



Carleton

EMERGENCY PREPAREDNESS

FALL 2016
(DO NOT FILE)

INTRODUCTION

Emergencies can happen without warning. Being prepared physically and psychologically to handle accidents or disasters is an individual and an organizational responsibility. Your safety is of primary importance. Above all, remain calm.

If you have questions concerning a unique situation not covered in these procedures, or if you would like additional information regarding emergency preparedness, contact Security Services at (507) 222-4444 (x4444 from a campus phone) 24-hours-a-day, 7-days-a-week, or visit www.carleton.edu/campus/security/emergency-procedures.

What can you do now?

1. Read this guide thoroughly and familiarize yourself with the necessary information for a future response.
2. All College personnel are strongly encouraged to register for the Emergency Notification Service at <https://apps.carleton.edu/emergency/service/notify/>
3. Keep this guide where it will be immediately available for quick reference in an emergency, preferably mounted on your office wall.
4. Maintain personal emergency supplies at home or in your car, the Red Cross website, www.redcross.org, has a detailed list of emergency supplies.

For additional emergency information go to: GO.CARLETON.EDU/EMERGENCY.

Yellow Tab  = Action Item

INTRODUCTION

MY EMERGENCY INFORMATION

There are 3 steps in reacting to an emergency situation:

1. CHECK: make sure the scene is safe for you to enter.
2. CALL: call Security Services (507) 222-4444 (x4444 from a campus phone), remain calm, and only hang up after Security has hung up.
 - In the event of a life threatening/severe injury dial 911 (9-911 from a campus phone).
3. CARE: provide appropriate emergency care for the victim(s).

Use the table on the page below to record emergency contacts, locations, and supplies available to you during an emergency.

OFFICE INFORMATION

Building Address:

(Your building address is a critical piece of information for calling 911 from a cell phone)

STORM SHELTER AREA

Shelter Area 1:

Building:

Room:

Shelter Area 2:

Building:

Room:

"PROTECT -IN-PLACE" LOCATION FOR THE MOBILITY IMPAIRED

(SEE MOBILITY IMPAIRED TAB)

Primary "Protect-in-Place" Area
(e.g. stairwell):

Secondary "Protect-in-Place" Area:

EMERGENCY SUPPLIES

Nearest AED:

Nearest First Aid Kit:

Nearest Fire Extinguisher:

Other Emergency Item:

Location:



QUICK CONTACT NUMBERS

DEPARTMENT	PHONE NUMBER	ADDITIONAL INFORMATION
Ambulance, Fire, and Police	9-911 (from a campus phone)	All 9-911 calls from on-campus phones go directly to the Owatonna dispatch center. When you call 911 from a cell phone, the call goes to the MN State Patrol. The MN State Patrol will transfer you to the Owatonna dispatch center. You will then need to notify Carleton Security Services (507) 222-4444 (x4444 from a campus phone) of the 911 call.
College Information	(507) 222-4309	www.carleton.edu
College Communications	(507) 222-4309	www.carleton.edu/campus/college_relations All media requests go to this office.
Community Concern Form (see Person of Concern section)		go.carleton.edu/concern
Environmental Health and Safety Office	(507) 222-4146	The Safety Committee created this emergency document for your use.
Facilities Management Customer Service	(507) 222-4133	www.carleton.edu/campus/facilities

Human Resources	(507) 222-4174	Work-related injuries www.carleton.edu/campus/human_resources
Northfield Hospital	(507) 646-1000	www.northfieldhospital.org/
Office of Disability Services	(507) 222-4080	www.carleton.edu/campus/wellness/disability_services
Ombuds Office	(507) 222-4569	The Ombudsman role is to offer options for problem solving and conflict resolutions for concerns related to work place issues.
Title IX Coordinator	(507) 222-4075	The Title IX Coordinator oversees the response to sexual misconduct issues on campus.
Title IX Deputy for Faculty and Staff	(507) 222-4569	The Title IX Deputy for Faculty and Staff is a resource for faculty and staff to address sexual misconduct issues.
Poison Control	9-1-(800) 222-1222 (from a campus phone)	www.mnpoison.org
Security Services	(507) 222-4444	www.carleton.edu/campus/security Carleton College Security Services is a 24-hours-a-day, 7-days-a-week operation.
Student Health and Counseling	(507) 222-4080	Provides services that help students meet their physical and mental health needs from a holistic perspective, with a focus on education for lifelong learning and health. www.carleton.edu/studenthealth

ACTIVE SHOOTER /ON-CAMPUS VIOLENCE

If you come across or learn of a dangerous person who is threatening the safety of individuals on campus, **contact Security Services immediately (507) 222-4444 (x4444 from a campus phone): or call 911 (9-911 from a campus phone) if it safe to do so.** Be prepared to provide a full description of the individual and his/her location.

RUN

- Remove yourself from danger. DO NOT APPROACH THE INDIVIDUAL.
- Remain calm and, if it is safe to do so, leave the area and move far away.

HIDE

- If you are unable to leave the area, Shelter-in-Place.
- Go to the nearest room or office.
- Close and lock the door, if possible.
- Block the door with furniture or equipment.
- Take cover behind equipment or furnishings.
- Turn off the lights.
- Keep quiet and act as if no one is in the room.
- Do not answer the door.
- Do not leave the area until you are instructed to do so by Security Services or other authorized personnel.

Individuals not immediately affected by the situation should take protective cover, staying away from windows and doors until notified otherwise.

- Post-incident response and evaluation are essential to an effective workplace violence prevention program. Carleton College provides an Employee Assistance Program for employees who are victimized personally or may be traumatized by witnessing an incident of workplace violence. Contact Human Resources at (507) 222-7471 for more information.

If you have experienced dating violence, domestic violence, stalking, or sexual assault, and are concerned about your safety on campus, you have rights to support and accommodations at work. Contact Human Resources at (507) 222-4174 or the Title IX Deputy for Faculty and Staff at (507) 222-4569 for more information.

CRIMINAL ACTIVITY REPORTING

Carleton College Security Services maintains a 24-hours-a-day, 7-days-per-week operation. Emergency phones are available throughout campus. Criminal activity affects every member of the community.

If you are the victim of crime, suspect that a crime has been committed, or have witnessed a crime:

- Report this to Carleton College Security Services at (507) 222-4444 (x4444 from a campus phone).

If you witness a crime in progress:

- Do not confront the individual.

Call Carleton College Security Services at (507) 222-4444 (x4444 from a campus phone) and report:

- What the person is/persons are doing
- How many people are involved
- Where it is happening
- The physical appearance and clothing of those involved
- Whether weapons are involved
- A description of the vehicle and license plate number, if a vehicle is involved
- The direction in which the person(s) is/are going
- Whether anyone has been injured
- Remain on the phone until you are advised to hang up

EVACUATION OF MOBILITY IMPAIRED/ PROTECT-IN-PLACE

1. Evacuate persons with disabilities who are otherwise ambulatory, such as those who are vision or hearing impaired, with other building occupants. They can benefit from an escort.
2. Do not evacuate people who are dependent on mechanical equipment for their mobility by elevator unless authorized or directed by emergency personnel.
3. If not able to exit the building, the individuals should “protect-in-place.” A fire exit stairway is the preferred location.
 - My fire exit stairwell “protect-in-place” location is: _____
4. Others should advise emergency personnel of the location of the individuals “protecting-in-place.”

FIRE

If you discover fire:

1. Manually activate the fire alarm system.
2. If safe to do so, immediately exit the building, closing doors behind you. DO NOT USE ELEVATORS.
3. Call 911 (or 9-911 from a campus phone) and then Security Services (507) 222-4444 (x4444 from a campus phone).
 - “Fire extinguishing devices should be used only after the alarm has been sounded and the Fire Department and Security Services have been notified. Then, only if you feel capable, a small incipient fire may be attacked by using an extinguisher. Don’t expose yourself to heavy smoke, The toxic gases in smoke can render you unconscious in a few seconds.”

Once fire alarm is activated:

- If safe to do so, walk to the nearest exit and close doors behind you.
- DO NOT USE ELEVATORS. If you are already in the elevator, the elevator car may automatically travel to a pre-designated call return landing (exit floor).
- Assist persons with special needs.
- Notify Security Services or fire personnel if you know or suspect someone is trapped inside the building.
- Assemble at a safe distance from the building.
- Make sure everyone is accounted for.
- Do not attempt to re-enter the building until instructed to do so by the Northfield Fire Department or Carleton College Security Services.

If trapped in a room:

- Wet and place a cloth around or under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal to someone outside, but DO NOT BREAK GLASS until absolutely necessary (outside smoke may be drawn into room).

If caught in smoke:

- Drop to hands and knees and crawl toward exit.
- Stay low as smoke will rise to the ceiling level.
- Hold your breath as long as possible.
- Breathe shallowly through nose and use a filter such as a shirt or towel.

My Building Address: _____

FIRE EXTINGUISHER INSTRUCTIONS

Manually activate fire alarm system before using fire extinguisher:

- Pull safety pin from handle.
- Aim at base of fire.
- Squeeze the trigger handle.
- Sweep from side to side at base of fire.

Fire extinguishing devices should be used only after the alarm has been sounded and the Fire Department and Security Services have been notified. Then, only if you feel capable, a small incipient fire may be handled by using an extinguisher. Don't expose yourself to heavy smoke. The toxic gases in smoke can render you unconscious in a few minutes.

OIL, CHEMICAL, RADIOACTIVE, OR BIOLOGICAL SPILL (HAZMAT)

Clean up spills yourself if:

- You are authorized to do so
- It is a small spill of a known substance.
- You are familiar with the physical and health hazards of spilled material or have consulted an SDS.
- The spill does not involve highly toxic, radioactive, reactive, or multiple chemicals, where the reaction by-products are unknown.
- The clean-up procedure is known and appropriate materials are available.

Immediately notify your lab manager or Principle Investigator (PI) or EHS if:

- The spill is larger than 4 liters, but not acutely hazardous or consisting of reactive materials.
- The spill is of a radioactive substance.
- You are not familiar with the physical and health hazards of the spilled material.
- The clean-up procedure is unknown or appropriate materials and PPE are available.
- You are not authorized to clean it.

Call 911 and evacuate the area if:

- The spill is uncontrollable or involves acutely hazardous or multiple chemicals.
- The spill results in fire or explosion.
- The spill results in life-threatening injuries.
- The spill may endanger the environment (e.g., the spill is outside).

Contact Environmental Health and Safety (EHS) at (507) 222-7554 (x7554 from a campus phone only during business hours) for:

- SDS information or advice on spills that do not require 911 responses.
- Notification after 911 call has been made from a safe location.

- Metallic mercury spills.
- Additional personal protective equipment or spill supplies.

Use spill kit materials (pads, booms, and gels can be used on all chemicals, except hydrofluoric acid):

- Absorbent pads: used for absorbing solvents, acids, and alkalis; can be placed under leaking containers.
- Absorbent booms: used for absorbing solvents, acids, and alkalis; can be used to dike spills.
- Gel absorbent: used for absorbing all liquids except hydrofluoric acid.
- PPE: gloves (nitrile), splash goggles.
- Equipment: dust pan, broom, collection container.

Select clean-up agent and treat spill:

- Use booms to contain spill if necessary.
- Circle spill with gel absorbent.
- Cover spill by applying absorbent inward.
- Mix absorbent thoroughly into spill to absorb excess liquid.
- For biological spills not involving human blood/blood products, place in red bio-waste bags; AUTOCLAVE, then place into bio-waste box for disposal.
- For biological spills involving human blood products call Security Services (507) 222-4444 (x4444 from a campus phone) and they will contact custodial services.

Restore area:

- Place waste in collection container and clearly label contents (Ex. "Hazardous Waste", acetone spill clean-up material).
- Rinse area with plenty of water if no reaction hazards remain.
- For biological spills, wipe contaminated surfaces with a 10% bleach solution.
- Call Chemical Hygiene Officer (507) 222-7554 (x7554 from a campus phone) for a waste disposal pick up.

HOT WEATHER INJURIES

Injuries caused by hot or cold weather can be serious, but if caught early, they can be treated successfully with first aid. Remember to dress appropriately for the weather. Injuries from the heat include heat cramps, heat exhaustion, and heat stroke.

HOT	HEAT CRAMPS	HEAT EXHAUSTION	HEAT STROKE
Symptoms	Painful muscle cramps and sweating.	Heavy sweating, tired, pale, nausea, headache, and/or rapid breathing.	Red, dry skin, confusion, seizure, high temp. (103° orally), vomiting, unconsciousness.
First Aid	Move away from heat and give the person sips of cool water. Cramps can be massaged with gentle pressure.	Move away from heat, give the person sips of cool water, remove as much clothing as possible, and have the person sit near a fan.	Remove the person from heat and begin cooling steps for heat exhaustion. If someone shows signs of heat stroke, call Security Services (507) 222-4444 (x4444 from a campus phone) for assistance.
Avoid	Do not take a cold bath or immerse in ice. Do not allow the person to return to activity for at least four hours. Do not leave the person unattended during cooling steps or recovery.		

COLD WEATHER INJURIES

Cold weather injuries include frostnip, frostbite, and hypothermia.

COLD	FROSTNIP	FROSTBITE	HYPOTHERMIA
Symptoms	An early warning of frostbite: the affected skin becomes white and numb.	Affected skin becomes very cold and turns white or yellowish-gray and feels hard and swollen. Blisters may appear.	Cold, pale skin, confusion, shivering, loss of coordination, slurred speech, fatigue or lethargy (sleepiness).
First Aid	Bring the person inside and remove wet clothing, and immerse his/her body parts in warm (not hot) water until sensation returns.	Bring the person inside and remove wet clothing. Place clean cotton gauze between affected toes/ fingers.	Bring the person inside and remove wet clothing. If someone shows signs of hypothermia, call Security Services (507) 222-4444 (x4444 from a campus phone) for assistance.
Avoid	Do not take a hot bath or immerse affected skin in hot water. Do not rub or massage the skin. Do not use direct heat, like heating pads, on skin. Do not disturb any blisters. Do not administer medication unless directed by a physician.		

MASS NOTIFICATION SYSTEM

Carleton College has developed a tiered emergency response and evacuation program to alert you in the event of an emergency on campus. Carleton's tiered system incorporates a written Emergency Operations Plan, an Emergency Notification System (CarlAlert), and web-based alerts via Carleton's home page. The campus warning system broadcasts alerts via a secure network that continues to operate during a disaster. In the event of an emergency on campus, the tiered system is capable of informing you of immediate dangers in your areas, both indoors and outdoors, so you will be alerted quickly and accurately.

If you have not registered your cell phone and non-Carleton e-mail with the CarlAlert Emergency Notification, please go to <https://apps.carleton.edu/emergency/service/notify/> to sign up.

If you have any trouble accessing your account or wish to comment on this service, please contact Security Services (507) 222-4444 (x4444 from a campus phone).

The campus Emergency Notification System (Carl Alert) is a free service offered by Carleton College. Your wireless carrier may charge you a fee to receive messages on your wireless device.

No spam will ever be sent to your cell phone or email through this campus warning system.





MISSING PERSON

If a person deviates from a normal routine, fails to appear for a scheduled event, or is unable to be reached that person may be considered missing. All suspected missing students must be reported to Security Services in accordance with the Higher Education Opportunity Act.

If you suspect that a co-worker or student is missing or the victim of foul play:

Notify Security Services immediately (507) 222-4444 (x4444 from a campus phone) and provide a detailed description of the missing person that includes:

- The person's full name, nickname(s), or aliases
- A full physical description, including sex, race/ethnicity, date of birth (age), height, weight, eye color, and hair color
- Any unusual or visible physical attributes, such as birthmarks, tattoos, scars, or piercings
- The date and time of last contact
- The person's last known whereabouts
- A description of what they were last seen wearing
- The name(s) of the person(s) whom they were last seen with
- If available, share fingerprints, recent photos, dental records, and all other significant and relevant information with the police.

MEDICAL EMERGENCIES

Life-Threatening Injuries:

1. Call 911 (or 9-911 from a campus phone) if the condition is life threatening, then notify Security Services (507) 222-4444 (x4444 from a campus phone) so they can direct and assist emergency personnel. Be prepared to provide a full description of the nature of the condition.
2. If someone is available, send them outside to help direct emergency responders.

Non-Life-Threatening Injuries:

1. Call Security Services (507) 222-4444 (x4444 from a campus phone).
2. If you are trained in first aid or CPR, make sure the scene is safe before you approach the victim. Do not endanger yourself.
 - Do not move the person unless the scene becomes unsafe.
 - Always wear appropriate Personal Protective items (e.g. gloves).
 - If you are exposed to bodily fluids while administering aid, immediately wash the exposed area and contact your supervisor, Human Resources, or your healthcare provider.
3. Never provide “advice” or treatment beyond your capabilities and training. When in doubt, do not move the person, call Security Services (507) 222-4444 (x4444 from a campus phone) and have them evaluate the situation.
4. If poisoning is suspected, contact the Poison Control Center at 1-800-222-1222.

Staff, Faculty, and Student Work-Related Injuries:

1. All work-related injuries must be reported immediately. During regular business hours, contact Human Resources at (507) 222-4174 (x4174 from a campus phone) to report injuries and to obtain assistance for initial medical treatment. If a work-related injury occurs outside of normal work hours, contact HR within one business day.

Bodily Fluid Clean Up

1. Contact Security Services (507) 222-4444 (x4444 from a campus phone) for a pathogen clean up. Security Services will contact Custodial Services.

ON-CAMPUS SAFETY ESCORT

Carleton College Security Services is dedicated to the safety of all individuals in our community. If you do not feel safe on campus at any time, contact Carleton College Security Services at (507) 222-4444 (x4444 from a campus phone) and request an officer to escort you to your destination on campus or a College-owned campus house. Carleton College Security Services will respond in a timely manner to your request for an escort.

PERSON OF CONCERN

Occasionally, a student, faculty, or staff member may present behavior in a classroom or in the campus community that makes others feel uncomfortable or intimidated, or results in a feeling of emotional distress, whether intended or not. While this type of behavior may be shrugged off as a one-time incident, it should not be ignored. Whenever someone feels uncomfortable, threatened, or intimidated by any incident, or there are persistent incidents that create an unwelcome or uncomfortable environment, the person should immediately report this to the appropriate officer of the College (e.g., supervisor, professor, dean), or anyone in authority to address the situation. One may also fill out Carleton's Community Concern form (web address below). Depending on the type of concern, a dean, the college ombudsperson, or the Title IX coordinator or deputy will respond.

Examples of behaviors:

- Outward displays of anger
- Use of inappropriate language (profanity, sexual, racial/ethnic slurs, etc.)
- Displays of intoxication or chemical use
- Suggestive or unwanted attention
- Persistent and unwelcome joking and teasing
- Sexually inappropriate conduct

Where to direct concerns:

Students

- For general concerns, contact the Dean of Students Office at (507) 222-4705 (x4075 from a campus phone).
- For concerns about sexual misconduct, contact the Title IX Coordinator at (507) 222-4075 (x4075 from a campus phone).
- To connect with an on-call counselor during regular business hours, call SHAC at (507) 222-4080. For urgent mental health services, counselors are on-call 24/7/365. For urgent phone counseling, to access the on-call counselor call SHAC at (507) 222-4080 and press Option #2 during the voicemail message, or call (855) 705-2479.

Employees

- For general concerns, contact Human Resources at (507) 222-7471.
- For concerns about sexual misconduct, contact the Title IX Deputy for Faculty and Staff at (507) 222-4569.

All members of the Carleton Community: use the **Community Concern Form** found at: go.carleton.edu/carleton.

SHELTER-IN-PLACE

“Shelter-in-Place” means to seek immediate shelter inside a building. This action may be taken during many types of emergencies.

If you are ever advised to Shelter-in-Place:

- Go to the nearest room or office.
- Close and lock the door, if possible.
- Block the door with furniture or equipment.
- Take cover behind equipment or furnishings.
- Turn off the lights.
- Keep quiet and act as if no one is in the room.
- Do not answer the door.
- Turn your cell phone to “silent” mode.

You may be directed to take this action if it is not safe to leave your building due to:

- Person-of-concern
- Dangerous weapon on campus
- Hazardous material
- Or other emergencies

THREAT/BOMB

If you receive a threat by phone:

- Remain calm. Attempt to keep the caller on the telephone as long as possible.
- Use the Threat/Bomb Checklist on the next page.
- Record the time and phone number if you have a caller ID after the caller is off the line (the time the call came in is critical to tracing the number).
- Contact Carleton College Security Services (507) 222-4444 (x4444 from a campus phone) immediately after receiving the threat.
- Take no further action until advised to do so by Carleton College Security Services. Responding officers will assess the threat and advise the building occupants if it is necessary to evacuate the building and/or area.
- If you suspect that the threat is real and eminent, begin evacuating the building.

Threat/Bomb Checklist

Questions to ask Caller:

Date and time of call:

1. What is the threat?
2. When will the threat be executed?
3. Where is the location of the threat/bomb?
4. Why?
5. What is your name?
6. Where are you now?

Exact Wording of Threat:

IMMEDIATELY REPORT ALL THREATS TO SECURITY SERVICES (507) 222-4444 (x4444 from a campus phone)

Background Noise/Sound (Check all that apply)

- | | | |
|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Office Machines | <input type="checkbox"/> Music | <input type="checkbox"/> Machines |
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Radio | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Airport | <input type="checkbox"/> Static |
| <input type="checkbox"/> Dishes | <input type="checkbox"/> Children | <input type="checkbox"/> No Noise |
| <input type="checkbox"/> Outdoors | <input type="checkbox"/> Crowd | <input type="checkbox"/> Other: |

Caller's Voice (Check all that apply)

- | | | |
|---------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Calm | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Female | <input type="checkbox"/> Excited | <input type="checkbox"/> High |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Angry | <input type="checkbox"/> Crackling |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Slurred | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Nasal | <input type="checkbox"/> Laughing |
| <input type="checkbox"/> Fast | <input type="checkbox"/> Lisp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy | <input type="checkbox"/> Altered |

THUNDERSTORM

Know the location of the nearest Storm Shelter area in your building!

My nearest Emergency Shelter area is: _____

If there is a severe thunderstorm watch, conditions are right for a severe thunderstorm:

- Continue with normal activities, but continue to monitor the situation.

If there is a severe thunderstorm warning, severe thunderstorms are occurring:

1. Be prepared to move to a place of shelter if threatening weather approaches.
2. Remain indoors and away from windows until the severe storm passes.
3. If large hail begins to fall, seek immediate shelter.
4. Report any injuries and damage by calling (507) 222-4444 (x4444 from campus phone) and be prepared to give the follow information:
 - Your name
 - Your building name
 - The type of injury or damage
 - The location of any injured person(s) or building damage
 - The room number you are calling from

IMPORTANT: As a key part of Carleton's emergency preparedness, all students, faculty and staff are encouraged to sign up for the Emergency Notification Service/CarlAlert.

- [Go to go.carleton.edu/emergency](http://go.carleton.edu/emergency)

SIREN TESTING: Sirens within the City of Northfield are tested every Wednesday at 1:00 p.m. year-round to maintain readiness.

TORNADO

If there is a tornado watch, conditions are right for a tornado:

- Continue with normal activities, but continue to monitor the situation.

If there is a tornado warning, radar or weather spotters have identified a tornado in Rice County:

1. SEEK IMMEDIATE STORM SHELTER in designated safe areas in your location. Individuals with disabilities should follow the same procedures.
 - Seek shelter in the lowest level. If there is no basement, go to an inner hallway, a small inner room, or a closet. Stay away from outside walls, exterior doors, and glass windows or partitions.
 - Do not open windows.
 - Cover your head and eyes with a blanket or jacket to protect against flying debris and broken glass.
2. After the threat has passed, leave buildings if it is safe to do so.
 - Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment)
3. If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse.
4. If it is not safe or possible to leave the area, stay put until assistance arrives.
5. Do not attempt to return to the building unless directed to do so by Security Services or emergency response personnel.
6. Do not attempt to turn on or off any utilities or other equipment.
7. If you are in a vehicle:
 - Get out and seek shelter in a nearby well-built structure.
 - If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection.
 - Lay prone, face down, with your hands covering your head.
8. Report all injuries and damage to Security Services at (507) 222-4444 (x4444 from campus phone).

SIREN TESTING: Sirens within the City of Northfield are tested every Wednesday at 1:00 p.m. year-round to maintain readiness.

QUICK BUILDING ADDRESS GUIDE

100 Nevada St. House - 100 Nevada St.	Boliou Hall - 505 Goodsell Circle (1st Floor) & 510 Lyman Dr. (Ground Floor)
104 Maple St. House - 104 Maple St. S.	Brooks House - 101 Division St. S.
106 Winona St. House - 106 Winona St. S.	Burton Hall - 117 College St. N.
200 Division St. Building- 200 Division St.	Cassat Hall - 139 Maple St. N.
208 Union St. House - 208 Union St. S.	CMC - 509 Goodsell Circle
210 Winona St. House - 210 Winona St. S.	Chaney House - 115 Maple St. S.
212 East 2nd St. House - 212 2nd St. E.	Skinner Memorial Chapel - 405 1st St. E.
216 College St. House - 216 College St. S.	Clader House - 209 2nd St. E.
411 East Second St. Hs - 411 East Second St.	Collier House - 105 Division St. S.
Allen House - 111 Division St. N.	Colwell House - 111 Division St. S.
Alumni Guest House - 100 College St. S.	Cowling Gym - 714 Evans Dr.
Arb Office - 710 Three Oaks Dr.	Davis Hall - 104 Union St. N.
Benton House - 118 Winona St. S.	Dixon House - 107 Division St. S.
Berg House - 112 Union St. S.	Douglas House - 401 3rd St. E.
Bird House - 400 1st St. E.	Dow House - 109 Division St. S.

Eugster House - 110 Division St. N. Evans Hall -715 Evans Dr.	Hoppin House - 420 1st St. E.
Evans Hall - 715 Evans Drive	Hulings Hall - 208 Winona St. N.
Facilities Building - 301 Union St. N.	Hunt Cottage - 106 Union St. S.
Faculty Club - 717-721 2nd St. E.	Hunt House. - 201 Second St. E.
Faculty Club Annex - 715 2nd St. E.	Huntington House - 119 College St. S.
Farm House - 612 Three Oaks Dr.	James Hall - 140 Nevada St. N.
Geffert House - 112 Division St. S.	Jewett House - 216 Union St. S.
Goodhue Hall - 401 Three Oaks Dr.	Johnson House - 308 1st St. E.
Goodsell Observatory - 301 Goodsell Circle	Jones House - 314 2nd St. E. (1st Floor) & 200 College St. S. (2nd Floor)
Hall House - 210-212 1st St. E.	Laird Hall - 301 Winona St. N. (1st-3rd Floor) & 510 Goodsell Circle (Basement)
Headley Cottage - 811 2nd St. E.	Laird Stadium - 215 Division St. N.
Headley House - 815 2nd St. E.	Language & Dining Center - 206 Maple St. N.
Henrickson House - 205 2nd St. E.	Leighton Hall - 302 College St. N. (2nd-4th Floor) & 308 College St. N. (1st Floor)
Henry House - 107 Union St. S.	Gould Library - 405 Gould Lane
Hill House - 205 College St. S.	Dacie Moses House - 110 Union St. S.
Hilton House - 116 Division St. S.	Mudd Hall - 200 Nevada St. N.

Music Hall - 214 Winona St. N.	Prentice House - 107 Division St. N.
Music & Drama Center - 109 Nevada St. N. (Arena) & 110 Winona St. N. (Concert Hall)	Rayment House - 510 4th St. E.
Musser Hall - 103 Union St. N.	Rec. Center - 501 Three Oaks Dr.
Myers Hall - 200 Maple St. N.	Rice House - 208 College St. S.
Nason House - 209 1st St. E.	Rogers House - 805 2nd St. E.
Nourse Hall - 110 Nourse Lane	Ryberg House - 304 2nd St. E.
Nutting House - 217 Union St. S.	Sayles Hill - 209 College St. N.
Olin Hall - 215 Goodsell Circle	Scott House - 106 Division St. N.
Olin Farm House - 811 Division St. N.	Secombe House - 111 Nevada St. S. (1st Floor) & 113 Nevada St. S. (2nd Floor)
Owens House - 103 Division St. S.	Scoville - 105 College St. N.
Page House East - 218 College St. S.	Severance Hall - 205 College St. N.
Page House West - 315 3rd St. E.	Sperry House - 107 Nevada St. S. (2nd Floor) & 109 Nevada St. S. (1st Floor)
Parish House - 419 3rd St. E.	Steam Plant - 300 Division St. N.
Parr House - 700 Three Oaks Dr.	Stimson House - 300 1st St. E.
Pollock House - 110 Winona St. S.	Strong House - 118 College St. S.

Watson Hall - 103 Maple St. S.	615 Warehouse- 615 Three Oaks Dr.
Weitz Center for Creativity - 320 3rd St. E.	605 Warehouse (Art Studios) - 605 Three Oaks
West Gym - 321 Division St. N.	OTHER
Whittier House 514 2nd St. E.	Water Tower - 585 Three Oaks Dr.
Williams House - 109 Union St. S.	Wind Turbine I - 9350 90th. St. E.
Willis Hall - 201 College St. N.	Wind Turbine II - 8750 Stanton Blvd.
Wilson House - 115 Division St. N.	ATHLETIC FIELDS
WAREHOUSES	Laird Stadium Field - 215 Division St. N.
Prairie Warehouse - 514 Prairie St.	Lower Arb - 501 Division St. N.
College Warehouse - 609 Three Oaks Dr.	West Fields - 401 Division St. N.
711 Warehouse (Storage) - 711 Three Oaks Dr.	Sports & Rec. Fields - 565 Three Oaks Dr.
Grounds Warehouse - 715 Three Oaks Dr.	Bell Field- 901 2nd St. E.

UTILITY FAILURES

- Elevators should not be used in utility/power failures or fires. If you need assistance, call Security Services at (507) 222-4444 (x4444 from a campus phone).
- Emergency back-up power will automatically switch on if there is a power failure. Most buildings are equipped with emergency lighting. If safe to do so, follow the emergency exit signs to the nearest exit door and exit the building.
- If you experience a utility outage during normal working hours, call Facilities Management at (507) 222-4133 (x4133 from a campus phone).

If you experience a utility outage after hours, call Carleton College Security Services at (507) 222-4444 (x4444 from a campus phone).



DEFINITIONS/MY NOTES

EMERGENCY STORM SHELTER:

Designated safe area in your location/building (generally the lowest level). Storm shelters are identified by signs in each building.

PROTECT-IN-PLACE:

Fire stairwell landing; a place for the mobility impaired to wait to be rescued (see “Evacuation of Mobility Impaired” tab).

SHELTER-IN-PLACE:

Seek immediate shelter inside a building; stay where you are and wait for further communication from authorities (see “Shelter-in-Place tab).

WATCH:

Current weather conditions could produce severe weather (i.e. severe thunderstorm, tornado, blizzard) (see “Thunderstorm/Tornado” tab).

WARNING:

Current weather conditions are imminent, take shelter immediately (see “Thunderstorm/Tornado” tab). The e2campus notification system will be activated (see “Mass Notification System” tab).

MY NOTES:
