

**Carleton College
RECREATION CENTER
Emergency Action Plan
501 Three Oaks Drive, Northfield, MN 55057
507-222-4487**

Emergency Personnel: All Recreation Staff on duty including climbing personnel are trained in CPR/AED and are on duty for first response in case of an emergency.

Emergency Communication: Cell Phone and campus phone located on wall just outside Rec. Center rear exit.

Emergency Equipment: First aid supplies including body substance isolation (BSI) supplies are available on-site. **An AED is located on the ground floor of The Rec. Center inside laundry room 107.**

The steps in reacting to an emergency situation:

1. **CHECK:** make sure the scene is safe.
2. **CALL:** First Call should be 9-911 with a second call to Security Services (507) 222-4444 (x4444 from a campus phone), remain calm, and always hang up last.
Most Critical Information: Ask to speak with the ambulance dispatcher and then know your exact address: **Recreation Center, 501 Three Oaks Drive, Northfield, MN 55057.**
Important to Know: 9-911 calls from on-campus phones go directly to the Owatonna dispatch center. After calling 911 you then need to notify Carleton Security Services (507) 222-4444 (x4444 from a campus phone) of the 911 call.
3. **Be prepared to provide the following information**
 - a. Identify yourself and your role in the emergency.
 - b. Specify your location: **Rec. Center 501 Three Oaks Drive, Northfield, MN 55057.** Emergency access for Rec. Field activities is directly off Highway 19. The College's water tower and Recreation Center can be used as a reference points. The front desk phone number at The Rec. Center is 507-222-4487. Recreation personal will be on site to guide EMS to the scene.
 - c. Give the number of victim(s)
 - d. Condition of victim(s)
 - e. Time of the incident
 - f. Care being provided
 - g. Give specific directions to the scene of the emergency
4. **CARE:** provide appropriate emergency care for the victim.

Guide EMS (Emergency Medical Services) to the scene

- a. Assist Security Services with directing EMS to scene
- b. Open appropriate gates
- c. Designate individual to "flag down" EMS and direct to scene
- d. Scene control: keep non-emergency medical team members away from the scene

GENERAL INFORMATION:

1. Remain calm and collected.
2. If in doubt, assume the worst and react accordingly.
3. Due to liability reasons, staff should not transfer injured parties in their personal vehicles.
4. You can't worsen a situation by applying ice, you can with heat.

SEE REVERSE SIDE FOR SEVERE WEATHER EMERGENCY PLAN

THUNDERSTORM/TORNADO

Storm Safety Location: In the event of lightning or severe weather/storm warning, move all individuals to the shelter areas of the Recreation Center first floor, (laundry room and restrooms). Building Supervisors will be on duty to provide further instructions.

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

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

1. 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:
 - a. Your name
 - b. Your building name
 - c. The type of injury or damage
 - d. The location of any injured person(s) or building damage
 - e. The room number you are calling from

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

1. 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 SHELTER** in designated safe areas in your location. Individuals with disabilities should follow the same procedures.
 - a. 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.
 - b. Do not open windows.
 - c. Cover your head and eyes with a blanket or jacket to protect against flying debris and broken glass.
2. After the all-clear has sounded, leave badly damaged buildings if it is safe to do so.
 - a. 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.
6. Do not attempt to turn on or off any utilities or other equipment.
7. **If you are in a vehicle:**
 - a. Get out and seek shelter in a nearby well-built structure.
 - b. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection.
 - c. 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).

See Reverse Side for MEDICAL EMERGENCY PLAN