

Carleton College
RECREATION FIELDS EMERGENCY ACTION PLAN
565 Three Oaks Drive, Northfield, MN 55057
(Flow Chart For PEAR STAFF)

INCIDENT/ACCIDENT

Check, Call, Care Procedures

CHECK: Make sure the scene is safe

CALL: EMS (Emergency Medical Services): 9-9-1-1

OR 911 from Cell Phone

FIRST call should be 9-911 with a second call to Security Services (507)222-4444 (x4444 from a campus phone).

MOST Critical Information: **Ask to speak with the ambulance dispatcher and the fields address is: 565 Three Oaks Drive, Northfield, MN 55057.**

Important Information: 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. This is why the **EXACT** address is **CRITICAL**.

CALL: Direct someone else to call SECURITY: 4-4-4-4

ADMINISTER CARE UNTIL EMS (Emergency Medical Services) TAKES OVER – CLOSEST AED IS located on the ground floor of The Recreation Center just inside the Laundry Room 107

Complete Incident Report Form – Interview witnesses
(Injured Party Signs Form if possible)

EMS (Emergency Medical Services) provides transportation if necessary

Contact Security for all pathogen clean-up/Security will contact Custodial Services
Contact Mikki Showers for follow-up procedures

WHEN IN DOUBT, CALL 9-911 followed by calling Security x4444

SEE REVERSE FOR SEVERE WEATHER 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).

Lightning Policy During Severe Weather

IM monitors and Club Sport Captains need to monitor weather reports and using the "flash-to-bang" method to determine the proximity of a storm. In the event of a flash-to-bang of 25 seconds or less (6 miles), the contest should then cease and the participants should seek shelter immediately. Play will not resume until the storm has safely passed. This can be determined by a flash-to-bang of 25 seconds as calculated by the designated spotter or play will not resume until a ½ hour has passed from the last visible flash as determined by the designated spotter.

"Flash-to-Bang": When a slash is seen, count the seconds to the bang of its thunder. Divide the number of seconds by five to get the distance in miles from your location to the lightning.