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*(last updated 2/6/2024)*

Iowa Valley Community College District does not discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, actual or potential family, parental or marital status, or other protected classes. If you have questions or complaints related to compliance with this policy, please contact the District Equity Coordinator, 3702 S. Center Street, Marshalltown, IA 50158, 641-844-5523, Equity@iavalley.edu.

## **EMERGENCY PHONE NUMBERS**

*For emergencies (Ambulance, Fire, and/or Police), call 911. For on-campus phones, use 911 or 9-911*

- If during regular business hours (8:00 am – 4:30 pm) call:*

<b>MCC</b>	<b>DSO/IVBCS</b>	<b>On-campus phone</b>
641-752-7106	641-752-4645	0

- If after business hours and weekends, call Plant Services at **641-328-351-0080 or 641-328-9099.***

### **Designated Campus Emergency Assembly Areas (Main Campus)**

1. Brown cubes on northwest side of campus
2. Baseball area on south side of campus
3. Fields east of residential student complexes

# Purpose of the Guide

The Marshalltown Campus Emergency Guide was prepared by the Marshalltown Campus Safety Committee as a quick reference in the event of an emergency. The handbook provides guidance to staff, faculty, students and the public about safety and emergency procedures—including those for emergency situations, evacuations, severe weather, fire and medical emergencies, and violent situations that could occur at the Marshalltown locations of Iowa Valley Community College District.

If you have suggestions or comments for the improvement of this guide, please email [Safety@iavalley.edu](mailto:Safety@iavalley.edu). This guide is reviewed annually by the Marshalltown Campus Safety Committee.

## Timely Warning Policy

In the event that a situation arises on- or off- campus, that, in the judgement of the Provost, the Vice President of Business & Community Solutions, or the President of the College constitutes an ongoing or continuing threat, a campus wide “timely warning” will be used. The warning will be issued through the college Emergency Notification System (ENS) to students, faculty, and staff. For more information on ENS—including how to enroll—go to <https://ens.iavalley.edu/>

Depending on the particular circumstances, especially in situations that could pose an immediate threat to the community and individuals, college administration may also post a notice on the campus-wide electronic monitors, the Iowa Valley website ([www.iavalley.edu](http://www.iavalley.edu)), and the Canvas learning management system. In such instances, a copy of the notice is also made available for each residence hall.

Anyone with information warranting a timely warning should report the circumstances to the offices of the Provost, Vice President of Business & Community Solutions, and President by phone or in person at:

**Marshalltown Community College (MCC)** – Provost 641-844-5730, room 117

**Iowa Valley Business & Community Solutions (IVBCS)** – Vice President 641-844-5620, room 601

**Iowa Valley Community College District (IVCCD)** – President 641-844-5720, District Services Office building

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# Fire

1. Pull the closest fire alarm.
2. Call **911**.
3. Proceed to one of the designated areas below or at least 500 ft. away from the building.
  - Brown cubes on northwest side of campus
  - Baseball area on south side of campus
  - Fields east of residential student complexes
4. Remain in the area until directed otherwise.
5. Assist where needed.
6. Do not re-enter the building until directed by the fire department or authorized personnel. Do not interfere with emergency vehicle access.
7. If you are involved in an incident, you may be asked to document the incident using the Incident Report Form. Contact your supervisor (for employees) or a college administrator (for students/guests) for details.



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# Tornado Alarm or Violent Storm Announcement

If you spot a tornado, hear community siren, or receive warning on weather radio:

1. Call campus switchboard (see EMERGENCY PHONE NUMBERS below), who will execute emergency communication plans.
2. Employees: Give directions to people in your area on where to go.
3. Go to shelter area/interior hallway/restrooms and stay away from windows. If unable to reach designated shelter area, move to interior space and take cover under desk/heavy table.
4. Remain in shelter area until directed otherwise.

## TORNADO SHELTER AREAS

- Interior offices with no exterior windows.
- Restrooms and classrooms with no exterior windows.
- Hallways, if doors can be closed off on both ends of the hallway Avoid hallways with glass on both ends, as these can become wind tunnels.
- May be designated by “Tornado Shelter” signs.



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# Violent Incident

Example: Weapon on campus or violent person(s)

Be situationally aware of your surroundings, then make the best decision on whether to RUN, HIDE, or FIGHT.

## Run:

- If safe, evacuate.
- Exit and run erratically. Run as far away as possible.
- Use trees, cars, etc., as cover.
- When safe...call 911. Do not assume calls have already been made
- Consider additional actions if situation changes. For example, prepare to **hide** or **fight** if the opportunity arises.

**Hide:** If running is not an option

- Lock and block doors.
- Close blinds if possible.
- Turn off lights.
- Silence phones.
- Consider additional actions if situation changes. For example, prepare to **run** or **fight** if the opportunity arises.

**Fight:** If necessary

- Distract...Yell, Throw Objects.
- Attack...Swarm.
- Subdue Violent Person.
- Secure Weapon in Safe Place.

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# Emergency Actions: Medical or Safety

1. Call **911** immediately to summon local fire, police, ambulance, or rescue services as appropriate. Time is critical in responding to any emergency.
2. Alert others in your area and if during regular business hours, call campus switchboard who will execute emergency communication plans (see EMERGENCY PHONE NUMBERS below).
3. If possible, isolate victims and witnesses.
4. Re-assess when the emergency is past to make sure everyone is safe.

## Automatic External Defibrillators (AED) and Cardiac Pulmonary Resuscitation (CPR)

If a person has collapsed or is unconscious and is not breathing (or doesn't have a pulse):

1. Call **911** immediately to summon local fire, police, and ambulance or rescue services as appropriate.
2. Consider performing CPR or using a nearby AED.
3. Alert others in your area and if during regular business hours, call campus switchboard who will execute emergency communication plans (see EMERGENCY PHONE NUMBERS below).

### Liability and the Iowa Good Samaritan Law

Iowa Code 613.17, the Good Samaritan Act provides legal protection to a person who in good faith renders emergency care or assistance.

### AED Instructions

The instructions for the AEDs are located within the AED device. Once the device is opened, the machine will lead you through the steps.

**(Note: AED Locations on next page →)**

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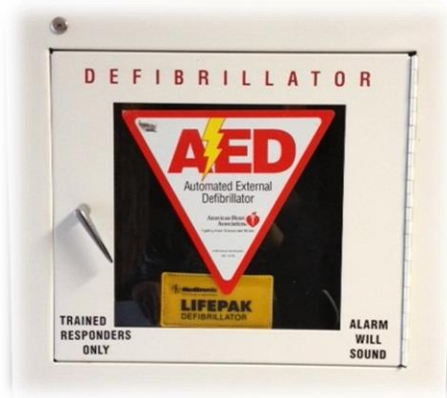
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**Locations of AEDs:**

Marshalltown Campus (3700 S. Center St.)

- 100/200 Hallway - Lounge area
- 300 Hallway - Outside Helio Portes Lecture Hall, room 307
- 300 Hallway - Faust Student Union\*, room 303 (next to 303e)
- 400 Hallway - Plant Services\*, room 415 (next to 415c)
- 500 Hallway - south entrance, outside room 546
- 600/700 hallway - Iowa Valley Business & Community Solutions Lobby (by Hospitality Desk)
- Student Activities Center - Northwest corner of gym
- Student Activities Center (2<sup>nd</sup> floor) - Fitness Center by office
- District Services Office Breakroom
- Powerline Tech building\*, room 102
- Business & Training Center (BTC) building-by room 211
- Education Training Center (ETC)-by room 110



*\*added Spring 2024*

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# Indoor Hazardous Material Spill or Gas Leak

1. **EVACUATE building**
  - **DO NOT PULL FIRE ALARM** as evacuating.
  - **DO NOT** switch on/off lights or other electrical equipment.
  - **DO NOT USE A CELL PHONE** before evacuating.
2. Call **911** when at a safe distance. Be prepared to provide as much detail as possible.
3. Call campus switchboard (see EMERGENCY PHONE NUMBERS below), who will execute emergency communication plans.

## Suspicious Item

1. Call **911**.
2. Call Plant Services at **641-844-5591** during the day or after business hours and weekends call **641-328-0080** or **641-328-9099**.
3. **Avoid using electronic devices within the immediate area.**
4. DO NOT touch, open, smell, or taste the package any further.
5. Isolate item by moving all people away from item and keeping people away. Move item only if absolutely necessary.
6. Wash hands with soap if item was handled. If item was handled, notify persons who respond to situation to receive further instructions.

**If package has been opened and suspicious materials (e.g. powder) found within:**

1. **DO NOT touch.**
2. If spilled do not clean up material.
3. Leave the room and close the door or block off the area.
4. Wait for instructions from people who respond to situation.

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# Bomb Threat

1. Obtain all information possible from the individual making the threat.
2. Call **911**.
3. Call campus switchboard (see EMERGENCY PHONE NUMBERS below), who will execute emergency communication plans.

## **BOMB THREAT CHECKLIST**

**Questions to Ask: Record answers as completely as possible:**

1. When is bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why are you doing this? \_\_\_\_\_
6. Where are you calling from? \_\_\_\_\_
7. What is your name? \_\_\_\_\_

**Description of Caller's Voice:** \_\_\_\_\_

Exact Words of caller:

\_\_\_\_\_

\_\_\_\_\_

Male, Female, Accent, Estimated Age? \_\_\_\_\_

**Manner in which threat was delivered (circle):** Well-spoken, Irrational, Incoherent, Taped

**Speech (circle applicable descriptions):** Slow, Excited, Disguised, Angry, Lisp, Broken, Crying, Rapid, Loud, Slurred, Nervous, Sincere, Normal, Determined

If voice is familiar, whom does it sound like? \_\_\_\_\_

**Describe Background Sounds (circle):** Street noises, House noises, Voices, Static, Machinery, Music

Other: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Extension where call was received: \_\_\_\_\_ Time: \_\_\_\_\_

Number from the caller ID and/or Phone Log: \_\_\_\_\_

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# Threatening/Harassing Phone Calls

1. Obtain all information possible from the individual making the threat.
2. Call **911**.
3. Call campus switchboard (see EMERGENCY PHONE NUMBERS below), who will execute emergency communication plans.
4. If applicable notify your supervisor (for employees) or a college administrator (for students/guests)

**Questions to Ask: Record answers as completely as possible:**

1. Why are you doing this? \_\_\_\_\_
2. What are you going to do? \_\_\_\_\_
3. What is your name? \_\_\_\_\_
4. When and where are you going to do this? \_\_\_\_\_

**Description of Caller's Voice:** \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

Male, Female, Accent, Estimated Age? \_\_\_\_\_

**Manner in which threat was delivered: (circle)** Well-spoken, Irrational, Incoherent, Taped

**Speech (circle applicable descriptions):** Slow, Excited, Disguised, Angry, Lisp, Broken, Crying, Rapid, Loud, Slurred, Nervous, Sincere, Normal, Determined

If voice is familiar, whom does it sound like? \_\_\_\_\_

**Describe Background Sounds (circle)** Street noises, House noises, Voices, Static, Machinery, Music

Other, including unique word usage, familiarity/non-familiarity with campus \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Date: \_\_\_\_\_

Phone extension where call was received: \_\_\_\_\_ Time: \_\_\_\_\_

Number from the caller ID and/or Phone Log: \_\_\_\_\_

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# Death Protocol—

If you discover or become aware of the death of a person on campus:

1. Call **911**.
2. Consider performing First Aid, CPR or using a nearby AED, if appropriate.
3. Do not disturb things in the area, unless necessary for first aid procedures.
4. If during regular business hours, call campus switchboard (see EMERGENCY PHONE NUMBERS below).

# Power Outage

Call Plant Services at **641-844-5591** during the day or after business hours and weekends call **641-328-0080** or **641-328-9099**.

If safe, move to lit area near windows/entrances or to hallways that have emergency lighting.

# Additional Emergency Phone Numbers

*For on-campus phones, dial 9-1 first for the numbers below:*

Unity Point Health - Marshalltown      **(9-1)-641-754-5151**  
55 UnityPoint Way  
Marshalltown, Iowa 50158

Center Associates (Mental Health)      **(9-1)-641-752-1585**  
3809 South Center St.      *after hours* **(9-1)-641-752-8467**  
Marshalltown, Iowa 50158

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# Marshalltown Campus Emergency Phone Paging System (for Staff and Faculty)

Iowa Valley Community College District has an emergency phone paging system in place via our campus phones. To access the phone paging system:

1. On the Avaya Office Phone, 1) press the right side of the navigation wheel and 2) select “MCC Page”



2. When connected—\*listen for a beep\*—identify yourself, and your location of the emergency, including campus: MCC, ECC, etc.
3. Give a brief report about the situation that provides as much helpful detailed information about the emergency and actions that people should take as possible. (See Report Examples below)
4. Call with any updates if at all (safely) possible!!

## Report Examples:

- *This is [First Name, Last Name] in the District Office – Tornado Warning at 3 p.m. – move to a designated shelter or inside rooms NOW!*
- *This is [First Name, Last Name] in the Health Occupations office – Intruder with a gun sighted at 1 p.m. on the main campus by Dejardin Hall. Use Run-Hide-Fight.*
- *This is [First Name, Last Name] in Plant Services – Altercation outside District Office at 10:30 a.m., employee assistance is needed.*

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