

SAFETY

POLICY

In alignment with [Minnesota State Board Policy 5.24 – Safety and Security Compliance](#), Ridgewater College, hereinafter referred to as the College, is committed to creating and maintaining safe and secure environments in order to fulfill its mission of providing high quality higher education. This commitment includes creating, implementing, and monitoring appropriate plans, programs, procedures, and training to comply with applicable regulations and professional standards, and ensuring the safety and security of individuals and Ridgewater College/Minnesota State property.

DefinitionsSecurity

Actions, practices, procedures, programs, and their implementation associated with protecting individuals and physical assets such as property, facilities, vehicles, equipment, and material on Ridgewater College/Minnesota State property and operating locations from threat of or actual damage or loss.

Environmental Health

Actions, practices, procedures, programs, and their implementation associated with preserving and protecting the natural environment (air, soil, and water) of Ridgewater College/Minnesota State property and operating locations.

Occupational Safety

Actions, practices, procedures, programs, and their implementation associated with protecting the safety, health, and well-being of employees in performing their assigned responsibilities on Ridgewater College/Minnesota State property and operating locations.

Emergency Management

Planning, organizing, coordination, integration, training, and execution of efforts to prevent, minimize, respond to, and recover from injury or damage resulting from natural or manmade disasters or other crisis situations.

Ridgewater College/Minnesota State Property

Facilities and land owned, leased, or under the primary control of Minnesota State, its Board of Trustees, colleges, universities, and the system office.

Applicable Regulations

This policy applies to all employees and students of the Minnesota State Colleges and Universities system. To the extent that more than one standard is established for matters subject to this policy, the more stringent standard shall govern.

History:

04.16.07 Adopted

04.18.23 Proposed, Reviewed for Equity Compliance

09.20.23 Revised (Replaces Chapter 5 Emergency Response Policy)

SAFETY

PROCEDURES45
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Ridgewater College will make information regarding emergency and non-emergency safety-related procedures available to faculty, staff, and students via the College website. The College maintains an updated emergency procedures manual that is available to all campus employees to provide guidance and direction should an emergency occur. It is expected that all employees familiarize themselves with the content.

53 Emergency Response and Notification

54 These procedures apply to all Ridgewater College students, faculty, staff, and all visitors to campus.
55 Each college employee is responsible for complying with the College policy and procedures, local policy
56 and procedures, state laws, and federal laws. The employee's supervisor is responsible for ensuring all
57 employees attend training on college emergency procedures and participate in drills, exercises, and
58 emergency situations in accordance with said procedures.

59 Reporting an Emergency on a Ridgewater College Campus

60 Individuals shall report all campus emergencies by calling 911 from any telephone, whether landline or
61 cellular.
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64 Any employee or student may initiate the internal notification process by calling Campus Assistance,
65 8555 in Hutchinson, 6099 in Willmar or a point person as listed in the Emergency Notification Protocol
66 below or the Ridgewater College Emergency Procedures Manual. Campus Assistance is available
67 during normal business hours.
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69 Campus Assistance will notify the point person and/or College President, who will notify the College
70 Incident Management Team (IMT). The IMT will activate the Emergency Notification System (ENS) to
71 notify all employees and students using one or more of the following methods: 1) Star Alert text
72 messaging, 2) Star Alert email messaging, 3) Star Alert telephone messaging, 4) telephone broadcast
73 system on each campus, 5) or an Alertus computer desktop notification on college-issued computers.
74 Members of the IMT are identified with an asterisk next to their name on the [Ridgewater College](#)
75 [Organization Chart](#) on the college website. All members of the IMT carry cards with telephone
76 numbers for office, home and cell phones of the team members for the purpose of immediate
77 notification.
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79 After contacting the appropriate authorities and as soon as safely possible, students and staff should file an
80 incident report with the Safety, Health, and Emergency Preparedness Coordinator.
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82 Responsibilities for Emergency Response and Notification

83 Upon notification of a campus disaster or campus emergency, a member of the College IMT will
84 immediately contact local emergency response agencies, such as law enforcement, fire department,
85 Emergency Medical Services (EMS), etc., as well as the College President and/or Vice Presidents.
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87 Upon confirmation of an emergency or dangerous situation involving an immediate threat to the health or

SAFETY

88 safety of students or employees occurring on campus, the College will, without delay and taking into
89 account the safety of the community, determine the content of the notification and initiate the notification
90 system, unless the notification will, in the professional judgment of responsible authorities, compromise
91 efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

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93 A member of the College IMT participating in the emergency mitigation efforts will continue the
94 notification process as deemed appropriate for the incident.

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96 It is anticipated that initial notifications will be the responsibility of the appropriate local law enforcement
97 agency. However, it is recognized that any number of circumstances may cause this responsibility to fall
98 to the President's Office or the Public Information Officer. Additional messages may be released as the
99 incident or situation dictates and as time permits.

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101 In situations where initial emergency notification is made by a member of the College Incident Management
102 Team or law enforcement, the President or designee will have the responsibility for broadcasting further
103 messages to the campus community.

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105 Notification System Test

106 The College will test its notification systems at least annually. The facilities team, along with IMT
107 members, will monitor the effectiveness of the tests and conduct appropriate follow-up activities.

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109 Publication/Communication of Procedures

110 The procedures will be published and communicated annually in the Campus Crime and Security
111 Report, which is available on the college website.

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113 Other Response Efforts

114 Depending on the nature of the reported emergency, local law enforcement may initiate the securing of
115 buildings by notifying other college offices and departments, such as physical plant personnel, and
116 request they secure the exterior doors to their assigned buildings.

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118 Depending on the nature of the reported emergency, College IMT members shall implement the
119 College Emergency Procedures and, if needed, the Continuity of Operations Plan. College employees
120 shall reference the College Emergency Procedures Manual.

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123 *History:*

124 *04.16.07 Adopted*

125 *04.18.23 Proposed, Reviewed for Equity Compliance*

126 *09.20.23 Revised*