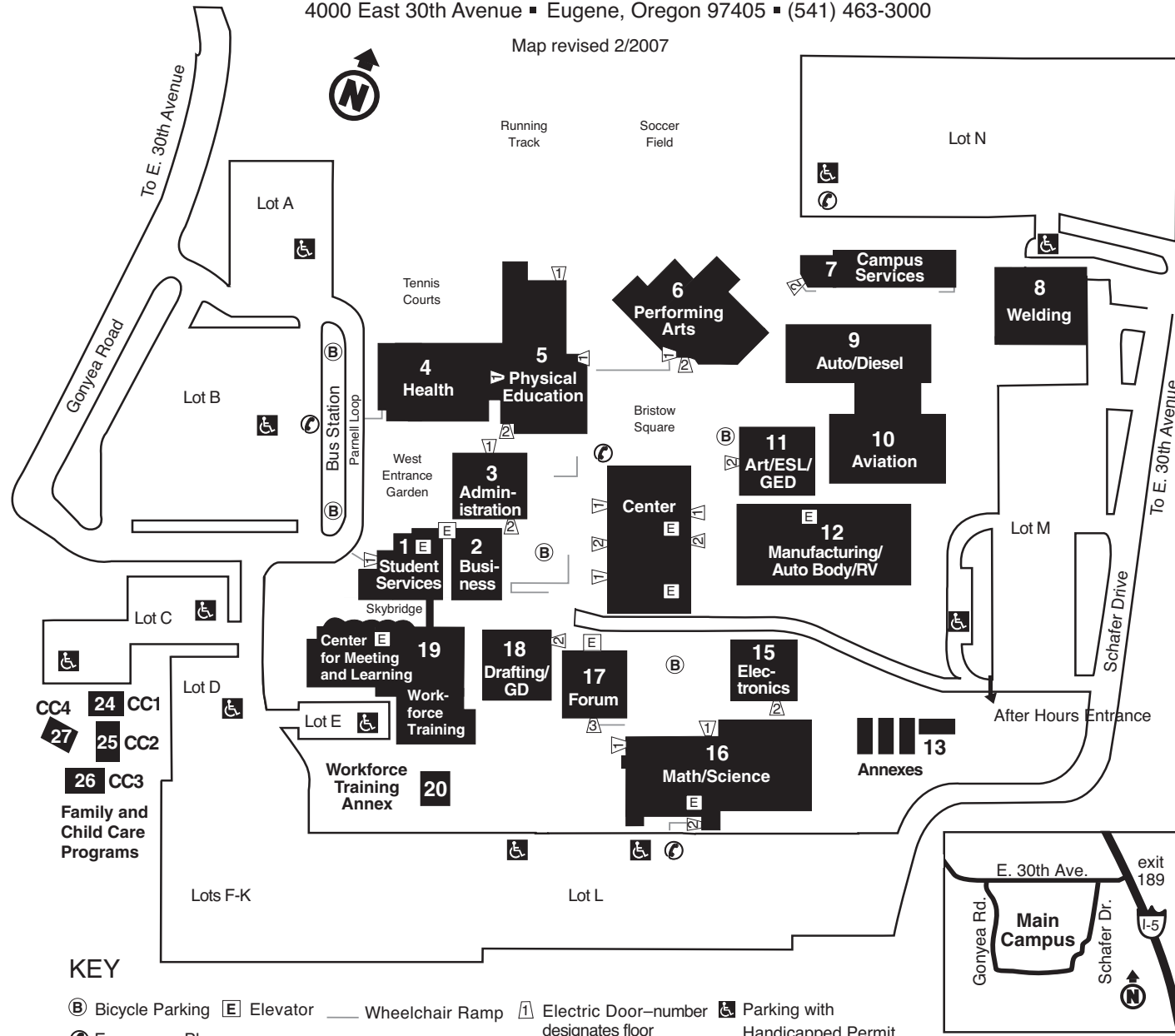


Lane Community College Main Campus

4000 East 30th Avenue ▪ Eugene, Oregon 97405 ▪ (541) 463-3000

Map revised 2/2007



EMPLOYEE EMERGENCY MANUAL

For detailed employee emergency plan, see <http://lanec.edu/cops/eplan.htm>

EMERGENCY NUMBERS

MAIN CAMPUS

Red phones are emergency only and ring directly to Public Safety.
 When calling from a cell phone 463-plus Ext.
 Emergencies-non medical 5555
 Medical Emergencies 6666
 Counseling/Consultation 8888
 Public Safety – Non-emergency 5558
 Facilities Management 5216
 Operator 0

OFF CAMPUS

Police 9-911
 Fire 9-911
 Medical 9-911

EMERGENCY COMMUNICATION

Emergency information will be announced by the Presidents Office to employees, students and the public. Messages will be delivered via phone zone paging, telephone tree, and campus wide email. Divisions and departments are responsible for notifying students in classrooms, laboratories, the library, or cafeteria. "All clear" announcements will be made when situation is stabilized.

| MEDICAL EMERGENCY | SEVERE WEATHER | FIRE | EVACUATION |
|--|--|---|---|
| <p>If you discover a medical emergency:</p> <ul style="list-style-type: none"> Avoid leaving injured/ill person except to summon help. IF INJURY/ILLNESS IS SEVERE OR LIFE-THREATENING, CALL EXT. 6666 FIRST. If injury/illness is not life-threatening, call Health Center ext. 5665 or Public Safety ext. 5558. Do not move person unless he/she is in danger. Render first-aid or CPR if trained and qualified. Those trained will know the location and proper use of personal protective equipment necessary to avoid contact with potentially infectious body fluids. If exposed to another's body fluids, inform Public Safety personnel when they arrive. | <p>Severe weather events could result in the college closing early, a delay in opening or closure for one or more days.</p> <p>A decision on a delay or closure will be made before 6:30 a.m. Staff and the community will be notified through the media (T.V., radio, web)</p> <p>IN THE EVENT OF SEVERE WEATHER CONDITIONS: If you see an event occurring, such as a wildfire, call Public Safety ext. 5555.</p> <p>ON-CAMPUS: Actions to be taken in the event of severe weather will be announced by Public Safety through e-mail, telephone tree, or in person.</p> <p>OFF-CAMPUS: Radio and television news stations are informed of closures by the public information officer. Do not call KLCC-FM or other media; this interferes with their ability to announce the most current information. If media calls, refer them to the public information officer at ext. 5591.</p> | <p>If you discover a fire:</p> <ul style="list-style-type: none"> Call Public Safety ext. 5555 immediately. If fire is small and you have training, use an official fire extinguisher to combat the fire. DO NOT ENDANGER YOURSELF OR OTHERS by trying to extinguish a large, well-developed fire. If fire is beyond your means: pull a fire alarm. Help anyone in need of assistance. Contain the fire by closing, but not locking as many doors as possible. Evacuate the area. <p>If you are notified of a fire in your building:</p> <ul style="list-style-type: none"> See EVACUATION If you are above the ground floor and fire or dense smoke has restricted your exit routes: remain in your room. Place something at the base of your door to prevent the entrance of smoke. Call Public Safety ext. 5555 and let them know your situation. Open windows and signal for help. | <p>If evacuation order is issued, fully cooperate with Public Safety or evacuation messenger:</p> <ul style="list-style-type: none"> Take keys, briefcases, purses, wallets, coats and other personal belongings. Do not use elevators. Close but do not lock doors Turn off all electronics, including computers. Evacuate in groups to ensure all are able to get out. Provide assistance for those with physical disabilities. Evacuate in a safe orderly manner. Move away from building at least 500 feet. <p>RETURN WHEN ALARM QUIETS OR DIRECTED TO DO SO.</p> |

| CRIMINAL ACTIVITY | ACTIVE SHOOTER | EARTHQUAKE | CHEMICAL SPILL |
|-------------------|----------------|------------|----------------|
|-------------------|----------------|------------|----------------|

If you discover a police emergency (i.e., a crime in progress):

- **Do Not Attempt to Apprehend or Interfere with a Criminal Except in Self-Defense.**
- If possible, go to a safe place.
- If safe to do so, get a detailed description of the criminal:
 Height _____
 Weight _____
 Sex _____
 Race _____
 Age _____
 Clothing _____
 Weapon, if any _____
 Method of travel _____
 Direction of travel _____
- If criminal enters a vehicle, note:
 License # _____
 Make _____
 Model _____
 Color _____
 Other _____
- Call Public Safety ext. 5555
- Remain where you are until contacted by Public Safety Officer.

If notified of a police emergency:

- Cooperate fully with Public Safety.
- See **EVACUATION.**

Active shooter incidents can happen at any location where people gather and usually start quickly and without warning. Call 911 or 463-5555 as soon as you safely can.

HAPPENING NOW:

- The more distance you can put between yourself and the shooter, the better.
- Try to be moving vs a non-moving target
- You may try and secure the room you are in or go to a near-by room that can be secured. Close blinds, turn off all radios, etc. Your goal is to keep the shooter from entering the room.
- Quietly discuss with others in the room what you will do if the shooter enters the room. If that happens, do not “duck and cover”, and become a passive target. If possible, try to get away.

LOCK DOWN

- Staff may initiate a shelter in place in their area when circumstances dictate.
- Departments should have pre-determined lock down rooms.
- Do not set off the fire alarm in a Lockdown.
- If fire alarm goes off while in lock down, assess situation before leaving shelter.
- First priority of police will be to neutralize the shooter. Do nothing that may cause you to be confused with the suspect. Cooperate fully with law enforcement.

MODIFIED LOCK DOWN

- When instructed to initiate a modified lockdown, staff should secure their exterior doors, close blinds, and continue normal activities until notified of an all clear.
- During modified lockdown, let people into your building who you know personally and /or do not fit description of suspect.

If you feel an earthquake:

IF INSIDE, SEEK COVER IMMEDIATELY.

- Hide under a desk, table or other heavy furniture and hold on and move with it.
- Brace yourself in a doorway in a position where a swinging door cannot hit you.

IF OUTSIDE, STAY OUTSIDE.

- Move into an open area
- Stay away from buildings, power lines, light posts, trees, etc.
- Sit down or kneel and cover yourself.

AFTER AN EARTHQUAKE

Beware of:

- Broken glass
- Hanging electrical lines (inside or outside)
- Unstable equipment and debris

Call Public Safety ext. 5555 if there is significant damage to your building or if anyone is hurt.

Check on fellow employees and students.

Aftershocks may occur. Remain alert and be prepared to seek cover.

See **EVACUATION.**

If you discover a chemical spill:

Immediately inform all in the area to leave the area.

If the chemical comes into contact with any person:

- Remove all contaminated clothing.
- If there is contact with a person’s eyes, rinse eyes with water for at least 15 minutes.
- If there is contact with a person’s skin, thoroughly rinse under water and then wash with soap and water.

Call Public Safety ext. 5555

Inform Public Safety of the type and amount of chemical spilled so that they may inform specialized authorities.

DO NOT CLEAN UP ANY CHEMICAL SPILL ON YOUR OWN without permission.

VIOLENT OR THREATENING BEHAVIOR

First, ensure safety of yourself and those around you. Do not meet with person threatening or posing an obvious danger.

VERBAL ABUSE:

- Remain calm. Try to calm the person down.
- Listen. Tell the person you are willing to help.
- If no response, get attention of someone around you.
- Call Counseling ext. 8888.
- If situation escalates or there is immediate threat, call Public Safety ext. 5555 or ext. 5558.
- If necessary, leave your workspace.

PHYSICAL AGGRESSION:

- Do not engage the physically aggressive person. Leave workspace immediately. Go to a location with other people.
- Advise manager and staff.
- Call Public Safety ext. 5555 or ext. 5558.

| HAZARDOUS MATERIALS ACCIDENT | BOMB THREAT | EVACUATION OF PERSON WITH DISABILITIES |
|------------------------------|-------------|--|
|------------------------------|-------------|--|

Departments or divisions that use or handle hazardous materials must have MSDS readily available. All hazardous materials must be properly labeled.

Unless properly trained, do not attempt to clean up the hazardous spill. Call Facilities Management ext. 5216.

If a gas cylinder or other chemical container leaks, and you believe this is dangerous:

- Call Public Safety, ext. 5555.
- Confine the fumes or fire by shutting door to the room.
- Cease all operations.
- **Do Not Switch Lights or Electrical Equipment On or Off.**

Do NOT sound the building fire alarm. Electrical arcing can trigger an explosion.

- Begin **EVACUATION** procedures.

If notified of a gas leak in your area, **EVACUATE.**

DEMONSTRATIONS OR PROTESTS

Approved demonstrations or protests are coordinated through the President’s Office.

Report unapproved demonstrations or protests to Public Safety ext. 5555 immediately.

If you are not comfortable with what is being said, do not stay in the area. Do not provoke demonstrators.

Report destructive behavior to Public Safety ext. 5555.

Leave immediately if violent behavior is observed.

If you receive a bomb threat:

Keep the person talking as long as possible (pretend to have difficulty hearing).

Secure as much information as possible, such as:

- Where is the bomb?
- What type of bomb is it?
- Why has it been planted?
- What will make it explode?
- Sex of Caller
- When is it set to go off?
- What does it look like?
- Who planted it?
- What is your name?
- Age

FEATURES IN CALLERS VOICE:

| | | |
|--|--|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Rapid | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Laughing | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Stutter | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Deep | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Distinguished | <input type="checkbox"/> Foreign accent | <input type="checkbox"/> Regional accent |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> If familiar, whom does it sound like? | |

BACKGROUND SOUNDS:

| | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Street noise | <input type="checkbox"/> Crockery | <input type="checkbox"/> Voices |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Music | <input type="checkbox"/> House noise |
| <input type="checkbox"/> Motor noise | <input type="checkbox"/> Office sounds | <input type="checkbox"/> Factory noise |
| <input type="checkbox"/> Animal noise | <input type="checkbox"/> Clear | <input type="checkbox"/> Static |
| <input type="checkbox"/> Local | <input type="checkbox"/> Long distance | <input type="checkbox"/> Phone booth |
| <input type="checkbox"/> Other _____ | | |

THREAT LANGUAGE:

| | | |
|---|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well-spoken (Educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Message read by threatener | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped |

Record Caller ID displayed on telephone. Hold the line open.

Do Not Hang Up.

Use another line to call Public Safety ext. 5555. Do not use cell phones or two-way radios.

Rescue personnel will first check all evacuation areas, exit corridors, stairwells and areas of rescue for trapped persons.

IN THE EVENT OF AN EVACUATION:

- Give assistance to persons with disabilities. Ask them what their needs are.
- Request assistance from those near you if needed. Exit building if possible; if not, proceed to the nearest evacuation area or move toward the nearest marked exit. Do not use the elevator in case of fire or emergencies that might affect electricity.

BLOOD-BORNE PATHOGEN EXPOSURE

- Avoid contact with potentially infectious human body fluids. Remember: if it is human, wet and it isn’t yours – don’t touch it
- Wear protective gloves when assisting someone in a situation where you could become exposed to bloodborne pathogens.
- Call Facilities at ext. 5216 and request a BBP clean up for any spilled blood or body fluids – they have been specially trained. Do not clean up potential BBP situations yourself.

IN CASE OF EXPOSURE:

- Notify your supervisor
- Immediately call Cascade Health Solutions at 228-3096. Treatment needs to be within 2 hours of exposure.
- Non-SAIF injuries or if Occupational Medicine Clinic is closed, seek treatment at any Emergency Room within 2 hours.