MARY SPILDE CENTER EMPLOYEE EMERGENCY MANUAL



Safety information at *lanecc.edu/safelane* Emergency Plan information at *lanecc.edu/epal*

ACHIEVING DREAMS

EMERGENCY NUMBERS ON CAMPUS

All emergency situations call 911.

EMERGENCY COMMUNICATION

Emergency information will be announced by the Emergency Planning Team to employees, students and the public using the LCC Alert emergency notification system. LCC Alert allows messages to be sent simultaneously to all registered users via text messaging, phone call, and/or email. All persons should keep their information current in the LCC Alert data base by using the links in the "Home" tab on MyLane. Divisions and departments are responsible for notifying students in classrooms, laboratories, or other public spaces. "All Clear" announcements will be made when the situation is stabilized.

Medical	Severe Weather	Fire	Evacuation
If you discover a medical emergency: Avoid leaving injured/ill person except to summon help. If Injury/Illness is Severe or Life Threatening, Call 911 First. A secondary call should be made to Public Safety ext 5555. If injury/illness is not life threatening, call Public Safety ext. 6267. 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. See Blood-Borne Pathogen Exposure.	Severe weather events could result in the college closing early, delaying opening or closing for one or more days. A decision on a delay or closure will be made before 6:30 a.m. Staff and the community will be notified through LCC Alert text message and email in addition to local media (TV, radio, web). IN THE EVENT OF SEVERE WEATHER CONDITIONS: Actions to be taken in the event of severe weather will be announced by the Emergency Planning Team through LCC Alert. 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 call you, refer them to the public information officer at ext. 5850.	 If you discover a fire: Call 911 immediately. A secondary call should be made to Public Safety notify them that emergency services has been called. 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. Help anyone in need of assistance. Contain the fire by closing, but not locking as many doors as possible. Evacuate the area. If you are notified of a fire in your building: 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 911 and let them know your situation. Open windows and signal for help if possible. 	If evacuation order is issued, fully cooperate with Public Safety or evacuation messenger: Do not use elevators. Close but do not lock doors. If in an earthquake, leave doors open. If you are at a workstation, 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 to the designated meeting location for your building. Move away from building. Move away from building at least 500 feet, or 1.5 times the height of the building. As you evacuate, check store rooms, break rooms, etc. to ensure no one is left behind. Do not re-enter any building until declared safe by emergency authorities.
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CRIMINAL ACTIVITY	Вомв Тнгеат
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:	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: • When is the bomb going to explode? • Where is it right now? • What does it look like? • What kind of bomb is it?
Height Weight Sex Race Age	 What will cause it to explode? Did you place the bomb? Why? What is your address? What is your name?
Clothing Weapon, if any Method of travel Direction of travel If criminal enters a vehicle, note:	 What is your name? Sex of caller? Age of caller? Length of call? Note features of the callers' voice.
License # Make Model Color	Note any background sounds.
 Call 911 A secondary call should be made to Public Safety notify them that emergency services has been called. If safe to do so, remain where you are until contected by emergency. 	Note any specific threat or threatening language.
contacted by emergency responders. If notified of a police emergency: • Cooperate fully with Public Safety.	
• See Evacuation.	Record Caller ID displayed on telephone. If possible, hold the line open. DO NOT HANG UP . Use another line to call 911 and follow up call to Public Safety ext. 5555.

Do not use cell phones or two-

way radios.

your wheels and cover your

If you feel an earthquake:

EARTHQUAKE

IF INSIDE, SEEK COVER IMMEDIATELY.

IF INDOORS -Drop, Cover, Hold.

- **Drop** to the ground and get under a desk/table.
- COVER your head and neck with one arm.
- **HOLD** on to your table/desk with your other arm.

Stay put until the shaking has stopped.

Do not run out of the building. If you are in a wheelchair, lock

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

Check on fellow employees and students.

Call 911 if anyone is hurt.

Call Public Safety ext. 5555 if there is significant damage to your building. Aftershocks may occur. Remain alert and be prepared to seek cover.

If inside building: When the shaking stops, attempt to safely exit. Immediately proceed to designated department/division evacuation locations.

See **EVACUATION**.

If outside building: DO NOT attempt to enter buildings until official authorization is provided.

If you discover a chemical

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 and inform them of the type and amount of chemical spilled so that they may inform the LCC Hazmat Team.

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.
- If situation escalates or there is immediate threat, call 911 and a follow up call to Public Safety ext. 5555.
- 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

HAZARDOUS MATERIALS ACCIDENT

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

Unless properly trained, do not attempt to clean up the hazardous spill. Call Public Safety ext. 5555.

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.

4. IMPORTANT ADDITIONAL INFORMATION

ACTIVE SHOOTER

Active shooter incidents can

happen at any location where

people gather and usually start

quickly and without warning.

Call 911 as soon as you safely

HOW YOU MAY LEARN ABOUT AN

You may hear gunshots, persons

screaming, or (most likely) you

will hear a notification over the

campus Public Address system.

CONSIDERATION DURING AN ACTIVE

SHOOTER INCIDENT IS WHETHER TO

SHELTER IN PLACE OR EVACUATE.

IN ALL CIRCUMSTANCES, THIS IS

AN INDIVIDUAL DECISION, BASED

ON THE AVAILABLE INFORMATION.

• Have an escape route/plan

· Leave belongings behind

• Keep your hands visible

If outside, go to nearest

as far away as possible.

BUILDING. Building

• Hide in an area out of the

active shooter's view

designated safe room

Block entry to hiding place

As a last resort and only when

your life is in imminent danger:

• Attempt to incapacitate the

• Act with physical aggression

and throw items at the active

• If possible, go to your

and lock doors

• Turn off lights

Silence phones

3. FIGHT/TAKE ACTION

active shooter

shooter

entrances will be secured.

DO NOT ENTER A

2. HIDE/SHELTER IN PLACE

campus parking lot and get

RESPONDING TO THE THREAT

1. RUN/EVACUATE

in mind

can.

ACTIVE SHOOTER:

THE MOST IMPORTANT

- Building entrances will be this emergency.
- Law Enforcement goals will be to put pressure on the suspect until he surrenders, is eliminated, or kills himself.
- All Clear notification will come from LCC Alert or the
- give medical assistance until the threat has been eliminated.

5. Interacting with Law ENFORCEMENT

- Do not make any sudden moves
- Keep your hands up and visible
- Do exactly what they tell you to do
- You may be searched or

safe rooms or staff training or preparation contact Public Safety at 541-463-5558.

- locked electronically during
- Public Address System.
- Law Enforcement will not

- ordered to the ground

6. Additional Resources

For assistance in identifying

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

EVACUATION

OF PERSONS WITH DISABILITIES

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. 5000 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.
- Notify Human Resources.
- Immediately call Cascade Health Solutions at (541) 228-3096. Treatment needs to be within 2 hours of exposure.
- If Occupational Medicine Clinic is closed, seek treatment at any emergency room within 2 hours.