If you discover a medical emergency:
• Avoid leaving injured/ill person except to summon help.
• If Injury/Illness Is severe or life Threatening, Call ext. 5555 first.
• If injury/illness is not life threatening, call 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. 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 LaneAlert text message and email in addition to local media (TV, radio, web).

If you discover a fire:
• 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.

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 Public Safety ext. 5555 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 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.

Emergency information will be announced by the Emergency Planning Team to employees, students and the public using the LaneAlert emergency notification system. LaneAlert 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 LaneAlert database 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 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,
not:
License #
Make
Model
Color
Other
Call Public Safety ext. 5555
If it is safe to do so,
remain where you are until
contacted by Public Safety
Officer.
If notified of a police
emergency:
• Cooperate fully with Public
Safety.
• See EVACUATION.

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?
• What will cause it to
explode?
• Did you place the bomb?
• Why?
• What is your address?
• What is your name?
• Sex of caller?
• Age of caller?
• Length of call?

Note features of the callers’
voice.

If you feel an 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
your wheels and cover your head.
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.
• Falling bats, brake lines
(inside or outside).
• Unstable equipment and
debri
Call Public Safety ext. 5555
if there is 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.
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
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
Public Safety ext. 5555 or
ext. 5555.

If necessary, leave your
workspace.

PHYSICAL AGGRESSION:
• Do not engage the physically
aggressive person. Leave
workplace immediately.
• Go to a location with other
people.
• Advise manager and staff.
Call Public Safety ext. 5555
or ext. 5555.

If you discover a hazardous
material:
Departments or divisions
that use or handle hazardous
materials must have Safety
Data Sheets readily available.
All hazardous materials must
be properly labeled.

If not 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.

If NO SWITCH LIGHTS or
ELECTRICAL EQUIPMENT ON
Or Off.
Do NOT sound the building
ﬁre alarm. Electrical arcing
may trigger an explosion.

Be ready to evacuate.

DO NOT engage the possibly
armed individual.

Do NOT enter a BUILDING.
Building entrances will be
secured.

1. Run/evacuate
   • Have an escape route/plan
   in mind
   • Leave belongings behind
   • Keep your hands visible
   • If outside, go to nearest
   campus park/pond and get
   as far away as possible.
   • DO NOT ENTER A
   BUILDING. Building entrances
   will be secured.

2. Hide/shelter in place
   • Hide in an area out of the
   active shooter’s view
   • If possible, go to your
designated safe room
   • Block entry to hiding place
   and lock doors
   • Turn off lights
   • Silence phones

3. Fight/take action
   • As a last resort and only
   when your life is in imminent
danger:
   • Attempt to incapacitate the
   active shooter
   • Act with physical aggression
   and throw items at the active
   shooter

Active shooters:
• 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
ordered to the ground

6. Additional Resources
For assistance in identifying
safe rooms or staff training
or preparation contact Public
Safety at 541-463-5555.

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

How you may learn about an
active shooter:
You may hear gunshots, persons
screaming, or (most likely) you
will hear a notification over the
campus Public Address System.

The most important
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.

Responding to the threat
1. Run/evacuate
   • Have an escape route/plan
   in mind
   • Leave belongings behind
   • Keep your hands visible
   • If outside, go to nearest
   campus park/pond and get
   as far away as possible.
   • DO NOT ENTER A
   BUILDING. Building entrances
   will be secured.

2. Hide/shelter in place
   • Hide in an area out of the
   active shooter’s view
   • If possible, go to your
designated safe room
   • Block entry to hiding place
   and lock doors
   • Turn off lights
   • Silence phones

3. Fight/take action
   • As a last resort and only
   when your life is in imminent
danger:
   • Attempt to incapacitate the
   active shooter
   • Act with physical aggression
   and throw items at the active
   shooter

Active shooter incidents 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. 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 Solution at (541) 228-3096.
Treatment needs to be within 2 hours
of exposure.
• If Occupational Medicine
Clinic is closed, seek

OCCUPATIONAL MEDICINE
treatment at any emergency
room within 2 hours.

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

EVACUATION:

Record Caller ID displayed on
telephone. If possible, 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.