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 LCC Alert text message and email in addition to local media (TV, radio, web).

In the event of severe weather conditions:
If you see an event occurring, such as a wildfire, call Public Safety ext. 5555.

On campus:
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 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.
**If you discover a police threat:**
- **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 notified of a police threat:
- 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.

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**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?
  - What is your address?
  - Age of caller?
  - Length of call?

Note features of the caller’s voice.

**If you feel an earthquake:**
- **If inside:** Seek cover or lie down.
- **If outdoors:** 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
  - Leaking electrical lines (inside or outside)
  - Unstable equipment and debris

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

Check on fellow employees and students.

Falls, shocks 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 you discover a chemical spill:** | **Departments or divisions**
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| Immediately inform all in the area to leave. If the chemical comes into contact with any person: | that use or handle hazardous materials must have Safety Data Sheets readily available. All hazardous materials must be properly labeled.
| Remove all contaminated clothing. | Unless properly trained, do not attempt to clean up the hazardous spill. Call Public Safety ext. 5555.
| If there is contact with a person’s eyes, rinse eyes with water for at least 15 minutes. | If a gas cylinder or other chemical container leaks, and you believe this is dangerous: Call Public Safety ext. 5555.
| 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. | Confine the flames or fire by shutting door to the room.
| Cease all operations. | Avoid making any sudden movements.

**Do not clean up any chemical spill on your own without permission.**

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**If you witness a 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. 5558.

**Physical Aggression:**
- Go to a location with other people willing to help.
- Advise manager and staff.
- Call Public Safety ext. 5555 or ext. 5558.

**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
   - Keep your hands up and visible
   - Do exactly what they tell you to do
   - You may be searched or ordered to the ground

2. Hide/shelter in place
   - Hide in an area out of the active shooter’s view
   - Keep your hands visible
   - If outside, go to nearest campus parking lot and get as far away as possible. DO NOT ENTER A BUILDING. Building entrances will be secured.

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**

**Important Additional Information**
- Building entrances will be locked electronically during this emergency.
- Law Enforcement goals will be to put pressure on the suspect until he is eliminated, or kills himself.
- All Clear notification will come from LCC Alert or the Public Address System.
- Law Enforcement will not 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 ordered to the ground

**6. Additional Resources**
- For assistance in identifying safe rooms or staff training or preparation contact Public Safety at 541-463-5558.

**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.