DEPARTMENT SPECIFIC SAFETY INFORMATION

Our designated evacuation location is

______________________________________________________________________________________________________

Our first aid kit is located

______________________________________________________________________________________________________

Our fire extinguisher is located

______________________________________________________________________________________________________

The closest exit to my work station is

______________________________________________________________________________________________________

EARTHQUAKE/Tsunami INFORMATION:
Earthquakes and tsunamis are a particular concern along the coast. There are currently four sirens located in the Florence area:
• The Florence Justice Center (9th and Greenwood Streets)
• 35th Street near the city tennis courts.
• 3rd and Joshua Streets (Heceta Beach Rd. area).
• Harbor Vista Park, off Rhododendron.
These sirens are tested on the last Friday of each month at 11 a.m. For further information, see http://www.ci.florence.or.us/community/western-lane-emergency-operations-group.

To request this information in an alternate format please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.

FLORENCE CAMPUS EMPLOYEE EMERGENCY MANUAL

Safety information at lanecc.edu/afsd lane
Emergency Plan information at lanecc.edu/epal

Our AED is located

______________________________________________________________________________________________________

EMERGENCY NUMBERS ON CAMPUS
All emergency situations call 911.

Public Safety Emergency Line .................. 5555
Facilities Management .................. 5000
Florence Facilities .................. 4832

A secondary call should be made to Russ Pierson at 541-579-1001 to notify him that emergency services have been called.

Public Safety Non-Emergency .......... 5558
Florence Dean .................. 4805

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 database by using the links in the “Home” tab on MyLane. Divisions and departments are responsible for notifying students in classrooms, laboratories, and other public spaces. “All Clear” announcements will be made when the situation is stabilized.

WEB CENTERS

Lane Community College
ACHIEVING DREAMS

MEDICAL
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.

If you discover a medical emergency:
• Avoid leaving injured/ill person except to summon help.
• If Injured/illness is Severe or Life-Threatening, call 911 First.
• 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.

• A secondary call should be made to Russ at ext. 4805 or 541-579-1001 to notify him that emergency services has been called.
• If exposed to another’s body fluids, notify your supervisor and Human Resources. Immediately seek treatment at Peace Harbor Hospital at 541-997-8412. Treatment needs to be within 2 hours of exposure.

If you are at a workstation, turn off all electronics, including computers.

If fire is small and you have training, use an official fire extinguisher to combat the fire.

If fire is beyond your means: call a fire alarm. Help anyone in need of assistance. Contain the fire by closing, not locking as many doors as possible. Evacuate the area.

A secondary call should be made to Public Safety ext. 5555 to notify them that emergency services has been called.

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.

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.
Weather can be very different in Florence and the Eugene area campuses, so be sure any closures or other status changes apply to the Florence Center.

If evacuation order is issued, fully cooperate with Public Safety or evacuation messenger:
• 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 are below 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 you receive 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
  - Name
  - Clothing
  - Weapon, if any
  - Method of travel
  - Direction of travel
If criminal enters a vehicle, note:
  - License #
  - Make
  - Model
  - Color
  - Other
A secondary call should be made to Public Safety to notify them that emergency services has been called.
• If safe to do so, remain where you are until contacted by emergency responders.

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?
• Age of caller?
• Length of call?
Note features of the caller’s voice.

If you feel an earthquake:
• If inside, Seek Cover Immediately.
• If outdoors, do not run or jump.
• If drop is possible, drop, cover, hold.

If you discover a police threat:
• Make License #
• Note:
  - Direction of travel
  - Method of travel
  - Race
  - Sex

If notified of a gas leak in your workspace:
• Do Not sound the building fire alarm. Electrical arcing can trigger an explosion.
• Do Not enter the hazardous area.

Hazardous Materials Accident

Active Shooter

If you feel an earthquake:
- 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 wash with soap and water.
  - Call 911 and a follow up call to Public Safety at 5555.
  - Do not sound the building fire alarm.
  - Call 911 and a follow up call to Public Safety at 5555.

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 911.

Active shooter incidents can happen at any location where people gather and usually start quickly and without warning. Call 911 or 541-463-5555 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 marked exit. Do not run.
   - If inside, seek cover in an area out of the shooter’s view.

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

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.

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. 4832 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.
• If exposed to another’s body fluids, notify your supervisor and Human Resources. Immediately seek treatment at Peace Harbor Hospital at 541-997.8412. Treatment needs to be within 2 hours of exposure.

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Criminal Activity

Bomb Threat

Earthquake

Chemical Spill

Hazardous Materials Accident

Active Shooter

Evacuation of Persons with Disabilities

• 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 any elevator in case of fire or emergencies that might affect electricity.