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 5558.
• 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 to 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 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.
### Criminal Activity
If you discover a police emergency (i.e., a crime in progress):

- **DO NOT ATTEMPT TO APPROACH 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
  - Age
  - Race
  - Weight
  - Hair

### Bomb Threat
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?
- 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.
- Do not clean up any chemical spill on your own without permission.

### Earthquake
If you feel an earthquake:
- **IF INSIDE, SEEK COVER IMMEDIATELY.**
- **IF OUTDOORS, DROP, COVER, HOLD.**

### Chemical Spill
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 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.

### 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.

### 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 can.

### 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 surrenders, is eliminated, or kills himself.
- All Clear notification will come from LCC Alert or the Public Address System.

### 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 marked exit. Do not use the elevator in case of fire or emergencies that might affect electricity.

### Violence 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.

#### 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

### 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.
- Reportdestructivebehavior 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. 5000 and request a BBP clean up for any spilled blood or body fluids that 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.