### Department Specific Safety Information

Our designated evacuation location is

Our first aid kit is located

Our fire extinguisher is located

Our AED is located

The closest exit to my work station is

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

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**Satellite Campus Employee Emergency Manual**

**Emergency Numbers On Campus**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety Emergency Line</td>
<td>5555</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>5000</td>
</tr>
</tbody>
</table>

**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 mobile 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.

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**Medical**

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.
- 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, notify your supervisor and Human Resources.

**Severe Weather**

If you discover a fire:
- Call 911 immediately. A secondary call should be made to Public Safety to notify them that emergency services have been called.
- If fire is small and you have training, use an official fire extinguisher to combat the fire. If not trained and qualified, use an official fire extinguisher to combat the fire.
- Help anyone in need of assistance. Contain the fire by closing, but not locking, doors.
- Do not use elevators.
- Close but do not lock doors.
- 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.

**Fire**

If you discover a fire:
- Call 911 immediately. A secondary call should be made to Public Safety to notify them that emergency services have been called.
- If fire is small and you have training, use an official fire extinguisher to combat the fire. If not trained and qualified, use an official fire extinguisher to combat the fire.
- Help anyone in need of assistance. Contain the fire by closing, but not locking, doors.
- Do not use elevators.
- Close but do not lock doors.
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**Emergency Plan information at lanecc.edu/epal**

**Satellite Campus**

**Safety information at lanecc.edu/safelane**

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See Blood-Borne Pathogen Exposure.
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
  - Clothing
  - Weapon, if any
  - Method of travel
  - Direction of travel
- If criminal enters a vehicle, note:
  - License #
  - Make
  - Model
  - Color
  - Other
- 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?
- Location of call?
- Note features of the caller’s 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.
- Do not open windows.
- Do not use elevators.

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 they may inform the LCC Hazmat Team.

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

If you are in a wheelchair, lock your wheels.

After an earthquake:
Beware of:
- Broken glass
- Falling electrical lines inside or outside
- Unstable equipment and debris
- Check on fellow employees and students.
- Call 911 if someone is hurt.
- Call Public Safety ext. 5555 if there is significant damage to your building.
- After shocks occur, remain alert and be prepared to seek cover.
- Inside building: When the shaking stops, attempt to safely exit.
- Immediately proceed to designated department/division evacuation locations.

See evacuation.

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

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 follow up call to Public Safety ext. 5555.
- If necessary, leave your workplace.

Physical aggression:
- Do not engage the physically aggressive person. Leave workplace immediately.
- Go to a location with other people.
- Advise manager and staff.
- Call 911.

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

If necessary, leave your workplace.

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.

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 parking lot 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

Boise 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.

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

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