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

**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?
    - 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:
  - Note any background sounds.

**EARTHQUAKE**

- If you discover 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.

**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 anyone:
    - 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.

**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.
- Unproperly trained, do not attempt to clean up the hazardous spill. Call Public Safety ext. 5555.
- A gas cylinder or other chemical container leaks, and you believe this is dangerous:
  - Call Public Safety, ext. 5555.
  - Confine the fire or extinguish the fire by shutting door to the room.
  - Cease all operations.

**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.
- **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/Make 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.

**EVALUATION OF PERSONS WITH DISABILITIES**

- Rescue personnel 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 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.

**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 workplace.
- For consultation on student enforCemenT
  - Call Public Safety ext. 5555.
  - Law Enforcement will not eliminate the LCC Hazmat Team.
- Do Not Clean Up Any Chemical Spill on Your Own with any person:
  - Call Public Safety ext. 5555.
  - Approved demonstrations or protests
  - Go to a location with other people.
  - Advise manager and staff.

**IN THE EVENT OF AN EARTHQUAKE**

- SilenCe phones
- Block entry to hiding place and lock doors
- Turn off lights
- Silence phones
- **3. Fight/Make 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