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 |

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/safelane Emergency Plan information at lanecc.edu/epal

ACHIEVING DREAMS

EMERGENCY NUMBERS ON CAMPUS

All emergency situations call 911.

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

| Public Safety Emergency Line 5555 | Florence Facilities |
|-----------------------------------|----------------------------------|
| Counseling/Consultation | Public Safety Non-Emergency 5558 |
| Facilities Management 5000 | Russ Pierson |

EMERGENCY COMMUNICATION

Emergency information will be announced by the Emergency Response Team to employees, students and the public using the LaneAlert emergency notification system. LaneAlert 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 LaneAlert 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.

| Medical | Severe Weather | Fire | Evacuation |
|---|--|---|---|
| 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. | 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 LaneAlert text message and email in addition | If you discover a fire, call 911 immediately. • 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. | 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, |
| Do not move person unless | message and email in addition to local media (TV, radio, web). | well-developed fire.If fire is beyond your means: | turn off all electronics, including computers. |

IN THE EVENT OF SEVERE WEATHER CONDITIONS:

Actions to be taken in the event of severe weather will be announced by the Emergency Response Team through LaneAlert.

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. 5591.

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

- If fire is beyond your means: pull a fire alarm. Help anyone in need of assistance. Contain the fire by closing, but 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.

- 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.**

P/G#: 250 19 Rev 9/17 P/G#: 250.19 Rev. 9/17

he/she is in danger.

Render first-aid or CPR

if trained and qualified.

Those trained will know

the location and proper

equipment necessary

to avoid contact with

fluids.

been called.

use of personal protective

potentially infectious body

A secondary call should be

made to Russ at ext. 4805 or

541.579.1001 to notify him

that emergency services has

If exposed to another's body

fluids, notify your supervisor

and Human Resources.

Immediately and seek

2 hours of exposure.

treatment at Peace Harbor

Hospital at 541.997.8412.

Treatment needs to be within

| CRIMINAL ACTIVITY | |
|---|--|
| If you discover 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 | |
| • 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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| | |
| | |

ong as possible (pretend to nave 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?
- What is your address?
- What is your name?
- Age of caller?
- Length of call?

Note features of the callers' voice.

you receive a bomb threat:

BOMB THREAT

Keep the person talking as

- Why?
- Sex of caller?

Note any background sounds.

| | | |
|------|------|--|
| | | |
| | | |
| | | |

Note any specific threat or hreatening language.

Record Caller ID displayed on elephone. If possible, hold the ine open. **DO NOT HANG**

Use another line to call 911 and a follow up call to public safety at 5555.

Do not use cell phones or twovay radios.

If you feel an earthquake:

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** onto 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
- Hanging electrical lines (inside or outside)
- · Unstable equipment and debris

Call Facilities ext. 5000 if there is damage to your building. Call 911 if anyone is

Check on fellow employees and students.

Aftershocks may occur. Remain alert and be prepared to seek cover.

See **EVACUATION**.

TSUNAMI

If tsunami sirens sound, go to designated evacuation area.

Do not head toward beach.

CHEMICAL SPILL

If you discover a chemical

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 911 and a follow up call to public safety at 5555

and inform them of the type and amount of chemical spilled so that they may inform specialized authorities.

DO NOT CLEAN UP ANY CHEMICAL SPILL ON YOUR OWN without permission.

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.
- For consultation on student crisis call Counseling ext. 8888.

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.

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.

Unless properly trained, do not attempt to clean up the hazardous spill. Call Russ at ext. 4805 or 541.579.1001.

If a gas cylinder or other chemical container leaks, and you believe this is dangerous:

- Call 911 and a follow up call to Public Safety at 5555.
- Confine the fumes or fire by shutting door to the room.
- Cease all operations.
- Do Not Switch Lights or ELECTRICAL EQUIPMENT ON OR OFF.

Do Not sound the building fire alarm. Electrical arcing can trigger an explosion.

Begin **Evacuation** procedures.

If notified of a gas leak in your area, **EVACUATE**.

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.

Active shooter incidents can happen at any location where people gather and usually start quickly and without warning.

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.

Call 911 or 541-463-5555 as

ACTIVE SHOOTER

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

4. 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 Lane 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 may be searched or ordered to the ground

6. Additional Resources

you to do

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

Rescue personnel will first check all evacuation areas, exit corridors, stairwells and areas

IN THE EVENT OF AN **EVACUATION:**

• Give assistance to persons with disabilities. Ask them what their needs are.

of rescue for trapped persons.

EVACUATION

OF PERSONS WITH DISABILITIES

• 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.

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 and seek treatment at Peace Harbor Hospital at 541.997.8412. Treatment needs to be within 2 hours of exposure.