

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 accessiblresources@lanecc.edu.

FLORENCE CAMPUS EMPLOYEE EMERGENCY MANUAL

Safety information at lanecc.edu/safelane
Emergency Plan information at lanecc.edu/epal



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 called.

Public Safety Emergency Line	5555	Florence Facilities	4832
Counseling/Consultation	8888	Public Safety Non-Emergency	5558
Facilities Management	5000	Russ Pierson	4805

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
<p>If you discover a medical emergency:</p> <ul style="list-style-type: none"> • Avoid leaving injured/ill person except to summon help. • IF INJURY/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 and seek treatment at Peace Harbor Hospital at 541.997.8412. Treatment needs to be within 2 hours of exposure. 	<p>Severe weather events could result in the college closing early, delaying opening or closing for one or more days.</p> <p>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 to local media (TV, radio, web).</p> <p>IN THE EVENT OF SEVERE WEATHER CONDITIONS:</p> <p>Actions to be taken in the event of severe weather will be announced by the Emergency Response Team through LaneAlert.</p> <p>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.</p> <p>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.</p>	<p>If you discover a fire, call 911 immediately.</p> <ul style="list-style-type: none"> • 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 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. <p>If you are notified of a fire in your building:</p> <ul style="list-style-type: none"> • 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. 	<p>If evacuation order is issued, fully cooperate with Public Safety or evacuation messenger:</p> <ul style="list-style-type: none"> • 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.

