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.
If you receive a police 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?
• How do you know the caller?
Stay put until the shakings have stopped.
Do not run out of the building.
Do not answer the door.
If you are in a wheelchair, lock your wheels and cover your head.
If outdoors, stay outside.
Move into an open area.
Stay away from buildings, power lines, light posts, trees, etc.
Sit down or kneel and cover yourself.
When is the bomb going to explode?
Call 911 or 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.

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.

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

BoMB threat
• If notified of a police bomb threat:
  • Cooperate fully with Public Safety.
  • See evacuation.

EarthQUAKE
If you feel an earthquake:
If inside, seek cover immediately.
If indoors:
• Drop, cover, hold.
• Do not run.
• Go to a location with other people.

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.

Ride/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.

Hazardous Materials Accident
Active shooter incidents can happen at any location where people gather and usually start quickly and without warning. Call 911 or 541-463-5555 as soon as you safely can.

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.

Interacting with Law Enforcement
• Do not make any sudden moves.
• Keep your hands up and visible.
• Do exactly what they tell you to do.
• You may be searched or ordered to the ground.

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