**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, or other public spaces. “All Clear” announcements will be made when the situation is stabilized.

**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.
  - **See Blood-Borne Pathogen Exposure.**

**Severe Weather**

- 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 to local media (TV, radio, web).
  - **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.

**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. Do not endanger yourself or others by trying to extinguish a large, well-developed fire.
  - Help anyone in need of assistance. Contain the fire by closing, but not locking, as many doors as possible. Evacuate the area.
  - If injury/illness is severe or life threatening, call 911 first.
  - Provide assistance for those with physical disabilities.
  - Evacuate in a safe orderly manner to the designated meeting location for your building. Move away from the 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.

**Evacuation**

If evacuation order is issued, fully cooperate with Public Safety or evacuation messenger:

- Do not use elevators.
- 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 the building at least 500 feet, or 1.5 times the height of the building.

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 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

**Bomb Threat**

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.

**Earthquake**

- Do not use cell phones or two-line open.
- Use another line to call 911 immediately.
- Do not attempt to clean up the building.
- Do not switch lights or off.
- Do not attempt to move heavy objects.
- Do not attempt to clean up any visible pathogen exposure.
- Do not attempt to clean up potential BBP or chemicals.
- Do not attempt to clean up any spilled blood or body fluids.
- Do not open windows or doors.
- Do not go outside.
- Do not run out of the building.
- Do not attempt to make any sudden moves.

**Chemical Spill**

- Do not attempt to move the person.
- Do not attempt to clean up any potential BBP.
- Do not attempt to clean up any spilled blood or body fluids.
- Do not open windows or doors.
- Do not run out of the building.
- Do not attempt to make any sudden moves.

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:
  - All chemical materials must be properly labeled.
  - If improperly stored, do not attempt to clean up the hazardous spill.
  - Call Public Safety ext. 5555.
  - If a gas cylinder or other chemical container leaks, and you believe this is dangerous:
    - Call Public Safety ext. 5555.
    - Confining the fumes or fire by shutting door to the room.
    - Conserve all operation.
  - Do not attempt to clean up any visible pathogen exposure.
  - Do not attempt to clean up potential BBP.
  - Do not attempt to clean up any spilled blood or body fluids.
  - Do not open windows or doors.
  - Do not run out of the building.
  - Do not attempt to make any sudden moves.

**Hazardous Materials Accident**

- Do not clean up any visible pathogen exposure.
- Do not attempt to clean up potential BBP.
- Do not attempt to clean up any spilled blood or body fluids.
- Do not open windows or doors.
- Do not run out of the building.
- Do not attempt to make any sudden moves.

**Active Shooter**

- 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.

**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 and 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.

**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 necessary, leave your workplace.
- For consultation on student crisis call Counseling ext. 8688.
- Physical Aggression:
  - Do not engage the physically aggressive person. Leave your workplace immediately.
  - Go to a location with other people.
  - Advise manager and staff.
  - Call 911.

**Evacuation of Persons with Disabilities**

- Do not attempt to clean up any visible pathogen exposure.
- Do not attempt to clean up potential BBP.
- Do not attempt to clean up any spilled blood or body fluids.
- Do not open windows or doors.
- Do not run out of the building.
- Do not attempt to make any sudden moves.

**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.