

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

SATELLITE 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. If using a campus phone, dial 9-911.

Public Safety Emergency Line	5555	When calling from a cell phone	(541) 463-plus Ext
Counseling/Consultation	8888	30th Ave. Public Safety	5558
Facilities Management	5000		

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 data base 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	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.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. Immediately call Cascade Health Solutions at (541) 228-3096. Treatment needs to be within two hours of exposure Non-SAIF injuries or if clinic is closed seek treatment at any emergency room.	<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>If you discover a fire:</p> <ul style="list-style-type: none">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. <p>If you are notified of a fire in your building:</p> <ul style="list-style-type: none">See EVACUATIONIf 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">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 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.

CRIMINAL ACTIVITY	BOMB THREAT	EARTHQUAKE	CHEMICAL SPILL	HAZARDOUS MATERIALS ACCIDENT	ACTIVE SHOOTER	EVACUATION OF PERSONS WITH DISABILITIES
<p>If you discover a police emergency (i.e., a crime in progress):</p> <ul style="list-style-type: none">• 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: <p>Height _____</p> <p>Weight _____</p> <p>Sex _____</p> <p>Race _____</p> <p>Age _____</p> <p>Clothing _____</p> <p>Weapon, if any _____</p> <p>Method of travel _____</p> <p>Direction of travel _____</p> <p>If criminal enters a vehicle, note:</p> <p>License # _____</p> <p>Make _____</p> <p>Model _____</p> <p>Color _____</p> <p>Other _____</p> <ul style="list-style-type: none">• A secondary call should be made to Public Safety to notify them that emergency services has been called.• Remain where you are until contacted by emergency responders. <p>If notified of a police emergency:</p> <ul style="list-style-type: none">• Cooperate fully with Public Safety.• See EVACUATION.	<p>If you receive a bomb threat:</p> <p>Keep the person talking as long as possible (pretend to have difficulty hearing).</p> <p>Secure as much information as possible, such as:</p> <ul style="list-style-type: none">• Where is the bomb?• What type of bomb is it?• Why has it been planted?• What will make it explode?• Sex of caller• When is it set to go off?• What does it look like?• Who planted it?• What is callers name?• Age of caller <p>Note features of the callers’ voice.</p> <p>Note any background sounds.</p> <p>Note any specific threat or threatening language.</p> <p>Notes:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Record Caller ID displayed on telephone. If possible, hold the line open. DO NOT HANG UP.</p> <p>Use another line to call Public Safety ext. 5555. Do not use cell phones or two-way radios.</p>	<p>If you feel an earthquake:</p> <p>If Inside, Seek Cover Immediately.</p> <p>If Indoors - Drop, Cover, Hold.</p> <ul style="list-style-type: none">• 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. <p>Stay put until the shaking has stopped.</p> <p>Do not run out of the building.</p> <p>If you are in a wheelchair, lock your wheels and cover your head.</p> <p>If Outside, Stay Outside.</p> <ul style="list-style-type: none">• Move into an open area.• Stay away from buildings, power lines, light posts, trees, etc.• Sit down or kneel and cover yourself. <p>AFTER AN EARTHQUAKE</p> <p>Beware of:</p> <ul style="list-style-type: none">• Broken glass• Hanging electrical lines (inside or outside)• Unstable equipment and debris <p>Check on fellow employees and students.</p> <p>Call 911 if anyone is hurt.</p> <p>Call Public Safety ext. 5555 if there is significant damage to your building. Aftershocks may occur. Remain alert and be prepared to seek cover.</p> <p>If inside building: When the shaking stops, attempt to safely exit. Immediately proceed to designated department/division evacuation locations.</p> <p>See EVACUATION.</p> <p>If outside building: DO NOT attempt to enter buildings until official authorization is provided.</p>	<p>If you discover a chemical spill:</p> <p>Immediately inform all in the area to leave the area.</p> <p>If the chemical comes into contact with any person:</p> <ul style="list-style-type: none">• 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. <p>Call Public Safety ext. 5555 and inform them of the type and amount of chemical spilled so that they may inform specialized authorities.</p> <p>Do Not Clean Up Any Chemical Spill on Your Own without permission.</p>	<p>Departments or divisions that use or handle hazardous materials must have MSDS readily available. All hazardous materials must be properly labeled.</p> <p>Unless properly trained, do not attempt to clean up the hazardous spill. Call Facilities Management ext. 5216.</p> <p>If a gas cylinder or other chemical container leaks, and you believe this is dangerous:</p> <ul style="list-style-type: none">• Call Public Safety, ext. 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. <p>Do Not sound the building fire alarm. Electrical arcing can trigger an explosion.</p> <p>Begin EVACUATION procedures.</p> <p>If notified of a gas leak in your area, EVACUATE.</p>	<p>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.</p> <p>How you may learn about an Active Shooter</p> <p>You may hear gunshots, persons screaming, or (most likely) you will hear a notification over the campus Public Address system.</p> <p>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.</p> <p>RESPONDING TO THE THREAT</p> <p>1. RUN/EVACUATE</p> <ul style="list-style-type: none">• 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. <p>2. HIDE/SHELTER IN PLACE</p> <ul style="list-style-type: none">• 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 <p>3. FIGHT/TAKE ACTION</p> <p>As a last resort and only when your life is in imminent danger:</p> <ul style="list-style-type: none">• Attempt to incapacitate the active shooter• Act with physical aggression and throw items at the active shooter	<p>Rescue personnel will first check all evacuation areas, exit corridors, stairwells and areas of rescue for trapped persons.</p> <p>IN THE EVENT OF AN EVACUATION:</p> <ul style="list-style-type: none">• 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.
			Violent or Threatening Behavior			Blood-borne Pathogen Exposure
			<p>First, ensure safety of yourself and those around you. Do not meet with person threatening or posing an obvious danger.</p> <p>Verbal Abuse:</p> <ul style="list-style-type: none">• 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 Public Safety ext. 5555.• If necessary, leave your workspace.• For consultation on student crisis call Counseling ext. 8888. <p>Physical Aggression:</p> <ul style="list-style-type: none">• Do not engage the physically aggressive person. Leave workspace immediately. Go to a location with other people.• Advise manager and staff.• Call 911.			<ul style="list-style-type: none">• 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. 5216 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. <p>IN CASE OF EXPOSURE:</p> <ul style="list-style-type: none">• Notify your supervisor.• Notify Human Resources.• Immediately call Cascade Health Solutions at (541) 228-3096. Treatment needs to be within 2 hours of exposure.• Non-SAIF injuries or if Occupational Medicine Clinic is closed, seek treatment at any emergency room within 2 hours.