

# EMERGENCY Safety Guide



**Clackamas**  
Community College



This reference provides an easy-to-read flip chart of how to respond in a variety of emergencies, including:

1. Steps to report an emergency
2. Specific actions to be taken for each emergency type
3. Evacuation procedures

Following these procedures will help provide safety and protection for those on the premises of Clackamas Community College campuses and leased properties.

The Emergency Safety Guide should be placed in a prominent place in all college facilities where they are accessible to everyone in the event of an emergency. Campus directories are in each building. These safety guides are located in most college offices and rooms, along with a building map showing escape routes and locations of emergency equipment.

Familiarize yourself with this Emergency Safety Guide. In the event of an emergency, it will serve as a quick reference for effective action.

All questions relative to this guide or building directories should be directed to the College Safety Director. Additional documentation concerning fire systems, emergency controls and safety procedures are available through the College Safety Director.

**The emergency response number is 911 and then 503-594-6650.**

Protecting personal safety and the safety of property on campus is a priority.

College Safety officers are state-certified security officers. Call 911 in an emergency for police, fire and ambulance. Then call College Safety at 503-594-6650.

When reporting an emergency, remain calm and:

1. Say if you or others are injured and require medical attention.
2. Give your location, what happened (who, what, when, where, if a weapon was involved) such as assault, robbery, theft, vandalism, threats or any situation that would endanger life or property.
3. Describe person(s) involved and the property involved.
4. If a vehicle is involved, include the make, model, color, license plate.

If you witness a crime or notice a person(s) and/or vehicle(s) acting suspiciously, call 911 and then College Safety.

When College Safety officers arrive, give them any information you have.

In an emergency, use any available college telephone. Courtesy telephones are located:

Oregon City campus – *in all buildings*

Harmony campus – *by the elevator*

Wilsonville campus – *by the elevator*

# HOLD

## Students

- Clear the hallways and remain in your area or room until all clear is announced
- Do business as usual

## Staff

- Recover people from the hallway
- Lock classroom door
- Account for students, visitors and others
- Do business as usual

**Hold** is called when halls or common areas need to be temporarily cleared.



## SECURE! SECURE THE PERIMETER.

### Students

- Return inside
- Business as usual

### Staff

- Bring everyone indoors
- Lock perimeter doors
- Stay out of view and away from windows
- Increase situational awareness
- Business as usual
- Take attendance

**Secure** is called when there is a threat or hazard outside of the campus building. Whether it's due to violence or criminal activity in the immediate neighborhood or a dangerous animal in the vicinity, **Secure** uses the security of the physical facility to act as protection.



## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### Students

- Move away from sight
- Maintain silence
- Silence cellphones
- Prepare to evade or defend

### Staff

- Lock interior doors
- Turn out the lights
- Move away from sight
- Do not open the door
- Maintain silence
- Silence cellphones
- Prepare to evade or defend

**Students/staff with disabilities** should be given assistance to get out of sight.

**Lockdown** is called when there is a threat or hazard inside the building. From domestic violence incidents to intruders to active shooters, Lockdown uses room security to protect students and staff from an immediate threat.



# EVACUATE!

## Students

- Bring your phone
- Leave your stuff behind
- Follow instructions

## Staff

- Lead evacuation to location
- Take attendance
- Notify if missing, extra or injured students

Evacuation is called when there is a need to move students and staff from one location to another. Students and staff should be prepared to follow specific instructions given by first responders.

All building evacuations will occur when a fire alarm sounds continuously and/or upon notification by College Safety.

## Procedures to account for all employees:

1. People on campus report to the predetermined evacuation area where College Safety will account for evacuees. Each instructor should take attendance at each class meeting and carry their attendance sheet with them when they evacuate.
2. People unaccounted for are to be reported to College Safety with the person's name and the last time they were seen. This information will be shared with emergency responders.
3. Do not return to the building until authorized to do so.



## **SHELTER!**

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal a room
- Drop, cover and hold
- Get to high ground

### **Students**

- Use appropriate safety strategies for the hazard

### **Staff**

- Lead appropriate safety strategies for the hazard
- Account for students, visitors and others

**Shelter** is called when the need for personal protection is necessary.





### **Evacuation of persons with mobility impairments:**

In an emergency, people in wheelchairs and other impaired persons should observe the following evacuation procedures:

1. Move yourself, or ask someone to assist you, toward the nearest exit. In emergencies other than fire/earthquake, use the nearest elevator. Persons with mobility, visual or sight impairment should be treated as if they were injured persons for evacuation purposes.
2. If you are mobility impaired and you reach an obstruction, such as a staircase, request assistance from others. CCC has installed "Evacu-Trac" chair track devices that are manually operated for descent to main floor exits.
3. Stay in the exit corridor on the stairway or landing, calling for help until assistance arrives. Rescue personnel, fire, police and College Safety officers will check all exit corridors and exit stairwells first for trapped persons.

### **Evacuation of persons with visual impairments:**

In an emergency, explain to the visually impaired person the nature of the emergency and offer to guide the person to the nearest exit. Have the person take your elbow. As you walk, describe where you are and advise them of any obstacles. When you have reached safety, reorient the person and ask if they need further assistance.

### **Evacuation of persons with hearing impairments:**

Get the person's attention by physical contact or by turning the lights on and off, if they are operational. Then use a simple warning method such as writing a note explaining the emergency and the nearest evacuation route ("Fire. Come with me."), or indicating through gestures what is happening and what to do.



## Basic response procedure – Fire Emergencies

### Small fire:

1. Call 911.
2. If you are not trained in the use of a fire extinguisher, do not use one.
3. If you are fire extinguisher trained, use it now. Even if a fire extinguisher's use stops a fire, it is imperative you notify College Safety by calling 503-594-6650, who will call the appropriate responders and CCC staff.

### Large fire:

1. Call 911.
2. If you are not trained in the use of a fire extinguisher, do not use one.
3. Sound the fire alarm and close the door to the room where the fire is located. (*See posted map for location of fire alarms.*)
4. Call 503-594-6650 to contact College Safety and give your name, department and location of the fire, and if you suspect someone may be trapped inside the building.
5. When the building alarm sounds or College Safety directs evacuation, leave immediately taking the nearest exit. Mobility impaired persons should request assistance from those closest to them. In the event no one can assist, proceed to the nearest stairway or exit and shout for help if you are unable to leave the building.
6. **DO NOT USE THE ELEVATORS.**
7. Evacuate 300 feet from the building, keeping out of the way of emergency personnel. Do not return to the building until instructed it is safe to do so.

Know where the nearest fire extinguisher and fire alarms are.



## Bomb threats by phone:

1. Remain calm and ask:
  - *Where is the bomb?*
  - *When will it go off?*
  - *Who are you?*
  - *Why are you doing this?*
2. Call 911 and then College Safety at 503-594-6650. Give your name, location and telephone number, information you have acquired and date/time of the call.
3. Building/campus evacuation will be the responsibility of campus authorities.

**DO NOT ACTIVATE ELECTRONIC DEVICES.** Radios and cellphones could cause a device to detonate.

## Bomb threats by mail:

**Characteristics to look for in a letter bomb:** No return address, restrictive markings (“confidential,” “personal”), excessive postage, badly typed or written address, rigid or bulky, misspelled words, addressed to title only, mailed from a foreign country.

**Suspicious package:** If you spot a suspicious object or package (e.g., strange odor, protruding wires, oily stains on wrapper, no return address, lopsided, wrong title with name, foreign mail, air mail or special delivery, excessive tape), report it immediately. **DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT.**

*Note: If advised to evacuate, move 300 feet away from the building. Do not re-enter the building until you are told it is safe.*



### **Reporting methods:**

- Call 911 and then call College Safety at 503-594-6650.
- Off-campus sites, call 911 immediately.

College Safety officers are designated as First Aid Responders.

### **Response procedures:**

1. If a serious injury or illness occurs on campus, call 911. Then call College Safety at 503-594-6650. Give your name, location of victim(s), nature and severity of the medical problem, if known.
2. Do not move a seriously injured person unless there is a life-threatening situation.
3. Remain with the victim until emergency personnel arrive.
4. Follow all instructions given to you by the College Safety officer and/or emergency personnel.
5. College Safety has full first aid kits with universal precaution protective equipment. There are various "self-help" first aid kits kept in each building.
  - See building directories for the location of first aid kits.

***Note:** First aid kit locations are identified in the evacuation maps mounted in placards on the wall in hallways, most work areas and at exit doors. First aid kits are maintained by the Department of Campus Services. Please notify a College Safety officer to report missing first aid kits and/or the need for additional or replacement supplies.*

### **Basic response procedures for chemical spills:**

1. Close the door to the room with the leak/spill. Evacuate 300 feet from the building.
2. Try to identify the spilled or leaking material. Call 911 and then College Safety at 503-594-6650.
3. Emergency responders will isolate the hazard to keep others from entering the area.
4. Inform College Safety of any spill or leak greater than 1 gallon. If the spill involves hazardous material, all employees must leave the immediate area until trained college staff or outside contract responders assess the situation and clean up the spill/leak.
5. Spill reporting and cleanup in CCC's laboratory facilities also follow the Laboratory Chemical Hygiene Plan established for that area.

### **Upon discovering a chemical spill that you are not trained to handle:**

1. Call 911 and then College Safety at 503-594-6650.
2. Give the location, type and magnitude of the spill/leak so assessment can be made and outside hazmat teams can be called.



An active threat is any incident when there is any immediate threat or danger on campus. In addition to an individual using a firearm, it includes other weapons or instruments that can cause injury.

In an encounter with an angry or hostile individual or an active threat situation, you must quickly determine the most reasonable way to protect yourself. In the moment, you will need to make a personal choice based on your assessment of the situation.

### **Angry or hostile student, customer or coworker**

- Stay calm and listen attentively.
- Maintain eye contact, while being courteous, patient and respectful.
- If shouting, swearing or threatening continues, signal a coworker or supervisor that you need help (have a prearranged code word or alarm system). Do not make any calls yourself — have someone call College Safety at 503-594-6650 or 911.

### **Active threat**

- **Run.** When an active threat is in your vicinity:
  - Have an escape route and plan in mind.
  - Leave your belongings behind.
  - Keep your hands visible.
- **Hide.** If an evacuation is not possible:
  - Hide in an area out of the active threat's view.
  - Block entry to your hiding place and lock the doors.
- **Fight.** As a last resort, and only if your life is in danger:
  - Attempt to incapacitate the violent person.
  - Act with physical aggression and throw items at the violent person.
  - Improvise weapons: Backpacks, books, laptops, water bottles, etc.
- **Call 911 when it is safe to do so**
- **When law enforcement arrives:**
  - Remain calm and follow officers' instructions.
  - Immediately raise hands and spread fingers; keep hands visible at all times.
  - Avoid making quick movements toward officers.
  - Avoid pointing, screaming and/or yelling.
  - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
- **Information to provide law enforcement and/or 911 operator:**
  - Location of active threat
  - Number of suspects
  - Physical description of suspect(s)
  - Number and type of weapons
  - Number of potential victims

### **Tips for people with disabilities:**

Persons with disabilities and access and functional needs should ensure their individual needs are integrated into CCC's emergency evacuation plan, develop a "buddy system" for assistance evacuating or concealing themselves to avoid an attacker and think creatively about how to use personal assistive devices (e.g., canes, crutches, wheelchairs) as weapons if needed during an active threat attack.

### **Before it shakes:**

1. Identify vital records within your work environment. (Vital record forms are available in the College Safety office.)
2. Plan with your department for the first 72 hours following an earthquake.

### **During an earthquake: Drop, Cover, Hold**

1. If indoors, stay there. Get under a desk, heavy table or stand in a corner away from windows and outside walls. Do not use elevators.
2. If in a crowded room or in a large gathering, do not rush the doors. Move away from all areas with display shelves or glass that could fall. Remain calm and use the closest exit.
3. If outdoors, get into an open area away from trees, buildings, walls, vehicles and powerlines/transformers.
4. If driving, pull over to the side of the road and stop. Do not exit your car. Avoid overpasses and powerlines. Do not run to your car or position yourself between vehicles, the bouncing of vehicles could injure or kill you.

### **After the earthquake: Basic procedures**

1. Following the initial shock, get outside and clear of buildings and trees. Prepare for after-shocks.
2. Follow procedures in this manual for fire, hazardous materials leaks, spills and serious injury. Assist the mobility impaired to exit facilities to safety.
3. In major damage or disruption, College Safety will announce and implement evacuation procedures at the direction of the college president/designee.
4. Assist all persons close to you and report injured person(s) to 911 and then College Safety at 503-594-6650.

### **Tips for people with disabilities:**

If you are unable to Drop, Cover and Hold On:

- Get as low as possible and move away from windows or other items that can fall on you.
- Do not try to transfer from your wheelchair during the shaking. Wait for the shaking to stop before transferring.
- If you use a wheelchair; lock your wheels and remain seated until the shaking stops.
- Always protect your head and neck with your arms, a pillow, a book or whatever is available.

## Emergency reporting

All utility failures, call College Safety at 503-594-6650.

- Natural gas leak or odor of gas
- Electrical power failure
- Water failure or leaks
- Elevator failure

### Procedures:

1. In the event of a major utility failure during regular working hours, call College Safety.
2. If there is potential danger to the building occupants or if the utility failure occurs after hours, weekends or holidays, call College Safety at 503-594-6650.
3. If there is a major gas leak, **DO NOT ACTIVATE FIRE ALARMS**. Call College Safety and evacuate. Once safe, call your associate dean to notify them as to the nature of the emergency and what you were instructed to do and by whom.
4. All building evacuations occur when the fire alarm sounds continuously and/or upon notification by College Safety, associate dean/designee, fire or medical personnel.
5. Assist all mobility impaired persons in exiting the building. **DO NOT USE ELEVATORS IN CASE OF FIRE OR EARTHQUAKE**. In the event of emergencies other than fire or earthquake, remind others that elevators are reserved for use by persons who are mobility, visually and hearing impaired.
6. Once outside, move to a clear area 300 feet away from the affected building. Keep the walkways clear for emergency vehicles.
7. Do not return to an evacuated building until told to do so by College Safety.

