



Emergency Procedure Guide

The Emergency Procedure Guide is developed to assist all faculty and staff during an emergency on campus. This guide should also be used to provide assistance to students and visitors on campus during an emergency. The guide will be distributed to all current faculty and staff and updated as needed. All new hired employees will receive the guide as part of their Human Resources orientation.

For the College to be effective, we must operate within a safe and orderly environment. Faculty and staff must be prepared for any type of an emergency. We have a moral and legal obligation to provide for the protection of property and lives of the campus population during an emergency.

A handwritten signature in cursive script, appearing to read 'J. T. Chapman'.

Media Procedure

Associate Vice President, Media & Foundation Relations – ext. 3200.

The most effective means to inform the college campus and the public is by mass media (Web site, radio, television and newspaper). The most prompt and accurate information will be at www.lc.edu.

All contacts with the news media will be made by the Media Services department. If you are contacted directly by the media, refer them immediately to the Associate Vice President of Media and Foundation Relations.

– Media Procedure –

Serious Injury Or Illness

In case of injury or illness, the immediate concern is to provide aid to the injured or sick. The following procedure is to be used once a serious injury or illness has been identified.

- If the injury or illness is life-threatening, call for help by dialing “0” or “911”. **DO NOT MOVE AN INJURED PERSON UNLESS IT IS NECESSARY TO PREVENT FURTHER INJURY.** After notifying 9-1-1 or Campus Security “0”, contact Health Services at ext. 6010.
- If the illness or injury does not appear to be life-threatening, call Health Services at ext. 6010, and report the nature of the injury or illness and status of the situation.
- If Health Services is unavailable, Campus Security should be contacted at “0”.
- Health Services hours are 8 a.m. – 8 p.m. Monday through Thursday and 8 a.m. – 4:30 p.m. on Friday. Evening hours are adjusted to summer semester.

– Serious Injury Or Illness –

Fire Alarms

At the sound of the fire alarm, it is **mandatory** to evacuate the building immediately via the nearest fire exit. Security will automatically implement Fire Procedures and immediately notify the Fire Department. Security/Faculty/Maintenance will maintain control of students at a safe distance from the fire and firefighting equipment. Maintenance will use fire extinguishers if appropriate. Security will keep access roads open for emergency vehicles.

Faculty, Staff and Maintenance personnel should not allow anyone to re-enter any building until the Fire Department, Security or Maintenance has determined it is safe to re-enter. Security and Maintenance personnel will notify Faculty, Staff and Students when the building is safe to re-enter.

PEOPLE WITH DISABILITIES – People with disabilities should be aware of areas designated as “Fire Rescue” areas. These rooms are marked with a blue sign bearing white letters and a wheelchair icon. In a fire emergency, the elevators will not work. Those unable to use stairs should proceed to the nearest Fire Rescue area and await rescue by Fire Department or Maintenance personnel.

– Fire Alarms –

Crime Awareness/Self-Protection

Self-protection

The employment of those common sense actions needed to protect ourselves and knowing how to avoid becoming a victim.

- Be alert for dangerous situations and suspicious persons.
- Always walk in groups of two or more, especially at night.
- Stay in well-traveled and well-lighted areas.
- Immediately remove yourself from someone who doesn't look right or makes you feel uneasy or a situation that makes you feel uneasy and contact Security at "0".

Theft

We all have a responsibility to protect ourselves, our possessions and the property of the College.

- Do not leave any personal belongings unattended and unprotected.
- Report unattended items to Security.
- Report any suspicious behavior to Security

Vehicles

Keep your vehicle safe, and easy to identify.

- Always lock your vehicle and remove the keys.
- Park near a light if you will be returning to your vehicle in the dark.
- Check the back seat before getting into your vehicle to be sure no one is inside.
- Once inside, lock all doors.
- Use alarm to attract attention, if needed.
- Report vehicle theft to Security
- Request a Security escort any time you feel it necessary, or when you do not want to go to your vehicle alone.

– Crime Awareness/Self-Protection –

Armed Subject Or Active Shooter On Campus

If someone:

- Has a weapon on campus
- Says he or she has a weapon on campus
- Is holding another person against their will

Follow these procedures:

- Call 911
- Notify Campus Security by dialing "0".
- Stay in a safe location away from any individual with a weapon.
- If you are near the individual with a weapon, try to move away to a safe location immediately.
- Stay calm and do not approach the subject or the weapon.

Relay accurate information when contacting 911 and Campus Security:

- Location of event
- Number of persons involved
- Any injuries
- Physical description of person(s) involved

– Armed Subject Or Active Shooter On Campus –

Responsibilities Of Faculty & Staff Personnel Before/During/After An Emergency

The College President and members of the Risk Management Team have the responsibility for the College's overall response to any major emergency or disaster at the College. This includes, but is not limited to: earthquakes, tornados, floods, power outages, or any disasters which would severely impact the daily operation of the College.

Faculty Responsibilities

- Ensure your personal safety and the safety of students in your immediate area
- Supervise the well-being of students in your classroom
- Remain with students until directed otherwise by Campus Security or members of the Risk Management Team
- Follow the directions of Campus Security or Maintenance personnel in the evacuation of buildings and traffic or crowd control
- If evacuation is necessary, Faculty members should recommend people with disabilities go to designated areas on each floor level, which are farthest away from the hazard
- Make arrangement or have classmates assist persons with disabilities during an emergency
- Ensure your phone number and email address are up-to-date in the Emergency Notification System (LC_Alert) at www.lc.edu/security/lc-alert.aspx

Staff Responsibilities

- Take the necessary steps to ensure your personal safety and the safety of students and colleagues in your immediate area
- If evacuation is necessary, take appropriate steps to secure College property
- Follow the directions of Campus Security or Maintenance personnel in the evacuation of buildings and traffic or crowd control
- Ensure your office phone number and email address are up-to-date in the Emergency Notification System (LC_Alert)

– Responsibilities Of Personnel During/After Emergency –

Tornado

Severe thunderstorms can produce a tornado in just a few minutes. Sometimes, little warning is possible. For this reason, you should always be aware of severe weather in the area and stay abreast of severe weather developments. If a tornado develops, take the following steps:

If INDOORS:

- Go to the lowest level of a building and put as many walls as possible between you and the outside.
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.

If in a CAR or OUTSIDE:

- Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter.
- Lie flat in a nearby ditch or depression and cover your head with your hands.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornados causes most fatalities and injuries.

– Tornado –

Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually fore shocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure you can exit safely.

If INDOORS

- **DROP** to the floor, take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use elevators.

If OUTDOORS

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

– Earthquake –

Bomb Threat

If you receive a bomb threat in the form of a phone call, follow the checklist and immediately contact Campus Security at “0”.

Upon discovery of a suspicious device, immediately notify 911 and Campus Security at “0”.

Bomb Threat Checklist

The following checklist is to be utilized by a person receiving a call which threatens the safety or security of Lewis & Clark Community College. Complete all possible items immediately following the call and contact Security, immediately.

1. Time Call Received:
2. Time Call Terminated:
3. Caller’s Name & Address (if known)
4. Sex: Male Female
5. Age: Adult Child
6. Bomb Facts (questions to ask)
 - a. When will it explode?
 - b. Where is the bomb right now?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
7. Voice Characteristics

Tone	Speech	Language
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair
<input type="checkbox"/> Low Pitch	<input type="checkbox"/> Cursing	<input type="checkbox"/> Raspy
<input type="checkbox"/> Stutter	<input type="checkbox"/> Slurred	<input type="checkbox"/> Nasal
		<input type="checkbox"/> Lisp
		<input type="checkbox"/> Disguised
		<input type="checkbox"/> Foreign
8. Background Noise
 - Music
 - Voices
 - Cell Phone
 - Children
 - Traffic
 - Machines
 - Quiet
 - Other
9. Person Receiving Call:

– Bomb Threat –