

Clackamas Community College Emergency Management Plan



Education That Works



Letter of Promulgation

Clackamas Community College (CCC) is committed to the continued delivery of quality educational programs. The Clackamas Community College Emergency Management Plan (EMP) guides CCC's all-hazards emergency response with the goal of minimizing the negative impacts an emergency may have on College operations.

This document provides a management framework for responding to incidents that may threaten the health and safety of the College community or that disrupts its programs and operations. The plan also guides all phases of emergency management and coordination of operations as CCC works to protect people and property, while maintaining the primary mission of the College.

This plan and the contents within shall apply to all College personnel participating in mitigation, preparedness, response and recovery efforts. Departments and individuals tasked with supporting EMP roles shall develop and maintain their own procedures/guidelines for preparation, response and mitigation and actively participate in the training, exercise and maintenance needed to support this plan.

The College will use the National Incident Management System (NIMS) principles to guide emergency planning response. As part of NIMS, the Incident Command System (ICS) is CCC's basis for managing College level responses and to provide a chain of command that establishes authority for response management and support.

This EMP is approved by senior administration and made available to all CCC partners internal and external to the College.

Tim Cook, President

Date

Approval and Implementation

The CCC Emergency Management Plan (EMP) was prepared to maintain a viable all-hazards response capability and to establish a comprehensive approach to emergency management across a spectrum of activities.

This plan applies to all College personnel participating in mitigation, preparedness, response and recovery efforts. Furthermore, the EMP may be applied to College-sponsored events, whether on or off-campus and to all public or private College-sanctioned activities.

The Director of College Safety shall be responsible for plan oversight and coordination with applicable stakeholders. This EMP is based on the “all-hazards” concept, which plans for natural and man-made disasters and incidents while following the National Incident Management (NIMS) guidance. The plan is flexible in that either specific parts or the entire plan may be activated, based on the emergency and decisions by College senior leadership.

This EMP supersedes and rescinds all previous editions. The EMP and its supporting contents are hereby approved, and the plan is effective immediately upon the signature of the authority listed below.

Tim Cook, President

Date

Record of Changes

The Emergency Management Plan, including annexes, will be reviewed and approved on an annual basis. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

Change #	Change Date	Entered By	Summary of Changes

Record of Distribution

This plan will be distributed to primary and secondary agencies.

Date	Agency Signatory Official	Agency

Chapter 1: Main Plan

Introduction

The Emergency Management Plan is designed to provide planning and emergency response guidelines for the College's Executive Team, Emergency Operations Center personnel, operational units and campus community in the event that a serious threat, crisis or emergency affects members of the campus community, or occurs on or near property owned or supervised by the College. College Safety is responsible for the development and maintenance of the plan.

The basic emergency procedures outlined in this plan are designed to enhance the protection of lives and property through the effective use of College and community resources. The plan will be updated periodically to reflect changes at the College and in the surrounding community. Further basic emergency procedures can be found in the Emergency Safety Guides located in most classrooms and in other prominent locations throughout College facilities. Building maps showing escape routes and location of emergency equipment are located next to the Emergency Safety Guides.

This plan has been constructed in a modular format. Individual action plans for potential critical incidents are listed. In an emergency, College decision makers can quickly consult those action plans for guidance under conditions of stress when time is of the essence. Faculty, staff and students should familiarize themselves with the resource material in this plan so they can handle a critical incident or disaster in the most effective and safe manner.

Purpose

The Emergency Management Plan is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the College. This plan describes the roles and responsibilities of faculty, staff and students during emergencies. The basic procedures are designed to protect lives and property through effective use of College and community resources. Since an emergency may come suddenly and without warning, the procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Scope

This plan is a College-level plan that guides the emergency response of College personnel and resources during an emergency. It is the official emergency response plan of the College and precludes actions not in concert with the intent of this plan or the organization created by it. *However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.*

This plan and organization is subordinate to federal, state, county and local plans during a disaster declaration by those authorities. This Emergency Management Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the National Incident Management System (NIMS) and Incident Command System (ICS) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure and facilitate the flow of information between responding agencies.

Threat/Hazard Assessments Summary

CCC campuses are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the college community, causing casualties, and damaging or destroying public or private property.

A site assessment of each campus was completed to identify circumstances in or near the College that may present unique problems or potential risk to people or property. Below is a list of high priority threats/hazards identified during the assessment:

- Earthquake
- Severe weather
- Active shooter/hostile intruder
- Medical emergency
- Fire
- Technological failure
- Structure failure
- Power outage

Capability and Mitigation

CCC works frequently with local city and county jurisdictions to assess the response capabilities to the most likely hazards and collaboratively develop response plans accordingly.

- CCC campuses and properties are dependent upon local agencies for fire, rescue, EMS and law enforcement. The Oregon City campus has contracted with the Oregon City Police Department to provide on-campus law enforcement.
- CCC maintains contracts and vendor lists to provide supplemental response capabilities in the event of incidents.

The College continually looks for opportunities to mitigate hazards through current and future infrastructure construction, conducting integrated team planning, conducting on-site drills/exercises and participating in local agency and community planning/exercises.

Resources

CCC recognizes the importance of having agreements in advance of an incident in order to access critical resources. CCC has the following Intergovernmental Agreements (IGAs) in place with:

American Red Cross – shelter agreement
La Salle Catholic College Preparatory – Harmony campus reunification site
Oregon City Golf Club – Oregon City campus reunification site
North Clackamas Christian School – Oregon City campus reunification site
Oregon City School District – Oregon City campus reunification site
Clackamas County – Emergency response/coordination
Oregon City – College Resource Officer

Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions and the standard practice is to base planning on the worst-case conditions. Using these models, this plan incorporates the following planning assumptions:

- Utilities – including water delivery, electrical power, natural gas, telephone communications, microwave and repeater based radio systems, cellular telephones and information systems may be interrupted.
- Facilities may be damaged and unsafe.
- Regional and local services may not be available.
- Major roads, overpasses, bridges and local streets may be damaged.
- Damage and shaking may cause injuries and people may be displacement.
- Normal suppliers may not be able to deliver materials.
- Contact with families may be interrupted.
- People may become stranded at the College. Conditions may be unsafe to travel off campus.
- The College will need to conduct its own rapid damage assessment, situational analysis and deployment of on-site resources and management of emergency operations on campus.

Levels of Emergency

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are generally specified in campus emergency plans, as follows:

- Level 1 – Minor Emergency: Any incident, potential or actual, that will not seriously affect the overall functional capacity of the College.
- Level 2 – Major Emergency: Any incident, potential or actual, that affects an entire building or area and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College during a major emergency. The Emergency Operations Center may be activated depending on conditions.
- Level 3 – Disaster: Any event or occurrence that seriously impairs or halts the operations of the College. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential, but may not be available. In all cases of a level 3 disaster, the Emergency Operations Center will be activated and the appropriate support and operational plan will be executed.

Response Plan Priorities

In an emergency situation, the College has identified these general mission goals and priorities to guide response. The Incident Commander (described in the Incident Command Section) is responsible for determining specific goals and priorities based upon the type of incident and its characteristics.

- Save and protect lives
- Secure and preserve College assets
- Prevent damage to the environment, systems and property

- Preserve and resume teaching and other educational programs

Emergency Declaration

The College President, in consultation with the Executive Team and Incident Commander, shall declare a local campus state of emergency when deemed necessary.

During the period of any major campus emergency, College Safety, as required, shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard life and property and maintain educational facilities.

When a declaration is made, only registered students, faculty, staff and contractors are authorized to be on campus. Those who cannot present proper identification showing a legitimate purpose for being on campus will be asked to leave. Unauthorized persons remaining on campus may be subject to arrest in accordance with ORS 164.255. Exceptions may be granted in the event that shelter facilities must be provided to area residents or for mutual aid. Only those faculty and staff members who have been assigned by the Emergency Operations Center or granted permission by College Safety will be allowed to enter the immediate disaster area. In the event of earthquakes, aftershocks, fires, storms or other major disasters on or about campus or involving College property, College Safety and/or Campus Services will be dispatched to determine the extent of any damage or potential threat to College property.

Special Note – In the case of an emergency, an Emergency Declaration is not required in order to activate the Emergency Management Plan. The first qualified responder may summon whatever resources deemed necessary to deal with the emergency.

Immediate Notifications

Students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents to College Safety in a timely manner to aid in providing accurate Immediate Notifications or Timely Warnings to the College community. In the event of a serious incident which may pose an immediate or on-going threat to members of the College community, an Immediate Notification or Timely Warning will be sent to students and employees. The notifications and warnings are generally written and distributed to the College community by the Public Information Officer or the Director of College Safety.

Notifications and warnings may be distributed via the College's mass notification system, which includes e-mails, text messages or voice mails. Notifications and warnings may also be posted on the College's website or other means of social media. College Safety Alert posters may also be posted by the Department of College Safety in campus buildings when deemed necessary.

Immediate Notifications will be issued upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the College community. The College will post updates during a critical incident utilizing the same distribution systems.

Timely Warnings

Timely Warnings will be issued to inform the College community of crimes or situations that may represent a serious or continuing threat. The warnings will be issued in the same manner as Immediate Notifications.

Community & Building Emergency Response Teams

In the event of a major emergency, the College will need manpower, in addition to College Safety and Campus Services staff to evacuate persons, direct traffic, provide security, perform search and rescue, provide transportation, perform damage assessment and other duties. In conjunction with area emergency responders (when available) the College's Building Emergency Response Teams (BERT) will assist College Safety.

Building Emergency Response Teams (BERT) are formed and trained in how to respond to emergencies. New volunteers for the CCC BERT Teams should be sought, especially those with skills based on medical, law enforcement, fire or military experience. BERT members will be supplied appropriate safety equipment.

Faculty and Staff

Faculty and staff are seen as leaders by students and should be prepared to direct students to evacuation assembly areas in the event of an emergency and account for every student. Every member of the faculty and staff should read and become familiar with applicable emergency plans, procedures and evacuation routes. Faculty and staff must be prepared to assess situations quickly, but thoroughly, and to use common sense in determining a course of action. All faculty and staff are responsible for securing their work areas in preparation of an emergency situation.

Students

Students should familiarize themselves with the emergency procedures and evacuation routes in the facilities they frequently use. Students should be prepared to assess situations quickly, but thoroughly, and to use common sense in determining a course of action. They should evacuate to evacuation assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

Faculty, staff and students should also be able to execute emergency lockdown and other safety procedures as outlined in this Emergency Management Plan and the Emergency Safety Guides.

Incident Command System

The Incident Command System (ICS) is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures and communications operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and organizations throughout the United States as the basis for emergency response management. Use of the Incident Command System at the College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Key Principles of the Incident Command System

- Modular organization based on activating only those organizational elements required to meet the current objectives.
- Common terminology applied to organization elements, position titles, facility designations and resources.
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- Comprehensive resource management for coordinating and inventorying resources for field responses.
- Integrated communications so that information systems operate smoothly among all response agencies involved.
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action check lists.
- Consolidated action plans that contain strategies to meet objectives at both the field response and Emergency Operations Center levels.

Designation of College Incident Commander

It is essential to all emergency response planning and action that a single Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur and as such will be at a Director level or higher. The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this Emergency Management Plan.
- Take steps deemed necessary to ensure the safety of students, faculty, staff and visitors.
- Determine whether to implement incident management protocols (e.g., evacuation, shelter in place, lockout, lockdown, etc.) as described more fully in the functional annexes in this plan.
- Work with emergency services personnel
- Keep the President and Executive Team informed of the situation.

College Incident Command Structure Roles and Responsibilities

President

Ultimate authority rests with the President of the College. All decisions concerning the discontinuation of College functions, cancellation of classes or cessation of operations rest with the President or their designee. After consulting with the Executive Team and Incident Commander, the President shall be responsible for declaring a major institutional emergency.

Executive Team (Policy Group)

The Executive Team is composed of senior College administrators who will advise the President on policy decisions during the emergency. The Incident Commander elevates policy issues to the Executive Team, including, but not limited to:

- Policy-level decisions, including fiscal authorizations, presented for consideration.
- Coordination with other executive authorities which may include regional stakeholders.
- High-level conflict resolution.

- Strategic policy and direction for resumption of normal College operations and community recovery priorities.

The Executive Team is apprised of situations and major operations, but is not directly engaged in tactical response operations.

College Incident Commander

The College Incident Commander is in charge of the Emergency Operations Center. The College Incident Commander is the individual responsible for the command and control of all aspects of an emergency.

Liaison Officer

The Liaison Officer is responsible for coordinating with representatives from cooperating and assisting agencies.

Public Information Officer (PIO)

The Public Information Officer is responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Safety Officer

The Safety Officer is responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Emergency Operations Center General Staff

Operations Section

The Operations Section develops tactical objectives, conducts tactical operations and directs resources. The Operations Section provides safety, security, first aid, evacuation direction, crowd control, traffic direction, search and rescue, damage assessment and other activities needed as the result of critical incidents.

Logistics Section

The Logistics Section provides support to meet incident needs including providing and managing various resources to meet the needs of incident personnel, including procuring supplies, food, communications, medical services, facilities, ground support and transportation. The Logistics Section also coordinates with the Planning Section to estimate future support and resources.

Finance Section

The Finance Section provides emergency funding, procurement and administrative support including monitoring costs related to the incident, maintaining accounting, procurement, personnel time records and conducting cost analyses.

Planning Section

The Planning Section prepares all incident documentation, resource management and provides general support to Emergency Operations Center personnel.

Activity Logs

The section chiefs or designee will maintain accurate logs recording incident management activities, including:

- Activation or deactivation of incident facilities.

- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to students, faculty, staff or visitors.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

Incident Costs

The finance section will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs,
- Equipment operations costs,
- Costs for leased or rented equipment,
- Costs for contract services to support incident management operations and
- Costs of specialized supplies expended for incident management operations.

Organization

College Executive

College President

Executive Team (Policy Group)

Provost/Vice President of Instruction and Student Services

Vice President of College Services

Associate Vice President and Executive Director of Foundation

Dean of Academic Foundations & Connections

Dean of Business Services

Chief Human Resources Officer

Public Information Officer

Incident Commander

Director of College Safety – Primary

Dean of Campus Services – Alternate

- *Individual assigned as Incident Commander may change based on the nature of the emergency or event.*

Public Information Officer

Public Information Officer

Liaison Officer

College Safety Manager

Safety Officer

Environmental, Health and Safety Coordinator

Emergency Operations General Staff

Operations Section

Dean of Campus Services (Section Chief)
Dean, Chief Information Officer
Director of Campus Services

Logistics Section

Contracts Administrator (Section Chief)
Purchasing and Financial Aid Accountant

Planning Section

Administrative Coordinator – Academic Foundations and Connections (Section Chief)
Business Services and College Safety Coordinator

Finance Section

Dean of Business Services (Section Chief)
Bursar/Accounts Receivable Manager

Training and Exercises

CCC understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that CCC personnel and community responders are aware of their duties and responsibilities, the following training, drills and exercises will occur. College Safety will be responsible for coordinating training and exercise efforts.

Training

All staff members assigned to positions within the Emergency Operations Center (EOC) will be required to complete on-line FEMA training courses ICS 100 and ICS 700. All EOC personnel will also receive periodic training associated with their EOC position and responsibilities.

College Safety will provide to students and staff, training associated with threat/hazard awareness and response and orientation to CCC's Emergency Management Plan.

Exercises and Drills

College Safety will be responsible for organizing and conducting the following exercises and drills. All exercises and drills will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) and include after-action assessments and recommendations.

- Fire evacuation drills – conducted quarterly in various buildings across all campuses.
- Test of the emergency notification system – conducted during the fall and spring terms.
- Tabletop and other exercises – conducted at least once per year.

Chapter 2: Safety Procedures

This section of the Emergency Management Plan provides the guidelines that students, faculty and staff should follow during an emergency. This plan cannot list every possible event that the College may face; however, it does address the most common issues that may arise. For further safety procedures, refer to the Emergency Safety Guide.

Notification of a Significant Emergency or Dangerous Situation

Any person receiving information of a significant emergency or dangerous situation involving an immediate threat to the safety of the College community, whether occurring on or near the campus, shall immediately notify 911 and College Safety at 503-594-6650.

Evacuation

An evacuation is called when there is an immediate threat and individuals must be moved from one location to another. Individuals should be prepared to follow specific instructions given by College Safety, BERT members, or first responders. Students, faculty, staff, and visitors are advised to evacuate immediately and not return until instructed by emergency response personnel. Evacuations may be off of College property, but are usually from one threatened section of the College to a safer section.

In an evacuation, remember to:

- Evacuate immediately
- Follow instructions
- Leave your belongings behind
- Do not return to the building until authorized to do so.

Lockdown

A lockdown is called when there is a threat or hazard inside the building. Lockdowns utilize room security to protect individuals from an immediate threat.

In a lockdown, remember to:

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

Lockout

A lockout is called when there is a threat or hazard outside of the building. Lockout utilizes the security of the building to act as protection.

In a lockout, remember to:

- Lock or barricade perimeter doors
- Stay out of view and away from windows

- Do not open the doors

Shelter-in-Place

The term, shelter-in-place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area.

Shelter-in-Place (hazardous incident)

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release.

The following recommendations should be considered:

- Move to rooms with windows that are closed or cannot be opened.
- Rooms that have little or no ventilation are preferred.
- Close any open windows and doors if you cannot move.
- Only come out when you are told that it is safe by College Safety or other emergency responders.

Shelter-in-Place (weather)

A severe weather event such as a tornado or wind event may necessitate a shelter-in-place order until the threat of bad weather has passed. Students, faculty, staff and visitors should relocate from their classroom or normal work area to a space that has no windows or to a lower floor.

It is recommended to:

- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed.

Active Shooter/Hostile Intruder

If individuals observe a hostile intruder, barricaded person or hostage situation, and it is safe to do so, call 911 and College Safety.

- Do not approach the intruder or intervene in any on-going crime. However, try to provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and types of weapons, if any.
- If confronted by an armed person or taken hostage:
 - Follow instructions and be alert. The captor is emotionally imbalanced. It is important to be clear-headed and calm.
 - Don't speak unless spoken to and then only when necessary.
 - Don't talk down to the captor.
 - Don't appear hostile.
 - Maintain eye contact with the captor, but don't stare.
 - Treat the captor as an important person.

- Be alert and observant. Some of those who are held captive may be released or may be able to escape. If you are afforded this opportunity, the safety of others may depend upon your memory. Be observant and take mental notes on what you see.
- Attempt to establish a rapport with the captor.
- If medications, first aid or restroom privileges are needed by anyone, say so.
- If gunshots are heard within a building or word is received to lockdown the classroom or office, do the following:
 - Close and lock or barricade room doors and turn off the lights to that area.
 - Close windows and window treatments.
 - Try to keep others calm and quiet.
 - Stay in the locked or barricaded room until informed by police or College Safety that it is safe to come out.
 - Crouch down in areas that are out of sight from doors and windows.
 - If in a hallway, seek shelter in the nearest office or classroom.
 - If outdoors, immediately take cover.
- Under no circumstances should the fire alarm be activated. Persons may be placed in harm's way when they attempt to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
 - Firsthand knowledge exists that there is a fire in the building or police or College Safety has advised people to evacuate the building.
- It may be necessary to evacuate other facilities in the area if they are threatened by gunfire. College Safety and/or police will direct the evacuation. If applicable, bring the class roster along.
- College Safety will ensure no one enters the building until local emergency services personnel arrive and the area is determined to be safe.
- Once local emergency services authorities arrive, the Incident Commander will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of buildings in which the hostile intruder is located.
- A senior law enforcement officer on the scene will notify the Incident Commander when re-entry to the building can be made and the classes and office areas are safe to open. There is no specified time limit for when students and faculty will be permitted back into or allowed to exit the isolated area. This will depend solely upon the information received and findings of local authorities.

Bomb Threat

If a telephone call or information is received stating a bomb is somewhere on the campus:

- Write down the information conveyed during the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice (male/female, accent, age, etc.) and possible location.
- Recipient should not hang up the telephone when the call is completed. Keep the line open or place it on hold.
- Call 911 and College Safety.

Earthquakes

In the event of an earthquake, individuals who are indoors should stay indoors, stay clear of windows and seek protection under a desk, table or bed. When the shaking has stopped and it is safe to do so, you should exit the building.

Individuals who are outdoors should remain outdoors and move to an open area away from buildings to avoid falling objects. After an earthquake, until instructed otherwise by a College or government authority, individuals should do the following:

- Limit telephone use to emergency calls only.
- Refrain from turning on light switches or appliances or lighting matches.
- Refrain from using elevators.
- If able wear sturdy shoes at all times.
- Try to remain calm and assist others.

Elevator Failure

Individuals who are trapped in an elevator should:

- Use the elevator emergency phone/call box or a cell phone to notify College Safety.
- Do not attempt to pry open doors.

Fires

In the event of a fire, individuals should:

- Activate a fire alarm and call 911 immediately.
- Immediately exit any building in which a fire alarm is sounding, regardless of whether fire or smoke is present.
- If smoke is present in a room, keep close to the floor and move to the door. If the door is hot, do not open the door. Instead, exit through the window (if possible). If the room is located on an upper level, call 911 to report the location and hang a piece of clothing or other material out the window to attract attention.
- If an alarm is heard and the room door is not hot, exit the room and leave the door unlocked. Proceed to the nearest exit. Do not use elevators.
- Do not re-enter until emergency responders have made an announcement that it is safe to do so.

Gas Leaks

Individuals who smell natural, propane or other compressed gases, should:

- Report the issue to College Safety immediately.
- Cease all activity.
- Do not switch on the lights or any electrical equipment. Electrical arcing can trigger an explosion.
- Evacuate the buildings and the area immediately.
- Go to the assembly areas upwind of the leak.
- Keep others out of the area.

- Monitor the wind and stay upwind of the gas.
- Wait for emergency responders and inform them of the situation.
- Do not re-enter until emergency responders have made an announcement that it is safe to do so.

Maintenance Emergency

An emergency would be any issue that could become a bigger problem if there is no response, e.g. water overflowing or leaking. An emergency would also include any situation that places individuals or property in potential danger or compromises safety or security.

- In an emergency
 - Call College Safety.
 - Keep others away from the area until College Safety arrives.
- If a non-emergency
 - Leave a message for College Safety.

Medical Emergency

- Call 911 and report the situation to the operator.
- Call College Safety and inform them that 911 has been called and give location of the emergency.
- Do not move a seriously injured person unless there is a life-threatening situation.
- Try to defuse high emotions and clear the area of spectators.
- Don't discuss the emergency with others.

Plumbing Problems/Flooding

Report all plumbing problems/flooding to College Safety immediately.

- Cease using all electrical equipment until repairs are made.
- If necessary, vacate the area and prevent anyone else from entering by posting signs or erecting barricades.
- Avoid standing water due to potential electrical shock.
- Consider evacuating the building.

Power Outage

Report all power failures to College Safety immediately.

- Consider evacuating the building. Due to lack of power and loss of HVAC, the building may become uninhabitable.
- If the building's fire alarm system should activate, evacuation is mandatory.
- Evacuees should proceed immediately to the designated assembly area.
- If buildings are evacuated, do not re-enter until College Safety has made an announcement that it is safe to do so.

Psychiatric/Emotional Disturbance

Assess the situation. Is the person dangerous to themselves or to others? The main objective is to keep others safe. If the person is dangerous:

- Call 911.
- Call College Safety and inform them that 911 has been called and give location of the victim.
- Do not give out any names. Instead, say “I need to report a dangerous personal crisis at (state location).”
- Seek help. Never stay alone with a dangerous individual.
- If confronted, remain calm. Try to get the individual to move to a more suitable location.
- Never try to take a weapon away from someone.

If the person is not dangerous:

- Assess the situation further. What exactly is the nature of the problem? How severe is it?
- Call College Safety.
- Be sensitive to how someone may be feeling. Keep others away.
- Do not act as a therapist.
- Make no promises about possible outcomes.

Suicide threat (verbal or otherwise):

- Assess the situation. Use the PAL Technique:
 - P: Does the person have a plan?
 - A: Does the person have access to carry out the plan?
 - L: How lethal is the plan?
- Keep the person safe. Ask for pills, weapons or whatever the means.
- Stay with the person.
- Call College Safety and 911 if needed.

Suicide Attempt:

- Call 911.
- Call College Safety.
- Do not give out any names. Instead, say, “I need to report a dangerous personal crisis at (state location).”
- Be observant: Is the person a threat to others? How did the person attempt suicide? Look for bottles, pills, weapons, etc.
- Clear the area. Keep involvement of others to a minimum.

Completed Suicide:

- Call 911.
- Call College Safety.
- Do not give out any names. Instead, say, “I need to report a dangerous personal crisis at (state location).”
- Do not touch anything or anyone.
- Protect the scene. Leave everything the way it is.
- Instruct onlookers to clear the area.
- Maintain confidentiality. Information should only be given to emergency response personnel.

Rape/Assault/Sexual Assault

Create a safe and secure environment

- Is the victim safe and secure (indoors, maintaining confidentiality)?
- Is the perpetrator still in the vicinity (stranger or acquaintances)?

If the victim gives permission for further assistance

- Call 911 and report the situation to the operator.
- Call College Safety and inform them that 911 has been called and give location of the victim.
- Do not give out any names. Instead, say “I need to report an assault/sexual assault at (state location).”

While waiting for help to arrive

- Avoid physical contact with the victim.
- Help calm the victim and provide support.
- Remind the victim that the situation is not their fault.
- Instruct the victim not to wash, bathe or change clothes.
- If the victim has already bathed or changed clothes, put clothes in a plastic bag.
- Don't discuss the emergency with others.

If the victim does not give permission for assistance:

- Help the victim feel they are in control. Encourage the victim to report the incident to the police or College Safety and to use support services.

Suspicious Package or Device

- If a suspicious package or device is discovered on the campus, the individual making the discovery should immediately contact College Safety and provide as much information as possible. At a minimum, the individual should provide the location, a description of the suspicious package and any specific characteristics.
- Do not touch or move the suspicious package or device.

Utility Problems and Failures

Utility problems and failures should be reported to College Safety immediately.

Violence or Disruption in the Classroom or Office

If individuals observe a person being violent or disruptive, and it is safe to do so, they should call 911 and College Safety.

- If unable to speak freely, call 911 and leave the telephone off the hook.
- Listen to the person's complaint or statement attentively and ask them to wait quietly while a resolution is sought
- Do not attempt to disarm anyone who has a weapon.

Wildlife/Stray Animals on Campus

The College is home to many wildlife species. If an individual observes stray or wandering animals or is concerned about a wild animal, call College Safety.

- If you encounter an animal
 - Never feed or harass wildlife.
 - College Safety will call Animal Control.
 - Keep people away from the area.
- If someone is bitten by an animal
 - Immediately wash the wound with soap and water for at least 15 minutes.
 - Seek medical attention immediately. All bites need to be examined by a physician.
 - If the bite is severe call 911.
 - Try to remember what the animal looks like.
 - If possible, take a photo.
 - If possible, keep the animal in view so Animal Control can catch and test it for rabies.
 - If the animal is dead do not touch it.