

EMERGENCY PROCEDURES AT COCC

Emergencies, disasters, accidents, injuries and crime can occur at any time and without warning. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This packet was developed to help minimize the negative effects resulting from an emergency. Please read this guide thoroughly before an emergency occurs and become acquainted with its contents. Do not file this document. Keep it in a visible, accessible place in your work area for immediate reference. Once you are familiar with the enclosed information, you will be better prepared to protect yourself and your co-workers.

If you have questions about a unique situation that is not covered in this reference or need additional information, call the COCC Campus Public Safety Office at Ext. 541-383-7272.

WHAT YOU CAN DO NOW TO PREPARE

- Keep this emergency procedures information in a visible location in your office.
- Become familiar with the quickest exit routes from the building.
- Locate the nearest fire extinguisher and/or pull station in your work area(s).
- Register for CPR, first aid, AED, crime prevention or other safety training courses.
- Keep enough emergency supplies in your office or car (medication, flashlight, comfortable shoes, bottled water, food, batteries, and portable radio) for up to 72 hours in case of a serious emergency.
- Prepare a plan for yourself and your family specifying what to do, where to go and how to cope until you are able to get home. Designate an out-of-state relative or friend to act as a contact for separated family members.
- Register for ENS mass notifications through the Bobcat portal on the College website.

CRISIS COMMUNICATION

A crisis is a situation that requires immediate and coordinated action from the College and could have significant impact on the operation of the College or its reputation.

Correct, accurate and timely release of public information in a crisis can help reduce confusion, alleviate public concern, maintain consistent and professional community relations and provide both emergency service agencies and the media with appropriate information to assist them in fulfilling their responsibilities.

During an emergency or potential crisis situation, persons directly involved in the incident should first cooperate fully with public safety agencies (police, fire, ambulance, etc.) and then work in a coordinated way to implement the College's Crisis Communications and Institutional Continuity Plans.

COMMUNICATIONS

For any situation that has been deemed a crisis (or may turn into one), a communications team should be established to develop, coordinate, and authorize communications to internal and external audiences. Initially, the Communications Team will consist of the:

- Director of College Relations
- Campus Public Safety Supervisor
- Director of Human Resources

The Communications Manager (normally the Director of College Relations) will direct all communications. Audiences will vary from one situation to the next, but may include faculty and staff, students, board members, community leaders and media.

During the crisis, a strategy should be put into place for each audience, with that strategy developed by the Communications Manager. Only the communications team is authorized to release information or answer media inquiries.

The Communications Team – in particular, the Director of College Relations– will assure that internal audiences are kept as informed as possible about developments. Voice messages, e-mails, text messages and website updates will be used, when possible. If phone and electronic systems are not operational, each Vice President and Dean should keep all groups under his/ her administrative span of control apprised of information being disseminated by the communications team. Only those messages approved for release by the Communications Team should be shared. It is helpful for all members of the College community to wait for official communications.

ACTIVE ASSAILANT SITUATIONS

COCC continues to work with local law enforcement agencies to ensure the most interoperable and effective contingency planning for any potentially serious threats due to an assailant on campus. However, COCC - like virtually all colleges campuses in this country - is an open campus where there is little direct control and only general supervision over individuals on campus. The following information is intended to provide faculty and staff with general actions to be followed in the event of any such incident. Faculty and staff are encouraged to review the document, keep a copy as a periodic reminder and carefully read future updates. In addition, faculty and staff are encouraged to participate in workplace violence prevention and response trainings offered on campus.

An active assailant is a person(s) who is attempting to harm or kill people in a populated area. In most cases, assailants use firearm(s) and have no immediately discernible pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate steps to mitigate harm to potential victims.

In an assailant situation, the Campus Public Safety Office will take charge of providing specific direction in relationship to the situation until Emergency Services arrive.

PREPARE IN ADVANCE

Prepare a plan of action in advance by determining your escape route(s) and know where you would evacuate to. Discuss your plan with co-workers in your area. Refer questions to the Campus Public Safety office at 541-383-7272.

If the Active Assailant Is OUTSIDE Your Building:

- Turn off all the lights, close the blinds, and close and lock all windows and doors.
- Move to an area in the building away from windows or where the assailant cannot see you from the exterior of the building. If safe to do so, remain there until an "all clear" instruction is

given by an authorized, known voice. If you do not recognize the voice, do not change your location and remain where you are. Unknown or unfamiliar voices may be the assailant.

- If you can do so safely, get everyone around you on the floor and out of the line of fire.

If the Active Assailant Is INSIDE Your Building:

- Move away from the threat. If it is possible to flee the area safely and avoid danger, do so.
- Move to a safe location. If it is unsafe to flee your building, lock all doors to secure yourself in a safe space; if you can do so safely, out of the line of fire.
 - o Remain silent.
 - o If safe to do so, remain there until an “all clear” instruction is given by an authorized, known voice.
 - o If you do not recognize the voice, do not change your location and remain where you are. Unknown or unfamiliar voices may be the assailant.
- As soon as it is safe, call the police by dialing 911 (9-911 from a campus phone) and Campus Public Safety at 541-383-7272 (7272 from a campus phone).

If the Active Assailant is in Your Immediate Area/ OR Confronting You:

- Use your best judgment. If hiding or flight is impossible, consider attempting to negotiate with the individual.
- Trying to overtake the assailant is a last resort that should only be initiated in the most extreme circumstances. Remember, there may be more than one active assailant.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the scene as possible and then contact authorities.

If You Find Yourself in an Unsecured OR Open Area Such as a Parking Lot:

- Immediately seek protection and put something between you and the assailant. Evaluate your options. Do you know where the assailant is? Is escape your best option? Is escape immediately available? If you decide to flee, run in an erratic pattern such as "zig-zagging." Maintain as much protective cover between you and the assailant as possible (walls, trees, vehicles, etc...)
- Contact 911 once you have reached an area of safety away from the assailant.

In ALL Cases:

- If you encounter police officers, keep your hands empty and in plain view at all times. Do not speak to the officers until they speak to you. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.
- To assist police, stay calm and patient to prevent any interference with police operations. If you know where the suspect is, or have his or her description, tell the police. Rescue teams will follow shortly to aid you and the others.
- Do not make any changes to the incident scene as law enforcement authorities will be conducting a criminal investigation later.

BOMB THREATS

THREAT BY TELEPHONE

1. Do not hang up. Remain calm and courteous.
2. Take the caller seriously. Assume the threat is real.
3. If you have a digital phone, look for originating number.
4. Ask questions using the checklist below as a guide. It is okay to ask the caller to repeat a message.
5. Do not use cell phone, two-way radio or any wireless communication device, as it can trigger the bomb.
6. Have a co-worker call Ext. 7272 on another line, or call ext. 7272 immediately after hanging up.
7. Campus officials will determine if evacuation is necessary.

THREAT BY MAIL

Call the Campus Public Safety Office at 541-383-7272 (See Suspicious Packages and Objects section of this guide).

BOMB THREAT CHECKLIST

Ask:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? Why? _____

What is your name? _____

What is your address? _____

Exact wording of threat _____

Name of caller (if known) _____

Number from which call originated _____

Male or female _____

Race _____

Age _____

Name of recipient of call _____

Number at which call was received _____

Time _____ Date _____

Additional comments _____

CALLER'S VOICE (please check all that apply)

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> accent | <input type="checkbox"/> lisp |
| <input type="checkbox"/> angry | <input type="checkbox"/> loud |
| <input type="checkbox"/> calm | <input type="checkbox"/> nasal |
| <input type="checkbox"/> clearing throat | <input type="checkbox"/> normal |
| <input type="checkbox"/> cracked voice | <input type="checkbox"/> ragged |
| <input type="checkbox"/> crying | <input type="checkbox"/> raspy |
| <input type="checkbox"/> deep | <input type="checkbox"/> slow |
| <input type="checkbox"/> deep breathing | <input type="checkbox"/> slurred |
| <input type="checkbox"/> disguised | <input type="checkbox"/> soft |
| <input type="checkbox"/> distinct | <input type="checkbox"/> stutter |
| <input type="checkbox"/> excited | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> familiar | |
| <input type="checkbox"/> laughter | |

BACKGROUND SOUNDS (please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> animal noises | <input type="checkbox"/> music |
| <input type="checkbox"/> booth | <input type="checkbox"/> office machinery |
| <input type="checkbox"/> clear | <input type="checkbox"/> PA system |
| <input type="checkbox"/> factory machinery | <input type="checkbox"/> static |
| <input type="checkbox"/> house noises | <input type="checkbox"/> street noises |
| <input type="checkbox"/> local | <input type="checkbox"/> voices |
| <input type="checkbox"/> long distance | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> motor | |

THREAT LANGUAGE (please check all that apply)

- foul
- incoherent
- irrational
- message read by threat maker
- taped
- well spoken
- other

CIVIL DEMONSTRATIONS AND DISTURBANCES

Civil disturbances include riots, property damage, threatening individuals or assemblies that have become significantly disruptive.

Demonstrations are visible actions designed to advocate a position on a particular issue. Most are peaceful and only occasionally cause an inconvenience; they become problematic when they obstruct college business. The Campus Public Safety Office and Office of Student Life attempt to monitor demonstrations that may become problematic.

IN CASE OF CIVIL DISTURBANCE OR DEMONSTRATION

1. Avoid provoking or obstructing demonstrators.
2. Secure your area (lock doors and safes; remove files, vital records and expensive equipment).
3. Avoid area of disturbance.
4. Continue with normal routines as much as possible.
5. If the disturbance is outside, stay away from doors or windows. Stay inside.
6. Call the Campus Public Safety Office at 541-383-7272 to alert them to the situation.

EARTHQUAKES

If a major earthquake were to occur, COCC needs to be prepared to provide its own resources for an unlimited period of time. It is always a good idea to maintain certain supplies in your office (see Introduction to this guide for details).

INSIDE A BUILDING

1. Stay inside.
2. Take cover underneath a desk or table or against an inside wall, protecting your head or neck.
3. Stay away from windows (or anywhere glass can shatter) and from objects that could fall on you.
4. Do not use elevators.

OUTDOORS

1. Stay in an open area away from trees, buildings, walls and power lines. Do not enter buildings.
2. Drop to your knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection.
3. Stay in a fetal position until the shaking stops.
4. In a moving vehicle, stop quickly and stay in the vehicle. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

AFTER SHAKING STOPS

1. Be prepared to evacuate if instructed to do so. The decision to evacuate campus will be based on the severity of the earthquake and the damage to the buildings.
2. Do not use regular or cellular phones except to report serious injuries.

3. If personnel are instructed to evacuate, see Evacuation section of this guide.
4. Assist in the building evacuation of people with special needs.
5. Tune portable radios to KBND — 1110 AM for local updates, and follow instructions given.
6. Campus Public Safety will provide instructions for immediate action by means of door-to-door alert, loud speakers, fire alarms or bullhorns.
7. Do not enter any building that is deemed to be, or appears, unsafe. Leave the area if you smell gas or fumes from other chemicals.
8. Be prepared for aftershocks.
9. Depending on the severity, evacuate the building.
10. Help injured or trapped people. Give first aid where appropriate. Do not move the seriously injured unless they are in immediate danger of further injury. Call for help.

WHAT ARE THE BIGGEST DANGERS?

- Falling objects (pictures, items in cupboards and on shelves, ceiling tiles and fixtures, furniture, file cabinets and bookshelves).
- Swinging doors and broken windows.

EVACUATIONS

Before an emergency, determine the nearest exit to your location, the safest route to follow and alternate exits. Leave immediate area, but remain available to emergency personnel. If time permits during an evacuation, secure your workplace and take personal items such as keys, purse, medication and glasses. In fire or other dangerous conditions, evacuate immediately leaving personal items behind.

EVACUATION OF A BUILDING

1. Walk. Do not run.
2. Do not use elevators.
3. Seek out people with special needs and provide assistance (the Campus Public Safety Office will provide assistance, Ext. 7272).
4. Gather outside at your designated building evacuation area (see designated areas below). Your supervisor will take roll and account for all personnel present. Fill in your building's designated evacuation assembly point in the space on page 19.
5. If you cannot return to your building, wait for instructions from Campus Public Safety or other individuals in charge.

DESIGNATED EVACUATION ASSEMBLY AREAS

Do not use these areas for threats of violence! Do not use these areas if suspicious items or people are present. Evacuation areas are advantageous for non-violent emergencies such as fires, utility failures, earthquakes, etc. They are known to emergency responders and serve as a valuable location to reunite with colleagues, receive care and information, and for further evacuation staging.

1. **LIBRARY**— Parking lot D1 north of building.
2. **MAZAMA GYM & PHYSIOLOGY LAB** — Athletic field northwest of Mazama.

3. **PONDEROSA & PONDEROSA ANNEX** — Parking lot L, northwest of the building.
4. **PHYSICAL PLANT & CAMPUS SERVICES** — Parking lot G3, on lower level, south of buildings.
5. **BOYLE EDUCATION CENTER** — Parking lot G3, west of the building.
6. **JUNIPER** — Parking lot B10 south of Juniper Hall for south wings. Parking lot B12 north of Juniper Hall for north wings.
7. **GRANDVIEW** — Parking lot B6, south of the building.
8. **OCHOCO 2nd FLOOR** — Parking lot B13, north end of the building.
9. **OCHOCO 1st FLOOR/NURSING DEPARTMENT** — Parking lot B14, west of the building.
10. **PIONEER HALL** — Upper parking lot C5, north of the building.
11. **NEWBERRY HALL** — Lot C1 immediately west of building.
12. **MODOC** — Parking lot B15, northwest of the building.
13. **JEFFERSON & DESCHUTES** — Parking lot B2, southwest of Deschutes building.
14. **PENCE & PINCKNEY** — Parking lot B2, northwest of Pence building.
15. **METOLIUS** — Parking lot B15 northeast of building.
16. **REDMOND BUILDING 1** — Parking lot west of building.

17. **REDMOND BUILDING 3** — Parking lot east of building.
18. **CHANDLER LAB** — West side of the main parking lot.
19. **SCIENCE CENTER** – Parking lot B2, immediately southeast of building.
20. **CASCADES HALL**— Parking lot C6, northeast of the building.
21. **CAMPUS CENTER BUILDING** — Athletic field west side of the building.
22. **HEALTH CAREERS CENTER** — Parking lot C1, immediately north of building.
23. **JUNGERS CULINARY CENTER** — Parking lots

If any of these assembly points are unavailable, on scene officials will announce another location. If no official guidance is available and an assembly point is unsafe or unavailable, move away from threats, avoid crossing streets if possible, and move to the next available location that provides protection from the elements and additional threats. Move only when necessary for safety.

Please note your building's designated assembly point here:

EVACUATIONS FOR PEOPLE WITH DISABILITIES

The most important factor in emergency safety for people with disabilities is advanced planning. In buildings with elevators, an ADA Point of Refuge has been established for persons requiring assistance with evacuations. These areas are on the second floor of buildings with elevators and are designated with signage.

IN ALL EMERGENCIES

After an evacuation is ordered:

- Check on people with special needs during an evacuation. A buddy system, where people with disabilities arrange for volunteers to alert them and assist them in an emergency, is a good method.
- Do not use elevators unless authorized to do so by police or fire personnel. Elevators can fail during a fire or a major earthquake.
- If the situation is life threatening, call the police at 9-911 and Campus Public Safety at 541-383-7272 (7272 from a campus phone).
- Always ask those with disabilities how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved and whether there are any special considerations or items that need to come with the person.

RESPONSES TO EMERGENCIES (bomb threat, earthquake, fire, hazardous materials release and power outages)

Blindness or Visual Impairment

- Offer to lead them out of the building to safety.
- Give verbal instructions about the safest route or direction using compass directions, estimated distances and directional terms.

- Do not grasp a visually impaired person's arm. Ask if they would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (e.g., elevators cannot be used).

Deafness or Hearing Loss

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

- It may be necessary to clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, for example:
 - Most enclosed stairwells.
 - An office with the door closed, which is a good distance from the hazard (and away from falling debris in the case of earthquakes). If you do not know the safer areas in your building, call Safety & Security for a building survey.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

POWER OUTAGES

If people with disabilities choose to wait in the building for electricity to be restored and the outage occurs during the day, they may move close to natural light that is also near a working telephone. If they would like to leave and need assistance, or if the outage occurs at night, call the Campus Public Safety office at 541-383-7272.

Some campus telephones may not operate during a power outage, but pay telephones are likely to be operating. As soon as information is available, the campus emergency information line (541-383-7777) will have a recorded message stating when power is likely to be restored.

EXPLOSIONS

In the event of explosion, employees should take the following actions:

- Immediately take cover behind and under tables, desks, cars, or anything else that provides protection against flying glass and debris.

Use caution, the first explosion may not be the only explosion risk.

- After the immediate effects of the explosion have subsided, call 9-911; or the Campus Public Safety Office at Ext. 7272.
- If necessary, activate the building fire alarm system.
- Evacuate the immediate area of the explosion (see Evacuation section of this guide).
- Seek out and assist injured and disabled persons in evacuating the building. Exit via the stairway. Do not use the elevator.
- Once outside, move at least 150 feet away from the building and proceed to the designated evacuation assembly area (see Evacuation section). Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions from the campus administrator or other emergency personnel. ***Do not re-enter the building until instructed to do so.***

FIRES

Employees should learn how to use a fire extinguisher and take the time to locate the extinguisher closest to their work area before a fire emergency occurs.

See Evacuation section of this guide.

IF YOU DISCOVER A FIRE

1. Manually activate the fire alarm system.
2. Determine if it is safe for you to attempt to extinguish the fire (see Fire Extinguisher instructions below).
3. Immediately exit the building, using the stairs and closing doors behind you. Do not use the elevators.
4. Call 9-911 to provide more details about the fire.

USING A FIRE EXTINGUISHER

If you have been trained and it is safe to do so, you may fight small, contained fires with a fire extinguisher.

Fire Extinguisher Instructions

- P** - Pull safety pin from handle.
- A** - Aim at base of fire.
- S** - Squeeze the trigger handle.
- S** - Sweep from side to side at base of fire.

ONCE ALARM IS ACTIVATED

1. Walk to the nearest exit closing doors between you and the fire.
2. Assist people who have special needs. Contact the Campus Public Safety phone at 541-383-7272 for assistance.
3. Notify fire personnel if you suspect someone is trapped inside the building.
4. Gather at designated building evacuation assembly area. Do not attempt to re-enter the building until instructed to do so by Campus Public Safety, or fire department personnel.

IF TRAPPED IN A ROOM

1. Wet and place cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal to someone outside.

IF CAUGHT IN SMOKE

1. Drop to hands and knees and crawl toward exit.
2. Stay low, as smoke will rise to ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through nose, and use a filter such as a shirt or towel.

IF FORCED TO ADVANCE THROUGH FLAMES

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.

SUMMARY

Prepare yourself in advance; know where to go and how to get there.

If your work station is located in an office, know exactly how many doors you have to pass along your evacuation route before you reach the nearest exit door. This tip is very helpful if you encounter heavy smoke. When heavy smoke is present, the smoke may obscure the exit signs above the doors. If you know how many doors you have to pass, you can crawl or crouch low with your head 30" to 36" from the floor (watching the base of the wall) and count out the number of doors you pass. This way you will know when you reach the exit door, even if you can't see that it is the exit. Your own common sense is the finest safety device ever developed.

FLOODS

IN CASE OF MINOR IMMINENT FLOODING

1. Secure vital equipment, records and chemicals (move to higher, safer ground). Shut off all electrical equipment. Secure all laboratory experiments.
2. Wait for instructions from Campus Public Safety for immediate action.
3. Do not return to your building unless you have been instructed to do so by someone from Campus Public Safety.

IN CASE OF MAJOR IMMINENT FLOODING

1. Evacuate campus immediately. See Evacuation section of this guide.
2. Follow instructions from Campus Public Safety for immediate action.

While flooding of the campus is unlikely, it could happen as the result of major, multiple rainstorms or a water-main break. In the case of imminent minor, weather-related flooding, the Campus Public Safety Office will monitor the Oregon State University Weather Service and other emergency advisories to determine necessary action such as evacuation of areas and cancellation of classes. In case of water-main failure, affected areas of campus need to be evacuated immediately. In this case, refer to the Evacuation section of this guide.

DURING AN EVACUATION

- If advised to evacuate, do so immediately. Remember to help anyone who needs assistance.
- Follow recommended evacuation routes; shortcuts may be blocked.
- Leave early enough to avoid being marooned by flooded roads. Evacuation is much simpler and safer before floodwaters become too deep.

- If you are in a car and it stalls, abandon it immediately and climb to higher ground. Many deaths have resulted from attempts to move stalled vehicles.
- If walking, climb to high ground and stay there. Avoid walking through floodwaters. If it is moving swiftly, even water six inches deep can sweep you off your feet.

AFTER A FLOOD

- Flood dangers do not end when the water begins to recede. Listen to a radio or television, and do not return to area until authorities indicate it is safe to do so.
- Stay out of buildings if floodwaters remain around the building.

HAZARDOUS MATERIALS INCIDENT

Only trained and authorized personnel are permitted to respond to hazardous materials incidents.

IN CASE OF HAZARDOUS SPILLS OR LEAKS

1. Remove yourself from the area, and keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. Stay away from the accident victims until the hazardous material has been identified. Try to stay upstream, uphill and upwind of the accident.
2. Call 9-911 immediately. Provide dispatcher with information about the spill (location, injuries, type of chemicals, amount). Call Campus Public Safety at 541-383-7272.
3. Leave immediate area but remain nearby to direct emergency personnel to the affected area.
4. Advise others to stay out of the immediate area.
5. Assist with obtaining information about the material (safety data sheet [SDS], constituents and common use). Copies are available at Campus Public Safety.

IN CASE OF NON-HAZARDOUS SPILLS OR LEAKS

1. Barricade the area.
2. Attempt to contain the spill if possible. Notify Campus Public Safety if the material is in danger of entering a storm drain or waterway.
3. Wear appropriate personal protective equipment (if necessary) while cleaning the spill.
4. Notify the area supervisor.

EVACUATION

Authorities will decide if evacuation is necessary based primarily on the type and amount of chemical released and how long it is expected to affect an area. Other considerations are the length of time it should take to evacuate the area, weather conditions and the time of day.

Keep your class roster with you at all times. Also ask if there is anyone with medical or first aid/CPR training who can assist with the situation.

In the event of a medical emergency, after calling 911, you should immediately ask the rest of the students or staff to leave the classroom/ immediate area. Ask them to wait away from any entrance emergency services may need to use and to watch for emergency assistance.

By emptying the classroom, it is easier for you to assess what needs to be done without a group of students possibly distracting you. It is also considerate to the student in distress to not have an audience.

After emergency help arrives, you can speak to the class about cancelling the rest of class session, possibly rescheduling or resuming class. Please remember to contact your COCC Program Manager the following day.

ASSISTING ACCIDENT VICTIMS

Don't try to care for victims of a hazardous materials accident until the substance has been identified and authorities indicate it is safe to go near victims.

Then you can move victims to fresh air and call for emergency medical care.

Remove contaminated clothing and shoes, and place them in a plastic bag.

Cleanse victims who have come in contact with chemicals by immediately pouring water over the skin or eyes for at least 15 minutes (unless authorities instruct you not to use water on the particular chemical involved).

SHELTERING IN PLACE

Sheltering in place differs from lock down situations. Lock downs are usually advised in response to violent threats while sheltering in place can be useful in response to a wide variety of emergencies where staying in one location is safer than evacuation. It is advisable to prepare in advance by having a small supply of extra water, food, and other emergency supplies in your work area. Sheltering in place can last several hours in some cases.

The directive to shelter in place will be issued by the Director of College relations, his or her designee, or the communications team. If this directive is issued:

- Close windows and doors.
- Seal gaps in windows, doors, etc... so contaminants cannot enter.
- Seal gaps under doorways and windows with wet towels and duct tape.
- Seal gaps around windows with duct tape and plastic sheeting or other impervious material.
- Turn off ventilation systems.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or towel. Do not evacuate unless you reasonably suspect that your shelter has been compromised beyond the hazards outside that may have prompted the shelter in place directive.
- Avoid eating or drinking any food or water that may be contaminated.
- Positioning for immediate action is not required for sheltering in place, but individuals should get low and out of windows and doorways.
- Maintain physical and psychological health by resting, eating and drinking, and planning for next steps.

CAMPUS LOCKDOWN

A lockdown is used when it is more dangerous to evacuate a building than to remain inside. (In active assailant cases for example.) Official directions to lockdown will be issued via emergency notification system, voice mail, email, or text by the College Relations Department or communications team. However, lockdown procedures can be initiated by anyone who recognizes an immediate threat. During a lockdown, Campus Public Safety will coordinate campus wide access control. Doors will likely be locking. If you are outside when a lockdown is ordered, move away from campus and to a secure location.

IF YOU CANNOT EVACUATE AWAY FROM THE THREAT:

- Move to the most secure location you can immediately find.
- Get out of view and position yourself in a way most advantageous to evacuation or personal safety.
- Remain silent (silence your phone and devices)
- When in a lockdown, remain calm and stay with your group of people. Lock doors and windows and close shades, if possible. Turn off interior lighting. Stay away from doors and windows.
- DO NOT open your locked door unless you are 100% certain that it is a police officer asking you to do so.
- Take aggressive action if your security is compromised by an attacker.
- If possible, notify Campus Public Safety at 541-383-7272 concerning facts at your location.
- Do not leave your secure location while a lockdown is in place.
- Only Bend Police or Campus Public Safety can cancel a lockdown.

- If evacuating, follow directions of Law Enforcement/Public Safety. DO NOT go to the Evacuation Assembly Areas (see Evacuation section of this guide) unless told to do so.

MEDICAL EMERGENCIES

IMPORTANT PHONE NUMBERS:

Emergency	911 (If using a campus phone, 9-911)
Campus Public Safety	541-383-7272 (When off campus, or ext. 7272 from a campus line).

The Campus Public Safety phone number is posted outside most classrooms on the bulletin board, but please keep this number with your class roster at all times. Also ask if there is anyone with medical or first aid/CPR training who can assist with the situation.

In the case of a medical emergency in your department/class:

- Call 911 if there is any sign of “diminished capacity,” head, neck or spine injury, dizziness, chest pain, or serious bleeding. When in doubt, call 911; the safe answer is to call!
- Respond promptly to the person in need.
- Enlist a responsible person or two to help you with managing the situation (as an example, this could include removing the rest of the students from the classroom), making emergency phone calls, etc. Ask the rest of the students or staff to leave the classroom/ immediate area. Ask them to wait away from any entrance emergency services may need to use and to watch for emergency assistance. By emptying the classroom, it is easier for you to assess what needs to be done without a group of students possibly distracting you. It is also considerate to the student in distress to not have an audience.
- If the person refuses treatment, they need to refuse directly to emergency personnel.
- Also call COCC Campus Public Safety immediately to inform them of the situation. Always contact your COCC Department Head/Program Manager by the following day.

First aid kits are available in most buildings, ask building managers for location or check main offices and staff rooms.

After emergency help arrives, you can speak to the class about cancelling the rest of class session, possibly rescheduling or resuming class. Please remember to contact your COCC Program Manager the following day.

UNCONSCIOUS ADULT:

1. Call 911 for emergencies.
2. Call Campus Public Safety 541-383-7272.
3. If you are trained in CPR evaluate the unresponsive person and act according to protocols.
4. If an Automated External Defibrillator (AED) is available follow AED instructions for further actions.
5. Stay with the person until emergency personnel arrive.

CURRENT AED LOCATIONS

- Health Careers Building (1st floor)
- Mazama (upper floor)
- Science Building (1st floor)
- Library (1st floor)
- Campus Center (upper floor)
- Culinary Building
- Juniper Hall (upper floor)
- Ponderosa (lower floor)
- Pence (upper floor)
- Redmond Building 3
- Madras

CHOKING:

If person is coughing, speaking or able to breathe do nothing. Stay with the person, encourage them to cough, and be prepared to help if they become worse.

If the person is conscious but unable to cough, speak or breathe:

1. Have someone call 911.
2. Give 5 back blows followed by 5 abdominal thrusts. Continue to alternate 5 back blows with 5 abdominal thrusts until obstruction is dislodged.
3. To perform back blows bend the person forward slightly at the waist and support them while delivering 5 sharp back blows between the shoulder blades with the heel of your hand.
4. To perform abdominal thrusts stand behind the person and wrap your arms around them so that your hands are located near the top of their stomach below the ribcage. Place your fist over their upper stomach below the ribs and grasp your fist with the other hand. Thrust inward and upward.

BLEEDING:

1. Have the person apply firm steady pressure to the bleeding wound for 5-10 minutes with a clean cloth or paper towel. Assist in applying pressure if the person is unable to do so.
2. If bleeding is pulsing (spurting in time with the heart beat), very heavy, or persists despite pressure call 911 immediately.
3. Have person lie down. If the person is bleeding heavily from an arm or leg, elevate their arm or leg above heart level.
4. Stay with person until help arrives.

SEIZURES (Convulsions):

1. Do not leave the person. Move objects away which might injure the person during the seizure.
2. If possible, roll the person gently onto their side and support them. Do not try to restrain the seizure or place anything in their mouth.
3. Call 911.

CHEMICAL BURNS:

1. Immediately locate the Safety Data Sheet for that chemical and follow first aid instructions.
2. IF this is not available flush the chemical away from skin or eyes with cool running water for 15 minutes.
3. Remove any contaminated clothing or jewelry.
4. Seek immediate medical attention if the chemical burns involve the eye, hand, foot, face, groin or buttocks or if there is continued burning or pain after flushing.

THERMAL BURNS

1. Thermal burns are caused by heat (e.g., a hot stove, hot grease, the sun).
2. First degree burns cause skin redness and pain. They can be treated with cool compresses.
3. Second degree burns cause redness, blistering of the skin and increased pain. If second degree burns involve hands, feet, face, groin or buttocks; or are larger than 2 inches; or cause severe pain seek immediate medical attention.
4. Third degree burns are full-thickness burns which involve all layers of the skin. The burned area may appear charred, black or dry. Typically they do not cause pain due to destruction of pain-sensitive nerves. Third degree burns require immediate emergency medical attention.

BODY FLUID EXPOSURE

Body fluids can transmit numerous serious diseases including hepatitis and HIV. Report any exposure to body fluids to Campus Public Safety immediately at 541-383-7272. Please access the COCC Exposure Control Plan on the Campus Public Safety website, at the CPS office, or in the Risk Manager's office.

POWER OUTAGE

The inherent danger during a major power outage is panic. Try to remain calm. In the event of a major, campus wide outage, COCC has emergency generators that will immediately provide emergency power to selected areas of the campus.

To report a minor localized power outage, call Campus Public Safety at Ext. 7272 or 541-383-7272.

Keep flashlights and batteries in key locations throughout your work areas.

IN CASE OF A MAJOR, CAMPUSWIDE POWER OUTAGE

1. Remain calm.
2. Follow directions from Campus Public Safety personnel for immediate action.
3. If evacuation of a building is required, seek out people with special needs and provide assistance (call Ext. 7272).
4. Laboratory personnel should secure all experiments and unplug electrical equipment before evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening all windows and doors. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
5. Do not use candles or other types of open flame for lighting.
6. Unplug all electrical equipment including computers and turn off light switches.
7. Do not use elevators.
8. Emergency lighting for exit pathways will function for 15 to 30 minutes following a power outage. In areas with poor natural light, evacuate promptly.

IF PEOPLE ARE TRAPPED IN AN ELEVATOR

1. Tell passengers to stay calm and that you are getting help.
2. Call 9-911 and provide information.
3. Stay near passengers until emergency assistance arrives, provided it is safe to stay in the building.

SEVERE WEATHER

PERSONAL SAFETY

Snow and ice. To the greatest extent possible, walk only on paths that have been cleared or sanded. Stay clear of sagging or downed power lines. Heavy snow and ice may cause tree limbs to fall; avoid areas with the heaviest concentration of trees. Look out for snow and ice-laden branches. Exercise extreme caution when driving and wear appropriate footwear.

Heavy rains and flooding. In the case of extensive roof or window leaks or imminent flooding of ground floor areas, unplug electrical devices and secure all equipment by moving or covering it. **See *flooding section*.**

High winds. If possible, remain inside the building, away from windows. When outside, avoid areas with the heaviest concentration of trees. Stay clear of sagging or downed power lines.

REPORTING HAZARDS

Emergency situations that require immediate action and response are reported to Campus Public Safety .

SECURING RECORDS AND EQUIPMENT

Power outages may occur as a result of severe weather conditions. Equipment and office and laboratory materials could be damaged by flooding or conditions occurring as a result of broken windows or other damage to a building. Take appropriate action to secure vital records, equipment and chemicals. **See also *Power Outage and Evacuation***

COMMUNICATION OF SEVERE WEATHER CLOSURES

Severe weather conditions can occur suddenly or may be predicted ahead of time. Severe weather likely to occur in this area includes accumulations of snow and ice, heavy rains and high winds.

The philosophy of Central Oregon Community College is that classes will be held except under extreme adverse conditions.

We realize that there are times when road conditions on campus are acceptable, yet travel from some parts of the District may be inadvisable. We expect individual students and staff to make whatever decisions are necessary for their own safety.

The decision to close campus or discontinue normal campus operations is made by the College administration. The College Relations Office notifies campus via electronic and voice mail of this decision. Local media is also notified and provides updates.

If conditions are questionable, College officials will attempt to make a decision on whether or not to hold morning classes by 6 a.m. If conditions change during the course of the day, decisions on later classes will be made as early as possible with announcements made on campus and through the media. With all decisions, the COCC switchboard (541-383-7700) message will be updated as soon as a decision is made, a message will be put on the COCC website and all media outlets will be notified.

The College may make separate decisions for the Bend, Redmond, and Madras campuses. Unless specified, however, any announcement about the College shall be interpreted to mean all campuses.

The College will make one of two announcements:

"The College is closed," meaning that travel either in the area or on campus is unsafe and all classes and events are canceled, and all offices and buildings are closed. This will include the library, computer lab and gymnasium.

OR

"Classes are canceled but the College is open," meaning that travel and/or parking is limited. This means the library, computer lab, gymnasium and other offices and buildings are open, and that staff are expected to report.

Following is a list of radio and television stations that will announce COCC closures:

Television Stations:

COTV Channel 11

KOHD (Cable Channel 9 in Bend)

KTVZ Channel 21 (Cable Channel 5 in Bend)

AM Radio Stations:

KRCO 690 AM

KICE 940 AM

KBND 1110 AM

FM Radio Stations:

KXIX 94.1 FM

KLTW 95.1 FM

KWLZ 96.5 FM

KNLR 97.5 FM

KTWS 98.3 FM

KMTK 99.7 FM

KMGX 100.7 FM

KLRR 101.7 FM

KWPK 104.1 FM

KSJJ 102.9 FM

KQAK 105.7 FM

SUSPICIOUS PACKAGES OR OBJECT

If you receive or discover a suspicious package or foreign device, do not touch it, tamper with it or move it. Call Campus Public Safety from a land line at 541-383-7272.

DETECTING SUSPICIOUS PACKAGES OR LETTERS

Suspicious packages are not limited to those delivered by a commercial or U.S. postal carrier. The following characteristics have been designated by the U.S. Post Office and the Department of Alcohol, Tobacco, and Firearms as indicators of suspicious packages.

1. Lumps, bulges or protrusions on package.
2. A lopsided or heavy-sided package or excessive masking tape.
3. Handwritten addresses or labels from companies (check to see if the company exists and if they sent a package or letter).
4. Packages wrapped in string.
5. Excess postage on small packages or letters.
6. No postage or uncanceled postage.
7. Handwritten notes, such as, "To Be Opened in the Privacy of," "Confidential," "Your Lucky Day Is Here," "Prize Enclosed."
8. Restrictive markings such as "Confidential" or "Personal."
9. Improper spelling of common names, places or titles.
10. Generic or incorrect titles. Titles with no name attached.
11. Leaks, stains or protruding wires, string, tape, etc.
12. Hand-delivered or "Dropped off for a Friend" packages or letters.
13. No return address or nonsensical return address.
14. Foreign mail, airmail and special delivery packages.

15. Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.

If you have a suspicious letter or package, call Ext. 7272

Move people away. Do not move or open the package. Do not investigate too closely. Do not cover or insulate the package.

CAMPUS VIOLENCE AND THREATS OF VIOLENCE

Central Oregon Community College is committed to creating and maintaining an academic, professional, and social environment for all members of the College community that is free from violence and threats of violence. Civility, understanding, and mutual respect toward all members of the College community are intrinsic to excellence in teaching and learning, to the existence of a safe and healthful workplace, and to maintenance of a campus culture and environment that serves the needs of the many constituencies that support it. Threats of violence or acts of violence not only impact the individuals concerned, but also the mission of the College to foster higher education through open dialogue and the free exchange of ideas.

The College prohibits and will take decisive action to eliminate harassment, violent acts, threats of violence, or any other behavior which by intent, action, or outcome harms another person or property. Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from the College, and/or civil or criminal prosecution as appropriate.

The College will work to prevent violence from occurring and will ensure federal and state laws, as well as College regulations prohibiting violence, are fully enforced. In determining whether conduct constitutes a credible threat or act of violence, the circumstances surrounding the conduct will be considered. In appropriate instances, the Bend Police Department and other law enforcement partners will be contacted to assist in assessing and/or mitigating each situation as they arise.

For the purpose of this procedure, violence and threats of violence include, but are not limited to:

- Any act that is physically assaultive including, but not limited to, hitting, shoving or throwing an object at an individual.
- Unlawfully possessing a dangerous weapon or device on College property without prior authorization.

- Engaging in stalking behavior of any member or guest of the College. Stalking is defined by the College as one person taking action that knowingly alarms or coerces another person by engaging in repeated and unwanted contact with the other person. See ORS 163.732.
- Any threat, behavior or action which is interpreted by the College to carry the potential to:
 - To harm or threaten to harm any member or guest of the college including but not limited to, acts of intimidation including threatening to harm an individual or his/her family or friends and, making harassing or threatening telephone calls, letters or other forms of written or electronic communications.
 - To damage or threaten to damage college property or the property of any member or guest of the college.

Individuals are encouraged to report acts of violence, threats of violence, or any other behavior which by intent, act or outcome harms another person. False reports of threats will be investigated and individuals found to have filed a false report will be subject to the sanctions under this procedure.

Threats may be statements of intention or expressions of strong emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist, pounding the desk, throwing things or showing a weapon are all examples of nonverbal threats.

Verbal threats may be indirect expressions of frustration or anger directed toward a person or office, or they may be direct statements of the intention to harm. These situations are complex, and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. However, it is expected that College employees consider any threat or display of hate as potentially serious.

Most people who commit violent acts most often exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult appropriate people to assess the risk and plan interventions.

STEPS TO FOLLOW

1. If a physical threat of violence is immediate, leave the situation if possible and call Campus Public Safety at 541-383-7272 or police at 9-911. If threats or bizarre behavior indicate possible danger, personal safety is the top priority.

For an angry or hostile customer or coworker:

- Stay calm.
- Listen attentively.
- Maintain eye contact.
- Be courteous. Be patient. Be respectful.
- Keep the situation in your control.

If shouting, swearing and threatening continue

- Signal a coworker or supervisor that you need help (have a prearranged code or alarm system).
- Do not make any calls yourself.
- Have someone call Campus Public Safety at Ext. 7272 or police at 9-911.

If someone is threatening you with a gun, knife or other weapon:

- Stay calm. Quietly signal for help using an alarm or code system.
- Maintain eye contact.
- Stall for time.
- Keep talking—but follow instructions from the person who has the weapon.
- Don't risk harm to yourself or others.
- Watch for a possible chance to escape to a safe area.

- If you have no other alternative, use physical force to defend yourself from attack.

Adapted from Federal Protective Service U.S. General Services Administration guideline.

2. If the threat isn't immediate, timely documentation and reporting is still critical. In all cases where a concern of future violence or aggression exists, Campus Public Safety should be notified. Threatening situations will be evaluated by the Threat Assessment and Prevention Team and appropriate intervention and safety measures will be developed. The TAPT team is made up of specially trained personnel from the Departments of Human Resources, Counseling, Student Life, Instruction, and Public Safety. As needed, the TAPT team also works with local, state, and federal partners to prevent and respond to threatening situations.

VOLCANIC ACTIVITY

Volcanic eruptions can hurl hot rocks for at least 20 miles. Floods, airborne ash or noxious fumes can spread 100 miles or more. If you live near a known volcano, active or dormant, be ready to evacuate at a moment's notice.

BEFORE

Learn about your community warning systems. Be prepared for disasters that can be spawned by volcanoes: earthquakes, flash floods, landslides and mudflows, thunderstorms, and tsunamis.

EVACUATION

It is best to leave the area before the eruption begins. A lateral blast of a volcano can travel many miles from the mountain.

Trying to watch an erupting volcano is a deadly idea. Follow the evacuation order issued by authorities. **See *Evacuation section*.** Avoid areas downwind of the volcano.

IF TRAPPED INSIDE OR OUTSIDE

Close all windows, doors, and dampers. If trapped outdoors, seek shelter indoors. If caught in a rock fall, roll into a ball to protect your head. Avoid low-lying areas where poisonous gases can collect and flash floods can be most dangerous. If caught near a stream, be aware of mudflows.

Protect yourself. Wear long-sleeved shirts and pants. Use goggles to protect eyes. Use a dust mask or hold a damp cloth over face to help breathing. Turn car or truck engines off. Stay out of the area and watch for mudflows.

AFTERWARD

When outside, cover your mouth and nose. A number of victims of the Mount St. Helens volcanic eruption died from inhaling ash. Wear goggles to protect eyes. Keep skin covered to avoid irritation or burns.

If you have a respiratory ailment, avoid contact with any amount of ash. Avoid driving in heavy ash fall. Driving stirs up

more ash that can clog engines and stall vehicles. Clear roofs of ash, as it is very heavy and can cause buildings to collapse.

Remember to help neighbors who may require special assistance — children, elderly people, and people with disabilities.