



Emergency Response Guide

Director of Campus Safety
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CLACKAMAS COMMUNITY COLLEGE

EMERGENCY RESPONSE

OVERVIEW

This plan addresses the general activities the college will follow for a number of campus wide emergencies. This plan may also be modified in the field to address emergencies in individual buildings or partial campus based emergencies.

In the event of a major utility service disruption, inclement weather, medical emergency or crime in progress, the President, Vice Presidents, members of the Building Evacuation Response Teams and members of the Incident Command Team (BERTs) are all integral parts of reducing the exposure from any of these events. How emergencies are responded to will be based on the nature, time and duration of the incident.

This guide details the appropriate emergency response in the event of:

- Fire / Emergency Evacuation
- Inclement Weather
- Water Outage
- Bomb Threat
- Medical Emergencies / Death Response
- Telecommunication Failure
- Active Shooter
- Electrical / Power Outage
- Hazardous Materials Emergency
- Heating / Air System Failure
- Crimes / Incidence / Assaults
- Earthquake

PROCEDURES

The following are guidelines for students, Building Emergency Response Team (BERT) members, supervisors, and college service personnel to follow in the event of an emergency. The first step in minimizing emergency exposure is immediate evaluation and communication to critical service managers and administrators. These guidelines will assist you in the emergency response to incidents that occur on campus in which you may be involved.

PURPOSE

This procedure guide is intended to be a basic guide for use by students, staff and faculty to respond to emergency situations that may occur on campus. This guide is not all inclusive nor is every possible emergency listed or detailed. By referring to this guide and using common sense, the event can be handled in a coordinated and effective manner that can minimize the effect on the campus, staff, and students.

FIRE / EMERGENCY EVACUATION PLAN

Clackamas Community College's main priority is the safety of our students, staff, and visitors. All the buildings on campus are monitored 24/7. The monitoring company will automatically advise first responders of fire alarm activation. Fire alarms should ALWAYS be taken seriously. You should follow your evacuation plan, moving calmly and quickly to the exit. Do not remain in the building during an alarm or return to the building without the consent of a member from Campus Safety or your designated BERT.

CCC has established an Emergency Evacuation Plan to minimize and prevent injury and property damage on all campuses, which encompasses all buildings, parking lots, and the immediate outside areas. The plan provides procedures for the systematic, safe, and orderly evacuation of affected areas in case of fire or other emergencies. It instructs CCC personnel in the prompt reporting of all fire and chemical emergencies, the use of fire equipment, response to alarms, and initial immediate procedures for safeguarding the lives of all persons within and immediately outside the campus boundaries.

GENERAL INFORMATION

Equipment:

Facility designs incorporate the following features to ensure maximum fire protection and life safety.

Manual Pull Stations:

Manual pull stations are located on walls throughout all campuses. In case of fire, dial 911 from any phone on campus.

Automatic Smoke Detection System:

Automatic smoke detectors exist throughout campus. Generally, these detectors are located no more than 30 feet apart.

Emergency Exits:

Emergency exits are conspicuously marked with a lighted/illuminated exit sign. Evacuation routes are posted throughout the building in high traffic areas. All personnel should be familiar with emergency exits and routes especially in their assigned work areas.

Fire Extinguishers:

Fire extinguishers are conspicuously marked and located throughout campus.

Campus Emergency Telephones:

There are campus emergency telephones throughout the CCC campus. In case of an emergency, call 911. Clackamas County Communications dispatch center will notify CCC Campus Safety, as well as other first responders. For general assistance from Campus Safety, call 971-563-0101 or 6650 from any campus phone.

CAMPUS SAFETY PERSONNEL RESPONSIBILITIES:

Routine responsibilities will include, but will not be limited to, the following:

1. Notify the Fire Department at 911, if they have not already been advised.
2. Meet and assist the Fire Department with building and room access, if necessary.
3. Locate fire alarm panels and location of alarm.
4. Verify and assist occupants with an orderly exit route out of the building.
5. Inform Fire Department of any unaccounted for students, faculty, staff, or persons with disabilities through communications with the BERTs.
6. Verify building is clear.
7. Silence or reset fire alarm only after given permission by the responding Fire Department, with the assistance of Campus Services.

EMERGENCY EVACUATION DRILLS:

1. Unannounced fire drills will be conducted on an annual basis. These drills will involve all occupants of the buildings. (Evacuations due to false alarms will count as drills.)
2. All personnel will be expected to complete an annual refresher course on fire safety and emergency evacuation procedures. This can be completed through our SafeColleges online program.
3. All fire drills will be coordinated with Campus Services, the Fire Department, and Campus Safety.
4. During a fire drill, the Fire Department does not have to give Security permission to silence an alarm.
5. The Director of Campus Safety will keep detailed evaluations of the effectiveness of drills on record for a period of three (3) years. These documents will be available for examination by County Fire Marshal's Office personnel as requested.

WHEN AN ALARM SOUNDS:

1. Evacuate the building when required to do so by Campus Safety or Facilities Services personnel or upon hearing an alarm - even if no one advises you to leave. Close all interior doors and turn off lights behind you.
2. Move to the closest EXIT in a safe and orderly manner, single file, keeping to the right.
3. All CCC faculty and staff must assist students and visitors in a prompt and orderly evacuation to designated assembly areas.
4. Remain at least three hundred (300) feet outside of the building in the designated assembly area and await further instructions from Fire Department personnel. The Campus safety zone areas are normally the far ends of the parking lots.
5. Do not go back into the building for any reason! If you have a problem or concern, please inform Campus Safety or the lead BERT personnel.

ADDITIONAL INSTRUCTIONS FOR PERSONS WITH DISABILITIES:

Persons using wheelchairs:

If you are on a ground floor, you may not need assistance exiting the building. Proceed to the designated assembly area to wait for instructions on when the building may safely be reentered. If you are located in a multi-level building, exit to the nearest fire safe stairwell or elevator lobby with fire safe doors separating the lobby from the incident. Ask for assistance. Contact Campus Safety at (971) 563-0101 or have someone let Campus Safety know where you are located in the building.

Persons with mobility impairments:

These individuals may use crutches, canes or walkers. Ask for assistance. If you are unable to use stairs, follow the procedure for persons using wheelchairs (see above).

Persons who are deaf or hard of hearing:

Most buildings are equipped with visual fire alarm systems. Be familiar with the evacuation route in your building before an incident occurs. Ask for assistance by writing a note or using hand gestures.

Persons who are blind or visually impaired:

Most buildings are equipped with audio fire alarm systems. Ask for assistance evacuating and let the person know how to assist you. If you have a guide dog, instruct the person on how to assist you.

IF YOU DISCOVER A FIRE:

1. Get people out of danger if possible.
2. Close the door to isolate fire.
3. Pull the manual fire alarm pull station to start evacuation procedures.
4. Call 911.
5. Follow procedure for evacuation as outlined in the plan.
6. Use a fire extinguisher on a small confined fire only if you have been trained and it is safe to do so.
7. Report any personnel that are unaccounted for to Campus Safety or any first responder.

POWER OUTAGE

GENERAL

It will be understood by all staff that it will take at least 30 minutes to evaluate the severity and longevity of the outage and make a decision as to the closure of the college.

Portland General Electric Communication

In the event of an electrical service outage Campus Safety and/or Campus Services will contact Portland General Electric via phone at (503)736-5585 to determine the cause of the power outage and the estimated time until power is restored.

Registration/Book Store/Business Office/ASG

All monies will be removed from front areas and locked in a safe or locked drawer in a locked office until the power is restored.

Vice Presidents Notification

Campus Safety will notify the Dean of Campus Services (or Director) with any available information concerning the outage. The Dean will contact both Vice Presidents about the cause and the anticipated duration of the loss of service. Campus Safety will also advise the following departments with known information.

- Family Resource Center (YMCA/Head Start)

BERT Responsibility

If the outage last more than 60 seconds, BERTs are responsible for the safety of the occupants of their buildings. In the event of an emergency or power outage, BERTs or their designee are to perform a **cursory search** of their buildings including: hallways, restrooms, stairs, elevators, and rooms throughout the building that would preclude a person from exiting due to lack of light. (An operable flashlight is to be maintained with each BERT for search purposes.).

After the building search **BERTs** (or their designee) are to await information from Campus Safety as to the direction the college will go (closure, standby, discontinued or reduced services, canceled classes, etc.).

Phone Systems

These may be down during the power outage. BERTs will be commentated with their assigned radios and/or cell phones.

Composed by: Suzy Isham, Director of Campus Safety

Campus Services Responsibilities

Power Up Generators

Ensure that back-up generators are running and providing power to designated buildings.

Check Mechanical Rooms

Check all mechanical rooms for restoration of services after power is restored.

Communication

If the college is to be closed due to a power outage; the following communication will occur:

Executive Communication

The Vice Presidents will contact their deans with the information. Deans will contact Associate Deans and together they will contact their respective teams (e.g., department chairs and directors).

SingleWire (canned message but limited phone coverage with outage)

"The College has experienced a power outage. PGE anticipates restoring power to take more than 30 minutes. The college is closing due to this event. Please gather your items, and calmly vacate the buildings".

Web Page/Twitter/Facebook/College Email/FlashAlert (input text message)

"Clackamas Community College has experienced a power outage. Portland General Electric has been contacted and anticipates that restoring power will take more than 30-minutes. For this reason the College is closing to all activities and classes." (Optional) – "Status of evening classes and activities will be broadcast as the updates on the power outage are received."

BERT Radio system

"The College is closing due to the power outage. Please assist in safely vacating your building. Please check all areas before you leave the facility."

Building Clearing

- Once the decision to close the College has been made, each building will be cleared and secured.
- When clearing a building, BERTs will encourage all occupants to exit the building.
- Campus Services staff will notify the highest ranking staff member(s) in the building (i.e., Deans, Managers, Directors and/or chairs) and again make them aware of the closure and ask their assistance in vacating straggling employees from the buildings.
- If a person needs assistance in exiting a second floor building, the person clearing the building will contact Campus Safety for additional assistance and/or equipment.
- Once the building is vacated, Campus Services Staff coordinate the final clearing and locking down of each building.

Campus Safety

- If the electrical outage results in inoperable traffic signals at either Highway 213 or Beaver Creek Road; Campus Safety will immediately deploy portable Stop Signs at these college exits.
- Campus Safety will deploy “College Closed” signs at the college entrances.
- Campus Safety staff will not be directly involved with building evacuation or lock-down, but be readily available for any emergencies resulting from the electrical outage.

WATER OUTAGE

City of Oregon City Communication

In the event of a water problem (outage or contamination) Campus Safety and/or Campus Services will contact The City of Oregon City and to determine the cause of the problem and the estimated time until water service is restored.

Vice President Notification

Campus Safety will notify the Dean of Campus Services (or Director) with any available information concerning the outage. The Dean will contact both Vice Presidents about the cause and the anticipated duration of the loss of service. Campus Safety will also advise the following departments with known information

- Family Resource Center (YMCA/Head Start)

BERT Responsibility

If it is determined that the water concern warrants closing the college, BERTs are responsible to assist in the evacuation of their buildings.

Campus Services Responsibility

If deemed necessary by the Director of Campus Services, Campus Services may need to flush the lines once water service is restored.

Communication

If the college is to be closed due to a power outage; the following communication will occur:

Executive Communication

The Vice Presidents will contact their deans with the information. Deans will contact Associate Deans and together they will contact their respective teams (e.g., department chairs and directors).

SingleWire (canned message)

“The college has experienced a water problem. The City of Oregon City anticipates restoring water service to take more than 30 minutes. The college is closing due to this event. Please gather your items, and calmly vacate the buildings.”

Web Page/Twitter/Facebook/College Email/FlashAlert (input text message)

“Clackamas Community College has experienced a water outage. The City of Oregon City has been contacted and anticipates that restoring water service will take more than 30 minutes. For this reason

the College is closing to all activities and classes.” (Optional) “Status of evening classes and activities will be broadcast as the updates on the water outage are received.”

BERT Radio System

“The College is closing due to the power outage. Please assist is safely vacating your building. Please check all areas before you leave the facility.”

Building Clearing

- Once the decision to close the College has been made, each building will be cleared and secured.
- When clearing a building, BERTs will encourage all occupants to exit the building.
- Campus Services staff will notify the highest ranking staff member(s) in the building (i.e., Deans, Managers, Directors and/or chairs) and again make them aware of the closure and ask their assistance in vacating straggling employees from the buildings.
- Once the building is vacated, Campus Services Staff coordinate the final clearing and locking down of each building.

Campus Safety

- Campus Safety will deploy “College Closed” signs at the college entrances.
- Campus Safety staff will not be directly involved with building evacuations or lock-down, but be readily available for any emergencies resulting from the water outage.

HEATING / AIR SYSTEM FAILURE

Overview

Heating/air system failure during cold or heat spells may create discomfort for employees and students. Heating and air conditioning failure may occur across campus or be isolated to one or more buildings.

Building Manager (BERT) Responsibility

- **Notify** the Campus Services and advise of system failure.
- **Communication:** Advise building visitors, employees and students of heat or cooling loss.
- **Services:** Continue services until such time as the President or designee determines that services are no longer advisable in the building for safety reasons. (This would not normally occur unless severe temperatures are present.)

Campus Services Responsibilities

- Determine the cause of the failure.
- Make necessary corrections or provide temporary service during a failure.
- Advise the BERT and Vice Presidents of the system failure and anticipated time operation will be restored.

Communication:

If the college is to be closed due to a heating/air system failure; the following communication will occur:

Executive Communication

The Vice Presidents will contact their deans with the information. Deans will contact Associate Deans and together they will contact their respective teams (e.g., department chairs and directors). Campus Safety will also advise the following departments with known information:

- Family Resource Center (YMCA/Head Start)

SingleWire (canned message)

“The College has experienced a heating/air system problem. We anticipate restoring service to take more than 30 minutes. The college is closing due to this event. Please gather your items, and calmly vacate the buildings”

Web Page/Twitter/Facebook/College Email/FlashAlert (input text message)

“Clackamas Community College has experienced a heating/air system outage. We anticipate that restoring service will take more than 30-minutes. For this reason the College is closing to all activities and classes.” (Optional) – “Status of evening classes and activities will be broadcast as the updates on the heating/air system outage are received.”

BERT Radio system

“The College is closing due to a systems outage. Please assist in safely vacating your building. Please check all areas before you leave the facility.”

Campus Safety Responsibilities

Campus Safety will deploy “College Closed” signs at the college entrances.

Campus Safety staff will not be directly involved with building evacuation or lock-down, but be readily available for any emergencies resulting from the heating/air system outage.

TELECOMMUNICATIONS OUTAGE

DURING NORMAL OPERATING HOURS

OVERVIEW

A telecommunications disruption may affect the voice communication data communications (computers), the telephone, or both. Many times a telecommunications service disruption is caused by a power service failure. In the event of a power disruption, the telephone system may not be operational for 10 to 45 minutes.

IT RESPONSIBILITY

Determine cause of the failure.

COMMUNICATION

Administration Notification:

The Dean of IT will notify the Vice Presidents and the Dean of Campus Services of the cause and anticipated duration of the loss of service. The decision is to be made by the President/Vice Presidents whether to continue, reduce, or discontinue campus services. The decision will be communicated through the appropriate Vice Presidents to college departments. Campus Safety will also advise the following departments with known information:

- Family Resource Center (YMCA/Head Start)

AFTER HOURS TELECOMMUNICATIONS OUTAGE

Notification

Campus Safety will contact IT personnel of the outage either by phone/cell phone, if operable, or by personal contact.

Campus Safety Responsibilities

Communication - Campus Safety will communicate with the Dean of Campus Services and other campus departments providing after hour service about the telecommunications loss. The Dean of Campus Services will make the appropriate Vice President contacts.

IT Responsibility

Determine the cause and make corrections as necessary. Notify the Vice Presidents if the loss of service will impact telecommunications during normal working hours.

Composed by: Suzy Isham, Director of Campus Safety

EXTENDED TELECOMMUNICATIONS OUTAGE: More than 24 hours

ADMINISTRATIVE DECISION

This is to be made by the President/Vice Presidents whether to continue, reduce or discontinue services. The decision will be communicated through the appropriate Vice President areas to College departments.

COMMUNICATION

If the college is to be closed due to a telecommunications outage, the following communication will occur:

Executive Communication

The Vice Presidents will contact their deans with the information. Deans will contact Associate Deans and together they will contact their respective teams (e.g., department chairs and directors).

SingleWire (canned message)

“The College has experienced a telecommunication/IT problem. We anticipate restoring service to take more than 30 minutes. The college is closing due to this event. Please gather your items, and calmly vacate the buildings.”

Web Page/Twitter/Facebook/College Email/FlashAlert (input text message)

“Clackamas Community College has experienced a telecommunications failure. We anticipate that restoring service will take more than 30-minutes. For this reason the College is closing to all activities and classes.” (Optional) – “Status of evening classes and activities will be broadcast as the updates on the telecommunications outage are received.”

BERT Radio system

“The College is closing due to a systems outage. Please assist in safely vacating your building. Please check all areas before you leave the facility.”

MEDICAL EMERGENCY AND DEATH RESPONSE: All Hours

OVERVIEW

Medical emergency response is critical in the event of severe injury or sudden illness. The most important action a person can take is to activate an emergency response. Of all emergencies that may occur, the most common are related to heart attacks, seizures, sudden illnesses and impact injuries.

STAFF / RESPONDING PERSON RESPONSIBILITY

Emergency Notification

Call **911** and then contact Campus Safety immediately at 971-563-0101 or 503-594-6650.

Do Not Move Injured Person

Do not move injured person unless it is life-threatening for the person to stay where they are.

Injured Person Information

Provide Campus Safety as much information as possible on the nature of the injury (conscious, fractures, etc.).

Personal Safety

Approach the victim with care. Use body fluid barriers and gloves when performing first aid and wash thoroughly afterwards. Your safety is important.

First Aid

Administer first aid to the level you are trained.

Reassure Victim

Keep the victim as calm and comfortable as possible.

Remain with Victim

Remain with victim until an officer or emergency medical services (EMS) person arrives.

CAMPUS SAFETY RESPONSIBILITIES

First Aid

Assist in first aid and request EMS if needed.

Notification

If a critical injury occurs, obtain emergency contact person from the victim and notify the Dean of Campus Services and the Director of Campus Safety of the medical condition and notification numbers.
Composed by: Suzy Isham, Director of Campus Safety

HAZARDOUS MATERIALS EMERGENCY

OVERVIEW

Being on a college campus where hazardous materials are utilized for classroom education, as well as environmental/facility uses, hazardous waste spills and/or emergencies may occur. It is important to know what chemicals and solvents you work around and/or may be around you while on campus. MSDS binders are available in the work areas where hazardous materials are utilized or stored.

STAFF / RESPONDING PERSON RESPONSIBILITY

The primary department within the college responsible to deal with HAZMAT emergencies is the Department of Campus Safety with the support from the Campus Services department. However, outside agencies must be called upon as the college does not have the resources to deal with anything beyond the smallest spills. Calling 911 for any amount of HAZMAT spill will alert Campus Safety via CCOM to assist and determine additional response.

The agency that will have primary responsibility to address HAZMAT emergencies on the Harmony and Oregon City campus' is Clackamas County Fire District #1. For the Wilsonville campus, the primary agency is the Tualatin Valley Fire and Rescue Department. Additional resources from the Oregon State Police—Office of the State Fire Marshall's Regional HazMat Emergency Response Teams could be called upon for larger events.

VICE PRESIDENT'S NOTIFICATION

Campus Safety will notify the Dean of Campus Services (or Director) with any available information concerning the emergency. The Dean will contact the President and both Vice Presidents about the cause and the anticipated outcome. Campus Safety will also advise the following departments with known information:

- Family Resource Center (YMCA/Head Start)

COMMUNICATION

If the college is to be closed due to a hazardous materials emergency; the following communication will occur:

Executive Communication

The Vice Presidents will contact their deans with the information. Deans will contact Associate Deans and together they will contact their respective teams (e.g., department chairs and directors)

SingleWire (canned message but limited phone coverage with outage)

"The College has experienced a HAZMAT emergency. The college is closing due to this event. Please

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gather your items, and calmly vacate the buildings”

Web Page/Twitter/Facebook/College Email/FlashAlert (input text message)

“Clackamas Community College has experienced a HAZMAT emergency. The College is closing to all activities and classes.” (Optional) – “Status of evening classes and activities will be broadcast as the updates on the incident are received”.

BERT Radio system

“The College is closing due to the hazardous materials emergency. Please assist in safely vacating your building. Please check all areas before you leave the facility.”

BUILDING CLEARING

Once the decision to close the College has been made, each building will be cleared and secured.

When clearing a building, BERTs will encourage all occupants to exit the building.

Campus Services staff will notify the highest ranking staff member(s) in the building (i.e., Deans, Managers, Directors and/or chairs) and again make them aware of the closure and ask their assistance in vacating straggling employees from the buildings.

If a person needs assistance in exiting a second floor building, the person clearing the building will contact Campus Safety for additional assistance and/or equipment.

Once the building is vacated, Campus Services Staff coordinate the final clearing and locking down of each building.

CAMPUS SAFETY

Campus Safety will immediately deploy portable Stop Signs at the college entrance/exits.

Campus Safety will deploy “College Closed” signs at each entrance.

Campus Safety staff will not be directly involved with building evacuation or lock-down, but will be working with local emergency responders to assist where needed, including traffic control, campus access, etc.

INCLEMENT WEATHER

OVERVIEW

Periodically CCC experiences extremely inclement weather or other hazardous conditions. During inclement weather, people will hear about certain weather conditions that may or may not be accurate. CCC will validate information before providing it to the campus community. Campus closures will be sent out via media, emails, the college website, and FlashAlert.

ADMINISTRATIVE DECISION

Administrative decision is to be made by the President/Vice Presidents whether to continue, reduce or discontinue services.

COMMUNICATION

In the event of hazardous weather, the President and Vice President of College Services will determine college closures by 5:30 a.m. The Flash News Network will be notified by the Public Information Officer; thereby notifying all local media outlets and those subscribed to this service. In addition, the college's web site will be updated and a recorded phone message will announce closure information on the college's main number (503-657-6958).

When the college announces that it is closed due to adverse weather conditions, etc., then all campus locations are closed. In the event that there is a non-weather related emergency closure, (e.g. loss of power) only the affected college campus site will close.

Students, faculty, and staff can visit the Clackamas Community College website at www.clackamas.edu, log onto the MyClackamas portal at <https://myclackamas.edu>, or check www.pdxinfo.net to view up-to-date college closure information.

Daytime closures are from 7 a.m. to 4 p.m. Late openings are 10 a.m. The college's internal procedures call for this decision to be made by 5 a.m., if possible. Evening closures are classes beginning at 4 p.m. or later.

If the college is opened during the day, but will close for the evening, classes beginning at 4pm or later will be canceled and the campus is considered closed at 5 p.m. The college's internal procedures call for this decision to be made by 3 p.m., if possible.

Weekend/Holiday Closures: The same process applies as stated above. Staff with special events scheduled are contacted, if possible.

CAMPUS SAFETY

Campus Safety will immediately deploy portable stop signs at the college entrance/exits that state "College Closed" .

GENERAL EARTHQUAKE INFORMATION

EARTHQUAKE SAFETY

This plan is intended to assist campus faculty, staff and students in developing their own plan for responding to a catastrophic earthquake.

Hazard reduction and preparedness activities will help to ensure safety and survival. In the event of a major earthquake, existing emergency services may be overwhelmed and not able to respond for many hours or perhaps days. The campus community must be able to help themselves until assistance arrives.

The following are some tips to help you prepare to respond and recover from a catastrophic earthquake. It is divided into three time frames. Each time frame indicates actions to be carried out by departments, employees and students.

HAZARD REDUCTION AND PREPAREDNESS FOR BERTS (OTHERS)

Actions to be taken before the earthquake

Be aware of safe areas in your work environment; e.g., against an interior side wall, under sturdy furniture or supported doorways.

Be aware of danger areas in the buildings; windows, mirrors, hanging objects and tall unsecured furniture such as bookcases. (If bookcases are unsecure, contact Campus Services.)

Hold practice drills and physically place yourself in safe locations.

Keep a list of emergency telephone numbers including campus safety.

Be aware of the location of the closest fire extinguisher and how to use it.

Be aware of the location of an operational flashlight. If possible have extra batteries and a bulb.

Have a portable AM/FM battery-operated radio. Some of the first instructions will come across the Emergency Broadcast Networks. There are several AM and FM stations designated. They are: KCYX 1260 (McMinnville), KXL 750 (Portland), or KEX 1190 (Portland).

Talk with coworkers and your students about the subject.

Be aware of the most direct exit from your work environment.

The most important part of pre-planning is the awareness of your environment and thinking about what you would do if an earthquake were to occur.

Emergency Response

These actions should be taken when you first feel an earthquake. The shaking will generally last less than a minute, however, there is time to take cover and protect yourself.

If indoors, stay there. Get under a desk, solid table or stand in a doorway.

Stay clear of all types of windows (both indoors and outdoors).

If in a crowded classroom, office or other public place, do not rush for the door. Move away from tall shelving and unsecured bookcases.

If driving a car, pull to the side of the road and stop. Avoid power lines. Stay inside until the shaking stops. Do not park alongside a wall or building.

If outdoors, get into an open area away from trees, buildings or walls and power lines. Be careful of falling debris from buildings, especially glass from windows.

Recovery

Within the first few minutes and most likely the first few hours of a serious earthquake, emergency services may not be available.

BERT RESPONSIBILITIES

Most areas will have to be self-sufficient and steps should be taken to save lives and prevent further disaster.

Stay calm and try to help others.

Check for injuries. If trained, apply first aid. Do not remove seriously injured persons unless they are in immediate danger.

Check for gas and water leaks and broken electrical wiring.

Check out the condition of the closest exit in case evacuation is needed.

Be aware of other hazards, such as fire, building damage and toxic spills.

Limit the use of the telephone except for emergencies.

If you have a radio, turn it on and listen for instructions.

Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.

Be prepared for aftershocks.

Many people will not want to stay inside a building after an earthquake. This is not uncommon. You should be careful when exiting a building after the shaking stops.

Composed by: Suzy Isham, Director of Campus Safety

Be careful of falling debris from the building, especially glass from windows.

Be careful not to step on fallen power lines. This is very hazardous at night since there may not be any lighting to guide you.

When moving about while outside, stay clear of buildings or other structures which may produce falling debris and move to a clear area such as a playing field or parking lot.

Remember to stay calm and assist others. Don't panic. In the beginning everyone will have to help one another until emergency assistance can arrive.

BUILDING / FACILITIES CHECKLIST FOR AFTER THE EARTHQUAKE

Things to do before reoccupying the building/facility:

DO NOT re-enter a building until authorized by Campus Services.

Campus Safety will secure the building until it has been inspected for damage and safety.

SUSPICIOUS MAIL

OVERVIEW

Recent events have raised concerns among the college and university community about how to recognize and handle suspicious mail, particularly with regard to possible terror related anthrax and ricin exposures. While we feel the threat to college members is extremely low, it is prudent to be aware of the potential threats and procedures.

RECOGNIZING UNUSUAL MAIL

This includes parcels and letters from sources such as the U.S. Postal Service, Federal Express, United Parcel Service, other private carriers, interagency mail, and individuals. Both the guidelines and the procedures were developed in consultation with the Oregon State Police, the Oregon Health Division, and the U.S. Postal Service. They are based on recommendations developed by the FBI, the U.S. Postal Service, and the Centers for Disease Control.

IF YOU DO HAVE A SUSPICIOUS LETTER OR PACKAGE:

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. Call Campus Safety (6650) and notify them of the event.

ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with soap and water to prevent spreading any powder to your face.
4. Report the incident to Campus Safety 6650.
5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. SHOWER with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.

7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

DO NOT PANIC

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

There is no intelligence indicating that incoming parcels to the State of Oregon are under threat of being tainted by anthrax or other similar contaminants. Still, employees should use common sense and extra precaution when opening parcels during this time of heightened alert.

If you have additional questions, you may address them to the Director of Campus Safety at 6451.

BOMB THREAT

OVERVIEW

Bomb threats normally occur by telephone or via the Internet. With the heightened awareness of bombings, it is imperative the person receiving a bomb threat obtain as much information as possible. (Refer to the Emergency Procedures Manual Bomb Threat Checklist at the end of this guide.)

PERSON RECEIVING INFORMATION RESPONSIBILITY

Obtain Information

Who, What, Why, Where, When; have person receiving the call fill out the checklist.

Call

Call Campus Public Safety at **6650** and provide bomb threat information.

Wait for direction from Campus Safety

If an imminent threat is given, evacuate everyone from the building to a designated safe distance. (Never sound the fire alarm, rather perform a room by room notification and advise everyone at your designated location to leave the building immediately for safety purposes. **This is to be initiated only for an imminent threat.**)

If you locate a suspicious object on campus

If you see a suspicious object or device on campus, contact Campus Safety immediately at 971-563-0101 or 503-594-6650 via hard line. **Do not use your cell phone around the object.**

CAMPUS SAFETY RESPONSIBILITIES

Validate bomb threat call and information.

Request law enforcement support, if needed.

Inform the Vice Presidents or their designee and provide response plan which may include evacuation, detailed search, or continuing partial or full services.

BOMB THREAT CHECKLIST

Questions to ask:

Exact wording of the threat:

1. Where is the bomb located? _____
2. What time is it set to go off? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

Sex of caller _____ Age _____ Race _____ Length of call _____

CALLERS VOICE:

- | | | | |
|----------------------------------|-----------------------------------|---|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | If voice is familiar, who
did it sound like? _____ |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep breathing | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking voice | |

BACKGROUND SOUNDS:

- | | | | |
|--|--|--|--------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Clear | <input type="checkbox"/> Other |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Static | |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Local | |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Long distance | |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Booth | |

THREAT LANGUAGE:

- | | | | |
|---|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Message read by
threat maker | | |

REMARKS: _____

Report call immediately to: Campus Public Safety - Telephone: 6650 (503-594-6650)

Fill out completely, immediately after bomb threat. Date _____ / _____ / _____. Phone Number _____

Name: _____ Position: _____

CRIMES/INCIDENTS/ASSAULTS

OVERVIEW

Crimes/incidents may include robbery, theft, assaults, burglary, etc. How Clackamas Community College responds to these incidents is critical in ensuring personal safety and reducing overall liability exposure. Crimes/incidents could have just occurred or there may be a delay in having knowledge of an incident.

EMPLOYEE'S RESPONSIBILITY (IN PROGRESS)

Personal Safety

Do not attempt to apprehend or interfere with a suspect unless it is for your personal safety.

Description

Obtain a detailed description of the suspect (if possible) to include height, weight, sex, color, approximate age, clothing, method and direction of travel, hair, identifying marks, etc.

Call

Call Campus Safety immediately at **6650** and provide as much information as possible on the incident or crime.

Information

Avoid talking to anyone except Campus Safety or outside law enforcement regarding an incident. Investigative information is to be released by Public Relations or the investigating agency.

Evidence

Avoid touching or interfering with evidence. Evidence that has been compromised may not be usable in identifying the perpetrator.

CAMPUS SAFETY RESPONSIBILITY

Secure Evidence

Campus Safety will respond and secure the scene for evidence collection and the beginning of a crime investigation

If cover is needed

If cover is needed, notify local law enforcement for crime investigation assistance.

CLACKAMAS COMMUNITY COLLEGE

SAFETY GUIDELINES FOR ACTIVE SHOOTER SITUATIONS

INTRODUCTION

An active shooter is a person who is actively engaged in killing or attempting to kill people within a populated area. In most cases active shooters use firearm(s) and most often there is no pattern or method to the selection of victims. These types of situations are dynamic and rapidly evolving, demanding the immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to our students, faculty and staff who may become caught in an active shooter situation and also what to expect from responding law enforcement officers.

PROCEDURE

In general response to an active shooter will be dictated by the event itself and the circumstances occurring. If you become involved in an active shooter situation try to remain calm and use the basic guidelines to help you plan a strategy for survival.

If you witness an armed individual on campus at any time, call 911. CCC Campus Safety will be advised immediately by the dispatch center CCOM. If you hear any shots being fired, call 911 immediately to contact the local law enforcement authorities and have another person call CCC Campus Safety at 6650.

GUIDELINES

If the shooter is outside of the building

Turn off all lights, close and lock all windows. Close the hallway door to your room. Lock the door if possible and barricade it from within.

If it can be done safely, get everyone out of the line of fire.

If safe to do so, move to an interior area of the building away from the location of the shooting and remain there until told to leave by an officer.

If you do not recognize a voice giving instructions, remain where you are until physical contact is made and the identity of the person is verified.

Once contact is made by an officer, follow their instructions.

Composed by: Suzy Isham, Director of Campus Safety

If the shooter is inside the building

If possible to leave without endangering yourself or others, evacuate the building.

Call 911 first and then CCC Campus Safety 6650 with your location once you have reached an area of safety away from the shooting scene.

If leaving is not possible, remain in your room, turn off the lights, lock the door if possible and barricade the door from within.

Get everyone out of the line of fire.

Arm yourself with classroom items (e.g. stapler, chair, fire extinguisher) to fight back with in the event that the shooter attempts or enters your room.

Do not leave your room until contact is made by an officer and then follow their instructions.

If the shooter comes into your class or office:

There is no one procedure that can be recommended in this situation.

Try to remain calm and use common sense. If flight is not possible, fight for your life.

Any attempt to overcome the individual with force should be used only as a last resort and initiated only in the most extreme circumstances. If you must fight, fight to win and survive.

Attempt to get word out to other staff, faculty or students, if possible, and have someone call 911 to alert the authorities.

Await the arrival of law enforcement authorities and follow their directions once the threat has been resolved.

Be aware that this type of situation can turn into a hostage situation and the law enforcement authorities are trained to negotiate with the individual.

If the shooter is in an open area:

Immediately seek cover. Put something between you and the shooter.

Determine if escape or remaining in place is the best option.

Try to determine the exact location of the shooter and is there safety in the place you chose to hide.

Call 911 if you have a cell phone and tell them of your location and the circumstances occurring.

If you have to flee, do not run in a straight line, run in a zigzag movement away from the area of the shooting.

Arriving law enforcement officers will be busy attempting to locate and stop the threat. If you know where the suspect is, or have their description, tell the police officers who make contact with you. Try to remain calm and give the best information you can. Follow all orders given to you by the officers.

When approaching officers, keep your hands empty and visible at all times and do not interfere with their operations. Remember that the officers may not know who you are and what the object in your hands are. Do not carry items in your hands that could be mistaken as a weapon during evacuation (cell phones, cameras, etc.)

Prepare a plan of action for yourself and your class. Determine your escape route(s) and know where to evacuate to. Review the plan with your co-workers, students, and staff so that everyone knows what to expect in the event an active shooter situation should take place. Always follow the instructions given to you by emergency personnel at the scene.

"KEY" AGENCY NUMBERS

CCC Campus Safety
Clackamas County Dispatch Center (CCOM) 6650 or 971-563-0101
911

Police (Non-Emergency)

Oregon City Police Department 503-657-4964
Clackamas County Sheriff Office 503-785-5000
Milwaukie Police Department 503-786-7400
West Linn Police Department 503-655-6214
Gladstone Police Department 503-655-8211 opt. 1
Oregon State Police 503-375-3555
Wilsonville Police Department 503-682-1012
Lake Oswego Police Department 503-635-0238

Fire (Business Lines – Non-Emergency)

Clackamas County Fire District #1 (Medics) 503-742-2600
Oregon City Fire Department 503-657-1365
Tualatin Valley Fire and Rescue 503-259-1500

Local Hospitals

Willamette Falls 503-656-1631
Meridian Park 503-692-1212
Providence Milwaukie 503-652-8300
Sunnyside Medical Center (Kaiser) 503-652-2880

Other

Oregon Department of Transportation (ODOT) 503-731-4652
Clackamas County Fairgrounds 503-266-1136
Poison Control 1-800-222-1222
Clackamas County Behavioral Health 503-655-8585
Oregon City High School 503-785-8817

Oregon City Public Works 503-657-8241
PGE 1-800-743-5002

Roads

Road conditions 1-888-275-6368

Clackamas Community College:

President	Joanne Truesdell	503-594-3000
VP College Services.	Jim Huckestein	503-594-3010
VP Instructional Services	Elizabeth Lundy	503-594-3020
Dean of Campus Services	Bob Cochran	503-594-6790
Dean of IT Services	Dion Baird	503-594-0760
Director Campus Safety	Suzy Isham	503-594-6451
Director Campus Services	Lloyd Helms	503-594-6793

Incident Response Flow Chart

