

# Emergency Action Plan

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## ACCIDENT AND INJURY EMERGENCY PROCEDURES

### Actions

1. First, determine the extent of the accident or injury. If there is a serious condition, contact 911. If not able to determine if there is a serious condition, contact 911. When in doubt, it is better to get assistance than to hesitate.
2. Before leaving the scene of an accident or injury to call for emergency assistance, calmly survey the scene and determine:
  - Location of the accident
  - Location of the nearest phone
  - What happened
  - How many are injured
  - Condition of the victim(s)
  - Help (first aid) being given

### **This information will be needed when calling for assistance.**

3. Contact 911 Emergency Assistance:  
Pick up a black emergency telephone – this will connect you to Campus Security who will call 911  
Dial 9-911 from a campus telephone – this will connect you to a 911 Operator. Dial 9, wait for dial tone, then dial 911

Be sure to stay on the line with security personnel or the 911 operator until they have all the information they need.

4. For more information on contacting 911, see Emergency Numbers.

## **ACCIDENT AND INJURY EMERGENCY PROCEDURES**

# EMERGENCY NUMBERS

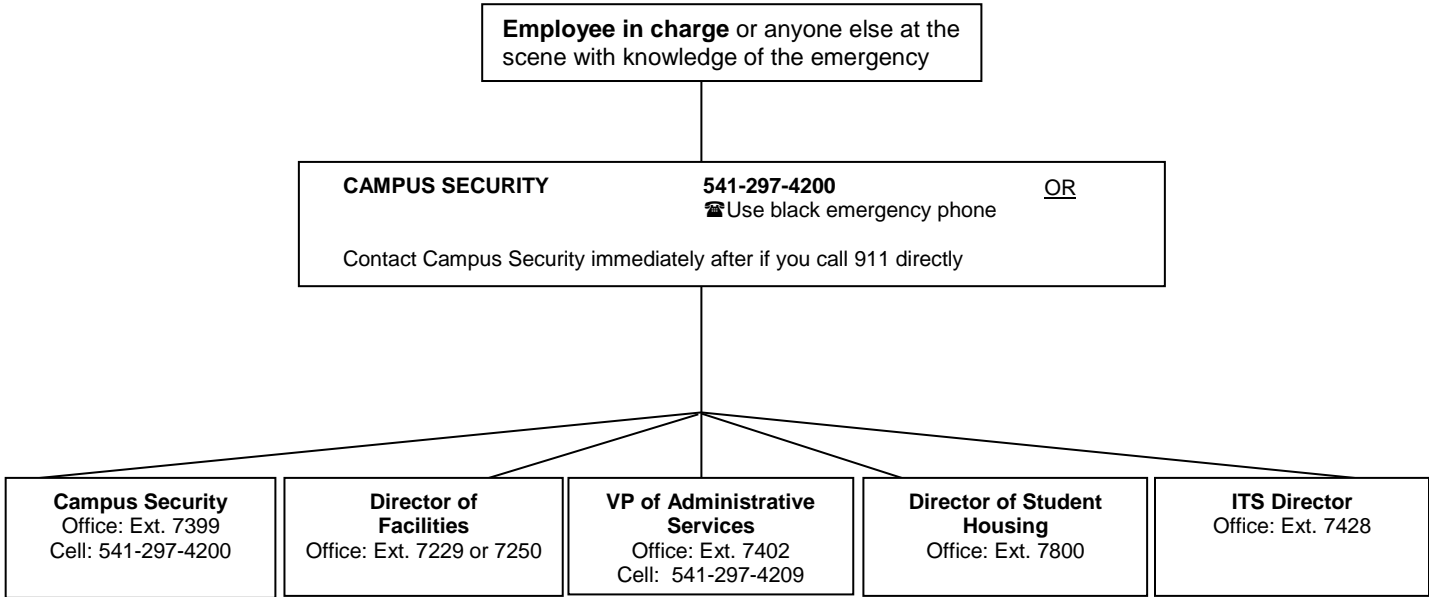
**When using a College telephone, dial "9" before dialing 911 or any other outside number**

Dial 9-911 from a campus telephone. This will connect you to a 911 Operator.  
 Pick up a black emergency telephone. This will connect you to Campus Security  
 Off Campus call 911  
 Campus or Class Closure Information.....541-888-1503

Campus Security.....541-297-4200  
 Campus Security Non-Emergency.....Ext. 7399  
 Facilities Non-Emergency.....Ext. 7250  
 Facilities Emergency.....541-297-4200

**Important: Store the following number in your cell phone: Campus Security which is available 24/7: 541-297-4200**

## EMERGENCY PHONE LIST: Chain of Notification in the Event of an Emergency



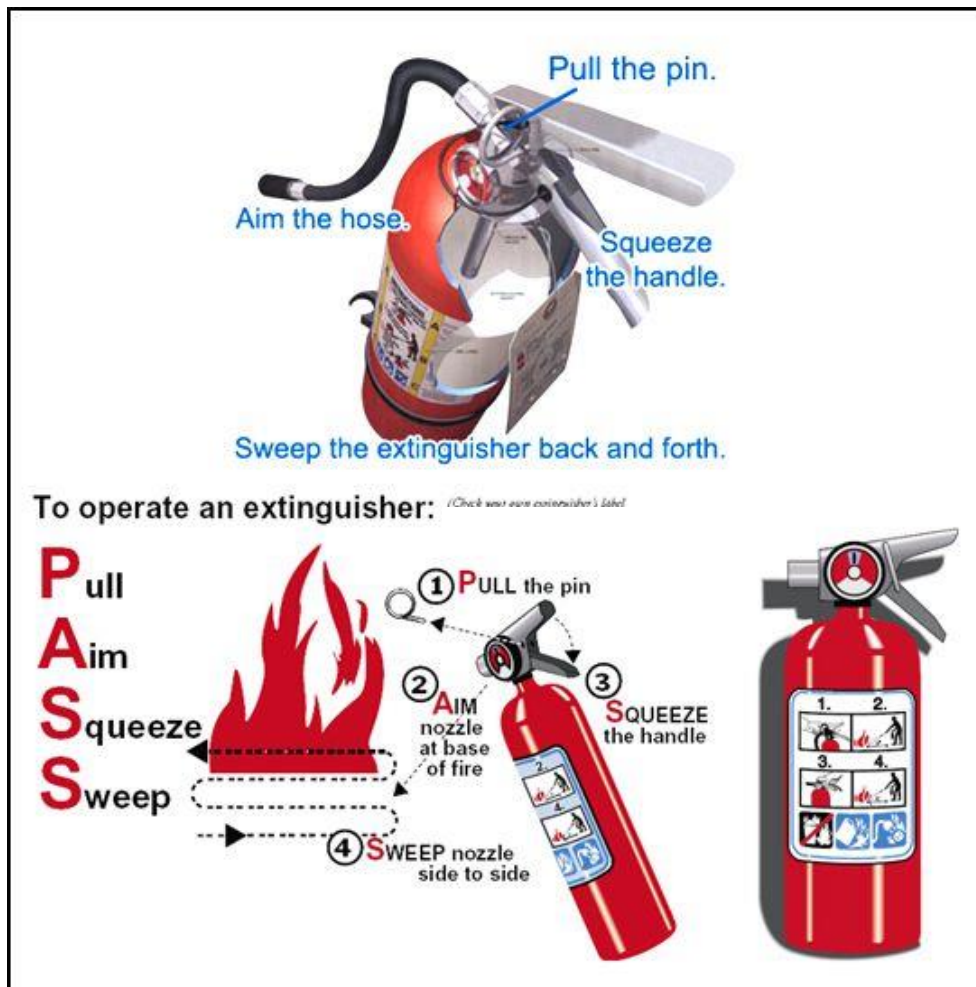
**CAMPUS SECURITY 541-297-4200    EMERGENCY PHONE NUMBERS    911**

# EMERGENCY EQUIPMENT

First aid kits, fire extinguishers, and fire alarms (pull stations) are located on each floor in each building. All Southwestern employees should know where the closest first aid kit, fire extinguisher, and fire alarms are in relation to their primary workstation. There are also Automatic External Defibrillators (AEDs) in specific buildings on campus that are available for emergency use. To find AEDs in your area, go to the Administrative Services portal in MyLakerlink and click on the [AED List](#)

## HOW TO USE YOUR FIRE EXTINGUISHER

The ABC extinguishers found on campus may be used on all classes of fires. In addition, other areas have carbon dioxide extinguishers for use on Class B and C fires.



To view a video of fire extinguisher use, go to [Fire Extinguisher Training](#)

## FIRE EXTINGUISHER INSTRUCTIONS

# EVACUATION PROCEDURES

1. When evacuating a building, walk briskly, do not run. Remain calm and act in a quiet, orderly manner. Help people in need of assistance.
2. The stairways in Tioga, Prosper, Stensland, Newmark Center and Empire Hall are designed primarily as fire escapes. They are insulated and reinforced, offering the best protection when exiting these buildings. If for some reason your designated exit (stairway or other) is blocked, quickly go to the nearest alternative fire exit. **DO NOT USE THE ELEVATORS**
3. Once outside of the building, go directly to your designated rally point.
4. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
5. Do not return to an evacuated building unless told to do so by the Police, Fire Department, Campus Security, Facilities, VP of Administrative Services, or other designated emergency personnel in charge.

The message to return to an evacuated building will be given at the rallying points.

Note: If there is time before evacuating, turn off all computer equipment and other office equipment if possible.

## Designated Rally Points



BUILDING	RALLY POINT	BUILDING	RALLY POINT
1. Stensland	Parking Lot #1	12. Eden	Parking Lot #3
2. Dellwood	Parking Lot #1	13. Lampa	Parking Lot #3
3. Randolph	Parking Lot #1	14. Sunset	Parking Lot #3
4. Empire	Parking Lot #1	15. Sumner	Parking Lot #3
5. Umpqua	Parking Lot #1	16. Fairview	Softball Field
6. Maintenance	Parking Lot #1	17. B-2	Softball Field
7. OCCI	Parking Lot #1	18. Greenhouse	Softball Field
8. Student Housing	Parking Lot #1	19. Fire Science	Baseball Field
9. Tioga	Parking Lot #2	20. Prosper	Track
10. Sitkum	Parking Lot #2	21. Rec Center	Track
11. Coaledo	Parking Lot #2	22. Family Ctr.	Parking lot in front
		23. Newmark Ctr.	Parking lot in front

When evacuation is required (for bomb threat, fire, earthquake, etc.), move to a clear area at least 300 feet from affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

## EVACUATION PROCEDURES

# HAZARDOUS MATERIALS/BODY FLUIDS SPILL/ MEDICAL ASSESSMENT

## Chemical Exposure

There are many chemicals that can cause adverse health effects. There are other chemicals that present physical hazards and are unstable; if handled improperly they can cause fires or explosions.

If a major chemical spill occurs, try to contain it by closing doors, windows, etc., before leaving the affected area. Call Campus Security at 541-297-4200 or Facilities at 541-888-7250.

If someone is exposed to a potentially harmful chemical, a Safety Data Sheet (SDS) for the specific chemical should be found. The SDS books are located near the first aid kit stations in each building. The SDS will give you instructions on how to treat someone exposed to the chemical, whether to the skin, eyes, etc. To find an SDS on the web, you may Google the chemical name and manufacturer to find the SDS. For the College's Hazard Communication program, go to [Hazard Communication Program](#). Finally, to reach the Poison Center, call 1-800-222-1222 which is available 24 hours a day/7 days a week.

## Body Fluids Exposure

Unless it is a life and death situation, do not handle body fluids. Contact Campus Security at 541-297-4200 for assistance. Contact Facilities at 541-888-7250 for necessary clean up. If you must handle another person's body fluids, wear disposable gloves at all times. Never touch body fluids without gloves. Avoid getting body fluids in your eyes, mouth, open sores, or wounds. If exposed, rinse the affected area immediately, wash with soap and water, contact Administrative Services immediately, and complete an incident report form. For the College's Bloodborne Pathogens program, go to [Bloodborne Pathogens Exposure Control Plan](#)

## Medical Assessment Procedure

If a serious medical condition is encountered, ask yourself the following questions, and follow the appropriate procedures:

- Is it a life threatening condition?
- Does there appear to be breathing difficulty?
- Is there severe bleeding?
- Is the person unconscious or extremely dizzy?

**If yes to any of these questions, call 911**

After calling 911, contact Campus Security at 541-297-4200.

Before an emergency occurs, please familiarize yourself with where first aid kits are located in your work area. Kits are replenished on a regular basis; if you notice supplies running low, please call Campus Facilities at 541-888-7250.

After a medical incident, please complete an incident report form (located at [Incident/Injury Report Form](#)) and return it to Administrative Services in T511.

**CHEMICAL EXPOSURE ✨ BODY FLUIDS ✨ MEDICAL ASSESSMENT**

# ACTIONS IN THE EVENT OF SPECIFIC SITUATIONS

## Severe Weather Conditions

The President or designated representative will make the final decision on campus closure in accordance with Board Policy 5015 Emergency Closures.

In severe weather, call **541-888-1503** for current campus or class closure information. You may also tune to 98.7 FM (KYTT), or 97.3 FM (KSHR). Weather closures will be announced by 6:00 a.m.

The message broadcast will be one of the following:

- Classes being held and offices are open;
- No classes, but offices are open; or
- No classes and offices are closed.

To receive automatic emergency notifications, including campus closures, sign up for RAVE, Southwestern's emergency notification system.

## High Winds, Heavy Rains and Flooding

When a high wind warning has been given, it will be followed by instructions to evacuate (if time permits) or instructions to shelter in place. When there is not ample time to evacuate and you must remain in your building:

- do not attempt to evacuate; remain in the building;
- stay away from windows, doors and outside walls;
- protect your head from falling objects or flying debris, and;
- take cover immediately under something sturdy such as a table.

In heavy rains, be especially aware of flooded areas. Move immediately to a safer location. **DO NOT WAIT FOR INSTRUCTIONS TO MOVE.**

- Stay away from flooded areas. Even if it seems safe, the water may still be rising. Never try to cross a flowing stream on foot.
- Stay away from natural streams and drainage channels during and after rainstorms.
- Watch for and avoid mud slides, broken sewers or water mains, loose or downed electrical wires, and falling or fallen objects.

## Utility Failure

In the event of a utility failure, stay where you are. If there is emergency lighting, evacuate the space. If there is no light, wait for instructions or help to arrive. No open flames (matches, candles, cigarette lighters, etc.) should be used as temporary lighting. If a utility failure occurs, call Campus Security at 541-297-4200, who will then notify the Director of Facilities Services.

## Elevator Failure

In the event of an elevator failure, do not panic.

1. Sound the alarm in the elevator.
2. Use the elevator's phone to call Campus Security at 541-297-4200.
3. If no one answers at the Facilities Office or assistance has not arrived, dial 9-911.
4. Facilities personnel will lower the car to the first floor level and will then open the doors.

**SEVERE WEATHER CONDITIONS ❁ UTILITY FAILURE ❁ ELEVATOR FAILURE**

# EARTHQUAKE/FIRE & EXPLOSION/Tsunami

## Earthquake

- Keep calm and stay where you are. Most injuries during an earthquake occur when individuals decide to enter or exit buildings.
- If you are indoors, take cover under a desk, table or bench, against an inside wall or wood framed doorway, and hold on. Stay away from glass, windows, outside doors or walls and anything that could fall and hurt you, such as lighting, furniture or fixtures.
- If you are outdoors, stay there. Move away from buildings, trees, street lights and utility wires.
- If you are in a crowded public place or classroom, do not rush for a doorway as other people will have the same idea. Take cover, and move away from objects that may fall.
- Do not be surprised if the electricity goes out or if the sprinkler system or elevator or fire alarms go on as this often happens. **DO NOT USE ELEVATORS.**
- Be prepared for aftershocks, which have been known to occur from less than one minute after the initial shock to more than one year later. Most aftershocks occur 24 to 48 hours later. These secondary shock waves are usually less violent than the main earthquake, but can be strong enough to do additional damage to weakened structures.
- Do not use candles, matches, or open flames either during or after the earthquake because of possible fire danger.
- If told to evacuate, follow Evacuation Procedures.



## Tsunami

### If you feel an earthquake, a tsunami may be coming:

- Drop, cover, hold until the earthquake is over
  - Move immediately inland to high ground and away from low-lying coastal areas
  - Follow evacuation route signs
  - Do not wait for an official warning
  - Go on foot if at all possible
  - Do not pack or delay
  - Do not return to the beach – large waves may continue to come onshore for several hours
  - Wait for an “all clear” from local emergency officials before returning to low-lying areas.
- Know your local tsunami hazard zones and evacuation routes. Your work area should have a current tsunami evacuation zone map.



## Fire and Explosion

At the first alert of a fire, evacuate all personnel from the affected area. Small fires can be controlled with a fire extinguisher, but do not try to put out a fire which is getting out of control – get help immediately.

1. Before calling for emergency assistance determine:  
 Location of the fire (building, floor, etc.)    Flames or smoke seen    What, if anything, has been done so far
2. Call for emergency assistance  
Use black emergency phone to reach Campus Security or dial 9-911 from a campus phone for a 911 operator.  
**Remember to stay on the line until all information is given and you are released. For more information see Emergency Phone Numbers and Fire Extinguisher Instructions.**

**EARTHQUAKE ✨ TSUNAMI ✨ FIRE & EXPLOSION**

# BOMB THREATS/VIOLENT CRIME

## Bomb Threat

When a bomb threat is received by phone:

1. record the exact wording of the message,
2. listen closely for voice/speech peculiarities and background noises,
3. listen for repeated use of certain words or phrases,
4. note description of voice (male, female, high, low, muted, etc.)
5. jot down Caller ID#
6. note the time the call was received and what line the call came in on, and
7. if possible, delay the caller by asking questions such as:
  - \* What time is the bomb to explode?
  - \* Where is the bomb?
  - \* What kind of bomb is it?
  - \* How did the bomb get into the building?
  - \* Why was it placed?

When the call is terminated, immediately contact Campus Security to relay the above information as well as your name and place of work. Do not disclose the bomb threat to anyone else.

1. Before evacuating the building, all staff should make a quick visual inspection of their areas and report any suspicious circumstances to Campus Security who will relay the information to the proper authorities. If Campus Security is unavailable, call 911.
2. Under no conditions should any unusual object be touched or disturbed. Do not use cell phones around a potential bomb. Avoid causing any type of vibration.

## Violent Crime

When witnessing or involved in a violent crime, contact Campus Security at 541-297-4200. THE PRIMARY CONCERN IS TO GET HELP. For more information, see "Active Shooter" section.



# PROCEDURES TO ASSIST DISABLED PERSONS

## Visually-Impaired Persons

In the event of evacuation, explain to the person that evacuation procedures have begun and offer to guide her/him to the appropriate exit. Have the person take your elbow. As you walk, describe where you are and advise of any obstacles. When you have reached safety, reorient the person and ask if any further assistance is needed.

## Hearing-Impaired Persons

Persons with impaired hearing may not perceive emergency alarms. Alternate warnings must be given. Two methods are: (1) writing a note telling what the emergency is and the nearest evacuation route, or (2) turning the light switch off and on to gain attention, then indicating through gestures or in writing what is happening and what to do.

## Mobility-Impaired Persons

When assisting a person with a mobility impairment, remember that EvacuTracs are available in:

1. Tioga 3<sup>rd</sup> & 5th floors and Brookings Campus. See EvacuTrac instructions at [Garaventa Tioga 3rd and 5th floors](#)
2. Prosper gym floor level. See EvacuTrac instructions at [Garaventa Prosper gym level](#)
3. Newmark Center at the top of the stairs above the central lobby. Instructions are on the EvacuTrac.

Use the EvacuTrac to move a mobility-impaired person. Only carry a person as a last resort.

People using crutches, canes or walkers should be treated as if they were injured persons for evacuation purposes. Carrying options include using a two-person lock arm position or using a sturdy chair, preferably one with arms, to transport the individual.

Most people in wheelchairs will be able to exit from the ground floor without assistance. Some people have minimal ability to move and lifting them may be dangerous to their well being. Non-ambulatory persons' needs and preferences will vary. Always consult the person as to preference in regard to:

- ways of being removed from the wheelchair
- number of people necessary for assistance
- whether a seat cushion or pad should be brought along if the person is removed from the wheelchair
- whether to extend or bend extremities when lifting because of pain, catheter, leg bags, braces, etc.
- being carried forward or backward on a flight of stairs
- care after evacuation, if removed from the wheelchair

Wheelchairs may have many movable or weak parts which were not constructed to withstand the stress of lifting, e.g., the seat bar, foot plates, wheels, arm rests.

Some people in wheelchairs may have electrical artificial respirators attached. They should be given priority assistance if there is smoke or fumes as their ability to breathe is seriously jeopardized.

If the wheelchair is left behind, remove it from the stairway and place it so it does not block others. If the wheelchair is to be taken, remove the batteries (if a power wheelchair) before attempting to transport it. Make sure the footrests are locked and the motor is off.

If the Newmark Center requires evacuation, the top of the stairwells at the east and west ends of the building are areas of rescue assistance. If a person cannot be moved safely down the stairs, these areas are fire-resistant for up to one hour. Push the button at the top of the stairwell; speak clearly into the microphone; you will be heard outside by emergency personnel who know to come to the building to assist you. If Stensland Hall requires evacuation, there are two areas of rescue assistance on the second floor. The first is the door next to the bathrooms marked "Area of Rescue Assistance." The second area is on the exterior landing on the west side of Stensland.

## EVACUATION OF DISABLED PERSONS

# ACTIVE SHOOTER

There are certain things you can do to minimize your chances of becoming a victim of a shooter. Below you will find certain suggestions that faculty, students and staff can take if you are ever confronted with a situation of this nature. Remember to stay calm and try to follow these steps during a shooting.

**DISCLAIMER: The purpose of this information is to present you with tools that may increase your chances of surviving an active shooter incident at SWOCC. The following is general information and is not all-inclusive.**

**Always notify the Police Department by calling 911 as soon as it is safe to do so.  
Do NOT set off the fire alarm in a lock down/active shooter situation.**

## Shooting Incident Outside:

- If possible, immediately run to a building, enter a room, and lock the door if possible. The more distance you can put between yourself and the shooter, the better.
- Try to be a moving vs. a non-moving target. Run in a zig-zag manner. Drop anything you are carrying that may slow you down.
- Use a tree, vehicle, wall, etc., for cover and concealment from the gunman.
- If you are caught out in the open, get on the ground and lay flat. Do not move until the gunman has left the area.

## Shooting Incident in a Classroom, Office, Auditorium, Dining Hall, etc.

- If a gunshot or explosion is heard, lock doors/windows, pull blinds down immediately, and shelter in place. **Stay away from doors and windows.** Reinforce the door with furniture, desks, file cabinets or any other material available to you. Your goal is to keep the shooter from entering the room. Get down on the floor and remain there. Call 911 if possible.
- If safe to do so, allow others to seek refuge with you.
- If you are not in a secure location and it is safe to move, go to a near-by room that can be locked or barricaded.
- Turn off lights, computer monitors, any radios, and close the blinds and cover any door window with an opaque cover.
- Place all cellular phones on silent. Even vibration mode can give you away.
- Keep people calm and quiet. If able to do so safely, **quietly** discuss with others in the room what you will do if the shooter enters the room.
- If the assailant enters your room and leaves, lock or barricade the door behind them.

## In a Hallway or Corridor

- Attempt to gain access to a classroom or office prior to them being locked and secure as listed above.
- If you cannot get into a secure location, find the nearest exit and get out of the building as fast as possible. When outside of the building, find the fastest way off campus.

## If Confronted by Gunman

- If the gunman confronts you, consider the following options.
  - Listen to what the gunman says; do not do anything to provoke or alarm the gunman. Keep your hands visible. At this point it is up to you to do what you feel is necessary to help save your life and the lives of others around you.
  - If the gunman does start shooting, you must decide how you are going to proceed. You can stay where you are, take cover where possible and hope that you are not hit while the gunman is shooting. You have the option of running to the nearest exit. It is recommended that if you do this, you run in a zig-zag pattern as it will be harder for the shooter to hit you if they fire toward you.
  - If your life is in imminent danger, a last resort would be to attack the gunman. Be aware of your surroundings from the very beginning of the incident. If you find something that you could use to assist in the attack of a gunman, be sure to think about how to use it. Be aware that attacking the gunman is the most dangerous option and should only be considered as a last resort.

**If you are able to call 911 without the gunman hearing you, be ready to provide descriptive information.**

## When Police Arrive:

- The first priority of police will be to neutralize the shooter. Do nothing that may cause you to be confused with the suspect.
- Follow the instructions of the police officers exactly. Keep your hands visible at all times with fingers spread. Put down anything you might have in your hands.
- Do not touch anything at the crime scene.
- Remember, you may be a witness to a crime and may be required to speak with investigators.
- Describe the assailant if he was observed by you.
- Do not open the door to any voice commands even if you recognize the voice. If needed, call 911 to confirm that law enforcement officers have arrived. Do not leave the classroom or office until you have been given the all clear by either a uniformed Police Officer, Campus Security Officer, or recognized SWOCC administrator.

**Emergency notification of an active shooter on campus will be done using the RAVE alert system.**