

Medical/General Emergency

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

1. Use a black emergency telephone – this will connect you to Campus Security
2. Dial 9-911 from a campus telephone – this will connect you to a 911 Operator
Dial 9, wait for dial tone, dial 911
3. **Be sure to stay on the line with the switchboard/security personnel or the 911 operator until they have all the information they need.**

4. If you call 911 emergency assistance directly, contact switchboard or security personnel immediately afterwards to inform them of the situation.

Campus Security 297-4200

Fire and Explosion

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

• Before calling for emergency assistance determine:

- Location of the fire (building, floor, etc.)
- Flames or smoke seen, and
- What, if anything, has been done so far

• Call for emergency assistance:

- Use black emergency phone
- Dial 9-911 from a campus phone (911 operator)

Remember to stay on the line until all information is given and you are released.

Campus Security 297-4200

Emergency Preparedness Kit

Be prepared! Assemble emergency kits with a three-day supply for each member of your family.

1. First aid kit.
2. Water—½ gal. drinking water per person per day, plus the same amount for hygiene and cooking
3. Food (packaged, canned, no-cook, baby food and for special diets)
4. Can opener (non-electric)
5. Blankets or sleeping bags
6. Fire extinguisher (A-B-C type)
7. Essential medications
8. Money
9. Food and water for pets
10. Portable radio, flashlights & batteries
11. Alternate cooking source and matches
12. Heavy gloves and sturdy shoes
13. Crescent wrench (12" or longer for utility shut off)

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Campus Security 297-4200

Violent Crime—Dangerous Person/Weapon

When witnessing or involved in a violent crime, contact Campus Security at 297-4200 or call 911. **THE PRIMARY CONCERN IS TO GET HELP.** If a gunshot or explosion is heard, lock doors/windows and pull blinds down immediately. Stay away from doors and windows. Get down on the floor and remain there; do not get up until told to do so by a designated official. If confronted with an armed person, do the following:

• **Know** where your escape route(s) are from your workstation.

• **Running** - If you think you can safely get away by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects between you and the hostile person. Use trees, vehicles and other objects to block you from the view of the intruder. When away from the immediate area of danger, summon help any way you can and warn others.

• **Hiding** - If you decide to hide, make sure the hiding place is secure and not obvious.

• **Playing dead** - If the person is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

• **Fighting** - Your last option if you are caught in an open area may be to fight back. This is dangerous, but depending on your situation, this could be your last option. If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.

Never pull a fire alarm as this will cause people to flee buildings and become vulnerable.

Don't be a hero.

Once the police arrive, obey all commands. This may involve being handcuffed or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions.

First Aid Kit Locations

Fire Science	Next to office door
Sunset	Next to fire exit in hallway
Sumner	North end of hallway
Eden	Next to restrooms
Lampa	Left of custodial closet door
Fairview	Machine shop next to office
	Welding shop next to office
	Inside Room 2
Sitkum	Next to East entrance
Empire	Inside Counseling Center door
Stensland	Switchboard room
Dellwood	1st Floor – Next to Print Shop
Tioga Hall	2nd Floor – Next to handicap restroom
	3rd Floor – Next to custodial closet
	4th Floor – Next to custodial closet
	5th Floor – Next to custodial closet
	Next to custodial closet
	Next to Room 5
	1st Floor - North & South hallways
	2nd Floor – Over custodial sink
	Locker Room
	South wall
	Office, Maintenance shop, Ground's shop
	One in each kitchen, DHS main lobby,
	2nd floor classrooms
	One in each room
Family Center	In hall back of stage
Hales Center	One in each classroom
OCCI	
Student Rec.	At front desk

SOUTHWESTERN OREGON COMMUNITY COLLEGE

Emergency Response

Emergency 911
Campus Security (541) 297-4200

Road Closure/
Oregon State Police (800) 977-6368

Weather Related College Closure:

For up to date closure information, please tune into 98.7 FM (KYTT), or 97.3 FM (KSHR) and/or call 888-1503 for a recorded message. Weather closures will be announced by 6:00 a.m.

☎ On-Campus Phone Dial 9 First

Before an Emergency Occurs

First, familiarize yourself with locations of fire alarm pull stations, fire extinguishers, first aid kits, and stairs in your building.

Second, know evacuation routes and locations of all fire exits.

Third, familiarize yourself with the quickest route to the evacuation location for your building.

Fourth, learn CPR and basic first aid skills.

Fifth, learn how to report emergencies.

When evacuating a building, walk briskly, do not run. Remain calm and act in a quiet, orderly manner. Help people in need of assistance. When assisting a person with a mobility-impairment, remember that Evacu-Tracs are available in:

- Tioga on the 3rd and 5th floors
- Prosper Hall on the gym floor level
- Newmark Center at the top of the stairs above the central lobby

The stairways in Tioga, Prosper, and Empire 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

Once outside the building, **go directly to your designated rally point.**

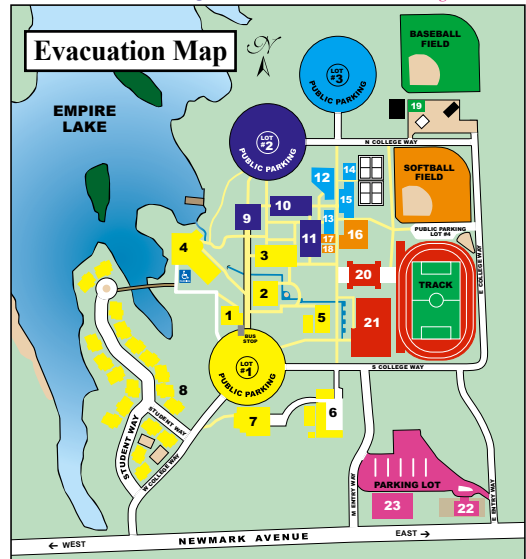
Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

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.

Campus Security 297-4200

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. Ctr.	Track
11. Coaledo	Parking Lot #2	22. Family Ctr.	Parking lot in front
		23. Newmark	Parking lot in front



Chain of Notification in the Event of an Emergency

Employee in charge or anyone else at the scene with knowledge of the emergency.

Campus Security 297-4200

EMERGENCY ASSISTANCE

- ☎ Use black emergency phone
- ☎ Dial 9-911 from a campus phone (911 operator)

Contact Campus Security if you called 911 directly.

Campus Security 297-4200

Tsunami & Earthquake Safety

TSUNAMI

A LOCAL TSUNAMI could come onshore 15 to 20 minutes after an earthquake—before there is time for official warning. Ground-shaking from the earthquake may be the only warning you have. Stay on campus as this is a safe zone!

A DISTANT TSUNAMI

may take four hours or more to come onshore. You will feel no earthquake, and the tsunami will generally be smaller than that from a local earthquake. You may remain on campus or gather family members at the college. College Disaster Recovery Command will direct tsunami response.

EARTHQUAKE

IF YOU FEEL AN EARTHQUAKE:

Keep calm and stay where you are. Most injuries during an earthquake occur when individuals decide to enter or exit buildings. College Disaster Recovery Command will direct building exit as appropriate. If you are outdoors, stay there. Move away from buildings, 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. College Disaster Recovery Command will direct building exit as appropriate. **DO NOT USE THE ELEVATOR.**

If told to evacuate by College Disaster Recovery Command, follow Evacuation Procedures. Once outside, move to a clear area at least 300 feet from affected building(s).

Do not return to an evacuated building after an earthquake unless told to do so by College Disaster Recovery Command or police officer/fireman.



In the event of a Tsunami, get to high ground by following Evacuation Routes marked by blue signs.

