

# 2017 Clatsop Community College EMERGENCY RESPONSE PLAN-LEXINGTON CAMPUS

## EMERGENCY TELEPHONE NUMBERS

Additional Emergency Numbers Are Listed on Back Page

**Physical Plant:** 503-338-2489

**24 Hour/Text:** 503-791-3320

**(VPFO) Vice President, Finance and Operations:** 503-338-2421

**Cell:** 503-313-8738

**(VPAA) Vice President, Academic Affairs:** 503-338-2440

### EMERGENCY: 911



**Lockout**



**Lockdown**



**Evacuate**



**Shelter**

## **Lockout**

- Be done by college personnel based on external information.
- Done when there is a possibility of an external threat that could impact campus safety.
- Staff and students should return to the buildings and continue as usual.

**LOCKOUT**

## **Lockdown**

A “lockdown” is a temporary sheltering technique that limits building occupants’ exposure to potential threats.

When alerted of a lockdown:

- Stay in your office or classroom
- Keep all occupants in the same room
- Do not exit the building or classroom
- Do not open the door for anyone to enter

College personnel (officials) will secure the facilities and notify building occupants when an "all clear" has been issued.

**LOCKDOWN**

## **Evacuate**

Evacuate is called to move students and staff from one location to another, safer location.

- Grab roll sheet if possible
- Lead out to evacuate
- Leave *stuff* behind
- Take cell phone

**EVACUATE**

## **Shelter**

Shelter is called when the need for personal protection is necessary.

- Tornado, bomb threat, hazard
- Drop, cover, hold, seal, silence (Use appropriate method)
- Take roll, if possible

**SHELTER**

### **Ill or Injured Person**

To report an injury to CCC students, faculty or staff, contact the physical plant (503-791-3320, 503-338-2489).

In the event of serious injury or illness, immediately call 911.

Keep the person still and comfortable and do not move the person unless there is an immediate threat to life such as fire, smoke, or chemical exposure.

- Ask the person “are you okay?” and “what is wrong?”
- Question any witnesses and give all information to the paramedics.
- CPR and/or first aid should be rendered by trained personnel.

Complete an Accident/Injury/Incident form after care is provided.

**ILL OR INJURED PERSON**

## **Utility Failures**

### **Gas Leak**

- Cease all operations
- Use no equipment, lights, phones, lighters, or matches
- Evacuate building, closing doors if safety permits
- Immediately call 911 and the Physical Plant (503-791-3320, 503-338-2489)

### **Power Outage**

- In the event of a major utility failure, notify the Physical Plant immediately.
- If a power outage occurs in the building, in most instances the telephones should remain operational.

### **Plumbing Failure/Flood**

- Immediately cease use of all electrical equipment. Vacate the area if necessary.
- Notify the Physical Plant.

**UTILITY FAILURES/INTERNAL GAS LEAK**

## **Chemical Spill**

- Any spillage of a hazardous chemical should be immediately reported to the Physical Plant:  
503-338-2489 or 503-791-3320
- When reporting, be specific about the nature of the involved material, quantity, and the exact location.
- Physical Plant personnel will:
  1. Begin evacuation of the affected area if necessary.
  2. Give directions to be followed.
  3. Secure the immediate area by any of the following means:  
close doors, windows, cabinets, shut off fans or ignition sources
  4. Move anyone contaminated to a safe area away from the hazard and others, and shower, if needed.
- Safety captains will assist with building evacuation.
- Chemical spill kits are located in the Chemistry Lab and the Chemical Store Room.

**CHEMICAL SPILL**



## **Natural Disasters**

Follow exit signs for closest route to leave building.

### **Earthquake:**

During an earthquake always remain calm and quickly follow the steps outlined below.

- Remember to drop, cover and hold or take other protective action.
- Stay away from glass windows, shelves, and heavy equipment.
- Evacuate when the shaking has stopped or as soon as it is safe. Move quickly away from buildings, utility poles and other structures.
- If emergency help is necessary activate the nearest fire alarm pull or call 911.
- If the fire alarm system is activated, evacuate the building.
- Identify places in your workplace that will be safe during an earthquake.

**DO NOT re-enter buildings until an All Clear is issued.**

### **Tsunami:**

- Stay In place on main campus.
- Wait to leave until "all clear" has been given.

## **Fire or Explosion**

### **For All Small, Contained Fires:**

- Activate the nearest fire alarm.
- Evacuate the building even if the alarm stops while you are on your way out.  
Close doors to evacuated rooms and leave the lights on if time permits.

### **For Major, Uncontrollable Fires or Explosion:**

When reporting or extinguishing a fire, cautionary judgment and common sense should serve as the best guide. The following procedures should be followed if possible:

#### **Remember R.A.C.E.**

- **Rescue:** Rescue or assist people in immediate danger, but only if you can do so safely and without endangering yourself.
- **Alarm:** Activate the nearest fire alarm pull and call 911.
- **Confine:** Close all doors as you leave, but only if you can do so safely.
- **Evacuate:** Evacuate the building immediately.

**FIRE OR EXPLOSION**

## **Bomb Threat**

A bomb threat is an allegation that an explosive device is located on the premises.

### **If You Find A Suspicious Package:**

Immediately notify the President's office (503-338-2425) or the VPFO office (503-338-2421).

### **DO NOT MOVE THE PACKAGE.**

### **If A Bomb Threat is received by Telephone:**

- Try to obtain as much information as possible about the bomb and the caller.
- If practical, do not hang up the phone. Have someone else alert the VPFO office or the President's office.

### **If a Written Bomb Threat is received:**

- Immediately alert the VPFO office or the President's office.
- Hold in place until official arrives.

### **If the Decision to Evacuate is made:**

- **Do not activate the fire alarm system. Do not use portable radios near the building. Do not use cell phones.**

If safety permits, close doors to evacuated rooms and leave the lights on.

# **BOMB THREAT**

## **EMERGENCY TELEPHONE NUMBERS**

**Physical Plant:** 503-338-2489, 503-791-3320

**Vice President, Finance and Operations:** 503-338-2421, 503-313-8738

**Vice President, Academic Affairs:** 503-338-2440

### **ASTORIA**

**Police:** 911 (emergency only)    503-325-4411 (non-emergency dispatch)

**Fire:** 911 (emergency only)    503-325-4237 (other business)

**Public Works:** 503-325-3524

**Columbia Memorial Hospital:** 503-325-4321

### **CLATSOP COUNTY**

**Sheriff:** 911 (emergency only)    503-325-2061 (non-emergency dispatch)

**Clatsop County Emergency Services:** 503-325-8645

**Clatsop County Jail:** 503-325-8641

**Public Works:** 503-325-8631

**Emergency Management:** 503-325-8645

### **OTHER**

**Pacific Power:** 877-548-3768 (outages and emergencies)

**Northwest Natural Gas:** 800-882-3377 (gas odor emergencies)

**Clatsop County Health and Human Services:** 503-325-8500

**Clatsop County Animal Shelter:** 503-861-7387

**Medix Ambulance:** 503-861-1990

**Oregon Road Conditions:** 800-977-6368

**Oregon State Police Dispatch:** 503-325-2231

**Washington Road Conditions:** 800-695-7623

**Poison Control:** 800-452-7165

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