

2017
Clatsop Community College
EMERGENCY RESPONSE PLAN-MERTS 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

Dean Workforce Training and Education: 503-298-1888

EMERGENCY: 911



Lockout



Lockdown



Evacuate



Shelter

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

Lockout

Lockouts will typically be done by college personnel, either officials or physical plant workers. This is done when there is a possibility of an external threat or problem. Staff and students should return to the buildings and continue as usual.

LOCKOUT

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 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, 5103-338-2489)

Power Outage

- In the event of a major utility failure, notify the Physical Plant (503-791-3320, 503-338-2489) immediately.
- If a power outage occurs in the building, in most instances the telephones should remain operational by battery for a period of time.

Plumbing Failure/Flood

- Immediately cease use of all electrical equipment. Vacate the area if necessary.
- Notify the Physical Plant (503-791-3320, 503-338-2489).

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

Evacuation routes are posted in each room and office on campus

Earthquake:

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

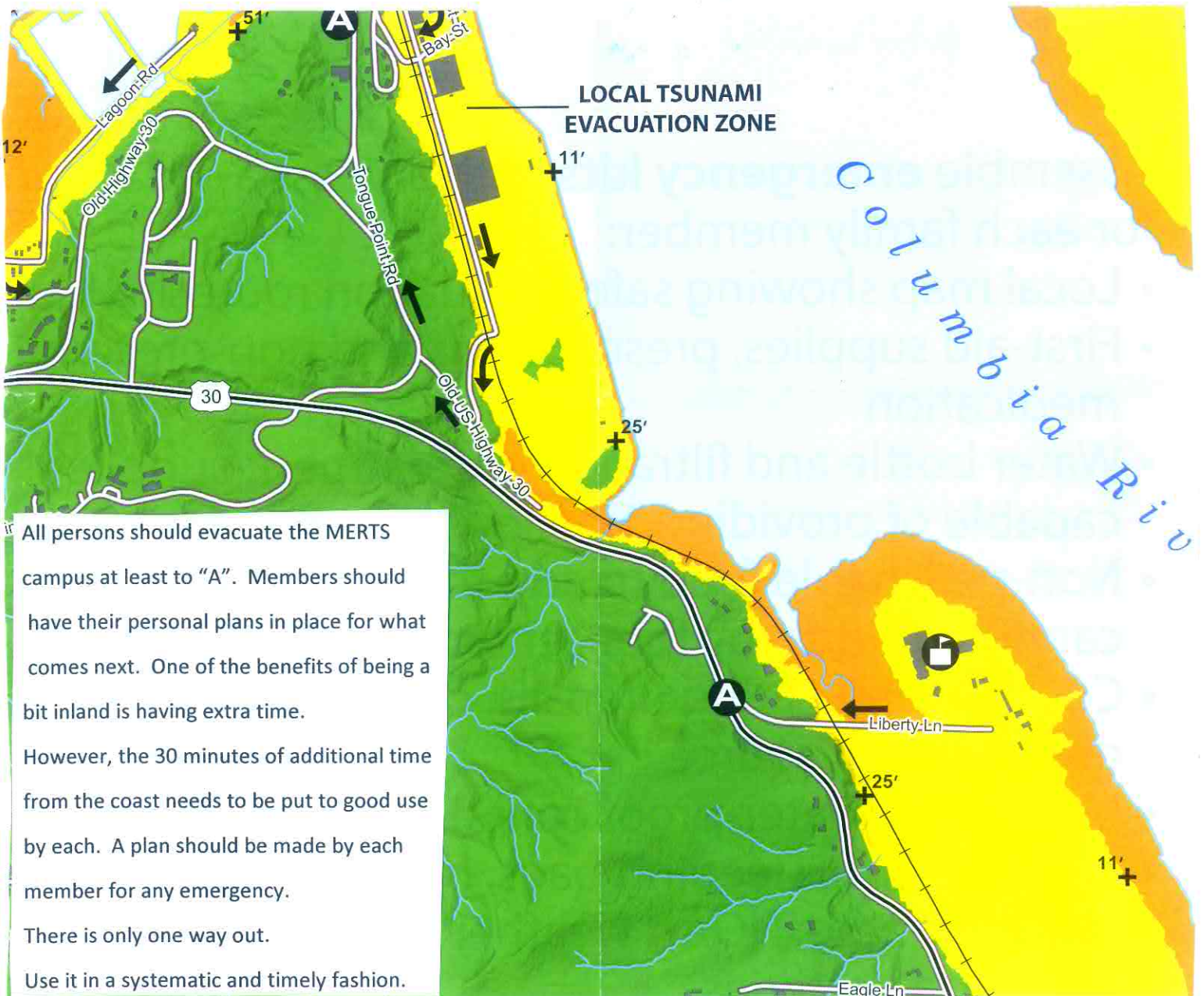
- Remember to drop, cover and hold or take other protective action.
- Stay away from glass windows, shelves, and heavy equipment.
- Evacuate when the shaking has stopped or as soon as it is safe. Move quickly away from buildings, utility poles and other structures.
- Caution: always avoid power and utility lines as they may be energized.
- Gas leaks and power failures create special hazards.
- If emergency help is necessary activate the nearest fire alarm pull or call 911.
- Protect yourself at all times and be prepared for aftershocks.
- If the fire alarm system is activated, evacuate the building.
- Identify places in your workplace that will be safe during an earthquake.
- Safety captains will assist with building evacuation.

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

Damaged facilities should be reported to the Physical Plant (503-791-3320, 503-338-2489).

Tsunami:

- Know your area's tsunami emergency response procedures.
- Have tsunami evacuation map posted in main lobby or area. *See next page.*
- Use the identified evacuation route from your building.



All persons should evacuate the MERTS campus at least to "A". Members should have their personal plans in place for what comes next. One of the benefits of being a bit inland is having extra time. However, the 30 minutes of additional time from the coast needs to be put to good use by each. A plan should be made by each member for any emergency. There is only one way out. Use it in a systematic and timely fashion.

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.
Do not return until an “**All Clear**” notice is given by on-scene police or fire personnel.
- Safety captains will assist with building evacuation.
Close doors to evacuated rooms and leave the lights on if time permits.
- Incident must be reported to the Physical Plant Department (338-2489).

For Major, Uncontrollable Fires or Explosion:

- Activate the nearest fire alarm pull.
- Call 911 from a safe location to confirm and provide the location of the fire or explosion in the building.
- Evacuate the building. Do not return until an “All Clear” notice is given by on-scene police or fire personnel.
- Safety captains will assist with building evacuation. If safety permits, close doors to evacuated rooms and leave the lights on.

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

Remember R.A.C.E.

- **Rescue:** When you discover a fire, 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:** Immediately evacuate the building.

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 (338-2425) or the VPCS office (338-2421).

DO NOT MOVE THE PACKAGE.

If A Bomb Threat is received by Telephone:

- In a calm voice, 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 VPCS office or the President's office.

If a Written Bomb Threat is received:

- Immediately alert the VPCS office or the President's office.
- Avoid handling the threat as much as possible to allow for evidence processing.
- Keep track of the following information:
 1. Who found the threat
 2. Who was present when the threat was received
 3. When it was found or delivered
 4. Where the threat was found or how it was delivered
 5. Did anyone touch the threat

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.**

Safety captains will assist with building evacuation. 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
