

WHEN THE EVACUATION ALARM SOUNDS:

- Go to the nearest safe exit and assemble outside at the evacuation assembly point. Avoid traffic lanes that may be used by emergency vehicles.
- **DO NOT re-enter buildings** until the All Clear Signal is given or told to do so by an emergency responder, Building Emergency Coordinator (BEC) or Campus Public Safety Officer.
- **Report any trapped persons** to the area BEC, Campus Public Safety Officer or an emergency responder.
- **DO NOT use the elevator** in any emergency.
- **If it is safe to do so, turn off** computers, coffee pots, and gas shut-offs.
- **Assist those who cannot negotiate the stairs** to the top of the staired landing where the EvacuTrac is located.
- **Take your purse and keys** with you.

WHEN THE SHELTER IN PLACE ALARM SOUNDS:

- Go to the designated Shelter In Place location for your building and floor
- **Lock and seal** the room
- **Remain in place** until the all clear is announced
- **Evacuate** the building when "All Clear"
- **For details** about Shelter In Place refer to <http://www.linnbenton.edu/go/emergency>

DRILLS:

Instructions will be given before each drill. **TREAT EVERY ALARM AS A REAL EMERGENCY.**



EMERGENCY PHONE NUMBERS:

For assistance in a medical emergency, call 911 or 9-911 or the local emergency number listed below:

FACILITIES ext. 4720 or 541-917-4720	EMPLOYEE ASSISTANCE PROGRAM (EAP) 800-395-1616 www.myrbh.com/
AMBULANCE 911 OR 9-911	FIRE 911 OR 9-911
CAMPUS PUBLIC SAFETY ext-411 or 541-926-6855	HAZARDOUS SPILLS 911 OR 9-911 & Notify Public Safety
NATURAL GAS LEAKS 1-800-882-3377	CARDV Center Against Rape & Domestic Violence 541-754-0110 1-800-927-0197
POISON CONTROL 1-800-222-1222	LEBANON POLICE Emergency 911 or 9-911 Non-Emergency 541-451-1751
PUBLIC HEALTH DEPARTMENTS Linn County 541-967-3888 Benton County 541-766-6835	SERVICES TO CHILDREN AND FAMILIES Linn County 541-967-2060
CRISIS LINES Linn County 541-967-3866 or after hours 1-800-304-7468 Benton County 541-757-2299 or after hours 1-888-232-7192	

WHEN YOU CALL:

1. Identify yourself and the specific location of the emergency.
 - Give the street address, 44 Industrial Way, Lebanon
 - Explain what happened
 - Be factual
 - Stay calm
2. Identify what type of immediate help is needed.

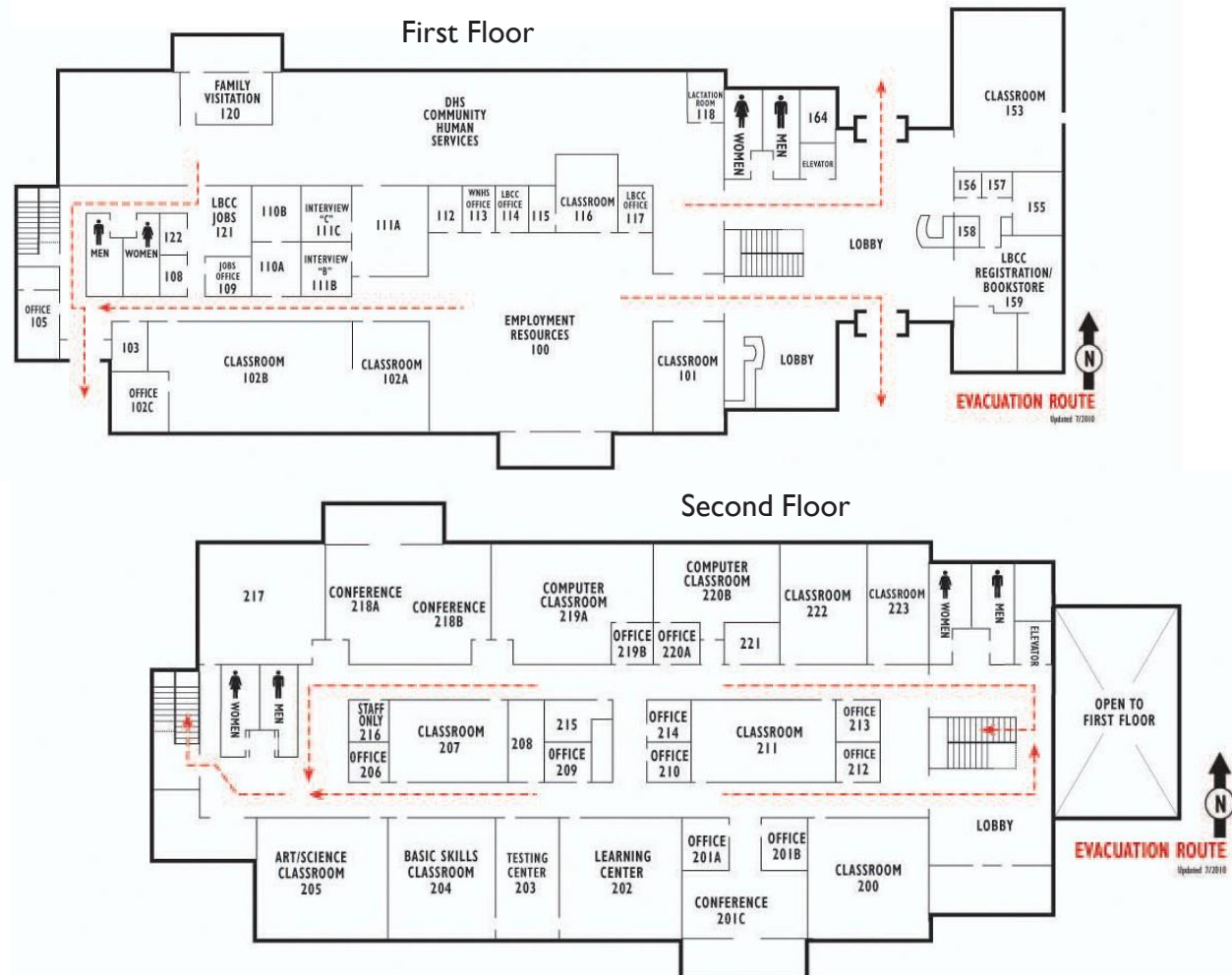
STILL NOT SURE WHAT TO DO?

If you are concerned about a security or safety situation not addressed in this brochure, ask your supervisor or phone Campus Public Safety at 541-917-4440 or 541-926-6855.

LBCC is an Equal Opportunity Institution

LEBANON CAMPUS
Lebanon Campus
541-259-5801
Nights/Weekends
or to speak directly to a
Public Safety Officer at
541-936-0631

LBCC EMERGENCY PROCEDURES



IMPORTANT! BEFORE AN EMERGENCY:

- Learn and know all evacuation routes from the building. Choose an evacuation route that is free of smoke and fire.
- Carry your house and car keys on your person at all times in case you are not allowed back in your building.
- Learn where first aid kits, AED units, emergency eyewashes, showers and evacutrac devices are located.
- Learn where the administrative office and pay phones are located.
- Learn where the nearest Shelter-In-Place location is.



IN CASE OF:

- ✓ **BODILY FLUID SPILL**
Every caution should be taken to minimize the chance and effects of exposure.

IMMEDIATELY contact the BEC at 541-259-5801 for assistance and to report the incident. Remove or restrict people from the area. Avoid getting bodily fluids in your eyes, mouth, open sores, or wounds. **If exposed, rinse affected area immediately, and wash with soap and water. Report any exposure to Human Resources immediately.**

- ✓ **EARTHQUAKE**

If inside a building, remain where you are. Duck, cover, and hold under desks or tables until the shaking stops, then evacuate the building. If outdoors, move away from buildings, power lines, and trees. **DO NOT re-enter the building.** Expect aftershocks.

- ✓ **ELEVATOR**

If you ever become stuck in the elevator, stay calm and use the emergency button! This will activate the emergency call phone. Tell the responder you are trapped in the elevator, and give them your name. Stay calm and help will arrive shortly.

Emergency Responder - Any outside public agency that responds to our 911 call - fire department, police, etc. Emergency numbers are posted on phones and bulletin boards throughout campus.

- ✓ **FIRE**

Pull fire alarm. **Evacuate the building immediately.** Close doors and turn off the lights if it is safe to do so. Call 911 from another location. Then call Campus Public Safety. **DO NOT re-enter the building until the All Clear signal is given.**

- ✓ **NATURAL GAS LEAK**

Notify the Building Emergency Coordinator or Administrative Office. If odor is heavy, have personnel evacuate the immediate area. **DO NOT pull fire alarm, do not turn lights/electrical equipment on or off or use a phone in the area.** If unable to contact the BEC, go to another location and call the Northwest Natural emergency number 1-800-882-3377, and then call Lebanon Campus Office at 541-259-5801.

- ✓ **POWER FAILURE**

If the power fails, emergency lights will activate within minutes. Get a flashlight. Turn off electrical equipment and carefully move to a lighted area.

- ✓ **THEFT**

Office keys and personal valuables should be kept with the owner or locked in a drawer. Keep valuables out of sight in your car and **don't move them from inside your car to your trunk upon arriving at LBCC.** Report all incidents immediately to Lebanon Campus Office at 541-259-5801.

- ✓ **TOXIC CHEMICAL RELEASE or SPILL**

If there is imminent danger, pull the alarm first, then evacuate the building and call 911, then communicate with the Building Emergency Coordinator and Campus Public Safety at 541-936-0631.

- ✓ **VIOLENT ACTS**

If physical confrontation or weapons are displayed, call 911 immediately, then call Lebanon Campus Office. If an argument is in progress, call Lebanon Campus Office at 541-259-5801. Try to clear the area of bystanders if it is possible and safe to do so.

- ✓ **WATER**

For spills, leaks, etc. contact the Administrative Office. If after hours, call Albany Campus Public Safety at 541-926-6855.

Building Emergency Coordinator (BEC) - Assists with building evacuation and alerts emergency responders to persons trapped in the building. Communicates with the Campus Public Safety and Emergency Responders during an emergency.

INSTRUCTIONAL STAFF

IN CASE OF AN EMERGENCY EVACUATION:

- Give clear directions to students and assist any disabled persons in the evacuation, **ask for helpers if needed.**
- Keep your class together and assist them in going directly to the evacuation assembly site.
- Reassemble them at the evacuation site.
- Once your class is evacuated, take roll and account for every person. *Report any missing students or staff to the emergency responder or Building Emergency Coordinator.*
- **Stay with your group and do not re-enter the building until the All Clear Signal is given.**



CALLING 911 / FIRST AID:

If the situation is life threatening or a serious crime is in progress, **CALL 911 FIRST**, then contact Lebanon Campus Office at 541-259-5801.

Examples of life threatening situations include, but are not limited to, chest pain, numbness in limbs, unconsciousness, severe or excessive bleeding, or the display of weapons. If unsure, consider the situation life threatening. Always call Leb. Public Safety Officer at 541-936-0631 so he/she can meet the ambulance or police and direct them to the site.

Report all injuries to Campus Public Safety on a General Accident Report form, available online at <http://linnbenton-advocate.symplicity.com/publicreport>

BOMB THREAT:

NOTIFY BUILDING EMERGENCY COORDINATOR OR LEBANON CENTER DIRECTOR ONLY. IF THE THREAT APPEARS TO BE IMMEDIATE, PULL A FIRE ALARM, CALL 911 IMMEDIATELY, AND THEN CALL LEBANON CAMPUS PUBLIC SAFETY.

Time call received: _____ AM/PM Time call terminated: _____ AM/PM

Exact words of caller: _____

QUESTIONS TO ASK: (Be calm. Delay the caller. Ask to have message repeated.)

Time that bomb is set to explode? _____ AM/PM

Where is it located? Floor? _____ Area? _____ Room? _____

In the open? _____ Disguised? _____ Concealed? _____

What kind of bomb? _____

Description of bomb? _____

Why was it placed? _____

How did it get into the school? _____

DESCRIPTION OF CALLERS VOICE:

Male _____ Female _____ Calm _____ Frightened _____ Young _____ Middle-aged _____ Old _____

Accent _____ Slang _____ Educated _____ Background noise (type of noise): _____

Additional Information: _____