

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 the Sweet Home High School official.
- Report any trapped persons to the BEC, the Sweet Home High School official or an emergency responder.
- If it is safe to do so, turn off computers, coffee pots, and gas shut-offs.
- 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 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 |
| LBCC PUBLIC SAFETY 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 | SWEET HOME POLICE Emergency 911 or 9-911 Non-Emergency 541-367-5181 |
| 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, 1661 Long Street, Sweet Home
 - 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

Sweet Home Center

541-367-6901

Sweet Home High School

541-367-7145

Lebanon Center Campus Office

541-259-5801

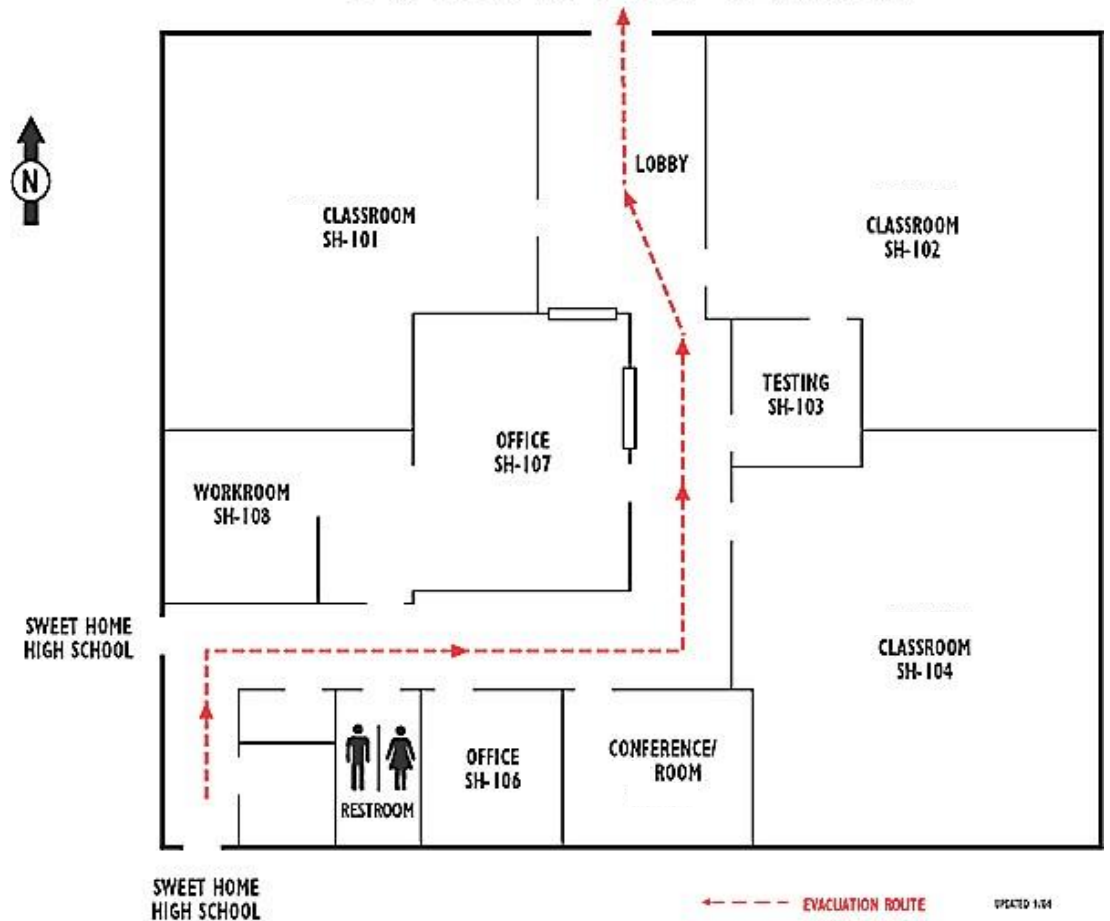
Nights/Weekends or to speak directly to the Albany Campus

Public Safety Officer

541-926-6855

LBCC EMERGENCY PROCEDURES

SWEET HOME CENTER



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 & 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 the

Sweet Home High School custodian 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.

- ✓ **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**

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

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 the Sweet Home High School official at 541-367-7145.

- ✓ **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. Call 541-926-6855.

- ✓ **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 the Sweet Home High School official at 541-367-7145.

- ✓ **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 Sweet Home High School official at 541-367-7145.

- ✓ **VIOLENT ACTS**

If physical confrontation or weapons are displayed, call 911 immediately, then call the Sweet Home High School official at 541-367-7145. If an argument is in progress, call the Sweet Home Police. Try to clear the area of bystanders if it is possible and safe to do so.

- ✓ **WATER**

For spills, leaks, etc. contact Sweet Home Center staff or the Sweet Home High School official. 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 the Sweet Home High School official at 541-367-7145.

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 the Sweet Home High School official at 541-367-7145 so he/she can meet the ambulance or police and direct them to the site. Then report to LBCC Public Safety.

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

BOMB THREAT:

NOTIFY BUILDING EMERGENCY COORDINATOR OR SWEET HOME HIGH SCHOOL DIRECTOR ONLY. IF THE THREAT APPEARS TO BE IMMEDIATE, PULL A FIRE ALARM, CALL 911 IMMEDIATELY, AND THEN CALL 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: _____