Contents

Section: Introduction and Definitions on page 4
Hazard Inventory & Assessment on page 4
College Emergency Priorities on page 7
Incident Command System on page 8
EOC Startup List on page 13
College Emergency Teams (list) on page 15
Communications Procedures on page 16
Support Services on page 19

Hazard Annexes:
Earthquakes on page 20
Motor Vehicle Accidents on page 24
Medical Emergencies on page 24
Violent Person on page 25
Security Lockdowns on page 25
Structural Fires on page 26
Bomb Threats on page 26
Hazardous Materials on page 28
Power Outages on page 31
Floods on page 31
Violent Demonstrations on page 32
Pandemic on page 32

Resources:
Main Campus Inventories - Assets on page 37
Campus Map on page 37
Incident Report Form - Sample on page 42

Revised July 2020
Appendices:

Appendix “A” – Emergency Equipment on page 43

Appendix “B” – Emergency Spill Response Plan on page 45
LBCC Emergency Response Manual

Introduction and Definitions

This manual does not cover all the possible scenarios or emergency responses. This manual is intended to provide the beginnings of the response in a general way that is flexible and responsive. This manual is based on recommendations from FEMA, CDC, Homeland Security, and state/local agencies. All managers and staff are encouraged to seek additional training from college emergency staff, as well as FEMA, the Red Cross, or other similar organizations.

Definitions:

EOC = a temporary Emergency Operations Center where select LBCC staff will work to mitigate and manage an emergency incident,

(College) Incident Command Team = selected managers and key staff who will staff the EOC and assist the LBCC Incident Commander in emergency incidents,

(College) Emergency Team = selected staff who will assist in the management of emergency incidents under the direction of the EOC.

------------------------------------------------------------------------------------------------------------

(College) Incident Command Team        Emergency Team
[President – serving as agency representative] Division Deans:
Vice Presidents and admins                Academic Progression
Director, Safety & Loss Prevention.       Science, Engr., Math
Director of HR and Mgr. of Employment Services Arts, Social Science & Humanities
Division Deans:                            
   Academic Foundations                     Assoc. Dean of Academic Foundations
   Lebanon & Sweet Home Centers              Building BECs & Department Chairs
   Adv. Mfg. & Transportation Technology    CERT team
   Facilities Director & Asst. Director & Facilities Lead Public Safety Department personnel
   Public Information Officer /Director of College Outside assistance in EOC management –
   Advancement U of Oregon Dept. of Emergency Mgmt,
   CIO & Network Administrator               541-346-3588
Director of Budget & Accounting & Acct./AP Mgr. Center Directors & Building Coordinators
Center Directors & Building Coordinators
Enterprise Services Director

LBCC Main Campus Hazard Inventory and Assessment

Using government publications and other relevant literature, these are the types of emergencies that the LBCC main campus might encounter:

a.) violent person (or person's) incident,
b.) fire inside or outside the building,
c.) external motor vehicle accident (MVA),
d.) bomb and/or bomb threat,
e.) hazardous materials emergencies,
f.) flooding,
g.) severe weather (wind storms, winter storms),
h.) earthquake,
i.) contagious disease outbreak (pandemic/epidemic),
**LINN BENTON HAZARD ANALYSIS MATRIX** (Natural Hazard Threats Revised 9/17)

<table>
<thead>
<tr>
<th>Hazards</th>
<th>History WF X SR</th>
<th>Vulnerability WF = 5</th>
<th>Maximum Threat WF = 10</th>
<th>Probability WF = 7</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARTHQUAKE</td>
<td>WF X SR Subscore 2 X 5 = 10</td>
<td>5 X 8.7 = 43.5</td>
<td>10 X 10 = 100</td>
<td>7 X 5.8 = 40.6</td>
<td>194.1</td>
</tr>
<tr>
<td>WINTERSTORM</td>
<td>WF X SR Subscore 2 X 8.3 = 16.6</td>
<td>5 X 7 = 35</td>
<td>10 X 5.7 = 57</td>
<td>7 X 17.2 = 50.4</td>
<td>159</td>
</tr>
<tr>
<td>WINDSTORM</td>
<td>WF X SR Subscore 2 X 5.2 = 10.4</td>
<td>5 X 5.2 = 26</td>
<td>10 X 5 = 50</td>
<td>7 X 5.8 = 40.6</td>
<td>127</td>
</tr>
<tr>
<td>FLOOD</td>
<td>WF X SR Subscore 2 X 4.5 = 9</td>
<td>5 X 4.5 = 22.5</td>
<td>10 X 5.8 = 58</td>
<td>7 X 5.3 = 37.1</td>
<td>126.6</td>
</tr>
<tr>
<td>CLIMATE CHANGE</td>
<td>WF X SR Subscore 2 X 4 = 8</td>
<td>5 X 4.8 = 24</td>
<td>10 X 5 = 50</td>
<td>7 X 6.3 = 44.1</td>
<td>126.1</td>
</tr>
<tr>
<td>VOLCANIC ERUPTION</td>
<td>WF X SR Subscore 2 X 1.8 = 3.6</td>
<td>5 X 3 = 15</td>
<td>10 X 4.3 = 43</td>
<td>7 X 1.3 = 9.1</td>
<td>70.7</td>
</tr>
<tr>
<td>DAM FAILURE</td>
<td>WF X SR Subscore 2 X 2 = 4</td>
<td>5 X 5 = 25</td>
<td>10 X 5.2 = 52</td>
<td>7 X 2.5 = 17.5</td>
<td>98.5</td>
</tr>
<tr>
<td>WILDLAND FIRE</td>
<td>WF X SR Subscore 2 X 2.3 = 4.6</td>
<td>5 X 2.8 = 14</td>
<td>10 X 3.2 = 32</td>
<td>7 X 2.8 = 19.6</td>
<td>70.2</td>
</tr>
<tr>
<td>PANDEMIC</td>
<td>WF X SR Subscore 2 X 8 = 16</td>
<td>5 X 6 = 30</td>
<td>10 X 8 = 80</td>
<td>7 X 8 = 56</td>
<td>182</td>
</tr>
</tbody>
</table>

j.) medical emergency,  
k.) violent and/or disorderly demonstrations.

* Other emergencies could take place that are not listed.
<table>
<thead>
<tr>
<th>Category</th>
<th>WF X SR</th>
<th>2 X 7</th>
<th>5 X 8</th>
<th>10 X 9</th>
<th>7 X 9</th>
<th>Subscore</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIOLENT PERSON</td>
<td></td>
<td>16</td>
<td>40</td>
<td>90</td>
<td>63</td>
<td>209</td>
<td></td>
</tr>
<tr>
<td>BOMB/THREAT</td>
<td></td>
<td>18</td>
<td>20</td>
<td>60</td>
<td>56</td>
<td>154</td>
<td></td>
</tr>
<tr>
<td>FIRE IN BUILDING</td>
<td></td>
<td>16</td>
<td>35</td>
<td>60</td>
<td>63</td>
<td>174</td>
<td></td>
</tr>
<tr>
<td>MVA</td>
<td></td>
<td>20</td>
<td>15</td>
<td>60</td>
<td>70</td>
<td>165</td>
<td></td>
</tr>
<tr>
<td>MEDICAL EMERGENCY</td>
<td></td>
<td>20</td>
<td>20</td>
<td>60</td>
<td>70</td>
<td>170</td>
<td></td>
</tr>
<tr>
<td>HAZ MAT INCIDENT</td>
<td></td>
<td>18</td>
<td>35</td>
<td>70</td>
<td>70</td>
<td>193</td>
<td></td>
</tr>
</tbody>
</table>

**SEVERITY RATINGS** (to be applied to the four categories)

<table>
<thead>
<tr>
<th>WF</th>
<th>SR</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>==</td>
<td>==</td>
<td>==</td>
<td>==</td>
<td>==</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>4</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

The following categories are used in developing the scores for this analysis:

**HISTORY** (record of previous occurrences)

<table>
<thead>
<tr>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 1 event per 100 years</td>
<td>2 - 3 events per 100 years</td>
<td>4 + events per 100 years</td>
</tr>
</tbody>
</table>

**VULNERABILITY** (percentage of population and property likely to be affected)

<table>
<thead>
<tr>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 1% affected</td>
<td>1 - 10% affected</td>
<td>&gt; 10% affected</td>
</tr>
</tbody>
</table>

**MAX. THREAT** (percentage of population and property that could be impacted under a worst-case scenario)

<table>
<thead>
<tr>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 5% affected</td>
<td>5 - 25% affected</td>
<td>&gt; 25% affected</td>
</tr>
</tbody>
</table>

**PROBABILITY** (the likelihood of occurrence within a specified period of time)

<table>
<thead>
<tr>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>one incident likely within a 75 to 100 year period</td>
<td>one incident likely within a 35 to 75 year period</td>
<td>one incident likely within a 10 to 35 year period</td>
</tr>
</tbody>
</table>

**Sources used for LBCC Emergency Response Plan (ERP):**

1. Linn County EOP & Natural Hazard Mitigation Plan
2. LBCC and City of Albany Natural Hazard Mitigation Plan
3. Benton County EOP, & Natural Hazard Mitigation Plan
4. Clackamas CC EOP
5. Portland State University EOP
6. University of Washington EOP

Revised July 2020
7. CDC (web page) and State of Oregon Public Health Pandemic Plan
8. Benton and Linn County Public Health Pandemic Plans
9. FEMA (IS-100, 200, 300, 400, 700, 800, 701) courses.
10. State of Oregon Department of Geology (website, online publications)

**LBCC Emergency Priorities**

1. **Protect people first:**
   - protect people from further harm (secure them, get them away from harm),
   - get help to any injured (call 911 and/or campus Public Safety),
   - treat and comfort victims till help arrives (first aid, CPR).

2. **Contain the situation**

3. **Protect property:**
   - protect valuable records/documents; get your keys/wallet/purse,
   - protect equipment and buildings.

4. **Resume normal operations ASAP:**
   - when the emergency is under control - develop a plan,
   - survey building for damage, get cost estimates, hire crews, and experts, clean up, open for business.

**INITIAL RESPONSE CONCEPTUAL FRAMEWORK**

The health, safety, and well-being of people are LBCC’s highest priority.

Here are some suggested steps to follow during the initial portions of any emergency:

a.) Campus Public Safety needs to be notified, get help on the way,

b.) if in lockdown or building evacuations, the College Incident Commander (IC) needs to determine if staff, students and public should be advised to stay on campus or leave campus,

c.) the LBCC IC decides if a college EOC is needed (physical or virtual). Campus Public Safety determines the location and notifies the IC Team,

d.) LBCC managers, BECS, CERT members, and other listed teams should be formed up and told to report to the LBCC EOC,

e.) Incident Commander determines incident objectives and IC staff and emergency support teams start working the problem.

**General Emergency Procedures**

Employees who become aware of an event, situation, or condition that poses an **imminent threat** to health, lives, or safety to individuals should immediately call 911.
Once emergency personnel have been notified, the employee should contact and advise Campus Public Safety of the situation at (541-926-6855).

If possible and prudent, employees should notify their immediate supervisor and/or other appropriate LBCC staff. While on the scene, the highest-ranking non-Incident Command employee will be in charge until relieved by the event’s Incident Commander, an administrator, Campus Public Safety, or emergency personnel.

Employees will secure their respective buildings/areas as they are best able without putting themselves at additional risk. Employees should wait for proper authorities (Sheriff’s Officer, Local Police, EMT’s, Fire Department, LBCC Public Safety, etc.) and provide them with all information about the situation. In any situation where the Sheriff, local PD, Emergency Medical Personnel, and/or Fire Departments are involved, they will have on-site jurisdiction over the immediate area and work with LBCC Public Safety and/or LBCC’s Incident Command. College administration will be notified of the incident/emergency.

**Managing Emergency Incidents = Incident Command System**

The Incident Command System is used to manage and respond to emergency situations. Terminology is important, all federal, state and local agencies use similar terms to make communications more reliable. These are the roles and terms we need to understand at LBCC:

- **Incident Commander:** Sets the incident objectives, strategies, and priorities and has overall responsibility at the incident or event. The Incident Commander must be fully briefed and should have a written delegation of authority. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the Incident Commander.

- **Operations:** Conducts day to day operations to carry out the planned response to the emergency. Develops the tactical objectives and organization, and directs all tactical resources.

- **Planning:** Prepares and documents the Emergency Operations Plan to accomplish the objectives, collects and evaluates situational information, maintains resource status, and maintains documentation for incident records.

- **Logistics:** Provides support, resources, staffing and all other services needed to meet the operational objectives.

- **Finance/Administration:** Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analysis.

During small incidents and events, one person, the Incident Commander, may accomplish all five management functions. In fact, the Incident Commander is the only position that is always staffed in ICS applications. Larger incidents or events may require that these functions be set up as separate sections within the organization.

Other roles also needed in many emergencies:
- **Public Information Officer** serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

- **Safety Officer** monitors safety conditions and develops measures for assuring the safety of all assigned personnel. This person reports to the Incident Commander.

- **Liaison Officer** serves as the primary contact for supporting agencies assisting at an emergency incident. This person reports to the Incident Commander.

---

**Operations Staff – Emergency Response:**

Responsibilities:

a.) ensure that the response to the emergency is coordinated,
b.) ensure that the objectives and assignments from the Incident Commander and the Emergency Response Plan are carried out effectively,
c.) conduct briefings to the Incident Commander (and others) on current situations and developments.

Tasks:

a.) follow the Emergency Operations Plan (EOP) if possible,
b.) develop maps and lists of important information (may be a planning function if that section is activated),
c.) determine external emergency help availability, make initial contacts,
d.) find and train volunteer staff/students for staffing purposes,
e.) determine what forms of communications are working and to whom they link,
f.) adopt a proactive attitude towards the emergency, think ahead and try to anticipate situations before they start,
g.) keep the Incident Commander and other EOC staff informed of developments and new information,
i.) provide the IC with assistance as requested.
Equipment Needs:

a.) telephone, radio, email, “runners”, and/or Internet access,
b.) maps, diagrams and information on the impacted campus,
c.) record keeping materials such as notebooks, pens, computers if possible, etc.
d.) working flashlights, lights, and desk/chairs,
e.) blackboard or whiteboard.

Staff Needs:

a.) at least 4 people to assist,
b.) 4 or more “runners”,
c.) documentation assistant.
d.) possibly BECs and CERT team members

Planning Staff – Emergency Response:

Responsibilities:

a.) ensure that accurate and timely information is collected about the emergency, and given to the IC and EOC Staff,
b.) provide all staff with copies of the EOP and other important emergency response materials,
c.) provide thoughtful analysis of the emergency situation and what it means to the college and others – document situational awareness, develop maps, etc,
d.) develop plans for staffing needs of the college EOC/emergency response. Coordinate with Operations to determine personnel needs.
e) track personnel and large equipment resources and assign as requested

Tasks:

a.) follow the Emergency Operations Plan (EOP) as best as possible,
b.) develop maps and lists of important information,
c.) determine external emergency help availability with Operations, and then develop plans for staffing needs,
d.) develop with others in the EOC, training for staff if needed, special clothing needs, special equipment needs, rest periods, shifts, food service, and water/hygiene needs of staff, coordinate with logistics/finances for these,
e.) develop an inventory of supplies, equipment and people that could be helpful in the response to this emergency.

Equipment Needs:

a.) telephone, radio, email, “runners”, and/or Internet access,
b.) maps, diagrams and information on the impacted campus,
c.) record keeping materials such as notebooks, pens, computers if possible, etc.
d.) working flashlights, lights, and desk/chairs,
e.) blackboard or whiteboard.
Staff Needs:

a.) at least 4 people to assist,
b.) 4 or more “runners”,
c.) documentation assistant.

**Logistics Staff – Emergency Response:**

Responsibilities:

Ensure the logistics function is carried out in **support of the college EOC**. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, medical, and other support services as requested/required

a.) Ensure the Logistics Section is set up properly. Make sure all staff are safe, render first aid if needed. **Assemble appropriate personnel, equipment, and supplies.** Emergency equipment and supplies include maps, building plans, status boards, vendor references, and other resource directories.
b.) Develop an inventory of “on-hand” resources for the EOC/Incident Commander of these types of assets: transportation vehicles, fuel, electrical generators, extra lights, ropes/tools, and staff.
c.) Based on the situation, activate section as needed and designate Branch and Unit Leaders for each element: call in off-duty personnel if tasked to do so by the I.C. or Planning Section
d.) Provide **Communications staff** for phones, radios and other forms of communications
e.) Develop staff and resources for **Transportation & Supply needs** if asked by I.C. or Planning Section,
f.) Mobilize sufficient section staffing for 24-hour operations if directed by the Incident Commander/Planning,
g.) Meet with the EOC Staff and Incident Commander/Planning and identify immediate resource needs.
h.) Meet with the Finance/Administration Section and determine level of purchasing authority for the Logistics Section.
i.) Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
j.) Ensure that Logistic Section logs and other necessary files are maintained.
k.) Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
l.) Provide the Planning/Intelligence Section with the Logistics Section objectives at least 30 minutes prior to meeting.
m.) Attend and participate in EOC meetings.
n.) Ensure that the **Supply/Procurement Unit** coordinates closely with the **Purchasing Unit in the Finance/Administration Section**, and that all required documents and procedures are completed and followed.
o.) Ensure that transportation requirements, in support of response operations, are met. Ensure that all requests for facilities and facility support are addressed.

NOTE: STAFFING AND ROLES NEED TO BE ADAPTED TO EACH UNIQUE SITUATION –

**Finance Staff – Emergency Response:**

Responsibilities:

Ensure the finance function is carried out in support of the college EOC. This function includes providing accounting services, human resources; acquiring staffing as needed, process financial transactions, submit bids and contracts in an emergency situation.

a.) Ensure that all **financial records are maintained throughout the event** or disaster.

b.) Ensure that **all on-duty time is recorded for all response personnel.**

c.) Ensure that all on-duty time sheets are collected from Supervisors or Incident Commanders and their staffs.

d.) Ensure there is a **continuum of the payroll process for all employees responding** to the event or disaster.

e.) Determine **purchase order limits for the procurement function** in Logistics.

f.) Ensure that **workers compensation claims**, resulting from the response are processed within a reasonable time, given the nature of the situation.

f.) Ensure that all **travel and expense claims are processed** within a reasonable time, given the nature of the situation.

h.) **Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.**

i.) **Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.**

j.) Ensure that Finance/Administration position logs and other necessary files are maintained.

k.) Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.

l.) **Participate in all Action Planning meetings.**

m.) **Brief all Finance/Admin Unit Leaders and ensure they are aware of the EOC objectives as defined in the Emergency operations Plan.**

n.) **Keep the EOC Staff and Incident Commander and other elected officials aware of the current fiscal situation and other related matters, on an on-going basis.**

o.) Ensure that the Time Keeping Unit tracks and records all agency staff time.

In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
**LBCC Emergency Operations Center (EOC) Checklist**

**Duties for the EOC Team (usually Incident Command Staff)**

1. With the Incident Commander, make sure the location is safe. The Public Safety Officer makes the decision on the location of the EOC on this basis.

2. Notify as many staff as possible of the EOC location, assign someone to place signage up for EOC, let external partners know.

3. With the Incident Commander, develop work assignments for these emergency roles (as needed):
   a.) Liaison Officer (with Police, Fire, EMS): _________________
   b.) Safety Officer (safety of LBCC staff/students): _________________
   c.) Information Officer (press, media): _________________
   d.) Operations Staff (organize and coordinate response actions): _________________
   e.) Planning Staff (gather accurate information): _________________
   f.) Logistics Staff (get stuff you need): _________________
   g.) Finance/Admin (track expenses/people): _________________
   h.) Communications (within the college): _________________
   i.) Communications (externally - relatives/partners/friends): _________________
   j.) EOP Public Safety (someone who will keep unwanted people out of the EOP and make the building secure): _________________

4. Set up cell phone, radio, or other communications with staff/students.

5. Document and log major events, decisions, and information in a logbook.

6. Get maps, diagrams, and information for staff as requested.

7. Help manage the emergency as directed.

8. Assign people to answer phone calls from external (if working). Get those phone numbers out to people (local radio, television, internet). They will work with Media/PR people on what should be said.

9. Assign people to work the radio, and public address system. Assign people to direct traffic. Train these people first.

10. Work with **planning** and **operations** to develop plans to handle the
emergency if it looks like it will take several hours/days to handle.

a) lighting

b) heating/cooling

c) drinking water

d) writing materials

e) food

f) computer/internet access

g) recharging radios, batteries

h) rest area, showers, and lockers

i) phones for contact to families/friends/partners (if possible)

j) special clothing or equipment

k) develop staffing for long term

l) develop facilities for long term

m) develop news and information for outside
**LBCC Emergency Teams** updated: 10/19

Call/contact these people in this order for this role *(the others will work in the Emergency Team, assume an IC position if directed, and/or act as deputy IC)*

**Agency/Board Representative**
College President and staff [ staff – Admin. Asst.]

**(College) Incident Command Team**

**Incident Commander:**
Dir., Safety & Loss Prevention.
Dir., Budget & Acctg.

**Operation Section:**
Dir., Safety & Loss
VP, Fin. & Ops
Dean, Mfg. & Adv. Trans./Dean, AFSE

**Planning Section:**
Director, HR
Dean, Healthcare Div./Lebanon Center Dir., Benton Center Dir.

**Logistics Section:**
Director, Facilities
Chief Information Officer
Network Admin., IS
Asst. Dir, Facilities
Mgr., Conf. Services

**Finance Section:**
Mgr., Acctg. & Payables
Asst. Director, HR
Dir., Enrollment/Reg

**Public Safety Unit**

**Building Response Unit**
Bldg. Mgrs., BECs

**CERT Team**

**Situation Awareness Unit**

**Resources Unit**

**Food Services Unit**

**Communications/IS Unit**

**Supply/Equipment Unit (order/delivery)**

**Transportation Unit**

**Purchasing Unit**

**Time Keeping/Claims Unit**

**Crisis Response Team**

**Haz. Specific Groups – Bomb Search, HazMat Spill Response, Facility Repair**

The diagram above represents roles in LBCC’s Incident Command structure and titles of individuals that may assume the role during an emergency response situation. Some individuals have been listed in two roles indicating they may be called upon to fulfill one or the other depending on team members present at the time of the incident. Other managers & key staff will be called upon to fulfill unit/group roles within each section.

Centers (Benton, Lebanon) – in most cases Center Directors would assume the incident commander role, at least initially, until support arrives.
College Emergency Team (assists Incident Command)
Call/contact these people (no particular order in the list):
Division Deans: Dean, Arts, Social Systems, & Humanities
  Dean of Academic Progression
  Dean, Science, Engineering, Math
  Registrar
Public Safety Team
Lead, Maintenance Specialist
Building BEC’s
CERT team members
Director, Development & Operations
Advisors/Counselors
Instructional Spec., Physical Sciences – Spill Clean-up Team
Faculty, Physical Sciences
Athletics Director
Faculty, Health & Human Performance
Department Chairs

Communication Procedures

FOR ALL LBCC STAFF - Refer all media contacts to Director, College Advancement/Foundation. (541-917-4784). Do not respond to questions from the Press/Media - refer them to the Public Information Officer or his/her designate. If these people are not available, the Incident Commander will act in that role.

Once initial security and emergency contacts have been made and corrective measures taken, it is crucial that all further communication follow a set procedure. Depending on the event and its location, different departments/buildings may be affected in varying degrees of relevance. None-the-less, all areas should be kept apprised of any crisis situation.

Special care should be taken to preserve any individual or group privacy and confidentiality rights. The reason for the specific communication procedure is to maintain professional standards and eliminate the gossip and speculation that can accompany such events.

INTERNAL EMERGENCY MANAGEMENT COMMUNICATIONS

During the Emergency:
LBCC Public Safety will contact the college president, and college staff listed as emergency response team. They will use email, telephone, cell phones, or mobile radios in this notification.

a) If communications are disrupted, the college Incident Command team should plan on going to one of three preplanned locations on campus;
[Note: notify Athletic Coaches if students are still on campus, have coaches find volunteer messengers/runners for the campus during the emergency. Use these volunteers to communicate around campus.]

b) radios in cars can also be used to get information from external sources,
c) campus radios should work in most cases.
d) LBCC ham station can be used to reach outside emergency personnel
e) Satellite phones are also available

After the Emergency is Over:
If the telephones and college public address systems are operational – the college Incident Commander can use these means to relay information to all students and staff on each campus. Campus email may also be used.

If the telephones and college public address system are down – the college Incident Commander can use the mobile radios to contact Building Managers and BECS to relay information. Each center has interoperable radio communication with the main campus radio system.

• cell phones are also another possible communications method. All cell phones and radios however, will run out of power over a prolonged time period of use. A generator will be available at the EOC to recharge the radios, cell phones, and for PC (email) messaging as well as in the resource staging area.
• Satellite phones can also be used.

Internal Communications to Staff/Students:

1. All official communication should be channeled through the Incident Commander (or President, Vice-President, or his/her designee).

2. In the event of non-life threatening situations, once initial response and situation notification/alarm has taken place, email messages, web page messages, ReGroup text message, and/or public address announcement should be sent to all staff and/or students from the Campus Public Safety Office or PIO’s office with a brief, factual statement of the event, the steps that have taken place to address the issue as well as any further actions to be taken. These announcements should be spaced about 15-30 minutes apart if possible.

3. When necessary, additional update communications should be sent via email to all necessary institutional groups. The campus telephone system, ReGroup messaging, website, and public address systems will be used as the situation dictates.

4. In cases of extremely sensitive situations, the deans, faculty, and department heads may be asked to take a few moments to present the situation and offer the opportunity for a brief question and comment period. Individuals should be monitored for signs of distress or the possible need for counseling services. Proper contacts should be notified immediately of those needs.
5. Steps should be taken to insure that all part-time, evening, and out-reach faculty and staff are informed of any events that affect the campus community – phone trees, ReGroup messages via cell phones, web postings, campus email.

[Note –mobile radios are to be used as backup.]

**Off-Site Communications (other Centers):**

1. As with on-campus situations, any occurrence in any other off-site location should be handled in the same manner as an on-campus incident. Center Directors or designees should communicate with the Incident Commander.

2. All official communications should originate from the Incident Commander and/or the President or Vice Presidents and Public Information Office and be disseminated to the campus community. Email will be used whenever feasible. Press statements should go through these channels first.

3. Updated information will be supplied as the need arises, but at least every 15 to 30 minutes during the incident.

**External Communications:**

FOR ALL LBCC STAFF - Refer all media contacts to the Public Information Officer or Incident Commander. Do not respond to questions from the press.

1. All official external communication will originate from the college’s Incident Commander. The primary goal of external communication is to provide fast, accurate information while eliminating erroneous stories and gossip.

2. Most external communication will be sought by various media in the area and ALL statements or comments to them will be provided from the Public Information Office. Individuals should avoid making comments or statements to the media. Media will check with the college president or I.C. on all press releases.

In some circumstances, parents/family members of students, visitors, and LBCC personnel may try to make contact with their campus members.

- To maintain order, all inquiries will be channeled through the Public Safety Department once incident response and initial notifications have been handled unless a call center has been set up by the Public Information Officer.
- Prior to initial response and notification, the LBCC switchboard will convey a general emergency event notification referring inquiries to the LBCC web page for situation updates.
- Once clear to handle inquiries, the Public Safety Office will contact the PIO to obtain the necessary information and either relay the information back to the caller, designate an individual to handle the reply, or have the call center handle these responses.
Crisis Support Services

Linn-Benton Community College is dedicated to providing necessary support services to students, staff, and visitors in the event of a crime, emergency, or disaster. The assistance includes, but is not limited to, a variety of Psychological First Aid, counseling, and support services both on campus and through the community and county. Counseling personnel will adhere to all American Counseling Association (ACA) rules of ethical standards.

As soon as the initial reporting of any incident has taken place and the proper safety, security, and administrative steps have been implemented, the Crisis Response Team will ensure that informal group debriefing is made available to members of the campus community. The Crisis Response Team (CRT) in conjunction with the college’s EAP providers and other external resources will initiate informal individual and group support sessions as appropriate.

Crisis Response Flight Team members will assist wherever there is the most need. CRT and counseling services should be managed by the Center for Accessibility Resources Director. Counseling and/or CRT support services should be made available to any individual needing them for at least 48 hours after a crime, emergency, or disaster occurs, or until the need has subsided. Some individuals may require longer-term individual counseling and the campus advising center will assist the individual in making initial contact with the local mental health facility. When services are going to be provided for an extended period of time, notifications will be sent via email and/or ReGroup messaging, web page information, and/or fliers posted to notify faculty, staff, and students of the locations and hours of the services or the availability of drop-in rooms staffed by the CRT.

The college recognizes that everyone handles emergency situations in different ways and at different times. The purpose of the support services is to provide each individual with as much a sense of safety, security, and support as possible.

The LBCC Incident Commander in conjunction with the HR Director and the Crisis Response Team Lead will arrange for debriefing and counseling for all LBCC Staff responding to an emergency incident as soon as possible.
Hazard Annexes

Major Earthquakes
(major earthquakes can last up to 5 minutes, all earthquakes will have aftershocks)

Actions for All College Staff/Student and Visitors/Public

a.) Drop, Cover and Hold: drop immediately to the floor and move only as far as needed to reach a safe place – away from mirrors, windows, shelves, and overhead objects (i.e. projectors, etc). Doorways are not safer. Cover head and neck, put towel or coat over you if possible. If in a wheelchair, lock brakes and duck and cover head.
b.) Stay indoors if you are already there. Wait till the quake stops before leaving the building. While leaving be very careful of falling objects. Move to parking lot assembly areas away from overhead power lines and light fixtures. There will be aftershocks.
c.) If outdoors, stay outside but move away from buildings, power lines, and bridge overpasses. Sit or kneel on the ground till shaking stops.
d.) If in a vehicle, pull off the road to a safe place. Wait in the vehicle with seat belt on, and flashers on till shaking stops. (If on a bridge or under one, move slowly in the vehicle to safe ground with flashers on.

If at the coast/beach, move to higher ground even as the earthquake is taking place. Do not wait, do not carry heavy objects. Run or walk quickly.)

(taken from FEMA CERT training manuals, and “Living with Earthquakes in the Pacific Northwest” by R. Yates).

After the Earthquake – All LBCC Staff

a) If possible, take your keys, jacket, flashlights, cell phone and radios outside to the assembly area after shaking stops. Take a first aid kit outside if possible.
b) Assist any injured, determine if any victims are inside the evacuated buildings. Let the college emergency staff know.
c) Parked cars may contain needed supplies in an emergency.
d) Turn on radio, or use cell phone (or use runners) to contact the person on campus acting as Incident Commander or his/her designee (could be the Planning Section Chief or assistant) on the college radios.
e) Wait for first aid assistance if you have injured people in your assembly area. Protect people from moving cars, and any dangers. Do not evacuate the college unless told to do so by Incident Commander or Police/Fire.
f) If you know of a building collapse or trapped people, let emergency staff know as soon as possible. Do not re-enter collapsed or unsafe buildings unless you have permission and designated help from the Incident Commander.
g) If a major earthquake has taken place (greater than 7.5), then it is likely that external emergency assistance will not be available. Many bridges and roads will be impassable, people may not be able to get to Corvallis and Lebanon. Cell phones may not be useable, and electricity and other utilities will likely be down.
   i. inform uninjured people of these likely situations,
   ii. continue to render first aid to injured, and protect them from further harm,
iii. work with the Incident Commander and/or the LBCC CERT team to develop a list of injured and uninjured people in your area,
iv. work with people in your assembly area &/or CERT Team to get supplies and needed items from their personal vehicles,
v. develop a plan for moving injured safely to a secure and safe building as directed by the Incident Command team,
vi. all people not injured can help as requested, this is a major emergency and all are covered by the Good Samaritan Laws in Oregon.

h) Assets on and around main campus to consider:
   i. first aid supplies are in most buildings, larger emergency kits are located in several pre-staged areas,
   ii. drinking water is in holding/hot water tanks in many buildings and storage barrels,
   iii. heavy equipment in Industrial areas, grounds barn, service center, and storage shed,
   iv. medical and first aid trained staff/students, CERT members, BECs
   v. food in college center, dried food in the emergency storage area, and various vending machines in buildings around campus,
   vi. Target warehouse might help with supplies,
   vii. parked cars will have charged 12 volt batteries and other vital equipment in a major emergency,
   viii. small generators are present in various storage areas – see Public Safety
   ix. college golf carts can help provide transportation and movement of supplies around campus
   x. Facilities and Public Safety have a number of college-owned vehicles as well as the Driver’s Ed program. The Athletic Department and Ag Program may have rented vans on site.

i) Assets at the Benton Center to consider:
   i. first aid supplies are in the employee breakroom, BC127, plus BC107, BC207
   ii. drinking water is in holding/hot water tanks in the buildings,
   iii. food in vending machines
   iv. 1st aid /CPR/AED trained staff and CERT members and BECs
   v. parked cars will have charged 12 volt batteries and other vital equipment in a major emergency,
   vi. the Driver’s Ed program has a number of college-owned vehicles on the premises.

j) Assets at the Lebanon Centers to consider:
   i. first aid supplies are in the admin office at the Lebanon Center; at various locations in the Health Occupations Center; at the ATTC Auto building in and in the HE building,
   ii. drinking water is in holding/hot water tanks in the building,
   iii. food in the HOC coffee shop and the vending machines in the buildings at ATTC and the Lebanon Center
   iv. 1st aid /CPR/AED trained staff and CERT members and BECs; also HOC has medically trained faculty and students,
v. parked cars will have charged 12 volt batteries and other vital equipment in a major emergency,
vi. the Driver’s Ed program has a number of college-owned vehicles on the Lebanon Center premises.
vii. ATTC has multiple college-owned trucks, trailers, and vehicles

k) external assistance from Police, Fire and EMT will eventually arrive if they know of the need,
l) single story buildings are more likely to survive intact than 2 or 3 story buildings after a major earthquake.
m) Spare batteries are located in the Bookstore.
n) Ham station on main campus and mesh net phones at centers to call for help/emergency responders
o) Satellite phones

**LBCC Incident Commander & Emergency Response Team Actions After A Major Earthquake**

**major quake = major emergency = external aid less likely**

a.) get outside safely after shaking ends, take as much stuff as possible including emergency kits,

b.) if it is a major quake, determine location for the EOC, IC team members have the pre-determined locations.
   i. At the centers, a location determined by Public Safety or the Incident Commander on scene at the time

c.) if they can be used, get to the best location and set up EOC, set up signs and let staff know by runners, radio, and/or cell phone,

d.) establish communications with assembly areas and BECs, have someone call on radio and determine:

   - number of known injured, killed, and trapped (where),

   - try to establish communications with Albany or other external emergency services (telephone, cell phone, ham radio, or runners),

   - if no external assistance is coming soon, start to use the LBCC CERT team, internal staff, and volunteers to render first aid, help waiting people, prevent people from entering buildings, assess damages. Work with facilities staff to determine which buildings are safe, and develop a plan to rescue trapped people between aftershocks.

   - medical needs = first aid and transfer to hospitals (if hospitals are closed or inaccessible – consider a temporary one on campus), counseling and emotional support starts,

   - rescue needs = if no external aid – how to rescue safely

   - shelter needs = for people in need of shelter
- water/food needs = safe drinking water, safe food

- sanitation needs = garbage, toilets, clean water

- communications needs=
  - external communications = telephone, radio, email
  - SATELLITE PHONES
  - ham radio station
  - internal communications = P.A. system, emails, phones, radios, runners (runners can use college golf carts, bikes, etc).
  - contact external government agencies to let them know of LBCC status and needs

- mortuary needs= if dead cannot be evacuated, develop list and get info from body or BANNER, notify next of kin if possible, keep bodies cool/dry/covered, label.

- transportation needs= around campus and to transfer to hospitals, home, etc.

- re-open plans= when emergency allows, ask people to start using the Continuity of Operations Plan (COOP):
  - staff contact and status list, availability
  - provide for facility safety/security
  - classroom and campus support inventory and technology for on campus or remote learning
  - audio-visual equipment inventory
  - road and transport status
  - electricity and water status
  - legal and insurance status
  - plan for late start or end of term (FTE and student impact analysis)

**EOC Staff and Major Earthquake**

Work with the Incident Commander to perform these tasks:

a) provide first aid and medical care to victims
   - use faculty, CERT team, and other staff with equipment/supplies on campus
   - make one area a first aid or treatment area, it should be safe, sheltered, and have supplies,

b) provide for care of public and all staff/students that stay on the campus after a major earthquake
   - safe area, shelter, communications to loved ones, food, water, bathrooms, security, counseling

c) provide search and rescue service
   - if no external help is available, use CERT team and staff volunteers to get equipment and help rescue trapped victims if
safe to do so, have a safety person look out for the safety of the rescue team
ii. litters, bandages, lights and other equipment on campus

d) security for people and property
   i. ask for volunteers to team up and patrol/protect property from unauthorized access or use
   ii. secure damaged and unsafe buildings, protect valuable records, protect food and water supplies, protect victims and guests

e) if the college EOC needs to stay open long-term, provide for rotation and rest of staff involved in these activities, keep the college Incident Commander informed of news and developments.

Work with the Incident Commander on these tasks;
   i. record keeping and documentation of actions/decisions during the emergency,
   ii. compile information from people and sources to develop an accurate and timely picture of the situation for the Incident Commander,
   iii. develop contingency plans for the next few hours, days and weeks for the emergency situation,
   iv. help as directed by the Incident Commander.

Motor Vehicle Accident
Background: the college sites are located next to major road intersections with a high volume of motor vehicle traffic. Due to that high volume, and inadequate traffic control measures – an MVA is probable over the span of 10 years. These are most likely on the roads just outside the property.

Suggested Procedures:
   a.) carefully assess the need for emergency help, be very cautious of other traffic and the potential for another accidents, secure/protect the scene
   b.) if help is needed, call 911 and get help - follow their directions, notify Campus Public Safety,
   c.) send someone inside to get a first aid kit and fire extinguisher if these are needed,
   d.) render first aid and put out fire if trained and if it is safe,
   e.) attempt to prevent further accidents by directing traffic around wreck – if it is safe to do so. The CERT team has traffic control equipment.

* if there is a spill of fuel or HAZMAT materials, consider moving victims and others away from that area of danger. Avoid sparks or sources of ignition. Caution should also be exercised around electric vehicles due to the potential for electrical shock.

Medical Emergency
Background: diabetic, cardiac, epileptic, and respiratory emergencies are most common.

Suggested Procedures:
   a.) determine if the person is conscious, ask if they need help
- ask them if they are ok,  
- if they do not respond – gently shake them and ask,  
- if they do not respond – determine if they are breathing (check for rise in  
chest with inhalations). If they are breathing and there is no heavy bleeding,  
call Campus Public Safety to assess, do not call 911 until Public Safety  
directs it. If bleeding heavily or not breathing, call 911 first and then  
have someone call Public Safety for assistance in 1st Aid/CPR/AED use.  
b.) if they are unconscious and not breathing — call 911 immediately or instruct  
someone to do so, have someone call Campus Public Safety and get an  
AED.  
- if trained in CPR, begin chest compressions followed by rescue breaths as  
trained  
- if not trained, 911 dispatcher will talk you through it,  
- attach the AED as soon as possible and follow the prompts,  
- continue CPR after administering shock/s (leave the AED on the patient),  
send someone outside to direct Paramedics to your location or have Campus  
Public Safety do this.  

**Violent Person Incident**  
Background: Angry and confused clients/students are possible over the span of the next  
5 to 15 years.  

**Suggested Procedure:**  
a.) keep other people from entering that area, then contact Campus Public Safety  
at 411 on a campus network phone or 541-926-6855 on any phone,  
b.) if perpetrator is in your area and armed and there is a safe path to evacuate,  
do so, otherwise lockdown,  
c.) notify other building staff by email, phone, and radio or in person,  
d.) call 911 if needed,  
e.) follow training – talk calmly and firmly, do not make sudden moves, do not  
leave the area with the person, stay put.  
f.) follow directions of Police and Public Safety personnel.  

**Active Shooter Situation**  
Police will manage the emergency in conjunction with LBCC Incident Command  
and Campus Public Safety. However, these situations transpire quickly and  
individuals may need to consider their options and take action according to the  
circumstances immediately known to them.  

**Suggested Procedures:**  
*Call 911 as soon as safe to do so, notify LBCC Public Safety as well*  
I. Evacuate/Run (if a clear and safe route is available):  
   a) Have an escape route and plan in mind  
   b) Leave your belongings behind  
   c) Keep your hands visible  
II. Hide Out/Lockdown (and prepare to Defend):  
   a) Follow instructions given through the Public Address system. Also note that  
      emails or college website may be used.  
   b) In lieu of instructions:
i. close all interior and, if possible, exterior doors,
ii. lock doors (disengage Lock Bloks if used), turn off lights, close curtains,
iii. silence cell phone ringers and vibration
iv. keep staff/students quiet and out of view, but prepare to fight/defend should the gunman enter – block the doorway with obstacles, find items to throw and distract the intruder, find items to use as weapons (i.e. fire extinguishers, etc.), prepare to attack from multiple positions and constrain each limb
v. if people need help (medical, other assistance) contact Campus Public Safety,
vi. use 2-way radios only if an ear piece is present/attached to cut out speaker transmission/noise
vii. do not allow people to leave the building or rooms until a clear path of escape is available or until authorized by the Incident Commander and/or Police.

III. **Take Action/Fight**

a) As a last resort and only when your life is in imminent danger.
b) Act with physical aggression, throw items at the shooter to distract, improvise weapons
c) Work together to incapacitate the active shooter

### Interior Structural Fire

**Background:** fire spreads rapidly, smoke does more harm than flame to people and visibility, do not wait – act right away.

**Suggested Procedures:**
a.) when fire or smoke is seen, evacuate that room/area right away,
b.) close the door to that room,
c.) pull Fire Alarm and send someone to call 911, let Campus Public Safety know,
d.) if the flames are less than 12 inches high – consider using the fire extinguisher if trained and an escape/exit is safely available behind you,
e.) evacuate the entire building – take coat, keys, and cell phones if possible, if anyone is left in the building notify Fire Dept. staff ASAP,
f.) assist people out who need help,
g.) move to a safe location, have someone direct Fire Engines to the fire,
h.) help EMS determine if all people are out of the building by taking a count of people at the assembly area,
i.) if trapped inside, stay low, close doors, call 911 and show yourself at a window. A sign could be used to let Fire Fighters know you need help.

### Bomb Threat Protocols

**Suggested Procedures:**
a) Threat Received: write down what you heard, note time and if your phone has “caller i.d” note the phone number displayed. Attempt to get as much information as possible from the caller:
1) Where is the bomb?
2) When is it set to go off?
3) What does the bomb look like?
4) What will cause the bomb to go off?
5) What type of bomb is it?
6) Why was the bomb planted?
7) Who is calling?

b) Notify Campus Public Safety–Public Safety Calls Albany Police Dept (APD) and notifies LBCC Incident Command Team and informs team where to meet. Public Safety meets APD at edge of property, guides them to Command Center and/or bomb threat site,
c) Campus Public Safety - decides location of where to initially gather depending on location of threat,
d) Incident Commander's Designee: meets with APD and feeds info to Incident Commander,
e) If needed, have the Threat Assessment Team meet and get information on threats from their assessment.
f) Incident Commander and Team Gather Information - about threat and from whoever received threat.
g) Team Assesses Threat: the following criteria is used to decide on a course of action:

- The level of detail is an assessment criteria i.e. how much detail is given in the threat? Read, hear, or review the threat, interview the person receiving the threat. Are there any staff or student situations going on that might be motivating this? How much time?
- Assess the reality of the threat, is it credible and realistic? Is there evidence of commitment in the threat? (Look for indicators of deception, disguised meanings, or motivations.) Is the message in first person and in active terms? (I will do xyz) Does it contain “will” and “do” or “may” and “some?”
- Is there time, resources, energy, money reflected in the threat? Look for credibility and evidence of commitment. Are there enough details to be able to carry out the threat?

h) Incident Commander Determines Response & When to Communicate With Staff - Incident Commander must decide whether to:
   i. Take No Action, or,
   ii. Search and Decide whether to:
      1. Evacuate and search?
      2. Search and don’t evacuate yet? Search covertly or openly?
      3. Search partially or completely?
   iii. Or To Evacuate, and if deciding to evacuate must decide whether to:
      ➢ Evacuate partially or completely?
      ➢ Where to evacuate to (avoid assembling in parking lots)
iv. **When to Communicate to Staff/Students** and what information to disburse.

v. **If the decision is to search, search team is called into action:**
   1. Public Safety calls in additional Public Safety Officers to report to duty and calls up BECs who are part of the search team for their building. Public Safety Director acts as search coordinator and works with APD to run the search.
   2. Police and Public Safety Director are responsible to grid the search area, assign search team, and conduct suspicious item protocol.
   3. **Turn off all cell phones and radios** when conducting the search. Do not turn on room lights or pick up suspicious packages!
   4. If suspicious item is found, do not touch the item. Report the item to the Search Coordinator/Police. Notify all search team members and terminate search. Secure area where suspicious item is located. Police will determine the validity of the suspicious item.

vi. **If the decision is to evacuate:**
   1. Public Safety makes public announcement via PA system. Students/staff take all personal items with them (backpacks, purses, etc).
   2. Public Safety and Traffic Team/CERT team perform traffic control; BEC’s and Team Leaders assist with evacuation, crowd control, and traffic control.

vii. **Incident Commander Decides** – how and when college can re-open
   i) Public Information Officer or designee will put out briefings during the event, and notify everyone of status after the event using website.
      i. Public Safety will set up switchboard message directing caller to a status report at the LBCC website.
   j) Debrief the incident to improve response as an institution.

**Hazardous Materials Incidents**

Background: All chemical and biological materials stored and handled on campus normally pose no serious threat to the college or community. However, during times of natural or man-made disasters, these materials become a very special concern to the college community, as well as to emergency personnel who may be responding to an affected area. Since the loss of life and the contamination of property are usually primary in this type of hazard, the immediate action taken may determine the outcome of the entire situation.

**Initial Notification of an On-site Spill Incident**

a) In the case of a hazardous materials spill inside a building, evacuate the room immediately.

b) If the air conditioning system is on (or heating) - evacuate the entire building. Contact Campus Public Safety immediately.
c) Follow procedure in Appendix B to this E.R.P. in “HAZMAT Emergency Response” and Shelter in Place Plan.
d) Contact 911 to report spill if beyond capacity of LB spill response clean-up protocols.
e) Director of Safety & Loss Prevention will contact an appropriate clean-up organization.

**Hazardous Materials Inventory:**

Campus Public Safety/Safety & Loss Prevention Department maintain the inventory listing of all chemicals stored at all LBCC campuses. The inventories are available in the SDS database and in RCH 119 for emergency officials upon request.

**Notifications for Incidents or Problems:**

See attached Appendix “HAZARDOUS MATERIALS SPILL RESPONSE” for reference.

**Internal HAZMAT Training Plans:**

Departments using chemicals and materials with HAZMAT potential have trained faculty and staff. In a minor incident, these people will contain and make arrangements for the clean-up.

Larger incidents would also involve these faculty and staff, as they could inform external HAZMAT teams responding to incidents. In all cases, the Campus Public Safety department should notify the college president and/or vice-presidents, and then the dean of the division involved can alert faculty and staff.

**Internal Hazardous Materials Locations:**

Chemicals and materials for educational purposes are stored in some main campus buildings (See Appendix B for Hazmat response and specific spill kit locations).

**Community HAZMAT Incidents:**

*Shelter in Place vs. Campus Evacuation decisions are critical.*

If possible, local Fire Department or other EMS agencies will advise LBCC on what to do. If they are not available, the college should consider these factors:
- type of chemical agent or material (consult the hazardous materials “Emergency Response Guide”/orange book),
- expected concentration (nuisance vs. dangerous),
- wind and wind speed (blowing towards or away from the campus),
- advice of LBCC staff with chemical or HAZMAT training.
a) Emergency Response Procedures:

When information is received from emergency responders by the Safety & Loss Prevention Office, the President's Office, or the Center Director's Office:

i. Facilities personnel will be notified to turn off the air handling units. [If you are in a facility without central control of the air handlers, someone at your facility will need to physically turn the unit/s off. Office staff will know where the shut-off is.]

ii. Staff and students on site will be notified of an air hazard event (by the air hazard siren and announcement on Albany, HOC, and ATTC campuses and by PA message alert to the classrooms at the Benton and Lebanon centers).

iii. LBCC's Public Information Officer will alert the community as well as students and staff not currently on site about the Shelter-In-Place status via the LBCC website, email, and the ReGroup system. Those not on site should remain off campus until the SIP status has been lifted, sheltering in their respective location.

b) When you hear the Shelter-In-Place alert:

i. Building Emergency Coordinators and Building Managers should gather 2-way radios, BEC (to-go) bags, students, staff, and guests in the area and proceed to the designated SIP locations for their building.
   • Report to the Shelter-In-Place location for the building where you currently reside. SIP rooms are highlighted on the evacuation maps near the entrance of each building. Do not drive or walk outdoors.

ii. Incident Command general staff will report immediately to the pre-determined location or may use the BaseCamp virtual emergency management tool to coordinate actions while sheltering in the nearest location.

iii. Doors will be locked and remain locked until the Shelter-In-Place has been cleared by local authorities/emergency responders. A sign from the SIP kit (located in each designated SIP area) must be posted on the door indicating the Shelter-In-Place status, that the door will remain locked and not opened to anyone, and where those looking for shelter inside should go.

iv. Duct tape from the SIP kit should be used to seal the door/s to the room. If plastic is included in the respective kit, cover the designated door (or window in some cases) with the plastic and seal around it with the duct tape.

c) While Sheltering:

i. Individuals should be advised to remain calm, sit patiently. Garbage bags have been provided in the SIP kits for hygiene needs.

ii. Individuals should be allowed to use their cell phones to contact family members as necessary, to advise them of the SIP situation, and request that they not attempt to come to campus.

iii. Incident Command will continue to provide updates using the public address system if available, ReGroup text messages, and 2-way radio communication with BECs.

iv. The Public Information Officer will provide updates on the web page as they become available.
v. Report any problems - medical concerns, injuries, life-threatening situations, etc - to campus Public Safety via the officer's cell phone (541-926-6855) or the 2-way radio. They will contact the appropriate emergency response agency for assistance.

d) At the Conclusion of Sheltering:
   i. Notification will be provided by local emergency responders at the conclusion of the event/emergency.
   ii. Announcements of the all clear will be provided via methods available - the public address system, 2-way radio communication with BECS and Building Managers, ReGroup texts, and/or web site postings.
   iii. Once the toxic cloud has passed and the all clear to leave has been given, individuals should evacuate the buildings to avoid continued exposure to toxic air that may have seeped inside during the air hazard event. The air is now cleaner outside than inside.
   iv. Facilities personnel (and center personnel that regulate HVAC systems) will be notified to turn air handling units back on.
   v. Doors to buildings, classrooms, and offices should be opened to aid circulation of fresh air.

**Power Outage**

Determine the extent of the outage in your area, emergency lights will come on for 15 to 20 minutes in most areas.

Report the outage to Facilities at x4720 during daytime (M-F), or Campus Public Safety during other times.

a) Get a flashlight and 2-way radio. Assist other building occupants if needed, dark areas are a hazard.

b) Evaluate the work area for hazards created by power outage (too dark to walk safely, etc.). Secure hazardous materials. Take actions to preserve human and animal safety and health. Call Campus Public Safety if you see an unsafe situation.

c) Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances. Keep refrigerators and freezers closed throughout the outage to help keep them cold.

d) In buildings where possible and as needed, open windows (in mild weather) for additional light and ventilation.

e) Release of faculty, staff and students during an extended power outage is decided by college administration (policy decision will determine).

To obtain information during a prolonged outage, call Campus Public Safety or listen for Public Address and/or website announcements.

**Floods**

High water levels in the local area’s rivers can impair road travel (1996 floods did this). Usually these impassable roads are closed for only 2 to 3 days, this type of emergency incident should not pose a long-term problem for the college. Decisions
regarding closure or delays due to transportation/traffic issues will be made by the administration and posted at the college website. Staff and students may be notified via phone trees, ReGroup messaging, and/or email. Areas of water inundation due to broken water lines or mains will be responded to by facilities and/or Public Safety staff to turn off water, secure impacted areas, and plan repairs. Buildings and roadways/driveways may be closed due to water damage and/or no water. If no water will be available to all or most of a campus for an extended period of time campus may be closed until water can be restored.

Campus closures will be determined and communicated as stated above for flood impact.

**Violent Demonstrations**

The college has often been a public gathering place, and people are welcome as long as they do not disrupt the educational process of the institution. If demonstrations or other gatherings become violent or otherwise interfere with the colleges ability to conduct classes, campus Public Safety should be notified immediately.

Use of LBCC as a public forum is governed by our “Freedom of Expression: administrative rule found at https://www.linnbenton.edu/about-lbcc/administration/policies/freedom-of-expression.php

**Pandemic**

For pandemics (of Avian Flu, Swine Flu, Coronaviruses, or others) the lead agencies that LBCC will deal with are the OR Public Health Authority and county public health agencies (Benton and Linn counties). A pandemic occurs when people are easily infected with a novel virus that has the ability to spread in a sustained manner from person-to-person.

The World Health Organization and U.S. Center for Disease Control have developed sophisticated plans to mitigate a potential flu epidemic or pandemic. Here are some of their most recent assumptions:

a) human susceptibility to a new variety of flu or virus that has the propensity to change and the ability to spread easily among people will be almost universal, with very few people having antibodies to fight the infection,

b) a coordinated effort will be necessary to prevent, control, and respond to virus spread,

c) the ability to effectively plan for a pandemic will be constantly challenged by the changes in how people live and work, and

d) a severe pandemic may have impacts beyond health consequences to include social and economic disruption

[View information from the CDC on recent disease breakouts and response protocols - http://www.cdc.gov]

Currently, the State of Oregon and County Public Health agencies are planning on some basic assumptions:

a) flu viruses may have an incubation period from 2 or 3 days to two weeks,
b) for every person who acquires the flu, they will infect multiple people thus exponentially accelerating the spread or the virus,
c) direct contact of humans through saliva, coughing, or sneezing will be the likely physical mechanisms of spread,
d) epidemics and pandemics will last between 6 to 8 weeks (or potentially months to years if there is no current vaccine or effective treatment), with a rebound spike sometime after the original – usually 12 to 18 months,
e) local healthcare practitioners and hospitals will be overwhelmed with patients that have acquired the illness, and those who think they have it,
f) the CDC will provide state and local public health agencies with guidelines for handling any epidemic or pandemic when it has reached the area.
g) current plans are viewed as preliminary drafts only, as the actual novel virus is not present and cannot be studied.
h) supply chains will be disrupted making it difficult to acquire needed supplies and equipment (PPE, medical equipment, cleaning and sanitizing supplies and equipment, etc),
i) school and business closures may occur, but travel restrictions are also a possibility,
j) quarantines will be used in conjunction with positive feedback (vaccine or antiviral medications if available),
k) on-line/virtual classes and selected public gatherings (where 6 feet distance between people is maintained) may be possible in conjunction with other precautionary measures as allowed or advised by state and county public health agencies.

FOR A PANDEMIC:
LBCC will be told what to do in public health emergencies by:
   a) WHO (World Health organization) and the CDC (Center for Disease Control),
   c) County Public Health Agencies,
   d) FEMA/Homeland Security
   e) Communicate with Public Health Agencies on a regular basis and report requested information such as cluster of illness among staff and students.
County Public Health agencies will follow the directions and guidelines of the state and federal agencies on handling pandemics, and other emergencies.

1. If a public health emergency is declared, then the college could be used by emergency agencies with or without our approval.

2. Closure (for up to 12 weeks or more could be possible):
   Based on federal and state guidelines, the public health agencies might order schools to be shut-down,
   **Possible Mitigation Strategies:**
   a) have classes outside, larger inter-personal space classrooms or
smaller class sizes with specific physical distancing requirements
b) parking lot classes on radio or wifi (like drive-ins),
c) indoor large personal-space classes with gloves/masks/face-covering as recommended or required,
d) on-line/virtual classes and services,
e) cable tv classes.
f) allow/encourage staff to work remotely to reduce the number of individuals physically on campuses (provide equipment and infrastructure for staff as needed),
g) allow/encourage staff and students that are more susceptible to the virus to work/learn remotely,
h) provide leniency and flexibility in attendance and sick-leave policies to support those who are ill (students and staff) or are caring for ill family members in staying home,
i) require those who are ill to stay home for the period of time recommended by federal, state, and/or local health authorities and to seek personal medical care,
j) recommend or require staff and students to be vaccinated once it is available.

If permitted to have classes, LBCC could:
a) require and/or provide face coverings (and gloves as recommended by health authorities) to students and staff for a limited time or while supplies last,
b) provide disinfecting wipes and cleaners for commonly touched surfaces to be wiped down by students/staff before and after being used,
c) provide hand washing and/or sanitation stations and products
d) increase cleaning frequency of facilities and commonly touched surfaces by LBCC custodial
e) provide training to students and staff in pandemic response protocols adopted by LBCC and hygiene practices to reduce the spread of the virus
f) control building access and flow of foot traffic to limit interaction as people move about through buildings
g) communicate often to students and staff the protocols and response LBCC will be following

All schools, colleges, and universities would be in the same situation, all would need legislative and regulatory relief (FTE, reimbursement, payroll, etc.).

In all cases, LBCC will have to follow guidelines from the county, state, and federal health agencies. We would assume legal liability to not do so.

PROPOSED LBCC Campus Building Closure – Pandemic
(in accordance with state and county health directives or recommendations)
Goal: prevent the spread of pandemic viruses among essential staff who are working at college facilities during the pandemic.

Guidelines: all staff will observe these precautions at all times. All college buildings during a pandemic emergency will be considered closed and only staff authorized by the college Emergency Response Team will be allowed access. These measures are to prevent transmission of pandemic viruses by staff.

1. LBCC leadership will determine essential personnel that will be allowed to be on campuses and will provide LBCC Public Safety with that list.
2. Buildings will be secured and limited access points will be established for essential personnel entry.
3. Prior to entering any building, all staff not on the list must gain approval from their respective dean or director and will contact LBCC Public Safety by phone or email to make prior arrangements.
4. LBCC Public Safety will give staff members a mask/face covering if they do not already have one (and gloves as necessary) to wear before the individual enters any building.
5. While in college buildings, all staff will continuously wear a mask/face covering in common/public spaces (and gloves if deemed appropriate PPE for the pandemic). Facilities will order replacement supplies as needed.
6. When leaving the building, dispose of the gloves and disposable masks/face coverings outside the door in the marked containers. If the staff member has a reusable face covering, it should be laundered daily.
7. Disposable hand-wipes or sanitizer, if available, will be provided for staff use after glove and mask disposal.
8. No children, relatives, or visitors will be allowed inside any college buildings at any time during a pandemic emergency.

Mail Precautions:
1. All received mail and packages will be considered potentially contaminated. Gloves and masks/face coverings will be used for any handling, gowns may also be necessary depending on the type of virus transmission.
2. All mail and packages may need to be decontaminated as well, depending on the determined virus transmission, with a disinfectant determined to kill the virus. If treatment cannot be performed, the item will be held in a holding area until cleared by health authorities at a later date or for the extent of the incubation period as recommended by federal, state, or local health officials.

PROPOSED LBCC Campus Service Resumption – Following a or Under a Controlled Pandemic:

Resumption of college services and classes will follow guidelines of federal, state, department of education, and Oregon’s Higher Education Coordinating Commission authorities in conjunction with federal, state, and local health agencies.
**Resumption Activities:**

a) LBCC will convene a committee and task forces as needed composed of academic and operational staff and managers to plan resumption of activities (whether phased in or full resumption),
b) LBCC will communicate regularly (via email, web postings, and/or mass notification as needed) with staff and students about resumption plans, timelines, and protocols to be followed in resuming class and services activities.
c) LBCC will reference its Continuation of Operations Plan in determining strategies to fully or partially resume operations.
d) LBCC will continue to follow federal, state, and local healthcare authorities guidelines for mitigation of and monitoring of the virus presence and spread and will adapt resumption (or closure) plans accordingly.
e) LBCC will implement appropriate cleaning and disinfecting procedures based on federal, state, and local healthcare authorities’ guidelines.
Resources:

Emergency Resource Inventory - Equipment

Locations for various emergency resources can be seen at the Campus Life & Safety map online at https://www.linnbenton.edu/staff-resources/college-services/public-safety/emergency-plans-teams-services/safety-and-emergency-maps.php

Main Campus Map
Lebanon Center

Benton Center

NW Polk

North

Parking

NW 7th
Here are suggestions to help you be prepared:

a.) at home: ( see recommendations at https://www.oregon.gov/oem/hazardsprep/Pages/Individual-Preparedness.aspx )

- HAVE CAMPING GEAR READY, AND ORGANIZED. If there is a large disaster, camping gear will help you a lot.
- Canned or preserved food (for all residents for 2 weeks). Have a
can opener to get to the food.
- Drinking water or water decontamination kit for 2 weeks. (1 gal./person/day)
- Blankets or sleeping bags. Flashlights and lanterns.
- Toilet needs for 2 weeks.
- Small amount of cash if there are no ATM’s working.
- Some extra clothing. Extra medications if needed.
- Tent or tarps and duct tape.
- Food for pets.
- Portable, battery driven radio to get information from the outside.
- Personal information – insurance information, medications list, contacts list

b.) in your car:
   Have a 3 day supply of food and water, along with a flashlight. Spare blanket.

c.) in your office:
   Have an extra supply of snacks or food for a day or two. Flashlight and batteries.

**UNIVERSAL SITUATION REPORT FORM- USA**

<table>
<thead>
<tr>
<th>INFORMATION CLASSIFICATION LEVEL</th>
<th>__________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM __________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>TO ___________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>INFO __________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>PRIORITY ______________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

| OPERATION/EMERGENCY | __________________________ |
| REPORT NUMBER | __________________________ |
| REFERENCES | __________________________ |

| DATE/TIME PERIOD (UTC OR LOCAL) | __________________________ |

| 1. General Situation: |

| 2. Operations: |
| who, where, when, how and why |

| 3. New Information/Intelligence: |
| changes, weather |

| 4. Logistics: |

| 5. Communications: |

| 6. Personnel: |

| 7. Significant Events or Factors: |

| 8. Incident Commander Comments: |
Appendices

Appendix A

Emergency Equipment Locations

- **AED Locations**
  - Red Cedar Hall – Room RCH 121A – 1st Aid Room
  - Calapooia Center – Hallway by Room CC 130
  - Activity Center – Hallway across from AC134 (weight room)
  - Industrial A – Hallway next to IA202A
  - Takena Hall – Hallway across from T105 (by Theater east side entrance)
  - Willamette Hall – Learning Center at top of stairs
  - ATTC – Auto Building lobby
  - Benton Center – outside gym door
  - Lebanon Center - front office/bookstore
  - HOC – 1st floor by elevator

- **Eyewash and Emergency Showers**
  
  **Eyewash Instructions**
  1) Remove contact lenses,
  2) Hold eye lids open,
  3) Flush for 15 minutes (if chemical exposure),
  4) Contact physician or call 9-1-1 (if chemical exposure).

  **Emergency Shower Instructions**
  1) Forget modesty,
  2) Remove contaminated clothing,
  3) Get in shower,
  4) Flush body full 15 minutes,
  5) Make sure 9-1-1 has been called.
<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Building</th>
<th>Room</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Center</td>
<td>AC 134</td>
<td>Activity Center</td>
<td>locker room</td>
<td>Benton Center</td>
<td>Ceramics Lab</td>
</tr>
<tr>
<td>Benton Center</td>
<td>BC 140D</td>
<td>Activity Center</td>
<td>locker room</td>
<td>College Center</td>
<td>CC 214</td>
</tr>
<tr>
<td>Benton Center</td>
<td>BC 207, 209</td>
<td>Horse Center</td>
<td>Mobile Home</td>
<td>Forum</td>
<td>F 107</td>
</tr>
<tr>
<td>Calapooia Center</td>
<td>CC 202</td>
<td>Industrial</td>
<td>IA 235</td>
<td>Greenhouse</td>
<td></td>
</tr>
<tr>
<td>Greenhouse</td>
<td></td>
<td>Lebanon Center</td>
<td>LC 103</td>
<td>HazMat Shed</td>
<td>SC dock area</td>
</tr>
<tr>
<td>Industrial</td>
<td>IA 102</td>
<td>Madrone Hall</td>
<td>MH 106</td>
<td>Horse Center</td>
<td></td>
</tr>
<tr>
<td>Industrial</td>
<td>IA 112</td>
<td>Madrone Hall</td>
<td>MH 108</td>
<td>Industrial A</td>
<td>IA 102</td>
</tr>
<tr>
<td>Industrial</td>
<td>IA 115</td>
<td>Madrone Hall</td>
<td>MH 114</td>
<td>Industrial A</td>
<td>IA 117</td>
</tr>
<tr>
<td>Industrial</td>
<td>IA 124</td>
<td>Madrone Hall</td>
<td>MH 206</td>
<td>Industrial A</td>
<td>IA 124</td>
</tr>
<tr>
<td>Industrial</td>
<td>IA 235</td>
<td>Madrone Hall</td>
<td>MH 213</td>
<td>Industrial A</td>
<td>IA 235</td>
</tr>
<tr>
<td>Industrial</td>
<td>IB 102 (2)</td>
<td>Madrone Hall</td>
<td>MH 214</td>
<td>Industrial A</td>
<td>IA 213</td>
</tr>
<tr>
<td>Industrial</td>
<td>IB 110</td>
<td>White Oak Hall</td>
<td>WOH 122</td>
<td>Industrial B</td>
<td>IB 101</td>
</tr>
<tr>
<td>Industrial</td>
<td>IC 101 (2)</td>
<td>White Oak Hall</td>
<td>WOH 205</td>
<td>Industrial C</td>
<td>IC 101</td>
</tr>
<tr>
<td>Industrial</td>
<td>IC 119</td>
<td>White Oak Hall</td>
<td>WOH 206 (2)</td>
<td>Industrial C</td>
<td>IC 119</td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 106 NE</td>
<td>White Oak Hall</td>
<td>WOH 214</td>
<td>Lebanon Center</td>
<td>LB 153</td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 106 NW</td>
<td>White Oak Hall</td>
<td>WOH 216</td>
<td>Madrone Hall</td>
<td>MH 207</td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 105</td>
<td>White Oak Hall</td>
<td>WOH 218</td>
<td>Periwinkle Center</td>
<td>Front Office</td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 107</td>
<td>ATTC</td>
<td>Main Shop (2)</td>
<td>Red Cedar Hall</td>
<td>RCH 119</td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 108 NE</td>
<td>ATTC – HE</td>
<td>Main Shop (2)</td>
<td>Red Cedar Hall</td>
<td>RCH 205</td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 108 NW</td>
<td></td>
<td></td>
<td>Red Cedar Hall</td>
<td>RCH 211H</td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 113</td>
<td>Service Center</td>
<td>SC 106</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 114 SE (2)</td>
<td>Service Center</td>
<td>SC 110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 114 NW (4)</td>
<td>South Santiam Hall</td>
<td>SSH 116</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 206 NE (6)</td>
<td>South Santiam Hall</td>
<td>SSH 211</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 208</td>
<td>Takena</td>
<td>T 104A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 213 (3)</td>
<td>Takena</td>
<td>T 121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madrone Hall</td>
<td>MH 214 (5)</td>
<td>Takena</td>
<td>T 229</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Cedar Hall</td>
<td>RCH 121A</td>
<td>White Oak Hall</td>
<td>WOH 122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Center</td>
<td>SC 105</td>
<td>White Oak Hall</td>
<td>WOH 206</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Center</td>
<td>SC 107</td>
<td>White Oak Hall</td>
<td>WOH 214</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takena Hall</td>
<td>Courtyard Café</td>
<td>ATTC</td>
<td>Main Shop (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 122 (3)</td>
<td>ATTC – HE</td>
<td>Main Shop (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 205 (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 206 (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 206C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 206D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 206E</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 206F</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 213</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 214 (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 215</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 216 (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Oak Hall</td>
<td>WOH 218 (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Occ.</td>
<td>HOC 110</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Occ.</td>
<td>HOC 270</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATTC</td>
<td>AT - 128</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATTC</td>
<td>AT-125</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATTC</td>
<td>Main Shop (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATTC – HE</td>
<td>Main Shop (4) EW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B
Hazardous Materials Spill Response

Although most spills can be managed by trained personnel in the area of the spill, Safety & Loss Prevention may be used as a resource to guide you through cleanup of your own simple spill. When calling for spill response guidance, it will be given in one of two ways:

- Guidance will be given on the phone or in person to help you safely manage and clean up a simple spill (one that is not endangering people or the environment and is not spreading rapidly) or;
- You may be advised to call 911, evacuate, and wait for emergency responders. Responders will contain the spill to control immediate health and environmental hazards. If additional cleanup or decontamination is required, the individual or department responsible for the spill would complete cleanup or, if unable, contract with specialized cleanup services – see the Director of Safety & Loss Prevention for an appropriate referral.

**HOW TO RESPOND TO SPILLS**

**Attend to personal injuries**

**Clothing on fire**
Roll person on floor to smother flame, drench with water if immediately available.

**Splash in eyes**
Immediately rinse eyes with water continuously for 15 minutes. Forcibly hold eye open to rinse behind eyelids. Obtain medical attention.

**Spill on body**
Remove contaminated clothing and flood exposed area with running water from faucet or safety shower for 5 minutes. Make sure spill has not accumulated in shoes. For biological spills, wash with soap.

**Minor cuts and puncture wounds**
Wash vigorously with soap and water.

**Report all personal injuries to your supervisor.**

**Assess the risk**

**Simple spills** meet all these criteria:
- do not spread rapidly
- do not endanger people or the environment except by direct contact
- can be managed safely by people trained to use the material

**Major spills** meet any one of these criteria:
- spread rapidly
- involve a personal injury or rescue
- endanger people or the environment
- present an inhalation hazard
- has created significant contamination for personnel (radioactive materials)
Initiate action

Simple spill
- Keep the area clear
- Notify affected people
- Plan the cleanup
- Call Safety & Loss Prevention for advice, if needed

Major Spill
- Dial 911
- Activate alarm, evacuate, & assemble at a safe distance
- Account for people & keep others from entering the scene
- Wait for and provide information to responders

RADIOACTIVE SPILLS

General guide for radioactive spills
- restricting movement of all personnel is essential; movement of people around a radiation spill can spread radiation beyond spill area
- consider persons in area contaminated until monitoring proves otherwise
- dispose of cleanup materials as radioactive waste
- report all spills to supervisor

Simple spills
A Simple Radioactive Materials Spill is one that is manageable and can be cleaned up as a non-emergency.

Simple Spill description includes:
- can be safely managed by knowledgeable personnel
- personnel contamination can be prevented and controlled
- minimal potential to endanger personnel or the environment
- spread can be contained and controlled
- area can be isolated and cleaned up under non-emergency conditions
- personnel exposure to volatile material can be prevented

Simple Radioactive Materials Spill Actions
- alert people in the spill area
- monitor them for contamination using a survey meter and decontaminate as necessary
- wear protective apparel; place absorbent pad over liquid spills, damp absorbent pad over solid spills
- place spilled material in a radioactive materials waste container; then clean with normal lab cleaning agents, working from outer spill edges inward
- monitor area and personnel
- repeat cleanup until no contamination is detected
- notify EHS at 335-8501 and your PI or supervisor

Major Spills
A Major Radioactive Materials Spill or emergency meets any one of the following criteria:
- spreads rapidly
- endangers people or involves serious personal injury
- endangers the environment
• has created significant personnel contamination

**Major Radioactive Materials Spill Actions**

- evacuate the area; close doors and prevent entrance into area
- have potentially contaminated people stay in one area until they have been monitored
- call 911 immediately; notify EHS radiological officer at (971) 673-0490 as soon as possible.

**BIOLOGICAL SPILLS**

**General guide for biological spills**

- wash hands/face before and after cleanup
- put on fresh pair of disposable gloves before starting cleanup
- a 10% household bleach solution is commonly used as a disinfectant; allow 20 minutes contact time (however, use the recommended disinfectant for the material you are handling)
- Dispose of cleanup materials as biohazard waste, autoclave before removal from area
- Report all spills to the supervisor

**CHEMICAL SPILLS**

**General guide for chemical spills:**

- isolate the spill area; alert others
- determine identity of spill material; consult SDS to determine potential hazards
- avoid breathing vapors, get as much fresh air into area as you can safely
- establish ventilation to the outside if safe; prevent the contaminant from spreading through building
- absorbents and neutralizing agents must be compatible with chemical spilled
- prevent spilled chemicals from going down drains to avoid affecting the environment
- dispose of cleanup materials as chemical hazardous waste; small volumes of dilute acids and bases may be neutralized (pH 6-8) and sewered
- call EHS for hazardous waste pickup or for guidance on cleanup or air monitoring

**Simple spills**—liquid

- alert people in area
- wear protective equipment
- contain by diking with appropriate absorbent
- flammable—remove ignition sources (burners, motors, anything that could cause a spark); use plastic or nonmetallic cleanup equipment
- absorb or neutralize with appropriate agent working from outside edges inward; sorbents do not remove toxic or flammable hazards; neutralization can produce heat causing boiling and splattering
- acid—use sodium bicarbonate or acid spill kit
- base—use sodium bisulfate, citric acid, or base spill kit
- formaldehyde—absorb or use polymerizer

**Simple spills**—dry

- if not water reactive, dampen to prevent airborne dust
- control water reactive dust with sweeping compound
- carefully brush solids into a dust pan or container

---

Revised July 2020
• keep dust generation down to prevent creating inhalation hazard

**Compressed gas leak--simple**
• presents no or only minimal inhalation or fire hazard
  • remove ignition sources
• restrict access
• place in or next to fume hood if possible; tighten fittings
• locate leak with soapy water (at below freezing temperatures use 50% glycerine solution)
• if cylinder still leaks, contact supplier
• notify your supervisor

**Compressed gas leak--major**
Large or uncontrollable leak or fire hazard, involves acutely toxic gas, and/or more than minimal personal risk
• alert others to evacuate
• call 911
• turn off ignition sources
• leave fume hoods running; ventilate the affected area prior to leaving the area (only if it can be done safely and only to the outside)
• evacuate; assemble in a remote location; account for people
• provide information to emergency responders

**Mercury**
Large or heated spills can be an inhalation hazard
• isolate area to prevent tracking
• wear gloves and shoe covers (if on floor)
• consolidate and collect droplets using scraper, cardboard, wet paper towel, aspirator bulb, tape or special sponge from Biochemistry Stores
• place all waste in sealed container; contact EHS for a hazardous waste pickup

**Major spills**
Evacuate, call 911, and wait for responders.

**Spill Kit Types:**
• **Clay Absorbent** (Universal) for petroleum products
• **Universal Kit** includes clay absorbents, pads, personal protective equipment, bucket, sponge, detergent, disposal bags, and warning signs
• **Mercury clean up materials**
• **Acid Neutralizer**
• **Caustic Neutralizer**
• **Base Neutralizer**
• **Bucket with rolled absorbent** (Universal)
• **Absorbent pads, socks, pillows and booms:** Blue are for Oils, Water, Coolants and Solvents; Pink are for Acids, Bases, Oxidizers or “unknowns;” and White are for Oils and Fuels only.
• **Bloodborne Pathogen kit (BBP)** for bodily fluid spills
Appendix D
Recovery

Refer to the LBCC Continuation of Operations Plan (COOP) for recovery planning