

# Tillamook Bay Community College

Main Campus

4301 Third Street, Tillamook, Oregon 97141

## Emergency Guide

FOR EMERGENCIES, DIAL 911

FOR NON-EMERGENCIES, DIAL 503-842-8222, EXT 1100

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## INTRODUCTION/CONTACT INFORMATION

The Tillamook Bay Community College Emergency Guide is designed to assist you in responding to various emergencies that may occur on campus. Please be familiar with the contents of this Guide.

In the event of an emergency it will serve as a quick reference for effective action.

Any questions about Emergency Procedures or this Guide should be directed to the Director of Facilities, Human Resources, and Safety.

### NUMBERS TO CALL

Location: **4301 Third Street, Tillamook**

#### **Emergency Numbers:**

Police, Fire, Medical	911
Facilities Maintenance	ext 1510
Evening Hours Emergencies	ext 1020
After Hours Emergencies	911
Campus Operator	0 or ext 1100

## GENERAL EMERGENCY PROCEDURES

**Fire Alarm:** When the fire alarm sounds, immediately exit the building. (see evacuation procedures below). Wait for further instructions. Do not re-enter the building while the fire alarm is sounding.

**Voice Warning System:** The voice warning system will be preceded by a warning signal separate from the fire alarm signal.

Listen carefully and follow the instructions broadcast on speaker system (see emergency procedures below). Do not resume normal activities until told to do so by a recognized authority.

**Text message, email, voice mail, campus email or voice mail:** Listen or read carefully and follow instructions. Do not resume normal activities until told to do so by a recognized authority.

For any on-campus emergency, dial 911.

## **SHELTER IN PLACE**

Local emergency responders usually coordinate a "Shelter in Place" event, and will notify the College when to shelter in place, why it is needed, and when it is safe to resume normal activity.

When a "Shelter in Place" event is taking place, all windows and doors should be closed. Emergency announcements and information will be broadcast using all appropriate communication modes. All students and staff should go indoors and remain indoors until released.

For any on-campus emergency, dial 911.

## **SEVERE WEATHER/NATURAL DISASTERS**

### **1. Action Steps**

- A. On-campus: Actions to be taken in the event of severe weather will be announced by the College through all appropriate modes of communication as described in the College's Emergency Communications Plan.
  - If indoors, stay there. Get under a desk or table or stand in a corner or doorway. Stay away from windows, shelves and heavy equipment.
  - If outdoors, get into an open area away from trees, buildings, walls and downed power lines.
- B. Off-Campus: Radio and television news stations will inform of closures by the President's Office. If media calls, refer them to the President's Office.
  - If driving, pull over to the side of the road and stop. Avoid overpasses and downed power lines. Stay inside the vehicle until the shaking is over.
  - If in a crowded public place, do not rush for the doors. Move away from shelves containing objects that could fall.

For any on-campus emergency, dial 911.

## **BOMB THREAT**

Minimize the use of Electronic Devices when there is a bomb threat: i.e. two-way radio, cellular telephone, or pager, as one of these could cause a bomb to detonate.

1. If you know the location of a bomb, or if the caller tells you the location of the device/bomb, restrict your usage of electronic devices to 300 feet away from the location.
2. If you receive a bomb threat via telephone, remain calm and attempt to obtain as much information as possible from the caller. If you have Caller ID, write down the caller's telephone number and the time that the call originated while they're still on the phone.
3. Immediately call 911. Provide the following:
  - a. Your name, your exact location, telephone number
  - b. Location of bomb
  - c. Time it is set to explode
  - d. Caller's telephone number, etc.
  - e. Inform your Supervisor/Manager/Administrator at once.

### **A Suspicious/Abandoned Item or Package**

If you notice a suspicious item or package, etc. - report it to Facilities Maintenance or the Director of Facilities, Human Resources, and Safety. Do not touch it, tamper with it, or move it. If instructed to evacuate -follow EVACUATION Procedures and take your belongings with you.

For any on-campus emergency, dial 911.

# EARTHQUAKES

## 1. Action Steps

### A. If Inside:

- Drop, Cover, and Hold: move only as far as needed to reach a safe place - away from mirrors, windows, and shelves. Doorways are not always safer. Cover your head and neck with a towel or coat if possible.
- Stay indoors if you are already there. Wait until the quake stops before leaving the building; be very careful of falling objects. Do not use elevators. There will be aftershocks.
- In the event of major damage or disruption implement evacuation procedures.
- Proceed to the pre-designated assembly point (east edge of parking area [grass fair parking area]), if it is safe to do so, or proceed to an alternate assembly point as directed by an Emergency Response Team member or other responding emergency personnel.
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- Notify an Emergency Response Team member of anyone unaccounted for from your area.
- Call 911 to notify of serious hazards or injuries. Identify and assist the injured.
- Do NOT go back into the buildings until notified.

### B. If Outside:

- Move away from buildings, overhead lines, poles, or other objects that could fall or move abruptly (vehicles & equipment).
- Get low to the ground and protect your head with your arms.
- Do NOT stand on or take shelter under covered walkways.
- Call 911 to notify of serious hazards or injuries. Identify and assist the injured.
- Do not return to the building until instructed by a building manager that it is safe.

### C. Always:

- After the shaking stops, proceed to the designated assembly area and WAIT.
- Be prepared for after-shocks.
- If you suspect electrical or other problems, notify Facilities Maintenance.

For any on-campus emergency, dial 911.

## FIRE OR EXPLOSION

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel.

Every activated fire alarm will be treated as an actual event. Evacuation of an affected building is mandatory and must begin when the alarm sounds.

### **Fire spreads - DO NOT WAIT - ACT QUICKLY!**

#### Action Steps

- A. In case of fire, quickly check the room with the fire for injured or unconscious occupants, close the door to the room and **activate the Fire Alarm Pull Station**.
- B. When fire is seen, evacuate that room/area immediately
- C. Close, DO NOT LOCK, all doors and windows if you can safely do so to help contain the fire.
- D. Alert other people in the area and instruct them to leave the building.
- E. Stay as low as possible to avoid smoke and heat.
- F. Call 911. Give your name and location of fire. Do not hang up until instructed to do so.
- G. Never use building elevators in case of fire or earthquake.
- H. Proceed with Evacuation Instructions - take coats, keys, cell phones, and backpacks if safe to do so.

#### If Trapped:

- Alert emergency responders of your location by whistling, shouting or using an object to beat on walls, floor in a rhythmic manner.
- If a telephone is available, call 911 and notify them of your location; you may also place an article of clothing or other device to use as a signal in a window, if a window is available.
- Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.
- If you are injured, tend to injuries.

For any on-campus emergency, dial 911.

# BLOODBORNE PATHOGENS

Avoid contact with potentially infectious human body fluids. Remember: if it is human, wet, and it isn't yours – don't touch it.

Wear protective gloves when assisting someone in a situation where you could become exposed to Bloodborne Pathogens.

Call Facilities Maintenance or the Director of Facilities, Human Resources, and Safety to request a BBP clean-up for any spilled blood or body fluids – they have been specially trained. Do not clean up potential BBP situations yourself.

## 1. Action Steps

In case of exposure:

### A. Staff:

- Notify your supervisor.
- Immediately call your health care provider or Tillamook County General Hospital and tell them you need to be seen for a potential occupational exposure to BBP. Treatment needs to be within 2 hours of exposure.
- Complete an accident report form and return it to the Director of Facilities, Human Resources, and Safety.

### B. Students:

- Seek treatment within 2 hours of injury from a health care provider or Tillamook County General Hospital.
- Complete an accident report form and return it to the Director of Facilities, Human Resources, and Safety.

If you discover a bodily fluid spill:

- A. IMMEDIATELY contact Facilities Maintenance or the Director of Facilities, Human Resources, and Safety or contact the MAIN DESK at Student Services for assistance and to report the incident.
- B. Report any exposure to Director of Facilities, Human Resources, and Safety.
- C. Remove and/or restrict people from the area until Facilities Maintenance arrives.
- D. Avoid getting any bodily fluids in your eyes, mouth, open sores, or wounds. IF EXPOSED, rinse the affected area immediately, and wash with soap and water.

For any on-campus emergency, dial 911.

# FIRST AID AND MEDICAL EMERGENCIES

## 1. Action Steps

- Stay Calm.
- Do not move an injured or ill person unless there is a life-threatening situation.
- Determine if the person is conscious. Ask them if they are OK. If they do not respond - gently shake them and ask.
- If they do not respond, Call 911. Give your name, location of victim, telephone number and information regarding the injury or illness. Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc. Be sure to tell the dispatcher if the person is unconscious, not breathing, is bleeding profusely, does not have a pulse or has chest pain.
- If they are unconscious and not breathing - call 911 (follow the dispatcher's directions) and get assistance from others,  
  
If trained in CPR, perform airway clearance and rescue breaths,  
  
If not trained in CPR, the dispatcher will talk you through it,
- Send someone to direct EMS to your location.
- If they do not have a pulse - call 911 and follow directions from the dispatcher.
- Do not hang up unless told to do so by the dispatcher.
- Keep the victim calm and comfortable. If there are minor injuries, apply first aid. **[First Aid Kits are located throughout the building – see evacuation maps in the back of this guide.]**
- Remain with the victim until emergency responders arrive.
- Do not give victim anything to eat or drink.
- Do no attempt to clean up spilled blood or bodily fluids unless properly equipped and trained. See Bloodborne Pathogens.

For any on-campus emergency, dial 911.



# EVACUATION

## 1. Action Steps

- Do not use building elevators in case of fire or earthquake, use nearest stairway.
- Walk, do not run, to the nearest exit.
- Leave the building and move a safe distance away, preferably to the safe assembly point.
- Assemble at the pre-designated assembly point (east edge of parking area [grass fair parking area]), if it is safe to do so, or proceed to an alternate assembly point as directed by an Emergency Response Team member or other responding emergency personnel.
- Wait at the safe assembly point until otherwise directed by an Emergency Response Team member or other responding emergency personnel.
- Do not obstruct emergency personnel or vehicles.
- Designated staff should check restrooms, library, cafeteria, and other common areas and advise employees and students of evacuation.
- Take purses and backpacks when evacuating. Close doors but do not lock them.
- You may return to a building when you are told it is safe to do so by Emergency Response Team member or other emergency responders.

## 2. Action Steps: Evacuation of Persons with Disabilities

- Remain calm and reassuring.
- Give assistance to persons with disabilities. Ask them what their needs are.
- Request assistance from those near you if needed.
- Exit building if possible; if not, proceed to the nearest safe refuge area or move toward the nearest marked exit (these are assembly areas). **[Shown on maps in the back of this guide].** Do not use the elevator in case of fire or emergencies that might affect electricity.
- The wheelchair occupant or person with disabilities should remain in the safe refuge area until rescue personnel arrive.

For any on-campus emergency, dial 911.

# ACTIVE SHOOTER ON CAMPUS/LOCKDOWN

## 1. ACTION STEPS:

### A. Happening Now

- Hearing gun fire may be your first indication that something is wrong. Assess your situation as best you can and take action.
- In general, the more distance you can put between yourself and the shooter the better. Do not go towards the sounds of gunfire to investigate and/or try to help.
- Get away from the area. Try to be a moving target vs. a non-moving target.
- If you cannot get out of the area but are somewhat distant from the shooting consider locking down as an option. You may choose to try and secure the room you are in or go to a near-by room that can be secured. **All classrooms, meeting rooms, and Library doors can be locked from the inside using the classroom key.**
- Close blinds, turn off all radios, etc., and keep quiet. Get down near the wall which the shooter is most likely to try firing through. Your goal is to keep the shooter from entering your room.
- Quietly discuss with others in the room what you will do if the shooter enters the room. If that happens do not “duck for cover”. If possible try to get away. Evaluate the situation as best you can before following any directions from the shooter.

### B. Lock Down

When possible the campus emergency notification system will be activated to alert people to the need for a Lock Down.

- Staff may initiate a lock down in place in their area when circumstances dictate.
- Do not set off the fire alarm in a lock down. People may become targets by orderly leaving the buildings and gathering outside.
- If a fire alarm goes off while you are in lock down assess the situation before leaving your shelter. The alarm may have been set off by the shooter(s). If you smell smoke or see fire you need to exit.
- In an active shooter situation the first priority of the police will be to neutralize the shooter(s). Consider carefully before doing anything that may cause you to be confused with the suspects – like showing a personal weapon, running toward police etc. Cooperate with all instructions from law enforcement.
- Campus Emergency Coordinators and Facilities Maintenance will lock down internal and external doors.

- Faculty, staff and students should be sure to follow instructions from Campus Emergency Coordinators and emergency responders.

In lieu of instructions:

- Close all interior and exterior doors
- Turn off lights, close curtains
- Turn off student/staff cell phones
- Keep staff/students quiet and out of view
- Have all staff/students stay in the room they were in when the incident started
- If people need help (medical, other assistance) call 911 from any cell or campus telephone.
- Do not allow people to leave the building or rooms until authorized by emergency response personnel.

For any on-campus emergency, dial 911.

## VIOLENT OR THREATENING BEHAVIOR

### 1. Action Steps – Verbally Abusive Behavior

- Remain calm.
- Try to calm the person down.
- Try to listen carefully and pay attention to what is said. Let the person know you will help within your ability to do so.
- If the individual does not respond, get the attention of others around you.
- If the situation is escalating or if you feel there is an immediate threat, contact 911.
- If necessary, leave your workspace. Do so under whatever pretext is necessary.

### 2. Action Steps - Physically Aggressive Behavior

- Do not engage the physically aggressive person. Leave your workspace immediately. Go to a location with other people.
- Advise your Supervisor and other staff.
- Call 911.

### 3. Other Guidelines for Coping in a Potentially Violent Situation:

- Be aware of and remove any object that could be used as a weapon, if safe to do so.
- If your instinct tells you something is wrong, leave immediately.
- Ask to include a supervisor or administrator to help the agitated person's need to feel heard.
- Ask questions to help regain control of the conversation and to understand the situation.
- End the conversation if the person remains belligerent and does not respond to your efforts.
- Never touch an outraged person or try to force them to leave.
- If a weapon becomes evident, leave. If that is not possible, calmly ask the person to leave any weapon in a neutral position as you continue talking calmly. Call 911 as soon as possible.
- Never agree to be alone with, or, go to an unmonitored location with a potentially violent person.
- After the meeting is over, report any unacceptable behavior or threats to your Supervisor. Help the campus remain alert to any situation that could eventually escalate to violence.

#### 4. Campus

- Get descriptions of the person(s) causing the disturbance.
- Gather key details of what happened.
- Call 911, and then give your name, telephone number, location and the nature of the disturbance.

#### 5. Actions Faculty Can Take for Classroom Disturbances

- Direct the disruptive person(s) to leave the classroom.
- If the person(s) does not leave, have the situation reported to 911 giving the name of the caller, telephone number, location, and nature of the disturbance.
- If the safety of the others is threatened, dismiss the class.

