Public Document

Emergency Response Plan
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LBCC Emergency Response Manual

Introduction and Definitions
There are two types of emergency references/manuals for the college, these are:
   a.) one type for all staff to use as a reference,
   b.) one type for managers to use during the emergency.

In addition, there are abbreviated instructions for student and visitor use in many locations.

This manual is for managers (and selected staff) to use during and after an emergency at the college. It references emergency priorities, procedures and incident command structures to give managers a more detailed set of guidelines to follow during emergency events.

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 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.

(* note- team lists are shown on p. 30)

<table>
<thead>
<tr>
<th>(College) Incident Command Team</th>
<th>Emergency Team</th>
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<tr>
<td>Vice Presidents, President, and staff</td>
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<td>Conference Services Manager</td>
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**LBCC Main Campus Hazard Inventory and Assessment**
(revised: new data 9/12)

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

*Other emergencies could take place that are not listed.*

### LINN BENTON HAZARD ANALYSIS MATRIX (Revised 9/12)

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*WF* = weight factor; *SR* = severity rating

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

| LOW = 1 - 3 points | MEDIUM = 4 - 7 points | HIGH = 8 - 10 points |

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

**HISTORY** (record of previous occurrences)

| LOW = 0 - 1 event per 100 years |
| MEDIUM = 2 - 3 events per 100 years |
| HIGH = 4 + events per 100 years |

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

| LOW = <1% affected |
| MEDIUM = 1 - 10% affected |
| HIGH = >10% affected |

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

| LOW = <5% affected |
| MEDIUM = 5 - 25% affected |
| HIGH = >25% affected |

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

| LOW = one incident likely within a 75 to 100 year period |
| MEDIUM = one incident likely within a 35 to 75 year period |
| HIGH = one incident likely within a 10 to 35 year period |
Sources used for LBCC Emergency Response Plan (ERP):
1. Linn County EOP & Natural Hazard Mitigation Plan
2. Benton County EOP, & Natural Hazard Mitigation Plan
3. Clackamas CC EOP
4. Portland State University EOP
5. University of Washington EOP
6. CDC (web page) and State of Oregon Public Health Pandemic Plan
7. Benton and Linn County Public Health Pandemic Plans
8. FEMA (IS-100, 200, 300, 400, 700, 800, 701)
9. 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. Campus Public Safety determines the location and notifies the IC Team,

d.) LBCC managers, BECS, and other listed teams should be formed up and told to report to the LBCC EOC,
e.) EOC and BEC bags should be opened, job duties reviewed, 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 should be in charge until relieved by the event’s Incident Commander, an administrator, Campus Public Safety, or emergency personnel.

If safe, the employees should secure the area until a campus Public Safety officer arrives. However, employees should not place themselves at additional physical risk. After Campus Public Safety has arrived, the employee should wait for other proper authorities (Sheriff’s Officer, EMT’s, Fire Department, etc.) and provide them with all information about the situation. In any situation where the Sheriff, Emergency Medical Personnel, and/or Fire Departments are involved, they will have on-site jurisdiction over the immediate area. 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 analyses.

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,  
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,  
h.) ensure that logistics, finance and media are getting their jobs done,  
i.) provide the IC with assistance as requested.

Equipment Needs:

a.) telephone, radio, email, "runners", and/or Internet access,  
b.) maps, diagrams and information of the main campus,  
c.) record keeping materials such as notebooks, pens, 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.

**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,  
d.) develop plans for staffing needs of the college EOC/emergency response.
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 of the main campus,  
c.) record keeping materials such as notebooks, pens, 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, and other support services as 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.
d.) Provide Communications staff for phones, radios and other forms of communications
e.) Develop staff and resources for Transportation needs if asked by I.C.,
f.) Develop staff and resources for Supply needs if asked by I.C.
g.) Mobilize sufficient section staffing for 24-hour operations if directed by the Incident Commander,
h.) Meet with the EOC Staff and Incident Commander and identify immediate resource needs.
i.) Meet with the Finance/Administration Section and determine level of purchasing authority for the Logistics Section.
j.) Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
k.) Ensure that Logistic Section logs and other necessary files are maintained.
l.) Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
m.) Provide the Planning/Intelligence Section with the Logistics Section objectives at least 30 minutes prior to meeting.
n.) Attend and participate in EOC meetings.
o.) 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.
p.) 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.

g.) 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 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 Team)**

_____ 1. With the Incident Commander, make sure the location is safe. The Incident Commander 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): _____________________
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: 11/13

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

**College Incident Command Team**

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 initially, until support arrives.
**Communication Procedures**

**Media contacts are referred to the Public Information Officer or his/her designate. If these people are not available, the Incident Commander may serve in this capacity.**

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 emergency response team. They will use the most appropriate and available means of communication (email, PA, radio, phone, text, web page, etc) in this notification.

a) If communications are disrupted, the college emergency response team should plan on going to one of the predetermined EOC locations.
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
Satellite phones are also available

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

If the telephones and college public address system is down – the college Incident Commander can use the mobile radios to contact Building Managers and BECS to relay information.

- 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 and for PC (email) messaging.
- 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, and/or public address announcement should be sent to all staff and/or students from the Campus Public Safety 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 5 to 10 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.

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:**

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 watch 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 family, designate an individual to handle the reply, or have the call center handle these responses.

**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 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 counseling 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 counseling or support sessions as appropriate.

Counseling will assist wherever there is the most need. Counseling should be managed by the Vice President of Student Affairs or his/her designee. Counseling 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 counselors will either schedule those appointments or 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, fliers should be posted and faculty, staff, and students should be notified 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 VP of Student Affairs and the Crisis Response Team Lead** will arrange for debriefing and counseling for all people involved in an emergency incident as soon as possible.
Responses To Specific Hazards

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: move only as far as needed to reach a safe place – away from mirrors, windows, and shelves. Doorways are not safer. Cover head and neck, put towel or coat over the area if possible.
b.) Stay indoors if you are already there. Wait till the quake stops before leaving the building, being very careful of falling objects. Move to parking lot assembly areas. 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.
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 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 to develop a list of injured and uninjured people in your area,
iv. work with people in your assembly area to get supplies and needed items from their personal vehicles,
v. develop a plan for moving injured safely to a secure and safe building,
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 available in designated buildings
   ii. drinking water is in holding/hot water tanks in many buildings,
   iii. heavy equipment in Industrial areas and storage shed,
   iv. medical and first aid trained staff/students,
   v. food in college center,
   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 generator is present in the hazardous materials shed north of SC and the grounds barn,

i) external assistance from Police, Fire and EMT will eventually arrive if they know of the need,

j) single story buildings are more likely to survive intact than 2 or 3 story buildings after a major earthquake. Spare batteries are located in the Bookstore.

k) Ham station is available to call for help/emergency responders

l) Satellite phones are available

**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, Public Safety will determine which area might be able to act as the Emergency Operations Center (EOC).
c.) if they can be used, get to the best location and set up EOC, set up signs and let staff know by runners and radio and cell phone,

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

- number of 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 internal staff and volunteers to render first aid, help waiting people, prevent people from entering buildings, 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=
  o external communications = telephone, radio, email, SATELLITE PHONES
  o ham radio station
  o internal communications = P.A. system, emails, phones, radios, runners.
  o 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 that task using the Continuation of Operations Plan (COOP):
o staff contact and status list, availability
o classroom and campus support inventory
o audio-visual equipment inventory
o road and transport status
o electricity and water status
o legal and insurance status
o 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
   i. use faculty and other staff with equipment/supplies on campus
   ii. make one area a first aid or treatment area, it should be safe, sheltered, and have supplies – suggestions: Nursing, Health/PE, Luckiamute).

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

c) provide search and rescue service
   i. if no external help is available, use staff volunteers to get equipment and help rescue trapped victims, 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 accident,
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.

* 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 – call 911 and have someone call Campus Public Safety for help)
b.) if they are unconscious and not breathing – call 911 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,
   - 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 or 541-926-6855,
b.) stay put if perpetrator is in your area and armed,
c.) notify other building staff by email, phone, and radio or in person,
d.) call 911 if needed,
e.) follow training – talk calmly and softly, 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:

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:
   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 exterior doors,
      ii. 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 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
III. Take Action
   a) As a last resort and only when your life is in imminent danger.
   b) Act with physical aggression and throw items at the active shooter
   c) Attempt 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 is safely available,
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 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 window. A sign could be used to let Fire Fighters know you need help.

**Bomb Threat Protocols (9/12)**

**Suggested Procedures:**

a) THREAT RECEIVED: please write down what you heard, note time and as much information as possible from the caller:
   • Where?
   • When?
   • What type?
   • Why planted?
   • Who is calling?

b) NOTIFY CAMPUS PUBLIC SAFETY–Public Safety Calls Albany Police Dept (APD) and notifies LBCC Emergency Response 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:
- EMERGENCY RESPONSE TEAM GATHERS and COMMUNICATES

  d) INCIDENT COMMANDER’S DESIGNEE: meets with APD and feeds info to Incident Commander,
  
  e) if needed, have the CARE 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, specific criteria is used to decide on a course of action and credibility of 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?

        3. SEARCH PARTIALLY OR COMPLETELY?

     iii. OR TO EVACUATE, and if deciding to evacuate must decide whether to:

        ➢ EVACUATE PARTIALLY OR COMPLETELY?

     iv. WHEN TO COMMUNICATE TO STAFF/STUDENTS and what information to disburse.

     v. IF DECISION IS TO SEARCH, SEARCH TEAM IS CALLED TO 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 Manager acts as search coordinator and works with APD to run the search.

        2. Police and Public Safety Manager are responsible to GRID the SEARCH AREA, ASSIGN SEARCH TEAMS & 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 UNUSUAL 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 DECISION IS TO EVACUATE:
   1. PUBLIC SAFETY MAKES PUBLIC ANNOUNCEMENT via alarm system.
   2. PUBLIC SAFETY and TRAFFIC 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.
      i. Emerg Rsp\Bomb threat.protocol.doc

**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.

**Hazardous Materials Inventory:**

Campus Public Safety/Safety & Loss Prevention Department have inventories of chemicals stored at all LBCC campuses. The inventories are available to 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,
- expected concentration (nuisance vs. dangerous),
- wind and wind speed (blow it towards or away),
- 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.

ii. Staff and students on site will be notified of an air hazard event (by the air hazard siren and announcement on main campus and by message alert to the classrooms at the centers).

iii. LBCC’s Public Information Officer will alert the community as well as students and staff not currently onsite 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 Public Safety Offices in Red Cedar Hall and at the agreed upon sheltered location for IC staff at each center (consult your center director).
   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, 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 the public address system, 2-way radio communication with BECS and Building Managers, and web site postings.

iii. Facilities personnel (and center personnel that regulate HVAC systems) will be notified to turn air handling units back on.

iv. Doors to buildings, classrooms, and offices should be opened to aid circulation of fresh air.

v. 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.

**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) If 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 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.
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 are interfering with the education process of the college, campus Public Safety should be notified immediately.
FOR ALL STAFF – BE PREPARED!

Recent emergencies (like Hurricane Katrina) shows that it takes over one week for external help to reach large disaster areas.

Here are suggestions to help you be prepared:

a.) at home:
- 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 10 to 14 days). Have a can opener to get to the food.
- Drinking water or water decontamination kit for 10 to 14 days.
- Blankets or sleeping bags. Flashlights and lanterns.
- Toilet needs for 10-14 days.
- Small amount of cash if there are no ATM’s working.
- Some extra clothing. Extra medications if needed.
- Tent or tarps. 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**

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**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:**
Appendix A

Emergency Equipment Locations

- Emergency Kit Locations
  - Activity Center
  - Luckiamute - Rm. 120
  - Service Center – Break room – SC109A

- AED Locations
  - Red Cedar Hall – Room RCH 121A – 1st Aid Room
  - Calapooia Center Administrative Offices –Room CC 104
  - Activity Center – Hallway across from AC134 (weight room)
  - Industrial A – Hallway next to IA202A
  - Takena Hall – Hallway across from T105 First Stop PC Lab

- 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>Emergency Eye Wash Stations</th>
<th>Emergency Showers</th>
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<tbody>
<tr>
<td><strong>Building</strong></td>
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<tr>
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<td>Horse Center</td>
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<td>Leb DTC 109</td>
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<td>MH 208</td>
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<td>Madrone Hall</td>
<td>MH 213 SW (with shower)</td>
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<td>Courtyard Café'</td>
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<td>T113 Breakroom</td>
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<td>WOH 122 - 5</td>
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<tr>
<td>White Oak Hall</td>
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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.

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 at 335-8501 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 MSDS 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 sewer
c• 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
  • 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

Locations:

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
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<tbody>
<tr>
<td>Benton Center</td>
<td>Ceramics Lab</td>
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<td>HazMat Shed</td>
<td>SC dock area</td>
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<td>Horse Center</td>
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<td>Industrial A</td>
<td>IA 102</td>
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Appendix D

PANDEMIC PLANNING AND LBCC

Several recent decisions by federal and state government agencies prompt this update. For future pandemics (of Avian Flu variant H5N1, SWINE FLU H1N1 or others) the lead agency that LBCC will deal with are the county public health agencies (Benton and Linn).

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 will be almost universal, with very few people having antibodies to fight the infection,

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

Currently State of Oregon and County Public Health agencies are planning on these basic assumptions:

a.) flu viruses only have an incubation period of 2 to 3 days,
b.) for every person who acquires the flu, they will infect 3 people,
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, with a rebound epidemic sometime after the original – usually 12 to 18 months,
e.) local healthcare practitioners and hospitals will be overwhelmed with actual flu patients, 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. Current plans are viewed as preliminary drafts only, as the actual new flu is not present and cannot be studied.

g.) school closures may occur, but travel restrictions are also a possibility,
h.) quarantines will be used in conjunction with positive feedback (vaccine or antiviral medications),
i.) internet classes and selected public gatherings (where 4 to 6 feet distance between people is maintained) would not be curtailed by county public health agencies.

FOR A PANDEMIC:

LBCC will be told what to do in public health emergencies by:

a.) FEMA/Homeland Security,
b.) WHO (World Health Organization)/CDC (Center for Disease Control),
d.) County Public Health Agencies

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):
Based on federal and state guidelines, the public health agencies might order schools to be shut-down,
mitigation:
   a.) have classes outside, larger inter-personal space classes? Are these ok by the county/state public health? Liability?
   b.) parking lot classes on radio (like drive-ins),
   c.) indoor large space classes with gloves/masks,
   d.) internet classes,
   e.) cable tv classes.

If permitted to have classes, LBCC could:
   a.) provide masks, gloves to students and staff for a limited time while supplies last,
   b.) provide disinfecting wipes for commonly touched surfaces to be wiped down by students/staff before being used,
   c.) hold outdoor classes.

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
(this would need county health approval to work)

Goal: prevent the accidental 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 accidental transmission of pandemic viruses by staff.

   1. Prior to entering any building, all staff will contact LBCC Public Safety by phone or email to make prior arrangements.

   2. LBCC Public Safety will give staff member’s gloves and a mask to wear before they enter any building. Do not touch any door or materials until you have gloved up.

   3. While in college buildings, all staff will continuously wear a mask and
gloves. Campus Public Safety can get replacements if needed.

4. When leaving the building, dispose of the gloves and mask outside the door in the **marked containers**.

5. **Disposable hand-wipes**, if available, will be there for staff use after glove and mask disposal.

6. No children, relatives or visitors will be allowed inside any college business at any time during a pandemic emergency.

**Mail precautions:**
1. All received mail and or packages will be considered as contaminated. Gloves and mask will be used for any handling, gowns are also preferred if possible.

2. All mail and packages will be decontaminated with either an alcohol spray solution, or a 5-10% bleach/water solution. All external and interior surfaces will be treated. If treatment cannot be performed, the item will be held in a holding area until cleared by health authorities at a later date.