

# MARY SPILDE CENTER EMPLOYEE EMERGENCY MANUAL

Safety information at [lanecc.edu/safelane](http://lanecc.edu/safelane)  
Emergency Plan information at [lanecc.edu/epal](http://lanecc.edu/epal)



EMERGENCY NUMBERS ON CAMPUS			
All emergency situations call 911.			
Public Safety Emergency Line .....	5555	When calling from a cell phone .....	541-463-plus Ext
Facilities Management .....	5000	30th Ave. Public Safety .....	5558
		Downtown Campus Public Safety .....	6267

### EMERGENCY COMMUNICATION

Emergency information will be announced by the Emergency Planning Team to employees, students and the public using the LCC Alert emergency notification system. LCC Alert allows messages to be sent simultaneously to all registered users via text messaging, phone call, and/or email. All persons should keep their information current in the LCC Alert data base by using the links in the “Home” tab on MyLane. Divisions and departments are responsible for notifying students in classrooms, laboratories, or other public spaces. “All Clear” announcements will be made when the situation is stabilized.

MEDICAL	SEVERE WEATHER	FIRE	EVACUATION
<p>If you discover a medical emergency:</p> <ul style="list-style-type: none"> <li>Avoid leaving injured/ill person except to summon help.</li> <li><b>If INJURY/ILLNESS IS SEVERE OR LIFE THREATENING, CALL 911 FIRST.</b></li> <li>A secondary call should be made to Public Safety ext 5555.</li> <li>If injury/illness is not life threatening, call Public Safety ext. 6267.</li> <li>Do not move person unless he/she is in danger.</li> <li>Render first-aid or CPR if trained and qualified. Those trained will know the location and proper use of personal protective equipment necessary to avoid contact with potentially infectious body fluids.</li> <li>If exposed to another’s body fluids, inform Public Safety personnel when they arrive.</li> </ul> <p><b>SEE BLOOD-BORNE PATHOGEN EXPOSURE.</b></p>	<p>Severe weather events could result in the college closing early, delaying opening or closing for one or more days. A decision on a delay or closure will be made before 6:30 a.m. Staff and the community will be notified through LCC Alert text message and email in addition to local media (TV, radio, web).</p> <p><b>IN THE EVENT OF SEVERE WEATHER CONDITIONS:</b></p> <p>Actions to be taken in the event of severe weather will be announced by the Emergency Planning Team through LCC Alert.</p> <p>Radio and television news stations are informed of closures by the public information officer. Do not call KLCC-FM or other media; this interferes with their ability to announce the most current information. If media call you, refer them to the public information officer at ext. 5850.</p>	<p>If you discover a fire:</p> <ul style="list-style-type: none"> <li>Call 911 immediately.</li> <li>A secondary call should be made to Public Safety notify them that emergency services has been called.</li> <li>If fire is small and you have training, use an official fire extinguisher to combat the fire. <b>DO NOT ENDANGER YOURSELF OR OTHERS</b> by trying to extinguish a large, well-developed fire.</li> <li>Help anyone in need of assistance. Contain the fire by closing, but not locking as many doors as possible. Evacuate the area.</li> <li>If you are notified of a fire in your building:</li> <li>See <b>EVACUATION</b></li> <li>If you are above the ground floor and fire or dense smoke has restricted your exit routes: remain in your room. Place something at the base of your door to prevent the entrance of smoke. Call 911 and let them know your situation. Open windows and signal for help if possible.</li> </ul>	<p>If evacuation order is issued, fully cooperate with Public Safety or evacuation messenger:</p> <ul style="list-style-type: none"> <li>Do not use elevators.</li> <li>Close but do not lock doors. If in an earthquake, leave doors open.</li> <li>If you are at a workstation, turn off all electronics, including computers.</li> <li>Evacuate in groups to ensure all are able to get out.</li> <li>Provide assistance for those with physical disabilities.</li> <li>Evacuate in a safe orderly manner to the designated meeting location for your building. Move away from building at least 500 feet, or 1.5 times the height of the building.</li> <li>As you evacuate, check store rooms, break rooms, etc. to ensure no one is left behind.</li> <li><b>DO NOT RE-ENTER ANY BUILDING UNTIL DECLARED SAFE BY EMERGENCY AUTHORITIES.</b></li> </ul>

