

ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES

Procedure: EMERGENCY OPERATIONS PLAN (EOP) (AP-010)

Contact: Risk Management Coordinator, Ext. 7146

Purpose: It is the purpose of this procedure to identify the types of emergencies which may occur on campus(es) and describe the steps to take in each emergency.



EMERGENCY OPERATIONS PLAN

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1. INTRODUCTION

The Rogue Community College (RCC) Emergency Operations Plan (EOP) includes:

- a. This online document for quick reference and general information; and,
- b. A separate quick reference document: <http://web.roguecc.edu/sites/web.roguecc.edu/files/Sites/GIAP/pdf/EOP%20Attachment%20AP-010.pdf>, which is distributed to employees and posted in numerous areas of each campus.

In the following text, where a specific position is listed, it is assumed the designee for that position may also function in that role. RCC models the Incident Command System (ICS) established by the U.S. Department of Homeland Security.

Employees should become thoroughly familiar with this plan and with the companion quick reference document, particularly for events that relate to or impact an employee's work environment and safety.

Questions about this plan should be referred to the Primary Emergency Coordinator 541-956-7238.

2. OFF-CAMPUS EMERGENCY NUMBERS

- Police 9-1-1
- Fire 9-1-1
- Medical 9-1-1

3. PRIMARY CAMPUS EMERGENCY NUMBERS

In an Emergency, Always call 9-1-1 First

- Emergencies/Security All Campuses(all hours) 541-218-2930
- Emergencies/Security RVC (only during class hours) 541-218-2931
- Facilities Management All Campuses (all hours) 541-218-2930

4. RISK MANAGEMENT TEAM

The Risk Management Team (RMT) is responsible for planning, coordinating and managing campus emergencies. The RMT consists of key campus personnel with responsibilities for emergency response.

1. Vice President of College Services
2. Chief Financial Officer
3. Director of Human Resources and Risk Management
4. Director of Facilities and Operations
5. Security/Safety Officer
6. Risk Management Coordinator

5. EMERGENCY RESPONSE TEAM

The Risk Management Team with the addition of the below positions will comprise the Emergency Response Team (ERT). The ERT will respond to and oversee an emergency event.

1. Director of Marketing/Public Information Officer (PIO)
2. On Duty/On Site Administrators and Managers
3. On Duty/On Site Contract Security Personnel

6. EMERGENCY OPERATIONAL PROCEDURES

Emergencies are very fluid and changing. It is impossible to anticipate exactly how the situation will evolve. It is not possible to provide absolute guidelines. Thinking through possible actions now may provide an important advantage later. Emergencies can occur at any location, and may occur at multiple locations simultaneously. These situations can start very suddenly and without warning and may be very brief, or can last for an extended period.

Identifying Emergency Situations

1. When a potential or actual emergency is identified, it should be brought to the attention of the Vice President, College Services and the Director, Human Resources and Risk Management.
2. The Vice President, College Services will consult with appropriate members of the RMT to determine whether an emergency exists and the nature and extent of any emergency.
3. If it is determined that an emergency exists, the ERT will convene at a location decided upon based on the incident location and type.
4. The ERT will decide on an appropriate course of action. Such course(s) of action may include:
 - a. Content of a public statement and appropriate actions given the nature of the situation.
 - b. Possible activation of the Incident Command System (ICS). For more information on ICS go to: <https://training.fema.gov/is>.
 - c. Potential establishment of an Emergency Operations Center (EOC) with decision-making, procedure, characteristics, purpose, etc.

7. LOCKDOWN, SHELTER-IN-PLACE, EVACUATE

There are three primary actions taken during emergencies: *Lockdown, Shelter-In-Place* and *Evacuation*.

Lockdown

A Lockdown is an immediate action taken in response to an active incident in which there is a possible threat to safety. General steps for Lockdown are:

1. The *Communication for Emergency Incidents* (Item 8, pg. 6) will be used to alert people to the need for a lockdown.
2. If the location involved is equipped with lock down alarm or button, activate it.
3. Staff may initiate the use of safe rooms in place in their area when circumstances dictate. (Departments should have pre-determined safe rooms). Rooms with limited access and visibility where individuals can be hidden from view of doors and windows are preferred.
4. Turn out lights and close windows and blinds.
5. Do NOT set off the fire alarm in a lockdown. People may become endangered by attempting to leave the buildings in an orderly manner and gathering outside as done for a fire alarm. If a fire alarm goes off while in lockdown or sheltering in a safe room, assess the situation before leaving shelter. If smoke or fire is present, exit the area in a safe manner.
6. When the situation is secure, an “All Clear” announcement will be made on the overhead intercom alert system as well as via the emergency notification system. When this type of incident occurs, cooperate fully with law enforcement, make no sudden moves and refrain from running towards officers.

Shelter-In-Place

A Shelter-In-Place is issued when a building/campus may be temporarily closed in response to a problem or security threat near a building. The purpose is to secure exterior doors while normal activities continue within the building(s). General steps for a Shelter-In-Place are:

1. The *Communication for Emergency Incidents* (Item 8, pg. 6) will be used to alert people to the need for a Shelter-In-Place.
2. Secure exterior doors, close blinds, and continue normal activities until notified of an all clear.
3. During shelter-in-place people will be allowed to enter into the building who are known to staff personally and/or who do not fit the description of the suspect.

Evacuation

An evacuation is used to clear buildings and/or campuses due to emergency situations where it is safest to remove all staff/students from the vicinity.

1. Do not use building elevators in case of fire or earthquake, use nearest stairway.

2. Walk, do not run, to the nearest exit. Ensure individuals with disabilities/special needs are assisted.
3. Leave the building and move to the designated meeting place for immediate building.
4. Take purses and backpacks when evacuating, leave all other personal items behind. Do not hesitate to leave if you can't quickly gather your personal effects. Close doors but do not lock them, except in an earthquake when doors are to remain open.
5. Staff and students may return to a building when told it is safe to do so by Campus Security, Facilities Management, ERT or other responding emergency management personnel.

8. COMMUNICATION FOR EMERGENCY INCIDENTS

The Vice President of College Services, or his appointed designee in conjunction with members of the ERT and Campus Security, will determine whether to activate the emergency notification system. Five criteria must be considered to determine if activation of the emergency notification system is warranted and which communication will be utilized:

1. Hazard Type
2. Life Safety/Property Protection
3. Urgency
4. Audience
5. Capabilities/Limitations

9. COMMUNICATION BASICS

Internal Communications

The RCC intercom alert system and electronic mass notification systems will be used in the event of an emergency or potential emergency. RCC will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students or staff. Examples include serious crimes, pending severe weather, possible presence of dangerous individual or animals, etc.

1. A message will be broadcast to the affected campus over the intercom alert system where desk phones and outdoor speakers exist. All managers have the ability to send a message over the intercom alert system. These instructions are located in the Emergency Binder issued to each manager/exempt employee.
2. Messages will be sent to employees and students via the current emergency notification system using one or more of the following methods: voice call, text message and email. The emergency notification system allows messages to be sent simultaneously to all registered users via text messaging, phone call, and/or email. All employees will keep their information current in the [emergency notification database](#). All managers have the ability to send a message through the emergency notification system. These instructions are located in the Emergency Binder issued to each manager/exempt employee.

3. The emergency notification database for students is within their [myRogue](#) student login. Divisions and departments are responsible for notifying students in classrooms, laboratories, the library, or cafeteria.

External Communications

All external public communication that is related to an emergency must be issued by the Public Information Officer (PIO). News media make announcements as soon as they receive information from the College PIO. No one except the PIO shall call the media to ensure quick and accurate reporting. The PIO, as needed, will:

1. Write the announcement.
2. Implement communication selected by the team.
3. Evaluate communication and record for future reference.

10. ACTIVE SHOOTER SITUATIONS

Situations where one or more individuals are using deadly force against many people are very unpredictable and changing. It is impossible to anticipate exactly how the situation will evolve. It is impossible to provide absolute guidelines. Thinking through possible actions now may give individuals an important advantage. Active shooter incidents can happen at any location where people gather and usually start quickly and without warning.

1. **Call 9-1-1 first.**
2. As soon as safely able, call security at 541-218-2930.

Decision-making for Active Shooter on Campus/Lockdown

1. In the initial phases of an active shooter situation individuals will need to make decisions based upon their own assessment of the situation.
2. Follow all directions from law enforcement personnel after their arrival.
3. As soon as it is possible, the ERT will convene to consider other actions needed by the College.

Active Shooter Happening Now

Hearing gunfire may be the first indication that something is wrong. Individuals need to assess the situation as best they can and take appropriate action. If you determine or fear a situation poses a threat, take immediate action to protect yourself. “Run, Hide, Fight” are basic response options in an active shooter situation.

1. **RUN:** Run and get away. **If** you can safely evacuate, do so. Notify others as you leave when safe to do so.
2. **HIDE:** Hide and Lockdown (Lockdown is explained in detail in next section). Move to a secure area and follow the instructions for lockdown.
3. **FIGHT:** Attacking an armed or violent individual is not recommended. However, this is a personal choice when there are no other apparent options.

For insight into an active shooter situation, all employees and students should review the “Run, Hide, Fight” presentation located at: <https://www.youtube.com/watch?v=5VcSwejU2D0>.

Some actions to consider based on the situation are:

1. It must be an individual decision whether it is best to try to flee the area or go into a lock-down. There are risks and benefits to both options and a decision will need to be based on the individual situation.
2. Are there individuals in the vicinity with disabilities/special needs to evacuate? If so, develop a plan to assist them in a safe manner.
3. Do NOT use elevators.
4. In general, the more distance individuals can put between themselves and the shooter(s) the better.
5. Do not go towards the sounds of gunfire to investigate and/or try to help. Get away from the area if safe to do so.
6. Try to be a moving target vs. a non-moving target if the decision is made to not stay in place. If traffic is backed-up trying to exit campus, it may be quicker to leave campus on foot.
7. If it is not safe to get out of the area but somewhat distant from the shooting consider locking down as an option. Individuals may choose trying to secure the room they are in or go to a near-by room that can be secured. Close blinds, turn off all lights, silence cell phones, radios, etc., and keep quiet. Get down near the wall, which is most out of sight from outdoor windows and doors. The goal is to keep the shooter from entering the room.
8. Quietly discuss with others in room what actions will follow if shooter enters room. If that happens, do not "duck for cover." If you do, you will become a partially exposed, passive target. Try to get away if possible.
9. Evaluate the situation as best as possible before following any directions from the shooter.

Action Steps: Lockdown Active Shooter/Violent Individual

Purpose: To try to keep people from coming in contact with the shooter by going to places that can be secured. Ideally, such a space has phone and internet access, but the ability to secure the space is primary. In an active shooter situation, the first priority of police will be to neutralize the shooter(s). First aid for victims is a secondary priority, until this is accomplished.

1. The *Communication for Emergency Incidents* (Item 8, pg. 6) will be used to alert people to the need for a lockdown.
2. If the location involved is equipped with lock down alarm or button, activate it.

3. Staff may initiate the use of safe rooms in place in their area when circumstances dictate. (Departments should have pre-determined safe rooms). Rooms with limited access and visibility where individuals can be hidden from view of the shooter(s) are preferred.
4. Turn out lights and close windows and blinds.
5. Do NOT set off the fire alarm in a lockdown. People may become targets by attempting to leave the buildings in an orderly manner and gathering outside as done for a fire alarm. If a fire alarm goes off while in lockdown or sheltering in a safe room, assess the situation before leaving shelter. The alarm may have been set off by the shooter(s). If smoke or fire is present, exit the area in a safe manner.
6. When the situation is secure, an “All Clear” announcement will be made on the overhead intercom alert system and the emergency notification system. When this type of incident occurs, cooperate fully with law enforcement, make no sudden moves and refrain from running towards officers.

Action Steps: Shelter-In-Place Active Shooter/Violent Individual

Purpose: To secure exterior doors while normal activities continue within the building(s). This is used when there is a probability of a dangerous situation coming on campus and there is a need to restrict access to our buildings. Upon getting the announcement to start a shelter-in-place, staff will:

1. Secure exterior doors, close blinds and continue normal activities until notified of an all clear.
2. During a shelter-in-place, staff and students, who are known to staff personally and/or who do not fit the description of the suspect, will be allowed to enter into the building.

Action Steps: Evacuation Active Shooter/Violent Individual

1. If based on the understanding of the situation (location of the violent individual (s)), it is believed to be the best option to evacuate, do so immediately.
2. Leave the campus as quickly as possible.
3. Do NOT go to the campus transit stop.
4. Advise any students or staff in the immediate area about the emergency and encourage them to come also.
5. Take purses, backpacks and cell phones, leave other personal belongings behind.
6. Do NOT attempt to enter another campus building. All buildings will be locked and it may not be safe to enter the next building either.

7. Do not gather at any rally point or meeting location. Make every effort to leave the campus.
8. Updates on the situation will be posted on the campus website and via *Communication for Emergency Incidents* criteria (Item 8, pg. 6).

Action Steps: Evacuation of Persons with Disabilities Active Shooter/Violent Actor

1. Remain calm and reassuring.
2. Give assistance to persons with disabilities. Ask them what their needs are. Request assistance from those nearby if needed.
3. Exit building if possible; however, consider shelter-in-place if the person with a disability has mobility issues and cannot quickly evacuate the area.

11. BOMB THREAT

Bomb Threat Considerations

Bomb threats usually occur by telephone. The caller has a message to deliver and has chosen the telephone for this communication. Motives vary, as does the desired outcome. The most important thing to remember when a bomb threat is received is to take the caller seriously. Dissemination of any bomb threat information to students and employees will only be done at the direction of the Vice President, College Services or Director, Human Resources and Risk Management.

Decision-making for Bomb Threats

College security staff are trained to initially respond to bomb threat situations. In addition, they receive assistance from local fire and police authorities who are specially trained and equipped to conduct bomb searches and disposal as necessary. Local medical support is available to handle specific needs.

An employee receiving a telephone bomb threat should follow the *Bomb Threat Checklist* (Item 12, pg. 11). Upon notification of a bomb threat against any College resource, the Vice President, College Services will assess the credibility of the threat and will convene the ERT. The ERT will decide on:

1. Evacuation of affected facilities, paying attention to individuals with disabilities/special needs.
2. Closure of the affected campus.
3. Requests for outside assistance.
4. Internal communication through the Vice President of College Services using the *Communication for Emergency Incidents* criteria (Item 8, pg. 6).
5. External Communication through the Public Information Officer.

Action Steps: Bomb Threat

1. Remain calm.
2. Obtain as much information as possible from the caller using the *Bomb Threat Checklist* (Item 12, below) included below and if possible note voice, accent, gender, mood, background noises, exact words used, who the caller represents and why the College is a target.
3. Have someone **call 9-1-1**. If possible, this should happen simultaneously by a second employee while the original call taker is obtaining information from the caller.
4. Call Campus Security at 541-218-2930. Give your name and location. This also can be done by a second employee while the original call taker is speaking with the caller.
5. Have someone notify the Vice President of College Services who will assess the credibility of the threat and convene the ERT if the threat seems potentially viable.
6. Inform immediate supervisor or manager.
7. If told to evacuate by campus authorities, follow evacuation procedures.
8. If a suspicious object is seen, report it to Campus Security. *Do not touch or move it.*
9. Do not spread rumors.

Communication

Refer to the *Communication for Emergency Incidents* criteria (Item 8, pg. 6) for communication of Bomb Threat incidents.

12. BOMB THREAT CHECKLIST

1. When is the bomb going to go off?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. Sex of caller: Male or Female
Age_____ Race_____ Length of call_____
10. Tell the bomb threat caller to contact 9-1-1 to report the bomb. (This may allow a trace.)
11. If possible note voice, accent, gender, mood, background noises, exact words used, who the caller represents and why the College is a target.

13. CRIMINAL ACTIVITIES

Emergent/In-Progress Criminal Activities

Safety of students and employees is the first priority. Everyone is asked to help make the College a safe place by being alert to suspicious situations or persons. If you are a victim, witness, or person responsible for the safety of students or others, **DO NOT TAKE ANY UNNECESSARY CHANCES**. Avoid physical confrontation with the perpetrator by any reasonable means available.

1. **Call 9-1-1**
2. Call Campus Security at 541-218-2930 as soon as possible.
3. If a vehicle is involved, get a license number, make, model, and color if possible.
4. Try to determine the route of travel if it is safe to do so.

Decision-making for Emergent/In-Progress Criminal Activities

After becoming aware of a major crime against a person or property in progress, a Security/ Safety Officer will notify the Director of Human Resources and Risk Management of the nature of the activity, steps taken by Campus Security, and will advise if any other actions are appropriate to the circumstances.

NOT Emergent/NOT In-Progress Criminal Activities

Crimes that are no longer in progress, or do not pose an immediate danger, should NOT be reported via 9-1-1. Contact Campus Security at 541-218-2930. Campus Security is responsible for reporting to law enforcement any crimes against RCC property. Campus Security will advise if individuals should be reporting directly to law enforcement or if Security will be making that contact.

Action Steps: Criminal Activities

1. Do not try to apprehend, confront or interfere with the criminal except to defend yourself.
2. Get a description; height, weight, sex, color, age, clothing, method and direction of travel. If the criminal enters a vehicle, get the license number, make, model, color and outstanding characteristics.
3. Do not touch or move what may be evidence or appear dangerous.
4. If possible go to a safe place.
5. If In-Progress/Emergent call 9-1-1. If NOT Emergent/In-Progress skip this step.
6. Call Campus Security at 541-218-2930. Give your name, location and department. Advise Campus Security of the situation and stay in place until contacted by an officer.
7. Do not interfere with those creating the disturbance or with Campus Security or other law enforcement authorities.

Violent or Threatening Behavior

Everyone's first duty is to ensure the safety of themselves and those who are under their responsibility at the College. Do not meet with anyone who has threatened anyone or is an obvious danger.

Decision-making for Violent or Threatening Behavior

For situations that pose an immediate threat of danger call 9-1-1 and then call Campus Security at 541-218-2930.

Action Steps: Verbally Abusive Behavior

1. Remain calm. Try to calm the person down.
2. Try to listen carefully and pay attention to what is said. Let the person know the intent is to help him or her within the ability to do so.
3. If the individual does not respond, get the attention of others around.
4. Notify Campus Security at 541-218-2930.
5. If the situation is escalating or if there is an immediate threat, call 9-1-1.
6. If necessary, leave the workspace. Do so under whatever pretext is necessary.

Action Steps: Physically Aggressive Behavior

1. Do not engage the physically aggressive person. Leave the workspace immediately. Go to a location with other people.
2. **Call 9-1-1.**
3. Advise the nearest manager and other staff.
4. Call Campus Security at 541-218-2930.

Other Guidelines for Coping in a Potentially Violent Situation

1. Alert a colleague when planning to meet with a potentially violent person and ensure the colleague is ready to assist. Have Campus Security "on call" or at the meeting as circumstances dictate.
2. Keep the meeting place door open and position yourself in an area that gives you an easy exit.
3. Be aware of and remove any object that could be used as a weapon, if safe to do so.

4. If instinct says something is wrong, leave immediately.
5. Avoid body language that appears challenging such as placing hands on hips, moving into the other person's territory or using aggressive facial expressions.
6. Slow speaking rate and lower voice to de-escalate the situation.
7. Ask to include a supervisor or administrator to help the agitated person's need to feel heard.
8. Ask questions to help regain control of the conversation and to understand the situation.
9. Never agree with disoriented statements or attempt to argue. Avoid defensiveness.
10. End the conversation if the person remains belligerent and does not respond to calming efforts.
11. Never touch an outraged person or try to force them to leave.
12. If a weapon becomes evident, leave if safe to do so. If that is not possible, calmly ask the person to leave any weapon in a neutral position and continue talking calmly. Call 9-1-1 and then call to notify Campus Security as soon as possible at 541-218-2930.
13. Let the person know the consequences of any violent behavior.
14. Never agree to go to an unmonitored location with a potentially violent person.
15. After the meeting, report any unacceptable behavior or threats to nearest manager and Campus Security. Help the campus remain alert to any situation that could eventually escalate to violence.

14. DEMONSTRATIONS AND PROTESTS

Civil Disturbances

Demonstrations, protests or work stoppages can have various consequences for the College. They can adversely affect the normal delivery of educational services. These events can also pose a threat to the safety and security of students and staff when coming to, using and departing from College property.

Decision-making for Demonstrations and Protests

A demonstration or protest is considered a planned event if the College has been notified and the event appropriately scheduled. The Vice President of College Services or his/her designee will coordinate with local authorities to ensure access to and from the College, and will request any necessary assistance to ensure students, employees, and properties are provided the highest degree of protection available. Every effort will be made to maintain a positive learning environment.

If an event occurs without notice, the College will take all necessary actions to maintain normal operating activities. The Vice President of College Services or his/her designee will coordinate with appropriate law enforcement and judicial officials to obtain support for the protection of College students, employees and property as soon as possible.

Demonstration and Protests Notifications

The Security/Safety Officer, upon notification of the event, will:

1. Advise Vice President of College Services and Director of Human Resources and Risk Management.
2. Assess the potential impact on college operations.
3. Recommend regarding convening of other resources.
4. Implement procedures to protect students, employees and property.
5. Send an emergency notification, if appropriate.

Action Steps: Demonstrations and Protests

1. If individuals observe unapproved demonstrations or protests or if demonstrations or protests are taking place at unapproved locations, contact Campus Security at 541-218-2930.
2. If not comfortable with what is being said, do not stay in the area. Avoid provoking or obstructing demonstrators.
3. In the event of a civil disturbance continue with normal routines as much as possible. If the disturbance is outside, stay away from doors and windows.
4. If destructive behavior is observed at any time contact Campus Security at 541-218-2930. Provide security with your name and what you saw.
5. Leave immediately if violent behavior is observed and proceed to normal work area or an area away from the demonstration.
6. Advise appropriate manager and wait for instructions. If on campus after hours and no one is available from immediate department or division, contact Campus Security: 541-218-2930.

15. NATURAL DISASTER/ENVIRONMENTAL THREATS

Evacuation

Environmental threats and natural disaster emergencies may warrant evacuation of a building or campus. A decision to evacuate will be communicated to all affected individuals using the *Communication for Emergency Incidents* criteria (see Item 8, pg. 6). The methods of communication will depend on the event, potential harm to people and property, and the urgency required. Always ensure individuals with disabilities/special needs are assisted as needed.

Decision-making for Evacuations

The ERT will assess the event and determine if evacuation of all or part of the campus is indicated. If evacuation is deemed necessary, Campus Security and College Services management team will coordinate this activity and request appropriate local government agency support as necessary.

Communication for Evacuations

The Vice President of College Services, when circumstances warrant, will:

1. Initiate evacuation of a building, buildings or the entire campus upon direction of the ERT.
2. Security/Safety Officer will ensure all students, employees, and visitors are safely evacuated from the affected area(s) including rapid response to individuals with physical impairment.
3. Notify Facilities Management and local agencies to provide support as necessary.

An emergency notifications system message will be sent using the *Communication for Emergency Incidents* criteria. (See Item 8, pg. 6).

Action Steps: Evacuation Building Fire, Gas Leak, Bomb Threat, Post-Earthquake

1. Do not use building elevators in case of fire or earthquake; use the nearest stairway.
2. Walk; do not run, to the nearest exit. Assist individuals with disabilities or special needs.
3. Leave the building and move to the designated meeting place. Individuals should be at least 1.5 times the height of the building away. Do not obstruct emergency personnel or vehicles.
4. Take purses and backpacks when evacuating, leave all other personal items behind. Do not hesitate to leave if you cannot quickly gather your personal effects. Close doors but do not lock them, except in an earthquake when doors are to remain open.

5. Staff and students may return to a building when told it is safe to do so by Campus Security, Facilities and Operations management, ERT or other responding emergency management personnel.

Action Steps: Evacuation of Persons with Disabilities Evacuation Building Fire, Gas Leak, Bomb Threat, Post-Earthquake

1. Remain calm and reassuring.
2. Give assistance to persons with disabilities. Ask them what their needs are.
3. Request assistance from those near if needed.
4. Exit building if possible; if not, proceed to the nearest evacuation area or move toward the nearest marked exit (these are evacuation areas). Do not use an elevator in case of fire or emergencies that might affect electricity. If sheltering indoors, seek shelter under a desk/table or stand in a corner and keep away from shelving and glass/windows. Drop, cover and hold on, use an arm to cover your head until the shaking is over.
5. The wheelchair occupant or person with disability may use the building elevators only if it can be done safely.
6. The wheelchair occupant or person with disability should remain in the evacuation area until rescue personnel arrive. All evacuation areas will be checked first by emergency personnel.

Building Fire or Explosion

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. Campus Security and Facilities Management Personnel will assist and ensure the evacuation has been completed to include support for the physically impaired. All employees must become familiar with the evacuation routes for their respective buildings and any other assigned responsibilities to ensure the safety of students and visitors.

Decision-making for Building Fire or Explosion

Upon notice of a fire situation:

1. Ensure fire alarm has been activated; if not, activate it.
2. Employees will immediately evacuate their work area to the designated location for their building when a fire alarm is activated, closing doors and windows while leaving if possible.
3. Employees also should advise others of the situation and encourage them to leave the facility. If someone refuses, Campus Security, the Director of Human Resources and Risk Management, or on-scene fire officials should be notified.

4. Stand by for further instructions, and do not return to the facility until officially advised by Campus Security or a building representative that it is safe to do so.

Communication for Building Fire or Explosion

The Vice President of College Services, Security/Safety Officer, Director of Human Resources and Risk Management, Director of Facilities and Operations, or other ERT members, upon notification of a fire on campus, will:

1. Start evacuation of the affected area, facility or campus.
2. **Call 9-1-1** for fire, medical and law enforcement assistance.
3. Consult with the management about the need for College closure.

An emergency notification message will be sent if needed using the *Communication for Emergency Incidents* (Item 8, pg. 6).

Action Steps: Building Fire or Explosion

(Note: for wildfires, see *Severe Weather*, pgs. 24-25).

1. In case of fire, exit the area, closing the door to the room with the fire, and sound the fire alarm to evacuate the building.
2. **Call 9-1-1** and then Campus Security at 541-218-2930. Give your name, campus, department and location of fire. Do not hang up until instructed to do so.
3. If the fire is small, control it with a fire extinguisher. This should be done by individuals who have been trained in the proper use of fire extinguishers. All employees should be aware of fire extinguisher locations in their building. A video showing “[How to Use a Fire Extinguisher](#)” is located on the Safety Resources page of the RCC website. A fire extinguisher can be utilized to control small fires using the “PASS Method”.
 - **P**ull the safety pin from the fire extinguisher.
 - **A**im the nozzle toward the base of the fire.
 - **S**queeze the handle to release the extinguishing agent.
 - **S**weep from side to side at the base of the fire until it appears to be out.
4. Never use building elevators in cases of fire or earthquake.
5. Follow evacuation procedures.
6. Leave the building and move to the evacuation reassembly area for the building. Do not obstruct emergency personnel or vehicles.

7. Do not return to the building until instructed to do so by Campus Security or a building representative.
8. Notify rescue personnel if it is suspected that someone is trapped in the building.

Hazardous Materials Accidents

Contamination by hazardous materials can occur by physical contact or inhalation. At the College, hazardous material containers are required to be labeled with information regarding the health hazards of the substance. Individuals who believe they have been contaminated by contact with or inhalation of a known or suspected hazardous material should immediately seek emergency response assistance. They should advise College staff of where the material is located and type if known.

Decision-making for Hazardous Material Accidents

The Director of Facilities and Operations upon notification of a hazardous materials incident will:

1. Determine the extent and nature of the accident.
2. Ensure that the scene is cordoned off to the distance listed on the SDS guidelines for that particular chemical.
3. Request contamination control assistance from Facilities and Operations and Security staff if needed.
4. Request medical assistance if indicated.
5. Request local governmental agency support as appropriate.
6. Notify the Vice President of College Services if indicated.
7. Coordinate response efforts under leadership of the ERT if indicated.

Action Steps: Hazardous Material Accident

1. Unless properly trained, do not attempt to clean up the hazardous spill. Call Security at 541-218-2930.
2. If a gas cylinder or other chemical container leaks, and if it is believed this is dangerous, the following steps should be taken:
 - a. Confine the fumes or fire by shutting the door to the room.
 - b. Sound the building fire alarm. Begin evacuation procedures.

- c. Get far away from the gas leak before using phones. When safely away from leak, call Campus Security at 541-218-2930. Give your name, campus, department, location and specific information about the nature of the material involved.
- d. Move to the evacuation reassembly area for the building. Do not obstruct emergency personnel or vehicles.
- e. Suspected gas leaks or suspicious odors should be reported immediately to Campus Security at 541-218-2930.

Communication for Hazardous Materials Incidents

An emergency notification system message will be sent using the *Communication for Emergency Incidents* criteria (Item 8, pg. 6) if needed.

Campus Guidance Shelter-in-Place

There are three primary circumstances for Shelter-in-Place. The first is for an environmental emergency, specifically a release of hazardous materials, where best practice or guidance is to shelter in a building until the hazard has passed or been reduced. In this instance, specific directions and information on the nature of the threat and sheltering instructions will be communicated using *Communication for Emergency Incidents* criteria (Item 8, pg. 6) to campus members.

The next circumstance is a subset of the Violent Actor or Active Shooter scenario, when sheltering is advisable (versus evacuation). In this case, campus members who elect to shelter in place should follow the guidelines in the Active Shooter/Violent Actor section of this plan.

The last circumstance is in the event of severe weather, where evacuation is not feasible. In this case, ERT members will direct staff to centralized shelters where resources will be concentrated and where power and heat are still maintained.

If such shelter is long term, executive authority may be provided to utilize campus food supply from the campus food service.

Natural Disasters

A natural disaster can occur with or without notice. Earthquakes, floods, mudslides, wildfire, and severe storms pose a serious threat to the safety and security of students and employees as well as the physical College facilities. These events can disrupt, delay or terminate learning activities.

Decision-making for Natural Disasters

Some natural disasters provide lead-time to prepare and communicate with students and employees. When the Vice President of College Services has reasonable lead-time to determine possible effects on College operations, a decision will be made to continue, reduce or terminate College functions and/or classes. That decision will be announced to students and employees via the emergency notification messaging system.

Other natural disasters occur suddenly and require detailed pre-planning for effective response. When a natural disaster strikes without warning, the Director of Human Resources and Risk Management will:

1. Assemble the ERT.
2. Assess the College operational capability.
3. Determine any threat to students and employees.
4. Decide whether to continue operations, reduce activity or close a College facility.

Communication for Natural Disasters

The Director of Human Resources and Risk Management will:

1. Expediently advise the Vice President of College Services of impending natural disaster events that could affect the safety of students, employees or the normal operation of the College.
2. If needed, advise the ERT on pre-event and post-event preparation/recovery actions.
3. An emergency notification message will be sent if needed using the *Communication for Emergency Incidents* criteria (see Item 8, pg. 6).

Action Steps: Earthquake

1. 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. Do not use elevators.
2. If outdoors, get into an open area away from trees, buildings, walls and downed power lines.
3. If driving, pull over to the side of the road and stop. Avoid overpasses, trees and downed power lines. Stay inside the vehicle until the shaking is over.
4. If in a crowded public place, do not rush for the doors. Move away from shelves containing objects that could fall.

5. After the shocks subside, proceed to the designated evacuation location for the building.
6. Follow the procedures in this manual for evacuation, fire, hazardous material accidents or serious injury, as necessary.
7. In the event of major damage or disruption, Facilities Management or Campus Security will announce and implement evacuation procedures.
8. Call Campus Security at 541-218-2930 to notify of serious hazards or injuries. Identify and assist the injured.
9. Do not return to the building until instructed by Facilities Management or building representatives that it is safe.

Note: *Severe Weather* (pgs. 24-25) for information related to high winds, floods, wildfires, etc.

Physical Injuries and Medical Emergencies

Injuries and medical emergencies on campus may be classified as either:

1. **Minor:** Individuals with minor injuries, may self-administer first aid, using available first-aid kits that are centrally located in all College buildings.
2. **Moderate:** a qualified, trained bystander may administer moderate first aid, and the person referred to the hospital or a private provider.
3. **Severe: Call 9-1-1** and then Campus Security at 541-218-2930. State the nature of the illness or injury, location of patient, and if an ambulance seems necessary. CPR, if indicated, should be started by any trained bystander and continued until relieved by someone with higher training or until too physically exhausted to continue.

Fill out the appropriate Incident Report for ANY injury or near miss.

Decision-making for Physical Injuries and Medical Emergencies

Campus Security is responsible for assisting with immediate medical care of persons injured on campus, including referral and reporting.

Communication for Physical Injuries

Campus Security is responsible for notification and communication about any persons treated and/or transported. Campus Security is also responsible for notification and communication about any persons to whom they provide first aid or emergency response.

All accidents occurring on College property that do not involve an employee of the College are reported on an Incident Report form provided on the RCC Intranet. Departments are responsible for completing the Incident Report for all student accidents in their area. For accidents involving employees, complete an Incident Report and contact Human Resources if seeking medical assistance and needing to file a Workers' Compensation claim.

Action Steps: Physical Injuries

1. Do not move an injured or ill person unless there is a life-threatening situation.
2. **Call 9-1-1** and then call Campus Security at 541-218-2930. AED's (automatic external defibrillators) are located on all three campuses and at both learning centers. Learn the locations of AED's on your Campus. Notice of the injury or illness and use of the AED is to be made to Campus Security. Give name of person who utilized the AED, desk extension, exact location of the victim and information regarding the injury or illness when reporting use of the AED.
3. Send another person to the closest exit to lead emergency response personnel to the injured person if Campus Security or Facilities staff is not doing so.
4. Return to victim and keep them calm and comfortable. If properly trained, administer first aid.
5. Remain with the victim until Campus Security or medical personnel arrive. People performing first aid or CPR should always continue doing so until someone with higher training relieves them or they are too physically exhausted to continue.
6. Do no attempt to clean up spilled blood or bodily fluids unless properly equipped and trained.
7. Contact Facilities to assist with any spilled blood or bodily fluids.

Psychological and Emotional Trauma

There is a likelihood for mental health trauma or psychological trauma in the event of an emergency or traumatic incident where there are victims or witnesses. Support services are offered through RCC Counseling Department or for employees through the Employee Assistance Program (EAP). Counseling Department networks with other agencies in the community and will call for additional support if needed.

Decision-making for Emergency Events that Involve Victims and/or Witnesses

The Security/Safety Officer will ensure that the Mental Health Crisis Response Coordinator is notified as indicated.

Action Steps: Psychological and Emotional Trauma

1. Each person's first duty is to ensure his or her own safety.
2. Call Campus Security at 541-218-2930.
3. If individuals are able to and desire to, they may assist by assessing the emotional state of those around, determine if they are able to safely help, and stabilize them emotionally while waiting for professional assistance to arrive.
4. When help arrives, trained crises responders will assess the nature and extent of the intervention that is called for and take over responsibility for stabilizing the situation and providing crisis management.
5. If necessary they will notify the Vice President of College Services or designee with recommendations.
6. Outside assistance will be requested if warranted by the situation.
7. For students, counseling is available by making an appointment or dropping by the counseling department any time during regular business hours.
8. For employees, the Employee Assistance Program (EAP) is available.

Severe Weather

Severe weather includes rain, snow, ice, flooding, strong winds and tornadoes or similar events that could affect the operational capability of the College or threaten the safety of students or employees. This includes conditions affecting safe travel to or from any College Campus.

Decision-making for Severe Weather

The Vice President of College Services will evaluate available data from personal observations, news sources, recommendations from Campus Security and Director of Human Resources and Risk Management and Facilities staff to evaluate and assess a course of action, including whether to reduce services, close the College or continue to operate all activities as scheduled.

Action Steps: Severe Weather

1. If an event is witnessed occurring, call Campus Security at 541-218-2930.
2. **On-campus:** Actions to be taken in the event of severe weather will be announced via the *Communication for Emergency Incidents* criteria (see Item 8, pg. 6).
3. Additional information may be posted on the RCC website.
4. **Off-Campus:** the Director of Marketing/PIO will inform Radio and television news stations of closures. If media calls, refer them to the PIO.

Communication for Severe Weather

The designated administrator, upon notification of a predicted or in-progress severe weather event, will:

1. Advise the Director of Marketing/PIO of potential impact on college operations by forecasted severe weather.
2. Ensure coordination to monitor weather conditions and take appropriate action to make the campus safe for students and employees, including:
 - a. Have the on-duty Campus Security and/or Campus Facilities staff assess in-progress severe weather conditions.
 - b. When warranted, advise Vice President of College Services to request delay or closure of campus due to weather conditions. After assessing the situation, he/she may choose to close campuses and will initiate a message to be sent out using the emergency notification system.
 - c. Notify the PIO for appropriate website notifications.

Utility Failures

These events include commercial failure of services (power/water/sewage) that adversely affect the ability of the College to deliver institutional instruction or maintain a safe environment for students and employees.

Decision-making for Utility Failures

Upon notification that a situation exists, Campus Security will communicate with the Director of Facilities and Operations to determine the nature, scope and duration of the loss. The Director of Facilities and Operations will contact the Vice President of College Services who will determine if College activities can be continued, reduced, or closed as appropriate. The vice president may convene the ERT if needed.

Communication for Utility Failures

The Security/Safety Officer or designee will:

1. Coordinate with the Director of Facilities and Operations to determine the extent of service disruption.
2. Advise the Vice President of College Services of the nature of the disruption and any potential safety issues affecting students or employees.

An emergency notification message will be sent if needed using *the Communication for Emergency Incidents* criteria (see Item 8, pg. 6).

Action Steps: Utility Failures

1. If there is a potential danger to the building occupants or if the utility failure occurs after hours, weekends or on holidays, notify Campus Security at 541-218-2930.
2. If there is a major gas leak, do not activate the building fire alarms.
3. Leave the building and move to the designated location for the building. Do not obstruct emergency personnel or vehicles.
4. Assist people with disabilities in exiting the building.
5. In case of electrical failure, do not use the elevator. If stuck in the elevator, use the emergency phone to call for help.