

# Clark College Emergency Response Guide

Revised July 2011

## Emergency Numbers

Emergency Call	911
Security	x2133 or 992-2133
Health Services	x2264 or 992-2264
Facilities Services	x2336 or 992-2336
Environmental Health and Safety	x2965 or 992-2965
Vice President of Administrative Services	x2123 or 992-2123
Executive Director of Communications	x2219 or 992-2219
Information/Lost and Found	x2429 or 992-2429

Call Security immediately after placing a 911 call so Security can dispatch College staff to help with the emergency. Before 8am, after 5pm, and on weekends, call Security for personal safety, facilities, grounds, custodial, and hazardous materials assistance.

## **Violence Prevention**

### **Disruptions**

If disruptions occur, leave your present location (if safe to do so) and inform Security.

### **Restraining orders**

Security can assist you with enforcing restraining orders.

### **Uneasiness**

If you feel uncomfortable where you are due to another person or a phone call, contact Security for assistance.

### **Counseling**

There are counseling services available for distraught students on campus. Contact x2264 for more information.

## Medical Emergencies

### Serious Injury

**DIAL 911 and state you need medical aid.**

Provide the following information:

1. Name of College
2. Address (1933 Fort Vancouver Way Vancouver)
3. Building in which you are located
4. Nature of the problem
5. Condition of injured person(s)
6. Your name
7. Telephone number from which you are calling

Attend to the injured person(s). Do not move the injured person(s) unless there is danger of further harm.

**Call Security to inform them that Emergency Services are on the way.**

Ask someone to notify Security and provide the following information:

1. Your location
2. Nature of the problem
3. Confirm that you have called for assistance

Ask someone to meet Emergency Response personnel and direct them to the injured person.

### Minor Injuries

Minor injuries, not requiring emergency care, may be treated by Health Services

Monday through Thursday, 8:00 am to 5:00 p.m.

Friday, 8:00am to 4:30pm.

Health Services x2264

Security x2133

### **First Aid Kits**

First aid kits are available in all office locations as well as vocational areas on the main campus. For specific locations contact Environmental Health and Safety. Employees should familiarize themselves with the location of the first aid kit for their area.

### **AED**

Locations where an AED can be found include:

GHL, FAC, OSC, JSH, FST, HSC

# Evacuation Procedures

## Alarm System

The College has a single alarm system, the Fire Alarm System, which is activated by smoke detectors or by pulling building alarm stations. Emergency instructions may be given via the chime tower speakers, bullhorns, and/or messenger.

## Building Evacuation

1. Evacuate buildings when fire alarms sound and/or if directed to do so by Security or Facilities Services.
2. Remain calm, leave the building by the nearest cleared exit, and alert others to do the same.
3. Assist persons with disabilities to exit the building. If exiting from the second floor, assist disabled persons to the top of the stairs (area of rescue) and evacuate the building as usual. You must inform Security that someone is at the top of the stairs.
4. Check restrooms, elevators, and other isolated areas if time/situation permits.
5. Proceed to the green way in the middle of the campus and keep at least 50 feet away from the affected building(s), and keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
6. Return to building(s) only when they are declared safe to occupy.

## Exception

In the event of an earthquake, there is a reasonable likelihood the fire alarm system will be activated. If an earthquake does occur, remain in the building in a safe location unless you smell chemicals or smoke, or you are directed to evacuate.

## College Evacuation

Evacuation of all or part of College facilities or grounds will be announced by the President or designee.

## **Elevators**

Do not use elevators in case of fire, explosions, or earthquakes as there is a risk of entrapment.

# Fire

## Fire Procedures

1. Isolate a building fire by closing (not locking) the door to the area.
2. Remain calm, leave the building by the nearest cleared exit, and alert others to do the same.
3. Pull the nearest building fire alarm on the way out, if not already activated.
4. DO NOT USE ELEVATORS TO EVACUATE (use stairway exits).
5. Call 911 and then Security x2133 if able to do so.
6. Proceed to a clear area at least 50 feet away from the affected building(s), and keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
7. Advise others not to enter the building. If exiting from the second floor, assist disabled persons to the top of the stairs and evacuate the building as usual. You must inform Security that someone is at the top of the stairs.
8. Notify Security and/or fire fighters on the scene if someone is trapped in the building.
9. Return to building(s) only when they are declared safe to occupy.

## If Trapped In A Building

If trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) on the window as a marker for rescue crews. If there is not a window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

## Minor Fires

(that appear controllable e.g., waste basket fire)

1. Alert others in the area to notify 911.
2. Promptly direct the charge of a fire extinguisher toward the base of the flame.
3. Do not attempt to put out a fire unless standing with back to an exit and exit offers a clear escape route.

## **Fire and Life Safety**

1. Know the location of work area fire extinguishers, exits, and pull stations and how to use them. Training and information are available through College Security.
2. Do not block exit corridors or prop open the doors.
3. Assist persons with disabilities to exit the building.
4. Check restrooms and other isolated areas if time/situation permits.
5. Store flammables in approved containers/cabinets.
6. Use only UL approved electrical devices/equipment. Facilities Services can assist with UL approved equipment.
7. Do not overload electrical outlets. Use of extension cords is limited to 30 days.
8. Report facilities deficiencies to Facilities Services x2336.



## **Facilities Assistance and Utility failure**

### **Facilities Assistance**

*Monday-Friday 8 a.m.-5 p.m.:*

Call Facilities Services x2336 to report facilities problems or to request assistance.

*After 5 p.m., holidays, and weekends:*

Call Security x2133

### **Telephone, Data, and Computing Assistance**

1. Call Telephone Services x2800 to report telephone problems.
2. Call Information Technologies x2425 for computer software and/or hardware problems.

### **Utility Disruption\***

1. Call Facilities Services x2336 to report all utility disruptions or failures.

\*Facilities Services will keep the College community informed of the duration of utility outages. During an extended utility outage it may become necessary to cancel classes, suspend operations, and vacate buildings. For further information see Administrative Procedure 515.005 (College Closure).

### **NATURAL GAS**

(a flammable hazardous material; capable of producing explosions)

1. Call Facilities Services x2336 to report a natural gas outage or leak.
2. Use a telephone in a safe location away from the leak.
3. Alert others in the area of the leak to vacate immediately
4. Turn off electrical equipment if there is time.
5. Return to building(s) only when they are declared safe to occupy.

### **Electrical**

1. Call Facilities Services x2336 to report electrical outages or malfunctions.
2. Turn off previously energized electrical equipment.

3. Vacate poorly lit areas during a building or College-wide electrical outage. Remember that the emergency lighting system is effective for only 15-30 minutes.
4. Check elevators to be certain persons are not trapped in the elevator car.

### **Elevator\***

1. Call Facilities Services x2336 to report elevators in need of repair.
2. Call Security for elevator emergency assistance.
3. Call 911 to respond to an elevator emergency if Security can't be reached.

\*All College elevators are equipped with emergency telephones which automatically contact emergency assistance when activated.

### **Water**

1. Call Facilities Services x2336 to report water leaks or outage.
2. Turn off electrical equipment and cover or relocate equipment, materials and supplies to minimize water damage.
3. Turn off the water supply valve if the location is known.

## **Volcanic Eruptions**

### **Advance Warning of Eruption and Ash Fall**

Procedures for College closure/delay will be followed.

### **If Time Does Not Permit College Dismissal**

1. Cover mouths and noses with handkerchiefs or some other article of clothing if ash is in the air.
2. Seek shelter inside buildings until ash fallout wanes.
3. Close windows and shut all outside doors.
4. Facilities Services will shut down building ventilation systems.
5. Wait for instructions from the College President or designee.

# Earthquake

## PRE-EARTHQUAKE

1. Take action now to prepare for an emergency.
2. Establish a work and home emergency plan of action.

## DURING EARTHQUAKE

### *INDOORS:*

1. Stay indoors.
2. Get under a desk or table, or stand in a corner or doorway.
3. Stay away from glass, shelves and heavy equipment.

### *OUTDOORS:*

1. Get into an open area away from trees, buildings, walls and power lines.

### *DRIVING:*

1. Pull over to the side of the road and stop in the safest place available .
2. Avoid overpasses, bridges, power lines, and trees.
3. Stay inside vehicle for the shelter it offers until the shaking is over.
4. Turn on a car radio to get emergency information.

### *CROWDED PUBLIC PLACE:*

1. Do not rush to the doors.
2. Do not use elevators.
3. Move away from display shelves containing objects that could fall.

## POST-EARTHQUAKE

1. Evaluate the situation and notify Security of serious hazards, injuries, or damaged facilities.
2. Assist the injured and disabled.
3. Prepare for aftershocks.
4. Request utility shut-offs from Facilities Services, and begin turning off motorized equipment.
5. Keep clear of buildings, trees and power lines if instructed to evacuate.
6. Do not use elevators to evacuate buildings.
7. Return to building(s) only when they are declared safe to occupy.

## **Hazardous Materials**

### **Reporting a Hazardous Material Spill or Release**

Report spills/releases of hazardous chemicals, suspected gas leaks, or suspicious odors to Security x2133. Security will notify the appropriate response personnel. Call 911 if the spill/release presents an imminent danger (injuries, fire or explosion).

### **Minor Hazardous Material Spill**

To determine if it is a minor spill, identify if the spill could be cleaned by one person in one hour. If this is not the case, call Environmental Health and Safety at x2251 or (360) 567-8410 for assistance in assessing and cleaning up the spill.

1. Use appropriate personal protective equipment to prevent any contact, including inhalation.
2. Contain the spill using regulated equipment and absorbents.
3. Only clean up the spill using specific clean up materials appropriate for the chemicals spilled.
4. Dispose of contaminated spill materials through the College's hazardous waste disposal contractor.
5. If safe to do so, cover and protect storm and floor drains.
6. Make sure that when finished there has been no contamination or environmental damage.

### **Hazardous Material Spill or Release on College Property**

1. Evacuate the building/area immediately, and alert others to do the same.
2. Seal off a spill/release in a building by closing the door to the area.
3. Activate a fire alarm on the way out of the building if the spill presents an imminent danger such as, fire, explosion, injuries, etc.
4. Report the spill/release to Security x2133 and/or 911 from a safe location.
5. Move to an area at least 500 feet upwind from affected building/area, and keep streets, fire lanes and hydrant areas, and walkways clear for emergency vehicles and personnel. Instructors and supervisors have the

responsibility of assuring that all students and staff have evacuated their classrooms and work areas.

6. If safe to do so, cover and protect storm and floor drains.
7. Call Environmental Health and Safety for technical and clean up assistance.
8. Return to building(s) only when they are declared safe to occupy.

### **Hazardous Material Spill or Release off College Property**

This section is referring to an airborne chemical release caused by a natural disaster or an industrial, railway, or freeway accident occurring near the College.

1. Seek shelter inside a building.
2. Stay inside, do not evacuate buildings or “peek” outside buildings.
3. Close all building doors and windows.
4. Notify Facilities Services to shut-off building ventilation.
5. Wait for instructions from College President or designee.

### **Hazardous Materials Inventory and Material Safety Data Sheets (MSDS)**

Know the location of the MSDS software on the ClarkNet. Be able to find your product MSDS within the list of products in the system. Know the location of MSDS binder(s) in your department/division. Be familiar with the MSDS and the potentially hazardous materials inventory contained in the binder(s).

Before handling any potentially hazardous material, read and understand the MSDS and product label, and follow special handling instructions to prevent chemical exposure and accidents. Contact Environmental Health and Safety for technical assistance regarding hazardous materials.

## Bloodborne Pathogens

“Bloodborne pathogens” are pathogenic microorganisms such as the Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and the Human Immunodeficiency Virus (HIV), that are present in human blood and may cause disease in humans. Exposure to bloodborne pathogens may occur by skin, eyes, mucous membrane, or potential contact (direct or indirect) with blood or body fluids.

During normal operations contact Facilities Services x2336 for clean up of any spills involving bloodborne pathogen exposure, including the finding of hypodermic needles. Prevent any exposure until they arrive on scene.

Often, one of the more unfortunate results of emergencies/natural disasters is injured persons. First aid/spill clean-up procedures involving blood/body fluids can potentially put responders at risk of exposure to bloodborne pathogens. The following precautions will greatly reduce the risk of exposure during first aid or spill clean-up procedures.

1. “Treat all blood and body fluids as if they are infectious.” This principle is the cornerstone of infection control for healthcare professionals, and is known as “Universal Precautions”.
2. Use barrier protection such as latex gloves, CPR masks, goggles, face masks, etc. to prevent contact with blood and body fluids.
3. Use rigid, puncture proof, non-porous containers, referred to as “sharps” containers, for used needles, contaminated sharp medical instruments, and contaminated broken glass.
4. Wash hands after first aid or blood/body fluid clean-up procedures.
5. Contact Environmental Health and Safety to facilitate the proper disposal of medical waste. Medical waste contaminated with blood and body fluids should be bagged separately and not placed in the regular trash.
6. Label contaminated sharps/medical waste containers with the word “Biohazard” and/or the color red.
7. Contact Health Services or a physician if exposed to bloodborne pathogens.
8. Call Facilities Services for clean-up of blood/body fluid spills.

## **Security and Safety Issues**

Security is responsible for providing protection for campus buildings, grounds, and related property as well as persons on campus. Personal safety takes a team effort between individuals and law enforcement. Security will respond to security/safety complaints, assist in personal and on-the-job safety training, provide escort service, and offer suggestions to improve security in work areas. For further information, the College's "Personal Safety Tips" brochure is available from Security.

### **Civil Demonstrations**

Most demonstrations are peaceful. Attempt to carry on business as normally as possible during the demonstration. Avoid provoking or obstructing the demonstrator(s). Call Security if they are not already on the scene of the demonstration.

### **Disruptive Person(s)**

If a class, College function, or office is disrupted, the offending person(s) must be asked to leave. Try not to antagonize the offending person(s). During the confrontation try to maneuver to obtain a clear exit from the room. Call Security if the offending person(s) refuses to leave.

### **Escorts**

If necessary, Security can provide assistance in escorting you to and from your vehicle.

### **Domestic violence and Stalking**

Victims of domestic violence or stalking need to contact the Director of Security/Safety or the Vice President of Administrative Services to help facilitate personal safety of self and co-workers.

### **2133 Security versus 911 Emergency**

The College 2133 phone line is an access line provided for College students, faculty, and staff to request assistance from on-campus response agencies during "minor emergencies." "Minor emergencies" are those situations which are not life threatening, immediately serious in nature, or cause for general



alarm. Minor emergencies may be described as those incidents which may cause injuries or property damage if not looked into, and/or of concern to the safety and well-being of any individual, and/or in the opinion of the caller can best be handled by on-campus agencies.

911 Emergency is the emergency line serving as the communication and dispatch center for law enforcement, fire and rescue, and ambulance service in Vancouver and Clark County. 911 Emergency may be called toll free from any pay phone by dialing 911 or called from any campus phone by dialing 911.

## **Campus Closure and Delay**

In the event that inclement weather or other circumstances create the need to change regularly scheduled Clark College operations, College employees should be familiar with the following procedures to determine how changes impact their individual work schedule:

The general public will be notified of any changes from normal College operations through the media (radio and television) and the Clark College website, [www.clark.edu](http://www.clark.edu). Employees without computer access to the internet at their homes should also use the radio or television for information about class/event cancellations. Employees with computer access to the internet can access their Outlook email files (enter: [exchange.clark.edu](mailto:exchange.clark.edu) in the URL address bar) for messages about class/event cancellations. If the situation occurs while the College is in operation, communication to the College employees will occur via email, telephone, and on the Clark College website.

One of the following messages will be sent to the media and posted on the Clark College website. Details below each message outline the procedure for faculty and staff in each case.

### **Clark College in Vancouver: Classes and events are cancelled until \_\_\_\_.**

1. Offices will be open to the public
2. Classes scheduled prior to the late opening will not meet on that day.
3. Faculty is excused until classes begin.
4. All administrators and staff are expected to report to work as scheduled.

### **Clark College in Vancouver: Day classes and events are cancelled today.**

1. Offices will be open to the public.
2. Faculty is excused from reporting to the campus when classes are cancelled.
3. All administrators and staff are expected to report to work as scheduled.

## **Clark College in Vancouver: Evening classes and events are cancelled.**

1. Faculty is excused from reporting to the campus when classes are cancelled.
2. Administrators and staff who are scheduled to work will report to work as scheduled.

## **Clark College in Vancouver: Operations have been suspended.**

1. This status is invoked only under the most adverse situations.
1. Suspended operations will remain in effect until notification otherwise.
2. Facilities will not be open to the public nor used for any activity of the College unless approved by the President or a Vice President.
3. Administrators and staff are not to report unless requested by supervisor.

# Bomb Threat Worksheet

## Questions to ask:

1. When will the bomb explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
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. What is your address? \_\_\_\_\_
8. What is your name? \_\_\_\_\_

Exact wording of bomb threat:

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Caller's Gender \_\_\_\_\_ Race \_\_\_\_\_ Age \_\_\_\_\_

Length of call \_\_\_\_\_ Time of call \_\_\_\_\_ Date \_\_\_\_\_

Phone number where call was received \_\_\_\_\_

## *Caller's Voice:*

- |                                   |                                   |                                  |                                    |  |
|-----------------------------------|-----------------------------------|----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Deep     | <input type="checkbox"/> Calm     | <input type="checkbox"/> Ragged  | <input type="checkbox"/> Rapid     | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Excited  | <input type="checkbox"/> Slow    | <input type="checkbox"/> Lisp      | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Accent   | <input type="checkbox"/> Loud    | <input type="checkbox"/> Slurred   | <input type="checkbox"/> Crackling voice |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Familiar | <input type="checkbox"/> Crying  | <input type="checkbox"/> Raspy     | <input type="checkbox"/> Laughing        |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Stutter | <input type="checkbox"/> Disguised | <input type="checkbox"/> Whispered       |

If the voice is familiar, whom did it sound like?

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***Background sounds:***

- Booth     Other     Motor     Clear     Crockery
- Voices     Music     Static     Local     House noise
- Street noise             PA system             Animal noises
- Long distance             Office machinery     Factory machinery

***Threat Language:***

- Foul     Well spoken     Irrational     Incoherent
- Taped     Message read by threat maker

***Remarks:***

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Report call immediately to: Security x2133