

LEWIS & CLARK COLLEGE

EMERGENCY PROCEDURES

Portland Emergency Services: Dial 911

Campus Safety: 503-768-7777

Facilities Services: 503-768-7845

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INTRODUCTION

This guide serves as a quick reference and is intended to help faculty, staff, and students respond to on campus emergency situations. It should be kept in an easily accessible location at all times. For more information refer to the College's Crisis Management Plan. Please direct your questions or comments regarding the contents of this guide to Campus Safety (ext. 7855).

MEMBERS OF THE CAMPUS COMMUNITY ARE REQUESTED TO READ AND BECOME THOROUGHLY FAMILIAR WITH THE CONTENTS OF THIS GUIDE BEFORE AN EMERGENCY OCCURS.

REPORTING AN EMERGENCY

- ▶ In a life-threatening emergency, call 911 first.
- ▶ Be prepared to describe your location.
- ▶ Then, immediately call Campus Safety at the following number:

ON CAMPUS

EXTENSION 7777 (503-768-7777)

State the following:

Provide the following information:

"This is an emergency"

The nature of the emergency

Your name

Phone number from which you are calling

Your location

Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety. Other important contact numbers are in the next section of this guide.

IMPORTANT CONTACT INFORMATION

(Campus Safety is the only 24 hour/7 day week contact number)

ON CAMPUS

Biology Lab Coordinator	X 7520	503-768-7520
Campus Safety (<i>General Business</i>)	X 7855	503-768-7855
Chaplain	X 7082	503-768-7082
Chemistry Lab Director	X 7540	503-768-7540
Counseling Service	X 7160	503-768-7160
Facilities Services	X 7845	503-768-7845
Health Service	X 7165	503-768-7165
Human Resources	X 6235	503-768-6235
Ombudsperson	X 7336	503-768-7336
Parking & Transportation	X 7857	503-768-7857
Public Relations	X 7970	503-768-7970
Risk Management	X 7872	503-768-7872
Sexual Assault Advocate Pager		503-202-3119
Switchboard	X 7000	503-768-7000

OFF CAMPUS

Crisis Counseling (after hours for students)		503-265-7804
Department of Environmental Quality (DEQ) Hotline		503-229-6938
Multnomah County Crisis Line		503-988-4888
National Domestic Violence Hotline		800-799-7233
National Sexual Assault Hotline		800-656-4673
Nurse Consult (after hours only, for students)		800-607-5501
OHSU Emergency Room		503-494-7551
Oregon Emergency Response System (24 hour spill reporting)		800-452-0311
Poison Control Hotline		800-222-1222
Portland Fire Bureau (non-emergency)		503-823-3700
Portland Hazmat		503-823-3946
Portland Police (non-emergency)		503-823-3333
Portland Sexual Assault Resource Center		503-640-5311

NOTIFICATION INFORMATION

The College has contracted with Blackboard Connect and Schulmerich Carillon to provide emergency notification to all community members in the event of a natural or human caused emergency. As soon as the Office of Campus Safety receives a credible report of a significant emergency or dangerous situation involving an immediate threat to the health or safety of community members, staff will, as soon as possible, initiate the emergency notification system's use, and scripted messages, including, when necessary, directions to evacuate, will then be delivered via text message, cell phone, office phone, home phone, college email, other email, or any combination of the above. Additionally, Campus Safety and other designated campus offices can quickly initiate the Carillon campus alert speaker system, utilizing both emergency tones and live voice instruction.

In the case of an emergency, the Lewis & Clark website (www.lclark.edu) will serve as a central source for authoritative, up-to-date information.

The Lewis & Clark snow line--503-768-SNOW (7669) -- carries a recorded message that is updated, as needed, during an emergency.

IMPORTANT CONTACT INFORMATION

CHEMICAL OR BIOHAZARDOUS MATERIAL INCIDENT

Departments should evaluate the potential of hazardous materials spills in their areas and develop contingency plans for dealing with these spills. Copies of department plans should be sent to Facilities Services. Individuals located where potential spills may occur should be knowledgeable in emergency spill procedures. Appropriate containment and clean-up materials should be on hand, conveniently located and well-marked.

INDOOR INCIDENT:

1. Any spillage or reaction of a hazardous material causing serious contamination or injury is to be reported *immediately* by calling the Chemistry Lab Director (ext. 7540) and Campus Safety (ext. 7777) or Facilities Services (ext. 7845). In an emergency, trip the fire pull station and call 911.
2. When reporting, be specific about the:
 - location of the release
 - name & quantity of material involved
 - extent of injuries, if any
 - environmental concerns, such as the location of storm drains & streams
 - any unusual features such as foaming, odor, fire, etc.
 - any suspected terrorist activity
3. If flammable or combustible liquids are spilled, immediately turn off all sources of ignition. Remove injured personnel to fresh air or an emergency shower or eyewash depending on the type of exposure. Flush affected skin or eyes with large amounts of water. First Aid procedures should be started at once.
4. Do not attempt to stop a leak, reduce contamination, or clean up a major spill unless you have been properly trained, have appropriate personal protective equipment, and can do so without putting yourself in danger.
5. The instructor or supervisor should evacuate and limit access to the affected area at once to prevent further contamination of others until the arrival of safety personnel. If necessary, alert other building occupants to evacuate. Move to a safe area crosswind or upwind to avoid exposure to fumes. Never go downwind.
6. On your way out, open windows and turn on a fume hood, if possible. Close the sash if the spill/release was in a hood. Close the door.
7. Unless seeking medical attention, potentially exposed individuals should report to emergency personnel at the site. Supervisors and instructors involved will record and report the names of potentially exposed individuals.
8. Have personnel knowledgeable of incident, facilities, and laboratory procedures assist emergency personnel.
9. Required clean-up will be directed by Facilities Services and/or other authorities.

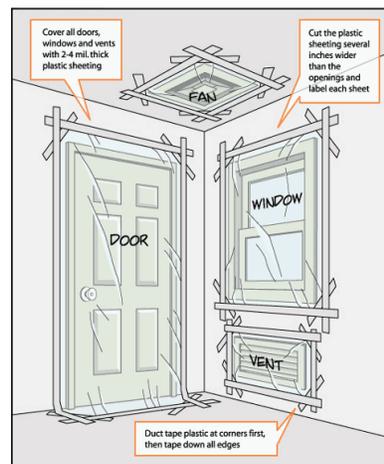


OUTDOOR INCIDENT:

Chemical or biological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations. Follow instructions of local and/or campus authorities and know what to do if they advise you to **shelter-in-place**. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

TO SHELTER-IN-PLACE:

1. Evacuate only if your building is damaged. Otherwise, if you are already inside, stay where you are. If outside, go to the nearest campus building.
2. Go to an interior, above ground level, room with the fewest windows, since in the case of a chemical threat, some chemicals, heavier than air, may seep into below ground level rooms.
3. Shut and lock all windows (locking forms a tighter seal) and close exterior doors.
4. Await further instructions via Blackboard Connect/Schulmerich Carillon or the Lewis & Clark website (www.lclark.edu)



SPILLS:

1. If flammable or combustible liquids are spilled, immediately turn off all sources of ignition. Remove injured personnel to a fresh air source, emergency shower or eyewash depending on the type of exposure. Flush affected skin or eyes with large amounts of water. First Aid procedures should be started at once.
2. Do not attempt to stop a leak, reduce contamination, or clean up a major spill unless you have been properly trained, have appropriate personal protective equipment, and can do so without putting yourself in danger.
3. The instructor or supervisor should evacuate and limit access to the affected area at once to prevent further contamination of others until the arrival of safety personnel.
4. Unless seeking medical attention, potentially exposed individuals should report to emergency personnel at the site. Supervisors and instructors involved will record and report the names of potentially exposed individuals.
5. Have personnel knowledgeable of incident, facilities, and laboratory procedures assist emergency personnel.
6. Required clean-up will be directed by Facilities Services and/or other authorities.

CHEMICAL OR BIOHAZARDOUS MATERIAL INCIDENT

CIVIL DISTURBANCES OR DEMONSTRATIONS



1. Most demonstrations are usually peaceful; everyone should attempt to carry on business as normally as possible.
2. Avoid provoking or obstructing the demonstrators.
3. A threatening disturbance should be reported immediately to Campus Safety (ext. 7777). The following actions should also be taken:
 - Alert all persons in the area to the situation.
 - Lock all doors and windows.
 - Close blinds to prevent flying glass.
 - Secure all files, documents, and equipment
 - Stand by for further instructions.
 - When ordered by Campus Safety, cease operations and follow the directions given by Campus Safety or local law enforcement.
4. Campus Safety will assess the situation and confer with appropriate personnel, if available, and if time permits. Participants who refuse to disperse may be arrested if violations of any city, county, or state laws have occurred.
5. If a class is disrupted, call Campus Safety at ext. 7777.

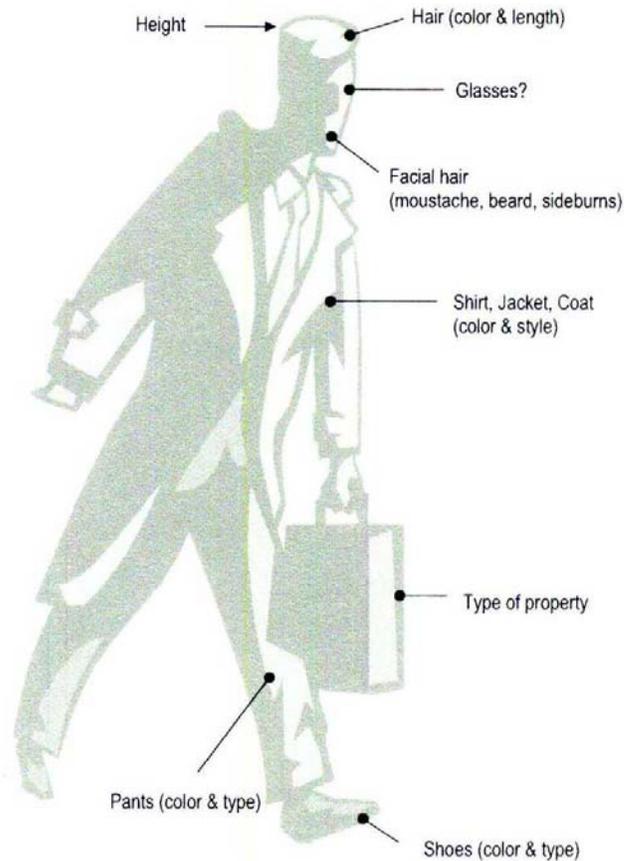
CIVIL DISTURBANCES OR DEMONSTRATIONS

CRIMINAL, VIOLENT, OR SUSPICIOUS ACTIVITY

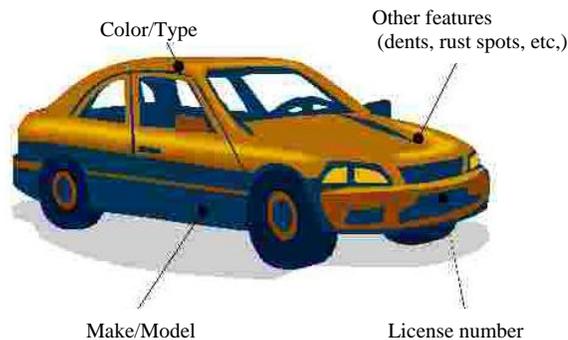
1. DO NOT ATTEMPT to apprehend or interfere with a criminal or interfere in a violent incident except in cases of self-protection.
2. Everyone is asked to assist in making the campus a safe place. If you witness a **criminal act** or you notice **suspicious persons or situations** on campus, immediately notify Campus Safety (ext.7777) and provide them the information outlined on the following page. Be alert to any of the following:
 - People monitoring areas, buildings or entrances.
 - People conducting illegitimate business.
 - Unauthorized people in restricted or sensitive areas.
 - People requesting information with no apparent need for that information.
 - People wearing clothing not consistent with the weather conditions or events (bulky coat on hot day, etc.)
 - Individuals attempting to access utility locations.
 - Abandoned parcels or items in unusual locations or high traffic areas.
 - Vehicles parked in inappropriate places.
 - Unexpected/unfamiliar delivery trucks.
 - Unfamiliar vehicles parked for long periods.
 - Vehicles containing unusual/suspicious parcels or material.
 - Suspicious vehicles arriving and being left behind
3. If you are the **victim** of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, etc., call Campus Safety ext. 7777. Calls can also be made from any blue light emergency telephone on campus.
4. **If you are confronted by a violent person:**
 - Avoid confrontation or arguments.
 - If you are in a non-secure area, consider leaving immediately and advise others to do the same. Use your best judgment and take necessary steps to ensure your personal safety by remaining in place under cover, fleeing the area, or entering a secure building and locking doors to prevent that person's access.
 - Call Campus Safety at ext. 7777 or call 911 with as much information as you can provide regarding the person. Description should include sex, race, age, height, weight, hair color/length, facial hair, glasses, clothing, weapons (if applicable), vehicle description, including color and license plate information, and direction of travel.
 - Communicate your concerns to other building/campus personnel as appropriate.
 - If you are in a secure location, keep communication channels open and remain there until instructed otherwise by Campus Safety or other emergency personnel.
 - Calls can also be made from any of the blue light emergency telephones located on campus.

CRIMINAL, VIOLENT, OR SUSPICIOUS ACTIVITY

Nature of Incident	
Location of Incident	
Description of Suspect	
Gender	
Juvenile or Adult	
Color & Length of Hair	
Clothes (shirt, pants, dress, coat, hat)	
Shoes	
Weight and Height	
Distinguishing Marks or Scars or Actions	
Description of Property	



Description of Vehicle	
License Number	
Color/Type	
Make/Model	
Other Distinguishing Features	
Direction of Flight	



Security measures:

- DO NOT prop open building or residence hall entrance doors or windows. Rectify situations when you observe them.
- Do not allow anyone that you don't know to walk into the building (tailgate) behind you.
- Do not leave keys unattended or give them to unauthorized persons.
- Secure all sensitive material and information when not able to attend it.
- Secure sensitive deliveries in a timely manner.
- Secure all areas when not attended.
- Be aware of unfamiliar persons in or visitors to your office.
- Protect access codes and combinations. Change codes regularly. Report compromised codes immediately.

CRIMINAL, VIOLENT, OR SUSPICIOUS ACTIVITY

EMERGENCY LOCKDOWN:

If an emergency situation arises (e.g., armed hostile intruder), and you assess that an **EMERGENCY LOCKDOWN** should be conducted or are given the order to following emergency lockdown procedures, **DO NOT HESITATE**. Do the following:

1. Even though Emergency Team Leaders (ETLs) are tasked with securing the lock down devices on many exterior doors, if you are in position to do so, and you know how to operate the exterior doors' lock down devices, secure the doors so they cannot be opened from the outside. Carefully consider whether reopening exterior doors for others may be hazardous to all inside.
2. Proceed to the nearest room preferably one with a telephone and door lock. If your room does not have a door lock, try to improvise a barricade.
3. Individuals in hallways or outdoor areas should immediately seek cover. If you are outside and are able to access a building that can be secured, quickly make your way to that location, advising others to do the same. Persons finding themselves in an unsecured location, who are unable to gain access to a secure area, need to take all necessary steps to ensure their own personal safety-either by fleeing the immediate area to a more secure location, or by remaining in place, under cover, until the immediate danger has passed, and then seeking a secure location.
4. **DO NOT** sound the fire alarm.
5. Every effort should be made to lock access doors and close windows and window coverings in your area without compromising personal safety.
6. Turn off lights. Remain quiet, silence cell phones and pagers, and turn off radios and other electronics that might alert the intruder to your presence.
7. At your earliest opportunity, while trying not to attract the intruder's attention, call 911 and provide as much information as possible regarding the current situation, including description of the intruder and direction of travel. Curtail all other telephone usage so that systems are not overloaded, and calls can reach emergency responders.
8. Should the fire alarm sound, do not evacuate the building unless:
 - You have first hand knowledge that there is a fire in the building, or
 - You have been advised by Campus Safety or other emergency personnel to evacuate, or
 - There is imminent danger in the immediate area.
9. Conceal yourself as much as possible. Crouch down in areas that are out of sight from doors and windows. Do not huddle together in case the intruder makes entry into your area. Try to stay calm and make a plan of action, including the possibility of confronting the intruder if you have no other options.
10. Wait for further instructions from police or other emergency personnel. Do not open the door until emergency personnel declare all clear or direct an evacuation. If the police make contact with you, do exactly as they tell you. Do not make any quick movements, and show them that you have no weapons in your hands.

HOSTAGE SITUATION:

If an armed intruder situation presents itself and circumstances cause you to be taken hostage, conventional wisdom suggests that you:

- Remain calm and be patient
- Follow directions
- Wait for the police to resolve the situation

While the application of conventional wisdom may be appropriate in most situations, you must take direct responsibility for your personal safety, deciding which steps are necessary.

See the **EVACUATION** section of this guide for further instructions.



EMERGENCY LOCKDOWN OR HOSTAGE SITUATION

FIRE

Know the location of the exits, fire alarm pull stations, and fire extinguishers in your area. Preplanning and training to prevent fires or explosions are encouraged for all. Consultation is available through Campus Safety (ext. 7855 - non-emergency number) or Facilities Services (ext. 7872).

1. In all cases of fire, call 911 and Campus Safety (ext. 7777). Give your name and describe the location of the fire.
2. If you have been trained and are able to safely extinguish the fire, do so. Use the proper fire extinguisher for the type of fire. Keep your back to an exit and, depending on the size of your extinguisher, stand 10 to 20 feet away from the fire. Follow the four-step **PASS** procedure. If the fire does not begin to go out immediately, leave the area at once.

Pull the pin. This unlocks the operating lever and allows you to discharge the extinguisher.

Aim the extinguisher nozzle or hose at the base of the flames.

Squeeze the trigger while holding the extinguisher upright.

Sweep the extinguisher from side to side, covering the area of the fire with the extinguishing agent. Watch the fire area. If the fire reignites, repeat the process.



(**WARNING:** Portable fire extinguishers discharge faster than most people think – many within 15 to 30 seconds.)

3. If the fire is large, very smoky, or spreading rapidly, leave the building immediately. Pull the fire alarm and clear the area. Evacuate all affected rooms, closing all doors and windows to confine the fire and reduce oxygen—**DO NOT LOCK DOORS**.
4. Emergency Team Leaders (ETLs), including Student Life representatives and other emergency personnel will assist all occupants in vacating the premises, reminding them that they need to go to the building's Evacuation Assembly Area (EAA). See rear cover for EAA locations.
5. **Do Not Use Elevators.** ETLs, including Student Life representatives, faculty and staff are expected to secure assistance for persons with disabilities and others who need help leaving the building safely, directing those unable to safely leave to shelter-in-place locations. As they exit the building, ETLs will report on the status of the evacuation of their area to the Building Coordinator, also providing information to emergency personnel regarding any persons remaining in shelter-in-place locations.
6. Assist disabled persons.
7. If there is a closed door in your exit path, touch the door lightly with the back of your hand. If the door is **not warm**, open slowly. Be prepared to close the door quickly if smoke or flames are present. Leave immediately if clear and be prepared to crawl if you encounter smoke. Cooler cleaner air is near the floor. If the door is **warm**, do not open it. Seek an alternate route.
8. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor, where the air will be more breathable. Cover your mouth with a dampened cloth. Shout at regular intervals to alert emergency personnel of your location.
9. If your clothes catch fire **STOP, DROP & ROLL** to extinguish the flame. **DO NOT RUN!**
10. Once out of the building, proceed to the EAA, avoiding fire lanes and hydrants. Notify emergency personnel if you suspect someone is trapped inside. ETLs, including Student Life representatives, faculty and staff will provide direction and assistance as necessary. Once at the EAA, await further direction from the Area Coordinator or emergency personnel. Do not leave campus without reporting your status to an ETL or Student Life representative. Building Coordinators will report to the Area Coordinator on the status of building evacuations, giving, where appropriate, a 100% accounting of building occupants.
11. Do not return to the building until you have been authorized to do so by Campus Safety, the Area Coordinator, or other emergency personnel. If requested, assist emergency personnel.

ABC's of PORTABLE FIRE EXTINGUISHERS

A fire extinguisher is designed to put out a small fire—not a big one. The type of fire determines the type of extinguisher that should be used to extinguish it. Fires are classified into five general categories depending on the type of material or fuel involved.

A ORDINARY COMBUSTIBLES	B FLAMMABLE LIQUIDS	C ELECTRICAL EQUIPMENT	D COMBUSTIBLE METALS	K COMBUSTIBLE COOKING
				
Class A fires involve solid combustible materials that are not metals such as wood, paper, cloth, and some plastics.	Class B fires involve combustible or flammable liquids and gases such as gasoline, diesel fuel, paint, paint thinners, and propane.	Class C fires involve energized electrical equipment such as fuse boxes, circuit breakers, appliances, and machinery.	Class D fires involve combustible metals, such as magnesium, sodium, potassium, and titanium.	Class K fires involve cooking appliances that use cooking media such as vegetable or animal oils and fats.

EXPLOSION, PLANE CRASH, OR SIMILAR INCIDENT

In the event a violent accident such as an explosion or airplane crash occurs on campus, immediately take cover under a table, desk, or other such object which will give protection against falling glass or debris. After effects of the explosion and/or fire have subsided, notify Campus Safety (ext. 7777). If it is necessary to evacuate the building, refer to the *Evacuation* section of this guide.

FIRE, EXPLOSION, PLANE CRASH OR SIMILAR INCIDENT

BOMB THREAT

IMPORTANT: REPORT ANY BOMB THREAT TO CAMPUS SAFETY (ext. 7777). Campus Safety will report the bomb threat to the authorities. If necessary, authorities will conduct a detailed bomb search and will remove the suspicious item.

IF YOU RECEIVE A PHONED BOMB THREAT, FOLLOW THE STEPS BELOW:

STEP 1: RECORD THE THREAT

If you have recording equipment, START IT.

Telephone number at which call was received: _____ ext.:

Date & time call received: _____

Phone number appearing on caller ID: _____

Write down the threat exactly as made by the caller:

STEP 2: GET MORE INFORMATION

Any person receiving a phone call that a bomb has been placed on campus is to ask the caller:

- **Where is the bomb right now?**
(If caller refuses to answer, say "The building is occupied and the detonation could result in death or serious injury to many innocent people.")
- **When is the bomb going to explode?**
- **What kind of bomb is it?**
- **What will cause the bomb to explode?**
- **Who planted the bomb?**
- **Why was the bomb planted?**
- **How did the person get the bomb in the building?**
- **What is your address?**
- **What is your name?**

STEP 3: INITIATE THE TRACE AND NOTIFY

When the caller hangs up, **DO NOT HANG UP.** Leave the phone line open. Initiate a trace only if trained to do so. Go to another phone and notify Campus Safety (ext. 7777).

STEP 4: DESCRIBE THE CALLER

Approximate age of the caller: _____ Gender of the caller: Male Female Unsure

Caller's voice was (circle all that apply):

SPEED & PITCH

Hummed
Moderately paced
Slow
Hushed or Quiet
Loud
Deep
High-pitched
Squeaky
Other: _____

EMOTION

Distant Angry
Excited Sad
Happy Calm
Sincere Crazy
Agitated
Matter-of-fact
Boastful
Other: _____

QUALITY

Stutter Deep Breathing
Lisp Crying
Slurred Stressed
Whispered Whining
Laughing Clearing Throat
Raspy Cracking Voice
Nasal Other: _____

LANGUAGE

Accented (_____)
Well-spoken
Foul
Taped
Incoherent
Broken
Drunk

Could you tell if the call was: _____ Local? _____ Long Distance? _____ Cell Phone?

Was the voice familiar? Yes No If yes, how or who? _____

Was the voice disguised? Yes No If yes, how? _____

STEP 5: DESCRIBE THE ATMOSPHERE

Did it sound like: a cellular phone call a land line phone call

Background sounds (check all that apply):

- Street noises Trains Factory Machinery PA System Party
- House Noises Airplanes Office Machinery Animal Noises Other: _____
- Vehicle Noises Motor Music Voices _____
- Static Echo Quiet Children _____

Could you make out anything said in the background? _____

STEP 6: PERSON WHO RECEIVED CALL

Name: _____ Position: _____

Telephone Number: _____

Any other remarks?

(continued on next page)

BOMB THREAT OR SUSPICIOUS PACKAGE

(...BOMB THREAT)

IF NOTIFIED TO EVACUATE BECAUSE OF A BOMB THREAT:

1. Follow the directions of emergency personnel. The closest exit may not be the safest exit.
2. Turn off any cell phones or pagers. Do not use radio communication.
3. Before you leave make a cursory inspection of your area for any unfamiliar/suspicious items. DO NOT touch any suspicious packages. Report suspicious item to Campus Safety (ext. 7777) or other emergency responders.
4. DO NOT turn on or off lights. Leave light switches in their position. Turn off electrical equipment if time permits.
5. DO NOT change the setting of your thermostat. Leave it in the position that it is in.
6. Leave doors and windows open.
7. See *Evacuation* section of this guide for further instructions.

SUSPICIOUS PACKAGE

A suspicious package is a package or envelope that arouses the suspicion of the receiver because of some indicator(s). It may or may not be preceded by letter or telephone threats or warnings. It may simply be poorly addressed, or it may be a hoax. Conversely, it may contain an explosive, or a chemical, biological, or radiological substance. Some characteristics which ought to trigger suspicion include parcels or letters that have the following indicators:



IF YOU SUSPECT AN OBJECT TO BE A BOMB, FOLLOW THE STEPS BELOW:

1. DO NOT handle or touch the object.
2. DO NOT use cell phones, pagers, or two-way radios in the vicinity of any suspected explosive device. Turn cell phones off. Use land-line phones only.
3. Do not allow others in the vicinity of any suspected explosive device. Clear the area immediately.
4. Contact Campus Safety (ext. 7777) and give the dispatcher a description of the object and its exact location. Follow the instructions of emergency personnel.

IF YOU SUSPECT A LETTER OR PARCEL CONTAINS A BIOLOGICAL, CHEMICAL, OR RADIOLOGICAL AGENT, FOLLOW THE STEPS BELOW:

1. Do not sniff, smell, shake, or empty the contents.
2. If you have not opened it, place it in a container or plastic bag.
3. If any material spills out, DO NOT clean it up or brush off your clothes. Wash or rinse your hands.
4. If you have opened it and it claims to have contaminated you, but there is no substance seen or felt, chances are you have not been contaminated. Regardless of whether a substance has been identified, do not disturb the suspect item any further.
5. If you have touched the package or its contents, do not touch your face. Minimize contact with unnecessary objects.
6. Turn off any fans circulating air.
7. Prevent others from entering the area.
8. Notify Campus Safety (ext. 7777).
9. Evacuate the immediate area, but stay in the vicinity to avoid spreading contaminant or contaminating others.
10. If possible, wash your hands with soap and water.
11. Do not share incident information with individuals not directly affected.
12. Provide a list of all individuals in the area when the suspicious letter/parcel was recognized to law enforcement.

BOMB THREAT OR SUSPICIOUS PACKAGE

EVACUATION

In advance of an emergency, become familiar with your working/living area and exit locations. Evacuation orders may be given for multiple purposes.

1. When the fire alarm sounds, an evacuation is ordered, or when it becomes obvious that an evacuation is necessary, do not panic but walk quickly to the closest emergency exit or follow the instructions of emergency personnel. Alert others to do the same.
2. **Do not use elevators.** Avoid unnecessary talking. Curtail telephone use so that systems are not overloaded, and calls can reach emergency responders.
3. Responsible persons, including faculty members, Student Life representatives and Emergency Team Leaders (ETLs) are expected to secure assistance for persons with disabilities who need help and who can reasonably leave the building safely with minimal assistance. Always ASK how you can help BEFORE attempting any rescue or assistance. Ask how the person can best be moved and whether there are any special considerations or items that need to come with the person. See other considerations in the next sections of this guide.
4. ETLs, including Student Life representatives and other emergency personnel will assist all occupants in vacating the premises, reminding them that they need to go to the building's Evacuation Assembly Area (EAA). See rear cover for EAA locations.
5. Walk in a single file line to the right through corridors and stairwells. Keep moving.
6. Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance. See shelter in place in the next section of this guide.
7. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit. See **FIRE** section of this guide.
8. Once out of the building, proceed to the EAA or alternate location if primary location is unsafe. Keep streets and walkways next to exits and buildings clear for emergency vehicles and personnel. Notify emergency personnel if you suspect someone is trapped inside. ETLs, including Student Life representatives, faculty and staff will provide direction and assistance as necessary.
Once at the EAA, await further direction from the Area Coordinator or emergency personnel. Do not leave campus without reporting your status to an ETL or Student Life representative. Building Coordinators will report to the Area Coordinator on the status of building evacuations, giving, where appropriate, a 100% accounting of building occupants.
9. Do not return to the building until you have been authorized to do so by Campus Safety, the Area Coordinator or other emergency personnel. If requested, assist emergency personnel.

Considerations for Specific Evacuations

	Fire	Earthquake	Gas Leak	Bomb Threat	Other
Doors & Windows	Close, but do not lock when exiting.	Close doors, if necessary, to contain any hazards (fire, toxic fumes, etc.)	Leave open	As you exit, open windows and doors if time allows	In general, secure when exiting.
Elevators	Do not use.	Do not use.	Do not use.	Do not use.	During power outage, do not use.
Light Switches	Turn off lights.	Do not turn on or off if you suspect a gas leak.	Leave alone. Do not turn on or off.	Leave alone. Do not turn on or off.	Turn off lights when exiting.
Communications	Call from safe area.	Make sure phone is on its receiver. Use only to report life-threatening emergencies. Do not use if you suspect a gas leak.	Do not use portable, cellular or landline phones. Call from an unaffected area.	Turn off cell phones and pagers. Do not use radio communications. Landline phones only.	Do not use telephone unless absolutely necessary. Avoid unnecessary talking when exiting.
Electrical Equipment	Turn off if time permits	Do not use if you suspect a gas leak.	Do not use or turn on or off.	Turn off if time permits.	Unplug during power outage or when flooding is possible.

EVACUATION (Including Consideration of Persons With Disabilities)

CONSIDERATIONS IN THE EVACUATION OF PERSONS WITH DISABILITIES

Shelter in Place: During an evacuation, Emergency Team Leaders (ETLs), Student Life staff, and other responsible persons should check all corridors and exit stairwells for any stranded person. In the event that a person with disabilities is located who cannot reasonably leave the building with minimal assistance, **and the emergency is not imminent**, a responsible person should stay with the person with disabilities and “shelter in place”, either at the head of an interior, enclosed stairwell, or in a designated room, fitted with a sprinkler system, close by an open stairwell. Elevators may be used to evacuate persons with disabilities ONLY after emergency personnel have declared them safe to use. Call 911 and/or x7777 to alert emergency personnel about your circumstance. **In an imminent emergency, consideration should be given to immediate evacuation using lifts/carries described below.**

Evacuating Blind or Low Vision Persons:

1. Tell the person the nature of the emergency. Offer to guide him/her by offering your left/right elbow. Do not grab the person's arm.
2. Be sure the person brings with them all mobility aides such as white canes. The individual may have a guide dog that may be disoriented. Ask the advice of the person who is blind regarding your level of assistance.
3. Give verbal directions to advise about the safest routes. Use compass directions, estimated distances and directional terms to orientate the person. As you walk, describe where you are and advise of any obstacles such as overhanging objects, curbs, etc.
4. When you have reached a safe location, orient the person to where she/he is and ask if any further assistance is needed.

Evacuating Deaf or Hard of Hearing Persons:

1. Write a note stating the emergency and the evacuation route (e.g., Fire: go out the rear door to parking lot.).
2. Turn the room lights on & off (if safe to do so) to gain attention. Indicate through hand gestures what is happening and what to do.

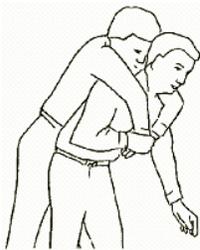
Evacuating Persons With Limited Mobility (e.g., using crutches, canes, or walkers): For evacuation purposes such persons should be treated as if they were injured. Carrying options include using a two-person lock arm position or having the person sit in a sturdy chair, preferably with arms.

Evacuating Persons Who Are Non-Ambulatory:

1. When evacuating always ask what method of assistance the person prefers.
2. Not all persons can be removed from their wheelchairs and carried safely. The person may have a physical condition that contraindicates lifting such as heart conditions or back problems or other severe physical complications.
3. If transferring someone out of their wheelchair, note the location of the wheelchair and upon exiting the building immediately inform Campus Safety of the location of the wheelchair so they can retrieve it.
4. Those with electric artificial respirators should be given priority assistance if there is smoke or fumes.
5. Persons with chronic pain, catheter leg bags, fragility, or braces may not be able to extend or move extremities.

Transferring a Person:

1. Check that the individual is not at risk when transferred or carried. The lifts/carries below can be employed.
2. Pack-strap carry. Semi-ambulatory person may lean against assistant's back while assistant holds both persons arms over assistant's shoulders. The assistant leans forward slightly to take most of the person's weight.
3. Two-handed seat. Two assistants link arms to form a backrest and grip wrists to form a seat.
4. Two-person carry. Two assistants carry person by extremities. One assistant stands behind and wraps arms around person's chest under person's arms. Second assistant stands facing away from the person between their legs and lifts person's legs under knees with each arm or can cross the person's legs over and carry them to one side, thus freeing one hand to open doors, etc.



Pack-Strap Carry



Two-Person Carry



Two-Person Carry

EVACUATION (Including Consideration of Persons With Disabilities)

MOVING A PERSON IN A WHEELCHAIR DOWN OR UP A FLIGHT OR STAIRS

As in any situation involving the evacuation of a person with disabilities, **if there is no imminent emergency**, the person should be “sheltered in place”, as described earlier, until Portland Fire and Rescue, or other emergency personnel can assist. In an **imminent emergency**, consideration should be given to immediate evacuation. In that circumstance, it is recommended that the person be removed from the wheelchair and evacuated using the lifts/carries described earlier. However, if the decision is made to move the person in a wheelchair down or up a flight of stairs, follow these guidelines:

Moving a Person in a Wheelchair Down or up a Flight of Stairs:



1. If the person to be moved in their wheelchair it is desirable to have a minimum of two assisting persons, with four assisting persons preferred for adults with heavy wheelchairs.
2. Secure the wheelchair seatbelt.
3. The wheelchair battery should be removed if at all possible.
4. Wheelchairs have many movable weak parts which were not constructed to withstand the stress of lifting (e.g., the seatbar footplates, wheels, movable armrests). The strongest person(s) should grip the chair handles at the back. Other assisting person(s) will grip the front seat frame or non-removable leg rests.
5. Always keep the wheelchair facing away from the stairs.
6. ROLL the wheelchair up or down the stairs. DO NOT carry as this may cause back trouble for the assistant. Let the wheelchair carry the weight.
7. Keep the wheelchair slightly tilted back to keep the wheelchair user secure. However, do not tilt too far as this could cause the assistant to lose balance and pitch forward.

EVACUATION (Including Consideration of Persons With Disabilities)

HOMELAND SECURITY ADVISORY SYSTEM

Campus Safety maintains a close contact with law enforcement agencies to facilitate information sharing with the campus community and will communicate levels of threat or other safety information. Beneath each threat condition are some suggested protective measures that staff, faculty, and students can take.

RED: Highest threat level. A terrorist attack has occurred or intelligence indicates that one is imminent.

- Avoid public gathering places such as sports arenas, holiday gatherings or other high risk locations.
- Follow official instructions about restrictions to normal activities.
- Listen to the radio and TV for possible advisories or warnings.
- Prepare to take protective actions such as sheltering-in-place or evacuation if instructed to do so by public officials.
- Contact the college for current information, instructions, and status of work and classes.
- Avoid repeating unsubstantiated information or rumors.
- Be aware that certain site and building access may be closed and that certain parking areas may be closed.
- Be prepared to remain indoors or leave the campus with little notice.
- Take personal security precautions.

ORANGE: Second highest threat level. Intelligence indicates that there is a high risk of a terrorist attack but a specific target has not been identified.

- Review preparedness measures (including evacuation and sheltering) for potential terrorist actions including chemical, biological, and radiological attacks.
- Avoid high profile or symbolic locations.
- Exercise caution when traveling.
- Expect some delays, such as restrictions of heightened security at public/government buildings and events.
- Monitor closely campus communications and news sources for alerts.
- Monitor inventories for critical supplies and reorder if necessary.
- Carry/wear College identification at all times while at work.
- Examine your vehicle for unusual objects or conditions before opening doors.
- Review the College's Crisis Management Plan (especially housing residents).
- Keep track of keys to sensitive areas. Should keys be lost, one should immediately notify their supervisor and Campus Safety.

YELLOW: Elevated threat level. Significant risk of terrorist attack but a specific region or target has not been defined.

- Develop alternate routes to and from work.
- Be observant of any suspicious activity and report it to authorities.
- Contact neighbors to discuss their plans
- Check with school officials to determine their plans for an emergency and procedures to reunite children with parents and caregivers.
- Update the household communication plan.
- Practice emergency plans with family.

BLUE: Guarded threat level. General risk of terrorist attack with no credible threat to specific targets.

- Update your disaster supply kit. Review stored disaster supplies (e.g., at work, in the car) and replace items that are outdated.
- Review your household disaster plan.
- Hold a meeting to discuss what members would do and how they would communicate in the event of an incident.
- Develop a more detailed household communication plan.
- Apartment residents should discuss with building managers steps to be taken during an emergency.
- People with special needs should discuss their emergency plans with friends, family or employers.

GREEN: Low risk of terrorist attack.

- Develop a household disaster plan and assemble a disaster supply kit.
- Be familiar with your work area and/or classroom's emergency exit procedures.
- Cooperate in, and take seriously, an emergency drill.
- Report to Campus Safety:
 - Abandoned parcels or suitcases
 - Any other activities considered suspicious
 - Unidentified vehicles parked or operated in a suspicious manner
 - Suspicious personnel (e.g., someone observing, photographing, or asking questions about operations or security).
- Review mail handling and delivery procedures.
- Monitor campus communications and news sources for terrorist alerts.
- Lock your vehicle any time it is unattended.
- Review the State Department's travel warnings prior to traveling.
- Ensure your family if prepared for security threats with emergency home supplies (e.g., non-perishable foods, bottled water, flashlights/batteries, radio, prescription medications) and knows the locations of the nearest emergency shelters.



MEDICAL EMERGENCIES (AND FIRST AID INSTRUCTIONS)

Below is a list of signs and symptoms that may be indicative of a serious injury or illness that may require immediate medical attention:

- Is unconscious.
- Is not breathing.
- Has trouble breathing, shortness of breath.
- Has no signs of circulation (no pulse)
- Has persistent chest pain (lasting 3-5 minutes or longer)
- Has pain in the abdomen.
- Has pain in either arm that spreads to the shoulder, neck or jaw.
- Has severe bleeding that does not stop.
- Sudden dizziness, weakness or change in vision
- Has deep burns to the face and neck.
- Has seizures.
- Is vomiting blood.
- Has an injury to the head.
- Has an open fracture to femur (thigh bone broken and sticking out of the skin).
- Has fallen greater than ten feet.
- Is in shock (skin pale: cold to touch, possibly moist or clammy; weakness; rapid pulse increased breathing rate, may be shallow or deep and irregular).

If a serious injury or illness occurs on campus:

- **Immediately call 911 and Campus Safety (ext. 7777).** Campus Safety officers are trained in first aid and CPR and have access to AEDs (Automated External Defibrillators). Give your name; describe the nature and severity of the medical problem and the campus location of the victim. Never attempt to transport a seriously injured or ill person to the hospital yourself.
- **Do not panic.** Assess the situation Look for emergency medical ID and question witnesses.
- Ask victim, "Are you okay?" and "What is wrong?"
- Keep victim still and comfortable. **DO NOT MOVE VICTIM** unless there is a life-threatening situation (e.g., room on fire, toxic fumes).
- Check breathing and give artificial respiration, if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Give all information to the police or medical personnel.
- Immediately report all injuries to supervisors or faculty.

To give Artificial Respiration (Rescue Breathing):

Victim is not breathing but has other signs of life (movement, consciousness):

- With the victim lying on his or her back, apply a breathing barrier if available. Open the airway by tilting the head back, lifting the chin, and pinching the nose shut.
- Give two slow breaths. Breathe until the victim's chest gently rises. Watch to ensure the victim's chest does rise.
- Look for signs of life. Check for pulse.
- If there are no signs of life but the victim is still not breathing, give one slow breath every five seconds.
- Re-check for signs of life every minute. Continue rescue breathing as long as victim is not breathing.

Individuals are encouraged to obtain training in first aid and CPR. Call the Student Health Service (ext. 7165) on weekdays from 8:00 am to 4:00 pm or Campus Safety (ext. 7777) for information.

First Aid at a Glance is on next page.



MEDICAL EMERGENCIES (AND FIRST AID INSTRUCTIONS)

First Aid at a Glance

AILMENT	SIGNS & SYMPTOMS	FIRST AID
HEART ATTACK	<p>Principal symptoms:</p> <ul style="list-style-type: none"> • Acute pain in chest, upper abdomen or down left arm and shoulder • Extreme shortness of breath • Absence of pulse and breathing in an unconscious person 	<p>Place victim in comfortable position, usually sitting up. If not breathing, give artificial respiration. If no pulse is present, administer CPR (if trained), immediately call 911 and Campus Safety (ext. 7777).</p> <p>DO NOT give liquids to unconscious victims.</p>
UNCONSCIOUS	Unresponsive	Keep victim warm and lying down, head turned to one side. If consciousness is not regained quickly, send for medical help. If breathing stops, give artificial respiration.
EXTERNAL BLEEDING	<p><i>Capillary bleeding:</i> blood oozes from capillaries—usually not serious and easiest form of external bleeding to control.</p> <p><i>Venous bleeding:</i> Vein severed and blood flows or gushes steadily.</p> <p><i>Arterial bleeding:</i> Injury can lead to large amount of blood loss. As blood flows at faster rate it is less likely to clot.</p>	<p>Locate the bleeding. Place clean cloth over the entire wound and apply direct pressure using your fingers or palm. If blood soaks through, apply another cloth on top of old cloth and continue applying direct pressure.</p> <p>If wound on arm or leg, elevate extremity above the level of the heart.</p> <p>If bleeding too severe to control at this point, apply pressure to a pressure point. For wounds of the arms or hands—inside of the wrist (radial artery—where a pulse is checked) or on the inside of the upper arm (brachial artery). For wounds of the legs—at the crease in the groin (femoral artery).</p>
BURNS	<p>Skin is:</p> <p>Red — 1st Degree Blistered — 2nd Degree Charred — 3rd Degree</p>	<p>To relieve the pain of 1st degree and small 2nd degree burns:</p> <ul style="list-style-type: none"> • Submerge in cold water (do not use ice) • Apply a cold pack • Cover with a thick dressing <p>DO NOT apply grease or ointment for a 3rd degree burn; cover with dry clean cloth and call for medical help.</p> <p>If any burn occurs to the victim's face area, watch for possible need for artificial respiration.</p>
SHOCK	<ul style="list-style-type: none"> • Skin pale (or bluish); cold to touch, possibly moist or clammy • Weakness • Rapid pulse (over 100) • Rate of breathing usually increases, may be shallow or deep and irregular 	<p>Keep victim lying down.</p> <p>Cover him only enough to keep him from losing body heat.</p> <p>Obtain medical help as soon as possible.</p>
FRACTURES & DISLOCATIONS	<ul style="list-style-type: none"> • Pain and tenderness • May have difficulty moving injured part • Obvious deformities—swelling and discoloration 	<p>Keep broken bone ends and adjacent joints from moving.</p> <p>Give care for shock.</p> <p>Call for medical help.</p>
ALCOHOL POISONING	<p>Alcohol is a stomach irritant and may cause vomiting. It also affects your central nervous system — slowing breathing, heart rate, and gag reflex.</p> <p><u>Signs & symptoms include:</u></p> <ul style="list-style-type: none"> • Mental confusion • Unconsciousness (person cannot be roused) • Vomiting • Seizures • Slow breathing (fewer than 8 breaths per minute) • Irregular breathing (10 seconds or more between breaths) • Cold, clammy, unusually pale or bluish skin <p>An alcohol overdose can lead to irreversible brain damage. Rapid binge drinking is especially dangerous because the victim can ingest a fatal dose before becoming unconscious.</p>	<p>If you suspect alcohol poisoning seek immediate medical help. Do not leave the victim alone.</p> <p>Call Campus Safety (ext. 7777) or 911.</p> <p>Turn victim on his/her side, so that if he/she vomits the victim is less likely to choke on vomit.</p> <p>Don't attempt to restrain the victim during a seizure.</p> <p>Be prepared to give artificial respiration or CPR, if trained.</p> <p>DO NOT</p> <p>Give cold showers.</p> <p>Try to walk victim around.</p> <p>Give anything to drink (e.g., black coffee) or eat.</p>
OTHER POISON	<p>Symptoms vary greatly.</p> <p>Suspect poisoning if someone suddenly becomes sick for no apparent reason.</p> <p>Suspect inhalation poisoning if the victim is found near a furnace, a car, a fire, or in an area that is not well ventilated.</p> <p>Aids to determine whether poison was swallowed:</p> <ul style="list-style-type: none"> • Information from victim or observer • Presence of poison container • Condition of victim (sudden onset of pain or illness) • Burns around lips • Breath odor • Pupil contracted to pinpoint size 	<p>ALL VICTIMS</p> <p>Call Emergency Medical Services.</p> <p>Call Poison Control Center. (1-800-222-1222)</p> <p>Save label or container for I.D.</p> <p>Save sample of vomitus material.</p> <p>CONSCIOUS VICTIMS</p> <p>Dilute the poison with milk or water.</p> <p>Do not neutralize with counteragents.</p> <p>Do not give oils.</p> <p>UNCONSCIOUS VICTIMS</p> <p>Maintain open airway (victim on side).</p> <p>Give mouth-to-mouth resuscitation or CPR (if trained and if necessary).</p> <p>Do not give fluids.</p> <p>Do not induce vomiting.</p> <p>CONVULSIONS</p> <p>Do not restrain victim.</p> <p>Loosen tight clothing.</p> <p>Watch for airway obstruction.</p> <p>Do not give fluids.</p> <p>Do not induce vomiting.</p>



MEDICAL EMERGENCIES (AND FIRST AID INSTRUCTIONS)

SUICIDAL THINKING, THREAT OR ATTEMPT

If someone is thinking about suicide or manifests other self-destructive behaviors, a student, faculty or staff member's reaction and responsiveness could result in a positive crisis resolution. Successful intervention involves establishing a supportive relationship with the individual. Counseling is provided on-campus through the Counseling Service (ext. 7160) for students. Employees interested in counseling may choose to access the college's employee assistance program (1-800-433-2320) or seek out counseling that is covered by the college's health insurance plans (contact insurer for more information).

Supporting the person at risk can be stressful, and you want to do the best you can. So be sure to access support for yourself. The Counseling Service offers consultation to community members concerned about students. The college's Welfare Intervention Network (WIN) (go.clark.edu/win) also provides support for community members who are concerned about someone's potential suicide risk, whether the person at-risk is a student, faculty or staff member. See the WIN section of this guide for more information. Other off-campus resources are listed in the *Important Phone Numbers* section at the beginning of this guide.

Warning Signs

Please note that many of these warning signs are signs of depression. Depression does not necessarily mean that a person is contemplating suicide, but depressed people often think of suicide.

- Suicide comments or threats*
- Giving away personal or prized possessions*
- Planning for death, e.g., making a will, putting affairs in order*
- Seeking access to the means of suicide*
- Talking or writing about death*
- Hopelessness
- Recent loss, e.g., relationship breakup
- Previous suicide attempt
- Alcohol or drug use
- Anxiety/agitation
- Sleep problems, nightmares
- Dramatic mood changes
- Anger or recklessness
- Feeling trapped
- Loss of interest in activities
- Withdrawing from others, isolation
- Lack of attention to grooming
- No sense of purpose or reason to live
- Decline in academics
- Loss of contact with reality
- Self-injurious behavior, e.g., cutting
- Sense of being a burden

*Suggests acute risk

Verbal warning signs may include such statements as:

- "Sometimes it doesn't seem like life's worth living."
- "Lately I've been driving my car like I really don't care what happens."
- "I've been saving up my pills in case things get really bad."
- "People would be better off without me."
- "Sometimes I don't want to be here anymore."

Ways to help a person who may be suicidal:

- Listen to what is said and treat it seriously.
- Talk openly and freely.
- Ask directly: Have you thought of suicide? How often? How would you do it?
- Understand that suicidal thoughts are more common than many people think. Some individuals with suicidal thoughts are close to acting, while others are not. So take any suicidal thinking very seriously, but don't panic.
- Do not argue, debate, or lecture about whether or not suicide is right or wrong.
- Never promise total confidentiality.
- Do not offer platitudes or simple answers.
- Do not challenge the individual or use scare tactics.
- If the individual is at acute risk, do not leave them alone.
- Get help for the individual by contacting the following:
 - **For students:** During daytime hours, contact the Counseling Service (ext. 7160). After-hours, students can be referred to talk with a crisis counselor by calling 503-265-7804.
 - **For faculty and staff:** Contact the employee assistance program (1-800-433-2320). Human Resources (ext. 6235) may also be able to help.
 - **For all community members,** Welfare Intervention Network members can provide guidance and support.
 - **After hours,** also contact Campus Safety (ext. 7777).
- Follow the instructions from the Counseling Service or Campus Safety. Professional assistance will be determined by qualified professionals.

If someone threatens or attempts to commit suicide:

1. If someone threatens to commit suicide, notify Campus Safety (ext. 7777). If someone has attempted suicide, immediately call 911 and Campus Safety (ext. 7777).
2. DO NOT LEAVE the person alone.
3. Try to put distance or barriers between the person and their potential means of harming themselves.
4. If the individual has a weapon, do not try to take it physically or through force. Alert emergency responders.
5. Keep the area off limits and isolated until Campus Safety, emergency medical personnel and/or police arrive.
6. Render first aid, if necessary.
7. Witnesses should be directed to stay in the area in case police or emergency services personnel need further information.
8. Refer all media questions to Public Relations (503-768-7970).

SUICIDAL THINKING, THREAT OR ATTEMPT

WELFARE INTERVENTION NETWORK

The Welfare Intervention Network(WIN) is a dedicated team of Lewis & Clark staff who work together to share information and plan appropriate outreach efforts to help students, faculty, and staff who may be a risk to themselves or others.

Whenever there is a potential serious threat to the health or safety of one of our community members (faculty, staff or student), one should contact WIN. Examples of situations where you could use WIN to keep our community safe include threats of suicide, potential risk of violence, severe substance abuse problems or eating disorders which endanger a person's life, stalking, domestic violence, and other severe mental health problems (e.g., psychotic behavior). **Please note that if you or someone else is facing imminent risk, you should always contact Campus Safety immediately at 768-7777.** Sometimes people hesitate and wait until a situation has reached a state of crisis to tell anyone. There is no harm in expressing concern for a student, co-worker or colleague. Contacting WIN early will give WIN time to provide the most helpful and thoughtful response.

After consulting with you, the WIN team member to whom you report will generally pass the information on to other members of the WIN team, who will work to appraise the situation, assess risk, and develop a response plan.

While there is no definitive list of signs suggesting that a community member might pose harm to themselves or others, here are some things to look out for: dramatic mood changes, withdrawal, hopelessness, recklessness, anger or aggression, significant anxiety or agitation, purposelessness, severe sleep problems, feeling trapped, self-injurious behavior, lack of attention to personal hygiene, a decline in academic or job performance, or other significant behavior changes. Other signs can be even more concerning, including comments or writing about death, dying, or suicide, giving away prized possessions, seeking access to the means of suicide, preoccupation with weapons, threats to others, out-of-control drinking behavior, and psychotic symptoms (loss of contact with reality).

Contact any member of our network to share information about a community member at risk.

WIN members:

Associate Dean of the CAS	Associate VP for Human Resources
Associate Dean of the Graduate School	Director of Campus Safety
Associate Dean of the Law School	Director of Student Support Services
Chief Psychologist	Associate Dean of Students (CAS)
Dean of Students	VP and Provost/Title IX Coordinator
Associate Director, Health Promotion & Wellness	General Counsel

If it's after-hours, and you think WIN needs information before the next business day, pass your information to Campus Safety (503-768-7777).

Feel free to contact any of the WIN members if you have further questions, or check out our webpage at go.lclark.edu/win.

WELFARE INTERVENTION NETWORK

EARTHQUAKE

PLAN AHEAD:

- Learn basic first aid and know how to properly use a fire extinguisher. Keep an emergency kit in the trunk of your car. The kit should include first aid supplies, flashlight with extra batteries, extra personal supplies (medications, glasses, etc.), sturdy shoes, jacket or sweater, blanket and water.
- Establish and out-of-area contact for all your family members. Long distance lines do not go down from too many calls or phones falling off the hook. In addition, long distance lines are usually the first lines returned to service after an earthquake disruption.

In Offices:	In Labs:
<ul style="list-style-type: none"> • Brace or rearrange furniture to minimize falling hazards. Bolt furniture (e.g., bookcases, cabinets) over 42 inches tall to prevent topping. If bracing is not feasible, move tall furniture away from exits. • Do not use tall bookcases or cabinets as room dividers. • Do not stack bookcases or file cabinets. • Keep books on shelves with restraint bars or cords. • Place large or heavy items on lower shelves or on the floor. • Do not put heavy items or full boxes on tall furniture. • Do not put heavy frames, mirrors or bookshelves over your workspace. • Securely anchor your computer, monitor, and printer to the desk or workstation. • Back up your computer(s) frequently. Keep the disks at a separate location. • Keep irreplaceable books or items off-campus. Store copies of course notes off-campus. 	<ul style="list-style-type: none"> • Secure as much of your equipment as possible before an emergency occurs. Keep an up-to-date chemical inventory in your laboratory and with OH&S. • Install restraint bars on chemical shelving and positive latching devices on cabinet doors. • Close sliding doors when not in use. • Restrain gas cylinders to the wall or lab bench with chains 1/3 and 2/3 the way up the gas cylinder. • Anchor electronic equipment with specialized fasteners. • Secure stills with straps and install refrigerator clasp locks. • Anchor animal containers. If they are on shelves, bolt the shelves to the wall. • Segregate acids, bases and solvents from one another. • Provide secondary containment for chemicals. • Do not keep any potentially hazardous materials on mobile carts.

IF INDOORS:

1. When a quake starts DUCK or drop down on the floor and take COVER under a sturdy desk, table or other furniture. HOLD on to it tightly and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. If you are seated in a lecture hall drop between the rows of classroom seats. DO NOT rush for the exit.
2. If you are in a hallway, drop to the floor and cover your head and neck. If you stand in a doorway, brace yourself against the frame and watch out for a swinging door and other debris. A doorway should only be used if it is in close proximity and is a strongly supported load-bearing doorway. If no cover is near, duck and cover near an interior wall or corner of the building.
3. Keep away from overhead fixtures, windows and bookshelves that may fall over.
4. Stay indoors until the shaking has topped. Most injuries during earthquakes occur when people are hit by falling debris when entering or exiting buildings. If it is necessary to evacuate the building, follow those procedures described in the "EVACUATION" section of this guide.
5. Check yourself and others for injuries. Treat only life-threatening injuries immediately, leave minor injuries until after you have checked for secondary hazards. Give first aid and protect injured from aftershocks. Injured who can walk should be helped to a safe Evacuation Assembly Area (EAA).
6. Check your immediate work area for secondary hazards (fires, spills, gas leaks, etc.). Eliminate them if you can, otherwise contain them by closing doors. Put out small fires with fire extinguishers. Shut off gas and electricity to appliances, hot plates, etc. If you smell gas or hear a hissing sound, open windows and leave the building immediately. Alert Facilities Services or Campus Safety.
7. Do not use candles, lighters or matches. There may be gas present.
8. Do not smoke inside the building and be extremely careful where you smoke outside. Flammable materials may have been spilled during the main shock, and an aftershock may cause you to drop your cigarette.
9. Check your telephone. Make sure each phone is on its receiver. Do not use telephones except for genuine emergency calls.
10. Report serious casualties and hazards and the location of any trapped people to your Emergency Team Leader (ETL), Student Life representative, other responsible person, or call 911. If necessary send a runner to Campus Safety.
11. Do not use elevator under any circumstances.
12. If you are trapped, use a flashlight, whistle, or tap on a pipe or wall to signal your position. Avoid kicking up dust. Shout as a last resort. Shouting can cause you to inhale dangerous amounts of dust.
13. For updates, listen to local radio. In the event of a major disaster, the College's Crisis Management Group will provide information as quickly as possible via multiple avenues, including the Emergency Notification System (Blackboard Connect), the Lewis & Clark web site (www.lclark.edu) and the Snow Line (x7669).
14. Expect aftershocks.

NATURAL HAZARDS

(EARTHQUAKE, FLOOD, EXTREME WEATHER, SEVERE HEAT, COLD WEATHER SAFETY)

IF OUTDOORS:

Move quickly away from buildings, utility poles and structures having the potential to topple. The safest place to be is in the open, so if you are already at an Evacuation Assembly Area (EAA), stay there. CAUTION: always avoid power or utility lines as they may be energized. If in an automobile, pull over and stop as quickly as safety permits, preferably an open area away from overpasses, buildings, power lines, and trees. Stay in the vehicle. Tune to an emergency radio station for information.

Immediate danger exists of fire, gas leak, major structural damage, and/or if instructed by Campus Safety, Facilities Services, Student Life, or other emergency personnel. Exit with caution. Report any observed conditions which may interfere with evacuation of the building to Campus Safety (ext. 7777) or Facilities Services (ext. 7845). If you can safely do so, gather your keys, flashlight, portable radio, etc. You will not be allowed to reenter the building until it is checked by authorities. Refer to the *Evacuation* section of this guide on evacuation procedures and how to evacuate disabled persons. Proceed to your designated Evacuation Assembly Area and watch for downed electrical wires and falling debris. Do not leave the assembly area. Do not go sightseeing. Keep streets clear for emergency vehicles. Wait for help and instructions.

EXTREME WEATHER

If you are notified that extreme, stormy weather, including high winds or funnel clouds, is approaching campus, seek shelter indoors immediately and go to the basement or an interior room on the lowest level. **DO NOT OPEN THE WINDOWS.** Stay inside until notified otherwise by Emergency Team Leaders, Campus Safety or other emergency personnel.



FLOOD

If indoors:

1. If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. Facilities Services will identify a temporary shelter to house materials.
2. Be prepared to move your vehicle if certain parking areas are at risk of being flooded.
3. Be prepared to evacuate your office at a moment's notice if your building lies in a known flood zone. If there is any possible danger or if given the order to do so, evacuate the building.
4. If evacuation is directed, unplug all electrical equipment, if safe to do so. If there are electrical appliances or electrical outlets in any flooded area do not proceed. There is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.
5. Do not return to the building or work area until instructed to do so by Campus Safety or Facilities Services staff.

If outdoors:

1. Do not try to walk or drive through flooded areas. Stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.
2. Stay away from flooded areas unless authorities ask for volunteers.
3. Stay away from downed power lines.
4. Be aware of areas where flood waters may have receded and may have weakened road surfaces.
5. Wash your hands frequently with soap and water if you come in contact with flood waters.

After the flood:

Only authorized College personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble. Report broken utility lines to the appropriate authorities. For information about the status of the campus in the event of a major service interruption access Lewis & Clark's Snow Line - 503-768-7669 - which is also listed in the *Important Contact Information* section of this guide. Do not throw away any flood-damaged items until an official inventory has been taken.

NATURAL HAZARDS (EARTHQUAKE, FLOOD, EXTREME WEATHER, SEVERE HEAT, COLD WEATHER SAFETY)

SEVERE HEAT



Doing too much on a hot day, spending too much time in the sun or staying too long in an overheated place can cause heat-related illnesses. During hot days drink plenty of water regularly regardless of your activity level (consult your physician if you are on a fluid-restrictive diet before doing so). When outdoors apply sunscreen lotion and dress in loose fitting clothes that cover as much skin as possible. Know the symptoms of heat disorders and overexposure to the sun, and be ready to give first aid. Call the Health Center and/or Campus Safety if medical assistance is needed.

HEAT DISORDER	SYMPTOMS	FIRST AID
HEAT RASH	Looks like a red cluster of pimples or small blisters. More likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.	Move to a cooler, less humid environment. Keep affected area dry. Avoid using ointments or creams. Dusting powder may be used to increase comfort. Heat rash usually does not require medical assistance.
SUNBURN	Redness and pain. In severe cases swelling of skin, blisters, fever, and headache.	Ointments for mild cases if blisters appear and do not break. If breaking occurs, apply dry sterile dressing. Serious, extensive cases should be seen by a physician.
HEAT CRAMPS	Painful spasms usually in muscles of legs and abdomen possible. Heavy sweating.	Firm pressure on cramping muscles or gentle massage to relieve spasms. Give sips of water. If nausea occurs, discontinue use.
HEAT EXHAUSTION	Heavy sweating, weakness, skin cold, pale, and clammy. Pulse thready. Normal temperature possible. Fainting and vomiting.	Get victim out of sun and lay down and loosen clothing. Apply cool, wet cloths. Fan or move victim to air conditioned room. Give sips of water. If nausea occurs, discontinue use. If vomiting continues, seek immediate medical attention.
HEAT STROKE (OR SUNSTROKE)	High body temperature (106° F or higher). Hot dry skin. Rapid and strong pulse. Possible unconsciousness.	HEAT STROKE IS A SEVERE MEDICAL EMERGENCY. Call 911 or get the victim to a hospital immediately. Delay can be fatal. Move the victim to a cooler environment. Reduce body temperature with cold bath or sponging. Use extreme caution. Remove clothing, use fans and air conditioners. If temperature rises again, repeat process. Do not give fluids.

NATURAL HAZARDS

(EARTHQUAKE, EXTREME WEATHER, FLOOD, SEVERE HEAT, COLD WEATHER SAFETY)

COLD WEATHER SAFETY



FROSTBITE

What is it?

The freezing of deep layers of tissues from the skin inwards. Tissues are killed as the freezing progresses. Symptoms:

- Pale, waxy-white skin color.
- Hard, numb skin.
- Usually affects the extremities first: fingers, toes, hands, and feet.
- Followed by exposed skin surfaces: nose and ears
- High velocity winds increase potential for frostbite. Example frostbite can occur within one minute in 40 mph winds at 10 degrees F.

What do you do about it (land temperatures)?

- Move the person to a warm, dry area. Don't leave the person unattended.
- Remove wet or tight clothing.
- Do NOT rub the affected area. This will increase tissue damage.
- Gently place affected area in warm water bath (105° F). Warm the affected area SLOWLY (25 minutes). Rapid heating causes additional damage.
- After the affected area has been warmed, it may become puffy and blister. The affected area may have a burning feeling or numbness. When normal feeling, movement, and skin color return, dry and wrap the affected area to keep it warm.
- Get the person to a doctor. Frostbite requires medical attention.

HYPOTHERMIA

What is it?

A condition whereby the interior of the body loses heat. Normal body temperature (98.6° F) drops below 95 degrees. Symptoms:

- Fatigue or drowsiness
- Uncontrolled shivering
- Blue skin color
- Slurred speech
- Clumsy movements
- Irritable, irrational or confused behavior

What to do (land temperatures)?

- Call 911. Hypothermia can kill.
- Remove person to a warm dry place. Don't leave the person unattended.
- Remove wet clothing and replace with dry clothing or wrap person in blankets.
- Have the person drink warm, sweet beverages if conscious. NEVER GIVE ANYTHING BY MOUTH TO AN UNCONSCIOUS PERSON. Avoid beverages with alcohol or caffeine.
- Have person move arms and legs to create muscular heat. If the person can't do this, place heated objects in the armpits, groin, neck and around the head. **DO NOT** rub or place in a warm bath. This can cause cardiac shock/heart failure.

What to do (water temperatures)?

- Call for emergency help. Body heat loss will occur 25 times faster in water than in air.
- **DO NOT** remove any clothing if you can't get the person out of the water. Instead insure all buttons, zippers, and fasteners on clothing are fully closed. Put a hood or hat on the head and keep the head out of the water.
- Get the person out of the water as fast as possible. Avoid having the person swim. Muscular exertion uses up body energy and can reduce survival time by 50%.

GENERAL PREVENTION

- Select appropriate clothing for weather conditions. Layer clothing to adjust to changing weather conditions. Wear hat and gloves.
- Take frequent breaks indoors, out of the elements.
- Perform physically demanding work during the warmest part of the day (10 am to 2 pm).
- Work in pairs.
- Drink warm, sweet beverages. Avoid beverages with caffeine or alcohol.
- Pace yourself and work at a steady rate. Avoid peak exertions likely to sap energy or fatigue.
- Eat high calorie carbohydrate foods, such as pasta.

NATURAL HAZARDS (EARTHQUAKE, EXTREME WEATHER, FLOOD, SEVERE HEAT, COLD WEATHER SAFETY)

UTILITY FAILURE

1. In the event of a major failure occurring between 7:30 a.m. and 5:00 p.m., Monday through Friday, immediately notify Facilities Services (ext. 7845).
2. If there is potential danger to the building occupants, or if the utility failure occurs *after 4:00 p.m. or before 7:30 a.m. on weekdays, weekends, or holidays*, notify Campus Safety (ext. 7777).

ADDITIONAL INFORMATION and PROCEDURES

Always observe above steps "1" and "2" whenever the following utility emergencies arise:



ELECTRICAL/LIGHT FAILURE

If an electrical short in equipment occurs, immediately shut off electricity. Pull electrical plug or shut off electrical breaker switch. Call Facilities Services (ext. 7845) if assistance is needed. If there is a power outage most campus buildings are equipped with an emergency light system that provides enough illumination in corridors and stairs for safe exiting for a short period of time. It is, however, advisable for your department to have flashlights available. During a power outage:

- Remain calm.
- Call Facilities Services (ext. 7845) or Campus Safety (ext. 7777).
- Provide assistance to students, visitors, and staff in your immediate area.
- Turn off computers and unplug electronic equipment to prevent a power surge from damaging equipment when the power comes back on.
- Evacuate the building if the fire alarm sounds or upon notification by Campus Safety, Facilities Management, or other emergency personnel.
- Before leaving, secure your files, lock windows and doors, turn off lights, and take your personal belongings.
- In laboratory buildings, fume hoods may not be operable. Most labs should not be used until ventilation is properly restored.



ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency phone in the elevator to notify Campus Safety. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which signals your need for help. If outside a stalled elevator, tell persons inside that help is being summoned, then call Campus Safety (ext. 7777) and report. Have someone stand by elevator to keep persons inside informed until help arrives, unless evacuation is imminent.



GAS LEAK

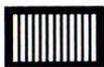
Natural gas has an added odorant which smells like rotten eggs. If you smell gas or hear hissing and suspect a gas leak cease all operations.

- a telephone (portable, cellular, or regular), unplug appliances, or operate any electrical switch or electronic device during this time as any flames or electric sparks could ignite the leaking gas. If possible, stay away from carpeted areas to avoid sparks of static electricity.
- Alert others in the area and advise them to do the same.
- If source is not immediately located and controlled or if it is clearly beyond your control IMMEDIATELY call Facilities Services (ext. 7845) or Campus Safety (ext. 7777) from an unaffected area. Provide location and details.
- If you suspect a **gas cylinder leak** and are trained to do so, shut off the cylinder and tighten the hose or pipe connections if they are the source of the leak. DO NOT attempt to repair the leak at the valve threads or safety devices.
- If you smell **natural gas** leave as many windows and doors open as possible.
- Consider evacuation. If the odor of natural gas is strong, do not hesitate. Proceed to an Evacuation Assembly Area at least 500 feet upwind. Have others do the same.
- Do not re-enter the affected area until advised by emergency personnel that it is safe to do so.



PLUMBING FAILURE/FLOODING

Cease using all electrical equipment. Notify Facilities Services (ext. 7845) or Campus Safety (ext. 7777) after hours. If necessary, vacate the area of flooding. Shut off water and/or contain flooding if possible. During outdoor flooding on campus, use caution when driving on flooded streets.

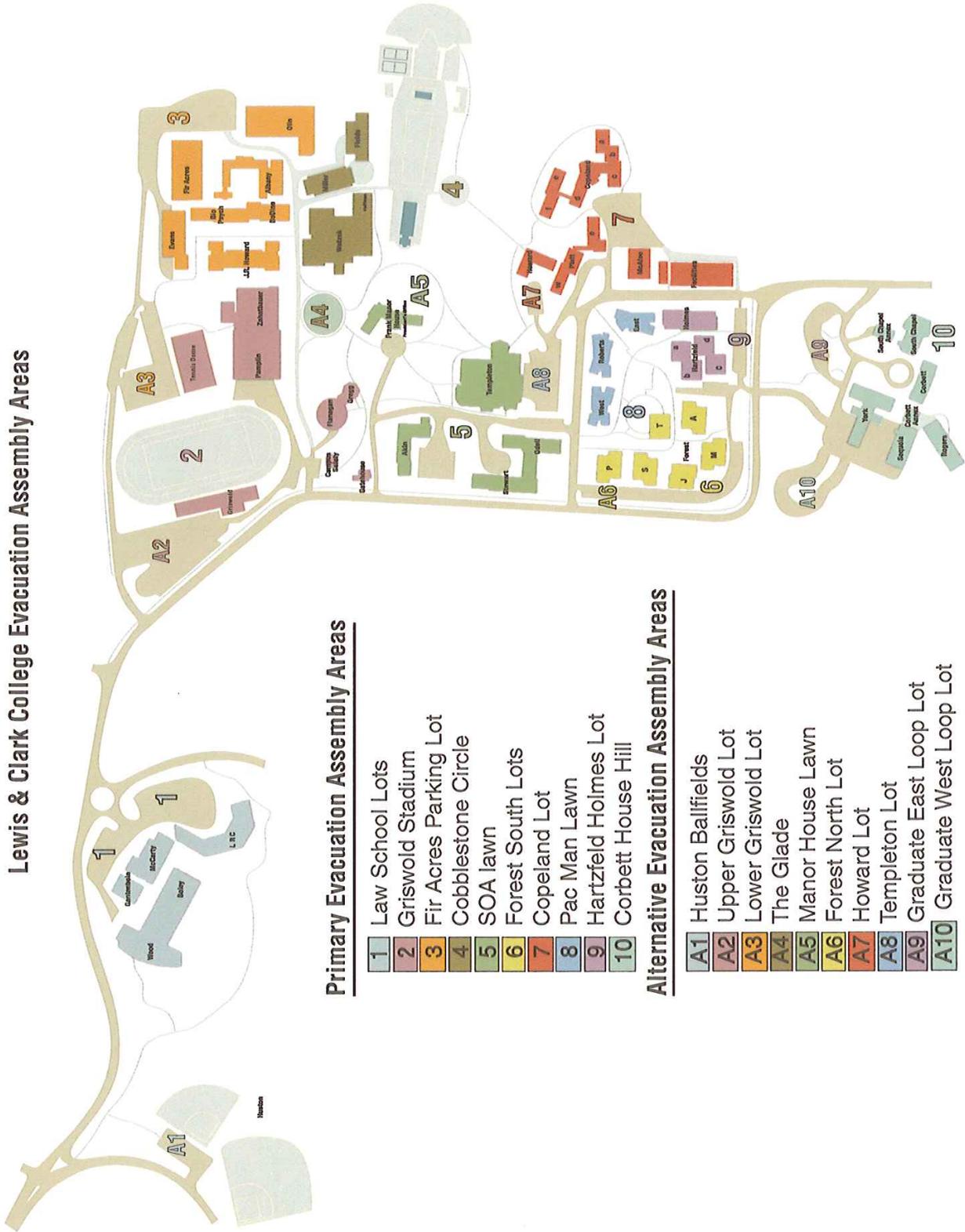


VENTILATION PROBLEM

If smoke or offensive odors come from the ventilation system, immediately notify Facilities Services (ext. 7845) or Campus Safety (ext. 7777). If necessary, cease all operations and vacate the affected area.

UTILITY FAILURE

Lewis & Clark College Evacuation Assembly Areas



Primary Evacuation Assembly Areas

- 1** Law School Lots
- 2** Griswold Stadium
- 3** Fir Acres Parking Lot
- 4** Cobblestone Circle
- 5** SOA lawn
- 6** Forest South Lots
- 7** Copeland Lot
- 8** Pac Man Lawn
- 9** Hartzfeld Holmes Lot
- 10** Corbett House Hill

Alternative Evacuation Assembly Areas

- A1** Huston Ballfields
- A2** Upper Griswold Lot
- A3** Lower Griswold Lot
- A4** The Glade
- A5** Manor House Lawn
- A6** Forest North Lot
- A7** Howard Lot
- A8** Templeton Lot
- A9** Graduate East Loop Lot
- A10** Graduate West Loop Lot