



Science, Math, and Engineering Division

Emergency Plan Addendum for SME

For SME Employees in Building 16 on the 30th Ave. Campus

Magdalena Parker, Chemical Hygiene Officer
4-7-2023

Contents

INTRODUCTION.....	3
SCOPE.....	3
RESPONSIBILITIES.....	3
All SME Employees.....	3
All Faculty.....	3
SME Division Dean	4
EMERGENCY PROCEDURES	4
Emergency Evacuation.....	4
General Evacuation	4
Building 16 Wheelchair Evacuation Route.....	4
Shut Down Procedure in Science Rooms	4
SME Employee Accounting Procedure.....	5
Fire Alarm System in Building 16	5
Location of Emergency Supplies and Equipment in Building 16.....	5
First Aid Supply Locations	6
First Floor	6
Second Floor	6
Automated External Defibrillation (AED) Device	6
Red Emergency Phones.....	6
Emergency Eyewash Locations	6
First Floor	6
Emergency Shower Locations	6
First Floor	6
Fire Blankets.....	7
Chemical Spill Kit Locations.....	7
First Floor	7
Chemical Spill and Hazardous Materials Accident Response	7
Safety Data Sheets (SDS).....	7
Instructions for finding SDSs specific to the Science Department in Building 16.....	8
Fire Hazards in Building 16.....	9
Flammable liquids storage locations.....	9
Compressed Gas Cylinder Locations	9

Reactive Metals Locations	9
Hazardous Waste Building Location	9
SME Employee Training for Emergency Preparedness.....	9
Required Onboarding / New SME Employee Training Materials.....	9
Ongoing Training.....	10
Appendix 1: IMPORTANT LINKS	11
Accident Reporting in COPPS	11
❖ Employee Emergency Manual without map.....	11
Emergency Plan in COPPS	11
SME Fire Prevention Plan.....	11
SME Chemical Spill Response Plan.....	11
Online Safety Data Sheet (SDS) System	11
Moodle-based Science, Math, and Engineering Division Safety Training.....	11
APPENDIX 2: 30 th Ave. Campus EMPLOYEE EMERGENCY MANUAL	12
Employee Emergency Manual: Medical, Severe Weather, Fire, Evacuation	12
Employee Emergency Manual: Hazardous Materials Accident, Active Shooter, Evacuation of Persons with Disabilities	13
Employee Emergency Manual: Criminal Activity, Bomb Threat, Earthquake, Chemical Spill	14

INTRODUCTION

Lane Community College (LCC) provides an Emergency Response Plan for all employees that gives guidance on what actions to take under emergency circumstances. However, in order to minimize hazards to human health and the environment in the event of fire, explosion, or release of a hazardous substance, additional guidance is needed for employees of the Science, Mathematics, and Engineering Division (SME).

SCOPE

The Emergency Plan Addendum for SME provides additional guidance in the event of accidental fire, unexpected explosion or release of a hazardous substance to SME employees specifically in Building 16 of the 30th Avenue Main Campus of LCC and is designed to meet certain legislative mandated requirements.

The 30th Ave. Campus EMPLOYEE EMERGENCY MANUAL in Appendix 2 is referred to for most emergency situations and only items specific to SME in Building 16 are listed

RESPONSIBILITIES

All SME Employees

1. It is the responsibility of all SME employees to familiarize themselves with the [Emergency Plan](#) published by Public Safety in the College Online Policy and Procedure System (COPPS).
2. It is the responsibility of all SME employees to make sure that they have received from their supervisor/SME division dean a printed copy of the **30th Ave. Campus EMPLOYEE EMERGENCY MANUAL with a map of evacuation routes** and do with it as follows:
 - Read the entire manual during onboarding of their employment in SME.
 - Review the manual as needed but at least annually.
 - Post the manual in an obvious location in their office or private space where it can be referred to immediately in case of emergency. NOTE: The EVACUATION MAP SHOULD NOT BE POSTED in a PUBLIC LOCATION visible to students or other members of the public.
 - Study and know the marked evacuation routes and assembly locations to help themselves and others stay safe during an evacuation.
3. It is the responsibility of all SME employees to read / review this **Emergency Plan Addendum for SME**.

All Faculty

It is the responsibility of all faculty members to refer to the printed copy of the **30th Ave. Campus EMPLOYEE EMERGENCY MANUAL with a map of evacuation routes** and know the evacuation routes and assembly locations, so that they can inform their students of these in the event of an evacuation.

SME Division Dean

1. It is responsibility of the SME division dean to provide all SME employees with a current printed copy of the 30th Ave. Campus **EMPLOYEE EMERGENCY MANUAL containing a map of evacuation routes** as part of their onboarding for employment in the division.
2. It is the responsibility of the SME division dean to ensure that all SME employees are trained specifically for response to emergencies in Building 16.

EMERGENCY PROCEDURES

Emergency Evacuation

General Evacuation

- See **Evacuation** in the [EMPLOYEE EMERGENCY MANUAL](#) and the included evacuation map.

Building 16 Wheelchair Evacuation Route

- First floor
 - Exit north or west
- Second floor
 - Exit south
 - If all exits on second floor are blocked for wheelchair access go to the “Area of Emergency Rescue” in the northwest corner of the second floor.
- See **Evacuation of Persons with Disabilities** in the [EMPLOYEE EMERGENCY MANUAL](#).

Shut Down Procedure in Science Rooms

- Only if safe opportunity exists:
 - Close all secondary gas valves; see Figure 1.
 - Shut down ignition sources including compressed hydrogen gas cylinder (Rm 150) and compressed oxygen cylinder (Rm 143A).

Figure 1: Example of gas shut-off valve



SME Employee Accounting Procedure

After the building has been vacated, evacuees meeting at the central location will be accounted for. The SME Dean or SME Project Coordinator (in Dean's absence) shall be designated as the Emergency Evacuee Accountant. The daily staff schedule(s) will be used as a checklist to attempt to account for staff scheduled for work in the building. Other individuals known to be in the building at the time of the incident may have their names added to the list. A copy of the list should be made available to Facilities Management and other safety officials.

Fire Alarm System in Building 16

The alarm system in the SME Division consists of pull-type fire alarm activation mechanisms (Figure 2). When it has been determined that an uncontrollable fire exists or an explosion occurred, the closest fire alarm shall be activated. A vertical force downward applied to the red handle of the alarm activates the alarm bell.

Figure 2: Example of building fire alarm



Location of Emergency Supplies and Equipment in Building 16

Signs indicating locations of nearest emergency supplies and equipment are posted in every room of Building 16. Included are locations of nearest:

- First aid kits
- Automated external defibrillation (AED) device
- Red emergency phones
- Emergency eyewash
- Emergency shower
- Fire blankets

First Aid Supply Locations

First Floor

- Rm 106 - Life Sciences Stockroom
- Rm 143 - Physical Sciences Stockroom
- Rm 142A - Geology Stockroom
- Rm 147 - Organic Chemistry Lab
- Rm 148 - General Chemistry Lab
- Rm 164 - Staff Room
- Rm 169 – STEM Learning Zone (East side)
- Rm 193 – STEM Learning Zone (West side)

Second Floor

- Rm 225 – Staff Room

Automated External Defibrillation (AED) Device

- In Hallway near Rm 156 (across from restrooms)

Red Emergency Phones

- Rm 106 – Life Sciences Stockroom
- Rm 143 – Physical Sciences Stockroom

Emergency Eyewash Locations

First Floor

- Rm 103 – Biology Lab 1
- Rm 105 – Anatomy Lab 1
- Rm 106 - Life Sciences Stockroom2
- Rm 107 - Anatomy Lab 2
- Rm 109 – Microbiology Lab
- Rm 111 – Biology Lab 2
- Rm 115 – Biology Lab 3
- Rm 117 – Biology Lab 4
- Rm 119 – Physics Lab 1
- Rm 140 – Geology Lab 2
- Rm 141 – Chemical Storage
- Rm 142 – Geology Lab 1
- Rm 143 - Physical Sciences Stockroom
- Rm 144 – Physics Lab 2
- Rm 145 – Physics Lab 3
- Rm 147 – Organic Chemistry Lab
- Rm 148 – General Chemistry Lab

Emergency Shower Locations

First Floor

- Rm 106 - Life Sciences Stockroom
- Rm 141 – Chemical Storage Room

- Rm 143 - Physical Sciences Stockroom
- Rm 147 – Organic Chemistry Lab
- Rm 148 – General Chemistry Lab

Fire Blankets

- Rm 106 – Life Sciences Stockroom
- Rm 143 – Physical Sciences Stockroom
- Rm 147 - Organic Chemistry Lab
- Rm 148 - General Chemistry Lab

Chemical Spill Kit Locations

First Floor

- Rm 106 - Life Sciences Stockroom
- Rm 104 - Dead Animal Room
- Rm 141 – Chemical Storage
- Rm 143 - Physical Sciences Stockroom
- Rm 147 – Organic Chemistry Lab
- Rm 148 – General Chemistry Lab

Chemical Spill and Hazardous Materials Accident Response

- See **Chemical Spill** and **Hazardous Materials Accident** in the [EMPLOYEE EMERGENCY MANUAL](#).
- The [SME Chemical Spill Response Plan](#) gives additional guidance on chemical spill response in Building 16 laboratories and science stockrooms.

Safety Data Sheets (SDS)

General access to the online Safety Data Sheet (SDS) system for LCC is done through following link:

<https://lanecc.kha.com/>

With a smart phone the online system can also be accessed by scanning the QR code shown in Figure 3.

Instructions for using smart phone with touch screen:

1. Open the camera on your smart phone.
2. Focus on the QR code.
3. The following link should appear:

<https://lanecc.kha.com/>

4. Tap on the link with your fingertip.

RIGHT TO KNOW FIND **SDS** FAST

(SAFETY DATA SHEETS)

Scan the code or visit
lanecc.kha.com



· Safety Data Sheets (SDS) are documents that communicate chemical safety, storage, disposal, physical property and related information.

Figure 3: Online SDS system QR code

Instructions for finding SDSs specific to the Science Department in Building 16

1. Log into the online SDS system:

<https://lanecc.kha.com/>

2. Click on the drop-down menu under “Binders to look In.”
3. Scroll down to “SCIENCE – BLDG 16 – FLOOR 1, then select the room or area of interest to obtain a listing of SDSs for all materials in that area/room.
4. Click on the green “Search for SDS” button.
5. Click in the SDS column for the Product Name of interest.

Fire Hazards in Building 16

The [SME Fire Prevention Plan](#) lists the types of fire hazards specific to Building 16.

Fire hazards in Building 16 include:

Flammable liquids storage locations

- Rm 106 - Life Sciences Stockroom
 - Flammable liquids stored in flammables storage cabinets
- Rm 104 – Dead Animal Room
 - Preserved specimen storage jars (specimens kept in flammable storage fluid)
- Rm 141A - The Vault (entry through Rm 143 – Physical Sciences Stockroom)
 - Flammable liquids stored in flammables storage cabinets inside flammables storage room
- Rm 143 – Physical Sciences Stockroom
 - Flammable hazardous waste in Satellite Accumulation Area under fume hood
- Rm 147 – Organic Chemistry Lab
 - Flammable hazardous waste in Satellite Accumulation Area under fume hood during academic term

Compressed Gas Cylinder Locations

Hydrogen (Flammable)

- Rm 150 – Balance Room

Oxygen

- Rm 143A – Physical Sciences Stockroom – Glassware Storage Room

Helium

- Rm 150 – Balance Room

Reactive Metals Locations

- Rm 141 – Chemical Storage Room
 - Metals Cabinet
 - Sodium metal in Section B

Hazardous Waste Building Location

- Near the East entrance to Building 16

SME Employee Training for Emergency Preparedness

Required Onboarding / New SME Employee Training Materials

- **Printed** copy of the **30th Ave. Campus EMPLOYEE EMERGENCY MANUAL**
- [Emergency Plan](#) published by Public Safety in the College Online Policy and Procedure System (COPPS)
- **Emergency Plan Addendum for SME**

- **Accident / Incident Reporting** provided through [Moodle-based](#) Science, Math, and Engineering Division Safety Training, also accessible through [Accident Reporting in COPPS](#)

Ongoing Training

- The College prescribes mandatory ongoing training through Vector LMS and the Public Safety department.

Appendix 1: IMPORTANT LINKS

Accident Reporting in COPPS

- <https://inside.lanecc.edu/copps/documents/accident-reporting>

❖ Employee Emergency Manual without map

- <https://www.lanecc.edu/sites/default/files/2023-02/Main%20campus%20for%20web.pdf>

Emergency Plan in COPPS

- <https://inside.lanecc.edu/copps/documents/emergency-plan>

SME Fire Prevention Plan

- https://filr.lanecc.edu/ssf/s/readFile/folderEntry/20111031/ff8080828421232f018738c077b04a7b/1680283336569/last/SME%20Fire%20Prevention%20Plan_Main%20Campus%20Bldg%2016_2023-3-31.pdf

SME Chemical Spill Response Plan

- https://filr.lanecc.edu/ssf/s/readFile/folderEntry/20059713/ff8080828421232f0184eee1623a49f9/1670455272798/last/SME%20Chemical%20Spill%20Response%20Plan_2022-12-7.pdf

Online Safety Data Sheet (SDS) System

- <https://lanecc.kha.com/>

Moodle-based Science, Math, and Engineering Division Safety Training

- ❖ Log in with L# and find Science, Math, and Engineering Division Safety Training
- [LaneOnline: Welcome to Moodle \(lanecc.edu\)](#)

APPENDIX 2: 30th Ave. Campus EMPLOYEE EMERGENCY MANUAL

Employee Emergency Manual: Medical, Severe Weather, Fire, Evacuation

30TH AVE. CAMPUS

EMPLOYEE EMERGENCY MANUAL

Safety information at lanecc.edu/safelane
 Emergency Plan information at lanecc.edu/epal



EMERGENCY NUMBERS ON CAMPUS	
All Emergencies	5555
Off Campus	Call 911
When calling from a cell phone. . .	(541) 463-plus Ext.
Public Safety Non-Emergency	5558
Facilities Management	5000

EMERGENCY COMMUNICATION

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

MEDICAL	SEVERE WEATHER	FIRE	EVACUATION
<p>If you discover a medical emergency:</p> <ul style="list-style-type: none"> Avoid leaving injured/ill person except to summon help. If INJURY/ILLNESS IS SEVERE OR LIFE THREATENING, CALL EXT. 5555 FIRST. If injury/illness is not life threatening, call Public Safety ext. 5558. Do not move person unless he/she is in danger. Render first-aid or CPR if trained and qualified. Those trained will know the location and proper use of personal protective equipment necessary to avoid contact with potentially infectious body fluids. If exposed to another’s body fluids, inform Public Safety personnel when they arrive. <p>See BLOOD-BORNE PATHOGEN EXPOSURE.</p>	<p>Severe weather events could result in the college closing early, delaying opening or closing for one or more days.</p> <p>A decision on a delay or closure will be made before 6:30 a.m. Staff and the community will be notified through LaneAlert text message and email in addition to local media (TV, radio, web).</p> <p>IN THE EVENT OF SEVERE WEATHER CONDITIONS:</p> <p>If you see an event occurring, such as a wildfire, call Public Safety ext. 5555.</p> <p>ON CAMPUS:</p> <p>Actions to be taken in the event of severe weather will be announced by the Emergency Planning Team through LaneAlert.</p> <p>Radio and television news stations are informed of closures by the public information officer. Do not call KLCC-FM or other media; this interferes with their ability to announce the most current information. If media call you, refer them to the public information officer at ext. 5850.</p>	<p>If you discover a fire:</p> <ul style="list-style-type: none"> Call Public Safety ext. 5555 immediately. If fire is small and you have training, use an official fire extinguisher to combat the fire. DO NOT ENDANGER YOURSELF OR OTHERS by trying to extinguish a large, well-developed fire. If fire is beyond your means: pull a fire alarm. Help anyone in need of assistance. Contain the fire by closing, but not locking as many doors as possible. Evacuate the area. <p>If you are notified of a fire in your building:</p> <ul style="list-style-type: none"> See EVACUATION If you are above the ground floor and fire or dense smoke has restricted your exit routes: remain in your room. Place something at the base of your door to prevent the entrance of smoke. Call Public Safety ext. 5555 and let them know your situation. Open windows and signal for help if possible. 	<p>If evacuation order is issued, fully cooperate with Public Safety or evacuation messenger:</p> <ul style="list-style-type: none"> Do not use elevators. Close but do not lock doors. If in an earthquake, leave doors open. If you are at a workstation, turn off all electronics, including computers. Evacuate in groups to ensure all are able to get out. Provide assistance for those with physical disabilities. Evacuate in a safe orderly manner to the designated meeting location for your building. Move away from building at least 500 feet, or 1.5 times the height of the building. As you evacuate, check store rooms, break rooms, etc. to ensure no one is left behind. DO NOT RE-ENTER ANY BUILDING UNTIL DECLARED SAFE BY EMERGENCY AUTHORITIES.

Employee Emergency Manual: Hazardous Materials Accident, Active Shooter, Evacuation of Persons with Disabilities

HAZARDOUS MATERIALS ACCIDENT	ACTIVE SHOOTER	EVACUATION OF PERSONS WITH DISABILITIES
<p>Departments or divisions that use or handle hazardous materials must have Safety Data Sheets readily available. All hazardous materials must be properly labeled.</p> <p>Unless properly trained, do not attempt to clean up the hazardous spill. Call Public Safety ext. 5555.</p> <p>If a gas cylinder or other chemical container leaks, and you believe this is dangerous:</p> <ul style="list-style-type: none"> • Call Public Safety, ext. 5555. • Confine the fumes or fire by shutting door to the room. • Cease all operations. • Do NOT SWITCH LIGHTS OR ELECTRICAL EQUIPMENT ON OR OFF. <p>Do NOT sound the building fire alarm. Electrical arcing can trigger an explosion.</p> <ul style="list-style-type: none"> • Begin EVACUATION procedures. <p>If notified of a gas leak in your area, EVACUATE.</p>	<p>Active shooter incidents can happen at any location where people gather and usually start quickly and without warning. Call 5555 as soon as you safely can.</p> <p>How you may learn about an active shooter:</p> <p>You may hear gunshots, persons screaming, or (most likely) you will hear a notification over the campus Public Address system.</p> <p>The most important consideration during an active shooter incident is whether to shelter in place or evacuate. In all circumstances, this is an individual decision, based on the available information.</p> <p>Responding to the threat</p> <p>1. Run/evacuate</p> <ul style="list-style-type: none"> • Have an escape route/plan in mind • Leave belongings behind • Keep your hands visible • If outside, go to nearest campus parking lot and get as far away as possible. <p>DO NOT ENTER A BUILDING. Building entrances will be secured.</p> <p>2. Hide/shelter in place</p> <ul style="list-style-type: none"> • Hide in an area out of the active shooter's view • If possible, go to your designated safe room • Block entry to hiding place and lock doors • Turn off lights • Silence phones <p>3. Fight/take action</p> <p>As a last resort and only when your life is in imminent danger:</p> <ul style="list-style-type: none"> • Attempt to incapacitate the active shooter • Act with physical aggression and throw items at the active shooter 	<p>Rescue personnel will first check all evacuation areas, exit corridors, stairwells and areas of rescue for trapped persons.</p> <p>IN THE EVENT OF AN EVACUATION:</p> <ul style="list-style-type: none"> • Give assistance to persons with disabilities. Ask them what their needs are. • Request assistance from those near you if needed. Exit building if possible; if not, proceed to the nearest evacuation area or move toward the nearest marked exit. Do not use the elevator in case of fire or emergencies that might affect electricity.
<p>DEMONSTRATIONS OR PROTESTS</p> <p>Approved demonstrations or protests are coordinated through the President's Office.</p> <p>Report unapproved demonstrations or protests to Public Safety ext. 5555 immediately.</p> <p>If you are not comfortable with what is being said, do not stay in the area. Do not provoke demonstrators.</p> <p>Report destructive behavior to Public Safety ext. 5555.</p> <p>Leave immediately if violent behavior is observed.</p>		<p>BLOOD-BORNE PATHOGEN EXPOSURE</p> <ul style="list-style-type: none"> • Avoid contact with potentially infectious human body fluids. Remember: if it is human, wet and it isn't yours – don't touch it. • Wear protective gloves when assisting someone in a situation where you could become exposed to bloodborne pathogens. • Call Facilities at ext. 5000 and request a BBP clean up for any spilled blood or body fluids – they have been specially trained. Do NOT clean up potential BBP situations yourself. <p>IN CASE OF EXPOSURE:</p> <ul style="list-style-type: none"> • Notify your supervisor. • Notify Human Resources. • Immediately call Cascade Health Solutions at (541) 228-3096. Treatment needs to be within 2 hours of exposure. • If Occupational Medicine Clinic is closed, seek treatment at any emergency room within 2 hours.

Employee Emergency Manual: Criminal Activity, Bomb Threat, Earthquake, Chemical Spill

CRIMINAL ACTIVITY	BOMB THREAT	EARTHQUAKE	CHEMICAL SPILL
<p>If you discover a police emergency (i.e., a crime in progress):</p> <ul style="list-style-type: none"> • DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF DEFENSE. • If possible, go to a safe place. • If safe to do so, get a detailed description of the criminal: <p>Height _____</p> <p>Weight _____</p> <p>Sex _____</p> <p>Race _____</p> <p>Age _____</p> <p>Clothing _____</p> <p>Weapon, if any _____</p> <p>Method of travel _____</p> <p>Direction of travel _____</p> <p>If criminal enters a vehicle, note:</p> <p>License # _____</p> <p>Make _____</p> <p>Model _____</p> <p>Color _____</p> <p>Other _____</p> <ul style="list-style-type: none"> • Call Public Safety ext. 5555 • If it is safe to do so, remain where you are until contacted by Public Safety Officer. <p>If notified of a police emergency:</p> <ul style="list-style-type: none"> • Cooperate fully with Public Safety. • See EVACUATION. 	<p>If you receive a bomb threat:</p> <p>Keep the person talking as long as possible (pretend to have difficulty hearing).</p> <p>Secure as much information as possible, such as:</p> <ul style="list-style-type: none"> • When is the bomb going to explode? • Where is it right now? • What does it look like? • What kind of bomb is it? • What will cause it to explode? • Did you place the bomb? • Why? • What is your address? • What is your name? • Sex of caller? • Age of caller? • Length of call? <p>Note features of the callers' voice.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Note any background sounds.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Note any specific threat or threatening language.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Record Caller ID displayed on telephone. If possible, hold the line open. DO NOT HANG UP.</p> <p>Use another line to call Public Safety ext. 5555. Do not use cell phones or two-way radios.</p>	<p>If you feel an earthquake:</p> <p>IF INSIDE, SEEK COVER IMMEDIATELY.</p> <p>IF INDOORS - DROP, COVER, HOLD.</p> <ul style="list-style-type: none"> • DROP to the ground and get under a desk/table. • COVER your head and neck with one arm. • HOLD on to your table/desk with your other arm. <p>Stay put until the shaking has stopped.</p> <p>Do not run out of the building.</p> <p>If you are in a wheelchair, lock your wheels and cover your head.</p> <p>IF OUTSIDE, STAY OUTSIDE.</p> <ul style="list-style-type: none"> • Move into an open area. • Stay away from buildings, power lines, light posts, trees, etc. • Sit down or kneel and cover yourself. <p>AFTER AN EARTHQUAKE</p> <p>Beware of:</p> <ul style="list-style-type: none"> • Broken glass • Hanging electrical lines (inside or outside) • Unstable equipment and debris <p>Call Public Safety ext. 5555 if there is damage to your building or if anyone is hurt.</p> <p>Check on fellow employees and students.</p> <p>Aftershocks may occur. Remain alert and be prepared to seek cover.</p> <p>If inside building: When the shaking stops, attempt to safely exit. Immediately proceed to designated department/division evacuation locations.</p> <p>See EVACUATION.</p> <p>If outside building: DO NOT attempt to enter buildings until official authorization is provided.</p>	<p>If you discover a chemical spill:</p> <p>Immediately inform all in the area to leave the area. If the chemical comes into contact with any person:</p> <ul style="list-style-type: none"> • Remove all contaminated clothing. • If there is contact with a person's eyes, rinse eyes with water for at least 15 minutes. • If there is contact with a person's skin, thoroughly rinse under water and then wash with soap and water. <p>Call Public Safety ext. 5555 and inform them of the type and amount of chemical spilled so that they may inform the LCC Hazmat Team.</p> <p>DO NOT CLEAN UP ANY CHEMICAL SPILL ON YOUR OWN without permission.</p> <p style="text-align: center;">VIOLENT OR THREATENING BEHAVIOR</p> <p>First, ensure safety of yourself and those around you. Do not meet with person threatening or posing an obvious danger.</p> <p>VERBAL ABUSE:</p> <ul style="list-style-type: none"> • Remain calm. Try to calm the person down. • Listen. Tell the person you are willing to help. • If no response, get attention of someone around you. • If situation escalates or there is immediate threat, call Public Safety ext. 5555 or ext. 5558. • If necessary, leave your workspace. <p>PHYSICAL AGGRESSION:</p> <ul style="list-style-type: none"> • Do not engage the physically aggressive person. Leave workspace immediately. Go to a location with other people. • Advise manager and staff. • Call Public Safety ext. 5555 or ext. 5558.