

# Treasure Valley Community College

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## Emergency Response Plan

### 1. Purpose

The emergency plan is to provide protection to the lives, property and operations through the effective use of college, community, county and state resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations. The plan provides for the coordination between the College and other government and emergency units. Additionally, it has been designed to provide a basic contingency manual for administration of the College in order to plan for campus emergencies. The plan cannot cover every conceivable situation; however, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

This plan applies to all faculty, staff, students and visitors and encompasses all buildings and grounds owned by and operated by the College.

### 2. Emergency Defines

The following definitions are provided as guidelines to assist the College Administration in determining the appropriate response:

#### **Level I:**

Any incident that will not seriously affect the overall function of the College, such as a psychological crisis (suicide threat or attempt) or a broken water pipe, but impacts the College on a limited scope. Emergency Management Team is not normally activated, but some members will be involved in the incident.

#### **Level II:**

Any incident which causes or may cause loss of life, serious injury, significant property or environmental damage or affects an entire building or buildings, and may disrupt the overall operations of the College. Examples might be a building fire or an uncontrollable chemical spill. Outside emergency services will probably be required, as well as major efforts from campus support services. Policy considerations and decisions will usually be required from the College Administration during the time of a crisis, emergency or disaster. The Emergency Management Team may be activated as necessary.

#### **Level III:**

Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the College. In some cases, casualties and sever property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be

essential. In a Level III emergency, the Emergency Management Team will be activated and the appropriate operational plans will be executed.

### **Campus Response**

In case of emergency, follow the specific guideline found in the Emergency Plan and call 9-911 (from a campus phone) or 911. Your personal safety is of utmost concern. Take appropriate precautions to assure your personal safety.

In all other situations, follow the specific procedure found in the Emergency Plan and call the appropriate office listed, e.g. Facilities Management, Vice President of Student Services, Campus Security, etc.

Upon notification of an emergency (example: an anticipated major snow or ice storm). The Vice President of Administrative Services, and or Physical Plant/Campus Security Director shall facilitate and coordinate the appropriate response. As necessary, the Emergency Management Team shall be convened. The team will:

Review all known information;

Decide on priorities, course of action, proper response, appropriate activities, issue instructions (e.g. cancel classes, close the campus);

Identify resource needs and shortfalls;

Assign/deploy individuals in support of critical needs;

Disseminate additional information as necessary;

Issue public information reports - All media contact and external inquiries will be directed to the President's Office and Public Information.

### **Emergency Communication**

Timely and accurate communication with the campus community during an emergency is very important. Depending upon the nature of the emergency, the campus will be alerted through the use of the campus wide information system, phone, e-mail, or computer pop-up message. When appropriate, the local media will also be notified. Periodic updates will be provided through the same means. Emergency communications, both on and off-campus, will be coordinated by the Campus Security Director and Public Information. Unless Public Safety warrants that a communication needs to be distributed sooner. If normal communication systems are down, information will be delivered from building to building by Campus Security and Physical Plant staff using radios or other means.

### **Declaration of Campus State of Emergency**

The authority to declare a Campus State of Emergency rests with the President, Vice President of Administrative Services, or Vice President of Student Services (or their appointed designee).

During the time of any major campus emergency, the Emergency Management Team Campus Security, Physical Plant, along with the areas affected, shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain facilities. The Director of Physical Plant/Campus Security and the Vice President of Administrative Services shall immediately consult with the President regarding the emergency and the possible need for a Declaration of Campus State of Emergency.

When the declaration is made, access to the campus may be limited to registered students, faculty, and staff at the discretion of the President (or his/her designee). Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus, after being asked to leave, may be subjected to arrest in accordance with Oregon trespass laws.

### **3. General Responsibilities**

#### **All Employees**

Follow the specific guideline found in the Emergency Plan and call 9-911 (from a campus phone), 911 from a local phone, or call the phone number specified within the guideline. If available, monitor local news broadcasts. Limit phone usage during an emergency. Your personal safety is of utmost concern. All employees are responsible for taking precautions to ensure their safety. College staff may be directed to move to a central location or gathering place.

#### **Vice Presidents, Deans, Associate Deans, Directors, Department Chairs, and Building Supervisors**

Every vice president, dean, associate dean, department chair, department director, and building supervisor has the following general responsibilities prior to and during any emergency:

- a. Emergency Preparedness

Understand emergency procedures and information as outlined in this plan.

#### **Emergency Situations**

Inform all building or area occupants under their direction of the emergency condition. Evaluate the impact of the emergency on their activity and take appropriate action. This may include ceasing operations and initiating emergency response.

#### **Faculty**

- a. Each faculty and staff member has the responsibility to:

Educate their students concerning the emergency procedures as posted in each classroom.  
Inform their students concerning the emergency and initiate emergency procedures.

#### **Emergency Management Team (Organization and Responsibility)**

President

Vice President of Administrative Services

Vice President of Students Services

Vice President of Academic Affairs

Director of Physical Plant/Campus Security

University Legal Counselor

Vice President of College and Public Relations

Director of Residence Life/Associated Student Government

Director of Human Resources

Other staff as determined and based on the emergency

The following College offices are expected to assume various roles, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstance, it may be necessary to request staff to assume temporary roles outside of the normal scope of their duties, taking into considerations their ability to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel, then those personnel will automatically become part of a pool of reserve personnel to assist as assigned with those coordinating the response.

In emergency situations that require outside emergency service providers, the Emergency Management Team will coordinate with those agencies.

### **Vice President of Administrative Services**

Responsible for the safe operation of the College. Assign staff to oversee business continuity and safe operation of the campus.

### **Vice President of Academic Services**

Assume responsibility for academic continuity and safe operation of the College. Ensure that area deans determine “mission critical” operations with their area and departments.

### **Director of Physical Plant and Campus Security/Daily Operations Manager/Help Desk Coordinator**

Coordinate and implement the emergency plan and campus operations, and supervise the coordination between the Campus Emergency Management Team and the emergency response. Support Emergency Operations. Serve as a link with the State and Local Environment/Health and Safety Agencies. Provide expertise with respect to any issues related to health, safety and compliance. Identify scope of loss, coordinate loss control and insurance adjustment with insurance company. Mitigate facility and grounds damages and restore to functional level. Arrange for fit-up of temporary quarters for displaced units. Assist College Campus Security with creating safety perimeter at the site of the emergency. Provide structural evaluations and repair estimates. Provide stores as needed. Provide transportation services as required. Provide site and building information. Provide vehicles, supplies and delivery support for the campus emergency staff and emergency personnel. Obtain emergency goods and services; include pickup and delivery to site of emergency.

### **Campus Security Supervising Manager**

Crowd control, evacuation, site security, mobile communications, and liaison with on-site police, fire, and medical command personnel as instructed by Campus Security Director.

### **Vice President of College and Public Relations**

Media coordination and spokesperson and distribute information to the campus community regarding the emergency.

## **Vice President of Students Services**

Coordinate student notification and response. Operate emergency call center if necessary. Set up systems to assist employees and students in coping with event and trauma.

## **Resident Life**

Coordinate and obtain emergency shelter, goods and services for residence life residents and staff.

## **Human Resources**

Provide up-to-date rosters of faculty and staff. Assist with coordination of identification of persons to be notified in case of injury or death.

## **Information Services**

Coordinate temporary telephone, fax, and computer hookups, and communications. Provide broadcast capability.

## **Building Supervisors** (comprised of faculty and staff volunteers from the campus community)

Upon notification of an emergency, take immediate action, and assist with emergency communication to building occupants. Assist in other ways as directed.

## **EMERGENCY GUIDELINES FOR EMPLOYEES, STUDENTS AND VISITORS**

This section contains the recommended procedures to be followed during specific types of emergencies. The procedure should always be followed in sequence, unless conditions dictate otherwise.

A description of what do to in each of these situations is provided in this Plan.

### **Airborne Chemical, Nuclear or Biological Release Emergency Action**

Close all doors, windows.

Move to an interior room or hall,  
windowless if possible.

DO NOT evacuate unless told to do so by emergency personnel.

- Notification

In the event of a chemical, nuclear or biological release that would require protective action to be taken by campus occupants, the College would be notified by the City of Ontario and Malheur County Public Safety Communications, Emergency Government or other means.

Public Information, Switchboard staff, Presidents Office will utilize phones (emergency call tree) to notify area directors and academic chairs as well as send an e-mail message to College employees of the protective action alert.

Campus occupants will either be directed to “shelter in place” or “evacuate the campus.”

Do Not Panic.

## Shelter in Place

Do not exit the building.

If you are in a classroom when the “shelter in place” directive is given, remain in the classroom.

If you are in a hallway or office area when the “shelter in place” directive is given, move to an interior, windowless room if possible.

Close all doors and windows.

## Seal Other Ventilation Sources

Facilities will turn off all air handlers servicing Campus buildings.

Minimize the use of elevators in buildings. These tend to “pump” outdoor air in and out of a building as they travel up and down.

## Remain Indoors

Remain in place until “all clear” is given. Do not evacuate the building unless told to do so by Campus Security.

E-mail messages updating conditions will be sent to all Campus e-mail accounts approximately every half hour. Therefore, if you have access to a computer while in sheltered in place, log onto the computer, have an e-mail account open so that you can monitor messages as they are sent. Limit use of e-mail messaging while sheltered in place to emergency messages.

If you do not have access to e-mail while sheltered in place, you may call 881-8822, Ext. 0 for an automated message with current information on incident conditions. From a college extension dial 0 for this message. This message will be updated approximately every 30 minutes. Limit all other phone use to emergency calls.

Battery operated radios may be used to monitor local media for emergency information.

## **Armed Intruder**

### **Emergency Action**

- Move to a safe location, interior room, out of view
- Close doors and lock if possible
- Turn off lights and remain quiet
- If you cannot escape, seek cover
- Try to warn others without endangering yourself
- Call 9-911 (from a campus phone) or 911

When a hostile person(s) is actively causing death or serious bodily injury or threat of imminent death or serious bodily injury to person(s) within a building, we recommend:

- Shelter in Place

Move to a safe location, interior room, out of view.

Close doors and lock if possible.

Turn off lights, and all equipment.

Remain quiet.

Stay away from windows.

If you cannot escape, seek cover and stay out of open areas.

Try to warn others without endangering yourself.

If safe to do so, call 9-911 (from a campus phone) or 911.

Do not pull the fire alarm. A fire alarm would signal occupants to evacuate the building and thus potentially placing them in harms way as they attempt to exit.

Try to remain as calm as possible.

If you are caught in an open area such as a hall or lounge, you must decide what you are going to do. This is a crucial time and it can mean life or death.

Try to hide, but make sure you are hidden well.

If you think you can safely make it out of the building by running, then do so.

If the person is causing death or serious bodily injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

If you are outside:

Run away from the threat if you can, and as fast as you can.

Do not run in a straight line

Keep vehicles, bushes, trees or anything that could possibly block your view from the hostile person(s) while you are running.

If you can get away from the immediate area of danger, summon help and warn others.

## **Bomb Threat**

### **Emergency Action**

- Close all doors, windows.

Move to an interior room or hall, windowless if possible.

DO NOT evacuate unless told to do so by emergency personnel.

If you receive a bomb threat by phone:

- Don't hang up! If caller is no longer on the line, call 9-911 or 911.

If possible, have someone else call 9-911 or 911, while you are on the phone.

Keep talking to the caller as long as possible. Ask:

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?

While talking to the caller, listen for: speech pattern, accent, background noise, and other distinguishing characteristics.

If caller hangs up, do not hang up your phone. Use another line to immediately notify police at 9-911 (from a campus phone) or 911.

If the threat of an explosion is imminent, pull fire alarm, and evacuate the building. Follow building evacuation procedures.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.

Do not return to an evacuated building unless authorized by the campus security.

## **Building Evacuation**

### **Emergency Action**

- Leave the building immediately
- Do not use elevators unless instructed to do so by emergency personnel

#### 1. Evacuate a building when:

An alarm sounds  
Public address system  
Notified by emergency personnel, or  
By other means

#### 2. While evacuating the building:

{Level2}Do not use elevators during an evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.

Walk quickly to the nearest marked exit and ask others to do the same.

Once outside, move clear of the building, allowing others to exit. Keep streets and walkways clear for emergency vehicles and crews. (see specific emergency for recommended distances)

{Level2}Do not return to an evacuated building until advised by emergency personnel.

Be aware of people with disabilities who may require assistance in an emergency evacuation.

If you have a disability and are unable to evacuate:

Stay calm and take steps to protect yourself. If there is a working telephone, call 9-911 (from a campus phone) or 911. Tell the dispatcher where you are or where you will be going.

Request persons exiting by stairwell to notify campus security or emergency personnel of your location. As soon as practical, move onto the stairway and await campus security or emergency personnel.

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors and/or classmates of the best way to assist during an emergency.



## **Civil Demonstration/Disturbance Emergency Action**

If damage, threats, or injury exists, call

9-911 (from a campus phone) or 911.

Otherwise call campus security

(541) 212-9576.

Keep calm. Resistance may only increase destruction of property and a threat to bodily harm. Do not confront demonstrators.

In the event that a demonstration in which injury to persons or property occurs or appears imminent, call 9-991 (from a campus phone) or 911.

In all other cases, call campus security (541) 212-9576 and provide the following information:

Location (building, entrance, floor, room, etc.)

Approximate number of leaders .

Size of group.

Obvious objective or demand of group.

Group is: ration, organized, violent, etc.

If possible, continue with your work schedule until campus security.

When College security arrives, provide them with an update. Follow their instructions.

Generally, demonstration are peaceful and nonobtrusive and not to be interrupted. Demonstrations should not be provoked and efforts should be made to conduct College business as normally as possible.

If demonstrators are asked to leave but refuse to leave by regular facility close time:

Contact campus security (541) 212-9576 to monitor the situation during nonbusiness hours.

Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

Any assembly or congregation of people may be prohibited if the participants obstruct access to college lands or buildings and prevent the college from carrying on its instructional, research, public service, or administrative functions. Any picketing, rally, parade, demonstration, other assembly, or congregation or people may be declared unlawful if its participants:

Physically hinder entrance to, exit from, or normal use of the building, or roadway.

Obstruct or seriously impair activities in any of the following conditions:

Enter or occupy a private office unless invited;

Obstruct or seriously impair passage;

Use rooms, enter or occupy any college building or part thereof unless authorized;

Assemble outside rooms at time when normally in use as classes, study or research;

Bring signs supported by standards or sticks into any building.

Create noise which unreasonably interferes with authorized activities.

Intentionally employ force or violence or threat against the college community or college property.

If any of these conditions exist, notify Campus Security (541) 212-9576.

### **Disruptive Person**

#### **Emergency Action**

Remain calm, and have supervisor or co-worker come out to assist you.

If alone or need assistance, call campus security (541) 212-9576.

If you feel threatened call 9-911 (from a campus phone) or 911.

For an angry or upset person:

Project calmness; move and speak slowly, quietly and confidently.

Be an empathetic listener: encourage the person to talk and listen patiently.

Do not challenge or interrupt the person while they are talking.

Use “I” language, such as:

“I see.”, “How can I help.”, “I want to understand.”

Avoid the use of threatening or derogatory words, such as:

“You are wrong.”, “You shouldn’t feel that way.”

Never belittle the person or make him/her feel foolish.

Avoid making false statements or promises you cannot keep.

Acknowledge the person’s feelings. Indicate that you can see he or she is upset.

If necessary, alert supervisor, co-worker or others of the problem.

Have supervisor or co-worker come out to assist you.

Arrange yourself so that a visitor cannot block your access to an exit.

Avoid any physical contact, finger-pointing or long periods of fixed eye contact. Do not touch the person.

Position a barrier between you and the person. If no barrier is present, just slowly back away to add distance.

Try not to position yourself between the person and their exit route.

Avoid invading the individual's personal space. Make sure there is a space of three to six feet between you and the person.

If you feel threatened:

Notify Campus Security, by calling (541) 212-9576 or 9-911 (from a campus phone) or 911.

For additional information go to the College's Students Rights and Freedoms Policy.

### **Earthquake Emergency Action**

Take cover.

Evacuate if alarm sounds or if told to do so by emergency personnel.

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{Level1}

During an earthquake, remain calm and quickly follow the steps outlined below:

If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass, windows, shelves and heavy equipment.

If outdoors, move quickly away from buildings, utility poles and other structures.

**Caution:** Always avoid power or utility lines as they may be energized.

After the initial shock, evaluate the situation and if emergency help is necessary, call 9-911 (from a campus phone) or 911.

Damage to facilities should be reported to Physical Plant at Ext. 5706 If no answer call

(541) 212-9576.

**NOTE:** During an earthquake, there is a potential for gas leaks. Refer to Gas Leak Emergency Procedure.

### **Electrical Power Failure Emergency Action**

Remain calm, and have supervisor or co-worker come to assist you.

If alone or need assistance, call campus security (541) 212-9576.

Determine probably cause:

Electrical power failures may occur in an individual building due to some internal malfunction or they may be area-wide due to a breakdown in the external distribution system. This can be determined by visually checking other buildings, streetlights, etc.

Report the failure:

Do not try to correct the problem;

Call Physical Plant Ext. 5706, or (541) 212- 9576 and describe the situation;

After hours, call campus security (541) 212-9576.

Protect building occupants:

In the case of a prolonged power failure in the building, contact your supervisor for instructions; Elevators, washrooms, stairways, and any areas with restricted egress should be checked for stranded persons. Once vacated, such areas should be locked, if possible.

Auxiliary lighting:

Most buildings are equipped with auxiliary lighting. The auxiliary system should automatically take over within a few minutes following a power failure. Such systems will provide adequate lighting to evacuate, but are not designed for normal operation of the building and its electrical-mechanical equipment.

### **Elevator Function Emergency Action**

If trapped in an elevator, remain calm.

Call campus security (541) 212-9576.

Give building location of car.

Give building location of car.

If you are trapped in an elevator, use the emergency phone to notify campus security (541) 212-9576. If the phone is inoperable, turn on the emergency alarm, which will signal for help. **DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS TOLD TO DO SO BY A CAMPUS OFFICIAL.**

If a person is stranded in an elevator, **DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. BE PATIENT.**

Notify campus security, (541) 212-9576. Provide the following information:

Your name

Building

Floor

Present situation (medical emergency, injury, anxious occupants, number of people, Are the lights working?)

A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives, **Don't Hang Up**.

If you find an inoperative elevator without occupants trapped inside, notify physical plant at Ext. 5706 immediately.

### **Explosion Emergency Action**

Take cover, or

Evacuate by nearest available exit.

Activate fire alarm.

Call 9-911 (from a campus phone) or 911.

1. Immediately take cover under tables, desks or other objects which will give protection against falling glass and debris.
2. Evacuate the building by the nearest available exit, following Building Evacuation Procedures.
3. Activate the building fire alarm.
4. After the initial effects of the explosion have subsided, call 9-911 (from a campus phone) or 911.
5. If disabled cannot safely evacuate the building, assist to the nearest uninvolved stairwell. Alert emergency personnel of their locations.
6. **DO NOT USE ELEVATORS. DO NOT PANIC.**
7. Once outside, move to a clear area that is at least 300 feet away from the affected building, or on top of a building or concourse area. Keep streets and walkways clear for emergency vehicles and crews.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by Public Safety or Fire personnel.

### **Fire Emergency Action**

Activate the fire alarm.

Evacuate the building.

Call 9-911 (from a campus phone) or call 911 from a safe location.

In case of fire or smoke, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety.

Evacuate the building by the nearest uninvolved exit following Building Evacuation Procedures.

Call 9-911 (from a campus phone) or 911.

Give your name

The exact location of the fire (building, floor, room, etc.)

Be sure to stay on the phone until released by the emergency operator.

If disabled cannot safely evacuate the building, assist to the nearest uninvolved stairwell. Alert emergency personnel of their location.

**DO NOT USE ELEVATORS. DO NOT PANIC.**

Once outside move to a clear area that is at least 300 feet away from the affected building, or on top of a building or concourse area. Keep streets and walkways clear for emergency vehicles and crews.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by Public Safety or Fire personnel.

### **Flooding Emergency Action**

Protect yourself.

Keep others from entering affected area.

Call 5706 for assistance, after hours call

(541) 212-9576.

1. Flooding caused by pipe break, sink overflow, or other plumbing problem:

Try to identify the source of water and turn it off if this can be done safely;

If flooding is caused by pipe break, sink overflow or other plumbing problem, notify physical plant, call 5706 Do not leave a voice mail message, make sure you talk with facilities management staff. After hours, notify physical plant director, call (541) 212-9576;

Provide sufficient information (building, floor, room, degree of flooding, or potential damage due to the flooding).

2. Flooding caused by heavy rain:

If the flooding is caused by heavy rains, notify facilities management, call 5706 Do not leave a voice mail message make sure you talk to facilities management staff. After business hours, notify physical plant director, call (541) 212-9576;

Attempt to close doors and windows to prevent water from entering, if possible and safe to

do so;

Focus resources on minimizing the spread of water into other areas of the building.

Do **not** enter a flooded area until staff electricians have deactivated all electrical circuits.

3. Protect property and equipment:

Protect property and records by removing items from floors and/or covering with water resistant coverings;

Unplug electrical equipment such as computers, printers, etc;

After business hours, the department head or responsible individual(s) for the area affected should be notified;

The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.

4. Evacuate personnel and report additional problems:

Evacuate personnel as needed. Notify physical plant director, call (541) 212-9576; or

Utilize the fire alarm system if an immediate evacuation is required;

Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

**Gas Leak**

**Emergency Action**

Stop what you are doing.

Evacuate the building.

Call 9-911 (from a campus phone) or 911.

1. If you smell natural gas and suspect a natural gas leak, cease all operations.
2. DO NOT SWITCH ON LIGHTS OR USE ANY ELECTRICAL EQUIPMENT.
3. Activate the fire alarm.
4. Evacuate following Building Evacuation Procedures.
5. Call 9-911 (from a campus phone) or 911.

6. Once outside, move away from the building at least 300 feet. Keep walkways clear for emergency crews and vehicles.
7. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by campus security or fire personnel.

**Hazardous Material Spill or Release**  
(Gases, fumes, vapors, solids or liquids)  
**Emergency Action**

Close off the area.

Pull fire alarm and evacuate the building.

Call 9-911 (from a campus phone) or 911.

Move upwind from the area of spill or release.

If you create or discover a spill or release but are unable to control or clean up the spill, someone is injured or ill, or there is fire or an explosion this is an emergency and you should:

Close off area to prevent further contamination, and restrict access to the area.

Activate fire alarm. Evacuate building or area. Follow Building Evacuation Procedures.

Immediately report any spill or release of a hazardous chemical, from a safe location.

Call 9-911 (from a campus phone) or 911 and provide:

- Your name
- Name of material spilled, if known
- Estimated amount
- Exact location of spill
- Report injuries
- Actions you have taken

Once outside, move to an area that is at least 300 feet away from the affected building, and not downwind. Keep streets and walkways clear for emergency vehicles and crews.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by the campus security or fire personnel.

Suspicious odors where no one is injured or ill should be reported to facilities management at Ext. 5706 or physical plant director, call (541) 212-9576.

**Medical and First Aid**



## **Emergency Action**

Emergency call 9-911 (from a campus phone) or 911.

Do not move the victim unless safety

dictates.

For minor injury or illness call

(541) 212-9576.

1. If serious injury or illness occurs on campus, immediately call 9-911 (from a campus phone) or 911:

Give your name;

Describe the nature and severity of the medical problem;

The campus location of the victim;

Do not hang up until released by the emergency operator.

If conscious and oriented, the individual has the right and responsibility to determine his/her own health care needs and the response to those needs. Under such circumstances, college staff should refrain from recommending specific health care vendors.

In circumstances involving a person who is unconscious and/or not oriented, notifying the Rescue Squad and Police is the appropriate response.

2. Keep the victim still and comfortable until help arrives. Do not move the victim unless safety dictates. Do not compromise your safety by entering a dangerous situation.

3. In case of a minor injury or illness notify physical plant (Ext. 5706) or physical plant director, call (541) 212-9576.

4. Persons with serious or unusual medical problems should be encouraged to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.

## **Psychological Crisis**

### **Emergency Action**

If eminent harm to self or others, call 9-911 (from a campus phone) or 911.

Protect yourself.

In all other cases call (541) 212-9576.

A psychological crisis exists when an individual is out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested. If imminent harm to self or others, call 9-911 (from a campus phone) or 911 if a psychological crisis occurs:

1. STAY CALM.
2. Notify campus security, call (541) 212-9576. Provide the following information:

Your name;  
Precise location (building, floor, floor room number);  
Observed behavior;  
Individual's name, if known.

3. Until help arrives, be pleasant, considerate and understanding to avoid aggravating the situation.
4. Do not argue with the individual. Try to determine and accept the individual's point of view. Do not confront/detain the individual if violent/combative.
5. Have someone meet campus security at the entrance to the building and provide up-to-date information.

NOTE: Contact the College Counseling Services for further information.

### **Suicide - Threat or Attempt**

#### **Emergency Action**

If eminent threat of harm to self or others, call 9-911 (from a campus phone) or 911.

Protect yourself.

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Members of the college community are become aware of a student or employee indicating they are thinking about, or are planning a suicide, are encouraged to inform the Vice President of Student Services (student) or Human Resources (employee) immediately. If no staff is available, the Vice President of Student Services should be called (541) 212-6603. If a suicide act is imminent, call 9-911 (if from a campus phone) or 911.

It is the college's desire that each and every threat is to be taken seriously and checked out thoroughly by the Vice President of Student Services.

Appropriate referrals will be initiated. The person in question will be interviewed as soon as possible and the seriousness of the threat determined. If concern continues, the person may be expected to take one or more of the following alternative steps with the assistance of a staff person:

Inform a relative or close friend. (When possible, a parent or guardian of anyone under the age of 18 will be informed.)

Arrange to have a friend or relative stay with them.

Make arrangements to be seen as an outpatient of a hospital emergency room; or, by a physician, counselor, psychologist, or psychiatrist of their choice.

Make arrangements for voluntary hospitalization.

Failure to implement one of the above when the threat is deemed to be serious may result in a request for involuntary hospitalization.

This procedure is intended to represent a concern and a firm commitment to the welfare of any individual for whom suicide is a possibility.

### **Suspicious Letter or Package**

#### **Emergency Action**

Notify campus security, call (541) 212-9576.

Isolate the object, do not handle it.

Evacuate the area.

Immediately call public safety (541) 212-9576.

Don't handle or open the letter or package.

Isolate the letter or package.

Cover the letter or package with a wastebasket, towel, paper, or other item.

Thoroughly wash your hands with soap and water.

If a substance has spilled from the letter or package onto a desk or other area, cover the materials with a wastebasket, towel, paper, or other item.

Lock and secure the room/area where the letter or package is located. Wait outside the room/area for the arrival of campus security.

Keep others out of the area until the arrival of campus security.

Assist campus security. This may include providing a list of all persons who may have come in contact with the suspicious letter or package.

If you are unsure whether a letter or package is suspicious contact campus security. An officer will respond and make a threat assessment with your assistance.

### **What are the characteristics of a suspicious letter or package?**

Powdery substance on the outside or inside, excessive postage, handwritten or poorly typed addresses, incorrect titles, title, but no name, addressed to someone no longer with your organization, or otherwise outdated, no return address or one that cannot be verified as legitimated, oily stains, discolorations or odor, excessive weight, lopsided or uneven envelope, protruding wires or aluminum foil, excessive security material such as masking tape, string, etc., visual distractions, ticking sounds, marked with restrictive endorsements, such as “Personal” or “Confidential,” shows a city or state in the post mark that does not match the return address, letter or package is unexpected or from someone unfamiliar to you.

## **Suspicious Odor**

### **Emergency Action**

If becoming sick or ill, call 9-911 (from a campus phone) or 911.

In all other cases notify facilities management call ext. 5706 or (541) 212-9576.

If there is a suspicious odor in your area or building:

Attempt to identify the cause of the odor;

Discuss the suspicious odors with your co-workers and/or supervisor;

If you cannot determine the cause, call ext. 5706

If someone is becoming sick or ill:

Evacuate the area.

If spill or vapors cannot be contained, evacuate the building. Follow Building Evacuation Procedures.

Immediately report any spill or release of hazardous chemical from a safe location. Call 9-911 (from a campus phone) or 911, the designated emergency number, and provide:

Your name

Name of material spilled, if known;

Estimated amount;

Exact location;

Report injuries;

Actions you have taken.

Once outside, move to an area that is at least 300 feet away from the affected building, and not downwind. Keep streets and walkways clear for emergency vehicles and crews.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by the campus security or fire personnel.

## **Tornado/Severe Weather**

### **Emergency Action**

Move to lowest level or an interior corridor.

Stay away from windows.

**Tornado watch** means atmospheric conditions favor the development of storm in which a tornado may develop. **Severe thunderstorm watch** means atmospheric conditions favor the development of severe thunderstorms.

1. Monitor local media for weather conditions.
2. Be prepared to take emergency action if situation changes to a tornado warning.

**Tornado warning** means a tornado has been spotted in Malheur County or the immediate area. Employees/students are expected to take the following action.

If you receive notification of a tornado warning or sight a tornado, move to the lowest level of the interior hallway of the building as quickly as possible. Notification may be received via City of Ontario/Malheur County Warning Siren (signified by a three minute steady tone), public address system, or weather alert radio.

Stay away from windows and areas with large expanse of glass.

Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.

**DO NOT USE ELEVATORS. DO NOT PANIC.**

If disabled cannot safely move to the lowest level, direct or assist them to an interior hallway away from windows and areas with a large expanse of glass.

Protect your head and face. If possible, get under a sturdy table or other structure. Monitor local weather broadcasts if a radio is available.

Monitor local weather broadcasts, if a radio is available.

There are no “all clear” signals. If the National Weather Service cancels a tornado warning, information that the warning is cancelled may be broadcast over the emergency radio paging system, so people do not need to remain sheltered.

**Severe thunderstorm warning** means a thunderstorm producing lightning and damaging winds may be moving.

1. If you receive notification of a severe thunderstorm warning stay away from windows and areas with a large expanse of glass.
2. Notification may be received via local media, public address system, or weather alert radio.

**Violent or Criminal Behavior**

## **Emergency Action**

Protect yourself.

Call 9-911 (from a campus phone) or 911 to report: crime against a person; crime in progress.

Call (541) 212-9576.

Everyone is encouraged to assist in providing a safe environment by being alert to suspicious behavior and promptly notifying to campus security, by calling (541) 212-9576.

Call 9-911 (from a campus phone) or 911 to report a crime against a person or if there is imminent threat of harm or to report a crime in progress. Call (541) 212-9576 to report all other crimes. Including the following:

Your name;

Nature of the incident;

Location, date and time of incident;

Description of person(s) involved;

Description of property involved;

Assist the officers when they arrive and provide additional information upon request.

What to do if you are a victim of a property crime:

Go to a safe place and notify campus security, call (541) 212-9576;

Do not touch anything;

Meet with the officer at the location the officer requests;

Explain to the officer everything you observed, including telling the officer if you did touch or move anything and follow officer's instructions.

What to do if you are a victim of a violent/personal crime: Protect Yourself.

Be observant, as the more information you can provide, the better chance the criminal will be apprehended;

While a crime is being committed, you have three options:

Submit to a suspect;

Passive resistance (talking or reasoning with suspect);

Active resistance (physical intervention).

Remember: What ever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.

As soon as possible, get to a safe place, call 9-911 from a campus phone or 911 from personal phone.

Advise police of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved;

Meet with the officer. Follow the officer's instructions.

## **CAMPUS CLOSURE POLICY**

The College closing process due to inclement weather or other emergency situations.

It is the intent of the Community College to maintain operations. Unless the campus is unsafe or utility systems are malfunctioning. We strive to be open and operational.

Notice of an interruption in College operations will be distributed promptly to area radio and television stations, posted at the College webpage, [www.tvcc.cc](http://www.tvcc.cc), and recorded on the college main voicemail system. The College has partnered with Regroup.com to provide emergency messaging and alerts on college closings, delays and other important notifications. The College currently sends alerts to anyone with a College-provided e-mail account. This new system, TVCC Alert, lets the College rapidly communicate with students, faculty, and staff by also sending a voice message and/or instant text message to cell phones. To sign up for TVCC Alert go to the college website.

The college is explicit in the information provided to the media; however, sometimes the manner in which the media actually announces inclement weather closings may be confusing. Please keep in mind the following when closing announcements are made:

When you hear an announcement that “Treasure Valley Community College is closed”, or “Treasure Valley Community College classes are canceled”, this means that ANY activities or operations associated with the college are canceled and the college is closed. Please note this also includes classes or activities associated with Caldwell Center, the Northwest Center, and the Nyssa Center. The Burns Center will make closures based on local weather situations.

Due to changes in weather patterns and/or successful snow removal efforts, the status of day classes and evening classes may vary from time to time. The college will assess its ability to open or close twice per day and will always issue office closing announcements as follows:

Notice of closings for day classes will normally occur before 6 a.m.

Notice of closings for evening classes will normally occur between 3 p.m. and 4 p.m.

Evening classes: In the event day classes are canceled but evening classes are held, instructors are responsible for arrangements in meeting their classes, whether on campus or off campus. In the reverse order, the same responsibilities hold true.

### **Employee and Student Safety**

Employees and students must judge for themselves the safety of traveling to the College. We ask all of you to make good decisions. In those rare instances when the College will be closed we will do our best to inform people in as timely a manner as possible through the media. Updates will also be available on the College’s main voicemail system. Faculty and staff are expected to notify their dean, director or supervisor of their absence in the event that they are unable to report to work.

The college makes its weather-related schedule determination independent of local school districts. Staff and students are advised not to assume local school district decisions reflect the status of College operations

## **Campus closing vs. cancellation of classes**

In almost every case, the decision to be made will be whether classes are to be canceled rather than whether the College will be closed. The College is a state agency, and actual campus closing has financial and legal consequences that we will make every effort to avoid.

### **Who makes the decision?**

The decision to cancel classes or close the campus is made by the President, and or the Dean of Administrative Services and or the Dean of Students. They are advised by the Director of Physical Plant, and Public Information Officer who monitors road conditions in our region and the ability of the campus grounds crew to keep the campus accessible.

### **What if a faculty member is unable to reach the College to hold a scheduled class?**

If an instructor is unable to hold a scheduled class because he or she cannot reach the college during a winter storm, the instructor must notify the campus College Switchboard (541-881-8822). Students call the College Switchboard to learn of classes that will not be held, and we owe it to them to provide the information. Leaving a note on a classroom door is not an acceptable alternative to calling the College Switchboard. I will ask the Deans to monitor this process periodically to determine whether it is working.

### **What are the criteria for making the decision to cancel all classes?**

Recommendations to the President are based on a number of factors. In formulating a recommendation, the Dean of Administrative Services and or the Dean of Students will take into account the report on area road conditions, forecasts of storm continuation, predicted snow accumulations, temperature and wind chill, and the ability of the grounds crew to keep the campus sidewalks and parking lots cleared.

### **Who decides whether students, faculty, or staff should try to get to campus?**

The judgment about whether or not to come to campus rests with the individual. Nobody who feels unsafe should attempt the trip. Driving conditions may vary across the wide geographical region served by the College. Individuals need to take their own local conditions into account as they make their judgments.

### **What should staff do about students who are unable to reach campus in bad weather?**

Each faculty member has authority to determine how missed class meetings should be handled. Bad weather creates additional complications for students who live in outlying areas and students who have children in schools or child-care centers that have closed. Because we are operating in a context where the expectation is that we will try to keep from canceling classes, it would be reasonable for faculty to be flexible in addressing individual student circumstances. In any event, each faculty member should communicate with his or her expectations clearly to their students.

### **Why should the campus set a high standard for canceling classes?**

The College does not use the same standard as the public schools for deciding whether to cancel classes. There are significant differences in our circumstances. First, we have a population of resident students. Second, all of our students are adults who can make their own judgment about road conditions. Unlike the



public schools, we do not schedule additional instruction days in anticipation of winter storm closings. Finally, our service area is much broader; there may be poor road conditions in some of our communities while others are quite open.

Many faculty schedule a full course syllabi, leaving little time to complete missed work. On any given day, some faculty members will have assignments due or exams scheduled. Canceling classes for the whole campus would have a high probability of creating complications for many instructors.

Faculty establish expectations for learning at the beginning of the semester when they establish a syllabus. If that syllabus includes scheduled class meetings, then students have a right to expect that those meetings will take place. This is not to say that faculty cannot arrange for alternative forms of learning.

This policy is not based on the assumptions that classes must be held - come what may. It is based on the assumption that instructors have a professional responsibility to follow the expectations they have set. Not holding class in absence of an established alternative creates confusion and bad feeling. Not holding class because students are engaged in an alternative learning experience that has been defined and established in advance is well within instructors' professional purview.

## **ILLNESS/PANDEMIC**

The World Health Organization (WHO) and the Centers for Disease Control (CDC) warn that a global pandemic involving an influenza virus or another disease could spread around the world. Three pandemics have occurred in the 20th Century - in 1918, 1957, and 1968-resulting in millions of deaths in the United States and other countries. The American College Health Organization warns that another will occur again although it is not known when, or which strain of a novel virus will be the cause.

Pandemic flu is a virulent human flu that causes a global outbreak, pandemic, or serious illness. Because there is little natural immunity, the disease can spread easily from person to person.

Seasonal or common flu is a respiratory illness that can be transmitted from person to person. Most people have some immunity, and a vaccine is available.

For TVCC, a pandemic occurring in the Northwest could present numerous problems. Such an outbreak could cause one or more health emergencies that could last for weeks or months. Students might need to be kept on campus or sent home. Quarantines may be imposed. Classes might be suspended. Numerous employees might be unable or unwilling to come to work. Major disruptions could occur not only to college services, but also among vendors, health service providers, and local government.

The same institutional procedures are followed, in a response to a significant illness or pandemic on campus that applies to other campus emergencies that are outlined in this document. It is recognized that collaboration, coordination, and cooperation with community health care providers, and local, county, state, and national governments will be required. No plan or response can anticipate every problem that may arise. The Emergency Response Team will act in a compassionate, prudent, and educated manner to protect students and staff and, if possible, still continue to deliver education services.