



Blue Mountain
Community College

EMERGENCY RESPONSE AND CRISIS MANAGEMENT PLAN

Blue Mountain Community College

August 2007

PREFACE

Desk Reference for Emergency Response Procedures

As a staff member at BMCC, you may encounter emergency situations that require your assistance, action and direction. To help prepare you for these situations, this plan was compiled. The plan encompasses situations that we all hope will never happen. Please read and review this material.

> > > The health and safety of students and staff always comes first. < < <

The primary objectives of this plan are to establish procedures designed to:

Save lives and avoid injuries

Safeguard college property and records,

Promote and prepare for a fast and effective response to emergencies,

Rapidly restore conditions to normal, with minimal confusion,

Provide an organizational framework for emergency management.

Attaining these objectives requires:

A clear definition of responsibilities and assigned tasks,

Clear procedures for implementing emergency actions,

An organized, flexible response,

The dedication and cooperation of everyone.

Please keep this plan handy. This document will continually change to meet the college's changing needs—please send information, observations or suggestions for future updates to the Human Resources Director. Additional copies can be ordered as needed.

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SECTION I: INTRODUCTION

PURPOSE

The basic emergency procedures outlined in this plan are to enhance the protection of lives and property through effective use of college and community resources in the case of a crisis situation. Whenever an emergency affecting the BMCC System reaches proportions that cannot be handled by routine measure, the President or his or her designee may declare a state of emergency, and these contingency guidelines may be implemented. There are several types of emergencies that may result in the implementation of this plan. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

SCOPE

These procedures apply to all college personnel. Major emergencies and disasters may impact surrounding neighborhoods in addition to the campus. If this occurs, the college will make every effort to cooperate with local, state and federal officials in their delivery of emergency services and disaster relief to the surrounding community.

TYPES OF CRISES AND DEFINITIONS

Types of crises and procedures covered by this plan are in the enclosed tabs:

Accident / Medical Emergency	Flood (outlying centers)
Evacuation	Explosion / Aircraft Crash
Crime in Progress	Influenza Pandemic
Bomb / Bomb Threat	Death on Campus
Lock Down / Shelter in Place	Hostage Situation
Earthquake	Utility Failure / Water Contamination
Fire	Hazardous Material / Chemical Spills
Major Storm / Tornado, etc	Violent Behaviors / Assault / Weapons / Suicide

Definitions of Emergencies

The Associate Vice President (AVP) of Human Resources or his/her designee serves as the Emergency Response & Crisis Management Team Leader during any major emergency or disaster and is given responsibility to take action and/or report to the President (or designee) on the status of the action(s) taken. All employees are subject to the direction of the team leader until the crisis is over.

The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response. The definitions of emergencies are:

MINOR EMERGENCY: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report immediately to the ERCM Team Leader.

MAJOR EMERGENCY: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the college. Outside emergency services may be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crisis. Report all major emergencies immediately to the ERCM Team Leader who shall immediately notify the President or his/her designee.

DISASTER: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe 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 all cases of disaster, an Emergency Command Post will be activated, and the appropriate support and operational plans will be executed by the ERCM Team Leader once the college President or his/her designee has declared a state of emergency.

In addition, any incident that has the potential to generate external media attention concerning campus resources and/or the instrumentality of the college should be promptly reported to Communications and the college President or his/her designee.

ASSUMPTIONS / GENERAL GUIDELINES

The college emergency contingency plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines.

- a. An emergency or disaster may occur anytime of day or night, weekend or holiday, with little or no warning.
- b. The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- c. Disasters may affect residents in the geographical location of the college, therefore, city, county, state, and federal emergency services may not be available. A delay in off-campus emergency services may be extended for unknown lengths of time.
- d. A state of emergency may be declared if information indicates that such conditions are developing or a major emergency is probable.

SECTION II: EMERGENCY RESPONSE & CRISIS MANAGEMENT TEAM

DIRECTION AND COORDINATION

The Blue Mountain Community College Emergency Response & Crisis Management (ERCM) Team shall coordinate all emergency operations. When an emergency or disaster occurs, the ranking administrator on site will be in charge until relieved by the ERCM Team Leader.

The ERCM Team Leader shall take command of all emergency operations for the BMCC system. The direct operational control of the BMCC system in the event of a major emergency or disaster is the sole responsibility of the President or his/her designee.

EMERGENCY RESPONSE & ERCM TEAM MEMBERS

In addition to establishing an emergency command post as necessary, the ERCM Team Leader shall immediately begin contacting all necessary members of the BMCC ERCM Team that consists of the following team members:

ERCM TEAM LEADER: AVP for Human Resources

STUDENT AFFAIRS: Associate Vice President of Enrollment Management

CAMPUS SAFETY/ DAMAGE CONTROL/ HAZARDOUS MATERIALS ADVISOR: Supervisor, Building & Grounds

COMMUNICATIONS: Director, Marketing

ADMINISTRATIVE ASSISTANT SUPPORT: Buildings & Grounds; Office of Instruction; Business and Operations

BAKER, HERMISTON & MILTON-FREEWATER: Site AVP (as appropriate)

Team members may coordinate as necessary with the ERCM Team Leader for implementation and coordination of campus operations, plans, and support, as it pertains to their specific areas.

Team members are to be kept in constant communication with the EMERGENCY COMMAND POST. General responsibilities of the team members are listed below.

RESPONSIBILITIES

ERCM TEAM LEADER:

- A. Responsible for the overall direction of the college emergency response in coordination with the President of the College or his/her designee.
- B. Works with other team members to assess the emergency and to prepare recommendations for the college's specific response.
- C. Supports and monitors emergency activities, assigning personnel as needed.
- D. Conducts liaison activities with the college administration, governmental agencies, and others, based upon the specific emergency.

STUDENT AFFAIRS

- A. Assumes the role of ERCM Team Leader when he or she is not available.
- B. Assists and supports the ERCM Team Leader in Site evaluation and containment.
- C. Assists with notification of college administration of major emergencies.
- D. Monitors campus emergency warning and evaluation systems. Assures guidance for outside emergency agencies, and barricades posted as needed.
- E. Assists the student population, with appropriate response to the emergency.

CAMPUS SAFETY /DAMAGE CONTROL/ HAZARDOUS MATERIALS ADVISOR

- A. Provides equipment and personnel to perform shut down procedures, hazardous area control, barricades, traffic control, damage assessment, debris clearance, emergency repairs, and equipment protection.
- B. Provides vehicles, equipment operators for movement of personnel and supplies; assigns vehicles as required to ERCM Team for emergency use.
- C. Obtains the assistance of utility companies as required for emergency operations.
- D. Furnishes emergency power and lighting systems as required.
- E. Will provide resource assistance upon need, dependent upon the emergency.

COMMUNICATIONS:

- A. Establishes a public media site in the College Board Room.
- B. Establishes contact with public media, as directed by the college President or designee.
- C. Establishes contact with local radio stations and newspaper for public announcements.
- D. Advises college President or designee of all news covering the situation or emergency affecting campus.
- E. Prepares news releases for approval and releases to media concerning emergency situation.

ADMINISTRATIVE ASSISTANT SUPPORT:

Will be available to assist with communication and coordination as deemed necessary by the Emergency Response Team.

BAKER, HERMISTON, MILTON-FREEWATER, BOARDMAN:

The site AVP will be available to coordinate emergency services until such time as the ERCM Team can arrive.

It will be the responsibility of the ERCM team members to direct and contact other members of the affected site staff as needed. It is the responsibility of the ERCM Team Leader to review this plan to determine that all information is current and correct.

Changes in the plan should include (but are not limited to): updates of names and telephone numbers of those serving in various positions; additions or deletions in the basic core material of the plan; changes in responsibilities of ERCM Team Members, Individual Building Emergency Coordinators, etc. (See Appendix)

SECTION III: COLLEGE NOTIFICATION SYSTEM

DECLARATION OF STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the college President or designee as follows:

During a time of any college emergency, the ERCM Team Leader shall immediately place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities. The President or his/her designee should be contacted directly regarding the emergency and possible need for the declaration of a state of emergency for the BMCC system.

In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus that involve college property, Campus Damage Control will be dispatched to determine the extent of any damage to college property.

NOTIFICATION CHAIN

The land line telephone and the campus email systems are the primary means of emergency notification at Blue Mountain Community College and they are intended for immediate transmission of specific information regarding an emergency to all affected areas of the BMCC system. When unavailable, Blue Mountain Community College will use walkie-talkies, cell phones, and/or public radio stations as a back-up system. All messages will be coordinated through Communications.

In addition, an on-campus alarm system may be implemented based on the specific emergency which can include:

- a) A Voice Over IP – Speaker alarm on all PC's across campus; to be implemented by the President's Executive Assistant.
- b) A 'Burst' telephone message on all campus phones.

SAFETY AND SECURITY

The ERCM team is the focal point for two-way transmission of official emergency telephone communications to college administrators. Each college administrator, upon receiving notification of an emergency, is to pass the same information along to those departments/offices under his/her direction. The ERCM Team Leader will make the determination as to the need for the ERCM Team being called out. In the leader's absence, The Associate Vice President of Enrollment Management may determine the need for the ERCM Team.

IMPORTANT:

During an emergency, college system land line telephones must be restricted to official college business only.

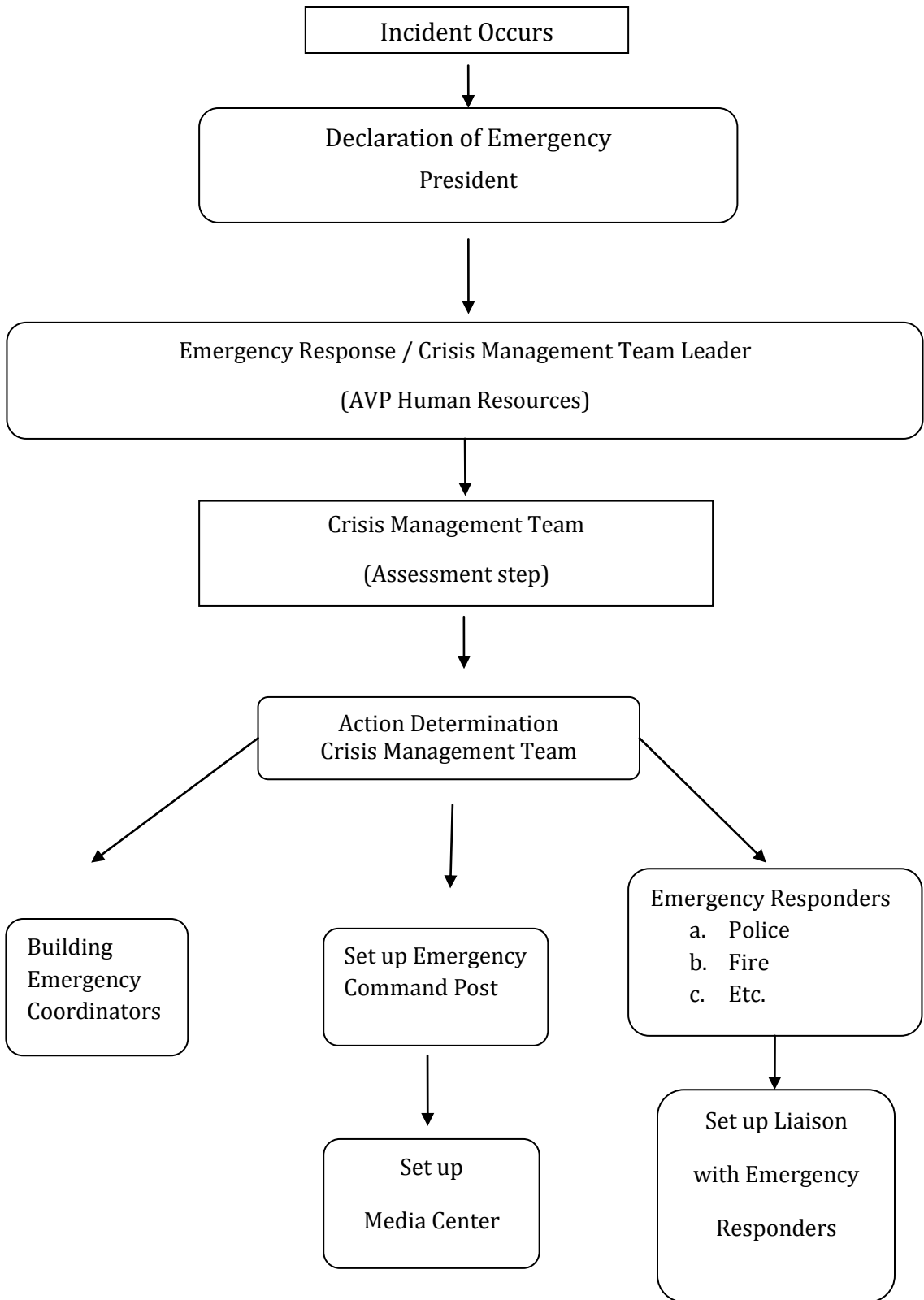
GENERAL WARNING DEVICES

The City of Pendleton maintains an emergency/danger warning device. This is designed to enhance, not replace, more conventional means of communications such as telephones and radios.

INDIVIDUAL BUILDING EMERGENCY COORDINATORS

Each building in the BMCC system has at least one Building Emergency Coordinator (BEC) and an alternate designated. The BECs will be responsible for such things as ensuring that buildings are evacuated and maintaining the best possible head count under the circumstances. The BEC and alternate for each building or area are listed in the Directory tab.

INCIDENT RESPONSE RESPONSIBILITY FLOW CHART



SECTION IV: EMERGENCY COMMAND POST

WHEN AN EMERGENCY OCCURS, OR IS IMMINENT, IT SHALL BE THE RESPONSIBILITY OF THE ERCM TEAM LEADER TO SET UP AND STAFF AN APPROPRIATE EMERGENCY COMMAND POST AS PLANNED. THE COMMAND POST SHALL BE KEPT FULLY OPERATIONAL AT ALL TIMES, IF POSSIBLE UNTIL THE CRISIS IS OVER.

GENERAL COMMAND POST

If the emergency involves a large portion of the Pendleton campus, the command post is to be set up in the President's Office complex and adjoining areas. A marshaling area for outside and local agency assistance shall be established for operations of the combined on-site ERCM Team. The College Board Room will be utilized for media contacts.

MOBILE, ALTERNATIVE COMMAND POST

If the emergency is small in scale, a campus vehicle is to be used as the alternative command post until the emergency ends. If the emergency involves one of the eight sites off campus the field emergency command post equipment shall be housed in the AVPs' vehicle or on site.

Mobile, Alternative Command Post Equipment could include:

- Barricades and/or barriers, barrier tape, signs for the scene
- Walkie-Talkies
- Cellular telephone(s)
- Portable public address system
- First Aid Kit
- Campus telephone directory and local telephone directory

DESIGNATED SAFETY AREAS

Designated Safety Areas are referred to sites either inside or outside each building that staff and students are to gather during an emergency for evacuation and instructions.

SECTION V: CAMPUS RESOURCES AVAILABLE

ON - CAMPUS ASSISTANCE

The ERCM Team Leader and back-up cellular telephone numbers are listed below. These numbers should be used in the event of downed telephone lines.

Name	Cellular Phone	Office Extension
Art Doherty, Human Resources	541-861-0336	5850

Dan Lange Office of Instruction	541-379-1864	5891
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Name	Cellular Phone	Office Extension
Steve Platt Grounds & Maintenance	541-379-2311	5904

Name	Cellular Phone	Office Extension
Susan Plass Communications	541-379-2165	5838

Jacque Talboy Communications	541-310-1216	5962
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Business Office: Emergency procurement of materials and services can be arranged in direct support of any contingency through the VP of Business.

Receiving: Central Receiving is located in Pioneer Hall.

Emergency Shutdown Procedures: In the event of a natural disaster where major structural damage is sustained, it is advisable to turn off hazardous utilities. Electricity and natural gas are of primary concern, particularly in the Science & Technology Building. The Supervisor of Buildings and Grounds will coordinate the shutdown procedures

RED BAGS

The administrative offices across campus (or off-campus sites) and the building emergency coordinators will have emergency red bags as a means of responding to any crisis designated in this plan. These bags will contain the following:

- ❖ BEC vest (a bright colored safety vest)
- ❖ Evacuation Rosters
- ❖ Walkie-talkies
- ❖ Megaphone
- ❖ Forms and Signs Pens and Markers
- ❖ Legal Pads
- ❖ Lock Down Keys
- ❖ Barricade Tape
- ❖ First Aid Kit
- ❖ Flash Light/Light Stick
- ❖ Ear plugs
- ❖ Gloves
- ❖ Press Kit

MATERIALS LIST AND LOCATION

Individual offices will maintain basic emergency equipment that might be needed in order to continue operations as well as possible. Kits containing items such as flashlights, battery powered radios, extra batteries, “glow sticks” (for lighting), and basic first aid supplies are made available to each building on campus. **Candles and matches are not recommended for lighting since they require an open flame that can be hazardous.**

If needed, Buildings and Grounds can furnish large items such as power generators and pumps for flooded areas.

MEDICAL SUPPLIES

First aid kits (as noted on the ERCM Maps and first aid kit location tab) are available in multiple locations in every facility within the BMCC system, as well as, in all BMCC vehicles. These supplies are to be used by first responders until such time as more qualified medical assistance can arrive on site. These kits are replenished on a regular basis.

DOCUMENTATION

Information for each student regarding phone numbers, permanent home phone numbers, etc., is maintained by the Registrar's Office. Text messaging to BMCC registered students may be completed through the City of Pendleton emergency text messaging program.

SECTION VI: TRAINING AND MOCK DISASTERS

It is proven that human beings, when faced with adverse situations, tend to react in the way they have trained and practiced. Therefore, it is recommended that each area of the BMCC system plan training periods in which the previously listed reactions may be practiced. Each Building Emergency Coordinator should have regular meetings with people in their building to be sure everyone knows what to do and what to expect, as much as possible.

These meetings should be held often enough to keep everyone properly informed. Training sessions should be coordinated through the Associate Vice President for Human Resources.

Meetings and training sessions should be documented by the Building Emergency Coordinators in accordance with the BMCC Completed Employee Training Documentation form. This documentation should include the attendee's name, affiliation with the college, date of training, location training was held, and any other specific information in regards to what was covered in this session. These forms are to be signed by the employee and forwarded to Human Resources for inclusion in the employee's personnel file.

It is also recommended that the college plan and execute a minimum of one mock disaster each calendar year or participate in the local emergency preparedness exercise in order to evaluate the preparedness and effectiveness of this plan.

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SECTION VII:

BUILDING EMERGENCY COORDINATOR PLAN

Building Emergency Coordinators (BECs) are BMCC employees who work for various departments within the College system and represent each BMCC building. BECs have been chosen to play an important role in the implementation of the College's Emergency Response and Crisis Management Plan.

In the event of emergencies, BECs will implement appropriate emergency procedures for which they have been trained. They will serve as essential contacts for each building or area in the event that emergency information must be distributed quickly. They may be called upon to take emergency actions within their buildings such as locking doors or making emergency equipment available.

A BEC will be appointed for each College building by the AVP of Human Resources. For large buildings containing more than one department, BECs may be designated for individual departments. BECs will play a lead role in emergency preparedness and response for individual buildings. BECs and backup coordinators should meet at least annually with all building occupants to review the procedures that would be followed during an emergency. The Emergency Response and Crisis Management Team Leader should meet at least annually with all of the BECs to review the progress that has been made in preparing buildings and their occupants for emergencies.

Evacuation routes have been identified for all College buildings. BECs should confirm that maps showing evacuation routes have been posted in conspicuous locations in the building(s) for which they are responsible. If maps indicating evacuation routes have not been posted in circulation areas, classrooms and laboratories, the Emergency Response and Crisis Management Team Leader should be contacted and asked to install appropriate signage.

The College's Emergency Response and Crisis Management Plan cannot be effective if faculty, staff and students are not familiar with the procedures that should be followed during an emergency. It is the responsibility of the Emergency Response and Crisis Management Team Leader to develop and maintain awareness of the College's Emergency Response Plan and to schedule periodic (at least annual) drills, including the evacuation of all buildings. Supplemental drills may be organized and implemented by BECs with the approval of the Emergency Response and Crisis Management Team Leader.

A list of BECs will be kept at each site and at the Office of Human Resources along with office phone numbers. BECs may also function as a calling tree in the event that it is necessary to quickly disseminate emergency information.

ROLE OF FACULTY IN ASSISTING BUILDING EMERGENCY COORDINATORS

Faculty members who are teaching a class during the time of an emergency will provide instructions to their students about specific emergency procedures, including how to evacuate buildings and where to assemble after building evacuations. At the designated safety areas, faculty will take a roll call of their class and, through inquiries of assembled students, attempt to determine the whereabouts of any missing students (not in class today, in class today but missing, etc.).

The following are a list of specific procedures for faculty involvement during an emergency:

1. Direct students to designated safety areas in accordance with warning signals, written notification and/or verbal orders.
2. Conduct a roll call at the assembly area to determine if there are students who are unaccounted for.
3. Report any missing students to the Emergency Command Post via the *BEC* or via messengers. The ECP will collect roll call information.
4. Remain with your assigned students until relieved by authority of the ERCM Team member.
5. Send ambulatory students in need of first aid to the designated First Aid Station. Injured personnel who are not ambulatory should not be moved until cleared by authorized personnel, unless required to protect them from further injury.
6. Faculty members with specialized training, such as nursing and physical education instructors, may be requested to assist in providing first aid and identifying students with specialized training for a given area.
7. Faculty members are expected to provide and/or delegate assistance to students with disabilities in the event of an emergency.
8. If absent from a classroom at the time of an emergency, faculty should report at once to the designated safety area for the building in which their office is located.
9. Contact the Emergency Command Post to determine if their help is needed on emergency response teams. Faculty members should keep the Emergency Command Post informed of their whereabouts during any emergency.

Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the BEC for each building or department. BECs will provide status reports and updates from their assembly area to the EOC.

EMERGENCY LOCKDOWNS

In the event of a serious security threat to the community, it may be necessary to quickly lock campus buildings to protect occupants and minimize the overall exposure to danger. In the event such an emergency occurs, a lock down will be declared by the ERCM Team Leader in accordance with the provisions of the Emergency Response and Crisis Management Plan. By utilizing the calling tree or other appropriate methodology, BECs will be notified to assist with the lock down process. The BECs will receive training in the best ways to accomplish this task and minimize risk. The BEC kits will provide the necessary keys or tools for the BECs so that they may accomplish this task. The BEC should utilize lock down signs from their kit to post building entrances. Following completion of the lockdown task, BECs will report in to the emergency operations center.

BEC Training

BECs shall meet at least annually with the Emergency Response and Crisis Management Team Leader to review their procedures and updates to the ERCM plan. BECs will receive training on procedures for specific emergencies such as fires, earthquakes, and lockdowns as well as the use of the coordinator kits and equipment.

BEC Red Bags

The standard BEC Red Bag will consist of the following items. Specific hazard information for individual buildings may be included as warranted.

- ❖ BEC vest (a bright colored safety vest)
- ❖ Evacuation Rosters
- ❖ Walkie-talkies
- ❖ Megaphone
- ❖ Forms and Signs Pens and Markers
- ❖ Legal Pads
- ❖ Lock Down Keys
- ❖ Barricade Tape
- ❖ First Aid Kit
- ❖ Flash Light/Light Stick
- ❖ Ear plugs
- ❖ Gloves
- ❖ Press Kit

(The Human Resources department is responsible for updating the Red Bags.)

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ACCIDENT OR MEDICAL EMERGENCY

ASSESS THE SITUATION – TAKE CHARGE – SEND FOR HELP

CALL 911 IF NEEDED OR IF YOU ARE UNSURE

THEN call Human Resources at 5837 / 5850 or 278-5837

Provide the following information when reporting an emergency situation:

Specific location of the victim.	Is the victim alert, conscious and breathing?
Mental state of victim.	Gender and approximate age of the victim.
What appears to be wrong.	If known, medical history of the victim.

When in doubt – consider the situation life threatening and call 911.

[Note: If the situation warrants, a temporary aid station will be set up in the Nursing / Health Education building.]

ADMINISTER FIRST AID, EMERGENCY CARE – IF TRAINED TO DO SO.

- ✓ CHECK FOR BREATHING, BLEEDING, POISONING, INSECT STING.
 - Immediately examine the victim to determine the location, nature, and seriousness of the injury or sudden illness. Treat most urgent problems first.
- ✓ LIFE THREATENING occurrences might include—chest pains, numbness in limbs, unconsciousness, severe or excessive bleeding, allergic reaction, other injuries.

In case of HEAD, NECK, BACK INJURIES – DO NOT MOVE INJURED unless lifesaving rescue is necessary.

If NO PULSE, NO BREATHING—Start CPR and BE SURE 911 is called

- ✓ If you are unsure of CPR procedures, 911 will talk you through it.
- ✓ Treat for shock—keep warm, stay with person, provide support, monitor condition.
- ✓ Do not move injured person until it can be done without endangering their condition.
- ✓ Never urge injured person to sit up, stand, or walk until it can be done safely.

If victim is UNCONSCIOUS:

- ✓ Determine response to shouting or pressing on shoulder.
 - If they respond, assist as needed.
 - If they do not respond, then get help (call or have someone call 911).
- ✓ Check for breathing, observe rising of chest,
 - If they are breathing, wait for help to arrive,
 - If they are NOT BREATHING, open airway and give two breaths,
 - If they start breathing, observe condition and wait for help.
 - If they DO NOT START BREATHING, check for circulation/pulse.
If they have a pulse/circulation, give mouth to mouth respirations
If they have no pulse/circulation, give CPR-wait for help to arrive.
- ✓ Check for head injury. Do not move victim unless life saving rescue is necessary, do not give anything by mouth.
- ✓ Treat for shock.

Is the victim BLEEDING?

- ✓ Control by direct pressure at the wound and elevate to stop persistent bleeding.
- ✓ Apply emergency dressings, bandages, splints, as appropriate.

If the victim is having a SEIZURE:

- ✓ If epileptic seizure, do not restrain the person in convulsions, but protect from injury. Do not force anything between the teeth. Make sure there is an airway

Has the victim been STUNG BY AN INSECT?

- ✓ Apply ice, check for allergy ID (ID bracelet, necklace, wallet) treat as indicated. Do not discard stinger until it can be identified.

Has the victim been POISONED?

- ✓ Call POISON CONTROL CENTER, if necessary at 1-800-452-7165

PROVIDE LEADERSHIP, ASSISTANCE and DIRECTION. Clearly communicate procedures, stay with and assist students, ensure ALL are accounted for and be prepared to report on students, the situation and building occupancy.

ACT QUICKLY and CALMLY, be factual and maintain calm to avert panic and hysterical reactions and assist and provide for needs of disabled persons.

REMAIN WITH INJURED PERSON(S) provide support and maintain a calm atmosphere.

FOLLOW DIRECTIONS of emergency providers quickly, immediately and explicitly—Be prepared for police to appear suddenly. Think ahead and know possible evacuation routes, including possible exit windows if any.

Identify Witnesses/Complete Incident Report: If 911 is called in good faith in the event of a perceived emergency, an employee will not be reprimanded or charged for ambulance if in fact no life-threatening emergency exists or if ambulance service is refused.

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EMERGENCY EVACUATION PROCEDURES

Building Evacuation

1. All building evacuations will occur on notification by a member of the ERCM Team or by the building emergency coordinator when the emergency dictates.
2. When notification occurs, leave by the nearest marked exit as directed and alert others to do the same. Building Emergency Coordinators check all rooms to ensure no one is left behind.
3. Assist disabled persons leaving the building. Do not use elevators in the event of an emergency where you could become trapped in an elevator.
4. Once outside, proceed to the designated safety area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. (The designated safety areas are listed in the appendix.)

Campus Evacuation

The ERCM Team Leader will announce the evacuation of all or part of the campus grounds, or location. The designated first responders will facilitate the barricading of the main road from anyone exiting the campus and coordinate this route for entrance of emergency vehicles only.

All persons are to vacate immediately the area in question and relocate to the designated safety areas.

Side Gates – Side gates will be immediately unlocked and the routes of departure from the Pendleton campus will be directed to the south exit toward the Eastern Oregon Training Center, and then west of town; and the Northeast exit toward the housing development bordering the campus; and then east toward Pendleton High School via Carden Avenue.

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CRIME IN PROGRESS

IF YOU SUSPECT A CRIME IS IN PROGRESS:

- ✓ NOTIFY HUMAN RESOURCES AT 5837 / 5850 OR 278-5837
- ✓ BE ALERT TO CRIME, suspicious situations, persons or noises and quickly report them to security.
- ✓ THINK SAFETY, PROTECT YOURSELF AND OTHERS

If you are the victim, or if you witness a crime, or are exposed to any activity on campus that is a violation of the law such as assault, robbery, theft, overt sexual behavior or other:

DO NOT TAKE ANY UNNECESSARY CHANCES.

- ✓ CALL Human Resources to report.
- ✓ DO NOT BECOME ACTIVELY INVOLVED, leave quietly, NOTIFY POLICE.
- ✓ If you have a cellular phone, use it to alert police at 911.
- ✓ Obtain detailed descriptions of persons/vehicles and vehicle license numbers.
- ✓ Assist the police by supplying them with all relevant information.

If you feel threatened or are attacked:

Your best defense is your ability to stay calm, use your head and pay attention to your instincts.

Decide what you will do in various situations before they occur.

If you decide to resist, don't get scared, GET MAD! Shout "STOP," or "FIRE," or "CALL THE POLICE!" or blow a whistle. Try to incapacitate or distract your assailant long enough for you to escape.

DO NOT PANIC instead, TAKE CONTROL by distracting or confusing the attacker and then RUN.

Report all crimes, suspicious persons or activities immediately, no matter how minor.

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BOMB THREAT OR SUSPICIOUS DEVICE

IF YOU SEE SOMETHING that you suspect may be a bomb:

IMMEDIATELY NOTIFY HUMAN RESOURCES AT 5837 / 5850 OR 278-5837, or, if at another center, contact the main desk.

DON'T TOUCH the suspected object,

DON'T DISTURB the area,

DON'T TOUCH the light switches,

DON'T USE cellular phones,

DON'T CHANGE anything in the room,

MOVE AWAY from the area,

AVOID loud noises,

DON'T open/close any doors unless they are cleared

IF YOU RECEIVE A PHONE THREAT that a bomb is on the premises:

- ✓ Use the Bomb Threat Checklist (see Appendix) to gather as much information as possible.
- ✓ Keep checklist near the phone at all times.
- ✓ DELAY CALLER—keep them on line as long as possible, ask them to repeat information
- ✓ Do not hang up the line after the call; the phone company may conduct a line trace.
- ✓ If you are on the phone – get someone's attention and have them notify the police and your administrator.

IF YOU RECEIVE A BOMB THREAT CALL AND ARE UNABLE TO CONTACT POLICE OR A SUPERVISOR, PULL THE NEAREST FIRE ALARM AND EVACUATE THE BUILDING. Notify Human Resources of the threat as soon as possible. Evacuate to the designated safety area, take cover and stay out of sight of the building. Do not leave BMCC grounds until the "All Clear" signal sounds.

Buildings and Grounds personnel will meet the emergency responders to direct and assist them to the appropriate area. Emergency responders will conduct a search of the area. Facilities personnel may be requested to shut off non-essential equipment and utilities.

The College President will be advised and make any decisions to close the building or campus.

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LOCK DOWN / SHELTER IN PLACE PROCEDURE

A need to “lock down” buildings and “shelter in place” in classrooms may at some time be necessary, dependent upon the particular threat of imminent danger to the people in a particular area.

Lock downs / “shelter in place” are not currently practiced campus wide due to the limitations of the current lock system. Some areas can be locked down and if your area is one that can be locked down, do so as directed. Every space will be inspected in advance to ensure it can be secured properly.

IF A VIOLENT SITUATION OCCURS

- ✓ Remain calm
- ✓ Call 911 and Human Resources at 5837 / 5850 or 278-5837
- ✓ Evacuate, or move to another location ONLY if it is safe to do so (this will be determined and directed by the ERCM Team leader)
- ✓ If evacuation is not safe or possible,
 - Close all doors, locking them if possible
 - Turn off the lights,
 - Remain hidden from view

The ERCM Team Leader will work with the local police department as needed. They will secure the perimeter of the affected area and control traffic flow, entrances and exits if necessary and coordinate with ERCM Team.

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EARTHQUAKE

A declaration of an emergency may require a notice to evacuate buildings on campus.

DO NOT USE ELEVATORS TO EVACUATE BUILDINGS!

If you should have to remain indoors for some reason, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.

Protect yourself at all times. Be prepared for after-shocks.

Evacuate the building as soon as possible.

Take Appropriate Action if an evacuation notice is communicated.

Assemble at the outside designated safety area and the BEC will determine accounted for and missing personnel. Instructors will determine accounted for and missing students.

When the aftershocks have ceased, and a headcount is made, then a determination as to the amount of damage and the necessity for outside emergency assistance will be undertaken. Depending on the magnitude of the earthquake, emergency assistance may or may not be available. Nursing students and others trained in emergency first aid may be utilized to assist with the injured. A command post will be established.

DO NOT RETURN TO AN EVACUATED BUILDING

unless directed to do so by a member of the ERCM team

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FIRE

Know the location of fire extinguishers, fire exits, and alarm systems on campus and how to use them. Training and information are available from the Buildings and Grounds Department. Also, know the designated safety areas and contact persons for each of the buildings you use for work or study.

An emergency exists when building fire alarms or sprinkler systems are activated, or when someone actually sees smoke or fire and sounds an alarm. If the fire cannot be extinguished immediately by someone on site with a fire extinguisher aimed at the base of the fire, call the Fire Department (9-911) and then call the ERCM Team Leader and buildings and ground department (278-5903/5904).

It is important that the ERCM be involved because:

He/She can implement an existing plan that calls for a designated employee to meet fire equipment as it comes on site to direct them exactly to where the emergency is located.

Take Appropriate Action

When an alarm sounds, the building(s) affected must be evacuated immediately. Walk quickly to the nearest marked exit and alert others to do the same. Assist disabled persons in exiting the building. Close all doors to help confine the fire and reduce oxygen.

Assemble at the outside designated safety area and the BEC will determine accounted for and missing personnel. Instructors will determine accounted for and missing students. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews, as necessary.

CAUTION!!

NEVER USE WATER ON AN ELECTRICAL FIRE!

USE THE NEAREST BMCC MULTI-USE FIRE EXTINGUISHER!

DO NOT LOCK DOORS!

DO NOT USE ELEVATORS DURING A FIRE!

DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by a member of the ERCM team.

If you become trapped in a building and a window is available, but not sized for escape, place an article of clothing outside the window as a marker to rescue crews. If no window is available, remain near the floor where the air will be less toxic. Shout periodically to alert emergency crews of your location.

A Campus Emergency Command Post may be set up. Any damage or injuries should be reported to the command post. This will be the site for immediate first aid. The ERCM Team Leader will determine other action, as necessary.

A person and an alternate have been designated as the contact for each building (or area) on campus. This person, or his/her designate, will be responsible for securing (as much as possible) sensitive documents or materials. A separate safety manual lists materials of concern (such as chemicals) that should be taken into consideration if a building is on fire. These lists will be made available to the fire department and others as necessary.

A fire, or alarm, will be constantly monitored by the ERCM Team Leader to determine what action will be taken in regards to returning to the building or making other arrangements in case a building becomes untenable.

The College Notification System is put into action to notify campus and outside media. If injuries are incurred, designated offices will deal with types of injuries and family contacts (i.e. Student Services for student injuries/deaths).

MAJOR STORM / TORNADO

The Office of Human Resources monitors the National Weather Service and local television stations in order to be aware of any inclement or dangerous weather approaching us.

In the event a "Tornado Warning" is issued for our immediate area, the following notification will be made (regardless of the hour of the day or night) by the ERCM Team Leader to the President, or designee.

Once this notification is made, decisions will be made regarding other persons to contact. Once this process is completed and the campus has been put on alert, the ERCM Team Leader, or designee, will decide when the alert is to be called off. When that is done, the above process will be repeated informing these offices that the emergency is over.

If a "Tornado Warning" is issued, an immediate place of optimum safety should be sought. Existing plans of action should be implemented as quickly as possible. The individual Building Emergency Coordinators should begin to facilitate moving everyone to the designated place of optimum safety within their respective buildings. If indoors, seek refuge in a doorway, interior hallway, or under a desk or table on the lowest floor of the building. Stay away from windows and exterior doors.

Take Appropriate Action

If outside and unable to get to shelter, seek a ditch or depression in the ground and lie flat on the ground.

CAUTION: Avoid power or utility poles as they may be energized.

If in an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground, and lie flat on the ground.

In the event a tornado does strike the Blue Mountain Community College campus or site location, the ERCM Team Leader will coordinate efforts with the proper local authorities. A command post will be established and the ERCM Team will be activated. Staff members will be utilized to help shut off utilities, provide first aid, etc. as needed. All other needs will be addressed through this method until the emergency is declared ended.

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FLOOD (OUTLYING CENTERS)

Know the designated safety areas and contact persons for each of the buildings you use for work or study. Alternate gathering places may have to be considered if the designated areas are flooded.

Although the campus center may not be in a low-lying area, flash flooding caused by heavy or prolonged amounts of rainfall can create an emergency. Flash flooding can cause electrical power sources to short out and water supplies to become contaminated. This can create a potentially dangerous situation or affect the normal operations of the college program.

Evacuation procedures may be implemented.

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EXPLOSION OR AIRCRAFT CRASH

In the event of an explosion or an aircraft crash on campus, the ERCM Team Leader should be notified immediately. This will activate the notification of the ERCM Team and any outside agencies that will be involved. Most likely, there will be several injuries or fatalities involved and the possibility of additional explosions or fires will be high. There is also the probability of harmful fumes or chemicals.

Any buildings in the immediate area should be evacuated immediately. To evacuate the building, a fire alarm should be sounded. A temporary first aid station will be set up in the Health Education building, if possible. The ERCM Team leader will set up needed temporary staffing.

DO NOT USE ELEVATORS IN ORDER TO EVACUATE A BUILDING.

Only stairs should be used. Any disabled persons in the building should be assisted in leaving. If unable to leave a building for some reason, take cover under a desk or table. Be aware of the potential for falling glass or debris.

The College Notification System will be put into action immediately. A command post will be established.

DO NOT RETURN TO AN EVACUATED BUILDING - unless told to do so by a member of the ERCM Team.

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INFLUENZA PANDEMIC

It must be recognized that the best protection against pandemic influenza—a vaccine that is well-matched to the virus causing illness—is not likely to be available at the outset of a pandemic - should one ever occur. Therefore, community-strategies that do not involve vaccines or medications (non-pharmaceutical interventions) may serve as the first line of defense to help delay or mitigate the spread of influenza.

Mitigation guidelines issued by the CDC (February 2007) include social distancing strategies to reduce contact between people including closing schools and colleges, canceling public gatherings, planning for liberal work leave policies, implementation of telecommuting strategies, voluntary isolation of cases and voluntary quarantine of household contacts.

The following are the WORLD HEALTH ORGANIZATION (WHO) PANDEMIC PHASES

A. Inter-pandemic Period:

Phase 1 – No new influenza virus subtypes detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low.

Phase 2 – No new influenza virus subtypes detected in humans. However, a circulating animal influenza virus subtype poses substantial risk of human disease.

B. Pandemic Alert Period:

Phase 3 – Human infections(s) are occurring with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

Phase 4 – Small cluster(s) of human infection with limited human-to-human transmission but spread is highly localized suggesting that the virus is not well adapted to humans.

Phase 5 – Larger cluster(s) of human infection but human-to-human spread is localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

C. Pandemic Period:

Phase 6 – Pandemic is declared. There is an increased and sustained transmission in the general population.

Steps to be taken at each phase:

Phase 1 – Ensure that employees and students are trained in preventative measures such as respiratory etiquette and universal precautions.

Phase 2 – Minimize the risk of transmission to humans; ensure that employees understand detection and reporting guidelines and report rapidly as required.

Phase 3 – Ensure all personnel are knowledgeable about the latest epidemiological information.

Phase 4 – Review and update business continuity plans. Ensure that best practices infection detection and control measures are followed.

Phase 5 - Ensure adequate resources for employee/student protection. Ensure BMCC is implementing the best practice for social distancing techniques including reducing the college activity calendar. Maximize communications with BMCC communities related to health and safety.

Phase 6 – Increase surveillance of employee/student health and attendance and implement administrative procedures to ensure adequate staffing for essential college business and functions. Implement social distancing, isolation and quarantine measures to minimize pandemic impacts. Ensure maximum support and education for ill and affected students.

DEATH ON CAMPUS

An emergency exists once the ERCM Team Leader has been notified, by whatever means, that a death has occurred on campus.

The College Notification System will be activated and the local law enforcement department notified. Notification will also be made to departments and offices directly involved, such as Student Services, Human Resources, etc.

Notification would also be made to areas indirectly involved, such as faculty and staff with offices in the building where the death occurred. A plan to isolate the area will be implemented, as appropriate. This would be done within guidelines set forth by the law enforcement personnel in charge of the scene.

The President or his/her designee will request the services of the College's Rapid Response Team and if appropriate, the services of the Umatilla-Morrow ESD Crisis Flight Team.

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HOSTAGE SITUATION

Should a hostage situation develop on campus, the ERCM Team Leader should be notified immediately. This will allow for the College Notification System to go into action as well as obtaining assistance from the local law enforcement department. It is imperative that the local law enforcement Hostage Negotiation Team becomes involved as quickly as possible. Activity from that point forward will need to be directed by that team.

It is possible that buildings may need to be evacuated in this case, but that should not take place unless directed by a member of the local law enforcement department or the ERCM Team Leader. If this needs to be done, it should be accomplished as quickly and quietly as possible. Hostage situations are different from most crises in that the danger is ongoing until the problem is completely resolved. In most cases, the less movement there is the better.

Assessment will need to be made as to: what areas of campus or site may be threatened, are hostages actually involved, etc. A command post will be set up.

The emergency will be considered over when the situation has been entirely resolved by the local law enforcement department and the ERCM Team Leader notified of such by the officer in charge. Notification of this will be accomplished by using the College Notification System.

The President or his/her designee may request the services of the College's Rapid Response Team and the Umatilla-Morrow ESD Crisis Flight Team.

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UTILITY FAILURE/WATER CONTAMINATION

An emergency exists when there is an obvious loss of utility services. This will probably become evident to everyone very quickly. If telephones are out of service as well, information may have to be passed by staff members going from point to point. Buildings and Grounds Operations should be contacted immediately. Buildings and Grounds is responsible for contacting the ERCM Team Leader. If there is a loss of electrical power, Buildings and Grounds will notify IT immediately.

If the outage is prolonged, the College Notification System goes into effect. The time frame will be determined by external factors, but should not exceed one hour.

The source of the failure/contamination should be identified as quickly as possible. If the problem is on campus, personnel from Buildings and Grounds Operations should address it.

If the failure/contamination is caused by factors off campus, local electric, gas, water, or any other outside agencies needed should be contacted for assistance. Heat, air, and food service needs should be assessed and addressed as needed. A command post may be set up if necessary. If this is done, keep clear of the command post unless you have official business.

The crisis will be considered over when proper authorities have taken charge and utilities are restored. Individual circumstances should be assessed to see if a back-up utility source is warranted.

NATURAL GAS LEAK

- ✓ If a natural gas odor is detected, open all doors and windows to ventilate the area.
- ✓ Do not use any telephone in the area of the odor
- ✓ Contact Buildings and Grounds at 5903 or 5904 (278-5903)
- ✓ If the odor is strong, evacuate the building
- ✓ DO NOT turn out lights or switch equipment off (to avoid sparking).
- ✓ If a serious leak occurs and you cannot use a phone, you MAY pull the fire alarm to evacuate the building and then immediately find a phone out of the affected area and call 911 and Buildings and Grounds.

ELECTRICAL FAILURES

- ✓ Stay calm, use a flashlight and move to a lighted area. (Flashlights are to be kept in maintenance supply closets)
- ✓ Contact Buildings and Grounds at 5903/5904 (278-5903) or Maintenance and Ground supervisor if after hours.
- ✓ Turn off computers or other electrical equipment to avoid a power surge.
- ✓ If an electrical failure becomes extended, a decision may be made to close a building or the entire campus. Building Emergency Coordinators and custodians will notify staff and students and secure buildings.

WATER EMERGENCIES

Water emergencies may be caused by spills, roof leaks, plumbing, weather related problems, or other. Any of these may create human health and safety hazards and/or serious damage to the College facilities.

If any water leakage is observed, immediately report the nature and location of the problem to Buildings and Grounds, 5903/5904 (278-5903) in order to immediately have caution cones set out to cordon off the area to prevent slips, falls, bacterial hazards, electrocution, or other harm.

Turn off electrical equipment only if there are no sparks, no fallen wires and no direct contact with water. If electrical equipment has been exposed to water, do not attempt to resolve the problem without assistance from qualified personnel.

If safe to do so and if possible, **prevent any additional water** from entering or escaping the plumbing lines by turning off all faucets/sources of water.

REPAIRS:

Buildings and Grounds will notify Cascade Natural Gas (if needed). Buildings and Grounds will determine the cause of the water leak, service disruption or the source of the water damage, or electrical outage by investigating the source of the problem and/or contacting the proper provider.

They will coordinate repairs and provide information to the College President who will keep staff and the Director of Communications informed.

FIRE ALARM AND TELEPHONE SYSTEMS:

On main campus, the fire alarm system has a 72-hour battery back-up system. The telephone system will function for approximately four to six hours after an electrical failure. The centers do not have an uninterrupted power supply and therefore do not have phone service during a power outage.

LIGHTING:

Battery powered emergency lights have been installed at critical locations. These lights are immediately activated upon electrical power loss and will provide emergency lighting for approximately two hours. If electrical power fails, pause for a moment before moving and allow your eyes to adjust to the sudden loss of light in order to prevent tripping or injury while moving in the darkness. Emergency lights may take a minute or so to fully illuminate.

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CHEMICAL/HAZARDOUS SPILL

Know the designated safety areas and Building Emergency Coordinator for each of the buildings you use for work or study. If possible, know beforehand any chemicals or hazardous materials which may be stored in the buildings you use. This information may be useful to Fire Department officials in case of spill.

Notification by whatever source that a spill or contamination has taken place on campus and can possibly affect persons here will constitute an emergency. Human Resources and Buildings and Grounds should be notified immediately. They will then notify the appropriate fire department for assistance.

The College Notification System will be placed into motion. When calling, be sure to give the following information:

- Name and telephone extension of person calling
- Substance and quantities involved
- Location: Building, floor and room number

Take all precautions to confine or contain the spill, if prudent to do so. If possible, do not let any of the spilled materials enter the sewer system (for example, through a floor drain). Personnel on site should be evacuated from the affected area at once. Any sources of ignition should be extinguished and the contaminated area sealed off to prevent further contamination. It should be determined if medical attention is needed.

When the proper authorities have arrived, assessment should be made to determine any further measures including clean up. Further assessment should also be made regarding medical attention. Hazmat forms are to be completed.

Buildings may need to be evacuated. Assist disabled persons in exiting the building.

IN CASE OF FIRE, DO NOT USE ELEVATORS!

A command post may need to be established.

The emergency will be considered over when determined so by the proper authorities.

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VIOLENT BEHAVIORS/ DISRUPTIVE PERSON / ASSAULT / WEAPONS / SUICIDE

A psychological crisis (acutely distressed person) exists when an individual is threatening harm to him/her self or to others, or is out of touch with reality (due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior.)

Do not attempt to handle a situation you feel could be dangerous on your own. The person dealing with the acutely distressed person should first call the ERCM Team Leader. This will activate a plan of action that may include notifying the ERCM team and/ or the BMCC Rapid Response Team.

Once the call has been made to the ERCM Team Leader, determine whether or not you can keep the individual in their current location. If you feel a potential threat, do not attempt to detain or restrain the individual. If appropriate, contact the local law enforcement department for assistance. These resource people will help assure that the individual receives proper medical or psychological attention.

If an individual at any BMCC location is identified as in possession of a lethal weapon, the ERCM Team Leader is notified. An attempt will be made to verify the situation as to whether a concealed weapons permit exists. 911 will be notified if it is an unauthorized situation.

WEAPONS OR VIOLENCE

IMMEDIATE RECOGNITION / REACTION to a violent situation is critical:

CALL 911 and then call Human Resources at 5837 / 5850 (278-5850)

Withdraw from the area quickly and quietly.

IF SHOOTING ERUPTS NEAR YOUR AREA

- ✓ Use basic duck and cover.
- ✓ Lie face down or flat on the floor or get under tables or desks.
- ✓ Stay away from windows and doors.
- ✓ If outside, use curbs/vehicles/trees/poles for cover / lay down flat, stay motionless.
- ✓ If there is an escape route away from the source of danger, TAKE IT.
- ✓ Seek shelter in the closest available room out of the main hallways.
- ✓ Evacuate the building only when directed and safe to do so.

IF YOU ARE CONFRONTED BY A PERSON WITH A GUN

- ✓ Control yourself, speak calmly and slowly, use a low tone of voice.
- ✓ Position yourself, move back very slowly, turning slightly (45 degrees).
- ✓ Keep hands low and still and slightly away from your body.
- ✓ Look at the person, not the weapon and talk with the subject.
- ✓ Wait for help, stall for time, keep the individual talking.
- ✓ If shooting erupts, quickly use any object for cover or run away if possible.

WARNING SIGNS OF SUICIDE

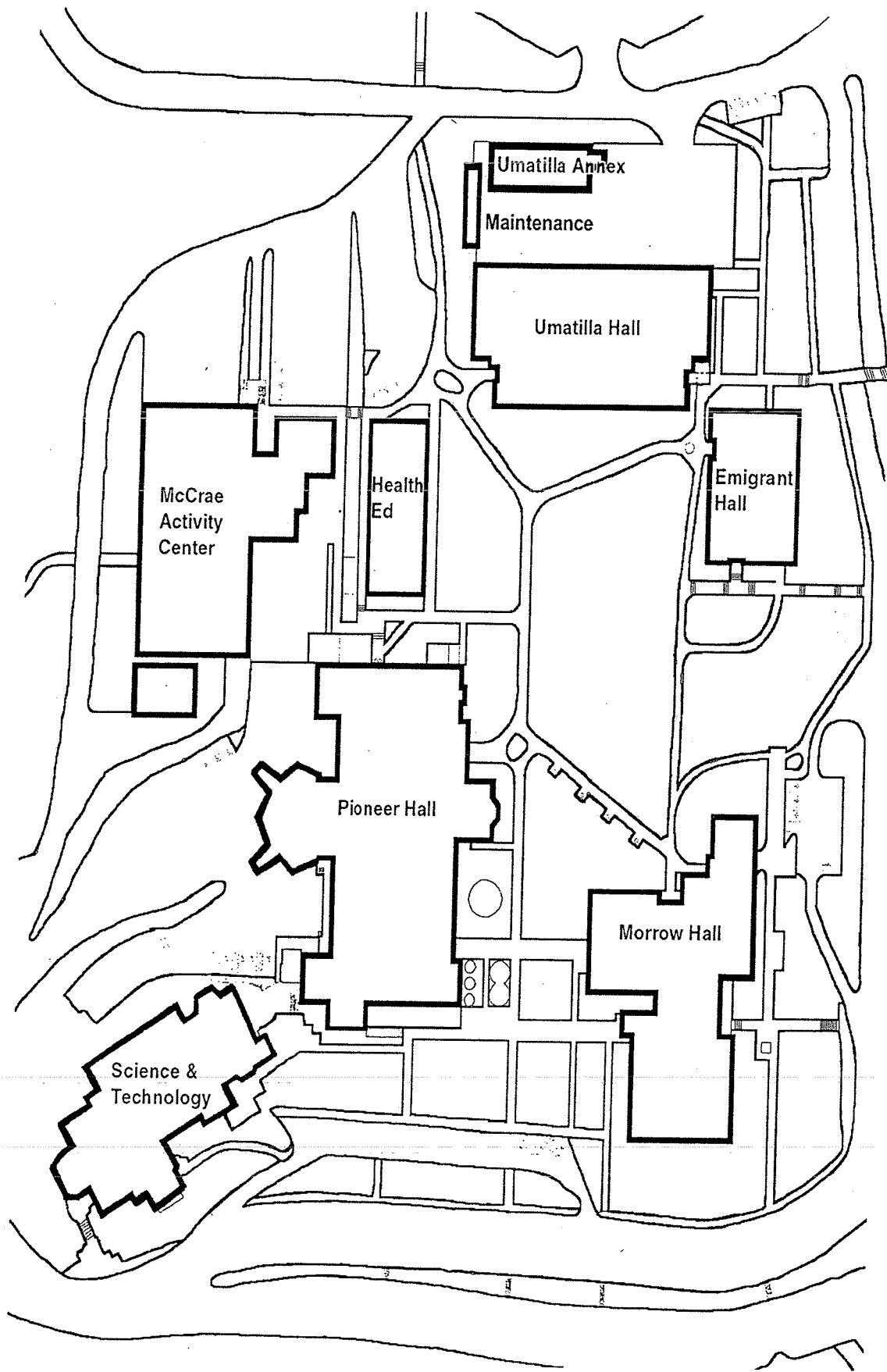
- ✓ Warning signs of suicide may include previous suicide attempts or verbalizing suicidal thoughts / threats.
- ✓ Giving away prized personal possessions.
- ✓ The collection and discussion of information on suicidal methods.
- ✓ The expression of hopelessness, helplessness, and anger at oneself or the world. Themes of death or depression evident in conversation, written expressions, reading selections, or artwork. The scratching or marking of the body, or other self-destructive acts.
- ✓ Statements or suggestions that the speaker would not be missed if he or she were gone.
- ✓ Recent loss of a friend or a family member, or even a pet, through death or suicide or other losses such as the loss of a parent resulting from divorce.
- ✓ Acute personality changes, unusual withdrawal, aggressiveness, or moodiness, or new involvement in high-risk activities. Sudden dramatic decline or improvement in academic performance, chronic truancy or tardiness, or running away. Physical symptoms such as eating disturbances sleeplessness or excessive sleeping, chronic headaches or stomachaches, menstrual irregularities, apathetic appearance.
- ✓ Use or increased use of substances.

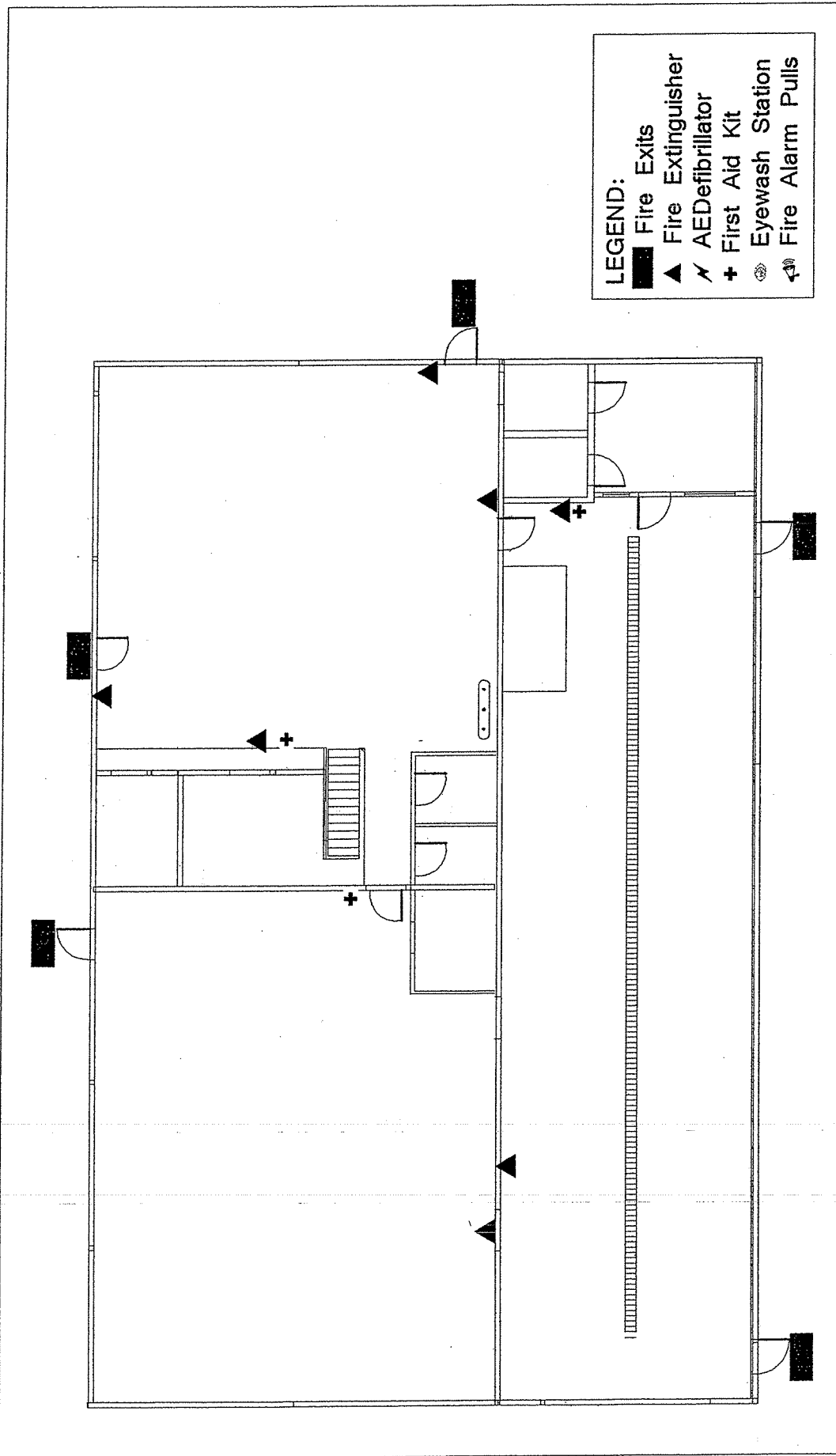
In summary, look for sudden changes in behavior that are significant, last for a period of time, and are pervasive or apparent in all or most areas of his/her life.

IF YOU SUSPECT AN INDIVIDUAL OF BEING SUICIDAL:

LISTEN to them. If they tell you they are considering suicide, encourage them to talk. Ask them about the problem that is causing the pain. Ask if they have a plan. Persuade them to talk with someone who can help solve the problem. Tell them that “together you can find solutions” and you will assist them to find someone who can help. Call 911. Do not leave the admitted suicidal person alone once they admit they are suicidal.

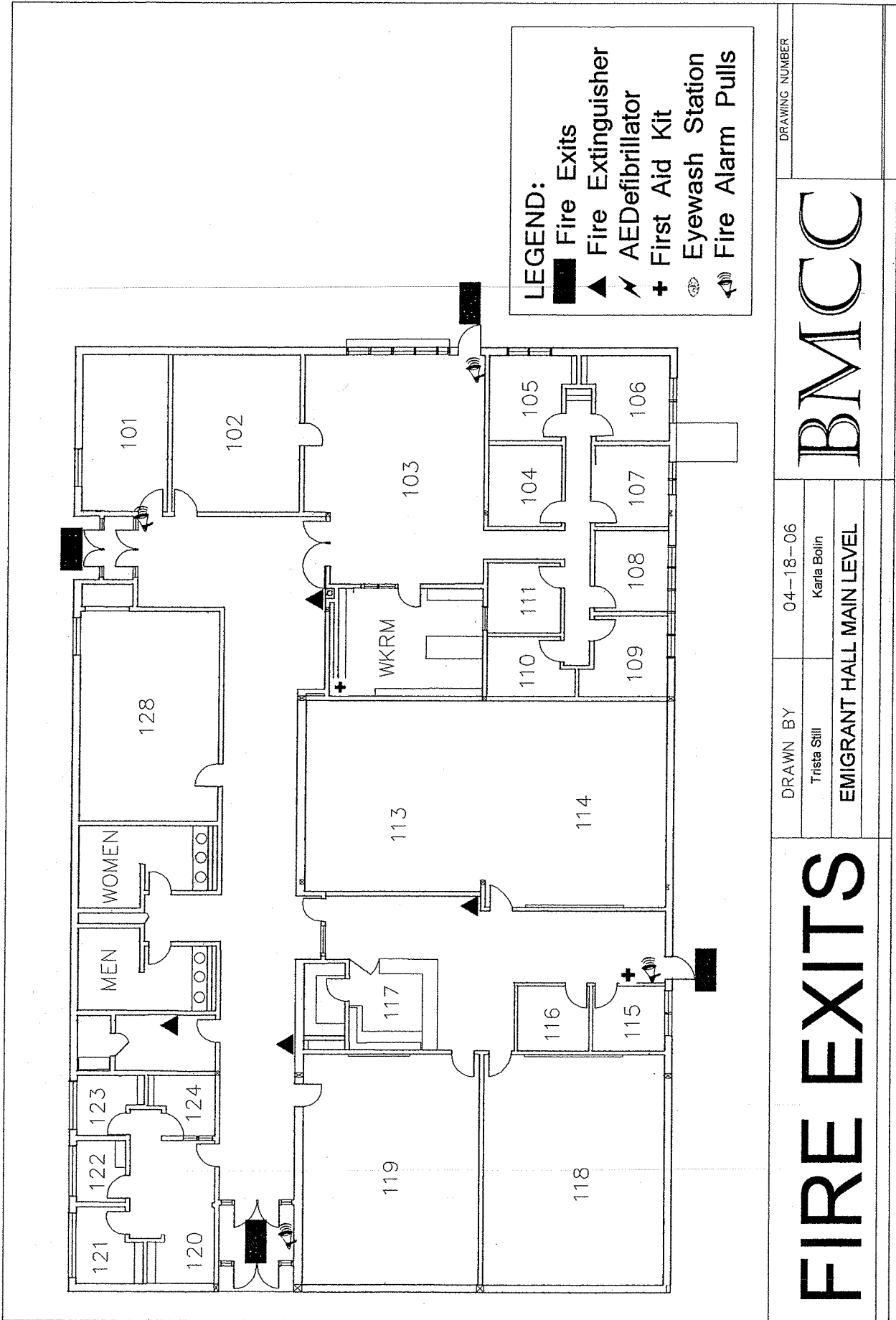
⇒ ⇒ ⇒ **24-HOUR SUICIDE PREVENTION HOT LINE: 1-800-273-TALK (8255)** ⇐ ⇐ ⇐





- LEGEND:**
- Fire Exits
 - ▲ Fire Extinguisher
 - ⋈ AED/Defibrillator
 - + First Aid Kit
 - ⊕ Eyewash Station
 - 🔔 Fire Alarm Pulls

FIRE EXITS		DRAWN BY	8-2-07	DRAWING NUMBER
		Karla Bolin		BMCC
		AGRI BUILDING		



DRAWING NUMBER

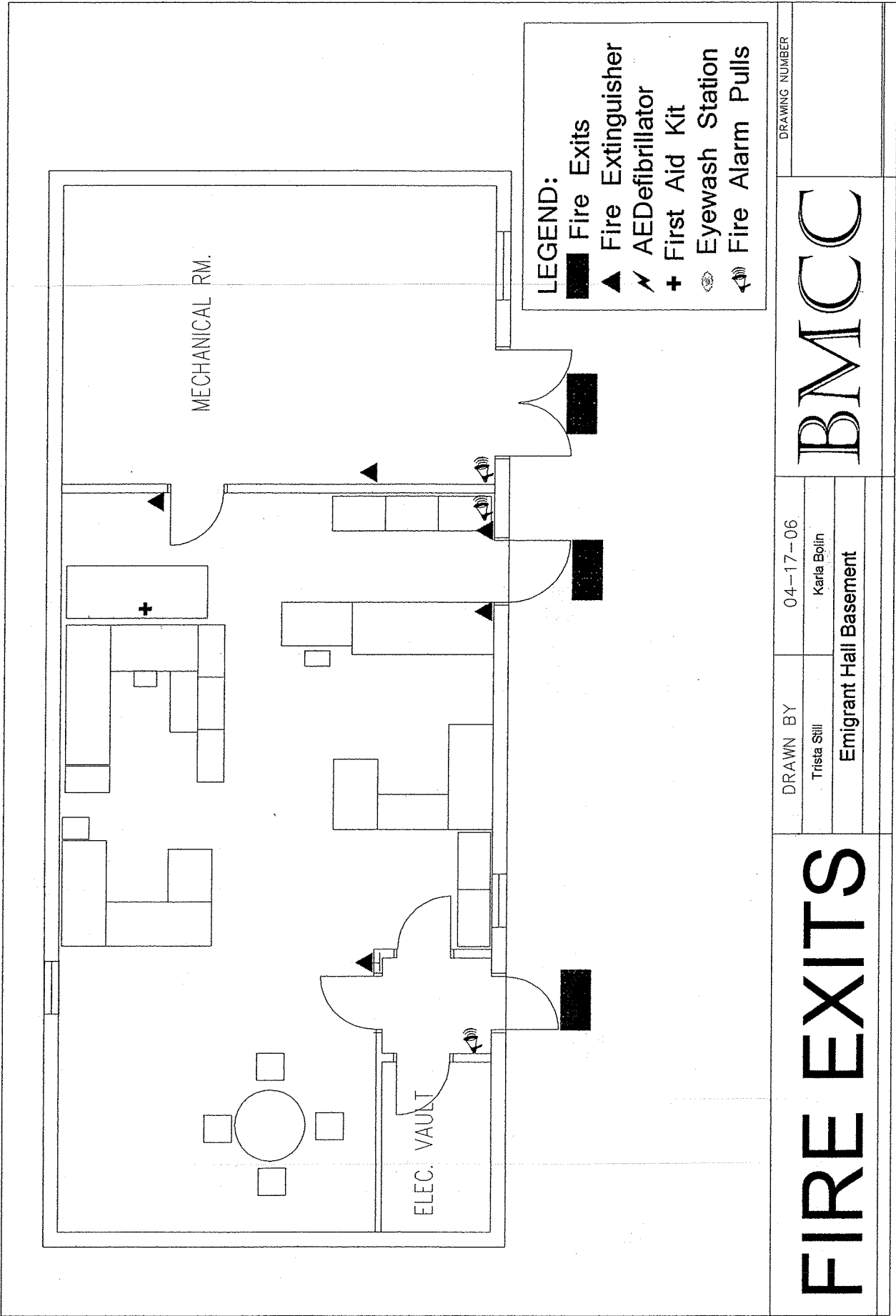
BMCC

DRAWN BY 04-18-06

Trista Still
Karla Bolin

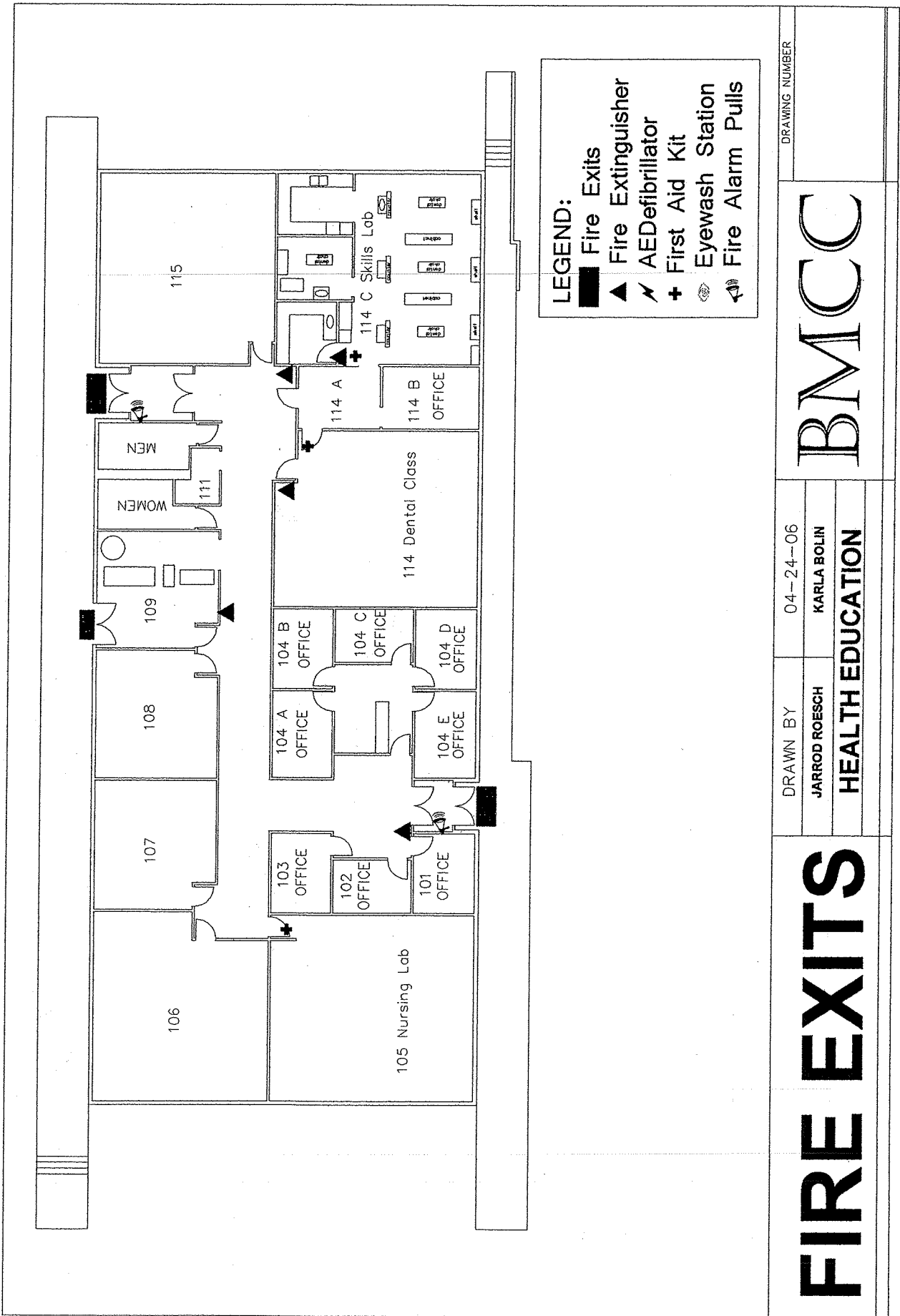
EMIGRANT HALL MAIN LEVEL

FIRE EXITS



- LEGEND:**
- Fire Exits
 - ▲ Fire Extinguisher
 - ⚡ AEDefibrillator
 - ⊕ First Aid Kit
 - ⊕ Eyewash Station
 - 🔔 Fire Alarm Pulls

FIRE EXITS		DRAWN BY		04-17-06		DRAWING NUMBER	
		Trista Still		Karla Bolin		BMCC	
		Emigrant Hall Basement					



DRAWING NUMBER

04-24-06

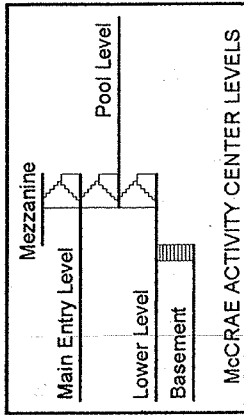
JARROD ROESCH

KARLA BOLIN

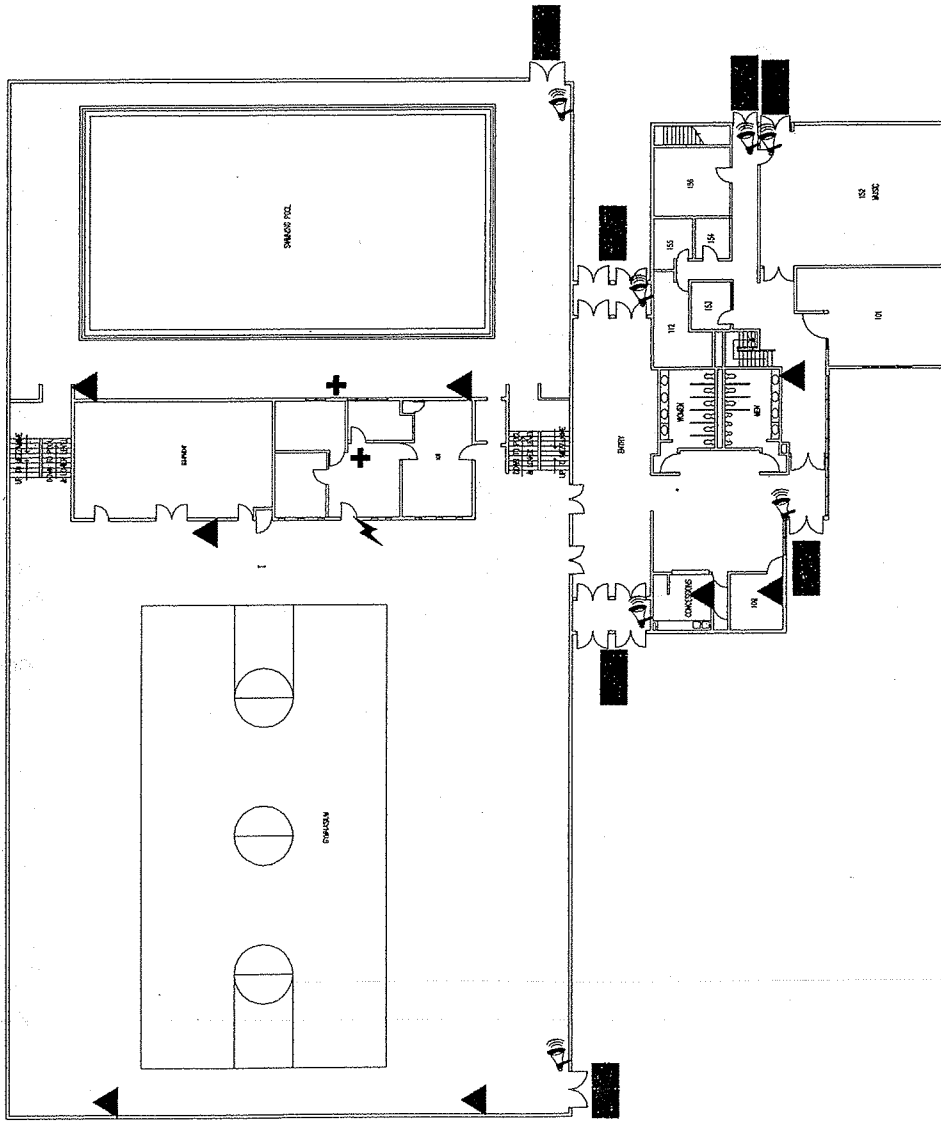
HEALTH EDUCATION

BMCC

FIRE EXITS



- LEGEND:**
- Fire Exits
 - ▲ Fire Extinguisher
 - ⚡ AED/Defibrillator
 - ⊕ First Aid Kit
 - 🚰 Eyewash Station
 - 🔊 Fire Alarm Pulls



DRAWING NUMBER

04-24-06

DRAWN BY

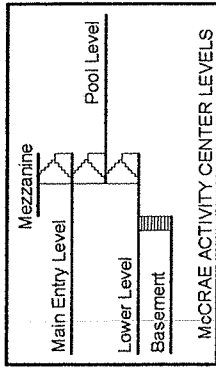
Brian Lamborn

Karla Bolin

McCRAE CENTER ENTRY LEVEL

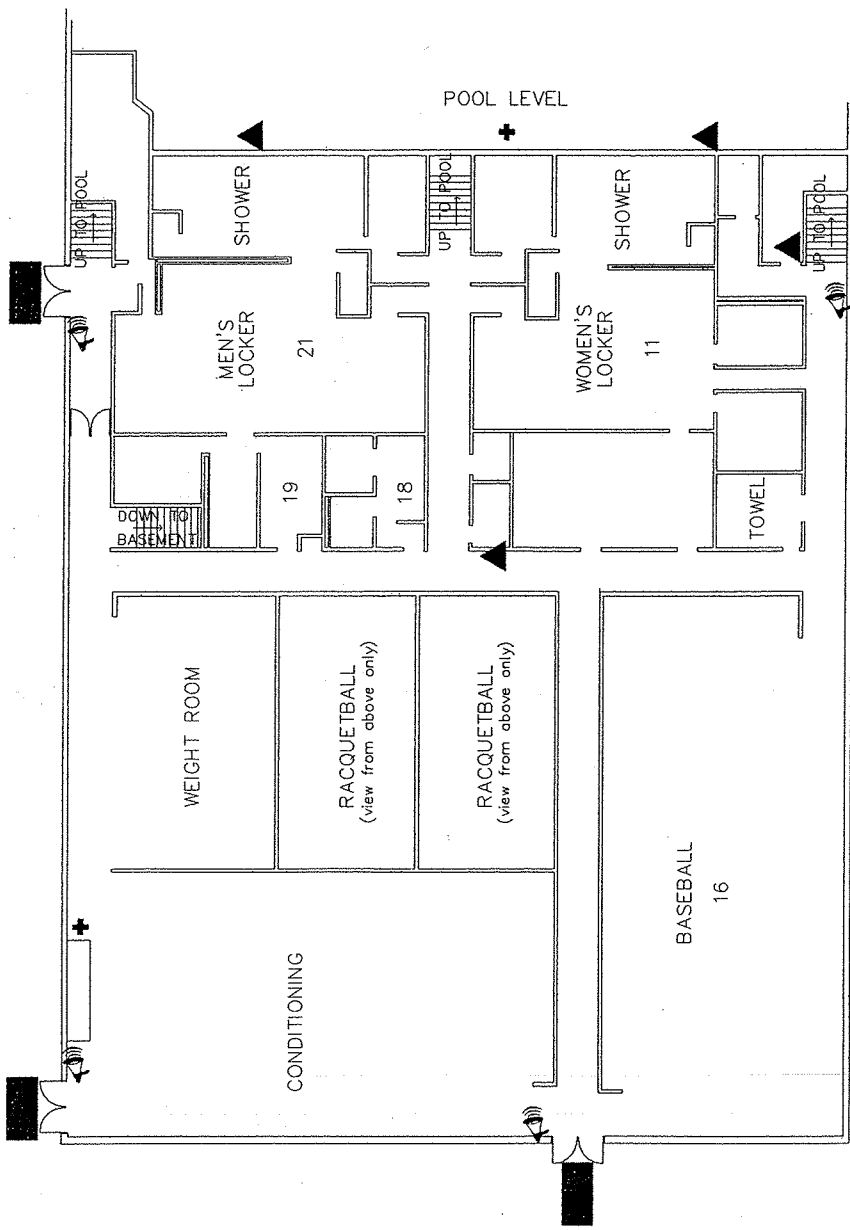
BMCC

FIRE EXITS



LEGEND:

- Fire Exits
- ▲ Fire Extinguisher
- ⚡ AEDefibrillator
- ⊕ First Aid Kit
- 🚰 Eyewash Station
- 🔊 Fire Alarm Pulls



DRAWING NUMBER

04-24-06

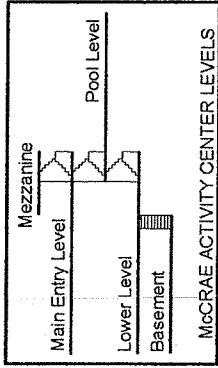
DRAWN BY
Brian Lamborn

Karla Bolin

McCRAE CENTER LOWER LEVEL

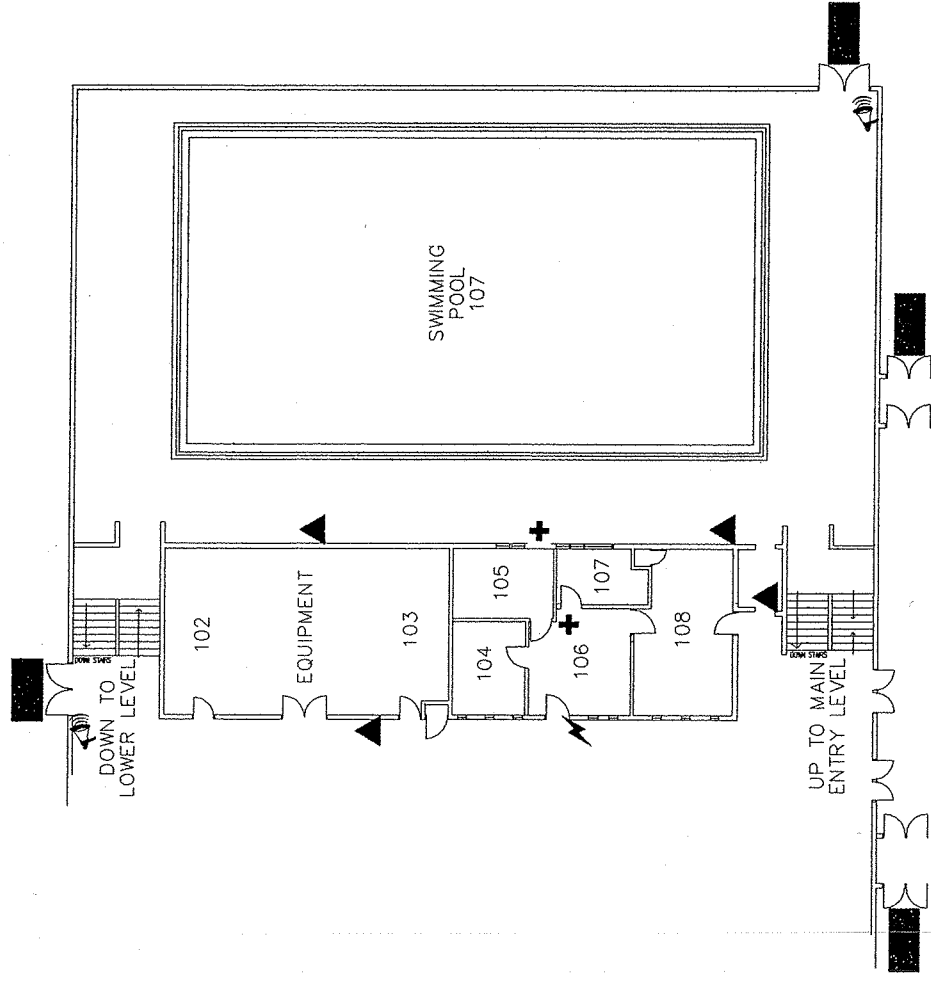
BMCC

FIRE EXITS

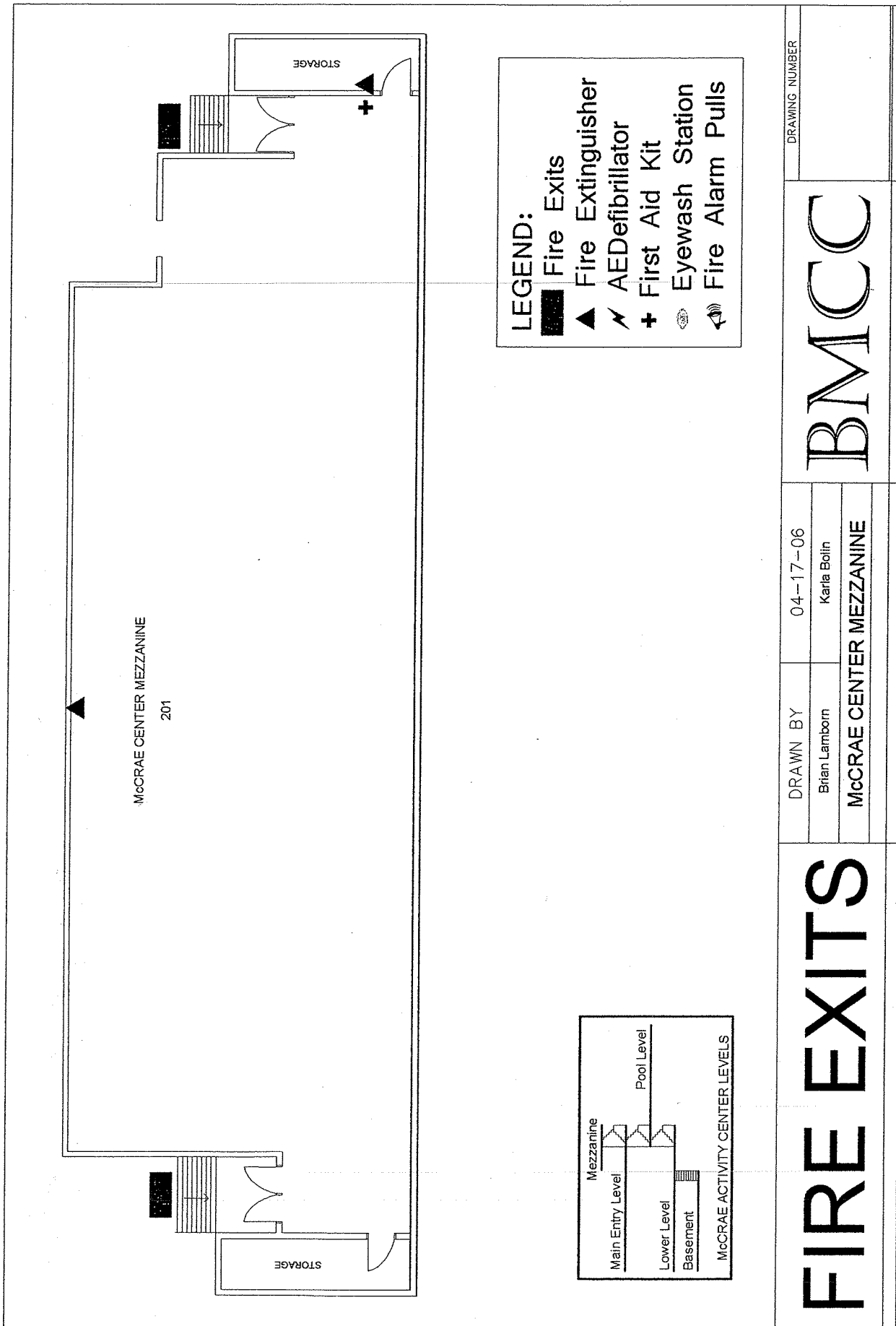


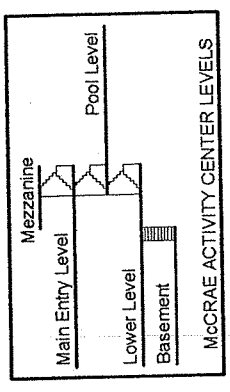
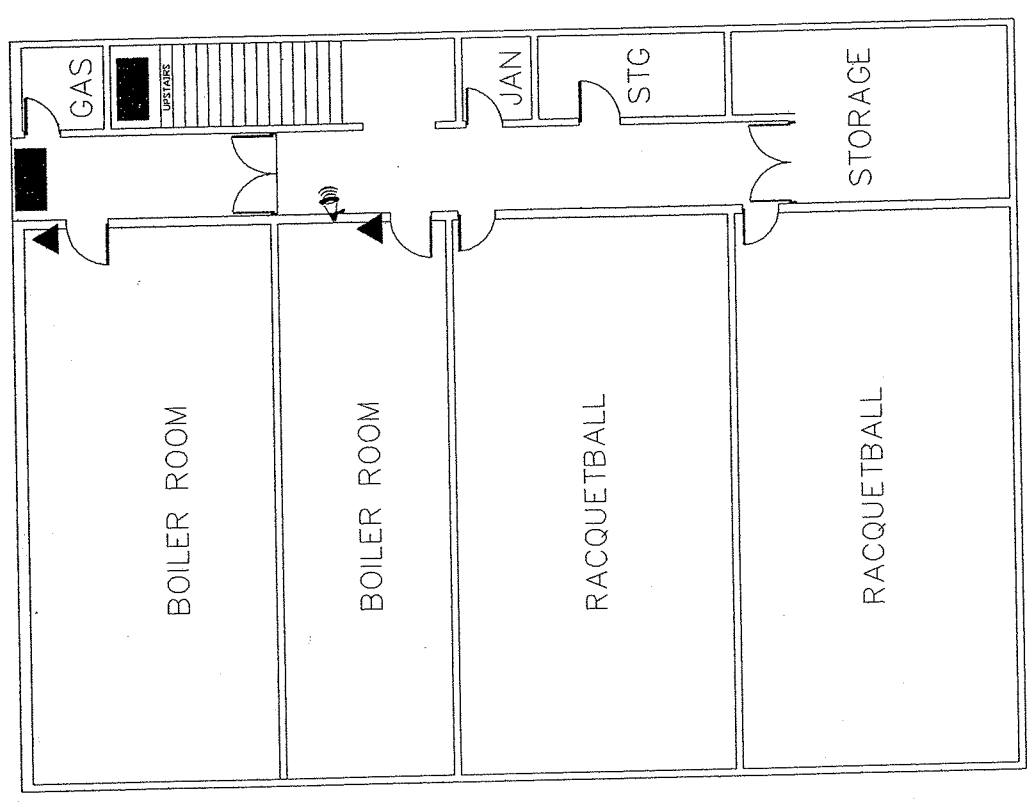
LEGEND:

- Fire Exits
- ▲ Fire Extinguisher
- ⚡ AED/Defibrillator
- ⊕ First Aid Kit
- 🚰 Eyewash Station
- 📢 Fire Alarm Pulls



<h1>FIRE EXITS</h1>	DRAWN BY Brian Lamborn	04-24-06	DRAWING NUMBER	
			<h1>BMCC</h1>	
			McCRAE CENTER POOL LEVEL Karla Bolin	





LEGEND:

- Fire Exits
- ▲ Fire Extinguisher
- ⚡ AED/Defibrillator
- ⊕ First Aid Kit
- 👁 Eyewash Station
- 🔊 Fire Alarm Pulls

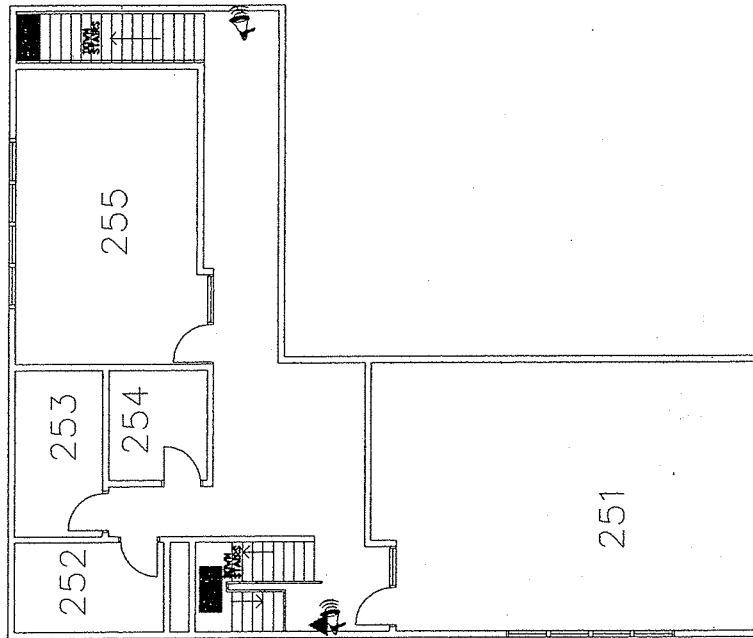
FIRE EXITS

DRAWN BY
 Brian Lamborn
 Karla Bolin
 McCRAE CENTER BASEMENT

04-18-06

DRAWING NUMBER

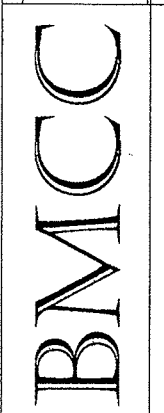




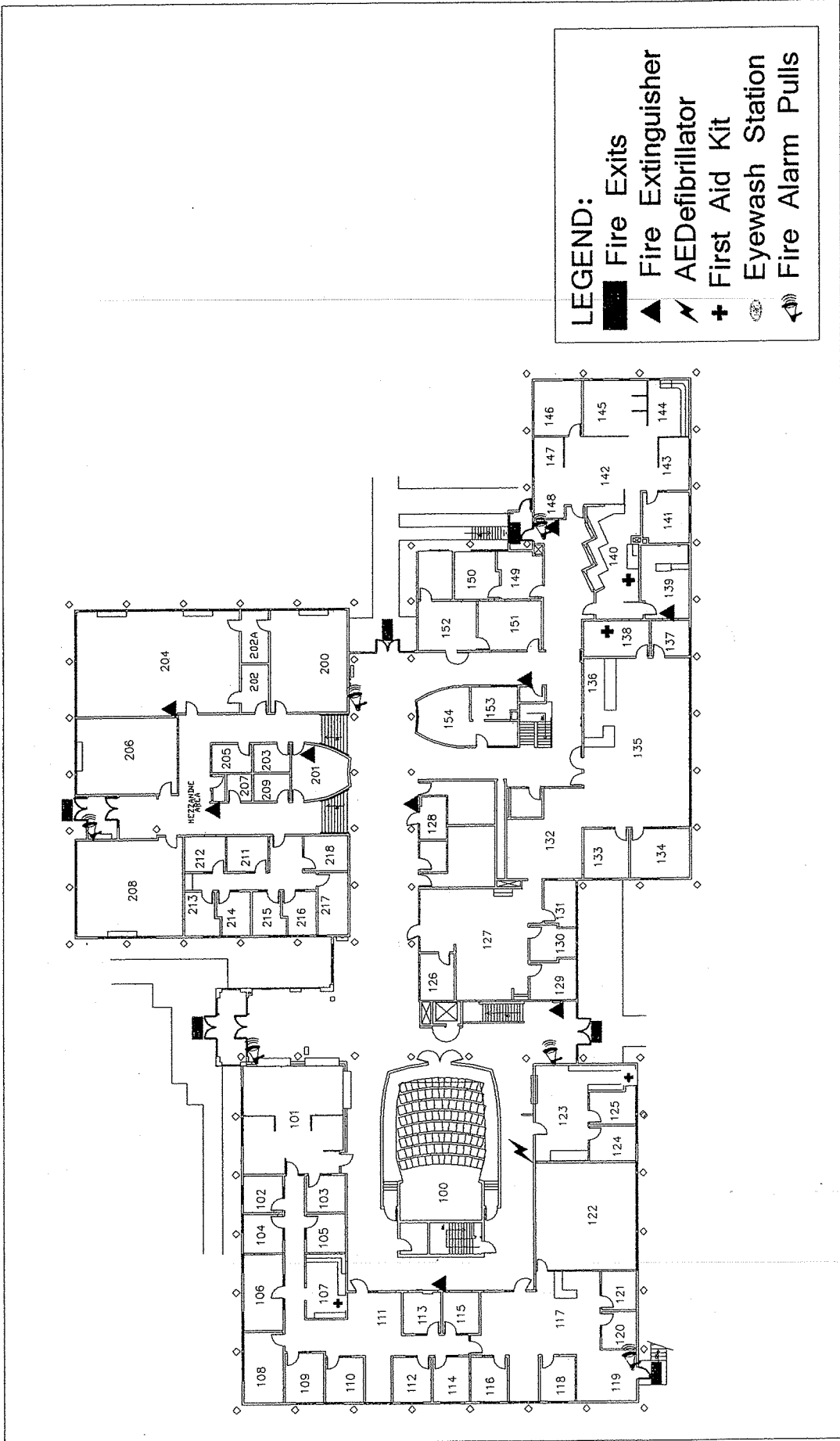
- LEGEND:**
- Fire Exits
 - ▲ Fire Extinguisher
 - ⚡ AEDefibrillator
 - ⊕ First Aid Kit
 - 👁️ Eyewash Station
 - 🔊 Fire Alarm Pulls

FIRE EXITS

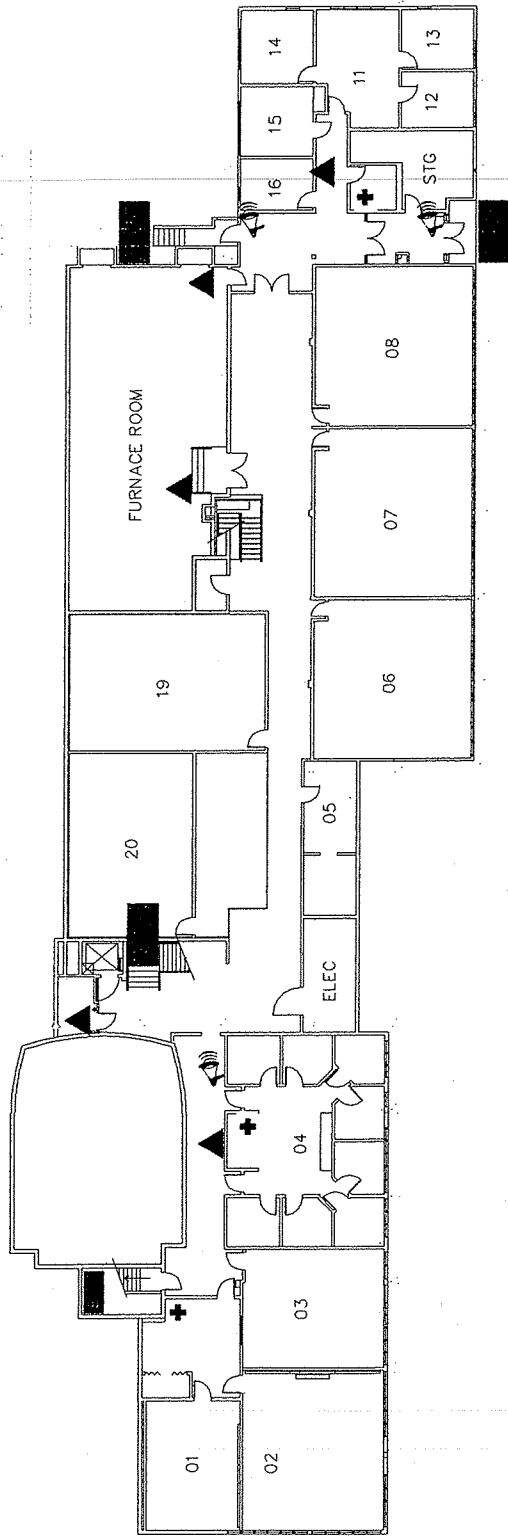
DRAWN BY
 Brian Lamborn
 Karla Bolin
 McCRAE CENTER MUSIC UPPER LEVEL



DRAWING NUMBER



FIRE EXITS		DRAWN BY Eugene Markgraf	04-24-06 Karla Bollin	BMCC	DRAWING NUMBER
		Morrow Hall Offices			



- LEGEND:**
- Fire Exits
 - ▲ Fire Extinguisher
 - ✱ AEDefibrillator
 - ✚ First Aid Kit
 - ⊕ Eyewash Station
 - ⊕ Fire Alarm Pulls

DRAWING NUMBER

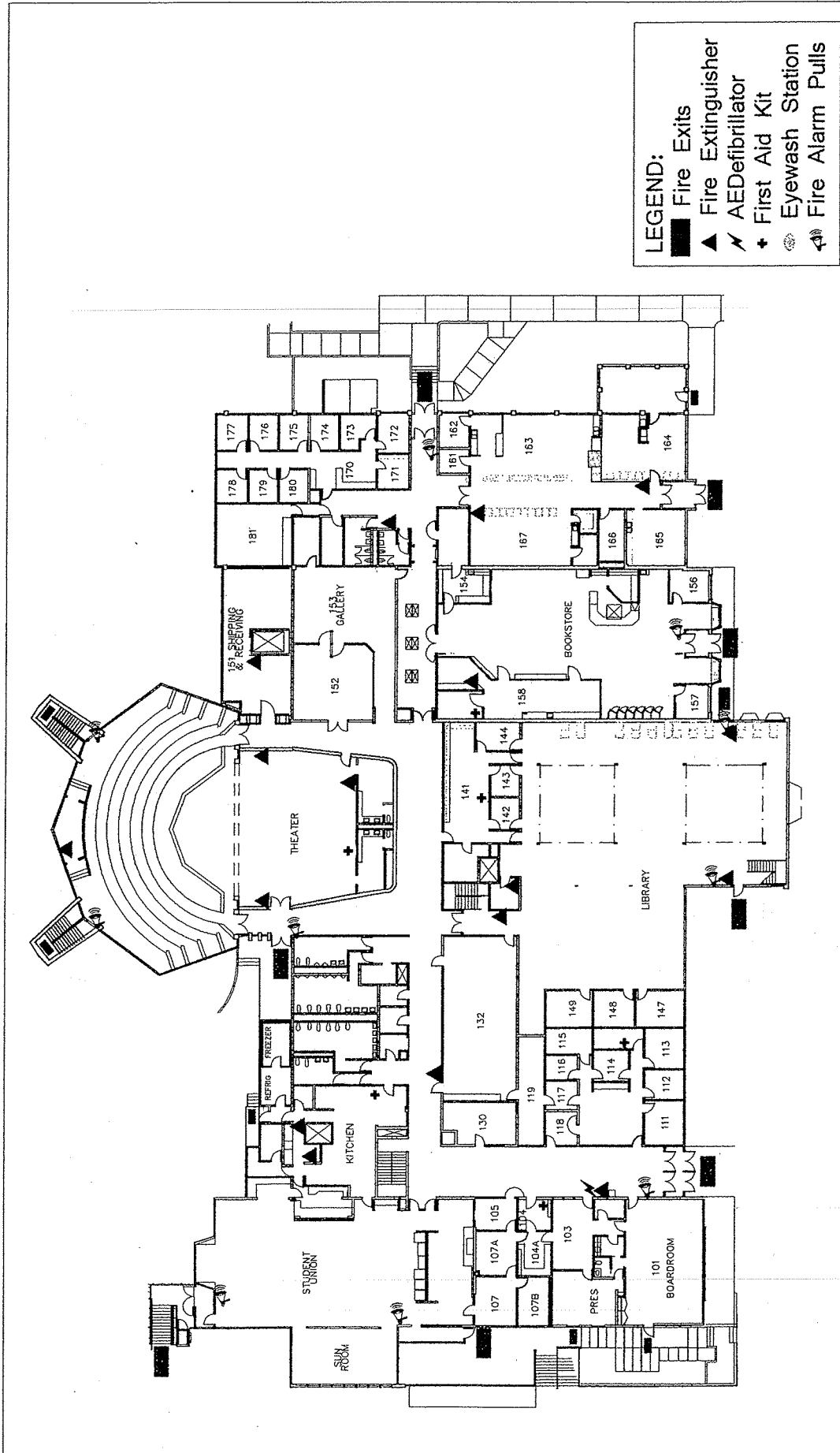
DRAWN BY
Eugene Markgraf

04-24-06
Karla Bollen

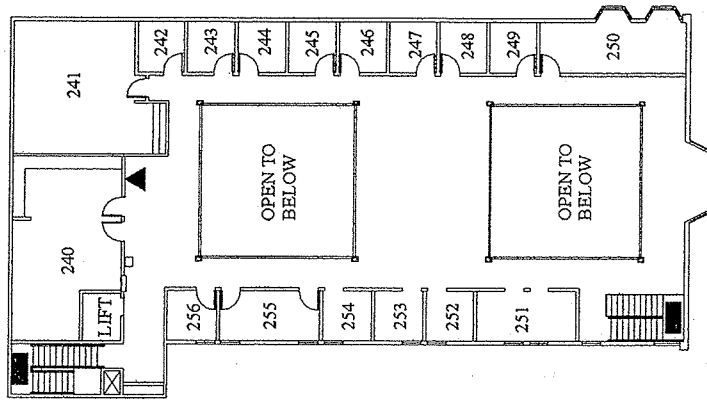
Morrow Hall Basement

BMCC

FIRE EXITS



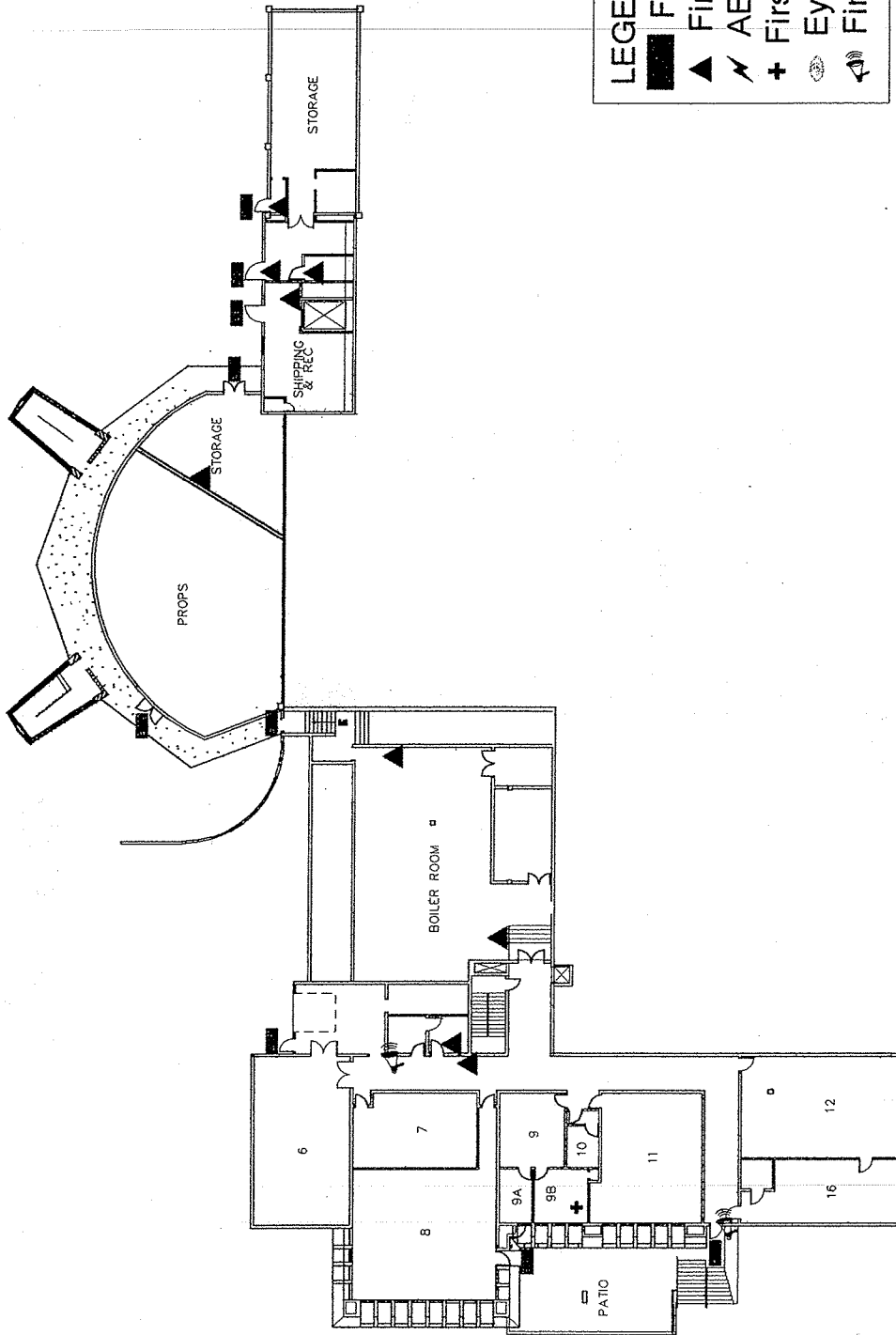
FIRE EXITS	DRAWN BY Milkey	BMCC	DRAWING NUMBER
	PIONEER HALL MAIN FLOOR		04-17-06
Karia Bolin			



LEGEND:

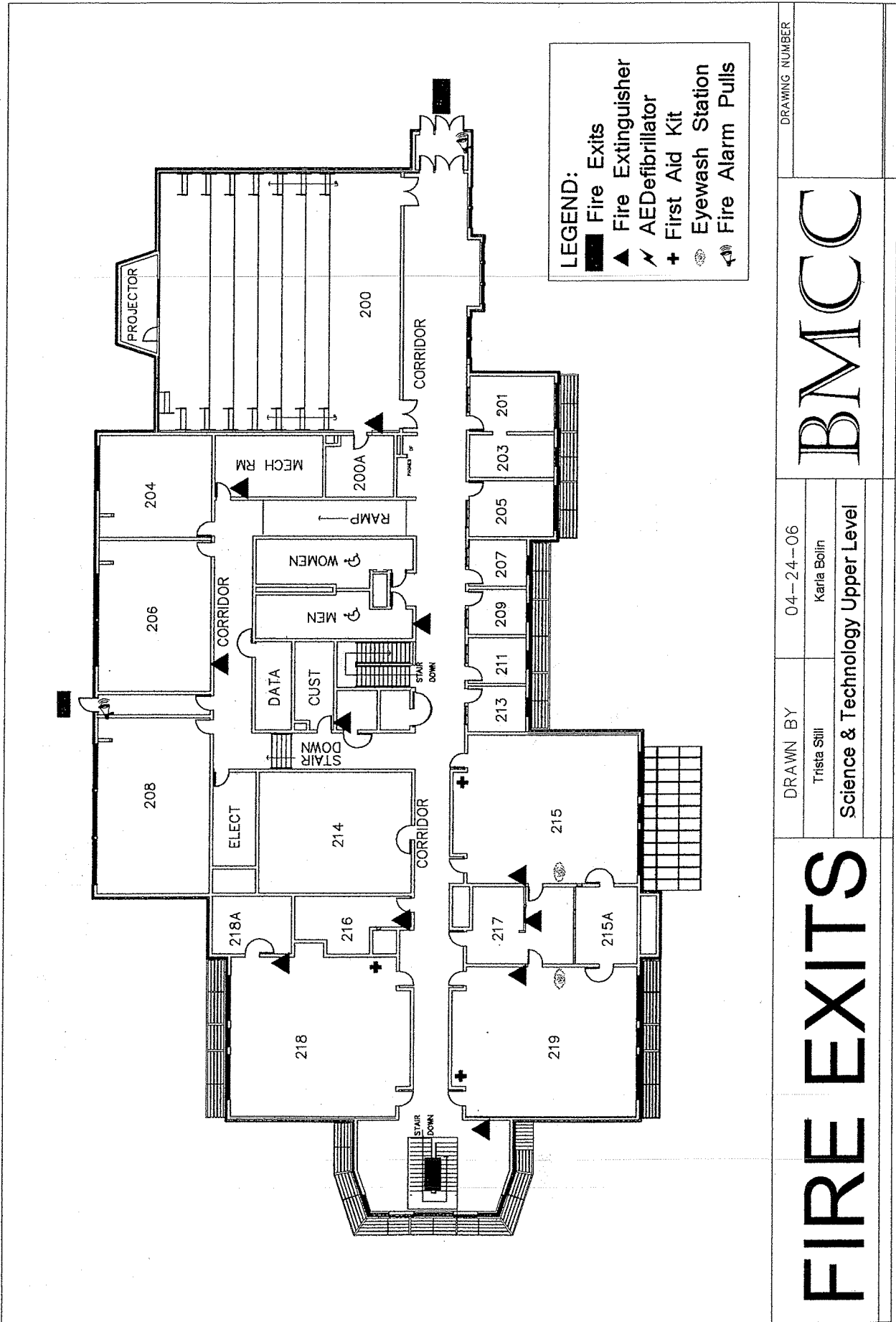
- Fire Exits
- ▲ Fire Extinguisher
- ⚡ AEDefibrillator
- + First Aid Kit
- 👁 Eyewash Station
- 🔔 Fire Alarm Pulls

<h1>FIRE EXITS</h1>	DRAWN BY	04-17-06	DRAWING NUMBER
	Freddy Sotelo Pioneer Hall Library Upper Level	Karla Bolin	<h1>BMCC</h1>



- LEGEND:**
- █ Fire Exits
 - ▲ Fire Extinguisher
 - ⚡ AED
 - ⊕ First Aid Kit
 - ⊗ Eyewash Station
 - 🔔 Fire Alarm Pulls

<h1>FIRE EXITS</h1>	DRAWN BY	04-17-06	<h1>BMCC</h1>	DRAWING NUMBER
	Mikey	Karla Bolin		
Pioneer Hall Basement				



DRAWING NUMBER

04-24-06

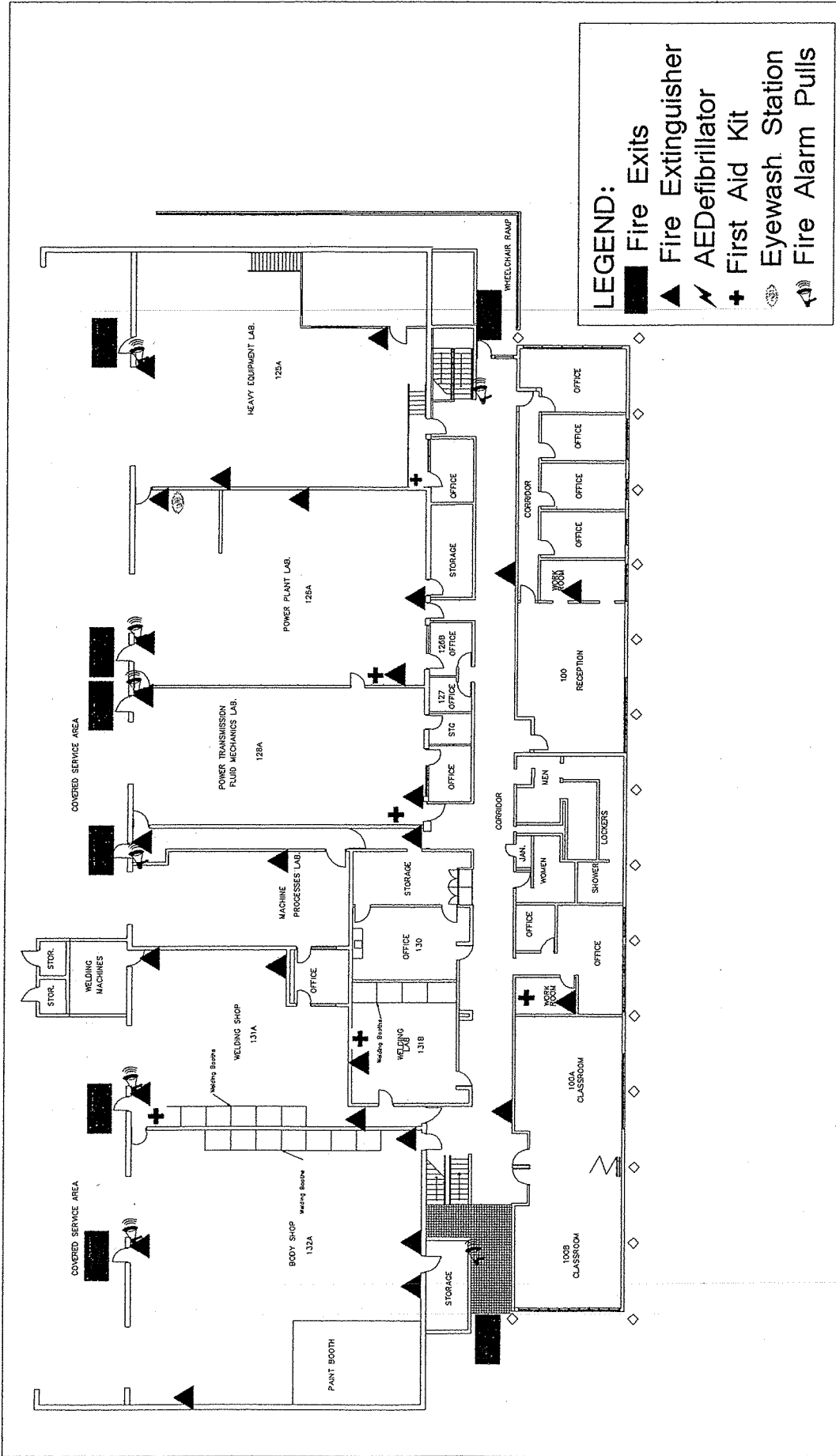
DRAWN BY
Trista Still

Karla Bolin

Science & Technology Upper Level

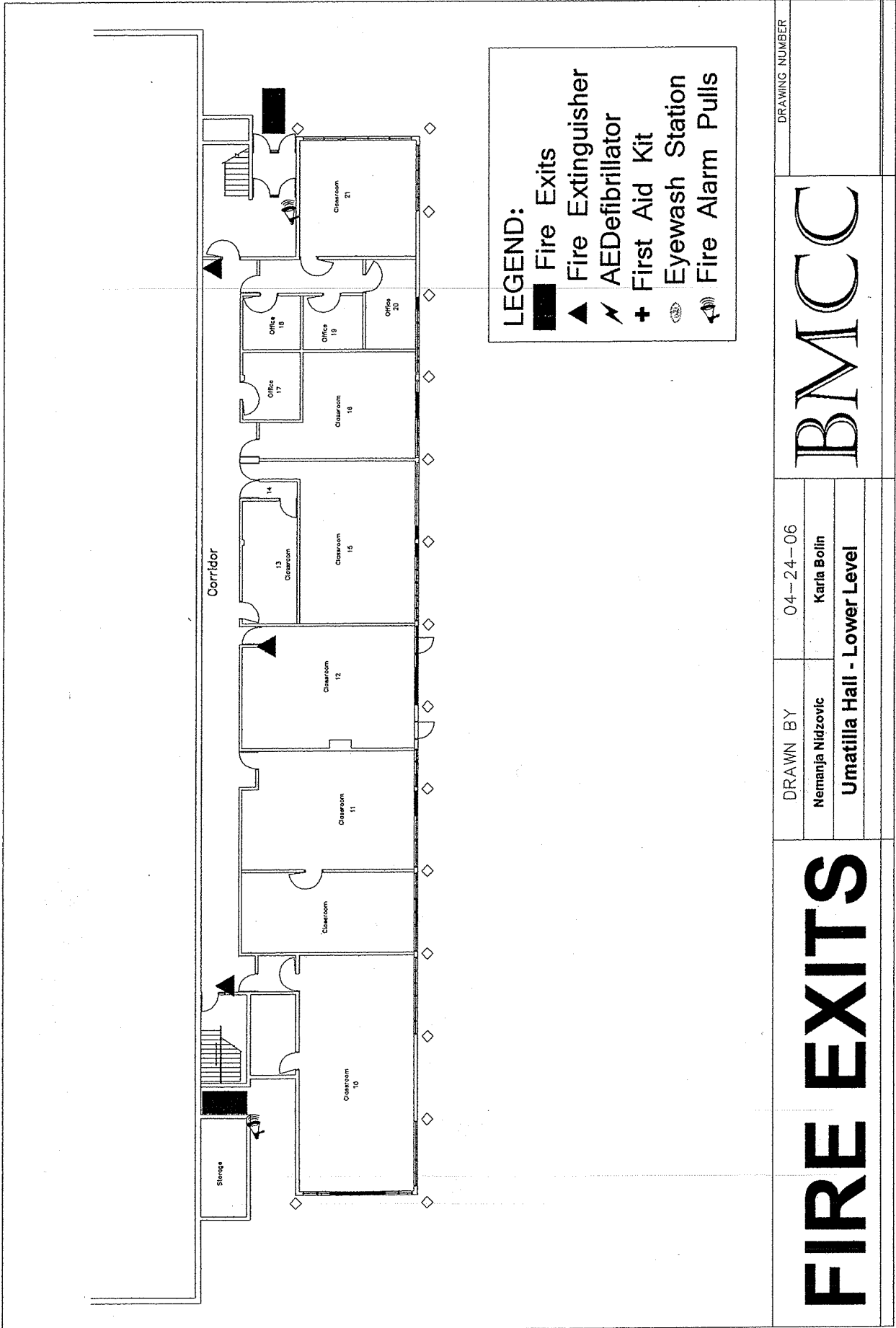
BMCC

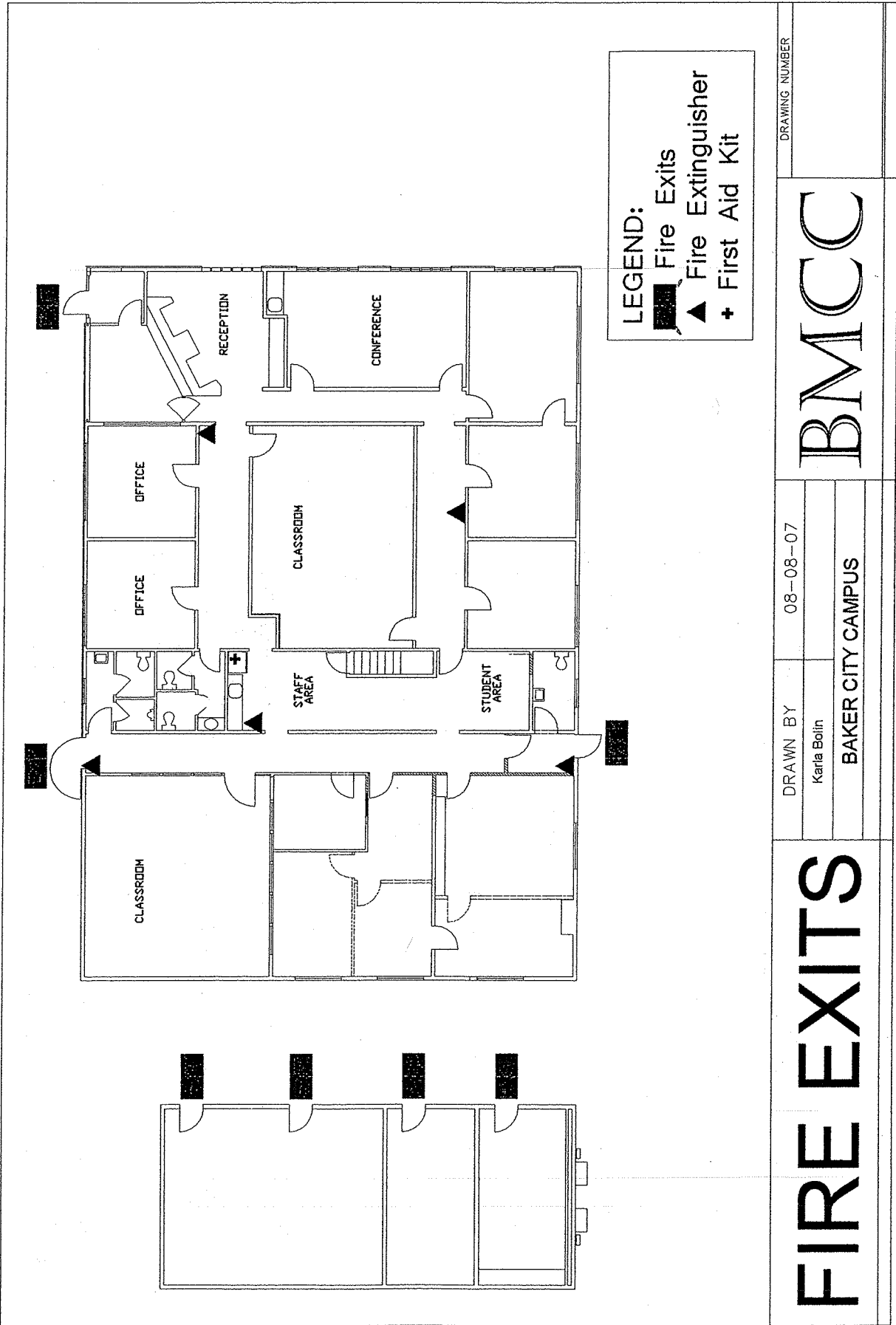
FIRE EXITS



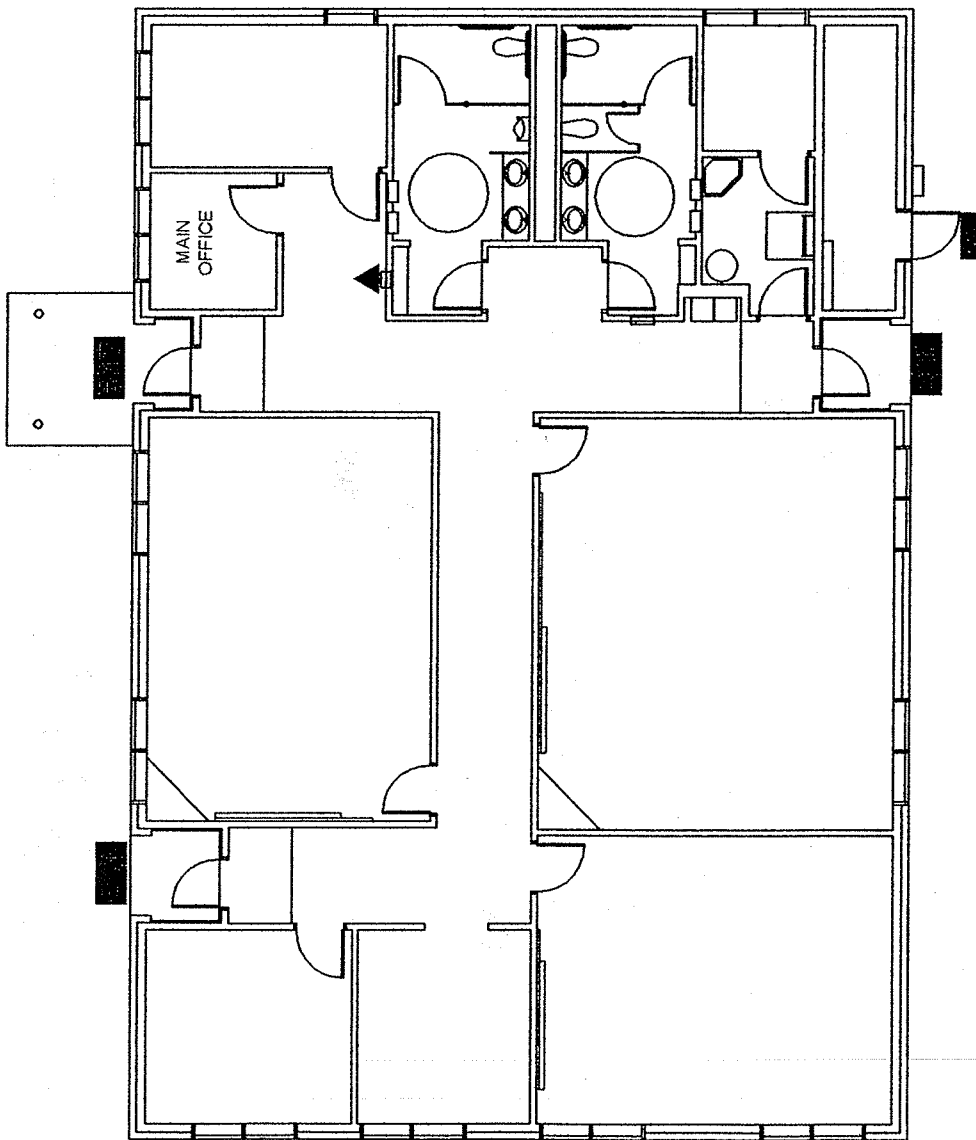
- LEGEND:**
- ▲ Fire Exits
 - ▲ Fire Extinguisher
 - ▲ AED/Defibrillator
 - ▲ First Aid Kit
 - Eyewash Station
 - Fire Alarm Pulls

FIRE EXITS		DRAWN BY 04-24-06		BMCC		DRAWING NUMBER	
		Nemanja Nidzovic				Karia Bolin	
		Umatilla Hall - Upper Level					



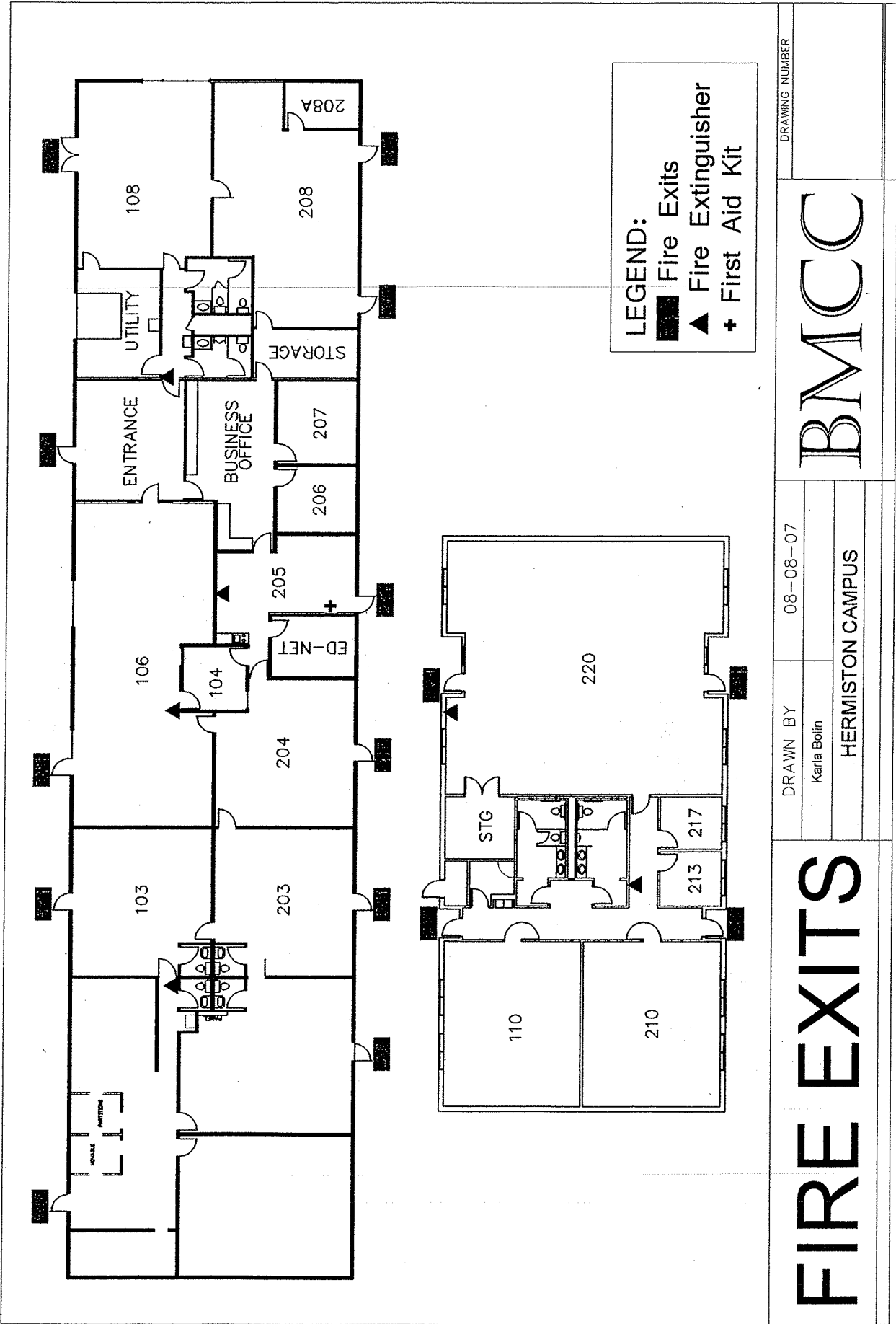


FIRE EXITS		DRAWN BY	08-08-07	BMCC	DRAWING NUMBER
		Karia Boilin			
		BAKER CITY CAMPUS			



LEGEND:
 ■ Fire Exits
 ▲ Fire Extinguisher
 + First Aid Kit

FIRE EXITS		DRAWN BY	08-08-07	BMCC	DRAWING NUMBER
		Karla Bolin			
		BOARDMAN CAMPUS			



DRAWING NUMBER

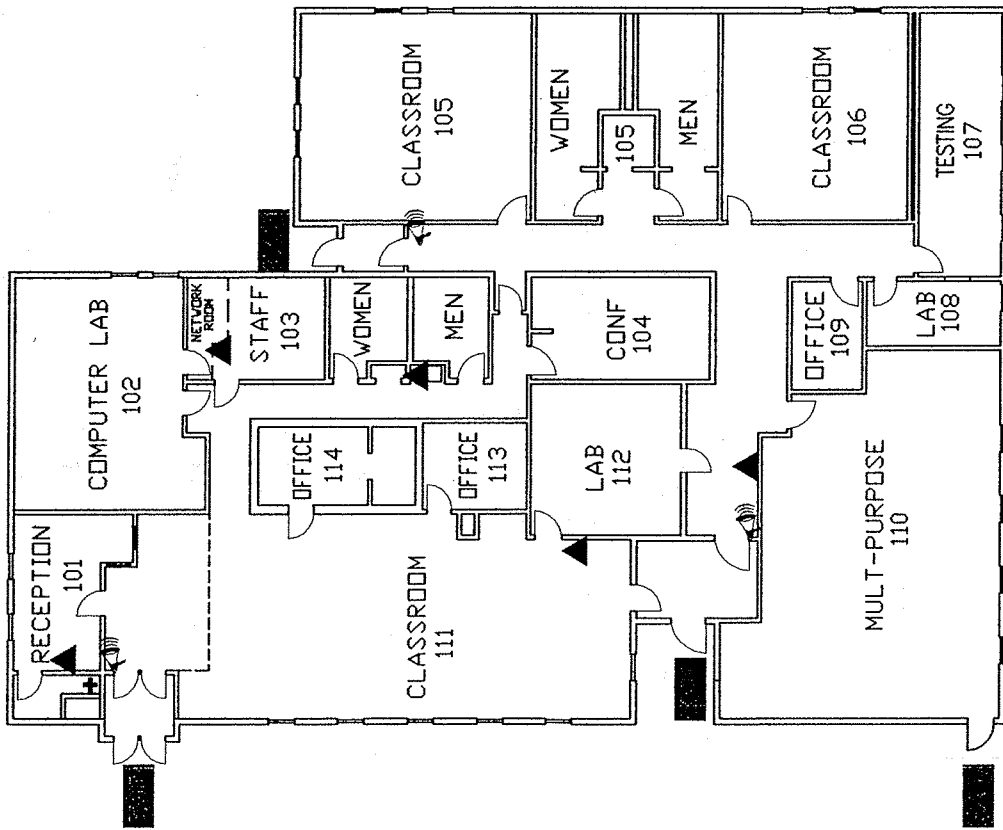
DRAWN BY 08-08-07

Karla Bolin





HERMISTON CAMPUS

BMCC

FIRE EXITS



LEGEND:

-  Fire Exits
-  Fire Extinguisher
-  First Aid Kit
-  Fire Alarm Pulls

DRAWING NUMBER

DRAWN BY 08-08-07

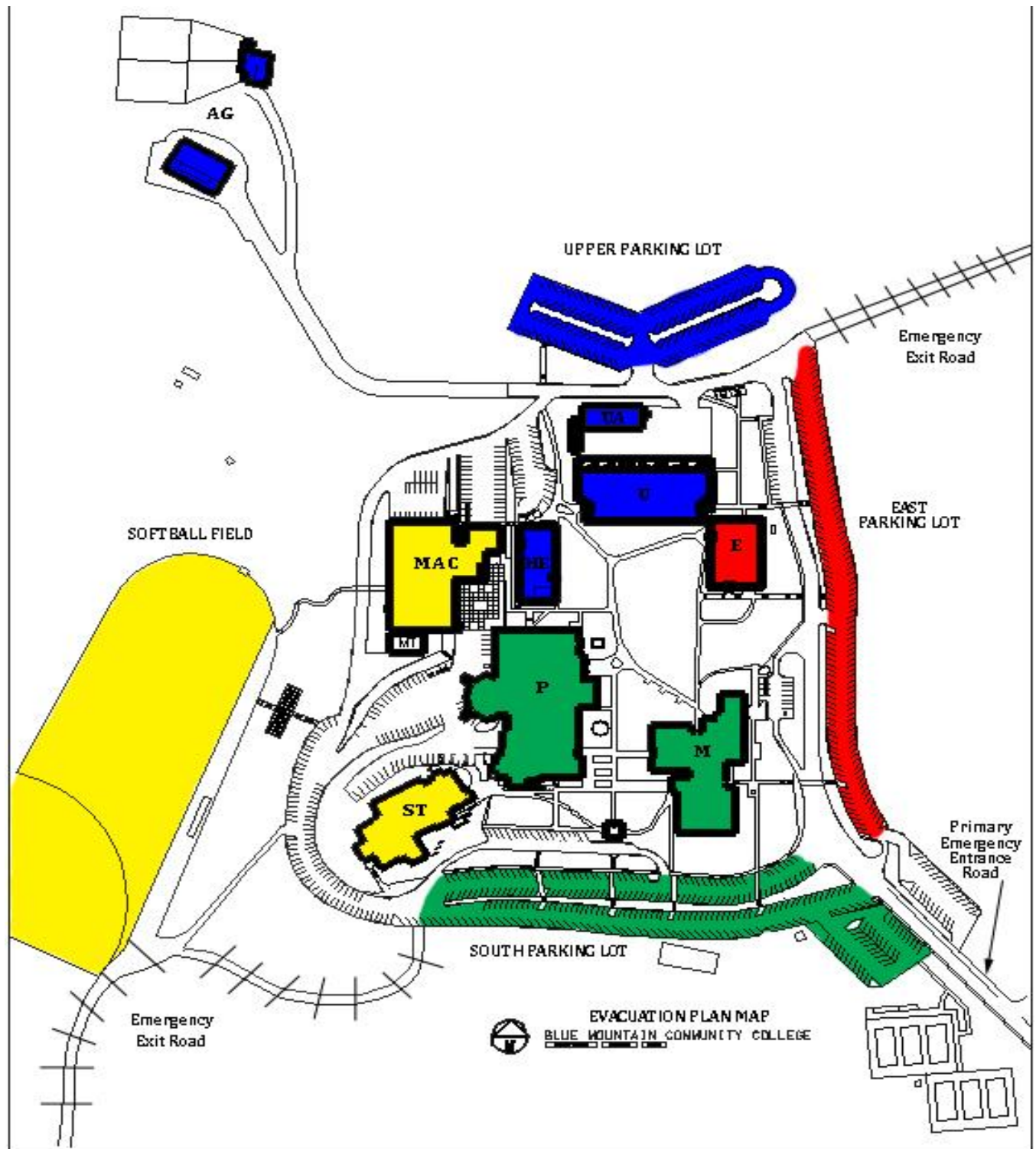
Karla Bolin

MILTON-FREEWATER CAMPUS

BMCC

FIRE EXITS

DESIGNATED SAFETY AREAS FOR BUILDING EVACUATIONS



Upon notice to evacuate a specific building, the Building Emergency Coordinator will direct students and staff to leave the building a minimum of 500 feet to the following designated safety areas:

Ag Complex (**AG**) - Upper North Parking Lot (BLUE)
 Health Ed (**HE**) - Upper North parking lot (BLUE)
 Pioneer Hall (**P**) - Lower South Parking Lot (GREEN)
 Science & Technology (**ST**) - Softball Field (YELLOW)
 McRae Activity Center (**MAC**) - Softball Field (YELLOW)

Emigrant Hall (**E**) - East Parking Lot (RED)
 Morrow Hall (**M**) - Lower South Parking Lot (GREEN)
 Umatilla Hall (**U**) - Upper North Parking Lot (BLUE)
 Umatilla Annex (**UA**) - Upper North Parking Lot (BLUE)

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FIRST AID KITS - PENDLETON CAMPUS

Ag Complex

One in every room

Emigrant Hall

Basement
Breakroom
Outside Room 115

Health Education

Nursing Lab
Dental Lab
Dental Clinic

MAC Center

Office
Treatment room
Mezzanine
Pool
Weight Room

Maintenance

U144

Morrow Hall

College Prep M-1
Secretary Office M-2
SBDC Office (restroom M-11)
Business Office Kitchen - M107
Education Dept. M126-131
near sink
HR Office M211-218

Pioneer Hall

Bookstore
Kitchen
Library (Staff Area)
Library (Upstairs)
Office of Instruction P102
Theater (Back)
P-104
Room 9b (Lower Level)

Science & Tech

Room 115	Room 215
Room 118	Room 218
Room 119	Room 219

Umatilla Hall

Welding Shop	Power Transmission Fluid
Welding Lab	Mechanic Lab
Work Room	Power Plant Lab & Eye Wash
	Heavy Equipment Lab

Contents of First Aid Kits

Basic

Resuscitation Pack	2"X2' Gauze Dressing
Band-aids	Eye Wash
Triple Antibiotic Ointment	Burn Ointment
Alcohol Wipes	Nitrile Gloves
Hot/Cold Pack	Blue Tape
Biohazard Clean-up Kit	

Athletic

Basic

Extra Antibiotic Ointment	Steri-Strips
Extra Biohazard Kit	Suture Strips

Kitchen

Basic

Extra Antibiotic Ointment
Extra Burn Ointment

Science Dept.

Basic

Extra Antibiotic Ointment	Extra Eye Wash
Extra Biohazard Kit	

Maintenance

Basic

Extra Antibiotic Ointment
Extra Biohazard Kit
Extra Eye Wash

FIRST AID KITS - ALL OTHER LOCATIONS

Baker	First Aid Kit is located in the staff area. Fire extinguishers are located near the reception area, in the staff area, and by the classroom.
Boardman	First Aid Kit is located in the Main receptionist office. The fire extinguisher is located in the reception area.
Grant County	First Aid Kit is located in the break room. Fire extinguishers are located by the front door, back door, upstairs and two downstairs in the office.
Heppner	All classes are held in the local schools
Hermiston	First Aid Kit is located in Room 205/staff area Fire extinguishers are located in Room 205, Room 106, Room 120/220, Hallway of main office entrance near the restrooms, hallway in Annex building between rooms 210 & 120, Room 101
Milton-Freewater –	First Aid Kit is located in room 101 Fire extinguishers are located in the front office, the break room, the North West New Additions Hallway, South East New Additions Hallway and Room 111.
Wallowa County	

BMCC Rapid Response Team

There are several ways in which the College can organize to deal with a crisis. The Rapid Response Team comes in after a crisis or emergency situation to provide a variety of administrative support activities including as needed:

- ✓ Communications
- ✓ Providing extra support for students and staff
- ✓ Opening a safe room
- ✓ Provide stability for the College to return to normal

The BMCC Rapid Response Team has been trained for such purposes. These employees are trained and certified to participate with the Intermountain ESD Crisis Flight Team (if requested) to assist with restoring the college community to normalcy following a critical incident. The Rapid Response Team also acts as Question, Persuade and Refer (QPR) trainers to assist with suicide prevention interventions

<u>Membership</u>	<u>Extension</u>	<u>Home</u>	<u>Cell Phone</u>
Terri Hahn	5776	541 276-4383	541 215-0452
Cindy Womack	5852	541 276-6291	541 379-8808
Anne Livingston (QPR Only)	5936	541 966-8724	541 969-9433

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ERCM TEAM

Position	Name	extension	cell phone	home phone
Team Leader:	Art Doherty	541-278-5850	541-861-0336	541-938-9414
AVP Enrollment Management	Harvey Franklin	541-278-5774	541-449-2070	541-449-2070
Campus Safety/Damage Control/ Hazardous Materials Advisor	Steve Platt	541-278-5904	541-379-2311	541-443-3232
Communications	Susan Plass	541-278-5838	541-379-2165	541-966-4134
Administrative Assistant Support				
Buildings and Grounds	Brenda Daggett	541-278-5903		
Office of Instruction:	Stacie Stahl	541-278-5931		
Operations:	Staci Kunz	541-278-5154		
BAKER	Peggy Hudson	541-523-3200	541-403-0892	
Alternate	Sandra Emery	541-523-3201		541-898-0044
HERMISTON	Margaret Saylor	541-567-3300	541-720-0160	
Alternate	Naamah Franke	541-567-3305		541-298-0800
MILTON-FREEWATER	Debbie Lee	541-938-3170	509-520-2967	541-938-0532
Alternate	Debbie Amon	541-938-3171		541-938-6215

Revised 2/1/11

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BUILDING EMERGENCY COORDINATORS

Building	Coordinator	Alternate	Designated Safety area	Inside Safe Room
Pioneer Hall	Erik Jensen	Paula Martin Bruce Kauss	South Parking Lot	
Morrow Hall	Shannon Franklin	Connie Fellows Debbie Merrill	South Parking Lot	
Emigrant Hall	Mike Miles	Jim Whittaker	East Parking Lot	
Science & Tech	Kevin Seward	Heather Gustin	Softball Field	
Annex & Shop Area	Steve Platt	Brenda Daggett	Upper North Parking Lot	
Umatilla Hall	Shevon Hatcher	Preston Winn	Upper North Parking Lot	
McCrae Activity Center	Brett Bryan	Jayne Patterson	Softball Field	
Health Education	Candy Cook	Crystal Patton	Upper North Parking Lot	
Agricultural Complex	Dave Grimes		Upper North Parking Lot	
Baker BMCC				
Hermiston				
Boardman				
Umatilla				
Milton-Freewater				

Updated 2/1/11

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DISASTER AND OFF-CAMPUS RESOURCES / REFERRAL LISTINGS

	Public Works	Police Department	Fire Department	Sheriff Department	National Guard	Hospital
Baker	524-2028	524-2014	523-3711	963-1017	963-4411	523-1797
Boardman	481-9252	481-6071 911	481-3473 911	800-460-8027	567-9175	667-3400
Hermiston	567-7919	567-5519	567-8822	567-2346	567-9175	667-3400
Heppner	989-9500	911	911	676-5317		676-9133
John Day	575-0753	575-0030	575-1855	575-1131	573-2800	575-1311
LaGrande		963-7174	541-963-	963-1017	963-4411	963-8421
Milton-Freewater	938-8270	938-5511 911	938-7146 911	966-3651	938-7513	St. Mary Hospital 509-525-3320 General Hospital 509-525-0480 Veterans Hospital 509-525-5200
Pendleton	276-3078	276-4411 911	966-0328 911	966-3650	276-4544	276-5121
Umatilla	922-3226	922-3789 911	911	541-966-3650	567-9175	667-3400
Wallowa	426-3332	426-3131		426-3131	963-4411	426-3111

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BOMB THREAT CHECKLIST

BE CALM & COURTEOUS – LISTEN & TRY TO OBTAIN THE FOLLOWING:

(Signal co-workers that a threat is in progress and try to have someone notify a supervisor.)

Time of Call:

Date:

Location:

Exact words of initial call:

Keep caller talking – stay calm – ask questions in order

1. Write down telephone number if phone equipped with caller ID
2. Where is the bomb located?
3. What does it look like?
4. When is it going to explode?
5. What kind of bomb is it, what will make it explode?
6. How do you know so much about the bomb, did you make it?
7. Why was the bomb placed?
8. Did you know the bomb may kill or injure innocent people?
9. What is your name and where are you calling from?

Try to determine the following (Circle as appropriate)

Identity:	Male / Female	Adult / Juvenile	Age ___ years
Voice:	Loud / Soft	High pitched / deep	raspy / pleasant
Accent:	local / not local	foreign / regional	slurred / lisp
Speech:	fast / slow	distinct / distorted	stutter / nasal
Language:	excellent	fair	foul
Manner:	rational / irrational	coherent / incoherent	deliberate / casual
	Intoxicated / sober	emotional / righteous	calm / angry / laughing
Background:	animals	office noise / factory noise	street noise
Noise:	Trains / airplanes	music / party	quiet
Telephone:	local	long distance / cellular	Internal / unsure

Did the caller seem familiar with the building? Yes / No With BMCC? Yes / No

Note: if threat is communicated by email, voice mail, FAX or in writing, save for evidence.

Person receiving call:

Receiving telephone number: