

# HOW TO RESPOND TO AN EMERGENCY

EVERY INCIDENT IS UNIQUE, BE PREPARED TO FOLLOW DETAILED INSTRUCTIONS.

## IMPORTANT CONTACTS

- Police, Fire, or Medical Emergency – Dial 911
- Provide location, building and room number for emergency responders, then call RCC Security at 541-218-2930.
- Inclement Weather Closure – Check [www.roguecc.edu](http://www.roguecc.edu), Emergency Messages, or local media for additional information.
- Register your mobile phone for text alerts at [www.roguecc.edu/Alerts](http://www.roguecc.edu/Alerts)
- During any emergency situation listed below, assume the incident is not over until an “All-Clear” message is given.

## MEDICAL EMERGENCY / FIRST AID

- For life threatening emergencies: Call 911 then call RCC Security at 541-218-2930. Life threatening situations may include: chest pains, numbness in limbs, unconsciousness, or severe bleeding.
- For non-life threatening situations: Call RCC Security at 541-218-2930.

If you are unsure whether a medical situation is life threatening, call 911. Try to stay with the victim to assist based on your level of first aid training.

## LOCK DOWN / RUN-HIDE-FIGHT

### HOSTILE INTRUDER

- If you determine or fear that a situation poses a threat, take immediate action to protect yourself. If possible, remove yourself from the situation and call 911.
- There are three basic response options in these situations – RUN – HIDE – FIGHT
  1. **RUN – GET AWAY:** If you can safely evacuate, do so. Notify others as you leave. You may have to leave your vehicle behind and leave on foot quickly.
  2. **HIDE & LOCK DOWN:** If you can not leave, move to a secure area and follow the instructions for lockdown.
    - o If your area is equipped with a LOCKDOWN alarm or button, use it if it has not already been activated.
    - o Move to or stay in the nearest classroom or office and lock the door if possible. Consider barricading the door and locating items to potentially defend yourself with (scissors, table leg, fire extinguisher, etc.).

- o Turn out lights, close windows & blinds, and silence your cell phone. Take cover behind furniture or large objects.
  - o Maintain lockdown until notified by RCC or other emergency response personnel that it is safe to move. Keep hands visible and follow all police instructions.
  - o Do not stop to aid wounded victims unless directed to by emergency response personnel.
3. **FIGHT:** Attacking an armed or violent individual is not recommended, but it is a personal choice when there are no other apparent options.

### SUSPICIOUS PERSONS / OBJECTS

- Do not confront a suspicious person or touch a suspicious object. Immediately call 911 or RCC Security at 541-218-2930.
- Provide as much information as possible to responsible personnel: description of person or object, the location, direction of travel of a suspicious person, vehicle license and description if a vehicle is involved.
- If a suspicious person is attempting to leave, do not block the person's exit.

## LOCK IN / SHELTER-IN-PLACE

- If a lock in is activated due to a potential external threat (person, weather, environmental threat):
  1. Secure the exterior doors, close blinds and continue normal activities until notified of an all clear.
  2. Persons who are known to staff personally and do not fit the description of a person threat may be allowed to enter the building.

## EVACUATIONS

### BUILDING EVACUATIONS

1. Activate the nearest fire alarm if you detect a fire or smoke and an alarm is not sounding.
  2. Call 911 and then RCC Security at 541-218-2930.
  3. Leaving the building is mandatory when a fire alarm is activated or when directed to do so by RCC or other emergency response officials. You may be asked to evacuate due to fire, bomb threat, earthquake, power outage, etc. Please follow these procedures in all cases:
    - o If evacuating due to a bomb threat, do not touch or pick up suspicious objects or items such as bags, backpacks, boxes, etc. that do not belong to you. If you see items like this, stay away from them and report them to the nearest emergency official after you have safely evacuated.
    - o Follow all directions from RCC or emergency responders.
    - o DO NOT use elevators.
    - o Move away from the affected building, walls, and power lines once outside.
    - o If possible, follow designated routes to assigned re-assembly areas.
    - o Take easily carried personal belongings with you. Do not hesitate to leave if you can't quickly gather your belongings.
    - o Do not return to any evacuated building until told to do so by RCC or other emergency response officials.
    - o If you have special needs or a disability, please contact RCC Disability Services for information regarding additional resources available.
2. Advise any students or staff in the immediate area about the emergency and encourage them to leave also.
  3. If too many vehicles are trying to leave at once, it may be necessary to leave your vehicle and evacuate on foot.
  4. Do NOT go to the campus transit stop.
  5. Do NOT attempt to enter another campus building. All buildings should be locked and it may not be safe to enter other buildings.
  6. Do NOT gather at a re-assembly location; remove yourself completely from the campus.

### IN AN EARTHQUAKE

1. DROP – Get down on the ground.
2. COVER – Get under a table or desk, or go to a corner or doorway. Stay away from windows, shelves & heavy equipment.
3. HOLD ON – Hold on to desk/table leg, etc.
4. Wait until movement subsides, proceed to the designated evacuation location for the building.

### IN A POWER/UTILITY FAILURE

- Notify RCC Security at 541-218-2930. Security will contact Facilities and coordinate response efforts. Move cautiously to a lighted area or outside.
- In the event of a suspected gas leak, do NOT use a telephone, elevator or activate a fire alarm. Immediately evacuate the building, get far enough from the leak and then report the gas odor or suspected leak to RCC Security at 541-218-2930.

### CAMPUS EVACUATIONS

- If a campus evacuation is activated:
  1. Leave the campus as quickly as possible, taking purses, backpacks, keys, cell phones