



# Emergency Procedures Handbook (EPH)

A guide for faculty, staff,  
students and visitors

Lakeland Community College  
Campus Police Department  
440.525.7241 | [lakelandcc.edu/police](http://lakelandcc.edu/police)



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## **Preface**

Emergencies can occur at any time without warning. Experience has shown that a well thought out, coordinated response to emergency situations helps minimize personal injury and property damage and also reduce the confusion that arises during a critical incident. Careful planning, with an emphasis on safety, can help Lakeland Community College students, faculty, staff, and visitors navigate unforeseen emergency situations with the appropriate response to decrease loss and save lives. When in doubt, always call 9-1-1.

This Emergency Procedures Handbook (EPH) is intended as a guide for the LCC campus community. It contains comprehensive emergency response actions designed to minimize loss in the event of specific emergency situations. While this handbook provides detailed, recommended action steps, it is important that users keep in mind the unique quality of each critical event and remember that emergency procedures can and should be implemented on a scalable, flexible, and adaptable basis to align with the specific challenges presented by the situation at hand. This EPH is an integrated component of a comprehensive preparedness and response system that will ensure unity of efforts and help LCC protect the health and safety of the campus community and its resources.

## **Scope**

All members of the LCC community play a critical role during an emergency. Our students and visitors may not be familiar with the building they are in, the hazards presented in the building, or the procedures that should be followed to ensure their health and safety in the event of an emergency. They will depend on faculty and staff for immediate direction and assistance. Please review and become familiar with this guide. Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not anticipated or covered by this handbook or any appendices attached hereto.

If you have questions regarding the Emergency Procedures Handbook or would like additional information or assistance with emergency preparation efforts, please contact the LCCPD at (440) 525-7241.

## **How to Report an Emergency**

In the event of an emergency call (440) 525-7241 or 9-1-1 by using a college phone or cellular phone or the use of the Lakeland Safe app. The blue handset emergency phones are placed throughout the College and have "POLICE" decals on them. They are pre-programmed to connect directly with LCC Police dispatcher.

**(440) 525-7241 answered by LCCPD from 7am to 11pm Monday - Friday**

**(440)-525-7241 answered by Lake County Sheriff's Dispatch from 11pm-7am**

**Monday – Friday and on the weekends and holidays**

**All 9-1-1 calls made by a cell phone are answered by Lake County Sheriff's Dispatch**

**9-1-1 calls made from college phones are answered by Willoughby Police Dispatch**

## **Emergency Communication**

Many different campus operations utilize handheld radios to conduct duties as efficiently as possible. LCC has invested in a campus-based infrastructure where all campus radios are connected to one another. The Police Department also utilizes the county-wide MARCS radio system – a sophisticated computer and communications network designed to provide instant voice and data communications statewide – and other regional and local emergency and public safety systems.

## **Basic Concepts to Remember In All Emergencies**

- Stay calm – do not panic.
- Never put yourself at personal risk.
- Assess the situation.
- Contact LCC Police as soon as possible by 440-525-7241 or Calling 9-1-1.

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## **Concept of Operations**

### Types of Emergencies

Lakeland Community College is at risk from various emergencies including, but not limited to:

- Structural Fire
- Severe Weather
- Health/Medical Emergency (Norovirus, Salmonella, influenza outbreak)
- Utility Failure
- Hazardous Materials Release
- Violence/Criminal Behavior
- Bomb Threat
- Flooding

### Emergency Notifications and Communications

LCC utilizes a multi-layered approach for the delivery of emergency notifications and communications to help spread information quickly. The College's emergency notification and communication system includes, but is not limited to, the following:

➤ **Voice Emergency Notification System**

Recent upgrades in the LCC fire alarm platform allow for the use of voice audio communications in addition to the fire alarm indicators inside of buildings on campus over the existing fire alarm infrastructure backbone.

➤ **Emergency Alert System**

School Messenger is the LCC alert system that allows the College to quickly send emergency notifications and important announcements via text messages, email, or recorded voice messages to registered students, staff and faculty and affiliates.

➤ **LCC Website and Facebook page**

The LCC website main page is used in support of an alert and notification activation. Messages will be posted to the official LCC website or the LCC Facebook page. The LCC home page is the focal point of the most complete information in all campus related emergencies. [www.lakelandcc.edu](http://www.lakelandcc.edu)

## **Purpose of the Emergency Guide**

The purpose of the guide is to:

- Serve as a quick reference guide for students, faculty and staff during pending or actual serious emergencies.
- Educate and prepare College community members for emergencies.
- Provide reference links to additional sources; learn more about particular types of emergencies as well as general emergency planning and preparedness.

## **Essential Information for Emergency Preparedness**

### Personal Responsibility

A transitional period exists between the onset of an emergency and the full mobilization of safety forces and other life-saving personnel and equipment. Depending on the emergency, this period may extend for hours or days. It is also recognized that full mobilization does not guarantee personal safety. With these facts in mind, all persons are encouraged to take personal responsibility by exercising good judgment and taking the necessary precautions to maximize their safety and prospects for survival.

### Mutual Assistance and Cooperation

Natural disasters and public emergencies place an extraordinary demand on students, faculty and staff; it requires sacrifice, patience, and cooperation on everyone's part. Individuals may need to assist other people who are not able to care for themselves. Personal property may need to be left behind. Personal vehicles may be inaccessible. Individuals and groups may become separated. Helping one another and cooperating with the authorities during natural disasters and public emergencies can save lives.

## Shelter-In-Place

Contrary to the natural instinct to flee from danger, staying where you are may provide the safest alternative. Shelter-in-place is a simple and effective strategy of self-protection using the barriers and isolation provided by a building. All that is required is to:

- Get into or stay inside a building; if possible, go to an interior room with no exterior openings
- Wait until the threat has ended and authorities give an “all clear”

### Situations in Which Shelter-in-Place is Effectively Used

- Chemical or hazardous material emergencies in the vicinity of the college
- Severe weather

## Lockdown

Similar to shelter-in-place except all the exterior doors will be locked to prevent a situation/person from entering the college buildings.

- Secure the interior room

### Situations in Which Lockdown is Effectively Used

- Violent suspect near the college
- Nearby police chase
- Suspect at large

## Building Evacuation

***If a fire alarm sounds or if asked to evacuate, leave the building immediately.***

The purpose of evacuating a building is to remove the occupants from dangerous and potentially life-threatening conditions presented by:

- A fire
- A suspected explosive device
- A hazardous material release within the college
- Air contamination within the college
- Carbon monoxide release

### ***When evacuating a building:***

- Remain calm
- Proceed to the nearest safe exit
- Do not use the elevators
- If you are able and it is safe to do so, assist disabled persons exit the building
- If you are unable to assist a disabled person, notify campus police using 911, 440-525-7241 or the Lakeland Safe app and let us know where the person is located
- Once outside, do not return until directed by a public safety official

## Campus Evacuation

An emergency requiring the evacuation of campus is likely to be part of a larger evacuation. It is important to follow evacuation instructions.

If an emergency evacuation is declared on campus, all LCC members and visitors will exit the campus utilizing SR306 or Garfield Rd.

### **Campus Closure/Building Closure Procedures**

For any event, including severe weather, which threatens Lakeland Community College, LCC's President, in consultation with the Chief of Police, will decide if the College will close. Lakeland Community College is committed to fulfilling its instructional obligations, so it is LCC's intent to conduct classes as long as it can maintain reasonable conditions on campus, and the roads in the immediate areas are reasonably passable. For severe weather events, Campus Police and Facilities Management monitor conditions during a weather alert and receive frequent updates regarding weather conditions and road advisories. The College takes into account the condition of campus parking lots and roads; the availability of uninterrupted electrical service; the condition of state and local roads as indicated by road and storm advisories; weather forecasts; ice, wind and severe cold temperatures.

### **Notifications**

After a decision is made to close the College:

- An emergency message is sent through School Messenger.
- The emergency message is posted on the LCC homepage [www.lakelandcc.edu](http://www.lakelandcc.edu)
- The cancellation of programs, athletic events and special events will be made on a case-specific basis and will be announced through the LCC home page.

### **Building Closure**

Conditions for temporary closure of a building include, but are not limited to, incidents of mechanical, electrical or other facility-related failures; health, safety and/or environmental issues such as hazardous spills; other disaster conditions and/or data communication disruptions.

In the event that conditions exist requiring the temporary closure of a building or section of a building, other than for immediate safety concerns, the decision to close the building or section of the building is made by the college President in consultation with the appropriate College department(s) such as Campus Police, Facilities Management, Information Technology, Human Resources, Risk Management, and the Provost.

### **Counseling Center**

The College's Counseling Center is available to help students resolve personal difficulties and provide emergency services and crisis intervention. Clinical services are strictly confidential within Counseling and Psychological Services. No information is released without client permission except in very limited circumstances mandated by law. Office hours are 8 am to 6 pm Monday-Thursday and 8 am to 12 pm on Friday. Please call the office at 440-525-7200 or email at [sscenter@lakelandcc.edu](mailto:sscenter@lakelandcc.edu) to schedule an appointment. For emergencies come to A-1027 or contact the Campus Police at 440-525-7241.

## **Public Emergencies and Natural Disasters**

### Active Aggressor/Campus Violence

A serious act of violence may be defined as an incidence of violence or potential violence which poses an imminent threat to members of the College.

An active aggressor is an armed individual who has used deadly force and continues to do so with unrestricted access. The incident may be over quickly and can occur at any time and any location. It can involve a single shooter, multiple shooters, close encounters, distant encounters, random victims and mobile confrontations.

The personal safety and security of our campus community is of the greatest importance, and the College strives to ensure the safety of its students, faculty, staff and visitors. The following response protocols are designed as guidelines to help you respond appropriately in situations which compromise your personal safety.

### Armed Suspect/Active Aggressor

#### **1. If you witness an armed individual on campus at any time:**

- Do not approach the person. Try to remain calm.
- Contact LCC Police at 440.525.7241 or call 9-1-1 immediately. Give your location, name and reason for calling.
- Be ready to provide a physical description of the individual:
  - Gender
  - age
  - weight/height
  - hair color and length
  - clothing and facial hair
  - other distinguishing features
- If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number, if possible.
- Maintain your own safety. Follow the instructions provided to you by LCC Police.
- Active Aggressor message will be played on the fire alarm systems speakers

RUN , HIDE, FIGHT

<https://youtu.be/iPUhhdBXdfk>

### **RUN**

- Do not stop running until you are far away from the area
- Bring something to throw with you in case you encounter the shooter
- Consider going out a window
- Break out windows and attempt to quickly clear glass from the frame
- Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall

- Hang by your hands from the window ledge to shorten your drop
- Attempt to drop into shrubs, mulch, or grass to lessen the chance of injury
- If you are able and it is safe to do so, assist disabled persons exit the building
- If you are unable to assist a disabled person, place them in a secure location and notify campus police using 911, 440-525-7241 or the Lakeland Safe app and let us know where the person is located

### **HIDE**

- Lock the door
- Barricade the door with anything available (desk, chairs, etc.)
- Tie down the door, if possible, using belts, purse straps, shoelaces, etc.
- Move to an inner area of the building if safe to do so and remain there until an "all clear" instruction is given by LCC Police
- Look for alternate escape routes (windows, other doors)
- Cover any windows in the door if possible
- Call 9-1-1
- Move out of the doorway in case gunfire comes through
- Get down on the floor or under a desk and remain silent.
- Silence or place cell phones on vibrate
- Once secured, do not open the door for anyone. Police will enter the room when the situation is over
- Gather weapons (coffee cups, chairs, books, pens etc.) and mentally prepare to defend yourself or others
- Put yourself in position to surprise the active aggressor should they enter the Room

### **FIGHT**

- Anything can be a weapon
- Throw things at the shooters head to disrupt their aim
- Create as much noise as possible
- Attack in a group (swarm)
- Grab the shooters limbs and head and take them to the ground and hold them there
- Fight dirty, bite, kick, scratch, gouge eyes, etc.
- Run around the room and create chaos
- If you have control of the shooter, call 9-1-1 and tell the police where you are and listen to their commands when officers arrive on scene

## **What to Expect from Responding Police Officers**

Know what to expect from responding law enforcement personnel. Their primary objective is to immediately engage or contain an armed suspect/active aggressor(s) in order to stop life threatening behavior. Remember:

- Officers may move past you, as their objective is to immediately engage attacker(s).
- Officers will evacuate victims only after the threat is eliminated.
- Weapons may be pointed at you.
- You may be searched and handcuffed.
- Do not make sudden movements or run towards officers.
- Keep your hands visible to police officers at all times as they do not know if you pose a threat or not. Raise your arms and show your EMPTY hands.
- Remain in a secure area until escorted out by public safety officers.

## **How to Exit a Building Safely**

- Have a route planned before attempting to leave.
- Do not attempt to carry anything with you while fleeing.
- Move quickly and keep your hands visible with palms upraised, as you exit the building.
- Do not attempt to treat or remove injured people but note their locations so that you may provide the information to emergency responders.
- Proceed to a safe location, but do not leave campus. Keep in mind that the entire area is still a crime scene, and officers will need to obtain information from you before you leave.
- Always comply with commands from law enforcement officers.

## **Secondary Issues**

- If you come into possession of a weapon, do NOT pick it up, carry or brandish it! Police may think you are the shooter.
- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoelaces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until you can safely move an injured person. The actions you take immediately to treat them, may save their lives.
- If you are in a lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office or classes where you will meet up should you have to evacuate; make it a place easily accessible and far away from the scene.

## Suspicious Individual

Report any suspicious individual or activity to 9-1-1 or LCC Police at 440.525.7241.

- Give your location, name and reason for calling.
- Be ready to provide a physical description of the individual:
  - age
  - Gender
  - weight/height
  - hair color and length
  - clothing
  - facial hair and any other distinguishing features
- If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number.
- Follow the instructions provided to you by LCC Police.

### ***In-Progress Incidents***

Do not attempt to apprehend or interfere with the crime except in case of self-protection. When calling the College Police, give your name, location, phone number and make sure the dispatcher understands that the incident IS IN PROGRESS.

## Potential Acts of Violence

If you are concerned that a violent incident may occur, but immediate action is not required, contact LCC Police at 440.525.7241. All reported incidents or threats of violence will be taken seriously, investigated promptly and appropriate action taken. When appropriate, the information may be forwarded to LCC's CARE (Consultation, Assessment, Referral and Education) Team.

## Classroom Disruption

Class order and discipline is the responsibility of the instructor. Classroom disruption is the excessive and unreasonable interference with classroom instruction. Under no circumstance is a member of the faculty expected to take physical action to control a disturbance. Faculty should also make every effort to discourage students from taking physical action against disrupters. If a disruptive student is encountered:

- Ask student(s) causing the disruption to cease and desist. Identification of the student(s) involved should be attempted.
- The instructor should notify the disruptor(s) of possible suspension and/or removal from the class, and of further possible actions under the Administrative Code (Code of Student Conduct), or the Ohio Revised Code, or both.
- If disruption does not cease, the instructor should order the disruptor(s) out of the classroom and inform those involved that failure to do so will subject the disruptor(s) to student conduct sanction and/or criminal arrest.
- If the disruption continues, notify LCC Police at 440.525.7241 or 9-1-1 to deal with the disruptive individual(s)
- The instructor should not dismiss the class unless there is reason to believe that physical harm to person(s) or property is possible, or unless by allowing the students to remain, the disruption would increase.

- The instructor should subsequently notify their respective dean of the incident to coordinate and facilitate the referral of the student to the Dean of Students at 440.525.7328.
- Consider discussing the student's behavior with the College's CARE Team.

## **Workplace Violence**

The probability is very low that any single individual will be involved in a violent workplace incident leading to serious injury. Still, prevention is critical, and early intervention helps prevent more serious acts. Although not every incident can be prevented, many can, and the severity of injuries sustained by employees can be reduced. The definitions provided here are intended to assist individuals in identifying disruptive behavior that should be reported so that it can be promptly and effectively addressed.

- **Workplace violence** - the National Institute for Occupational Safety and Health (NIOSH) defines workplace violence as "violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty."
- **Disruptive behavior** - disturbs, interferes with or prevents normal work functions or activities. Examples: yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.
- **Threatening behavior** - includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property, ["You better watch your back" or "I'll get you"] as well as implicit threats ["you'll be sorry" or "this isn't over"].
- **Violent behavior** - includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent [e.g., throwing things, pounding on a desk or door, or destroying property], or specific threats to inflict physical harm [e.g., a threat to shoot a named individual].

## **Response to Disruptive Behavior (No Threats or Weapons)**

- Assess whether the individual seems dangerous. If in your best judgment they are upset but not a threat, set limits and seek assistance, as necessary.
- If possible, do not isolate yourself with an individual you believe may be dangerous. Maintain a safe distance, do not turn your back, and stay seated if possible.
- Leave the door open or open a closed door and sit near the door. Be sure a co-worker is near to help if needed.
- Use a calm, non-confrontational approach to defuse the situation. Indicate your desire to listen and understand the problem. Allow the person to describe the problem.
- NEVER touch the individual or try to remove them from the area. Even a gentle push or holding the person's arm may be interpreted as an assault by an agitated individual who may respond with violence towards you or file a lawsuit later.
- Do not mention discipline or the police if you fear an angry or violent response.
- If the situation escalates, find a way to excuse yourself, leave the room/area and get help.

## Response to Threatening/Violent Behavior

- If an individual makes threats of physical harm toward you, others, or themselves; or behaves in a manner that causes you to fear for your own or another's safety, immediately call or have someone call LCC Police at 440.525.7241 or call 9-1-1.
- Do not attempt to intervene physically or deal with the situation yourself.
- Get yourself and others to safety as quickly as possible.
- If possible, keep a line open to police until they arrive. The more information the police receive, the more likely they can bring a potentially violent situation to a safe conclusion.

## **Sexual Violence**

Sexual Violence is any non-consensual sexual act, including but not limited to rape, sexual battery and sexual coercion. Sexual violence also includes domestic/relationship violence. If you have experienced or witnessed sexual violence, you are encouraged to contact the LCC Police at 440.525.7241 or 9-1-1, to file a report. If a victim prefers, they can report the sexual assault to the Dean of Students at 440.525.7328 and/or the College Psychologist at 440.525.7205. At the victim's request, the Dean of Students or the College Psychologist can and will assist in notifying the authorities.

## **Bomb Threat**

The presence of an explosive device and/or the reception of a bomb threat are situations that the College must be prepared to confront in a calm and professional manner. Although many bomb threats turn out to be false, they must be taken seriously to ensure the safety of the students, faculty, staff and visitors of LCC. A bomb threat could be written, received electronically (e-mail, text message), communicated verbally or received by phone. The majority of bomb threats are delivered by telephone.

## Threat by Telephone

Take the caller seriously. Assume the threat is real. If you have caller ID, record the originating phone number. If possible, do not hang up the phone. Have a co-worker call LCC Police at 440.525.7241 or 9-1-1. If you are alone, call immediately after hanging up. Make every attempt to:

- Stay calm and indicate your desire to cooperate with the caller.
- DO NOT antagonize or challenge the caller.
- Obtain as much information as possible. Prolong the conversation as long as possible.
- Ask permission to repeat any instructions to make sure they are understood.
- Attempt to determine the caller's knowledge of the facility.
- Identify background noises.
- If directed to evacuate, follow building evacuation procedures.

### Threat by E-mail/Text Message

- DO NOT delete the e-mail/text message.
- Call LCC Police at 440.525.7241 or 9-1-1.
- Forward the e-mail as directed by Police.
- If directed to evacuate, follow building evacuation procedures.

### Threat by Mail

- Call LCC Police at 440.525.7241 or 9-1-1.
- Handle mail as minimally as possible.
- If directed to evacuate, follow building evacuation procedures.

### Threat by Handwritten Note

- Call LCC Police at 440.525.7241 or 9-1-1.
- Handle note as minimally as possible.
- If directed to evacuate, follow building evacuation procedures.

### Building Evacuation

Do not attempt to evacuate the building without authorization and assistance from the police department. In the very unlikely event that there is a bomb, people are likely to be safer where they are. Steel-framed walls, doors, closets, and desks provide reasonably safe barriers against the concussion and projectiles from a blast.

### **Suspicious Letter or Package**

The following guidelines are intended to help identify suspicious letters or parcels and to provide procedures to follow in the event of receiving suspicious mail. If you receive a suspicious letter or package:

- Do not try to open the package. If there is spilled material, do not try to clean it up and do not smell, touch or taste the material.
- Do not shake or bump the package or letter.
- Isolate the package, placing it in a sealable plastic bag, if available.
- Calmly alert others in the immediate area and leave the area, closing the door behind you.
- Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds. Antibacterial soaps that do not require water are not effective for removing anthrax or other threatening materials.
- Call LCC Police at 440.525.7241 or 9-1-1.
- Wait for Police to respond. Do not leave the building unless instructed to do so by LCC Police personnel.

## **Hazardous Materials Emergency**

### **Hazardous materials come in four forms:**

- Explosives
- Flammable and combustible substances
- Poisons
- Radioactive materials
- Chemical

### **During a Hazardous Materials Emergency:**

- If possible, leave the affected area immediately in the direction upwind from the source
- If safely leaving is not possible, go indoors immediately and shelter-in-place. Do not leave the safety of shelter to assist others outdoors

### **Follow the instructions given by College Officials if instructed to evacuate:**

- Do so immediately
- If available, monitor local broadcast media for emergency information on:
  - Evacuation routes
  - Temporary shelters
  - Procedures to follow
  
- Follow the routes given by College, and other authorities; shortcuts and other routes may not be safe
- Carpool with others to minimize traffic congestion
- Assist those in need (children, elderly, disabled, persons without transportation)

### **If indoors, shelter-in-place:**

- Close and lock all exterior doors and windows
- Turn off air conditioners and ventilation systems
- Seal off air conditioners
- Seal the gap between the doors and the door frames with plastic sheeting, duct tape or a wet towel
- Seal the gap between the windows and window frames similarly
- If gas or vapors enter the building, take shallow breaths through a towel or cloth
- Avoid eating or drinking potentially contaminated substances
- When the emergency conditions have ended, ventilate the shelter with fresh air

Additional information is available on the following website:

<https://www.ready.gov/hazmat>

## Chemical Threat

Chemical agents are poisonous vapors, aerosols, liquids, and solids that have a toxic effect on people, animals and plants. Some chemical agents are colorless and odorless. The harmful effects they produce can be immediate (a few seconds to a few minutes) or delayed (2 to 48 hours). Signs of a chemical threat include difficulty breathing, eye irritation, loss of coordination, nausea, or burning sensation in the nose, throat and lungs.

### During a Chemical Threat:

If possible, leave the affected area immediately in the direction upwind from the source. If leaving safely is not possible, find indoor shelter immediately and shelter-in-place. Do not leave the protection of the shelter to assist others outdoors. Once inside: If instructed to evacuate:

- Do so immediately
- If available, monitor local broadcast radio for emergency information on:
  - Evacuation routes
  - Temporary shelters
  - Procedures to follow
- Follow the routes given by authorities; shortcuts and other routes may not be safe
- Carpool with others to minimize traffic congestion
- Assist those in need (children, elderly, disabled, persons without transportation)

Additional information on Chemical Threats is available on the following websites:

<https://www.ready.gov/chemical>

## Fire

**Threats from fire** - Fire produces many deadly effects in addition to flames. These include:

- Heat
- Smoke
- Poisonous gasses
- Structure collapse
- Oxygen depletion
- Explosion

### Fire Prevention

**The following is a list of simple and effective precautions to prevent fires:**

- Never tamper with installed smoke alarms
- Never leave cooking food unattended
- Identify escape routes and practice using them
- Avoid the accumulation of newspapers, magazines and other flammables
- Never use gasoline, benzene, naphtha or similar flammable liquids indoors
- Inspect electrical cords for frayed or exposed wires and loose plugs
- Make sure wiring does not run under rugs, over nails or across high traffic areas
- Do not overload power strips or outlets; use UL approved power strips with built in circuit breakers

- When using space heaters make sure they have an automatic shut-off when the unit is tipped or moved.

### If You Discover a Fire:

- Pull the nearest fire alarm.
- Check to see if anyone is in immediate danger.
- If it is a very small and controllable fire, attempt to put out the fire ONLY if you have been properly trained in fire extinguisher use and only if it can be done without risk to your safety and health and others.
- For those who have been trained in safely operating a fire extinguisher, remember to read the label on the fire extinguisher prior to discharge to ensure that the extinguishing material is appropriate for that particular type of fire.
- Do not attempt to fight the fire alone or without having at least two other escape routes.
- If the fire is uncontrollable, evacuate the area immediately. **DO NOT USE ELEVATORS.**
- After evacuating, call 9-1-1 or LCC Police at 440.525.7241. Provide the following information:
  - Location (building name) of the fire
  - Current status of the fire (size, type of materials burning) and the suspected cause (if known)
  - Your name and phone number

### If the Fire Alarm Sounds and You are in a Common Area:

- Proceed to the nearest exit. If above ground level, proceed to the nearest stairway.
- Assist people with special needs in exiting the building. **DO NOT USE ELEVATORS.**
- If mobility impairment prevents you from evacuating, take refuge in a stairwell and call 9-1-1. Most stairwells are designated areas of refuge. Make sure that someone leaving the building is aware of your location.
- Notify LCC Police or fire personnel if you suspect someone is trapped inside the building.
- After evacuating, go to the Designated Meeting Area for your department/class.

### If the Fire Alarm Sounds and You are in a Room:

- Check the surface of doors and/or doorknobs for heat before opening. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. **CLOSE ALL DOORS BEHIND YOU.**
- Take your keys if the door is subject to lock as you may have to return to the room/office.

- Assist people with special needs in exiting the building. **DO NOT USE ELEVATORS.**
- People with mobility impairment who cannot evacuate the building should take refuge in a stairwell and call 9-1-1. Most stairwells are designated areas of refuge. Make sure that someone leaving the building is aware of your location.
- After evacuating, go to the Designated Meeting Area for your department/class.

### If Trapped in a Room/Building:

- Stay calm. Do not panic.
- If all exits or stairways are blocked, go to the nearest room and close the door. Keep all doors and windows closed.
- Stuff objects, such as wet cloth towels, into openings to prevent smoke from entering the area. If the room has a window, hang a cloth or other object out of the window to signal that the room is occupied. **DO NOT LEAVE WINDOWS OPEN.**
- Wet clothing if possible. Wrap wet clothing around face to minimize smoke inhalation.
- Fill sinks and tubs with water, if possible, to maintain a supply of water.
- If smoke enters the room prior to the arrival of assistance, keep your head no more than 8-12 inches off the floor where the air is less toxic.
- Shout at regular intervals to alert emergency personnel of your location.
- If there is a telephone, call LCC Police at 440.525.7241 or 9-1-1 and advise them of your location (room number) and that all exits are blocked. Remain calm, stay on the line as long as possible and wait for the arrival of assistance.

### If Caught in Smoke:

- Drop to hands and knees and crawl toward exit.
- Stay low, as smoke will rise to ceiling level.
- Hold your breath as much as possible.
- Breathe shallowly through nose and use a filter such as a shirt or towel.

### If Forced to Advance through Flames:

- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Keep your head down and your eyes closed as much as possible.

### If Your Clothing or Hair Catches on Fire:

- Do not panic.
- Stop.
- Drop to the ground or floor.
- Roll around until the flames are out.
- Make sure you cover your face and mouth. You will want to protect your face from being burned and scraped on the ground.

### Using a Fire Extinguisher:

- Evaluate whether the fire can be put out using a portable extinguisher.
- Know what types of materials are burning and ensure that you are using the correct type of extinguisher for that fire.
- Consider the possible danger posed by hazardous or highly flammable materials.
- Always have an unobstructed route away from the fire. Use proper techniques for extinguishing small fires, such as the PASS method. To extinguish a small fire using the PASS method:

## HOW TO USE A FIRE EXTINGUISHER

Remember the Phrase **PASS**

**1 Pull**  
the pin



**2 Aim** at  
the base  
of the fire



**3 Squeeze**  
the handle



**4 Sweep**  
from side  
to side



## **Elevator Failure**

### **If you are trapped in an Elevator:**

- If you become trapped in an elevator, use the emergency phone to communicate to the LCC Police. If you have a cell phone available, call LCC Police at 440.525.7421 and give the dispatcher the following information:
  - Name of the building
  - Location within the building
  - Where the car is stopped, if known
  - If a medical emergency exists
  - If the phone in the elevator does not work, push the “Alarm” button until you hear acknowledgment that help is on the way.
  - Remain calm and try to calm others.
  - Do not attempt to exit the car unless directed to and assisted by emergency personnel.
  - Do not try to force open the elevator door.
  - Do not try to exit the elevator through the service hatch.
  - Elevators have mechanical safety brakes that will operate in all situations, even during power failures.

### **If someone is trapped in an Elevator:**

- If you hear an elevator alarm, immediately call LCC Police at 440.525.7241 and give the dispatcher the following information:
  - Name of the building
  - Location within the building
  - Where the car is stopped, if known
  - If a medical emergency exists
- Keep the occupants calm and wait for help to arrive.
- DO NOT attempt to open the elevator door.

**PLEASE NOTE:** The activation of an elevator lobby smoke detector will cause building elevators to return nonstop to the main floor and lock with the doors open. Never use an elevator to evacuate a building

## **Severe Weather**

### **Thunderstorms and Lightning**

All thunderstorms produce lightning and are dangerous. Other hazards associated with thunderstorms include tornadoes, strong winds, hail and flash flooding.

### **Severe Thunderstorm Watch**

The National Weather Service issues a severe thunderstorm watch when severe thunderstorms are likely to occur.

## Severe Thunderstorm Warning

The National Weather Service issues a severe thunderstorm warning when there is imminent danger to life and property of those in the path of a storm.

- **During a Thunderstorm:** Get inside a house, building or hardtop vehicle. Although injuries may occur if a vehicle is struck, a person is much safer inside the vehicle than outside.
  - Use a battery operated radio for weather updates
  
- **If outdoors:**
  - Avoid objects that can act as a lightning rod
  - Seek shelter in a low lying area such as a ravine or valley
  - Be alert to the possibility of flash floods
  - If on open water, get to shore and find shelter immediately
  - Remember that when hair stands on end (anywhere on the body) is an indication that lightning is about to strike; when this happens, squat down minimizing contact with the ground
  - Do not lie flat on the ground

## **Tornadoes**

Tornadoes are nature's most violent storms. A tornado appears as a rotating funnel shaped cloud that extends from a thunderstorm to the ground with winds that can reach 300 miles per hour. The path of a tornado can be over a mile wide and extend for over 50 miles. Before a tornado hits, the wind may die down and the air may become very still. Occasionally, tornadoes develop so rapidly that advance warning is not possible.

The National Weather Service (NWS) issues several statements to notify the general public of potential and imminent weather-related hazards. These advisories are typically posted and announced on television, radio and internet and are specific to individual counties.

Departments should have a radio available and listen to the local station for watches/warning issued for the area. The following watches/warnings may be issued:

**Tornado Watch** – A warning issued by the National Weather Service (NWS) that weather conditions are favorable for possible formation of tornadoes. When a tornado watch is issued, LCC Police will monitor the National Weather Service for updates.

**Tornado Warning** – A warning issued by the National Weather Service (NWS) that a tornado has been sighted in the area. When a tornado warning is issued, Lake County will sound a three-minute continuous tornado siren. The LCC Voice Emergency Notification System may be used to advise the campus community.

**Remember, tornadoes occasionally develop in areas in which a severe thunderstorm watch, or warning is in effect. Remain alert to signs of an approaching tornado and seek shelter if threatening conditions exist.**

## During a Tornado Watch

- Stay tuned to local television or radio, and other sources for weather alerts and emergency information.
- Be prepared to take shelter
- If you see any rotating funnel-shaped clouds, report them immediately by telephone to LCC Police at 440.525.7241 or 9-1-1.

## During a Tornado Warning (In the vicinity of the college)

- **If Indoors:**
  - Designated tornado shelter areas are in the basement of A or C buildings. If you cannot get to a designated shelter go to an inside hallway at the lowest level of the building.
  - If a basement is unavailable, get under a piece of sturdy furniture such as a heavy desk or table on the ground level of the building. Use your arms to protect your head and neck.
  - Avoid places with wide-span roofs such as auditoriums, theater style rooms, cafeterias, large hallways, or gymnasiums.
  - Stay away from exterior windows and doors as well as display cases, shelving, or wall mounted audio visual equipment that could collapse on top of you.
- **If Outdoors:**
  - If you are outside when you hear the warning notification, seek inside shelter, preferably in a steel framed or concrete building.
  - If you cannot reach a building, then you should lie flat in the nearest depression such as a ditch, curb, or ravine away from power lines, buildings and trees.
  - Be aware for the potential for flash flooding.
- **If in a Vehicle:**
  - If you are in your automobile and you see a tornado coming, do not try to out-run it.
  - If no building is available, get out of the car and get in a low area such as a culvert, drainpipe or ditch.
  - Do not get under a bridge or overpass; people have been killed from flying debris funneled through the opening under the bridge.
  - If you are staying in your car, attempt to drive at right angles to the tornado to get out of its path.
- **All Clear Notification:**

An "All Clear" notification will not be issued until verification by the National Weather Service that the warning has been canceled for the area.

## **Earthquake**

Use the following procedures to assist in responding to an earthquake.

### ➤ **If Indoors:**

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to evacuate the building.
- After the initial shock, evaluate the situation and if emergency help is necessary, call 9-1-1 or LCC Police at 440.525.7241.
- DO NOT use the elevators.
- After any evacuation, report to your Designated Meeting Area. Stay there until an accurate head count is taken. The designated personnel will take roll call and assist in the accounting for all building occupants.

## **Flood**

The National Weather Service (NWS) issues several statements to notify the general public of potential and imminent weather-related hazards. These advisories are typically posted and announced on television, radio and internet and are specific to individual counties.

### **Flash Flood Watch:**

Indicates that flash flooding is possible in and close to the watch area. Those in the affected area are urged to be ready to take quick action if a flash flood warning is issued or flooding is observed.

### **Flash Flood Warning:**

Signifies a dangerous situation where rapid flooding of small rivers, streams, creeks, or urban areas is imminent or already occurring. Very heavy rain that falls in a short time period can lead to flash flooding,

## During Flood

### ➤ **During Flood Indoor Flooding/Leak:**

- Notify LCC Police at 440.525.7241. If necessary, evacuate the building.
- Do not handle live electrical equipment in wet areas.

➤ **Outdoor Flooding:**

- Avoid flooded areas and do not attempt to cross areas where water is above your knees.
- Move to higher ground.
- Do not use and avoid contact with electrical devices.

## **Utility Failure**

### Power Outage:

- Report the power outage immediately to the LCC Police at 440.525.7241.
- Turn off all electrical equipment and appliances (leave lights on).
- Staff in labs, machine shops and/or offices should turn off and/or secure all experiments, activities, or equipment that may present a danger if electrical power is off or if a danger may be created by the return of power at a later time.

### Natural Gas Leak:

In its pure state, natural gas is odorless and colorless. Gas suppliers add a harmless chemical called mercaptan to the gas to help us smell a leak. The odor smells like a rotten egg or a skunk. If you suspect a natural gas leak:

- Evacuate the area.
- Report any suspected leaks to Facilities Management at 440.525.7143 during business hours M-F, or to LCC Police at 440.525.7241 or 9-1-1.
- Never light a match or lighter.
- Leave electrical devices alone.
- DO NOT SWITCH ON OR OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT.
- DO NOT USE ELEVATORS

## **Medical Emergencies**

- Call LCC Police at 440.525.7241 or 9-1-1 immediately for any serious injury or illness occurring on campus. Do not hang up until released by the emergency operator.
- Have the person calling LCC Police or 9-1-1 physically stay with the victim at the time the call is made if at all possible. Be sure that the following information is provided to the dispatcher:
  - The age and gender of the victim. If you are unsure of the victim's age, estimate.
  - The location of the victim.
  - The nature of the medical emergency and whether or not the victim is conscious and breathing.
  - Any other pertinent information, such as events leading up to the emergency or known past medical history of the victim.
  - Call LCC Police at 440.525.7241 to inform them of the emergency. Officers will respond and/or guide the EMS personnel to the victim.
  - Keep the victim still and comfortable until help arrives. Do not move the victim.
  - DO NOT take seriously ill or injured persons to the Lake Health Clinic on campus.
  - Only trained personnel should provide first aid or CPR. If you begin CPR, you must

continue care up to your level of training and stay with the victim until medical assistance arrives.

- The LCC police officers carry Automated External Defibrillators (AEDs) in patrol cars.
- AED's are also located in various locations on campus.
- Upon arrival of the emergency medical unit, remain and provide any specific information about the victim and the condition that you are aware of.

**Employees:**

- Notify your supervisor immediately after a work related injury or illness occurs.
- Complete a report of the injury (example: police reports, departmental reports, etc.) when applicable.
- Submit the report to your supervisor and retain a copy for your records.
- Determine whether or not you require medical treatment.
- Lakeland Health Clinic

<https://lakelandcc.edu/web/about/health-services>