

## SUSPICIOUS PACKAGES - BOMB THREAT:

- If a threat comes in by telephone, get as much information as possible from the caller.
- Pay close attention to the exact words the caller is using. Document the call immediately.
- Contact Lewiston Police Dept. - from another line if possible.
- Follow instructions from emergency personnel.
- If a suspicious package is discovered, **DO NOT** touch or disturb the object/package in any way.
- Keep others away from the area.
- Appoint someone to call Campus Security and locate the Building Evacuation Coordinator.
- Prepare to evacuate the area.

## EARTHQUAKE:

- Stay where you are, get under a desk or table.
- If no table is available stand in a doorway or in an interior hallway.
- Stay away from windows.
- If you are outside, get into an open area away from buildings, power lines and trees.
- If driving, pull over and stop. Avoid overpasses and power lines.
- Remain inside the vehicle.
- After the earthquake, evacuate the building. Do not move serious injured persons unless they are in danger of further injury.
- Call 911 and provide first aid.
- DO NOT re-enter the building

## MEDIA INQUIRIES:

The College Communications Coordinator (PIO) serves as the liaison between the College and the media. If you are contacted by a news reporter, refer them to Media Relations / College

Communications at 208-792-2200 or to Campus Security after hours.



## IN THE EVENT OF AN EMERGENCY HOW DO I CONTACT MY FAMILY:

Disruption of communication systems will usually occur to some degree in any emergency situation. Many people who have a wireless telephone in their homes, that function with a base station, that require electricity to operate, will experience failure. These base station phones will not work in a power outage. Cell phones are a great alternative, but cell phone systems may be unavailable due to overuse or may only function for a short time if electrical power is out. If phone lines are functional, it may be easier to call long-distance than it is to call across town. The loss of contact with family and friends, during an emergency can happen very easily. Planning for emergency communications is very important and insure all of your numbers are regularly updated to implement that plan. For assistance in implementing or developing a family and friends emergency communications plan please visit this website:

[www.ready.gov/america/index.html](http://www.ready.gov/america/index.html)

## AFTER ANY EMERGENCY:

In the event you suffer an on-campus injury during an emergency, you must report the injury to your supervisor. A Workers Compensation - First Report of Injury or Illness form (SIF 05/03E) must be completed within 10 days of the actual event. A copy of the form can be obtained from the Idaho Industrial Commissions' website at: [www.iic.idaho.gov](http://www.iic.idaho.gov) or contact the LCSC Human Resource Department at (208) 792-2269 for assistance and to obtain the appropriate forms. If a person is injured or becomes ill as a result of an incident suffered in the workplace, follow these procedures:

- Ensure that the individual has received the appropriate medical care.
- Immediately notify the individual's supervisor of the injury and circumstances.
- Complete the Workers Compensation - First Report of Injury or Illness form and the Supervisor's Accident report.

# Emergency Procedures

## Quick Reference Guide



Lewis-Clark  
STATE  
COLLEGE

*Connecting Learning to Life*

### Phone Numbers:

Lewiston Police

LCSC Security

**Emergencies: 911**

**208-792-2815**

**Non-Emergencies:**

**208-792-2226**

**208-746-0171**

**Website: [www.lcsc.edu/emergency](http://www.lcsc.edu/emergency)  
or <http://intranet.lcsc.edu/eri>**

## **FIRES:**

- If the fire is small and contained, locate and use a fire extinguisher to put it out. Otherwise call **911**.
- If smoke/fire is visible, activate the nearest fire alarm pull station.
- Evacuate immediately—take belongings if possible.
- Close doors as you exit.
- **DO NOT** use the elevators.
- Assist persons with mobility difficulties, if possible.
- Evacuate to your building's staging area and check in with your Building Evacuation Coordinator.
- **DO NOT** re-enter the building until authorized to do so by Public Safety officials.

## **SEVERE WEATHER:**

*Watch* - means severe weather is possibly approaching.

*Warning* - means approaching severe weather is an immediate threat.

- If outside, seek shelter immediately.
- Stay away from windows and if possible seek an interior, ground floor hallway or interior room.
- Monitor local radio and television stations.
- Call Security for campus closings.

## **SUSPICIOUS PERSON:**

- Do not physically confront the person.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call Security immediately.(x2815)
- If the suspicious persons behavior becomes disruptive, call **911**.

## **MEDICAL EMERGENCIES:**

The most critical moments for an injured person is a short period of time before you can get professional medical assistance. By having some first aid training you can have a major impact to the successful outcome of a medical emergency.

- Call 911 and follow dispatcher's instructions.
- If possible, enlist the aid of any medically trained person in the area.
- Apply life saving techniques when necessary. (i.e. CPR for heart attacks, the Heimlich maneuver for choking, direct pressure on bleeding wounds, etc)
- Do not move the victim unless medically necessary or their life is in danger.
- Keep the victim calm, quiet and warm.
- Exercise common sense and good judgment.

## **FLOODING:**

Flooding can occur due to major rainstorms, water main breaks or damage to local area dams. In case of imminent or actual flooding:

- If it can be done safely, secure vital equipment, records and hazardous materials.
- Shut off non-essential electrical equipment.
- Move all personnel to a safe area.
- Contact Campus Security x2815
- For localized flooding, Campus Security and/or Physical Plant will provide instructions.
- Do not return to the building until instructed to do so by a Campus Official.
- In the event of a community flood warning, do not delay in moving to higher ground. Follow advisories issued by community public safety personnel.
- Do not attempt to drive across flooded roads or bridges.
- Check with authorities before using/drinking water from public utility systems.

## **CHEMICAL SPILLS:**

### **Immediate Danger:**

- Vacate the building immediately by pulling the fire alarm.
- Once away from the spill, call **911** and provide:
  - building name
  - floor and room number
  - type of incident
  - chemicals involved and estimated volume
- Follow the dispatcher's instructions.
- Notify Physical Plant x2247, to shut down the ventilation and HVAC systems.
- If physical contact occurs with the spilled chemical, immediately remove all contaminated clothing and use a safety shower, garden hose, bathroom shower, etc. (if available) to flush contact areas. Flush area with large amounts of water for at least 15 minutes.

## **GAS LEAK, TOXIC/NOXIOUS FUMES:**

If you detect natural gas fumes, vapors:

- Do not pull the fire alarms.
- Do not touch light switches or electrical equipment
- If there is an imminent danger - call **911**
- If instructed to do so, clear the area immediately.
- If there is no imminent danger, call Campus Security and Physical Plant to notify them so a determination can be made to evacuate and locate the source of the fumes.

## **POWER OUTAGE:**

- Do not panic; provide assistance to others as you are able.
- Turn off and unplug computers and other sensitive electronic equipment.
- Move cautiously to a lighted area. Exits may be indicated by a lighted exit sign, if the emergency power is operating.