

Lakeshore Technical College

Emergency Checklists

(Quick Response Aid for Anyone)

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Emergency Lockdown

- There is an **active** threat on or near campus
- A weapon is observed on campus OR there is the perception that a weapon is observed or used
- An announcement of 'Emergency Lockdown' is heard in the building
- Do not perform any actions that put you in an unsafe situation!

- _____ **RUN** from the building if it is safe to do so, and go to a safe area.
- _____ **HIDE** in the building if leaving the building is not an option.
- _____ Direct all people in the hallways to find a similar defensible location.
- _____ Lock the interior door to the room you are in, if possible.
- _____ Barricade the entrances to the room you are in, if possible.
- _____ Close windows and blinds, and cover interior windows, if possible.
- _____ Turn off the lights, silence cell phones, and move everyone out of sight of the windows.
- _____ Do Not Open doors for any reason until a confirmed 'all clear' is received.
- _____ You are empowered to act, when necessary **FIGHT** the person intending to cause harm.

Emergency assistance can be reached by:

- * Dialing 911 from a campus phone (informs IMT, Campus Police, and College Nurse)
- * Calling 911 from a cell phone
- * Campus Police/ Security Cell (920) 946-6310

Non-emergency assistance can be reached by:

- * Incident Management Team (920) 693-1400

Assault or Rape

NOTE

Remember that the individual and area where the incident occurred, as well as all materials (clothing, vehicles, etc.) are considered evidence. Make all attempts not to disturb the individual, incident scene, and materials involved with the crime. Discourage the victim from washing/ showering as this may destroy evidence.

	Immediately contact Emergency Assistance
	Obtain and write down as much information about the assailant and/or the assailant's vehicle. Communicate this information immediately to campus police or law enforcement personnel.
	Move the victim to a safe room or area if there is a threat due to weather conditions, or other safety concerns.
	Notify the Incident Management Team and Title IX Coordinator
NOTE Victim name(s) or social security number(s) or other means of identifying the individual(s) will not be written on the Incident Report Form (Appendix 1).	
	The staff member(s) directly involved or having first-hand information about the emergency shall complete an Incident Report Form (Appendix 1) and submit to the College Health Nurse within 24 hours of the incident.

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Bomb Threat

Individual Receiving a Phone Bomb Threat

	Listen carefully to what the caller is saying.
	Keep the caller on the line as long as possible. DO NOT ATTEMPT TO TRANSFER THE CALL.
	Write down all information obtained, in exact words if possible. Use the Bomb Threat Report Form located on the next page
	Immediately contact Emergency Assistance

Immediate Reaction - Phone Threat

	If there is uncertainty about safety, evacuate the building immediately. Contact the Incident Management Team (IMT) of the threat and the IMT will be the primary decision-making body until emergency response authorities arrive. The IMT will act jointly with law enforcement personnel.
	When evacuating the building, visually check for anything unusual or out of place and report it. DO NOT touch or alter suspicious items. Inform on-site law enforcement officials.
	Assemble at a safe location away from the building. At least 500 feet is recommended.
	Remain outside until authorized to re-enter.

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Immediate Reaction - Other Than Phone Threat

	Immediately notify the Incident Management Team
	Any document that communicates the threat and/or information about a possible bomb event must be preserved and protected as evidence in any investigation.
	If the threat is "graffiti" on a wall or partition, do not touch it. Take steps to prevent others from touching it until Campus Police or supporting law enforcement arrives on the scene to conduct an investigation.
	The Incident Management Team will discuss and decide how the college will respond to the threat.
	Information about the College's response to the threat will be communicated to students and staff in the most appropriate media (i.e. e-mail, phone text, etc.).

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Bomb Threat Report Form

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK: (ask questions to keep caller on the line)

1. When is bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

DESCRIBE CALLER'S VOICE: (please circle all that apply)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like?

Were there any background noises?

Remarks:

Person receiving call:

Telephone number call received at:

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Chemical/Hazardous Material Spill

Management of Spilled Liquids

	Contact Emergency Assistance
	Avoid breathing chemical vapors or physically making contact with the spilled material.
	If there is a safety concern for others in the immediate area, evacuate other people to a safe area until you are able to re-enter.
	Notify the Campus Facilities Department (Director of Facilities: 920.693.1732-Office or 262.483.9497-Cell) to arrange for clean-up and decontamination of the areas.
	Report the incident to your division/department manager or designee.
	The staff member(s) directly involved or having first-hand information about the emergency shall complete an Incident Report Form and submit to the College Health Nurse within 24 hours of the incident.

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Evacuation

Should the need to evacuate the LTC campus buildings occur, evacuation maps and directions are located within each classroom or office area to assist individuals with the designated evacuation routes. LTC employees shall ensure all room occupants are familiar with the evacuation procedure and routes and account for all room occupants at the assembly point.

	Any evacuation request is mandatory
	All occupants of the area being evacuated shall immediately move towards a safe exit
	LTC Employees shall assist those with disabilities or mobility impairments.
	People with service animals will be responsible for the evacuation of their own service animal.
	Assemble at least 500 feet from the building, or at a designated location.
	Remain outside the area until Emergency Services determine it is safe to re-enter.

To evacuate people with mobility impairments:

- Assist and accompany to evacuation site if possible.
- Use a sturdy chair (or one with wheels) to move the person.
- Help carry individual to safety if possible.
- If unable to assist a person with mobility impairment, notify Public Safety/Security or emergency responders.

To evacuate people using wheelchairs:

- Consult the individual before moving him/her.
- Individuals at ground floor locations may be able to exit without help.

To assist people with visual impairment:

- Announce the type of emergency.
- Take directions from the individual about how best to guide him/her.
- Tell the person where you are going and what obstacles you encounter.
- When you reach safety, ask if further help is needed.

To alert people who are deaf or hard of hearing:

- Turn lights on/off to gain person's attention.
- Indicate directions with gestures.
- If time permits, write a note with evacuation directions.
- Escort the person out of the building if requested to do so.

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Fire or Explosion

Reporting A Fire:

	Go immediately to the nearest alarm box and pull the lever to activate the fire alarm system.
	Call for Emergency Assistance
	If it is safe to do so, use the nearest fire extinguisher to control the fire until the fire department arrives.
	Occupants should evacuate the buildings by proceeding out of the nearest safe exit away from the smoke and heat of a fire.

Action When Fire Alarm Sounds:

	Evacuate from the area using the safest emergency exit route.
	Once outside, employees should check attendance immediately to determine if all students exited the building safely.

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Intruder or Disorderly Person

	Call Campus Police/ Security explaining your suspicions or the nature of the threat. Calmly describe the person's actions and appearance.
	If the person's behavior is non-compliant or threatening or there is an immediate danger, call for Emergency Assistance .
	Maintain surveillance of the person, if it is safe to do so, and attempt to control the situation until law enforcement officials arrive on the scene.
	If a decision is made to evacuate and/or close the building, ensure that students/staff assemble at a safe location away from the building. At least 500 feet is recommended.
	If evacuated, remain outside until authorized to re-enter.

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Medical Emergency on Campus

Minor Injury or Illness

	Assess the situation and provide first aid as appropriate.
	If professional medical attention is necessary, LTC employees should not transport the person.
	The staff member(s) directly involved shall complete an Incident Report Form via Maxient: https://cm.maxient.com/reportingform.php?LakeshoreTC&layout_id=4
	Call for Emergency Assistance if you think it might be needed

Serious Injury or Illness

	Call for Emergency Assistance
	The staff person on the scene should provide first aid as appropriate.
	If you have a doubt about the type or extent of injury or illness, do not move the person

First Aid/Body Substance Isolation Precautions

	Have the injured person care for him/herself whenever possible.
	Avoid or minimize direct contact with blood or body fluids.
	Administer first aid as appropriate
	Place all soiled materials into a lined waste container.
	Wash hands thoroughly, with warm water and soap, immediately after providing first aid.
	Notify the Campus Facilities Department (Director of Facilities: 920.693.1732-Office; 262.483.9497-Cell) to arrange for clean-up and decontamination of the areas.

Emergency assistance can be reached by:

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Power Outage

IMPORTANT NOTE

The Power Outage checklist should be used for any type of electrical power disruption that cannot immediately be resolved by Physical Plant personnel and will affect a number of college students, staff, and visitors for an unknown period of time.

	Notify the Incident Management Team. Power outages may be building specific, so the IMT may not be aware
	Account for all individuals
	Seek further guidance from the IMT
	Contact Emergency Assistance should anything arise that necessitates doing so

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Preventive Lockdown

- There is a **potential** threat to campus
- There is **rumor of a threat near campus**
- An announcement of 'Preventive Lockdown' is heard in the building

- If you hear of such an incident, immediately notify **Emergency Communication Center 911** explaining the circumstances. Calmly describe the incident: *who, what, when, where, why, how*.
- The staff member that first hears of, and reports, the event should safely continue to observe and communicate the situation until campus police or other local law enforcement arrive.

If you are assigned to for your area/ division

- post signage for your area, if not yet posted
- check the exterior doors to ensure they are: latched, locked, and secure.
- phone the IMT at extension 1400 if you notice any doors not locked

Do not let anyone enter the buildings

- LTC cannot prohibit any adult non-employees from leaving. However, if they leave, do not permit them to re-enter
- LTC employees are not permitted to leave buildings while under preventive lockdown

Take attendance, specifically noting employees and students not present.

- Email class/ department rosters to group-IMT@gotoltc.edu
- If individuals leave, email group-IMT@gotoltc.edu of the updated roster

Remain vigilant to any other suspicious actions in your area.

Limit the use of campus phones, unless communication is necessary

Immediately communicate with **Emergency Communication's Center 911** if you believe the situation requires it.

**** If it is safe to do so, students and staff will continue with normal activity under a Preventative Lockdown.**

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Suspicious Package

_____ Do not use radios or cell phones near the item

_____ If a suspicious item, package, or mail is observed, contact Emergency Assistance

- Provide as much information about the letter, mail, or package as you immediately have
 - Location of mail piece or substance:
 - Description of substance:
 - Description of mail piece (markings, labels, declarations, postage):
 - Addressee's name and address:
 - Mailer's name and address:

_____ Leave the mail piece or substance where it was found. Do not disturb the package. Do not try to clean up the substance.

_____ Clear the immediate area of all persons and move to a single area for potential interviewing by law enforcement as witnesses

_____ All people in the immediate area should wash hands and other exposed skin with soap and water.

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Tornado Refuge/ Shelter In Place

Building occupants may be directed to shelter-in-place for situations such as severe weather or an outside hazardous material release. The nature and location of the incident will determine the extent of shelter-in-place actions. In all instances, be prepared to evacuate the building or relocate to another area within the building. Listen for, and comply with instructions received via emergency notification system.

General shelter procedures for severe weather/ tornado:

	Tornado Warning announcements will come to all campus phones and employee electronic devices
	Staff, students, and visitors should report to the designated shelter area immediately
	Shelter areas should begin accounting for individuals by writing everyone's name on a piece of paper and emailing to group-IMT@gotoltc.edu
	Staff and students are encouraged to notify their emergency contacts that they are sheltered and where they are
	Individuals should kneel or sit on the floor, covering their heads with their hands or a book
	Encourage individuals to stay in the refuge areas and not leave until instructed to do so

For incidents involving hazardous materials outside the building:

	Shelter in Place announcements will be provided via overhead paging system
	Staff, students, and visitors should report to a designated shelter area immediately
	Close the doors and windows to any shelter area. Seal the door with tape, if available.
	Shelter areas should begin accounting for individuals by writing everyone's name on a piece of paper and emailing to group-IMT@gotoltc.edu
	Staff and students are encouraged to notify their emergency contacts that they are sheltered and where they are
	You are encouraged to gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, plastic garbage bags, medications, and other personal items if available.
	You are encouraged to stay in the refuge areas and not leave until instructed to do so

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APPENDIX

1. Refusal to Seek Medical Treatment Form

Refusal to Seek Medical Treatment Form

I fully understand that it has been recommended that I seek immediate professional medical treatment for my injuries or illness. However, I decline to seek professional medical attention at this time. I hereby indemnify and save harmless Lakeshore Technical College, its directors and staff from any liabilities that may arise from further illness, injuries or complicating conditions caused by my decision to delay professional medical treatment.

(Signature of Injured/Ill Person)

(Signature of Witness)

(Date)

(Date)

(Signature of Staff on Scene)

(Date)