

# EMERGENCY RESPONSE GUIDE



## IN CASE OF EMERGENCY, CALL 911

LCC Campus Safety Office: 719-336-1192 Cell: 719-688-1412

LCC Facilities Office: 719-336-1543, Cell: 719-688-8287



### REMAIN CALM. PROVIDE ASSISTANCE TO OTHERS

#### HOLD

In Your Room or Area

- Clear the hallways.
- Remain in your room or area until the "ALL CLEAR" is announced.
- Close and Lock room doors.
- Normal activities continue.

#### SECURE

Get Inside. Exterior Doors Are Locked.

- Everyone moves indoors.
- Remain inside and stay vigilant
- Normal activities continue
- Await further instructions from emergency responders

#### LOCKDOWN

Locks, Lights, Out of Sight

- Close and lock interior doors. Barricade them if possible
- Turn off lights
- Hide from view
- Remain silent
- Silence mobile phones but leave them on
- Follow direction of emergency responders

#### EVACUATE

Leave the Building

- Follow direction of emergency responders
- Leave in orderly manner
- Move at least 150 feet from building
- Account for all students and employees
- Do not return until "ALL CLEAR" is announced.

#### SHELTER

Remain Inside. Follow Instructions.

- Remain indoors
- Precautions will depend on the situation
- Be prepared to move to another location within the building or to evacuate
- Follow direction of emergency responders

#### ACTIVE HARMER (SHOOTER)

- **Call 911** as soon as possible
- **Run:** Escape if possible and safe to do so
- **Hide:** (Lockdown)
  - **Lock** and barricade doors
  - **Turn off lights** and close blinds
  - **Hide** out of sight
  - **Silence** all cell phones but leave them on
- **Fight:** Fight back as a last resort to disrupt and/or incapacitate the harmer (shooter).
- Follow all emergency responder instructions
- **Keep hands empty and in plain view at all times for law enforcement officers.**

#### BEHAVIORAL ISSUE

- For immediate threats, **Call 911**
- Contact LCC Campus Safety at 719-336-1192 (1192 from campus phone) or 719-688-1412
- Contact LopesCare at LopesCare@lamarcc.edu
- Provide as much information as possible
- **DO NOT** attempt to detain the person
- Leave the area if is unsafe
- Ask witnesses to provide statements for Campus Safety and/or Law Enforcement.

#### BOMB THREAT

- **Call 911** as soon as possible
- Building evacuations ordered by LCC Campus Safety or other Law Enforcement are **MANDATORY**
- **DO NOT** use cell phones or radios within 300 feet of building
- Do not handle or move suspicious items
- Report suspicious items to emergency responders
- **DO NOT** Re-enter the building until authorized to do so by emergency responders

#### FIRE

- Activate the fire alarm & evacuate the building
- **Call 911** as soon as possible
- **DO NOT** use elevators to evacuate
- Close doors on the way out.
- Use a fire extinguisher to put out a small fire if trained to do so
- If clothing catches fire, **Stop, Drop, and Roll**
- **DO NOT to go back into the building** until emergency responders declare it safe to do so

#### BE PREPARED FOR EMERGENCIES

- Know at least two ways out of every building
- Receive LCC emergency notifications. Log into the LopeAccess portal to keep phone numbers and email addresses up to date
- Stay aware of changing weather conditions
- Learn First Aid, CPR, and how to use an AED

#### HAZARDOUS MATERIALS

- Activate the fire alarm & evacuate the building
- **Call 911** as soon as possible
- **DO NOT** enter the hazardous area for **ANY** reason, including rescue
- Secure the scene if safe to do so to keep others out of the hazardous area
- Avoid contact with spilled hazardous materials or empty containers
- Avoid inhalation of fumes, smoke, or vapors

#### MEDICAL EMERGENCY

- **Call 911** as soon as possible
- Keep the patient still and calm
- Provide First Aid
- Control bleeding by applying direct pressure using a clean cloth or use of tourniquet
- **DO NOT** move the patient unless they are in immediate danger
- Stay with the patient until emergency medical personnel arrive

#### SEVERE WEATHER

- Close blinds and stay away from exterior windows
- In the event of a tornado, move to an interior room on the lowest level
- Remain indoors until the weather threat has passed
- Be prepared to relocate within the facility
- Follow directions from emergency responders

#### SUSPICIOUS ACTIVITY, ITEM, OR PERSON

See Something, Say Something

- Report suspicious activities, persons, or items to the LCC Campus Safety or call 911
- Do not handle or move suspicious items