

# **LCCC Emergency Action Plan**

**Dial 9-1-1 for Police, Fire, or EMS**  
**Dial 366-4444 or 366-4053 for Campus Emergencies**

## **Campus Emergencies**

Emergency situations can develop at any time. The first thing to keep in mind is to try to remain calm. Don't panic! Irrational action is a major cause of injury and death in emergency situations. In most instances, a couple seconds of sound thinking will enable you to develop a reasonable course of action. While time may be of the essence, it is just as important to take the proper action as it is to act quickly.

## **How to Report Emergencies**

If an emergency arises on campus, call Campus Security using a regular college telephone by dialing 4444 or 4053 or dial 366-4444 or 366-4053 from your cellular phone. If an immediate police, fire or ambulance response is required, dial 9-1-1 from your cellular phone to make contact with Lorain County's 9-1-1 system. If you do not have a cellular phone, activate any emergency phone. Interior emergency phones are activated by pushing the large red button which will put you in touch with 9-1-1. Again, only activate an emergency phone if a police, fire or ambulance response is required. The exterior emergency phones (parking lot tower phones and building wall phones) are activated with a one touch push button operation which places the user of these phones in immediate contact with Campus Security personnel. Once activated, the blue strobe light atop the parking lot tower phones will glow. When reporting an emergency situation, remember to furnish the following:

- The nature of the emergency - a brief description
- Location- Building name, floor, and room number, parking lot, etc.
- Your name
- Any additional information which would aid in handling the situation.

## **Emergency Notification Methods**

Notification of an on-campus emergency that threatens the health and safety of the campus community members may be announced over the College's public address system, external warning siren or via LCCC Alerts. Additional notification methods can include email alerts and the College's homepage [www.lorainccc.edu](http://www.lorainccc.edu). Additionally, on-duty Campus Security officers and Physical Plant personnel will conduct foot and mobile patrol rounds of each building and roadways to ensure dissemination of the information.

Lorain County Community College's EMERGENCY NOTIFICATION SYSTEM (ENS) is designed to provide instant mobile, audible and voice notifications to students, faculty and staff of imminently dangerous conditions or emergency closures. Emergency conditions and campus or outreach center closures can be announced by:

- Internal Public Address System
- External Siren
- Text message alerts (LCCC Alerts) [www.lorainccc.edu/alerts](http://www.lorainccc.edu/alerts)
- Emails and on-campus voicemails
- Broadcast alerts on local television or radio stations
- Emergency announcements posted on [www.lorainccc.edu](http://www.lorainccc.edu)
- Electronic marquis at main entrances
- Fliers posted at facility entryways

## **Emergency Evacuations**

When a fire alarm sounds, everyone must immediately exit the building. You should take your personal belongings (coat, purse, book bag, keys, etc.), provided they are readily close at hand. Do not go back into the building to get personal belongings. Consider that you may not be allowed to re-enter the building for a period of time. Check nearby restrooms and lounge areas to ensure everyone has heard the evacuation notice. Once outside, move 200 feet away from the facility and await instructions from your professor on the next course of action. Do not re-enter the building until the “all clear” has been given by Campus Security, Physical Plant, or other college officials.

If a tornado or other critical incidents occur, an announcement will be made over the public address system, from the external siren or via text message notification ([www.lorainccc.edu/alerts](http://www.lorainccc.edu/alerts)) followed by instructions on what steps to take to ensure your health and safety. During a tornado, if you have time to evacuate, please proceed to the underground tunnel of the building in which you are in. If the building you are in does not have an underground tunnel (CH, PC, EIC), or the tunnel is unavailable, please proceed to the lowest level in an interior room and stay away from windows.

If you must shelter-in-place, take shelter under a table, desk or other sturdy furniture; stay away from windows or other objects that may fall. When the tornado has passed, an announcement will be made over the public address system, by the external siren system or by other available means. Watch out for broken glass and downed electrical lines. Do not use elevators. Exit using the closest safe route. As a student, you should know at least two ways out of the building where your classes are held. Regardless of where you exit the building, proceed to a safe location and await further instructions.

Do not re-enter the building until Emergency Services, Campus Security, or Physical Plant personnel give the all clear.

## Campus Security & Physical Plant Responsibility

Campus Security responds to all alarms and is responsible for coordinating all emergency responses on campus. A responding officer will observe the exterior of the building on his/her approach and radio dispatch information on the initial size-up. The first officer on scene will proceed to the area of the building where the incident has occurred. Subsequent responding officers and/or Physical Plant Services (PPS) personnel will assist in any way possible (e.g. evacuating occupants, suppressing fires, assisting responding emergency forces, etc.). The officers and/or PPS personnel may gather information from building evacuees and report it back to dispatch. Officers, PPS, and recognized college officials will also keep people from re-entering the building. Once the incident is under control, college officials, working in conjunction with senior level administrators and others, will determine the next appropriate course of action and disseminate the information in as quick a manner as possible.

## Responding to Critical Incidents on Campus

### FIRE

- All Persons Must Evacuate Immediately
- Take Your Belongings
- Assist Handicapped Persons
- Do Not Use Elevators
- Move Away From all Entryways Once Outside
- Stay at Least 200 Feet Away from the Building
- Do Not Re-enter the Building until Directed by College Officials or Emergency Services

### TORNADO

- Listen for Public Address System Announcement or External Warning Siren or other notification method
- Check Evacuation Diagram for Designated Tunnel/Shelter Area and Proceed to that Area
- Assist Persons with Disabilities
- If Tunnel/Shelter Area is Not Available, Seek Refuge on the Lowest Level under a Table or Desk
- Remain in a Safe Area until the All Clear has been Given.

### MEDICAL EMERGENCY

- Dial **9-1-1** from your cellular phone
- Provide Location- Building Name, Room Number, Floor, etc.
- Render First Aid or CPR if Trained
- Call Campus Security at **366-4444** or **366-4053**
- Do Not Attempt to Move an Injured Person unless an Immediate Threat Exists
- Provide First Responders with all Pertinent Information (victim's name, what happened, etc.)

### DISRUPTIVE BEHAVIOR

- Stay Calm
- Do Not Confront the Individual
- Immediately Contact Campus Security at **366-4444** or **366-4053**
- If an Immediate Police Presence is Necessary, Dial **9-1-1** from your cellular phone
- If the Situation Necessitates, Barricade and/or Lock Doors, Stay Low to the Ground, Stay Away from Windows, and Remain Quiet