



# NCNM Emergency Plan

October, 2014

## INTRODUCTION

The administration of the National College of Natural Medicine recognizes the significance of maintaining an Integrated Structured Emergency Response Plan to ensure the safety and well-being of faculty, students, staff and visitors in the event of an emergency.

This Emergency Plan offers guidelines and procedures for responding to defined events that can threaten the safety and welfare of our community and/or disrupt school programs and activities.

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## Part One: Executive Summary

### Emergency Communication

NCNM has implemented *e2Campus*, a rapid broadcast alert and notification system, as part of its Emergency Response Plan. In the event of an emergency, *e2Campus* enables immediate communication with individual members of the college community by voicemail, e-mail messages, and text messages to cell phones. Enrollment in the *e2Campus* system is automatic for all students and staff.

### Emergency Types

The administration has used FEMA guidelines to identify specific types of emergencies as those most likely to either threaten or disrupt the College community.

1. Bomb Threat
2. Fire and Explosions
3. Hazardous Material Release
4. Suspicious Package
5. Adverse Weather Conditions
6. Major Threat or Incident in Metro Area
7. Utility Outage
8. Medical Emergency
9. Flooding
10. Workplace Violence
11. Gunfire (Active Shooter)
12. Hostage Situation
13. Death or serious injury
14. Earthquake

The Plan, based upon the FEMA Incident Command System, requires the appointment of an Incident Commander (IC), (designee), who is expected to bear responsibility for the management of each of the emergencies cited above. It also requires a Crisis Response Team (CRT) drawn from NCNM's senior administrative and academic leadership, whose roles are to coordinate the campus response in the event of major incidents. Depending upon the classification and nature of the emergency, the Incident Commander or his designee will mobilize the Crisis Response Team and the Executive Council. The Incident Commander will then work closely with the Executive Council to oversee any long term and executive level considerations. The Chair of the Crisis Response team will take command of the Crisis Response Team, who will focus on more immediate concerns including: accounting for students and staff, initiating stop gap measures, and make initial determinations on how each department is to function during the course of the emergency response. When the Incident Commander, or designee, activate the Crisis Response Team, team members would immediately report to the office of the Chief of Security. Similarly, should the Incident Commander assemble the Executive Council, members would immediately report to the Administration Building conference room.

### Emergency Levels

Emergencies can generally be classified into three levels:

### Level I (Minor Emergency)

**Examples of a Level I emergency** include, but are not limited to:

- Small fire
- Small hazardous material incident
- Limited power outage
- Minor weather event triggers school delay or temporary closure

### Level II (Major Emergency)

Should a serious emergency critically disrupt one or more operations at NCNM (and possibly affect mission-critical functions on campus), outside emergency assistance may be required. It is likely that major policy considerations and decisions will be required.

**Examples of a Level II emergency** include, but are not limited to:

- Hostage situation
- Major fire
- Civil disturbance
- Widespread power outage
- Bomb threat
- Laboratory explosion
- Suicide
- Death of a student, faculty, or staff member (depending on circumstances)
- Rape (depending on circumstances)
- Shooting or stabbing
- Serious weather conditions

### Level III (Disaster)

This is a community-wide emergency that can seriously impair or halt the operation of NCNM. Outside emergency services would be required. Major policy considerations and decisions would always be required.

**Examples of a Level III emergency** include, but are not limited to:

- Mass casualties
- Natural disaster, such as earthquake or tornado
- Large-scale hazardous material spill
- Health epidemics
- Major weather emergency
- National terrorist incident
- Metro-area disaster

## Emergency Response Leadership Structure

Incident Commander: Primary: CFO, Jerry Bores

Secondary: Chief of Security, Spencer Brazes

#### Executive Council:

President: David Schleich

Vice President Administration & Finance: Jerry Bores

Vice President Academics: (Provost) Andrea Smith

Vice President Advancement: Susan Hunter

Vice President Marketing & Communications: Sandra Snyder

Director of Campus Development: Keith North

Executive Assistant to the President: Colleen Corder

Legal Counsel (as required)

**In a state of emergency**, and when the Incident Commander requests its activation, the Executive Council functions as the college-wide, decision-making body.

#### Crisis Response Team:

The Crisis Response Team fulfills many operational functions during an emergency and is the primary vehicle for managing emergency response from an operational standpoint. The Crisis Response Team consists of the designated representatives from the following areas:

#### Incident Commander:

Jerry Bores

#### Chair of the Crisis Response Team:

Spencer Brazes

#### Campus Communications & Media Affairs:

**Primary:** Director of PR & Communications, Marilynn Considine

**Secondary:** VP of Marketing & Communications, Sandra Snyder

#### Business Office:

**Primary:** HR Director, Kathy Stanford

**Secondary:** College Registrar, Kelly Garey

#### Security:

**Primary:** Chief of Security, Spencer Brazes

**Secondary:** Officer, Mike Hale

#### Facilities:

**Primary:** Supervisor of Facilities, Dave McAllister

**Secondary:** Facilities Technician, Tom Coward

#### Information Technology:

**Primary:** Manager of I.T., Steve Fong

**Secondary:** IT Technician, Frank Zhang

#### Student Affairs:

**Primary:** Dean of Students, Cheryl Miller

**Secondary:** Student Services Manager, Morgan Chicarelli

#### Clinic Operations:

**Primary:** Chief Medical Officer, Regina Dehen

**Secondary:** Clinic Services Manager, Shannon McCartor Foisy

### Emergency Response Leadership Procedures

In a state of emergency, the NCNM President, Dr. David Schleich, provides executive leadership for the entire emergency response process. The CFO, Jerry Bores, is the Incident Commander (IC). For purposes of coordination, the Incident Commander serves as the Executive Council team leader throughout the emergency and is responsible for the operational direction of the response. Incident Commander Succession is Spencer Brazes.

The Executive Council (CPT) functions as the college-wide policy making body for the emergency. The Crisis Response Team (CRT), drawn from the college's administrative personnel, coordinates the operational campus response to major incidents. The Plan identifies the specific positions and/or individuals that comprise both the Executive Council and the Crisis Response Team.

In the event of an emergency, the Incident Commander collects intelligence, evaluates the emergency, and determines whether to activate the Crisis Response Team. Simultaneously, the Incident Commander must determine whether to ask the President to convene all or part of the Executive Council. Again, this should occur after the Security and Facilities departments have assessed the emergency conditions. The nature of an emergency may change over time, so that the Incident Commander or the onsite resource may deal with a Level 1 emergency, but may have to activate the Crisis Response Team and request the activation of the Executive Council if the nature of an emergency escalates.

Throughout a declared emergency, the Incident Commander interfaces with the Executive Council and the Crisis Response Team. To facilitate this communication, the Incident Commander generally designates a team leader for the Crisis Response Team with skills appropriate to address the particular emergency event at hand.

Throughout a high-level emergency, the Incident Commander gathers intelligence from the Crisis Response Team, headquartered in the Primary Command Center, located in the office of the Chief of Security. The Crisis Response Team addresses operational issues and is responsible for securing information to present to the Executive Council.

Throughout the emergency, as the Incident Commander receives information and disseminates it to the Executive Council, the Director of PR & Communications, with the advice of the President and the Executive Council, coordinates all decisions regarding external communication about the emergency.

The Director of PR & Communications is responsible for communication with the college community, the public and the media, as necessary.

When emergency conditions abate, the Incident Commander—after appropriate consultation with the Executive Council—will determine the appropriate time to de-activate the Crisis Response Team.

### The Emergency Operation Centers

In cases of high-level emergency, the Incident Commander could direct the activation of one or more of the following Emergency Operation Centers (EOC), which serve as the central locations for the Executive Council and Crisis Response Team.

<b>Executive Council</b>	<b>Location</b> Board Room, NCNM Administration Building	<b>Alternate Location</b> NCNM President’s House NCNM CFO’s House
<b>Crisis Response Team</b>	<b>Location</b> Office of the NCNM Security Chief 0110 SW. Porter St., Portland, OR 97201	<b>Alternate Location</b> NCNM Clinic 3025 SW. Corbett, Portland, OR 97201
<b>In the event of a natural disaster emergency</b>	<b>Location</b> West Academic Building Parking lot	<b>Alternate Location</b> Clinic Parking lot
<b>In the event of an active shooter or hostage situation</b>	<b>Location</b> Helftgott building on 1 <sup>st</sup> Ave.	

When activated, the Executive Council or Crisis Response Team members report to their designated Emergency Operation Centers. These teams can be activated to support campus-wide incidents or to support city/region-wide incidents.

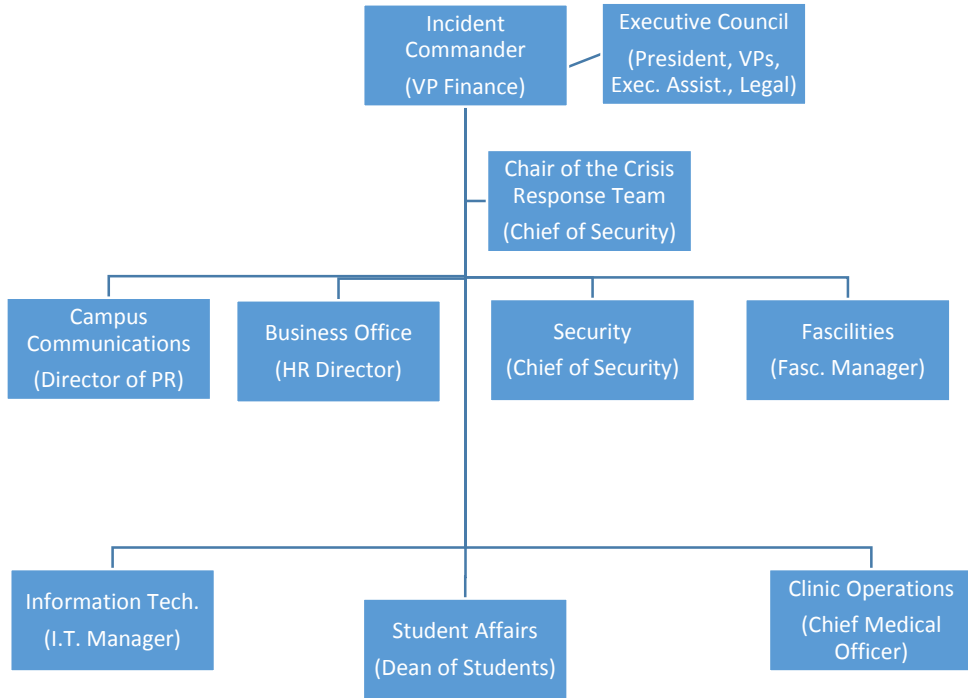
The **Executive Council** in its Command Center makes policy decisions; the Director of PR & Communications manages the dissemination of information, as appropriate, to the media and the college community.

When the **Crisis Response Team** assembles in its EOC under the leadership of the Chair of the Crisis Response Team, its responsibilities are to:



- Determine and update information regarding the scope and impact of the incident
- Prioritize emergency actions
- Deploy and coordinate resources and equipment
- Communicate critical information and instructions through the appropriate command chain and to the Executive Council
- Monitor and re-evaluate conditions
- Coordinate actions with government agencies

# Organization Chart



## Evacuation Overview

The Incident Commander or designee will decide whether the college community should evacuate the campus buildings and clinic. Note that with certain emergencies, the Incident Commander may decide that evacuation of a building or of the campus is not an appropriate course of action.

Examples of such incidents are:

1. An armed hostage situation
2. Gunfire—an Active Shooter on or in the vicinity of the college campus
3. A violent incident outside the campus perimeter
4. A local hazardous or toxic airborne plume or local hazardous waste spillage

**Do not open windows or doors** and remain in protected areas until receipt of an “**ALL CLEAR**” message from the e2Campus alert system and emergency responders have arrived to escort people out.

### Evacuation

In the event of a high level emergency, and if the Incident Commander decides that evacuation of the college buildings is necessary, evacuation shall be initiated through the fire alarm and/or e2campus rapid broadcast systems. If the fire alarm sounds, members of the college community should evacuate **immediately**.

**All members of the NCNM community should be directed to the emergency evacuation area, as long as it is safe.**

**Area 1 (primary): West Academic Parking Lot**

**Area 2: Clinic Parking Lot**

**Area 3: Helfgott Parking Lot**

Each building will have at least one binder which will contain the necessary information to aid in the evacuation and subsequent response to the given emergency. A Zone Warden will be assigned to each building and will be responsible for assisting in the evacuation of his or her building.

During an emergency evacuation the duties of the Crisis Response Team will remain the same. However, the orderly evacuation, thorough documentation of evacuees and missing persons, and treatment of casualties will be the priority. An in depth and building specific Campus Evacuation Plan will be included in all emergency response binders. For the purpose of the initial evacuation the following command structure for Evacuation Team will be followed.

<b>Position</b>	<b>Duties</b>	<b>Staff</b>
Incident Commander	<ol style="list-style-type: none"> <li>1. Oversee all evacuation activities, manage staff</li> <li>2. Coordinate with first response agencies</li> <li>3. Communicate with Provost and School Emergency Response Team members as needed</li> </ol>	<ol style="list-style-type: none"> <li>1. VP of Finance</li> <li>2. Chief of Security</li> <li>3. President</li> </ol>
Evacuation Mgr. (2 <sup>nd</sup> in command)	<ol style="list-style-type: none"> <li>1. Assure all Zone Warden positions are filled</li> <li>2. Oversee activities of Zone Wardens.</li> <li>3. Assist with Incident Response Delegation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Chief of Security</li> <li>2. Director of Campus Development</li> <li>3. Facilities Manager</li> </ol>
Assembly Area Mgr.	<ol style="list-style-type: none"> <li>1. Establish Assembly Area</li> <li>2. Assure Door Monitor and Missing Person Coordinator positions are filled</li> <li>3. Account for whereabouts of all staff/students</li> </ol>	<ol style="list-style-type: none"> <li>1. Human Resources Director</li> <li>2. Human Resources Generalist</li> <li>3. Dean of Students</li> </ol>
Casualty Area Mgr.	<ol style="list-style-type: none"> <li>1. Establish casualty area near Assembly Area, if needed.</li> <li>2. Triage casualties; call 9-1-1 as needed.</li> <li>3. Begin treatment and comfort patients as needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Chief Medical Officer</li> <li>2. Dean of ND Program</li> <li>3. Dean of CM Program</li> </ol>
<b>Zone Wardens</b>	Assign door monitors for each building entrance	
Academic Building 1 <sup>st</sup> floor	<ol style="list-style-type: none"> <li>1. Advise all occupants of your Zone of evacuation and nearest safe exit. Direct occupants to assembly area.</li> <li>2. Report status to Evacuation Mgr.</li> <li>3. Assign staff to Missing Persons Coordinator and Door Monitor positions.</li> </ol>	<ol style="list-style-type: none"> <li>1. College Librarian</li> <li>2. AV Coordinator</li> <li>3. Book Store Manager</li> </ol>
Academic Building 2 <sup>nd</sup> and 3 <sup>rd</sup> floors	See above	<ol style="list-style-type: none"> <li>1. Faculty Support</li> <li>2. CM Faculty Office</li> </ol>
Admin Building	See above	<ol style="list-style-type: none"> <li>1. Human Resources Generalist</li> <li>2. Business Office Staff Member</li> </ol>
Clinic	See above	<ol style="list-style-type: none"> <li>1. Director of Clinic Operations</li> <li>2. Assistant Director of Clinic</li> </ol>
Helfgott	See Above	<ol style="list-style-type: none"> <li>1. Dean of Research and Grad.</li> <li>2. Research Admin. Assistant</li> </ol>
Services Building	See Above	<ol style="list-style-type: none"> <li>1. Community Clinics Manager</li> <li>2. Clinic Billing Manager</li> </ol>
<b>Services assistants</b>	See above	<ol style="list-style-type: none"> <li>1. Facilities Staff</li> <li>2. Security Officer on Duty</li> <li>3. Evacuation Manager Designated</li> </ol>
<b>Missing Persons Coordinators</b>	<ol style="list-style-type: none"> <li>1. Assist survivors to complete Missing Persons Form.</li> <li>2. Identify Missing Persons and reunite with family.</li> </ol>	<ol style="list-style-type: none"> <li>1. Zone Warden Designated</li> </ol>
<b>Door Monitors</b>	<ol style="list-style-type: none"> <li>1. Monitor building entrances in safe manner to prevent people from returning to building prior to authorization from the Incident Commander.</li> </ol>	<ol style="list-style-type: none"> <li>1. Zones Warden Designated</li> </ol>

The aforementioned Evacuation Team will gather at least yearly to receive instruction on the particular duties of their position.

For more information on the evacuation process, please refer to the Campus Evacuation Plan, located near each of the Zone Wardens' Offices and on the NCNM Public Safety and Security website.

## Part Two: Preparedness Operating Plan by Emergency Type

This section classifies emergencies generally in accordance with FEMA guidelines and provides a manual for specific response to emergency situations.

### Fire

In the event of a fire:

1. Alert others. Yell loudly! Pull nearest fire alarm.
2. Evacuate: If possible, close all windows and doors as you leave. Turn off lights. Be sure everyone in your area has left. Check restrooms. Assist anyone who is disabled to the nearest exit, if possible. If area is full of smoke, stay low to the floor and exit as quickly as possible. Do not use elevators.
3. Report it: **Dial 911.**
4. Extinguish: Attempt to put out the fire *only* if it is very small.
5. If trapped: Close off area, stand near a window, and signal for help by hanging a piece of clothing or material out the window.
6. Stay out: Do not re-enter the building until given permission to do so by the Fire Department.

### Medical Emergency

In the event of a medical emergency:

1. Report it. If a medical emergency exists, call for an ambulance (**911.**)
2. Do not move the victim if you don't have to. Keep the victim comfortable. Be cautious – it's better to call an ambulance and find out later that it wasn't an emergency.
3. First aid: Only apply as much as you have been trained to do. If it is possible for you to leave the injured person, attempt to find a person trained in first aid.
4. Report it: All injuries, minor or serious, must be reported. Call Safety & Security 503.830.3613

### Utility Outage/Power Failure

In the event of a power outage:

1. Report it. Call Facilities (x1572) during regular business hours (M-F 7 am–7 pm.) Call the emergency after hours call list (503.914.1144) at all other times.
2. Unplug all electrical equipment and note any damage.
3. Conserve heat. Close all windows and drapes.
4. Observe. Watch for signs of fire and report the fire immediately.
5. If you observe a downed power line, STAY AWAY and contact Safety & Facilities (503.830.3613).

## Adverse Weather Conditions

Severe weather conditions can adversely affect the operations of NCNM. The office of the Provost, working in conjunction with the Facility department, routinely monitors weather forecasts in order to ensure that the college is prepared for and able to respond to projected weather conditions, and to make informed recommendations about whether to close the college or to call for a delayed opening or an early dismissal.

### Initial Action:

As the Provost (or designee) learns—through the routine monitoring of weather information systems—that the college is likely to be affected negatively by adverse weather conditions, the Provost or (designee) communicates with Facilities Services. Staffing levels, equipment, and overall readiness will be evaluated. The President and the Provost together will make a determination about closing the college.

**Note:** The College will use the *e2Campus* system only in the most extreme weather conditions such as blizzards or hurricanes. Other weather-related school closings, (e.g., those affected by ice or snow), will be communicated via the college's website or by television and radio announcements.

## Flooding & Water Damage

Serious water damage may result from a variety of causes: heavy rainstorms, broken pipes, clogged drains, leaky roofs, broken windows or skylights, broken sprinklers, etc.

If a water leak or flood occurs:

1. Remain calm.
2. If there is a threat of personal injury, dial 911 to summon assistance.
3. Call Facilities (x1572) during normal business hours. Call the emergency after hours call list (503.914.1144) at all other times. In particular, indicate if any valuable objects, books, or equipment are affected or are in imminent danger of being damaged.
4. Notify your supervisor and/or Security.
5. If there are electrical appliances or electrical outlets near the flood/leak, use extreme caution. If there is any possibility of danger, evacuate the area.
6. If you know the source of the water and are confident of your ability to stop it (e.g. unclog a drain, turn off water, etc.) do so cautiously.

## Workplace Violence

If you observe someone acting in a suspicious or threatening manner:

1. Do not confront the individual(s).
2. Do not attempt to apprehend or interfere with the individual.
3. If the person is unknown to you or is acting in a threatening way, or if you believe there is imminent danger, call the police immediately (911.)
4. If the person is known to you and is not acting in a threatening manner or that person is suspected of being in possession of a weapon, notify Security (503-830-3613).

5. If possible, warn other people in your immediate area.
6. If possible, get description of person(s) (height, clothing etc.) and/or vehicle, including license number and state.
7. Protect yourself.

## Hostage Situation

If you witness persons attempting to abduct or take someone hostage:

1. Evacuate the area if possible. Then Proceed to the Helfgott parking lot as long as the situation is not in that area.
2. Immediately notify the police (911). Be prepared to provide as much information about the situation as possible.
3. Respond to immediate needs of people involved in the crisis.

Basic Guidelines if taken hostage:

1. Do not negotiate; trained negotiators from the Police Department will conduct negotiations.
2. Remain calm
3. Be cooperative.
4. Do not make threats.
5. Be a good listener.
6. Observe all you can.
7. Avoid heroics.

## Crime in Progress

If you witness a crime in progress:

1. PROTECT YOURSELF. Do not try to apprehend or interfere with the individual except to protect yourself.
2. Call the police. Dial 911. Stay on the phone until the dispatcher tells you to hang up.
3. Call Campus Security (503-830-3613) to advise them of the situation.
4. Be observant. Try to get a good description of the individual(s).

NOTE: Make note of the height, weight, sex, race, approximate age of perpetrators, as well as clothing, their location, method and direction of travel, name (if known), vehicle license plate number, make, model and color of car.

## Earthquake

1. STAY CALM. DO NOT PANIC!

2. If you are indoors: a. Stay inside: Get under a desk or table, stand in an interior doorway, or along an inner wall. Avoid windows and outside doors. Move away from shelves containing objects that may fall.

b. Do not use elevators.

c. After shock subsides get out of doors. Stay completely clear of buildings, trees and power lines. If safe to do so, report to the Evacuation Assembly Area in the back of the West Academic Building Parking Lot.

d. Be prepared for additional aftershocks. While they are typically smaller in intensity than the major quake, they may cause damage to already weakened buildings.

3. If you are outdoors, stay outside. Get into an open area away from trees, buildings, walls and power lines. If safe to do so, report to the back of the West Academic Building Parking Lot.

4. Be aware of potential danger from gas leaks, downed power lines, broken glass, and other hazards. Do not use matches or lighters until you are told it is safe to do so.

5. Call 911 to report damage, injuries, gas leaks, or water leaks. Use a phone in a safe place.

6. Limit phone use to emergency use only.

## Bomb Threat

1. STAY CALM—DO NOT PANIC!

2. Use the bomb threat checklist to try to gather information about the exact location of the bomb, the detonation time, description of the bomb, and type of explosive.

3. Keep the caller talking. Keep the line open – do not hang up the phone even if the caller does. Try to get the attention of someone else who can call 911.

4. Call 911 and the afterhours emergency call list: 503.914.1144. Do not touch or move suspicious objects. Notify bomb squad and clear area.

6. If notified to evacuate the building: a. Walk quickly but calmly to exits. Reserve elevators for persons with disabilities. Provide assistance to persons with disabilities as necessary.

b. Leave doors and windows open to minimize damage in the event of a blast.

c. Leave the building and move to a safe distance (at least 300 feet away.)

d. Do not re-enter the building until you are told it is safe to do so.

## Bomb Threat Checklist

Questions to ask:

1. When is the bomb going to explode?



2. Where is it right now?
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. What is your address?
9. What is your name?

Note: Make note of the exact wording of the threat; sex of caller; race; estimated age; length of call; number at which the call was received; and the time and date. Try to note specific characteristics of the caller's voice, as well as any background sounds.

**Report call immediately to police (911).**

## Blood borne Pathogen Exposure

1. Needle-stick protocol – Use this protocol when a needle-stick occurs to an employee, student or patient. Because of the possibility of contracting viral hepatitis or HIV from a needle-stick, it is very important to follow these instructions:

- **DO NOT STICK YOUR FINGER IN YOUR MOUTH.** Allow the needle wound to bleed freely for one to two minutes. Hold under running water.
- Wash thoroughly with betadine solution.
- Proceed to Blood borne Pathogen Exposure Follow-Up Protocol.

2. Body fluid eye/membrane splash – Use this protocol when an employee, student or patient is splashed in or near eyes with blood or body fluids.

- Do not rub the eye. Go to the nearest clean sink with an eyewash attachment or eyewash station. If no eyewash is available, use a cup or hands to splash water into eyes or other mucous membrane for at least five minutes.
- Proceed to Blood borne Pathogen Exposure Follow-Up Protocol.

3. Blood borne Pathogen Exposure Follow-Up Protocol – In the case of needle-stick or other blood borne pathogen exposure:

- If known, try to retain the source patient/s until they have been asked to consent to a blood draw at NCM. (The lab has a standing order for post-exposure testing.)
- **IMMEDIATELY CALL** the exposure control officer at 503.380.7694.

- Call the Facilities, Safety and Security office at 503.830.3613. If after hours or on the weekend, call the afterhours emergency call list at 503.914.1144.
- Within 24 hours and as soon as possible, fill out an NCMN incident report on the NCMN website, under quick links. Exposed individual should take a copy to the chosen follow-up care site.

## Gunfire—Emergency Lockdown Procedures

- An emergency lockdown will be announced by the campus notification system.
- If a situation requiring an emergency lockdown is discovered (e.g. a hostile intruder threat, an active shooter), the individual making the discovery shall immediately contact Police and Security and provide as much information as possible.
- Fire evacuation alarms are not to be sounded.
- Procedures:
  - a. Lock all doors. If you are in a room where the doors cannot be secured, attempt to find a different location that can be secured or cautiously evacuate the campus.
  - b. Close windows and window treatments.
  - c. Turn off lights.
  - d. Everyone is to remain quiet and not enter hallways.
  - e. Should the fire alarm sound, do not evacuate building unless: you have firsthand knowledge that there is a fire in the building; you are in imminent danger; or you have been advised by police to evacuate the building.
  - f. Crouch down in areas that are out of sight from doors and windows.
  - g. Persons in hallways are to seek shelter in the nearest room.
  - h. Persons in outdoor areas should immediately take cover.
- Do not leave rooms or buildings until you are notified that the situation has passed.

## Death or Serious Injury

### Initial Action

On receiving a call regarding a death or serious injury, Security will make sure 911 has been contacted and simultaneously they will dispatch a Security Officer to investigate. Once the situation is under control an incident report will be generated. The report will include the following information:

- Time of Incident
- Location of Incident
- Name of Involved/Injured Party
- Title of Involved Injured Party (Student, Faculty, Staff or other) Description of the Incident
- Witnesses
- NCMN community members that were notified

- NCNM community members that were involved in supporting the victim in any way during and/or after the initial incident
- The name, badge and or car number of the first responders

If the incident involves a faculty member, the Program Dean, the Director of Human Resources and the Director of PR & Communications will be notified. If the incident involves a student, the Dean of Students, the Director of Human Resources and the Director of PR & Communications will be notified. Once the incident report is completed, copies of all incidents will be distributed to the Vice President/CFO.

## Evacuation of Persons with Disabilities

- Be aware of persons in your area with special needs (i.e. impaired vision, impaired hearing, impaired mobility, or other special needs.)
- Alert them to the emergency (i.e. inform hearing-impaired of the alarm) and give assistance if needed.
- Persons with impaired mobility have three basic options for evacuation, in the following order:
  - a. Evacuate using building exits to the outside at ground level
  - b. Stay in place: unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. **Call 911**. Report your location. If the phone lines fail, signal from the window by waving a cloth or other visible object.
  - c. Evacuate using steps to reach ground level.

Note: Trained professionals should conduct stairway evacuation for persons in wheelchairs. During a fire alarm, those in wheelchairs should be moved to the landing of the nearest stairwell. A volunteer should remain with that person, while another volunteer seeks out facilities or security staff to alert them of the location of the wheelchair-user. Only in situations of extreme danger should untrained people attempt to evacuate persons in wheelchairs.

Immediately notify emergency personnel of the precise location and needs of individuals with disabilities who need assistance with evacuation.

## Emergency Notification System

In the event of an actual emergency on campus, NCNM participates in a rapid notification system. Once activated, the system alerts anyone with a college-provided e-mail account. In addition, the system (*Connect Ed-Alert* Emergency Notification System) communicates to students, faculty, and staff via voice message and/or instant text message to home and cell telephones. While the system is active and ready for use, it is only as good as the contact information it contains. **The system requires that people voluntarily sign up; to be notified, all students, staff faculty, and other NCNM personnel must opt-in in order to receive emergency notification.**

Students, staff, faculty and other NCNM personnel can log-in by following the link provided below to NCNM's website to update their contact information. The information supplied is confidential and will not be shared. In the event of an actual campus emergency, we will contact all who participate by logging into the system. The IT department can assist any staff or students with the setup.

**FACULTY & STAFF:** <https://www.e2campus.net/my/ncnm/index.htm>

**STUDENTS:** <https://www.ncnmsonisweb.com/studsect.cfm>

**In case of emergency, dial 911.**

Security Cell: 503.830.3613

Facilities, Safety & Security 503. 552.1572

Chief of Security: Spencer Brazes 503.807.7857

**After hours Call List 503.914.1144**

Non-emergency Police 503.823.3333

Non-emergency Fire Dept. 503.823.3700

First Response Security 866.686.1886

Exposure Control Officer: Regina Dehen 503.380.7694

TB Control Officer: Regina Dehen 503.380.7694

Chief Medical Office: Regina Dehen 503.380.7694

**Crisis Response Team and Evacuation Team members contact information is kept in a Confidential Evacuation Plan Master Binders located near Evacuation Assembly Areas and in the Security Office.**