



Community Colleges of Spokane



EMERGENCY

Immediate Actions Guide

**NOTE: In any event that threatens life safety, call 911 first.
Then, when safe to do so, call Campus Security at 509-533-3333.**

DO NOT REMOVE FROM THIS AREA

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IMMEDIATE ACTIONS *Revised January 2023*

Key Points

It has been repeatedly demonstrated that being prepared through advanced planning and practice exercises with your peers, while also communicating your expectations, improves the chances of surviving and recovering from an emergency. Everyone is best served when they take time to respond to an emergency in a considered and thoughtful manner. To initiate a timely, effective response, remember the following key points:



1. Know “Immediate Action” steps to protect yourself during an emergency.
2. Assist students and visitors with evacuation and other protective actions.
3. Become familiar with the CCS Emergency Management Plan and know your responsibilities.
4. **Call 911** in the event of an emergency, requiring immediate response by police or fire units. **And then, when safe to do so, call 24-hour campus security: 509-533-3333.**
 - a. SCC Office of Campus Safety is responsible for all CCS locations east of Division/Hwy 395.
 - b. SFCC Office of Campus Safety is responsible for all CCS locations west of Division/Hwy 395, plus the Pullman Campus.
5. Each occupied CCS building has a Safety & Security Representative (SSR). SSRs establish Building Emergency Action Teams (BEAT) and Building Emergency Action Plans (BEAP) to prepare building occupants for emergency response. Please request and review the BEAP and follow the instructions of SSRs and BEAT members during drills and emergency events.
6. Each campus has specific evacuation points and procedures. Follow the procedures for your campus. An evacuation assembly point, shelter-in-place location, life safety device (AED, First Aid Kit, eyewash station, fire extinguisher, etc.) location maps are contained in each building’s Building Emergency Action Plan (BEAP).
7. The college president, or designee, will make the decision to evacuate the campus or shelter-in-place, as well as the appropriate level of response to all emergencies. Follow the “Campus Evacuation” procedures contained in this document when asked to leave campus during an emergency event.
8. The college president, or designee, will make the decision to evacuate the campus or shelter-in-place, as well as the appropriate level of response to all emergencies.
8. Individuals with pre-designated emergency response roles are to report as instructed.

NOTE: In any event that threatens life safety, call 911 first. Then, when safe to do so, call Campus Security at 509-533-3333.

Medical Emergency

1. **Call 911.** Follow instructions.
2. State the medical aid needed.
3. Provide the location of the emergency.
4. Describe the type of injury or illness.
5. Provide a brief description of how the injury or illness occurred.
6. Provide first aid only to the extent of your personal training and ability.
7. Life safety device (AED, First Aid Kit, eyewash station, fire extinguisher, etc.) location maps are contained in each building's Building Emergency Action Plan (BEAP).
7. Do not move the injured or ill unless it is necessary to avoid further injury.
8. Have someone meet the emergency personnel to direct them to the emergency location.
9. Call 24-hour campus security: 509-533-3333.





Fire

Fire and the associated dangers of smoke, structural damage or toxic releases can pose serious threats of injury and death to students, employees, visitors and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken immediately:

1. Leave the area at once.
 - a. Close all doors and windows if you safely can to help contain the fire.
 - b. Stay as low as possible to avoid smoke and heat.
2. Pull the fire alarm.
3. Alert other people in the area and instruct them to leave the building.
4. Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building. Do not use elevators. Evacuation assemble point and life safety device location maps are contained in each building's Building Emergency Action Plan (BEAP).
5. **Call 911** from a safe location.
6. **Call 24-hour campus security: 509-533-3333.**
7. Remain at the assembly area until you receive instructions from college or other authorities.

If trapped

1. Alert emergency crews of your location. Try telephones, if available. Place an article of clothing or other signal in a window, if a window is available. Whistle, shout, or use tools or debris to hit a solid surface at regular intervals.
2. Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.
3. Tend to injuries if injured.
4. Saving lives is the first priority in an emergency. Stay calm, help is on the way.

DO NOT TRY TO FIGHT A FIRE UNLESS YOU HAVE BEEN TRAINED TO DO SO!! Smoke, structural damage and toxic release may cause injury or death.





Hazardous Materials

Community Colleges of Spokane uses and stores a minimum amount of hazardous materials. However, natural gas lines serve the campuses, and many CCS locations are near state highways and rail lines. CCS needs to respond appropriately in the event of a hazardous materials release. If you detect unknown odors or suspect a chemical exposure, follow the steps below immediately.

Unknown Odors

1. **Call 911 first if:**
 - a. Odor causes dizziness, nausea, burning or stinging.
 - b. You smell a natural gas odor (i.e., rotten eggs). Open doors and windows.
Evacuate the building.
2. **Call 24-hour campus security: 509-533-3333.**
3. Identify the source of the odor, if known. If unknown, describe the odor.
4. If it is a natural gas odor, open doors and windows and evacuate the building.
5. If odor is irritating or you feel symptoms such as dizziness, nausea, burning or stinging, alert someone to your symptoms and ask for assistance in evacuating.
6. Follow instructions from college or other authorities.

Chemical Exposure or Spill

1. **Call 911 if:**
 - a. Medical treatment is required.
 - b. Spill involves a fire/explosion.
 - c. Spill is life-threatening.
2. **Call 24-hour campus security: 509-533-3333.**
3. If you or someone else comes in physical contact with the chemical, rinse the affected area of the body with clean, cool running water at least 15 minutes. If in the eyes, hold eyes open while flushing with water. Life safety device (AED, First Aid Kit, eyewash station, fire extinguisher, etc.) location maps are contained in each building's Building Emergency Action Plan (BEAP).
4. Alert your supervisor and anyone in the immediate area.
5. Review the appropriate global harmonized system (GHS) safety data sheet and follow treatment recommendations. GHS safety data sheets are available from CCS Environmental Health & Safety: 509-533-8686.



Hazardous Materials (cont'd)

6. Respond to the spill only in accordance with your level of training.
7. Report spills to CCS Environmental Health & Safety, 509-533-8686, during normal business hours, or Campus Security, 509-533-3333, after normal business hours.

Notice of Off-Campus Release

1. If notified of an off-campus release that poses a threat or danger to campus populations, the incident commander (IC) will direct the campus to:
 - 1) Evacuate or
 - 2) Shelter In-Place.
2. If notified to evacuate, follow established evacuation procedures as instructed. (Evacuation routes may differ due to nature of the chemical and spill conditions.)
3. To shelter-in-place:
 - 1) Close all windows, doors, and drapes.
 - 2) Turn off ventilation.
 - 3) Tape or stuff any gaps where air might enter.
 - 4) Remain in place until instructed to do otherwise.





Severe Weather

Severe local storms are the most common widespread hazard faced by Community Colleges of Spokane. Effects of severe local storms -- wind, snow, ice, hail and tornadoes -- are immobility and loss of utilities. If electrical lines are damaged, other utilities such as telephone systems (cell and land lines), natural gas, water and sewer systems may become inoperable. Transportation routes may be impassable, and students and personnel may be stranded. If you are outside and threatened by severe weather or see lightning, move inside a building. If you are in a darkened area, remain calm and move cautiously to a lighted area. Flashlights are available in most building manager's offices.

1. College and district operations will continue unless otherwise notified.
2. If operation of a campus or CCS building is suspended, notifications will be made through the established emergency communications procedures and consistent with Administrative Procedure 2.30.05-A-Suspended Operations.
3. During normal operating hours (Mon.-Fri., 6 a.m.-10 p.m.), faculty and staff will be notified by the CCS unit executive or designee to shelter-in-place or to release students.
4. **Call the CCS Operations Hotline, 509-533-3303**, for updates on current operating status including announcements regarding cancelled classes or college closure.
5. Closures also will be announced via text and email alerts system and posted on www.ccs.spokane.edu.
6. Monitor local radio and TV for current weather severity and closure announcements.





Emergency Closure

Severe weather, damaged infrastructure or other unanticipated conditions may occur that could affect the capability of our colleges to remain open for the purpose of conducting classroom instruction.

1. Per Administrative Procedure 2.30.05-A, only the chancellor in consultation with the college presidents is authorized to suspend operations or cancel CCS classes.
2. If it becomes necessary to close campus during regularly scheduled sessions, employees and students will be notified through established emergency communications procedures.
 - a. **If a campus or center must be evacuated**, follow evacuation instructions from college or other authorities.
 - b. The Incident Commander or designee will notify the Spokane Police Department of the campus evacuation and request traffic control. Spokane Transit Authority, Burlington Northern and Union Pacific Railways (for SCC) will also be notified.
3. If it becomes necessary to close a campus during non-scheduled operating hours, the chancellor or designated representative will initiate personnel notification through the established emergency communications procedures, including the district's text and email emergency notification system.
4. **Call the CCS Operations Hotline, 509-533-3303**, for information regarding the status of a college closure. When possible, announcements and updates will be posted on www.ccs.spokane.edu.
5. All scheduled activities stop during a campus closure, except emergency operations performed by Facilities and security personnel or other chancellor/president-selected employees in key units directed to report to work to perform essential tasks.
6. Monitor local radio and TV for current conditions.





Harassment, Suspicious Person, Threats, Active Shooter

Planning and practice are effective tools individuals may take to prevent and protect against the unlikely event of violence on campus. Preventive actions include: 1) Learning to recognize early warning signs, 2) Early reporting and intervention, 3) Considering potential scenarios, and 4) Planning a response.

Every hostile or potentially violent situation is different and the threatened individual will have to rely on their best judgment on the best course of action, given the unique situation. Your own safety and the safety of others are the top priority.

Harassment

1. Do not ignore harassing behavior. Report concerns to your supervisor or to Security.
2. Do not tolerate verbal or physical harassment from anyone.
3. Do not give out personal information about others (co-workers or students), such as home address, class schedule, or telephone number.
4. Report civil protection orders (“**No Contact Orders**” or “**Restraining Orders**”) to Campus Security.

Suspicious Person

1. Establish eye contact and ask if you can help him or her.
2. Remain professional and in control.
3. Project confidence.
4. Keep a safe distance – at least 3 feet.
5. Be aware of non-verbal actions.
6. Do not physically confront the person.
7. Do not let anyone block your access to an exit.
8. Do not let anyone into a locked building or office.
9. Do not block the person’s access to an exit.
10. Note the person’s travel direction, clothing, body type (weight and height), sex, race, jewelry, scars, tattoos, etc.
11. **Immediately report all suspicious circumstances to 24-hour campus security: 509-533-3333.**

Threats

1. Treat all threats or rumors of violence as serious.
2. **Call 911 if you:**
 - a. Consider the threat to be immediate.
 - b. See a weapon.
 - c. Are told someone on campus has a weapon.
 - d. Are told someone intends to bring a weapon to campus.
3. **Report threatening behavior to 24-hour campus security: 509-533-3333.**



Harassment, Suspicious Person, Threats, Active Shooter (cont'd)

Hostile Verbal Situation

1. Remain professional and in control.
2. Project confidence.
3. Keep a safe distance – at least 3 feet.
4. Keep your hands in plain view.
5. Do not make gestures or physical contact that might seem threatening.
6. Keep the business interaction moving ahead in a positive, open manner.
7. Be supportive and non-judgmental.
8. Listen actively.
9. Demonstrate acceptance, compassion, empathy, and respect.
10. Manage your voice inflection, including tone, volume, and rate of speech.
11. Talk in a calm, slow tone of voice.
12. Be aware of and manage your nonverbal communication.
13. Conclude the business interaction as soon as appropriate.
14. Continually assess the situation for escalation.

Hostile Verbal Escalates

1. Maintain your professionalism.
2. Remain in control.
3. Don't let irrationality breed irrationality.
4. Do not give the impression of fear.
5. Seek the assistance of a colleague or your supervisor.
6. Do not offer solutions or argue with comments made.
7. The time for empathetic listening has passed:
 - a. Be direct and set structural limits.
 - b. Be objective and reasonable.
 - c. Be clear and non-threatening.
8. Ask the individual to leave.
9. Prepare to disengage and leave the immediate area.





Harassment, Suspicious Person, Threats, Active Shooter (cont'd)

Situation Continues to Escalate

1. Disengage and leave the immediate area.
2. Notify your supervisor.
3. Alert other personnel in the area and evacuate.
4. **Call 911.**
5. **Call 24-hour campus security: 509-533-3333.**

Witness to In-Progress Physical Assault

1. **Call 911.**
2. Evacuate the area.
3. **Call 24-hour campus security: 509-533-3333.**
4. Notify the appropriate supervisor.
5. The decision to use physical intervention should be:
 - a. Only as a last resort.
 - b. Only when there is a clear and immediate physical risk.

Hostile Armed Confrontation

1. Remain as calm as possible. Be cooperative and patient. Stalling hostile intent = reduced emergency response time.
2. Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when you speak. Ask/tell the person before you make any moves.
3. Offer to listen. Don't judge or argue with perceptions. Treat each concern as important and valid.
A person in crisis will only respond to someone who is willing to listen, understanding, respectful, and non-threatening.
4. Be truthful - to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his/her grievances in a fair manner.
5. Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he/she has helped formulate.
6. Retaining dignity (saving face) is paramount to the person in crisis.
7. Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide you must escape, this information will be needed by police to ensure the safety of others.



Harassment, Suspicious Person, Threats, Active Shooter (cont'd)

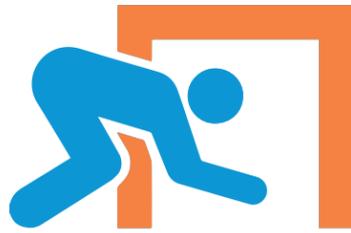
Active Shooter

1. If you hear gunshots or witness an armed person, isolate yourself and others from the suspect. Move when it is safe and move again until out of the danger area. If unable to leave, find a place to hide. Close, lock and barricade doors, silence cell phones, close curtains and turn off lights. If in open space, hide to the maximum extent possible.
2. **Call 911 if it is safe to do so.** Provide as much detail as you know. Follow police instructions. Do not expose yourself or others until notified by police that the danger has passed.
3. **Call 24-hour campus security, 509-533-3333, if it is safe to do so.** Provide as much detail as you know.
4. As a last resort, and only when your life is in imminent danger, take action against the active shooter by attempting to disrupt and/or incapacitate him or her by:
 - a. Acting as aggressively as possible against him/her
 - b. Throwing items and improvising weapons
 - c. Yelling
 - d. Committing to your actions



RUN/ESCAPE

IF POSSIBLE



HIDE

IF ESCAPE IS
NOT POSSIBLE



FIGHT

ONLY AS A
LAST RESORT



Building Evacuation

Evacuating a building should be done calmly, but quickly and without panic. Ideally, faculty or instructional staff should inform students, in a calm manner, that the building is being evacuated and should summarize the actions to follow as listed below:

1. **EVACUATE IMMEDIATELY** if you hear an alarm or are asked to evacuate.
2. Take all personal belongings with you.
3. Close classroom and office doors.
 - a. If you're in a laboratory: Turn off all gas jets, cylinders and other equipment or machines in use that may pose a hazard.
4. Follow the evacuation route posted in your building. Walk quickly and calmly to the designated assembly point (maps of assembly areas are located in the BEAP) and alert others to do the same. Do not use elevators during a fire or after an earthquake.
5. Wait quietly and calmly at the designated outdoor assembly point or, if it's unsafe, an alternate safe assembly point or the Campus Evacuation Shelter to which you are directed.
6. Notify the SSR or a BEAT member of anyone unaccounted for from your area.
7. **DO NOT RE-ENTER THE BUILDING FOR ANY REASON** until instructed it is safe to do so by college or other authorities.
8. **DO NOT LEAVE THE ASSEMBLY AREA** until you are released or otherwise directed by college or other authorities.

Assisting Persons with Disabilities

Don't lift or carry a person with disability unless there is imminent danger of injury or death.

1. **Wheelchair or impaired mobility:** Assist the person out of the building if on the ground floor. If you are on an upper floor, escort the person to the marked "Rescue Site" and immediately notify the Building Evacuation Coordinator or emergency staff of his/her location.
2. **Visually-impaired:** Offer to guide the person to the designated assembly point. Notify the Building Evacuation Coordinator or emergency staff.
3. **Hearing-impaired:** Show the person he/she needs to evacuate the building.

All Clear Signal (return to previously evacuated facility)

An extended blast (5 seconds) on an air horn or similar device, administered in the assembly point vicinity by CCS staff, or verbal directive will be used to give the "all clear" signal, indicating faculty, staff and students should return to the facility which they previously vacated.





Shelter-In-Place

Sheltering may be necessary on a campus, depending on the magnitude of an incident. College facilities may be used to “shelter-in-place” staff, faculty, students and visitors. CCS facilities may also provide shelter for displaced individuals during a campus evacuation or to provide shelter for segments of the community at large.

Procedures for Building Evacuation Coordinators for Shelter-in-Place

1. When you receive notification to shelter-in-place, close all doors and windows unless instructed otherwise.
2. Move people away from doors and windows and toward the core of the building as a general rule.
3. Give everyone a stated period of time to shelter or go. Example: “You have two minutes to leave the building or shelter in place.”
4. If directed to do so, place signage on main entrances to buildings.
5. Promote calm.
6. Take a flashlight to the designated shelter area for your building or an inner hallway or room.
7. If you have a radio, take a radio to the shelter area.
8. Remain in the area until directed otherwise by college or other authorities.



SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

▪ **Stop. Don't handle.**

▪ **Isolate it immediately.**

▪ **Don't open, smell, or taste.**

▪ **Activate your emergency plan. Notify a supervisor.**



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

▪ **Isolate area immediately** ▪ **Call 911** ▪ **Wash your hands with soap and water**



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Suspicious Package

Quickly identifying suspicious mail and packages minimizes the threat of exposure to explosive or infectious substances and increases the potential to preserve evidence.

What to do:

1. Leave the package where it is and isolate the area (e.g., lock the door). ***Do not move or open any*** suspicious package.
2. **Call 24-hour campus security: 509-533-3333.**

What to look for:

- Discolorations
- Strange odor
- Excessive packaging material or several types of tape
- Excessive weight
- Irregular shape, soft spots or bulges in packaging
- Misspelled words
- Poorly written or typed address
- Mismatched name and title or title only
- Fictitious or no return address or return address different from postmark
- Special handling, such as confidential, handle with care, rush order
- Ticking sound and/or protruding wires or aluminum foil
- Unattended briefcase, gym bag, suitcase, etc. in a public place or near a sensitive facility

If suspicious substance found in opened mail:

1. Put the envelope down immediately. Leave suspicious substance as is.
2. Minimize contact with the substance and with others. Cover powdered substance gently with an envelope, paper or wastebasket.
3. Minimize area of travel and wash hands gently with soap and warm water.
4. **Call 911. Then call 24-hour campus security: 509-533-3333.**
5. Follow guidance provided by Security or emergency responders for minimizing exposure and/or spread of contamination.
6. Seek medical attention based on advice from emergency responders or laboratory analysis results.





Civil Disturbance

In accordance with WAC 132Q-07-020, students shall have the right of assembly upon college facilities generally available to the public. Such assembly shall be conducted in an orderly manner; not unreasonably interfere with vehicle or pedestrian traffic; not unreasonably interfere with classes, schedules, meetings or ceremonies or educational functions of the college, and not unreasonably interfere with college functions. A student who conducts or participates in an assembly that violates any of these provisions shall be subject to disciplinary action. Nonstudents who participate in, aid or abet any assembly in violation shall be subject to possible prosecution. Faculty and other staff who participate in, aid or abet any assembly in violation shall be subject to appropriate disciplinary action.

Risk Assessment

1. **The first observance of civil disturbance should be reported to 24-hour campus security: 509-533-3333.**
 - a. Security will report to the appropriate executive (college president or chancellor) and the Chief Institutional Advancement & External Affairs Officer.
2. The following information is vital, so the situation may be quickly evaluated for response.
 - Location?
 - When did it begin?
 - How many people are involved?
 - What is taking place?
 - Has any violence occurred at this time?
 - Has the group defined its purpose or intention?
 - Are the identities of the participants known?
 - What is the perceived level of concern by surrounding students/staff/faculty?
3. Based on risk assessment, the executive will determine if there is a disturbance, and if so, if the disturbance may be diffused by a college response or if law enforcement should be contacted.

Response

1. The campus executive will appoint a representative to go to the scene to direct the response to the civil disturbance. (This person is the “incident commander.”)
2. If law enforcement is called in, the CCS incident commander will assume the role of liaison between law enforcement and senior staff.
3. In cooperation with law enforcement, the CCS incident commander will determine whether or not evacuation is appropriate, and make a recommendation to the appropriate executive. If evacuation is necessary, notification of parents for childcare areas (follow emergency management plan for staging pick-up of children and disabled persons) will be required.
4. The CCS incident commander will ensure that damaged areas are secured as appropriate (follow emergency management plan).
5. The college will resume normal operations when the CCS incident commander determines that the disturbance has been diffused.

The current version of all Washington Administrative Code for Community Colleges of Spokane can be found online at apps.leg.wa.gov/wac by clicking the link [Title 132Q](#) - Spokane Community College/Spokane Falls Community College.





Aircraft Crash

The potential for an aircraft crash on, or near campus, is heightened at SCC and SFCC due to numerous municipal and private airports located throughout the area. The priorities for campus personnel during such an event will be to safely position the campus population away from the affected area and to facilitate response from professional emergency responders. The timely arrival of professional emergency responders will provide for the best possible outcome for people at the crash site.

Crash Into Campus Building(s)

1. Immediately take cover under tables or desks to protect from falling or flying debris until mass movement stops.
2. Evacuate the building quickly, but calmly, following the established routes and procedures, if possible. Do not use elevators. Consider the potential for fire and explosion to be increasing.
3. Assemble at the designated assembly point, if it is safe to do so, or proceed to an alternate assembly point by the safest route possible.
4. Stay at the assembly site until otherwise directed by college or other authorities.
5. If required, a campus-wide evacuation will be conducted when it is safe to do so without complicating the emergency response.

If You Are Trapped

1. Alert emergency crews of your location by phone, if possible. Place an article of clothing or other signal in a window, if a window is available. Whistle, shout, or use tools/debris to hit a solid surface at regular intervals.
2. Try to stay low, near the floor, where there may be less heat, smoke, and contaminants.
3. Tend to injuries if injured.
4. Saving lives is the first priority in an emergency. Stay calm, help is on the way.

Crash Near Campus

1. In the event of a major community emergency, the SCC or SFCC campus may be used as a staging area or command post by emergency responders. Keep access-ways open and stay clear of the response effort.
2. Follow Building Evacuation Plans. Wait at designated assembly points until receiving further instruction.





Earthquake

Earthquakes are one of the most potentially damaging emergencies the campus will face. The potential coexistence of other disasters with earthquakes, such as fires, natural gas line ruptures, power outages and ground failures add to the potential for catastrophic damage to campus and the surrounding area. Organizations are expected to be self-sufficient up to three days following a major earthquake, without government agency or utility company response. In the event of an earthquake:

If Inside

1. Take cover under a desk or table and hold on. If your cover moves, move with it. Brace in a doorway if cover is not available -- be cautious of swinging doors and people traffic. Avoid outside or high-use doorways.
2. Stay away from windows and objects that could fall.
3. If in a theater or lecture hall, stay in your seat or get under it, if possible. Protect your head with your arms.
4. When shaking stops, move cautiously outside. Be careful of falling building materials or uneven ground. When outside, move away from the building.
5. Proceed to designated assembly point, or if unsafe, an alternate assembly point or as otherwise instructed by college or other authorities. Wait for further instruction.
6. Instructors and supervisors: Notify the Building Evacuation Coordinator of anyone unaccounted for from your area.
7. DO NOT GO BACK INTO THE BUILDING UNTIL NOTIFIED.

If Outside

1. Proceed to the designated assembly area and WAIT.
2. Be prepared for after-shocks.
3. If you suspect gas, electrical or other problems, notify college or other authorities immediately.
4. Follow instructions of first responders and college or other authorities.



What are aftershocks?

Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings. After-shocks can occur in the first hours, days, weeks, or even months after the quake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur.

Earthquake

If you have difficulty getting onto the ground, or cannot get back up again without help, then follow these recommendations:

1. If you use a cane: DROP, COVER, and HOLD ON or sit on a chair, bed, etc. and cover your head and neck with both hands. Keep your cane near you so it can be used when the shaking stops.
2. If you use a walker or wheelchair: LOCK your wheels (if applicable). If using a walker carefully, get as low as possible. Bend over and COVER your head/neck with your arms, a book, or a pillow. Then HOLD ON until the shaking stops.





Volcanic Eruption

Most volcanic dangers affect persons near the volcano. However, mudflows, ash fall and other dangers may exist many miles downstream and downwind. Explosive eruptions from any of several western Washington volcanoes could produce ash that would pose health concerns for residents, as well as damage property, cause major problems for transportation, local industry, communication and utilities.

1. Keep doors and windows closed.
2. **Do not** evacuate the building unless instructed to do so by college or other authorities.
3. **In the event of a life-threatening emergency, call 911 and 24-hour campus security: 509-533-3333.**
4. **Provide first aid only to the extent of your personal training and ability.**
5. Listen to local radio and television media for updates on outside conditions.
6. Fire/safety officials and college authorities will provide information regarding courses of action utilizing the established emergency communications procedure.
7. Employees may call the **Operations Hotline, 509-533-3303**, for an announcement regarding cancelled classes or college closure. Notice of a campus closure will also be announced through the district's text and email emergency message system, local radio and television media, and when possible, posted on www.ccs.spokane.edu.

Community Colleges of Spokane does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or age in its programs, activities or employment. Direct all inquiries regarding equal opportunity compliance and/or grievances to chief administration officer, CCS, 501 N Riverpoint Blvd, PO Box 6000, MS1004, Spokane WA 99217-6000 or call 509-434-5037. Direct all inquiries or grievances regarding access and Title IX to the chief compliance officer, 2917 W. Whistalks Way, MS 3027, Spokane WA 99224 or call 509-279-6012.
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