



EMERGENCY REFERENCE GUIDE

Location (Building Name & Room #):
Room Telephone Number:
Building Evacuation Location:
Nearest AED:
Nearest Fire Extinguisher:
Building Address:
College Address: 3028 Lindbergh Avenue

BTC Alerts may include alarm/siren, telephone, text message and/or e-mail.
 Additional information will be posted to www.btc.edu.

To receive alerts, log on to www.btc.edu/alerts and update your contact information.
 BTC Emergency Sharepoint Site for staff & faculty: www.btc.edu/emergency

EMERGENCY PHONE NUMBERS

Bellingham Police/Fire Department.....	911
Emergency Medical Services.....	911
Daytime Emergency/Safety Manager.....	(360) 305-1006
After Hours Emergency Contact.....	(360) 305-1004
VP of Admin. Services Office.....	(360) 752-8588

DO NOT FILE – Hang this guide near your door.
Please do not remove this guide from classroom.

Revised 6/17

REPORTING EMERGENCIES:

1. From campus phone dial 911.
2. Clearly state the type of emergency to the dispatcher.
3. Clearly state the location of the emergency and your name, location, and telephone number.
4. Describe the emergency and follow the dispatcher's instructions.
5. DO NOT HANG UP UNTIL TOLD TO DO SO BY THE DISPATCHER.
6. Contact Emergency/Safety at (360) 305-1006 or Facilities at (360) 305-1005 and explain the situation.
7. An alert will be sent out to the campus 911 team and members will be responding to your location for assistance.

CAMPUS CONTACT NUMBERS

Emergency/Safety Manager	Ext	8571 or (360) 305-1006
On Campus After Hours Emergency Contact	Cell	(360) 305-1004
Campus Operator	Ext.	8300 or (360) 752-8300
Facilities Manager	Ext.	8355 or (360) 305-1005
Vice President of Instruction	Ext.	8323 or (360) 752-8323
Vice President of Administrative Services	Ext.	8313 or (360) 752-8313
Vice President of Student Services	Ext.	8440 or (360) 752-8440
Dean, Professional Technical Education	Ext.	8433 or (360) 752-8433
Dean, Professional Technical Education	Ext.	8331 or (360) 752-8331
Executive Director of Human Resources	Ext.	8549 or (360) 752-8549
Director, Marketing & Communications	Ext.	8325 or (360) 752-8325

BTC Main Website: www.btc.edu

BTC Emergency SharePoint site: www.btc.edu/emergency

Assigned Building Coordinators: _____

CRIME IN PROGRESS

- If you are involved in any on-campus violation of the law or observe any happenings, such as assault, robbery, theft, overt sexual behavior - **DO NOT TAKE ANY UNNECESSARY CHANCES! DIAL 911.**
- **Dial 911** as soon as possible and supply them with the following information:
 - Nature of incident
 - Location of incident
 - Description of person(s) involved
 - Description of property involved
- Follow up with Emergency/Safety Manager at (360) 305-1006 or the Vice President for Administrative Services at (360) 752-8588 and explain the situation.
- Assist police or College representatives when they arrive by supplying them with all additional information and ask others to do the same.
- **If you are responding to hearing shots being fired, find a secure area and immediately call 911.** Following this, refer to **LOCKDOWN / ACTIVE SHOOTER.**

CRIME IN PROGRESS

DIAL 911

FIRST AID/CPR

- Apply first aid. **First Aid Kit is located:** _____
 - If appropriate, dial **911** for assistance.
 - Stay calm and carefully explain the problem / injury.
 - Give the 911 operator the location.
 - College location is 3028 Lindbergh Avenue.
 - This building address is _____.
 - Do not hang up until told to do so.
 - If **requested**, contact spouse/relative of employee/student.
 - Promptly inform immediate supervisor of injury.
 - Contact Emergency /Safety Manager at (360) 305-1006
 - Complete necessary forms:
 - Staff - complete Employee Incident Report form and forward to Human Resource Office.
 - Student/Visitor - complete Student/Visitor Incident Report and send to Administrative Services. Forms are available at www.btc.edu/safety or under Safety Information.
-

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) are located in the following locations:

(See MAP-EVACUATION / AED & EVACUTRAC AREAS)

In "C" building Lounge (north end of building)

In Campus Center in vending machine room on first floor, (north of main entrance)

In "H" building on the wall across from the H-1 offices (north end of building)

In "J" building central hallway (south/center of building)

In "Morse Center" on 1st floor central hallway (center of building)

Off Campus – In Perry Center and TDC

HAZARDOUS MATERIAL LEAKS/SPILLS
(flammable, toxic, corrosive, oxygenic, and cryogenic)

- Confine the substance (shut any supply valve and doors).
- If building evacuation is necessary, sound the building fire alarm so evacuation can begin.
 - Fire alarm location: _____
- Evacuate to the closest Evacuation Area. Do not re-enter the building until the all clear has been given.
- Call 911.
 - Stay calm when calling.
 - Give the dispatcher the following information:
 - name of material (if known)
 - exact location of the spill or release
College location is 3028 Lindbergh Avenue
This Building Address is _____
 - extent of contamination (i.e. water system, air handling system)
 - quantity (if known)
 - appearance & characteristics (i.e. solid, liquid, gas, odor, color)
 - injuries
 - your name, department, and phone number you are calling from
 - Do not hang up until told to do so.
- Blood Borne Pathogen Incident – Control access to area and clean-up will be coordinated through facilities
- Contact Emergency/ Safety Manager at (360) 305-1006 and the Facilities Manager at (360) 305-1005 and explain the situation.
- Call your administrator/supervisor.

HAZARDOUS MATERIALS LEAKS/SPILLS

DIAL 911

VOLCANIC ERUPTION/SHELTER IN PLACE

If there is advance warning of an eruption, the **Inclement Weather/Emergency Closure Procedure** will be followed.

If time does not permit College closure, follow these steps:

- Take shelter immediately.
- If ash is in the air, cover mouth and nose with towel/shirt/handkerchief/cloth.
- Close windows and shut all doors. Avoid going outside. Avoid driving.
- Shut down computers and other equipment. Facilities will turn off all heating, cooling and ventilation systems.
- If HVAC cannot be shut off for an entire building, seal-off ventilation ducts, windows and door openings in your room.
- Stay inside until the “all clear” is given. Information will be provided through BTC Alerts.

VOLCANIC ERUPTION / SHELTER IN PLACE

DIAL 911

EARTHQUAKES

- If **INDOORS**:
 - Stay inside while the earthquake is occurring.
 - **DROP. COVER. HOLD.** Take cover under a piece of furniture. Avoid areas where glass, mirrors, pictures, could shatter or where heavy bookcases, shelving or other furniture could fall. Do not stand in doorways.
 - When it is safe to do so, evacuate the building to an Evacuation Assembly Area. (See **EVACUATION / AED & EVACU TRAC LOCATIONS MAP.**)
 - Do not use elevators.
 - Identify and assist the injured and people with mobility impairments in exiting the building. Do not move an injured individual unless there is serious danger to the person's safety.
 - Do not return to an evacuated building unless directed to do so.
- If **OUTDOORS**:
 - Move into an open area away from trees, buildings, walls, light poles and utility lines.
- If **DRIVING**:
 - Pull over to the side of the road and stop. Stay inside the vehicle until the shaking is over.
- Follow the procedures in this handbook for **FIRE** or **HAZARDOUS MATERIALS LEAKS/SPILLS** and **FIRST AID/CPR** if necessary.
- In the event of major damage or disruption the College will announce and implement evacuation and emergency closure procedures.
- Do not leave the campus without notifying your supervisor.

INCLEMENT WEATHER / POWER OUTAGE

In the event of a power outage or inclement weather, conditions may exist that will require the cancellation of classes, delayed opening, or closure of the campus and College operations. The **Inclement Weather/Emergency Closure Procedures** will be followed.

If the event requires that the College cancel classes or delay opening, announcements will be made on the radio, television, BTC Website and the BTC Emergency Closure and Storm Watch Line.

- **Cancellation - Day Classes and Activities (8:00 a.m. - 4:59 p.m.)**
Every effort will be made to make a decision on cancellation of classes prior to 6:00 a.m. Following a decision to cancel classes, radio and television stations will be notified by 6:00 a.m. and the BTC Emergency Closure and Storm Watch Line and the BTC Website will be updated.
- **Cancellation - Evening Classes (5:00 p.m. – 11:00 p.m.)**
A decision to cancel the College's evening classes and activity schedule will be made by 3:00 p.m. Specific announcement of the cancellation will be made on the radio and television stations, the BTC Website and the BTC Emergency Closure and Storm Watch Line.

Sign up for BTC Emergency Alerts to receive information by email or text at www.btc.edu/safety

- Information can be obtained from:
 - **BTC Emergency Closure and Storm Watch Line**
(360) 752-8766
 - **BTC Website**
www.btc.edu
 - **Radio Stations**

KPUG/KAFE	1170 AM/104.1 FM
KGMI/KISM	790 AM/ 92.9 FM
KUGS	89.3 FM
KIXT	930 AM
KZAZ	91.7 FM
KAPS	660 AM
KBRC	1430 AM
 - **TV Stations**

KVOS	Channel 12
KING	Channel 5
KIRO	Channel 7
 - **Bellingham Herald**
(360) 676-2620 or newsroom@bellinghamherald.com

INCLEMENT WEATHER / CLOSURE / POWER OUTAGE

UTILITY FAILURE

Electrical failure

Call the Facilities Manager (360) 305-1005 or the BTC switchboard (x8300) to inform them which buildings are affected. After hours, call (360) 305-1004.

- Clearly state what you heard or saw before the power went off.
- Turn off all computers and other electrical equipment.
- If downed power lines are present, treat them as if they are live.
- DO NOT TOUCH any wires. Keep others away from the wires.
- In the event of power surges or outages, contact the Information Technology Helpline, ext. 8417.

Plumbing failure

Call the Facilities Manager (360) 305-1005 or the BTC switchboard (x8300) to inform them which buildings are affected. After hours, call (360) 305-1004.

- If it is within the scope of their capabilities, the maintenance department will repair the problem.
- If it is not within the scope of their capabilities, the maintenance department will contact the proper utility company and shut-off the water main to prevent flooding or water damage.
- Be aware of electrical power sources in wet or flooded areas.

Elevator Failure

If you are trapped in an elevator remain calm and pick up the phone or push the emergency button.

- Clearly state who you are, how many are trapped, the building, and what floor you think you are stuck on.
- DO NOT ATTEMPT TO CLIMB OUT ON YOUR OWN. The elevator can resume operation at any time.
- Power to the elevator will be shut off if a rescue attempt becomes necessary.

UTILITY FAILURE

FIRE

- If you discover a fire and/or smoke:
 - **ACTIVATE THE NEAREST FIRE ALARM, LOCATED:** _____
 - Only attempt to extinguish a fire if it is minor and can be quickly put out with a portable fire extinguisher. Use the right type of extinguisher for the type of fire you are fighting.
 - **THE NEAREST FIRE EXTINGUISHER IS LOCATED:** _____
 - **THE TYPE OF EXTINGUISHER IS:** _____ **for fighting** _____ **kinds of fires.**
 - If the fire is large, very smoky, or spreading rapidly, evacuate the building immediately.
 - Close all doors on your way out. **DO NOT LOCK DOORS.**
 - Assist those needing help evacuating
 - **DO NOT** use elevators – use the stairways
 - **DO NOT** stop for personal belongings or records
 - **DO NOT** stand in smoke. Drop to your knees or stomach and crawl to the nearest exit. If possible cover your nose and mouth with a cloth to avoid inhaling smoke
 - Notify emergency personnel of anyone remaining inside
 - **DO NOT** return to the building until instructed to do so

- Call 911
 - Give the 911 operator the building, floor and room location. College location is 3028 Lindbergh Avenue. Building Address is _____
 - Do not hang up until told to do so.

- Contact Facilities Manager at (360) 305-1005 or the Emergency/Safety Manager at (360) 305-1006 and explain the situation.

- If you become trapped:
 - Call 911
 - If a window is available, open it and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
 - Stay near the floor where there is the least smoke.
 - Cover your mouth with clothing to avoid inhaling smoke.
 - Do not open a door if smoke is pouring in or around the bottom or if it feels hot.
 - Shout to alert emergency personnel of your location.

FIRE

DIAL 911

DISRUPTIVE BEHAVIOR

IF THE BEHAVIOR IS PHYSICALLY THREATENING OR ABUSIVE, DIAL 911. Refer to *CRIME IN PROGRESS*. Do not put yourself in danger.

- Ask the individual to sit down and ask them their name and phone number where they can be reached. Remain as calm as possible. Be cooperative and patient.
- Show genuine interest and concern in their problem.
- Give them your full attention.
- Ask them to articulate their concerns and either (a) direct them to another who can be of more assistance and/or (b) take notes about their concern.
- Attempt to solve their problem or at least assure them you will pursue the matter and get information back to them.
- Allow the person his or her personal space (at least 3 feet).
- Maintain eye contact. Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when speaking. Ask/tell the person before you make any moves.
- Be truthful. Assure the person you will do everything you can to resolve his or her grievances in a fair manner.
- Be observant. Note as much as possible about them, including, state of mind, and signs of intoxication.
- If the disruptive behavior persists, call 911 and notify your supervisor.

IF YOU NEED ASSISTANCE: GREEN BUTTON

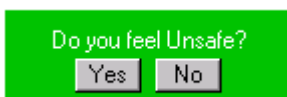
Code Green – Alerts

The Code Green alert system is a small application that you double-click if you feel threatened. This triggers a message which is sent to all the computers running the admin version of Code Green. An email alert is also sent out.

When you run the Green Button application, you will see the Code Green button (See below). You can click and drag it to any part of your screen. It will always stay on top of your applications, so it is always visible.



If you feel threatened or unsafe, double-click the green button and click **Yes** on the box that appears.



This sends an alert message and an email out to the Green Button admins.

Sample email message
Code Green Alert
PC Name (staffremote)
Date: 1/23/2013
Time: 9:44 PM

LOCKDOWN / ACTIVE SHOOTER

RUN- Run away only if you are clearly safe from fire

HIDE-If any doubt, lockdown and hide

FIGHT-As a last resort and in immediate contact with a shooter, attack. Use all means necessary.

IF YOU HEAR SHOTS FIRED, LOCKDOWN SIREN, OR VERBAL ANNOUNCEMENT:

- Find a secure area
- Call 911.
- Close and lock all office and classroom doors
- If a door cannot be locked, pile tables, chairs, and desks against the door to block it
- Shut off all lights
- Pull window blinds down
- Silence cell phones
- Get on floor up against a solid interior wall or behind a desk, file cabinet, chair, table
- Stay out of sight from any windows
- Stay quiet. Leave your network computer on to receive emergency notifications
- Allow no one to leave the secured area.
- If an active shooter is on campus, **IGNORE ANY FIRE ALARMS**. Stay in lockdown until the all-clear is given.
- Follow law enforcement instructions. Remain in lockdown until the all-clear has been given by law enforcement or an administrator known to you. Do not respond to any voice commands until you can verify with certainty that the commands are being issued by a police officer or administrator.

LOCKDOWN/ARMED INTRUDER/ACTIVE SHOOTER

DIAL 911

BOMB THREAT

Telephone Bomb Threat

- Remain calm.
- If the caller allows you to talk, ask questions on the following *BOMB THREAT CHECK LIST*; keep the caller talking as long as possible.
- Signal a co-worker to call 911 while you continue talking.
- Staff members on scene will facilitate an evacuation of the building, if deemed necessary, with the assistance of the Bellingham Police Department and/or Fire Department.
- Return to the evacuated building will be allowed **ONLY** after the Emergency Response Team gives the “all clear” notification.

In-Person Bomb Threat

- Remain calm.
- Do not approach the individual. Never get close enough that you could panic the person or be used as a hostage.
- If possible, try to separate the individual from others.
- Try to draw the attention of one or two others so they can call 911
- Talk to the individual in a calm and rational manner; put the person at ease as much as possible.
- Try to get the individual to speak; let the person do most of the talking; ask questions about the bomb, its location, and description.
- Let law enforcement replace you as the negotiator when they arrive at the scene.
- Once you leave the scene, relay all information to any other officer present.
- Immediately write down everything you remember.
- Remain accessible to law enforcement until you are told to do otherwise.

Suspicious Packages

If you spot a suspicious object, package or if you suspect an item delivered to campus may be a bomb:

- DO NOT MOVE, TOUCH OR TAMPER WITH IT!
- Calmly notify others in the immediate area and evacuate.
- If there is a fire alarm in your area, DO NOT ACTIVATE IT. You do not want to frighten everyone.
- Call 911. DO NOT USE A CELLULAR PHONE! A cell phone could potentially set off the package.
 - Stay calm when calling.
 - Clearly state the type of emergency.
 - Clearly state the location of the suspicious package or letter, your name, location, and telephone number from which you are calling.
 - College location is 3028 Lindbergh Avenue.
 - This Building Address is _____
 - Do not hang up until told to do so.
 - Return to area will be allowed **ONLY** after Emergency Response Team gives the “all clear” notification.

BOMB THREAT CHECKLIST

Questions to Ask:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Sex of caller __ Age _____ Race _____ Length of call _____

Caller's Voice:

Calm	Slow	Laughing	Slurred	Lisp	Distinguished
Angry	Rapid	Crying	Stutter	Raspy	Accent
Excited	Soft	Normal	Cracking Voice	Ragged	Clearing throat
Loud	Distinct	Deep	Nasal	Familiar	Deep breathing

If familiar, whom did it sound like? _____

Background Sounds:

Street noise	House noises	Factory noises	Music	Clear
Crockery	Motor	Animal noises	Booth	Long Distance
Voices	Office machines	PA system	Local	Static

Other _____

Threat Language:

Well spoken	Foul	Incoherent	Message read by threat maker
(Educated)	Irrational	Taped	

Remarks: _____

Fill out completely, immediately after bomb threat: Date: _____

Name _____ Position _____ Phone _____

Dial 911 immediately

BOMB THREAT

DIAL 911

EVACUATION PROCEDURES

Building Evacuation

- All building evacuations will occur when a fire alarm sounds and/or upon public announcement by college personnel. NOTE: A siren alarm means “lockdown & shelter in place”. **Do not evacuate at the sound of a siren alarm.**
- All faculty, staff, students and visitors will immediately evacuate the building upon the sounding of the evacuation alarm or when instructed to do so by College authorities. Information regarding the nature of the emergency will be provided once occupants are outside the building.
- Activate the building fire alarm if necessary or if directed to do so by College authorities.
- When the fire alarm sounds, or when told to leave the building via public announcement system, walk quickly to the nearest marked exit and alert others to do the same.
- Help those who are need of assistance to exit the building. Do not use elevators in case of fire. Use Evacu-trac chairs to move those who need assistance. See **Map-EVACUATION/ AED & EVACU TRAC AREAS** for Evacu-trac chair locations.
- Once outside, proceed to the designated evacuation area. Keep the street and walkways clear for emergency vehicles and personnel. See **Map-EVACUATION/ AED & EVACU TRAC AREAS** for designated evacuation areas.
- Assist emergency personnel if requested.
- DO NOT return to an evacuated building unless directed to do so.

Evacuation for persons with disabilities

- Move towards the nearest marked exit. Only use elevators if it is safe to do so - never use elevators in case of fire.
- At top of staircase, request assistance from others in the area and use an Evacu-Trac chair. See **Map-EVACUATION/ AED & EVACUTRAC AREAS** for Evacu-Trac chair locations.
- If assistance is not available, stay in the exit corridor on the stairway or landing. Continue to call for help until aid arrives. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- Rescue personnel, fire and police will first check all exit corridors and exit stairwells for trapped persons



Evacuation Map AED and Evacu-Trac Chair Locations Emergency Response Building Coordinators

Revised 5/14



AED Locations

- “C” Lounge - North end of building
- “CC” - 1st floor - Vending machine room, north of main entrance
- “H” - Central hall, north end
- “J” - Central hall, south end
- “MC” - 1st floor, Lower Lot lobby

Evacu Trac Chair Locations

- “CC” - 2nd floor, stairwell 2
- “CS” - 2nd floor, near elevator
- “HC” - 2nd floor, east stairwell
- “MC” - 2nd floor, near elevator

Off Campus – AED units located in Perry Center and TDC

BTC Emergency Procedures

