

# Portland Community College

Safety and Lockdown Orientation  
For  
Instructors/Staff and Students

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# Some Key Basics to Remember:

## ◆ **BASIC RESPONSE IN AN EMERGENCY**

- Call PCC Public Safety Dispatch at x4444.

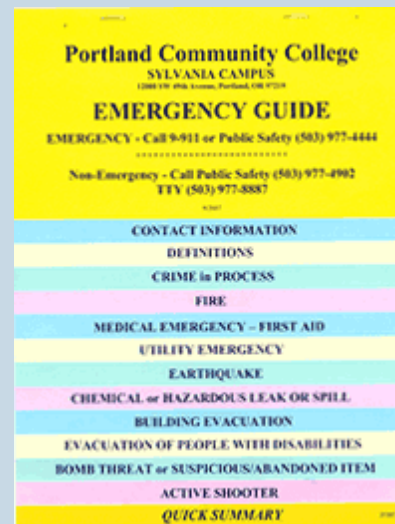
## ◆ **OR**

- Dial 9-911, and then call PCC Public Safety Dispatch.

- ## ◆ **REVISED TOBACCO-FREE POLICY – All PCC** campuses and centers are tobacco-free, except in “Good Neighbor Zones” (designated smoking areas): [www.pcc.edu/tobacco](http://www.pcc.edu/tobacco)

# PCC Emergency Guide

- The PCC Emergency Guide can be found in most areas and classrooms on campus.
- This guide provides basic procedures on what to do in the event of certain kinds of emergencies.
- Please locate the nearest Emergency Guide right now.



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# Fire

- All employees are required to know the locations of the nearest Fire Extinguishers and Fire Alarm Pull Stations (see “Emergency Evacuation Plan Map” mounted in placards on walls in hallways, for these locations).
- Fire drills are conducted on a regular basis, so that in the event of an actual emergency, students, faculty and staff will be prepared.

## Fire Evacuation Tone and Message



- Please locate the nearest Fire Extinguisher and Fire Alarm Pull Station right now.



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# Safe Assembly Areas

- Evacuate the building when the Evacuation Alarm (visual or audible) is activated, or when instructed by Public Safety, Emergency Responders or members of the Campus Emergency Response Team.
- Please locate the nearest Safe Assembly Area to your building on your campus map right now:
  - Cascade:
    - <http://www.pcc.edu/about/locations/cascade/documents/ca-campus-map.pdf>
  - Rock Creek
    - <http://www.pcc.edu/about/locations/rock-creek/documents/rc-campus-map.pdf>
  - Southeast Center
    - <http://www.pcc.edu/about/locations/southeast/documents/se-campus-map.pdf>
  - Sylvania Campus
    - <http://www.pcc.edu/about/locations/sylvania/documents/sy-campus-map.pdf>

# Lockdown Protocol

This is a non-evacuation situation, **DIFFERENT** than fire alarm/evacuation situations. You will hear a **distinctly different tone** for a Lockdown. For detailed information, consult your **Emergency Guide** or **review slides 8-10 in this presentation**. Following are some general guidelines, however:

- **If you are in a classroom, lab or office**, employees will direct others within that area to ***conceal and cover***.
- **If you are in an indoor, non-classroom, student or public gathering area**, Building and Floor Monitors will direct all employees, students and campus visitors to the safest place possible and direct them to ***conceal and cover***.

# Lockdown Protocol (continued)

## ◆ ***Conceal and cover when inside*** means:




- Remain in your office/work area
- Close the door and turn off all lights
- Lock the outside door to your office/workspace or block with furniture to barricade the door
- Close all window blinds/curtains
- Stay away from doors and windows
- Get low to the ground and **spread out**
- Keep quiet
  
- If you are in an outside area, *seek a safe area and conceal and cover, be alert and await further instructions.*

# LOCKDOWN PROTOCOL

## WHAT WILL I SEE/HEAR IF I'M **INSIDE**?



To hear Sounds Click on Speaker Image




- ✓ Clear Strobe Flashes for All Emergency Messages
- ✓ Followed by a Unique Audible Lockdown Alert Tone 
- ✓ The Lockdown Message/Instructions 
- ✓ The Lockdown Will End With An All Clear 

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# LOCKDOWN PROTOCOL

## WHAT WILL I SEE/HEAR IF I'M **OUTSIDE**?



- ✓ A Unique Audible Lockdown Alert Tone 
- ✓ The Lockdown Message/Instructions 
- ✓ The Lockdown Will End With An All Clear 




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# LOCKDOWN **DRILL** PROTOCOL

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