General Safety Program & Responsibilities – Appendix F: PCC Emergency Resources & Equipment Guide

This guide lists the various emergency resources and pieces of emergency equipment available throughout the College for use by PCC personnel. Not every piece of equipment listed in Section III of this guide will be found at every PCC campus/center, building, or space.

I. GENERAL AWARENESS:

A. Emergency Operations Plan (EOP) – PCC's resources and procedures for handling business interruptions and emergencies can be found in the PCC EOP on the Public Safety webpage. All PCC personnel should have a familiarity with the EOP.

B. Posters – entitled *What To Do In An Emergency* are posted throughout the College as well as on the Public Safety webpage. The poster consists of four sections, addressing evacuations, lockouts/shelter-in-place, lockdowns, and active threat conditions with pictograms and written guidance. The posters also contain the College's emergency number and web-based resources for those wishing to obtain additional information.

C. Evacuation maps – are available for all PCC campuses and centers on the Facilities Management Services (FMS) webpage. Evacuation maps are available for each elevation of a building and multiple maps are be available for larger buildings with increased points of egress.

II. CAMPUS / CENTER RESOURCES:

A. Building fire alarm panels – all non-residential PCC-owned buildings are equipped with fire alarm panels. These devices serve as an interface for local fire service personnel to determine the floor(s) and zone(s) affected by an alarm condition.

B. Fire suppression sprinkler systems – with the exception of the Paragon Building at the Cascade campus, all non-residential PCC-owned buildings are equipped with sprinkler systems which are used to prevent the spread of, or extinguish, fires. Sprinkler systems are activated by heat and once activated will only discharge in the immediate area of the detected heat.

C. Emergency generators – All PCC campuses and most centers are equipped with diesel-powered emergency backup generators to keep power critical systems energized during power disruptions and/or outages, ensuring safety and operational continuity. Such equipment includes, but is not limited to egress and exit sign lighting, sprinkler systems, smoke detectors, fire alarms, fire suppression sprinkler systems, and heating, ventilation & air conditioning equipment.

D. Emergency mass notification system (EMNS) - Public Safety personnel can notify the occupants of an entire building or campus/center about emergencies using pre-recorded or live messages depending on the circumstances of a particular emergency. The output for these messages is in the form of visual strobe lights and audible messages indicating the status

of the building or campus/center and any specific instructions Public Safety wishes to convey, e.g., evacuate vs. shelter-in-place.

E. Emergency alerts – employees and students can sign up to receive text notifications about unscheduled campus closures, delays or other significant College issues affecting PCC's ability to open or remain open. Individuals can log into MyPCC and click the "Sign up for PCC Alerts" link in the MyPCC Home tab's Quick Links channel.

III. RESPONSE INITIATION:

The following equipment can be used by anyone in the PCC community to notify Public Safety or other local emergency responders of an emergency condition at PCC:

A. Fire Alarm Pull Stations – are located in all non-residential PCC-owned buildings, typically near exits and along egress pathways. Fire alarm pull stations notify Public Safety and local fire services personnel of an emergency fire condition in the building. Building occupants are notified of the fire condition by means of an audible alarm.

B. Telephones
   1. Desk – Any landline phone at PCC can be used to call 911 or the PCC emergency number, (971) 722-4444. When using a PCC landline, users need only dial the last 4 digits of the emergency number, i.e., 4444.
   2. Blue light emergency phones – are located outside of building on PCC campuses and centers and are operable 24 hours a day, 7 days per week. Public Safety can be contacted directly by simply pushing the call button to summon help. Public Safety's Dispatch Center will be able to determine the location of caller when using a blue phone.
   3. Cell phone – can be used to call 911 or the PCC emergency number, (971) 722-4444. Please note dialing 4444 from a cell phone will not result in a call to Public Safety's Dispatch Center.

IV. RESPONSE EQUIPMENT / RESOURCES:

A. Medical Response:
   1. First Aid Kits – There are a variety of first aid kits and supplies located throughout PCC's campuses and centers. They can be divided into three types of kits, each intended for a specialized target group.
      a. Fixed, installed first aid kits - maintained and stocked by Environmental Health & Safety (EH&S) are large 3-shelf, metallic, wall mounted kits located in areas that serve primarily employees and are placed to comply with the Oregon Occupational Safety & Health Administration's Medical and First Aid regulations. These first aid kits are inspected and restocked monthly with pre-determined components. More information on the first aid kits maintained by EH&S can be found in the *First Aid Kits Frequently Asked Questions* document on the EH&S webpage.
      b. Portable first aid kits and trauma bags - are carried in emergency response and other specialized College vehicles and equipment rooms for responding to medical calls and emergencies involving individuals

throughout the campus community. The equipment in these kits is often more specialized due to the training received and maintained by their personnel using these kits and the wide spectrum of calls to which they respond.

c. Miscellaneous first aid kits - Departments and programs often have smaller, portable first aid kits that they purchase and maintain themselves.

2. EpiPens – The College maintains epinephrine administration kits (EpiPens) in selected locations to allow first responders to respond to individuals having severe allergic reaction (anaphylaxis) that may be life threatening. EpiPens are self-injectable devices containing epinephrine, a fast-acting drug that narrows blood vessels and opens airways in the lungs. More information about EpiPens can be found on the Risk Services webpage.
3. Narcan – PCC has installed Narcan boxes at all four campuses and several centers to allow first-responders to deliver life-saving medication to victims of opioid overdoses, including those caused by fentanyl. Public Safety officers also carry Narcan and have received specialized training in its use and delivery. More information on Narcan can be found on PCC's Accessibility webpage.
4. Automated external defibrillators (AEDs) are medical devices that can analyze an unconscious person's heart rhythm and deliver a life-saving electrical shock to re-establish an effective rhythm. Environmental Health & Safety (EH&S) oversees PCC's AED program and ensures that all equipment is inspected monthly and maintained in operable condition.
   a. Fixed units - AEDs are located at all four PCC campuses and most PCC centers. EH&S strives to ensure that an AED is available in all non-residential buildings greater than 2,000 square feet in area.
   b. Mobile units – All Public Safety mobile units are equipped with AEDs. Additionally, AEDs are located in or near Public Safety office spaces or equipment rooms.

   More information about AEDs can be found on the EH&S webpage.
5. Bodily fluid clean-up kits – In order to maintain PCC's housekeeping standards and prevent any member of the campus community from being exposed to blood or body fluids, bodily fluid clean-up kits are available in select locations for use by trained individuals. Such kits contain disinfectant powders and wipes, disposable gloves, face mask with eye shields, absorbents, collection pans, biohazard bags and other articles used during the containment and cleanup of bodily fluids. In addition to the select locations, Facilities Management Services (FMS) custodians are trained and equipped to clean up blood and body fluids. Requests for FMS support can be made on Facilities Management Services webpage:
6. Emergency washing equipment – can be found in various laboratories, shops, studios and other areas of the College where there is a risk of chemical exposure or injury to the face, eyes, or body. Emergency washing equipment must be located within 10 seconds of such hazards

and must be able to deliver 15 minutes of tepid water to user at a pre-determined flow rate. Emergency washing equipment must be equipped with stay-open valves that are not subject to unauthorized shut-off. This enables users to hold both eyes open or remove clothing. Emergency washing equipment can be subdivided by water source or by equipment type.

a. Water source:
   i. Self-contained equipment – is standalone, mobile and often temporary. The water used to flush or irrigate body parts is limited in volume and is stored within a reservoir attached or connected to the equipment. Water sources must be treated to inhibit the growth of bacteria, fungi and algae. Such water treatments are limited in duration, after which the water source, or equipment, must be replaced. Self-contained equipment is best suited to areas where there is no plumbed supply of water or when operations move from one location to another.
   ii. Plumbed equipment – is fixed in its location and is connected directly to PCC's potable water supply

b. Equipment types:
   i. Emergency eyewashes – are required in all areas where there is a reasonable potential anticipation of exposure to a substance that can cause corrosion or permanent tissue damage to the eyes. Eyewashes must have a minimum capacity of 6 gallons and deliver water at a rate of 0.4 gallons/minute.
   ii. Safety showers – are required whenever there is a possibility that either highly corrosive or highly toxic chemicals may splash over substantial areas of the body. Safety showers must be capable of discharging water at a rate of 20 gallons/minute.
   iii. Hand-held drench hoses – are single-headed emergency washing devices connected to flexible hoses and used to irrigate and flush the face or other parts of the body. Drench hoses may not be used as a sole means of protection or as a substitute for plumbed or self-contained equipment but can be used to supplement emergency washing equipment. Drench hoses must be capable of delivering water at a rate of 0.4 gallons/minute.
   iv. Squeeze bottles of isotonic solutions or chemical formulations – can be used as substitutes for water. Such bottles can be purchased and maintained in sealed containers up to their established expiration dates. Squeeze bottles should never be relied upon as a sole means of washing/irrigating the eyes, face or body, but rather as a supplement allowing the user to irrigate affected body parts while being escorted to an emergency eyewash or shower.

c. Inspections & maintenance:
   i. Departments and programs that have emergency washing equipment in their area are responsible for ensuring visibility to such devices, maintaining housekeeping standards and performing

weekly inspections and tests of their equipment. Departments should follow the equipment manufacturer's instructions for performing weekly inspections. Inspection and test criteria common to all emergency washing equipment can be found in the *Emergency Washing/Showering Equipment Quick Tips* and *Frequently Asked Questions* documents on the EH&S webpage.

ii. Facilities Management Services (FMS) plumbers are responsible for performing semi-annual inspections on plumbed emergency washing equipment and performing any necessary maintenance to ensure the equipment is operable.

B. Fire Response:

1. Fire Extinguishers – are used to clear an evacuation path during a fire. They can also be used extinguish small, incipient fires.

a. Types of fire extinguishers – fires can be divided into five distinct classes:

- Class A: ordinary combustibles, e.g., wood, paper, rubber, fabrics, many plastics
- Class B: flammable liquids and gases, e.g., gasoline, oils, lacquer and tar
- Class C: fires involving live electrical equipment
- Class D: combustible metals or combustible metal alloys
- Class K: fires in cooking appliances that involve combustible cooking media, e.g., vegetable or animal oils and fats

Not every fire extinguisher type is suitable for all classes of fires. Most portable fire extinguishers at PCC will be class ABC, meaning that the extinguishing agent is suitable for fires of all three classes of fires.

b. Inspection & Maintenance

i. Monthly – FMS personnel conduct routine inspections of PCC's fire extinguishers. Inspection criteria include:

- Unit is in its assigned location
- Unit is properly charged
- Locking pins and fasteners are in place and properly attached
- Discharge hose is free of cracks, tears, and nozzle is free of obstructions
- Cylinder is visually checked for cracks, dents, or corrosion
- Unit is properly tagged

ii. Annual – FMS fire and life safety contractors conduct annual inspections on all PCC fire extinguishers in accordance with the requirements of the National Fire Protection Association (NFPA) Standard 10.

iii. Periodic hydrostatic testing – FMS fire & life safety contractors perform hydrostatic testing on PCC's fire extinguishers to check for leaks, weakness, corrosion or deformities and ensure the can safely hold pressure and operate correctly during a fire. These tests are performed every 5 years for carbon dioxide, water and wet chemical extinguishers, and every 12 years for dry chemical extinguishers.

2. Fire Blankets – can be found in many laboratories at PCC. Fire blankets can be removed from their enclosures and draped over small fires to extinguish them. Additionally, fire blankets can be wrapped around or placed over an individual that is on fire. Care must be taken to not cover the individual's mouth and nose. Some fire blankets are disposable (single use) while others can be reused provided that they show no significant damage (tears, melting, charring, etc.). Employees should follow the fire blanket manufacturer's guidance on performing inspection and/or reuse.

C. Chemical Spill Response:
   1. MSDSonline – Oregon OSHA regulations require that safety data sheets (SDSs) are available for all chemicals used at PCC. PCC maintains an online database called MSDSonline for all of its SDSs. EH&S oversees the contract with MSDSonline and is responsible for the maintenance of the database. All PCC employees have access to the MSDSonline database and an icon for MSDSonline is standard on all PCC computers. Safety data sheets are required to contain appropriate measures for responding to first aid incidents, fires, and accidental chemicals releases. MSDSonline can be used to print SDSs in the event that an exposed employee is transported off PCC property to a hospital for treatment.
   2. Spill Kits – are available in a number of locations at campuses and centers, including fueling stations, fuel tanks, emergency generators, hazardous waste accumulation areas, and shops where large volumes of chemicals and/or waste are routinely present. Spill kits are purchased by the departments and/or programs responsible for equipment or operations using these chemicals. Spill kits should be inspected frequently and missing or damaged equipment should be replaced at the department or program's expense.
      a. Spill Response Supplies – include such things as absorbent socks, blankets, booms, pads, covers, caps, plugs, etc. Equipment selection should be based on types of spills likely to be encountered and the volume of chemical regularly present.
      b. Tools – may include brooms, dustpans, squeegees, buckets, non-sparking wrenches, etc. Tool selection should be based on the types of spills likely to be encountered.
      c. Personal protective equipment (PPE) – in the form of gloves, chemical protective suits, shoe covers and eye/face protection. The PPE present should be based on the hazards of the chemicals present in the department or program area.

D. Evacuation Response -
   1. Safe Assembly Areas (SAA)- are available at all PCC campuses and centers. These are rendezvous areas where employee and students will meet to be accounted for after a building evacuation. Personnel should remain in the SAA until such time that Public Safety gives the "all clear" message and allows building occupants to reenter a building. A map of SAAs is available on the Public Safety webpage.

2. QR Code – A quick response (QR) code is available to allow mobility-impaired individuals, those with other disabilities, or individuals unable to evacuate a building to contact Public Safety using a cell phone or mobile device equipped with a camera. Individuals can use the camera function on their phone or mobile device to scan the QR code and relay information to Public Safety as to their name, location, condition, etc. This information will be used by Public Safety to send rescuers to affected personnel in need.