

CLASSROOM EMERGENCY

PREPAREDNESS AND RESPONSE INFORMATION

TO REPORT AN EMERGENCY



For life-threatening, potentially life-threatening, or other serious situations such as severe injuries, dial 911. For non life-threatening emergencies, call CBC Campus Security at the numbers listed below.

CBC CAMPUS SECURITY PHONE NUMBERS

- From a cell phone: 542-4819, 542-5533, or 531-4034
- From a campus phone: 2219 or 2333
- Weekends or weekdays after 4 p.m.: 521-4599
- Richland Health Science Center campus: 539-8167

To report non-emergency safety issues or suspicious behavior/activity, call CBC Campus Security, or create an incident report online at our ASaferCBC website. This website allows you to communicate with College officials about incidents or behaviors that affect the safety and security of CBC. Issues such as suspicious behavior, safety concerns, theft, and substance abuse are serious matters that if not reported, may lead to more critical safety concerns. ASaferCBC is a secure way to report these issues, and the choice is yours to remain anonymous or to reveal your identity. For more information, go to www.columbiabasin.edu/ASaferCBC.

EMERGENCY NOTIFICATION SYSTEM



The CBC Emergency Notification System (ENS) sends text messages and/or emails in the case of an emergency, such as a campus lockdown, evacuation, or if the campus is closed due to inclement weather. All currently enrolled student email addresses (name@students.columbiabasin.edu) are auto-subscribed, but students are encouraged to sign up to receive notifications on their cell phones and/or personal email addresses as well. Register at www.columbiabasin.edu/ENS.

You can also follow us on twitter at www.twitter.com/cbcollege

SHELTER IN PLACE



No matter where you are on campus, the basic steps of shelter in place will generally remain the same:

- If possible, proceed to a room that can be locked.
- Close and lock all windows and doors, and turn off all the lights.
- If the room cannot be locked, barricade the door with heavy furniture such as desks, tables, and bookcases, or whatever is available.
- Attempt to get everyone down on the floor and ensure that no one is visible from outside the room, cover windows if possible.
- One person in the room should call 911; advise the dispatcher of what is taking place and inform him/her of your location.
- Remain in place until police or a campus administrator known to you gives the "all clear." Do not trust unfamiliar voices, and do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer or known campus authority.

EVACUATION



At the beginning of each quarter, take the time to locate the nearest exits in each of your classrooms and buildings. In the event of an emergency evacuation:

- Gather personal belongings (purses, backpacks, coats, sweaters, etc.) as quickly as possible and immediately leave the building.
- Do NOT use elevators.
- Do NOT take the time to turn off computers, lights, or other electrical equipment.
- Do NOT attempt to remove injured people; instead, notify authorities of their location as soon as possible.
- Follow the direction of campus security and local authorities.
- Listen to radio stations KONA 610 AM, KONA 105.3 FM, or KZHR 92.5 (Spanish) for further information and updates.

ARMED INTRUDER



How you respond to an armed intruder will be determined by the specific circumstances of the encounter. If you hear what sounds like gunshots or popping, immediately assume they are gunshots and don't investigate. Try to remain calm and focused. Make sure you are safe and secure in your classroom or building, or decide if it is best to escape to safer, more secure area. As soon as you are in a safe place, call 911. If you decide it is best to flee during an armed intruder situation, make sure you have an escape route and plan; move quickly, keep your hands visible, and follow the instructions of police officers and campus administrators. For more detailed guidance relating to various situations, please read the Armed Intruder Response web page at www.columbiabasin.edu/Safety. "Shots Fired on Campus," a video with guidance for surviving an active shooter situation, is shown several times throughout the year and is always followed by a discussion session with a local police officer. For more information, call the Office of the Sr. Vice President for Administration at 509-542-5546.



Additional information about emergency preparedness and response at CBC is available online at www.columbiabasin.edu/Safety or by calling the Office of the Sr. Vice President for Administration at 509-542-5546 or from a campus phone at 2346.