

EARTHQUAKE SAFETY

During an earthquake

1. If an earthquake strikes, remember to **Drop, Cover and Hold On**
2. Try to take safety in one of the following locations:
 - a. **Under a sturdy desk** or table. If the table moves, try to move with it.
 - b. If other cover is not available, crouch in an **inner corner or wall**, or an inner doorframe, away from glass and windows. Use a doorway only if it is in close proximity and you know it is strongly supported.
3. Shield your head and face from falling debris. Avoid hanging objects, bookcases, wall hangings, high shelves, heavy furniture and other objects that may fall or shift.

After an earthquake

4. If lights go out, **DO NOT** use matches or candles in case of a gas leak. If you are in the kitchen, turn off the stove.
5. Stay inside until shaking stops. Be prepared for aftershocks.

Emergency supplies are located:

Foster House	Front office on shelf below staff/faculty boxes
Carlton House	In kitchen pantry across from back, sliding door

6. Check for potential hazards:
 1. If you smell gas, open a window and leave the building quickly.
 2. If you suspect electrical system damage, turn off electricity in the main fuse box but **DO NOT** do this if you must first cross water to reach the fuse box. **The Foster House fuse box is located in the basement office storage room.** The Carlton House fuse box is located in the garage.
7. Decide if it is safe to stay in the building. If necessary, meet outdoors at the designated meeting locations. The first meeting location for the both houses is the front sidewalk near the dental office on Foster Road. If this area appears to be unsafe, then move to the second meeting location at 122nd and Carlton St.
8. If you are trapped, tap on a wall or pipe to alert someone to your location. Cover your mouth with cloth to avoid inhaling dust and debris and shout for help only as a last resort.
9. If someone is injured, give first aid as appropriate. Do not move seriously injured people.



FIRE EVACUATION



1. In case of a fire, smoke detectors will sound or staff member will notify the Foster building to evacuate by using the page-all phone system (see instructions on the phone). Treat all alarms as a real emergency. **DO NOT** silence alarms.
2. Locate and walk quickly to the nearest exit. Foster house has **three signed, emergency escape ladders located:**

1. basement office
2. 2nd floor hallway window nearest to the classroom
3. NE upstairs staff office



The Carlton House has a second set of basement stairs located in the SE corner of the house in a back room. These stairs exit directly into the backyard.

3. Remember to **stay low**. If a door is closed, first check for heat with the back of your hand and then open slowly. **Close doors behind you** when exiting as this limits the spread of smoke and fire throughout the building.
4. Staff members will check the floor they are on to make sure everyone is evacuated. If a class is in session, the teacher will be notified by a staff member to evacuate. The teacher will then be responsible for seeing that all students evacuate the building calmly and quickly.
5. Staff members are responsible for visitors and must take care to assist visitors or other persons with disabilities. If possible to exit through the front door, a ramp is available for persons in a wheelchair.



6. The first **meeting location** for both houses is the front sidewalk near the dental office on Foster Road. If this area appears to be unsafe, the group will move to the second meeting location at 122nd and Carlton St.
7. Once outside, one member of the group will **call 911**. Be sure to have specific information, including our address, nearest cross street and nature of the problem.
 - **Foster House address** is 12113 SE Foster Rd., Portland, OR 97266.
 - **Carlton House address** is 12108 SE Carlton St., Portland, OR 97266.
 - The nearest **cross street** is SE 122nd and SE Foster.
 - Do not hang up until told to do so by the operator.
8. If trapped inside the building, don't panic. Whistle, yell or make noise to alert the emergency responders to your location. Seal cracks in the door and vents to minimize smoke entering the room and stay low to the floor. If window is opened for air, be prepared to close it quickly.

FIRE EXTINGUISHERS



When to use a fire extinguisher

Only use the fire extinguisher if the fire is small and contained. Be sure that you have a means of escape should the fire burn out of control. Always make sure that you are safe from toxic smoke. Do not use an extinguisher if you do not know what is burning; certain fire extinguisher types are designed for certain materials and use of the wrong extinguisher may be dangerous.

Always call 911!

Foster House fire extinguishers are safe to use on type A, B and C fire sources:

- A) trash, wood, paper
- B) flammable liquids and grease and
- C) energized electrical equipment.

Foster Building	Library	North wall, next to the doorway dividing two library rooms
	Kitchen	North wall near recycling and refrigerator
	Back Stairwell	Right of back door
	Basement	Right of stairwell (heading down) at eye level

Carlton House	Living Room	Hanging on wall by entrance to hallway	A,B,C
	Kitchen	Hanging near pot hanger, far wall nearest living room	B,C
	Basement	Near bottom of stairs, next to the fireplace	A,B,C

To use the fire extinguisher:

1. Pull the pin.
2. Stand at least 8 feet from the fire to begin.
3. Aim the nozzle at the base of the fire.
4. Squeeze the operating lever.
5. Sweep the nozzle from side to side until the fire is out.

Remember **PASS**

P Pull the pin

A Aim the extinguisher

S Squeeze the lever

S Sweep the nozzle.

Grease Fires

In case of a grease fire in the kitchen, **DO NOT** use water, flour or baking powder.

First attempt to smother the fire with a pan or a lid or baking soda.

Then shut off the burner.

FLOODING

Flooding from Johnson Creek is likely to occur in the Lents Area around Birthingway about every other year. The City of Portland Environmental Services anticipates nuisance flooding to occur around Foster Rd. with the heaviest concentration around 111th.

Use 122nd to Harold Ave. as a potential detour route.

In case of flooding:

1. Do not walk or drive through flowing water. If you must walk in a flooded area, use a pole or stick for stability.
2. Stay away from power lines and electrical wires.
3. Know local **sandbag** locations:
 - a. SE 92nd and Holgate Blvd.
 - b. SE 111th and Harold St.
 - c. SE 108th off of Foster Rd.
 - d. SE 117th and Brookside Dr.



EMERGENCY KITS

The emergency kits are located:

Foster House	Front office on shelf below staff/faculty boxes
Carlton House	In kitchen pantry across from back, sliding door

The emergency kits contain:

Basic telephone	Antidiarrheal/upset stomach reliever
First aid and emergency preparedness guide	Whistle
Candle set	Emergency blanket (heat blanket)
Crank radio/flashlight	5 cliff bars
Butterscotch candies	48 ounces of bleach
Peppermint candies	108 sheet notebook
Bottle of vitamin C	Puzzle book
Disposable emergency ponchos	2 – D batteries
Bottle of multi purpose solution (contact lens solution)	Set of leather gloves
Waterproof matches	Collapsible shovel
Mini sewing kit	Hand mirror
Duct tape	Chap stick
4 card games	Mini tool set
2 decks of cards	Pads
Bottle of lotion	6 cans of soup
Bottle of hand sanitizer	1 container of peanut butter
Tube of sunscreen	Bottle of papaya enzyme (“after meal” supplement)
	8 hand towels

CAMPUS EMERGENCY NOTIFICATION (PAGE-ALL SYSTEM)

Upon confirmation of an immediate and significant emergency or dangerous situation, or if there is a need to evacuate the building, those inside the Main building will be alerted through a building-wide announcement using the “Page All” feature of the phones.

1. To use this feature, pick up the phone receiver and press “Intercom” button.
2. Next, press the down arrow button so the screen says “Intercom to page all”.
3. Press “Enter” button and speak into receiver.
4. A sticker providing instructions for this feature is found on all phones.

Emergency Phone Numbers

911 Non-Emergencies	503-823-3333
Portland General Electric (power outages) Acct. No 0004 53030-734038 8	503-464-7777
Portland Water and Sewer (leaks in streets, emergency shut offs and main breaks) Acct. No 299-646-150-0	503-823-4874
NW Natural Gas (gas odors) Acct. No 769857-4	1-800-882-3377
Quest (small business repair) Acct. No 503-760-3131 804B	1-800-954-1211
Emergency Preparedness (Department of Homeland Security)	1-800-237-3239
Poison Control	1-800-222-1222
Portland Info Net	www.pdxinfo.net
School Closures	www.flashalert.net



REPORTING A CRIME ON CAMPUS

Community members are encouraged to report crimes to Birthingway's front office (or to any College officer), preferably in writing. This may be submitted anonymously.

This report should generally include:

- date
- time (if known)
- nature of the crime
- any pertinent details



Victims and witnesses should keep in mind the importance of preserving evidence for proof of a criminal offense. Staff or faculty who receive a crime report should forward the information to the Operations Coordinator.

Mercury Spill

For a small spill (like a thermometer):

- **EVACUATE** the spill area. Before people leave, be sure their shoes, clothing, and other articles have not been splashed with mercury. Leave any contaminated shoes, clothing, and broken materials with the spill.
- **WASH** any mercury contaminated skin with soap and water.
- **LOWER** the temperature in the room by turning down the thermostat. **TURN OFF** central heating or cooling systems. If possible, temporarily seal heating and air conditioning ducts.
- **CLOSE** all doors, windows, ducts, or passageways leading to other rooms.
- **VENTILATE** the affected room(s) by opening all windows and doors opening to the outside.
- **SECURE** the area. Only those people designated to clean up should enter.

Designated Cleanup Person:

- **AVOID SKIN CONTACT.** Remove rings, watches, or other jewelry that might contact and bind with the mercury. Wear nitrile gloves and eye protection.
- **CLEANUP** with a mercury spill kit, following instructions. Apply the kits reactant material (such as powdered sodium sulfide), before disturbing the spill. Sprinkling fine powdered sodium sulfate can help bind mercury droplets to prevent spreading. **DO NOT** sweep with a broom, as it will only scatter the droplets. **DO NOT** use a vacuum cleaner, this spreads mercury vapors into the air. **DO NOT** use household cleaning, as these may react violently with mercury and release toxic gases. Mercury beads can be picked up using sticky tape; **OR** suck up mercury beads with an eye dropper; **OR** use a rigid sheet of paper to carefully roll the beads onto another piece of paper. Use a bright flashlight to detect any missed mercury.
- **CAREFULLY** transfer mercury droplets into an unbreakable small plastic container with a tight fitting lid, and place into a secondary container, such as a zip lock plastic bag to insure no droplets or vapor escapes. **LABEL** the bag A Metallic Mercury Waste Hazardous and store in a secure place for disposal. Put all broken pieces of thermometer in a plastic container with lid. Put all contaminated items, including cleaning supplies and gloves, into a plastic bag, seal and label.
- **DISPOSAL:** Put all contaminated cleaning supplies and gloves into a plastic bag, seal and label bag. Take the mercury and contaminated cleanup materials to a hazardous waste collection center that accepts mercury. For information about disposal, contact the local County Solid Waste company, or call the Oregon Department of Environmental Quality (DEQ) at 1-800-732-9253.

