



EMERGENCY & SAFETY PLAN

**October 2004
Revision**

TABLE OF CONTENTS

PURPOSE & SCOPE	1
EMERGENCY ADMINISTRATION SYSTEM (EAS)	1
Organizational Structure & Responsibilities.....	2
Suggested Response & Recovery Timeline.....	4
Priority Objectives.....	5
BUILDING SAFETY MANAGERS	8
EMERGENCY NOTIFICATION PHONE LIST	8
Emergency Administrative System (EAS) Personnel.....	8
Building Safety Managers.....	9
PUBLIC INFORMATION & MEDIA RELATIONS	12
EVACUATION PROCEDURES	12
Small-Scale Evacuations (Area &/or 1-4 Buildings).....	13
Large-Scale Evacuations (5+ Buildings or Campus-Wide).....	13
DESIGNATED ASSEMBLY AREAS	14
GENERAL EMERGENCY PROCEDURE	15
“Non-911” Campus Emergency.....	15
“911” Campus Emergency.....	15
SPECIFIC SCENARIO EMERGENCY PROCEDURES	15
Armed Intruder	16
Bio-Terrorism	17
Blood-borne Pathogens Exposure	18
Bombs	20
Suspicious Package/Letter Characteristics.....	20
Bomb Threats	21
In-Person Bomb Threat.....	22
Telephone Bomb Threat.....	22
Telephone Bomb Threat Checklist.....	22
Earthquake	24
Employee Injury (includes reporting information)	25
Fire	25
Flood	26
Hazardous Materials	27
Asbestos.....	27
Chemical Spills & Releases.....	28
Medical Emergency	29
National/Regional Emergency	29
Protest Activity, Marches & Demonstrations	29
Reporting Safety Hazards	30
Severe Emotional Trauma or Death	30
Severe Emotional Trauma (includes suicide attempt).....	30
Death.....	31
Student Injury (includes reporting information)	32
On-Campus Accidents/Injuries.....	32
Off-Campus Accidents/Injuries.....	33

Utility Failure	33
Electrical Failure	33
Heating, Ventilation, & Air Conditioning (HVAC) System Failure ..	34
Plumbing Failure	34
Elevator Failure	35
Vehicle Accident	35
Weather Storm	36
Electrical Storm	36
Cold-Weather Storm	36
Inclement Weather Policy	37
RESOURCES	38
REFERENCES	39

PURPOSE & SCOPE

The Pacific University Emergency Plan is intended to serve as a guidance document in the event of an emergency. The purpose of the establishment of the guidelines herein is to minimize the threat to life, health, and property due to scenarios such as natural disasters, medical emergencies, fires, and utility failures. It is important for members of the campus community to be familiar with the Emergency Plan before an emergency is “at-hand”. This is to be accomplished through distribution of the Emergency Plan to managers, supervisors, and student representatives; and through training sessions provided for all employees and students.

The intended scope encompasses university employees, students, and property; however, visitors from the general public will also fall within the scope of the plan in instances such as building evacuations and medical emergencies.

EMERGENCY ADMINISTRATION SYSTEM (EAS)

Note: The President or designee is the first contact in the EAS.

If, in the view of the University President or his/her designee, a condition occurs that might endanger the lives of faculty, staff, students or property of Pacific University, the Emergency Administration System (EAS) will be activated by the University President or designee.

Note: Emergency Administration System personnel are notified of an emergency by Campus Public Safety once the President has activated the EAS.

Once the EAS is activated, the designated EAS personnel will proceed to the Emergency Operations Center (EOC) and follow established priority objectives and oversee response and recovery activities.

The EOC is a designated location from which incident response activities are coordinated. The EOC also serves as a central information source for the campus community and news media. It should operate on a 24-hour basis for at least the first 72 hours of any major EAS-emergency. At a minimum, the EOC should be staffed by at least one person from each of the EAS areas.

The Emergency Operations Center (EOC) has been established at the Drake House. (Note: Jefferson Hall Room 224, will be the back-up location for EOC.)

Note: For Satellite Campus locations, building occupants are to call 911 whenever an emergency occurs. They should state:

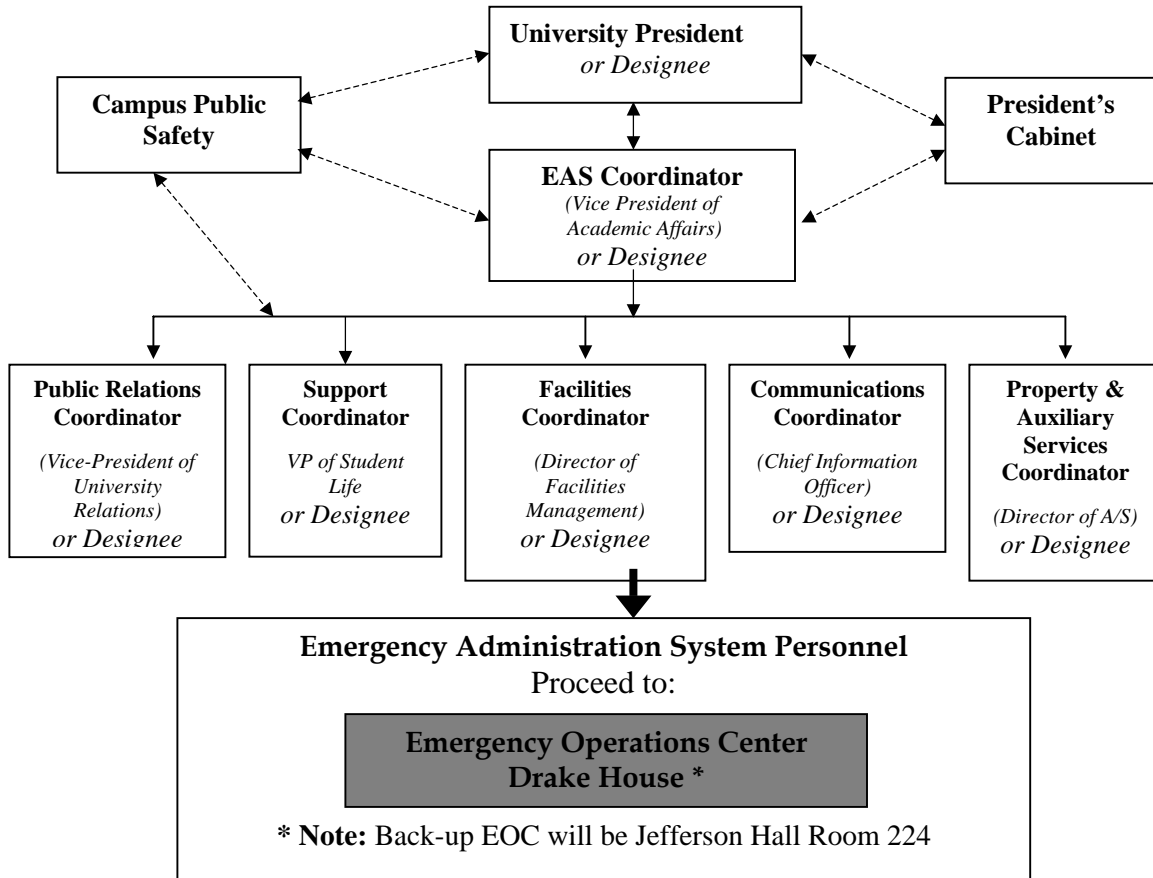
- 1) The nature of the emergency
- 2) The address of the building
- 3) The nearest cross street, if known
- 4) The extent of the fire or emergency, and specific information, if known
- 5) Follow the 911 Operator’s instructions

The caller should never hang up until told to do so by the 911 Operator.

ORGANIZATIONAL STRUCTURE OF EAS

Notification Procedure:

- 1st notification is to the University President or designee by CPS, EAS Coordinator, President's Cabinet, or others
CPS must be contacted in order to complete the communication circle
- 2nd notification is to the Emergency Notification Roster by CPS
- Then EAS is assembled if activated by the President or designee
- The Health & Safety Manager will always be notified when EAS is activated



Responsibilities of each of the above EAS positions are:

University President (or designee)

- Ensure emergency planning meetings are conducted for Faculty & Staff
- Activate the Emergency Administration System (EAS) if necessary
- Authorize release of information to the media
- Review disaster and effectiveness of the campus response
- Obtain assistance from city, county, state, and federal government agencies as required and available
- Request assistance from local emergency agencies as required and available

EAS Coordinator (Vice President of Academic Affairs, or designee)

- Ensure that Emergency Planning meetings are conducted for faculty
- Assess incident situation
- Conduct initial briefing with EAS staff
- Manage incident operations
- Provide accounting of academic faculty, staff and students
- Provide staff for the Emergency Operations Center (EOC)
- Provide regular updates to University President and President's Cabinet & EOC

Public Relations Coordinator (*Vice President of University Relations, or designee*)

- Release information to the university community and media
- Establish communications for notification to family members of injured or deceased
- Respond to special requests for information
- Monitor media coverage for accuracy of reports
- Appoint personnel to maintain an accurate record (including photos) of all recovery activities for future insurance, disaster relief, and reimbursement
- Provide periodic public relations updates to EOC
- Provide public relations staff for the EOC

Support Coordinator (*Vice President of Student Life, or designee*)

- Recruit and coordinate volunteer assistance
- Survey habitable space for room capacity, amenities available, etc.
- Supervise the arrangement for provisions of food and water
- Coordinate shelter operations with other agencies as required
- Assist the Facilities Coordinator in the establishment of work crews
- Establish communications for notification to family members of injured or deceased students
- Provide periodic support updates to EOC
- Provide support staff for the EOC

Facilities Coordinator (*Director of Facilities Management, or designee*)

- Provide emergency power and lighting systems as necessary
- Provide vehicles and equipment necessary to move supplies
- Deploy work crews to perform campus-wide damage assessment, assist in determining appropriate space for triage (if required), remove debris, perform emergency repairs and/ or perform temporary construction as applicable, provide equipment protection
- Request assistance of local utility companies
- Provide periodic facilities updates to EOC
- Provide facilities staff for the EOC

Communications Coordinator (*Chief Information Officer, or designee*)

- Establish communications within EOC
- Establish and maintain emergency communications externally
- Plan, monitor and coordinate all communication operations
- Exercise technical supervision of communications throughout the University
- Provide communication staff for EOC
- Provide regular communication updates for EOC

Property & Auxiliary Services Coordinator (*Director of Auxiliary Services, or designee*)

- Assist with all purchasing in response to emergency events
- Plan, Monitor and Coordinate all Insurance claims on behalf of the University
- Provide guidance and oversight for contract execution during emergencies
- Provide periodic updates to the OEC

The Health & Safety Manager will provide assistance and support to each of the EAS Coordinators as requested based upon the incident and response activity.

SUGGESTED RESPONSE & RECOVERY TIMELINE

The following is a suggested timeline for implementation of response and recovery activities. Public Relations Coordinator must be kept abreast of all response and recovery operations as they occur.

- 00:00 Disaster occurs
- 00:10 President receives notice of incident and in turn contacts EAS Coordinator or CPS. Other members of the EAS will be notified using the phone tree
- 00:30 EAS members proceed to the Emergency Operations Center to oversee response and recovery activities; Facilities and CPS begin an initial damage assessment; work parties form awaiting direction
- 01:00 First EAS staff meeting; briefing by all members; duties distributed and actions begun; work/rescue parties dispatched, with priority given to life and health issues; shelters established
- 02:00 EAS staff meeting; update of damage assessment; press releases prepared; recovery activities continue
- 02:30 Public Relations Coordinator or designee provides an update to the university community and to the media
- 03:00 EAS staff meeting; update of damage assessment and recovery activities; update on shelter area survivors, injured, deaths, persons available for work, and areas needing immediate assistance
- 03:30 Public Relations Coordinator or designee provides an update to the university community and to the media
- 04:00 EAS staff meeting; updates; mini-crews assist faculty, staff, and students in recovery
- 04:30 Public Relations Coordinator or designee provides an update to the university community and to the media
- 05:00 EAS staff meeting; updates
- 05:30 Public Relations Coordinator or designee provides an update to the media

06:00 EAS staff meeting; final update on campus condition, structures available, damage, rescue/recovery crew activity, locations needing attention; future meetings scheduled as needed

06:30 Public Relations Coordinator or designee provides an update to the media

It is important to remember that outside help may not be available for as long as 72 hours.

After 72 hours, outside emergency units and services should be mobilized and able to provide assistance. Depending on the damage suffered by the campus, it is possible that the university may serve as a disaster relief point, including the use of any available space for housing of displaced persons and families and the use of university food services. The soccer field and other areas belonging to or surrounding the campus may be used for helicopter operations, evacuation, triage, and recovery points by incoming relief agencies.

PRIORITY OBJECTIVES

PRIORITY I

Communication Network (establish using available resources)

Resources:

- Telephones
- Handheld radios
- Messengers (volunteers)
- Computer systems (i.e. electronic mail)
- Amateur (HAM) radio station is available at Forest Grove Fire & Rescue for getting messages to outside agencies should standard communications systems fail

Medical Aid (evaluate services available and provide aid as required; direct outside assistance to location of injured)

Resources:

- Forest Grove Fire Department
- Student Health Center
- Red Cross
- CPS Officers

Fire Suppression (evaluate fires and/or fire hazards; use resources to control and evacuate)

Resources:

- Forest Grove Fire Department
- CPS Officers
- Health & Safety Manager
- Volunteers
- Facilities (for equipment)

Search & Rescue (appoint search and rescue teams; provide vehicles and other required equipment)

Resources:

- Forest Grove Fire Department
- CPS Officers
- Volunteers
- Facilities (for equipment)
- Washington County Search & Rescue
- Metro West Ambulance

Utilities Survey (evaluate condition of utilities and shut off or restore gas, electric, steam, water, and sewers; evaluate road and walkway system)

Resources:

- Facilities
- Forest Grove Light & Power
- Northwest Natural Gas

Incident Management (consolidate the above steps with available information to provide a comprehensive action plan to return the university to full-functioning operational status)

Resources:

- 1) University President, or designee
- 2) EAS Coordinator or designee
- 3) Public Relations Coordinator or designee
- 4) Support Coordinator or designee
- 5) Facilities Coordinator or designee
- 6) Communications Coordinator or designee
- 7) Property & Auxiliary Services Coordinator or designee

PRIORITY II

Facility Survey (evaluate facilities for occupancy; Residence Halls have priority; identify and seal off contaminated areas)

Resources:

- Facilities
- Student Life
- Forest Grove Fire Department
- UIS (Integrity of system)

Shelter (identify usable structures and organize personnel moves)

Resources:

- Facilities
- Student Life
- Property & Auxiliary Services
- Red Cross

Food/Drinking Water (identify supplies and establish distribution system)

Resources:

- Food Services
- Student Life

Sewer System (evaluate sewer system and identify alternative resources)

Resources:

- Facilities

Communications (establish a communications system with the campus community; provide information on the availability of basic services)

Resources:

- Hand-held Radios
- Bullhorns
- Printed material (i.e. signs)

Criminal Activity Control (establish security system to control criminal behavior)

Resources:

- CPS Officers
- Volunteers
- Forest Grove Police Department

Psychological Assistance (establish a system or team to handle crisis intervention)

Resources:

- Student Counseling Center
- School of Professional Psychology

PRIORITY III

Valuable Materials Survey (identify, survey, and secure valuable campus materials)

Resources:

- Library staff
- Museum staff
- Art Department staff
- Volunteers

Records Survey (identify and secure all university records)

Resources:

- Business Office staff
- Registrar staff
- Human Resources staff
- Volunteers

Academic Survey (survey academic departments to determine requirements to begin academic operations)

Resources:

- Deans
- Department Chairs
- Faculty

Supplies & Equipment (develop system to renew flow of supplies and equipment from outside sources)

Resources:

- Procurement staff

It is expected that, as operations progress from Priority I through Priority II and III, the administrative control of the university will move from Emergency Administration System personnel back to the normal Pacific University organizational structure. The **University President or designee** will determine when to deactivate the Emergency Administration System. This deactivation procedure will include a review of the emergency, areas involved, actions taken, and results achieved.

BUILDING SAFETY MANAGERS

The Building Safety Manager Program was created by the Pacific University Health & Safety Advisory Committee and authorized by the University President. The program is included in the Health & Safety Advisory Committee: Policy Statement and Organization & Procedures document. As part of the program, each building or area of Pacific University has an assigned Building Safety Manager (BSM).

In each building, the “Safety Bulletin Board” contains a current list of the BSM’s and their phone numbers. Each member of the campus community should familiarize themselves with the location and contents of the “Safety Bulletin Board”. Although Campus Public Safety is the main resource for on-campus emergencies, the Building Safety Manager is an important “contact point-person” for obtaining information about a situation in a given area.

EMERGENCY NOTIFICATION PHONE LIST

Below is a list of contact numbers for individuals who are key resources for implementation of the Emergency Plan.

Note: *Off campus confidential telephone numbers are updated by Chief Information Officer and are on file with CPS, each member of the President’s Cabinet and the EAS team.*

Emergency Administration System (EAS) Personnel:	On-Campus	If dialing from Off-Campus
University President	2214	503.352.2214
EAS Coordinator <i>(Vice President of Academic Affairs or designee)</i>	2228	503.352.2228
Communications Coordinator <i>(Chief Information Officer or designee)</i>	3136	503.352.3136
Public Relations Coordinator <i>(Vice President of Public Relations or designee)</i>	2905	503.352.2905
Support Coordinator <i>(VP for Student Life or designee)</i>	2924 2212	503.352.2924 503.352.2212

Facilities Coordinator (Director of Facilities Management or designee)	3060 2213	503.352.3060 503.352.2213
Property & Auxiliary Services Coordinator (Director of Property & Auxiliary Services or designee)	2704	503.352.2704
Health & Safety Manager	3166	503.352.3166
Campus Public Safety Officer on-duty Cell Phone#	2230	503.352.2230 971.563.3091
Senior Safety Officer Cell Phone#	2230 9-503-797-9247	503.352.2230 971.563.3092

Building Safety Managers: Safety Bulletin Boards, throughout campus, have rosters identifying the Building Safety Managers and contact information. The Building Safety Managers roster is updated regularly and distributed to the campus community, via electronic media.

Building/ Location	On-Campus #	Off-Campus #
Abbott Center 2209 Cedar St.	<i>Un-Assigned</i>	
Arboretum Wilson River Hwy. MP 38	2132	503.352.2132
Bates House 2137 College Way	2201	503.352.2201
Brown Hall & Art portions of Warner Hall 2045 Pacific Ave.	2765	503.352.2765
Campus Public Safety 2124 College Way	2230	503.352.2230
Carnegie Hall 2009 College Way	2799	503.352.2799
Cedar Street Storage (including Paint Shop) 2219 Cedar St.	3191	503.352.3191
Cedar St. Athletic Complex 2311 Cedar St.	<i>Un-Assigned</i>	
Chapman Hall 2214 College way	2877	503.352.2877
Clark Hall (excluding Facilities Engineering) 2140 University Ave	2243	503.352.2243
Custodial Annex & Storage 2219 Cedar St.	2213	503.352.2213
Drake House (Humanitarian Center) 2124 College way	3104	503.352.3104
Duniway House 2134 College Way	2150	503.352.2150
International Programs 2223 Main St.	2084	503.352.2084

Eugene MAT Program 40 E. Broadway Eugene	9.1.541.485.6812	1.541.485.6812
Facilities Engineering 2140 University Ave.	2831	503.352.2831
Greenhouse 2172 Cedar St.	<i>Un-Assigned</i>	
Jefferson Hall 2221 Pacific Ave.	3194	503.352.3194
Knight Hall 2204 College Way	2878	503.352.2878
Landscape Services (Grounds) 2219 Cedar St.	2132	503.352.2132
Landscape Services (Storage & Offices) 2219 Cedar St.	2132	503.352.2132
Library 2125 College Way	3180	503.352.3180
Lincoln Park Main St.	2163	503.352.2163
Marsh Hall (except University Information Services) 2043 College Way	2177	503.352.2177
McCormick Hall 2209 College Way	2239	503.352.2239
McGill Auditorium 2138 Cedar St.	2175	503.352.2175
Milky Way 2017 21 st Ave.	2264	503.352.2264
Murdock Hall 2138 Cedar St.	2175	503.352.2175
Old College Hall 2021 College way	<i>Un-Assigned</i>	
Optometry Clinic – Forest Grove 2221 Pacific Ave.	2248	503.352.2248
Optometry Clinic – NE Center 5329 NE MLK Blvd. PDX	9.503.988.3821	503.988.3821
Optometry Clinic – Portland 511 SW 10 th Ave. Suite 500 PDX	9.503.224.2323	503.224.2323
Optometry Clinic – SE Center 3653 SE 34 th Ave. PDX	9.503.988.3506	503.988.3506
Optometry Clinic – Virginia Garcia 44 N. 11th St. Cornelius	9.503.357.2541	503.357.2541
Pacific Athletic Center 2331 Main St.	2163	503.352.2163
Physical Therapy 2150 Cedar St.	2162	503.359.2162
Portland Psychological Services Center 511 N. 10 th Ave. Suite 400 PDX	9.503.352.2601	503.352.2601
School of Physician Assistant Studies 3201 19 th . Ave	3117	503.352.3117

School of Professional Psychology offices 2004 Pacific Ave.	2837	503.352.2837
Service Center 2019 21 st . Ave	2790	503.352.2790
Strain Science Center 2172 Cedar St.	<i>Un-Assigned</i>	
Taylor-Mead Performing Arts 2014 Cedar St.	2216	503.352.2216
Tidwell Building 2236 Pacific Ave.	2210	503.352.2210
Student Health Center 2011 Cedar St.	2269 2708	503.352.2269 503.352.2708
University Information Services (Marsh Hall-Lower Level) 2043 College Way	2944	503.352.2944
University-owned off-campus housing:		
2117 University Ave (6-plex)	9.971.219.1190	971.219.1190
2125 University Ave (duplex)	9.971.219.1190	971.219.1190
2115 University Ave (house)	9.971.219.1190	971.219.1190
2317 Main Street (house)	9.503.992.0064	503.992.0064
2323 Main Street (house)	9.503.992.0064	503.992.0064
2343 Main Street (house)	9.503.992.0064	503.992.0064
2345 Main Street (house)	9.503.992.0064	503.992.0064
2407 Main Street (house)	9.503.992.0064	503.992.0064
Upward Bound 2128 College way	2722	503.352.2722
Vandervelden Apartments 2033 University Ave.	971.219.1190	971.219.1190
Walker Hall 2142 college way	<i>Un-Assigned</i>	
Walter Hall (excluding Occupational Therapy) 2151 College Way	2245	503.352.2245
Walter Hall (Occupational Therapy/offices & classrooms) 2151 College Way	2203	503.352.2203
Warner Hall (excluding Art – see Brown Hall listing) 2115 Pacific Ave.	2991	503.352.2991
Washburne Hall 2163 College Way	2822	503.352.2822
World Languages House 2224 College Way	2861	503.352.2861

PUBLIC INFORMATION & MEDIA RELATIONS

The media can be an excellent and rapid means of communicating with the general public in a major emergency. Their effectiveness, however, largely depends on the quality and quantity of information provided to them. In the absence of information, the media may seek their own sources and produce coverage that is negative or detrimental to the institution. Therefore, managing communications with the media during a major emergency is extremely important.

In any EAS emergency, the Public Relations Coordinator or designee will serve as the sole media spokesperson. All information released to the media is first authorized by the University President or designee.

Any media personnel inquiring about a non-EAS emergency incident must immediately be referred to the Director of Public Affairs at 503.352.2220. The Director of Public Affairs will work under the authorization of the University President or designee to release incident information to the media.

Any media personnel inquiring about other types of incidents involving the university community and outside officials, such as law enforcement or public health, must immediately be referred to the Director of Public Affairs at 503.352.2220. The Director of Public Affairs will work under the authorization of the University President or designee to release information to the media. In cases where privacy is an issue, such as rape, confidentiality of the community member will be maintained.

Examples of “other” types of incidents include:

- Police activities (warrants, investigations, arrests, vandalism)
- Hate speech or crimes
- Sex-related incidents (rape, harassment)
- Violent acts (possession/use of weapons, assault)
- Computer incidents (hacking, viruses)
- Public health issues (contagious illnesses, food poisoning)
- Suicide or attempted suicide
- Drug-related incidents (possession, manufacture, distribution)
- Missing persons (faculty, staff, students)

Any of the above types of incidents involving a student must also be reported to the VP of Student Life or the designee and CPS, if they are not already involved.

EVACUATION PROCEDURES

Campus evacuations fall into two categories. *Small-scale evacuation* refers to the evacuation of a single area up to 4 buildings; *large-scale evacuation* refers to the evacuation of 5 or more campus buildings. **Small-scale evacuations may or may not**

involve the activation of the EAS system, depending on the specific circumstances; however, large-scale evacuations must include activation of the EAS system.

The Building Safety Manager (BSM) for the affected area/ building, or designee, will serve as the evacuation coordinator for both small-scale and large-scale evacuations in coordination and with support from CPS.

SMALL-SCALE EVACUATION

If the evacuation of a single area/ building up to 4 buildings is necessary, the following steps should be taken:

1. Evacuate the room or area immediately to a safe or established assembly area
2. Do not use an elevator
3. If you are disabled and need assistance evacuating, notify a fellow building occupant or move to the established Area of Rescue Assistance (ARA); if your building does not have a designated ARA, move to the nearest stairwell
4. Assist disabled persons with evacuation; evacuate mobility aids (i.e. wheelchair, cane, or walker) with the person if possible
5. If students or members of the general public are present in your area, assist them with evacuation
6. After evacuating, stay at the evacuation area; Return to area will be allowed only after EAS gives "All Clear" notification through CPS and/or Building Safety Managers
7. **The Building Safety Manager will be a key resource for determining any personnel missing from the evacuation area**

Some areas of campus pose greater risks than others due to storage of chemicals or compressed gasses, both in the likelihood of an evacuation and in the severity of the situation if an evacuation is necessitated. Those areas are Strain Science Center, Murdock Hall, Brown Hall, Warner Hall, and/or the Clark Hall basement. Specialized evacuation plans are being considered to address specific concerns in those areas. Building Safety Managers for the areas, Campus Public Safety, and Environmental Health & Safety shall maintain copies of these specialized plans when completed. In the absence of a specialized plan for one of the areas mentioned above, employees should default to the general steps listed above.

LARGE-SCALE EVACUATION

If the evacuation of 5 or more campus buildings is necessary, the following steps should be taken:

1. Evacuate the room or area immediately to a safe or established assembly area
2. Do not use an elevator
3. If you are disabled and need assistance evacuating, notify a fellow building occupant or move to the established Area of Rescue Assistance (ARA); if your building does not have a designated ARA, move to the nearest stairwell

4. Assist disabled persons with evacuation; evacuate mobility aids (i.e. wheelchair, cane, or walker) with the person if possible
5. If students or members of the general public are present in your area, assist them with evacuation
6. After evacuating, stay at the evacuation area; Return to area will be allowed only after the EAS gives an "All Clear" notification through CPS and/or Building Safety Managers
7. **The Building Safety Manager will be a key resource for determining any personnel missing from the evacuation area**

Some areas of campus pose greater risks than others, both in the likelihood of an evacuation and in the severity of the situation if an evacuation is necessitated. Those areas are Strain, Murdock, Brown, Warner, and/or the Clark basement. There may be a specialized evacuation plan in place to address specific concerns in those areas. Building Safety Managers for the areas, Campus Public Safety, and Environmental Health & Safety shall maintain copies of these specialized plans. In the absence of a specialized plan for one of the areas mentioned above, employees should default to the general steps listed in the above section.

DESIGNATED ASSEMBLY AREAS

There are four (4) assembly areas that have been identified for campus evacuations. Those areas are; Tom Reynolds Soccer Field, Taylor-Meade Parking Lot, Knight Hall Parking Lot and the Holce Tennis Court Parking Lot. Building designation for each of those assembly areas is as follows;

Tom Reynolds Soccer Field:

Clark Hall	Walter Hall	McCormick Hall
Strain Science Center	Physical Therapy	Murdock/ McGill
Abbott Center		

Parking Lot "C" Taylor-Meade Parking Lot:

Taylor Meade	Jefferson Hall	Warner Hall
Brown Hall	Carnegie Hall	Marsh Hall
Student Health Center	Tidwell Building	Old College Hall

Parking Lot "I" Knight Hall Parking Lot:

Library	Service Center	Drake House
Upward Bound	Duniway House	Knight Hall
Chapman Hall	World Languages House	ELI
Bates House	Occupational Therapy	Milky Way

Parking Lot “K” Holce Tennis Court Parking Lot:

Vandervelden Court Apts. Athletic Center University Ave. Apts.

DO NOT LEAVE FROM THE ASSEMBLY AREA UNTIL YOU HAVE BEEN GIVEN THE “ALL CLEAR” BY AUTHORIZED PERSONNEL TO RETURN TO THE BUILDING. IT IS CRUCIAL THAT EVERYONE CAN BE ACCOUNTED FOR SHOULD THE INCIDENT REQUIRE SEARCH & RESCUE OPERATIONS.

GENERAL EMERGENCY PROCEDURE

Campus Public Safety is the only department on campus staffed 24 hours per day, 7 days per week, and 365 days per year. Because of this and their obvious important role in emergencies, they are the key contact for all campus emergencies. The GENERAL emergency procedure is as follows:

Non-“911” CAMPUS EMERGENCIES (minor injury, First Aid, vehicle accident on campus, unwanted actions, etc.)

1. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will contact other personnel as required*

“911” CAMPUS EMERGENCIES (there is a clear need for immediate outside police, fire, or medical assistance):

1. Call 911 (there is no need to dial “9-911”)
2. Clearly state the type of emergency to the dispatcher (i.e. police, fire, medical)
3. Clearly state the location of the emergency and your name, location, and telephone number
4. Describe the emergency
5. Do not hang up until told to do so
6. **Call Campus Public Safety (x2230); notify them 911 has been called and emergency personnel are en route.**

SPECIFIC SCENARIO EMERGENCY PROCEDURES

Specific scenario emergency procedures detailed in this section include:

- Armed Intruder
- Bio-Terrorism
- Blood-borne pathogens exposure
- Bombs
- Bomb threats
- Earthquake
- Employee injury (including reporting information)
- Fire
- Flood
- Hazardous materials

- Medical emergency
- National/Regional Emergency
- Protest activity, marches & demonstrations
- Reporting safety hazards
- Severe emotional trauma or death
- Student injury (including reporting information)
- Utility failure
- Vehicle accident (university-owned)
- Weather storm

ARMED INTRUDER

If an armed or threatening individual comes on or reportedly near University Property, it is very important that Staff and or students report it immediately and take protective actions. There are no set ways to deal with this type of problem, but there are some things one can do to minimize any threat. Because the University is open daily and during late hours, there are two different procedures for reporting and action; one for normal business hours and one for after hours.

I. Normal Business hours

If a person sees an armed intruder come on or reportedly nearby campus, **they are to call the following numbers sequentially:**

- Call 9-1-1
- Call Campus Public Safety at 2230
- Call Facilities Management at 2213

Satellite Campus Locations

Employees of the University will lock down their areas immediately. Call 9-1-1 and report the individual(s) making the intrusion. They will then notify others to stay in the building or area until notification that it is safe to leave. The Safety Manager or designee will call Campus Public Safety at 503-352-2230 and report when the building is secure.

All Locations

It is important that the reporter go to a safe area to call. Note and report the person's clothing and appearance, sex, height, weight, and any other items that are particular to the individual. Note and report what kind of weapon he or she is carrying and the direction of travel or building entered. At no time is any faculty, staff or student to confront an armed intruder.

A. Campus Public Safety responsibilities:

The CPS Officer on duty will insure that 9-1-1 and Facilities Management have been called. The Officer will then determine a safe observation point to monitor the path of the intruder and keep the local Police informed of activities of the intruder. The Officer will try to prevent people from going into harm's way and, if necessary, lock down buildings to prevent the intruder from entering. If a second Officer is on duty, he or she will make notifications and set up a control center where people can call.

B. Facilities Management responsibilities:

The facilities management person answering the phone will ensure that 9-1-1 and CPS have been called. That person will then call the designated phone number for campus wide phone notification, advising Safety Managers, Faculty, and Staff of each building of the threat and to lock down their buildings to prevent people from entering or leaving. This person will notify the Vice President of Student Life and President's Office.

C. Safety Manager/Department/Faculty responsibilities:

Employees of the University will lock down their buildings immediately. They will then go through their building to notify others to stay in the building until notification that it is safe to leave. The Safety Manager will call Facilities Management when the building is secure.

II. After Business Hours

Due to limited resources on Campus, the reporting person will call 9-1-1 and then CPS @ 2230. Report the person's clothing and appearance, sex, height, weight, and any other items that are particular to the individual. Report any kind of weapon he or she is carrying and the direction of travel or building entered.

A: CPS responsibilities:

Campus Public safety will ensure that 9-1-1 has been called. The Officer will then call the Resident Director On-Call and request that they notify the other Resident Directors or On-Call Resident Assistants. After getting a description of the Intruder, the Officer will try to take up an observation point to monitor the activities of the intruder and keep the Police informed. If possible, the Officer will call the Facilities Director and request additional resources needed. If a second Officer is on duty, he or she will make notifications and set up a control center where people can call.

B: On-Call Resident Director responsibilities:

The On-Call Director will notify all On-call personnel and the other Resident Directors to lock down their Residence Halls. Resident Directors and Resident Assistants will notify their residents of the threat and keep people inside. The On-Call Director will notify the Dean or Assistant Dean of Students.

BIO-TERRORISM

Bio-Terrorism: "The use of biological agents, such as pathogenic organisms or agricultural pests, for terrorist purposes." – <http://www.Dictionary.com>

What should I do if I receive a "suspicious parcel" by mail?

- ***Do not handle the mail piece or package suspected of contamination***
- Notify your supervisor, who will immediately contact the local person in charge (Campus Public Safety Officer).
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off

- Ensure that all persons who have touched the mail piece wash their hands with soap and water
- Campus Public Safety or designated officials may double bag the letter in zipper-type plastic bag using latex gloves and a particulate mask
- List all persons who have touched the letter and/or envelope and provide the list to the appropriate authorities
- Campus Public Safety will contact the Forest Grove Police Department
- The USPS Inspectors will collect the mail, assess the threat situation and coordinate with the FBI

What constitutes a "suspicious parcel?"

Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- are unexpected or from someone unfamiliar to you
- are addressed to someone no longer with your organization or are otherwise outdated
- have no return address, or have one that can't be verified as legitimate
- are of unusual weight, given their size, or are lopsided or oddly shaped
- are marked with restrictive endorsements, such as "Personal" or "Confidential"
- have protruding wires, strange odors or stains
- show a city or state in the postmark that doesn't match the return address

BLOOD-BORNE PATHOGENS EXPOSURE

(Also refer to Blood-borne Pathogens: Exposure Control Plan; Student Infectious Diseases Policy: Exposure Control Plan; and/or Pacific Staff)

The emergency procedure listed here is taken from both the employee and student documents detailing Pacific University's policy/procedure regarding Blood-borne pathogens. "Blood-borne pathogens" refers to disease-causing microorganisms present in blood or other potentially infectious body fluids. In particular, the steps listed below are to be taken in response to a "high-risk" exposure incident, defined as an accidental puncture injury, or mucous membrane or non-intact skin exposure to human blood/body fluid. A high-risk exposure should be considered infectious, regardless of the source.

A classic example of a "high-risk" exposure is a needle-stick with a needle contaminated with human blood. For high risk exposures follow these steps:

1. Immediately and thoroughly wash the exposed site with soap and water, or the eye/mucous membrane with water or saline
2. Report the incident to your supervisor or program preceptor
3. **Immediately (within 2 hours) be evaluated at Providence St. Vincent's Emergency Room**, located at US Hwy 26 and Hwy 217, or at the nearest medical facility if outside the Portland area, for the risk of exposure to HBV/HIV and preventative therapy initiated as indicated

4. If you are unsure whether step 3 pertains to your situation, call the Providence St. Vincent's Emergency Room at 503.216.2361; students may also call the Student Health Center at x2269 (503.359.2269 from off-campus)

Contact with the following bodily fluids or materials are **not** covered by this section (feces, nasal secretions, saliva, sputum/"spit", sweat, tears, urine, and vomit). If any of the preceding bodily fluids contain visible blood, then follow the high-risk procedures listed above.

The evaluation of an exposed employee for HBV (the virus that causes hepatitis B)/HIV (the virus that causes AIDS) is confidential. The results of testing will not be shared with Pacific University unless the exposed individual gives written consent for the information to be sent to a specific person at the university. Only the person listed on the consent form can review the information and it must be stored in a locked confidential file separate from other files (i.e. separate from personnel or training files).

If the exposed employee does not consent to post-exposure information being released, the only information provided to the university will be a written report indicating whether a hepatitis B vaccine was recommended for the exposed employee and whether the employee received the vaccination. The written report will be kept in the locked employee medical records file in the Environmental Health & Safety office.

Do not attempt to clean up any spills of human blood or other potentially infectious body materials unless you have received the Hepatitis B immunization series and have been trained in Pacific University's "Blood-borne Pathogens: Exposure Control Plan" or in Pacific University's "Student Infectious Diseases Policy: Exposure Control Plan". Campus Public Safety, Custodial, and Resident Directors (RD's) have been immunized and trained for spill cleanups.

For Bodily Fluids Containing Visible Blood

During business hours, call Custodial at x2213; during off-hours, call Campus Public Safety at x2230 or the Resident Director if the spill is in an on-campus housing area.

Infectious Waste

The following items are considered infectious waste and must be placed into a sharps container immediately after use: lancets, needles, syringes, capillary tubes, glass venipuncture tubes, scalpels, glass pipettes, glass slides/cover slips, or any other disposable sharp item. Sharps containers should be located in areas where procedures are performed, marked as a biohazard, and mounted on the wall out of reach of children (where applicable). When a sharps container is 3/4 full, it should be closed and sealed or locked and placed in a lined infectious waste collection box.

The following items are considered infectious waste and should be placed in a biohazard waste container immediately after use: gloves, lab specimen collection and test materials that have been contaminated with a potentially infectious body fluid, bandages or soiled linens, and soiled table paper. The biohazard waste container should be leak proof, marked as a biohazard, and lined with a red biohazard bag. At the end of a day's clinic session(s) or when the container is 3/4 full, the red bag should be knotted and placed in the infectious waste collection box.

Blood and urine can be disposed of into the sewage system by pouring the specimen into a laboratory sink and flushing with plenty of running water. The sink must then be cleaned with an appropriate disinfectant solution.

The infectious waste collection box must be stored in a locked or restricted access area until picked up by the infectious waste disposal company. Infectious waste must be disposed of according to OSHA guidelines. The University's temporary storage container is located near the loading dock on the East side of Washburne Hall (the UC)

Bio-Med of Oregon collects 2 kinds of waste and require 3 different types of containerization. What is considered Anatomical or Pathological waste is packaged in the double lined cardboard Bio-Hazard boxes. Bio-Med has always considered Pacific's waste to fall in this category. The only separate packaging for this waste is with the "sharps" containers. Sharps should be boxed in a different container from any other waste and the box should be labeled as "sharps". It is acceptable to place numerous sharps containers in the same box as long as the box can be properly sealed shut. The other wastes, whether they are anatomical or other kinds of specimens (even the micro-biology specimens), can be placed in the cardboard boxes too. These wastes are incinerated (except for the sharps containers themselves, those are heat sterilized and re-used). All containers should be "oriented " properly (with the arrows pointing up) and should not exceed a maximum weight of 40 pounds.

Departments with waste **on campus** are to call Campus Public Safety to arrange for an appointment to drop off waste (503.352.2230). Programs with waste **off campus** are to arrange for disposal through the host facility where available, or work with Campus Public Safety.

Bio-Medical waste is linen type by-products from surgical procedures. This waste is to be containerized in a black plastic tub. If your program needs one of these tubs please contact the Health & Safety Manager @ 503.352.3166 with your request.

BOMBS

“Bombs can be constructed to look like almost anything and can be placed or delivered in a number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.” – Bureau of Alcohol, Tobacco & Firearms

Suspicious Package/Letter Characteristics

- Carrier-delivered; lumpy, bulging, has protrusions, lopsided, heavy-sided
- Suspicious company, especially if address or label is handwritten
- Package wrapped with string or twine
- Excess postage on small packages or letters; indicates the object was not weighed by the Post Office
- Any foreign writing, addresses, or postage

- Handwritten notes such as “To be opened in the privacy of”, “Confidential”, “Your lucky day is here”, or “Prize enclosed”
- Improper spelling of common names, places, or titles
- Generic or incorrect titles
- Leaks, stains, or protruding wires, string, tape, etc.
- Hand-delivered
- No return address or nonsensical return address
- Any letter or package arriving before or after a phone call from an unknown person asking if the item was received

If you suspect, based on the characteristics list above, an item delivered to campus may be a bomb, but do not have any other indicators:

1. Do not move the item
2. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will contact the Forest Grove Police Department (911) for assistance if deemed necessary*

If you suspect, based on the characteristics list above, an item delivered to campus may be a bomb, and you have other indicators (i.e. a received bomb threat):

1. Do not move the item
2. Calmly notify others in the immediate area and evacuate; if there is a fire alarm pull-station in your area, do NOT activate it
3. Call 911
4. Clearly state the type of emergency to the dispatcher (e.g. police)
5. Clearly state the location of the suspicious package or letter and your name, location, and telephone number
6. Do not hang up until told to do so
7. Call Campus Public Safety (x2230); notify them 911 has been called and emergency personnel are en route

8. Call the Building Safety Manager for your area
 - a. *Campus Public Safety will facilitate an evacuation of the building with assistance from the Building Safety Manager, go to the designated assembly area for your building*
9. Return to area will be allowed only after EAS gives “All Clear” notification through CPS and/or Building Safety Managers

BOMB THREATS

All bomb threats must be taken seriously. Bomb threats can be delivered in a variety of ways including in-person, via telephone, or in writing. The most dangerous means is in-person; the most common means is via telephone.

In-Person Bomb Threat

The person involved may be unstable and/or delusional and directing the threat at an individual, group, place, or him/herself. If a person announces a bomb threat to you:

1. Remain calm
2. Do not approach the person; never get close enough that you could panic the person or be used as a hostage
3. If possible, try to segregate him/her from others
4. Try to draw the attention of one or two others so they can call (*in order*) 911 and Campus Public Safety (x2230)
5. Talk to the person in a calm and rational manner; put him/her and yourself at ease as much as possible
6. Try to get the individual to speak; let him/her do most of the talking; ask questions about the bomb, its location, and description
7. The Police Officer or Campus Public Safety Officer who arrives at the scene will try to replace you as the negotiator
8. Once you leave the scene, relay all information to any other officer present; immediately write down all you can remember of the incident
9. Remain accessible to Police Officers or Campus Public Safety Officers until you are told to do otherwise

Telephone Bomb Threat

1. Remain calm
2. If the caller allows you to talk and will answer questions, ask questions from the checklist below; keep the caller talking as long as possible
3. Signal a co-worker so he/she can call Campus Public Safety at x2230 while you continue talking
 - a. *Campus Public Safety will notify other personnel as required; including the building/area Building Safety Manager; this may include 9-1-1*
4. As soon as the caller hangs up, verify Campus Public Safety has been notified (*see step 3*) by co-worker or others

5. Call the Building Safety Manager for your area
 - a. *Campus Public Safety will facilitate an evacuation of the building, if deemed necessary, with the assistance of the Building Safety Manager*
6. Return to area will be allowed only after EAS gives "All Clear" notification through CPS and/or Building Safety Managers

Telephone Bomb Threat Checklist

The Bureau of Alcohol, Tobacco & Firearms has published the following checklist to be completed any time a bomb threat is received by telephone. It is important to complete the checklist as soon as possible after a call is received so details are not forgotten. Give the completed form to Campus Public Safety.

Exact time of call:

Exact words of caller: _____

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

Caller's Voice (circle all that apply):

- | | | | |
|-----------|---------|---------|---------|
| Calm | Slow | Crying | Slurred |
| Stutter | Deep | Loud | Broken |
| Giggling | Accent | Angry | Rapid |
| Stressed | Nasal | Lisp | Excited |
| Disguised | Sincere | Squeaky | Normal |

Other Information:

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person Receiving Call: _____

Telephone number call received at: _____

Date: _____

EARTHQUAKE

Earthquakes can strike suddenly, violently, and without warning. Although the likelihood of a large quake occurring in the Forest Grove area is not high, the possibility exists. It is therefore important for employees to know where they are the safest during an earthquake.

If you are indoors:

1. Take cover next a heavy piece of furniture (such as a heavy desk or table) or against an inside wall and hold on, do not get under the furniture you could be crushed. There have been lives saved in the “triangle of life” next to furniture.
2. Avoid areas where glass could shatter (e.g. around windows), mirrors, pictures, or where heavy bookcases or other furniture could fall on you
3. Stay inside

The most dangerous thing to do during the shaking of an earthquake is to try to leave the building - objects can fall on you

If you are outdoors:

1. Move into the open - away from buildings, street lights, and utility wires that could fall
2. Once in the open, stay there until the shaking stops

After the quake:

1. Check for injured persons in your building or area. Do not move the injured individual unless there is serious or immediate danger to their safety. Remain calm and evacuate the building or area in an orderly manner.
2. If you smell gas in your building, shut off the valve (if possible) and evacuate immediately
3. Use a phone *outside* of your building to call 911
 - a. Clearly state the type of emergency to the dispatcher (e.g. fire)
 - b. Clearly state the location of the emergency and your name, location, and telephone number
 - c. Describe the emergency
 - d. Do not hang up until told to do so
 - e. Call Campus Public Safety (x2230); notify them 911 has been called and emergency personnel are en route
 - *Campus Public Safety will verify that Northwest Natural Gas emergency number has been contacted*

Expect aftershocks. Although aftershocks can be smaller than the initial quake, they can cause additional damage and bring down weakened structures. Aftershocks can occur in the first hours, days, weeks, or even months after the initial quake.

EMPLOYEE INJURY

(Also see Medical Emergency)

If an employee is injured while performing the duties of his/her job:

1. Seek medical treatment as required (*see Medical Emergency section*)
 - a. *Campus Public Safety can provide basic first aid*
 - b. *If you need more than basic first aid, you must go to one of the workers' compensation insurance carrier-approved medical facilities (see Human Resources for a current listing)*
2. Immediately report the incident to your supervisor
 - a. *Your supervisor will notify Campus Public Safety*
 - b. *Campus Public Safety will complete an Incident Report and forward it to Human Resources at UC 678*
3. If you need to see a doctor, obtain an OSHA 801 form from Human Resources. If you are able, without compromising a possible medical condition, take the form with you and complete the form with the doctor
 - a. *Your doctor will give you a copy and forward the completed form to Human Resources*
4. Obtain an Employee Accident/ Incident Analysis Form from your supervisor
 - a. *Forward the completed form to Human Resources at UC 678; if the injury involves more than basic first aid, the report will also be forwarded to the Health & Safety Manager at UC 663*
5. Your supervisor will obtain a signature from the department head
6. Your supervisor will forward the completed forms to the Health & Safety Manager at UC 663
7. The injured worker's Accident/ Incident Analysis Form will be reviewed by the Health & Safety Advisory Committee at the next monthly meeting for determination of corrective action of any underlying safety hazards

FIRE

Be sure you know the location of fire extinguishers, exits, and pull stations in your area. If a building fire alarm sounds (or if told to do so by Campus Public Safety or other emergency personnel) evacuate the building immediately and assemble at the designated assembly area. Do not bet your life on an alarm being a false one.

If you discover a fire and/or smoke:

1. Isolate the fire by closing all doors on your way out; *do not lock the doors*
2. Do not attempt to fight a fire alone; only attempt extinguishing a fire if it is a minor one that can quickly and easily be put out with a portable fire extinguisher

3. Report the fire and/or smoke by activating the nearest fire alarm
4. Evacuate to a designated assembly area
 - a. *Do not use elevators when evacuating – use the stairs!*
 - b. *Do not stop for personal belongings or records*
 - c. *Do not stand in smoke (the greatest danger during a fire!); instead, drop to your knees and crawl to the nearest exit; cover your mouth with a cloth, if possible, to avoid inhaling smoke*
 - d. *Assist disabled persons*
5. If you become trapped:
 - a. *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*
 - b. *Stay near the floor where there is the least smoke*
 - c. *Cover your mouth with clothing to avoid inhaling smoke*
 - d. *Do not open a door if smoke is pouring in around the bottom or if it feels hot*
 - e. *Shout to alert emergency personnel of your location*
6. Call 911
7. Clearly tell the dispatcher you are reporting a fire and give your name, location of the fire (building, floor, room number), and your telephone number
8. Do not hang up until told to do so
9. Call Campus Public Safety (x2230); notify them 911 has been called and emergency personnel are en route
10. Notify both the responding fire department and Campus Public Safety personnel on the scene if you suspect someone may be trapped inside the building

FLOOD

In the event of flooding of the Pacific University campus, or portions thereof, follow these guidelines:

If you are indoors:

1. If necessary (and possible), evacuate the room or area immediately to a designated assembly area (provided it is un-affected by the flooding)
2. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will contact Facilities Management (x2213) and/or an appropriate Facilities Engineering employee(s) if the flood is within the scope of Pacific University's capabilities. Power will be shut off to a flooded area that poses an immediate safety threat*
 - b. *If the flood is beyond the scope of Pacific University's capabilities and poses an immediate safety threat, the Forest Grove Fire Department (911) will be contacted. Power will be shut off to a flooded area that poses an immediate safety threat*
3. In a flooded area, do not touch any electrical equipment while power is still on

If you are outdoors:

1. Move to high ground and stay there
2. Avoid walking through floodwaters; if it is moving swiftly, even water 6 inches deep can sweep you off your feet

HAZARDOUS MATERIALS

ASBESTOS

Many campus buildings were built with asbestos ceiling, flooring, insulating, and other materials. Undisturbed, asbestos is not harmful. However, if an asbestos-containing material (ACM) is disturbed or damaged, asbestos fibers can be released and cause an inhalation hazard.

Minor Fiber Release Episode (less than 3 square feet of asbestos-containing material damage)

1. Evacuate the room or area immediately to a safe area away from the building; confine particles by shutting the door(s)
2. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will contact the Health & Safety Manager or designee (x3166 or on his cell phone), who will respond using standard wet cleaning and HEPA vacuum techniques as prescribed in the Asbestos Management Plan*
3. Do not return to the building unless instructed it is safe to do so by Campus Public Safety personnel or the Health & Safety Manager

Major Fiber Release Episode (greater than 3 square feet of asbestos-containing material damage)

1. Evacuate the room or area immediately to a safe area away from the building; confine particles by shutting the door(s)
2. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will contact the Health & Safety Manager or designee (x3166 or on his cell phone), who will coordinate air handling system shut-off or modification, other containment measures as required, area signage, and large scale asbestos removal methods, all as prescribed in the Asbestos Management Plan*
3. Do not return to the building unless instructed it is safe to do so by CPS or the Health & Safety Manager

CHEMICAL SPILLS & RELEASES

If the substance presents a clear, immediate danger to building occupants and cannot be controlled by an available competent person, the following steps should be taken:

1. Evacuate the room or area immediately to a safe area away from the building; confine the substance by shutting the door(s) or closing the supply valve(s) (i.e. a gas shutoff valve in the event of a gas leak)
2. From a safe location, call 911. A phone call to 911 will alert the Hazardous Materials Emergency Response Team from the Office of State Fire Marshall for response.
3. Clearly tell the 911 dispatcher you are reporting a chemical spill/release and be ready to give as much as possible of the following information:
 - a. *Name of material*
 - b. *Exact location of the spill or release*
 - c. *Extent of contamination (i.e. water system, air handling system)*
 - d. *Quantity*
 - e. *Appearance & characteristics (i.e. solid, liquid, gas, odor, color)*
 - f. *Injuries*
 - g. *Your name, department, and phone number you are calling from*
4. From a safe location, call Campus Public Safety (x2230) and tell them you have called 911 regarding the chemical incident.
5. After evacuating, stay at the evacuation area. Return to area will be allowed only after "All Clear" notification through CPS and/or Building Safety Managers is given.

If an employee smells a chemical odor, such as a solvent-type odor, or observes a chemical spill and it does not pose a clear immediate safety threat:

1. Call the Hazardous Chemical Waste Coordinator (x2175) or designee. The Hazardous Chemical Waste Coordinator will then assess the situation and respond with appropriate clean-up materials if the spill or release is within the scope of Pacific University's emergency response capabilities
 - a. *If the spill or release is beyond the scope of Pacific University's capabilities, a phone call, by the Hazardous Chemical Waste Coordinator, to 911 will alert the Hazardous Materials Emergency Response Team from the Office of State Fire Marshall for response*
2. If the Hazardous Chemical Coordinator is not available, CPS is to be contacted. CPS will then contact the designated Chemical Response Personnel to assess and respond to the situation
3. Chemical Response Personnel will notify any chemically sensitive (i.e. respiratory condition or pregnant) employees for evacuation until the assessment step is completed
4. After assessment and/or clean-up, the Chemical Response Personnel will notify the Building Safety Manager of the chemical incident

MEDICAL EMERGENCY

If Only Basic First Aid is required:

1. Do not move an injured person unless it is a life-threatening situation
2. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will administer basic first aid and/or indicate if additional medical treatment should be sought*
3. Stay with the injured person until Campus Public Safety arrives

If Outside Medical Assistance is required (or if you think it might be):

1. Do not move an injured person unless it is a life-threatening situation
2. Call 911
3. Clearly state to the dispatcher you are reporting a medical emergency and give your name, location, and telephone number
4. Describe the medical emergency
5. Do not hang up until told to do so
6. Call Campus Public Safety (x2230); notify them 911 has been called and emergency personnel are en route
7. Stay with the injured person and try to keep him/her calm until outside medical personnel or Campus Public Safety arrive

NATIONAL/REGIONAL EMERGENCY

Should an event take place that requires national or regional focus, the University President will follow procedures outlined in this manual. Examples could include incidents of terrorism, regional power or utility interruptions, continental assault, wild land fire, and bio-terrorism involving the use of biological agents such as pathogenic organisms or agricultural pests, for terrorist purposes. Every effort will be made to establish information centers at key locations throughout campus. Common locations may be utilized in order to allow the community to access information. Services available from the Student Counseling Center and Employee Assistance Program will also be offered.

PROTESTS, MARCHES & DEMONSTRATIONS

Peaceful:

1. Notify Campus Public Safety (x2230)
2. Campus Public Safety (in conjunction with Student Services if students are involved) will monitor for vandalism or signs of situation escalation
 - a. *Campus Public Safety will contact outside assistance as necessary*

Disruptive/Destructive:

1. Notify Campus Public Safety (x2230)
 - a. *Campus Public Safety will call 911 if deemed necessary*
 - b. *Campus Public Safety will notify Student Life if students are involved*

REPORTING SAFETY HAZARDS

If the hazard poses an immediate threat to the safety or health of those in your area:

1. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will contact other personnel as required*
2. If possible, secure the area of the hazard until Campus Public Safety arrives

If the hazard does not pose an immediate threat, but is one that needs to be evaluated:

1. Obtain a Potential Hazard Report form (equivalent to a “safety suggestion form”) from your supervisor, Environmental Health & Safety, or Campus Public Safety
2. Submit the completed form to Environmental Health & Safety (UC Box 663) for inclusion on the monthly Health & Safety Advisory Committee meeting agenda
3. A copy of the form with the committee’s recommended action will be sent to appropriate personnel for implementation
4. A packet, containing Closeout Documentation generated by corrective action, will be forwarded to the Generator of the Potential Hazard Report Form
5. Note that because the Health & Safety Advisory Committee meets monthly, feedback on your concern may not be received for at least 30 days

SEVERE EMOTIONAL TRAUMA OR DEATH

(Also see Medical Emergency)

SEVERE EMOTIONAL TRAUMA

Severe emotional trauma includes attempted suicide or threat of suicide.

In the case of severe emotional trauma or if a threat of suicide is made and a means **(i.e. a gun or knife) is not readily available to the person:**

1. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will assess the situation and request assistance if deemed appropriate*
 - b. *For non-students (Faculty, staff), Campus Public Safety will notify Human Resources*

c. For students, Campus Public Safety will notify VP of Student Life

2. Remain at a distance from the person, but do not leave him/her alone
3. Try to keep him/her calm
4. Remain available at the scene to provide information to emergency personnel

5. If a medical professional judges the person must be treated and/or hospitalized, the person may not remain on campus; he/she will either be hospitalized or leave campus with his/her parent(s), spouse, or other appropriate individual(s) to seek medical treatment (a student may seek on-campus treatment through the Student Counseling Center and/or the Student Health Center)

In the case of an attempted suicide (i.e. an act has been carried out, not just threatened):

1. Call 911
2. Clearly state the type of emergency to the dispatcher
3. Clearly state the location of the body and your name, location, and telephone number
4. Do not hang up until told to do so
5. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will assess the situation and request assistance if deemed appropriate*
 - b. *For non-students (Faculty, staff), Campus Public Safety will notify Human Resources*
 - c. *For students, Campus Public Safety will notify VP of Student Life*

6. Remain at a distance from the person, but do not leave him/her alone
7. Try to keep him/her calm
8. Remain available at the scene to provide information to emergency personnel
9. If a medical professional judges the person must be treated and/or hospitalized, the person may not remain on campus; he/she will either be hospitalized or leave campus with his/her parent(s), spouse, or other appropriate individual(s) to seek medical treatment (a student may seek on-campus treatment through the Student Counseling Center and/or the Student Health Center)

EAS personnel may assemble a Crisis Intervention Team to assist the university community in dealing with the attempted suicide; the Pacific University Professional Psychology Clinic-Portland Service Center may serve as a good resource

DEATH

If you learn of the off-campus death of a university community member:

1. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will contact EAS personnel*
 - b. *EAS personnel may assemble a Crisis Intervention Team to assist the university community in dealing with the death; the Pacific University*

Professional Psychology Clinic-Portland Service Center may serve as a good resource

2. Police authorities or medical authorities are responsible for initial notification of next of kin

If you discover the on-campus death of a university community member:

1. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will secure the area and call 911*
 - b. *Campus Public Safety will contact EAS personnel*
 - c. *EAS personnel should assemble a Crisis Intervention Team to assist the university community in dealing with the death; the Pacific University Professional Psychology Clinic-Portland Service Center may serve as a good resource*
2. Do not allow **anyone** into the area until Campus Public Safety (or outside emergency personnel) arrive

STUDENT INJURY

The following applies to accidents involving Pacific University students, with the exception of students injured while “on-the-clock” as Pacific University employees, such as on-duty work-study students. In those instances, follow the steps listed in the “Employee Injury” section.

ON-CAMPUS ACCIDENTS/INJURIES

(Also see “Pacific University Student Health Center:Policy for Students Injured On-Campus”)

1. Do not move the injured student unless it is a life-threatening situation
2. If it is a medical emergency, call 911
3. Call Campus Public Safety (x2230); if step 2 was necessary, notify them 911 has been called and emergency personnel are en route
 - a. *Campus Public Safety will notify the Director of Student Health (x2269) within 72 hours; if the Student Health Center is closed, Campus Public Safety can page the Director of Student Health to screen the injured person and make a recommendation for medical care; if the Director of Student Health cannot be reached, the injured student should be sent to an Emergency Room*
4. An Accident/Injury Analysis form will be filled out by the Director of Student Health
 - a. *The Accident/Injury Analysis form will be presented at the next Health & Safety Advisory Committee meeting (with the student name omitted for confidentiality) for recommendations on prevention and corrective action as indicated*
5. Any questions regarding incurred costs or insurance issues should be addressed with the Director of Student Health

OFF-CAMPUS ACCIDENTS/INJURIES

(Also see Pacific University's "Outback Protocols")

Management of an accident scene is the duty of the group leader until outside emergency response personnel arrives. The group leader will decide whether to abort a trip and/or evacuate individuals. In emergency situations the first contact will be with local authorities and then University officials will be notified. Situations warranting termination of an off-campus venture, such as an Outback trip, include:

- Threatening behavior to one's self or to others; includes suicide attempt/threat or death
- Wound larger than a quarter on hands, face, or genitals
- Chronic, debilitating pain or discomfort
- Loss of participant(s)
- Head injury and/or loss of consciousness

In the event of an off-campus student accident/injury:

1. Do not move the injured student unless it is a life-threatening situation
2. If it is a medical emergency, call 911
3. If outside emergency assistance is required, notify Campus Public Safety (503-359-2230). CPS will then notify the VP of Student Life of the incident.

Examples of situations requiring this notification include:

- 911 medical emergency
- vehicle accident
- lost group member or unplanned group separation
- evacuation of group member
- life-threatening situation
-

UTILITY FAILURE

ELECTRICAL FAILURE

Some campus buildings are equipped with a battery-powered emergency lighting system, which will automatically activate if there is a power outage. However, it is recommended that each office and room occupant maintain an operational flashlight, the backup power systems will only operate for 80 – 90 minutes. **Follow the procedure below for full electrical failure.**

1. Call Campus Public Safety (x2230)
 - a. *Campus Public Safety will contact Facilities Office during the hours of 8 AM to 5 PM (x2213) and/or an appropriate on-call Facilities*

Engineering personnel (after hours) if the failure is within the scope of Pacific University's capabilities

b. If the failure is beyond the scope of Pacific University's capabilities and poses an immediate safety threat, Forest Grove Light and Power will be contacted

2. Turn off computers and other electrical equipment so they are not damaged when power is restored
3. Evacuate the room or area immediately to a safe area away from the building
4. If downed power lines are present, assume they are live and do not touch or try to move them
5. An initial triage of the outage will be conducted by line staff who are present on campus at the time of the outage (i.e Facilities, CPS, Res-Life). Information will be shared with the Director of those personnel as soon as it is available.
6. After hours this triage will be conducted by Campus Public Safety along with Res-Life staff, who will in turn notify the Dean of Students. The Dean of Students will notify (within 30 minutes) the President of the situation and discuss possible action to be taken. This may or may not include activation of the EAS based on the circumstances surrounding the incident.
7. It is possible for power to remain energized in parts of the campus due to multiple feeder lines coming from City systems. Evacuations may be conducted that do not use standard procedures outlined in this Emergency Plan.

HEATING VENTILATION & AIR CONDITIONING (HVAC) SYSTEM FAILURE

In the event of a major HVAC system failure, the following procedures are to be followed:

1. Call the Facilities Office at x2213 between 8AM – 5PM
2. After normal business hours, call Campus Public Safety at x2230
 - a. *If the failure involves an inhalation hazard, such as chemical fumes, see scenario for "Chemical Spills and Releases"*
 - b. *If the failure is beyond the scope of Pacific University's capabilities to correct, the Facilities Department will seek outside resources*

PLUMBING FAILURE

1. Call the Facilities Office at x2213 between 8AM – 5PM
2. After normal business hours, call Campus Public Safety at x2230
 - a. *Campus Public Safety will contact the appropriate on-call Facilities Engineering personnel if the failure is within the scope of Pacific University's capabilities. Power will be shut off to a flooded area that poses an immediate safety threat*
 - b. *If the failure is beyond the scope of Pacific University's capabilities and poses an immediate safety threat, the Forest Grove Fire Department (911) will be contacted. Power will be shut off to a flooded area that poses an immediate safety threat*
3. In a flooded area, do not touch any electrical equipment while the power is still on

ELEVATOR FAILURE

Campus elevators are inspected and serviced on a routine basis by certified contractors. Emergency equipment located inside each elevator is connected to an off-site monitoring service.

1. If you are trapped in an elevator and think there may be someone nearby who can assist you, turn on the **emergency alarm** located on the main user panel inside the elevator by pushing or switching the alarm button or toggle switch
 - a. *This action results in only an audible alarm (i.e. it is not an action which results in automatic notification of the off-site monitoring service)*
2. If you are trapped in an elevator and don't think there is someone nearby who can assist you, or if there has been no response to the emergency alarm, press the "call" button located on the main user panel inside the elevator
 - a. *The call signal will ring in to the off-site monitoring service; if there is no response to the call back, or if it is requested, the monitoring service will contact Campus Public Safety and dispatch repair personnel*

VEHICLE ACCIDENT

(Also see "Pacific University Vehicle Use Procedure" card, issued by Facilities Office when vehicle keys are picked up; and/or "Pacific University Driver's Responsibility", also available through Facilities Office)

An emergency kit containing flares, fire extinguisher, first aid supplies, and flashlight is in each vehicle. It is located under the rear seat in vans and in the trunk of passenger cars.

If you are the driver of a university-owned or university-rented vehicle and are involved in a traffic accident:

1. Call 911 if there are injuries; flag down a passerby if necessary
2. Notify Campus Public Safety (503.352.2230)
 - a. If between the hours of 8am - 5 pm, Campus Public Safety will notify the Facilities Management Office at ext. 2213. If after 5 pm, Campus Public Safety will notify one of the Facilities employees designated on the "Pacific University Vehicle Use Procedure" card.
3. If another vehicle is involved, exchange insurance information with the driver even if damage does not appear to be extensive
4. Complete the accident form provided in the vehicle; return the form to Facilities Office with the key pouch
5. If the accident involves injuries and/or vehicle damage of \$1500 .00 or more, Oregon State law requires an accident report be filed with the Oregon Department of Motor Vehicles within 72 hours of the time of the accident. The driver is responsible for filing this form with the Oregon Department of Motor Vehicles

The department renting the vehicle will be charged for repairs up to the amount of any insurance deductible.

WEATHER STORM

(Also see Flood section)

Weather conditions likely to be encountered in Forest Grove and pose a safety threat include electrical storms and cold-weather storms.

ELECTRICAL STORM

The human body is 70% water, which makes it an excellent conductor of electricity. Lightning always seeks out the tallest object in a given area and if that object is you, you could be burned, shocked, or electrocuted.

1. Stay indoors
2. If you are outside, seek shelter in the nearest building
3. If you are unable to get inside a building: stay low to the ground, don't stand under a tree (trees attract lightning which can cause them to split, fall, explode, or shock you), and stay away from fences or other metal objects than can conduct electricity
4. If downed power lines are present, assume they are live and do not touch or try to move them; if a power line falls across a car that you are in, stay in the car – if you **MUST** leave it, jump clear so that no part of your body is touching the car when your feet touch the ground

COLD-WEATHER STORM

Cold-weather storms can result in slip hazards on campus walkways, dangerous driving conditions, and overhead limb or electric line hazards.

1. Use extra caution when walking on campus walkways; use available handrails when ascending or descending steps
2. Do not stand under overhead objects, such as tree limbs or electric lines, that are heavily weighted with snow or ice
3. If downed power lines are present, assume they are live and do not touch or try to move them; if a power line falls across a car that you are in, stay in the car – if you **MUST** leave it, jump clear so that no part of your body is touching the car when your feet touch the ground
4. Employ winter driving techniques; use traction devices on university vehicles as recommended in the Driver Training Course (coordinated by Facilities Management and the Health & Safety Manager)

INCLEMENT WEATHER POLICY

Pacific University will make every attempt to keep offices and services operating in inclement weather. However, there are occasions when severe inclement weather may necessitate closure of the university. In that event, the following procedures will be observed:

1. The **President or designee** shall make the final decision based on information provided by Public Affairs and Campus Public Safety.
2. The Director of Public Affairs, in consultation with the Director of Facilities Management or others, will notify the President as soon as possible of hazardous weather conditions, utilizing campus reports as well as local road and state highway conditions from the Oregon State Police and the Washington County Sheriff's Office.
3. With this information the **President** will decide whether the University, with its associated colleges, schools and programs, shall be closed or be opened late.
4. The **Director of Public Affairs (or the Public Information Officer)** will update the telephone switchboard auto-attendant greeting and notify the news media (all designated metro area TV stations and radio stations) of the closure or late opening.
5. The Vice-President of Academic Affairs, Vice-President of Enrollment Management, Vice-President of Finance & Administration, Dean of Students, Food Service Director, Dean of the College of Arts and Sciences, and the Deans and Directors of graduate programs will be notified; each will use a phone tree to notify those individuals on their areas.
6. If the university is officially closed due to inclement weather, all staff members will be compensated for lost time at their regular rate from the time of closure. Non-exempt personnel who may be required to work when the university is closed will receive time-and-one-half for hours worked.
7. If the inclement weather develops overnight, a decision will be made no later than 6 a.m. Other procedures will be followed as stated above. On inclement weather days, **employees are responsible** for listening to media announcements regarding university closures and late openings.

Portland Area

TV Stations: KATU 2 (ABC), KGW 8 (NBC), KOIN 6 (CBS), KPTV 12 (UPN)

Radio Stations: KOTK AM 1080, KXL AM 750, KEX AM 1190, KKCW FM 103.3, KINK FM 102, KUPL FM 98.7, KWJJ FM 99.5, KDBZ AM 620, KKRZ FM 100, KPAM AM 860, KUIK AM 1360

Eugene Area

TV Stations: KEZI 9 (ABC), KMTR 16 (NBC), KVAL 13 (CBS), KLSR 5 (Fox)

Radio Stations: KMGE FM 94.5, KLCC FM 89.7, KPNW AM 1120, KUGN AM 590

RESOURCES

External resources that may be useful for incidents falling within the scope of the Emergency Plan include:

	On-Campus	Off-Campus
American Red Cross	9.503.284.1234	503.284.1234
Bomb Squad (Oregon State Police) – initial call	911	911
Center for Disease Control Emergency Response	9.1.770.488.7100	1.770.488.7100
Forest Grove Fire Department (emergency #)	911	911
Forest Grove Fire Department (non-emergency #)	9.503.992.3240	503.992.3240
Forest Grove Light & Power (main #)	9.503.992.3249	503.992.3249
Forest Grove Light & Power (power outages)	9.503.992.3250	503.992.3250
Forest Grove Light & Power (power outages after 5:00pm)	9.503.992.3260	503.992.3260
Forest Grove Police Department (emergency #)	911	911
Forest Grove Police Department (non-emergency #)	9.503.992.3260	503.992.3260
Forest Grove Public Works (sewer, street, water, maintenance)	9.503.992.3258	503.992.3258
Hazardous Materials Emergency Response Team (Office of State Fire Marshal) – initial call	911	911
Mental Health Crisis Line (24 hours/day)	9.503.291.9111	503.291.9111
Northwest Natural Gas (emergency #)	9.1.800.882.3377	1.800.882.3377
Poison Control	9.1.800.452.7165	1.800.452.7165
Weather information (National Weather Service, state of OR; includes warnings & watches)	http://iwin.nws.noaa.gov/iwin/ or/or.html	

REFERENCES

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<http://www.fema.gov/hazards/floods/> Aug. 2003

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