

**WESTERN OREGON UNIVERSITY
CAMPUS EMERGENCY RESPONSE
SERVICE DISRUPTIONS/CRITICAL EXPOSURES**

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WESTERN OREGON UNIVERSITY EMERGENCY RESPONSE SERVICE DISRUPTIONS/CRITICAL EXPOSURES

OVERVIEW - In the event of a major utility service disruption, inclement weather, medical emergency or crime in progress, the President, Provost, Vice Presidents for Student Affairs and Finance and Administration, Building Managers, and Support Services Supervisors are an intricate part of reducing the exposure from the loss of service and restoring normal services in a timely manner. How emergencies are responded to will be based on time and duration of the incident.

This building manager procedure guide details the appropriate emergency response in the event of:

- Inclement Weather
- Water Outage
- Bomb Threat
- Medical Emergencies/Death Response
- Telecommunication Failure
- Electrical/Power Outage
- Flooding/Water Pipe Breakage
- Heating/Air System Failure
- Crimes/Incidents/Assaults
- Earthquake

PROCEDURES

The following are guidelines for building managers, supervisors, and service personnel to follow in the event of an emergency. The first step in minimizing emergency exposure is immediate evaluation and communication to critical service managers and administrators. These guidelines will assist you in the emergency response to incidents that occur on campus in which you may be involved.

PURPOSE

This procedure guide is intended to be a basic guide for use by staff and faculty to respond to emergency situations that may occur on campus. This guide is not all inclusive nor is every possible emergency listed or detailed. By referring to this guide and using common sense the event can be handled in a coordinated and effective manner that will minimize the effect on the campus.

POWER OUTAGE
7:00 AM THROUGH 5:00 PM MONDAY THROUGH FRIDAY
(1 - 3 hours)

1. **City Services Communication** - In the event of a service outage Campus Public Safety or Physical Plant will contact the City of Monmouth to determine the cause and estimated time until power is restored.
2. **Vice Presidents Notification** – Campus Public Safety will notify the Vice President for Student Affairs and Vice President for Finance and Administration about the cause and the anticipated duration of the loss of service. Campus Public Safety will also advise the following departments for service response.
 - Dean of Students
 - Physical Plant
 - Food Services
 - Werner University Center
3. **Building Manager Responsibility** - Building Managers are responsible for the safety of the occupants of their buildings. In the event of an emergency or power outage Building Managers or their designee are to perform a **cursory search** of their buildings including: hallways, stairs, elevators, and rooms throughout the building that would preclude a person from exiting due to lack of light. (An operable flashlight is to be maintained with the Building Manager for search purposes.)
4. **Building Managers** or their designee are to make contact with their respective Vice President or Provost for further direction (discontinued or reduced services, canceled classes, etc.).
5. **Phone Systems** may be down from 10-45 minutes during the first hour of power outage. On-campus phone services may be restored for use; however, phone calls may be limited to campus only.
6. **Physical Plant Responsibilities:**
 - **Power Up Generators** - Restore power through generators to campus freezers, boiler operations, Computing Services, and Telecommunications.
 - **Check Mechanical Rooms** - Check all mechanical rooms for restoration of services after power is restored.
7. **Residence Halls Responsibilities** - Resident Assistants and Area Coordinators are to conduct a cursory review of all residence halls facilities including interior restrooms, hallways, and rooms throughout the building that may prevent a person from exiting due to lack of light.

8. **Food Services** will determine options to feed residents which may include adjusting the hours or service if applicable.

EXTENDED POWER OUTAGE 3 - 6 Hours

1. **Administrative Decision** to continue, reduce or discontinue services will be made by the President/Provost/Vice Presidents. The decision will be communicated through the appropriate Vice President and Provost areas to the University departments.
2. **Essential Services** include food service and housing for residents living on campus. The decision regarding how to feed and provide essential lighting for the residents will be the responsibility of the Food Service Director and Dean of Students.
3. **Physical Plant** is to check mechanical rooms for flooding and assist in providing essential services to Food Services and Residence Halls.
4. **Food Service** is to explore options not requiring electrical support for feeding residents.

CRITICAL EXTENDED POWER OUTAGE 6 - 48 Hours

1. **Administrative Decision** to continue, reduce or discontinue services will be made by the President/Provost/Vice Presidents. The decision will be communicated through the appropriate Vice President and Provost areas to the University departments.
2. **Essential Services *will continue*** based on available resources. They include:
 - **Food Services** - The decision on how to feed residence hall students will be based on the available resources that don't require electrical support.
 - **Housing** - Housing residents will be based on heat availability in relationship to outside temperature and lighting options after dark.
 - **Discontinuing Services** - The decision to close the residence halls will be based on the recommendation to the President/Provost/Vice Presidents from the Director of Food Service and Dean of Students. (University Residences will be responsible for finding alternative temporary housing for out of state residents in the event services are discontinued.)

3. **Physical Plant:**

- **Maintain Generator Power** to freezers, boilers, Computing Services, and Telecommunications.
- Monitor Sump Pumps to prevent flooding and maintain building closures to retain heat as needed.

AFTER HOURS POWER OUTAGE

1. **Communication** - The same procedures are to be followed for power outages occurring after the normal service day or on weekends as during normal service hours. Some administrators or service directors may not be able to be contacted based on phone outage. In the event phone contact cannot be established critical service employees living in the immediate area will be contacted via personal contact. If service is anticipated to be off more than three hours, available employees will attempt to make personal contact with administrators.
2. **Essential Services** will continue based on available resources and personnel who can be contacted.

EMERGENCY CONTACTS FOR POWER OUTAGES

Dept.	Names	Day Phone
Director CPS	Jay Carey	8-8822
University President	Mark Weiss	8-8990
VP Student Affairs	Gary Dukes	8-8221
VP Fin. & Admin.	Mark Weiss	8-8990
Director Phy. Plant	Tom Neal	8-8043
Dean of Students	Tina Fuchs	8-8220
Director Food Ser.	Karen Nelles	8-8382
Director WUC	Front Desk	8-8261

WATER OUTAGE
Normal and After Hours
(Estimated to last 1 - 3 hours)

1. **City Services Communication** - In the event a water service outage occurs, Campus Public Safety or Physical Plant will contact the City of Monmouth to determine the cause and estimated time until water will be restored.

2. **Vice Presidents Notification** – Campus Public Safety will notify the Vice President for Student Affairs and Vice President for Finance and Administration regarding the cause and anticipated duration of the loss of service. Campus Public Safety will also advise the following departments for service response.
 - University Residences
 - Physical Plant
 - Food Services
 - Werner University Center

3. **Building Manager Responsibility** - Building heating and cooling systems may no longer be operational with no water to support steam loads. Building Managers or their designee are to:
 - **Post Information** on the bathroom facilities that a water outage occurred.
 - **Attempt** to reduce heat loss from building if outside temperatures compromise safety.
 - **Communication** - Building managers or their designee are to make contact with their respective Vice President or Provost for further direction (discontinue or reduce services, cancel classes, etc.).

4. **Physical Plant Responsibilities:**
 - **Evaluate Water Needs** and begin the process of bringing in potable water for critical services.
 - **Repairs** - Assist in the repair or replacement of service lines or pumps as needed.

5. **Residence Halls Responsibilities:**
 - **Post Information** - Resident Assistants and Area Coordinators are to post signs on bathroom facilities advising of the water outage.
 - **Control Heat Loss** - Assess heat loss and encourage reduction of heat loss based on outside temperature by closing windows and doors.

- **Food Service Responsibility** is to provide alternative feeding service that doesn't require water for food preparation.
- **Physical Plant employees** will assist in obtaining and providing limited water services for food service.

EXTENDED WATER OUTAGE 3 - 6 Hours

1. **Administrative Decision** whether to continue, reduce, or discontinue services will be made by the President/Provost/Vice Presidents. The decision will be communicated through the appropriate Dean or Provost areas to University departments via the auidix and E-mail. The decision to continue services will be based on the availability of potable water, and temporary port-a-potties. (Port-a-potties will have to be in place within three hours for critical service areas to include the residence halls and food services.)
2. **Essential Services** are to continue for food service and the residence halls. The decision on how to feed and provide essential water for drinking and hygiene will be the responsibility of the Food Service Director and Dean of Students.
3. **Physical Plant Responsibilities:**
 - Assist in providing water to the essential services
 - Reduce the heat loss of buildings based on outside temperatures.
 - Coordinate the ordering and locating of port-a-potties.

CRITICAL EXTENDED WATER OUTAGE 6 - 48 Hours

1. **Administrative Decision** is to be made by the President/Provost/Vice Presidents whether to continue, reduce or discontinue services. The decision will be communicated through the appropriate Vice President or Provost to the University departments.
2. **Essential Services** may or may not be able to continue due to hygiene and health problems. The water required to provide food service, drinking, and sanitation is considered high with over 1,000 residents. It is estimated that between 20 and 50 port-a-potties would be required to meet minimum service needs for the residents and would require regular maintenance. An additional 30 to 50 more port-a-potties may be required for campus service needs. It is estimated that the residence halls may be able to sustain reasonable living conditions for up to 48 hours with outside water and sanitation support.

**EMERGENCY CONTACTS
WATER OUTAGES**

Dept.	Names	Day Phone
Director CPS	Jay Carey	8-8822
University President	Mark Weiss	8-8990
VP Student Affairs	Gary Dukes	8-8221
VP Fin. & Admin.	Mark Weiss	8-8990
Director Phy. Plant	Tom Neal	8-8043
Dean of Students	Tina Fuchs	8-8220
Director Food Ser	Karen Nelles	8-8382
Director WUC	Front Desk	8-8261

HEATING/AIR SYSTEM FAILURE

1. **Overview:** Heating/air system failure during cold or heat spells may create discomfort for employees and students. Heating and Air condition failure may occur across campus or be isolated to one or two buildings.
2. **Building Manager Responsibility:**
 - **Notify** the Physical Plant and advise of system failure.
 - **Communication:** Advise building visitors, employees and students of heat or cooling loss.
 - **Services:** Continue services until such time as the President or designee determines that services are no longer advisable in the building for safety reasons. (This would not normally occur unless severe heat loss occurs with extreme outside temperatures present.)
3. **Physical Plant Responsibilities:**
 - **Determine** the cause of the failure.
 - **Make necessary corrections** or provide temporary service during a failure.
 - **Advise the Building Manager and Vice Presidents** of the system failure and anticipated time operation will be restored.
4. **Administration Responsibilities:**
 - **Extended Outage:** The President or designee is to make the decision to continue, reduce or discontinue services to part or all of the campus based on extreme outside temperatures.
 - **Public Information:** Closure or reduction in services will be announced through Public Information via the audix, e-mail, or both.

EMERGENCY CONTACT PERSONS

<u>Dept.</u>	<u>Names</u>	<u>Day Phone</u>
Director CPS	Jay Carey	8-8822
University President	Mark Weiss	8-8990
Director Phy. Plant	Tom Neal	8-8043
Dean of Students	Tina Fuchs	8-8220
Director Food Ser	Karen Nelles	8-8382
Director WUC	Front Desk	8-8261

BROKEN WATER PIPE/FLOODING/LEAKING ROOF ALL HOURS

1. **Communication:** If a leak, water pipe, or flooding occurs contact is to be made with one of the Physical Plant supervisors for immediate response. The Building Manager impacted by the exposure is to be notified as well. If an exposure occurs after hours the Building Manager will be notified if the damage is substantial or will affect building operations. If the damage is not significant Building Managers will be advised during normal operating hours. An assessment of the damage and contact with the Vice President over the area impacted is to be made.
2. **Severity of Exposure:** If the leak or water damage is substantial, immediate action may be required to reduce continual exposure.
3. **Physical Plant Responsibilities:**
 - **Assess Damage** and coordinate cleanup.
 - **Remove** equipment in the immediate area of the exposure.
 - Make necessary **temporary repairs** to restore operations if possible.
 - **Notify Campus Public Safety** so initial damage assessments and pictures can be taken of the exposure prior to the cleanup (Risk Management).
 - **Alternate Location** - Locate and move services to an alternate location on campus if services are unable to function in the damaged area.
 - **Documentation** - Document all employee time and expenses for clean up and repair and forward a copy to the Campus Risk Manager (Director of Public Safety).
4. **Building Manager Responsibility:**
 - **Assess Damage** - Assist the Physical Plant in assessing damage.
 - **Service Adjustments** - Make necessary temporary service adjustments to restore operations if possible.
 - **Alternate Location** - Locate and assist in moving services to an alternate location on campus if services are unable to be provided in the damaged area.
5. **Administrative Decision** whether to continue, reduce or discontinue services is to be made by the President /Provost/Vice Presidents until the facility can be restored to operational services.

TELECOMMUNICATIONS OUTAGE Normal Operating Hours

1. **Overview:** A telecommunications disruption may affect either the data communications side (computers), the telephone/audix side, or both. Many times a telecommunications service disruption is caused by a power service failure. In the event of a power disruption the telephone system may not be operational for 10 to 45 minutes.
2. **Telecommunications Responsibility:**
 - **Determine cause** of the failure.
 - **Restore partial or full service** to generator or parts replacement through campus resources.
 - **Administration Notification** - Advise the Vice Presidents of the cause and anticipated duration of the loss of service.
 - **University Notification** - Advise the university of a systems failure, if it is projected to be more than one hour, via audix, e-mail or through the Vice President or Provost. Departments who do not receive loss of service information by e-mail or audix within one hour of failure may obtain the information through the Vice President or Provost.
3. **Department responsibilities:** If a loss of telecommunication and data communication occurs, departments are to provide services to the extent possible with hard copy back up.

AFTER HOURS TELECOMMUNICATIONS OUTAGE

1. **Notification:** Campus Public Safety will contact telecommunications personnel of the outage either by phone/cell phone, if operable, or by personal contact.
2. **Campus Public Safety Responsibilities:**
 - **Communication** - Advise the area coordinators, resident assistants, and other campus departments providing after hour service about the telecommunications loss.
3. **Telecommunications Responsibility:** Determine the cause and make corrections as necessary. Notify the Vice Presidents if the loss of service will impact telecommunications during normal working hours.

**EXTENDED TELECOMMUNICATIONS OUTAGE
More than 24 hours**

1. **Administrative Decision** is to be made by the President/Provost/Vice Presidents whether to continue, reduce or discontinue services. The decision will be communicated through the appropriate Vice President/Provost areas to University departments.

**EMERGENCY CONTACTS -
TELECOMMUNICATIONS**

Dept.	Names	Day Phone
Comp. Services	Teresa Hutchinson	8-8010
Comp. Services	Bill Nicks	8-8499
Comp. Services	Nathan Sauer	8-8960
Director CPS	Jay Carey	8-8822
VP Fin. & Admin.	Mark Weiss	8-8990

MEDICAL EMERGENCY AND DEATH RESPONSE All Hours

1. **Overview:** Medical emergency response is critical in the event of severe injury or sudden illness. The most important action a person can take is to activate an emergency response. Of all emergencies that may occur the most common are related to heart attacks, seizures, sudden illnesses and impact injuries.

2. **Building Manager Responsibility:**
 - **Emergency Notification:** Building Managers or other persons are to contact Campus Public Safety immediately at 8-9000.

 - **Do Not Move Injured Person** unless it is life-threatening for the person to stay where they are.

 - **Injured Person Information:** Provide Campus Public Safety as much information as possible on the nature of the injury (conscious, fractures, etc.).

 - **Personal Safety:** Approach the victim with care. Use body fluid barriers and gloves when performing first aid and wash thoroughly afterwards. Your safety is important.

 - **First Aid:** Administer first aid to the level you are trained.

 - **Reassure Victim:** Keep the victim as calm and comfortable as possible.

 - **Remain with Victim** until an officer or emergency medical services (EMS) person arrives.

3. **Campus Public Safety Responsibilities:**
 - **First Aid:** Assist in first aid and request EMS if needed.

 - **Notification:** If a critical injury obtain emergency contact person from the victim and notify appropriate Vice President or Director of medical condition and notification numbers.

MEDICAL NOTIFICATION OFF CAMPUS All Hours

1. **Overview:** Staff, faculty, students or visitors may have an emergency on or off campus in which the emergency contact person should be notified. This may occur, for example, if there are injuries in an accident involving a student activities van.

2. **Department/Supervisor Responsibility:**

- **List of Participants:** Have a list of persons who participate in activities and emergency contact numbers at Campus Public Safety in the event of an accident or medical emergency.
- **Notification of Medical Emergency:** If a medical emergency occurs off campus and your department receives a call, obtain a contact number and name from the person who called you, and a description of the incident. Call Campus Public Safety immediately and provide the information obtained.

3. **Campus Public Safety Responsibility:**

- **Validate** the incident and the medical emergency.
- **Notification:** Advise the Vice President of Student Affairs Office if it is a student, Provost if it is a faculty member, and Human Resources Director if it is a staff person.

4. **Vice Presidents, Provost, or Director of Human Resources** are to notify the emergency contact person or family and advise them of the incident.

**DEATH OF STUDENT, FACULTY OR STAFF PERSON
All Hours**

1. **Overview** -The death of a student, faculty member or staff person impacts the entire campus community. If a death occurs locally or in neighboring counties, Campus Public Safety may be notified by these agencies. In the event another University official is informed of the death, they are to contact Campus Public Safety.
2. **Death during Student Activities or State Business** - If a death occurs during student activities or while performing state business, another university representative is to follow prudent emergency procedures and contact Campus Public Safety at 838-9000 as soon as possible.
3. **Campus Public Safety** will notify the appropriate University Officials or their designee.

EMERGENCY CONTACT PERSONS

<u>Dept.</u>	<u>Name</u>	<u>Day Phone</u>
Director CPS	Jay Carey	8-8822
University President	Mark Weiss	8-8990
Provost	Kent Neely	8-8128
VP Student Affairs	Gary Dukes	8-8221
VP Fin. & Admin.	Mark Weiss	8-8990
Dean of Students	Tina Fuchs	8-8220
Director, HR	Judy Vanderburg	8-8131

BOMB THREAT

1. **Overview:** Bomb threats normally occur by telephone. With the heightened awareness of bombings it is imperative the person receiving a bomb threat obtain as much information as possible. (Refer to your Emergency Procedures Manual Bomb Threat Checklist.)
2. **Building Manager Responsibility:**
 - **Obtain Information:** Who, What, Why, Where, When.
 - **Call Campus Public Safety at 8-9000** and provide bomb threat information.
 - **Wait for direction from Campus Public Safety.** If an imminent threat is given, evacuate everyone from the building to a designated safe distance. (Never sound the fire alarm, rather perform a room by room notification and advise everyone at your designated location to leave the building immediately for safety purposes. **This is to be initiated only for an imminent threat.**)
 - **Do not pick up suspicious objects.**
3. **Campus Public Safety Responsibilities:**
 - **Validate** bomb threat call and information.
 - **Request** law enforcement support.
 - **Inform** the Vice President for Student Affairs and Vice President for Finance and Administration or their designee and provide response plan which may include evacuation, detailed search, or continuing partial or full services.

EMERGENCY CONTACTS

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Director CPS	Jay Carey	8-8822
University President	Mark Weiss	8-8990
Provost	Kent Neely	8-8128
VP Student Affairs	Gary Dukes	8-8221
VP Fin. &Admin.	Mark Weiss	8-8990

CRIMES/INCIDENTS/ASSAULTS

1. **Overview:** Crimes/incidents may include robbery, theft, assaults, burglary, etc. How Western responds to these incidents is critical in ensuring personal safety and reducing overall liability exposure. Crimes/incidents could have just occurred or there may be a delay in having knowledge of an incident.
2. **Building Manager's/Employee's Responsibility - (In Progress):**
 - **Personal Safety:** Do not attempt to apprehend or interfere with a suspect unless it is for your personal safety.
 - **Description:** Obtain a detailed description of the suspect (if possible) to include height, weight, sex, color, approximate age, clothing, method and direction of travel, hair, identifying marks, etc.
 - **Call** Campus Public Safety immediately at **8-9000** and provide as much information as possible on the incident or crime.
 - **Information:** Avoid talking to anyone except Campus Public Safety or outside law enforcement regarding an incident. Investigative information is to be released by Public Relations or the investigating agency.
 - **Evidence:** Avoid touching or interfering with evidence. Evidence that has been compromised may not be usable in identifying the perpetrator.
3. **Campus Public Safety Responsibility:**
 - **Secure Evidence:** Campus Public Safety will respond and secure the scene for evidence collection.
 - **Notify** local law enforcement for crime investigation assistance.

EMERGENCY CONTACTS

<u>Dept.</u>	<u>Name</u>	<u>Day Phone</u>
Director CPS	Jay Carey	8-8822
VP Student Affairs	Gary Dukes	8-8221
VP Fin. &Admin.	Mark Weiss	8-8990
Dean of Students	Tina Fuchs	8-8220
Provost	Kent Neely	8-8128

INCLEMENT WEATHER

1. **Overview:** Periodically Western experiences extremely inclement weather or other hazardous conditions. During inclement weather, people will hear about certain weather conditions that may or may not be accurate. Western will validate information before providing it to the campus community. In the event of severe inclement weather, Building Managers will be notified of the service restrictions or closures.
2. **Campus Public Safety Responsibility:**
 - **Identify Conditions:** Obtain local weather conditions including road conditions and closures, projected weather conditions and local area damage.
 - **Notify** the Vice President for Finance and Administration about the conditions and make recommendations and advise precautions.
3. **Public Information** will inform departments and personnel of inclement weather and if services or classes will be reduced or discontinued. This will be sent out by audix, e-mail or both.
4. **Building Managers** are to ensure their departments have been notified of service restrictions or class closures.
5. **President's Responsibility:** The president or her designee will make the decision to remain open, reduce services or cancel classes. This decision will be announced through Public Information.
6. **Notifications** are given to all area television and radio stations by the University Public Relations department.

AFTER HOURS

1. **Overview:** When a decision to close Western is made, a prerecorded message reporting the closure will be placed on the campus audix number, **503-838-8026** by 5:30 a.m. Some employees are considered essential service and are required to report to work even if Western is closed. Western will remain open for business unless otherwise informed via Campus Public Safety Information phone line or your local radio station noted above.

GENERAL EARTHQUAKE INFORMATION

Earthquake Safety

This plan is intended to assist campus faculty, staff and students in developing their own plan for responding to a catastrophic earthquake.

Hazard reduction and preparedness activities will help to ensure safety and survival. In the event of a major earthquake, existing emergency services may be overwhelmed and not able to respond for many hours or perhaps days. The campus community must be able to help themselves until assistance arrives.

The following are some tips to help you prepare to respond and recover from a catastrophic earthquake. It is divided into three time frames. Each time frame indicates actions to be carried out by departments, employees and students.

Hazard Reduction and Preparedness for Building Managers (Others)

(Actions to be taken now, **before the earthquake**) #1

These actions require lead time since they cannot be done when an earthquake is imminent.

- Be aware of safe areas in your work environment; e.g., against an interior side wall, under sturdy furniture or supported doorways.
- Be aware of danger areas in the buildings; windows, mirrors, hanging objects and tall unsecured furniture such as bookcases.
- Hold practice drills and physically place yourself in safe locations.
- Keep a list of emergency telephone numbers of campus services.
- Be aware of the location of the closest fire extinguisher and how to use it.
- Be aware of the location of an operational flashlight. If possible have extra batteries and a bulb.
- Be aware of the utility turn off. (This is important in our science buildings.)
- Have a portable AM/FM battery-operated radio. Some of the first instructions will come across the Emergency Broadcast Networks. There are several AM and FM stations designated. They are: KSLM 1390 (Salem), KFLY 1240 (Corvallis), KCYX 1260 (McMinnville), KXL 750 (Portland), or KEX 1190 (Portland).
- Talk with coworkers and your students about the subject.
- Be aware of the most direct exit from your work environment.

The most important part of pre-planning is the awareness of your environment and thinking about what you would do if an earthquake were to occur.

Emergency Response

(Actions to be taken **during the earthquake**) #2

These actions should be taken when you first feel an earthquake. The shaking will generally last less than a minute, however, there is time to take cover and protect yourself.

- If indoors, stay there. Get under a desk, solid table or stand in a doorway.
- Stay clear of all types of windows (both indoors and outdoors).
- If in a crowded classroom, office or other public place, do not rush for the door. Move away from tall shelving and unsecured bookcases.
- If driving a car, pull to the side of the road and stop. Avoid power lines. Stay inside until the shaking stops. Do not park alongside a wall or building.
- If outdoors, get into an open area away from trees, buildings or walls and power lines. Be careful of falling debris from buildings, especially glass from windows.

Recovery

(Actions to take **after the shaking stops**) #3

Within the first few minutes and most likely the first few hours of a serious earthquake, emergency services will not be available. Most areas will have to be self sufficient and steps should be taken to save lives and prevent further disaster. These examples include:

- Stay calm and try to help others.
- Check for injuries. If trained, apply first aid. Do not remove seriously injured persons unless they are in immediate danger.
- Check for gas and water leaks and broken electrical wiring. If there is damage, turn the utility off at the source.
- Check out the condition of the closest exit in case evacuation is needed.
- Be aware of other hazards, such as fire, building damage and toxic spills.
- **Limit the use of the telephone except for emergencies.**
- If you have a radio, turn it on and listen for instructions.
- Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.

- **Be prepared for after shocks . . .**

Many people will not want to stay inside a building after an earthquake. This is not uncommon. You should be careful when exiting a building after the shaking stops.

- Be careful of falling debris from the building, especially glass from windows.
- Be careful not to step on fallen power lines. This is very hazardous at night since there may not be any lighting to guide you.
- When moving about while outside, stay clear of buildings or other structures which may produce falling debris and move to a clear area such as a playing field or parking lot.

Remember to stay calm and assist others. Don't panic. In the beginning everyone will have to help one another until emergency assistance can arrive.

Building/Facilities Checklist After the Earthquake

Things To Do **Before** Reoccupying the Building/Facility:

- Secure the building until it has been inspected for damage and safety.
- Special precautions are required if a building or part of a building is under asbestos abatement at the time of the earthquake. Only trained, properly equipped personnel should enter the building until damage assessment can be determined.
- Shut off HVAC systems until building inspection is completed. Check HVAC system for damage.
- Inspect the building for structural damage, gas leaks, water leaks, fallen ceiling material, etc.
- Shut elevators off and inspect shaft for damage before returning elevators to service (make sure to lock/out tag/out).
- Inspect electrical system, breakers, control centers for damage.
- If structural damage is suspected, call in a structural engineer to inspect before reoccupying the area.

Follow-up After the Earthquake:

- Have a structural inspection completed by a structural engineer.

- Prepare damage/repair cost estimates, take photographs of damaged areas before repairs are made, prepare a written report including floor plan drawings showing the approximate location of damage on each floor. Report damage assessment to Risk Management.
- Complete tests of power systems and building systems, such as:
 - electrical systems for line failure or erratic load patterns;
 - water systems for leakage by monitoring water meter when building is unoccupied or not in use;
 - gas lines for leaks inside and outside the building using gas sensor;
 - emergency lighting system, backup batteries, and fire alarm systems to confirm they operate properly and auto dial systems are functioning.
- Determine who is contacted and when they are contacted if the building must be shut down and tenant employees have to be notified.
- Provide training to staff and tenants on what they can do to protect themselves during an earthquake. (Training tape available: "Earthquake Hazards in the Work Place", contact Allen Risen, Physical Plant).
- Modify emergency plans and procedures to include earthquake response, including identification and posting of floor plan drawings of potentially safer areas (stairways, corners, under desks/tables, vaults, etc.), as well as potentially unsafe areas (in doorways, near windows or glass walls).

Non-Structural Modifications:

- Remove heavy objects from overhead locations.
- Consider needs that may exist for emergency backup power (UPS, generator).
- Connect file cabinets together and to the wall or floor and install positive latch on file drawers.
- Install quake sensitive shut-off valves on gas lines, water, HVAC, elevators which shut off the device in the event of a quake (elevators should be set to return to ground level).
- Install stand alone battery-operated emergency lighting in hallways and stairs in which each unit is a stand-alone unit.
- Modify elevator doors to allow for emergency access by maintenance or management staff to remove persons trapped in elevators (proper training is required, of course).

Building/Facilities Checklist After the Earthquake (continued)

Structural Modifications:

- Attach light fixtures to structural ceiling deck above ceilings.
- Have a survey completed on the building by structural and mechanical engineers to determine potential hazards and develop renovation options and alternatives.
- Cover windows with protective film if they aren't currently safety glass (both interior and exterior glass).

"KEY" AGENCY NUMBERS

- Immediate Emergency 8-9000
 - Salem Dispatch Center 911
- Police (Non-Emergency)**
- Monmouth Police Department Office 503-838-1109
 - Independence Police Department Office 503-838-1214
 - Polk County Sheriff Office 503-623-9251
 - Salem Police 503-588-6123
 - Marion County Sheriff 503-588-5094
 - Oregon State Police 503-378-3720/2575
- Fire (Business Lines – Non-Emergency)**
- Polk County Fire District #1 (Medics) 503-838-1510
 - Dallas Fire Department 503-623-2338
- Hospitals**
- West Valley Community Hospital, Dallas 503-623-8301
 - Salem Hospital 503-370-5200
 - Good Samaritan Hospital, Corvallis 541-768-5111
- Other**
- Oregon Department of Transportation (ODOT) 503-986-4000
 - Polk County Fairgrounds 503-623-3048
 - Poison Control 1-800-222-1222
 - Rape Hotline 503-399-7722
- Utilities**
- Monmouth Public Works 503-838-2173
 - Monmouth Power and Light 503-838-3526
- Roads**
- Road conditions 1-800-977-6368

BOMB THREAT

BOMB THREAT CHECKLIST

Questions to ask:

Exact wording of the threat:

1. Where is the bomb located? _____
2. What time is it set to go off? _____
3. What does the bomb 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. What is your address? _____
9. What is your name? _____

Sex of caller _____ Age _____ Race _____ Length of call _____

CALLER'S VOICE:

- | | | | |
|----------------------------------|-----------------------------------|---|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | If voice is familiar, who did it sound like?
_____ |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep breathing | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking voice | |

BACKGROUND SOUNDS:

- | | | | |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Clear | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Static | _____ |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Local | _____ |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Long distance | _____ |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Booth | _____ |

THREAT LANGUAGE:

- Well Spoken (educated) Foul Irrational Incoherent Taped Message read by threat maker

REMARKS: _____

Report call immediately to: Campus Public Safety - Telephone: 8-9000 (838-9000)

Fill out completely, immediately after bomb threat. Date _____ / _____ / _____. Phone Number _____

Name: _____ Position: _____

Western Oregon University Safety Guidelines for Active Shooter Situations

Introduction:

An active shooter is a person who is actively engaged in killing or attempting to kill people within a populated area. In most cases active shooters use firearm(s) and most often there is no pattern or method to the selection of victims. These types of situations are dynamic and rapidly evolving, demanding the immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to our students, faculty and staff who may become caught in an active shooter situation and also what to expect from responding law enforcement officers.

Procedure:

In general response to an active shooter will be dictated by the event itself and the circumstances occurring. If you become involved in an active shooter situation try to remain calm and use the basic guidelines to help you plan a strategy for survival. If you witness an armed individual on campus at anytime contact the WOU Public Safety immediately from a campus phone 8-9000 or from a cell phone at 503-838-9000. If you hear any shots being fired call 911 immediately to contact the local law enforcement authorities and have another person call WOU Public Safety at 8-9000.

Guidelines:

If the shooter is outside of the building:

- Turn off all lights, close the blinds and close and lock all windows. Close the hallway door to your room. Lock the door if possible or barricade it from within.
- If it can be done safely, get everyone on the floor and out of the line of fire.
- If safe to do so, move to an interior area of the building away from the location of the shooting and remain there until told to leave by an officer.
- If you do not recognize a voice giving instructions, remain where you are at until physical contact is made and the identity of the person is verified.
- Once contact is made by an officer, follow their instructions.

If the shooter is inside the building:

- If possible to leave without endangering yourself or others, evacuate the building.
- Call 911 first and then WOU Public Safety 8-9000 with your location once you have reached an area of safety away from the shooting scene.
- If leaving is not possible, remain in your room, turn off the lights, lock the door if possible and/or barricade the door from within.
- Get everyone on the floor and out of the line of fire.
- Do not leave your room until contact is made by an officer and then follow their instructions.

Page Two Active Shooter Procedure

If the shooter comes into your class or office:

- There is no one procedure that can be recommended in this situation.
- Try to remain calm and use common sense. If flight or hiding is not possible try to negotiate with the individual.
- Attempt to get word out to other staff, faculty or students, if possible, and have someone call 911 first and then 8-9000 to alert the authorities.
- Any attempt to overcome the individual with force should be only as a last resort and initiated only in the most extreme circumstances.
- Await the arrival of law enforcement authorities and follow their directions once the threat has been resolved.
- Be aware that this type of situation can turn into a hostage situation and the law enforcement authorities are trained to negotiate with the individual.

If the shooter is in an open area:

- Immediately seek protection. Put something between you and the shooter.
- Determine if escape or remaining in place is the best option.
- Try to determine the exact location of the shooter and is there safety in the place you chose to hide.
- Call 911 if you have a cell phone and tell them of your location and the circumstances occurring.
- If you have to flee do not run in a straight line, run in a zigzag movement away from the area of the shooting.

Arriving law enforcement officers will be busy attempting to locate and stop the threat. If you know where the suspect is, or have their description, tell the police officers who make contact with you. Try to remain calm and give the best information you can. Follow all orders given to you by the officers.

When approaching officers, keep your hands empty and visible at all times and do not interfere with their operations. Remember that the officers may not know who you are and what the object in your hands are. Do not carry items in your hands that could be mistaken as a weapon during evacuation (cell phones, cameras, etc.).

Prepare a plan of action for yourself and your class. Determine your escape route(s) and know where to evacuate to. Review the plan with your co-workers, students, and staff and building managers so that everyone knows what to expect in the event an active shooter situation should take place. Always follow the instructions given to you by emergency personnel at the scene.