



UHDS Student Plan
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Oregon State University



This plan was created using
In Case of Crisis
<http://incaseofcrisis.com>

 Building Evacuation	 Medical	 Weather
 Utility Outage	 Fire/Explosion	 Criminal/ Hostile Activity
 Suspicious Package	 Shelter in Place / Lock Down	 Active Shooter
 Poisoning	 Earthquake	 Emergency Contacts
 OSU Emergency Plan		



Building Evacuation

[Table of Contents](#)

Response Contacts
Emergency: 9-1-1
OSU Public Safety: 541-737-7000

1. Immediately obey evacuation alarms and orders to evacuate
2. If time allows, and without endangering yourself:
 - Turn off lamps and any appliances with an on/off switch
 - Close doors and windows
 - Inform roommate(s) and others in the area of the current situation
 - Take any necessary personal items with you - coat, shoes, medication, student ID, room key, etc.
3. Leave the building - do use elevators
 - Use the nearest, safest exit
 - Warn others as you evacuate, but do not delay your own evacuation
 - If you cannot leave the building due to fire:
 - Remain in your room
 - Seal cracks around doors and vents with towels or clothing
 - Report the fire by dialing [9-1-1](#), notify them of your location
 - Open window and hang a sheet or light colored clothing out the window to alert rescue personnel that you are in the room waiting for help
 - If smoke enters your room through the window, close the window and tie a folded cloth over your nose and mouth.
4. Assist persons with mobility or other evacuation concerns
 - If you need assistance, ask to ensure someone will help you
 - Notify emergency personnel or building staff of anyone still inside the building
5. Find your RA or floor representative and await further instructions
6. Do not re-enter the building without permission from emergency responders or UHDS staff



Medical

[Table of Contents](#)

Response Contacts

Medical Emergency: 9-1-1
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OSU Public Safety: 541-737-7000

1. Remain calm, initiate lifesaving measures if required
 - Do not move injured person unless there is danger for further harm in their current location
2. Call:
 - [9-1-1](#) for immediate medical assistance
 - Resident Assistant (RA) on duty
3. Provide first-aid
 - Administer first aid (if properly trained)
 - Keep the victim as comfortable as possible
 - Remain with the victim until the assistance arrives
 - DO NOT give fluids or food unless authorized by a medical provider
 - Protect yourself from potential blood borne pathogens (human blood and other body fluids)
 - Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.
4. Follow the instructions given by emergency responders or hall staff



Weather

[Table of Contents](#)

Quick Links

- [Heat](#)
- [Lightning](#)
- [High Winds](#)
- [Flooding](#)
- [Winter Storms](#)

Heat

- Hydrate
- Monitor work/rest level
- Avoid sunshine/create shade
- Monitor health of animals

[Top](#)

Lightning

- Avoid contact with corded devices or electrical equipment
- Avoid contact with plumbing
- Stay away from windows
- Avoid tall objects/natural lightning rods
- Take shelter in a sturdy building
- Take shelter in an automobile. Avoid touching metal surfaces.

[Top](#)

High Winds

- Seek shelter indoors
 - Move away from glass windows
 - Avoid blowing debris
- Secure loose objects that may blow away
- Identify safe areas to move to in case the winds become extreme

[Top](#)

Flooding

- Monitor area for rising water
- Do not drive through flooded areas
- Do not walk through moving water
- Do not park near streams or other waterways

[Top](#)

Winter Storms (ice/snow/cold)

- Stay indoors during the storm. Monitor weather service forecasts
 - NOAA – Portland Office <http://www.wrh.noaa.gov/pqr/>
- Dress appropriately
 - Dress in layers
 - Keep dry
- Open cabinet doors/office doors to allow heat to circulate in closed spaces
- Unless pre-approved, DO NOT burn materials inside of buildings to create heat (e.g. kerosene heaters, BBQs, candles)

[Top](#)



Utility Outage

[Table of Contents](#)

Response Contacts
UHDS Facilities: 541-737-2032
OSU Public Safety: 541-737-3010

In the event of an extended loss of utilities (electricity, water, sewer, steam, etc.) to a facility, certain precautionary measures should be taken.

1. Report the problem
 - Call UHDS Facilities during normal business hours ([541-737-2032](tel:541-737-2032)) to report the problem.
 - Call the resident assistant (RA) on duty after hours to report the problem
2. If stuck in the elevator, use the elevator intercom to request assistance or call Public Safety ([541-737-7000](tel:541-737-7000))
 - a. Remain calm
 - b. Call out for help if the intercom does not work
 - c. DO NOT attempt to exit the elevator without emergency responders present
3. Do not tamper with or move temporary devices such as glow sticks, battery powered lights, space heaters, or water jugs
4. Remember that normal food and other campus services may be disrupted during the outage. Contact your RA for more information.
5. If water service has been disrupted DO NOT use restroom facilities. For restroom needs, follow the direction of your RA.



Fire/Explosion

[Table of Contents](#)

<u>Response Contacts</u>
Fire Department: Call 9-1-1
OSU Public Safety: 541-737-7000

Fire Alarm

1. With the palm of your hand check your door for heat
 - If the door is HOT:
 - Remain in your room
 - Seal cracks around the doors and vents with towels or clothing
 - Report the fire and your location by dialing [9-1-1](#)
 - Hang a sheet or light colored clothing out your window to alert rescue personnel that you are in the room waiting for help
 - If smoke enters your room from the window, close the window and tie a folded cloth over your nose and mouth
 - If the door is COOL:
 - Slowly open the door
 - Take your room key and student ID
 - Close the door
 - Walk (crawl if there is smoke in the hallway) to the nearest exit and assemble with your floor
2. Do not re-enter the building until emergency or university officials give permission to do so
3. Move to evacuation assembly area. If evacuation area cannot be reached or is unknown, move as far away from the building as practical, so as not to be in danger or in the way of emergency responders. (a minimum of 50 feet).
4. Once safely outside, check to make sure no one is missing, and inform hall staff or emergency responders if someone is unaccounted for
5. Do not use elevators during an evacuation
6. Staff/Faculty are not required to fight a fire. If you are trained to do so, and can safely do so, use the appropriate fire extinguisher to attempt to extinguish small fires (office trash can size). Ensure [9-1-1](#) as been called prior to attempting to extinguish the fire.



Criminal / Hostile Activity

[Table of Contents](#)

Response Contacts
Oregon State Police: 541-737-7000
Corvallis Police: Call 9-1-1

Quick Links:

[Crimes In Progress](#)

[Sexual Assault/Assault](#)

Crime In Progress

1. Move to a safe location
 - Do not attempt to apprehend or interfere with the criminal except in case of self-protection
2. Call the OSU State Police at [541-737-7000](tel:541-737-7000)
3. Remain calm, tell the dispatcher where you are calling from, what has happened, and give your name and the phone number to call you back
 - If safe to do so, attempt to get a good description of the criminal. If the criminal is entering a vehicle, note the license number, make, model, color, and outstanding characteristics of the vehicle. Answer all questions asked. Remain on the telephone until dispatcher releases the call.
4. In the event of a civil disturbance, after you have contacted [9-1-1](tel:9-1-1), contact Public Safety ([541-737-7000](tel:541-737-7000)). Continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows
5. Meet police when they arrive, if safe to do so
 - Do not interfere with those persons creating the disturbance, or with authorities on scene.

[Top](#)

Sexual Assault or Assault

1. React early - fight for your life, strike eyes, throat, and groin. Pull your attacker's hair.
2. Yell "Fire" to draw attention to you
3. Run away to a place where there are other people
4. Call the police, [541-737-7000](tel:541-737-7000) or [9-1-1](tel:9-1-1)
5. Preserve evidence - do not wash your clothes, shower, douche, or clean the area where the crime was committed.

[Top](#)



Suspicious Package

[Table of Contents](#)

<u>Response Contacts</u>
OSU State Police: 541-737-7000
Law Enforcement: 9-1-1

Quick Links:

[Bomb Threat](#)

[Susp. Object/Bomb](#)

[Bomb Threat Checklist](#)

Bomb Threat

1. Keep the caller on the phone as long as possible
2. Get detailed information from caller (use [Bomb Threat Checklist](#) below)
3. Look at telephone display, if equipped, write down the number
4. Have someone call [9-1-1](tel:9-1-1) and OSU Public Safety Dispatch ([541-737-7000](tel:541-737-7000)) from a separate phone
 - Give your name, location and telephone number. Inform [9-1-1](tel:9-1-1) of the situation
 - Include any information you may have as to the location of the bomb, time it is set to detonate, and the time you received the call
 - Do not hang up until the dispatcher releases you from the conversation or if you feel threatened to remain on the phone in your current location
5. Inform your supervisor and /or department head. Indicate to your supervisor that you have notified [9-1-1](tel:9-1-1) and OSU Public Safety
6. Evacuate if directed to do so.
 - If you should spot a suspicious object, package, etc., report to [9-1-1](tel:9-1-1) or Public Safety ([541-737-7000](tel:541-737-7000)). Do not touch, tamper, or move it in any way.

[Top](#)

Suspicious Object/Bomb found

1. Do not touch the device
2. Immediately evacuate the area to the evacuation point
 - Look for other objects as you depart
 - Look around evacuation area for other suspicious objects
3. Do not use cellular or radio communication within 100 feet of the device
4. Evacuate others in the vicinity
5. Call [9-1-1](tel:9-1-1) and OSU Public Safety Dispatch ([541-737-7000](tel:541-737-7000)) to report the suspicious object
6. Be prepared to move farther away, if so directed by law enforcement

[Top](#)

Bomb Threat Checklist (Record your answers on a separate piece of paper)

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?
10. Notes:

- Gender of caller
- Age
- Race
- Duration of call
- Caller's Voice [calm, raspy, crying, deep, laughing, angry, normal, ragged]
- Background Sounds [street noise, local, motor, static, factory equipment, dishes]
- Threat Language/wording [well spoken, foul, recorded]

[â€‹Top](#)



Shelter in Place / Lock Down

[Table of Contents](#)

Response Contacts
Fire Department: Call 9-1-1
OSU State Police: 541-737-7000

When you receive notice to seek shelter inside a building, or decide to shelter due to a nearby outside danger:

Shelter in Place

1. Seek shelter inside a building and remain there
 - If possible, seek shelter in areas without hazards (e.g. chemicals, fume hoods, water tanks, loose material, etc.)
 - Do not let unknown persons into your residence hall
 - Determine if a threat of violence is present and lock internal doors
2. If a weather event, go to the lowest level of the building, stay in interior hallways away from glass doors and windows
3. If an outside chemical or hazardous material causes the sheltering, move to the 2nd or 3rd floors of the building and close windows and doors

Lock Down

1. If a lock down situation:
 - Do not let any unknown persons into your building
 - Seek shelter inside a room in which the door can be locked and barricaded - lock and barricade it
 - Stay away from windows so no one can see you
 - Seek cover behind/under solid objects
 - Silence cell phones or other devices that make noise and could draw the intruder's attention
2. If intruder is in your building, and it is safe to do so, report your situation:
 - OSU State Police ([541-737-7000](#))
 - [9-1-1](#)
3. Monitor TV or website news, if possible
4. Wait for official notice to resume normal activities
 - By [OSUAlert](#) notification
 - By person in hallway announcing all clear (it is acceptable to ask for official identification prior to unlocking the door)
 - UHDS or University Staff
 - Telephonic notification from the University
 - University website
6. Be prepared to conduct immediate evacuation if told to do so



Active Shooter

[Table of Contents](#)

Response Contacts
OSU State Police: 541-737-7000
Law Enforcement: 9-1-1

1. **Run** - if you can run away or avoid the shooter, do so

- warn others as you flee

2. **Hide** - if you can see the shooter or be seen by the shooter

- lock/barricade the door
- turn off radios, lights, close blinds
- keep out of sight, behind something substantial
- silence cell phone
- call [9-1-1](tel:9-1-1)

3. **Fight** - if the shooter sees you and you can't escape, fight for your life

- arm yourself with something that can be used as a weapon

[Top](#)



Poisoning

[Table of Contents](#)

Response Contacts
Poison Control Center: 1-800-222-1222
Ambulance: Call 9-1-1
OSU Public Safety: 541-737-7000

Quick Links [Eyes](#) [Skin](#) [Inhale](#) [Ingest](#)

If poison is splashed in eyes:

1. Call out for help so others can come to you
2. Rinse eyes with running water for up to 15 minutes, Hold the eyelid open while water flows over the eyeballs.
 - Do not rub the eye
3. Call [911](tel:911) for medical assistance, if needed
4. Call Poison Control Center ([1-800-222-1222](tel:1-800-222-1222))
5. Contact employee's supervisor
6. Protect yourself against exposure to hazardous substances
 - Consult the Safety Data Sheet
 - Wear appropriate personnel protective equipment

[Top](#)

If poison is splashed on skin:

1. Call out for help so others can come to you
2. Take off any splashed clothing, rinse skin with running water for up to 15 minutes
3. Call [9-1-1](tel:9-1-1) for medical assistance, if needed
4. Call Poison Control Center
5. Contact employee's supervisor
6. Protect yourself against exposure to hazardous substances
 - Consult the Safety Data Sheet
 - Wear appropriate personnel protective equipment

[Top](#)

If poison is inhaled:

1. Call out for help so others can come to you
2. Get patient to fresh air, open doors and windows
3. Call Poison Control Center ([1-800-222-1222](tel:1-800-222-1222))

4. Contact employee's supervisor
5. Protect yourself against exposure to hazardous substances
 - Consult the Safety Data Sheet
 - Wear appropriate personnel protective equipment

[Top](#)

If poison is ingested:

1. Call out for help so others can come to you
2. Call [911](#) for medical assistance, if needed
3. Call Poison Control Center ([1-800-222-1222](#))
4. If cleaning product is swallowed, prepare to give one glass of water or milk to drink, under the direction of the Poison Control Center (unless person is unconscious, having convulsions or is unable to swallow)
5. Contact employee's supervisor
6. Protect yourself against exposure to hazardous substances
 - Consult the Safety Data Sheet
 - Wear appropriate personnel protective equipment

[â€‹Top](#)

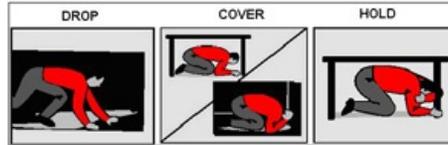


Earthquake

[Table of Contents](#)

If you feel an earthquake:

1. Protect yourself (Drop, Cover and Hold-on). Evacuate the building as soon as you deem it safe



- Stay away from glass
 - Do not use a doorway unless you know it is a load-bearing doorway
 - Do not exit the building while shaking is going on. Falling debris can kill you
 - Do not use elevators
 - Do not pull fire alarm
2. If outside during the shaking, move away from buildings or other objects that could fall
 3. Bring only items you can easily grab, including backpacks especially packed with emergency gear, coat, hat, phone, essentials (e.g. handbag)
 4. Assemble with your floor and let emergency responders or building staff know about any unaccounted for people



Emergency Contacts

[Table of Contents](#)

Quick Links

[Emergency - Fire/Law/Ambulance](#)

[Medical](#)

[Maintenance](#)

[Transportation](#)

[EH&S, Risk, Emergency Preparedness](#)

Emergency - Fire/Law/Ambulance

Corvallis Fire/Police/AmbulanceDispatcher

- Emergency: [9-1-1](#)
- Non-Emergency: [541-766-6911](#)

OSU Dept Public Safety/State Police Dispatcher

- Emergency: [541-737-7000](#)
- Non-emergency: [541-737-3010](#)
- [DPS Web Page](#)

Poison Control Center

- [1-800-222-1222](#)

OSU Alert Messages

- [OSUAlert web page](#)
- [541-737-8000](#)

[Top](#)

Medical

Good Samaritan Regional Medical Center

- [541-768-5111](#)

Poison Control Center

- [1-800-222-1222](#)

OSU Student Health Services

- [541-737-9355](#)

CAPS - Counseling and Psychological Services

- [541-737-2131](#)

CARDV - Center Against Rape and Domestic Violence

- [541-754-0110](#)

OSU Sexual Assault Services

- [541-737-7604](#)

[Top](#)

Maintenance

UHDS - If your maintenance issue is urgent, contact your RA or other Res Ed staff member.

Campus - If it is a maintenance emergency, contact the Department of Public Safety for assistance ([541-737-7000](tel:541-737-7000))

OSU Building/Campus Work Coordination Center

- [541-737-2969](tel:541-737-2969)
- facilities@oregonstate.edu
- [Facilities web page](#)

MU Facilities Work Center

- [541-737-9823](tel:541-737-9823)
- muhd@oregonstate.edu
- [MU Facilities web page](#)

Housing/Dining Facilities Work Center

- [541-737-2032](tel:541-737-2032)
- [Housing/Dining Facilities maintenance request](#)

[Top](#)

Transportation

OSU Motorpool

- [1-800-253-5671](tel:1-800-253-5671)

[Top](#)

EH&S, Risk, & Emergency Prep

OSU Risk Management

- [541-737-7350](tel:541-737-7350)

OSU Environmental, Health and Safety (EH&S)

- [541-737-2273](tel:541-737-2273)

OSU Emergency Preparedness

- Emergency: [541-737-7000](tel:541-737-7000)
- Non-emergency: [541-737-4713](tel:541-737-4713)

App author/comments

- [email](#)
- [phone](#)

[Top](#)



OSU Emergency Plan

[Table of Contents](#)

[Click Here](#) to access the Oregon State University Emergency Plan.