If the building has a backup generator that powers the life safety/fire detection systems, confirm the generator is running and reoccupy the building.

**Table of Contents**

- Evacuation
- Shelter In Place / Lock Down
- Active Shooter

- Medical
- Fire/Explosion
- Hostile / Criminal Activity

- Susp. Object / Bomb Threat
- Spills - Haz Substances
- Poisoning

- Weather
- Utility Outage
- Earthquake / Tsunami

- Transportation Accident
- Disruptive Student
- OSUAlert

- Contact Information
- UHDS Emergency Plan
- Hatfield Plan
Evacuation

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Response Contacts

<table>
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<tr>
<th>Emergency: 9-1-1</th>
</tr>
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<tbody>
<tr>
<td>OSU Public Safety: 541-737-7000</td>
</tr>
</tbody>
</table>

Quick Links:
- Faculty/Instructors
- Building Managers
- Floor Monitors

1. Immediately obey evacuation alarms and orders to evacuate
   - Classes in session must evacuate
   - OSU employees are to ensure students, visitors, visiting vendors and guests to the campus are evacuated

2. If time allows and without endangering yourself:
   - Place equipment in a safe configuration
   - Close doors and windows
   - Inform others in your vicinity of the current situation
   - Take any personal items you may need

3. Leave the building - do not use elevators
   - Use the nearest, safest exit
   - Warn others as you evacuate, but do not delay your own evacuation
   - All personnel are to exit the building

4. Assist persons with mobility or other evacuation concerns
   - Ask for assistance to ensure someone will help you
   - Sight impaired persons should be assisted through hallways and down stairways
   - Wheelchair bound persons should follow evacuation routes on the ground floor of a building. If not on the ground floor:
     a. Use Evacuation Chair (if available)
     b. Wheel to the nearest assembly area or remain in room by a window and call 9-1-1 to report your location
        - Notify others who are evacuating to inform responders of your location
     c. If no pre-identified area, go to an area that provides a barrier between you and the hazard
        - Communicate with responders. Dial 9-1-1 or OSU Public Safety (541-737-7000)
        - Place a cloth or clothing out a window to attract attention

5. Take your cell phone, valuables, and evacuation kit with you

6. Proceed outside the building to the evacuation assembly area. All personnel should move as far away from the building as practical, so as not to be in danger or in the way of emergency responders. (minimum 50 feet away)

7. Conduct accountability for personnel under your supervision

8. Wait for official notice before attempting to re-enter the building

Top

Classroom / Lab Instructors

1. Identify an assembly point 50 feet from the building
2. Direct the class to exit through the nearest safest exit
3. Assign two individuals for each student with disabilities to assist in their safe evacuation from the building
4. Check the classroom/lab area to ensure evacuation is complete prior to exiting the area
5. Once outside, check to see that no one is missing. Report status to a floor monitor or building manager
Building Manager /College point of contact

1. Take clipboard with check-sheet, building map and cell phone/radio and report to the Evacuation Area
2. Gather accountability status from Floor Monitors
3. Forward accountability information to the Fire Department Incident Commander
   - Include injuries, etc. Use radio, cell phone or dispatch runner
4. Maintain order at Evacuation Area-provide periodic event updates to personnel
5. When the Incident Commander has given the "All Clear," ensure all personnel at the Evacuation Area are made aware of the message

Floor Monitor Staff

1. Take clipboard with check-sheet, building map and cell phone/radio
2. Conduct "Accountability Check" (negative or positive (depending upon procedure)) within area of responsibility:
   - Sweep designated area (including bathrooms, closed doors, etc.)
   - Notify building occupants to evacuate building
   - Report accountability for area of responsibility to Building Manager
   - Identify if persons needing assistance are still inside building
   - Monitor building access points to prevent re-occupation
3. Report to Evacuation Area and assist Building Manager as necessary
## Table of Contents

1. If you feel an earthquake:
   - Move to a safe location
   - Everyone leave the building immediately when an alarm sounds. Notify others around you of the evacuation, but do not delay your evacuation.
   - Provide first-aid
   - Assist persons with mobility or other evacuation concerns

2. If outside during the shaking, move away from buildings or other objects that could fall.

3. Call

4. Provide first-aid

5. Once outside, check to see that no one is missing. Report status to a floor monitor or building manager

6. 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.

## Sign Up or Change alert settings:

- Top

## Fire/Explosion

- 541-737-4713
- 541-737-9355
- 1-800-253-5671

## OSU Survivor Advocacy and Resource Center

- http://oregonstate.edu/main/alerts

## OSU Student Health Services

## Corvallis Fire/Police/Ambulance Dispatcher

## EH&S, Risk, Emergency Preparedness

## Maintenance

## Quick Links:

- Oregon State University Emergency Plan
- Oregon State University

This plan was created as of 10/16/2017 3:24:16 PM

## Organization:

- OSU Alerts
- OSU Motorpool
- Corvallis Regional Communication Center
- OSU State Police
- OSU Public Safety
- Good Samaritan Regional Medical Center
- Corvallis Fire/Police/Ambulance Dispatcher
- OSU State Police
- OSU Public Safety
- Corvallis Regional Communication Center

## Title:

- Counseling and Psychological Services
- Facility Services

## Department:

- Counseling and Psychological Services
- Facility Services

## Contact Information:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Title</th>
<th>Phone</th>
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<tbody>
<tr>
<td>OSU Public Safety</td>
<td>24/7 Dispatcher - Emergency</td>
<td>541-737-7000</td>
</tr>
<tr>
<td>Corvallis Regional Communication Center</td>
<td>Dispatcher - Emergency</td>
<td>911</td>
</tr>
</tbody>
</table>

## Additional Information:

- Utility Outage
- Hostile / Active Shooter
- Hostile / Active Shooter
- Major Radioactive Spill
- Sexual Assault or Assault

## Useful Notes:

- Watch must:
  - Unless pre-approved, DO NOT burn materials inside of buildings to create heat (e.g. kerosene heaters, BBQs, candles)
  - Identify safe areas to move to incase the winds become extreme

## Important Steps:

- Hydrate
- Wear appropriate personnel protective equipment
- Obtain spill control materials

## Additional Instructions:

- Background Sounds [street noise, local, motor, static, factory equipment, dishes]
- 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
- Ask for assistance to ensure someone will help you
- Arm yourself with something that can be used as a weapon
- Lock/barricade the door
- Silence cell phones or other devices that make noise and could draw the intruder's attention
- Shut down the building's air handling system (if possible)

## Additional Tips:

- Obtain spill control materials
- 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
- Ask for assistance to ensure someone will help you
- Arm yourself with something that can be used as a weapon
- Lock/barricade the door
- Silence cell phones or other devices that make noise and could draw the intruder's attention
- Shut down the building's air handling system (if possible)

## Additional Resources:

- Oregon State University

This plan was created as of 10/16/2017 3:24:16 PM
Shelter In Place / Lock Down

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Response Contacts

| Fire Department: 9-1-1 |
| OSU State Police: 541-737-7000 |

Quick Links:

Shelter in Place
Lock Down

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.)
   - If possible, warn anyone outside the building to immediately enter
   - Determine if a threat of violence is present and the building/occupants should lock internal and access 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 everyone to the 2nd or 3rd floors of the building
   - Close exterior doors and windows
   - Shut down the building’s air handling system (if possible)

**Lock Down**

1. If a lock down situation:
   - If safe to do so, lock the exterior doors
   - Seek shelter inside a room that the door can be locked and barricaded
   - Lock the door 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)
   - Telephonic notification from the University
   - University website

5. Conduct accountability for personnel under your supervision

6. Be prepared to conduct immediate evacuation if told to do so
Active Shooter

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Response Contacts

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<th>OSU State Police: 541-737-7000</th>
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<tbody>
<tr>
<td>Law Enforcement: 9-1-1</td>
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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;
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
1. Go to a designated shelter.
2. If outside during the shaking, move away from buildings or other objects that could fall.
3. Stay safe and watch for other hazards.
4. Place emergency lights/flares on roadway to warn oncoming traffic.
5. Contact employee's supervisor.
6. Protect yourself against exposure to hazardous substances.
7. Use designated shelter areas.
8. Do not use a doorway unless you know it is a load-bearing doorway.
9. What is your name?
10. What is your phone number?
11. What is your address?
12. What is your relationship to the patient?
13. What is the patient's medical condition?
14. How old is the patient?
15. What is the patient's gender?
16. Is the patient conscious?
17. What is the patient's blood type?
18. What is the patient's medication or allergy information?
19. How long has the patient been experiencing symptoms?
20. What is the patient's diagnosis?
21. Does the patient have any pets or dependents?
22. Are there any hazards in the area?
23. Are there any apparent injuries or wounds?
24. Are there any vehicles or other obstructions in the area?
25. Are there any witnesses or bystanders?
26. Are there any signs of arson or other criminal activity?
27. Are there any electrical fires or other fires?
28. Are there any gas leaks or other hazardous substances?
29. Are there any structural damages or collapses?
30. Are there any other incidents or accidents?
31. Are there any reports of missing persons or hostages?
32. Are there any reports of missing equipment or supplies?
33. Are there any reports of missing documents or records?
34. Are there any reports of missing pets or dependents?
35. Are there any reports of missing vehicles or other obstructions?
36. Are there any reports of missing witnesses or bystanders?
37. Are there any reports of missing signs of arson or other criminal activity?
38. Are there any reports of missing electrical fires or other fires?
39. Are there any reports of missing gas leaks or other hazardous substances?
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47. Are there any reports of missing missing witnesses or bystanders?
48. Are there any reports of missing missing signs of arson or other criminal activity?
49. Are there any reports of missing missing electrical fires or other fires?
50. Are there any reports of missing missing gas leaks or other hazardous substances?
51. Are there any reports of missing missing structural damages or collapses?
52. Are there any reports of missing missing other incidents or accidents?
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 emergency medical assistance. Also call OSU Public Safety for notification and assistance (541-737-7000)
3. Call out for help so others nearby can respond to the event
   - Call or send someone to call for Emergency Medical services (dial 9-1-1)
   - Give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury, or illness, and whether or not the victim is conscious, etc...
4. 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.
5. Send someone to meet the ambulance and guide it to the patient

Top OSU AED locations
## Oregon State University Emergency Plan

**Version as of 10/16/2017 3:24:16 PM**

Oregon State University

This plan was created by OSU Security

http://oregonstate.edu/dept/security/

### Table of Contents

- **Fire/Explosion**
- **Lightning**
- **Major Radioactive Spill**
- **Crime in Progress**

### Quick Links

- **Top**
- **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

### Emergency Contacts

#### OSU Motorpool

- **Title:** Dispatcher - Emergency
- **Phone:** 541-737-7000

#### OSU Student Health Services

- **Title:** Switchboard
- **Phone:** 541-737-7000

#### Good Samaritan Regional Medical Center

- **Title:** Dispatcher - Emergency
- **Phone:** 541-737-7350

#### Corvallis Regional Communication Center

- **Title:** Dispatcher - Non Emergency
- **Phone:** 541-766-6911

#### OSU Public Safety

- **Title:** Dispatcher - Non Emergency
- **Phone:** 541-737-7000

### Action Items

1. **OSUAlert page:**
   - Notify any someone at immediate risk, call Public Safety Dispatch immediately (541-737-2030).
   - Where is the bomb located?
   - 1. Where is the bomb located?
   - 2. Take off any splashed clothing, rinse skin with running water for up to 15 minutes.
   - 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.
   - 4. Have person with knowledge of incident or area assist responding emergency personnel.
   - 5. Some emergencies require the evacuation of the buildings. The sounding of the fire alarm system or verbal orders in the building will signal evacuation.
   - 6. Close doors and prevent entrance into effected area.
   - 7. Do not re-enter the building until fire or police give permission to do so.
   - 8. Do not use elevators during an evacuation.

2. **Get patient to fresh air, open doors and windows**

3. **Take off any splashed clothing, rinse skin with running water for up to 15 minutes**

4. **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**

5. **Have person with knowledge of incident or area assist responding emergency personnel**

6. **Close doors and prevent entrance into effected area**

7. **Do not re-enter the building until fire or police give permission to do so**

8. **Do not use elevators during an evacuation**

### Poison Control Center

#### If ingested:

- Prepare to give one glass of water or milk to drink, under the direction of the Poison Control Center (unless person is

#### If poison is splashed in eyes:

- ...
Fire/Explosion

Response Contacts

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department: 9-1-1</td>
<td></td>
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<tr>
<td>OSU Public Safety: 541-737-7000</td>
<td></td>
</tr>
</tbody>
</table>

1. Activate the nearest fire alarm pull station to alert building occupants and Public Safety
   - Fire alarm will sound (either a gong or electric chime)
   - Buildings equipped will also have strobe light activation to indicate an active fire alarm
2. Everyone leave the building immediately when an alarm sounds. Notify others around you of the evacuation, but do not delay your evacuation.
   - If time allows, and you can perform the action without endangering yourself:
     - place the equipment you are operating into a safe configuration before evacuating
     - close doors and windows before evacuating, if this can be accomplished quickly and safely
3. Evacuate through the nearest safest exit
4. Call 9-1-1 to report the fire alarm, after evacuating building. Also call OSU Public Safety to report the fire alarm (541-737-7000)
5. Do not re-enter the building until fire or police give permission to do so
6. 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).
7. Once safely outside, check to make sure no one is missing, and inform Building Manager/Leadership/emergency responder if someone is unaccounted for
8. Do not use elevators during an evacuation
9. If evacuation routes are blocked, remain in your room, stand by a window, and call 9-1-1 to report your location, and wait for fire department assistance
10. Individuals with mobility or evacuation concerns:
   - Ask for assistance to ensure someone will help you
   - Sight impaired persons should be assisted through hallways and down stairways
   - Wheelchair bound persons should follow evacuation routes on the ground floor of a building. If not on the ground floor:
     a. Use Evacuation Chair (if available)
     b. Wheel to the nearest assembly area or remain in room by a window and call 9-1-1 to report your location
        - Notify others who are evacuating to inform responders of your location
     c. If no pre-identified area, go to an area that provides a barrier between you and the hazard
        - Communicate with responders. Call 9-1-1 and OSU Public Safety (541-737-7000)
        - Place a cloth or clothing out a window to attract attention
11. 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 has been called prior to attempting to extinguish the fire.
Emergency - Fire/Law/Ambulance

Quick Links:
- Oregon State Police:
- OSU State Police:
- OSU Motorpool:
- Center Against Rape & Domestic Violence:
- Oregon State University Public Safety:
- Oregon State University Construction:
- Oregon State University Facility Services:
- Corvallis Regional Communication Center:
- OSU Motorpool:
- OSU Public Safety:
- OSU Facility Services:
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- OSU State Police:
- OSU Construction:
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- OSU Public Safety:
- OSU Facility Services:
- OSU State Police:
- OSU Construction:
Hostile / Criminal Activity

Response Contacts

| Oregon State Police: 541-737-7000 |
|--------------------------|-------------------------------|
| Corvallis Police: 9-1-1 |

Quick Links

Crime 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
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, contact Public Safety (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.

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 or 9-1-1
5. Preserve evidence - do not wash your clothes, shower, douche, or clean the area where the crime was committed.
### Dispatchers

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<td>24/7 Dispatcher - Emergency</td>
<td>541-737-7000</td>
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<tr>
<td>OSU CAPS</td>
<td>Counseling and Psychological Services</td>
<td>541-737-2131</td>
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<tr>
<td>OSU Student Health Services</td>
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<td>541-737-3010</td>
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<tr>
<td>Corvallis Regional Communication Center</td>
<td>Dispatcher - Emergency</td>
<td>911</td>
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<tr>
<td>CARDV</td>
<td>Center Against Rape &amp; Domestic Violence</td>
<td>541-754-0110</td>
</tr>
<tr>
<td>OSU Survivor Advocacy &amp; Resource Center</td>
<td></td>
<td>541-737-2969</td>
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</tbody>
</table>

### Key Information

- **Fire/Explosion**
  - Call 911 immediately.
  - Follow the building’s emergency procedures.
  - If the building does not have a backup generator, a Fire Watch must be implemented if the building is to be reoccupied while the power is out.

- **Buildings with laboratories**
  - Cannot re-enter the building until hood ventilation is restored.

- **Communication**
  - Call 911 for medical assistance, if needed.
  - Continue as much as possible with your normal work day, but do not return to the building until directed by responders.
  - 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.

- **Equipment**
  - Place equipment in a safe configuration.
  - Inform others in your vicinity of the current situation.
  - Seek cover behind/under solid objects.
  - Seek shelter inside a room that the door can be locked and barricaded.
  - If possible, seek shelter in areas without hazards (e.g., chemicals, fume hood, water tanks, loose material, etc.).
  - If directed by responders, move the vehicle to the side of the road.

- **Evacuation**
  - Move to a safe location.
  - Evacuate through the nearest safest exit.
  - Conduct accountability for personnel under your supervision.

- **First Aid**
  - Administer first aid (if properly trained).
  - Call or send someone to call for Emergency Medical services (dial 911).

- **Incident Reporting**
  - Complete an Incident Report Form for Susp. Object / Bomb Threat.
  - Email the completed Incident Report Form to the OSU CAPS (1-800-222-1222) or OSU Public Safety (541-737-7000). Continue as much as possible with your normal work day, but do not return to the building until directed by responders.
  - Continue as much as possible with your normal work day, but do not return to the building until directed by responders.
Susp. Object / Bomb Threat

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<td>541-737-7000</td>
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<tr>
<td>Law Enforcement</td>
<td>9-1-1</td>
</tr>
</tbody>
</table>

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 and OSU Public Safety Dispatch (541-737-7000) from a separate phone
   - Give your name, location and telephone number. Inform 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 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 or Public Safety (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 and OSU Public Safety Dispatch (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]
## Incident Report Form for Susp. Object / Bomb Threat

**NOTE: THIS REPORT WILL BE EMAILED TO OSU PUBLIC SAFETY. YOU MUST ALSO CALL TO REPORT A BOMB THREAT: 541-737-7000**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Your Name</td>
<td></td>
</tr>
<tr>
<td>Your Phone Number</td>
<td></td>
</tr>
<tr>
<td>Where is the bomb located?</td>
<td></td>
</tr>
<tr>
<td>When will it go off?</td>
<td></td>
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<tr>
<td>What does it look like?</td>
<td></td>
</tr>
<tr>
<td>What kind of bomb is it?</td>
<td></td>
</tr>
<tr>
<td>What will make it explode?</td>
<td></td>
</tr>
<tr>
<td>Did the caller place the bomb?</td>
<td></td>
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<tr>
<td>Exact words of threat:</td>
<td></td>
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<tr>
<td>Describe the caller's voice (accent, emotional, etc):</td>
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<tr>
<td>Describe any background noises:</td>
<td></td>
</tr>
<tr>
<td>Other information:</td>
<td></td>
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</table>
Spills - Haz Substances

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Response Contacts
OSU Public Safety: 541-737-7000
Ambulance: 9-1-1
OSU EH&S: 541-737-2273
OSU Facility Services: 541-737-2969

Quick Links
Chemical Spill
Minor Radioactive Material Spill
Major Radioactive Spill

Chemical Spill

1. Alert people in the immediate area to evacuate; close doors to affected area

2. Determine the size of the spill and respond appropriately, according to the spill response plan
   - Immediately evacuate the area if you are not equipped to mitigate the spill
   - wear personal protective equipment
   - Obtain spill control materials
   - Contain the spill
   - Dispose of material correctly

3. Attend to injured or contaminated person if safe to do so

4. Have person with knowledge of incident or area assist responding emergency personnel

5. Some emergencies require the evacuation of the buildings. The sounding of the fire alarm system or verbal orders in the building will signal evacuation.
   - Check to make sure no one is missing, and inform emergency responders if someone is unaccounted for.

Top

Minor Radioactive Material Spill:

1. Alert people in the immediate area of the spill.
   - Evacuate area if health risk exists
   - confine movement of personnel to prevent spread of contamination

2. Notify Department of Public Safety (541-737-7000)

3. Wear protective equipment, including safety goggles, disposable gloves, shoe covers, and long sleeve lab coat.

4. Place absorbent paper towels over liquid spill. Place towels dampened with water over solid material.

5. Monitor area, hands, and shoes for contamination with and appropriate survey meter, or method.

Top

Major Radioactive Spill:

1. Attend to injured or contaminated persons and remove them from exposure.

2. Have potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.

3. Alert persons in laboratory to evacuate.
   - Do not cross potentially contaminated paths.
- Personnel that think they are contaminated should segregate themselves from non-contaminated personnel.

4. Notify 9-1-1, if needed

5. Notify Department of Public Safety (541-737-7000)

6. Close doors and prevent entrance into effected area.

7. Have personnel knowledgeable of incident and laboratory assist emergency response personnel.

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### Table of Contents

1. Excessive class absences
2. Suspicious Object/Bomb found
3. Earthquake
4. Fire
5. If at the Coast, as soon as the shaking stops, immediately head inland, towards higher ground to avoid the tsunami
6. Protect yourself against exposure to hazardous substances
7. Do not park near streams or other waterways
8. Avoid contact with corded devices or electrical equipment
9. Avoid sunshine/create shade
10. Monitor work/rest level

### Quick Links

- Oregon State University Emergency Plan
- Oregon State University
- Version as of 10/16/2017 3:24:16 PM
- This plan was created and is maintained by the OSU Office of Public Safety.
- http://oregonstate.edu/dept/security/
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 for medical assistance, if needed
4. Call Poison Control Center (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

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 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

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)
4. Contact employee’s supervisor

5. Protect yourself against exposure to hazardous substances
   - Consult the Safety Data Sheet
   - Wear appropriate personnel protective equipment

**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
Weather

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Quick Links
Heat
Lightning
High Winds
Flooding
Winter Storms

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

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.

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 incase the winds become extreme

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

Winter Storms (ice/snow/cold)
- Stay indoors during the storm. Monitor weather service forecasts
  - NOAA – Portland Office [http://www.wrh.noaa.gov/pgp/]
- 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)
Utility Outage

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<td>541-737-2969</td>
</tr>
<tr>
<td>OSU Public Safety</td>
<td>541-737-3010</td>
</tr>
</tbody>
</table>

In the event of extended utility loss (power, water, sewage, etc...) to a facility, certain precautionary measures should be taken, depending upon the geographical location and operating environment of the facility:

1. Evacuate the building if:
   a. Loss of power
   b. Loss of hood ventilation

2. Contact Facility Services (541-737-2969) during work hours to report the problem. Contact Public Safety (541-737-3010) after hours or if Facility Services cannot be reached.

3. If stuck in the elevator, use the elevator intercom to request assistance or call Public Safety (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

4. Be prepared to provide fire monitors if occupancy is permitted during a utility outage

5. Building re-entry for less than 8 hours during a power failure:
   a. Buildings with laboratories - cannot re-enter building until hood ventilation is restored
   b. If the building has a backup generator that powers the life safety/fire detection systems, confirm the generator is running and re-occupy the building.
   c. If the building DOES NOT have a backup generator, a Fire Watch has to be implemented if the building is to be re-occupied while the power is out. A Fire Watch must:
      ♦ Be competent to identify fire hazards
      ♦ Be able to communicate to the fire department if a response is needed
      ♦ Be familiar with the structure and emergency plan
      ♦ Perform patrols every 15 minutes to look for instances of fire
      ♦ Keep a log sheet: Person's name, time each activity was conducted, description of activity

6. Actions to be taken for Outages lasting more than 24 hours will be communicated from OSU leadership

Top
**Earthquake / Tsunami**

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If you feel an earthquake:

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

   ![Drop, Cover, Hold](image)

   - 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. Conduct accountability at the evacuation area

5. If at the Coast, as soon as the shaking stops, immediately head inland, towards higher ground to avoid the tsunami

   ![Tsunami Hazard Zone](image)

*Please tap paperclip below for the HMSC Earthquake/Tsunami Evacuation Plan*

[tsunami_evacuation_flyer080113(1).pdf](tsunami_evacuation_flyer080113(1).pdf)
Transportation Accident

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<tr>
<td>OSU State Police: 541-737-7000</td>
</tr>
<tr>
<td>OSU Motorpool: 1-866-253-5671</td>
</tr>
</tbody>
</table>

1. Stop and assess the situation
2. Call 9-1-1 if there are medical or fire concerns
3. Call 9-1-1 request law enforcement assistance
4. Place emergency lights/flares on roadway to warn on-coming traffic
   - If directed by responders, move the vehicle to the side of the road
5. Request that law enforcement file a written report
6. Follow OSU accident reporting procedures (found in OSU vehicle) [http://motorpool.oregonstate.edu/vehicles/accidents-and-assistance](http://motorpool.oregonstate.edu/vehicles/accidents-and-assistance)
7. Contact Risk Management (541-737-7350) to report ALL accidents, regardless of the amount of damage

Top
If no pre-identified area, go to an area that provides a barrier between you and the hazard.

Other information:
Describe any background noises:
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Disruptive Student

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<td>OSU Public Safety: 541-737-7000</td>
</tr>
<tr>
<td>CAPS: 541-737-2131</td>
</tr>
</tbody>
</table>

When a very serious or threatening incident of disruptive behavior occurs in the classroom, academic building, or on the OSU campus, OR the behavior places anyone at immediate risk, call Public Safety Dispatch immediately (541-737-7000).

Signs of a distressed student:

1. Excessive class absences
2. Declining academic performance
3. Poor emotional control
4. Excessive moodiness
5. Sleeping, and/or eating habits that change dramatically
6. Excessive concern about personal health, persistent depression
7. Talking openly about suicide
8. Repeatedly engaging in risky behavior

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<table>
<thead>
<tr>
<th>Organization: OSU Public Safety</th>
<th>Title: 24/7 Dispatcher - Emergency</th>
<th>Phone</th>
<th>541-737-7000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization: OSU CAPS</td>
<td>Title: Counseling and Psychological Services</td>
<td>Phone</td>
<td>541-737-2131</td>
</tr>
<tr>
<td>Organization: OSU Survivor Advocacy &amp; Resource Center</td>
<td>Phone - Office</td>
<td>541-737-2830</td>
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Sign Up or Change alert settings:
1. Go to Oregonstate.edu/main/alerts
2. At the top of the page, select OSU Alert Portal
3. Follow the instructions under "Sign Up for OSU Alert"

Monitor Alert Postings
1. OSUAlert page: oregonstate.edu/main/alerts
2. OSU web page: oregonstate.edu
3. OSU Twitter: twitter.com/OregonState
4. OSU Facebook: www.facebook.com/osubeavers
5. Campus Hotline: 541-737-8000
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Quick Links
- Emergency - Fire/Law/Ambulance
- Medical
- Maintenance
- Transportation
- EH&S, Risk, Emergency Preparedness
- Emergency - Fire/Law/Ambulance

Corvallis Fire/Police/Ambulance Dispatcher
- 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

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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 Survivor Advocacy and Resource Center
- 541-737-2030

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) |
| OSU Building/Campus Facility Services |
1. Go to Table of Contents

Emergency – Fire/Law/Ambulance

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

2. Call

3. Poor emotional control

4. Conduct accountability at the evacuation area

5. When the Incident Commander has given the "All Clear," ensure all personnel at the Evacuation Area are made aware of the message

6. Follow OSU accident reporting procedures (found in OSU vehicle)

7. Lock the door and barricade it

8. If time allows and without endangering yourself:

9. Call

10. Notes:

Winter Storms

1. Move to a safe location

2. If time allows and without endangering yourself:

3. Open cabinet doors/office doors to allow heat to circulate in closed spaces

4. Identify safe areas to move to in case the winds become extreme

5. Avoid tall objects/natural lightning rods

6. Stay away from windows

7. Monitor health of animals

8. Wear appropriate personnel protective equipment

9. Dispose of material correctly

10. Call

Security

1. Activate talk groups

2. Gather accountability status from Floor Monitors

3. Assign two individuals for each student with disabilities to assist in their safe evacuation from the building

4. Assist persons with mobility or other evacuation concerns

5. Maintain order at Evacuation Area — provide periodic event updates to personnel

6. Provide first-aid

7. Send someone to meet the ambulance and guide it to the patient

8. When the Incident Commander has given the "All Clear," ensure all personnel at the Evacuation Area are made aware of the message

9. Notes:

Transportation

1.叫

2. Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.

3. If you should spot a suspicious object, package, etc., report to

4. Note:

Poisoning

1. Rinse eyes with running water for up to 15 minutes, hold the eyelid open while water flows over the eyeballs.

2. Notify Department of Public Safety (if there are medical or fire concerns)

3. Monitor area, hands, and shoes for contamination with and appropriate survey meter, or method.

4. Call Poison Control Center

5. If you should spot a suspicious object, package, etc., report to

6. Note:

Snow

1. Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.

2. If you should spot a suspicious object, package, etc., report to

3. Note:

Summer

1. Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.

2. If you should spot a suspicious object, package, etc., report to

3. Note:

Tsunami

1. Watch must:

2. Identify safe areas to move to in case the winds become extreme

3. Avoid tall objects/natural lightning rods

4. Stay away from windows

5. Monitor health of animals

6. Wear appropriate personnel protective equipment

7. Dispose of material correctly

8. Give your name, location and telephone number. Inform

9. Do not interfere with those persons creating the disturbance, or with authorities on scene.

10. Notes:

OSU Alerting System

1. Office – Exterior

2. Office – Interior

3. Voice

4. Text

5. Email

6. Do Not Disturb

7. Do Not Answer

8. Do Not Call

9. Do Not Ring

10. Notes:

OSU Police

1. Note:

OSU Public Safety

1. Note:

OSU Risk Management

1. Note:

OSU Student Health Services

1. Note:

Oregon State University

This plan was created and maintained by OSU Public Safety in cooperation with a variety of local, state, and federal agencies. The plan was updated on March 14, 2018. For more information, please contact the OSU Public Safety Command Center at 541-737-7000.

OSU Public Safety:

- OSU Alerting System
- OSU Police
- OSU Public Safety
- OSU Risk Management
- OSU Student Health Services
- Oregon State University

Organization: OSU Public Safety
Title: Dispatcher - Non Emergency
Phone: 541-737-7000

Organization: OSU CAPS
Title: Counseling and Psychological Services
Phone: 541-737-2131

Organization: OSU Student Health Services
Phone: 541-737-0355

Organization: Good Samaritan Regional Medical Center
Title: Switchboard
Phone: 541-768-5111

Organization: Corvallis Regional Communication Center
Title: Dispatcher - Emergency
Phone: 541-754-0110

Organization: OSU EH&S
Title: Environmental, Health & Safety
Phone: 541-737-2273

Organization: Poison Control Center
Phone: 1-800-222-1222

Organization: OSU Motorpool
Title: Dispatcher
Phone: 1-800-222-1222

Organization: OSU Public Safety
Title: 24/7 Dispatcher - Non Emergency
Phone: 541-737-3010

Organization: Corvallis Regional Communication Center
Title: Dispatcher - Non Emergency
Phone: 541-768-6911

Organization: OSU Risk Management
Phone: 541-737-7350

Organization: OSU Emergency Management
Title: For emergencies, call 541-737-7000
Phone: 541-737-4713

Organization: OSU Alerts
Phone: 541-737-8000

Website URL: http://oregonstate.edu/dept/security/

Organization: OSU Facility Services
Phone - Office: 541-737-2969

Organization: OSU Public Safety
Title: 24/7 Dispatcher - Non Emergency
Phone: 541-737-7000

Website URL: http://oregonstate.edu/dept/security/
Click Here to access the UHDS Emergency Plan.
Hatfield Plan

To be published
If the building has a backup generator that powers the life safety/fire detection systems, confirm the generator is running and re-occupy the building.

If no pre-identified area, go to an area that provides a barrier between you and the hazard.
Automated External Defibrillator

- Maintained by EH&S
- Maintained by Departments

The AEDs listed have been disclosed to EH&S

Published November 2014
If you feel an earthquake:
• Protect yourself but evacuate the building as soon as you deem it safe; note the time if possible. You must reach a tsunami evacuation point within 15 minutes.
• When the shaking stops enough to walk, immediately evacuate to high ground. The nearest evacuation point from the HMSC campus is the high ground around the south entrance of the bridge. Stay off the bridge.
• Bring only items you can easily grab, including backpacks especially packed with emergency gear, coat, hat, phone, essentials (i.e. handbag).
• Walk; don’t try to drive. Encourage others to move quickly.
• Be prepared for aftershocks. Remain at high ground until the all-clear signal is given. Remember that tsunamis occur as a series of waves.

Do not make these potentially life-threatening mistakes:
• DO NOT go back to your office or spend time packing; grab your emergency gear ONLY if it is handy. Evacuate to higher ground immediately.
• DO NOT wait for an official warning. Evacuate even if the shaking is slight.
• DO NOT re-enter buildings. You will not have time, and they may be unstable.
• DO NOT return to the HMSC campus until an “all clear” from local officials has been issued; beware of unfounded rumors of an all-clear.

Remember, you have 15 minutes or less to reach an evacuation point.