

## **SAFETY AND SECURITY ON CAMPUS IS EVERYONE'S RESPONSIBILITY.**

During an emergency students and others may look to you for leadership and direction. Take the time to familiarize yourself with the following information so you can aid students and yourself during a crisis. The following information is intended to serve as a quick reference for emergencies on campus. More information can be found at <https://emergency.oregonstate.edu/emergency-management/emergency-procedures>.

### Instructor uses the following script to inform room occupants

Welcome to course {insert course name/#}.

We will be spending a lot of time together in this room and I want to review some safety issues that we hopefully won't encounter but need to be ready for.

- If we have to evacuate, due to an alarm or some other reason, the exits are located (point out exits).
  - We will assemble at (instructor designates a location outside) and make sure everyone is safe.
  - If you need evacuation assistance, see me later today and we will identify the best method to evacuate.
  
- If there is an active threat, we will follow directions that come from the OSU Alert system.
  - If the hostile threat is in our immediate area, we will implement **Run, Hide, or Fight** to protect ourselves.
  - Don't forget to silence your cell phones and watches during an active threat response.
  - If the threat is not in our vicinity, we may have to lock down the room to prevent entry.
  
- If an earthquake occurs, we will:
  - **Drop** low to the ground
  - get under **Cover**, or below/beside chairs if we can't get under anything solid
  - and **Hold** on to the cover while shaking is occurring.
  - When the shaking has stopped and it is safe, we will evacuate the building.
  
- If you want more information on how to prepare, visit the OSU Emergency Management website at [emergency.oregonstate.edu](https://emergency.oregonstate.edu)

Hopefully we won't need to react to anything, but I just wanted to make sure everyone knew what we would do if something were to happen. Thank you for listening.

Questions? Email: [emergency@oregonstate.edu](mailto:emergency@oregonstate.edu)

Document location: <https://beav.es/q27>

# IN CASE OF EMERGENCY

## EARTHQUAKE



### DROP | COVER | HOLD

- **Drop** low to the floor.
- **Cover** your neck with your hands and get under or beside solid objects. (tables, chairs.)
- **Hold** on and move with the object.
- When shaking stops, **Evacuate** the building.
- **Assemble** outside at (location):  
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## LOCKDOWN



### LOCK DOWN | SECURE

- **Lock** all doors and windows.
- **Secure** all blinds and cover potentially visible areas.
- Move to area most distant from doors or windows and **Disperse**.
- Move into hallway if instructed.
- Remain quiet and secure until **ALL CLEAR**.

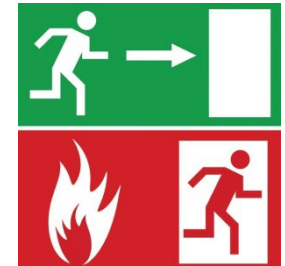
## ACTIVE THREAT



### RUN | HIDE | FIGHT

- **Run:** via the closest escape route.
- **Hide:** Turn out lights, barricade doors, shut windows and blinds, silence devices.
- **Fight:** If intruder enters room and you feel that it's necessary, throw objects, rush attacker, and fight for your life.

## FIRE



### EVACUATE | ASSEMBLE

- Respond to alarm immediately.
- **Evacuate** to the closest and safest exit.
- If anybody needs assistance, **see me** so we can identify helpers.
- **Assemble** outside at (location):  
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**HOW CAN I BE BETTER PREPARED FOR AN EMERGENCY?**

- Know how to report an emergency from your office, classroom, or lab.
- Save the phone number for Campus Safety (541) 737-3010 in your cell phone or download the [Guardian App](#) for text capability.
- Update your My OSU Profile with your cell phone number to receive [OSU Alerts](#) to your cell phone.
- Identify all evacuation routes leading outside of the building from your office, classroom, or lab.
- Locate nearby campus Emergency Blue Light Towers.
- Provide leadership if an emergency occurs; lead by example and follow emergency procedures for all alarms.
- Learn where safety equipment is located in campus buildings:
  - AEDs, basic first aid kits, evacuation chairs
  - Fire Extinguishers – located on every floor
  - Fire Alarm pull stations – located near entrances and in vestibules.
  - Lab spill kits, emergency showers, and eyewash stations

**HOW DO I REPORT AN EMERGENCY OR CRIME IN PROGRESS?**

- Call 541-737-7000 for campus police crimes in progress
- For fire services or emergency medical services, call or text 911.
- Make sure you are in a safe location before you call:
  - State the nature of the emergency and stay on the line to answer questions.
  - Tell the dispatcher exactly where you are, including the building name and room number.
  - Give your full name and phone number to the dispatcher.
  - Do not hang up unless your safety is threatened or you are told to do so.
  - Assign someone to watch for emergency personnel to direct them.
  - Direct someone call Campus Safety to assist.

The red classroom phone will directly call OSU Dispatch, who can coordinate a response.

To report a past criminal incident that is not an emergency:

- Call OSU Campus Dispatch 24/7 - Non-emergency: 541-737-3010 or emergency: 541-737-7000

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**WHAT SHOULD I DO IN A MEDICAL EMERGENCY?**

- Call 911 for emergency medical services.
- Direct someone to call OSU Dispatch for assistance.
- If a medical emergency occurs in a classroom, evaluate if you need to evacuate to allow emergency responders' access to the patient.
- Administer first-aid if trained.

For more information, refer to the [Medical Injury](#) web page.

**HOW DO I REPORT A SAFETY OR SECURITY CONCERN ON CAMPUS?**

- Call Campus Safety (541) 737-3010.
- For concerns such as a malfunctioning elevator, or other hazards (ice on walk way, lights not working, etc.) submit a [Work Request](#) with Facilities Services.

**HOW DO I STAY INFORMED ABOUT CAMPUS EMERGENCIES?**

- Sign up to receive [OSU Alerts](#) to your cell phone
- Download the [Guardian App](#)
- Check the OSU [Emergency Status](#) web page for information

**WHAT SHOULD I DO IN AN ACTIVE THREAT SITUATION?**

- **RUN** – If it is safe to exit the building, do so and get as far away as possible. Call 911 if it is safe to do so.
- **HIDE** – If it is not safe to exit the building, secure the classrooms by using a bolo stick barricade device or locking the doors. Block the door with desks, chairs, or tables or other heavy objects and turn off lights. Move people away from windows and get behind items that protect them. Silence cell phones.
- **FIGHT** – If there are no other options, commit to fighting the assailant.

For more information, refer to the [Active Shooter](#) web page.

**HOW DO I EVACUATE?**

- Be familiar with the building's evacuation assembly areas on campus.
- Plan ahead to assist those in your classroom or work areas who self-identify as having special assistance needs if an emergency evacuation occurs.

While evacuating the building:

- Take your personal belongings (keys, wallets, etc.) with you.
- Use the nearest available exit, away from the hazard.
- Look for illuminated EXIT signs.
- Do **NOT** use elevators.
- Follow direction of emergency first responders if present.
- All fire alarms require mandatory evacuation.

After evacuating the building:

- Proceed to the evacuation assembly area.
- Account for students, faculty, and staff under your guidance.
- Do not re-enter the building unless authorized by Campus Safety or emergency personnel.

For more information, refer to the [Evacuation](#) web page.

### **HOW DO I SHELTER IN PLACE/LOCK DOWN?**

A shelter in place response may be necessary for a variety of reasons such as a chemical release, active threat, or a severe weather event. The response to each of these events are similar:

- **Lockdown** - Quickly secure all staff, students, and visitors in rooms away from immediate danger.
- **Lockout** - Exterior doors are locked. Used in a potentially dangerous situation outside of building. "Lockout" is a term that may be used in combination with "lockdown."
- **Shelter in Place** - Take immediate shelter where you are and isolate your inside environment from the outside environment.

When sheltering in place due to an outside danger:

- Seek shelter inside a building and remain there.
- If possible, seek shelter in areas without hazards
- Determine if a threat of violence is present and lock internal and access doors.

If a weather incident, go to the lowest level of the building, stay in interior hallways, away from glass doors and windows.

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
- Tell facilities to shut down the air handling system.

If a lock down situation:

- Seek shelter inside a room that the door can be locked and barricaded.
- Stay away from windows and doors.
- Seek cover behind/under solid objects
- Silence cell phones.
- If safe to do so, report the situation to 911.
- Wait for official notice to resume normal activities.
- Conduct accountability for persons under your guidance or supervision.
- Be prepared to conduct immediate evacuation if told to do so.

For more information, refer to the [Shelter in Place/Lock Down](#) web page.

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**WHAT CAN I DO IF THERE IS A FIRE INSIDE A BUILDING?**

- If smoke or fire is visible, activate the nearest fire alarm and follow evacuation procedures.
- Call 911 from outside of the building if possible.
- Do not re-enter building until fire or police first responders give permission to do so.
- If evacuation routes are blocked, remain in your area, stand by a window, and call 911 to report your location and wait for assistance from fire personnel.

For more information, refer to the [Fire/Explosion](#) web page.

**WHAT CAN I DO IF THERE IS A BOMB/SUSPICIOUS OBJECT ON CAMPUS?**

- Do not touch or disturb the object.
- Do not use cellular or radio communication within 100 feet of the device
- Evacuate the area to evacuation assembly area.
- Call 911 and Campus Safety to report the object.
- Notify your department and/or team if possible.
- Be prepared to leave the area if directed to do so by police.

For more information, refer to the [Bomb/Suspicious Object](#) web page.

**WHAT CAN I DO IF THERE IS A SUSPICIOUS PERSON ON CAMPUS?**

- Call OSU Dispatch to contact the person or if the person is engaged in criminal activity.
- Do not physically confront the person.
- Do not let any person into a locked building or office unless the at person is known to you or has a specific reason and approval to be there.
- Do not block the person's access to an exit.

For more information, refer to [Crimes in Progress](#) web page.

**WHERE CAN I FIND ADDITIONAL EMERGENCY RESOURCES AND INFORMATION?**

- Review OSU campus [Emergency & Support Resources](#).
- Review OSU [Emergency Procedures](#).
- Visit OSU's [Emergency Procedures](#) web page.
- Download the [HazAdapt](#) guide.

**HOW CAN I CONTACT CAMPUS SAFETY?**

- Phone: (541) 737-3010 non-emergency
- Phone: (541) 737-7000 emergency
- Cascade Hall, 2<sup>nd</sup> Floor
- On duty 24/7
- [public.safety@oregonstate.edu](mailto:public.safety@oregonstate.edu)