The School of Occupational Therapy
Emergency Plan Summary
Pacific University
2015-2016
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EMERGENCY PLAN SUMMARY
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PURPOSE AND SCOPE

The Pacific University Emergency Plan is intended to serve as a guidance document in the event of an emergency. The student handbook has been created from the master Emergency Operations Plan, including topics and content that are applicable to students in the School of Occupational Therapy, College of Health Professions, Pacific University. The purpose of the guidelines is to minimize a threat to life, health, and property due to scenarios such as natural disasters, medical emergencies, and fires. It is important for students to be familiar with the Emergency Plan before an emergency is “at-hand”. This is to be accomplished through distribution of the Emergency Plan handbook and the orientation process provided to incoming students.

EMERGENCY ADMINISTRATION SYSTEM (EAS)

Pacific’s emergency administration system follows a prioritized, systematic and organized routine. An Emergency Operations Center (EOC) has been established on main campus in Forest Grove.

BUILDING SAFETY MANAGERS

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

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

Building Safety Manager, School of Occupational Therapy
Suzie Brandes, 503-352-7344.

Campus Public Safety, College of Health Professions
HPC 2, Ground Level
503-352-7207

EVACUATION PROCEDURES:
The Building Safety Monitors will check all rooms on their floors, and alert students of the emergency, if they do not already know. It is important for everyone to exit the building as quickly and safely as possible. DO NOT USE THE ELEVATORS. If you are disabled and need assistance evacuating, notify a fellow building occupant or move to the established Area of Rescue Assistance (ARA) or the nearest stairwell.

ADDRESS BUILDING NAME

222 SE 8TH Ave., Hillsboro, OR – Creighton Hall
190 SE 8th Ave., Hillsboro, OR - HPC -2

ASSEMBLY AREA:

Creighton Hall:

All occupants should proceed to their Designated Meeting Site in the flat Parking Lot at 8th Ave & Washington St. and await further instructions from their Building Safety Monitor

HPC #2:

All occupants should proceed to their Designated Meeting Site in the Parking Lot at 8th Ave. & Lincoln at the United Methodist Church and await further instructions from their Building Safety Monitor.

Students should know where primary and alternate exits are located and be familiar with the various evacuation routes available. The doors to the front stairwells will close on detecting heat/smoke, however they can still be easily pushed open to allow emergency egress.

DO NOT LEAVE FROM THE ASSEMBLY AREA UNTIL YOU HAVE BEEN GIVEN THE “ALL CLEAR” BY AUTHORIZED PERSONNEL TO RETURN TO THE BUILDING.

It is crucial that everyone can be accounted for should the incident require search and rescue operations.

GENERAL EMERGENCY PROCEDURES

Campus Public Safety (x7207) is the only department on campus that is staffed 24 hours per day, 7 days per week, and 365 days a year. They are the key contact for all campus emergencies.

The GENERAL emergency procedure is as follows:

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

1. Call campus public safety (x7207)

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

1. Call 911
2. Clearly state the type of emergency to the dispatcher (i.e. police, fire, medical)
3. Clearly state the location of the emergency and your name, location, and telephone number. All phones throughout the school have been labeled with the physical addresses of both buildings.
4. Describe the emergency
5. Do not hang up until told to do so
6. Call Campus Public Safety (x7207); notify them 911 has been called and emergency personnel are en route

REPORTING SAFETY HAZARDS

Any safety issue should be reported to Campus Public Safety (x7207), or if minor, to the OT administrative office (x7268).

- Campus Public Safety will contact other personnel as required

Campus Public Safety 24 hours a day: 503-352-7207
- Always notify the Police Department by calling 911 as soon as it is safe to do so.
- Emergency notification of an active shooter on campus will consist of the following alerts:
  - Carillon system-Emergency PA system.
  - Air horns – there are air horns located in each building. The air horns will sound 5 blasts to designate an active shooter on campus.

Boxer alerts – This consists of students who have signed up receiving text message with an emergency alert and also all faculty/staff/students will receive an emergency email message.

SPECIFIC SCENARIO EMERGENCY PROCEDURES

Accident/Injury/Medical Emergency:

IN THE EVENT OF AN ACCIDENT/INJURY/MEDICAL EMERGENCY:
1. Ensure the safety and health of the person injured.
2. Notify Campus Public Safety as soon as possible 503-352-7207.
3. If immediate medical, fire or police assistance is needed, Call 911 (Contact CPS 503-352-7207 following)
4. **Check the Material Safety Data Sheet (MSDS) if chemicals or other toxins are involved.
   - a) The MSDS’s are on file in the OT Administrative office.
5. Notify the Program Director, or Administrative Staff.

If Outside Medical Assistance is required (or if you think it might be):
1. Do not move an injured person unless it is a life-threatening situation.
2. Call 9-1-1
3. Clearly state to the dispatcher that you are reporting a medical emergency and give your name, location and telephone number.
4. Describe the medical emergency.
5. Do not hang up until told to do so.
6. Call Campus Public Safety (x7207) and notify them that 9-1-1 has been called and emergency personnel are on the way.
7. Stay with the injured person and try to keep him/her calm until outside medical personnel or Campus Public Safety arrive.

**Student Injury Protocol**

1. In a medical emergency, call 911. Do not move the injured student unless more harm will be incurred by keeping them stationary (e.g. risk of fire/burns/falling debris/etc.).
2. Stay with the injured person(s) and provide basic first aid within your scope of training as indicated by the situation.
3. If uncertain as to whether injury is an emergency, you may call 911 for assessment and possible transport.
4. Notify Campus Public Safety (x2230) if 911 has been called and emergency personnel are en route.
5. If the injury is not severe but medical attention is needed, proceed to an urgent care or emergency room. You may also contact the Student Health Center @ 503-352-2269 for assistance with triage questions and availability of services. Locations of local facilities include:
   - Tuality Forest Grove Hospital
     1809 Maple St, Forest Grove – phone: 503-359-6180
   - Tuality Hillsboro Hospital
     335 SE 8th Ave, Hillsboro–phone: 503-681-1860
   - Tuality Urgent Care
     7545 TV Hwy, Hillsboro – phone: 503-681-4223
6. Once the situation has fully stabilized, the student should fill out a Student Accident/Incident Analysis form which is available online at [www.pacificu.edu/healthcenter](http://www.pacificu.edu/healthcenter) under Student Injury Protocol and at the Student Health Center. The completed form should be returned to the Student Health Center, attn. Clinic Director-UC box 673.
7. Student Accident/Incident Analysis forms are reported (with the student name omitted for confidentiality) to the Health and Safety Advisory Committee for review and discussion of prevention and corrective action planning with regards to campus safety issues.
8. Any medical expenses incurred as a result of the injury should be billed to the student’s personal insurance carrier.

**Fire:**

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

**If you discover a fire and/or smoke:**

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

3. Report the fire and/or smoke by activating the nearest fire alarm, Call 911

4. Evacuate to a designated assembly area
   a. Do not use elevators when evacuating – use the stairs!
   b. Do not stop for personal belongings or records
   c. Do not stand in smoke (the greatest danger during a fire!); instead, drop to your knees and crawl to the nearest exit; cover your mouth with a cloth, if possible, to avoid inhaling smoke
   d. Assist disabled persons

5. If you become trapped:
   a. If a window is available, open it and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel
   b. Stay near the floor where there is the least smoke
   c. Cover your mouth with clothing to avoid inhaling smoke
   d. Do not open a door if smoke is pouring in around the bottom or if it feels hot
   e. Shout to alert emergency personnel of your location

6. Call 911

7. Clearly tell the dispatcher you are reporting a fire and give your name, location of the fire (building, floor, room number), and your telephone number

8. Do not hang up until told to do so

9. Call Campus Public Safety (x7207); notify them 911 has been called and emergency personnel are en route

10. Notify both the responding fire department and Campus Public Safety personnel on the scene if you suspect someone may be trapped inside the building

Earthquakes:

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

If you are indoors:
1. Take cover next to a heavy piece of furniture (such as a heavy desk or table) or against an inside wall and hold on, do not get under the furniture you could be crushed. There have been lives saved in the "triangle of life" next to furniture
2. Avoid areas where glass could shatter (e.g. around windows, mirrors, pictures), or where heavy bookcases or other furniture could fall on you
3. Stay inside- The most dangerous thing to do during the shaking of an earthquake is to try to leave the building - objects can fall on you

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

After the quake:
1. Remain calm and evacuate the building or area in an orderly manner.
2. Meet in the pre-arranged emergency gathering area for the School of OT, which is directly across from Creighton Hall in the open parking area, north of the MAX tracks and West of Creighton Hall.

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

**Flood:**

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

**If you are indoors:**
1. If necessary (and possible), evacuate the room or area immediately to a designated assembly area (provided it is un-affected by the flooding)
2. Call Campus Public Safety (x7207) Campus Public Safety will contact Facilities Management (x2213) and/or an appropriate Facilities Engineering employee(s) if the flood is within the scope of Pacific University’s capabilities. Power will be shut off to a flooded area that poses an immediate safety threat. If the flood is beyond the scope of Pacific University’s capabilities and poses an immediate safety threat, the Forest Grove Fire Department (911) will be contacted. Power will be shut off to a flooded area that poses an immediate safety threat.
3. In a flooded area, do not touch any electrical equipment while power is still on

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

**Weather Storm:**

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

The human body is 70% water, which makes it an excellent conductor of electricity. Lightning always seeks out the tallest object in a given area and if that object is you, you could be burned, shocked, or electrocuted.
1. Stay indoors
2. If you are outside, seek shelter in the nearest building
3. If you are unable to get inside a building: stay low to the ground, don’t stand under a tree (trees attract lightning which can cause them to split, fall, explode, or shock you), and stay away from fences or other metal objects than can conduct electricity
4. If downed power lines are present, assume they are live and do not touch or try to move them; if a power line falls across a car that you are in, stay in the car – if you MUST leave it, jump clear so that no part of your body is touching the car when your feet touch the ground
**Cold-weather storms** can result in slip hazards on campus walkways, dangerous driving conditions, and overhead limb or electric line hazards.

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

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

1. The President or designee shall make the final decision based on information provided by Public Affairs and Campus Public Safety.
2. The Director of Public Affairs, in consultation with the Director of Facilities Management or others, will notify the President as soon as possible of hazardous weather conditions, utilizing campus reports as well as local road and state highway conditions from the Oregon State Police and the Washington County Sheriff’s Office.
3. With this information the President will decide whether the University, with its associated colleges, schools and programs, shall be closed or be opened late.

**Portland Area**

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

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

**Eugene Area**

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

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

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

<table>
<thead>
<tr>
<th>On-Campus Off-Campus</th>
</tr>
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<tbody>
<tr>
<td>American Red Cross 9.503.284.1234 503.284.1234</td>
</tr>
<tr>
<td>Bomb Squad (Oregon State Police) – initial call 911 911</td>
</tr>
<tr>
<td>Center for Disease Control</td>
</tr>
<tr>
<td>Emergency Response 9.1.770.488.7100 1.770.488.7100</td>
</tr>
<tr>
<td>Forest Grove Fire Department (emergency #) 911 911</td>
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Chemical Spills and Releases:

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

1. Evacuate the room or area immediately to a safe area away from the building; confine the substance by shutting the door(s) or closing the supply valve(s) (i.e. a gas shutoff valve in the event of a gas leak)
2. From a safe location, call 911. A phone call to 911 will alert the Hazardous Materials Emergency Response Team from the Office of State Fire Marshal for response.
3. Clearly tell the 911 dispatcher you are reporting a chemical spill/release and be ready to give as much as possible of the following information:
   a. Name of material
   b. Exact location of the spill or release
   c. Extent of contamination (i.e. water system, air handling system)
   d. Quantity
   e. Appearance & characteristics (i.e. solid, liquid, gas, odor, color)
   f. Injuries
   g. Your name, department, and phone number you are calling from
4. From a safe location, call Campus Public Safety (x7207) and tell them you have called 911 regarding the chemical incident.
5. After evacuating, stay at the evacuation area. Return to area will be allowed only after “All Clear” notification through CPS and/or Building Safety Managers is given.

If the substances does not pose a clear, immediate safety threat, and a student smells a chemical odor, such as a solvent-type odor, or observes a chemical spill:

1. Call the Hazardous Chemical Waste Coordinator (x2175) or designee. The Hazardous Chemical Waste Coordinator will then assess the situation and respond with appropriate
clean-up materials if the spill or release is within the scope of Pacific University’s emergency response capabilities

a. If the spill or release is beyond the scope of Pacific University’s capabilities, a phone call, by the Hazardous Chemical Waste Coordinator, to 911 will alert the Hazardous Materials Emergency Response Team from the Office of State Fire Marshall for response

2. If the Hazardous Chemical Coordinator is not available, CPS is to be contacted. CPS will then contact the designated Chemical Response Personnel to assess and respond to the situation

3. Chemical Response Personnel will notify any chemically sensitive (i.e. respiratory condition or pregnant) employees for evacuation until the assessment step is completed

4. After assessment and/or clean-up, the Chemical Response Personnel will notify the Building Safety Manager of the chemical incident

**National/Regional Emergency:**

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

**Protest, Marches & Demonstrations:**

**Peaceful:**

2. Notify Campus Public Safety (7207)

3. Campus Public Safety (in conjunction with Student Life if students are involved) will monitor for vandalism or signs of situation escalation
   a. Campus Public Safety will contact outside assistance as necessary

**Disruptive/Destructive:**

1. Notify Campus Public Safety (7207)
   a. Campus Public Safety will call 911 (If deemed necessary)
   b. Campus Public Safety will notify Student Life if students are involved

**Pandemic Influenza:**

Pacific, like most other universities, is planning for the worst while hoping for the best. This is sound and prudent practice for any organization, because one never knows what kind of emergency one may have to deal with in the future. Any organization which has sound plans and procedures in place to deal with emergencies of varying kinds is far better equipped to deal with the unexpected.

**About pandemic flu**

- Pandemic flu is a worldwide outbreak of influenza.
• It occurs when a new, highly contagious strain of flu virus appears in a population, spreads rapidly and widely, and causes serious sickness or death.
• According to experts, pandemic flu can occur every 10 to 40 years (most recently in 1918, 1957, 1968).
• No one knows when a pandemic (whether flu or something else) will happen, but experts believe there is a strong possibility of one occurring within the next few years.
• It is important to note that “Bird Flu” is not pandemic flu (there has to be sustained human-to-human transmission before a pandemic is declared). There has been extensive media coverage regarding the H5N1 Avian Influenza virus. At the moment, it is difficult for humans to contract this virus from birds.

How influenza (flu) is spread
• Medical sources tell us that Influenza is a severe respiratory illness caused by a virus and spread by droplets. It is spread easily from person to person through coughing, sneezing, or through contact with unwashed hands and contaminated surfaces such as keyboards and door handles.
• There is no cure except time: help your body heal itself by taking fluids and medications to relieve symptoms while getting plenty of rest.

What can be done to avoid the flu and reduce the spread of infection
• Wash your hands frequently and thoroughly with soap and water (or use waterless hand sanitizers).
• Do not share personal items like cups, straws, water bottles and towels.
• Stay at home if you are sick to avoid transmitting illness to others.
• Get an annual flu vaccination, which helps protect against circulating strains of flu.

How a flu pandemic will affect us.
• In the case of a pandemic, many people will become very ill and have to stay at home for a week or more.
• You should not go to work or school if you have flu symptoms.
• In an extreme situation, hospitals and medical services would be severely over-burdened, all businesses would be adversely impacted and there may be shortages of food, supplies, transportation and other services. Authorities could require that large gatherings of people (sporting events, movie theatres, daycares, schools, colleges, universities, etc.) be cancelled or closed.
• It is possible that Pacific could be closed for some weeks, with classes suspended.

Pacific communications with students, faculty and staff in the event of a pandemic
• In the event of a declared pandemic, you will be able to access information, both general and specific to Pacific, via the University website. Here, you will find instructions on who you should contact in case you are sick or absent due to pandemic flu.
• In addition, during a pandemic, the website will provide you with a Pacific hotline telephone number and email address specifically dedicated to pandemic information.
• All possible signage will be prominently displayed around campus.
• Employees providing essential services will be given special instructions.
Additional Information on pandemic flu:
World Health Organization (WHO) Stages of a flu pandemic
The World Health Organization (WHO) has developed a global influenza preparedness plan.

Safety Topics and Procedures Regarding a Potential “Active Shooter” at Pacific University:

Active Shooter Defined:
One or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. The overriding objective appears to be that of inflicting serious bodily injury/death rather than other criminal conduct. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

Pacific University’s Response:
Inside the building:

• Move out of large gathering areas. Spread out and take cover.
• Call 911 and report an active shooter in the building. If the gunman is close to the room you are in, do not call 911, but stay quiet.
• When Police Officers arrive on scene and make entry into the office or classroom you are in do not make any sudden moves or actions. Remain calm; put your hands up so that the officers can see your hands and they know you are not a threat to them. Be ready to share as much information with them as possible as far as the description of the shooter, weapons, direction last seen heading, etc.
• Do not leave the classroom or office until you have been given the all clear by either a police officer or department head.
• If you cannot get into a secure location you need to find the nearest exit and get out of the building as fast as possible. Do not spend too much time trying to locate a classroom or office as time is valuable. When outside of the building find the fastest way off of campus and take cover as soon as you are safely out of the building and away from the incident.
• Call 911 and report with as much information as possible.

If confronted by Gunman

• If the gunman enters the room that you are in or while you are looking for a safe exit and the gunman confronts you, please consider the following options:
• Listen to what the gunman says, do not do anything to provoke or alarm the gunman. Put your arms up so that you do not present a threat to the gunman. At this point it is up to you to do what you feel is necessary to help save your life and the life of others around you.
• If the gunman does at this point start shooting, please think about the following as common responses and be aware that at this point the decision is up to you as to how you are going to proceed. You can stay where you are, take cover where possible and hope that you are not hit while the gunman is shooting. You have the option of running to the nearest exit. It would be recommended that if you do this that you run in a zigzag pattern as it will be harder for the shooter to hit you if they are going to fire toward you. Another option as a last resort would be to attack the gunman. Be aware of your surroundings from the very beginning of the incident, if you find something that you could use to assist in the attack of a gunman should they start attacking the room you are in, be sure to know the location and how to use
it. Be aware that attacking the gunman is the most dangerous option and should only be considered as a last resort.

- A gunman will most likely not expect to be attacked by a person or persons when entering a room. Any choice that you make may end with some negative consequences.

**On Campus but Outside Buildings**

- Look for police cars on or near campus, move toward them quickly with your hands on top of your head and do exactly what the police tell you to do. If there are no police cars near you, find the closest and safest route away from the building and get to a location where you can find cover.
- Call 911 and report with as much information as possible.

**Important information**

- The response of the Police Department is to neutralize the gunman first. That means that they will not have time to help you or even help someone who is wounded. The response from the police is due to the need to stop the gunman from taking more lives or inflicting more damage to others. After the gunman has been neutralized the police along with other agencies will focus on helping the injured get the care they need.
- Important numbers to have in your cell phone:

It is important to know that the topics discussed in this document are general information. There is a more specific plan the University has put together with the help of local law enforcement agencies to deal with an active shooter on campus. The purpose of this document is to give you the tools needed to try and help increase your chances of surviving an active shooter incident at our University. It is the hope of the university that by understanding this document, thinking about your own personal response and further training from the University that you will be able to survive any active shooter scenario.

**Armed Intruder:**

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

**I. Normal Business Hours:**
If a person sees an armed intruder come onto campus, they are to call the following numbers sequentially:

1. Call 9-1-1
2. Call Campus Public Safety at 7207
3. Call Facilities Management at 2213

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

II. After Business Hours:
Due to limited resources on Campus, the reporting person will call 9-1-1 and then CPS at x7207. Report the person's clothing and appearance, sex, height, weight, and any other items that are particular to the individual. Report any kind of weapon he or she is carrying and the direction of travel or building entered.

Bio Terrorism:


What Should I do if I receive a "suspicious parcel" by mail?
- Do not handle the mail piece or package suspected of contamination
- Notify Campus Public Safety (x7207)
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off
- Wash your hands with soap and water
- Campus Public Safety or designated officials may double bag the letter in zipper-type plastic bag using latex gloves and a particulate mask

What constitutes a "suspicious parcel?"
Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include parcels that:
- Are unexpected or from someone unfamiliar to you
- Are addressed to someone no longer with your organization or are otherwise outdated
- Have no return address, or have one that can't be verified as legitimate
- Are of unusual weight, given their size, or are lopsided or oddly shaped
- Are marked with restrictive endorsements, such as "Personal" or "Confidential"
- Have protruding wires, strange odors or stains
- Show a city or state in the postmark that doesn't match the return address

Exposure Control Procedure:
The emergency procedure listed here is taken from both the employee and student documents detailing Pacific University's policy/procedure regarding Blood-borne pathogens. “Blood-borne pathogens” refers to disease-causing microorganisms present in blood or other potentially infectious body fluids. In particular, the steps listed below are to be taken in response to a “highrisk” exposure incident, defined as an accidental puncture injury, or mucous membrane or nonintact skin exposure to human blood/body fluid. A high-risk exposure should be considered infectious, regardless of the source. A classic example of a “high-risk” exposure is a needle-stick with a needle contaminated with human blood. For high risk exposures follow these steps:

1. Immediately and thoroughly wash the exposed site with soap and water, or the eye/mucous membrane with water or saline
2. Report the incident to your supervisor or program preceptor

3. **within 2 hours be evaluated at Providence St. Vincent’s Emergency Room**, located at US Hwy 26 and Hwy 217, or at the nearest medical facility if outside the Portland area, for the risk of exposure to HBV/HIV and preventative therapy initiated as indicated

4. If you are unsure whether step 3 pertains to your situation, call the Providence St. Vincent’s Emergency Room at 503.216.2361; students may also call the Student Health Center at x2269 (503.352.2269 from off-campus)

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

**Infectious Waste**

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

The following items are considered infectious waste and should be placed in a biohazard waste container immediately after use: gloves, lab specimen collection and test materials that have been contaminated with a potentially infectious body fluid, bandages or soiled linens, and soiled table paper. The biohazard waste container should be leak proof, marked as a biohazard, and lined with a red biohazard bag. At the end of a day's clinic session(s) or when the container is 3/4 full, the red bag should be knotted and placed in the infectious waste collection box. Blood and urine can be disposed of into the sewage system by pouring the specimen into a laboratory sink and flushing with plenty of running water. The sink must then be cleaned with an appropriate disinfectant solution.

The infectious waste collection box must be stored in a locked or restricted access area until picked up by the infectious waste disposal company. Infectious waste must be disposed of according to OSHA guidelines.

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

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

**Suspicious Package/Letter Characteristics**

- Carrier-delivered; lumpy, bulging, has protrusions, lopsided, heavy-sided
- Suspicious company, especially if address or label is handwritten
- Package wrapped with string or twine
- Excess postage on small packages or letters; indicates the object was not weighed by the Post Office
- Any foreign writing, addresses, or postage
- Handwritten notes such as “To be opened in the privacy of”, “Confidential”, “Your lucky day is here”, or “Prize enclosed”
- Improper spelling of common names, places, or titles
- Generic or incorrect titles
- Leaks, stains, or protruding wires, string, tape, etc.
- Hand-delivered
- No return address or nonsensical return address
- Any letter or package arriving before or after a phone call from an unknown person asking if the item was received

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

1. Do not move the item
2. Call Campus Public Safety (x7207)
   a. Campus Public Safety will contact the Hillsboro Police Department (911) for assistance if deemed necessary

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

1. Do not move the item
2. Calmly notify others in the immediate area and evacuate; if there is a fire alarm pull station in your area, do NOT activate it
3. Call 9-1-1
4. Clearly state the type of emergency to the dispatcher (e.g. police)
5. Clearly state the location of the suspicious package or letter and your name, location, and telephone number
6. Do not hang up until told to do so
7. Call Campus Public Safety (x7207); notify them 9-1-1 has been called and emergency personnel are en route
8. Call the Building Safety Manager, Suzie Brandes, School of OT
a. Campus Public Safety will facilitate an evacuation of the building with assistance from the Building Safety Manager, go to the designated assembly area for your building.
9. Return to area will be allowed only after EAS gives “All Clear” notification through CPS and/or Building Safety Managers

All bomb threats must be taken seriously. Bomb threats can be delivered in a variety of ways including in-person, via telephone, or in writing. The most dangerous means is in-person; the most common means is via telephone. The person involved may be unstable and/or delusional and directing the threat at an individual, group, place, or him/herself. If a person announces a bomb threat to you:
1. Remain calm
2. Do not approach the person; never get close enough that you could panic the person or be used as a hostage
3. If possible, try to segregate him/her from others
4. Try to draw the attention of one or two others so they can call (in order) 9-1-1 and Campus Public Safety (x7207)
5. Talk to the person in a calm and rational manner; put him/her and yourself at ease as much as possible
6. Try to get the individual to speak; let him/her do most of the talking; ask questions about the bomb, its location, and description
7. The Police Officer or Campus Public Safety Officer who arrives at the scene will try to replace you as the negotiator
8. Once you leave the scene, relay all information to any other officer present; immediately write down all you can remember of the incident
9. Remain accessible to Police Officers or Campus Public Safety Officers until you are told to do otherwise

**Telephone Bomb Threat:**

1. Remain calm
2. If the caller allows you to talk and will answer questions, ask questions from the checklist below; keep the caller talking as long as possible
3. Signal a co-worker so he/she can call Campus Public Safety at x2230 while you continue talking
   - Campus Public Safety will notify other personnel as required; including the building/area Building Safety Manager; this may include 9-1-1
4. As soon as the caller hangs up, verify Campus Public Safety has been notified (see step 3) by co-worker or others
5. Call the Building Safety Manager for your area
   - Campus Public Safety will facilitate an evacuation of the building, if deemed necessary, with the assistance of the Building Safety Manager
6. Return to area will be allowed only after EAS gives “All Clear” notification through CPS and/or Building Safety Managers

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

- Exact time of call:
- Exact words of caller:

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

**Caller’s Voice (circle all that apply):**
- Calm
- Slow
- Crying
- Slurred
- Stutter
- Deep
- Loud
- Broken
- Giggling
- Accent
- Angry
- Rapid
- Stressed
- Nasal
- Lisp
- Excited
- Disguised
- Sincere
- Squeaky
- Normal

**Other Information:**
- If voice is familiar, whom did it sound like?
- Were there any background noises?

**Remarks:**

**Person Receiving Call:**

**Telephone number call received at:**

**Date:**

**RESOURCES**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Pacific University Environmental Health &amp; Safety; <strong>Health &amp; Safety Advisory Committee:</strong></td>
<td><strong>Organization &amp; Procedures;</strong> October 2006 rev.</td>
</tr>
<tr>
<td>Pacific University Facilities Management, <strong>Pacific University Driver’s Responsibility</strong>,</td>
<td>July 1, 2000</td>
</tr>
</tbody>
</table>
| Pacific University Human Resources; **On-the-Job Injury: Reporting Responsibilities: July 2003**
| Pacific University Office of the President, **Inclement Weather Policy**, Jul 2002.
| Oregon Department of Motor Vehicles http://www.oregondmv.com/Acc_Insur/acc_responsibility.htm#reporting |