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Appendix:

1. Pacific Athletic Center Emergency Medical Plan
2. Pacific University Football Plan
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THE PACIFIC UNIVERSITY EMERGENCY PLAN

PURPOSE & SCOPE

The Pacific University Emergency Plan is intended to serve as a guidance document in the event of an emergency. The purpose of the establishment of the guidelines herein is to minimize the threat to life, health, and property due to scenarios such as natural disasters, medical emergencies, fires, and utility failures. It is important for members of the campus community to be familiar with the Emergency Plan before an emergency is “at-hand”. This is to be accomplished through distribution of the Emergency Plan to managers, supervisors, and student representatives; and through training sessions provided for all employees and students.

The intended scope encompasses university employees, students, and property; however, visitors from the general public will also fall within the scope of the plan in instances such as building evacuations and medical emergencies.
Note: The President or designee is the first contact in the EAS.

If, in the view of the University President or his/her designee, a condition occurs that might endanger the lives of faculty, staff, students or property of Pacific University, the Emergency Administration System (EAS) will be activated by the University President or designee.

Note: Emergency Administration System personnel are notified of an emergency by Campus Public Safety once the President has activated the EAS.

Once the EAS is activated, the designated EAS personnel will proceed to the Emergency Operations Center (EOC) and follow established priority objectives and oversee response and recovery activities.

The EOC is a designated location from which incident response activities are coordinated. The EOC also serves as a central information source for the campus community and news media. It should operate on a 24-hour basis for at least the first 72 hours of any major EAS-emergency. At a minimum, the EOC should be staffed by at least one person from each of the EAS areas.

The Emergency Operations Center (EOC) has been established at the Campus Public Safety office (2128 College Way.) Strain Science Center, Main Lobby, will be the back-up location for EOC.

Note: For Satellite Campus locations, building occupants are to call 911 whenever an emergency occurs. They should state:

1) The nature of the emergency
2) The address of the building
3) The nearest cross street, if known
4) The extent of the fire or emergency, and specific information, if known
5) Follow the 911 Operator’s instructions
6) Notify Campus Public Safety as soon as possible.

The caller should never hang up until told to do so by the 911 Operator.
Notification Procedure:

- 1st notification is to the University President or designee by CPS, EAS Coordinator, President’s Cabinet, or others.
- CPS must be contacted in order to complete the communication circle.
- 2nd notification is to the Emergency Notification Roster by CPS.
- Then EAS is assembled if activated by the President or designee.

*Note: Deans in Portland, Hillsboro and Eugene are responsible for ensuring compliance with this plan.
General responsibilities of each of the above EAS positions are:

**Administrative team**

**University President (or designee)**
- Ensure emergency planning meetings are conducted for Faculty & Staff
- Activate the Emergency Administration System (EAS) if necessary
- Authorize release of information to the media
- Review disaster and effectiveness of the campus response
- Obtain assistance from city, county, state, and federal government agencies as required and available

**EAS Coordinator (Provost, or designee)**
- Oversee Evacuation Coordination Team
- Ensure that Emergency Planning meetings are conducted for faculty
- Assess incident situation
- Activate notification process (phone tree)
- Conduct initial briefing with EAS staff
- Manage incident operations
- Provide accounting of academic faculty, staff and students
- Provide staff for the Emergency Operations Center (EOC)
- Provide regular updates to University President and President’s Cabinet & EOC

**Public Relations Coordinator (Vice-President of University Relations, or designee)**
- Release information to the university community and media
- Establish communications for notification to family members of injured or deceased faculty or staff members
- Respond to special requests for information
- Monitor media coverage for accuracy of reports
- Appoint personnel to maintain an accurate record (including photos) of all recovery activities for future insurance, disaster relief, and reimbursement
- Provide periodic public relations updates to EOC
- Provide public relations staff for the EOC

**Support Coordinator (Dean of Students, or designee)**
- Oversee Shelter Team
- Oversee Medical Team (including Psychology)
- Recruit and coordinate volunteer assistance
- Survey habitable space for room capacity, amenities available, etc.
- Supervise the arrangement for provisions of food and water
- Coordinate shelter operations with other agencies as required
- Assist the Facilities Coordinator in the establishment of work crews
- Establish communications for notification to family members of injured or deceased students
- Provide periodic support updates to EOC
- Provide support staff for the EOC
Communications Coordinator *(Chief Information Officer, or designee)*
- Oversee Courier/Runner Team
- Oversee Information Technology Team
- Establish communications within EOC
- Establish and maintain emergency communications externally
- Plan, monitor and coordinate all communication operations
- Exercise technical supervision of communications throughout the University
- Provide communication staff for EOC
- Provide regular communication updates for EOC

Finance Coordinator *(Vice-President for Finance, or designee)*
- Decide on allocation of resources
- Coordinate purchasing in response to emergency systems
- Provide guidance regarding potential legal implications of crisis
- Coordinate provision/receipt of community mutual aid
- Assist with all purchasing in response to emergency events
- Plan, Monitor and Coordinate all Insurance claims on behalf of the University
- Provide guidance and oversight for contract execution during emergencies

Deans *(CHP, Eugene, Portland Psychology, Portland Optometry)*
- Coordinate with Provost
- Assist in ensuring safety of students, staff, faculty and others personnel in their areas of responsibility
- Communicate assessments of damage, injury, supply and response by EMS

Implementation Team

Facilities Coordinator *(Director of Facilities Management, or designee)*
- Oversee Facility Assessment/Repair/Recovery Team
- Oversee Transportation Team
- Equip the EOC with tables, chairs and necessary furniture items
- Provide emergency power and lighting systems
- Provide vehicles, equipment, and operators necessary to move personnel and supplies
- Establish and assign work crews to perform campus-wide damage assessment, determine habitable space for those injured (if required), remove debris, perform emergency repairs, perform temporary construction, provide equipment protection
- Request assistance of local utility companies and local emergency agencies as required and available
- Provide periodic facilities updates to EOC
- Provide facilities staff for the EOC

Safety Coordinator *(Campus Public Safety Senior Officer, or designee)*
- Oversee Safety Team
- Coordinate search and rescue activities
- Maintain liaison with fire protection services to assist in their operations
- Coordinate with local, state, and federal law enforcement agencies

The Health & Safety Manager will provide assistance and support to each of the EAS Coordinators as requested based upon the incident and response activity.
The following is a suggested timeline for implementation of response and recovery activities. The incident recorder(s), as appointed by the Communications Coordinator, must be kept abreast of all response and recovery operations as they occur.

00:00 Disaster occurs

00:10 President receives notice of incident and in turn contacts EAS Coordinator or CPS. Other members of the EAS will be notified using the phone tree.

00:30 EAS members proceed to the Emergency Operations Center to oversee response and recovery activities; Facilities and CPS begin an initial damage assessment; work parties form awaiting direction

01:00 First EAS staff meeting; briefing by all members; duties distributed and actions begun; work/rescue parties dispatched, with priority given to life and health issues; shelters established

02:00 EAS staff meeting; update of damage assessment; press releases prepared; recovery activities continue

02:30 Public Relations Coordinator or designee provides an update to the university community and to the media

03:00 EAS staff meeting; update of damage assessment and recovery activities; update on shelter area survivors, injured, deaths, persons available for work, and areas needing immediate assistance

03:30 Public Relations Coordinator or designee provides an update to the university community and to the media

04:00 EAS staff meeting; updates; mini-crews assist faculty, staff, and students in recovery

04:30 Public Relations Coordinator or designee provides an update to the university community and to the media

05:00 EAS staff meeting; updates

05:30 Public Relations Coordinator or designee provides an update to the media

06:00 EAS staff meeting; final update on campus condition, structures available, damage, rescue/recovery crew activity, locations needing attention; future meetings scheduled as needed

06:30 Public Relations Coordinator or designee provides an update to the media
It is important to remember that outside help may not be available for as long as 72 hours.

After 72 hours, outside emergency units and services should be mobilized and able to provide assistance. Depending on the damage suffered by the campus, it is possible that the university may serve as a disaster relief point, including the use of any available space for housing of displaced persons and families and the use of university food services. The soccer field and other areas belonging to or surrounding the campus will be used for helicopter operations, evacuation, triage, and recovery points by incoming relief agencies.

**PRIORITY OBJECTIVES**

**PRIORITY I**

**Communication Network** (establish using available resources)

Resources:
- Telephones
- Handheld radios
- Messengers (volunteers)
- Computer systems (i.e. electronic mail)
- Amateur (HAM) radio station is available at Forest Grove Fire & Rescue for getting messages to outside agencies should standard communications systems fail.

**Medical Aid** (evaluate services available and provide aid as required; direct outside assistance to location of injured)

Resources:
- Forest Grove/Eugene/Portland/Hillsboro Fire Departments
- Student Health Center
- Red Cross
- CPS Officers

**Fire Suppression** (evaluate fires and/or fire hazards; use resources to control and evacuate)

Resources:
- Forest Grove/Eugene/Portland/Hillsboro Fire Departments
- CPS Officers
- Health & Safety Manager
- Volunteers
- Facilities (for equipment)

**Search & Rescue** (appoint search and rescue teams; provide vehicles and other required equipment)

Resources:
- Forest Grove/Eugene/Portland/Hillsboro Fire Departments
- CPS Officers
- Volunteers
- Facilities (for equipment)
- Washington County Search & Rescue
- Metro West Ambulance

**Utilities Survey** (evaluate condition of utilities and shut off or restore gas, electric, steam, water, and sewers; evaluate road and walkway system)

Resources:
- Facilities
- Forest Grove Light & Power
- Northwest Natural Gas

**Incident Management** (consolidate the above steps with available information to provide a comprehensive action plan to return the university to full-functioning operational status)

Resources:
1) EAS Staff
2) Department Heads

**PRIORITY II**

**Facility Survey** (evaluate facilities for occupancy; Residence Halls have priority; identify and seal off contaminated areas)

Resources:
- Facilities
- Student Life
- Forest Grove Fire Department
- UIS (Integrity of system)

**Shelter** (identify usable structures and organize personnel moves)

Resources:
- Facilities
- Student Life
- Property & Auxiliary Services
- Red Cross

**Food/Drinking Water** (identify supplies and establish distribution system)

Resources:
- Food Services
- Student Life
- Area Retailers

**Sewer System** (evaluate sewer system and identify alternative resources)

Resources:
- Facilities
- City of Forest Grove
Communications (establish a communications system with the campus community; provide information on the availability of basic services)
Resources:
- Cell Phones
- Hand-held Radios
- Bullhorns
- Printed material (i.e. signs)

Criminal Activity Control (establish security system to control criminal behavior)
Resources:
- CPS Officers
- Volunteers
- Forest Grove Police Department

Psychological Assistance (establish a system or team to handle crisis intervention)
Resources:
- Student Counseling Center
- School of Professional Psychology

PRIORITY III

Valuable Materials Survey (identify, survey, and secure valuable campus materials)
Resources:
- Library staff
- Museum staff
- Art Department staff
- Volunteers

Records Survey (identify and secure all university records)
Resources:
- Business Office staff
- Registrar staff
- Human Resources staff
- Volunteers

Academic Survey (survey academic departments to determine requirements to begin academic operations)
Resources:
- Deans
- Department Chairs
- Faculty

Supplies & Equipment (develop system to renew flow of supplies and equipment from outside sources)
Resources:
- Procurement staff
It is expected that, as operations progress from Priority I through Priority II and III, the administrative control of the university will move from Emergency Administration System personnel back to the normal Pacific University organizational structure. The University President or designee will determine when to deactivate the Emergency Administration System. This deactivation procedure will include a review of the emergency, areas involved, actions taken, and results achieved.
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.
Below is a list of contact numbers for individuals who are key resources for implementation of the Emergency Plan.

*Note: Off campus confidential telephone numbers are updated by Chief Information Officer and are on file with CPS, each member of the President’s Cabinet and the EAS team.*

<table>
<thead>
<tr>
<th>EAS Personnel</th>
<th>On-campus extension</th>
<th>From Off-campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>University President</td>
<td>2214...................</td>
<td>503.352.2214</td>
</tr>
<tr>
<td>Vice-President of Academic Affairs</td>
<td>2228...................</td>
<td>503.352.2228</td>
</tr>
<tr>
<td>EAS Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice-President of University Relations</td>
<td>2905...................</td>
<td>503.352.2905</td>
</tr>
<tr>
<td>Public Relations Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice-President of Student Affairs</td>
<td>2924...................</td>
<td>503.352.2924</td>
</tr>
<tr>
<td>Support Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Facilities Management</td>
<td>3060...................</td>
<td>503.352.3060</td>
</tr>
<tr>
<td>Facilities Coordinator</td>
<td>2213...................</td>
<td>503.352.2213</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>1510...................</td>
<td>503.352.1510</td>
</tr>
<tr>
<td>Communications Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice-President for Finance</td>
<td>1621...................</td>
<td>503.352.1621</td>
</tr>
<tr>
<td>Finance Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, Property and Auxiliary Services</td>
<td>2704...................</td>
<td>503.352.2704</td>
</tr>
<tr>
<td>Property Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPS Officer on duty</td>
<td>2230...................</td>
<td>503.352.2230</td>
</tr>
<tr>
<td>Cell Phone #</td>
<td></td>
<td>971.563.3091</td>
</tr>
<tr>
<td>Manager of Environmental Health and Campus Safety</td>
<td>7207/3063.............</td>
<td>503.352.7207/3063</td>
</tr>
<tr>
<td></td>
<td></td>
<td>971.563.3092</td>
</tr>
</tbody>
</table>
The media can be an excellent and rapid means of communicating with the general public in a major emergency. Their effectiveness, however, largely depends on the quality and quantity of information provided to them. In the absence of information, the media may seek their own sources and produce coverage that is negative or detrimental to the institution. Therefore, managing communications with the media during a major emergency is extremely important.

In any emergency, University Relations staff will designate a Public Information Officer (PIO) to serve as the sole media spokespersons. All information released to the media is first authorized by the University President or designee.

Any media personnel inquiring about other types of incidents involving the University community should be referred to University Relations or the designated PIO.

Any outside officials, such as law enforcement or public health, should immediately be referred to the Manager of Campus Safety. In cases where privacy is an issue, such as rape, confidentiality of the community member will be maintained.

Examples of “other” types of incidents include:

- Police activities (warrants, investigations, arrests, vandalism)
- Hate speech or crimes
- Sex-related incidents (rape, harassment)
- Violent acts (possession/use of weapons, assault)
- Computer incidents (hacking, viruses)
- Public health issues (contagious illnesses, food poisoning)
- Suicide or attempted suicide
- Drug-related incidents (possession, manufacture, distribution)
- Missing persons (faculty, staff, students)

Any of the above types of incidents involving a student must also be reported to the Dean of Students or the designee and CPS, if they are not already involved.
Campus evacuations fall into two categories. Small-scale evacuation refers to the evacuation of a single area up to 4 buildings; large-scale evacuation refers to the evacuation of 5 or more campus buildings. Small-scale evacuations may or may not involve the activation of the EAS system, depending on the specific circumstances; however, large-scale evacuations must include activation of the EAS system.

The Building Safety Manager (BSM) for the affected area/building, or designee, will serve as the evacuation coordinator for both small-scale and large-scale evacuations in coordination and with support from Facilities and CPS.

Areas containing chemicals and/or gases.

Some areas of campus pose greater risks than others due to storage of chemicals or compressed gasses, both in the likelihood of an evacuation and in the severity of the situation if an evacuation is necessitated. Chemical agents are poisonous and/or compressed gases, liquids or solids that cause serious injuries or death. Treatment varies depending on the type of agent, amount of agent used and the length of exposure.

The areas on campus containing chemical agents are Strain Science Center, Murdock Hall, Brown Hall, parts of Warner Hall, and the Clark Hall basement.

If an evacuation is required from these spaces use great care and be aware of the presence of chemicals and/or gases. The following procedures are also recommended in addition to the evacuation procedures listed just below:

- Inform the Campus Hazardous Waste Manager, Diane Simpson, at x2175 if possible.
- If there is a chance of explosion do not activate the building fire alarm.
- Take care not to turn electrical equipment on or off or otherwise cause sparks.
- Secure an area containing chemicals to prevent students or employees from entering the danger zone.
- Refer to the chemical spills and releases section of this Emergency Plan.
Evacuation Steps

SMALL-SCALE EVACUATION

If the evacuation of a single area/building up to 4 buildings is deemed necessary by EAS, the following steps should be taken:

1. Evacuate the room or area immediately to a safe or established area
2. Do not use an elevator
3. If you are disabled and need assistance evacuating, notify a fellow building occupant or move to the established Area of Rescue Assistance (ARA); if your building does not have a designated ARA, move to the nearest stairwell
4. Assist disabled persons with evacuation; evacuate mobility aids (i.e. wheelchair, cane, or walker) with the person if possible
5. If students or members of the general public are present in your area, assist them with evacuation
6. After evacuating, stay at the evacuation area; Return to area will be allowed only after EAS gives “All Clear” notification through CPS and/or Building Safety Managers
7. The Building Safety Manager will be a key resource for determining any personnel missing from the evacuation area

LARGE-SCALE EVACUATION

If the evacuation of 5 or more campus buildings is necessary, the following steps should be taken:

1. Evacuate the room or area immediately to a safe or established area
2. Do not use elevators!
3. If you are disabled and need assistance evacuating, notify a fellow building occupant or move to the established Area of Rescue Assistance (ARA); if your building does not have a designated ARA, move to the nearest stairwell
4. Assist disabled persons with evacuation; evacuate mobility aids (i.e. wheelchair, cane, or walker) with the person if possible
5. If students or members of the general public are present in your area, assist them with evacuation
6. After evacuating, stay at the evacuation area; Return to area will be allowed only after EAS give “All Clear” notification through CPS and/or Building Safety Managers
7. The Building Safety Manager will be a key resource for determining any personnel missing from the evacuation area
DESIGNATED ASSEMBLY AREAS

There are four (4) assembly areas that have been identified for campus evacuations. Those areas are: Tom Reynolds Soccer Field, Taylor-Meade Parking Lot, Knight Hall Parking Lot and the Holce Tennis Court Parking Lot. Building designation for each of those assembly areas is as follows:

**Tom Reynolds Field:**
- Clark Hall
- Strain Science Center
- Abbott Center
- Walter Hall
- Physical Therapy
- Library
- McCormick Hall
- Murdock/ McGill

**Parking Lot "C" Taylor-Meade Parking Lot:**
- Taylor Meade
- Brown Hall
- Student Health Center
- Jefferson Hall
- Carnegie Hall
- Burglund Hall
- Warner Hall
- Marsh Hall
- Old College Hall

**Parking Lot "I" Knight Hall Parking Lot:**
- Scott Hall
- Campus Public Safety
- Chapman Hall
- Bates House
- Human Resources
- Service Center
- Duniway House
- World Languages House
- Media Arts
- Drake House
- Knight Hall
- MFA
- Milky Way

**Parking Lot "K" PAC Parking Lot:**
- Vandervelden Court Apts.
- Gilbert Hall
- Athletic Center
- Burlington Hall

**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 & RESCUE OPERATIONS.**
GENERAL EMERGENCY PROCEDURE

Campus Public Safety is the only department on campus staffed 24 hours per day, 7 days per week, and 365 days per year. Because of this and their obvious important role in emergencies, they are the key contact for all campus emergencies. The GENERAL emergency procedure is as follows:

NON-"911" CAMPUS EMERGENCY

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

1. Call Campus Public Safety (x2230)
   
   a. Campus Public Safety will contact other personnel as required

"911" CAMPUS EMERGENCY

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

1. Call 911 (from on-campus phones you need to dial "9-911")
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
4. Describe the emergency
5. Do not hang up until told to do so
6. Call Campus Public Safety (x2230); notify them 911 has been called and emergency personnel are en route
While this plan has been developed to deal primarily with emergency incidents which occur totally within the jurisdiction of the University and which do not endanger the outside community, it is recognized that the University must rely on outside organizations and individuals to provide some emergency services, which are not provided internally.

This Emergency Plan is based on the principle that Pacific University will bear the initial responsibility for disaster relief on campus. When specific demands exceed the service levels available, it is understood that assistance will be requested through the City of Forest Grove – including local, state, or Federal agencies, as needed. It is understood that the University will provide such assistance to other agencies as possible when necessary.

Therefore, this plan has been also designed to operate concurrently with other local/state emergency operation plans. It is recognized that the University must cooperate with other governmental entities to establish and provide efficient emergency operations. This plan will consider the necessary interrelationships and standard operating procedures of these outside organizations and individuals. The Pacific University Emergency Administration Team will provide for local coordination of resources furnished from outside agencies responding to requests for assistance.

If the crisis is confined to campus, the appropriate agents of the City of Forest Grove will be notified when deemed necessary by Campus Public Safety.

If the crisis is citywide or statewide, Pacific University officials and communicators will be in contact with city and state officials. It is preferred by the City of Forest Grove that any outside communications with external agents be coordinated with them. Emergency incidents will be classified by the level of response that will be required. The actual classification will be made by the city officials as information first becomes available on an incident. The level of response may change as more information becomes available or conditions change. Where information is lacking the worst case scenario will dictate the level of response.

The Forest Grove Police Department and Washington County Sheriff’s Office support Campus Public Safety in accordance with standard operating procedures.

The Forest Grove Fire Department is primary emergency response agency for incidents on campus. The Forest Grove Fire Department will respond to all fire and hazardous material calls on campus.

The American Red Cross may be required to support shelter operations for the university. Contact with Red Cross will be done in conjunction with the City of Forest Grove.

The Forest Grove Parks and Recreation Department is also a principal assisting agency for the University in the event of major emergencies and the channel for requesting assistance.
Whether an emergency is weather related, workplace violence or a fire, appropriate actions must be taken to ensure that administrative procedures are followed to protect people and facilities.

**Unaccounted-for Persons**
The most important component of post-emergency protocol is to ensure that everyone is accounted for. Supervisors will elicit any means available to identify and find any person whose presence is questionable.

**After an Emergency**
Facilities Management staff and the Campus Public Safety will assess buildings for re-entry. University personnel will be dispatched to assist in evaluating damaged buildings, and to check and/or turn off water, gas, and electrical mains.

**Building Re-entry**
Buildings must not be reentered until permission is given. That permission will come from Campus Public Safety.

**Damage to your Building**
1. If your building has received damage during an emergency, you should notify Facilities Management of the damage and the need to repair the facility on an emergency basis.
2. Clean up and dispose of residue carefully.
3. Follow instructions from emergency officials concerning clean-up methods.
Specific scenario emergency procedures detailed in this section include:

- Accident/Injury/Medical Emergency
- Armed intruder
- Bio-Terrorism
- Blood-borne pathogens exposure
- Bombs
- Bomb threats
- Earthquake
- Fire
- Flood
- Hazardous materials
- Missing person
- National/Regional Emergency
- Pandemic influenza
- Protest activity, marches & demonstrations
- Reporting safety hazards
- Severe emotional trauma or death
- Student injury (including reporting information)
- Utility failure
- Vehicle accident (university-owned)
- Weather storm
IN THE EVENT OF AN ACCIDENT/INJURY/MEDICAL EMERGENCY:

1. Ensure the safety and health of the employee.
2. Notify Campus Public Safety as soon as possible.
3. If immediate medical, fire or police assistance is needed, Call 911 (Contact CPS following)
   **Check the Material Safety Data Sheet (MSDS) if chemicals or other toxins are involved. The MSDS's are on file in the Health and Safety Manager's office.
3. Notify the employee's supervisor.

If Only Basic First Aid is required:

1) Do not move an injured person unless it is a life-threatening situation.
2) Call Campus Public Safety (x2230)
   a) Campus Public safety will administer basic first aid and/or indicate if additional medical treatment should be sought.
3) Stay with the injured person until Campus Public Safety arrives.

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 (x2230) 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.

All job-related / on-duty accidents, illness or injuries MUST be reported to CPS as soon as possible. Employees and Supervisors are responsible for completing all required reports and submitting them to Human Resources within 48 hours of the event.

In the event of a serious, multi-injury accident, overnight hospitalization, or death the following OSHA requirements must be followed.
Report the death of any employee or a catastrophe (three or more injured employees), within 8 hours

The University must contact the nearest OR-OSHA office in person or by phone to report within 8 hours of the work-related incident or accident:
- 3 or more employees admitted to the hospital
- A death, including heart attacks, within 30 days of the accident or incident

**Note:**
If you do not learn about the incident at the time it occurs, you must report the incident within 8 hours of the time it was reported.

Report the overnight hospitalization of any employee within 24 hours

If one or more employees are hospitalized overnight, the University must contact OR-OSHA within 24 hours after occurrence or employer knowledge.

**Note:**
Overnight hospitalization for medical treatment only. Hospitalization for observation is not reportable, nor is emergency room treatment.

Make sure that any equipment involved in a fatality or catastrophe is not moved

You must not move equipment involved in a work-related accident or incident if either of the following results: A death or 3 or more employees are admitted to the hospital.

Do not move the equipment until a representative of OR-OSHA investigates the incident and releases the equipment unless:
- Directed by a recognized law enforcement agency
- Moving the equipment is necessary to:
  - Remove any victims
  - Prevent further incidents and injuries

Give assistance to OR-OSHA as requested

You must investigate or cause to be investigated every lost-time injury that workers incur.

Furnish all pertinent evidence, names of known witnesses, and general assistance to OR-OSHA staff who arrive at the scene to investigate the incident involving:
- A death
- 3 or more employees are admitted to the hospital
- An accident which is being investigated

**Include:**
- The immediate supervisor
- Employees who were witnesses to the incident
- Other employees the investigator feels are necessary to complete the investigation
Conduct a preliminary investigation for all serious injuries

The University must investigate or cause to be investigated every lost-time injury that workers suffer in connection to their employment and promptly install any safeguard or take any corrective measure indicated or found advisable.

**Note:**
A preliminary investigation includes noting information such as the following:
- Where did the accident or incident occur?
- What time did it occur?
- What people were present?
- What was the employee doing at the time of the accident or incident?
- What happened during the accident or incident?

**FOLLOWING AN ACCIDENT OR INJURY:**

**THE SUPERVISOR SHALL (WITH THE ASSISTANCE OF CAMPUS PUBLIC SAFETY, IF NECESSARY)**

1) Gather information about the root causes and effects of the accident. Interview the injured employee (and witnesses if available). Fill out a Pacific University Accident/Incident Analysis Report. (Copies are available from CPS, Human Resources, and from the Health and Safety Manager.)
2) Contact Human Resources with regard to the possible need for the employee to fill out a Report of Job Injury or Illness form 801. This form is required for a lost-time accident.
3) Fill out and return the Pacific University Accident/Incident Report to Human Resources who will then forward it to Environmental Health and Safety.

**THE HEALTH AND SAFETY MANAGER SHALL:**

1) Analyze the Accident/Incident Analysis Report.
2) Conduct any follow-up investigation deemed appropriate which could include:
   - talking with the injured party as necessary.
   - analyzing the accident or incident scene as necessary
3) Present a report to the Health and Safety Advisory Committee (HSAC). This may include a written report of the accident or incident, including recommendations for corrective action as necessary.
4) Issue work orders for repairs or other adjustments to the physical space involved in the accident.
SAFETY TOPICS AND PROCEDURES REGARDING A POTENTIAL “ACTIVE SHOOTER” AT PACIFIC UNIVERSITY

Active Shooter Defined: Active Shooter – 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. “Crisis Management Ball State University Webpage.”

Pacific University’s Response:

In a Classroom or Office
- If you are inside a classroom or office stay where you are. If possible lock the door, cover windows, turn off all lights, silence cell phones and stay quiet. Spread out and take cover.
- If the door does not lock attempt to barricade the door with heavy objects in the room such as a desk, file cabinet, etc.
- Depending on the location of the gunman, 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.

In a Hallway or Corridor
- Attempt to gain access to a classroom or office prior to them being locked and barricaded. Or attempt to find an empty classroom/office and get inside and secure as listed above.
- 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. You can find cover by hiding behind a car, brick walls, large trees, etc.
- Call 911 and report with as much information as possible.

In an Auditorium, Dining Hall or other location with numerous people gathered
- If you are in a gym, auditorium, theater, dining hall, etc., and the gunman is not presently at that location, move to the nearest exit and get out of the building. If you see 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.

**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 to be aware of**

- 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:
  - Campus Public Safety 24 hours a day: 503-352-2230
- 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.

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.
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:
- Call 9-1-1
- Call Campus Public Safety at 2230
- Call Facilities Management at 2213

Satellite Campus Locations

Employees of the University will lock down their areas immediately. Call 9-1-1 and report the individual(s) making the intrusion. They will then notify others to stay in the building or area until notification that it is safe to leave. The Safety Manager or designee will call Campus Public Safety at 503-352-2230 and report when the building is secure.

All Locations
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.

A. Campus Public Safety responsibilities:
The CPS Officer on duty will insure that 9-1-1 and Facilities Management have been called. The Officer will then determine a safe observation point to monitor the path of the intruder. The Officer will try to prevent people from going into harm's way and, if necessary, lock down buildings to prevent the intruder from entering. If a second Officer is on duty, he or she will make notification and set up a control center where people can call.

B. Facilities Management responsibilities:
The facilities management person answering the phone will ensure that 9-1-1 and CPS have been called. That person will then call the designated phone number for campus wide phone notification, advising Safety Managers, Faculty, and Staff of each building of the threat and to lock down their buildings to prevent people from entering or leaving. This person will notify the Vice President of Student Life and President's Office.
C. Safety Manager/Department/Faculty responsibilities:
Employees of the University will lock down their buildings immediately. They will then go through their building to notify others to stay in the building until notification that it is safe to leave. The Safety Manager will call Facilities Management when the building is secure.

II. After Business Hours:

Due to limited resources on Campus, the reporting person will call 9-1-1 and then CPS @ 2230. 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.

A: CPS responsibilities:
Campus Public Safety will insure that 9-1-1 has been called. The Officer will then call the Resident Director on-call and request that they notify the other Resident Directors or On-Call Resident Assistants. After getting a description of the Intruder, the Officer will try to take up an observation point to monitor the activities of the intruder and keep the Police informed. If possible, the Officer will call the Facilities Director and request additional resources needed. If a second Officer is on duty, he or she will make notifications and set up a control center where people can call.

B: On-Call Resident Director responsibilities:
The On-Call Director will notify all On-Call personnel and the other Resident Directors to lock down their Residence Halls. Resident Directors and Resident Assistants will notify their residents of the threat and keep people inside. The On-Call Director will notify the Dean or Assistant Dean of Students.

**What Should I do if I receive a "suspicious parcel" by mail?**

- **Do not handle the mail piece or package suspected of contamination**
- Notify your supervisor, who will immediately contact the local person in charge (Campus Public Safety Officer)
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off
- Ensure that all persons who have touched the mail piece wash their 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
- List all persons who have touched the letter and/or envelope and provide the list to the appropriate authorities
- Campus Public Safety will contact the Forest Grove Police Department
- The USPS Inspectors will collect the mail, assess the threat situation and coordinate with the FBI

**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
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 “high-risk” exposure incident, defined as an accidental puncture injury, or mucous membrane or non-intact 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. **Immediately (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)

Contact with the following bodily fluids or materials are **not** covered by this section (feces, nasal secretions, saliva, sputum/“spit”, sweat, tears, urine, and vomit). If any of the preceding bodily fluids contain visible blood, then follow the high-risk procedures listed above.

The evaluation of an exposed employee for HBV (the virus that causes hepatitis B)/HIV (the virus that causes AIDS) is confidential. The results of testing will not be shared with Pacific University unless the exposed individual gives written consent for the information to be sent to a specific person at the university. Only the person listed on the consent form can review the information and it must be stored in a locked confidential file separate from other files (i.e. separate from personnel or training files).

If the exposed employee does not consent to post-exposure information being released, the only information provided to the university will be a written report indicating whether a hepatitis B vaccine was recommended for the exposed employee and whether the employee received the vaccination. The written report will be kept in the locked employee medical records file in the Human Resources office.

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: Exposure Control Plan” or in Pacific University’s
“Student Infectious Diseases Policy: Exposure Control Plan”. Campus Public Safety, Custodial, and Resident Directors (RDs) have been immunized and trained for spill cleanups.

For Bodily Fluids Containing Visible Blood
During business hours, call Custodial at x2213; during off-hours, call Campus Public Safety at x2230 or the Resident Director if the spill is in an on-campus housing area.

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. The University's temporary storage container is located near the leading dock on the East side of Washburne Hall (the UC).

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.

Departments with waste on campus are to call Campus Public Safety to arrange for an appointment to drop off waste (503.352.2230). Programs with waste off campus are to arrange for disposal through the host facility where available, or work with Campus Public Safety.
“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 (x2230)
   a. Campus Public Safety will contact the Forest Grove 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 (x2230); notify them 9-1-1 has been called and emergency personnel are en route
8. Call the Building Safety Manager for your area
   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

**BOMB THREATS**

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.

**In-Person Bomb Threat**

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 (x2230)
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
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
   a. 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
   a. 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: ___________________________________________________________
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 employees 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. Check for injured persons in your building or area. Do not move the injured individual unless there is serious or immediate danger to their safety. Remain calm and evacuate the building or area in an orderly manner.
2. If you smell gas in your building, shut off the valve (if possible) or call Facilities Management and evacuate immediately
3. Use a phone *outside* of your building to call 911
   a. Clearly state the type of emergency to the dispatcher (e.g. fire)
   b. Clearly state the location of the emergency and your name, location, and telephone number
   c. Describe the emergency
   d. Do not hang up until told to do so
   e. Call Campus Public Safety (x2230); notify them 911 has been called and emergency personnel are en route
      • *Campus Public Safety will notify Northwest Natural Gas emergency number has been contacted*

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.
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
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 (x2230); 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
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 (x2230)
   a. 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
   b. 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
HAZARDOUS MATERIALS

A Hazardous Materials Emergency exists when:

- cleanup of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the immediate spill area or
- the spill creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility.

ASBESTOS

Many campus buildings were built with asbestos ceiling, flooring, insulating, and other materials. Undisturbed, asbestos is not harmful. However, if an asbestos-containing material (ACM) is disturbed or damaged, asbestos fibers can be released and cause an inhalation hazard.

Minor Fiber Release Episode (less than 3 square feet of asbestos-containing material damage)

1. Evacuate the room or area immediately to a safe area away from the building; confine particles by shutting the door(s)
2. Call Campus Public Safety (x2230)
   a. Campus Public Safety will contact the Health & Safety Manager (x3063) or Facilities Management (x2213).
3. Do not return to the building unless instructed it is safe to do so by Campus Public Safety personnel or the Health & Safety Manager

Major Fiber Release Episode (greater than 3 square feet of asbestos-containing material damage)

1. Evacuate the room or area immediately to a safe area away from the building; confine particles by shutting the door(s)
2. Call Campus Public Safety (x2230)
   a. Campus Public Safety will contact the Health & Safety Manager (x3063) or Facilities Management (x2213). The Environmental Health and Safety Manager will coordinate containment measures as required and large scale asbestos removal methods.
3. Do not return to the building unless instructed it is safe to do so by CPS or the Health & Safety Manager
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 Marshall 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 (x2230) 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 an employee smells a chemical odor, such as a solvent-type odor, or observes a chemical spill and it does not pose a clear immediate safety threat:

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
MISSING PERSON

Missing person enquiries are treated very seriously as each has the potential to become a more serious crime.

People from all backgrounds and ages are discovered missing from time to time and for a variety of reasons. Problems with relationships, money and illness are common ones but there are many more. What we have found is that people always run either from something or to something.

If a missing person complaint is made to the University it is always taken seriously and the following procedures will be followed:

- Person receiving the complaint will immediately contact the Dean of Students Office.
- The Dean of Students will then dispatch a Campus Public Safety officer to the location of the complaint.
- The responding officer will gather all essential information about the person
  - Name, sex and age of missing person
  - Time discovered missing
  - Where person was last seen
  - Physical description (height, weight, race, hair color, eye color, clothing description)
  - Clothes last worn
  - Where subject might be
  - Vehicle description
  - Any known physical impairments and any known critical medications
  - Any other special circumstances
  - Photo
  - Name and phone number of friends and relatives
  - Any other information which might be helpful

- The responding officer will also gather information about the physical and mental well being of the individual.
- Appropriate campus staff will be notified to aid in the search for the individual.
- A quick, but thorough search will be conducted in all campus buildings and parking lots.
- For students class schedules will be obtained and a search of classrooms will be conducted.

If the above actions are unsuccessful in locating the person and the University has exhausted its investigation, or it is apparent from the beginning that the person is actually missing, (i.e. call from parents, guardians) the investigation will be turned over to the appropriate local law enforcement agency. At this time, they become the authority in charge and Campus Public Safety will assist them in any way necessary.

The Dean of Students or her designee will be responsible for communicating with the family or relatives of the missing person. The Director of Public Affairs will follow up with press releases, fact sheets, and other communications with the media if necessary and as required.
Should an event take place that requires national or regional focus, the University President will follow procedures outlined in this 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.
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.
Preparedness and Response Plan in the event of a Pandemic Influenza Outbreak

Introduction

Pandemics are a part of human history. There were three pandemics in the last century in 1918, 1957 and 1968. The most deadly of the three was the pandemic of 1918 caused by H1N1 which killed approximately 50 million people worldwide. A pandemic will occur again although it is not known exactly when or which strain of a novel virus will rise to the occasion.

Influenza A viruses have the ability to infect wild and domestic birds, including ducks, chickens, and hens, as well as pigs, horses, and other animals. Influenza A viruses normally seen in one species can sometimes cross over and cause illness in another species. This creates the possibility that a new virus will develop, either through mutation or mixing of individual viruses, in turn creating the possibility for new viral strains that can be highly infective, readily transmissible and highly lethal in humans. When a pandemic virus strain emerges, more than 35% of the population could develop clinical disease, and a substantial fraction of these individuals could die.

Currently, there is heightened concern about H5N1, a highly pathogenic avian viral strain which first appeared in 1997 in Hong Kong. There are striking similarities between the H1N1, the virus responsible for the 1918 Pandemic, and H5N1. Despite the fact that millions of birds, domestic and wild have been culled, the infection has been persistent in the bird population and is spreading along the flight paths of migratory birds. In addition to the persistence of infection in the bird population, the virus has crossed species and infected humans, tigers, leopards, cats and pigs. Although it has crossed species, it has done so in a very limited number of cases given the millions of birds that are infected with the virus. There have been a few cases in which human-to-human transmission is believed to have occurred. However, it has not spread beyond one contact.

Characteristics of a Pandemic Influenza

Seasonal influenza generally peaks between December and March in North America. It causes approximately 36,000 deaths a year and 200,000 hospitalizations a year in the United States. A pandemic influenza can occur at any time of the year and resurges in waves that can last from 18 months to two years. The Pandemic of 1918 had four such waves; the most lethal was the second wave that swept through the U.S. between August and December in 1918. Therefore, planning should include recovery and response to more than one wave.

The normal influenza attack rate is 5-10%. In a pandemic, an attack rate of 25% is appropriate for planning purposes; some organizations are using rates as high as 50%. Approximately 4-12% of the work force could be ill at any point in time and absent from work for 1-14 days. The sickness rate for seasonal flu is in the range of 2-6%. In addition to work force absences due to personal illness, persons may call off to take care of ill family members.

High absenteeism will affect the delivery of services and goods, nationally and internationally, as transportation staff and manufacturing staff call-off due to illness.

High absenteeism will present challenges to campus leadership and delivery of services as human resources are strained in all aspects of the operation. Campus leaders will not be spared
the possibility of succumbing to illness. Planning needs to consider issues of depth charting for leadership positions, cross training personnel and teleconnectivity that allows employees to work from home.

**Vaccines and Antivirals**

Because a vaccine needs to closely match an influenza virus, it is unlikely that a vaccine would be available early in a pandemic and, due to current production techniques; quantities would be limited once the vaccine was developed. An effective vaccine may be available to more adequately address second or third waves but, even then, there may not be enough to vaccinate everyone. Research is underway to develop improved vaccine technologies that would allow for more rapid production of vaccine.

If vaccine and/or antivirals become available, it is unlikely there will be sufficient quantities to cover the entire population. Discussions with local and state health authorities regarding the distribution of stockpiled antivirals and manufactured vaccine should be conducted in advance to ensure that campus protocols are consistent with government guidelines.

**Non-pharmaceutical Interventions (NPIs)**

Social distancing, isolation, quarantine, protective sequestration and public health education that include practices employed to reduce individual risk of contracting the disease (i.e.handwashing, cough etiquette) comprise the list of NPIs that could be employed in a pandemic situation. While the effectiveness of any of these strategies for preventing the spread of illness is unknown, employment of a combination of NPIs, as deemed appropriate for Pacific University setting, may slow the spread of disease. As mentioned above, the advantage to slowing the spread is important as it relates to the surge capacity of health care resources.

**Social distancing** refers to actions taken to discourage close social contact between individuals including cancellation of classes, sporting events, worship services and other social events. This intervention would be most effective when instituted early in the pandemic and before infection takes hold in a community. Given that the 1918 pandemic swept across the country in 3-4 weeks at a time when fewer people traveled and modes of transportation were more limited and slower, the window for taking action maybe limited to a few days in today’s highly mobile society and with international air travel.

**Isolation** refers to separating individuals with illness from the general population and restricting their movement within the general population until they are no longer contagious. Plans for isolating ill students and providing care for them by either utilizing campus resources or partnering with community resources will be necessary for Pacific in that some students may not be able to go home. Hospital resources will be strained and decisions for admission will be made based on assessment of those most in need. Provisions should be made to care for students who are not ill enough to require hospital care but are too ill to take care of themselves. The composition of the student body in terms of the number of international and out-of-state students, the number of commuters and the number of students residing in residence halls factored against the resources of Pacific will affect the plans for isolation and infirmary care.
Quarantine is the separation and restriction of movement of those who are not ill but believed to have been exposed. The duration of quarantine will be dependent upon the length of the incubation period and period of contagion prior to onset of symptoms. Both the incubation period and period of viral shedding are difficult to know prior to the actual emergence of the pandemic virus. Currently, it appears that the incubation period for H5N1 is between 2-8 days. Persons are contagious for 1-3 days prior to onset of symptoms and can shed H5N1 for up to 16 days. Planning for quarantine must take into account some of the same factors as isolation, such as, composition of the student body and residential demographics. Enforcement of quarantine is an issue that must be discussed with local government authorities and campus security.

Protective sequestration involves efforts taken to protect a healthy population from infection by isolating the community from the outside world. Restricting entry of outsiders into the community and restricting reentry of those community members who choose to leave during the period of time when protective sequestration is in place are measures utilized in this intervention. It requires Pacific to stockpile resources and become self-sufficient for some period of time, in the case of a pandemic, a minimum of 8-12 weeks.

Public health education that communicates accurate, clear information regarding reducing personal risk, the role of quarantine, transmission, symptoms, treatment, when to seek care and community efforts to assist those in need, is critical to empowering the public and decreasing panic and despair. The messages should be consistent with those being issued by other public health authorities and crafted in advance to meet the needs/concerns of various campus audiences including students, staff, faculty, parents and members of the surrounding community. Given the anticipated increase in communication needs, all available means of communicating with the campus public must be assessed and tested to determine the capacity for managing the surge.

Business Continuity

While the first thrust of planning should address health and safety issues, business continuity must follow closely on its heels. Identifying key business functions and key players in charge of those functions is the first step in addressing this area.

People, including health care workers, counseling center personnel and residence life personnel, will not come to work if they don’t get a paycheck. Purchase of supplies will need to be expedited. Building maintenance will need to continue and computer infrastructure must be maintained.

It is anticipated that a pandemic will result in interruption of services and a shortage of supplies and fuel. Identifying contingency plans for sustaining basic functions in case of loss of telecommunications, utilities and IT capability needs to be included.

Pacific University is in the business of education. Academic departments and faculty must have contingency plans for completion of courses if classes must be cancelled for some period of time.
Planning in the Face of Uncertainty and Unknowns

Planning for a pandemic can be a daunting task given that there are a number of factors that are unknown. We do not have a case definition or an identified viral organism and are unlikely to have this information far in advance. Furthermore, we are hampered by gaps in our scientific understanding of influenza viruses; what makes them more or less lethal and how to best protect ourselves from an organism that can adapt to and change in ways that makes vaccination against them so difficult. A gap also exists in our understanding of which NPIs, if any, are most effective in slowing the spread.

This deficit in knowledge makes it challenging to develop specific protocols and treatment plans. Any planning that is done at this time is based on what we currently understand about seasonal influenza and past pandemics as described in historical documents. Therefore, any planning, protocols and policies developed to fashion a response must be flexible, resilient and adaptable in a way that allows the planning to evolve in step with the evolution of science and situation.

Planning is not enough; the plan must be tested and rehearsed. Rehearsing various scenarios offers individuals an opportunity to act out their roles and identify the types of information and communication that is critical for them to function effectively in the situation. It also allows the participants to identify gaps or weaknesses in the plan that need to be worked on.

Purpose of this Plan

Pacific University has created this Pandemic Influenza Disaster Plan to help the campus prepare and respond to a pandemic influenza outbreak. The purpose of the Plan is to describe specific actions to be taken by University personnel in the event of an outbreak. The Plan should be implemented in accordance with the Pacific University Emergency and Safety Plan and used to advise the community about the campus response to an influenza pandemic. The Plan encompasses the various aspects of communication and education, preparedness, emergency response, and the recovery and maintenance efforts to take place in the event of a Pandemic Influenza.

The development of this document is based on the following assumptions:

- In the event of an influenza pandemic, the State of Oregon’s Department of Health and Human Services will have minimal resources available for onsite local assistance and therefore local authorities and institutions will be responsible for community-specific response plans.
- The federal government has limited resources allocated for State of Oregon and local plan implementation, and therefore the State will provide supplementary resources in the event of Pandemic Influenza, which may include the redirection of personnel and monetary resources from other programs.
- The federal government has assumed the responsibility for developing materials and guidelines, including basic communication materials for the general public on influenza, influenza vaccine, antiviral agents, and other relevant topics in various languages; information and guidelines for health care providers; and training modules. This information is now available at www.pandemicflu.gov.
- A viral strain of Pandemic Influenza will likely emerge outside of the United States. However, pandemic influenza may emerge in the Pacific Northwest due to its geographic location, proximity to airports, climate, tourist populations, and other factors.
• It is likely that moderate or severe shortages of vaccine may exist early in the course of a pandemic and also possible that no vaccine will be available.
• The supply of antiviral medications used for prevention and treatment of influenza may be limited.

**World Health Organization (WHO) Stages of a flu pandemic**

The World Health Organization (WHO) has developed a global influenza preparedness plan, which defines the stages of a pandemic.

The phases are:

**Interpandemic period**

**Phase 1:** No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

**Phase 2:** No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

**Pandemic alert period**

**Phase 3:** Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

**Phase 4:** Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

**Phase 5:** Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

**Pandemic period**

**Phase 6:** Pandemic: increased and sustained transmission in general population.
Current WHO phase of pandemic alert

Experts at WHO and elsewhere believe that the world is now closer to another influenza pandemic than at any time since 1968, when the last of the previous century's three pandemics occurred. WHO uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch progressively more intense preparedness activities.

The designation of phases, including decisions on when to move from one phase to another, is made by the Director-General of WHO.

Each phase of alert coincides with a series of recommended activities to be undertaken by WHO, the international community, governments, and industry. Changes from one phase to another are triggered by several factors, which include the epidemiological behavior of the disease and the characteristics of circulating viruses.

The world is presently in phase 3: a new influenza virus subtype is causing disease in humans, but is not yet spreading efficiently and sustainably among humans.

Early Phase Three Pre-Event Planning for a Campus-Wide Response

Below is a list of key considerations that University committees and departments need to address in pre-event planning. These are things which should be done now, during the phase three level.

Effective pandemic planning cannot be accomplished in a few weeks by one or two individuals on a campus. It requires a broader effort that involves key individuals responsible for key functions and areas of responsibility. It is an interdepartmental project involving input from all of the various constituencies working on a plan over time with realistic deadlines.
Pandemic Planning Task Force

- Identify the key members of this committee
- Determine who shall chair it
- Identify essential functions and personnel
- Identify appropriate channels of communication and chain of command
- Benchmark the activities/planning of other colleges and universities including student health services.
- Establish the criteria for calling an end to the pandemic event and resuming campus business and activities.
- Develop a communication plan for advising employees, students and other partners and constituencies of the resumption of business.
- Develop the sequence and timeline for restoration of operations and essential services/activities.
- Develop a plan to debrief faculty, staff and students post event and provide resources for assisting those in need of psychological, financial and social support.
- Establish a structure for recording and reporting key activities, events and decisions made during the crisis and a method for evaluating the effectiveness of the execution of the emergency response once in recovery.
- Monitor the national and world situations.
- Communicate with University departments and others for planning
- Develop table-top exercises and implement exercises as appropriate.
- Determine critical policy issues/questions.
- Encourage departments to draft and/or update Business Continuity plans for Pandemic Influenza.

Student Health Services

It is important in this early stage to engage health center staff in pandemic planning and provide exercises and drills to rehearse the plan and revise as necessary.

- Provide regular updates for health center staff regarding avian influenza, recommendations for treatment protocols, appropriate infection control procedures, status of antiviral and vaccine development and encourage participation in webcasts, seminars and other continuing education programs as they become available.
- Monitor CDC, WHO and ACHA websites for the latest developments and updates on planning recommendations.
- Engage health center staff in discussions regarding their psychological and emotional support needs in preparation for dealing with a pandemic event.
- Encourage health center staff to be vaccinated against seasonal influenza
- Participate in community drills/plans.
- Determine what supplies should be in informational packages to be distributed to students.
- Prepare self-care information packets for students.
- Promote seasonal influenza vaccinations.
Once a pandemic starts, it will be difficult, if not impossible, to obtain medical supplies. Purchasing ahead and storing nonperishable goods is a prudent strategy. Quantities should be based on a best estimate of the number of students who may not be able to leave campus and the attack rate listed above.

- Compile a list of supplies that would be needed for health care members such as masks, gloves, gowns, protective eyewear, medications and disinfectants.
- Identify supply sources and a storage area.
- Provide administration with a cost estimate for securing supplies.
- Maintain a stock supply of necessary medications and equipment, inventory and rotate supplies as appropriate.
- Due to the unfeasibility of establishing negative pressure rooms in the clinic, the health center will establish a referral process for those suspected of avian flu.

Expect that hospital systems and 911 will be overwhelmed. The Student Health Center will assist with educating the students and staff of Pacific University through any means possible (referral to web pages with accurate educational information, phone triage for ill students, PUNN and Boxer Brief entries and campus wide e-mails, etc)

- Establish communication with Facilities to plan distribution of supplies.
- Develop telephone triage protocols for health center staff.
- Identify community resources that students and staff can access and develop a plan for dispersing such information
- Engage in discussions with community resources in advance so that they understand the needs of the student population and you understand their pandemic operating protocols.
- Develop a triage protocol for individuals with acute respiratory illness.

Counseling Services

The counseling center needs to develop a plan for providing 24/7 counseling services for students, staff and faculty.

- Determine the level of involvement of the School of Professional Psychology
- Develop protocols for providing services via telephone and internet.
- Provide telephone follow-up for all current clients who are identified to be at risk or in need of consistent clinical contact.

University Information Services

- Identify who will be in charge of communications, as well as, one or two persons in back-up positions in case the key person(s) falls ill.
- Establish a central reporting plan for daily monitoring of the prevalence of illness on campus including; employee absences, number of students in isolation and quarantine, number of lab confirmed cases and the number of student transports to the hospital.
- Establish a calling tree for notification/alerts to essential personnel.
o Identify all possible means of communicating with students, staff, faculty, parents and outside consistencies (recruiters, vendors, community business owners) including internet, land and cell phones, postering and hand radios.

o Ensure materials are easy to understand and culturally appropriate.

o Identify individuals who can act as translators and consider translating materials into different languages as appropriate for student population.

o Develop a plan for adding volunteers to University email addresses.

o Develop a plan for distributing telephone calls to homes or phone banks.

o Assess needs for webpage support.

o Plan for a general information (non-health) call center.

University Relations

o Establish and maintain communications with the local public health authorities, emergency preparedness groups and hospital system(s) regarding surveillance, case identification and reporting, control measures and health care provision.

o Identify key contacts outside the University and revise regularly.

o Establish a web site presence for referring questions and concerns about planning at Pacific University.

o Develop draft communiqués for various plan response levels.

o Craft messages for future dissemination to on-campus and off-campus constituencies.

o Revise messages as necessary.

Housing and Residence Life

o Develop a procedure for notification of students, closure and evacuation of campus residence halls and houses not in use.

o Review options for housing of healthcare workers on campus.

o Establish communication protocols with student health for surveillance and reporting illness in the residence halls.

o Establish protocols to assist with the relocation of students and in closure and evacuation of residence halls.

o Identify a potential Residence Life command center.

o Initiate influenza awareness training for RAs.

o Develop a protocol for transport of students to the hospital if 911 is not available.

o Identify resources for food and on-campus lodging for health service staff in the event staff cannot or do not wish to commute home.

Dining Services (Aramark)

o Compile a list of non-perishable food stuffs and drinks, including water that can be stockpiled and stored.

o Estimate quantities by determining the percentage of students who may not be able to go home and will be dependent on campus dining services for food for a 4-6 week period.

o Analyze the need to provide food for health care staff, facilities staff or other key personnel who may need to be provided with shelter-in-place.
Develop a procedure for delivery of food stuffs to residential areas, quarantined students and any designated infirmary.

Identify essential food service personnel and ensure their presence during a disaster.

Enlist Human Resources assistance to identify volunteers to supplement food services staff.

Identify alternate suppliers for foodstuffs and other essential materials.

Identify resources for food and on-campus lodging for health service staff in the event staff cannot or do not wish to commute home.

Locate site on campus for food outside the kitchen in a secure area that is temperature controlled or a basement where the temperature is consistently cool and dry.

Campus Public Safety

Develop procedures for securing buildings, protecting stored supplies and restricting access to campus.

Develop a management plan for the control and disposal of increased volumes of infectious waste.

Maintain web page links to information sources about world-wide influenza events.

International Student and Study Abroad Student Services

Develop procedures for monitoring student travelers entering the campus from affected regions and providing information to health services.

Develop a plan for communicating with international students and their families regarding travel restrictions and re-entry.

Develop a plan for communicating with students who are studying abroad or plan to study abroad.

Develop guidelines for temporary closure of study abroad programs.

Communicate with study abroad program leaders about planning procedures for shelter-in-place, closure decisions, and resources for assisting students who cannot get home.

Review policies and procedures for recalling students from affected regions.

Graduate Programs With Clinical Rotations and Study At External Sites

Develop procedures for monitoring student travelers entering the campus from affected regions and providing information to health services.

Develop a plan for communicating with students off-campus and their families regarding travel restrictions and re-entry.

Develop a plan for communicating with students who are studying abroad or plan to study abroad.

Develop guidelines for temporary closure of clinical rotations.

Communicate with site leaders about planning procedures for shelter-in-place, closure decisions, and resources for assisting students who cannot get home.

Review policies and procedures for recalling students from affected regions.
Environmental Health and Safety

- Assess respiratory protection plan and resources
- Ensure that an adequate number of respirators can be available.
- Order blood-borne pathogen kits.
- Plan for distribution of emergency supplies.
- Establish guidelines for on-campus mass points of distribution (PODs).

Facilities Management

- Discuss contingency plans in case of fuel, water and energy shortages including the availability of emergency generators.
- Identify building ventilation systems especially in those areas considered for quarantine, isolation and health care delivery.
- Develop plans for continuation of housekeeping services and stockpiling items such as cleaning and disinfecting supplies, facial tissues and toilet paper, disposable towels.
- Identify essential personnel to maintain powerplant operations, electrical and water services.
- Identify appropriate service methods to provide maintenance and custodial services to quarantined and isolated students.
- Establish a plan for continuation of cleaning services and waste removal services including triggers to increase the frequency of the scheduling of these services.

Human Resources

- Coordinate the identification of essential personnel and ensure that departments are depth charted.
- Encourage staff and faculty to update emergency contact information.
- Establish return-to-work guidelines consistent with the case definition.
- Prepare communications for supervisors and the campus work force addressing guidelines related to reporting of ill, business travel procedures, information to persons returning from affected areas and how to access mental health resources (i.e. Employee Assistance Programs).
- Assist in the recruitment of a volunteer work force.

Academic Affairs

- Develop a policy or guidelines to address academic concerns of students absent from classes due to illness or quarantine.
- Develop a procedure for students who are in isolation or quarantine to obtain class notes.
- Develop and disseminate alternative procedures for completing course work (i.e. web-based instruction, lessons and assignments delivered via snail mail).
- Determine campus buildings that may remain open for research.
- Establish a plan for maintaining security in laboratory spaces.
- Establish a plan for specimen storage and managing experiments in process.
- Facilitate and support the development of distance learning.
**Business and Finance**

- Discuss the potential financial ramifications of a pandemic, estimate impact and identify emergency funding to cover purchases and business continuation.
- Collect information from departments (i.e. student health, dining, housing) related to costs for stockpiling supplies.
- Develop procedures for rapid procurement and payment for supplies, equipment and services.
- Develop a plan for ensuring the continuation of payroll and accounting operations in the face of high employee absenteeism.
- Identify steps that must be taken to monitor and protect insurance coverage.
- Identify risk exposures for which insurance can and cannot be obtained.

**Admissions**

- Develop a plan for reviewing applications and recruiting in the absence of face-to-face interviewing or campus visits.

**Business Office and Financial Aid**

- Discuss contingency plans for issues dealing with financial aid, withdrawal from school due to illness and other factors related to tuition and registration.

**Pacific Athletic Center**

- Provide regular updates for staff regarding avian influenza, recommendations for treatment protocols, appropriate infection control procedures and status of antiviral and vaccine development.
- Encourage staff to make personal emergency preparedness plans with their families.
- Engage staff in discussions regarding their psychological and emotional support needs in preparation for dealing with a pandemic event.
- Participate in community drills/plans.
- Participate in training regarding influenza.
- Promote seasonal influenza vaccinations.
- Develop a training plan that includes use of personal protective equipment.
- Encourage staff and faculty to update emergency contact information.
- Employees who have been exposed or are suspected of having the illness should not come to work.

**Intermediate Phase Five Planning Actions for a Campus-Wide Response**
Below is a list of key considerations that University committees and departments need to address in the event of human to human spread of flu. There would be substantial pandemic risk somewhere in the world.

Pandemic Planning Task Force
- Ensure that various constituencies have plans in place for implementation on short notice.

Student Health Services
- Inform the Pandemic Planning Task Force if staff members suspect that a student is carrying a dangerous viral strain.
- Provide information to the campus community on: travel advice, self-care, personal preparedness planning, proper hand washing techniques and cough etiquette, federal, state and local public health resources and how/when to access services in case of illness.
- Develop a triage protocol that can be activated once a case definition is established.
- Develop clinic signage and voice messages that would give ill students and staff directions on how to access services.

Counseling Services
- Firm up schedule of available counselors for expected activation.
- Prepare to provide routine 24/7 telephone crisis consultation services for students and staff remaining on campus in the event of a pandemic.

University Information Services
- Communicate information regarding travel restrictions and re-entry issues by e-mail and phone as time permits.

University Relations
- Post web sites containing information regarding travel restrictions and re-entry issues online.
- Revise pre-written messages as information changes.

Registrar’s Office
- Plan for interrupted classes and coursework and ramifications

Housing and Residence Life
- Identify rooms and buildings that could be used for quarantine, isolation and residence for students who cannot go home.
- Formulate and rehearse plans to address anticipated student needs ranging from delivery of food and medication to providing emotional support.

Dining Services (Aramark)
- Purchase additional food and drink items in anticipation of outbreak.

Campus Public Safety
- Establish ongoing communication with local police, fire and emergency response personnel in order to coordinate efforts for managing safety issues.
Develop triage protocols for responding to students in distress either due to illness or illness of others or requesting transport for medical care.

Establish a communication plan with student health and counseling services, residence life and student affairs for reporting calls and transports.

Participate in training regarding influenza.

Train in use of personal protective equipment and fit for respirators.

Equip carts with disinfectants, surgical masks for persons being transported, gloves and biohazard waste bags.

**International Student and Study Abroad Student Services**

Monitor student travelers and inform Health Center of students who have been in affected regions are returning to the U. S.

Distribute handout in either English or student’s native language to new and returning international students. This handbook should detail a list of symptoms to look out for during the first few weeks in the U. S.; proper hand-washing techniques and cough etiquette; instructions on how to seek care if suspicious symptoms present themselves.

Communicate populations who need to be considered for information dissemination: incoming and outgoing international students, incoming and outgoing study abroad students, and their families.

**Graduate Programs With Clinical Rotations and Study At External Sites**

Monitor student travelers and inform Health Center of students who have been in affected regions are returning to the U. S.

Distribute handout to new and returning clinical students. This handbook should detail a list of symptoms to look out for during the first few weeks in the U. S.; proper hand-washing techniques and cough etiquette; instructions on how to seek care if suspicious symptoms present themselves.

Communicate with populations who need to be considered for information dissemination.

**Environmental Health and Safety**

Ensure that essential personnel get respiratory fit test and training on respiratory protection.

**Facilities Management**

Ensure that housekeeping personnel receive training regarding personal protection and proper cleaning procedures.

Identify the essential staff that can maintain the life safety systems in University facilities.

Prepare a plan to shut down ventilation systems on an individual or entire campus basis.

Ensure that there can be a sufficient number of hand sanitizers available for custodial staff.

Develop a protocol for care of the deceased that addresses storage until transfer and notification of the family.

**Human Resources**
o Assist in the recruitment of a volunteer work force and identification of cross-training needs.

**Academic Affairs**
- Determine the advisability of temporarily closing or cancelling study abroad program.
- Determine the advisability of restricting incoming students from affected areas.
- Work closely with International Programs and Study Abroad to ensure University support for decisions and communications with overseas program providers, domestic program providers, and overseas agents.
- Work with Winter III faculty and leaders with regard to conditions at remote learning sites.

**Business and Finance**
- Develop a strategy for billings and refunds for cancelled programs on short notice.
- Work with Waltz Sheridan Crawford to determine role of Assist America Global Emergency Services plan held by Pacific students who are overseas on a Pacific-approved program.

**Student Government**
- Receive training on Pandemic Influenza.
- Communicate Avian Flu information to clubs and organizations, general student body.
- Formulate and rehearse plans to address the needs/support for graduate and commuter students.
- Initiate influenza awareness training for student leaders.
- Involve the InterGreek Council and Residence Housing Association in planning for a Pandemic Influenza.

**Admissions**
- Apprise incoming students and families of pandemic information.

**Business Office and Financial Aid**
- Determine a realistic plan for student financing, refunds, and other ramifications of pandemic influenza.

**Pacific Athletic Center**
- Determine that if outbreak occurs on our campus, or students are sent home, all Athletic Events will be cancelled and the Athletic Center building will close. The building can be used and managed by Facilities.
PROTESTS, MARCHES & DEMONSTRATIONS

Peaceful:

1. Notify Campus Public Safety (x2230)
2. 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 (x2230)
   a. Campus Public Safety will call 911 if deemed necessary
   b. Campus Public Safety will notify Student Life if students are involved
REPORTING SAFETY HAZARDS

If the hazard poses an **immediate threat** to the safety or health of those in your area:

1. Call Campus Public Safety (x2230)
   a. *Campus Public Safety will contact other personnel as required*
2. If possible, secure the area of the hazard until Campus Public Safety arrives

If the hazard does not pose an immediate threat, but is one that needs to be evaluated:

1. Obtain a Potential Hazard Report form (equivalent to a “safety suggestion form”) from your supervisor, Environmental Health and Safety, or Campus Public Safety
2. Submit the completed form to Environmental Health and Safety for inclusion on the monthly Health & Safety Advisory Committee meeting agenda
3. A copy of the form with the committee’s recommended action will be sent to appropriate personnel for implementation
4. A packet, containing closeout documentation generated by corrective action, will be forwarded to the generator of the Potential Hazard Report Form
5. Note that because the Health and Safety Advisory Committee meets monthly, feedback on your concern may not be received for at least 30 days
Severe emotional trauma includes threat of suicide or attempted suicide.

**Threat of Suicide**

In the case of severe emotional trauma or if a threat of suicide is made and a means (**i.e. a gun or knife**) is not readily available to the person:

1. Call Campus Public Safety (x2230)
   - a. Campus Public Safety will assess the situation and request assistance if deemed appropriate
   - b. For non-students (Faculty, staff), Campus Public Safety will notify Human Resources
   - c. For students, Campus Public Safety will notify VP of Student Life

2. Remain at a distance from the person, but do no leave him/her alone
3. Try to keep him/her calm
4. Remain available at the scene to provide information to emergency personnel
5. If a medical professional judges the person must be treated and/or hospitalized, the person may not remain on campus; he/she will either be hospitalized or leave campus with his/her parent(s), spouse, or other appropriate individual(s) to seek medical treatment (a student may seek on-campus treatment through the Student Counseling Center and/or the Student Health Center)

**Attempted Suicide**

In the case of an attempted suicide (**i.e. an act has been carried out, not just threatened**):

1. Call 911
2. Clearly state the type of emergency to the dispatcher
3. Clearly state the location of the person, your name, location, and telephone number
4. Do not hang up until told to do so
5. Call Campus Public Safety (x2230)
   - a. Campus Public Safety will assess the situation and request assistance if deemed appropriate
   - b. For non-students (Faculty, staff), Campus Public Safety will notify Human Resources
   - c. For students, Campus Public Safety will notify VP of Student Life
6. Remain at a distance from the person, but do no leave him/her alone
7. Try to keep him/her calm
8. Remain available at the scene to provide information to emergency personnel
9. If a medical professional judges the person must be treated and/or hospitalized, the person may not remain on campus; he/she will either be hospitalized or leave campus with his/her parent(s), spouse, or other appropriate individual(s) to seek medical treatment (a student may seek on-campus treatment through the Student Counseling Center and/or the Student Health Center)

EAS personnel may assemble a Crisis Intervention Team to assist the university community in dealing with the attempted suicide; the Pacific University Professional Psychology Clinic-Portland Service Center may serve as a good resource

**DEATH**

If you learn of the off-campus death of a university community member:

1. Call Campus Public Safety (x2230)
   a. Campus Public Safety will contact EAS personnel including the Dean of Students
   b. EAS personnel may assemble a Crisis Intervention Team to assist the university community in dealing with the death; the Pacific University Professional Psychology Clinic-Portland Service Center may serve as a good resource
2. Police authorities or medical authorities are responsible for initial notification of next of kin

If you discover the on-campus death of a university community member:

1. Call Campus Public Safety (x2230)
   a. Campus Public Safety will secure the area and call 911
   b. Campus Public Safety will contact EAS personnel including the Dean of Students
   c. EAS personnel should assemble a Crisis Intervention Team to assist the university community in dealing with the death; the Pacific University Professional Psychology Clinic-Portland Service Center may serve as a good resource
2. Do not allow anyone into the area until Campus Public Safety (or outside emergency personnel) arrive
The following applies to accidents involving Pacific University students, with the exception of students injured while “on-the-clock” as Pacific University employees, such as on-duty work-study students. In those instances, follow the steps listed in the “Employee Injury” section.

**ON-CAMPUS ACCIDENTS/INJURIES**

**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.). Stay with the injured person(s) and provide basic first aid within your scope of training as indicated by the situation.

2. If uncertain as to whether injury is an emergency, you may call 911 for assessment and possible transport.

3. Notify Campus Public Safety (x2230) if 911 has been called and emergency personnel are en route.

4. 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 SE TV Hwy, Hillsboro – phone: 503-681-4223

5. 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.

6. 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.

7. Any medical expenses incurred as a result of the injury should be billed to the student’s personal insurance carrier.

If a student is injured while working for the University, they should follow the protocol for injured employees. All job related injuries or illnesses must be reported immediately to your
supervisor. The Human Resource office (x2860) will explain your responsibilities and assist you in completing the necessary paperwork.

**OFF-CAMPUS ACCIDENTS/INJURIES**

*(Also see Pacific University’s “Outback Protocols”)*

In the event of an off-campus student accident/injury:

1. Do not move the injured student unless it is a life-threatening situation
2. If it is a medical emergency, call 911
3. If outside emergency assistance is required, notify Campus Public Safety (503-352-2230). CPS will then notify the VP of Student Life of the incident.

Examples of situations requiring this notification include:
- 911 medical emergency
- vehicle accident
- lost group member or unplanned group separation
- evacuation of group member
- life-threatening situation

**Pacific Outback and Group Trip Procedures**

Management of an accident scene is the duty of the group leader until outside emergency response personnel arrives. The group leader will decide whether to abort a trip and/or evacuate individuals. In Emergency situations the first contact will be with the local authorities and then University officials will be notified. Situations warranting termination of an off-campus venture, such as an Outback trip, include:

- Threatening behavior to one’s self or to others; includes suicide attempt/threat or death
- Wound larger than a quarter on hands, face, or genitals
- Chronic, debilitating pain or discomfort
- Loss of participant(s)
- Head injury and/or loss of consciousness
Some campus buildings are equipped with a battery-powered emergency lighting system, which will automatically activate if there is a power outage. However, it is recommended that each office and room occupant maintain an operational flashlight, the backup power systems will only operate for 80 - 90 minutes. Follow the procedure below for full electrical failure.

1. Call the Facilities Office at 2213 between 8AM - 5PM
2. After normal business hours call Campus Public Safety (x2230)
   a. If the failure is beyond the scope of Pacific University’s capabilities and poses an immediate safety threat, Forest Grove Light and Power will be contacted
3. Turn off computers and other electrical equipment so they are not damaged when power is restored
4. Evacuate the room or area immediately to a safe area away from the building
5. If downed power lines are present, assume they are live and do not touch or try to move them
6. An initial triage of the outage will be conducted by line staff who are present on campus at the time of the outage (i.e. Facilities, CPS, Res-Life). Information will be shared with the Director of those personnel as soon as it is available.
7. After hours this triage will be conducted by Campus Public Safety along with Res-Life staff, who will in turn notify the Dean of Students. The Dean of Students will notify (within 30 minutes) the President of the situation and discuss possible action to be taken. This may or may not include activation of the EAS based on the circumstances surrounding the incident.
8. It is possible for power to remain energized in parts of the campus due to multiple feeder lines coming from City systems. Evacuations may be conducted that do not use standard procedures outlined in this Emergency Plan.

In the event of a major HVAC system failure, the following procedures are to be followed:

1. Call the Facilities Office at x2213 between 8AM – 5PM
2. After normal business hours, call Campus Public Safety at x2230
   a. If the failure involves an inhalation hazard, such as chemical fumes, see scenario for “Chemical Spills and Releases”
   b. If the failure is beyond the scope of Pacific University’s capabilities to correct, Facilities Management will seek outside resources
PLUMBING FAILURE

1. Call the Facilities Office at x2213 between 8AM – 5PM
2. After normal business hours, call Campus Public Safety at x2230
   a. Campus Public Safety will contact the appropriate on-call Facilities Engineering personnel if the failure is within the scope of Pacific University's capabilities. Power will be shut off to a flooded area that poses an immediate safety threat.
   b. If the failure 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 the power is still on

ELEVATOR FAILURE

Campus elevators are inspected and serviced on a routine basis by certified contractors. Emergency equipment located inside each elevator is connected to an off-site monitoring service.

1. If you are trapped in an elevator and think there may be someone nearby who can assist you, turn on the emergency alarm located on the main user panel inside the elevator by pushing or switching the alarm button or toggle switch
   a. This action results in only an audible alarm (i.e. it is not an action which results in automatic notification of the off-site monitoring service)

2. If you are trapped in an elevator and don’t think there is someone nearby who can assist you, or if there has been no response to the emergency alarm, press the “call” button located on the main user panel inside the elevator
   a. The call signal will ring in to the off-site monitoring service; if there is no response to the call back, or if it is requested, the monitoring service will contact Campus Public Safety and dispatch repair personnel
An emergency kit containing flares, fire extinguisher, first aid supplies, and flashlight is in each vehicle. It is located under the rear seat in vans and in the trunk of passenger cars.

If you are the driver of a university-owned or university-rented vehicle and are involved in a traffic accident:

1. Call 911 if there are injuries; flag down a passerby if necessary
2. Notify Campus Public Safety (503.352.2230)
   a. If between the hours of 8am - 5pm, Campus Public Safety will notify the Facilities Management Office at ext. 2213. If after 5pm, Campus Public Safety will notify one of the Facilities employees designated on the “Pacific University Vehicle Use Procedure” card.
3. If another vehicle is involved, exchange insurance information with the driver even if damage does not appear to be extensive
4. Complete the accident form provided in the vehicle; return the form to Facilities Management with the key pouch
5. If the accident involves injuries and/or vehicle damage of $1500.00 or more, Oregon State law requires an accident report be filed with the Oregon Department of Motor Vehicles within 72 hours of the time of the accident. The driver is responsible for filing this form with the Oregon Department of Motor Vehicles.
6. The department renting the vehicle will be charged for repairs up to the amount of any insurance deductible.
WEATHER STORM

(Also see Flood section)

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

ELECTRICAL STORM

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 STORM

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.
4. The Director of Public Affairs (or the Public Information Officer) will update the telephone switchboard auto-attendant greeting and notify the news media (all designated metro area TV stations and radio stations) of the closure or late opening.
5. The Vice-President of Academic Affairs, Vice-President of Enrollment Management, Vice-President of Finance & Administration, Dean of Students, Food Service Director, Dean of the College of Arts and Sciences, and the Deans and Directors of graduate programs will be notified; each will use a phone tree to notify those individuals on their areas.
6. If the university is officially closed due to inclement weather, all staff members will be compensated for lost time at their regular rate from the time of closure. Non-exempt personnel who may be required to work when the university is closed will receive time-and-one-half for hours worked.
7. If the inclement weather develops overnight, a decision will be made no later than 6 a.m. Other procedures will be followed as stated above. On inclement weather days, employees are responsible for listening to media announcements regarding university closures and late openings.

**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>Resource</th>
<th>On-Campus</th>
<th>Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Red Cross</td>
<td>9.503.284.1234</td>
<td>503.284.1234</td>
</tr>
<tr>
<td>Bomb Squad (Oregon State Police) – initial call</td>
<td>911</td>
<td>911</td>
</tr>
<tr>
<td>Center for Disease Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Response</td>
<td>9.1.770.488.7100</td>
<td>1.770.488.7100</td>
</tr>
<tr>
<td>Forest Grove Fire Department (emergency #)</td>
<td>911</td>
<td>911</td>
</tr>
<tr>
<td>Forest Grove Fire Department (non-emergency #)</td>
<td>9.503.992.3240</td>
<td>503.992.3240</td>
</tr>
<tr>
<td>Forest Grove Light &amp; Power (main #)</td>
<td>9.503.992.3249</td>
<td>503.992.3249</td>
</tr>
<tr>
<td>Forest Grove Light &amp; Power (power outages)</td>
<td>9.503.992.3250</td>
<td>503.992.3250</td>
</tr>
<tr>
<td>Forest Grove Light &amp; Power (power outages after 5:00pm)</td>
<td>9.503.412.2444</td>
<td>503.412.2444</td>
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<tr>
<td>Forest Grove Police Department (emergency #)</td>
<td>911</td>
<td>911</td>
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<tr>
<td>Forest Grove Police Department (non-emergency #)</td>
<td>9.503.629.0111</td>
<td>503.629.0111</td>
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<tr>
<td>Forest Grove Public Works</td>
<td></td>
<td></td>
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<tr>
<td>(sewer, street, water, maintenance)</td>
<td>9.503.992.3258</td>
<td>503.992.3258</td>
</tr>
<tr>
<td>Hazardous Materials Emergency Response Team</td>
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<tr>
<td>(Office of State Fire Marshal) – initial call</td>
<td>911</td>
<td>911</td>
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<tr>
<td>Mental Health Crisis Line (24 hours/day)</td>
<td>9.503.291.9111</td>
<td>503.291.9111</td>
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<tr>
<td>Northwest Natural Gas (emergency #)</td>
<td>9.1.800.882.3377</td>
<td>1.800.882.3377</td>
</tr>
<tr>
<td>Poison Control</td>
<td>9.1.800.452.7165</td>
<td>1.800.452.7165</td>
</tr>
<tr>
<td>Weather information (National Weather Service, state of OR; includes warnings &amp; watches)</td>
<td><a href="http://iwin.nws.noaa.gov/iwin/or/or.html">http://iwin.nws.noaa.gov/iwin/or/or.html</a></td>
<td></td>
</tr>
</tbody>
</table>
REFERENCES


Pacific University Environmental Health & Safety; **Health & Safety Advisory Committee: Organization & Procedures**; October 2006 rev.

Pacific University Facilities Management, **Pacific University Driver’s Responsibility**, July 1, 2000

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](http://www.oregondmv.com/Acc_Insur/acc_responsibility.htm#reporting).
## PHYSICAL ADDRESSES OF BUILDINGS
(For Fire Department and Emergency Use Only)

<table>
<thead>
<tr>
<th>Address</th>
<th>Building Name</th>
</tr>
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<tbody>
<tr>
<td>2209 Cedar Street</td>
<td>Abbott Center</td>
</tr>
<tr>
<td>2137 College Way</td>
<td>Bates House</td>
</tr>
<tr>
<td>2045 Pacific Avenue</td>
<td>Brown Hall</td>
</tr>
<tr>
<td>2020 Cedar Street</td>
<td>Berglund Hall</td>
</tr>
<tr>
<td>2111 University Avenue</td>
<td>Burlingham Hall</td>
</tr>
<tr>
<td>2119 21st Avenue</td>
<td>Business Services</td>
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<td>2128 College Way</td>
<td>Campus Public Safety</td>
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<td>2311 Cedar Street</td>
<td>Cannery Field</td>
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<td>2009 College Way</td>
<td>Carnegie Hall</td>
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<td>2214 College Way</td>
<td>Chapman Hall</td>
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<td>222 SE 8th St.</td>
<td>CHP/Hillsboro</td>
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<td>2140 University Avenue</td>
<td>Clark Hall</td>
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<td>2017 21st Avenue</td>
<td>Creamery Building (Milky Way)</td>
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<tr>
<td>2240 University Avenue</td>
<td>Custodial Office</td>
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<td>2172 Cedar Street</td>
<td>Douglas Strain Center</td>
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<td>Drake House</td>
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<td>2134 College Way</td>
<td>Duniway House</td>
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<td>40 E. Broadway</td>
<td>Eugene College of Education</td>
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<td>2233 Cedar Street</td>
<td>Facilities Management</td>
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<td>2227 Cedar Street</td>
<td>Facilities HVAC/Plumbing</td>
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<tr>
<td>2225 Cedar Street</td>
<td>Facilities Motor Pool</td>
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<tr>
<td>2223 Cedar Street</td>
<td>Facilities Woodshop</td>
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<tr>
<td>2015 University Avenue</td>
<td>Gilbert Hall</td>
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<tr>
<td>2011 Cedar Street</td>
<td>Health Clinic</td>
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<td>2011 21st Avenue</td>
<td>Human Resources (Frye Building)</td>
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<td>2221 Pacific Avenue</td>
<td>Jefferson Hall</td>
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<td>2204 College Way</td>
<td>Knight Hall</td>
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<td>2175 College Way</td>
<td>Library</td>
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<td>Marsh Hall</td>
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<td>2223 Main Street</td>
<td>Masters of Fine Arts in Writing</td>
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<tr>
<td>2209 College Way</td>
<td>McCormick Hall</td>
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<td>Murdock Hall</td>
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<td>2021 College Way</td>
<td>Old College Hall</td>
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<tr>
<td>511 SW 10th Ave</td>
<td>Optometry Clinic Downtown</td>
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<tr>
<td>Address</td>
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<td>----------------------------------------</td>
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<td>3653 SE 34th Ave</td>
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<tr>
<td>2331 Main Street</td>
<td>Pacific Athletic Center</td>
</tr>
<tr>
<td>2150 Cedar Street</td>
<td>Price Hall</td>
</tr>
<tr>
<td>511 SW 10th Ave</td>
<td>Psychological Service Center</td>
</tr>
<tr>
<td>2125 College Way</td>
<td>Scott Hall</td>
</tr>
<tr>
<td>2014 Cedar Street</td>
<td>Taylor-Mead Building</td>
</tr>
<tr>
<td>2163 College Way</td>
<td>University Center (Washburne Hall)</td>
</tr>
<tr>
<td>2229 University Ave.</td>
<td>Vacant Lot</td>
</tr>
<tr>
<td>2033 University Ave.</td>
<td>Vandervelden Court</td>
</tr>
<tr>
<td>2151 College Way</td>
<td>Walter Hall</td>
</tr>
<tr>
<td>2149 College Way</td>
<td>Walter Hall Annex</td>
</tr>
<tr>
<td>2115 Pacific Avenue</td>
<td>Warner Hall</td>
</tr>
<tr>
<td>2224 College Way</td>
<td>World Languages</td>
</tr>
<tr>
<td>2342 Sunset Drive</td>
<td>Student Housing (Residence)</td>
</tr>
</tbody>
</table>