In order to maintain a safe environment for all visitors at Pacific University, it is important for your program’s staff and participants to understand the procedures to follow in the unlikely event of a campus emergency.

Pacific University Conference and Event Support Services (CESS) requires that each conference develop an emergency plan that will suit the specific needs of their conference. Please submit your program’s emergency plan to CESS for review 30 days prior to your program’s check-in date. The later portion of this packet contains materials to aid in your development of your program’s emergency plan.

Your emergency plan should specifically reference where your participants/staff will need to go and what actions they will need to take in response to various types of potential campus emergencies. Please ensure that your program’s emergency plan addresses the following:

1) **Staffing**: Pacific University Conference and Event Support Services (CESS) and Pacific University Campus Public Safety (CPS) office asks each conference to have at least one on-site emergency contact who can implement your emergency plan and who can be reached by cell phone on a 24/7 basis during your program’s stay on campus. It is your responsibility to train your on-site Emergency Contact on your program’s emergency plan. Your on-site Emergency Contact should be trained to handle a variety of emergencies and should have quick easy access to your program’s emergency plan at all times.

   **Your on-site primary Emergency Contacts will be Campus Public Safety (503.352.2230) and University Conference and Event Support Services (503.810.9591).** In the event of an emergency, your staff person should be prepared to communicate information to CESS or CPS staff about the condition and needs of your program’s participants/staff, as well as relay information from Pacific University staff to your program’s participants/staff.

   A highly staffed program, such as a Youth program, should create a staffing plan containing emergency-related responsibilities assigned to each staff member. Youth programs must have staff assigned to remain with any participants/staff who require medical attention or who have been exposed to an infectious disease. Staff of youth programs should also be prepared to communicate with parents as necessary.

   We recommend that you designate a second onsite-staff member to serve as a backup in the event that your primary on-site Emergency Contact becomes ill, injured, or otherwise incapacitated and is unable to perform the duties and responsibilities expected during an emergency.

2) **Designated Assembly Area (DAA)**. Every campus building has a Designated Assembly Area (DAA) in the case of an emergency. In the event of an emergency, your participants/staff will gather at the DAA for the building they are occupying at the time of the incident. Information regarding Designated Assembly Areas can be found later in
this packet and should be included in your emergency plan. Your on-site Emergency Contact will need to account for your participants and staff at the DAA and will report back to Pacific University Conference and Event Support Services or Campus Public Safety staff within 24 hours of the incident.

We encourage your program to meet at the designated assembly area for the buildings they will be occupying within 24 hours of their arrival on campus to ensure that all program participants/staff know where to gather in the event of an emergency.

Once the residences and meeting spaces have been inspected by University staff and deemed safe for reentry, you will be notified by CESS or CPS that it is safe to return to normal activities.

3) **Evacuation Maps.** Each residence is supplied with evacuation maps and accompanying instruction located behind every sleeping room door. It is important for your on-site Emergency contact to ask participants to review this information upon their check-in to ensure they know where their DAA is located.

4) **Emergency Wallet Card.** Your on-site Emergency Contact staff will receive an emergency wallet card during their check-in. Please feel free to ask for additional cards as needed. This card provides contact information, and hotline numbers for use during emergency situations. The hotline numbers appearing on the card listed are for the purpose of disseminating emergency-related information to participants, staff, and parents, whether they are on or off campus.

5) **Rosters.** Your on-site Emergency Contact should carry a current roster of all participants/staff at all times. This step is essential in accounting for participants/staff gathered at a DAA. If your program is a Youth program and/or if you have multiple on-site staff responsible for accounting for your participants/staff, each staff member should carry a complete and updated roster at all times.

In addition to their names and housing assignments, your program’s roster should also include the ages, special needs, and emergency contact from information for all participants/staff. Pacific University Conference and Event Support Services recommends having an accessible way for minors to contact parents or persons of responsibility regarding their safety. This step is optional for adults.

6) **Participants/staff with Disabilities.** During campus emergencies, participants/staff with disabilities may require special consideration. Your on-site Emergency Contact and CESS need to be aware of the names and room assignments of participants/staff with disabilities.

7) **Special Needs.** In the event of an emergency, it will be important for your on-site Emergency Contact to be aware of any special needs of participants/staff. Special needs include, but are not necessarily limited to: special dietary needs, prescription medications, and comfort/care items. A list of these needs should be included in your plan.
8) **Emergency Pack.** We recommend that your on-site Emergency Contact and other staff have an emergency kit that accompanies your emergency plan. The kit should include a flashlight, a radio, extra batteries, a first aid kit, water, a whistle, gloves, and a dust mask.

9) **Transportation.** Your program must have the ability to provide transportation to medical facilities on and off campus. We recommend you designate at least one on-site staff member for this purpose. Maps and directions to local medical facilities and other transportation resources (local airports, train stations, etc.) should be included in your program’s emergency plan.

10) **Relocation and Evacuation.** If the severity of the emergency prevents conference groups from returning to normal operations, steps may include a campus evacuation. If an evacuation order is given, your program may be asked to evacuate within 24-48 hours of receiving notification. During an evacuation, participants/staff must bring their personal belongings with them; otherwise, belongings may be forfeited. Pacific University is not responsible for conference evacuation costs. These costs would be considered the responsibility of the program.

    If, following an emergency, there is a way for campus programs to continue, relocation within the campus may be required. Pacific University Conference and Event Support Services will coordinate relocation and evacuation procedures.

11) **Cost coverage.** It is the responsibility of your program to cover all costs for participants/staff during health emergencies including, but not necessarily limited to, medical transportation costs.

12) **Contact information and Resources.** Your emergency plan must include contact information for your on-site emergency contact. You should also include emergency contact information for all staff including cell phone numbers for all on and off campus staff. You should also provide each participant with a phone number they can call to reach someone in your program in the event of an emergency.

In order to simplify the process of developing and emergency plan, the following pages include a sample emergency plan. If you have any questions about creating your plan please contact Pacific University Conference and Event Support Services (503.352.2111).
Important phone numbers and resources:

<table>
<thead>
<tr>
<th>UNIVERSITY CONTACTS</th>
<th>Phone Numbers</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific University Campus Public Safety (CPS)</td>
<td>503-352-2230</td>
<td>Available via phone 24/7</td>
</tr>
<tr>
<td></td>
<td>2230</td>
<td>Office Location: 2128 College Way</td>
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<td></td>
<td></td>
<td>(From any Pacific University Phone)</td>
</tr>
<tr>
<td>Pacific University Conference And Events Support Services</td>
<td>503-810-9591</td>
<td>Available 24/7</td>
</tr>
<tr>
<td>on/call phone</td>
<td>9-503-810-9591</td>
<td>From Pacific University Phone</td>
</tr>
<tr>
<td>Fire, Police, and Medical Emergency (these numbers are</td>
<td>9-911</td>
<td>General emergency number</td>
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<td>intended for life-threatening)</td>
<td>911</td>
<td>(From any Pacific University Phone)</td>
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<td>General emergency number</td>
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<td>(from any non-Pacific University phone or cell</td>
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<td></td>
<td></td>
<td>phone)</td>
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<tr>
<td>Forest Grove Hospital</td>
<td>503-681-1111</td>
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<tr>
<td>Poison Control</td>
<td>800-222-1222</td>
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</table>

Radio Stations: Follow the “Emergency Alert System” on the following radio stations:
- KEX 1190 am
- KKRZ 100.3 FM
- KKCW 103.3 FM
Sample Conference Emergency Plan

(Note: Please complete this form or include in your format)

General Information:
Conference Name: __________________  Conference Dates: ______________

Designated Assembly Area (DAA) for Assigned Buildings:
(Check/Circle the buildings in use by your conference)

- Tom Reynolds Field (Old Soccer field/ Tennis Courts):
  Clark Hall  Walter Hall  McCormick Hall  Murdock/ McGill  Abbot Center Library

- Parking Lot “C” Taylor-Meade Parking Lot:
  Taylor Meade  Jefferson Hall  Warner Hall  Brown Hall  Carnegie Hall
  Marsh Hall  Old College Hall

- Parking Lot “I” Knight Hall Parking Lot:
  Scott Hall  Milky Way  CPS building

- Parking Lot “K” Gilbert Hall Parking Lot:
  Vandervelden Court Apts.  Athletic Center  Burlingham Hall  Gilbert Hall

Contact Information*:

On-Site Emergency Contact: ___________________________

   Cell Phone: __________________

Secondary on-Site Emergency Contact: _________________________

   Cell Phone: __________________

Main Contact (off Site): ________________________________

   Office Phone: __________________
   Cell Phone: __________________
   Home Phone: __________________
Conference Information

Program Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity (Location)</th>
</tr>
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(Please attach a separate sheet if more space is needed)

Plan:

Staff Responsibilities:

In the lines below please provide names of staff to carry rosters, emergency plans etc.

Staff

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
Sample Conference Emergency Plan

Emergency contact: 911
Pacific University Campus Public Safety – 503.352.2230
Campus Public Safety can contact and direct emergency vehicles to your location and will contact University Conference and Event Support Services.

1. Cost coverage plan
   a. Name of [staff] to carry $500 in cash and Visa credit card with a $10,000 limit.
   b. If staff uses personal funds to pay for services for participants, keep all receipts and submit to headquarters.

2. Fire Prevention
   a. Note the location of alarms, evacuation maps, and extinguishers, and know how to use these items.
   b. Evacuation maps are considered emergency equipment; therefore, these items may not be removed, altered, and/or obscured.
   c. Leave fire doors closed at all times.
   d. Clear obstructed corridors, aisles, and room exits.
   e. Use only grounded electrical plugs. Limit use of extension cords and multiple outlets.
   f. Do not smoke inside or within 20 ft. of any Pacific University building.

3. Fire Response
   a. Call 911 and then Campus Public Safety at 503.352.2230. Activate nearest alarm.
   b. Feel doors for heat. If cool, exit carefully. If hot, do not open the door. Remain where you are.
   c. If you see smoke, crouch near the floor as you exit.
   d. If you see fire, confine it by closing doors and windows.
   e. Use extinguishers on small fires; provided it is safe to do so. To use the extinguisher, pull the pin, aim at the base of the fire, squeeze the nozzle, and sweep back and forth.
   f. Never use an elevator.
   g. Proceed to the Designated Assembly Area.

4. Earthquake preparedness
   a. Know how and where to take cover during an earthquake.
   b. Do not stack furniture.
   c. Move tall bookcases away from exits. Do not use them as room dividers.
   d. Store heavy items at floor level.

5. Earthquake Response
   a. Take cover immediately. Do not run or panic.
   b. Seek shelter in a safe place: under a desk, table, or chair; between seating rows in classroom; against a corridors wall. If outdoors: stay away from falling hazards.
   c. Expect aftershocks.
6. Explosion Response
   a. Take shelter under a desk or sturdy table.
   b. Exit the building immediately.
   c. Do not use elevators.
   d. Check for fire and other hazards.
   e. Take any emergency supplies if time permits.

7. Medical emergency response
   a. **Call 911 and then Campus Public Safety at 503.352.2230.**
   b. Leave critically wounded persons where they are.
   c. Administer first aid if trained to do so.

8. Infections Disease Response during a Declared Biological Emergency:
   a. Many common illnesses have similar symptoms; therefore, do not automatically assume that the participant/staff should go to a hospital emergency room, or that any illness is the result of a biological attack.
   b. Use common sense. Practice good hygiene/cleanliness to avoid spreading germs; seek medical advice.
   c. Do not share food, water bottles, or utensils.
   d. BE aware of contamination in group areas, food and surfaces.
   e. Wash hands thoroughly and frequently with soap, or use a hand sanitizer.
   f. If the individual’s symptoms match those described by authorities and if you are in a group/area considered at risk, seek immediate emergency medical attention.
   g. If you have a potentially exposed participant or staff member, follow the instructions of doctors and other public health officials.

9. Campus Evacuation Plan (be prepared to implement within 24-48 hours of an evacuation notice)
   a. Schedule emergency checkout in front of Washburne Hall- University Commons.
   b. Staff to notify all participants of time and location of checkout. (Note: Everyone should be reminded to take all of his or her belongings with him or her.)
   c. Most participants will have cars on campus and should be able to evacuate without assistance. All staff will relay information regarding recommended off-campus routs.

10. Floods
    a. In the case of a flood caused by weather move to high ground or a second level of a building, follow any instructions given by CESS staff.

This plan is not intended for any organization staying at Pacific University for an extended period of time. Organizations staying more than 2 weeks should examine the Pacific University General Emergency Plan.