



# EMERGENCY PROCEDURES GUIDE

EMERGENCY Call 503-370-6911, and if warranted, 911

CAMPUS SAFETY 503-370-6911

FACILITIES MANAGEMENT 503-370-6003



Salem Campus

[willamette.edu](http://willamette.edu)

*Willamette is the first university in the West,  
founded in Salem, OR in 1842.*

## REPORTING AN EMERGENCY

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**In a life-threatening emergency,** call 911 first, then call Campus Safety at 503-370-6911 or ext. 6911 from any campus phone.

**To report an emergency,** call Campus Safety at 503-370-6911 or ext. 6911 from any campus phone.

**State the following: “This is an emergency”**

Provide the following information:

- The nature of the emergency.
- Your name.
- Phone number from which you are calling.
- Your location.

Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety. Other important contact numbers are in the following section of this guide.

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## CONTACT INFORMATION

### On-Campus

**Safety Escort** ..... 503-370-6911  
**Weather/Campus Closure Advisories** ..... 503-370-6300  
**Health/Wellness Center** ..... 503-370-6062

### Off-Campus

**Salem Police (non-emergency)** ..... 503-588-6123  
**Marion County Psychiatric Crisis Center** ..... 503-370-7363  
**Poison Center** ..... 800-222-1222  
**Salem Hospital Convenient Care (non-emergency)** ..... 503-561-5554  
**Salem Hospital Drug/Alcohol Hotline** ..... 800-621-1646

## SERVICES AND OFFICES INSIDE LISTED BUILDINGS

### Ford Hall

- Learning Commons
- Academic Support
- QUAD Center (Quantitative Understanding, Analysis, & Design)
- Writing Center
- Digital Learning Studio

### Lestle J. Sparks Center

Blitz Market

### Matthews Hall

Residential Life and Housing

### Montag Center

Campus Recreation/Outdoor Program  
Gender Resources and Advocacy Center

### Putnam University Center (UC)

1st Floor

- Bistro
- Mail Center
- Career Center
- The Willamette Store

2nd Floor

- Associated Students of Willamette University (ASWU)
- Campus Recreation
- Cat Cavern
- Civic Engagement
- Collegian

- Fraternity & Sorority Life
  - Student Engagement and Leadership
  - Willamette Events Board
- 3rd Floor
- Academic Affairs
  - Provost's Office
  - SOAR (Students Organizing Access to Resources)
  - Student Affairs

**Renjen Center** (Student Center for Equity and Empowerment)  
Office of Intercultural Engagement & Inclusion

### Smullin Hall

Student Success Hub

- Accessible Education Services
  - College Advisor
  - Student Academic Grants/Awards
- Willamette Integrated Technology Services (WITS) Help Desk

### University Services Building

Student Accounts  
Campus Planning  
Facilities Management  
Human Resources  
Print Services  
Scheduling and Events

Service Center

- Campus Service Support
  - Campus Safety
  - Compass Card
  - Parking
- University Services Leadership

### University Services Annex

Administrative Computing

### Waller Hall

1st Floor

- Financial Aid
- Marketing Communications
- Registrar

2nd Floor

- Cone Chapel

3rd Floor

- Advancement

4th Floor

- Advancement
- University Communications

5th Floor

- Office of the President

### West Annex

Willamette Integrated  
Technology Services (WITS)

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## DIRECTIONS TO CAMPUS

### From Portland International Airport

Portland International Airport (PDX) is Oregon's largest airport. Willamette University is a 1 hour 5 minute drive south on Interstate 205 and then on Interstate 5. Follow the directions to campus From Interstate 5 North.

### From Interstate 5 (North or South)

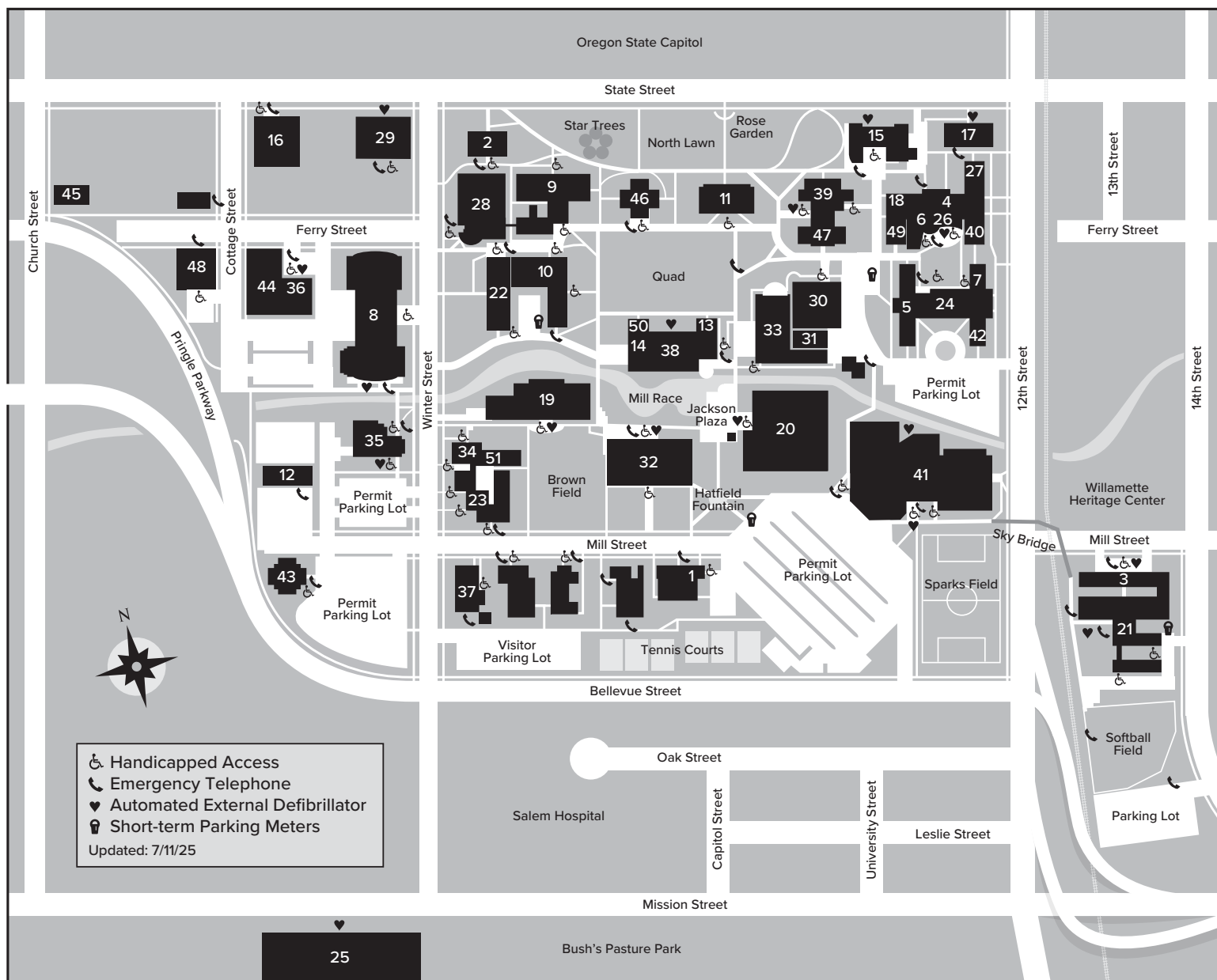
1. Take Highway 22 exit (number 253).
2. At the first signal, head west (a left turn for those coming from the south, a right when coming from the north).
3. Stay on Highway 22 for about 1.5 miles.
4. As you pass 17th Street, you'll start up an overpass.
5. Take the Willamette U./City Center exit at the top of the overpass.
6. As the exit divides, keep left.
7. Make a slight left at the light to stay on Bellevue Street. Pass by the Willamette University monument sign on the right and continue to Winter Street.
8. The visitor parking lot is on the right as you approach the signal at Winter Street. Turn right onto Winter Street and then an immediate right into the visitor parking lot.

### From the Oregon Coast

1. Take Highway 18 east from Lincoln City (off Highway 101).
2. Stay on Highway 18 for about 27 miles.
3. Take the Salem exit (Highway 22).
4. Stay on Highway 22 for about 26 miles.
5. Highway 22 will take you into downtown Salem, crossing a bridge over the Willamette River, onto Center Street.
6. Turn right on High Street.
7. Turn left on State Street.
8. Turn right on Winter Street.
9. Just past Mill Street, turn left into the visitor parking lot. Winter Street and then an immediate right into the visitor parking lot.

### From Central Oregon

1. Take Highway 22 west.
2. After your pass over Interstate 5, follow the From Interstate 5 directions beginning at 3.



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|--|--|-------------------------------------|
| 1 Admission Office (undergraduate)                     | 19 Goudy Commons   | 37 Shepard House                    |
| 2 Art Building   | 20 Mark O. Hatfield Library                                  | 38 Smith Auditorium                 |
| 3 Atkinson Graduate School of Management (Kaneko Hall) | 21 Kaneko Commons  | 39 Smullin Hall                     |
| 4 Baxter Hall  | 22 Lausanne Hall   | 40 Southwood Hall                   |
| 5 Belknap Hall   | 23 Lee House   | 41 Lestle J. Sparks Athletic Center |
| 6 Bishop Wellness Center (Student Health)              | 24 Matthews Hall   | 42 Terra House                      |
| 7 Cascadia House                                       | 25 McCulloch Stadium and Athletics Complex                   | 43 University Apartments            |
| 8 College of Law (Truman Wesley Collins Legal Center)  | 26 Montag Center   | 44 University Services Building     |
| 9 Collins Science Center                               | 27 Northwood Hall  | 45 University Services Annex        |
| 10 Doney Hall  | 28 Olin Science Center                                       | 46 Waller Hall                      |
| 11 Eaton Hall  | 29 Oregon Civic Justice Center                               | 47 Walton Hall                      |
| 12 Facilities Maintenance                              | 30 M. Lee Pelton Theatre                                     | 48 West Annex                       |
| 13 Fine Arts East                                      | 31 Physical Plant East                                       | 49 Westwood Hall                    |
| 14 Fine Arts West                                      | 32 Putnam University Center                                  | 50 Willamette Academy               |
| 15 Ford Hall   | 33 Mary Stuart Rogers Music Center (including Hudson Hall)   | 51 York House                       |
| 16 Hallie Ford Museum of Art                           | 34 Renjen Center (Student Center for Equity and Empowerment) |                                     |
| 17 Gatke Hall  | 35 Seely G. Mudd Building                                    |                                     |
| 18 Global Learning Center                              | 36 Service Center (including Campus Safety)                  |                                     |

## CIVIL DISTURBANCES OR DEMONSTRATIONS

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**Most demonstrations are usually peaceful;** everyone should attempt to carry on business as normally as possible

**Avoid provoking or obstructing** the demonstrators

**A threatening disturbance** should be reported immediately to Campus Safety at 503-370-6911. The following actions should also be taken:

- Alert all persons in the area to the situation.
- Lock all doors and windows.
- Close blinds.
- Secure all files, documents and equipment.
- Stand by for further instructions.
- Follow the directions given by Campus Safety or local law enforcement.

Campus Safety will assess the situations and confer with appropriate personnel, if available, and if time permits. Participants who refuse to disperse may be arrested if any violations of city, county or state laws have occurred.

If a class is disrupted, call Campus Safety at 503-370-6911.

## ACTIVE SHOOTER: RUN-HIDE-FIGHT PROCEDURE

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### **RUN and escape, if possible.**

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 and Campus Safety at 503-370-6911 when you are safe, and describe shooter, location, and weapons.

### **HIDE, if escape is not possible.**

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups — spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

### **FIGHT as an absolute last resort.**

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

## UTILITY FAILURE

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In the event of any utility outage, call Campus Safety and report the outage.

### ELECTRICAL/LIGHT FAILURE

If an electrical short in equipment occurs, immediately shut off electricity. Pull electrical plug or shut off electrical breaker switch. If there is a power outage most campus buildings are equipped with an emergency light system that provides enough illumination in corridors and stairs for safe exit for a short period of time. It is advisable for your department to have flashlights available.

During a power outage:

- Remain calm.
- Provide assistance to students, visitors, and staff in your immediate area.
- Turn off computers and unplug emergency equipment to prevent a power surge from damaging equipment when the power comes back on.
- Evacuate the building if the fire alarm sounds or upon notification by Campus Safety, Facilities, or other emergency personnel.
- Before leaving, secure your files, lock windows and doors, turn off lights, and take your personal belongings.
- In laboratory buildings, fume hoods may not be operable. Most labs should not be used until ventilation is properly restored.

### ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency phone in the elevator to notify Campus Safety. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which signals your need for help. If outside a stalled elevator, tell persons inside that help is being summoned, then call Campus Safety 503-370-6911. Have someone stand by the elevator to keep persons inside informed until help arrives, unless evacuation is imminent.

### GAS LEAK

- Natural gas has an added odorant which smells like rotten eggs. If you smell gas or hear hissing and suspect a gas leak cease all operations.
- Evacuate the affected area immediately and call Campus Safety at 503-370-6911.
- If you suspect a gas cylinder leak and are trained to do so, shut off the cylinder and tighten the hose or pipe connections if they are the source of the leak. **Do not** attempt to repair the leak at the valve threads or safety devices.
- If you smell natural gas leave as many windows and doors open as possible.
- If the odor of natural gas is strong, do not hesitate. Proceed to an emergency assembly area at least 500 feet upwind. Have others do the same.
- Do not re-enter the affected area until advised by emergency personnel that it is safe to do so.

### PLUMBING FAILURE/FLOODING

- Cease using all electrical equipment. If necessary, vacate the area of flooding. Shut off water and/or contain flooding if possible. During outdoor flooding on campus, use caution when driving on flooded streets.

### VENTILATION PROBLEM

- If smoke or other noxious odors appear in a building, notify Campus Safety immediately. Move away from the affected area. Exit the building. If necessary, cease all operations and vacate the affected area.

## SUICIDE THREAT OR ATTEMPT

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If someone threatens suicide or manifests other self-destructive behaviors, your reaction and responsiveness could result in a positive crisis resolution. Successful intervention involves establishing a supportive relationship with the individual. A university employee is not liable for breach of confidence when action is taken on behalf of a student whose behavior may be harmful to them or others. Counseling services are provided on-campus through the Bishop Wellness Center for students. Students can also contact WUTalk 24 hours a day at 503-375-5353. Employees can get assistance through the Employee Assistance Program, Cascade Centers, 800-433-2320. **For immediate assistance**, call Campus Safety 24/7 at 503-370-6911.

### Warning Signs

Please note that many of these warning signs are signs of depression. Depression does not necessarily mean that a person is contemplating suicide, but depressed people often think of suicide. There are non-verbal and verbal warning signs that may suggest one is contemplating suicide.

- Giving away personal or prized possessions.
- Making a will or putting other affairs in order.
- Increased alcohol or drug use.
- Sleeping too much or too little.
- Change in eating patterns.
- Lack of interest in personal appearance.
- Lack of interest in friends; withdrawing socially
- Lack of interest in social activities that were formerly of interest.
- Boredom, restlessness, and loss of concentration.
- Suddenly happier or calmer — person feels relief in knowing problems will soon be over.
- Preoccupation with death.
- Taking unnecessary risks.
- Visiting or calling people one cares about.
- Statements about hopelessness, helplessness, or worthlessness.

**Verbal warning signs** may include statements as:

- “Instructors, classmates, family, and friends don’t care.”
- “Lately I’ve been driving my car like I really don’t care what happens.”
- “I’ve been saving up my pills in case things get really bad.”
- “People are better off without me.”
- “Everything seems to be going wrong.”
- “I don’t need this anymore.”
- “Life isn’t worthwhile.”

**Ways to help a person** who may be suicidal:

- Talk openly and freely and ask direct questions about the individual’s intention.
- Listen to what is said and treat it seriously.
- Do not argue, debate, or lecture about whether or not suicide is right or wrong.
- Do not swear to secrecy.
- Do not offer platitudes or simple answers.
- Do not challenge the individual or use scare tactics.
- Do not leave the individual alone.

**If someone threatens or attempts to commit suicide:**

- If someone threatens to commit suicide notify Campus Safety at 503-370-6911. If someone has attempted suicide, immediately call 911.
- Do not leave the person alone.
- Render first aid, if necessary.
- Try to remove the individual calmly but firmly from immediate means of hurting themselves.
- If the individual has a weapon, do not try take it physically or through force. Alert emergency responders
- Keep the area off limits and isolated until Campus Safety, emergency medical personnel and/or police arrive.
- Witnesses should be directed to stay in the area in case police or emergency services personnel need further information.
- Refer all media questions to the Office of University Communications at 503-370-6280, 503-370-6274, or 503-999-6998.

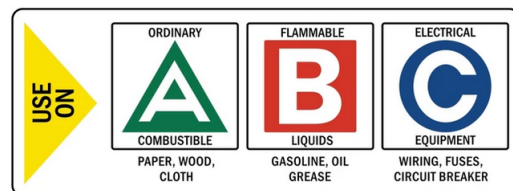
## FIRE

**Know the location of the exits, fire alarm pull stations, and fire extinguishers in your area.** Pre-planning and training to prevent fires or explosions are encouraged for all.

- 1. In all cases of fire, call 911 and Campus Safety at 503-370-6911.** Give your name and describe the location of the fire.
- 2. If you have been trained and are able to safely extinguish the fire, do so.** Use the proper fire extinguisher for the type of fire. How do you know if it is reasonable to fight a fire? If the fire is bigger than you are, don't attempt to fight it. Get out immediately. If you can safely fight the fire, keep your back to an exit and, depending on the size of your extinguisher, stand 10 to 20 feet away from the fire. Follow the four-step PASS procedure. If the fire does not begin to go out immediately, leave the area at once.
- 3. If the fire is large,** very smoky or spreading rapidly, leave the building immediately. Pull the fire alarm and clear the area. Evacuate all affected rooms, closing all doors and windows to confine the fire and reduce oxygen — do not lock doors.
- 4. Assist disabled persons.** Do not use elevators.
- 5. If there is a closed door in your exit path,** touch the door lightly with the back of your hand. If the door is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present. Leave immediately if clear and be prepared to crawl if you encounter smoke. Cooler cleaner air is near the floor. If the door is warm, do not open it. Seek an alternate route.
- 6. If you become trapped in a building during a fire** and a window is available, place an article of clothing (shirt, coat, etc) outside the window as a marker for emergency personnel. If there is no window, stay near the floor where the air will be more breathable. Cover your mouth with a dampened cloth. Shout at regular intervals to alert emergency personnel of your location.
- 7. If your clothes catch fire STOP, DROP & ROLL** to extinguish the flames. **Do not run.**
- 8. Proceed to the designated evacuation assembly area.** Notify emergency personnel if you suspect someone is trapped inside.

### FIRE EXTINGUISHER PASS PROCEDURE

- 1. Pull the pin.** This unlocks the operating lever and allows you to discharge the extinguisher.
- 2. Aim the extinguisher** nozzle or hose at the base of the flames.
- 3. Squeeze the trigger** holding the extinguisher upright.
- 4. Sweep the extinguisher from side to side,** covering the area of the fire with the extinguishing agent. Watch the fire area. If the fire reignites, repeat the process.



### THE ABCS OF PORTABLE FIRE EXTINGUISHERS

**A fire extinguisher is designed to put out a small fire -- not a big one.** The type of fire determines the type of extinguisher that should be used to extinguish it. Fires are classified into five general categories depending on the type of material or fuel involved.

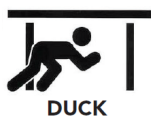
- **Class A** fires involve solid combustible materials that are not metals such as wood, paper, cloth, and some plastics.
- **Class B** fires involve combustible or flammable liquids and gases such as gasoline, diesel fuel, paint, paint thinners, and propane.
- **Class C** fires involve energized electrical equipment such as fuse boxes, circuit breakers, appliances, and machinery.

## NATURAL HAZARDS, EARTHQUAKE, FLOOD, SEVERE HEAT

### EARTHQUAKE

#### Plan ahead:

- Learn basic first aid and know how to properly use a fire extinguisher. Keep an emergency kit in your car. The kit should include first aid supplies, flashlight with extra batteries, personal supplies (medication, glasses, etc.), shoes, clothing, and water.
- Establish an out-of-area contact for all of your family members. Long distance lines do not go down from too many calls or phones falling off the hook. In addition, long distance lines are usually the first lines returned to service after an earthquake disruption.



IN OFFICES	IN LABS
Brace or rearrange furniture to minimize falling hazards. Bolt furniture (e.g., bookcases, cabinets) over 42 inches tall to prevent toppling. If bracing is not feasible, move tall furniture away from exits.	Secure as much of your equipment as possible. Keep an up-to-date chemical inventory in your laboratory.
Do not use tall bookcases or cabinets as room dividers.	Install restraint bars on chemical shelving and positive latching devices on cabinet doors.
Do not stack bookcases or file cabinets.	Close sliding doors when not in use.
Keep books on shelves with restraint bars or cords.	Restrain gas cylinders to the wall or lab bench with chains 1/3 and 2/3 the way up the gas cylinder.
Place large or heavy items on lower shelves or on the floor.	Anchor electronic equipment with specialized fasteners.
Do not put heavy items or full boxes on tall furniture.	Secure stills with straps and install refrigerator clasp locks.
Do not put heavy frames, mirrors or bookshelves over your workspace.	Anchor animal containers. If they are on shelves, bolt the shelves to the wall.
Securely anchor your computer, monitor, and printer to the desk or workstation.	Segregate acids, bases, and solvents from one another.
Backup your computer(s) frequently. Keep drives/files at a separate location.	Provide secondary containment for chemicals
Keep / store books or items off-campus.	Do not keep any potentially hazardous materials on mobile carts.

#### If you are indoors:

1. When a quake starts **DUCK** or drop down on the floor and take **COVER** under a sturdy desk, table or other furniture. **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. If you are seated in a classroom, drop between the rows of the classroom seats. **Do not** rush for the exit.
2. If you are in a hallway, drop to the floor and cover your head and neck. If you stand in a doorway, brace yourself against the frame and watch out for a swinging door and other debris. A doorway should only be used if it is in close proximity and is a strongly supported load-bearing doorway. If no cover is near, duck and cover near an interior wall or corner of the building.
3. Keep away from overhead fixtures, windows and bookshelves that may fall over.
4. Stay indoors until the shaking has stopped. Most injuries during earthquakes occur when people are hit by falling debris when entering or exiting buildings.
5. Check yourself and others for injuries. Treat only life-threatening injuries immediately, leave minor injuries until after you have checked for secondary hazards. Give first aid and protect injured from aftershocks. Injured who can walk should be helped to the first aid station, which will be set up at the Quad in the event of a major earthquake.
6. Check your immediate work area for secondary hazards (fires, spills, gas leaks, etc.) Eliminate them if you can, otherwise contain them by closing doors. Put out small fires with fire extinguishers. Shut off gas and electricity to appliances, hot plates, etc. If you smell gas or hear a hissing sound -- open windows and leave the building immediately. Call Campus Safety.
7. Do not use candles, lighters, or matches! There may be gas present.
8. Check your telephone. Make sure each phone is on its receiver. Do not use telephones except for genuine emergency calls.
9. Report casualties and hazards, and the location of any trapped people to Campus Safety.
10. Do not use an elevator under any circumstances.
11. If trapped, use a flashlight, whistle, or tap on a pipe or wall to signal your position. Avoid kicking up dust. Shout as a last resort. Shouting can cause you to inhale dangerous amounts of dust.
12. For campus updates, listen to local radio. In the event of a major disaster, the university's emergency personnel will set up an Emergency Operations Center and elsewhere as needed. One can also call or go online to find information posted on the university homepage. See Important Contact Information at the beginning of this guide.
13. Expect aftershocks.

## NATURAL HAZARDS, EARTHQUAKE, FLOOD, SEVERE HEAT

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### EARTHQUAKE

**If you are outdoors during an earthquake:** Move quickly away from buildings, utility poles, and structures. The safest place to be is in the open.

**CAUTION:** always avoid power or utility lines as they may be energized. If in an automobile, pull over and stop as quickly as safety permits, preferably an open area away from overpasses, buildings, power lines, and trees. Stay in the vehicle. Tune to an emergency radio station for information.

**Evacuate after an earthquake only if:** Immediate danger exists of fire, gas leak, major structural damage and/or instructed to do so by emergency responders. Report any observed conditions which may interfere with evacuations of the building to Campus Safety or other emergency responders. If you can safely do so, gather your keys, flashlight, portable radio, etc. You will not be allowed to reenter the building until it is checked by authorities. Refer to the Evacuation section of this guide on evacuation procedures and how to evacuate disabled persons. Proceed to your designated evacuation assembly area and watch for downed electrical wires and falling debris. Do not leave the assembly area. Keep streets clear for emergency vehicles. Wait for help and instructions.

### FLOOD

#### **If indoors during a flood:**

- If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. Facilities Management will identify a temporary shelter to house materials. Be prepared to move your vehicle if certain parking areas are at risk of being flooded.
- Be prepared to evacuate your office at a moments notice if your building lies in a known flood zone. If there is any possible danger or if given the order to do so, evacuate the building.
- If evacuation is directed, unplug all electrical equipment, if safe to do so. If there are electrical appliances or electrical outlets in any flooded area do not proceed. There is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.
- Do not return to evacuated buildings until instructed to do so by Campus Safety or other emergency responders.

#### **If outdoors during a flood:**

- Do not try to walk or drive through flooded areas. Stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.
- Stay away from flooded areas unless authorities ask for volunteers.
- Stay away from downed power lines.
- Be aware of areas where flood waters may have receded and may have weakened road surfaces.
- Wash your hands frequently with soap and water if you come in contact with flood waters.

#### **After the flood:**

Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse and roads can crumble. Report broken utility lines to appropriate authorities. For information about the status of the campus in the event of a major service interruption access the university homepage and the list of numbers in the Important Contact Information section of this guide. Do not throw away any food-damaged items until an official inventory has been taken.

## NATURAL HAZARDS, EARTHQUAKE, FLOOD, SEVERE HEAT

### SEVERE HEAT

Doing too much on a hot day, spending too much time in the sun or staying too long in an overheated place can cause heat-related illnesses. During hot days drink plenty of water regularly regardless of your activity level (consult your physician if you are on a fluid-restrictive diet before doing so). When outdoors apply sunscreen lotion and dress in loose fitting clothes that cover as much skin as possible. Know the symptoms of heat disorders and overexposure to the sun, and be ready to give first aid.

HEAT DISORDER	SYMPTOMS	FIRST AID
<b>Heat Rash</b>	Looks like a red cluster of pimples or small blisters. More likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.	Move to a cooler, less humid environment. Keep affected area dry. Avoid using ointments or creams. Dusting powder may be used to increase comfort. Heat rash usually does not require medical assistance.
<b>Sunburn</b>	Redness and pain. In severe cases swelling of skin, blisters, fever, headache.	Ointments for mild cases if blisters appear and do not break. If breaking occurs, apply dry sterile dressing. Serious, extensive cases should be seen by a physician.
<b>Heat Cramps</b>	Painful spasms usually in muscles of legs and abdomen possible. Heavy sweating.	Firm pressure on cramping muscles, or gentle massage to relieve spasm. Give sips of water. If nausea occurs, discontinue use.
<b>Heat Exhaustion</b>	Heavy sweating, weakness, skin cold, pale and clammy. Pulse thready. Normal temperature possible. Fainting and vomiting.	Get victim out of sun. Lay down and loosen clothing. Apply cool, wet cloths. Fan or move victim to air conditioned room. Give sips of water. If nausea occurs, discontinue water. If vomiting continues, seek immediate medical attention.
<b>Heat Stroke (or sunstroke)</b>	High body temperature (106 F or higher). Hot dry skin. Rapid and strong pulse. Possible unconsciousness.	<b>Heat stroke is a severe medical emergency.</b> Call 911 or get the victim to a hospital immediately. Delay can be fatal. Move the victim to a cooler environment. Reduce body temperature with cold bath or sponging. Use extreme caution. Remove clothing, use fans and air conditioners. If temperature rises again, repeat process. <i>Do not give fluids.</i>

## CRIMINAL, VIOLENT, OR SUSPICIOUS ACTIVITY

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**Do not attempt to apprehend or interfere** with a criminal or interfere in a violent incident except in cases of self-protection.

**Everyone is asked to assist in making the campus a safe place.** If you witness a criminal act or you notice suspicious persons or situations on campus, immediately notify Campus Safety at 503-370-6911 and provide them with as much detailed information as possible.

### **Be alert to any of the following:**

- People monitoring areas, buildings, or entrances.
- People conducting illegitimate business.
- Unauthorized people in restricted or sensitive areas.
- People requesting information with no apparent need for that information.
- People wearing clothing not consistent with the weather conditions or events (bulky coat on hot day, etc.).
- Abandoned parcels or items in unusual locations or high traffic areas.
- Vehicles parked in inappropriate places.
- Unexpected/unfamiliar delivery trucks.
- Unfamiliar vehicles parked for long periods.
- Vehicles containing unusual/suspicious parcels or material.
- Suspicious vehicles arriving and being left behind at odd hours.

**If you are the victim of, or are involved in, any on-campus violation** of the law such as assault, robbery, theft, etc., call Campus Safety, 503-370-6911. Calls can be made from any emergency telephone on campus.

**If you are confronted by a person who seems violent**, avoid confrontation or arguments. Alert Campus Safety, 503-370-6911. If necessary, withdraw to a secure room (one with door locks and a telephone) and then call Campus Safety, 503-370-6911.

## EMERGENCY LOCKDOWN

If an emergency situation arises (e.g., armed hostile intruder), and you determine that an Emergency Lockdown should be conducted or are given the order to follow emergency lockdown procedures **do not** hesitate.

### **Do the following:**

1. Proceed to the nearest room, preferably one with a telephone and door lock.
2. Individuals in hallways or outdoor areas should immediately take cover.
- 3. Do not sound the fire alarm.**
4. Every effort should be made to lock access doors and close windows and window coverings in your area without compromising personal safety.
5. Turn off lights. Remain quiet and do not enter hallways.
6. Should the fire alarm sound during a lockdown, do not evacuate the building unless:
  - You have first-hand knowledge that there is a fire in the building, or
  - You have been advised by Campus Safety or other emergency personnel to evacuate, or
  - There is imminent danger in the immediate area.
7. Conceal yourself as much as possible. Crouch down in areas that are out of sight from doors / windows.
8. Wait for further instructions from police or other emergency personnel.

**Do not** open the door until emergency personnel declare all clear or direct an evacuation. See the Evacuation section of this guide for further instructions.

## GENERAL SECURITY MEASURES

- **Do not** prop open building or residence hall entrance doors or windows. Rectify situations when you observe them.
- **Do not** allow anyone that you don't know to walk into the building (tailgate) behind you.
- **Do not** allow anyone that you don't know into a locked building hours.
- **Do not** leave keys unattended or give them to unauthorized persons.
- Secure all sensitive material and information when not able to attend it.
- Secure sensitive deliveries in a timely manner.
- Secure all areas when not attended.
- Be aware of unfamiliar persons in or visitors to your office.
- Protect access codes and combinations. Change codes regularly. Report compromised codes immediately.

## CHEMICAL OR BIO-HAZARDOUS MATERIAL

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### INDOOR CHEMICAL OR BIO-HAZARDOUS MATERIAL INCIDENT

1. Any spillage or reaction of a chemical or hazardous material causing serious contamination or injury is to be reported immediately by calling Campus Safety at 503-370-6911.
2. When reporting, be specific about the:
  - Location of the release
  - Name and quality of material involved
  - Extent of injuries, if any
  - Environmental concerns, such as the location of storm drains and streams
  - Any unusual features such as foaming, odor, fire, etc.
  - Any suspected terrorist activity
3. If flammable or combustible liquids are spilled, immediately turn off all sources of ignition. Remove injured personnel to fresh air or an emergency shower or eye wash depending on the type of exposure. Flush affected skin or eyes with large amounts of water. First Aid procedures should be started at once.
4. Do not attempt to stop a leak, reduce contamination, or clean up a major spill unless you have been properly trained, have appropriate personal protective equipment, and can do so without putting yourself in danger.
5. The instructor or supervisor should evacuate and limit access to the affected area at once to prevent further contamination of others until the arrival of safety personnel. If necessary, alert other building occupants to evacuate. Move to a safe area crosswind or upwind to avoid exposure to fumes. Never go downwind.
6. On your way out, open windows and turn on a fume hood, if possible. Close the hood door if the spill/release was in a hood. Close the door to the room.
7. Unless seeking medical attention, potentially exposed individuals should report to emergency personnel at the site. Supervisors and instructors involved will record and report the names of potentially exposed individuals.
8. Have personnel knowledgeable of incident, facilities, and laboratory procedures assist emergency personnel.
9. Required clean-up will be directed by trained personnel and or other appropriate authorities.

### OUTDOOR CHEMICAL OR BIO-HAZARDOUS MATERIAL INCIDENT

Chemical, biological, or radiological contaminants could be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities; know what to do if they advise you to shelter-in-place. When authorities provide directions to **shelter-in-place**, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

## BOMB THREAT

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**IMPORTANT: REPORT ANY BOMB THREAT TO CAMPUS SAFETY 503-370-6911.** Campus Safety will report the bomb threat to the authorities. If necessary, authorities will conduct a detailed bomb search and will remove the suspicious item.

### IF YOU HAVE RECEIVED A PHONED BOMB THREAT, FOLLOW THE STEPS BELOW:

#### Record the Threat

- If you have your cell phone with you, record the call.
- Time call received.
- Phone number appearing on caller ID.
- Write down the threat exactly as made by the caller.

#### Get More Information

Any person receiving a phone call that a bomb has been placed on campus is to ask the caller:

- Where is the bomb right now?
- When is the bomb going to explode?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Who planted the bomb?
- Why was the bomb planted?
- How did the person get the bomb in the building?
- What is your address?
- What is your name?

### IF NOTIFIED TO EVACUATE BECAUSE OF A BOMB THREAT

Follow the directions of emergency personnel. The closest exit may not be the safest exit.

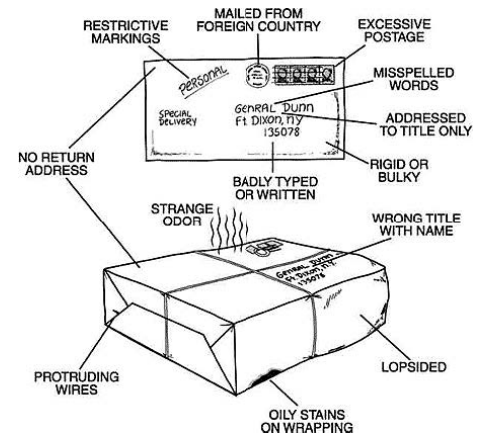
- Turn off any cell phones or pagers. Do not use radio communication.
  - Before you leave make a cursory inspection of your area for any unfamiliar/suspicious items.
  - **Do not** touch any suspicious packages. Report suspicious items to Campus Safety 503-370-6911 or other emergency responders.
  - **Do not** turn on or off lights. Leave light switches in their position.
  - **Do not** change the setting of your thermostat. Leave it in the position that it is in.
  - Leave doors and windows open.
  - See Evacuation section of this guide for further instructions.
-

## SUSPICIOUS PACKAGE

A suspicious package is a package or envelope that arouses the suspicion of the receiver because of some indicator(s). It may or may not be preceded by letter or telephone threats or warnings. It may simply be poorly addressed, or it may be a hoax. Conversely, it may contain an explosive, or a chemical, biological, or radiological substance. Some characteristics which ought to trigger suspicion include parcels or letters that have the following indicators:

**If you suspect an object to be a bomb,** follow the steps below:

1. **Do not** handle or touch the object.
2. **Do not** use cell phones, pagers, or two-way radios in the vicinity of any suspected explosive device. Turn cell phones off. Use landline phones only.
3. Do not allow others in the vicinity of any suspected explosive device. Clear the area immediately.
4. Contact Campus Safety 503-370-6911 and give the dispatcher a description of the object and its exact location. Follow the instructions of emergency personnel.



**If you suspect a letter or parcel contains a biological, chemical, or radiological agent,**

follow the steps below:

1. Do not sniff, shake, or empty the contents.
2. If you have not opened it, place it in a container or plastic bag
3. If any materials spill out, Do not clean it or brush off your clothes. Wash or rinse your hands.
4. If you have opened it and it claims to have contaminated you, but there is no substance seen or felt, chances are you have not been contaminated. Regardless of whether a substance has been identified, do not disturb the suspect item any further.
5. If you have touched the package or its contents, do not touch your face. Minimize contact with unnecessary objects.
6. Turn off any fans circulating air.
7. Prevent others from entering the area.
8. Notify Campus Safety 503-370-6911.
9. Evacuate the immediate area, but stay in the vicinity to avoid spreading contaminant or contaminating others.
10. If possible, wash your hands with soap and water.
11. Provide law enforcement personnel with a list of all individuals in the area when the suspicious letter/ parcel was recognized.



## EVACUATION

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In advance of an emergency, become familiar with your work/living area and exit locations. Evacuation orders may be given for multiple purposes.

- 1. When the fire alarm sounds, an evacuation is ordered, or when it becomes obvious that an evacuation is necessary, do not panic** but walk quickly to the closest emergency exit or follow the instructions of emergency personnel. Alert others to do the same.
- 2. Before leaving** secure your work area and gather personal belongings if it is safe to do so and time permits.
- 3. Do not use elevators** unless authorized by emergency personnel.
- 4. Assist any disabled persons** in exiting the building.
- 5. Avoid unnecessary talking** and keep the lines moving.
- 6. Individuals requiring assistance** in evacuation should proceed to stairwell entrance area and wait for assistance.
- 7. If smoke is encountered,** drop to the floor and crawl along the wall to the nearest exit. See Fire section of this guide.
- 8. Once outside,** move to designated evacuation assembly area or alternate location if primary location is unsafe.
- 9. Keep streets and walkways clear** for emergency vehicles and personnel.
- 10. DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by Campus Safety or other emergency personnel.

### Disabled Persons Considerations

During an evacuation, rescue personnel should check all exit corridors and exit stairwells for any stranded person. Please be ready to physically assist in the evacuation of disabled person. If the emergency is not imminent and there are no problems in educating the person, place them next to or in a stairwell, and stay with the stranded person. Elevators may be used to evacuate disabled persons ONLY after is has been declared safe to use. If assistance cannot be located, call Campus Safety at 503-370-6911 and ask for assistance. Always ASK how you can help BEFORE attempting any rescue or assistance. Ask how the person can best be moved and whether there are any special considerations or items that need to come with the person.

#### Evacuating hearing impaired persons:

Write a note stating the emergency and the evacuation route (e.g. Fire: go out the rear door to parking lot.). Turn the room lights on & off (if safe to do so) to gain attention. Indicate through hand gestures what is happening and what to do.

**Evacuating visually impaired persons:** Tell the person the nature of the emergency. Offer to guide them by offering your left/right elbow. Do not grab the person's arm Be sure the person brings with them all mobility aids such as white canes. The individual may have a guide dog that may be disoriented. Ask the advice of the person who is blind regarding your level of assistance. Give verbal directions to advise about the safest routes. As you walk, describe where you are and advise of any obstacles such as overhanging objects, curbs, etc. When you have reached a safe location, orient the person to where she/he is and ask if any further assistance is needed.

**Evacuating persons with limited mobility (e.g. using crutches, canes, or walkers):** For evacuation purposes, such persons should be treated as if they were injured. Carrying options include using a two-person lock arm position or having the person sit in a sturdy chair, preferably with arms.

**Evacuating persons who are non-ambulatory:** When evacuating always ask what method of assistance the person prefers. Not all persons can be removed from their wheelchairs and carried safely. The person may have a physical condition that contraindicates lifting such as health conditions or back problems, or other severe physical complications. If transferring someone out of their wheelchair, note the location of the wheelchair and upon exiting the building inform Campus Safety of its location so it can be retrieved and returned to the owner.

## EVACUATION

**Transferring a person:** Check that the individual is not at risk when transferred or carried. The lifts/ carries below can be employed.

**Two-person carry:** Two assistants carry person by extremities. One assistant stands behind and wraps arms around person's chest under person's arms. Second assistant stands facing away from the person between their legs and lifts person's legs under knees with each arm or can cross the person's legs over and carry them to one side, thus freeing one hand to open doors, etc.

**Moving a person in a wheelchair down or up a fight of stairs:** If the person is to be moved in their wheelchair it is desirable to have a minimum of two assisting persons, with four assisting persons preferred for adults with heavy wheelchairs. Secure the wheelchair seatbelt. The wheelchair battery may have to be removed.

Wheelchairs have many movable weak parts which were not constructed to withstand the stress of lifting (e.g., the seatbar, footplates, wheels, movable armrests). The strongest person(s) should grip the chair handles at the back. Other assisting person(s) will group the front seat frame or non-removable leg rests.

- Always keep the wheelchair facing away from the stairs.
- ROLL the wheelchair up or down the stairs. Do NOT carry as this may cause back trouble for the assistant. Let the wheelchair carry the weight.
- Keep the wheelchair slightly tilted back to keep the wheelchair user secure. However, do not tilt too far as this could cause the assistant to lose balance and pitch forward.

## CONSIDERATIONS OF SPECIFIC EVACUATIONS

	FIRE	EARTHQUAKE	GAS LEAK	BOMB THREAT	OTHER
Doors & Windows	Close, but do not lock when exiting	Close doors, if necessary, to contain any hazards (fire, toxic, fumes, etc.).	Leave open.	As you exit open windows and doors if time allows.	In general, secure when exiting.
Elevators	Do not use.	Do not use.	Do not use.	Do not use.	During power outage, do not use.
Light Switches	Turn off lights.	Leave alone. Do not turn on or off.	Leave alone. Do not turn on or off.	Leave alone. Do not turn on or off.	Turn off lights when exiting.
Communications	Call from safe area.	Make sure phone is on its receiver. Use only to report life-threatening emergencies. Do not use if you suspect a gas leak.	Do not use portable cellular or landline phones. Call from unaffected area.	Turn off cell phones & pagers. Do not use radio communications. Landline phones only.	Do not use telephone unless absolutely necessary. Avoid unnecessary talking when exiting.
Electrical Equipment	Turn off if time permits.	Do not use if you suspect a gas leak.	Do not use or turn on or off.	Turn off if time permits.	Unplug during power outage or when flooding is possible.

## MEDICAL EMERGENCIES (AND FIRST AID INSTRUCTIONS)

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**Below is a list of signs and of a serious injury or illness that may require immediate medical attention.**

The person:

- Is unconscious.
- Has trouble breathing, shortness of breath.
- Is not breathing.
- Has no signs of circulation (no pulse).
- Has persistent chest pain (lasting 3-5 minutes or longer).
- Has pain in the abdomen.
- Has pain in either arm that spreads to the shoulder, neck or jaw.
- Has severe bleeding that does not stop.
- Has deep burns to the face and neck.
- Has seizures.
- Is vomiting blood.
- Has an injury to the head.
- Has an open fracture.
- Has fallen.
- Is in shock (skin pale; cold to touch, possibly moist or clammy; weakness rapid pulse; increased breathing rate, may be shallow or deep and irregular).

### **If a serious injury or illness occurs on campus:**

1. Immediately call Campus Safety at 503-370-6911. Campus Safety officers are trained in first aid and CPR and have access to AEDs (Automated External Defibrillator). Give your name, describe the nature of the severity of the medical problem and the campus location of the victim. Never attempt to transport a seriously injured or ill person to the hospital yourself.
2. Do not panic. Assess the situation. Look for emergency medical ID and question witnesses.
3. Ask victim: "Are you okay?" and "What is wrong?"
4. Keep victim still and comfortable. **Do not move victim** unless there is a life-threatening situation (e.g. room on fire, toxic fumes).
5. Check breathing and give artificial respiration, if necessary.
6. Control serious bleeding by direct pressure on the wound.
7. Continue to assist the victim until help arrives.
8. Give all information to the police or medical personnel.
9. Immediately report all injuries to supervisors or faculty.
10. Complete an Injury Report with Campus Safety.

### **TO GIVE RESCUE BREATHING:**

Victim is **not breathing** and has a **pulse**.

1. With the victim lying down, tilt head back, lift chin, and pinch the nose shut.
2. Give 2 slow breaths. Breathe into victim until chest gently rises.
3. Check for pulse (on neck).
4. If there is a pulse, but victim is still not breathing, give 1 slow breath every 5 seconds.
5. Re-check pulse and breathing every 1 minute. Continue rescue breathing as long as victim is not breathing.

### **TO GIVE CPR:**

Victim is **not breathing** and has **no pulse**.

1. Find the notch where the lower ribs meet the breastbone. Place the heel of your hand on the breastbone. Place your other hand on top of the first.
2. Position shoulders over hands. Compress chest 15 times using a smooth, even rhythm.
3. Give 2 slow breaths (optional).
4. Do three more sets of 15 compressions and 2 breaths.
5. Continue until medical assistance arrives, or until victim starts breathing and has a pulse.

## FIRST AID AT A GLANCE

### ■ HEART ATTACK

**Principal symptoms:** Acute pain in chest, upper abdomen or down left arm and shoulder

Extreme shortness of breath

Absence of pulse and breathing in an unconscious person

**First aid:** Place victim in a comfortable position, usually sitting up. If not breathing, give artificial respiration. If no pulse is present, administer CPR.

Immediately call 911 and Campus Safety at 503-370-6911.

**Do not give liquids to unconscious victims.**

### ■ EXTERNAL BLEEDING

**Capillary bleeding:** blood oozes from capillaries — usually not serious and easiest form of external bleeding to control.

**Venous bleeding:** vein severed and blood flows or gushes steadily.

**Arterial bleeding:** Injury can lead to large amount of blood loss. As blood flows at faster rate it is less likely to clot. Locate the bleeding. Place clean cloth over the entire wound and apply direct pressure using your fingers or palm. If blood soaks through, apply another cloth on top of old cloth and continue applying direct pressure.

**First aid:** If wound on arm or leg, elevate extremity above the level of the heart.

If bleeding is too severe to control at this point, apply pressure to a pressure point: **For wounds of the arms and hands** — inside of the wrist (radial artery — where a pulse is checked) or on the inside of the upper arm (brachial artery). **For wounds of legs** — at the crease in the groin (femoral artery).

### ■ SHOCK

**Signs/symptoms:**

- Skin pale (or bluish); cold to touch, possibly moist or clammy
- Weakness
- Rapid pulse (over 100)
- Rate of breathing usually increases, may be shallow or deep and irregular

**First aid:** Keep victim lying down. Cover them only enough to keep them from losing body heat. Obtain medical help as soon as possible.

### ■ ALCOHOL POISONING

Alcohol is a stomach irritant and may cause vomiting. It also affects the central nervous system — slowing breathing, heart rate, and gag reflex.

**Signs/symptoms include:**

- Mental confusion
- Unconsciousness (person cannot be roused)
- Vomiting
- Seizures
- Slow breathing (fewer than 8 breaths per minute)
- Irregular breathing (10 seconds or more between breaths)
- Cold, clammy, unusually pale or bluish skin

An alcohol overdose can lead to irreversible brain damage. Rapid binge drinking is especially dangerous because the victim can ingest a fatal dose before becoming unconscious.

**First aid:** If you suspect alcohol poisoning seek immediate medical help. Do not leave the victim alone.

- Call Campus Safety 503-370-6911 or 911.
- Turn victim on their side, so that if they vomit, the victim is less likely to choke on vomit.
- Don't attempt to restrain the victim during a seizure.
- Be prepared to give artificial respiration or CPR

**Do not:**

- Give cold showers.
- Try to walk victim around.
- Give anything to drink (e.g., black coffee) or eat.

### ■ OTHER POISON

Symptoms vary greatly.

Suspect poisoning if someone suddenly becomes sick for no apparent reason.

Suspect inhalation poisoning if the victim is found near of furnace, a car, a fire, or in an area that is not well ventilated.

Aids to determine whether poison was swallowed:

- Information from victim or observer
- Presence of poison container
- Condition of victim (sudden onset of pain or illness)
- Burns around lips
- Breath odor
- Pupil contracted to pinpoint size

**First aid for all poison victims:**

- Call Emergency Medical Services.
- Call Poison Control Center 1-800-222-1222
- Save label or container for identification.
- Save sample of vomitus material.

**If victim is conscious:**

- Dilute the poison with milk or water.
- Do not neutralize with counteragents.
- Do not give oils.

**If victim is unconscious:**

- Maintain open airway (victim on side).
- Give mouth-to-mouth resuscitation or CPR if necessary.
- Do not give fluids.
- Do not induce vomiting.

**If victim has convulsions:**

- Do not restrain victim.
- Loosen tight clothing.
- Watch for airway obstruction.
- Do not give fluids.
- Do not induce vomiting.

### ■ BURNS

**Signs/symptoms:**

- Red skin: 1st degree
- Blistered skin: 2nd degree
- Charred skin: 3rd degree

**First aid:** To relieve the pain of 1st degree and small 2nd degree burns

- Submerge in cold water (*do not use ice*).
- Apply a cold pack.
- Cover with a thick dressing.

**Do not apply grease or ointment for a 3rd degree burn; cover with dry clean cloth and call for medical help.**

If any burn occurs to the victim's face area, watch for possible need for artificial respiration.

### ■ UNCONSCIOUS OR UNRESPONSIVE

**First aid:** Keep victim warm and lying down, head turned to one side. If consciousness is not regained quickly, send for medical help. If breathing stops, give artificial respiration.

### ■ FRACTURES AND DISLOCATIONS

**Signs/symptoms:** Pain and tenderness. May have difficulty moving injured part. Obvious deformities: swelling and discoloration.

**First aid:** Keep broken bone ends and adjacent joints from moving. Give care for shock. Call for medical help.

**For information about First Aid and Cardiopulmonary Resuscitation (CPR), call your local Red Cross Chapter or the Bishop Wellness Center at 503-370-6062.**