



# **Oregon State** University

## **College of Business Emergency Operations Plan**

**APRIL 2021  
CORVALLIS, OREGON**



**College of Business (COB)  
Emergency Operations Plan (EOP)**

***Promulgation, Approval, and Implementation***

The following is the Emergency Operations Plan (EOP) for the College of Business. It identifies procedures and responsibilities for the planning and implementation of emergency procedures (including evacuations) for the protection of life and property.

This plan applies to all visitors, staff, students, volunteers or others working in College of Business buildings. All OSU employees/students/volunteers and any non-OSU employee working in OSU buildings are required to become familiar with this plan and follow the plan and the College of Business Director of Operations (hereafter known as Director) or designated personnel directions during an emergency incident. Personnel will be notified of changes to this plan by their supervisor.

This plan has been approved and adopted by the College of Business Director, with input from the Systems Administrator and Faculty Services Manager, and the College of Business Dean. It will be revised and updated as required. This plan supersedes any previous plan.

It is understood that emergency plans exist for co-located agencies/building occupants (federal, state); where their plans are absent in instructions, this plan will be in effect.

APRIL 28, 2021

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MALCOM LEMAY  
DIRECTOR OF OPERATIONS, COLLEGE OF BUSINESS

\_\_\_\_\_  
DATE

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JAMES COAKLEY  
INTERIM DEAN, COLLEGE OF BUSINESS

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***Record of Change***

Minor/editorial changes (to correct factual accuracy, update response content to standardize with other agencies, changes to personnel or phone numbers, update of building inventory, etc.) or changes to the appendices can be approved by the College of Business Director.

**Record of Changes**

<b>Date</b>	<b>Summary of Change</b>
November 2015	Initial Publication of Plan
November 2016	Update floor monitor and command post information
April 2021	Update



**Plan Distribution List**

Copies of this plan are provided to all organizations located within the College of Business. Updates will be distributed as they are developed. Distribution will be electronically, unless otherwise indicated on the following distribution list.

Date	Distribution	
	Head of Academic Advising (floor monitor)	Electronic copy
	Director of Career Success Center (floor monitor)	Electronic copy
	IT Staff (floor monitor)	Electronic copy
	Facilities Manager (floor monitor)	Electronic copy
	Director of Operations (floor monitor)	Electronic copy
		Paper copy
		Paper copy



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**College of Business (COB)  
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**1. Purpose**

This plan establishes procedures and responsibilities in which College of Business employees/volunteers/students and, if necessary, co-located agencies/building occupants can plan for and respond to various emergencies that require protection of life, research, academic viability, and property.

During an emergency, College of Business will rely on this plan's prescribed procedures to effectively implement response, organizational issues, communications and decision making processes.

**2. Scope**

This plan applies to:

- All OSU affiliated personnel within College of Business (faculty, staff, students, volunteers, etc.)
- All non-OSU personnel working within OSU College of Business buildings (other agencies, volunteers, etc.)
- Visitors at College of Business sponsored functions (e.g. picnics, guest lecturers, school group visits, clients, patients, etc.)

**3. Overview**

Oregon and OSU are subject to natural, manmade, and security emergencies that could occur at any time. The impact of these hazards could range from a minor/temporary disruption of daily operations to catastrophic/long-term disruption of operations with the potential of loss of life. Some of these incidents may be prevented or their impact reduced through mitigation and planning activities. In the event the emergency/incident does occur, the immediate safety and initial response and rapid recovery will rely solely on the level of preparedness of faculty, staff and students.

College of Business is a major educational and research element for OSU. Students and faculty live at or within commuting distance of the OSU campus. Additionally, College of Business hosts visitors throughout the year. The population demographic is inclusive of all ages, various levels of mobility, a wide range of disabilities, limited English language skills, and other attributes that require pre-active response planning.

This plan was developed with input from multiple College of Business campus partners, city and county emergency management officials, and Oregon State University officials.

This plan addresses emergency preparedness activities that take place during the four phases of emergency management. The four phases are: Mitigation, Preparedness, Response, and Recovery.



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a. Mitigation

The College of Business may conduct mitigation activities as part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

b. Preparedness

Preparedness activities should be conducted to develop the response capabilities needed in the event of an emergency. Colleges, departments, and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities
- Emergency planning, including maintaining this plan, its appendices, and appropriate SOPs
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies
- Conducting periodic drills and exercises to test emergency plans and training

c. Response

The College of Business should respond to emergency situations effectively and efficiently. The focus of most of this plan and its appendices is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage.

d. Recovery

If a disaster occurs, the College of Business should carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the university community. Long-term recovery focuses on restoring the university to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and government and other public institutions. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.



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Hazards were identified and response guidelines developed to ensure the protection of resources before, during, and after emergency situations.

#### 4. Planning Assumptions

- Incidents will occur with no notice
- OSU staff, faculty, and volunteer personnel are familiar with their responsibilities to themselves and the public/students during emergency situations
- Procedures in this EOP are for OSU personnel; efforts are taken to ensure that campus partner emergency procedures and plans are consistent with this EOP
- The four phases of emergency management are applied to each identified emergency

#### 5. Concept of Operations

A basic premise of emergency management is that incidents are handled at the lowest jurisdictional level possible. Emergency preparation and response begins at the College, School, or Department level. Each work unit will have to prepare for and respond to incidents. The OSU Emergency Operation Center will coordinate University level response and allocation of resources so that other College, School, or Departments can request assistance when the incident depletes or exceeds internal capabilities.

An incident (small or large scale) occurs that disrupts the College of Business operations. Notification is made internally to the responsible authority, who determines what level of response is necessary.

If the incident response exceeds the College of Business capability, the responsible authority contacts OSU resources for support. Typically, this is escalated to the Public Safety Dispatch Center or Facility Services. These initial answering point agencies will direct response resources, or request activation of the OSU Emergency Operation Center (EOC) for response coordination.

The College/School/Department should identify “Essential Personnel” who are essential to the continued operations during curtailment or closure of operations. These personnel should be notified of their role and expectations to report to work during emergency situations.

#### 6. Organization and Assignment of Responsibilities

The following structure and key personnel are responsible for the planning, preparedness, and implementation of emergency management activities for the College of Business.



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Figure 1  
Organization

**Oversight**

The College of Business is responsible for the safety and protection of life, securing critical infrastructure, and timely resumption of teaching, research, and business activities. Three teams with designated responsibilities will carry out these activities.

**Preparedness Team**

- Director of Operations (with guidance from the College of Business Senior Leadership Team and in collaboration with the Systems Administrator and Faculty Services Manager) will be responsible for making sure that plans, emergency equipment, and infrastructure to deal with an emergency are in place.
- Director of Operations may convene meetings/seminars and prepare summary materials to increase staff awareness of the content of this plan.



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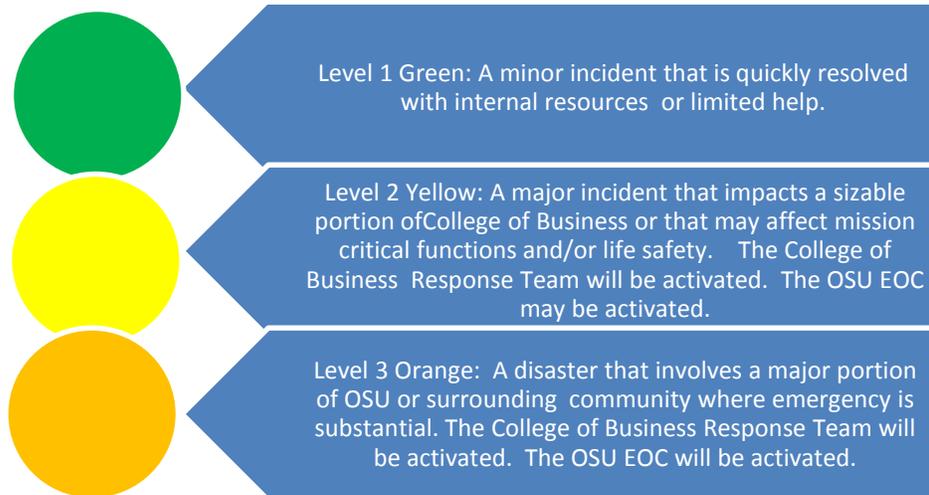


Figure 2.  
Response Levels

### Response Team

This team coordinates the emergency response. The Response Team is comprised of the following members:

- College of Business Operations Director
  - Organize the College of Business response command and control structure. The Incident Command System is one of several incident management structures available for use.
  - Communicates with OSU Emergency Operation Center
  - Determines level of response, Level 1 Green, Level 2 Yellow, Level 3 Orange.
  - Communicates with the OSU Dept. of Public Safety (541-737-3010)
  - Communicates with the OSU Vice President/Provost, if needed
  - Communicates with members of the Response Team.
  - Initiates communication to inform College of Business personnel of a closure
- College of Business Facilities Manager
  - Coordinates with Campus Operations Facility Services
  - Ensures all essential staff are on-site
  - Will direct evacuation (via fire alarm pull station) if necessary
- IT Systems Administrator
  - Posts the message on the College of Business Website
  - Updates the message on social media



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- College of Business Associate Deans
  - Notifies affected instructors, students, intern programs and visiting colleges/universities of the current situation

**Recovery Team**

The purpose of this group is to restore teaching, research and business functions in a timely manner. The Recovery Team is comprised of:

- College of Business Senior Associate Dean
- College of Business Director of Operations
- College of Business Systems Administrator
- College of Business Associate Manager - Business & Strategic Planning
- College of Business Facilities Manager

**7. Direction and Control**

**a. Decision-making**

When an incident occurs, each individual is responsible for immediate life safety response of themselves and personnel under their care. This could include such actions as: calling 9-1-1, evacuating the immediate area, activating the fire alarm, and (depending upon level of training) providing first aid or extinguishing fires.

The College of Business Dean, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate OSU Administration official or the EOC (if activated).

College of Business designates the following line of succession in the absence of the Dean:

- 1) Senior Associate Dean
- 2) Associate Dean for Undergraduate Programs
- 3) Associate Dean for Graduate Programs
- 4) Director of Operations

**b. Control**

The College of Business Director is responsible for the coordination of College of Business response resources to the incident.

The College of Business will organize and coordinate incident response from the following locations (in order of preference):

- 1) Austin Hall, Room 442 Board Room
- 2) Austin Hall, Room 300



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- 3) Milam Hall, Room 236
- 4) Weatherford Hall, Room D107 Trysting Tree Conference Room

**8. Communications**

Several avenues exist for communication to College of Business staff, faculty, students, and volunteers. Depending upon the extent/level of situation, multiple communication paths may be used to ensure personnel are kept informed:

- Telephone
- Cell phone
- E-mail
- Video Conference
- Video/TV display boards
- Bulletin boards, located throughout building
- Handheld radios – evacuation team only
- OSUAlert – if a university wide incident
- COB Alert
- Social Media

The OSU University Relations and Marketing Department should be consulted for assistance and activation of the OSU Crisis Communication plan. At a minimum, information will be reviewed by the College of Business Director prior to release for mass distribution.

**9. Plan Maintenance**

The College of Business EOP is developed through the Director of Operations. The College of Business Director of Operations, Systems Administrator, and Faculty Services Manager are responsible for coordinating plan development and changes as necessary.

The Appendices to the EOP provide supporting information and response guidance for identified hazards.

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual incident responses, and changes to the threat environment.

The plan will be reviewed and re-promulgated every three years.

Questions about this plan should be directed to College of Business Director of Operations.



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***Appendices***

- A. Communication Contact List
- B. Abbreviations and Acronyms
- C. College of Business Hazard Analysis
- D. College of Business Communications Plan
- E. College of Business Closure Plan
- F. Emergency Action Plans
  - 1) Disaster – Natural or Human Caused
  - 2) Evacuation
    - a. Evacuation Map (non-tsunami)
    - b. Evacuation Map (tsunami)
  - 3) Shelter in Place / Lock down
  - 4) Lock down
  - 5) Fire/Explosion
  - 6) Medical Injury
  - 7) Poisoning
  - 8) Hazardous Materials
    - a. Chemical spill
    - b. Radiological material spill
  - 9) Transportation Accidents
  - 10) Natural Hazards
    - a. Weather
    - b. Earthquake
    - c. Tsunami
  - 11) Building Systems (Utilities)
  - 12) Threat of Violence
    - a. Bomb Threat (w/ checklist)
    - b. Bomb/Suspicious Object
    - c. Suspicious person
    - d. Hostage
    - e. Active Shooter
  - 13) Interpersonal emergencies
    - a. Disruptive person
- G. Unit Specific Response Plans for Unit Specific Operations/responsibilities



**Appendix A  
Communication Contact Lists**

Important Phone Numbers <a href="http://oregonstate.edu/dept/security/emergency-phone-numbers">http://oregonstate.edu/dept/security/emergency-phone-numbers</a>		
Post This Page Near Your Phone		
	On Campus	Off-Campus
POLICE / FIRE / Emergency Medical Assistance	9-1-1	9-1-1
OSU Department of Public Safety	7-3010	541-737-3010
Corvallis City Police (Non-Emergency)	9-541-766-6911	541-766-6911
Corvallis City Fire (Non-Emergency)	9-541-766-6911	541-766-6911
GSRMC Hospital	9-541-769-5111	541-768-5111
Dean's Office	7-6024	541-737-6024
Oregon Poison Control Center	9-1-800-222-1222	1-800-222-1222
Center Against Rape & Domestic Violence (CARDV)	9-541-754-0110	541-754-0110
Crisis Intervention (Counseling and Psychological Services CAPS)	7-2131	541-737-2131
Student Health Center	7-WELL (9355)	541-737-9355
Student Health Center (After hours and on weekends)	7-2724	541-737-2724
Survivor Advocacy and Resource Center	7-2030	541-737-2030
OSU Environmental, Health & Safety (EH&S)	7-2273 or 3-7233 (SAFE)	541-713-7233 (SAFE)





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**Appendix B  
Abbreviations and Acronyms**

<b>Abbreviation</b>	<b>Definition</b>
CAPS	OSU Counseling and Psychological Services
CARDV	Center Against Rape & Domestic Violence
COB	College of Business
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EH&S	OSU Environmental, Health and Safety
OSU	Oregon State University



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**Appendix C  
College of Business Hazard Analysis**

The incident planning checklist outlines potential emergencies that may be encountered by College of Business and should be addressed when developing criteria for planning for specific incidents.

Review each of the criteria and evaluate the criteria as the incident was to impact your area of responsibility.

The calculated scores will help identify which incidents have the greatest impact and require more emergency management activity to prepare for the incident.

Occurred to department or has high potential to do so (5) annually, (4) last 2-5 yrs, (3) last 5-10 yrs, (2) last 10-25 yrs, (1) > 25 yrs	Effect the hazard has to the majority of people within your institution (5) Life threatening, (4) Health/Safety threat, (3) Psychological Disruption, (2) Disruption of ability to do job 24 hrs, (1) Disruption of ability to do job <8 hrs	Vulnerability to research operations (3) High risk (2) Medium risk (1) Low risk	Vulnerability of academic operations (3) High risk (2) Medium risk (1) Low risk	Effect the hazard has to physical infrastructure within your institution (3) Disruption to most services > 12 hrs, (2) Disruption to some services 6-12 hrs, (1) Disruption to a few services < 6 hrs	Probability * H&S * Research * Academic * Property
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	Occurrence	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
<b>Fire Emergencies</b>						
Minor Fire - 1 room	1	2	1	1.5	2	6
Major Fire - 3 or more rooms	1	4	1	3	3	36
Explosion	1	4	1	3	3	36



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	Occurrence	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
<b>Medical Emergencies</b>						
Death/Homicide	1	2	1	2	1	4
Injury	4	1	1	1	1	4
Food Poisoning	1	1	1	1	1	1
Mass Casualties	1	1	1	1	1	1
Disease Outbreak	3	4	1	2	1	24
Odors	1	1	1	1	1	1
Animal	1	1	1	1	1	1
<b>Hazardous Materials</b>						
Material Release (air)	1	1	1	1	1	1
Spill/Exposure	1	1	1	1	1	1
Radiation Exposure	1	1	1	1	1	1
Asbestos Release	1	1	1	1	1	1
Biological exposure	1	1	1	1	1	1
<b>Transportation Accidents</b>						
Automobile Accident	2	2	1	1	1	4
Aircraft Collision with Building	1	4	1	2	3	24
Pedestrians/Bicyclists	4	1	1	1	1	4
Non-road vehicle (Tractor/farm)	1	1	1	1	1	1
Maritime/Aviation	1	1	1	1	1	1
<b>Evacuation</b>						
Sporting Events	1	1	1	1	1	1
Planned Events	1	1	1	2	1	2
Evacuation	1	1	1	2	2	4
Shelter-in-place	1	1	1	1	1	1
<b>Natural Hazard</b>						
University Closure	5	1	1	2	1	10
Flooding	1	1	1	2	1	2
Ice/Snow Storm	5	1	1	2	1	10
High Wind/Tornado	4	1	1	2	1	8



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	Occurrence	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
Earthquake/Tsunami	1	1	1	3	3	9
<b>Utilities/Infrastructure</b>						
Telephone/Telecom Failure	4	2	1	2	3	48
Electrical Failure	4	2	1	3	3	72
Loss of Water Availability	2	1	1	1	1	2
HVAC Failure	1	1	1	1	1	1
Hood Ventilation Failure	1	1	1	1	1	1
IT Failure - Data transmission	5	2	3	3	3	270
IT Server Hardware failure	4	2	3	3	3	216
Structural Failure	1	5	2	3	3	90
<b>Threat of Violence</b>						
Bomb Threat	1	5	1	3	1	15
Bomb/Suspicious Object	2	5	1	3	3	90
Campus Violence/Suspicious Person	3	3	1	2	1	18
Weapons	1	3	1	1	1	3
Vandalism	5	1	1	1	1	5
Hostage Situation	1	5	1	3	2	30
Active Shooter/Lock Down	1	5	1	3	3	45
<b>Terrorism</b>						
National/State Level	2	3	1	1	1	6
Local Level	1	3	1	3	1	9
<b>Interpersonal Emergencies</b>						
Sexual Assault	1	3	1	1	1	3
Stalking	1	1	1	1	1	1
Relationship/workplace Violence	4	1	1	1	2	8
Missing Student/Staff	1	2	1	1	1	2
Study Abroad Incident	3	1	1	1	1	3
Suicide	1	3	1	1	1	3



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**Appendix D  
College of Business Communication Plan**

1. See Appendix A for contact name and phone numbers
2. College of Business Dean or designee receives communication from OSU or needs to notify College of Business members.
3. College of Business Dean notifies:
  - a. Designated member of College of Business Director of Operations, who notifies the rest of that committee.
  - b. College of Business Director of Operations
    - Notifies OSU Dept. of Public Safety: 541-737-3010 (and/ or email to: [public.safety@oregonstate.edu](mailto:public.safety@oregonstate.edu)) for dissemination to the OSU Web page and Campus Status hotline (541-737-8000)
    - Notifies Preparedness Team
  - c. College of Business Marketing
    - Posts message to College of Business web page, Social Media, and main phone line.
  - d. Notifies affected instructors, students and interns
  - e. OSU Provost or VP for Finance & Admin
  - f. OSU VP of University Relations and Marketing
4. Contingencies
  - a. Telephone outages should be anticipated, and staff should be advised to check more than one source (e.g., web, radio, email, texting) for confirmation of information.



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**Appendix E  
College of Business Closure Plan**

If circumstances require emergency closure of the College of Business, the following procedures shall be followed to ensure maintenance of essential services and effective communication to employees, students, and volunteers.

**1. Decision-making**

The decision to change the hours of operation for the College of Business on any given day (or to open late or close early) due to an emergency rests with the College of Business Dean or designee with final approval from the OSU President or his designee.

- a. In cases where the College of Business Dean is on travel and unreachable, the person with designated signatory authority (assigned by the Director prior to commencing travel) shall make such decisions
- b. If no one is designated during the temporary travel/absence or the designee cannot be reached, the following are to be contacted, in order:
  - 1) Primary designee: Senior Associate Dean
  - 2) Secondary designee: Associate Dean for Undergraduate Programs
  - 3) Tertiary designee: Director of Operations

**2. College of Business Notification**

- a. Decisions on College of Business campus closure will follow the procedures outlined above.
- b. Notification of any delayed opening or closure shall be communicated immediately by activating Appendix D – Communication Plan
  - 1) Internal communication methods to reach appropriate College of Business personnel
    - Call trees
    - Email lists
    - Social Media
    - Web page
- c. After an all-clear has been received or normal operations can resume, the College of Business Director will notify the Response Team and have them use the Communication process to inform personnel that they may return to College of Business.



Appendix F  
Emergency Action Plans

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**Disaster - Natural or Human Caused**

**Mitigation:**

- College of Business annually reviews and updates portions of plan
- College of Business conducts periodic education of plan to faculty and staff to ensure knowledge of responsibilities

**Preparedness:**

- OSU has developed a plan that addresses the campus emergency management system for extraordinary situations that are likely to have a catastrophic effect on the normal functioning of OSU facilities and the surrounding area.
- The College of Business Emergency Operation Plan has been developed to respond to the needs of College of Business during a disaster and will be placed into operation by the College of Business Director when an incident reaches proportions beyond the capacity of routine procedures.
- When the College of Business disaster/emergency operation plan is activated, with the exception of an earthquake and/or tsunami, the College of Business Disaster Operations Center will be Austin 442.
- If the telephone system is not operational, alternate communication methods will be established by College of Business.

**Response:**

**Police: Call 9-1-1**

**College of Business Faculty Services Office – 541-737-4033**

1. Remain calm.
2. Report unsafe conditions or need for medical assistance to 9-1-1 and the College of Business Director's Office.
3. Render first aid if you are properly trained.
4. Listen for announcements or alarms and follow instructions from emergency response personnel.
5. Don't use the elevator during an emergency, use the stairs.
  - If you are stranded in an elevator, use the emergency phone/intercom to summon help
6. Don't drink the water, use gas or electric devices until the emergency personnel determined that it is safe to do so.



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7. Do not attempt to fight a fire until after you have notified 9-1-1 that there is a fire, have obtained fire extinguisher training, and feel safe to do so.

**Recovery:**

- Check in with College of Business leadership to determine response status
- Do not enter a building until allowed to do so
- Once entering the building, inspect your work area and report any issues



Appendix F  
Emergency Action Plans

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**Evacuation**

**Mitigation:**

- Follow Evacuation planning policy and procedures, as outlined in the Oregon State University (OSU) Safety Policy and Procedure manual  
<http://oregonstate.edu/fa/manuals/saf/204>
- Identify personnel who are to remain to operate critical plant operations prior to evacuation and develop detailed instructions that include evacuation threshold criteria
- Identify personnel who are responsible for rescue or emergency aid.
- Have a representative participate on the Building Manager's Evacuation Committee to assist with planning and identifying areas of concern

**Preparedness:**

- Learn where the closest two evacuation points are
- Learn where the evacuation assembly point is
- Learn where fire alarm pull stations are in your area
- Learn where emergency equipment is located, in the event you have to take it with you as you evacuate
- Pre-identify personnel who may have existing conditions that necessitate assistance during an emergency or evacuation.
- Report to College of Business Director any obstructions or limitations to the evacuation routes
- Do not block open fire doors.
- Develop an evacuation kit or identify items to take with you as you evacuate
  - Keys
  - Coat/jacket
  - Pocketbook
  - Medication
  - Appropriate footwear
  - Emergency contact numbers
- Review your workplace and identify areas that must be addressed before evacuating
  - Valuables that must be locked
  - Gases that must be turned off
  - Apparatus that need to be placed into a safe configuration
  - Animals



- Create position specific duties for staff members to perform and train staff members (e.g. HR record security, cashbox, instrument security/shutdown)
- Review building specific emergency or evacuation plans

### **Response:**

#### **Emergency: Call 9-1-1**

When you receive the notice to evacuate the building, or you decide to evacuate due to a nearby danger:

1. Immediately obey evacuation alarms and orders to evacuate.
  - Classes in session must evacuate
  - OSU employees are to ensure students, visitors, visiting vendors and guests to the campus are evacuated
2. If time allows and without endangering yourself,
  - Place equipment in a safe configuration
  - Close doors and windows
  - Inform others in your vicinity of the current situation
  - Take any personal items you may need
3. Leave the building - do not use elevators.
  - Use the nearest, safest exit
  - Warn others as you evacuate, but do not delay your own evacuation
  - All personnel are to exit the building
4. Assist persons with mobility or other evacuation concerns
  - Students, staff and visitors who are blind should be assisted through hallways and down stairways
  - Wheelchair bound persons should follow evacuation routes on the ground floor of a building. If not on the ground floor, wheel to the nearest assembly area (fire escape or stairway door). Rescue personnel will search these areas first, and help individuals with disabilities evacuate the building.
    - If no pre-identified area, go to an area that provides a barrier between you and the hazard
    - Communicate with responders
    - Dial 9-1-1 or OSU Public Safety (737-3010)
    - Place a cloth or clothing out a window to attract attention
    - Notify others who are evacuating to inform responders of your location



5. Take your cell phone, valuables, and evacuation kit with you.
6. Proceed outside the building to the evacuation assembly area. All personnel should move as far away from the building as practical, so as not to be in danger or in the way of emergency responders. (minimum 50 feet away)
  - If the evacuation assembly area is not suitable, follow the directions of the Building Manager or Floor monitor to move to another area
  - In the event of an earthquake, the evacuation assembly area may be too close to buildings or other objects that could fall. Move to the nearest open space/field to assemble.
7. Conduct accountability for personnel under your supervision.
8. Wait for official notice before attempting to re-enter the building.
9. Report problems or concerns to the College of Business Leadership.

**Classroom / Lab Instructors**

1. Identify an assembly point 50 feet from the building
2. Direct the class to exit through the nearest safest exit
3. Assign two individuals for each student with disabilities to assist in their safe evacuation from the building
4. Check the classroom/lab area to ensure evacuation is complete prior to exiting the area
5. Once outside, check to see that no one is missing. Report status to a floor monitor or building manager.

**Building Manager /College point of contact**

1. Take clipboard with check-sheet, building map and cell phone/radio and report to the Evacuation Area
2. Gather accountability status from Floor Monitors
3. Forward accountability information to the Fire Department Incident Commander.
  - Include injuries, etc. Use radio, cell phone or dispatch runner
4. Maintain order at Evacuation Area-provide periodic incident updates to personnel
5. When the IC have given the "All Clear," ensure all personnel at the Evacuation Area are made aware of the message



**Floor Monitor Staff**

<b>Building</b>	<b>Zone</b>	<b>Primary Floor Monitor</b>	<b>B/U Floor Monitor</b>
Austin	Floor 1 – W	Advising & CSC	Advising & CSC
	Floor 1 - E	Advising & CSC	Advising & CSC
	Floor 2 – W	COB Helpdesk	COB Helpdesk
	Floor 2 - E	COB Helpdesk	COB Helpdesk
	Floor 3 – W	Faculty Services	Faculty Services
	Floor 3 - E	Faculty Services	Faculty Services
	Floor 4 – W	Dean’s Office	Dean’s Office
	Floor 4 – W	Dean’s Office	Dean’s Office

1. Take clipboard with check-sheet, building map and cell phone/radio
2. Conduct "Accountability Check" (negative or positive (depending upon procedure)) within area of responsibility:
  - Sweep designated area (including bathrooms, closed doors, etc.)
  - Notify building occupants to evacuate building
  - Report accountability for area of responsibility to Building Manager
  - Identify if persons needing assistance are still inside building
  - Monitor building access points to prevent re-occupation
3. Report to Evacuation Area and assist Building Manager as necessary

**Recovery:**

- Check in with College of Business leadership to determine response status
- Do not enter a building until allowed to do so
- Once entering the building, inspect your work area and report any issues



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Evacuation Map (non-tsunami)





### Floor Monitor Maps

### Austin Hall 1<sup>st</sup> Floor Monitor







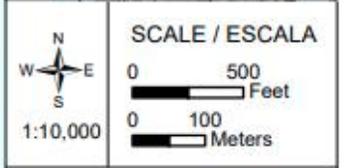
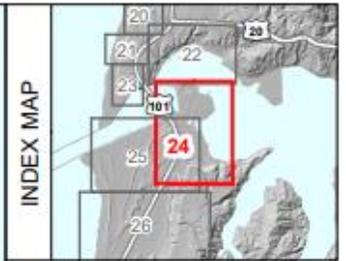
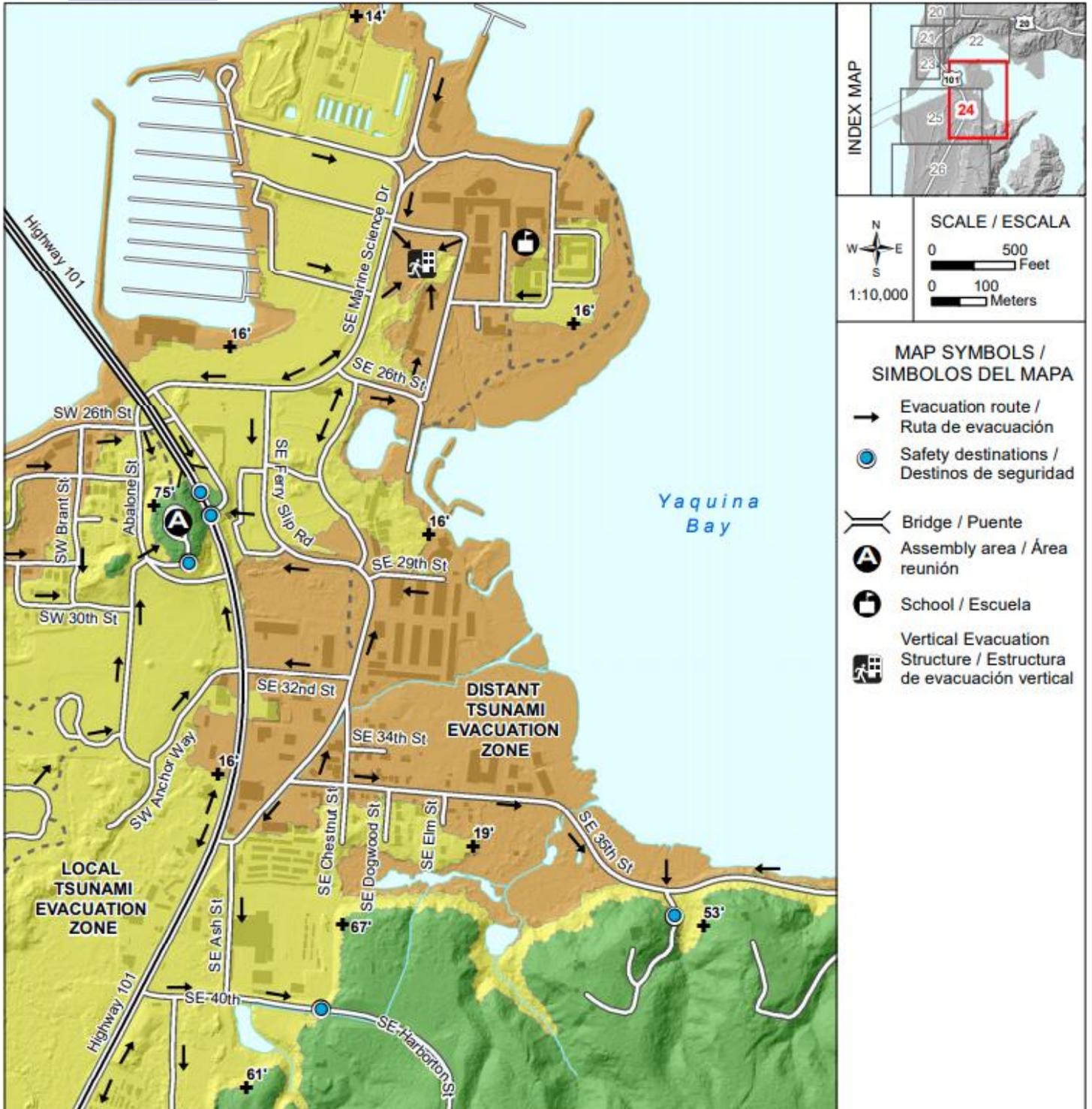




Evacuation Map (tsunami)

Note: These maps are for personnel who may conduct business or visit the Newport Campus

[https://hmsc.oregonstate.edu/sites/hmsc.oregonstate.edu/files/lincoln\\_county\\_24\\_hatfield\\_1.pdf](https://hmsc.oregonstate.edu/sites/hmsc.oregonstate.edu/files/lincoln_county_24_hatfield_1.pdf)



- MAP SYMBOLS / SIMBOLOS DEL MAPA**
- Evacuation route / Ruta de evacuación
  - Safety destinations / Destinos de seguridad
  - ⌒ Bridge / Puente
  - Ⓐ Assembly area / Área reunión
  - 🏫 School / Escuela
  - 🏢 Vertical Evacuation Structure / Estructura de evacuación vertical



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## Appendix F Emergency Action Plans

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### Shelter in place / Lock Down

#### **Mitigation:**

- Install locks or devices on doors that allow the door to be locked from the inside
- Obtain keys to lock exterior doors

#### **Preparedness:**

- Pre-identify interior locations that can be used for sheltering when stormy weather or violence strikes
- Identify how to isolate or turn off the air handling system OR select shelter locations that are not part of the air system
- Review with staff and faculty how to respond to acts of violence
  - Familiarize staff with any “safe” word that is used to communicate the situation to Public Safety
- Identify who has the capability and responsibility to lock exterior building doors

#### **Response:**

##### **Emergency: Call 9-1-1**

When you receive the notice to seek shelter inside a building, or you decide to shelter due to a nearby outside danger (e.g. severe weather, outside environmental danger, or violent intruder):

1. Seek shelter inside a building and remain there.
  - If possible, seek shelter in areas without hazards (e.g. chemicals, fume hoods, water tanks, loose material, etc.)
  - If possible, warn anyone outside the building to immediately enter
  - Determine if a threat of violence is present and the building/occupants should lock internal and access doors.
2. If a weather incident, go to the lowest level of the building, stay in interior hallways, away from glass doors and windows.
3. If an outside chemical or hazardous material causes the sheltering, move everyone to the 2<sup>nd</sup> or 3<sup>rd</sup> floors of the building.
  - Close exterior doors and windows



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- Shut down the building's air handling system
4. If a lock down situation:
    - If safe to do so, lock the exterior doors
    - Seek shelter inside a room that the door can be locked and barricaded
    - Lock the door and barricade it
    - Stay away from windows so no one can see you
    - Seek cover behind/under solid objects
    - Silence cell phones or other devices that make noise and could draw the intruder's attention
  5. If safe to do so, contact the following and report your situation:
    - 9-1-1
    - College of Business leadership
  6. Monitor TV or website news, if possible.
  7. Wait for official notice to resume normal activities.
    - By OSU Alert notification
    - By person in hallway announcing all clear (it is acceptable to ask for official identification prior to unlocking the door)
    - Telephonic notification from the University
    - University website
  8. Conduct accountability for personnel under your supervision.
  9. Be prepared to conduct immediate evacuation if told to do so.
  10. Report problems or concerns to College of Business leadership.

**Recovery:**

- Check in with College of Business leadership to determine response status
- Do not exit the building until allowed to do so



Appendix F  
Emergency Action Plans

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**Fire/Explosion**

**Note: Refer to building specific Fire Safety Plan for detailed information**

**Mitigation:**

- Store and handle flammable, combustible and other hazardous materials in accordance to OSU policies/procedures
  - [Environmental, Health and Safety](http://oregonstate.edu/ehs/)
  - [OSU Safety Manual](http://oregonstate.edu/fa/manuals/saf)
- Maintain a tidy, waste free work area
- Conduct monthly room inspection of common areas to reduce fire hazards
- Participate in a required annual evacuation drills
- Identify staff/faculty responsibilities:
  - Building manager/floor monitor duties (Safety Manual Section 204 <http://oregonstate.edu/fa/manuals/saf/204>)
  - Faculty with students – ensure students under direct faculty supervision are evacuating
  - Employees required to stay behind and operate critical equipment prior to evacuating
- Report problems with fire safety systems immediately to the Work Coordination Center (WCC) 541-737-2969
- Have a representative participate on the Building Manager’s Evacuation Committee to assist with planning and identifying areas of concern

**Preparedness:**

- Staff familiar with fire and life safety policies and responsibilities, to include use of portable fire extinguishers
- Identify the closest two exits to your work location
- Identify escape routes to the nearest exits
- Identify where the fire alarm pull station and fire extinguishers are located
- Know where the outside evacuation assembly point is for the building
- Report to Building Manager any obstructions or limitations to the evacuation routes
- Evacuation maps posted in each room



**Response:**

**Fire Emergency: Call 9-1-1**

***Immediate procedures when fire, smoke, or an explosion is detected:***

1. Activate the nearest fire alarm pull station to alert building occupants and Public Safety
  - Fire alarm will sound (either a gong or electric chime)
  - Buildings equipped will also have strobe light activation to indicate an active fire alarm
2. Everyone leave the building immediately when an alarm sounds. Notify others around you of the evacuation, but do not delay your evacuation
  - a. If time allows and you can perform the action without endangering yourself:
    - place the equipment you are operating into a safe configuration before evacuating
    - close doors and windows before evacuating, if this can be accomplished quickly and safely. It is particularly important to close doors to contain the fire in the room/area of origin.
3. Evacuate through the nearest safest exit
  - See Appendix F – Emergency Action Plans: Evacuation
4. Call 9-1-1 to report the fire alarm, after evacuating building.
5. Do not re-enter the building until fire or police give permission to do so.
6. Move to evacuation assembly area (See Appendix F – Evacuation or building emergency plan). If evacuation area cannot be reached or is unknown, move as far away from the building as practical, so as not to be in danger or in the way of emergency responders. (a minimum of 50 feet)
7. Once safely outside, check to make sure no one is missing, and inform emergency responders/Building Manager/Director of Operations if someone is unaccounted for.
8. Do not use elevators during an evacuation.
9. If evacuation routes are blocked, remain in your room, stand by a window, and call 9-1-1 to report your location, and wait for fire department assistance.



If your building is equipped with a fire escape, all other exit routes are blocked, and you cannot wait for the fire department to rescue you from a window area, proceed with caution down the fire escape.

10. Individuals with mobility or evacuation concerns:

- a. Students, staff and visitors who are blind should be assisted through hallways and down stairways
- b. Wheelchair users should follow evacuation routes on the ground floor of a building. If not on the ground floor, wheel to the nearest assembly area (fire escape or stairway door). Rescue personnel will search these areas first, and help individuals with disabilities evacuate the building.
  - If no pre-identified area, go to an area that provides a barrier between you and the hazard
  - Communicate with responders
  - Dial 9-1-1 or OSU Public Safety (737-3010)
  - Place a cloth or clothing out a window to attract attention
  - Notify others who are evacuating to inform responders of your location

11. Staff/Faculty are not required to attempt to fight a fire. If you are trained to do so, and can safely do so, use the appropriate fire extinguisher to attempt to extinguish small fires (office trash can size). Ensure 9-1-1 has been called prior to attempting to extinguish the fire.

**Recovery:**

- Check in with College of Business Leadership to determine response status
- Do not enter a building until allowed to do so.
- Once entering the building, inspect your work area and report any issues
- If food services are involved, the County Health Department is required to inspect the food service area before food service can be conducted
- Contact EH&S (541-713-7233 (SAFE)) for additional monitoring or questions regarding the work environment after a fire incident
- Contact WCC (541-737-2969) to schedule or verify that repair work is being conducted



Appendix F  
Emergency Action Plans

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**Medical Injury**

**Mitigation:**

- Conduct a Job Hazard Analysis to identify work that could potentially cause injuries. Develop a plan to reduce the risk of injury
- Train personnel in First Aid and CPR
- Purchase an Automated External Defibrillator (AED)
- Develop an emergency medical plan if emergency medical help is greater than 30 minutes away
  - Identify communication method to emergency responders
  - Identify transportation to a point where the ambulance can be met
  - Have a first aid trained person available and identified to workers
  - Have a first aid kit in close proximity to workers

**Preparedness:**

- Know where the workplace medical response items are (first aid kit, AED, PPE...)
- Know who in your work group is trained in first aid
- Review with co-workers the response actions to potential work place injuries

**Response:**

**Medical Emergency: Call 9-1-1**

**DPS: 541-737-3010**

1. Remain calm, initiate lifesaving measures if required.
  - a. Do not move injured person unless there is danger for further harm.
2. Call 9-1-1 for emergency medical assistance. Also call OSU Public Safety for notification and assistance.
3. Call out for help so others nearby can respond to the incident
  - a. Call or send someone to call 9-1-1 for Emergency Medical services (dial 9-1-1).
  - b. Give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury, or illness, and whether or not the victim is conscious, etc.



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4. Provide first-aid
  - a. Administer first aid (if properly trained)
  - b. Keep the victim as comfortable as possible
  - c. Remain with the victim until the assistance arrives.
  - d. DO NOT give fluids or food unless authorized by a medical provider
  - e. Protect yourself from potential blood borne pathogens (human blood and other body fluids.)
  - f. Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.
  
5. Send someone to meet the ambulance and guide it to the patient

**Recovery:**

- If the injured person is an employee, contact the employee's supervisor and initiate the reporting procedures as directed.
- If you think you have been exposed to bodily fluids:
  - Seek medical treatment from your physician or other health care provider
  - Report the exposure to your supervisor, who will complete the web based HR Advocate Incident Reporting (<http://hr.oregonstate.edu/benefits/workers-compensation-resources>) and Form 801 (Report of Accident/Illness)
  - Contact the OSU Biological Safety Officer (541-737-4557)



**Appendix F**  
**Emergency Action Plans**

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**Poisoning**

**Mitigation:**

- Review the types and purpose of poisonous materials and properly dispose of if no longer needed or replace with a less poisonous substance.
- Properly label poisonous materials and ensure labeling is legible

**Preparedness:**

- Ensure personnel using poisonous materials are familiar with the hazards and appropriate response
- Consult the Safety Data Sheet and wear appropriate personnel protective equipment.

**Response:**

**Poison Control Center: Call 1-800-452-7165**

**Fire/Ambulance/ Police: Call 9-1-1**

If poison is splashed in eyes:

1. Call out for help so others can come to you
2. Rinse eyes with running water for up to 15 minutes, Hold the eyelid open while water flows over the eyeballs. Do not rub the eye.
3. Call 9-1-1 for medical assistance, if needed
4. Call Poison Control Center
5. Contact employee's supervisor
6. Contact College of Business Manager.
7. Protect yourself against exposure to hazardous materials.

If poison is splashed on skin:

1. Call out for help so others can come to you
2. Take off any splashed clothing, rinse skin with running water for up to 15 minutes.
3. Call 9-1-1 for medical assistance, if needed
4. Call Poison Control Center
5. Contact employee's supervisor
6. Contact College of Business Manager.

If poison is inhaled:

1. Call out for help so others can come to you



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2. Get patient to fresh air, open doors and windows
3. Call Poison Control Center, 1-800-452-7165
4. Contact College of Business Manager.
5. Contact employee's supervisor
6. Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.

If poison is ingested:

1. Call out for help so others can come to you
2. Call 9-1-1 for medical assistance, if needed
3. Call Poison Control Center
4. If cleaning product is swallowed, prepare to give one glass of water or milk to drink, under the direction of the Poison Control Center (unless person is unconscious, having convulsions or is unable to swallow).
5. Contact College of Business Manager.
6. Contact employee's supervisor

**Recovery:**

- Follow College of Business spill response procedures to clean up chemical and rinse water
- If the injured person is an employee, contact the employee's supervisor and initiate the reporting procedures as directed.

<https://risk.oregonstate.edu/workerscomp/how-to-file-a-claim> (HR Advocate website and Form 801 [Report of Accident/Illness]).



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**Chemical Spill**

**Mitigation:**

- Identify and obtain spill response materials, based on the chemical substance being used (to include PPE)
- Develop a spill response plan specific to the chemical being used

**Preparedness:**

- Know the chemical information prior to working with the chemical
  - Review the latest Safety Data Sheet (SDS)
  - Know the hazards of the chemical
  - Have and use the appropriate PPE before using the chemical
  - Know the spill response plan to the chemical

**Response:**

**Medical Response: Call 9-1-1**

**HAZMAT Response: Call 9-1-1**

**OSU Public Safety Response: 541-737-3010**

**Hazardous Material Spill Response: OSU Environmental Health and Safety: 541-713-7233 (SAFE)**

**Work Coordination Center: 541-737-2969 (routine, non-emergency service)**

1. Alert people in the immediate area to evacuate; close doors to affected area
2. Determine the size of the spill and respond appropriately, according to the spill response plan
  - Immediately evacuate the area if you are not equipped to mitigate the spill
  - Don personal protective equipment
  - Obtain spill control materials
  - Contain the spill
  - Dispose of material correctly
3. Attend to injured or contaminated person if safe to do so
4. Have person with knowledge of incident or area assist responding emergency personnel

***Additional information:***

1. Some emergencies require the evacuation of the buildings. The sounding of the fire alarm system or verbal orders in the building will signal evacuation.



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- a. See Appendix F – Emergency Response Procedures: Evacuation
2. Check to make sure no one is missing, and inform emergency responders if someone is unaccounted for.
3. Do not use elevators during an evacuation.

**Recovery:**

- Follow College of Business spill response procedures to clean up water and chemical waste
- Report spills to Environmental Health and Safety for assistance with regulatory reporting



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Emergency Action Plans

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**Radiological Material Spill**

**Mitigation:**

- Store all radioactive liquids in secondary containment
- Perform work in spill containment trays and/or on benches lined with plastic-backed absorbent paper

**Preparedness:**

- Review radiation response plan
- Remain current in Radiation Safety Training

**Response:**

**Fire Department: Call 9-1-1**

**OSU Radiation Safety: Call 541-737-2227**

**OSU Environmental Health and Safety: Call 541-713-7233 (SAFE)**

**OSU Public Safety Response: Call 541-737-3010**

**Work Coordination Center: 541-737-2969 (routine, non-emergency service)**

1. Evacuate area if health risk exists.
2. Administer first aid if properly trained.
3. Notify OSU Radiation Safety
4. Notify 9-1-1 (if needed).
5. Contain spill if safe to do so.

***Additional information:***

Spreading of radioactive material beyond the spill area can easily occur by movement of personnel involved in the spill, or clean-up effort. Prevent spread by confining movement of personnel until they have been monitored and found free of contamination. A minor radioactive material spill is one that the laboratory is capable of handling safely without the assistance of safety, or emergency personnel. All other radioactive releases are considered major.

**Minor Radioactive Material Spill:**

1. Alert people in the immediate area of the spill.
2. Notify Radiation Safety



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3. Wear protective equipment, including safety goggles, disposable gloves, shoe covers, and long sleeve lab coat.
4. Place absorbent paper towels over liquid spill. Place towels dampened with water over solid material.
5. Monitor area, hands, and shoes for contamination with and appropriate survey meter, or method.

**Major Radioactive Spill:**

1. Attend to injured or contaminated persons and remove them from exposure.
2. Have potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.
3. Alert persons in laboratory to evacuate. Do not cross potentially contaminated paths. Personnel that think they are contaminated should segregate themselves from non-contaminated personnel.
4. Notify 9-1-1, if needed
5. Notify OSU Radiation Safety
6. Close doors and prevent entrance into effected area.
7. Have personnel knowledgeable of incident and laboratory assist emergency response personnel.

**Recovery:**

- Follow Radiation Safety guidance spill response procedures to clean up
- Report spills to Environmental Health and Safety for assistance with regulatory reporting



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**Transportation Accidents**

**Mitigation:**

- Complete required training or paperwork prior to traveling
- Understand what to do in case of an accident prior to driving

**Preparedness:**

- Review the road conditions before traveling
  - National Weather Service <http://www.wrh.noaa.gov/pqr/>
  - ODOT Tripcheck <http://tripcheck.com/Pages/RCMap.asp?curRegion=0>
- Inspect the vehicle prior to departure
  - Snow chains (if applicable)
  - Vehicle emergency kit
  - Walk around and observe vehicle for any operating concerns
  - Observe nearby hazards prior to moving vehicle
  - Adjust mirrors, seat, and steering wheel for proper use

**Response:**

**Medical Response: Call 9-1-1**

**Fire Response: Call 9-1-1**

**Law Enforcement: Call 9-1-1**

**OSU Public Safety/Security Response: Call 541-737-3010**

**OSU Motorpool: Call 1-866-253-5671**

**OSU Risk Management: Call 541-737-7350**

1. Stop and assess the situation
2. Call 9-1-1 if there are medical or fire concerns
3. Call 9-1-1 to request law enforcement assistance
4. Place emergency lights/flares on roadway to warn on-coming traffic
  - If directed by responders, move the vehicle to the side of the road
5. Collect the other driver's information (name, phone #, license, vehicle, and insurance information, etc.
6. Contact Risk Management at 541-737-7350 to report ALL accidents regardless of the amount of damage.
7. For motor pool vehicles, follow accident reporting procedures (found in OSU vehicle) <http://motorpool.oregonstate.edu/vehicles/accidents-and-assistance>



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**Recovery:**

- Report the accident to Risk Management at 541-737-7350, and for OSU vehicles to the Motor Pool by calling (866) 253-5671 and submit the **State Self Insurance Claim** form
- Within 72 hours, fill out the DMV Accident Report form if there were any of the following: 1) injury resulting from the accident, 2) damages exceeding \$1,500, or 3) if the vehicle needed to be towed
- Report the accident to your manager
- If an employee is injured in the accident, report the incident:
  - <http://risk.oregonstate.edu/workerscomp> **and**
  - **Form 801 (Report of Accident/Illness)**  
<http://risk.oregonstate.edu/workerscomp/forms>



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**Severe Weather**

(lightning, high winds, flooding, heat, cold, snow)

**Mitigation:**

- Conduct risk analysis of College of Business outside operations
- Develop personnel safety threshold criteria for automatic protective actions
- Develop incident safety threshold criteria for automatic cancellation or implementation of protective actions
- Review College of Business weather related events and their impact upon operations

**Preparedness:**

- Review work plan and weather response criteria prior to outside work
  - FEMA Informational web site <http://www.ready.gov/natural-disasters>
  - National Weather Service <http://www.weather.gov/safety>
- Know how to reach the nearest safe area for a weather incident
- Obtain appropriate response equipment for weather related events
- Seasonally, review weather related information to better prepare for events

**Response:**

- Heat
  - Hydrate
  - Monitor work/rest level
  - Avoid sunshine/create shade
  - Monitor health of animals
- Lightning
  - Avoid contact with corded devices or electrical equipment
  - Avoid contact with plumbing
  - Stay away from windows
  - Avoid tall objects/natural lightning rods
  - Take shelter in a sturdy building
  - Take shelter in an automobile. Avoid touching metal surfaces.
- High Winds
  - Seek shelter indoors
    - Move away from glass windows
    - Avoid blowing debris
  - Secure loose objects that may blow away
  - Identify safe areas to move to incase the winds become extreme



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- Flooding
  - Monitor area for rising water
  - Do not drive through flooded areas
  - Do not walk through moving water
  - Do not park near streams or other waterways
- Winter Storms (ice/snow/cold)
  - Stay indoors during the storm. Monitor weather service forecasts
    - NOAA – Portland Office <http://www.wrh.noaa.gov/pqr/>
  - Dress appropriately
    - Dress in layers
    - Keep dry
  - Open cabinet doors/office doors to allow heat to circulate in closed spaces
  - Unless pre-approved, DO NOT burn materials inside of buildings to create heat (e.g. kerosene heaters, BBQs, candles)

**Recovery:**

- Check on welfare of fellow staff/faculty/students
- Review work place for post-incident damage. Contact Work Coordination Center (737-2969) to request repair
- Review incident response and adjust response plan if necessary



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**Earthquake/Tsunami**

**Mitigation:**

- Secure, or ask Facility Operations (WCC 737-2969) to secure, items in your office or work area that would be a hazard in an earthquake (e.g. bookcases, water coolers, etc..)
- Identify safe spots in each room to Drop, Cover, and Hold
- Participate in earthquake drills
- Conduct off-site data backup of essential information

**Preparedness:**

Preparation tips for workplace emergency evacuation:

- Think through your evacuation scenario from different parts of the campus or your commute and be familiar with the tsunami evacuation route map
- Frequently review the earthquake Emergency Action Plan and the DO NOTs noted
- Have a backpack ready with emergency gear; see [www.redcross.org](http://www.redcross.org) for details. Routinely store (if practical) your coat, hat, phone, and essentials (e.g. handbag) where they can be accessed easily.
- Be prepared, but also be mentally prepared to leave everything behind if not readily accessible. Timely evacuation is a higher priority than emergency supplies or personal items.
- Prepare a communication plan for your family. Keep in mind that your home may not be structurally sound.
- Preprogram essential phone numbers and alerts into cell phones and other devices
- Develop a habit of noting your whereabouts outside your door (e.g. gone for the day; on leave until Thursday). This will prevent others from looking for you unnecessarily.

Work Neighborhoods:

- Staff members are encouraged to communicate with individuals along their hallway or section of the building. Self-designated 'work neighborhoods' may be formed on a voluntary basis (e.g. west wing, east wing).
- Meet with your 'neighbors' to talk through evacuation. Focus especially on the first few minutes after the shaking stops.
- Some topics to discuss are checking on neighbors, grabbing gear for neighbors if they are not in their offices; drilling as a group; designating a meeting spot; what to



- do about injured/trapped coworkers; recording your whereabouts regularly outside your door; keeping contact #'s for the group in your backpack.
- Respect, but note, individuals' wishes (e.g. to opt out of the group, or to meet up with family members instead)

### Managers:

- Impress upon your staff that regardless of how slight the shaking might seem, they are expected to evacuate when it is safe to do so in case of any earthquake.
- Brief visitors including students and others working at College of Business
- Encourage staff to consider evacuation routes when planning and implementing field research.
- Be prepared to contact staff in the event of a tsunami or other evacuation in the absence of warning signs (e.g. shaking).

### All Personnel:

- Remember you have 15 min or less to reach a tsunami assembly area.
- DO NOT go back to your office or spend time packing; grab your emergency gear ONLY if it is handy. Evacuate to higher ground immediately.
- DO NOT wait for an official warning. Evacuate even if the shaking is slight.
- DO NOT re-enter buildings. You will not have time, and they may be unstable.
- DO NOT return to the campus until an "all clear" from local officials has been issued; beware of unfounded rumors of an all-clear.

### **Response:**

#### **If you feel an earthquake:**

1. Protect yourself (Drop, Cover and Hold-on). Evacuate the building as soon as you deem it safe.
  - Stay away from glass
  - Do not use a doorway unless you know it is a load-bearing doorway
  - Do not exit the building while shaking is going on. Falling debris can kill you
  - Do not use elevators
  - Do not pull fire alarm
2. If outside during the shaking, move away from buildings or other objects that could fall
3. Bring only items you can easily grab, including backpacks especially packed with emergency gear, coat, hat, phone, essentials (e.g. handbag).

### **Recovery:**

- Do not re-enter a building until it has been seismically inspected



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- Expect aftershocks and more building damage to occur
- Extinguish small fires
- Follow OSU guidance for follow-on activities.



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**Building Systems (Utilities)**  
(gas, water, sewer, electrical)

**Mitigation:**

- Identify utility cutoff switches/valves and who can operate them
- Coordinate with Facility Operations for pre-planning of response incidents

**Preparedness:**

- Train personnel on response to different types of utility failures
  - When to evacuate
  - When building access will be denied

**Response:**

**Work Coordination Center: 541-737-2969**

**OSU Public Safety: 541-737-3010**

**Environmental Health & Safety: 541-713-7233 (SAFE)**

In the event of extended utility loss (power, water, sewage, etc.) to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

1. Evacuate the building if necessary
  - a. Lab hood ventilation is lost
  - b. Power is lost
2. Contact the Work Coordination Center (541-737-2969) to report the problem
3. Ensure the backup generator has started
4. If stuck in the elevator, use the elevator intercom to request assistance
  - a. Remain calm
  - b. Call out for help if the intercom does not work
  - c. DO NOT attempt to exit the elevator without emergency responders present
5. Be prepared to provide fire monitors if occupancy is permitted during a utility outage
6. Building re-entry:
  - a. If the building DOES NOT have a backup generator, and the life safety/fire detection system is not powered, a Fire Watch has to be implemented if the building is to be re-occupied while the power is out. A Fire Watch must:
    - i. Be competent to identify fire hazards
    - ii. Be able to communicate to the fire department if a response is needed



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- iii. Be familiar with the structure and emergency plan
- iv. Perform patrols every 15 minutes to look for instances of fire
- v. Keep a log sheet: Person's name, time each activity was conducted, description of activity
- b. If the building has a backup generator that powers the life safety/fire detection systems, confirm the generator is running and re-occupy the building.
- c. If the building has laboratory hoods, contact EH&S (713-7233 (SAFE)) for habitability evaluation prior to any building occupancy.

**Recovery:**

1. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
2. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.



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**Crimes in Progress**

**Mitigation:**

- Lock your office door, even if you leaving for only a few seconds. This is the single greatest deterrent to theft.
- Report broken locks, doors, windows or lights to Facilities Services
- Keep money and jewelry in a safe place, out of sight. Don't carry a large amount of cash with you and don't flash money in public view.
- Don't keep valuables in an unattended backpack or in a locker at the gym (locked or unlocked).
- Respect and ensure the integrity of the security card access system.
- Don't prop doors open or try to defeat the system by some other method. You not only place your personal safety and valuables in jeopardy, but also your fellow workers.
- Always remove the keys from your car and lock it. If you have valuables in your car, place them in the trunk or out of public view.

**Preparedness:**

- Inventory and engrave your valuables. Use your driver's-license number followed by the state, or the last 4 of you SSN if you do not have a license. This will make recovery easier and makes it easy to prove ownership.
- Be aware! Recognize your vulnerability.
- Report all suspicious persons, vehicles and activities to the Public Safety Department immediately, by using any campus blue light phone or by dialing 9-1-1 from any campus phone.
- Use the "buddy system" and watch out for your neighbor.
- Report lights that are out and any hazardous conditions immediately to the Work Coordination Center (WCC) at 737-2969.
- Remember the location of emergency phones in academic buildings.

**Response:**

**Police: Call 9-1-1**

**OSU Department of Public Safety: Call 737-3010**

1. Move to a safe location.



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- Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
2. Call the police at 9-1-1.
  3. Remain calm, tell the dispatcher where you are calling from, what has happened, and give your name and the phone number to call you back.
    - If safe to do so, attempt to get a good description of the criminal. If the criminal is entering a vehicle, note the license number, make, model, color, and outstanding characteristics of the vehicle. Answer all questions asked. Remain on the telephone until dispatcher releases the call.
  4. In the event of a civil disturbance, after you have contacted 9-1-1, contact Public Safety. Continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.
  5. Meet police when they arrive, if safe to do so.
    - Do not interfere with those persons creating the disturbance, or with authorities on scene.

**Recovery:**

- Cooperate with law enforcement



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**Sexual Assault**

**Mitigation:**

- Try to avoid isolated or poorly lit areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Talk with a friend on the phone while walking.
- Don't allow yourself to be isolated with someone who is crossing your boundaries, someone you don't trust, or someone you don't know very well.
- Avoid putting music headphones in both ears and/or being overly focused on your phone so that you can be more aware of your surroundings, especially if you are walking alone. Perpetrators look for perceived vulnerabilities in their potential targets.

**Preparedness:**

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, consider how you can remove yourself.
- Try to think of an escape route. How would you try to get out of the room or area? Are there people around who might be able to help you? Is there an emergency phone nearby?

**Response:**

**Police: Call 9-1-1**

**Emergency Medical Response: Call 9-1-1**

**Sexual Assault Resource Center (SARC): 541-737-9355**

**Center Against Rape and Domestic Violence/Survivor Support: 541-754-0110**

**OSU Department of Public Safety: Call 737-3010**

1. React early - fight for your life, strike eyes, throat, and groin. Pull your attacker's hair.
2. Yell "Fire" to draw attention to you.
3. Run away to a place where there are other people.
4. Call the police, 9-1-1.
5. Preserve evidence - do not wash your clothes, shower, douche, or clean the area where the crime was committed.



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**Recovery:**

- Check in with supervisor for access to OSU support systems



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**Active Shooter**

**Mitigation:**

- Install locks or devices on doors that allow the door to be locked from the inside
- Obtain keys to lock exterior doors

**Preparedness:**

- Review with staff and faculty how to respond to acts of violence
  - Watch the Run, Hide, Fight video  
<http://www.youtube.com/watch?v=5VcSwejU2D0>
  - Familiarize staff with any “safe” word that is used to communicate the situation to Public Safety
- Identify who has the capability and responsibility to lock exterior building doors
- An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on the campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. Be aware that the emergency phone lines become overwhelmed in this type of situation.
- Know the response by law enforcement
  - They will by-pass wounded and anyone else as they go directly to the shooter
  - They evaluate every person as a shooter. Keep your hands above your waist, stay on the floor, do not distract the responder from finding the shooter.
  - When directed out of the building, keep your hands empty, keep them above your head and move quickly in the direction responders tell you.

**Response:**

**Police: Call 9-1-1**

**Emergency Medical Response: Call 9-1-1**

**If an active shooter is outside your building or inside the building you are in, you should:**

1. Try to remain calm.
2. **RUN:** Try to warn faculty, staff, students, and visitors to run away
  - a. Have one person call 9-1-1 and provide: “this is (name), (give your location) and we have an active shooter at (building on OSU campus) gun shots fired.” If you are



- able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known.
- b. If you have observed any victims, give a description of the location seen and a description.
3. **HIDE:** If you cannot run away, seek immediate shelter.
- a. Proceed to a room that can be locked or barricaded.
  - b. Lock and barricade doors and windows. Turn off lights. Close blinds. Block windows.
  - c. Turn off radios and other devices that emit sound.
  - d. Keep yourself out of sight and take adequate cover/protection, e.g. hide inside a closet, get behind concrete walls, thick desks, filing cabinets, or any other object that will stop a bullet penetration.
  - e. Stay close to the ground after locking the door and finding a hiding place
  - f. Silence cell phones.
  - g. Have one person call 9-1-1 and provide: “this is (name), (give your location) and we have an active shooter at (building on OSU campus) gun shots fired.” If you are able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known.
  - h. If you have observed any victims, give a description of the location seen and a description.
  - i. If you observed any suspicious devices (improvised explosive devices), provide the location seen and description.
  - j. If you heard any explosions, provide a description and location.
4. Wait patiently until a uniformed police officer, or an OSU official provides an “all clear”. Ask for identification to confirm the responder’s status.
5. Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to commands until you can verify with certainty that they are being issued by a police officer, or OSU official.
6. Rescue of people should only be attempted if it can be accomplished without further endangering the persons inside the secure area.
7. Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.
8. If a lockdown is implemented, no one will be allowed enter or leave the building.



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**If an active shooter enters your office or classroom, you should:**

1. **FIGHT:** Arm yourself with any kind of weapon possible
2. Fight for your life

**If you are in an outside location and encounter an active shooter, you should:**

1. Try to remain calm.
2. Move away from the active shooter or sounds of the gunshot(s) and/or explosion(s).
3. Look for appropriate locations for cover/protection, e.g. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
4. Try to warn other faculty, staff, students, and visitors to take immediate cover.
5. Call 9-1-1 and provide the information listed in the first guideline.

**Recovery:**

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services



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**Hostage**

**Mitigation:**

- Do not stand out – change your clothing or jewelry that may be inappropriate or culturally insensitive. Blend in
- Avoid threatening or offensive gestures/comments when provoked
- Don't wear headphones or be occupied by your cell phone in non-familiar places
- Safeguard your schedule to avoid others predicting where you will be
- Change your routine
- Change your route of travel

**Preparedness:**

- Be aware of how others may perceive you or how much attention you draw to yourself
- Be familiar with your surroundings as you travel. Know where police stations or public areas are.
- Try to avoid using ATMs at night
- Walk and talk with confidence.
- Be part of a group
- Carry your bags across your chest and under your arm
- Carry little cash with you
- Be aware of others around you or expressing an interest in your activity.

**Response:**

**What to do if taken hostage:**

1. Be patient. Time is on your side. Avoid drastic action.
2. The first 45 minutes are the most dangerous. Be alert and follow instructions.
3. Do not speak unless spoken to and then only when necessary.
4. Avoid arguments, or appearing hostile. Treat the captor with respect. If you can, establish a rapport with the captor. It is probable the captors do not want to hurt anyone. If medications, first aid, or restroom privileges are needed by anyone, say so.



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5. Try to rest. Avoid speculating. Expect the unexpected.
6. Be observant. You may be released or escape. You can help others with your observations.
7. Be prepared to speak to law enforcement personnel on the phone.

**Recovery:**

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services



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**Bomb Threat**

**Mitigation:**

**Preparedness:**

- Periodically review bomb threat checklist
- Have access to a copy (electronically or paper copy) that can be completed during/after the phone call

**Response:**

**OSU Dispatch: Call 737-3010**

**Police: Call 9-1-1**

1. Keep the caller on the phone as long as possible
2. Get detailed information from caller (use Bomb Threat Checklist)
3. Look at telephone display, if equipped, write down the number.
4. Have someone call 9-1-1 and OSU Public Safety Dispatch from a separate phone
  - Give your name, location and telephone number. Inform 9-1-1 of the situation
  - Include any information you may have as to the location of the bomb, time it is set to detonate, and the time you received the call.
  - Do not hang up until the dispatcher releases you from the conversation or if you feel threatened to remain on the phone in your current location
5. Inform your supervisor and /or department head. Indicate to your supervisor that you have notified 9-1-1 and OSU Public Safety.
6. Inform College of Business Manager
7. Evacuate if directed to do so.
  - If you should spot a suspicious object, package, etc., report to 9-1-1. Do not touch, tamper, or move it in any way. Then contact the Director's Office.



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**Recovery:**

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services

## BOMB THREAT PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If your phone has a display, copy the number and/or letters on the window display/Caller ID.
5. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself from a different phone.
6. During the call or as soon as possible afterwards, complete the Bomb Threat Checklist (reverse side). Write down as much detail as you can remember. Try to get exact words.
7. Upon termination of the call, do not hang up the phone, but from a different phone, contact OSU Public Safety immediately with information and await instructions.

### If a bomb threat is received by handwritten note:

- Call OSU Public Safety (541-737-7000)
- Handle note as minimally as possible.

### If a bomb threat is received by email:

- Call OSU Public Safety (541-737-7000)
- Do not delete the message.

## Suspicious Package

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

### Suspicious Package Response Procedures:

- DO NOT Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- DO NOT Evacuate the building until police arrive and evaluate the threat.
- DO NOT Activate the fire alarm.
- DO NOT Touch or move a suspicious package

## WHO TO CONTACT

- OSU Public Safety (541) 737-7000
- 9-1-1

## BOMB THREAT CHECKLIST

Date/Time:  Caller ID:

Time Caller  Phone Number Where:   
Hung Up:  Call Received:

### Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes  No
- Why?
- What is your name?

### Exact Words of Threat:

### Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

#### Caller's Voice

- Accent
- Angry
- Calm
- Clearingthroat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

#### Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

#### Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

#### Other Information:



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**Bomb/Suspicious Object**

**Mitigation:**

- Keep work area clean and clutter free so that suspicious objects can be quickly noticed

**Preparedness:**

- If a mail handler, review the criteria for identifying a suspicious package
  - USPS [http://about.usps.com/publications/pub166/pub166\\_tech\\_015.htm](http://about.usps.com/publications/pub166/pub166_tech_015.htm)
- Post the suspicious package poster in the mail handling area
  - USPS <http://about.usps.com/posters/pos84.pdf>

**Response:**

**OSU Dispatch: Call 737-3010**

**Police: Call 9-1-1**

1. Do not touch the device
2. Immediately evacuate the area to the evacuation point
  - a. Look for other objects as you depart
  - b. Look around evacuation area for other suspicious objects
3. Do not use cellular or radio communication within 100 feet of the device
4. Evacuate others in the vicinity
5. Call 9-1-1 and OSU Public Safety Dispatch to report the suspicious object
6. Be prepared to move farther away, if so directed by law enforcement

**Recovery:**

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services



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**Disruptive Person**

**Mitigation:**

**Preparedness:**

- Review with staff and faculty how to respond to acts of violence
  - Watch the Run, Hide, Fight video  
<http://www.youtube.com/watch?v=5VcSwejU2D0>
  - Familiarize staff with any “safe” word that is used to communicate the situation to Public Safety
- There are times when behavior is so disruptive that an immediate referral to The Office of Student Conduct and Mediation is appropriate. The term “classroom disruption” means behavior a reasonable person would view as interfering with the conduct of the class. Examples of increasing seriousness include:
  - Making distracting noises
  - Persistently speaking without being recognized
  - Repeatedly interrupting
  - Resorting to physical threats, or personal insults.
- Learn the symptoms of a distressed person
  - Faculty and staff can play an extremely important role in referring students for help. You are frequently in a position to first observe signs of distress and, although it is not always apparent, students typically hold faculty and staff in high regard.

**Signs that a student or person is distressed include:**

1. Excessive absences
  2. Declining academic or work performance
  3. Poor emotional control
  4. Excessive moodiness
  5. Sleeping, and/or eating habits that change dramatically
  6. Excessive concern about personal health, persistent depression
  7. Talking openly about suicide
  8. Repeatedly engaging in risky behavior.
- Learn the response to intervening to a potentially distressed person
    - A simple and straightforward expression of concern in most cases is the most powerful way of helping a student. Tell them what you have observed and that you are concerned about their well-being and their success. Explain there are



services available on campus to help students and employees get back on track when life circumstances are getting in the way. In some cases, it might be helpful to assist the student in getting touch with OSU Counseling services in Snell Hall, or call to let the office know that a student will be getting in touch with them. Assure the student that counseling services is a confidential place to discuss their concerns. If an employee, it might be helpful to direct them towards the Employee Assistance Program (EAP) for confidential assistance.

- If you are unsure about whether or how to intervene with a student or person who appears to be distressed, ask yourself the following questions;
  1. Is the behavior distressingly out of the ordinary?
  2. Is this beyond my skill level?
  3. Is this behavior getting worse?
  4. Am I feeling like I want to talk with someone about my observations and concerns?
  5. Does the behavior place anyone at immediate risk?

If you answer “yes” to any of these questions, it is probably a good idea to consult with a colleague. If involving a student, call the University Counseling and Psychological Services (541-737-2131), and ask to talk with the on-call counselor. If that person is not immediately available, and you do not feel you can wait, ask if someone else is available for consultation. CAPS can help you evaluate the situation and assist you in considering your options for intervention. If involving an employee, contact the employee’s supervisor for assistance. If no other resource is available, contact the Department of Public Safety for assistance (7-3010).

**Response:**

**Police: Call 9-1-1**

**OSU Department of Public Safety: Call 737-3010**

1. When a very serious or threatening incident of disruptive behavior occurs in the classroom, academic building, or on the OSU campus, OR the behavior places anyone at immediate risk, call Public Safety Dispatch immediately.

**Recovery:**

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services



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**Appendix G  
Functional Plans**

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**Unit Specific Response Plans for Unit Specific Operations/responsibilities**  
(e.g. Infectious Disease, Triage Center, Animal Care Plans, Chemical Safety plans)