



OSU-Cascades Emergency Operations Plan

**UPDATED: AUGUST 2016
BEND, OREGON**

Promulgation, Approval, and Implementation

The following is the Emergency Operations Plan (EOP) for OSU-Cascades. The EOP 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 OSU-Cascades buildings or OSU Campus. 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 supplemental directions provided by the OSU-Cascades Director of Public Safety (hereafter known as Director) or designated personnel 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 OSU-Cascades Vice President and OSU-Cascades Safety Committee. 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.

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CHRISTINE COFFIN	DATE
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OSU – CASCADES DEPT PUBLIC SAFETY	
_____	_____
BECKY JOHNSON	DATE
OSU-CASCADES VICE PRESIDENT	

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 OSU-Cascades Director of Public Safety, or designee.

Record of Changes

Date	Summary of Change
9-23-16	Initial Plan Publication

Plan Distribution List

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

Date	Distribution	
	Campus Safety Webpage	Electronic copy
	Crisis EDU Phone App	Electronic copy
	Dean of Academic Programs	Electronic copy
	University Public Safety Office	Electronic copy
	Associate VP - Finance and Strategic Planning	Electronic copy
	Director of Enrollment Services & Student Success	Electronic copy
	Facilities and Operations Office	Electronic copy
	COCC Office of Public Safety	Electronic copy
	Associate Director of Student Success	Electronic copy
	Director of Communications & Outreach	Electronic copy
	Associated Students of Cascades Campus	Electronic copy
	City of Bend	Electronic copy
	Security Pros	Electronic copy

Table of Contents

1. Purpose	7
2. Scope	7
3. Overview	7
4. Planning Assumptions.....	9
5. Concept of Operations.....	9
6. Organization and Assignment of Responsibilities.....	9
Oversight.....	10
Preparedness Team.....	10
Response Team.....	11
Recovery Team.....	12
7. Direction and Control	12
a. Decision-making.....	12
b. Control.....	12
8. Communications	13
9. Plan Maintenance	13
Appendix A Communication Contact Lists	15
Appendix B Abbreviations and Acronyms	18
Appendix C OSU-Cascades Hazard Analysis.....	19
Appendix D OSU-Cascades Communication Plan.....	22
Appendix E OSU-Cascades Closure Plan.....	24
Appendix F Emergency Action Plans.....	26
Disaster - Natural or Human Caused	26
Evacuation.....	28
Shelter in Place / Lock Down.....	31
Fire/Explosion.....	33
Medical Injury.....	36
Poisoning.....	38
Chemical Spill.....	40
Transportation Accidents.....	42

**OSU-Cascades
Emergency Operations Plan (EOP)**

Severe Weather 44

Earthquake/Tsunami 46

Building Systems (Utilities)..... 49

Crimes in Progress..... 51

Sexual Assault..... 52

Active Shooter..... 53

Hostage 56

Bomb Threat..... 57

 Bomb Threat Checklist..... 58

Bomb/Suspicious Object 60

Disruptive Person 61

Field Program Emergency 63

1. Purpose

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

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

3. Overview

Oregon and the campus of OSU-Cascades 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. When an emergency or 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.

OSU-Cascades is a major educational and research element for OSU. Students and faculty live on campus, or within commuting distance of the OSU-Cascades campus. Additionally, OSU-Cascades 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 OSU-Cascades campus partners, including Central Oregon Community College, City of Bend, Deschutes 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.

OSU-Cascades Emergency Operations Plan (EOP)

a. Mitigation

OSU-Cascades will 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 will be conducted to develop the response capabilities needed in the event of an emergency. OSU-Cascades will develop supplemental plans and procedures to assist in the overall implementation and maintenance of this EOP. 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 Standard Operating Procedures (SOP)
- Conducting or arranging appropriate training for faculty and staff, 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

OSU-Cascades will 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

When a disaster occurs, OSU-Cascades will 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.

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

4. Planning Assumptions

- Events will occur with no notice
- OSU-Cascades staff, faculty, and volunteer personnel are familiar with their responsibilities to themselves and for 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 responsibility begins with OSU-Cascades staff and faculty. OSU-Cascades will work with local law enforcement agencies, fire departments and other regional entities to prepare for, and respond to emergencies that impact the community outside the OSU-Cascades campus.

When an event (small or large scale) occurs that disrupts the OSU-Cascades operations, notification is made internally to the responsible authority, who determines the appropriate level of response necessary.

If the incident response exceeds the capabilities of the responsible authority, the authority contacts OSU resources and local law enforcement for assistance. This request is escalated to the Incident Management Team (IMT) process.

OSU-Cascades must identify “Essential Personnel” who are essential to the continued operations during curtailment or closure of operations. These personnel will 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 OSU-Cascades.

OSU-Cascades Emergency Operations Plan (EOP)



Oversight

The OSU-Cascades Associate Vice President of Finance and Strategic Planning 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

- OSU-Cascades Director of Public Safety (with guidance from the AVP of Finance and Strategic Planning and in collaboration with the OSU-Cascades Safety Committee and Facilities & Operations Manager) will be responsible for making sure that plans, safety equipment, and infrastructure to deal with an emergency are in place.
- OSU-Cascades Director of Public Safety will convene meetings and seminars and prepare summary materials to increase staff awareness of the content of this plan.
- OSU-Cascades Safety Committee will provide recommendations for policies and plans, participate in exercises, and perform audits of facilities and equipment, and infrastructure.

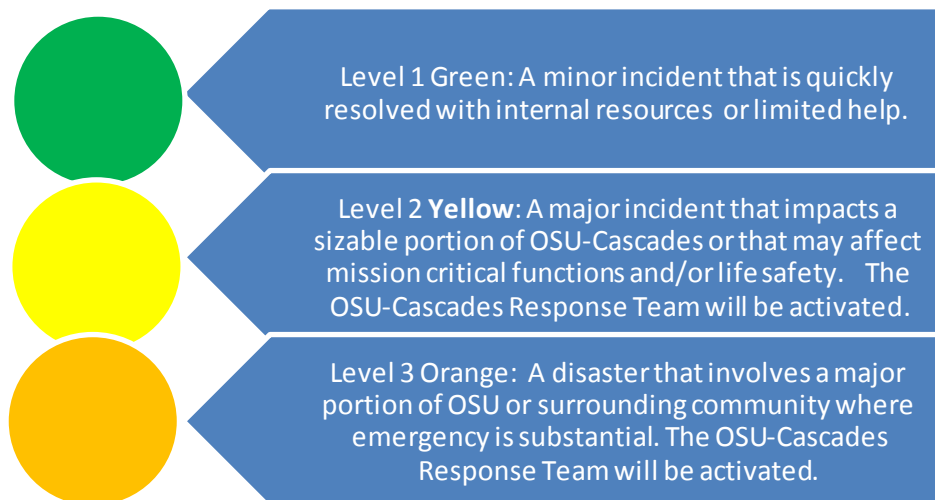
Response Team

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

- Associate Vice President of Finance and Strategic Planning
 - Communicates with the OSU-Cascades Vice President
 - Provides content to the Director of Communication for distribution
 - Communicate with local leadership and policy makers
- OSU-Cascades Director of Public Safety

OSU-Cascades Emergency Operations Plan (EOP)

- Organizes the OSU-Cascades 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 COCC Public Safety Office, if needed
- Communicates with members of the Response Team.
- Communicates with local, state and federal emergency responders including fire departments, law enforcement, Homeland Security, etc.
- Ensures all essential staff are on-site
- Will direct evacuation (via fire alarm pull station) if necessary
- OSU-Cascades Director of Communications and Outreach
 - Secures information to provide to OSU-Cascades personnel (faculty and staff) and/or external audiences regarding an incident, OSU-Cascades' response to it, and any required action
 - Initiates communication message(s)
 - Distributes messages via e-mail, OSU-Cascades.edu alert banner and social media
 - Alerts media and coordinates responses to media inquiries
 - Monitors situation to update messages for personnel, external audiences and media
- OSU-Cascades Director of Enrollment and Student Success
 - Notifies affected graduate and undergraduate students, intern programs and visiting colleges/universities of the current situation
- Central Oregon Community College (COCC) as needed



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:

- OSU-Cascades Director of Public Safety
- OSU-Cascades Vice President
- OSU – Cascades Associate Vice President of Finance and Strategic Planning
- OSU-Cascades Network Administrator (remote from Corvallis)
- OSU-Cascades Dean of Academic Programs
- OSU-Cascades Facilities Manager
- OSU-Cascades Director of Enrollment Services and Student Success
- OSU-Cascades Director of Student Success
- Director of Communications and Outreach

7. Direction and Control

a. Decision-making

When an event occurs, each individual is responsible for immediate life safety response of themselves and personnel under their care. This includes but is not limited to: calling 9-1-1, evacuating the immediate area, activating the fire alarm, and (depending upon level of training) providing first aid, extinguishing fires, and administering an Automatic external defibrillator (AED).

The OSU-Cascades Vice President, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate OSU Administration official or the EOC (if activated).

OSU-Cascades designates the following line of succession in the absence of the VP:

- 1) Associate VP of Finance and Strategic Planning
- 2) Director of Public Safety

b. Control

The OSU-Cascades Director of Public Safety is responsible for the coordination of OSU-Cascades response event and allocating resources

OSU-Cascades will organize and coordinate event response from the following locations (in order of preference):

- 1) Century Annex Building, 497 SW Century, Suite 105
- 2) Graduate and Research Center, Suite 7215 (541-322-3100)
- 3) Tykeson Hall Library

8. Communications

Several avenues exist for communication to OSU-Cascades 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
- Short Message Service (SMS)/Text
- E-mail
- OSU-Cascades website
- Social Media
- OSUAlert or COCC Alert
- Radio
- Courier

The OSU-Cascades Director of Communications will be consulted for assistance and distribution of information. In extreme circumstances, the OSU University Relations and Marketing Department may be consulted and the OSU Crisis Communication Plan may be activated.

9. Plan Maintenance

The OSU-Cascades EOP is developed through the OSU-Cascades Operations Committee. The OSU-Cascades Director of Public Safety is 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 event response, and changes to the threat environment.

The plan will be reviewed and re-promulgated every three years, at a minimum.

Questions about this plan should be directed to OSU-Cascades Director of Public Safety.

Appendices

- A. Communication Contact List
- B. Abbreviations and Acronyms
- C. OSU-Cascades Hazard Analysis
- D. OSU-Cascades Communications Plan
- E. OSU-Cascades 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) Fire/Explosion
 - 5) Medical Injury
 - 6) Poisoning
 - 7) Hazardous Materials
 - a. Chemical spill
 - b. Radiological material spill
 - 8) Transportation Accidents
 - 9) Natural Hazards
 - a. Weather
 - b. Earthquake
 - c. Tsunami
 - d. Volcanic activity
 - 10) Utility Failures
 - 11) Threat of Violence
 - a. Bomb Threat (w/ checklist)
 - b. Bomb/Suspicious Object
 - c. Suspicious person
 - d. Hostage
 - e. Active Shooter
 - 12) Terrorism
 - 13) Interpersonal emergencies
 - a. Disruptive student
 - 14) Field Program Emergency
- G. Unit Specific Response Plans for Unit Specific Operations/responsibilities
 - 1) Tourism and Outdoor Leadership
 - 2) Cascades Adventures

**Appendix A
Communication Contact Lists**

Important Phone Numbers http://osucascades.edu/campus-safety		
Post This Page Near Your Phone		
	On Campus	Off-Campus
POLICE / FIRE / Emergency Medical Assistance	9-1-1	9-1-1
OSU-Cascades University Public Safety	541-322-3110 541-322-3199 (internal)	541-322-3110 541-322-3199 (internal)
COCC Public Safety Office	9-541-383-7272	541-383-7272
Security Pros, Inc	9-541-330-0404	541-330-0404
OSU-Cascades Facilities & Operations	2-2053	541-322-2053
City of Bend Police (Non-Emergency)	9-541-693-6911	541-693-6911
City of Bend Fire (Non-Emergency)	9-541-693-6911	541-693-6911
Saint Charles Med Center	9-541-382-4321	541-76382-4321
Vice President's Office	2-3313	541-322-3113
OSU Oregon State Police	9-541-388-6213	541-388-6213
Oregon Poison Control Center	9-1-800-222-1222	1-800-222-1222
Saving Grace (Family and Sexual Violence Services)	9-541-389-7021	541-389-7021
Cascades Student Wellness	23171	541-322-3171
OSU Environmental, Health & Safety (EH&S)	7-2273	541-737-2273

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Appendix B
Abbreviations and Acronyms

Abbreviation	Definition
BPD	Bend Police Department
COCC	Central Oregon Community College
DCSO	Deschutes County Sheriff Office
EH&S	OSU Environmental, Health and Safety
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
OSP	Oregon State Police
OSU	Oregon State University

Appendix C OSU-Cascades Hazard Analysis

The incident planning checklist outlines potential emergencies that may be encountered by OSU-Cascades and should be addressed when developing criteria for planning for specific events.

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

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

<p>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</p>	<p>Effect the hazard has to the Health and Welfare 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</p>	<p>Vulnerability to research operations (3) High risk (2) Medium risk (1) Low risk</p>	<p>Vulnerability of academic operations (3) High risk (2) Medium risk (1) Low risk</p>	<p>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</p>	<p>Assessment Score = Occurrence * H&S * Research * Academic * Property</p>
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	Occurrence Score	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
Fire Emergencies						
Minor Fire - 1 room	3	2	1	2	1	12
Major Fire - 3 or more rooms	2	4	1	3	3	72
Explosion	2	4	1	3	3	72
Medical Emergencies						
Death/Homicide	4	1	1	1	1	4
Injury	5	1	1	1	1	5

	Occurrence Score	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
Food Poisoning	2	1	1	2	1	4
Mass Casualties	1	3	1	2	1	6
Disease Outbreak	1	3	1	3	1	9
Odors	2	1	1	1	1	2
Animal	1	1	1	1	1	1
Hazardous Materials						
Material Release (air)	1	1	1	2	1	2
Spill/Exposure	1	1	1	2	1	2
Radiation Exposure	1	1	1	1	1	1
Asbestos Release	1	1	1	1	1	1
Biological exposure	1	1	1	2	1	2
Transportation Accidents						
Automobile Accident	2	1	1	1	1	2
Aircraft Collision with Building	1	1	1	1	1	1
Pedestrians/Bicyclists	5	1	1	1	1	5
Non-road vehicle (Tractor/farm)	1	1	1	1	1	1
Maritime/Aviation	1	1	1	1	1	1
Evacuation						
Sporting Events	1	1	1	1	1	1
Planned Events	1	1	1	1	1	1
Building Evacuation	1	1	1	1	1	1
Shelter-in-place	1	1	1	1	1	1
Natural Hazard						
University Closure	5	1	1	1	1	5
Flooding	1	1	1	1	1	1
Ice/Snow Storm	5	1	1	1	1	5
High Wind/Tornado	1	1	1	1	1	1
Earthquake/Tsunami	1	5	1	3	3	45
Utilities/Infrastructure					1	
Telephone/Telecom Failure	4	1	1	1	1	4
Electrical Failure	4	1	1	1	2	8
Loss of Water Availability	2	2	1	1	1	4
HVAC Failure	2	1	1	1	1	2

	Occurrence Score	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
Hood Ventilation Failure	2	1	1	2	1	4
IT Failure - Data transmission	1	1	1	1	1	1
IT Server Hardware failure	3	1	1	1	1	3
Structural Failure	1	5	1	3	3	45
Threat of Violence						
Bomb Threat	1	1	1	1	1	1
Bomb/Suspicious Object	1	2	1	2	2	8
Campus Violence/Suspicious Person	2	3	1	1	1	6
Weapons	5	1	1	1	1	5
Vandalism	3	1	1	1	1	3
Hostage Situation	1	3	1	2	1	6
Active Shooter/Lock Down	1	3	1	2	1	6
Terrorism						
National/State Level	2	1	1	1	1	2
Local Level	1	1	1	1	1	1
Interpersonal Emergencies						
Sexual Assault	4	2	1	1	1	8
Stalking	5	1	1	1	1	5
Relationship/workplace Violence	1	3	1	1	1	3
Missing Student/Staff	1	3	1	1	1	3
Study Abroad Incident	1	1	1	1	1	1
Suicide	1	3	1	1	1	3

Appendix D OSU-Cascades Communication Plan

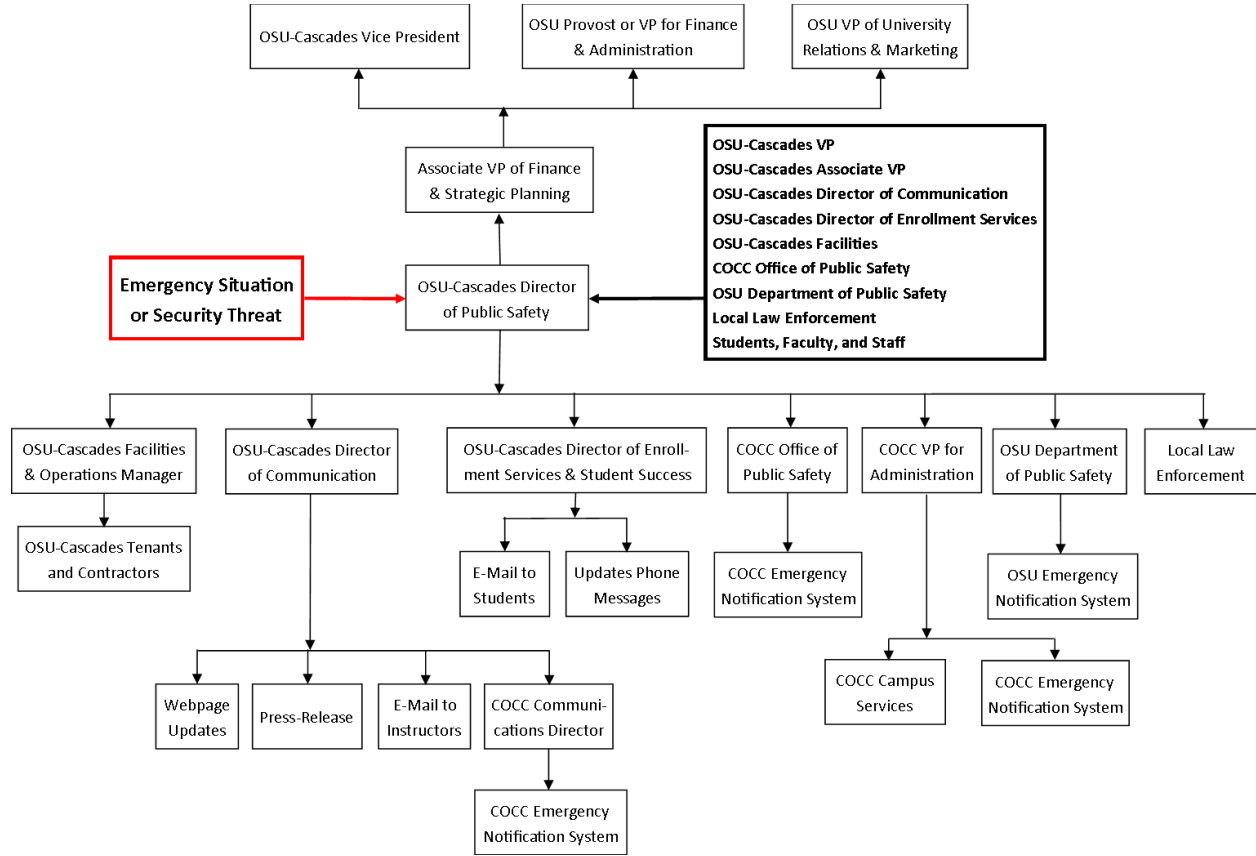
1. See Appendix A for contact name and phone numbers
2. Communication of an emergency may come from various sources and may be communicated to various members of OSU-Cascades administration. Each member of the administrative staff has a responsibility to communicate incidents and concerns to university leadership to ensure situations are addressed appropriately. Any individual who receives a report of an incident that may impact OSU students, employees, or campus operations shall report the incident to the Director of Public Safety who serves as the primary point of contact and will further distribute communications based on the situation and the risk presented.

OSU-Cascades

3. OSU-Cascades Director of Public Safety will notify:
 - a. OSU-Cascades Associate Vice President of Finance & Strategic Planning, who will notify:
 - OSU-Cascades Vice President
 - OSU Provost or VP for Finance & Administration
 - Facilities & Operations Manager
 - b. OSU-Cascades Director of Communication and Outreach, who will notify:
 - OSU VP of University Relations and Marketing
 - Post message to OSU-Cascades web page and via social media
 - Serve as liaison to news media per the Campus Crisis Communication Plan
 - Notify affected faculty and staff via e-mail
 - Communicate with COCC College Relations Director
 - c. OSU-Cascades Assistant Director of Student Success, who will:
 - Notify affected students and interns via e-mail
 - Update telephone messages
 - Housing notifications
 - d. Tenants and contractors who lease space from OSU-Cascades or provide services to OSU-Cascades
 - e. OSU-Cascades Department of Public Safety: 541-322-3110 (and/ or email to: public.safety@oregonstate.edu) for dissemination to the OSU Web page and “Quick Check” weather hotline
Local law enforcement and emergency service providers OSU-Cascades
4. Contingencies
 - a. If the OSU-Cascades Director of Public Safety is incapacitated, the Associate VP of Finance & Strategic Planning shall be notified and will assume the responsibility of coordinating response and recovery.
 - b. If the OSU-Cascades Associate VP of Finance & Strategic Planning is incapacitated, the OSU-Cascades Vice President shall be notified and will assume responsibility for coordinating response and recovery.

- c. Telephone outages should be anticipated, and staff should be advised to check more than one source (e.g., web, radio) for confirmation of information.

5. Communication Flow Chart:



Appendix E

OSU-Cascades Closure Plan

If circumstances require emergency closure of OSU-Cascades, the following procedures shall be followed to ensure maintenance of essential services and effective communication to employees, students, and volunteers. Closure of OSU-Cascades may entail: cancellation of all classes and academic functions; closure of specific buildings; or complete closure of the entire campus, in which case accommodation must be made for on-campus residents.

1. Decision-making

The decision to change the hours of operation or schedule of classes for OSU-Cascades on any given day (or to open late or close early) due to an emergency rests with the OSU-Cascades Vice President. The Vice President will communicate to the Associate Vice President of Finance and Strategic Planning and Director of Public Safety. The Associate Vice President may delegate authority to close campus or suspend operations. The Associate VP and Director of Public Safety will collaborate and recommend action to the Vice President.

- a. In cases where the OSU-Cascades Vice President is unavailable incapacitated, the person with delegated authority (assigned by the Vice President prior to the event) shall make decisions about campus closure
- b. If no one is designated during the incapacitation of the authority or the designee cannot be reached, the following are to be contacted, in order:
 - 1) Primary designee: OSU–Cascades Associate Vice President of Finance & Strategic Planning
 - 2) Secondary designee: Facilities and Operations Manager
 - 3) Tertiary designee: Director of Public Safety

2. OSU-Cascades Notification

- a. Decisions on OSU-Cascades campus closure will follow the procedures outlined above.
- b. Notification of any delayed opening or closure shall be communicated immediately according to Appendix D – Communication Plan
 - 1) Internal communication methods to reach appropriate personnel will utilize:
 - Call trees
 - OSU Alert or COCC Alert system
 - Email lists
 - Web Site
 - Social Media
- c. After an all-clear has been received or normal operations can resume, the OSU-Cascades Facilities and Operations Manager will notify the Response Team who will use the Communication Plan to inform personnel that they may return to OSU-Cascades. Generally, for an inclement weather closure, the duration of the closure

will be specified in the initial campus closure announcement, with an anticipated date and time at which normal operations will resume. Personnel should not expect additional communication that the campus has reopened following such an event.

Appendix F
Emergency Action Plans

Disaster - Natural or Human Caused

Mitigation:

- OSU-Cascades annually reviews and updates portions of the Emergency Operations Plan
- OSU-Cascades conducts periodic education of the EOP to faculty and staff to ensure knowledge of responsibilities
- Facilities at OSU-Cascades have been constructed using the most current building codes and construction practices, which ensure facilities are prepared to withstand most disasters. Uninterrupted power supplies (UPS), emergency lighting, and other systems are in place to provide for all basic life-safety needs.

Preparedness:

- OSU-Cascades has developed the EOP to describe the campus emergency management system for extraordinary situations that are likely to have a catastrophic effect on the normal functions of OSU-Cascades facilities, operations, programs, and the surrounding area.
- The OSU-Cascades EOP has been developed to respond to the needs of OSU-Cascades during a disaster and the Plan will be placed into operation by the OSU-Cascades Vice President when an incident reaches proportions beyond the capacity of routine procedures.
- When the OSU-Cascades EOP is activated, with the exception of an earthquake, fire, or other event that renders the facility unsafe the OSU-Cascades Disaster Operations Center (the "Center") will be located at the OSU-Cascades Graduate and Research Center: 650 SW Columbia Street, Suite 7215; Bend, Oregon
- If the telephone system is not operational, alternate communication methods will be established by OSU-Cascades. Alternate communications may include, but are not limited to: verbal communication, cell phones, e-mail, written communication using couriers, or two-way radios.

Response:

Police: Call 9-1-1

OSU-Cascades Public Safety Office: Call 9-541-322-3110

1. Remain calm.
2. Report unsafe conditions or need for medical assistance to 9-1-1 and the OSU-Cascades Facilities & Operations Manager's Office.
3. Render first aid, CPR, or an AED, 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 or use gas or electric devices until the emergency personnel determine that it is safe to do so.
7. Do not attempt to fight a fire until after you have notified 9-1-1 that there is a fire, have activated the building fire alarm, have obtained fire extinguisher training, and feel safe to do so.

Recovery:

- Check in with OSU-Cascades leadership to determine response status. The best source of information for the public will be the OSU-Cascades webpage
- Do not enter an evacuated space until you receive official communication that the space is safe
- Once entering an evacuated building, inspect your work area and report any issues to your manager or directly to the Director of Public Safety.

Appendix F Emergency Action Plans

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.

Preparedness:

- Learn where the closest two evacuation points are located, relative to your work area
- Learn where the evacuation assembly point is located for your building
- 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 OSU-Cascades Facilities and Operations Manager 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. Do not attempt to bring items that are heavy, bulky, or may impede your ability to evacuate. The kit may include:
 - Car and Building keys
 - Coat/jacket
 - Pocketbook
 - Medication
 - Appropriate footwear
 - Emergency contact numbers
- If there is an immediate threat to your safety, evacuate immediately. If conditions permit, review your workplace and identify areas that must be addressed before evacuating.
 - Valuables or sensitive files 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
- Review building specific emergency or evacuation plans on an annual basis, at a minimum

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
 - All OSU-Cascades employees share the responsibility 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 (stairway door). Rescue personnel will search these areas first, and help individuals with disabilities evacuate the building.
 - If an area is not accessible, go to an area that provides a barrier between you and the hazard
 - Communicate with responders
 - Dial 9-1-1 or OSU-Cascades Public Safety (541-322-3110)
 - 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)

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 OSU-Cascades Director of Public Safety or other leadership.

Classroom / Lab Instructors

1. Identify an assembly point 50 feet from the building for students
2. Direct students to exit through the nearest and safe 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.

Recovery:

- Check in with OSU-Cascades 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

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 there is an imminent threat of stormy weather or violence
- 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. In a weather event, go to the lowest level of the building, stay in interior hallways, away from glass doors, windows, and objects that could fall.
3. If an outside chemical or hazardous material causes a need for sheltering, go to the highest floors of the building.
 - Close exterior doors and windows
 - Shut down the building’s air handling system
4. In a lock down situation:

- If safe to do so, lock the exterior doors
 - Seek shelter inside a room with a locking door and barricade yourself in
 - 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
 - OSU-Cascades Department of Public Safety at 541-322-3110
 - Or other leadership
 6. Monitor TV or website news, if possible.
 7. Wait for official notice to resume normal activities from:
 - OSUAlert notification
 - COCC emergency alert
 - University or law enforcement official 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 OSU – Cascades Director of Public Safety or other leadership.

Recovery:

- Check in with OSU-Cascades leadership to determine response status
- Do not exit the building until advised to do so by a University or law enforcement official

Appendix F
Emergency Action Plans

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 with 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
- Safety Committee will conduct quarterly room inspection of common areas to reduce fire hazards
- Participate in required annual evacuation drills
- Identify staff/faculty responsibilities:
 - 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 Facilities & Operations Manager

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 OSU-Cascades Facilities and Operations Manager any obstructions or limitations to the evacuation routes

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 throughout the building
 - Strobe lights will be activated 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 safe 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/OSU-Cascades Public Safety Officer or senior leader 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.
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 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-Cascades Public Safety (541-322-3110)
 - 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 and the fire alarm has been activated prior to attempting to extinguish the fire.

Recovery:

- Check in with OSU-Cascades Leadership to determine response status
- Do not enter a building until you are informed it is safe to do so by police or fire officials
- 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 the OSU-Cascades Director of Public Safety for additional monitoring or questions regarding the work environment after a fire event
- Contact the OSU-Cascades Facilities & Operations Manager to schedule or verify that repair work is being conducted

Appendix F
Emergency Action Plans

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, CPR, and use of an Automated External Defibrillator (AED)
- Develop an emergency medical plan if emergency medical help is greater than 30 minutes away. The most likely circumstance will be field-trips and travel in remote areas
 - Identify method to communicate with emergency responders
 - Identify means of transportation to a point where the ambulance can be met
 - Have a first aid-trained person available and identify the individual's expertise to others
 - Have a first aid kit in close proximity to event or activity

Preparedness:

- Know where the workplace medical response items are located (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

OSU-Cascades Department of Public Safety: 541-322-3110

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 the OSU-Cascades Department of Public Safety for notification and assistance.
3. Call out for help so others nearby can respond to the event
 - 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.
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-Cascades

Appendix F Emergency Action Plans

Poisoning

Mitigation:

- Review the types and purpose of poisonous materials and properly dispose of if no longer needed for a university function, or replace with a less poisonous substance.
- Properly label poisonous materials and ensure labeling is legible
- Ensure toxic materials are properly stored in a secure facility and appropriate notifications are visible

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 when handling toxic materials.

Response:

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

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

If a toxic material is splashed in eyes:

1. Call out for help so others can assist 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. Use an emergency eyewash station if there is one readily available
3. Evacuate the room or building if there is a release of a magnitude and/or toxicity that could have widespread impacts
4. Call 9-1-1 for medical assistance, if needed
5. Call Poison Control Center
6. Contact employee's supervisor
7. Contact OSU-Cascades Director of Public Safety.
8. Protect yourself and others against exposure to hazardous materials.

If a toxic material comes in contact with skin:

1. Call out for help so others can assist you
2. Take off contaminated clothing, rinse skin with running water for up to 15 minutes. If exposure extends beyond the hands, use an emergency shower if there is one readily available
3. Call 9-1-1 for medical assistance, if needed
4. Call Poison Control Center

5. Contact employee's supervisor
6. Contact OSU-Cascades Director of Public Safety.

If a toxic material is inhaled:

1. Call out for help so others can assist you
2. Move victim to fresh air, open doors and windows
3. Call Poison Control Center, 1-800-452-7165
4. Contact OSU-Cascades Director of Public Safety.
5. Contact employee's supervisor
6. Protect yourself against exposure to toxic materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.

If poison is ingested:

1. Call out for help so others can assist 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 OSU-Cascades Director of Public Safety.
6. Contact employee's supervisor

Recovery:

- Follow OSU-Cascades Chemical Spill response procedure (Appendix F) to clean up toxic materials and exhaust toxic gases
- If the injured person is an employee, contact the employee's supervisor and initiate the reporting procedures as directed. (HR Advocate web site <http://hr.oregonstate.edu/benefits/workers-compensation-resources> and Form 801 (Report of Accident/Illness))

Appendix F
Emergency Action Plans

Chemical Spill

Mitigation:

- Identify and obtain spill response materials, based on the chemical substances being used in OSU-Cascades facilities (to include PPE)
- Develop a spill response plan specific to the chemicals being used in OSU-Cascades facilities

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 when using the chemical
 - Know the spill response plan for the subject chemical

Response:

Medical Response: Call 9-1-1

HAZMAT Response: Call 9-1-1

Facilities & Operations Manager: 541-382-2048

1. Alert people in the immediate area to evacuate; close doors to quarantine affected area
2. Determine the size of the spill and respond appropriately, according to the spill response plan
 - If safe to do so, prevent further release of the hazardous material
 - Immediately evacuate the area if the spill poses a threat to others.
 - Obtain spill control materials if available
 - Protect yourself with appropriate Personal Protective Equipment (PPE)
 - Contain and control the spill
 - Dispose of material correctly or wait for help if the material is in a stable condition
3. Attend to injured or contaminated person, if safe to do so
4. Have person with knowledge of incident and facility 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.
 - a. See Appendix E – 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 OSU-Cascades spill response procedures to clean up water and chemical waste
- Report spills to Environmental Health and Safety for assistance with regulatory reporting

Appendix F
Emergency Action Plans

Transportation Accidents

Mitigation:

- Complete required training and paperwork prior to traveling or operating a motor vehicle
- If operating special equipment (towing or carrying a load that needs tied-down, for example), seek special training or help

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, including, but not limited to: tire pressure, lights, and blinkers
 - 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

COCC Public Safety/Security Response: Call 541-383-7272

OSU Motor pool: Call 1-866-253-5671

OSU Risk Management: Call 541-737-7350

1. Stop driving 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. Request that law enforcement file a written report
6. Follow OSU accident reporting procedures (found in OSU vehicle)
<http://motorpool.oregonstate.edu/vehicles/accidents-and-assistance>
7. Contact Risk Management at 541-737-7350 to report ALL accidents regardless of the amount of damage.

Recovery:

- Report the accident, to the University Motor Pool by calling (866) 253-5671 and submit the **State Self Insurance Claim** form. Communicate the accident to the Facilities and Operations manager.
- 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 involved in the accident, complete the web based HR Advocate Incident reporting <http://hr.oregonstate.edu/benefits/workers-compensation-resources>
- If an employee is injured, complete a Form 801 (Report of Accident/Illness) and the web based HR Advocate Incident reporting (<http://hr.oregonstate.edu/benefits/workers-compensation-resources>)

Appendix F Emergency Action Plans

Severe Weather

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

Mitigation:

- Conduct risk analysis of OSU-Cascades outside operations
- Develop personnel safety threshold criteria for automatic protective actions
- Develop event safety threshold criteria for automatic cancellation or implementation of protective actions
- Review OSU-Cascades 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 event
- Obtain appropriate response equipment for weather related events
- Seasonally, review weather related information to better prepare for events
- Educate staff, faculty, and students

Response:

- Heat
 - Hydrate
 - Monitor work/rest level
 - Avoid sunshine/create shade
 - Monitor health of animals
 - Protect skin and eyes from UV radiation exposure by using sunblock, hat, sunglasses, etc.
- 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 in case the winds become extreme

- 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)
 - Carry appropriate equipment in vehicle:
 - Blankets
 - Food and water
 - Ice scraper
 - Full tank of gas
 - Hat and gloves
 - Minimize exposure to the cold by staying indoors. 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)
 - When working in the cold, take breaks and drink lots of water
 - Campus closure will follow the procedures in Appendix E – OSU-Cascades Closure Plan.
- Wild Fire
 - Monitor advisories prior to departing on travel/field trips
 - Monitor the Oregon Department of Forestry burning restrictions: <http://www.oregon.gov/ODF/Fire/Pages/Restrictions.aspx>
 - Communicate location regularly if traveling into remote areas that are susceptible to fire
 - If building a fire, be prepared to properly extinguish with dirt and water
 - Campus evacuation will follow the procedures in Appendix E – OSU-Cascades Closure Plan. OSU-Cascades officials will work with law-enforcement officials preceding and throughout any advisory or mandatory evacuations to ensure personnel are evacuated and that OSU-Cascades' assets are protected.

Recovery:

- Check on welfare of fellow staff/faculty/students
- Review work place for post-event damage. Contact Facilities & Operations Manager to request repair
- Review event response and adjust response plan if necessary

Appendix F Emergency Action Plans

Earthquake/Tsunami

Mitigation:

- Secure, or ask Facility Operations 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
 - Away from windows
 - Away from objects that may fall
- Identify shutoff valves for water, gases, and power
- 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, home, and your commute, and be familiar with the tsunami evacuation route map (if traveling to a tsunami-prone area)
- Frequently review the earthquake Emergency Action Plan (this appendix) and the “DO NOTs” noted
- Have a backpack ready with emergency gear; see 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.
- 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 (following the earthquake) in case of any aftershocks.
- Brief visitors including students and others working at OSU-Cascades
- 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). Communication will follow Appendix D: OSU-Cascades Communication Plan

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 shaking has subsided and 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. Stay away from overhead power lines that could fall and do not go near power lines that are laying on the ground.
4. 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
- Expect aftershocks and more building damage to occur
- Extinguish small fires
- Turn off natural gas and water if there is an apparent leak and if safe to do so; wait for utility company to inspect the facility. Utilities may only be turned back on by facilities staff, and once the Facilities & Operations manager has deemed it safe to do so.
- Follow OSU-Cascades guidance for follow-on activities.

Appendix F
Emergency Action Plans

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 events

Preparedness:

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

Response:

OSU-Cascades Public Safety: 541-322-3110

Environmental Health & Safety: 541-737-2273

In the event of extended utility loss or suspected leak (power, water, sewage backup, etc.) at 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
 - c. Odor is detected (like rotten eggs or sulfur)
2. Contact the Department of Public Safety to report the problem
3. In the event of a suspected natural gas leak, call 9-1-1 and the local gas company (Cascade Natural Gas 24-hour hotline: 888-522-1130)
4. Ensure the backup generator has started for a power outage
5. 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
6. Be prepared to provide fire monitors if occupancy is permitted during a utility outage
7. 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
 - 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 the Facilities & Operations manager 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.
3. If the natural gas has been turned off, only a representative from the gas utility may turn it back on.

Appendix F
Emergency Action Plans

Crimes in Progress

Mitigation:

- **Employ personal safety practices**
- **Lock doors, vehicles and security items of value when unattended**

Preparedness:

- **Attend personal safety and security training**
- **Review safety procedures on OSU-Cascades Public Safety web site**
- **Always be aware of your surroundings**

Response:

Police: Call 9-1-1

OSU-Cascades Department of Public Safety: 541-322-3110

1. Move to a safe location.
 - 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 COCC Public Safety or OSU-Cascades' security contractor. 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
- Write down your own account of what happened, for future reference

Appendix F
Emergency Action Plans

Sexual Assault

Mitigation:

- Employ personal safety practices
- Monitor consumption of alcohol
- Be alert to aggressive behaviors

Preparedness:

- Attend personal safety and security training
- Review safety procedures on OSU-Cascades Public Safety web site
- Always be aware of your surroundings
- Make a plan when going out
- Do not share drinks or food from unknown sources
- Always keep your cell phone charged and on
- Trust your instincts-get to safe place immediately

Response:

Police: Call 9-1-1

Emergency Medical Response: Call 9-1-1

OSU-Cascades Department of Public Safety: 541-322-3110

Survivor Support:

Saving Grace 24-Hour Hotline: 541-389-7021

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.

Recovery:

- Check in with supervisor for access to OSU support systems

Appendix F
Emergency Action Plans

Active Shooter

Mitigation:

- Install locks or devices on interior doors that allow the door to be manually locked from the inside and/or electronically locked from a remote location
- Develop an access policy to define the hours that public doors will be unlocked and locked
- Develop an access policy for distribution of keys and access cards

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 under normal circumstances and in an emergency situation
- 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

OSU-Cascades Department of Public Safety: 541-322-3110

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

1. Try to remain calm.

2. 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-Cascades 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. If you cannot run away, seek immediate shelter.
- a. Proceed to a room that can be locked or barricaded.
 - b. Without drawing attention, 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 to enter or leave the building.

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

1. 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

Appendix F Emergency Action Plans

Hostage

Mitigation:

- Always Lock doors and windows when practical
- Install locks or devices on interior doors that allow the door to be manually locked from the inside and/or electronically locked from a remote location
- Develop an access policy to define the hours that public doors will be unlocked and locked
- Develop an access policy for distribution of keys and access cards

Preparedness:

- Review with staff and faculty how to respond to acts of violence
- Attend personal safety and security training
- Review safety procedures on OSU-Cascades Public Safety web site
- Always be aware of your surroundings

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.
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

Appendix F
Emergency Action Plans

Bomb Threat

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:

Police: Call 9-1-1

OSU-Cascades Department of Public Safety: 541-322-3110

1. Keep the caller on the phone as long as possible
2. Get detailed information from caller (use Bomb Threat Checklist); record the call if able
3. Look at telephone display, if equipped, write down the number.
4. Have someone call 9-1-1 and OSU-Cascades Department of 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 OSU-Cascades Department of Public Safety: 541-322-3110
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 Department of Public Safety.

Recovery:

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

Bomb Threat Checklist

Report immediately to 9-1-1.

Then contact the OSU-Cascades Department of Public Safety: 541-322-3110

Fill checklist out completely, immediately after bomb threat.

Date ____/____/____

Name: _____

Position: _____

Phone number call received at: _____

Questions to ask: (record exact wording)

1. Where is the bomb located?
2. What time is it set to go off?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

10. Notes:

Gender of caller _____

Age _____

Race _____

Duration of call _____

(see next page)

If the Caller's voice is familiar, whom did it sound like? _____

Caller's voice was:

_____ Calm	_____ Crying	_____ Deep
_____ Soft	_____ Loud	_____ Laughing
_____ Raspy	_____ Familiar	_____ Nasal
_____ Stutter	_____ Distinct	_____ Accent
_____ Slow	_____ Disguised	_____ Excited
_____ Deep Breathing	_____ Angry	_____ Normal
_____ Ragged	_____ Lisp	_____ Crackling Voice

Background Sounds

_____ Street Noises	_____ House Noises	_____ Clear
_____ Local	_____ Static	_____ Voices
_____ Office Equipment	_____ Motor	_____ Factory Equipment
_____ Long Distance	_____ Phone Booth	_____ PA System
_____ Music	_____ Animal Noises	_____ Crockery
_____ Other	_____	_____

Threat Language

_____ Well Spoken	_____ Foul	_____ Irrational
_____ Incoherent	_____ Taped	_____ Message Read by Caller

Appendix F
Emergency Action Plans

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
- Post the suspicious package poster in the mail handling area
 - USPS <http://about.usps.com/posters/pos84.pdf>

Response:

Police: Call 9-1-1

OSU-Cascades Department of Public Safety: 541-322-3110

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 COCC 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

Appendix F Emergency Action Plans

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 is appropriate, if a student. 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 student or employee
 - 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 is distressed include:
 1. Excessive class absences
 2. Declining academic 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 student
 - 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 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 you are unsure about whether or how to intervene with a student who appears to be distressed, ask yourself the following questions;
 1. Is the student's behavior distressingly out of the ordinary?
 2. Is this beyond my skill level?
 3. Is this student's 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. Call the OSU-Cascades Counseling Center <http://osucascades.edu/free-counseling-community-members> or call 541-322-2047, 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. UCPS can help you evaluate the situation and assist you in considering your options for intervention.

Response:

City of Bend Police, non-emergency line: 541-322-2960

OSU-Cascades Department of Public Safety: 541-322-3110

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

Appendix F
Emergency Action Plans

Field Program Emergency

OSU-Cascades students, staff, and faculty participate in various programs and events in which they work and learn outside the confines of the college campus. Instructors conduct field trips, research efforts often require prolonged field time, and the Cascade Adventures program provides non-academic opportunities to participate in outdoor activities.

Mitigation:

- All participants must complete a medical history form, which must be updated at least once a year, or when new conditions arise.
- All participants must complete an emergency contact form, which must be updated at least once a year.

Preparedness:

- Cascade Adventure trip leaders must hold a minimum Wilderness First-Aid certification from a recognized organization

Response:

- The group leader's primary resource is the group of people on the trip; outside help could take several hours to arrive.
- It is the group leader's responsibility to assess the situation and should consider: eminent dangers, the location of all members of the group, injuries that have occurred, special needs of group members (e.g. medication), resources available (e.g. food and water).
- The group leader should first contact emergency services at 9-1-1 and provide the location and a summary of the situation.
- When conditions warrant, the group leader will contact university leadership: the Director of Enrollment Services and Student Success, the Dean of Students, or the Vice President.
 - Further communication will follow Appendix D – OSU-Cascades Communication Plan.

Recovery:

Upon return to campus, the group leader will meet with university leadership to debrief on the situation and current status