University of Portland | Public Safety

EMERGENCY & PUBLIC SAFETY RESOURCE GUIDE

EMERGENCY
503-943-4444

NON-EMERGENCY
503-943-7161

www.up.edu/publicsafety

7/26/2014

EMERGENCY MANAGEMENT AT THE UNIVERSITY OF PORTLAND

Emergencies can come without warning at any time. Being prepared to handle emergency incidents is an individual, as well as an organizational, responsibility. This guide has been developed by the Department of Public Safety to assist in minimizing the effects from such events. Please read the contents thoroughly. Once you are familiar with the information, you will be able to protect yourself and others.

The information included in this guide is intended to cover most emergency actions, but is not all-inclusive. Common senses must prevail when instructions are not available. No matter what the crisis is, THINK before you ACT. Then, act swiftly to minimize your exposure to danger.

YOUR SAFETY IS OF PRIMARY IMPORTANCE

If you have questions concerning a unique situation not covered in this manual or if you wish additional information regarding emergency preparedness, contact the Public Safety Department at 503-943-7161 or email at: publicsafety@up.edu

WHAT CAN YOU DO NOW:

Get to know your building and Building Safety Monitor or Building Floor Safety Monitor. Keep the guide where it will be immediately available for quick reference in an emergency. Maintain personal emergency supplies at work or in your car: change of clothes, shoes, snacks, flashlight, prescription meds., etc. (www.redcross.org/services/disaster)

The University of Portland Campus Community Emergency Response Team hosts training each semester. For more information email publicsafety@up.edu and www.up.edu/publicsafety under Emergency Management

Portland Office of Emergency Management has volunteer opportunities for the Neighborhood Emergency Teams (NETs). For more information and to sign-up for training: (http://www.portlandonline.com/oem/)

Volunteer Opportunities:
To become a Building Safety Monitor, contact the Public Safety Department, x7161.

For First Aid and CPR training: the American Red Cross offers low cost classes conducted by the ARC. Go to www.redcross-pdx.org/ to enroll in classes.

EVACUATION ASSEMBLY AREAS

MEDICAL EMERGENCY

IF MEDICAL EMERGENCY REQUIRES IMMEDIATE MEDICAL ATTENTION OR IS LIFE THREATENING, CALL 9-1-1. Call the Public Safety Office at 503-943-4444 or ext. x4444.

If poisoning is suspected, contact the Poison Control Center 1-800-222-1222.

If the medical emergency is not life threatening, follow the procedures below:

Call Public Safety at x4444 and state the nature and location of the emergency.
Give all pertinent information to the dispatcher:

- Location
- Person or persons involved
- Type of injury
- Other pertinent information

Automated External Defibrillators (AED)

Automated External Defibrillators (AED) are located in the Chiles Center, Buckley Center Mail Center, Bauccio Commons, Shiley Hall 2nd Floor, Franz Hall 1st floor, Fields Schoenfeldt Hall Basement, Clark Library, LP Tennis Center, and Howard Hall, and each of the campus Public Safety vehicles. The devices provide simple verbal instructions for the untrained; however if assistance is required call Public Safety before starting the use of an AED.

Emergency Stryker Evacuation Stair Chairs

Evacuation chairs are located in every building on campus with no ground egress. Chairs are located in stairwells or elevator lobby areas. For exact locations, consult the Building Evacuation Maps located throughout the building.

Steps to Manage a Seizure

Ease person to the floor and loosen constricting clothing such as ties. A seizure cannot be stopped, so let it run its course.

Remove any hard or sharp objects that may injure the person.

Do not force anything between the teeth. Turn the head to the side for release of saliva. Place something under the head for cushion.

Contact Public Safety at 503-943-4444 or x4444 from any campus phone.

ACTIVE SHOOTER / EMERGENCY LOCKDOWN

IN AN ACTIVE SHOOTER EMERGENCY
Make a decision, trust your instincts, and take action to protect yourself to survive the situation. You generally will have three options:

Run – Hide – Fight

RUN FOR SAFETY:

- Have an escape route and plan in mind.
- If you can, and you deem it safe, get out and get to a safe place.
- Leave belongings behind, but take your cell phone if it is handy.
- Help others escape, if possible.
- Prevent others from entering an area where the active shooter may be.
- Call 911 when you are safe.
- Keep hands visible around Law Enforcement.

HIDING IN A SAFE PLACE:

- Find a hidden location, or area, out of the shooters view.
- Lock the door or block the entry to your hiding place.
- Remain quiet, silence cell phones, and spread out away from other individuals.

FIGHT:

- Make a plan with others in the room about what you will do if the shooter enters.
- Make a total commitment to action and act as a team with others.
- Attempt to incapacitate the shooter.
- Do whatever is necessary to survive the situation.
- If possible, and safe to do so, report the location of the assailant

HOW TO INTERACT WITH LAW ENFORCEMENT WHEN THEY ARRIVE:

- Do not scream, yell, point, or wave your hands; be quiet and compliant.
- Follow instructions.
- Provide the following information to 911 or Law Enforcement:
    - Location of the active shooter(s)
    - Number of shooters
    - Physical description of shooter and possible vehicle involved
    - Number and type of weapons in the possession of shooters
    - Number of potential victims at the location

The priority of the first responders will be to locate and stop the shooter.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

BLOOD, BODY FLUID OR INFECTIOUS AGENT EXPOSURE

A general rule for dealing with bloodborne pathogens is: “If it is wet, sticky, and not yours, DON’T TOUCH.”

In the event you or another person is exposed, meaning bodily fluids have gotten in a eye, mouth, or other mucous membrane, or non-intact skin or contact. Follow the steps below to protect yourself.

If you are exposed:

1. immediately WASH the area with soap and water, or eyewash, for 15 minutes as applicable;
2. Contact Public Safety at x4444 for assistance.
3. OBTAIN medical help:
    a. Obtain a Exposure Report Form from Public Safety at x7161,
    b. Notify your personal doctor,
    c. NOTIFY your supervisor,
    d. Report any exposure to your supervisor and Human Resources. Public Safety Department Environmental Health and Safety Officer will assist with any incident investigation.

BOMB THREAT CHECKLIST

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a legitimate danger to the UP campus population.

The Bureau of Alcohol, Tobacco & Firearms has published the following checklist to be completed any time a bomb threat is received by telephone. It is important to complete the checklist as soon as possible after a call is received so details are not forgotten. Give the completed form to Public Safety.

Exact time of call: _____

Exact words of caller (attach additional sheets if necessary): _____

_____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it?_____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (CIRCLE ALL THAT APPLY):

Calm		Slow		Crying		Slurred		Stutter	
Deep		Loud		Broken		Giggling		Accent	
Angry		Rapid		Stressed		Nasal		Lisp	
Excited		Disgusted		Sincere		Squeaky		Normal	

OTHER INFORMATION:

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

_____

Remarks (attach additional sheets if necessary): _____

_____

Person receiving call:_____

Telephone number call received at: (_____)_-_____-_____

Date: (DD / MM / YYYY)_____

CRIME IN PROGRESS

DO NOT TAKE UNNECESSARY CHANCES
Do not interfere with:
Persons committing the crime/ creating the disturbance
Law Enforcement Authorities that are on the scene.

If you are the victim of, are involved in, or witness any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc.:

Call UP Public Safety IMMEDIATELY at x4444 or 503.943.4444 with the following information:

a. Nature of incident, weapons involved
b. Location of incident
c. Description of person(s) involved
d. Location of person(s) involved
e. Your name, location, department, and extension number

Get a good description of the criminal if safe to do so. Note:

Height	Name if known.
Weight	Hat/ Hair/ Bald
Sex	Facial Hair
Color	Shirt/ Backpack
Approximate age	Pants
Clothing	Footwear
Method and direction of travel	

If it is a vehicle involved, Licensed Plate, State, Type of Vehicle and Color:

This provides vital information to investigating police officers. Should a criminal attempt to or get away in a vehicle, bicycle, etc. note the make model, license number (if possible), color, outstanding characteristics etc.

Remain where you are until police or public safety officer arrives.

COMMUNICATION: THREATENING OR INAPPROPRIATE

The objective of threat management is to determine the value of a threatening situation. Determining the intent, motive, and ability provides the essential ingredients for assessing the level of risk to University employee or student. After determining the value of a threat, a strategy is developed for defusing the potential risk.

If there is a threat or inappropriate communication towards you or another individual contact Public Safety immediately at x4444 503.943.4444.

Communications containing any of the following references should be immediately reported to the Department of Public Safety, the hall director, resident assistant, supervisor, etc. who will report it to the appropriate dean, director and/or officer:

1. Threats. All threats of harm to University employees and students received in writing, by telephone, e-mail or fax, through an informant, or in-person should be reported. Any assault or attempted assault should be reported.

2. Inappropriate Communications. Many communications do not make explicit threats, but are nonetheless cause for concern. Any communication that meets one or more of the following tests should be reported:
   - A particular complaint or sense of outrage over the handling of a University incident.
   - References to a special history or destiny shared with the employee or student.
   - Evidence of suspicious behavior, stalking behavior, or research into personal affairs of the employee or student.
   - Religious and historical themes involving the employee or student.
   - References to death, suicide, weapons, violence, assassinations, acts of terrorism, or affection.
   - Obsessive desire to contact the employee or student.
   - Belief that the employee or student owes the person a debt.
   - Perception of the employee or student as someone other than him or herself.
   - References to public figures who have been attacked.
   - References to individuals (or their acts) who have attacked public figures or committed notorious acts of violence or terrorism.
   - References or claims of mental illness, such as psychiatric care, anti-psychotic medication, etc.
   - References to bodyguards, security, safety, danger, etc.

Telephonic Harassment ORS.166.090

Additional Campus Resources:

Green DOT: www.up.edu/greendot//

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations held at the University will be peaceful and everyone should attempt to carry on business as normally as possible. Persons holding such demonstrations must first have permission to do so.

In the event a demonstration is not campus related or could cause a disturbance:

- Call the Public Safety Department at x4444 or 503.943.4444.
- Avoid provoking or obstructing the demonstrators.
- Avoid the area of disturbance.
- Continue with your normal routine.
- Stay away from doors or windows if the disturbance is outside.
- If a class or lecture is disrupted, the offending person(s) should be requested to leave.

EARTHQUAKE

During and Earthquake:
If inside – STAY inside.
Get under a desk or sturdy table or brace yourself within a narrow hallway or doorway and keep clear of windows or other items that can shatter.

Duck, Cover, Hold
DO NOT RUN OUTSIDE DURING AN EARTHQUAKE!

If in a crowded stadium, theater, or lecture hall:
Stay in your seat, protect your head and neck.
Do not rush for the exits.
Follow directions of emergency personnel.

If in an Elevator:
If power fails, elevators will stop and lights will go off.
Be patient. Emergency personnel will rescue you as soon as possible.

If Outside:
Move to a clear area if safe to do so. Avoid falling hazards and stay away from buildings, trees, walls and utility wires. Duck, Cover, and Hold in an open area. Protect your head and neck. Stay in an open area until the shaking stops.

If in a vehicle:
Pull over and stop in clear area. Avoid overpasses, power lines, and structural hazards.
Stay with your vehicle.

After the Shaking Stops:
If in a Campus Building:
Expect aftershocks over the next hours and days.
Check yourself and others for injuries. Report injuries to supervisor or emergency personnel.
Use your training to provide first aid, use of fire extinguishers, cleanup spills, etc.
Assess your surroundings, check for damage and hazardous conditions. Report them to supervisor or emergency personnel.

Phone systems may be severely impacted. Limit phone usage to emergency calls only.
DO NOT EVACUATE AUTOMATICALLY. Outdoor hazards may be greater then indoor hazards.
If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items and emergency supplies only if convenient and safe to do so.
Follow directions of emergency responders.

If Outdoors on Campus:
Stay clear of buildings, trees or other falling hazard areas.
Move to evacuation assembly areas.
Follow directions of emergency personnel.

WHEN TO GO HOME:

In the event of a major earthquake, be prepared to stay on campus. You should not try and get home until emergency personnel say it is safe, the streets are cleared for travel and most emergency conditions have been stabilized. The campus is prepared to provide emergency care and shelter in partnership with the American Red Cross.

EVACUATION OF PERSONS WITH DISABILITIES

1. In most cases, evacuation will not be necessary or advisable. Do not evacuate unless instructed to do so by emergency personnel, fire alarm is activated, or danger is imminent.
2. All Persons should proceed toward the nearest safe exit as instructed by emergency personnel. When a person with a disability reaches an obstruction, such as a staircase, he/she should request assistance from others in the area.
3. If assistance is not immediately available, stay in the exit corridor and call for help. If the exit corridor should appear dangerous (smoke, fire), proceed into the stairwell, if possible, and stay at the stairway landing. Close the door behind you to keep smoke out of the stairway. If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you isolates the smoke. Call 9-1-1 or the Public Safety Office at x4444 and advise the dispatcher of your situation. If in a room with a window, signal rescuers by waving or placing a sign in the window. Do not open the window unless smoke is entering the room. If possible, place a wet cloth material around and under the door to prevent smoke from entering.
4. Persons who cannot speak loudly should carry a whistle or other means of attracting attention and assistance.

   NOTE: It is suggested that individuals with mobility, visual, or hearing disabilities prepare for an emergency ahead of time by informing their Building Safety Monitor and co-workers of the best methods of assisting during an emergency.

ASSISTING PERSONS WITH DISABILITIES DURING EMERGENCY EVACUATION:

Persons who are Non-Ambulatory

Always consult the person about the following:

- Preferred ways of being removed from wheelchair. Wheelchairs should not be used in stairways, if at all possible.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether a seat cushion or pad should be brought along with the person if he or she is removed from the chair.
- Being carried forward or backward on a flight of stairs.
- After-care if removed from the wheelchair (i.e. whether they prefer a stretcher, chair with pad or medical assistance).

Person with Visual Disabilities

- Tell the person the nature of the emergency. Offer to guide him or her to safety.
- As you walk, say where you are and advise them of any obstacles.
- When safety is reached, help to orient the person and ask if additional assistance if needed. Do not leave them alone.

Persons with Hearing Disabilities

(Persons who may not hear audible alarms and are in buildings that do not have visual alarm devices)
Either:

- Write a note explaining the nature of the emergency. Include “Go to___ exit – NOW” or
- Turn light switch on and off to gain attention, then indicate through gestures or writing what is happening and what to do.

EXPLOSION/ AIRPLANE CRASH

If an explosion of any type occurs, immediately call x4444 503.943.4444 or 9-1-1. Give all information to the dispatcher and stay on the line for emergency directions.

If inside the building:

- Seek cover under a desk, table, or other heavy furniture which can provide protection from flying glass and debris.
- Remain inside the building until it is safe to exit,
- Follow directions from emergency response personnel.
- If an evacuation is in order, take personal necessities (glasses, keys, medicines) with you.

If outside the building:

- Follow DROP AND COVER procedures.
- Proceed to an evacuation assembly area or other safe area.
- Follow directions from emergency response personnel.

IF YOU HAVE INFORMATION ABOUT THE INCIDENT WHICH MAY BE USEFUL TO INVESTIGATORS:

Call the Public Safety Department (x7161 or 503.943.4444) or give the officer on-scene details and the following information: your name, location, and nature of the emergency.

FIRE

When fire or smoke is discovered:
Safely exit the building through the nearest clear exit. Do not use the elevator. Upon exiting the building pull the closest fire alarm pull station if the alarm is not already activated.

Immediately exit the building and close any doors behind you.

Contact Public Safety at x4444 as soon as you are a safe distance from the building. Do not re-enter the building until told to do so and given the “All Clear” from Public Safety.

When a fire alarm is activated:
TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT’S A FALSE ALARM!

1. Follow emergency personnel directions.
2. Walk – do not run – to the nearest exit. Alarm may not sound continuously. If alarm stops, continue to evacuate.
3. Use stairways for exit, do not use elevators. Do not push or crowd, use handrails in stairwells and stay to the right.
4. If willing and able, assist persons with disabilities. (See Section on “Evacuation of Persons with Disabilities.”)
5. Feel doors top and bottom for head using the back of your hand. If hot, do not open. If not hot, open door slowly, stand behind and to one side. Be prepared to close quickly if fire is present.
6. Notify emergency personnel if you suspect someone may be trapped in the building.
7. Proceed to the Evacuation Assembly Area and report to your Building Safety Monitor.

Additional Notes:
After extinguishing a fire, back away. Watch for re-ignition.
Use fire extinguishers on small fires only – trashcans or smaller.
Receive training on proper use of fire extinguishers; contact the Environmental Health and Safety Officer at x7161.
Use the appropriate extinguisher for the type of fire.

If trapped in a room:
Place a cloth material around or under door to prevent smoke from entering.
Retreat and close as many doors as possible between you and the fire.
Be prepared to signal from window, but do not break glass unless absolutely necessary.

If caught in smoke:
Drop to hands and knees, and crawl to exit.
Hold breath as much as possible.
Breath shallowly through nose, and use cloth (shirt of jacket, other) as filter.

If forced to advance through flames:
Hold your breath.
Move quickly.

Cover head and hair.
Keep head down and eyes closed, as much as possible.

If clothing catches fire:
STOP, DROP, ROLL

HAZARDOUS MATERIAL INCIDENTS

PERSONNEL EXPOSURES/ CONTAMINATION

1. Remove exposed/ contaminated individual(s) from area, unless it is unsafe to do so because of (1) medical condition of victim(s), or potential hazard to rescuer(s).
2. AT ALL TIMES notify the Public Safety Department x4444 if immediate medical attention is required.
3. If incident occurs during normal working hours, notify Environmental Health and Safety Officer at Public Safety (x7161).
4. Proceed to the nearest emergency eyewash / shower to flush contaminated eyes/skin for 15 minutes.
5. Remove any contaminated clothing.
6. Administer First Aid as appropriate.
7. Stand by to provide information or assistance including MSDS (Material Safety Data Sheets) to emergency response personnel (in cases where they are dispatched).

CONTAMINATION OF EQUIPMENT / FACILITIES

1. Avoid spreading contamination by restricting access to the equipment/ area only to individuals who are properly protected and trained to delay with the type of hazard which exists (e.g., corrosive, flammable, biological, radioactive).
2. Report details and/or request assistance from the Environmental Health and Safety Officer (x7161) if the incident occurs during normal working hours. If the incident occurs after hours, contact the Public Safety Department at x4444.
3. Do not attempt any cleanup or decontamination procedures alone or without wearing proper protective attire, including appropriate respiratory protection where airborne hazards exist. (Personnel must be trained and certified before using respiratory protection).
4. Attempt spill cleanup if you feel it is safe to do so; you are familiar with the chemical properties of the spilled material and are trained to handle spills.
5. If a liquid spill, attempt to contain it by using appropriate absorbent material.
6. Decontaminate the equipment/area using appropriate methods under Environmental Health and Safety direction.
7. Disposal of waste material. Label the waste bag with a UP Hazardous Waste Label and dispose of the hazardous waste. Temporarily store the bag/container of waste in the fume hood if material is volatile. Call the Environmental Health and Safety Officer at Public Safety x7161 to pick it up.
8. Stand by to provide information/assistance to emergency response personnel (in cases where they are dispatched).

RELEASE TO THE ENVIRONMENT

1. Stop the release, if it is safe to do so.
2. Follow procedures described above for contamination of equipment/ facilities.

SUSPICIOUS PACKAGE/ OBJECT

Suspicious Package/ Letter/ Object:
If you receive or discover a suspicious package, letter, or object DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT UNDER ANY CIRCUMSTANCES.

Report it immediately to Public Safety x4444 or 503.943.4444.

Characteristics of suspicious letters and packages:

- Origin – Postmark does not match the city of the return address, name of sender is unusual or unknown, or no return address is given.
- Postage – Excessive or inadequate postage.
- Balance – The letter is lopsided or unusually thick weight – the letter or package seems heavy for its size.
- Contents – stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelop; feels like contains powdery substance.
- Smell – particularly almond or other suspicious odors.
- Writing – Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient, or cut-and paste or rub-on-block letters are used. Common words, names, titles, are misspelled, or special instructions like ‘fragile,’ ‘confidential,’ or ‘do not delay’ are present.

If the letter or package is a mail bomb, the letter or package may also have:

- Protruding wires, strange odors or stains.
- An unusual amount of tape.
- Buzzing, ticking, or a sloshing sound.
- Irregular shape, of spots or bulges.
- Excessive weight for its size.
- Letter bombs may feel rigid or appear uneven or lopsided.

SHELTER IN PLACE - AIRBORNE CHEMICAL RELEASE

Shelter in Place (SIP) simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemical, biological or radioactive materials to the outside air or other emergency.
If the outside air quality is threatened or compromised, Shelter in Place keeps you inside an area offering more protection. Although rarely called for, Shelter in Place events usually last only a few hours. If you have earthquake kits of food, water, and other supplies, these can be used during Shelter in Place events.

Immediate Shelter in Place:

- When the release is nearby and the need to seek shelter is immediate.
- Stay inside a building.
- If outside, enter nearest building.
- Remain in place until advised by emergency personnel that it is safe to leave.

Additional Procedures:

- Move to floors above ground level. Shelter in Place in an interior room without windows or with the least number of windows.
- Shut and lock all windows. Shut exterior and interior doors. Limit use of telephones to emergency calls only.
- If in a laboratory, reduce all operations to a safe condition as quickly as possible. Follow instructions from Professor in lab or Chemical Hygiene Officer.
- Do not use elevators. Movement of elevators pumps significant amounts of air in and out of the building.
- If you are in an office, close all windows and place clothing at the base of the door.
- Follow instructions of the Building Safety Monitor.
- Make yourself comfortable. Look after each other.

Delayed Shelter in Place:

- When a release occurs off campus and there is time (30 minutes or more) to move people to large enclosed areas.
- Follow directions of emergency personnel to move quickly to SIP location.
- Remain in place until advised by emergency personnel that it is safe to leave.
- Informational Sources:
- Building Safety Monitor or Building Floor Safety Monitor will receive information to pass on to individuals.
- Email or phone messages broadcast to the campus.

ALL CLEAR:

- Public Safety will give Building Safety Monitors the All Clear.
- Open doors and windows.
- Return Ventilation system to normal.
- Go Outside until the building has been vented.

UTILITY FAILURE

MAJOR UTILITY FAILURE

Physical Plant	503-943-7306 (x7306) from 8am-4pm Monday – Friday
Public Safety Department	503-943-7161 (x7161) 24 hours

1. IF A SUPERVISOR IS UNAVAILABLE call the Physical Plant and give a brief, clear description of the problem.
2. If you are responsible for an area with a critical backup generator and it does not begin to operate, contact the Physical Plant or Public Safety Department.
3. REMAIN CALM
4. FOLLOW DIRECTIONS OF EMERGENCY PERSONNEL
5. If evacuation is directed by Emergency Personnel, follow their direction and provide assistance to others in accordance with your training.
6. Department Heads may call the Physical Plant or Public Safety Office for information regarding scope and expected length of outage

UTILITY PROBLEMS

Call Physical Plant at x7306 of 503.943.7306
General Action Guide:

- Gas leak Vacate area if there is a smell of rotten eggs.
- Ventilation: If smoke or strong burning odors occur, evacuate immediately.
- Elevator Failure: Push button on elevator intercom. Describe problem to dispatcher. Remain calm until help arrives. DO NOT ATTEMPT TO GET OUT YOURSELF.
- Plumbing/ Flooding: If personal safety allows evacuate area.
- Electrical failure: Call x7306. DO NOT HANDLE OR TOUCH THE CIRCUIT BREAKER YOURSELF.

DO NOT RE-ENTER AREA/ BUILDING UNLESS TOLD IT IS SAFE

BUILDING SAFETY MONITORS / EVACUATION INFORMATION

Building:_____ Floor:_____ Room:_____

Building Safety Monitor: _____ Phone: _____

Primary Evacuation Area:_____

Alternate Evacuation Area:_____
Information on Building Safety Monitor can be found by contacting the Public Safety Department x7161.

Following an evacuation, no member of the faculty, staff or student body should re-enter any campus building until given clearance by Emergency Personnel.

Important Phone Numbers and Information Sources:

UP Public Safety:		campus number
Emergency:	503-943-4444	x4444
NON-Emergency phone:	503-943-7161	x7161
Inclement Weather Line:	503-943-SNOW (x7669)	x7669

Physical Plant	503-943-7306	x7306
American Red Cross – Oregon Chapter	503-284-1234	

In the event of an emergency, if you have available to you a radio or TV:

Radio stations:

- AM: 620(KDBZ), 750(KXL), 860(KPAM), 1190(KEX), 1440(KBPS)
- FM: 103.3(KKCW), 98.7(KUPL), 99.5(KWJJ), 100.3(KKRZ), 101.9(KINK)

TV Stations:

- KATU 2 Ch. 2 www.katu.com
- KOIN 6 Ch. 6 www.koin.com
- KGW 8 Ch. 8 www.kgw.com
- FOX 12 Ch. 12www.kptv.com

Website:

www.publicalerts.org Multnomah County Public Alerts Website

Safety of faculty, staff and students is of primary importance when emergencies occur. Follow the instructions of your supervisor, Building Safety Monitor, and Emergency Responders. When asked to evacuate, follow the guidelines provided in this flip chart. Plans have been made to protect all essential campus functions. Personnel and facilities may be operating on a limited basis. The University of Portland will work to restore normal operations as soon as possible.