Welcome to the University of Portland

Visitor’s Guide
Summer Conferences & Camps

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Emergency Phone Numbers

**Life Threatening Emergency** ................................................................. 911

After completing your call with the 911 dispatcher, call Public Safety (503-943-4444) to notify them of the emergency and your location so they can direct emergency responders to your location.

**Campus Safety, Emergencies** .................................................. 503-943-4444

An officer is on-duty 24 hours a day, seven days a week.

Campus Safety, Non-Emergencies ......................................................... 503-943-7161
Portland Police, Non-Emergencies ....................................................... 503-823-3333
Legacy Emanuel Hospital, Emergency Dept ......................................... 503-413-2200
Poison Control Center ........................................................................ 800-222-1222
Portland Sexual Assault Resource Center ............................................ 503-640-5311
Suicide Hotline for Portland ................................................................. 800-716-9769
Zoom+ Care ......................................................................................... 503-684-8252

**Maintenance Emergency**

If there is an emergency situation: such as an overflowing toilet, a shower that won’t turn off, a sleeping room door that won’t lock, fire sprinklers are activated, etc.

Please call the Public Safety dispatcher at 503-943-7161 or call Physical Plant at 503-943-7306 during regular business hours.
Summer Conferences & Camp – Staff & Services

Guest Services Assistants On-Call ................................................................. 503-943-7523
Bon Appetit Dining Room Manager............................................................. 503-943-7329
Bon Appetit Catering.................................................................................... 503-943-7330

Guest Services Assistants
Guest Services assistants are current University of Portland students (sophomores, juniors and seniors) who are responsible for welcoming summer conference and youth camp groups to our campus. Their primary role is to ensure your group enjoys their visit to the University of Portland. The Guest Services Assistants help to keep the residences safe, clean and comfortable. They are available (7) days a week while your group is on campus. If they can’t answer your question, they know who can and will put you touch with the appropriate campus resource.

Desk Hours
Location at the front desk of each dorm, the Desk Hours serve our summer guests (7) days a week from 7:00PM – 9:00PM. The Desk is staffed by our Guest Services Assistants. Some of the services provided include:

- Responding to guests needs regarding residence halls and event venues
- Providing directions in and around the University of Portland and the Portland Area
- Offering information about local attractions (i.e. restaurants, shopping, etc.)

Bauccio Commons Café
Meal Serving Times are subject to change (longer, shorter, and staggered hours) depending on the number of summer program diners in-residence. All meals are buffet style. A vegetarian option is available at each meal.
**Campus Phone Numbers**

- When calling an **on-campus** phone number from an on-campus phone, dial only the last 4-digit extension.
- When calling an **off-campus** phone number from an on-campus phone, press 6 before entering the area code and phone number.

Admissions Office ................................................................. 503-943-7147
Alumni and Parent Relations .................................................. 503-943-7328
AV Services ............................................................................. 503-943-7774
Beauchamp Recreational Center ............................................. 503-943-8755
Clark Library ............................................................................ 503-943-7111
Lost and Found (Public Safety) .............................................. 503-943-7161
Mailing Services 503-943-7179
Physical Plant ........................................................................... 503-943-7306
Pilot Bookstore ........................................................................ 503-943-7125
Printing Services ...................................................................... 503-943-7200
Public Affairs ........................................................................... 503-943-8422
Campus Safety ......................................................................... 503-943-7161
Tech Support/Help Desk ......................................................... 503-943-7000
University Events ..................................................................... 503-943-7523

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**Media Inquiries**

**Media:** If approached by the media while on campus, politely decline to answer questions, take their contact information and provide them with the Marketing Department phone number: 503-943-7202 or Campus Safety 503-943-4444.
Campus Services for Visitors

**Beauchamp Recreation Center**
As a conference guest, you are welcome to use our recreation facilities. It costs $10.00/day to use the facilities. The summer hours of operations are Monday – Friday, 11:00 a.m. to 5:00 p.m.

**Entertainment**
Enjoy the abundant summer activities taking place in and around Portland this summer! Check out the *Travel Portland* calendar, www.travelportland.com, for a list of Portland and local area attractions and activities this summer.

**Housekeeping**
The public areas of each residence hall and apartments are cleaned on a regular basis by our housekeeping staff. However, while you are a guest staying in a residence, housekeeping will not enter your bedroom except in the case of an emergency.

**Internet Services**
Internet access is a complimentary service. Visitors can join our campus Wi-Fi guest network on their mobile devices. To join simply follow these steps:

- When on campus, access your mobile device Wi-Fi settings
- Select the **UPGuest** network
- Open a mobile browser on your device
- When redirected, accept the UP terms and conditions of use

Your guest access will last for 24 hours. If you are having problems connecting, please call our Help Desk at 503-943-7000 for assistance.

**Laundry**
Please see a Guest Services Assistant for any laundry needs.

**Mailing Services**
The University of Portland’s Mailing Services is locating in Tyson Hall on the corner of Monteith and Warren (see campus map).

Regular Business Hours: Monday – Friday, 8:30am to 4:00pm
Mailing Services accepts cash, check or for purchases over $3.00 – credit/debit cards. Incoming mail is delivered to campus daily and is distributed throughout the afternoon. Stamped mail must be in the mailing center by 11:00am to go out the same day. For more information about Mailing Services, please visit www.up.edu/mail.
Pilot Bookstore
The bookstore is located next to the Pilot House along the main entrance of the University of Portland.
Summer Hours of Operation: Monday – Friday, 9:00am to 4:00pm.

Printing Center
Printing Services is located in Tyson Hall on the corner of Monteith and Warren (see campus map) on the first floor. The Printing center is open from 8:30am to 4:00pm, Monday through Friday. The services offered by the Printing Center include the following:
• Black and White copying
• Color copying
• Collating/Inserting/Stapling
• Cutting/Hole Punching/Folding
• Lamination
• Scanning (Color and Black & White)

The Printing Center accepts cash, check or for purchases over $3.00 – credit/debit cards. For more information on how to place an order or for other inquiries, you may contact the Printing Center at 503-943-7200 or email printjobs@up.edu.

Vending Machines
Vending Machines are located in the basement of Franz Hall and there is a drink vending machine in the Chiles Arena.
Campus Safety and Security

We want all of our guests to feel safe and secure while visiting the University of Portland. You can help us by following these directions:

• All campus buildings have a designated Evacuation Assembly Area (EAA). Be sure to review the important evacuation information and Evacuation Assembly Area (EAA) maps posted in the residence rooms and listed within this Visitor’s Guide. **Know where your Evacuation Assembly Area is located.** This information includes special instructions about what to do in the event of an earthquake, fire, or other campus emergencies.

• Ensure that doors latch behind you when you enter or leave a room and/or building.

• DO NOT prop or block open building or residence hall entrance doors (especially your sleeping room door) or windows (especially on the first floor). When you observe propped doors and windows, close them.

• Do not allow anyone that you don’t know to walk into the residence hall (tailgate) behind you.

• Carry your key and identification badge/swipe card with you on your lanyard at all times.

• Do not leave key(s) and ID badge unattended or give them to others.

• LOCK YOUR DOOR when you are sleeping and when leave the room, even if you are only going to be a gone a few minutes.

• Do not leave valuable items in your room.

• Avoid carrying unnecessarily large amounts of money.

• Protect computer equipment and other valuables. Don’t leave expensive belongings unattended.

• Do not sit on window ledges or climb in or out of windows.

• If you need to leave early for medical or family reasons, please be sure to notify your Conference Leader/Camp Counselor.

• Do not bring candles into your residence hall as they are considered a fire hazard.

• Be aware of and report unfamiliar persons in, or visitors to, your conference or youth camp area.

• Phone Campus Safety at extension 7161 (from a University of Portland phone) or (503) 943-7161 (from a mobile phone), at any time, to report suspicious people you observe in or around your residence, or to report a crime. Be prepared to provide as much detail as possible.

• Report missing personal items promptly to the Campus Safety dispatcher at 503-943-7161.

• Missing keys must be reported with 24 hours to your University Events office staff representative: **stolen keys must be reported immediately.**

• Respect and abide by all University policies, regulations and procedures.

University of Portland Emergency Website: https://www.up.edu/publicsafety/
Portland Emergency Breaking News: http://www.flashalertportland.net/
# Emergency Guidelines

## Evacuation
- **Leave** the building using the nearest clear exit and go to your Evacuation Assembly Area (EAA) at least 150 feet away from building.
- Do not use elevators!
- Do not stop to collect your belongings.
- **Assist** anyone with disabilities or special needs.
- Follow directions from Campus Safety or other emergency personnel.
- Do not re-enter the building until authorized.
- Do not leave the area or campus without reporting your status to your group leader, instructor, supervisor, or Campus Safety Personnel.

## Building Lockdown
- Once you receive a notification by phone, email, text message OR University of Portland personnel, move quickly to a safe and secure location.
- Lock the door. Move furniture to barricade the door if possible. Shut the curtains/blinds covering windows. Turn off the lights.
- Sit/crouch down in areas that are out of sight from doors/windows.
- Switch your cellphone to “silent” mode.
- DO NOT open the door for anybody! Remain quiet and calm until Campus Safety or police arrive AND you are notified by phone, email or text message.

## Earthquake
- **DROP** down onto your hands and knees (before you are knocked down) to protect you from falling while allowing you to continue moving if needed.
- **COVER** your head and neck (your entire body if possible) under a table or desk. If no shelter, get down against a wall – not in a doorway and cover head/neck.
- **HOLD ON** to your shelter (or your head/neck) until shaking stops. Be prepared to move with your shelter. Stay where you are until shaking stops. DON’T RUN OUTSIDE.
- Stay away from windows and objects that may fall.
- DO NOT use elevators.
- **After the shaking stops, evacuate** the building and go to your Evacuation Assembly Area (EAA). See map at the back of this Visitor’s Guide.
- If outdoors: stay in open area away from buildings, trees, streetlights, and utility/power wires. Do not enter buildings.

## Fire
- **ACTIVATE** the nearest fire alarm and call Campus Safety at 503-943-4444.
- Isolate fire by closing doors behind you.
- GO to your Evacuation Assembly Area (EAA).

## Suspicious Person
- Do not confront or block the person’s access to an exit. Do not let anyone into a locked building/room.
- Call Campus Safety at 503-943-4444. Provide as much information as possible about the person and their direction of travel.

## Bomb Threats
*If you receive a bomb threat from a caller, ask:* What time is it going to go off? Where is the bomb? What does it look like? What will cause it to explode? Did you place the bomb? Why?
- Take notes of everything said and be sure to notice any background noise or voices.
- Call Campus Safety at 503-943-4444.
- **Call Campus Safety at (503)943-4444.**

## Medical Emergency
- Call 911 and Campus Safety at (503)943-4444 and report the nature of the injury & location.
What to do if there is a Fire?

- Call 911 and Campus Safety 503-943-4444.
- Give your name and describe the location of the fire.
- If you have been trained and are able to safely extinguish the fire, do so.
- If the fire is large, very smoky, or spreading rapidly, leave the building immediately.
- Pull the fire alarm and clear the area.
- Evacuate all affected rooms, closing all doors and windows to confine the fire and reduce oxygen – DO NOT LOCK THE DOORS.
- Assist disabled persons.
- Do NOT use the elevators.
- If there is a closed door in your exit path, touch the door lightly with the back of your hand. If the door is NOT warm, open slowly. Be prepared to close the door quickly if smoke or flames are present. Leave immediately if clear and be prepared to crawl if you encounter smoke. Cooler cleaner air is near the floor. If the door is warm, do not open it. Seek an alternative route.
- If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor, where the air will be more breathable. Cover your mouth with a dampened cloth. Shout at regular intervals to alert emergency personnel of your location.
- If your clothes catch on fire STOP, DROP, & ROLL to extinguish the flame. DO NOT RUN!
- Proceed to the designated Evacuation Assembly Area (EAA).
- Notify emergency personnel if you suspect someone is trapped inside.
- Do not re-enter the building until you have been told to do so by a University of Portland official. The silencing of an alarm does not indicate that the building is safe to enter.
- Never enter a burning building to save your personal possessions.
Campus Policies

Animal Control
Animals are not allowed in any campus building, including residence buildings, with the exception of service animals, animals used specifically in academic or research programs, or by special permissions given by the University Events staff. Pets must be registered with the appropriate government agency, under direct control of their owners at all times and remain outdoors. Pets may not be tethered and left unattended. Pets may not be left in closed vehicle on campus.

Alcohol
In accordance with Oregon law, providing alcohol to any person who is under the age of 21 or who is visibly intoxicated is prohibited. Any person under 21 years of age is likewise prohibited from possessing or consuming alcohol. Public visible intoxication is a violation of this policy; intoxication to the point of incapacitation at any age is a violation of this policy, regardless of the location. Violations of this policy will be forwarded to the University Events staff and may result in loss of University of Portland housing privileges.

Alcohol in Public Spaces
• A public space is defined as any location on campus other than residential rooms. Public spaces include but are not limited to hallways, lounges, bathrooms and study rooms in the residential facilities, campus grounds, athletic fields, student organization offices and facilities and all other college buildings, grounds and vehicles.
• Alcohol may only be served or consumed in public spaces at a registered event, with prior approval from the University Events office staff and in accordance with applicable University of Portland policies and procedures.
• The University of Portland prohibits any person from carrying open containers of alcohol in public spaces, outside of specifically approved areas at registered events.

Code of Conduct
Since this may be your first time at the University of Portland, it is important to remember that as a University of Portland guest, you are expected to abide by the same code of conduct that is required of our students. This means respecting others who are sharing the campus with you and respecting the University of Portland property. Occasionally, due to behavioral issues, participants are asked to leave the University. Any of the following actions could result in a participant’s removal from the University of Portland premises:
• Unruly behavior
• Disrespect of University of Portland property or personnel
• Derogatory comments or gestures made to any members of the University of Portland community
• Intimidation of another through the threat or use of violence
• Use or possession of alcohol, illegal drugs, firearms, or firecrackers
• Tampering with fire alarms or other actions that could affect the safety of others

If your program is using a classroom, auditorium space or Academic Quad, please remember that these facilities are frequently located near faculty and staff offices and/or University of Portland classes. In consideration of your campus neighbors, we ask that you please refrain from engaging in the following activities:
• Running, playing, loud talking and loud music in the halls of these buildings.
• Requesting to use office phones, except in the case of an emergency.
Campus Policies (continued)

Conduct Issues
The University of Portland establishes clear expectations of behavior that foster academic and communal integrity. Joining this community obliges each conference or youth camp participant to observe the following principles:

- Mutual respect
- Personal and academic integrity
- Civil discourse
- Responsible decision-making

By adhering to these principles, members of the community expand their perspective beyond themselves. They are supported as they test boundaries with educationally reflective opportunities to practice self-advocacy and personal accountability. Because these principles are based on shared community values, we are accountable for our actions at all times. When private choices become public, and those choices are in violation of one or more University policies, a University official will respond.

By taking occupancy in a campus residence, you become a member of the University of Portland residence community and agree to accept the responsibilities and obligations associated with our values and principles.

Disorderly Conduct
Loud, aggressive, or other behavior which disrupts or obstructs the orderly functioning of the College or disturbs the peace and/or comfort of person(s) on campus or on College owned or controlled property is prohibited.

Drugs and Drug Paraphernalia
Use, sale, purchase, transfer, possession, manufacture, distribution, and dispensing of narcotics or other controlled substances, except expressly permitted by law, is prohibited on the University of Portland premises. Conference and youth camp staff, volunteers and participants shall comply with this College policy. The University reserves the right to remove any and all persons from the University facilities or otherwise separate those persons from the institution whenever there may be a threat to the safety, health, or well-being of the University or a member of the University community, drug-related or otherwise.
Campus Policies (continued)

Emergency Equipment / Exits
Tampering with, damaging, or misusing emergency devices or blocking of fire exits or other means of impeding traffic is prohibited. Use of fire escapes, ground level fire doors, fire hoses and extinguishers, and alarm equipment in non-emergency situations is prohibited.

It is important to avoid the accidental triggering of fire safety equipment. Damage caused by accidental triggering of fire sprinklers can lead to thousands of dollars in building repair costs. For this reason, conference and youth camp participants are requested to:

- DO NOT PLAY SPORTS in the residence halls
- DO NOT ALLOW ANYTHING to touch sprinkler heads
- DO NOT HANG CLOTHING or anything else from fire sprinkler heads or water pipes connecting to fire sprinkler heads.

Sexual Misconduct
The University of Portland is committed to fostering a community in which all members feel respected and safe. Sexual and gender-based harassment, misconduct, and violence have no place at the University, are inconsistent with our mission and values as a Holy Cross university, and will not be tolerated.

The University believes that it is our community's responsibility to prevent, educate, and effectively respond, and it is a responsibility the University takes very seriously. We recognize that a culture of respect and safety requires that each one of us — students, staff, faculty, and administrators — do our part when something occurs that is not consistent with our community's values. Further, it is imperative that individuals affected by sexual and gender-based harassment, misconduct, and violence know they are not alone — that our community is here to help.

UP community members are encouraged to report incidents of sexual and gender-based harassment, misconduct, and violence to the Title IX Office. The University will take steps to appropriately address such reports and support affected community members. Survivors of sexual misconduct can also contact Portland Police at 911 or the Portland Sexual Assault Resource Center at 503-640-5311. You can access more resources via the University of Portland’s Title IX website: up.edu/titleix.
Smoke – Free Environment Policy
The University of Portland is committed to making our campus environment a healthier place to learn, work and live; no member of the University of Portland should be subject to the secondary smoke of another who chooses to smoke. Effective in 2014, the University of Portland allows smoking only in 6 designated smoking areas located across campus. The map of the DSAs is included at the back of this Visitor’s Guide. Ignition of fire in an unauthorized location or an unauthorized manner is prohibited. Acts which result in the ignition or potential ignition of a fire which causes property damage, or which could be reasonably expected to cause damage are prohibited. Aiding another in such acts is prohibited. Open flame or embers of any kind (e.g. candles, lanterns, incense sticks, lit coals, fireworks, etc.) are prohibited in campus buildings, unless specifically approved by the University Events office staff. Possession or use of fireworks is prohibited on campus. Violation of this policy will be forwarded to the University Events office staff and may result in loss of University of Portland housing.

Weapons
Possessions of weapons is prohibited on the University campus. University policy defines “weapon” as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. This includes but is not limited to: firearms, firearm ammunition, explosive devices (both incendiary and chemical), knives having a blade that swings into position by force of spring or centrifugal force (commonly known as switchblades) and knives (other than pocket knives) with blades longer than 3.5 inches, metal knuckles, straight razors, blackjacks, saps, sap gloves, koshes, bludgeons, martial arts stars and weapons of the type commonly known as nunchakus. Public Safety officers have the right to secure weapons from persons in violation of this policy. These weapons will be secured in the Public Safety office until the person is prepared to remove them from campus. Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of the University of Portland’s campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any other benign reason will not exempt a person from this policy.
Frequently Asked Questions

What if I see a suspicious person?
If you see a suspicious person in your residence, experience theft of your personal belongings, or observe a fire or other crisis situation, please report such incidents immediately to your Conference Leader/Camp Counselor, or to University Events staff. In the case of a major emergency, the University of Portland website (up.edu) will serve as a central source for authoritative, up-to-date information.

Are there any rules about making noise?
There are many other programs that will be living close to your residence. For this reason, we ask that all programs maintain quiet hours between 10:00pm and 7:00am. Your program may have an earlier curfew that you will be required to follow.

What do I do if I lock myself out of my room?
If you lock your keys inside your room during your stay, please contact the following: Guest Services: 503-943-7523.

What if I lose my room key?
Report a lost key to your Guest Services Assistant immediately. For security reasons, your room lock will be changed, and a new key will be issued to you. There will be a $100.00 charge for each lost residence hall room key not returned by the end of the day of check out.

Where can I access a telephone?
Telephones are not provided in the rooms. However, there is one (1) telephone installed in each of the residence hall lobbies for emergencies and local calls only.

May I cook in my residence kitchen?
Cooking is limited to warming up food in microwaves available in residences’ kitchenettes. Kitchen cookware, plates, and utensils are not provided.

What happens if I damage something?
We assume that you will treat all University of Portland property with respect. If there are damages that occur due to your conduct, you will be responsible for paying the necessary repairs. Report any incident to your Guest Services Assistant immediately. Some examples of what we consider damage include broken windows, broken light fixtures in hallways or in bedrooms, stains on carpets, and holes in the walls. Furniture that has been moved or rearranged during your stay should be put back in place before you depart. Otherwise, you could be charged for damage.

Need Further Information?
Your friendly and knowledgeable Guest Services Assistant will be happy to lend a helping hand if you have any questions or need assistance during your stay on campus.

**Campus Facility Projects – Summer 2022**

Key projects this summer include the following:

- Franz Campus – a continuous project of developing our river property

In addition to these projects listed above, Facilities Planning and Construction will continue to restore and maintain all the buildings on our campus.

Our Groundskeeping department also continues to restore and maintain all gardens and outdoor spaces on our campus throughout the summer.
About the University of Portland

The University of Portland is a thriving community of more than 4,000 students, who come from around the nation and the world, as well as over 1,000 faculty and staff members. The University is located up on a bluff in a residential neighborhood overlooking the Willamette River and the city of Portland. The school’s location also is the inspiration for its nickname, “The Bluff.” The University is led by Dr. Robert Kelly, who began his tenure as University of Portland’s 21st president in 2022. Since our inception in 1901, the University has been guided by the Congregation of Holy Cross, a Catholic order of priests and brothers.

History

Legend has it that while traveling aboard a ship along the Willamette River one day, Christie noticed a large building atop Waud's Bluff. When he learned that it was West Hall (renamed Waldschmidt Hall in 1992, in honor of the late Most Rev. Paul E. Waldschmidt, C.S.C., president of the University from 1962-1978), the site of the defunct Portland University founded by the Methodist Episcopal Church in 1891, Christie decided to purchase it (with financial assistance from the Congregation of Holy Cross) for the school of his vision. He named it "Columbia University" after the mighty river that flowed nearby, and when it opened its doors on September 5, 1901, it was staffed with priests from the archdiocese. Christie was practical enough to know that his school needed more than he was able to provide through the archdiocese, and he approached the Congregation of Holy Cross's Indiana Province with a challenge: "Take over Columbia and make it the Notre Dame of the Pacific Northwest!" The challenge was accepted, and the following September the C.S.C.s, as they were called, assumed ownership. Christie's challenge had special meaning to the C.S.C.s, for in 1841 several members of their order had traveled from France and founded the University of Notre Dame in the woods of Indiana. The success of Notre Dame in the years that followed, and the deep commitment of the Congregation of Holy Cross to education, assured Christie that his own vision would one day be realized.

Columbia University achieved junior college status in 1922, and the first junior college class graduated the following year. In 1925, the College of Arts and Sciences was founded; four years later the first bachelor's degrees were awarded to a class of seven men. In the 1930s, the University's name was changed to the University of Portland, the St. Vincent Hospital School of Nursing became part of the University as the College of Nursing, and the School of Business was created. In 1948, the School of Engineering was created. The University established its Graduate School in 1950 and the School of Education in 1962. In 1967 the Holy Cross order transferred ownership of the University to a lay Board of Regents.

Today some 4,200 students and approximately 300 faculty are engaged in teaching and research on the campus once on the edge of the American wilderness. The University has garnered national honors from U.S. News and World Report magazine and Barron's Best Buys as one of the best teaching universities in the West, and was honored by the Templeton Foundation as one of 100 colleges in America especially adept at education of character. In many ways the University has not swerved an
inch from Archbishop Christie’s dream in 1901—to provide a “superior education unequaled by any institution on the Pacific Coast.”
# University Events Staff

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<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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