



**Oregon State
University**

**Research Office
Emergency Operations Plan**

**DECEMBER 2023
CORVALLIS, OREGON**



Research Office Emergency Operations Plan (EOP)

Promulgation, Approval, and Implementation

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

This plan applies to all visitors, employees, students, volunteers, or others who are present in Research Office buildings. All OSU employees/students/volunteers and any non-OSU employee working in OSU buildings are required to become familiar with this plan and follow the plan and the Research Office Associate Vice President for Research Administration, Finance and Operations (AVPR AFO) or designated personnel directions during an emergency incident. Personnel will be notified of changes to this plan by their supervisor.

This plan has been approved and adopted by the Research Office Leadership Team and Research Office Emergency 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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RESEARCH OFFICE VICE PRESIDENT

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Record of Change

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

Record of Changes	
Date	Summary of Change
4/2018	Initial plan published
4/1/2023	Plan updated
12/07/2023	Plan updated and added Appendix H- Missing Youth



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Plan Distribution List

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

Date	Distribution	
	Research Office	Electronic copy
	OSU Box	Electronic copy
	Research Office Onboarding Checklist	Electronic copy



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Research Office Emergency Operations Plan (EOP)

1. Purpose

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

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

3. Overview

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

Research Office is a major educational and research element for OSU. Students and faculty live at or within commuting distance of the OSU campus. Additionally, Research Office 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 Research Office campus partners, city and county emergency management officials, and Oregon State University officials.

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



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a. Mitigation

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

b. Preparedness

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

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

c. Response

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

d. Recovery

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



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

4. Planning Assumptions

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

5. Concept of Operations

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

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

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

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

6. Organization and Assignment of Responsibilities

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



Research Office Emergency Operations Plan (EOP)

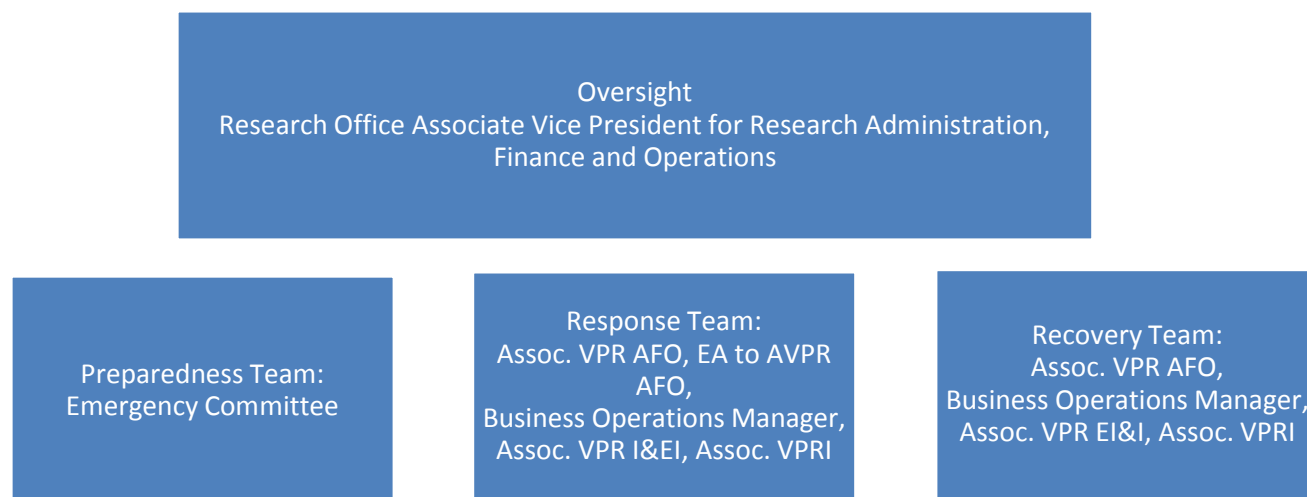


Figure 1
Organization

Oversight

The Research Office AVPR AFO 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

- Research Office Emergency Committee (with guidance from the AVPR AFO) will be responsible for making sure that plans, emergency equipment, and infrastructure to deal with an emergency are in place.
- Research Office Emergency Committee may convene meetings/ seminars and prepare summary materials to increase employee awareness of the content of this plan.



Research Office Emergency Operations Plan (EOP)

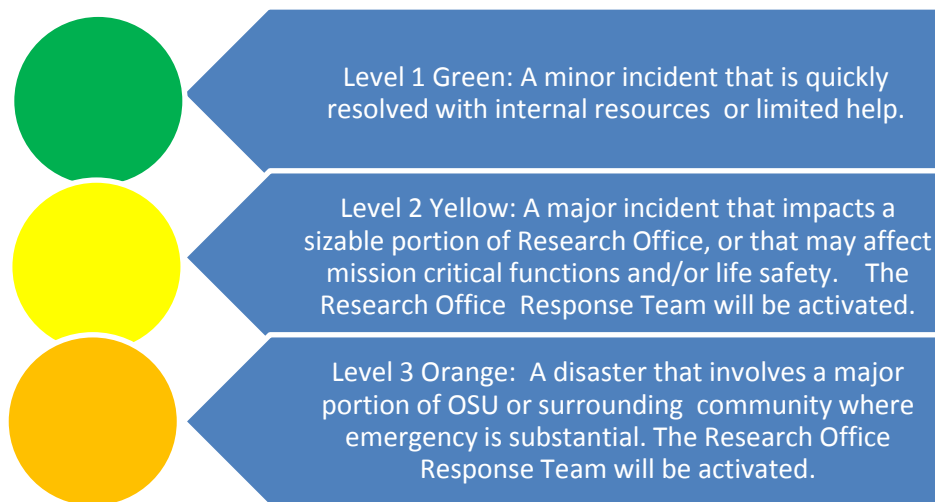


Figure 2
Response Levels

Response Team

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

- Research Office Associate Vice President for Research Administration, Finance and Operations
 - Organize the Research Office response command and control structure. The Incident Command System is one of several incident management structures available for use.
 - Communicates with OSU Emergency Operation Center
 - Determines level of response, Level 1 Green, Level 2 Yellow, Level 3 Orange.
 - Communicates with the OSU Dept. of Public Safety (541-737-7000 (emergency) 737-3010 (non-emergency))
 - Communicates with the OSU Vice President/Provost, if needed
 - Communicates with members of the Response Team.
- Associate Vice President for Research Innovation and Economic Impact – serving as back up to the AVPR AFO.
- Associate Vice President for Research Integrity – serving as back up to the AVPR AFO.
- Research Office Executive Assistant (EA) to AVPR AFO
 - Initiates communication to inform Research Office personnel of a closure
- Business Operations Manager
 - Posts the message on the Research Office website



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- Ensures all essential staff are on-site

Recovery Team

This team restores teaching, research, and business functions in a timely manner. The Recovery Team is comprised of:

- Research Office Associate Vice President for Research Administration, Finance and Operations
- Research Office Executive Assistant to AVPR AFO
- Research Office Business Operations Manager
- Other affected unit leadership (AVPRI&EI and AVPRI), dependent upon the situation

7. Direction and Control

a. Decision-making

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

The Research Office 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).

Research Office designates the following line of succession in the absence of the Vice President:

- 1) Associate Vice President for Research Administration, Finance and Operations
- 2) Research Office Business Operations Manager
- 3) Associate Vice President for Research, Innovation and Economic Impact
- 4) Associate Vice President for Research Integrity
- 5) Associate Vice President for Research Advancement and Strategy

b. Control

The Research Office AVPR AFO is responsible for the coordination of Research Office response resources to the incident.

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

- 1) Kerr A300D Conference Room



Research Office Emergency Operations Plan (EOP)

- 2) McNary Dining
- 3) Grassy area Northeast of Kerr

8. Communications

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

- Telephone
- Cell phone
- E-mail
- Video Conference - Zoom
- Video/TV display boards
- Bulletin boards, located in Kerr 3rd floor hallways
- OSU Alert – if a university wide incident

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

9. Plan Maintenance

The Research Office EOP is developed through the Research Office Emergency Committee. The Research Office AVPR AFO 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 incident responses, and changes to the threat environment.

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

Questions about this plan should be directed to Research Office Emergency Committee or the Research Office Associate Vice President for Research Administration, Finance and Operations.



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Appendices

- A. Communication Contact List
- B. Abbreviations and Acronyms
- C. Research Office Hazard Analysis
- D. Research Office Communications Plan
- E. Research Office 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. Volcanic Ash/Wildfire Ash / Air Quality
 - c. Earthquake
 - d. Tsunami
 - 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) Interpersonal emergencies
 - a. Disruptive person
- G. Unit Specific Response Plans for Unit Specific Operations/responsibilities
- H. Code Adam – Missing Youth Support



**Appendix A
Communication Contact Lists**

Important Phone Numbers https://emergency.oregonstate.edu/emergency-management/contacts		
Post This Page Near Your Phone		
	On Campus	Off-Campus
FIRE / Emergency Medical Assistance	9-1-1	9-1-1
OSU Department of Public Safety	7-3010 Emergency: 7-7000	541-737-3010 Emergency: 541-737-7000
Corvallis City Police (Non-Emergency)	9-541-766-6911	541-766-6911
Corvallis City Fire (Non-Emergency)	9-541-766-6911	541-766-6911
GSRMC Hospital	9-541-768-5111	541-768-5111
Oregon Poison Control Center	9-1-800-222-1222	1-800-222-1222
Center Against Rape & Domestic Violence (CARDV)	9-541-754-0110	541-754-0110
Crisis Intervention (Counseling and Psychological Services CAPS)	7-2131	541-737-2131
Student Health Center	7-WELL (9355)	541-737-9355
Student Health Center (After hours and on weekends)	7-2724	541-737-2724
Survivor Advocacy and Resource Center	7-2030	541-737-2030
OSU Environmental, Health & Safety (EH&S)	7-2273 or 3-7233(SAFE)	541-713-7233(SAFE)

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Appendix B Abbreviations and Acronyms

Abbreviation	Definition
ATAMI	Advanced Technology and Manufacturing Institute
AVPR	Associate Vice President for Research
CAPS	OSU Counseling and Psychological Services
CARDV	Center Against Rape & Domestic Violence
CGRB	Center for Genome Research and Biocomputing
CIMERS	Cooperative Institute for Marine Ecosystem and Resource Studies
CQLS	Center for Quantitative Life Sciences
EH&S	OSU Environmental, Health and Safety
EHSC	Environmental Health Sciences Center
EMF	Electron Microscopy Facility
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
GSRMC	Good Samaritan Regional Medical Center
HMSC	Hatfield Marine Science Center
INR	Institute for Natural Resources
IWW	Institute for Water and Watersheds
LARC	Laboratory Animal Resources Center
LPI	Linus Pauling Institute
OSG	Oregon Sea Grant
OSRAA	Office of Sponsored Research and Award Administration
OSU	Oregon State University
PMEC	Pacific Marine Energy Center



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RC	Radiation Center
RO	Research Office
STEM	STEM Research Center
WCC	Work Coordination Center



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Appendix C Research Office Hazard Analysis

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

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

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

Occurrence to department or has high potential to do so (5) annually, (4) last 2-5 yrs, (3) last 5-10 yrs, (2) last 10-25 yrs, (1) > 25 yrs	Effect the hazard has to the 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	Vulnerability to research operations (3) High risk (2) Medium risk (1) Low risk	Vulnerability of academic operations (3) High risk (2) Medium risk (1) Low risk	Effect the hazard has to physical infrastructure within your institution (3) Disruption to most services > 12 hrs, (2) Disruption to some services 6-12 hrs, (1) Disruption to a few services < 6 hrs	Assessment Score = Occurrence * H&S * Research * Academic * Property
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	Occurrence Score	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
Fire Emergencies						
Minor Fire - 1 room	1	1	2	1	2	4
Major Fire - 3 or more rooms	1	4	3	1	3	90
Explosion	2	5	3	3	3	135



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	Occurrence Score	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
Medical Emergencies						
Death/Homicide	1	3	1	1	1	3
Injury	4	1	1	1	1	4
Food Poisoning	1	1	1	1	1	1
Mass Casualties	1	5	3	3	3	135
Disease Outbreak	1	1	1	1	1	1
Odors	4	1	1	1	1	4
Animal	2	1	1	1	1	2
Hazardous Materials						
Material Release (air)	4	4	2	2	1	64
Spill/Exposure	1	1	1	1	1	1
Radiation Exposure	1	1	1	1	1	1
Asbestos Release	1	1	1	1	1	1
Biological exposure	4	1	1	1	1	4
Transportation Accidents						
Automobile Accident	4	1	1	1	1	4
Aircraft Collision with Building	1	5	2	3	3	90
Pedestrians/Bicyclists	5	1	1	1	1	5
Non-road vehicle (Tractor/farm)	1	1	1	1	1	1
Maritime/Aviation	3	1	1	1	1	3
Evacuation						
Sporting Events	1	1	1	1	1	1
Planned Events	1	1	1	1	1	1
Building Evacuation	4	1	1	1	1	4
Shelter-in-place	3	1	1	1	1	3
Natural Hazard						
University Closure	4	2	2	1	2	32
Flooding	4	1	2	1	2	16
Ice/Snow Storm	5	2	3	1	3	90
High Wind/Tornado	1	1	3	1	3	9



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	Occurrence Score	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
Earthquake/Tsunami	1	5	3	1	3	135
Utilities/Infrastructure						
Telephone/Telecom Failure	4	1	2	1	1	8
Electrical Failure	4	1	2	3	2	48
Loss of Water Availability	1	1	1	2	2	4
HVAC Failure	5	1	1	1	1	5
Hood Ventilation Failure	1	1	2	1	1	2
IT Failure - Data transmission	5	1	1	1	1	5
IT Server Hardware failure	2	1	2	2	1	8
Structural Failure	1	5	2	3	3	90
Threat of Violence						
Bomb Threat	1	3	3	3	2	54
Bomb/Suspicious Object	1	5	3	3	3	135
Campus Violence/Suspicious Person	5	1	1	1	1	5
Weapons	4	1	1	1	1	4
Vandalism	5	1	1	1	1	5
Hostage Situation	1	4	3	3	1	1
Active Shooter/Lock Down	1	5	3	3	3	135
Terrorism						
National/State Level	1	2	2	2	2	16
Local Level	2	3	2	3	3	108
Interpersonal Emergencies						
Sexual Assault	1	4	3	2	2	48
Stalking	3	3	1	1	1	9
Relationship/workplace Violence	1	4	3	1	1	12
Missing Student/Staff	1	3	2	1	1	6
Study Abroad Incident	1	1	1	1	1	1
Suicide	1	3	2	2	2	24



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Appendix D Research Office Communication Plan

1. See Appendix A for contact name and phone numbers
2. Research Office VP or designee receives communication from OSU or needs to notify AVPR AFO or Research Office designee.
3. Research Office AVP AFO notifies:
 - a. The Executive Assistant to AVPR AFO who notifies the rest the Research Office staff using Research Office phone tree – supervisor will contact all direct reports, starting with the Vice President for Research and the Associate Vice Presidents.
 - b. Business Operations Manager
 - Posts message to Research Office web page and main phone line.
 - Notifies OSU Dept. of Public Safety: 541-737-3010 (and/ or email to: public.safety@oregonstate.edu) for dissemination to the OSU Web page and campus status hotline (541-737-8000).
 - c. OSU Provost or VP for Finance & Admin
 - d. OSU VP of University Relations and Marketing
4. Contingencies
 - a. Telephone outages should be anticipated, and staff should be advised to check more than one source (e.g. web, radio) for confirmation of information.



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Appendix E Research Office Closure Plan

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

1. Decision-making

The decision to change the hours of operation for the Research Office on any given day (or to open late or close early) due to an emergency rest with the Research Office VP, with communication to the Department of Public Safety and VP of Finance and Administration.

- a. In cases where the Research Office VP is on travel and unreachable, the person with designated signatory authority (assigned by the VP prior to commencing travel) shall make such decisions
- b. If no one is designated during the temporary travel/absence or the designee cannot be reached, the following are to be contacted, in order:
 - 1) Primary designee: RO AVPR AFO
 - 2) Secondary designee: EA to AVPR AFO
 - 3) Tertiary designee: Business Operations Manager
 - 4) Quaternary designee: AVPR I&EI

2. Research Office Notification

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



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Appendix F Emergency Action Plans

Disaster - Natural or Human Caused

Mitigation:

- Research Office periodically reviews and updates portions of plan
- Research Office conducts periodic education of plan to build knowledge and awareness of responsibilities

Preparedness:

- OSU has developed a plan that addresses the campus emergency management system for extraordinary situations that are likely to have a catastrophic effect on the normal functioning of OSU facilities and the surrounding area.
- The Research Office Emergency Operation Plan has been developed to respond to the needs of Research Office during a disaster and will be placed into operation by the Research Office AVPR AFO when an incident reaches proportions beyond the capacity of routine procedures.
- When the Research Office disaster/emergency operation plan is activated, with the exception of an earthquake and/or tsunami, the Research Office Disaster Operations Center will be the Research Office A300D Conference Room.
- If the telephone system is not operational, alternate communication methods will be established by Research Office.

Response:

OSU Department of Public Safety: Call 541-737-7000 (emergency) 541-737-3010 (non-emergency)

Research Office AVPR AFO's Office: Call 541-737-0674

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



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

Recovery:

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



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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 <https://fa.oregonstate.edu/saf-manual/100-general-safety/102-emergency-response>
- Identify personnel who are to remain to operate critical plant operations prior to evacuation and develop detailed instructions that include evacuation threshold criteria
- Identify personnel who are responsible for rescue or emergency aid
- Have a representative participate on the Building Manager's Evacuation Committee to assist with planning and identifying areas of concern

Preparedness:

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



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

Response:

Emergency: Call OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

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

1. Immediately obey evacuation alarms and orders to evacuate.
 - Classes in session must evacuate
 - OSU employees are to ensure students, visitors, visiting vendors and guests to the campus are evacuated
2. If time allows and without endangering yourself,
 - Place equipment in a safe configuration
 - Close doors and windows
 - Inform others in your vicinity of the current situation
 - Take any personal items you may need
3. Leave the building - do not use elevators.
 - Use the nearest, safest exit
 - Warn others as you evacuate, but do not delay your own evacuation
 - All personnel are to exit the building
4. Assist persons with mobility or other evacuation concerns
 - Students, staff, and visitors who are blind should be assisted through hallways and down stairways
 - Wheelchair bound persons should follow evacuation routes on the ground floor of a building. If not on the ground floor, wheel to the nearest assembly area (fire escape or stairway door). Rescue personnel will search these areas first and help individuals with disabilities evacuate the building.
 - If no pre-identified area, go to an area that provides a barrier between you and the hazard
 - Communicate with responders
 - Call OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))
 - Place a cloth or clothing out a window to attract attention



Research Office Emergency Operations Plan (EOP)

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

Classroom / Lab Instructors

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

Building Manager /College point of contact

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



Research Office Emergency Operations Plan (EOP)

Floor Monitor Staff

Building	Zone	Primary Floor Monitor	B/U Floor Monitor
Kerr	A312	Leah Gorman	Aval. Primary
	B308	Mallory Day	Aval. Primary
	A322	Joseph Christison	Aval. Primary
	B306	Zachary Gill	Aval. Primary
	A300	Michael Heidinger	Aval. Primary

1. Take clipboard with check-sheet, building map and cell phone/radio
2. Conduct "Accountability Check" (negative or positive (depending upon procedure)) within area of responsibility:
 - Sweep designated area (including bathrooms, closed doors, etc.)
 - Notify building occupants to evacuate building
 - Hang "EVACUATED" door hanger on offices that have been checked.
 - Lock main door after your designated area is cleared and hang "EVACUATED" door hanger on door.
 - Evacuate the building to the assembly area.
 - Do roll-call for your designated Research Office area.
 - Report accountability for your Research Office area to Joseph Christison.
 - Joseph will report accountability for area of responsibility to Building Manager
 - Identify if persons needing assistance are still inside building
 - Monitor building access points to prevent re-occupation
3. Report to Evacuation Area and assist Building Manager as necessary
4. Wait for official notice before attempting to re-enter the building.

Recovery:

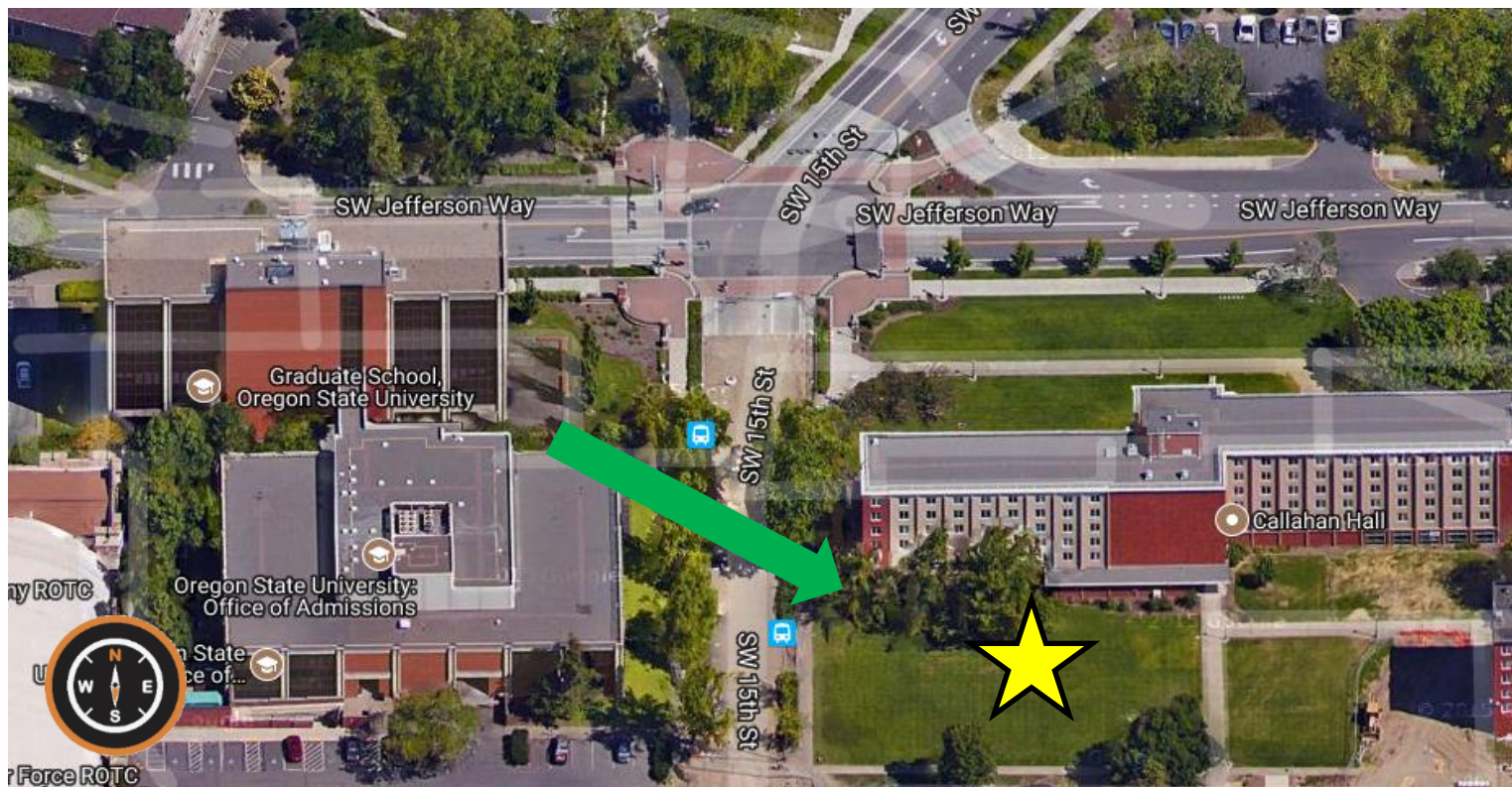
- Check in with Research Office leadership to determine response status
- Do not enter a building until allowed to do so
- Once entering the building, inspect your work area and report any issues



Research Office
Emergency Operations Plan (EOP)

Evacuation Map (non-tsunami)

Kerr 3rd Floor

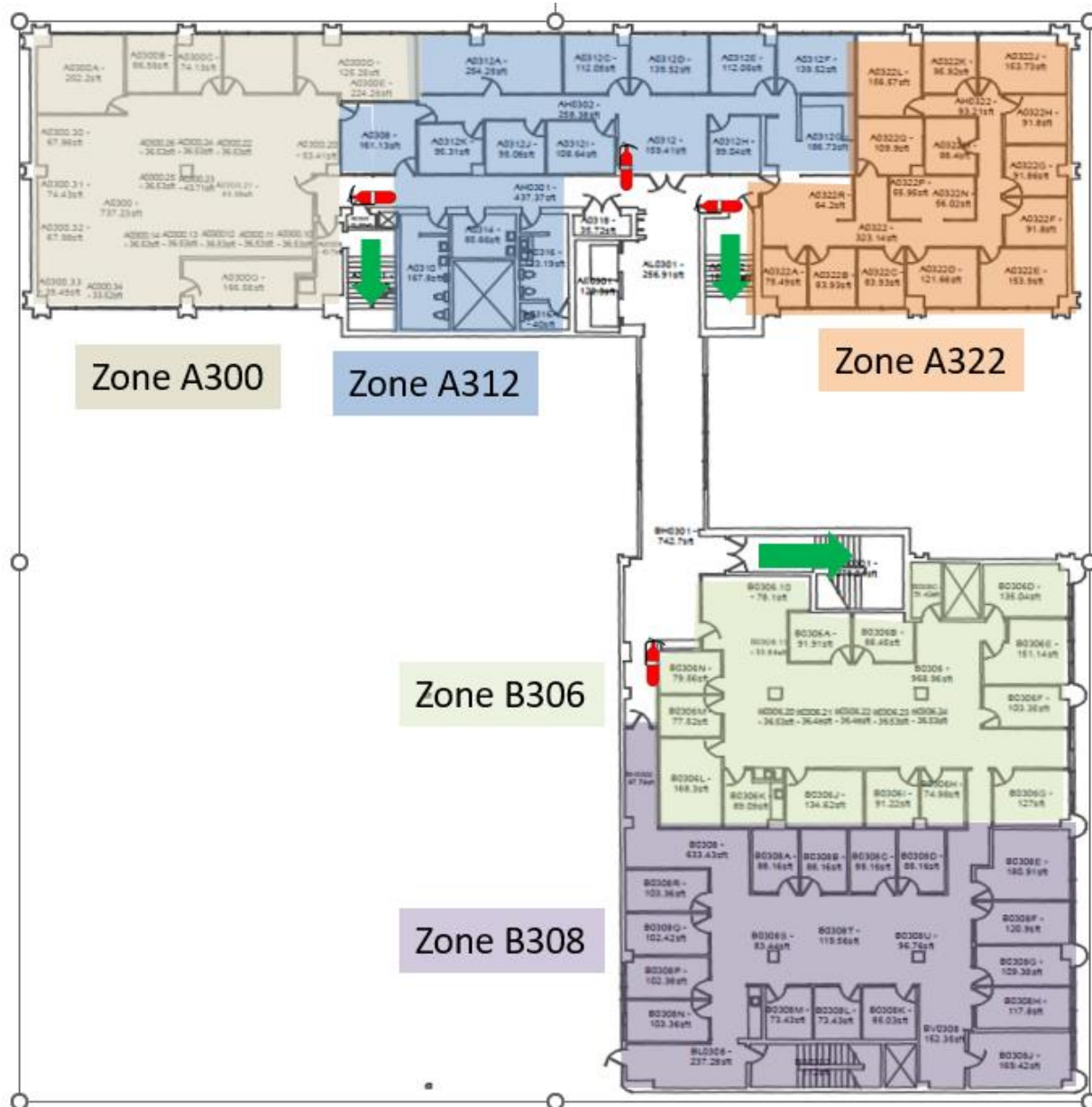




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Kerr, 3rd Floor



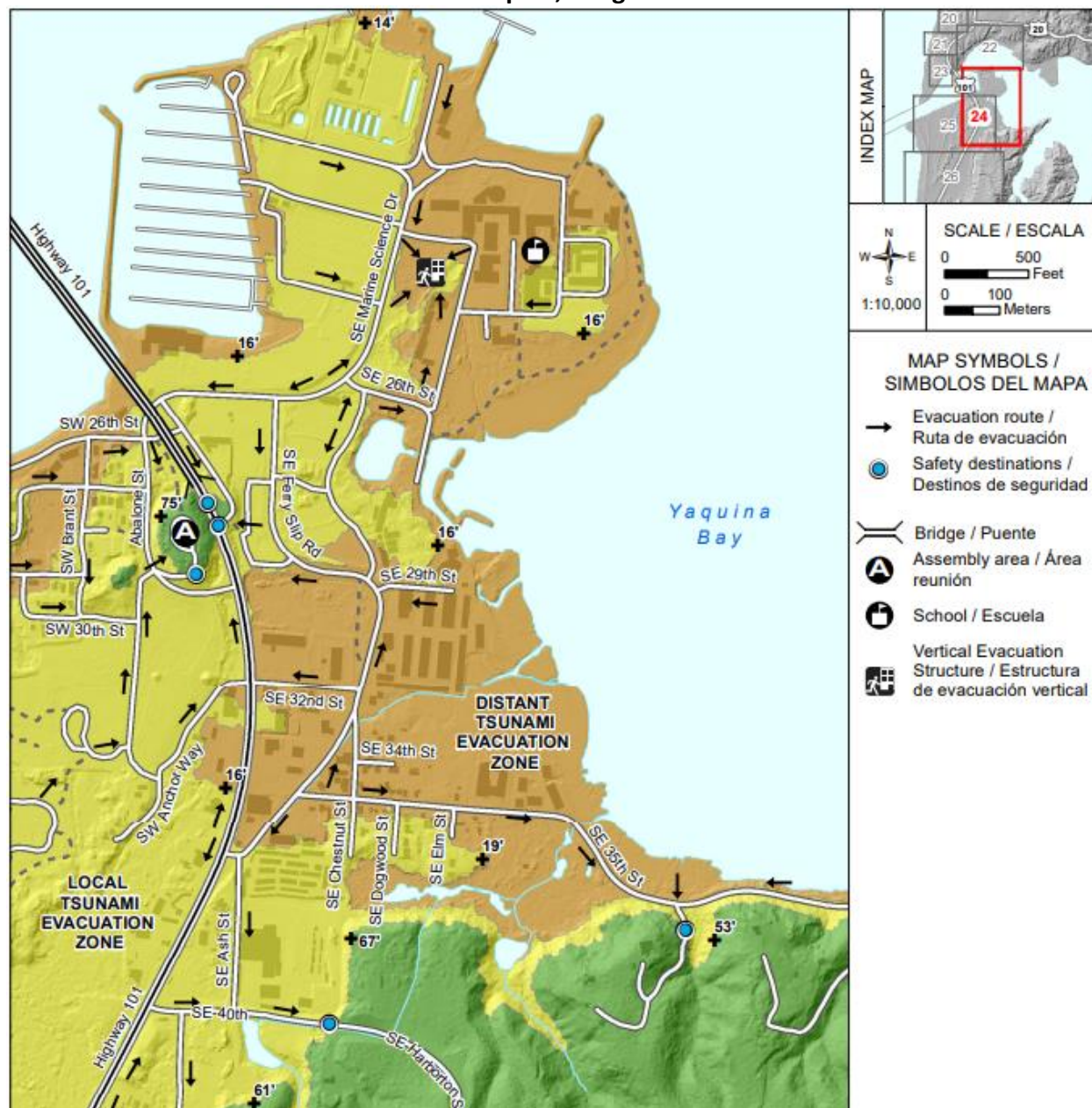


Research Office Emergency Operations Plan (EOP)

Evacuation Map (tsunami)

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

Hatfield Marine Science Center Newport, Oregon





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Research Office Emergency Operations Plan (EOP)

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 stormy weather or violence strikes
- Identify how to isolate or turn off the air handling system OR select shelter locations that are not part of the air system
- Review with employees how to respond to acts of violence
 - Familiarize employees 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:

Fire / Medical Emergency: Call 9-1-1

Emergency: Call OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

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

1. Seek shelter inside a building and remain there.
 - If possible, seek shelter in areas without hazards (e.g., chemicals, fume hoods, water tanks, loose material, etc.)
 - If possible, warn anyone outside the building to immediately enter
 - Determine if a threat of violence is present and the building/occupants should lock internal and access doors.
2. If a weather incident, go to the lowest level of the building, stay in interior hallways, away from glass doors and windows.



Research Office Emergency Operations Plan (EOP)

3. If an outside chemical or hazardous material causes the sheltering, move everyone to the 2nd or 3rd floors of the building.
 - Close exterior doors and windows
 - Shut down the building's air handling system
4. If a lock down situation:
 - If safe to do so, lock the exterior doors
 - Seek shelter inside a room that the door can be locked and barricaded
 - Lock the door and barricade it
 - Stay away from windows so no one can see you
 - Seek cover behind/under solid objects
 - Silence cell phones or other devices that make noise and could draw the intruder's attention
5. If safe to do so, contact the following and report your situation:
 - 9-1-1
 - Research Office leadership
6. Monitor TV or website news, if possible.
7. Wait for official notice to resume normal activities.
 - By OSU Alert notification
 - By person in hallway announcing all clear (it is acceptable to ask for official identification prior to unlocking the door)
 - Telephonic notification from the University
 - University website
8. Conduct accountability for personnel under your supervision.
9. Be prepared to conduct immediate evacuation if told to do so.
10. Report problems or concerns to Research Office leadership.

Recovery:

- Check in with Research Office leadership to determine response status
- Do not exit the building until allowed to do so



Research Office Emergency Operations Plan (EOP)

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

Preparedness:

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



Research Office Emergency Operations Plan (EOP)

Response:

Fire Emergency: Call 9-1-1

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

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



Research Office Emergency Operations Plan (EOP)

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

10. Individuals with mobility or evacuation concerns:

- a. Students, staff and visitors who are blind should be assisted through hallways and down stairways
- b. Wheelchair users should follow evacuation routes on the ground floor of a building. If not on the ground floor, wheel to the nearest assembly area (fire escape or stairway door). Rescue personnel will search these areas first and help individuals with disabilities evacuate the building.
 - If no pre-identified area, go to an area that provides a barrier between you and the hazard
 - Communicate with responders
 - Call OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))
 - Place a cloth or clothing out a window to attract attention
 - Notify others who are evacuating to inform responders of your location

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

Recovery:

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



Research Office Emergency Operations Plan (EOP)

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 and CPR
- Automated External Defibrillator (AED) located on 4th floor of Kerr Building
- Develop an emergency medical plan if emergency medical help is greater than 30 minutes away
 - Identify communication method to emergency responders
 - Identify transportation to a point where the ambulance can be met
 - Have a first aid trained person available and identified to workers
 - Have a first aid kit in close proximity to workers

Preparedness:

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

Response:

Medical Emergency: Call 9-1-1

OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

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



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

Recovery:

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



Research Office Emergency Operations Plan (EOP)

Appendix F Emergency Action Plans

Poisoning

Mitigation:

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

Preparedness:

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

Response:

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

Fire/Ambulance: Call 9-1-1

Department of Public Safety: DPS: 737-7000 (emergency) 737-3010 (non-emergency)

If poison is splashed in eyes:

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

If poison is splashed on skin:

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

If poison is inhaled:

1. Call out for help so others can come to you
2. Get patient to fresh air, open doors and windows



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3. Call Poison Control Center, 1-800-452-7165
4. Contact Research Office AVPR AFO.
5. Contact employee's supervisor
6. Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.

If poison is ingested:

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

Recovery:

- Follow Research Office spill response procedures to clean up chemical and rinse water
- If the injured person is an employee, contact the employee's supervisor and initiate the reporting procedures as directed.
<https://risk.oregonstate.edu/workerscomp/how-to-file-a-claim> (HR Advocate website and Form 801 [Report of Accident/Illness]).



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Appendix F Emergency Action Plans

Chemical Spill

Mitigation:

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

Preparedness:

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

Response:

Medical Response: Call 9-1-1

HAZMAT Response: Call 9-1-1

OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

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

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

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

Additional information:

1. Some emergencies require the evacuation of the buildings. The sounding of the fire alarm system or verbal orders in the building will signal evacuation.
 - a. See Appendix F – Emergency Response Procedures: Evacuation



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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 Research Office spill response procedures to clean up water and chemical waste
- Report spills to Environmental Health and Safety for assistance with regulatory reporting



**Research Office
Emergency Operations Plan (EOP)**

**Appendix F
Emergency Action Plans**

Radiological Material Spill

Mitigation:

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

Preparedness:

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

Response:

Fire Department: Call 9-1-1

OSU Radiation Safety: Call 541-737-2227

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

OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

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

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

Additional information:

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

Minor Radioactive Material Spill:

1. Alert people in the immediate area of the spill.
2. Notify Radiation Safety
3. Wear protective equipment, including safety goggles, disposable gloves, shoe covers, and long sleeve lab coat.



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4. Place absorbent paper towels over liquid spill. Place towels dampened with water over solid material.
5. Monitor area, hands, and shoes for contamination with and appropriate survey meter, or method.

Major Radioactive Spill:

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

Recovery:

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



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Appendix F Emergency Action Plans

Transportation Accidents

Mitigation:

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

Preparedness:

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

Response:

Medical Response: Call 9-1-1

Fire Response: Call 9-1-1

OSU Public Safety: Call 737-7000 (emergency) 737-3010 (non-emergency)

OSU Motorpool: Call 1-866-253-5671

OSU Risk Management: Call 541-737-7350

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



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Recovery:

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



Research Office Emergency Operations Plan (EOP)

Appendix F Emergency Action Plans

Severe Weather

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

Mitigation:

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

Preparedness:

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

Response:

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



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

Recovery:

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



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**Appendix F
Emergency Action Plans**

Volcanic Ash / Wildfire Ash / Air Quality
(Air quality index > 100)

Mitigation:

- Conduct risk analysis of RO outside operations
- Develop personnel safety threshold criteria for automatic protective actions implementation
- Develop incident safety threshold criteria for automatic cancellation or implementation of protective actions
- Review RO poor air quality related incidents and their impact upon unit operations

Preparedness:

- Review work plan and poor air quality response criteria prior to outside work
 - OSU Corvallis Campus AQI <https://ehs.oregonstate.edu/aqi-map>
 - Air Quality Index <https://www.airnow.gov/?city=Corvallis&state=OR&country=USA>
 - National Weather Service <http://www.weather.gov/safety>
- Know how to reach the nearest safe area for a hazardous air quality incident
- Obtain appropriate response equipment for ash related incidents
- Seasonally, review ash related information to better prepare for incidents

Response:

- During ash fall
 - Stay Indoors until ash has settled
 - If outside, seek shelter
 - Use a mask, handkerchief, or cloth to cover your nose and mouth
 - Monitor local announcements for information on eruption/wildfire details
 - Do not wear contact lenses as these will result in corneal abrasion
 - If there is ash in your water, let it settle and then use the clear water. If there is a lot of ash in the water supply, do not use your dishwasher or washing machine. Water contaminated by ash will usually make drinking water unpalatable before it presents a health risk.
 - Monitor health of animals
- Vehicles
 - If possible, avoid driving
 - If driving is crucial, then:



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- Drive slowly
- Use headlights and ample windscreen fluid (Using wipers on dry ash may scratch the windscreen)
- Change oil and oil filters frequently, every 50-100 miles in heavy dust
- Clean wheel brake assemblies every 50-100 miles for very severe road conditions
- Change air filters frequently

Recovery:

- Clean-Up Precautions
 - Always wear PPE (minimum of a dust mask or N95 and goggles)
 - Lightly water down the ash deposits before they are removed by shoveling
 - Be careful not to excessively wet the deposits on roofs, causing excess loading and danger of collapse
 - Use extra precaution on ladders and roofs. The ash makes surfaces slippery
- Clean-Up Procedures
 - Place the ash into heavy duty plastic bags
 - Cut grass and hedges only after rain or light sprinkling and bag the clippings
 - Ensure good ventilation while cleaning
 - Vacuum surfaces before wiping as the fine grit ash will scratch most surfaces
 - Use a wetting agent, damp rag
 - Wash clothing in small batches after brushing away excess ash
 - Use compressed air to clean computer, TV, and radio equipment
 - Replace air filters in vehicles and HVAC systems
 - If pets go out, brush them before letting them indoors
- Seek advice from public officials regarding disposal of volcanic ash in your community



Research Office Emergency Operations Plan (EOP)

Appendix F Emergency Action Plans

Earthquake/Tsunami

Mitigation:

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

Preparedness:

Preparation tips for workplace emergency evacuation:

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

Work Neighborhoods:

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



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

Managers:

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

All Personnel:

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

Response:

If you feel an earthquake:

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

Recovery:

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



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



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Building Systems (Utilities) (Gas, water, sewer, electrical)

Mitigation:

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

Preparedness:

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

Response:

Work Coordination Center: 541-737-2969

OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

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

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

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



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

Recovery:

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



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Crimes in Progress

Mitigation:

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

Preparedness:

- Inventory and engrave your valuables. Use your driver's-license number followed by the state, or the last 4 of you SSN if you do not have a license. This will make recovery easier and makes it easy to prove ownership.
- Be aware! Recognize your vulnerability.
- Report all suspicious persons, vehicles, and activities to the Public Safety Department immediately, by using any campus blue light phone or by dialing 9-1-1 from any campus phone.
- Use the "buddy system" and watch out for your neighbor.
- Report lights that are out and any hazardous conditions immediately to the Work Coordination Center (WCC) at 7-2969.
- Remember the location of emergency phones in academic buildings.

Response:

Police: Call 9-1-1

OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

1. Move to a safe location.



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- Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
2. Call the OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))
 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 contact Public Safety (541-737-7000 (emergency) 541-737-3010 (non-emergency)). Continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.
 5. Meet police when they arrive, if safe to do so.
 - Do not interfere with those persons creating the disturbance, or with authorities on scene.

Recovery:

- Cooperate with law enforcement



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Sexual Assault

Mitigation:

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

Preparedness:

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

Response:

OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

Emergency Medical Response: Call 9-1-1

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

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

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 OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))
5. Preserve evidence - do not wash your clothes, shower, douche, or clean the area where the crime was committed.

Recovery:



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- Check in with supervisor for access to OSU support systems
- Center for Advocacy, Prevention, and Education (CAPE):
 - Call 541-737-2030 or email survivoradvocacy@oregonstate.edu
- Counseling and Psychological Services (CAPS):
 - Call 541-737-2131
- Employee Assistance Program (EAP) Beyond Benefits:
 - Call 855-327-4722

Off Campus Resources:

- Center Against Rape and Domestic Violence (CARDV)-Corvallis
 - Call 541-754-0110
- Sarah's Place-Albany
 - Call 541-812-4420



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Active Shooter

Mitigation:

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

Preparedness:

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

Response:

OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

Emergency Medical Response: Call 9-1-1

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

1. Try to remain calm.
2. **RUN:** Try to warn faculty, staff, students, and visitors to run away
 - a. Have one person call 541-737-7000 and 9-1-1 and provide: “this is (name), (give your location) and we have an active shooter at (building on OSU campus) gun



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- shots fired.” If you are able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known.
- b. If you have observed any victims, give a description of the location seen and a description.
3. **HIDE:** If you cannot run away, seek immediate shelter.
 - a. Proceed to a room that can be locked or barricaded.
 - b. Lock and barricade doors and windows. Turn off lights. Close blinds. Block windows.
 - c. Turn off radios and other devices that emit sound.
 - d. Keep yourself out of sight and take adequate cover/protection, e.g. hide inside a closet, get behind concrete walls, thick desks, filing cabinets, or any other object that will stop a bullet penetration.
 - e. Stay close to the ground after locking the door and finding a hiding place
 - f. Silence cell phones.
 - g. Have one person call 541-737-7000 and 9-1-1 and provide: “this is (name), (give your location) and we have an active shooter at (building on OSU campus) gun shots fired.” If you are able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known.
 - h. If you have observed any victims, give a description of the location seen and a description.
 - i. If you observed any suspicious devices (improvised explosive devices), provide the location seen and description.
 - j. If you heard any explosions, provide a description and location.
 4. Wait patiently until a uniformed police officer, or an OSU official provides an “all clear”. Ask for identification to confirm the responder’s status.
 5. Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to commands until you can verify with certainty that they are being issued by a police officer, or OSU official.
 6. Rescue of people should only be attempted if it can be accomplished without further endangering the persons inside the secure area.
 7. Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.
 8. If a lockdown is implemented, no one will be allowed enter or leave the building.



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

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

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

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

Recovery:

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



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Hostage

Mitigation:

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

Preparedness:

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

Response:

What to do if taken hostage:

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



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

Recovery:

- Be prepared to be interviewed by officials
- Contact your employee assistance plan, Beyond Benefits to be connected with counseling services



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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:

OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

1. Keep the caller on the phone as long as possible
2. Get detailed information from caller (use Bomb Threat Checklist)
3. Look at telephone display, if equipped, write down the number.
4. Have someone call OSU Public Safety Dispatch (541-737-7000) from a separate phone
 - Give your name, location, and telephone number. Inform the dispatcher 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 OSU Public Safety.
6. Inform Research Office AVPR AFO.
7. Evacuate if directed to do so.
 - If you should spot a suspicious object, package, etc., report to OSU Public Safety Dispatch (541-737-7000). Do not touch, tamper, or move it in any way. Then contact the Director's Office.

Recovery:

- Be prepared to be interviewed by officials



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- Contact your supervisor to seek counseling services

BOMB THREAT PROCEDURES

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

If a bomb threat is received by phone:

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

If a bomb threat is received by handwritten note:

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

If a bomb threat is received by email:

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

Suspicious Package

Signs of a suspicious package:

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

Suspicious Package Response Procedures:

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

WHO TO CONTACT

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

BOMB THREAT CHECKLIST

Date/Time: Caller ID:

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

Ask Caller:

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

Exact Words of Threat:

Information About Caller:

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

Caller's Voice

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

Background Sounds:

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

Threat Language:

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

Other Information:



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Bomb/Suspicious Object

Mitigation:

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

Preparedness:

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

Response:

OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

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 OSU Public Safety (541-737-7000 (emergency) 541-737-3010 (non-emergency)) to report the suspicious object
6. Be prepared to move farther away, if so directed by law enforcement

Recovery:

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



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Disruptive Person

Preparedness:

- Review with staff and faculty how to respond to acts of violence
 - Watch the Run, Hide, Fight video
<http://www.youtube.com/watch?v=5VcSwejU2D0>
 - Familiarize staff with any “safe” word that is used to communicate the situation to Public Safety
- There are times when behavior is so disruptive that an immediate referral to The Office of Student Conduct and Mediation is appropriate. The term “classroom disruption” means behavior a reasonable person would view as interfering with the conduct of the class. Examples of increasing seriousness include:
 - Making distracting noises
 - Persistently speaking without being recognized
 - Repeatedly interrupting
 - Resorting to physical threats, or personal insults.

- Learn the symptoms of a distressed person
 - Faculty and staff can play an extremely important role in referring students for help. You are frequently in a position to first observe signs of distress and, although it is not always apparent, students typically hold faculty and staff in high regard.

Signs that a student or person is distressed include:

1. Excessive absences
 2. Declining academic or work performance
 3. Poor emotional control
 4. Excessive moodiness
 5. Sleeping, and/or eating habits that change dramatically
 6. Excessive concern about personal health, persistent depression
 7. Talking openly about suicide
 8. Repeatedly engaging in risky behavior.
- Learn the response to intervening to a potentially distressed person
 - A simple and straightforward expression of concern in most cases is the most powerful way of helping a student. Tell them what you have observed and that you are concerned about their well-being and their success. Explain there are services available on campus to help students and employees get back on track when life circumstances are getting in the way. In some cases, it might be helpful to assist the student in getting touch with OSU Counseling services in



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Snell Hall or call to let the office know that a student will be getting in touch with them. Assure the student that counseling services is a confidential place to discuss their concerns. If an employee, it might be helpful to direct them towards the Employee Assistance Program (EAP) for confidential assistance.

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

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

Response:

OSU Department of Public Safety (737-7000 (emergency) 737-3010 (non-emergency))

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

Recovery:

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



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**Appendix G
Functional Plans**

Unit Specific Response Plans for Unit Specific Operations/responsibilities



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Appendix H Code Adam (missing youth) Support

1. Purpose

This plan establishes procedures and responsibilities for how the hosting facility will interact with programs involving youth (programmatic, scheduled visits or impromptu visits/public) within their facility.

2. Scope

Applies to all personnel working under the direction of a hosting facility that are within the EOP of that facility.

3. Overview

The hosting facility is part of the youth program emergency preparedness effort due to the presence of youth. Due to the separateness of the hosting facility's daily operations, the youth program plan allows the hosting facility to establish an internal Emergency Operation Plan to assist the youth program with emergency response.

4. Planning Assumptions

- Unless specifically covered in this [school/department/work] unit EOP, the youth program EOP is the source document for emergency preparedness and response to an incident within the program
- Youth program leader and hosting facility have discussed how to respond to a report of a missing child from the youth program

5. Concept of Operations

An incident occurs that is within the physical area of responsibility of the hosting facility. Through this EOP, the hosting facility has identified a command and control structure to plan for and respond to localized incidents. The host facility should coordinate with the embedded youth program's EOP.

Attachment 1 details facility Code Adam response support.

6. Organization and Assignment of Responsibilities

The youth program lead is responsible for the safety and protection of life during all youth program activities.



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The hosting facility should augment response efforts to an incident under the direction of the youth program lead.

7. Direction and Control

a. Decision-making

When an incident occurs, each individual is responsible for immediate life safety response of themselves and personnel under their care. This could include such actions as: calling 911, evacuating the immediate area, activating the fire alarm, and (depending upon level of training) providing first aid or extinguishing fires.

The youth program lead, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate OSU/responding official.

b. Control

The youth program lead is responsible for the coordination of response resources to the incident. The hosting facility will organize and coordinate incident response of their **employees** to augment the youth program staff as directed by the youth program lead.

8. Communications

The youth program lead will notify the host facility **employees** of an incident requiring their support via:

- Telephone
- Cell phone
- Radio

9. Plan Maintenance

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



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**Attachment 1
Facility Code Adam response support**

When a child is reported missing, **any employee receiving the report** should take the following steps:

1. Notify the youth program leader so they can implement their Code Adam response plan. As a minimum, the Youth Program staff should:
 - ☐ Determine where and when the missing youth was last seen
 - ☐ Call 541-737-7000 or 911
 - ☐ Thoroughly search their area of operations
 - ☐ Complete the missing person information sheet (Form 1)
2. Notify the facility lead of the developing missing child situation.
 - If no facility lead or **employees** are on site, e.g. exterior space or remote field trip, the youth program leader has to implement response with the resources available
3. If directed by the youth program leader, the facility lead should implement the following response:
 - a. Announce a Code Adam in your facility
 - b. Secure the facility (Attachment 2)
 - c. Distribute completed missing person information to facility **employees** (Form 1)
 - d. Search of your facility and adjacent grounds
 - e. Coordinate command and communication of your **employees** search and security responses
 - f. Identify a private area for police to establish a missing person response operation center or interview area
 - g. Liaison with the youth program and responding police officials
 - h. Notify facility employees when Code Adam is cancelled (when directed by responding police official)

Form 1
Missing Child Information Form

Child Name			
Age		Gender / Ethnicity	
Height		Weight	
Distinguishing features (hair color, eye color, birthmarks, etc..)			
Clothing color and type			
Shoe color and style			

Date/Time last seen	
Location last seen	
Person with whom youth was last seen with	

Your Name	
Your current location (address)	
Your cell phone number	



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**Attachment 2
Facility Guidance**

Secure the Facility

1. Send **employees** to each exterior door to monitor ingress/egress of people
 - A. Personnel should not endanger themselves nor use force to deny an individual their right to exit or enter the facility.
 - B. Personnel should explain to people that the building is secured, a search is being conducted to locate a missing infant/child, and that it should only be for a few minutes and waiting will help the search finish faster.
 - “We have a security issue that involves an infant/child. Would you wait here for a few minutes while we resolve it?”
2. If a person has a bag that could hold the missing child, politely ask for a voluntary inspection.
 - “We have a security issue that involves an infant/child. May we look in your bag?”
3. If visitors are uncooperative, contact responding security (or local response management) to notify them of the situation.
 - If individuals insist on leaving, try to get their name, details of the attire, and vehicle information and relay to security. Don’t leave your external door un-guarded, but note their direction of travel and, if possible, have someone observe/document the individual and where they are going.

Searching the Facility

1. Staff not securing exits, should search their department and common areas e.g. waiting areas, lobbies, public restrooms, hallways, outside grounds area, parking lots, and stairwells until “All Clear” is announced.
 - A. Search the area visually by opening cupboards, closets, desk drawers, filing cabinets, waste receptacles, linen carts, etc.



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- 1) When entering rooms listen first for sounds, turn off machines that may interfere with detection of infant/child sounds.
- 2) Close off areas/rooms after they have been searched and monitor to limit reentry of the area
2. Personnel not at their regular work areas should assist with the monitoring process by posting themselves at hallways, intersections, elevator lobbies and stairwells and follow the guidelines listed above.
 - A. Personnel stationed outside or searching outside should have a cell phone or radio and pen/paper to record information (license plate numbers/ descriptions) for further use.
 - B. Report any suspicious persons or activities to your facility point of contact or responding security.
3. If a child matching the description of the missing child is found during the search, ask the child to state his/her name. If he/she is identified as the missing child, notify the search command post and escort the child to the command area.
4. If the child has been harmed in any way, notify the search command post and stay with the child until further instructions are provided.
5. If the child is accompanied by an adult, ask for both names. Regardless of whether the child and the adult have the same last name, do not attempt to detain anyone. Rather, use reasonable efforts to delay the person and child from leaving the building. Sometimes, a simple conversation with the child will work.



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**Attachment 3
Found child/reunification**

When a child/youth is found (missing guardian) and brought to your facility:

1. Have two adults remain with the found youth
 - a. If two adults cannot stay with the youth, one person needs to stay with the youth but in a public area or within view of a camera
 - b. This best practice is to protect the youth as well as the adult from any potential misunderstandings or improper behavior by either entity
2. Call 541-737-7000 or 911 to request law enforcement assistance
3. Attempt to interview the youth to get a description or name of the guardian or group they were with
4. Notify facility **employees** to watch for the guardian or group and inform them to go to the child's location
5. If releasing the youth to the guardian before law enforcement arrives, document who picked up the youth
 - a. If not sure that the youth belongs with the person attempting to pick up the child, wait for law enforcement to arrive
 - b. If the youth is age 16 or older, they are allowed to leave independently once contact has been made with a guardian and the guardian grants permission