



**Oregon State  
University**

*Advanced Technology  
and Manufacturing Institute*

**Emergency Operations Plan**

**Revision 3**

*Promulgation, Approval and Implementation*

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

This plan applies to all visitors, staff, students, volunteers or others working in ATAMI 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 ATAMI Director (hereafter known as Director) or designated personnel directions during an emergency incident. Personnel will be notified of changes to this plan by their supervisor.

This plan has been approved and adopted by ATAMI’s Director. 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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### ***Record of Change***

<b>Revision</b>	<b>Date</b>	<b>Description</b>	<b>Curator</b>
0	7/23/18	New document	Todd Miller
1	4/08/19	Edits to staffing and contact information, chemical spill section, phone numbers	Todd Miller
2	9/14/20	Updated to reflect changes to staff roles	Danielle Clair
3	3/09/22	Updated to reflect organizational changes and roles	Todd Miller

### ***Plan Distribution List***

The current revision of the plan is made available to all organizations within ATAMI by posting to the ATAMI website and notification sent to ATAMI distribution.

<b>Date</b>	<b>Distribution</b>	
1/30/19	Controlled document at: \\mohr.engr.oregonstate.edu\atami\Operations\Administration\Policy Docs\Operations Guidelines	Controlled document
4/08/19	Revision 1 posted in pdf format to ATAMI website, ATAMI distribution notified.	Electronic distribution
3/09/22	Revision 3 posted in pdf format on ATAMI website, ATAMI distribution notified.	Electronic distribution

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## 1. Purpose

This plan establishes procedures and responsibilities that will enable ATAMI-based OSU employees and students and ATAMI tenants and facility users to plan for and respond to various emergencies that require protection of life, research, academic viability and property.

During an emergency, ATAMI 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 ATAMI occupants, including:

- OSU-affiliated personnel within ATAMI (faculty, staff, students, volunteers, etc.)
- Non-OSU personnel working within OSU ATAMI buildings (tenants, facility users, other agencies, volunteers, etc.)
- Visitors, guests, contractors, and vendors.

## 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 events 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 ATAMI occupants.

ATAMI is a major educational and research element for OSU. ATAMI is also occupied by private companies and their employees, as well as various contractors, vendors, and 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 ATAMI administrators, 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: Mitigation, Preparedness, Response and Recovery.

a. Mitigation

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

b. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. 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 standard operating procedures (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

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

d. Recovery

If a disaster occurs, ATAMI will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the ATAMI community. Long-term recovery focuses on restoring ATAMI to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and

government and other public institutions. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services and reconstruction of damaged roads and facilities.

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

#### **4. Planning Assumptions**

- Events will occur with no notice
- ATAMI occupants are familiar with their responsibilities to themselves and other ATAMI occupants during emergency situations
- Procedures in this EOP are for ATAMI occupants; efforts are taken to ensure that campus partner emergency procedures and plans are consistent with this EOP
- The four phases of emergency management are applied to each identified emergency

#### **5. Concept of Operations**

A basic premise of emergency management is that incidents are handled at the lowest jurisdictional level possible. Emergency preparation and response begins at the College, School or Department level. Each work unit will have to prepare for and respond to events. The OSU Emergency Operation Center will coordinate a 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 ATAMI operations. Notification is made internally to the responsible authority, who determines what level of response is necessary.

If the incident response exceeds ATAMI 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.

	Level 1 Green	A minor incident that is quickly resolved with internal resources or limited help.
	Level 2 Yellow	A major incident that impacts a sizable portion of ATAMI, or that may affect mission critical functions and/or life safety. ATAMI Response Team will be activated.
	Level 3 Orange	A disaster that involves a major portion of OSU or surrounding community where emergency is substantial. ATAMI Response Team will be activated.

**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 ATAMI:

Oversight  
ATAMI Director

Preparedness, Response and Recovery Team  
Safety Officer and Network Engineer

**Oversight and Preparedness, Response and Recovery Teams**

ATAMI Director 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:

- ATAMI Safety Officer (with guidance from the Director and in collaboration with ATAMI Network Engineer) will be responsible for making sure that plans, emergency equipment and infrastructure to deal with an emergency are in place.
- ATAMI Safety Officer will convene meetings/seminars and prepare summary materials to increase staff and tenant awareness of the content of this plan.

Response Team:

This team coordinates the emergency response. The Response Team comprises the following members:

- ATAMI Director

- Organizes ATAMI response command and control structure. The Incident Command System is one of several incident management structures available for use.
- Determines level of response:
  - Level 1 Green, Level 2 Yellow, Level 3 Orange.
- Communicates with the OSU Vice President/Provost, if needed
- Communicates with members of the Response Team.
- ATAMI Safety Officer
  - Determines and initiates immediate response
  - Communicates with OSU Emergency Operation Center, if necessary
  - Communicates with the OSU Dept. of Public Safety (541-737-3010), if necessary
  - Initiates communication to inform ATAMI personnel of a closure
  - Ensures all essential staff are on-site
- - Will direct evacuation (via fire alarm pull station), if necessary
  - Communicates with OSU EH&S (541-737-2273) if necessary, e.g., spill response
- ATAMI Network Engineer
  - Addresses network integrity, if necessary

#### Recovery Team:

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

- ATAMI Director
- ATAMI Safety Officer
- ATAMI Network Engineer

## 7. Direction and Control

### 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.

ATAMI Director, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate OSU Administration official or the EOC (if activated).



ATAMI designates the following line of succession in the absence of the Director:

- 1) ATAMI Safety Officer
- 2) Designated ATAMI staff

#### Control

ATAMI Safety Officer is responsible for the coordination of ATAMI response resources to the incident.

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

- 1) ATAMI Lobby (SW corner of building)
- 2) ATAMI West Evacuation Assembly Area (outside NW corner of building by bicycle racks)

#### 8. Communications

Several avenues exist for communication to ATAMI occupants. Depending upon the extent/level of situation, multiple communication paths may be used to ensure personnel are kept informed:

- Telephone
- Cell phone
- E-mail
- 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 ATAMI Director prior to release for mass distribution.

#### 9. Plan Maintenance

The ATAMI Director and ATAMI Safety Officer are responsible for coordinating plan development and changes as necessary. The Appendices to the EOP provide supporting information and response guidance for identified hazards. The plan will be updated as necessary, based on periodic reviews, lessons learned 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 ATAMI Safety Officer .

#### *Appendices*

- A. Communication Contact List
- B. Abbreviations and Acronyms
- C. ATAMI Hazard Analysis
- D. ATAMI Communications Plan
- E. ATAMI Closure Plan
- F. Emergency Action Plans
  - 1) Disaster – Natural or Human Caused
  - 2) Evacuation
  - 3) Shelter in Place/Lock Down
  - 4) Fire/Explosion
  - 5) Medical Injury
  - 6) Poisoning
  - 7) Chemical Spill
  - 8) Radiological Material Spill
  - 9) Transportation Accidents
  - 10) Severe Weather
  - 11) Earthquake/Tsunami
  - 12) Building Systems (Utilities)
  - 13) Crimes in Progress
  - 14) Sexual Assault
  - 15) Active Shooter
  - 16) Hostage
  - 17) Bomb Threat
  - 18) Bomb/Suspicious Object
  - 19) Disruptive Student

**Appendix A**  
**Communication Contact Lists**

Important Phone Numbers ( <a href="http://oregonstate.edu/dept/security/emergency-phone-numbers">http://oregonstate.edu/dept/security/emergency-phone-numbers</a> ) Post This Page Near Your Phone		
	At ATAMI Using OSU telephone	Off-Campus
POLICE / FIRE / Emergency Medical Assistance	9-911*	911
Oregon State Police (Emergency)	9-911*	911
OSU Oregon State Police (Emergency)	7-7000	541-737-7000
OSU Department of Public Safety & Oregon State Police (Non-Emergency)	7-3010	541-737-3010
Corvallis City Police (Non-Emergency)	9-541-766-6911*	541-766-6911
Corvallis City Fire (Non-Emergency)	9-541-766-6911*	541-766-6911
GSRMC Hospital	9-541-768-5111*	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	541-737-2273
Hewlett Packard Security	9-541-715-4040*	541-715-4040
*note: Dialing (9) allows the dialing of external phone numbers		

### ATAMI Emergency Contact List

Title/Position	Name	Work Phone	Cell Phone
ATAMI Response Team			
Todd Miller	ATAMI Director	541-713-1341	541-452-3559
Randy Greb	ATAMI Safety Officer		503-490-0671
Jordan Jones	ATAMI Network Engineer		
Other ATAMI staff			
Neill Thornton	ATAMI R&D Engineer		510-468-7066
Nick Wannemacher	ATAMI R&D Engineer	NA	541-760-4042
Jo Bergevin	ATAMI R&D Engineer	NA	530-313-8279

**Appendix B**  
**Abbreviations and Acronyms**

<b>Abbreviation</b>	<b>Definition</b>
CAPS	OSU Counseling and Psychological Services
CN	Community Network
CARDV	Center Against Rape & Domestic Violence
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EH&S	OSU Environmental, Health and Safety
OSP	Oregon State Police
OSU	Oregon State University
WCC	Work Coordination Center
ATAMI	Advanced Technology and Manufacturing Institute
HP	Hewlett Packard, Inc.

## Appendix C ATAMI Hazard Analysis

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

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

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

Occurred to department or has high potential to do so (5) annually, (4) last 2-5 yrs, (3) last 5-10 yrs, (2) last 10-25 yrs, (1) > 25 yrs	Effect the hazard has to the 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
<b>Fire Emergencies</b>						
Minor Fire - 1 room	4	5	2	1	3	120
Major Fire - 3 or more rooms	2	5	3	1	3	90
Explosion	2	5	3	1	3	90
<b>Medical Emergencies</b>						
Death/Homicide	1	1	1	1	2	2
Injury	3	4	1	1	1	12
Food Poisoning	1	1	1	1	1	1
Mass Casualties	1	5	3	1	3	45
Disease Outbreak	1	4	2	1	3	24
Odors	2	1	1	1	1	2
Animal	1	1	1	1	1	1
<b>Hazardous Materials</b>						
Material Release (air)	2	5	1	1	3	30
Spill/Exposure	5	5	2	1	3	150
Radiation Exposure	1	1	1	1	1	1
Asbestos Release	1	1	1	1	1	1
Biological exposure	1	1	1	1	1	1
<b>Transportation Accidents</b>						
Automobile Accident	1	1	1	1	1	1
Aircraft Collision with Building	1	4	3	1	3	36
Pedestrians/Bicyclists	1	1	1	1	1	1
Non-road vehicle (Tractor/farm)	1	1	1	1	1	1
Maritime/Aviation	1	1	1	1	1	1
<b>Evacuation</b>						
Sporting Events	1	1	1	1	1	1
Planned Events	5	1	1	1	1	5
Building Evacuation	5	1	1	1	1	5
Shelter-in-place	1	1	1	1	1	1
<b>Natural Hazard</b>						

	Occurrence Score	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
University Closure	4	2	1	1	3	24
Flooding	1	1	1	1	1	1
Ice/Snow Storm	4	2	1	1	3	24
High Wind/Tornado	2	1	1	1	1	2
Earthquake/Tsunami	1	5	3	1	3	45
<b>Utilities/Infrastructure</b>						
Telephone/Telecom Failure	4	1	1	1	1	4
Electrical Failure	5	4	1	1	1	20
Loss of Water Availability	1	2	1	1	3	6
HVAC Failure	5	3	1	1	3	45
Hood Ventilation Failure	4	4	1	1	3	48
IT Failure - Data transmission	5	1	1	1	1	5
IT Server Hardware failure	2	1	1	1	1	2
Structural Failure	1	5	3	1	3	45
<b>Threat of Violence</b>						
Bomb Threat	1	5	1	1	1	5
Bomb/Suspicious Object	1	5	1	1	1	5
Campus Violence/Suspicious Person	1	4	1	1	1	4
Weapons	1	3	1	1	1	3
Vandalism	1	3	1	1	3	9
Hostage Situation	1	5	1	1	1	5
Active Shooter/Lock Down	1	5	1	1	1	5
Bias Incident	1	3	1	1	1	3
<b>Terrorism</b>						
National/State Level	1	3	1	1	1	3
Local Level	1	5	2	1	1	10
<b>Interpersonal Emergencies</b>						
Sexual Assault	1	4	1	1	1	4
Stalking	1	3	1	1	1	3



	Occurrence Score	Health & Safety	Research	Academic Operations	Property & Environment	Assessment Score
Relationship/workplace Violence	1	4	1	1	1	4
Missing Student/Staff	1	5	1	1	1	5
Study Abroad Incident	1	1	1	1	1	1
Suicide	1	5	1	1	1	5

## **Appendix D**

### **ATAMI Communication Plan**

1. See Appendix A for contact name and phone numbers.
2. ATAMI Director or designee receives communication from OSU or needs to notify ATAMI staff and tenants.
3. ATAMI Director notifies:
  - a. ATAMI Safety Officer, who:
    - Notifies ATAMI personnel and tenants
    - Notifies OSU Dept. of Public Safety: 541-737-3010 (and/ or email to: [public.safety@oregonstate.edu](mailto:public.safety@oregonstate.edu)) if necessary
    - Posts message to ATAMI web page (if needed)
  - b. OSU Provost or VP for Finance & Admin (if needed)
  - c. OSU VP of University Relations and Marketing (if needed)
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.

## **Appendix E**

### **ATAMI Closure Plan**

If circumstances require emergency closure of ATAMI, the following procedures shall be followed to ensure maintenance of essential services and effective communication to ATAMI occupants.

#### **1. Decision-making**

The decision to change the hours of operation for ATAMI on any given day (or to open late or close early) due to an emergency rests with ATAMI Director, with communication to the Department of Public Safety and Vice President of Finance and Administration.

- a. In cases where ATAMI Director is on travel and unreachable, the person with designated signatory authority (assigned by the Director prior to commencing travel) shall make such decisions
- b. If no one is designated during the temporary travel/absence or the designee cannot be reached, the following are to be contacted, in order (see Appendix A for contact phone numbers):
  - 1) Primary designee: ATAMI Safety Officer, Randy Greb
  - 2) Secondary designee: ATAMI R&D Engineer, Neill Thornton
  - 3) Tertiary designees:
    - ATAMI R&D Engineer, Nick Wannemacher
    - ATAMI R&D Engineer, Joe Bergevin

#### **2. ATAMI Notification**

- a. Decisions on ATAMI 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 ATAMI personnel
    - Email lists
    - Web Site
    - Direct phone/text communication
- c. After an all-clear has been received or normal operations can resume, ATAMI Director will notify the Response Team and have them use the Communication process to inform personnel that they may return to ATAMI.

## **Appendix F**

### **Emergency Action Plans**

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#### **Disaster - Natural or Human Caused**

##### **Mitigation:**

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

##### **Preparedness:**

- OSU has developed a plan that addresses the campus emergency management system for extraordinary situations that are likely to have a catastrophic effect on the normal functioning of OSU facilities and the surrounding area.
- The ATAMI Emergency Operation Plan has been developed to respond to the needs of ATAMI during a disaster and will be placed into operation by ATAMI Director when an incident reaches proportions beyond the capacity of routine procedures.
- When the ATAMI Emergency Operation Plan is activated, with the exception of an earthquake and/or tsunami, direction and control will proceed as detailed in Section 7.
- If the telephone system is not operational, alternate communication methods detailed in Section 8 will be used.

##### **Response:**

**Imminent danger to property or life: Call 911**

**OSU Department of Public Safety Dispatch: Call 541-737-3010**

**ATAMI Response Team: Appendix A**

1. Remain calm.
2. In case of fire or imminent danger to life, call 911.
3. Report unsafe conditions or need for non-life threatening medical assistance to ATAMI Response Team.
4. Render first aid if you are properly trained.
5. Listen for announcements or alarms and follow instructions from emergency response personnel.
6. Do not use the elevator during an emergency. Use the stairs. If you are stranded in an elevator, use the emergency phone/intercom to summon help.

7. Do not drink the water, use gas or electric devices until the emergency personnel determined that it is safe to do so.
8. Do not attempt to fight a fire until after you have notified 911 that there is a fire, and only if you have completed fire extinguisher training and feel safe to do so.

**Recovery:**

- Check in with ATAMI Response Team 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.
- The ATAMI Recovery Team will inform OSU and HP, as appropriate.

## Appendix F Emergency Action Plans

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### Evacuation

#### **Mitigation:**

- Follow Evacuation planning policy and procedures, as outlined in the Oregon State University (OSU) Safety Policy and Procedure manual  
<http://oregonstate.edu/fa/manuals/saf/204>
- Identify personnel who are to remain to operate critical plant operations prior to evacuation and develop detailed instructions that include evacuation threshold criteria
- Identify personnel who are responsible for rescue or emergency aid.
- Upon request, participate in ATAMI Preparedness Team planning and identification of 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
- **Maps of ATAMI evacuation routes, assembly points, fire alarm pull stations, fire extinguishers, and first aid kits are included in ATAMI Orientation materials.**
- Pre-identify personnel who may have existing conditions that necessitate assistance during an emergency or evacuation.
  - Report to ATAMI Operations Manager any obstructions or limitations to the evacuation routes
  - Do not block open fire doors.
  - Develop an evacuation kit or identify items to take with you as you evacuate
    - 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
- Equipment and apparatus that must be placed into a safe configuration
- Create position-specific duties for staff members to perform and train staff members (e.g., building sweep, instrument security/shutdown, staging area communications)
- Review building-specific emergency or evacuation plans

**Response:**

**Imminent danger to property or life: Call 911**

**ATAMI Response Team: Appendix A**

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 user 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.

- Go through the nearest exit to one of ATAMI's two evacuation assembly areas. If these areas are within the hazard area, go to an area that provides a barrier between you and the hazard
  - Communicate with responders
  - Place a cloth or clothing in a window to attract attention
  - Notify others who are evacuating to inform responders of your location
5. Take your cell phone, valuables and evacuation kit with you.
  6. Proceed outside the building to the evacuation assembly area. All personnel should move a minimum of 50 feet away from the building so as not to be in danger or in the way of emergency responders.
    - If the evacuation assembly area is not suitable, follow the directions of the ATAMI Safety Officer or ATAMI Response Team member 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 ATAMI Response Team.

**Tenant Principals/Lab Supervisors**

1. Familiarize yourself with the locations of ATAMI's evacuation assembly areas.
2. Direct lab occupants to exit through the nearest safest exit
3. Assign two individuals for each person with disabilities to assist in their safe evacuation from the building
4. Check the office/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 ATAMI Safety Officer.

**ATAMI ATAMI Safety Officer**

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:
  - a. Sweep designated area (including bathrooms, closed doors, etc.)
  - b. Notify building occupants to evacuate building
  - c. Report accountability for area of responsibility to ATAMI Safety Officer
  - d. Identify if persons needing assistance are still inside building
  - e. Monitor building access points to prevent re-occupation
3. Report to Evacuation Area
4. Gather accountability status from Tenant Principals/Lab Supervisors
5. Forward accountability information to the Fire Department Incident Commander.
6. Include injuries, etc. Use radio, cell phone or dispatch runner
7. Maintain order at Evacuation Area-provide periodic incident updates to personnel
8. When the IC have given the "All Clear," ensure all personnel at the Evacuation Area are made aware of the message

**Recovery:**

- Check in with ATAMI Response Team 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
- ATAMI Recovery Team will inform OSU and HP, as appropriate

## Appendix F Emergency Action Plans

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### Shelter in place / Lock Down

#### **Mitigation:**

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

#### **Preparedness:**

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

#### **Response:**

##### **Emergency: Call 911**

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 first floor of the building, stay in interior hallways, away from glass doors and windows.
  
3. 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
4. If safe to do so, contact the following and report your situation:
    - 911
    - ATAMI Response Team
  5. Monitor TV or website news, if possible.
  6. 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
  7. Conduct accountability for personnel under your supervision.
  8. Be prepared to conduct immediate evacuation if told to do so.
  9. Report problems or concerns to ATAMI Response Team.

**Recovery:**

- Check in with the ATAMI Response Team to determine response status
- Do not exit the building until allowed to do so
- The ATAMI Recovery Team will inform OSU and HP, as appropriate

## Appendix F Emergency Action Plans

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### Fire/Explosion

#### **Mitigation:**

- Store and handle flammable, combustible and other hazardous materials in accordance to OSU policies/procedures
  - [Environmental, Health and Safety](http://oregonstate.edu/ehs/) <http://oregonstate.edu/ehs/>
  - [OSU Safety Manual](http://oregonstate.edu/fa/manuals/saf) <http://oregonstate.edu/fa/manuals/saf>
- Maintain a tidy, waste free work area
- Conduct monthly room inspections of common areas to reduce fire hazards
- Participate in required annual evacuation drills
- Identify staff/faculty responsibilities:
  - The ATAMI Safety Officer will serve as “Building Manager” as used in the OSU Safety manual (Safety Manual Section 204 <http://oregonstate.edu/fa/manuals/saf/204>)
  - Tenants/Faculty with employees/students – ensure employees/students under direct supervision are evacuating
  - Employees required to stay behind and operate critical equipment prior to evacuating
- Report problems with fire safety systems immediately to the ATAMI Safety Officer
- The ATAMI Safety Officer will chair an Evacuation Committee, as necessary, which may include tenant representatives to assist with planning and identifying areas of concern

#### **Preparedness:**

- ATAMI policies ensure all ATAMI occupants are familiar with fire and life safety policies and responsibilities, including 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 ATAMI Safety Officer any obstructions or limitations to the evacuation routes
- Evacuation maps posted in each room, as appropriate

**Response:**

**Fire Emergency: Call 911**

*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 (rising whoop)
  - Buildings equipped will also have strobe light activation to indicate an active fire alarm
2. Everyone must leave the building immediately when an alarm sounds. Notify others around you of the evacuation, but do not delay your evacuation
  - a. If time allows and you can perform the action without endangering yourself:
    - Place the equipment you are operating into a safe configuration before evacuating
    - Close doors and windows before evacuating, if this can be accomplished quickly and safely. It is particularly important to close doors to contain the fire in the room/area of origin.
3. Evacuate through the nearest safest exit
  - See Appendix F – Emergency Action Plans: Evacuation
4. Call 911 to report the fire alarm, after evacuating building. Caller will remain on the call with 911 as directed. Caller will also meet first responders to communicate fire details and provide guidance for building access and fire location.
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/ATAMI Response Team 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, call 911 to report your location and wait for fire department assistance.
10. Individuals with mobility or evacuation concerns:
  - a. ATAMI occupants who are blind should be assisted through hallways and down stairways
  - b. Wheelchair user persons should follow evacuation routes on the ground floor of a building. If not on the ground floor, wheel to the nearest assembly area (fire escape or stairway door). Rescue personnel will search these areas first and help individuals with disabilities evacuate the building.
    - If no pre-identified area, go to an area that provides a barrier between you and the hazard
    - Communicate with responders
    - Dial 911
    - Place a cloth or clothing in a window to attract attention
    - Notify others who are evacuating to inform responders of your location
11. ATAMI occupants 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 the fire. Ensure 911 has been called prior to attempting to extinguish the fire.

**Recovery:**

- Check with ATAMI Response Team 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
- Contact ATAMI Safety Officer or OSU EH&S (541-737-2273) for additional monitoring or questions regarding the work environment after a fire incident
- Contact ATAMI Safety Officer to schedule or verify that repair work is being conducted
- The ATAMI Recovery Team will inform OSU and HP, as appropriate

## **Appendix F Emergency Action Plans**

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### **Medical Injury**

#### **Mitigation (recommended actions):**

- Conduct a Job Hazard Analysis to identify work that could potentially cause injuries. Develop a plan to reduce the risk of injury
- Train personnel in First Aid and CPR
- Purchase an Automated External Defibrillator (AED)
- Develop emergency medical plans for hazards that would result in the need for immediate emergency medical help
  - 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, etc.)
- Know who in your work group is trained in first aid
- Review with co-workers the response actions to potential work place injuries

#### **Response:**

**Medical Emergency: Call 911**

**ATAMI Response Team: Appendix A**

1. Remain calm, initiate lifesaving measures if required.
  - a. Do not move injured person unless there is danger for further harm.
2. Call 911 for emergency medical assistance. Also contact the ATAMI Response Team for notification and assistance.
3. Call out for help so others nearby can respond to the incident
  - a. Call or send someone to call 911 for Emergency Medical services.
  - b. Give your name, location and telephone number. Provide as much information as possible regarding the nature of the injury, or illness and whether or not the victim is conscious, etc.

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

**Recovery:**

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



## Appendix F Emergency Action Plans

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### Poisoning

#### **Mitigation:**

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

#### **Preparedness:**

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

#### **Response:**

**Poison Control Center: Call 1-800-222-1222**

**Fire/Ambulance: Call 911**

**ATAMI Response Team: Appendix A**

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 911 for medical assistance, if needed
4. Call Poison Control Center
5. Contact employee's supervisor
6. Contact ATAMI Response Team
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 911 for medical assistance, if needed
4. Call Poison Control Center
5. Contact employee's supervisor
6. Contact ATAMI Response Team

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
3. Call Poison Control Center
4. Contact ATAMI Response Team
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 911 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 ATAMI Response Team
6. Contact employee's supervisor

**Recovery:**

- Follow ATAMI spill response procedures to clean up chemical and rinse water
- Contact the injured person's supervisor or other point of contact and initiate incident reporting procedures. (OSU employees: Follow guidance on Risk Management Workers' Compensation website <http://risk.oregonstate.edu/workerscomp/forms>)
- ATAMI Recovery Team will inform OSU and HP, as appropriate

## Appendix F Emergency Action Plans

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### Chemical Spill

#### **Mitigation:**

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

#### **Preparedness:**

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

#### **Response:**

**If a spill presents imminent danger to life or property: Call 911**

**EH&S: 541-737-2273**

**HP Security: 541-715-4040**

**ATAMI Response Team: Appendix A**

For a spill outside the building:

1. Close loading dock drains (if on the east side of building)
2. Call HP Security
3. Notify ATAMI Response Team

For non-emergency spills inside the building, determine the size and condition of the spill and respond as prescribed below:

1. Small, low hazard spills:
  - a) Restrict access to the area and notify others in the area.
  - b) Use appropriate personal protective equipment and suitable clean-up equipment and products that are designed for the type of spilled chemical.
  - c) Contact the ATAMI Response Team if you need clean-up equipment or materials.
  - d) Package, label, and dispose of the waste in an appropriate manner.
  - e) Complete an Incident Report and submit it to the ATAMI Safety Officer.

2. Larger spills that require clean-up contractor services:
  - a) Restrict access to the area and notify others to move out of the area.
  - b) Call OSU EH&S
  - c) Notify ATAMI Response Team

***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
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 ATAMI spill response procedures to clean up water and chemical waste
- Report spills to ATAMI Operations Manager or ATAMI Safety Officer or OSU EH&S for assistance with regulatory reporting
- ATAMI Recovery Team will inform OSU and HP, as appropriate

## **Appendix F Emergency Action Plans**

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### **Radiological Material Spill**

**Mitigation:**

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

**Preparedness:**

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

**Response:**

**Fire Department: Call 911**

**ATAMI Response Team: Appendix A**

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

**OSU Environmental Health and Safety: Call 541-737-2273**

1. Evacuate area if health risk exists.
2. Administer first aid if properly trained.
3. Notify OSU Radiation Safety
4. Notify 911 (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 ATAMI Response Team.
3. Notify Radiation Safety.

4. Wear protective equipment, including safety goggles, disposable gloves, shoe covers and long sleeve lab coat.
5. Place absorbent paper towels over liquid spill. Place towels dampened with water over solid material.
6. 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 911, if needed
5. Notify ATAMI Response Team
6. Notify OSU Radiation Safety
7. Close doors and prevent entrance into effected area.
8. 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 ATAMI Operations Manager or ATAMI Safety Officer or EH&S for assistance with regulatory reporting
- ATAMI Recovery Team will inform OSU and HP, as appropriate

## Appendix F Emergency Action Plans

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### Transportation Accidents (OSU only)

#### **Mitigation:**

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

#### **Preparedness:**

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

#### **Response:**

**Medical Response: Call 911**

**Fire Response: Call 911**

**OSU Oregon State Police: 541-737-7000**

**OSU Department of Public Safety: Call 541-737-3010**

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

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

1. Stop and assess the situation
2. Call 911 if there are medical or fire concerns
3. Call 541-737-7000 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>

**Recovery:**

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



## Appendix F Emergency Action Plans

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### Severe Weather

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

#### **Mitigation:**

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

**Recovery:**

- Check on welfare of fellow staff/faculty/students
- Review work place for post-incident damage. Contact ATAMI Operations Manager to request repair
- Review incident response and adjust response plan if necessary
- ATAMI Recovery Team will inform OSU and HP, as appropriate

## Appendix F Emergency Action Plans

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### Earthquake/Tsunami

#### Mitigation:

- 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 On
- Participate in earthquake drills
- Conduct off-site data backup of essential information

#### Preparedness:

Preparation tips for workplace emergency evacuation:

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

Work Neighborhoods:

- Staff members are encouraged to communicate with individuals along their hallway or section of the building. Self-designated 'work neighborhoods' may be formed on a voluntary basis (e.g., west wing, east wing).
- Meet with your 'neighbors' to talk through evacuation. Focus especially on the first few minutes after the shaking stops.

- Some topics to discuss are checking on neighbors, grabbing gear for neighbors if they are not in their offices; drilling as a group; designating a meeting spot; what to do about injured/trapped coworkers; recording your whereabouts regularly outside your door; keeping contact #'s for the group in your backpack.
- Respect, but note, individuals' wishes (e.g., to opt out of the group, or to meet up with family members instead)

**Managers:**

- Impress upon your staff that regardless of how slight the shaking might seem, they are expected to evacuate when it is safe to do so in case of any earthquake.
- Brief visitors including students and others working at ATAMI
- 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
- Expect aftershocks and more building damage to occur
- Extinguish small fires
- Follow OSU guidance for follow-on activities
- ATAMI Recovery Team will inform OSU and HP, as appropriate

## **Appendix F**

### **Emergency Action Plans**

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

##### **Mitigation:**

- Identify utility cut-off switches/valves and who can operate them
- Coordinate with ATAMI Operations Manager for pre-planning of response events

##### **Preparedness:**

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

##### **Response:**

**ATAMI Response Team: Appendix A**

**Environmental Health & Safety: Call 541-737-2273**

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 ATAMI Response Team 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. ATAMI has a backup generator the powers life safety/detection systems and fume hood exhaust in most labs. Nevertheless, occupancy is not permitted during a power outage.

**Recovery:**

1. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
2. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.
3. ATAMI Response Team will confirm restoration of power and exhaust system operation prior to allowing re-entry by tenants.
4. ATAMI Recovery Team will inform OSU and HP, as appropriate

## Appendix F Emergency Action Plans

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### Crimes in Progress

**Mitigation:**

**Preparedness:**

**Response:**

**Oregon State Police: Call 911**

**OSU Oregon State Police: Call 541-737-7000**

1. Move to a safe location.
  - Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
2. Call the police at 911.
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 541-737-7000. 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
- ATAMI Recovery Team will inform OSU and HP, as appropriate



## **Appendix F Emergency Action Plans**

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### **Sexual Assault**

**Mitigation:**

**Preparedness:**

**Response:**

**Police: Call 911**

**Emergency Medical Response: Call 911**

**Center Against Rape and Domestic Violence (CARDV): 541-754-0110**

**Survivor Support (CARDV numbers): 541-754-0110, 1-800-927-0197**

**OSU Sexual Assault Support Services (SASS) helpline: 541-737-7604**

**OSU Department of Public Safety Emergency: Call 737-7000**

1. React early - fight for your life, strike eyes, throat and groin. Pull your attacker's hair.
2. Yell "Fire" to draw attention to you.
3. Run away to a place where there are other people.
4. Call the police, 911.
5. Preserve evidence - do not wash your clothes, shower, douche, or clean the area where the crime was committed.

**Recovery:**

- Check in with supervisor for access to OSU support systems
- ATAMI Recovery Team will inform OSU and HP, as appropriate

## Appendix F Emergency Action Plans

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### Active Shooter

#### **Mitigation:**

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

#### **Preparedness:**

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

#### **Response:**

**Police: Call 911**

**Emergency Medical Response: Call 911**

**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 911 and provide: "this is (name), (give your location) and we have an active shooter at (building on OSU campus) gun shots fired." If you are able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel and identity – if known.
  - b. If you have observed any victims, give a description of the location seen and a description.
  
3. **HIDE:** If you cannot run away, seek immediate shelter.
  - a. Proceed to a room that can be locked or barricaded.
  - b. Lock and barricade doors and windows. Turn off lights. Close blinds. Block windows.
  - c. Turn off radios and other devices that emit sound.
  - d. Keep yourself out of sight and take adequate cover/protection, e.g., hide inside a closet, get behind concrete walls, thick desks, filing cabinets, or any other object that will stop a bullet penetration.
  - e. Stay close to the ground after locking the door and finding a hiding place
  - f. Silence cell phones.
  - g. Have one person call 911 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.

**If an active shooter enters your office or lab, 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 911 and provide the information listed in the first guideline.

**Recovery:**

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services
- ATAMI Recovery Team will inform OSU and HP, as appropriate

## Appendix F Emergency Action Plans

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### Hostage

**Mitigation:**

**Preparedness:**

**Response:**

**What to do if taken hostage:**

1. Be patient. Time is on your side. Avoid drastic action.
2. The first 45 minutes are the most dangerous. Be alert and follow instructions.
3. Do not speak unless spoken to and then only when necessary.
4. Avoid arguments, or appearing hostile. Treat the captor with respect. If you can, establish a rapport with the captor. It is probable the captors do not want to hurt anyone. If medications, first aid, or restroom privileges are needed by anyone, say so.
5. Try to rest. Avoid speculating. Expect the unexpected.
6. Be observant. You may be released or escape. You can help others with your observations.
7. Be prepared to speak to law enforcement personnel on the phone.

**Recovery:**

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services
- ATAMI Recovery Team will inform OSU and HP, as appropriate

## Appendix F Emergency Action Plans

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### Bomb Threat

#### **Mitigation:**

#### **Preparedness:**

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

#### **Response:**

##### **Police: Call 911**

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 911 from a separate phone
  - Give your name, location and telephone number. Inform 911 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 ATAMI Operations Manager. Indicate to your supervisor that you have notified 911.
6. Evacuate if directed to do so.
  - If you should spot a suspicious object, package, etc., report to 911. Do not touch, tamper, or move it in any way. Then contact the ATAMI Operations Manager.

#### **Recovery:**

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services
- ATAMI Recovery Team will inform OSU and HP, as appropriate

DocuSign Envelope ID: DADF5C3F-01D0-42B2-BB3E-E2918EACEE7A re 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

Time Caller

Phone Number Where:

Hung Up:

[Empty box for Hung Up]

Call Received:

[Empty box for 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:**

## Appendix F Emergency Action Plans

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### Bomb/Suspicious Object

**Mitigation:**

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

**Preparedness:**

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

**Response:**

**Police: Call 911**

**ATAMI Response Team: Appendix A**

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 911 and notify ATAMI Response Team 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
- ATAMI Recovery Team will inform OSU and HP, as appropriate



## Appendix F Emergency Action Plans

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### Disruptive Student

#### Mitigation:

#### Preparedness:

- Review with staff and faculty how to respond to acts of violence
  - Watch the Run, Hide, Fight video  
<http://www.youtube.com/watch?v=5VcSwejU2D0>
  - Familiarize staff with any “safe” word that is used to communicate the situation to Public Safety
- There are times when behavior is so disruptive that an immediate referral to The Office of Student Conduct and Mediation is appropriate. The term “classroom disruption” means behavior a reasonable person would view as interfering with the conduct of the class. Examples of increasing seriousness include:
  - Making distracting noises
  - Persistently speaking without being recognized
  - Repeatedly interrupting
  - Resorting to physical threats, or personal insults.
- Learn the symptoms of a distressed student
  - Faculty and staff can play an extremely important role in referring students for help. You are frequently in a position to first observe signs of distress and, although it is not always apparent, students typically hold faculty and staff in high regard.  
**Signs that a student is distressed include:**
    1. Excessive class absences
    2. Declining academic performance
    3. Poor emotional control
    4. Excessive moodiness
    5. Sleeping and/or eating habits that change dramatically
    6. Excessive concern about personal health, persistent depression
    7. Talking openly about suicide
    8. Repeatedly engaging in risky behavior.
- Learn the response to intervening to a potentially distressed student
  - A simple and straightforward expression of concern in most cases is the most powerful way of helping a student. Tell them what you have observed and that you are concerned about their well-being and their success. Explain there

are services available on campus to help students get back on track when life circumstances are getting in the way. In some cases, it might be helpful to assist the student in getting touch with OSU Counseling services in Snell Hall, or call to let the office know that a student will be getting in touch with them. Assure the student that counseling services is a confidential place to discuss their concerns.

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

If you answer "yes" to any of these questions, it is probably a good idea to consult with a colleague. Call the 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.

**Response:**

**OSU Department of Public Safety Emergency: Call 737-7000**

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
- Contact Public Safety if necessary
- ATAMI Recovery Team will inform OSU and HP, as appropriate