

EMERGENCY PROCEDURES

Important Phone Numbers

Life-threatening emergencies: **911**

Non-emergency situations, UOPD: **541-346-2919**

Facilities issues: **541-346-2319**

Important Information to Provide Call-Taker

- Who you are
- Where you are – be specific
- The nature of the problem
- The timing of the problem
(is it happening now, is it going to happen, is it over?)

Your Location:

Building Name: _____

Room #: _____

Street Address: _____

Suspicious Object or Person

1. Do not touch or disturb the object; do not confront the person.
2. Call UOPD at **541-346-2919** to report the situation and follow their instructions.
3. Alert others to stay clear of the area.
4. Notify your supervisor.

Hazardous Materials Release

1. Move away from the site of the hazard to a safe location.
2. Call UOPD at **541-346-2919** to report the situation and follow their instructions.
3. Alert others to stay clear of the area, if the area is unsafe activate a fire alarm pull station to evacuate the building.
4. Inform emergency personnel if you have been exposed or have important information.

Person with a Weapon or Actively Harming Others

1. Move quickly to a safe place and call **911**.
2. Provide a description of the person and their location.
3. **RUN** – if you have a clear exit and are able to do so.
4. **HIDE** – if it isn't safe to run, the attacker is nearby, and you have a place to do so.
5. **FIGHT** – as a last resort, if the threat is imminent, or if you are able to assist others.
6. When you see law enforcement, show them your raised open hands and do not scream or grab at them.

Earthquake

1. Drop, cover, and hold on. Take cover under sturdy furniture. Cover your head and neck with your hands. Hold on to the furniture.
2. Wait until the shaking stops, and then evacuate the building.
3. Take critical personal belongings with you. Expect fire alarms and sprinklers to activate.

Classroom Disruption

1. Ensure students are clear on the key elements of respectful classroom conduct, and that disruptions unrelated to the instruction underway will not be tolerated.
2. Inform your unit head, Dean, or the Office of the Provost and Academic Affairs of the incident.
3. If you believe the disruption constitutes a student conduct violation, contact the Dean of Students at 541-346-1140, conduct@uoregon.edu. Or visit dos.uoregon.edu/conduct.

Medical Emergency

1. Check surroundings for safety. Do not rush into situations that could make you another victim.
2. Call **911** and communicate the emergency.
3. Provide care according to your training and abilities.
4. Get the nearest first aid kit and AED. Ask others to help if available.
5. Stay with the victim until relieved by emergency responders, or the scene becomes unsafe.

Fire or other Evacuation

1. Leave the building immediately when signaled by fire alarm, UO Alert message (via text message, e-mail, or Twitter), or instructions from emergency personnel. If you are the first to discover the fire, activate the nearest fire alarm pull station.
2. Do not take any noncritical items while evacuating.
3. Turn off equipment, secure hazardous operations, and close fume hoods/sashes.
4. Walk calmly, notify others, and shut doors behind you on your way out.
5. Use only stairs and fire exits during evacuations; avoid elevators.
6. Go to the designated evacuation assembly area at least 50 feet from the building for head count and check-in.
7. Alert emergency personnel if anyone is missing, trapped inside, or needs additional assistance. Do not re-enter the building until they have given the "all clear".