# Department Response Emergency Plan

A Department Emergency Response Plan is a set of written procedures for dealing with emergencies that minimize the impact of an event and facilitate recovery from that event. Events may include fire, medical emergency, active shooter, civil disturbance or earthquakes. The development of a plan provides departments or units the opportunity to discuss response options, compile procedures and train staff.

* Assemble a team to talk about emergency preparedness and response. In some cases, this may include the department/unit head, while in other cases this may be assigned to other individuals. The team should be delegated the authority to develop the plan.
* The template is designed to provide departments/units with an overview of topics that should be evaluated when developing an Emergency Response Plan. Some sections may not be applicable to a department/unit, while additional risks or plans may need to be added. The template is a framework and should be modified to reflect the needs of the department/unit.
* The template has two parts:
  + Worksheets that review best practices and UO information/procedures, and provide space to identify specific plans or resources for your department. These should be used in the planning process and are not required to be included in the final plan.
  + Summary document (page 15) for all the department specific information identified in the worksheets. This document is the final plan and can be used to on-board and train staff on emergency procedures.
* If the department has space in multiple locations, consider creating plans for each location or adding space specific information as an appednix to the overall plan.
* Departments/units are encouraged to review and update the document annually, and utilize it for on-boarding new employees and reviewing topics at all-staff meetings.

Contact UO Emergency Management and Continuity for questions or feedback at [uoem@uoregon.edu](mailto:uoem@uoregon.edu).

**Response Resources**

EHS Training: <https://safety.uoregon.edu/ehssafetytraining>

Personal Safety Training: <https://safety.uoregon.edu/personal-safety>

EHS Safety Sheets: <https://safety.uoregon.edu/safetysheets>

UO Map: <https://map.uoregon.edu/>

* AED Locations
* Campus Addresses
* Fire Safety (evacuation maps including fire extinguishers)

# DEPARTMENT INFORMATION

*These worksheets review best practices and UO information/procedures, and provide space to identify specific plans or resources for your department. These should be used in the planning process and are not required to be included in the final plan.*

**Department name:**

**Department location – building name:**

**Department location – street address:**   
 (campus addresses at <https://map.uoregon.edu/>)

**Department email:**

**Department website:**

**Emergency Plan Last Update:**

**Department Lead Contacts:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | Email | Office Phone | Cell Phone |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Department Emergency Response Plan Team Members:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | Email | Office Phone | Cell Phone |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# EMERGENCY CONTACT INFORMATION

## POLICE / MEDICAL

**University of Oregon Police Department**

**Emergency:** 911 **Non-Emergency:** 541-346-2919

**In Person:** You may make a report at the UOPD Station, 2141 E. 15th Ave. in Eugene (at the corner of 15th Avenue and Walnut Street) during business hours, 8:00 a.m.-5:00 p.m., Monday-Friday excluding holidays. After hours, call (541) 346-2919 and let the dispatchers know that you would like to come to the station to make a report, so that an officer can be present to let you in.

## MENTAL HEALTH

## Suicide and Crisis Line: 988

## The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources

## FACILITIES

Academic and administrative buildings are support by Campus Planning and Facilities Management (CPFM) for custodial, trades and maintenance.

**CPFM - Work Control Center**

Phone: (541) 346-2319

Email: [workcontrolcenter@uoregon.edu](mailto:workcontrolcenter@uoregon.edu)

Hours: 7:00 a.m. – 5:00 p.m., Monday – Friday (except holidays)

After hours, holidays and weekends, call UO Security Operations Center at (541) 346-2919.

For departments who are not support by CPFM (auxiliaries, leased space, etc.) please list the contact information and procedures regarding the facility you occupy.

**Department Facility Support if not CPFM (auxiliary, facility owner, etc.)**

Entity:

Main Contact:

Phone:

Email:

Operational hours:

After Hour procedures:

# COMMUNICATION PLAN

It is important to make sure that everyone is prepared and informed in the event of an emergency within your office. Staff may not always be together when these events take place and plans should be developed to make sure they are able to contact one another. A communications plan should include contact information for all individuals that may need to be notified in the event of an emergency.

## Internal Emergency Communication Tools:

**Phone:** Supervisors should have contact information for their staff should they need to communicate directly about department operations outside of work hours.

**Email:** Does the department have an all-staff email list? Yes No

**All-staff email address:**

## Campus-Wide Emergency Communication Tools:

UO Alerts messages are sent when there is an imminent threat to health and/or safety to the campus community.

* UO emails are automatically added to the UO Alert database.
* Individuals must add cell phone numbers to the system to receive UO Alert texts. This should be recommended during employee on-boarding.

Staff should be encouraged to sign up for UO Alerts during on-boarding. To register for UO Alerts, please visit: https://safety.uoregon.edu/uo-alerts

## Other Communication Tools:

**Other communication tools (handheld radios, duty phones, etc.):**

# RESOURCES

## Automated External Defibrillator (AED)

AEDs are located throughout the campus. Check the AED Locations map at map.uoregon.edu. The AED’s are inspected once a year by the UO Fire Marshal Group or designated staff. If the AED in your area is making noise, then please report it to [eshinfo@uoregon.edu or 346-3192.](mailto:eshinfo@uoregon.edu%20or%20346-3192.)

All UOPD vehicles have an AED, which can quickly be deployed to anywhere on campus. Additionally, all UOPD Officers and Community Service Officers have current CPR and First Aid training, which includes training on how to use an AED.

**Nearby AED Location(s) (list or map):**

## Fire Extinguishers

Fire extinguishers are located throughout campus buildings and facilities. Locations are indicated on building evacuation maps which can be found at map.uoregon.edu in the Fire Safety map. All fire extinguishers are inspected annually and maintained by the UO Fire Marshal Group or designated contractors. If a fire extinguisher has been used at all, even if it wasn’t fully discharged, report it to the UO Fire Marshal Group so a replacement fire extinguisher can be provided.

**Fire Extinguisher Locations (list or map):**

## First Aid Kits

OSHA does not have a regulation about the contents of a first aid kit, just that a first aid kit must be on site and suitable for the type of work and number of employees in the area. OSHA references an ANSI (American National Standards Institute) standard. The ANSI recommended contents are as follows:

(2) Absorbent Compress, 32 sq inch minimum

(16) Adhesive Bandages, 1 x 3 inch

5 yards Adhesive Tape (can be in multiple rolls)

(10) Antiseptic single use wipes

(4) Sterile Pads, 4 x 4 inch minimum

(4) pair waterproof gloves (non-latex)

Wound-cleaning agent, i.e., moistened towelettes

(2) Triangular Bandages, 40 x 40 x 56 inch minimum

Micro-shield or Pocket Mask (if employees are CPR Rescue Breathing Trained)

Burn Treatment – either 6 individual use packets or a spray container with a minimum of 6 applications

(5) 12” x 18” zip-lock waste disposal bags

Duck Depot has three retailers for first aid kit supplies that meet the ANSI recommendations: Staples, Granger & Waxie.

**First aid kit location(s) (list or map):**

**Contact for resupply:**

## Safety Showers and Eyewash Stations

Safety showers and/or eyewash stations are used to wash chemicals off a person in the event of a chemical spill. On the university campus, these are generally located in laboratories, art studio spaces, custodial areas & food prep facilities.

**Shower/eye rinse station location(s) (list or map):**

# EMERGENCY PLANNING

## EVACUATION

In advance of an emergency, determine the nearest exits from your location and the best route to follow. Refer to building emergency evacuation plans posted throughout the University of Oregon facilities. UO maintains most building evacuation maps at map.uoregon.edu under Fire Safety. If maps for your department building are not available, contact the UO Fire Marshal at [uofm@uoregon.edu](mailto:uofm@uoregon.edu).

Before:

* Identify at least two evacuation routes from the building or work space.
* Encourage staff to practice evacuating using both routes.
* Designate potential areas of evacuation assistance for vulnerable populations and develop a plan to communicate these locations to first responders.
* Designate potential assembly locations
* Note: Exit routes and assembly locations will be dependent on the type of emergency and condition of buildings/areas.

When evacuating:

* Walk, do not run.
* Do not use elevators.
* Communicate with first responders regarding the location of areas of evacuation.
* Communicate assembly location if possible.
* Do not re-enter spaces to retrieve personal items.
* Wait for instructions from the Designated Public Safety Official(s).

If You Cannot Evacuate:

* **Call 911** and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building.
* If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.

**Potential assembly locations (list or map):**

## MEDICAL EMERGENCY

**In Case of Emergency**

* Call 911 immediately
* Provide:
  + Location (building, room number)
  + Nature of injury or illness
  + Current condition of the victim and other requested information
* Remain on the phone until you are directed to hang up.
* Stay with the patient.
* If possible, send someone to meet and direct the first responders.
* Do not attempt first aid without verifying that the area is safe to enter.
* Only perform aid if you are trained and willing to do so.
* Do not move the patient unless they are in immediate danger.

**In addition:**

* If a medical emergency occurred on the main Eugene Campus, please contact the UO Police Department at (541) 346-2919.
* If an employee is transported to the hospital,
  + Inform their emergency contact. If the department does not retain this information or the list is unavailable, reach out to Human Resources.
  + Contact Risk Management at 541-346-8316 with the employee’s name and 95-number.
  + Submit the employee injury report within 24 hours.

**Reporting Forms**

* **Employee (student, full time, part time) injury:** allworkplace injuries should be reported within 24 hours of the incident. The English and Spanish versions of the form can be found at the Safety & Risk Services website  
  <https://safety.uoregon.edu/injury-reporting>
* **Third-Party injury:** if a non-UO community member isinjured on University property or at a UO sponsored event, the third-party reporting form should be submitted within 24 hours of the incident. The form can be found at the Safety & Risk Services website.  
  <https://safety.uoregon.edu/third-party-incident-reporting>

**First Aid & CPR Training**

The Student Rec Center (SRC) offers a CPR and First Aid class. For more information, go to <https://rec.uoregon.edu/firstaid>

**Department Staff Trained in CPR/First Aid**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location | Certification | Expiration Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Blood Clean-up**

Only personnel enrolled in the UO Bloodborne Pathogens Program and appropriately trained may clean up blood spills. **For more information, go to** [**https://safety.uoregon.edu/laboratory-safety**](https://safety.uoregon.edu/laboratory-safety)

**Department Staff with Bloodborne Pathogen Training**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location | Certification | Expiration Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## ACTIVE THREAT

The University's Active Threat Response is based upon three action steps: run (avoid), hide (barricade), fight (confront). Please note that the action steps may not always occur in this order. Understating how to apply all of them as possible options regardless of order is a key to quick response.

Your specific location, your comfort level, and your abilities may warrant one response or another. You should assess the situation and determine the best response for you.

**BEFORE**

* Identify all the ways to can get from a workspace out of the building. Practice alternative exits at least once a week.
* Identify locations in the building to hide with the following considerations.
  + Can the room be locked?
  + Can furniture be moved to block the door?
  + Is there a space within the room that will allow a person to hide (e.g. closet, cabinet, etc.)
* Identify objects in workspaces that can be used as weapons (e.g. laptops, fire extinguishers, scissors, books, etc.)

**DURING**

**Run (Avoid) - evacuate if it is safe to do so.**

* Move quickly, leave your belongings behind.
* Call 911 when it is safe to do so.
* Stay away from the affected area.

**Hide (Barricade) - if running is not an option, there are no safe exits**

* Hide in an area out of the attacker’s view.
* Block entry to your hiding place with locks or objects.
* Turn off lights, silence cell phones.
* Spread out - do not huddle together.
* Make a plan in case the attacker enters the area.

**Fight (Confront) - as a last resort if running and hiding are not options**

* Look for objects that can be used as weapons to incapacitate the attacker.
* Throw things to maintain space.
* Work together with others to coordinate an attack.
* Assume the threat is lethal

**AFTER**

* Call 911 when it is safe to do so.
* When you encounter law enforcement officers, show them raised, open hands.
* Do not yell, scream or grab on to law enforcement.
* If an incident occurs, you may not be able to access your car. Make a proactive plan on how you would get home.

More information about Active Threat Training can be found online here: https:// [safety.uoregon.edu/active-threat.](https://safety.uoregon.edu/active-threat) Request training using [this form](https://app.smartsheet.com/b/form/0f77ae9954484f7d9331a7beb6def25d).

**Potential Hide (Barricade) Locations (list or map):**

## HAZARDOUS MATERIALS SPILL

If the department uses hazardous materials in research, maintenance or other activities, procedures should be developed to respond to spills.

* Be familiar with the hazardous materials used in the facility and the associated Safety Data Sheet (SDS).
* Identify personnel requiring training in the handling of the materials and keep records of these training.
* Be familiar with the locations of eye wash and safety shower stations in the facility that have hazardous materials.

**In the case of an emergency:**

* Move away from the site of the hazard to a safe location. Do not attempt to clean unless properly trained in managing chemical spills.
* If safe, shut doors to help contain the spill in the room it occurred.
* Evacuate all personnel from the immediate work and/or laboratory area; if the release or spill has the potential to impact a larger area, activate the building’s fire alarm and follow evacuation procedures.
* If life threatening, call 911. Otherwise report the incident to the University of Oregon Police Department by calling (541) 346-2919 and request Environmental Health and Safety assistance.
* Use safety showers and/or eye rinses if you or your participants comes into physical contact with a hazardous materials spill.

**Hazardous Materials and Location**

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Location | Trained Staff for Spills | Training Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# OTHER EMERGENCY RESPONSE INFORMATION

## EARTHQUAKE

Oregon lies at a convergent continental boundary where two tectonic plates are colliding. The **Cascadia Subduction Zone** is actually a 700-mile-long earthquake fault stretching from offshore northern California to southern British Columbia.

Oregon has the potential for a 9.0+ magnitude earthquake caused by the Cascadia Subduction Zone and a resulting tsunami of up to 100 feet in height that will impact the coastal area. There is an estimated five to seven minutes of shaking or rolling that will be felt along the coastline with the strength and intensity decreasing the further inland you are.

**BEFORE**

* Conduct a “nonstructural” assessment of your space.
  + Identify primary and secondary evacuation routes.
  + Move large or bulky material (boxes, heavy binders, etc.) to lower shelves to prevent falling items from causing injuries.
  + Secure heavy furniture to the wall (contact CPFM or your facility manager for assistance) to prevent injury or blocked evacuation paths.
* Identify safe places to drop, cover, and hold in rooms or buildings where you regularly spend time.

**DURING**

***Inside***

* Drop, cover, and hold: Take cover under sturdy furniture and hold on, protecting your neck and head.
* If you cannot take cover under furniture, drop into the fetal position; put your head down and cross your arms over your neck and head. Stay in this position until the shaking stops.
* Avoid windows and unsecured objects.
* Stay inside until shaking stops, then evacuate the building.
* Take keys, wallets, purses, and emergency supplies with you, as you will not be allowed to reenter.
* Expect fire alarm and sprinkler systems to activate.

***Outside***

* Move to an open area away from trees, buildings, walls, and utility poles and lines. Avoid entering buildings.
* If you are in a moving vehicle, pull to the side of the road quickly while avoiding overhead hazards such as trees, buildings, overpasses, and utility poles.

**AFTER**

* Do not reenter buildings until declared safe by emergency authorities.

## BOMB THREAT

Stay calm and obtain as much information as possible from the caller and report the threat immediately to 911. **DO NOT HANG UP.** If possible, call UOPD to notify them as well: (541) 346-2919.

Threats don’t always come in over the phone. There can be multiple methods of threat delivery such as:

* Phone calls,
* Emails,
* In person,
* Signs,
* Printers/fax machines
* Departmental Whiteboards, etc.

Be sure to note:

* Time of message/phone call.
* Exact words of the message.
* Noticeable characteristics of the message/phone call (gender, age, calm/angry, excited/ slow, etc.).
* Information regarding the device and possible location.
* Background sounds (machine, voices, street noises, music, etc.).
* Threat language (well spoken, taped, irrational, foul, incoherent, etc.).

If possible, ask the following questions, such as:

* Where is the bomb located?
* When will the bomb explode?
* What does the bomb look like?
* What kind of bomb is it?
* What will cause the bomb to explode?

## SUSPICIOUS PACKAGE

Mail and packages can be used to deliver suspicious and potentially hazardous materials. Before opening, take care to examine the item for anything unusual.

**Examples of issues that might raise concern:**

* Oily or stained
* Excessive tape or sting
* Strange odor
* Misspelled words or names
* Lopsided or uneven package
* Excess postage, no postage, or uncanceled postage.
* No return address or nonsensical return address.
* Handwritten or restrictive notes such as “To be opened in the privacy of”, “Confidential”, “Your Lucky Day is Here”, or “Prize enclosed”
* Objects or packages arriving before or after suspicious calls.

**If a package is unusual or as stated above:**

* Do not open, smell, touch, or taste any contents of the package.
* Do not move the package or contents of the package.
* Leave the area, isolate it by shutting doors behind you, as you leave.
* Do not use your cell phone within 300 feet.
* Treat it as dangerous.
* Call UOPD at (541) 346-2919.

**After:**

* Instruct those who have had contact with the suspicious object to wash their hands with soap and water.
* Make a list of everyone who has had contact with the package, including their contact information.
* If not completed earlier, contact UOPD at (541) 346-2919

## THREATENING COMMUNICATION

Threatening communication can be received in a variety of ways. Threats can be made via the telephone, email, written communication, or through illegal acts (i.e. vandalism, destruction of property, physical altercations, etc.). Most of the threatening communication is made by individuals who wish to create an atmosphere of anxiety and panic, and have an escalating grievance.

**All threatening communication must be taken seriously and handled as though the individual intends to harm the individuals whom they are threatening.**

If you or a colleague are a recipient of threatening communication, please do the following as soon as reasonable:

* For immediate safety concerns - contact the University of Oregon Police Department at (541) 346-2919.
* Report your concern to the UO Behavioral Evaluation and Threat Assessment (BETA) Team: <https://betateam.uoregon.edu/report-a-concern>, or [betateam@uoregon.edu.](mailto:betateam@uoregon.edu)
* Communicate what is happening to your supervisor.

There are many resources available for your assistance, response, and care. Please visit the BETA Team website (<https://betateam.uoregon.edu/resources>) to learn more about your resources

## 

# DEPARTMENT EMERGENCY RESPONSE PLAN

Department name:

Department location – building name:

Department location – street address:   
 (campus addresses at <https://map.uoregon.edu/>)

Department email:

Department website:

Emergency Plan Last Update:

Main Contacts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | Email | Office Phone | Cell Phone |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Department Emergency Response Plan Team Members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | Email | Office Phone | Cell Phone |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Department Facility Support if not CPFM (auxiliary, facility owner, etc.)

Entity:

Main Contact:

Phone:

Email:

Operational hours:

After Hours procedure:

## Department Communications

All-staff email address:

Other communication tools:

## Emergency Resources

AED Location(s) (list or map):

Fire Extinguisher Locations (list or map):

First Aid Kit Location(s) (list or map):

Contact for resupply:

Location of showers/eye rinse stations (list or map):

## Emergency Response Plans

Evacuation - Potential Assembly Locations (list or map):

Medical Emergency - Department Staff Who Are CPR/First Aid Trained

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | Email | Office Phone | Cell Phone |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Medical Emergency - Department Staff with Bloodborne Pathogen Training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | Email | Office Phone | Cell Phone |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Active Shooter - Potential Hide (Barricade) Locations (list or map):

Hazardous Spill - Hazardous Materials and Location

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Location | Trained Staff for Spills | Training Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |