

Community Response Checklist

-Active Shooter Incident-

If an armed or threatening intruder comes on to Portland State University (PSU) it is very important that faculty, staff and or students **report it immediately and take protective actions**. PSU has an open campus in the middle of a city and covers over 41 acres, creating unique challenges when dealing with this type of situation.

Secure Immediate Area:

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinet (cover may protect you from bullets)
- Mute cell phone
- Place signs in exterior windows to identify the location of injured persons

Contact Authorities:

- Use **Emergency** 911
- 725-4404 Public Safety (Emergency Line)
- 725-4407 Public Safety (Non-Emergency Line)
- cpsa@pdx.edu (Public Safety email)

Be aware that the 911 system will likely be overwhelmed. Program the Public Safety Office line (725-4407) into your cell phone or consider email. Email may be an option when unable to speak. Email is monitored by Public Safety personnel.

Upon First Responders Arrival:

- Follow instructions of first responders
- Until instructions are received, use your best judgment to determine whether immediate evacuation away from the threat area—or remaining in place under cover—is the most prudent course of action
- When law enforcement officials are engaging with perpetrators, keep low and immobile—don't make yourself a target of opportunity
- Assailants may be working alone or as a team. Maintain extreme vigilance until "all clear" is sounded.
- Render first aid assistance to casualties in your immediate area.
- Observe and note events carefully—your timely and accurate information when relayed to authorities can have a significant impact on the resolution of the emergency

What to Report:

- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries – number injured, types of injuries
- Describe what you hear/see
- Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

Public Safety Office Action:

- Once notified of a hostile intruder, the Public Safety dispatcher will ensure 911 has been contacted.
- As a campus with unarmed officers our directive is to immediately contact the police and then help to evacuate any personnel from the immediate area IF they can do so without becoming a target
- The Public Safety dispatcher will then initiate the notification plan
- The University Administration will initiate the Emergency Management Plan
- The on-site officer will establish the 1st ICS post
- When Portland Police Bureau arrives we turn the command over to them and then assist in any way possible
 - Police Response:
 - Objective is to immediately engage assailant(s)
 - Evacuate victims
 - Facilitate follow up medical care, interviews, counseling
 - Investigation
- The University Administration Emergency Management Team will coordinate the campus response with the Portland Police Bureau Emergency Management Team to become a unified command