

Emergency Procedures

PORTLAND STATE UNIVERSITY

BUILDING NAME: ROOM #:

DEPARTMENT SAFETY CONTACT: EVACUATION LOCATION:

PSU ALERT Opt in for text message notifications at banweb.pdx.edu

MEDICAL EMERGENCIES



CALL 911 IMMEDIATELY

- Provide the location, nature of injury or illness, current condition of the victim, and any other requested information
- Provide assistance if medically qualified
- Stay with the victim if possible
- Do not move the victim unless they are in immediate danger

AFTER EMERGENCY

Students: Center for Student Health and Counseling

Faculty/Staff: Office of Human Resources for workers compensation support

ACTIVE THREAT



If you encounter an active threat or violent intruder...

- **RUN:** If you are able, get away from the area.
- **HIDE:** If you can't RUN, shelter in place, close and secure all windows and doors. Silence ALL electronics.
- **FIGHT:** If you are unable to RUN or HIDE, attempt to counter the intruder using any means available as a last resort.

FIRE



If you see smoke or flames...

- Pull the fire alarm
- Evacuate the building immediately using the closest emergency exit
- Call 911 to report the fire
- Assemble in a designated area
- Wait for the "all clear" from PSU Alert or first responders before re-entering
- DO NOT assume an alarm is false
- DO NOT use the elevators

EVACUATE



If an unsafe situation occurs INSIDE your building...

Examples: Fire, indoor hazardous materials spill, power outage

- Proceed safely to the nearest exit, do not use elevators
- Exit the building and stay clear of the area
- Wait for the "all clear" from PSU Alert or first responders before re-entering
- If you are unable to evacuate without assistance, share your location and needs with someone who is able to share this with emergency responders

NEED HELP?

Call or Text
911

PSU Emergency
503-725-4404

PSU Non-Emergency
503-725-4407

SHELTER IN PLACE



If an unsafe situation occurs OUTSIDE of your building...

Examples: Earthquake, outdoor hazardous materials spill

- Move to an interior space, away from windows
- Wait for the "all clear" from PSU Alert or first responders before exiting

SUSPICIOUS ACTIVITY



SUSPICIOUS PERSON(S)

- Do not confront the person(s)
- Do not let the person(s) into a locked building or office
- Do not block the person's access to an exit
- Secure your office or immediate area if you are unable to safely evacuate

SUSPICIOUS ITEM(S)

- Do not handle or open the item(s)
- Leave the area and close doors behind you

Report suspicious activity with Campus Public Safety Office: 503-725-4407

EARTHQUAKE



If you feel shaking...

- Drop, Cover, Hold—drop down to the ground, find cover (table, desk, etc.) and hold on!
- Stay indoors until shaking stops
- Stay away from glass and windows
- Be aware: fire alarms and sprinkler systems frequently go off in buildings, even if there is no fire
- Expect and prepare for aftershocks

WINTER WEATHER



- Sign up for PSU Alert via Banweb to receive notice of University closures and delays
- Use only pathways which have been cleared of snow and ice
- Avoid walking under trees heavy with snow and ice
- Dress warmly, carry extra layers

TRANSPORTATION INFORMATION

- TriMet Alerts: trimet.org/m/alerts/
- PBOT Alerts: twitter.com/PBOTinfo
- ODOT TripCheck: tripcheck.com/