HMSC Emergency Procedures Manual

Medical Emergency: 9-911

Immediate Procedures
- Remain calm, initiate lifesaving measures if required.
- Call for emergency medical assistance.
- Do not move injured person unless there is danger for further harm.
- Keep injured person warm.

Police Emergency: 9-911

Immediate Procedures
- Remain on telephone until dispatcher releases the call.
- Remain calm; tell the dispatcher what has happened, give your name, where you are calling from, and the phone number to call you back.
- Answer all questions asked.

Major Incident

Fire: 9-911
Chemical Spill: 7-2273 (Main Campus number)
Radioactive Material Spill: 7-2227 (Main Campus number)

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the immediate area to evacuate.
- Call for emergency response.
- Close doors to affected area.
- Have person with knowledge of incident or area assist emergency personnel.

This emergency procedures manual is published by the Departments of Public Safety and Environmental Health & Safety of Oregon State University with modifications for use by the Hatfield Marine Science Center community.

It is intended for use by faculty and staff at the Hatfield Marine Science Center and is written to meet possible emergency conditions on the Newport campus. The most important concerns in such situations are the safety and welfare of the public, students, staff, and faculty. Therefore, familiarization of the contents of the manual will better prepare members of the center’s community to act surely and calmly in emergency situations to achieve the purpose. In the event of an emergency, the red Emergency Procedures Manual and the HMSC Emergency Procedures Manual will serve as a quick reference for effective action. Both documents should be kept in an easily accessible location at all times, preferable posted near the telephone. New employees should be familiar with it as part of their orientation program.
Disaster Management

1st call Newport Police: 9-911

2nd call Dept. of Public Safety: 737-3010 (located at Main Campus)
if during business hours, call HMSC Director’s Office: 867-0212

Disaster Management Plan

The Hatfield Marine Science Center has developed a plan which addresses the campus management system for extraordinary situations that are likely to have a catastrophic effect on the normal functioning of the campus and the surrounding area. The Disaster Management Plan has been developed to respond to the needs of the HMSC during a disaster and will be placed into the operation by the Director when an incident reaches proportions beyond the capacity of routine procedures.

When a campus disaster is declared, a Disaster Operations Center will be established in the Director’s Office. All dangerous situations and the need for medical assistance or rescue should be reported to the Director’s Office. If outside of normal business hours, call Newport Police (9-911). If the telephone system is not operational, radio communications centers will be established. Housing and feeding facilities will also be established for those who must remain on campus.

Disaster Management Check List

A. Remain calm.
B. Report unsafe conditions or the need for medical assistance to the Dept. of Public Safety immediately.
C. Render First Aid if you are properly trained.
D. Listen for announcements and follow instructions from emergency response personnel.
E. Don’t use the elevators during an emergency. Use the stairs.
F. If you are stranded in an elevator, use the emergency phone for help, if operational.
G. Do not drink water, use gas or electric devices until emergency personnel determined that it is safe to do so.
H. Do not attempt to fight fire until after you have notified the Fire Department.

Emergency Procedures for the Classroom

Earthquake
A. Cover your head and protect your body until shaking stops.
B. Stay away from non-secured objects, glass and decorative ornaments.
C. After the quake, proceed to exterior (open area) in an orderly manner. Do not use elevators. Do not stand near buildings.
D. Watch out for falling debris, power lines, broken glass, spilled chemicals, etc.

Fire Alarms
A. Know in advance where all exits are located.
B. Obey instructions given by instructor.
C. Evacuate in a calm, orderly manner to open areas at least 300 feet from the building. Do not use elevators.
D. Do not re-enter building until advised that it is safe to do so by authorized personnel.

Bomb Threats / Power Outages
A. Remain calm, quiet, and in your seat.
B. Listen to instructions given by instructor and evacuate in an orderly manner as directed. Do not use elevators.
C. When outside, remain at least 300 feet from building.
D. Do not re-enter building until advised that it is safe to do so by authorized personnel.
Emergency Procedures

Serious Injury / Illness

Ambulance

Emergencies: 9-911
Non-Emergencies: 7-3010 (Main Campus 737-3010)

Serious Injury / Illness Check List

A. Do not move the victim.
B. Call 9-911
C. Provide first-aid.
D. Meet the ambulance when it arrives

More Details

A. Do not move a seriously injured person unless it is a life-threatening situation for that person to stay where they are.
B. Call 9-911 for Emergency Medical Services (EMS), 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.
C. Return to the victim. Administer first aid (if properly trained), and keep the victim as calm and comfortable as possible.
D. Remain with the victim until assistance arrives.
E. If the injured person is an employee initiate the reporting procedures as directed by the department head and/or supervisor.
F. Protect yourself from potential blood borne pathogens (human blood and other body fluids). If you think you have been exposed, contact the Department of Public Safety at 7-3010 and you will be connected with the appropriate department for assistance.

Earthquake

Important Phone Numbers

Environmental Health & Safety: 7-2273 (Main Campus 737-2273)
Fire Department: 9-911

Earthquake Check List

- Evacuate area if health risk exists.
- Provide first-aid to the injured.
- Contain chemical spill if safe to do so. Notify Environmental Health and Safety.

More Details

DURING AN EARTHQUAKE

A. Do not rush outdoors. Stay inside since most injuries occur from falling glass, plaster, bricks, debris, and electrical lines as people are leaving the building.
B. Cover your head with your arms and stand against an inside wall or doorway, or take cover under a desk, table, or bench in case a wall, ceiling, or office furniture should fall.
C. Stay away from all glass surfaces including windows, mirrors, etc.
D. Do not attempt to restrain falling objects unless your life is endangered by them.
E. If you are outdoors, remain there. Move into the open. Do not stand under overhangs on the outside of buildings. Move away from power lines, trees and stay in open areas away from all structures.
After An Earthquake --- Prepare for a Tsunami

Tsunami Check List

- Evacuate immediately to high ground by the bridge entrance. (See map) A tsunami is likely to follow within a few minutes. Remember that a tsunami is a series of waves.

- Do not return to the HMS Center before an all-clear is given.

- Aftershocks may occur at any moment with nearly the same force as the original quake. Be prepared.

- Move carefully and observe your surroundings for hazardous situations. Provide first aid where necessary.

- Expect a long delay if a serious quake has occurred. The bridge will most likely be unsafe and South Beach will be cut off for as much as 72 hours.

More Details

The Oregon Coast is vulnerable to tsunamis generated in two different ways:

1. by undersea earthquakes occurring thousand of miles away from Oregon, and
2. by undersea earthquakes occurring just offshore.

Tsunamis generated by earthquakes occurring far away will take hours to reach the Oregon Coast, leaving adequate time for official warning.

Tsunamis generated by earthquakes occurring just offshore may strike the coast within minutes of the earthquake, before official warning is possible. The only warning that may occur is the earthquake itself.

Therefore, anyone living along the Oregon Coast or visiting it should remember the following rules:

- If you feel an earthquake when you are on the coast, protect yourself from the effects of the earthquake by dropping, covering, and holding on if you are indoors or stay away from objects that may fall if you are outside—until the earthquake is over.

- Then, even if you have been frightened or hurt by the earthquake, if you are in a low-lying area such as the HMSC that could be affected by tsunamis, you must immediately move inland or to high ground (see evacuation map for high ground.)

Tsunamis can travel upstream in coastal estuaries, with damaging waves extending farther inland than the immediate coast. Evacuate on foot if possible because of traffic jams and probable earthquake damage to roads and bridges.

- **Do not wait for official warning**, because the tsunami may strike before authorities have time to issue a warning or all power may be out, leaving warning systems nonfunctional.

- Do not return to the shore after the first wave. Additional waves may arrive up to several hours later, be higher, and go farther inland.

People have died because they survived the first wave and thought it was safe to return to the shore. Wait until officials tell you the tsunami danger has passed. If you are camping on or near the beach, you may have to immediately abandon your recreational vehicle or campsite to move inland or to high ground to save your life.

- **Never go to the beach to watch for a tsunami.** Tsunamis move faster than a person can run. Also, incoming traffic hampers safe and timely evacuation of coastal areas.
Workplace Safety

Personal Safety...
- Lock your car at all times.
- If you are the last to leave at night, ensure the doors are locked and your area is secure.
- Report any broken lights or locks.
- Insist on identification from repairpersons that come to work in the office, and be extra alert while they are there.
- Know the locations of the fire exits in your building.
- Keep your purse locked in a drawer or closet.
- Know the telephone numbers for police, public safety, and the fire department.
- Keep track of the office keys in your possession, storing them in a secure place. Do not hand them out to unauthorized persons.
- Shred important papers before discarding them in the wastebasket.
- Avoid letting telephone callers know that your boss or fellow workers are out of town.

Safety in transit...
- Don't get in elevators with people who look out of place or behave in a strange or threatening way. Report such individuals to security or the police.
- Use caution when entering stairwells. Stairwells can be traps as well as a way to save time or get some exercise.
- Never enter a stairwell to escape pursuers or potential attackers. Go to an office where there are other people.
- Be extra cautious when using restrooms that are in isolated locations, poorly lighted, or open to the public.
- If you bank for your business, vary your route and times of departure. Conceal the bank bag.

Parking lot sense...
- Park in well-lighted, heavily traveled areas if possible. If you know you are going to be staying late, check for lights when you park in the morning. If there are no spaces near lights, move your car to a better location at noon or when other employees begin to leave for the day.
- If you are working late on campus, call the Department of Public Safety (737-3010) to escort you to the parking lot.
- Always lock your car and roll the windows up all the way. If you notice any strangers lurking in the parking lot, notify public safety or the police immediately.
- Don't leave any valuable items in plain view inside your car.
- Leave them at home or lock them in the trunk.
- When you approach your car, have your key ready and check the floor and back seats before you get in the vehicle.

Office security...
- Keep your purse, wallet, or other valuable items with you at all times or locked in a drawer or closet.
- Don't leave a purse on a desk or a wallet in a jacket that's left on a chair or coat rack.
- Never leave your keys lying about.
- Never leave change or cash on the desk or in a top drawer.
- Instead, place any cash in an envelope and put it in a drawer that you can lock.
- If you bring any personal items to work, such as a coffeepot, a radio, or a calculator, make sure they are engraved with your name or initials and an identification number.
- Check the identification of any strangers who ask for confidential information or any delivery or repairpersons that want to enter an area restricted to employees. Don't be afraid to call for verification. Be extra alert while they are there.
- If you notice any suspicious persons or vehicles, notify public safety personnel or the police. Be especially alert in large office buildings and after normal working hours.
- When you are working in an office or classroom after normal working hours be sure you have closed and locked exterior doors and windows. If you have a perimeter alarm system, leave it on for extra protection.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, broken windows, or broken pay phones to maintenance and security.
Bomb Threats

Police 9-911

Bomb Threats Check List

A. Keep caller on the phone.
B. Get detailed information from the caller.
C. Look at the telephone display, if equipped, write down the number.
D. Call the police.
E. Inform Dept. Head or Building Manager.
F. Evacuate if directed to do so.

More Details

A. Keep the caller on the line as long as possible.
B. Attempt to obtain as much information as possible from the caller by using the checklist given above.
C. Look at the telephone display console if you have one and write down the information (telephone number, name, etc.) that appears on the console.
D. Call the Police at 9-911. Give your name, location and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to detonate, and the time when you received the call. Do not hang up until the dispatcher releases you from the conversation.
E. Inform your supervisor and/or department head. Indicate to your supervisor that you have notified the Police.
F. If you should spot a suspicious object, package, etc., report it to the Police. Do not touch, tamper, or move it in any way.
G. If instructed to evacuate, move a safe distance away from the building. Do not re-enter the building until instructed that it is safe to do so by authorized personnel.

Bomb Threat Work Sheet

Questions to ask: (record exact wording)

A. Where is the bomb located? ________________________________
B. What time is it set to go off? ________________________________
C. What does the bomb look like? ________________________________
D. What kind of bomb is it? ________________________________
E. What will cause it to explode? ________________________________
F. Did you place the bomb? ________________________________
G. Why? ________________________________
H. What is your address? ________________________________
I. What is your name? ________________________________

Gender of caller _______ Age _______ Race _______ Duration of call _______

Caller’s Voice

_____ Calm _____ Crying _____ Deep
_____ Soft _____ Loud _____ Laughing
_____ Raspy _____ Familiar _____ Nasal
_____ Stutter _____ Distinct _____ Accent
_____ Slow _____ Disguised _____ Excited
_____ Deep Breathing _____ Angry _____ Normal
_____ Ragged Breathing _____ Lisp _____ Crackling Voice

If the voice is familiar, whom did it sound like? ________________________________

Background Sounds

_____ Street Noises _____ House Noises _____ Clear
_____ Local _____ Static _____ Voices
_____ Office Equipment _____ Motor _____ Factory Equipment
_____ Long Distance _____ Phone Booth _____ PA System
_____ Music _____ Animal Noises _____ Crockery
_____ Other
Lost and Found
Guidelines for Processing Lost and Found Property

**Items Valued at Under $100**
Departments should keep all found items with a value of less than $100 for a period of 30 days to allow for claim by owner.
If the items have identification, the department should make attempts to contact the owner. If the owner cannot be located within the 30-day holding period, property should be disposed of to charity.
Clothing, shoes, umbrellas, etc. fall in the category of under $100.
Recordkeeping: Keep a listing of items turned into your office. When you turn items over to charity, have the person who receives the items sign the list to show receipt of the articles.

**Items Valued at Over $100**
All items with a value of more than $200, as well as all bicycles, purses, wallets and money, should be turned over to the Police. They will attempt to contact the owner, and will check to make sure the item is not stolen. All unclaimed items with a value of more than $100 will be disposed of by the Police according to Oregon State Law.

**Locating Lost Items**
For items lost or found on campus, contact the office nearest to where the item was lost. If you are unable to locate the lost item, contact (867-0100), or if the item is a purse, wallet, jewelry, money bicycle or any item with a value of more than $100, contact the Newport Police.

**Inclement Weather**
If it becomes necessary for the Hatfield Marine Science Center to close because of extremely inclement weather or other hazardous conditions, employees will be notified that they should not report to work. Information regarding closures will reach employees in the following ways:

1. When a decision is made to close the Center, a prerecorded message will be placed on the HMSC's central switchboard number, 867-0100.
2. In some cases, supervisors will call employees at home to inform them of the closure.
3. HMSC will ask that closure announcements be made on the following radio stations:
   - A. Newport: KNPT 1310 AM & KMYTE 102.7 FM
   - B. Toledo: KZUS 100.7 FM & KZUS 1230 AM
   - C. Eugene: KLCO 90.5 FM
4. Unless otherwise informed, employees are to assume that the HMSC is open and that they are to report to work.

For additional health & safety tips, see the OSU Department of Public Safety website:
[http://oregonstate.edu/dept/security/](http://oregonstate.edu/dept/security/)

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Oregon State University
Department of Public Safety
737-3010