



Oregon State University

Hatfield Marine Science Center Emergency Operations Plan

JANUARY 2025
NEWPORT, OREGON



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

Promulgation, Approval, and Implementation

The following is the Emergency Operations Plan (EOP) for Oregon State University’s (OSU) Hatfield Marie Science Center (HMSC). It identifies procedures and responsibilities for the planning and implementation of emergency procedures (including evacuations) for the protection of life and property.

This plan applies to all visitors, employees, students, volunteers or others working in HMSC-OSU buildings or controlled spaces. All OSU employees/students/volunteers and any non-OSU employee working in OSU buildings are required to become familiar with this plan and follow the plan and HMSC Emergency Manager (hereafter known as Manager) or designated personnel directions during an emergency incident. Personnel will be notified of changes to this plan by their supervisor or escort.

This plan has been approved and adopted by the Associate Vice President for Marine Research Operations and HMSC Emergency Manager. By the direction of the Research Office Associate Vice President, all colleges, units, and institutes with Hatfield Campus operations are expected to participate and follow HMSC EOP implementation. It is understood that emergency plans exist for co-located agencies/building occupants (federal, state); where their plans are absent in instructions, this plan will be in effect. It will be revised and updated as required. This plan supersedes any previous plan.

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**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

Record of Change

Minor/editorial changes (to correct factual accuracy, update response content to standardize with other agencies, changes to personnel or phone numbers, update of building inventory, etc...) or changes to the appendices can be approved by the HMSC Facilities Manager.

Record of Changes

Date	Summary of Change
2011	Original Plan
May 2014	Minor revisions Plan structure re-formatted
October 2015	Plan published
April 2019	Plan renewed
December 2021	Plan update and review
January 2025	Plan update and added Appendix G-Port Orford and H-Missing Youth



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

Plan Distribution List

Copies of this plan are provided to all organizations located within the HMSC. Updates will be distributed as they are developed. Distribution will be electronically, unless otherwise indicated on the following distribution list.

Date	Distribution	
	Associate Vice President for Marine Research Operations	Electronic copy
	CIMERS	Electronic copy
	COMES	Electronic copy
	EPA	Electronic copy
	Guin Library	Electronic copy
	HMSC Website	Electronic copy
	HMSC Leadership Team	Electronic copy
	Hatfield Student Organization	Electronic copy
	MMI	Electronic copy
	Marine Operation	Electronic copy
	NOAA-NMFS-AFSC	Electronic copy
	NOAA-NMFS-NWFSC	Electronic copy
	NOAA-PMEL	Electronic copy
	ODFW	Electronic copy
	Oregon Sea Grant	Electronic copy
	USDA-ARS	Electronic copy
	USFWS	Electronic copy
	USGS	Electronic copy



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

Table of Contents

1. Purpose 7

2. Scope 7

3. Overview 7

4. Planning Assumptions 9

5. Concept of Operations 9

6. Organization and Assignment of Responsibilities 10

 Oversight 11

 Preparedness Team 11

 Response Team 11

 Recovery Team 13

7. Direction and Control 13

 a. Decision-making 13

 b. Control 14

 The HMSC F&O AD is responsible for the coordination of HMSC response resources to the incident.
 14

8. Communications 14

9. Plan Maintenance 14

Appendix A Communication Contact Lists 17

Appendix B Abbreviations and Acronyms 19

Appendix C HMSC Hazard Analysis 20

Appendix D HMSC Communication Plan 23

Appendix E HMSC Closure Plan 24

Appendix F Emergency Action Plans 25

 Disaster - Natural or Human Caused 25

 Evacuation - Earthquake/Tsunami 27

 Evacuation Map (earthquake/tsunami) 29

 Evacuation – All hazards except Earthquake/Tsunami 30

 Shelter in Place/Lockdown 34



**Oregon State
University**

**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

Fire/Explosion	36
Medical Injury	39
Poisoning.....	41
Chemical Spill	43
Radiological Material Spill.....	45
Transportation Accidents.....	47
Severe Weather	49
Volcanic Ash / Wildfire Ash / Air Quality	51
Utility Failures	53
Bomb Threat.....	55
Bomb/Suspicious Object.....	57
Hostage	58
Active Shooter.....	60
Disruptive Person	63
Appendix G Functional Plans	65
Port Orford Field Station EOP	65
Appendix H Code Adam (missing youth) Support.....	68



1. Purpose

This plan establishes procedures and responsibilities for HMSC employees, students, volunteers, and, if necessary, co-located agencies and building occupants to plan for and respond to various emergencies that require protection of life, research, academic viability, and property.

During an emergency, HMSC will rely on the prescribed procedures in this plan to effectively implement response, organizational issues, communications, and decision-making processes.

2. Scope

This plan applies to:

- All OSU affiliated personnel within HMSC (employees, students, volunteers)
- All non-OSU personnel working within OSU HMSC buildings or controlled spaces (other agencies, contractors, volunteers and visiting researchers)
- Visitors at HMSC sponsored functions (e.g. picnics, guest lecturers, school group visits)
- Housing residents

3. Overview

Oregon and the HMSC campus are subject to natural, manmade, and security emergencies that could occur at any time. The impact of these hazards could range from a minor/temporary disruption of daily operations to catastrophic/long-term disruption of operations with the potential of loss of life. HMSC is a major educational and research element for OSU. Students and faculty live at or within commuting distance of the HMSC campus. Additionally, HMSC hosts visitors throughout the year. The population demographic is inclusive of all ages, various levels of mobility, a wide range of disabilities, limited English proficiency, and other attributes that require pre-active response planning. Some of these incidents may be prevented or their impact reduced through mitigation and planning activities. In the event the emergency/incident does occur, the immediate safety and initial response and rapid recovery will rely solely on the level of preparedness of employees and students.

HMSC is a major educational and research element for OSU. Students and faculty live at or within commuting distance of the HMSC campus. Additionally, HMSC hosts visitors throughout the year. The population demographic is inclusive of all ages, various levels of mobility, a wide range of disabilities, limited English language skills, and other attributes that require pre-active response planning.



This plan was developed with input from multiple HMSC campus partners, city and county emergency management officials, and Oregon State University officials.

This plan addresses emergency preparedness activities that take place during the four phases of emergency management. The four phases are: Mitigation, Preparedness, Response, and Recovery.

a. Mitigation

The HMSC may conduct mitigation activities as part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

b. Preparedness

Preparedness activities should be conducted to develop the response capabilities needed in the event of an emergency. Colleges, departments, and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities
- Emergency planning, including maintaining this plan, its appendices, and appropriate SOPs
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies
- Conducting periodic drills and exercises to test emergency plans and training

c. Response

The HMSC strives to respond to emergency situations effectively and efficiently. The focus of most of this plan and its appendices is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage.

d. Recovery

If a disaster occurs, the HMSC should carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the university community. Long-term recovery focuses on restoring the university to its normal state. The federal government, pursuant to the Stafford Act,



provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and government and other public institutions. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

The HMSC EOP uses an “all hazard” approach to address the range of hazards that could affect the HMSC campus (people, property, research, resources) and thus applies to a broad range of emergency human caused and natural incidents. Hazards were identified, risks evaluated based on vulnerability, and response guidelines developed to ensure the protection of resources before, during, and after emergency situations. Due to the elevated risk and complexity, the HMSC Continuity of Operation Plan (COOP) was developed as a primary planning document regarding mitigation and response for earthquake and tsunami risk at HMSC. Thus, the HMSC COOP is nested within the HMSC EOP. The HMSC EOP was developed with input from multiple HMSC campus partners, city and county emergency management officials, and Oregon State University officials.

4. Planning Assumptions

- Incidents will occur with no notice
- OSU employees, and volunteer personnel are familiar with their responsibilities to themselves and the public/students during emergency situations
- Procedures in this EOP are for OSU personnel, non-OSU personnel working within OSU HMSC buildings and HMSC visitors or guests; mechanisms exist for communicating between the co-located agencies on the HMSC campus and efforts are taken to ensure that campus partner emergency procedures and plans are consistent with this EOP
- The four phases of emergency management are applied to each identified emergency

5. Concept of Operations

A basic premise of emergency management is that incidents are handled at the lowest jurisdictional level possible. Emergency preparation and response begins at the College, School, or Department level. Each work unit will have to prepare for and respond to incidents. The OSU Emergency Operation Center (EOC) will coordinate University level response and allocation of resources so that other College, School, or Departments can request assistance when the incident depletes or exceeds internal capabilities.

An incident (small or large scale) occurs that disrupts the HMSC operations. Notification is made internally to the responsible authority, who determines what level of response is necessary.



- Individual work units are responsible for developing plans and responding to incidents that impact their operation.
- Incidents that impact the HMSC facility structure, affect building operation, or impact other work units (regardless of the incident originating work unit) are escalated to the Manager. At this time, all occupants, regardless of work unit, fall under the HMSC EOP and its designated leadership. Once the event is stabilized or personnel are removed from the facility and are in a safe location, the responsibility of business operations and personnel management reverts to individual work units.

If the incident response exceeds the HMSC capability, the responsible authority contacts local jurisdictional and OSU resources for support. These initial answering point agencies will direct response resources, or request activation of the OSU Emergency Operation Center (EOC) for response coordination.

HMSC should identify “Essential Personnel” who are essential to the continued operations during curtailment or closure of operations. These personnel should be notified of their role and expectations to report to work during emergency situations.

Note: It is important to note that the procedures outlined in this document are for OSU personnel; mechanisms exist for communicating between the co-located agencies on the HMSC campus, and efforts are taken to ensure those partners’ emergency procedures and plans are consistent with OSU procedures.

6. Organization and Assignment of Responsibilities

The following structure and key personnel are responsible for the planning, preparedness, and implementation of emergency management activities for the HMSC.



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**



Figure 1
Organization

Oversight

The Associate Vice President for Marine Research Operations or his designee is responsible for the safety and protection of life, securing critical infrastructure, and timely resumption of teaching, research, and business activities. Three teams with designated responsibilities will carry out these activities.

Preparedness Team

- HMSC Emergency Manager and the HMSC Associate Director of Operations & Facilities (F&O AD) (with guidance from the Director and in collaboration with the HMSC Safety Forum) will be responsible for making sure that plans, emergency equipment, and infrastructure to deal with an emergency are in place.
- HMSC Emergency Manager will convene meetings/ seminars and prepare summary materials to increase employee awareness of the content of this plan.

Response Team

This team coordinates the emergency response. The Response Team is comprised of the following members:

- HMSC Associate Vice President for Marine Research Operations
 - Organize the HMSC response command and control structure. The Incident Command System is one of several incident management structures available for use.
 - Determines level of response, **Level 1 Green**, **Level 2 Yellow**, **Level 3 Orange**.



**Oregon State
University**

**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

- Communicates with Lincoln County EOC (541-265-4277)
- Communicates with members of the Response Team
- Coordinate with non-OSU Hatfield Campus partners (NOAA, etc.)
- Communicates with the OSU Provost and VP for Research if needed

- HMSC F&O AD
 - Ensures all essential Facilities staff are on-site
 - Will direct evacuation (via fire alarm pull station) if necessary
 - Will organize response activities

- HMSC Emergency Manager
 - Initiates communication to inform HMSC personnel, guest, students, and visitors of a closure
 - Communicates with the OSU Dept. of Public Safety (541-737-3010)
 - Communicates with OSU Emergency Operation Center (through Public Safety)
 - Notify executive committee

- Communications Manager
 - Posts the message on the HMSC website
 - Updates the message on the general HMSC phone number, 541-867-0100



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

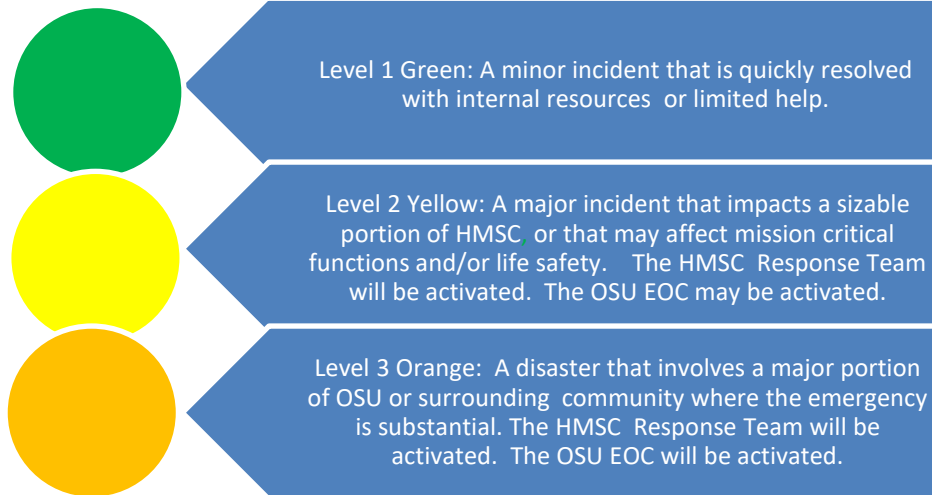


Figure 2
Response Levels

Recovery Team

The purpose of this group is to restore teaching, research, and business functions in a timely manner. The Recovery Team is comprised of, as a minimum:

- Associate Vice President for Marine Research Operations
- Associate Director of HMSC
- HMSC Communications Manager
- HMSC F&O AD
- HMSC Emergency Manager
- Unit and Agency Heads

7. Direction and Control

a. Decision-making

When an incident occurs, each individual is responsible for immediate life safety response of themselves and personnel under their care. This could include such actions as: calling 9-1-1, evacuating the immediate area, activating the fire alarm, and (depending upon level of training) providing first aid or extinguishing fires.

The HMSC Director, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate OSU Administration official or the EOC (if activated).



**Oregon State
University**

**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

HMSC designates the following line of succession in the absence of the Associate Vice President for Marine Research Operations (or designee):

- 1) HMSC F&O AD
- 2) Associate Director of HMSC
- 3) HMSC Emergency Manager

b. Control

The HMSC F&O AD is responsible for the coordination of HMSC response resources to the incident.

The HMSC will organize and coordinate incident response from the following locations (in order of preference):

- 1) Associate Vice President for Marine Research Operations 's Office (867-0211)
- 2) Guin Library
- 3) Offsite location, TBD

8. Communications

Several avenues exist for communication to HMSC employees, guest, students, and volunteers. Depending upon the extent/level of situation, multiple communication paths may be used to ensure personnel are kept informed:

- OSU/HMSC Alert
- E-mail
- Website
- Handheld radios- Facilities
- Building Public Address System – Visitor Center only
- Social Media
- Radio Stations

Information will be reviewed by the Associate Vice President for Marine Research Operations and/or the Communications Manager prior to release for mass distribution.

9. Plan Maintenance

The HMSC EOP is developed through the Associate Vice President for Marine Research Operations office and the Emergency Manager. The Associate Vice President for Research and F&O AD are responsible for coordinating plan development and changes as necessary.

The Appendices to the EOP provide supporting information and response guidance for identified hazards.



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual incident responses, and changes to the threat environment.

The plan will be reviewed and re-promulgated every three years.

Questions about this plan should be directed to the HMSC Emergency Manager.



Appendices

- A. Communication Contact List
- B. Abbreviations and Acronyms
- C. HMSC Hazard Analysis
- D. HMSC Communications Plan
- E. HMSC Closure Plan
- F. Emergency Action Plans
 - 1) Disaster – Natural or Human Caused
 - 2) Evacuation – Earthquake/Tsunami
 - a. Evacuation Map (earthquake/tsunami)
 - 3) Evacuation – All hazards except earthquake/tsunami
 - 4) Shelter in Place/Lockdown
 - 5) Fire/Explosion
 - 6) Medical Injury
 - 7) Poisoning
 - 8) Hazardous Materials
 - a. Chemical spill
 - b. Radiological material spill
 - 9) Transportation Accidents
 - 10) Natural Hazards
 - a. Weather
 - b. Volcanic Ash / Wildfire Ash / Air Quality
 - 11) Utility Failures
 - 12) Threat of Violence
 - a. Bomb Threat (w/ checklist)
 - b. Bomb/Suspicious Object
 - c. Hostage
 - d. Active Shooter
 - 13) Interpersonal emergencies
 - a. Disruptive person
- G. Unit Specific Response Plans for Unit Specific Operations/responsibilities
 - a. Port Orford
- H. Code Adam – Missing Youth Support



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

**Appendix A
Communication Contact Lists**

<p>Important Phone Numbers https://emergency.oregonstate.edu/emergency-management/contacts Note: OSU Public Safety maintains the HMSC contact list and will assist with emergencies</p>	
<p>Post This Page Near Your Phone</p>	
Police/FIRE / Emergency Medical Assistance	9-1-1
OSU Department of Public Safety	541-737-3010 541-737-7000
Newport City Police (Non-Emergency)	541-574-3348
Newport City Fire (Non-Emergency)	541-265-9461
Newport Hospital	541-265-2244
Director’s Office	541-867-0212
Oregon Poison Control Center	1-800-222-1222
Center Against Rape & Domestic Violence (CARDV)	541-754-0110
Crisis Intervention (Counseling and Psychological Services CAPS)	541-737-2131
Student Health Center	541-737-9355
Student Health Center (After hours and on weekends)	541-737-2724
Center for Advocacy, Prevention & Education (CAPE)	541-737-2030
OSU Environmental, Health & Safety (EH&S)	541-713-7273



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

**Appendix B
Abbreviations and Acronyms**

Abbreviation	Definition
CAPS	OSU Counseling and Psychological Services
CARDV	Center Against Rape & Domestic Violence
CIMRS	Cooperative Institute for Marine Resources Studies
COMES	Coastal Oregon Marine Experiment Station
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EH&S	OSU Environmental, Health and Safety
EPA	Environmental Protection Agency
HMSC	Hatfield Marine Science Center
MMI	Marine Mammal Instituted
NOAA-NMFS-FSC	National Marine Fisheries Service – National Marine Fisheries Service- Fisheries Science Center
NOAA-NMFS-AFSC	National Oceanographic and Atmospheric Administration – National Marine Fisheries Service-Alaska Fisheries Science Center
NOAA-PMEL	National Oceanographic and Atmospheric Administration – Pacific Marine Environmental Laboratory
ODFW	Oregon Department of Fish and Wildlife
OSU	Oregon State University
USFWS	US Fish and Wildlife Service
USGS	US Geological Survey



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

**Appendix C
HMSC Hazard Analysis**

The incident planning checklist outlines potential emergencies that may be encountered by the HMSC and should be addressed when developing criteria for planning for specific incidents.

Review each of the criteria and evaluate the criteria as though/if the incident were to impact your area of responsibility.

The calculated scores will help identify which incidents have the greatest impact and require more emergency management activity to prepare for the incident.

Occurrence to department or has high potential to do so (5) annually, (4) last 2-5 yrs, (3) last 5-10 yrs, (2) last 10-25 yrs, (1) > 25 yrs	Effect the hazard has to the majority of people within your institution (5) Life threatening, (4) Health/Safety threat, (3) Psychological Disruption, (2) Disruption of ability to do job 24 hrs, (1) Disruption of ability to do job <8 hrs	Vulnerability to research operations (3) High risk (2) Medium risk (1) Low risk	Vulnerability of academic operations (3) High risk (2) Medium risk (1) Low risk	Effect the hazard has to infrastructure within your institution (3) Disruption to most services > 12 hrs, (2) Disruption to some services 6-12 hrs, (1) Disruption to a few services < 6 hrs	Assessment Score = Occurrence * H&S * Research * Academic * Property
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	Occurrence	Health & Safety	Research	Academic Curriculum	Property & Environment	Assessment Score
Fire Emergencies						
Minor Fire - 1 room	4	1	1	1	1	4
Major Fire - 3 or more rooms	1	2	2	1	2	8
Explosion	1	1	1	1	1	1



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

	Occurrence	Health & Safety	Research	Academic Curriculum	Property & Environment	Assessment Score
Medical Emergencies						
Death/Homicide	1	3	1	1	1	3
Injury	1	1	1	1	1	1
Food Poisoning	3	2	1	1	1	6
Mass Casualties	1	3	1	1	1	3
Disease Outbreak	1	2	2	2	2	16
Odors	4	1	1	1	1	4
Animal	3	1	1	1	1	3
Hazardous Materials						
Material Release (air)	1	1	1	1	1	1
Spill/Exposure	1	1	1	1	1	1
Radiation Exposure	1	1	1	1	1	1
Asbestos Release	1	1	1	1	1	1
Biological exposure	1	1	1	1	1	1
Transportation Accidents						
Automobile Accident	3	1	1	1	1	3
Aircraft Collision with Building	1	4	2	2	2	32
Pedestrians/Bicyclists	1	1	1	1	1	1
Non-road vehicle (Tractor/farm)	1	1	1	1	1	1
Maritime/Aviation	1	1	1	1	1	1
Evacuation						
Sporting Events	1	1	1	1	1	1
Planned Events	1	1	1	1	1	1
Building Evacuation	1	1	1	1	1	1
Shelter-in-place	1	1	1	1	1	1
Natural Hazard						
University Closure	2	2	2	1	2	16
Flooding	1	1	1	1	1	1
Ice/Snow Storm	4	1	1	1	1	4
High Wind/Tornado	5	1	1	1	1	5



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

	Occurrence	Health & Safety	Research	Academic Curriculum	Property & Environment	Assessment Score
Earthquake/Tsunami	1	5	3	3	3	135
Utilities/Infrastructure						
Telephone/Telecom Failure	2	1	1	1	1	2
Electrical Failure	2	1	1	1	1	1
Loss of Water Availability	1	1	1	1	1	1
HVAC Failure	1	1	1	1	1	1
Hood Ventilation Failure	1	1	1	1	1	1
IT Failure - Data transmission	1	1	2	2	1	4
IT Server Hardware failure	1	2	2	2	2	16
Structural Failure	1	2	2	1	2	8
Threat of Violence						
Bomb Threat	1	2	1	1	1	2
Bomb/Suspicious Object	1	1	1	1	1	1
Campus Violence/Suspicious Person	4	3	1	1	1	12
Weapons	1	1	1	1	1	1
Vandalism	4	2	2	1	1	16
Hostage Situation	1	3	1	1	1	3
Active Shooter/Lock Down	1	4	1	1	1	4
Bias Incident	4	3	1	1	1	12
Terrorism						
National/State Level	2	3	1	1	1	6
Local Level	1	3	1	1	1	3
Interpersonal Emergencies						
Sexual Assault	1	3	1	1	1	3
Stalking	1	3	1	1	1	3
Relationship/workplace Violence	1	3	1	1	1	3
Missing Student/Staff	1	3	1	1	1	3
Study Abroad Incident	1	3	1	1	1	3
Suicide	1	3	1	1	1	3



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

**Appendix D
HMSC Communication Plan**

1. See Appendix A for contact name and phone numbers
2. Associate Vice President for Marine Research Operations or designee receives communication from OSU, the HMSC Response Team, or Lincoln County Emergency Management.
3. Associate Vice President for Marine Research Operations notifies:
 - a. Director's office staff (Response Team)
 - b. OSU Dept. of Public Safety, 541-737-3010 (and/ or email to: public.safety@oregonstate.edu)
 - c. OSU Provost and/or Vice President for Research Administration, Finance and Operations
 - d. Co-located Agency leads
4. Response Team:
 - HMSC Communications Team notifies:
 - Yaquina Bay Communications (KCRF, KYTE, KNPT, etc.): 541-265-2266
 - KPPT (Boss Radio 100.7FM) and KCUP (1230AM): 541-265-5000
 - KSHL (97.5FM): 541-265-6477
 - KLCC / KLCO (90.5 FM OPB/NPR): 541-463-6022
 - KOAC 550AM (Corvallis OPB affiliate): 541-737-4311 or email: opbnews@opb.org
 - Posts message to HMSC web page and main phone line. (541-867-0100)
 - HMSC Operations Team
 - Notifies affected instructors, students and interns, housing guests, and any other scheduled visitors
 - Notifies Facilities team and Seawater users
 - HMSC Emergency Manager
 - Posts message on HMSC listserv
 - Posts message on HMSC Alert, if needed
5. Contingencies
 - a. Telephone outages should be anticipated, and employees should be advised to check more than one source (e.g., web, radio) for confirmation of information
 - b. If the Director cannot reach contacts, a designee should reassign duties



Hatfield Marine Science Center (HMSC) Emergency Operations Plan (EOP)

Appendix E HMSC Closure Plan

If circumstances require emergency closure of the HMSC, the following procedures shall be followed to ensure maintenance of essential services and effective communication to employees, students, visitors, and volunteers.

1. Decision-making

The decision to change the hours of operation for the HMSC on any given day (or to open late or close early) due to an emergency rests with the Associate Vice President for Marine Research Operations, with communication to the Department of Public Safety and Vice President of Finance and Administration.

- a. In cases where the Associate Vice President for Marine Research Operations is on travel and unreachable, the person with designated signatory authority (assigned by the Director prior to commencing travel) shall make such decisions
- b. If no one is designated during the temporary travel/absence or the designee cannot be reached, the following are to be contacted, in order:
 - 1) Primary designee: Associate Director of Hatfield Marine
 - 2) Secondary designee: Associate Director of Hatfield Facilities & Operations

2. HMSC Notification

- a. Decisions on HMSC campus closure will follow the procedures outlined above.
- b. Notification of any delayed opening or closure shall be communicated immediately by activating Appendix D – Communication Plan
 - 1) Internal communication methods to reach appropriate HMSC personnel
 - HMSC Alert
 - Email lists
 - HMSC Website
 - Social Media
- c. After an all-clear has been received or normal operations can resume, the Associate Vice President for Marine Research Operations will notify the Response Team and have them use the Communication process to inform personnel that they may return to HMSC.



**Appendix F
Emergency Action Plans**

Disaster - Natural or Human Caused

Mitigation:

- HMSC periodically reviews and updates portions of plan
- HMSC conducts periodic education of plan to build knowledge and awareness of responsibilities

Preparedness:

- OSU has developed a plan that addresses the campus emergency management system for extraordinary situations that are likely to have a catastrophic effect on the normal functioning of OSU facilities and the surrounding area.
- The HMSC Emergency Operation Plan has been developed to respond to the needs of HMSC during a disaster and will be placed into operation by the Associate Vice President for Marine Research Operations when an incident reaches proportions beyond the capacity of routine procedures.
- When the HMSC disaster/emergency operation plan is activated, unless it is unsafe to do so, the HMSC Disaster Operations Center will be the Associate Vice President for Marine Research Operations Office
- If cell phones are not operational, alternate communication methods will be established by HMSC.

Response:

Police: Call 9-1-1

Associate Vice President for Marine Research Operations Office: Call 541-867-0212

1. Remain calm.
2. Report unsafe conditions or need for medical assistance to 9-1-1 and the Associate Vice President for Marine Research Operations Office.
3. Render first aid if you are properly trained.
4. Listen for announcements or alarms and follow instructions from emergency response personnel.
5. Don't use the elevator during an emergency, use the stairs.
 - If you are stranded in an elevator, use the emergency phone/intercom to summon help
6. Do not drink the water, use gas or electric devices until the emergency personnel determine that it is safe to do so.



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

7. Do not attempt to fight a fire until after you have notified 9-1-1 that there is a fire, have obtained fire extinguisher training, and feel safe to do so.

Recovery:

- Check in with HMSC leadership to determine response status
- Do not enter a building until allowed to do so
- Once entering the building, inspect your work area and report any issues



**Appendix F
Emergency Action Plans**

Evacuation - Earthquake/Tsunami

Mitigation:

- Put in a work order for HMSC Facilities to secure items in your office or work area that would be a hazard in an earthquake (e.g. bookcases, water coolers, etc..)
- Identify safe spots in each room to Drop, Cover, and Hold
- Identify evacuation routes from your workstation
- Participate in earthquake and evacuation drills
- Conduct off-site data backup of essential information

Preparedness:

Preparation tips for workplace emergency evacuation:

- Think through your evacuation scenario from different parts of the campus or your commute and be familiar with the tsunami evacuation route maps
- Frequently review the earthquake Emergency Action Plan and the DO NOTs noted
- Have a backpack ready with emergency gear; see <https://www.ready.gov/kit> for details. Routinely store (if practical) your coat, hat, phone, and essentials where they can be accessed easily.
- Be prepared, but also be mentally prepared to leave everything behind if not readily accessible. Timely evacuation is a higher priority than emergency supplies or personal items.
- Prepare a communication plan for your family. Keep in mind that your home may not be structurally sound.
- Preprogram essential phone numbers and alerts into cell phones and other devices.

Managers:

- Impress upon your staff that in case of any earthquake, regardless of how slight the shaking might seem, they are expected to evacuate.
- Brief visitors including students and others working at HMSC about evacuation routes.
- Encourage staff to consider evacuation routes when planning and implementing field research.

All Personnel:

- Remember you have 20 min or less to reach a tsunami assembly area.



- DO NOT go back to your office or spend time packing; grab your emergency gear ONLY if it is handy. Evacuate to higher ground immediately.
- DO NOT wait for an official warning. Evacuate even if the shaking is slight.
- DO NOT re-enter buildings. You will not have time, and they may be unstable.
- DO NOT return to the campus until an “all clear” from local officials has been issued; beware of unfounded rumors of an all-clear.

Response:

If you feel an earthquake:

1. Protect yourself (Drop, Cover, and Hold-on). If outside during the shaking, move away from buildings or other objects that could fall.
2. GO- Evacuate the building as soon as you deem it safe and move on foot to high ground (South Beach assembly areas- MSB rooftop, Safe Haven Hill, and OCCC assembly area). Bring only items you can easily grab, including backpacks specially packed with emergency gear. Be aware of falling debris indoors or outdoors.
 - Do not use elevators (unless it is the emergency elevator in the Marine Studies Building)
 - Do not pull fire alarm
3. Stay at high ground until the “All Clear” from local officials has been issued

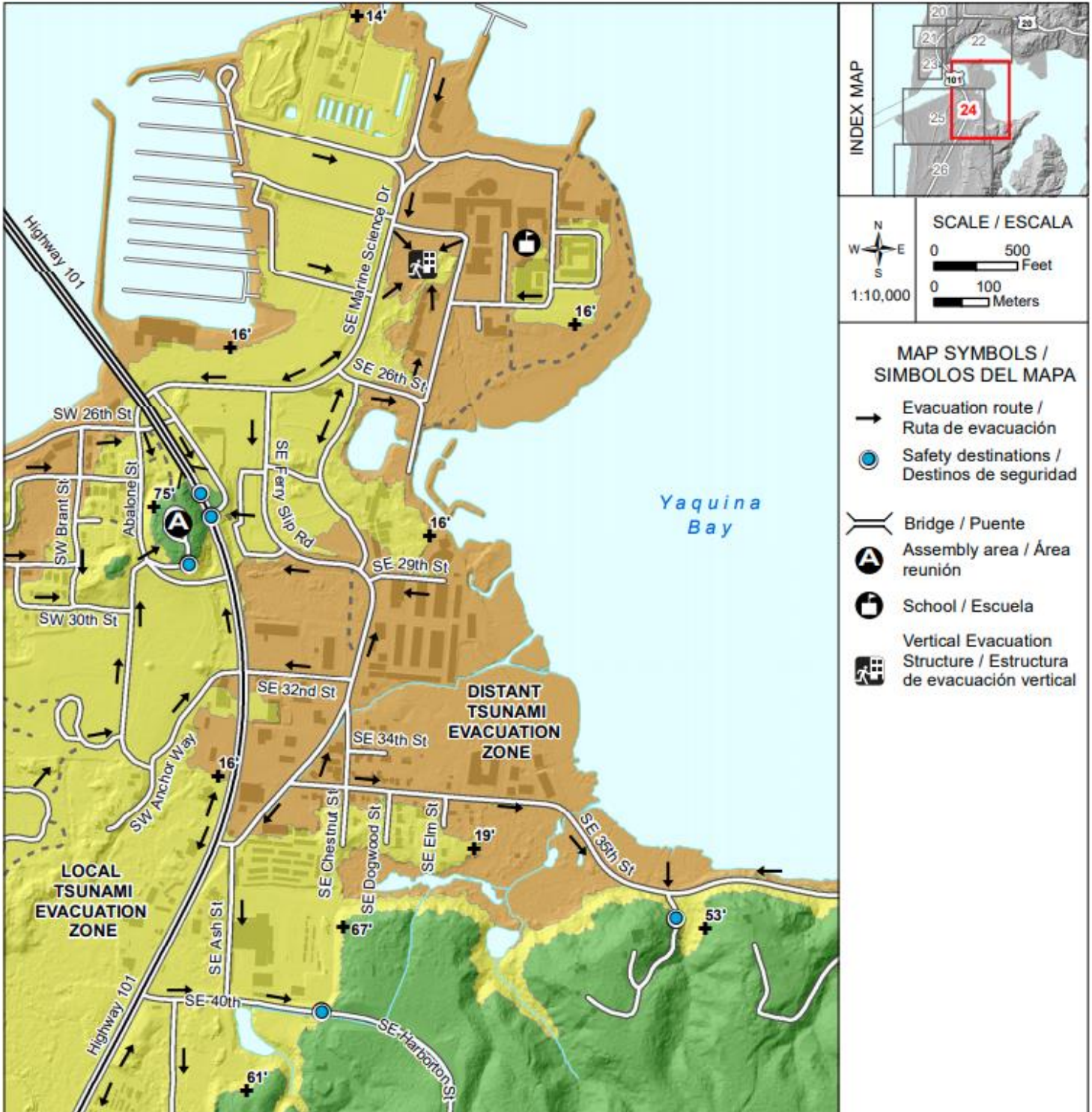
Recovery:

- Do not re-enter a building until it has been seismically inspected
- Expect aftershocks and more building damage to occur
- Extinguish small fires
- Follow OSU guidance for follow-on activities.



Hatfield Marine Science Center (HMSC) Emergency Operations Plan (EOP)

Evacuation Map (earthquake/tsunami)



**Appendix F
Emergency Action Plans**

Evacuation – All hazards except Earthquake/Tsunami**Mitigation:**

- Follow Evacuation planning policy and procedures, as outlined in the Oregon State University (OSU) Safety Policy and Procedure manual
<http://oregonstate.edu/fa/manuals/saf/204>
- Have a representative participate on the Building Manager’s Evacuation Committee to assist with planning and identifying areas of concern

Preparedness:

- Learn where the closest two evacuation points are
- Learn where the evacuation assembly point is (map below)
- Learn where fire alarm pull stations are in your area
- Learn where emergency equipment is located, in the event you have to take it with you as you evacuate
- Pre-identify personnel who may have existing conditions that necessitate assistance during an emergency or evacuation.
- Report to HMSC Facilities any obstructions or limitations to the evacuation routes
- Do not block open fire doors.
- Develop an evacuation kit or identify items to take with you as you evacuate
 - Keys
 - Coat/jacket
 - Pocketbook
 - Medication
 - Appropriate footwear
 - Emergency contact numbers
- Review your workplace and identify areas that must be addressed before evacuating
 - Valuables that must be locked
 - Gases that must be turned off
 - Apparatus that need to be placed into a safe configuration
 - Animal life support
- Create position specific duties for staff members to perform and train staff members (e.g., instrument security/shutdown)
- Review building specific emergency or evacuation plans

Response:

**Emergency: Call 9-1-1**

When you receive the notice to evacuate the building, or you decide to evacuate due to a nearby danger:

1. Immediately obey evacuation alarms and orders to evacuate.
 - Classes in session must evacuate
 - OSU employees are to ensure students, visitors, visiting vendors and guests to the campus are evacuated
2. If time allows and without endangering yourself,
 - Place equipment in a safe configuration
 - Close doors and windows
 - Inform others in your vicinity of the current situation
 - Take any personal items you may need
3. Leave the building - do not use elevators.
 - Use the nearest, safest exit
 - Warn others as you evacuate, but do not delay your own evacuation
 - All personnel are to exit the building
4. Assist persons with mobility or other evacuation concerns
 - Students, staff, and visitors who are blind should be assisted through hallways and down stairways
 - Wheelchair bound persons should follow evacuation routes on the ground floor of a building. If not on the ground floor, wheel to the nearest assembly area (fire escape or stairway door). Rescue personnel will search these areas first and help individuals with disabilities evacuate the building.
 - If no pre-identified area, go to an area that provides a barrier between you and the hazard
 - Communicate with responders
 - Dial 9-1-1
 - Place a cloth or clothing out a window to attract attention
 - Notify others who are evacuating to inform responders of your location
5. Proceed outside the building to the evacuation assembly area. All personnel should move as far away from the building as practical, so as not to be in danger or in the way of emergency responders. (minimum 50 feet away)



- If the evacuation assembly area is not suitable, follow the directions of the Building Manager or Floor monitor to move to another area
- 6. Conduct accountability for personnel under your supervision.
- 7. Wait for official notice before attempting to re-enter the building.
- 8. Report problems or concerns to the HMSC Leadership.

Classroom / Lab Instructors

1. Direct the class to exit through the nearest safest exit
2. Assign two individuals for each student with disabilities to assist in their safe evacuation from the building
3. Check the classroom/lab area to ensure evacuation is complete prior to exiting the area
4. Once outside, check to see that no one is missing. Report status to a floor monitor or building manager.

Recovery:

- Check in with HMSC leadership to determine response status
- Do not enter a building until allowed to do so
- Once entering the building, inspect your work area and report any issues



Assembly Point Map (Non-earthquake/Tsunami)





**Appendix F
Emergency Action Plans**

Shelter in Place/Lockdown

Mitigation:

- Install locks or devices on doors that allow the door to be locked from the inside

Preparedness:

- Pre-identify interior locations that can be used for sheltering when stormy weather or violence strikes
- Identify how to isolate OR select shelter locations that are not part of the air system
- Review with employees how to respond to acts of violence
- Identify who has the capability and responsibility to lock exterior building doors- F&O AD

Response:

Emergency: Call 9-1-1

HMSC Facilities: Call 541-270-0101

When you receive the notice to seek shelter inside a building, or you decide to shelter due to a nearby outside danger (e.g. severe weather, outside environmental danger, or violent intruder):

1. Seek shelter inside a building and remain there.
 - If possible, seek shelter in areas without hazards (e.g. chemicals, fume hoods, water tanks, loose material, etc.)
 - If possible, warn anyone outside the building to immediately enter
 - Determine if a threat of violence is present and the building/occupants should lock internal and access doors.
2. If a weather incident, go to the lowest level of the building, stay in interior hallways, away from glass doors and windows.
3. If an outside chemical or hazardous material causes the sheltering, move everyone to the 2nd or 3rd floors of the building.
 - Close exterior doors and windows
 - Call Facilities (541-270-0101) to shut down the building's air handling system



4. If a lock down situation:
 - If safe to do so, lock the exterior doors
 - Seek shelter inside a room where the door can be locked and barricaded
 - Lock the door and barricade it
 - Stay away from windows so no one can see you
 - Seek cover behind/under solid objects
 - Silence cell phones or other devices that make noise and could draw the intruder's attention
5. If safe to do so, contact the following and report your situation:
 - 9-1-1
 - HMSC leadership
6. Monitor TV or website news, if possible.
7. Wait for official notice to resume normal activities.
 - By HMSC Alert notification
 - By person in hallway announcing all clear (it is acceptable to ask for official identification prior to unlocking the door)
 - University/HMSC website
8. Conduct accountability for personnel under your supervision.
9. Be prepared to conduct immediate evacuation if told to do so.
10. Report problems or concerns to HMSC leadership.

Recovery:

- Check in with HMSC leadership to determine response status
- Do not exit the building until allowed to do so



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

**Appendix F
Emergency Action Plans**

Fire/Explosion

Note: Refer to building specific Fire Safety Plan for detailed information

Mitigation:

- Store and handle flammable, combustible, and other hazardous materials in accordance to OSU policies/procedures
 - [Environmental, Health and Safety](http://oregonstate.edu/ehs/)
 - [OSU Safety Manual](http://oregonstate.edu/fa/manuals/saf)
- Maintain a tidy, waste-free work area
- Conduct monthly room inspections of common areas to reduce fire hazards
- Participate in required annual evacuation drills
- Identify employee responsibilities:
 - Building manager/floor monitor duties (Safety Manual Section 204 <http://oregonstate.edu/fa/manuals/saf/204>)
 - Faculty with students – ensure students under direct faculty supervision are evacuating
 - Employees required to stay behind and operate critical equipment prior to evacuating
- Report problems with fire safety systems immediately to the HMSC Facilities
- Have a representative participate on the Building Manager’s Evacuation Committee to assist with planning and identifying areas of concern

Preparedness:

- Staff familiar with fire and life safety policies and responsibilities, including use of portable fire extinguishers
- Identify the closest two exits to your work location
- Identify escape routes to the nearest exits
- Identify where the fire alarm pull station and fire extinguishers are located
- Know where the outside evacuation assembly point is for the building
- Put in a work order to report to HMSC Facilities any obstructions or limitations to the evacuation routes



Response:

Fire Emergency: Call 9-1-1

HMSC Facilities: Call 541-270-0101

Immediate procedures when fire, smoke, or an explosion is detected:

1. Activate the nearest fire alarm pull station to alert building occupants and call 9-1-1
 - Fire alarm will sound (either a gong or electric chime)
 - Buildings equipped will also have strobe light activation to indicate an active fire alarm
2. Everyone leave the building immediately when an alarm sounds. Notify others around you of the evacuation, but do not delay your evacuation
 - a. If time allows and you can perform the action without endangering yourself:
 - place the equipment you are operating into a safe configuration before evacuating
 - close doors and windows before evacuating, if this can be accomplished quickly and safely. It is particularly important to close doors to contain the fire in the room/area of origin.
3. Evacuate through the nearest safest exit
 - See Appendix F – Emergency Action Plans: Evacuation
4. Call 9-1-1 to report the fire alarm, after evacuating building.
5. Do not re-enter the building until fire or police give permission to do so.
6. Move to evacuation assembly area (See Appendix F – Evacuation or building emergency plan). If evacuation area cannot be reached or is unknown, move as far away from the building as practical, so as not to be in danger or in the way of emergency responders. (a minimum of 50 feet)
7. Once safely outside, check to make sure no one is missing, and inform emergency responders/Building Manager/HMSC Leadership if someone is unaccounted for.
8. Do not use elevators during an evacuation.
9. If evacuation routes are blocked, remain in your room, stand by a window, and call 9-1-1 to report your location, and wait for fire department assistance.



If your building is equipped with a fire escape, all other exit routes are blocked, and you cannot wait for the fire department to rescue you from a window area, proceed with caution down the fire escape.

10. Individuals with mobility or evacuation concerns:

- a. Students, staff and visitors who are blind should be assisted through hallways and down stairways
- b. Wheelchair bound persons should follow evacuation routes on the ground floor of a building. If not on the ground floor, wheel to the nearest assembly area (fire escape or stairway door). Rescue personnel will search these areas first, and help individuals with disabilities evacuate the building.
 - If no pre-identified area, go to an area that provides a barrier between you and the hazard
 - Communicate with responders
 - Dial 9-1-1 or HMSC Facilities: 541-270-0101
 - Place a cloth or clothing out a window to attract attention
 - Notify others who are evacuating to inform responders of your location

11. Staff/Faculty are not required to attempt to fight a fire. If you are trained to do so, and can safely do so, use the appropriate fire extinguisher to attempt to extinguish small fires (office trash can size). Ensure 9-1-1 has been called prior to attempting to extinguish the fire.

Recovery:

- Check in with HMSC Leadership to determine response status
- Do not enter a building until allowed to do so.
- Once entering the building, inspect your work area and report any issues
- If food services are involved, the County Health Department is required to inspect the food service area before food service can be conducted
- Contact the HMSC Facilities for additional monitoring or questions regarding the work environment after a fire incident



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

**Appendix F
Emergency Action Plans**

Medical Injury

Mitigation:

- Conduct a Job Hazard Analysis to identify work that could potentially cause injuries. Develop a plan to reduce the risk of injury
- Train personnel in First Aid and CPR
- Develop an emergency medical plan if emergency medical help is greater than 30 minutes away
 - Identify communication method to emergency responders
 - Identify transportation to a point where the ambulance can be met
 - Have a first aid trained person available and identified to workers
 - Have a first aid kit in close proximity to workers

Preparedness:

- Know where the workplace medical response items are (first aid kit, AED, PPE...)
- Know who in your work group is trained in first aid
- Review with co-workers the response actions to potential workplace injuries

Response:

Medical Emergency: Call 9-1-1

HMSC Facilities: Call 541-270-0101

1. Remain calm, initiate lifesaving measures if required.
 - a. Do not move injured person unless there is danger for further harm.
 - b. Call out for help so others nearby can respond to the incident
2. Call 9-1-1 for emergency medical assistance. Also call HMSC Facilities (541-270-0101) for notification and assistance.
 - a. Call or send someone to call 9-1-1 for Emergency Medical services (dial 9-1-1).
 - b. 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.
3. Send someone to retrieve a AED
4. Provide first-aid
 - a. Administer first aid (if properly trained)
 - b. Keep the victim as comfortable as possible



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Emergency Operations Plan (EOP)**

- c. Remain with the victim until the assistance arrives.
 - d. DO NOT give fluids or food unless authorized by a medical provider
 - e. Protect yourself from potential blood borne pathogens (human blood and other body fluids.)
 - f. Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.
5. Send someone to meet the ambulance and guide it to the patient

Recovery:

- If the injured person is an employee, contact the employee's supervisor and initiate the reporting procedures as directed.
- If you think you have been exposed to bodily fluids:
 - Seek medical treatment from your physician or other health care provider
 - Report the exposure to your supervisor, who will complete the web based HR Advocate Incident Reporting (<http://hr.oregonstate.edu/benefits/workers-compensation-resources>) and Form 801 (Report of Accident/Illness)
 - Contact the OSU Biological Safety Officer (541-737-4557)



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

**Appendix F
Emergency Action Plans**

Poisoning

Mitigation:

- Review the types and purpose of poisonous materials. Properly dispose of if no longer needed or replace with a less poisonous substance.
- Properly label poisonous materials and ensure labeling is legible

Preparedness:

- Ensure personnel using poisonous materials are familiar with the hazards and appropriate response
- Consult the Safety Data Sheet and wear appropriate personnel protective equipment.

Response:

Poison Control Center: Call 1-800-452-7165

Fire/Ambulance/ Police: Call 9-1-1

HMSC Facilities: Call 541-270-0101

If poison is splashed in eyes:

1. Call out for help so others can come to you
2. Rinse eyes with running water for up to 15 minutes. Hold the eyelid open while water flows over the eyeballs. Do not rub the eye.
3. Call 9-1-1 for medical assistance, if needed
4. Call Poison Control Center
5. Contact employee's supervisor
6. Contact HMSC Facilities
7. Protect yourself against exposure to hazardous materials.

If poison is splashed on skin:

1. Call out for help so others can come to you
2. Take off any splashed clothing, rinse skin with running water for up to 15 minutes.
3. Call 9-1-1 for medical assistance, if needed
4. Call Poison Control Center
5. Contact employee's supervisor
6. Contact HMSC Facilities



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Emergency Operations Plan (EOP)**

If poison is inhaled:

1. Call out for help so others can come to you
2. Get patient to fresh air, open doors and windows
3. Call Poison Control Center, 1-800-452-7165
4. Contact HMSC Facilities
5. Contact employee's supervisor
6. Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.

If poison is ingested:

1. Call out for help so others can come to you
2. Call 9-1-1 for medical assistance, if needed
3. Call Poison Control Center
4. If cleaning product is swallowed, prepare to give one glass of water or milk to drink, under the direction of the Poison Control Center (unless person is unconscious, having convulsions or is unable to swallow).
5. Contact HMSC Facilities
6. Contact employee's supervisor

Recovery:

- Follow HMSC spill response procedures to clean up chemical
- If the injured person is an employee, contact the employee's supervisor and initiate the reporting procedures as directed. (HR Advocate web site <http://hr.oregonstate.edu/benefits/workers-compensation-resources> and Form 801 (Report of Accident/Illness))



Hatfield Marine Science Center (HMSC) Emergency Operations Plan (EOP)

Appendix F Emergency Action Plans

Chemical Spill

Mitigation:

- Identify and obtain spill response materials, based on the chemical substance being used (to include PPE)
- Develop a spill response plan specific to the chemical being used

Preparedness:

- Know the chemical information prior to working with the chemical
 - Review the latest Safety Data Sheet (SDS)
 - Know the hazards of the chemical
 - Have and use the appropriate PPE before using the chemical
 - Know the spill response plan to the chemical

Response:

Medical Response: Call 9-1-1

HMSC Facilities: 541-270-0101

Hazardous Material Spill Response: OSU Environmental Health and Safety: 541-737-2273

OSU Public Safety Response: 541-737-3000 (emergency) 541-737-3010 (non-emergency)

Note: Public Safety will contact HMSC Facilities.

1. Determine the size of the spill and respond appropriately, according to the spill response plan
 - Immediately evacuate the area if you are not equipped to mitigate the spill
 - Don personal protective equipment
 - Obtain spill control materials
 - Contain the spill
 - Dispose of material correctly
2. Alert people in the immediate area to evacuate; close doors to affected area
3. Attend to injured or contaminated person if safe to do so
4. Have person with knowledge of incident or area assist responding emergency personnel

Additional information:

1. Some emergencies require the evacuation of the buildings. The sounding of the fire alarm system or verbal orders in the building will signal evacuation.
 - a. See Appendix E – Emergency Response Procedures: Evacuation



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

2. Check to make sure no one is missing, and inform emergency responders if someone is unaccounted for.
3. Do not use elevators during an evacuation.

Recovery:

- Follow HMSC spill response procedures
- Report spills to Environmental Health and Safety for assistance with regulatory reporting



**Appendix F
Emergency Action Plans**

Radiological Material Spill

Mitigation:

- Store all radioactive liquids in secondary containment
- Perform work in spill containment trays and/or on benches lined with plastic-backed absorbent paper

Preparedness:

- Review radiation response plan
- Remain current in Radiation Safety Training

Response:

OSU Radiation Safety: Call 541-737-2227

Fire Department: 9-1-1

HMSC Facilities: 541-270-0101

OSU Environmental Health and Safety: 541-737-2273

OSU Public Safety Response: 541-737-3010 Note: Public Safety will contact HMSC Facilities.

1. Evacuate area if health risk exists.
2. Administer first aid if properly trained.
3. Notify OSU Radiation Safety
4. Notify 9-1-1 (if needed).
5. Contain spill if safe to do so.

Additional information:

Spreading of radioactive material beyond the spill area can easily occur by movement of personnel involved in the spill, or clean-up effort. Prevent spread by confining movement of personnel until they have been monitored and found free of contamination. A minor radioactive material spill is one that the laboratory is capable of handling safely without the assistance of safety, or emergency personnel. All other radioactive releases are considered major.

Minor Radioactive Material Spill:

1. Alert people in the immediate area of the spill.
2. Notify Radiation Safety.



3. Wear protective equipment, including safety goggles, disposable gloves, shoe covers, and long sleeve lab coat.
4. Place absorbent paper towels over liquid spill. Place towels dampened with water over solid material.
5. Using forceps, place towels in plastic bag. Dispose in a radioactive waste container.
6. Monitor area, hands, and shoes for contamination with and appropriate survey meter, or method. Repeat clean up until contamination is no longer detected.

Major Radioactive Spill:

1. Attend to injured or contaminated persons and remove them from exposure.
2. Have potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.
3. Alert persons in laboratory to evacuate. Do not cross potentially contaminated paths. Personnel that think they are contaminated should segregate themselves from non-contaminated personnel.
4. Notify 9-1-1, if needed
5. Notify OSU Radiation Safety
6. Close doors and prevent entrance into effected area.
7. Have personnel knowledgeable of incident and laboratory assist emergency response personnel.

Recovery:

- Follow HMSC spill response procedures to clean up
- Report spills to Environmental Health and Safety for assistance with regulatory reporting



**Appendix F
Emergency Action Plans**

Transportation Accidents

Mitigation:

- Complete required training or paperwork prior to traveling
- Understand what to do in case of an accident prior to driving

Preparedness:

- Review the road conditions before traveling
 - National Weather Service <http://www.wrh.noaa.gov/pqr/>
 - ODOT Tripcheck <http://tripcheck.com/Pages/RCMap.asp?curRegion=0>
- Inspect the vehicle prior to departure
 - Snow chains (if applicable)
 - Vehicle emergency kit
 - Walk around and observe vehicle for any operating concerns
 - Observe nearby hazards prior to moving vehicle
 - Adjust mirrors, seat, and steering wheel for proper use

Response:

Medical Response: Call 9-1-1

Fire Response: Call 9-1-1

Law Enforcement: Call 9-1-1

OSU Motor pool: Call 1-866-253-5671

1. Stop and assess the situation
2. Call 9-1-1 if there are medical or fire concerns
3. Call 9-1-1 to request law enforcement assistance
4. Place emergency lights/flares on roadway to warn on-coming traffic
 - If directed by responders, move the vehicle to the side of the road
5. Request that law enforcement file a written report
6. Collect the other driver's information (name, phone #, license, vehicle, and insurance information, etc.)
7. Follow OSU accident reporting procedures (found in OSU vehicle)

Recovery:

- Report the accident to Risk Management at 541-737-7350, and for OSU vehicles to the Motor Pool by calling (866) 253-5671 and submit the **State Self Insurance Claim** form



Hatfield Marine Science Center (HMSC) Emergency Operations Plan (EOP)

Within 72 hours, fill out the DMV Accident Report form if there were any of the following: 1) injury resulting from the accident, 2) damages exceeding \$1,500, or 3) if the vehicle needed to be towed

- Report the accident to your manager
- If an employee is injured in the accident, report the incident:
 - <http://risk.oregonstate.edu/workerscomp> **and**
 - **Form 801 (Report of Accident/Illness)**
<http://risk.oregonstate.edu/workerscomp/forms>



**Appendix F
Emergency Action Plans**

Severe Weather

(lightning, high winds, flooding, heat, cold, snow)

Mitigation:

- Conduct risk analysis of HMSC outside operations
- Develop personnel safety threshold criteria for automatic protective actions
- Develop incident safety threshold criteria for automatic cancellation or implementation of protective actions
- Review HMSC weather related events and their impact upon operations

Preparedness:

- Review work plan and weather response criteria prior to outside work
 - FEMA Informational web site <http://www.ready.gov/natural-disasters>
 - National Weather Service <http://www.weather.gov/safety>
- Know how to reach the nearest safe area for a weather incident
- Obtain appropriate response equipment for weather related events
- Seasonally, review weather related information to better prepare for events

Response:

- Heat
 - Hydrate
 - Monitor work/rest level
 - Avoid sunshine/create shade
 - Monitor health of animals
- Lightening
 - Avoid contact with corded devices or electrical equipment
 - Avoid contact with plumbing
 - Stay away from windows
 - Avoid tall objects/natural lightning rods
 - Take shelter in a sturdy building
 - Take shelter in an automobile. Avoid touching metal surfaces.
- High Winds
 - Seek shelter indoors
 - Move away from glass windows
 - Avoid blowing debris
 - Secure loose objects that may blow away
 - Identify safe areas to move to incase the winds become extreme



- Flooding
 - Monitor area for rising water
 - Do not drive through flooded areas
 - Do not walk through moving water
 - Do not park near streams or other waterways
- Winter Storms (ice/snow/cold)
 - Stay indoors during the storm. Monitor weather service forecasts
 - NOAA – Portland Office <http://www.wrh.noaa.gov/pqr/>
 - Dress appropriately
 - Dress in layers
 - Keep dry
 - Open cabinet doors/office doors to allow heat to circulate in closed spaces
 - Unless pre-approved, DO NOT burn materials inside of buildings to create heat (e.g. kerosene heaters, BBQs)

Recovery:

- Check on welfare of fellow staff/faculty/students
- Review work place for post-incident damage. Contact HMSC Facilities: 541-270-0101 to request repair
- Review incident response and adjust response plan if necessary



**Appendix F
Emergency Action Plans**

Volcanic Ash / Wildfire Ash / Air Quality

(Air quality index > 100)

Mitigation:

- Conduct risk analysis of HMSC outside operations
- Develop personnel safety threshold criteria for automatic protective actions implementation
- Develop incident safety threshold criteria for automatic cancellation or implementation of protective actions
- Review HMSC poor air quality related incidents and their impact upon unit operations

Preparedness:

- Review work plan and poor air quality response criteria prior to outside work
 - OSU Corvallis Campus AQI <https://ehs.oregonstate.edu/aqi-map> (drag map to HMSC)
 - Air Quality Index <https://www.airnow.gov/?city=Corvallis&state=OR&country=USA>
 - National Weather Service <http://www.weather.gov/safety>
- Know how to reach the nearest safe area for a hazardous air quality incident
- Obtain appropriate response equipment for ash-related incidents
- Review ash-related information to better prepare for incidents

Response:

- During ashfall
 - Stay Indoors until ash has settled
 - If outside, seek shelter
 - Use a mask, handkerchief or cloth to cover your nose and mouth
 - Monitor local announcements for information on eruption/wildfire details
 - Do not wear contact lenses as these will result in corneal abrasion
 - If there is ash in your water, let it settle and then use the clear water. If there is a lot of ash in the water supply, do not use your dishwasher or washing machine. Water contaminated by ash will usually make drinking water unpalatable before it presents a health risk.
 - Monitor health of animals
- Vehicles
 - If possible, avoid driving



- If driving is crucial, then:
 - Drive slowly
 - Use headlights and ample window washer fluid (Using wipers on dry ash may scratch the windshield)
 - Change oil and oil filters frequently, every 50-100 miles in heavy dust
 - Clean wheel brake assemblies every 50-100 miles for very severe road conditions
 - Change air filters frequently

Recovery:

- Clean-Up Precautions
 - Always wear PPE (minimum of a dust mask or N95 and goggles)
 - Lightly water down the ash deposits before they are removed by shoveling
 - Be careful not to excessively wet the deposits on roofs, causing excess loading and danger of collapse
 - Use extra precautions on ladders and roofs. The ash makes surfaces slippery
- Clean-Up Procedures
 - Place the ash into heavy-duty plastic bags
 - Cut grass and hedges only after rain or light sprinkling and bag the clippings
 - Ensure good ventilation while cleaning
 - Vacuum surfaces before wiping as the fine grit ash will scratch most surfaces
 - Use a wetting agent, damp rag
 - Wash clothing in small batches after brushing away excess ash
 - Use compressed air to clean computer, TV and radio equipment
 - Replace air filters in vehicles and HVAC systems
 - If pets go out, brush them before letting them indoors
- Seek advice from public officials regarding disposal of volcanic ash in your community



**Appendix F
Emergency Action Plans**

Utility Failures

(gas, water, sewer, electrical)

Mitigation:

- Identify utility cutoff switches/valves and who can operate them
- Coordinate with HMSC Facility for pre-planning of response incidents

Preparedness:

- Train personnel on response to different types of utility failures
 - When to evacuate
 - When building access will be denied

Response:

HMSC Facilities: 541-270-0101

In the event of extended utility loss (power, water, sewage, etc.) to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

1. Evacuate the building if necessary
 - a. Lab hood ventilation is lost
 - b. Power is lost
2. Contact the HMSC Facilities (541-270-0101) to report the problem
3. If stuck in the elevator, use the elevator intercom to request assistance
 - a. Remain calm
 - b. Call out for help if the intercom does not work
 - c. DO NOT attempt to exit the elevator without emergency responders present
4. Building re-entry:
 - a. If the building DOES NOT have a backup generator, and the life safety/fire detection system is not powered, a Fire Watch has to be implemented if the building is to be re-occupied while the power is out. A Fire Watch must:
 - i. Be competent to identify fire hazards
 - ii. Be able to communicate to the fire department if a response is needed
 - iii. Be familiar with the structure and emergency plan
 - iv. Perform patrols every 15 minutes to look for instances of fire
 - v. Keep a log sheet: Person's name, time each activity was conducted, description of activity



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

- b. If the building has a backup generator that powers the life safety/fire detection systems, confirm the generator is running and re-occupy the building.
- c. If the building has laboratory hoods, contact the HMSC Facilities (541-270-0101) for habitability evaluation prior to any building occupancy.

Recovery:

1. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
2. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.



**Appendix F
Emergency Action Plans**

Bomb Threat

Preparedness:

- Periodically review bomb threat checklist
- Have access to a copy (electronically or paper copy) that can be completed during/after the phone call

Response:

Police: Call 9-1-1

HMSC Facilities: Call 541-270-0101

1. Keep the caller on the phone as long as possible
2. Get detailed information from caller (use Bomb Threat Checklist)
3. Look at telephone display, if equipped, write down the number.
4. Have someone call 9-1-1 and HMSC Facilities (541-270-0101) from a separate phone
 - Give your name, location and telephone number. Inform 9-1-1 of the situation
 - Include any information you may have as to the location of the bomb, time it is set to detonate, and the time you received the call.
 - Do not hang up until the dispatcher releases you from the conversation or if you feel threatened to remain on the phone in your current location
5. Inform your supervisor and /or department head. Indicate to your supervisor that you have notified 9-1-1 and HMSC Facilities (541-270-0101).
6. Evacuate if directed to do so.
 - If you should spot a suspicious object, package, etc., report to 9-1-1. Do not touch, tamper, or move it in any way. Then contact the Director's Office.

Recovery:

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services

BOMB THREAT PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If your phone has a display, copy the number and/or letters on the window display/Caller ID.
5. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself from a different phone.
6. During the call or as soon as possible afterwards, complete the Bomb Threat Checklist (reverse side). Write down as much detail as you can remember. Try to get exact words.
7. Upon termination of the call, do not hang up the phone, but from a different phone, contact OSU Public Safety immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- HMSC Facilities – 541-867-0260
- Handle note as minimally as possible.

If a bomb threat is received by email:

- HMSC Facilities – 541-867-0260
- Do not delete the message.

Suspicious Package

Signs of a suspicious package:

- | | |
|-----------------------|----------------------|
| • No return address | • Poorly handwritten |
| • Excessive postage | • Misspelled words |
| • Stains | • Incorrect titles |
| • Strange odor | • Foreign postage |
| • Strange sounds | • Restrictive notes |
| • Unexpected delivery | |

Suspicious Package Response Procedures:

- DO NOT Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- DO NOT Evacuate the building until police arrive and evaluate the threat.
- DO NOT Activate the fire alarm.
- DO NOT Touch or move a suspicious package

WHO TO CONTACT

- 9-1-1
- HMSC Facilities: 541-867-0260

Date/Time:

Caller ID:

Time Caller

Phone Number Where:

Hung Up:

Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)

- Estimated age:

- Is voice familiar? If so, who does it sound like?

- Other points:

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female**
- Laughter
- Lisp
- Loud
- Male**
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:

BOMB THREAT CHECKLIST



**Appendix F
Emergency Action Plans**

Bomb/Suspicious Object

Mitigation:

- Keep work area clean and clutter free so that suspicious objects can be quickly noticed

Preparedness:

- If a mail handler, review the criteria for identifying a suspicious package
 - USPS http://about.usps.com/publications/pub166/pub166_tech_015.htm
- Post the suspicious package poster in the mail handling area
 - USPS <http://about.usps.com/posters/pos84.pdf>

Response:

Police: Call 9-1-1

HMSC Facilities: 541-270-0101

1. Do not touch the device
2. Immediately evacuate the area to the evacuation point
 - a. Look for other objects as you depart
 - b. Look around evacuation area for other suspicious objects
3. Do not use cellular or radio communication within 100 feet of the device
4. Evacuate others in the vicinity
5. Call 9-1-1 and HMSC Facilities (541-270-0101) to report the suspicious object
6. Be prepared to move farther away, if so directed by law enforcement

Recovery:

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services

**Appendix F
Emergency Action Plans**

Hostage**Mitigation:**

- Do not stand out – change your clothing or jewelry that may be inappropriate or culturally insensitive. Blend in
- Avoid threatening or offensive gestures/comments when provoked
- Don't wear headphones or be occupied by your cell phone in non-familiar places
- Safeguard your schedule to avoid others predicting where you will be
- Change your routine
- Change your route of travel

Preparedness:

- Be aware of how others may perceive you or how much attention you draw to yourself
- Be familiar with your surroundings as you travel. Know where police stations or public areas are.
- Try to avoid using ATMs at night
- Walk and talk with confidence.
- Be part of a group
- Carry your bags across your chest and under your arm
- Carry little cash with you
- Be aware of others around you or expressing an interest in your activity.

Response:**What to do if taken hostage:**

1. Be patient. Time is on your side. Avoid drastic action.
2. The first 45 minutes are the most dangerous. Be alert and follow instructions.
3. Do not speak unless spoken to and then only when necessary.
4. Avoid arguments or appearing hostile. Treat the captor with respect. If you can, establish a rapport with the captor. It is probable the captors do not want to hurt anyone. If medications, first aid, or restroom privileges are needed by anyone, say so.
5. Try to rest. Avoid speculating. Expect the unexpected.
6. Be observant. You may be released or escape. You can help others with your observations.
7. Be prepared to speak to law enforcement personnel on the phone.



Recovery:

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services



Appendix F
Emergency Action Plans

Active Shooter

Mitigation:

- Install locks or devices on doors that allow the door to be locked from the inside

Preparedness:

- Review with staff and faculty how to respond to acts of violence
 - Watch the Run, Hide, Fight video
<http://www.youtube.com/watch?v=5VcSwejU2D0>
 - Familiarize staff with any “safe” word that is used to communicate the situation to 9-1-1
- Identify who has the capability and responsibility to lock exterior building doors (HMSC Facilities 541-270-0101)
- An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on the campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. Be aware that the emergency phone lines become overwhelmed in this type of situation.
- Know the response by law enforcement
 - They will bypass wounded and anyone else as they go directly to the shooter
 - They evaluate every person as a shooter. Keep your hands above your waist, stay on the floor, do not distract the responder from finding the shooter.
 - When directed out of the building, keep your hands empty, keep them above your head and move quickly in the direction responders tell you.

Response:

Police: Call 9-1-1

Emergency Medical Response: Call 9-1-1

If an active shooter is outside your building or inside the building you are in, you should:

1. Try to remain calm.
2. Try to warn faculty, staff, students, and visitors to run away
 - a. Have one person call 9-1-1 and provide: “this is (name), (give your location) and we have an active shooter at (building on OSU campus) gun shots fired.” If you are



- able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known.
- b. If you have observed any victims, give a description of the location seen and their description.
3. If you cannot run away, seek immediate shelter.
 - a. Proceed to a room that can be locked or barricaded.
 - b. Lock and barricade doors and windows. Turn off lights. Close blinds. Block windows.
 - c. Turn off radios and other devices that emit sound.
 - d. Keep yourself out of sight and take adequate cover/protection, e.g. hide inside a closet, get behind concrete walls, thick desks, filing cabinets, or any other object that will stop a bullet penetration.
 - e. Stay close to the ground after locking the door and finding a hiding place
 - f. Silence cell phones.
 - g. Have one person call 9-1-1 and provide: “this is (name), (give your location) and we have an active shooter at (building on OSU campus) gun shots fired.” If you are able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known.
 - h. If you have observed any victims, give a description of the location seen and their description.
 - i. If you observed any suspicious devices (improvised explosive devices), provide the location seen and description.
 - j. If you heard any explosions, provide a description and location.
 4. Wait patiently until a uniformed police officer, or an OSU official provides an “all clear”. Ask for identification to confirm the responder’s status.
 5. Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to commands until you can verify with certainty that they are being issued by a police officer, or OSU official.
 6. Rescue of people should only be attempted if it can be accomplished without further endangering the persons inside the secure area.
 7. Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.
 8. If a lockdown is implemented, no one will be allowed enter or leave the building.

If an active shooter enters your office or classroom, you should:

1. Arm yourself with any kind of weapon possible
2. Fight for your life



**Hatfield Marine Science Center (HMSC)
Emergency Operations Plan (EOP)**

If you are in an outside location and encounter an active shooter, you should:

1. Try to remain calm.
2. Move away from the active shooter or sounds of the gunshot(s) and/or explosion(s).
3. Look for appropriate locations for cover/protection, e.g. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
4. Try to warn other faculty, staff, students, and visitors to take immediate cover.
5. Call 9-1-1 and provide the information listed in the first guideline.

Recovery:

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services

Appendix F Emergency Action Plans

Disruptive Person

Preparedness:

- Review with employees how to respond to acts of violence
 - Watch the Run, Hide, Fight video
<http://www.youtube.com/watch?v=5VcSwejU2D0>
 - Familiarize staff with any “safe” word that is used to communicate the situation to 9-1-1
- There are times when behavior is so disruptive that an immediate referral to The Office of Student Conduct and Mediation is appropriate. The term “classroom disruption” means behavior a reasonable person would view as interfering with the conduct of the class. Examples of increasing seriousness include:
 - Making distracting noises
 - Persistently speaking without being recognized
 - Repeatedly interrupting
 - Resorting to physical threats, or personal insults.
- Learn the symptoms of a distressed person
 - Faculty and staff can play an extremely important role in referring students for help. You are frequently in a position to first observe signs of distress and, although it is not always apparent, students typically hold faculty and staff in high regard.
Signs that a person is distressed include:
 1. Excessive absences
 2. Declining academic performance
 3. Poor emotional control
 4. Excessive moodiness
 5. Sleeping, and/or eating habits that change dramatically
 6. Excessive concern about personal health, persistent depression
 7. Talking openly about suicide
 8. Repeatedly engaging in risky behavior.
- Learn the response to intervening to a potentially distressed student
 - A simple and straightforward expression of concern in most cases is the most powerful way of helping a student. Tell them what you have observed and that you are concerned about their well-being and their success. Explain there are services available on campus to help students get back on track when life circumstances are getting in the way. In some cases, it might be helpful to assist the student in getting touch with OSU Counseling services in Snell Hall or call to let the office know that a student will be getting in touch with them. Assure the student that counseling services is a confidential place to discuss their concerns.

- If you are unsure about whether or how to intervene with a student who appears to be distressed, ask yourself the following questions;
 1. Is the person's behavior distressingly out of the ordinary?
 2. Is this beyond my skill level?
 3. Is this student's behavior getting worse?
 4. Am I feeling like I want to talk with someone about my observations and concerns?
 5. Does the behavior place anyone at immediate risk?

If you answer "yes" to any of these questions, it is probably a good idea to consult with a colleague. Call the University Counseling & Psychological Services (541-737-2131) and ask to talk with the on-call counselor. If that person is not immediately available, and you do not feel you can wait, ask if someone else is available for consultation. UCPS can help you evaluate the situation and assist you in considering your options for intervention.

Response:

Police: 9-1-1

HMSC Facilities: 541-207-0101

OSU Department of Public Safety Emergency: Call 737-7000

1. When a very serious or threatening incident of disruptive behavior occurs in the classroom, academic building, or on the OSU campus, OR the behavior places anyone at immediate risk, call 9-1-1 immediately.

Recovery:

- Be prepared to be interviewed by officials
- Contact your supervisor to seek counseling services

Appendix G Functional Plans

Port Orford Field Station EOP

1. Purpose

This plan establishes procedures and responsibilities for how the Port Orford Field Station will interact with the Hatfield Marine Science Center emergency operations structure.

2. Scope

Applies to all Port Orford Field Station personnel or personnel working under the direction of Port Orford Field Station within the Hatfield Marine Science Center Emergency Operations Plan.

3. Overview

The Port Orford Field Station is part of the Hatfield Marine Science Center emergency preparedness effort. Due to the remoteness, size, or complexity of the Port Orford Field Station's daily operations, the Hatfield Marine Science Center plan allows the Port Orford Field Station to establish an internal Emergency Operation Plan to assist with communication and command and control.

4. Planning Assumptions

- Port Orford Field Station may have an event that is localized to their operation that might not impact the HMSC or OSU main campuses
- Unless specifically covered in this Port Orford Field Station EOP, the Hatfield Marine Science Center EOP is the source document for emergency preparedness

5. Concept of Operations

An event occurs that is within the capability or responsibility of the Port Orford Field Station, through this plan, the Port Orford Field Station has identified a command and control structure to plan for and respond to localized events. This plan is coordinated with the Hatfield Marine Science Center Emergency Operation Plan

The Hatfield Marine Science Center Emergency Operations Plan provides guidance, direction, and emergency management programmatic elements that this local EOP is designed to augment.

6. Organization and Assignment of Responsibilities

The following structure and key personnel are responsible for the planning, preparedness, and implementation of emergency management activities for the Port Orford Field Station

Oversight

The Port Orford Field Station manager is responsible for the safety and protection of life, securing critical infrastructure, and timely resumption of teaching, research, and

business activities. Three teams with designated responsibilities will carry out these activities.

Preparedness Team

- The Port Orford Field Station Manager (with guidance from the Hatfield Marine Science Center Emergency Manager) will be responsible for making sure that plans, safety equipment, and infrastructure to deal with an emergency are in place.
- The Port Orford Field Station Manager will convene meetings/ seminars and prepare summary materials to increase staff awareness of the content of this plan.

Response Team

This team coordinates the emergency response. The Response Team is comprised of the following members:

- Port Orford Field Station Manger
 - Organize the Port Orford Field Station response command and control structure
 - Communicates with local county and/or city EOC
 - Communicates with Hatfield Marine Science Center Department Operation Center
 - Communicates with the OSU Dept. of Public Safety (541-737-3010)
 - Communicates with members of the Response Team
 - Initiates communication to inform Port Orford Field Station personnel of a closure or event
 - Ensures all essential staff are on-site
 - Will direct evacuation (via fire alarm pull station) if necessary
- Port Orford Field Station Assistant
 - Notifies affected instructors, graduate and undergraduate students, intern programs, and visiting colleges/universities of the current situation

Recovery Team

The purpose of this group is to restore teaching, research and business functions in a timely manner. The Recovery Team is comprised of:

- Port Orford Field Station Manager
- Port Orford Field Station Assistant

7. Direction and Control

a. Decision-making

When an event occurs, each individual is responsible for immediate life safety response of themselves and personnel under their care. This could include such actions as: calling 911, evacuating the immediate area, activating the fire alarm, and (depending upon level of training) providing first aid or extinguishing fires.

The Port Orford Field Station Manager, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate OSU Administration official or the College EOC (if activated).

Port Orford Field Station designates the following line of succession in the absence of the Manager:

- 4) Port Orford Operation Assistant

b. Control

The Port Orford Field Station Manager is responsible for the coordination of response resources to the event.

The Port Orford Field Station will organize and coordinate event response from the following locations (in order of preference):

- 4) Port Orford Field Station offices
- 5) Offsite location, TBD depending on incident

8. Communications

Several avenues exist for communication to Port Orford Field Station staff, faculty, students, and volunteers. Depending upon the extent/level of the situation, multiple communication paths may be used to ensure personnel are kept informed:

- Cell phone
- E-mail
- OSU Alert – if a university-wide event
- Social Media

As a minimum, information will be reviewed by the Hatfield Marine Science Center Communication Manager or the Port Orford Field Station Manager prior to release for mass distribution.

9. Plan Maintenance

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual event responses, and changes to the threat environment.

Questions about this plan should be directed to the Port Orford Field Station Manager

Appendix H

Code Adam (missing youth) Support

1. Purpose

This plan establishes procedures and responsibilities for how the Hatfield Marine Science Center (HMSC) will interact with programs involving youth programs within their facility

2. Scope

Applies to all personnel working within HMSC EOP.

3. Overview

HMSC is part of the youth program emergency preparedness effort due to the presence of youth. Due to the separateness of the HMSC facility's daily operations, the youth program plan allows HMSC to establish an internal Emergency Operation Plan to assist the youth program with emergency response.

4. Planning Assumptions

- Unless specifically covered in this HMSC EOP, the youth program EOP is the source document for emergency preparedness and response to an incident within the program
- Youth program leader and HMSC have discussed how to respond to a report of a missing child from the youth program

5. Concept of Operations

An incident occurs that is within the physical area of responsibility of the HMSC. Through this EOP, the HMSC has identified a command and control structure to plan for and respond to localized incidents. The HMSC should coordinate with the embedded youth program's EOP.

Attachment 1 details facility Code Adam response support.

6. Organization and Assignment of Responsibilities

The youth program lead is responsible for the safety and protection of life during all youth program activities.

The HMSC should augment response efforts to an incident under the direction of the youth program lead.

7. Direction and Control

a. Decision-making

When an incident occurs, each individual is responsible for immediate life safety response of themselves and personnel under their care. This could include such actions as: calling 911, evacuating the immediate area, activating the fire alarm, and (depending upon level of training) providing first aid or extinguishing fires.

The youth program lead, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate OSU/responding official and HMSC leadership.

b. Control

The youth program lead is responsible for the coordination of response resources to the incident. The HMSC leadership will organize and coordinate incident response of their employees to augment the youth program staff as directed by the youth program lead.

8. Communications

The youth program lead will notify the HMSC leadership of an incident requiring their support via:

- Telephone
- Cell phone
- Radio

9. Plan Maintenance

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual incident responses, and changes to the threat environment.

Attachment 1
Facility Code Adam response support

When a child is reported missing, **any employee receiving the report** should take the following steps:

1. Notify the youth program leader so they can implement their Code Adam response plan. As a minimum, the Youth Program staff should:
 - Determine where and when the missing youth was last seen
 - Call 541-737-7000 or 911
 - Thoroughly search their area of operations
 - Complete the missing person information sheet (Form 1)
2. Notify the HMSC Leadership and/or event security of the developing missing child situation.
 - If no HMSC leads, security or employees are on site, e.g. after business hours, exterior space or remote field trip, the youth program leader has to implement response with the resources available
3. If directed by the youth program leader, the HMSC lead should implement the following response:
 - a. Announce a Code Adam in your facility
 - b. Secure the facility (Attachment 2)
 - c. Distribute completed missing person information to facility employees (Form 1)
 - d. Search of your facility and adjacent grounds
 - e. Coordinate command and communication of your employees search and security responses
 - f. Identify a private area for police to establish a missing person response operation center or interview area
 - g. Liaison with the youth program and responding police officials
 - h. Notify facility employees when Code Adam is cancelled (when directed by responding police official)

**Form 1
Missing Child Information Form**

Child Name			
Age		Gender / Ethnicity	
Height		Weight	
Distinguishing features (hair color, eye color, birthmarks, etc.)			
Clothing color and type			
Shoe color and style			

Date/Time last seen	
Location last seen	
Person with whom youth was last seen with	

Your Name	
Your current location (address)	
Your cell phone number	

Attachment 2 Facility Guidance

The youth program leader and HMSC Leadership will coordinate efforts to Secure and Search the facility.

Secure the Facility

1. Send employees to each exterior door to monitor ingress/egress of people
 - A. Personnel should not endanger themselves nor use force to deny an individual their right to exit or enter the facility.
 - B. Personnel should explain to people that the building is secured, a search is being conducted to locate a missing infant/child, and that it should only be for a few minutes and waiting will help the search finish faster.
 - “We have a security issue that involves an infant/child. Would you wait here for a few minutes while we resolve it?”
2. If a person has a bag that could hold the missing child, politely ask for a voluntary inspection.
 - “We have a security issue that involves an infant/child. May we look in your bag?”
3. If visitors are uncooperative, contact responding HMSC Leadership (or local response management, i.e., event security) to notify them of the situation.
 - If individuals insist on leaving, try to get their name, details of the attire, and vehicle information and relay to security. Don’t leave your external door unguarded, but note their direction of travel and, if possible, have someone observe/document the individual and where they are going.

Searching the Facility

1. Staff not securing exits, should search their department and common areas e.g. waiting areas, lobbies, public restrooms, hallways, outside grounds area, parking lots, and stairwells until “All Clear” is announced.
 - A. Search the area visually by opening cupboards, closets, desk drawers, filing cabinets, waste receptacles, linen carts, etc.

- 1) When entering rooms listen first for sounds, turn off machines that may interfere with detection of infant/child sounds.
 - 2) Close off areas/rooms after they have been searched and monitor to limit reentry of the area
2. Personnel not at their regular work areas should assist with the monitoring process by posting themselves at hallways, intersections, elevator lobbies and stairwells and follow the guidelines listed above.
 - A. Personnel stationed outside or searching outside should have a cell phone or radio and pen/paper to record information (license plate numbers/ descriptions) for further use.
 - B. Report any suspicious persons or activities to your facility's point of contact or responding security.
 3. If a child matching the description of the missing child is found during the search, ask the child to state his/her name. If he/she is identified as the missing child, notify the leadership team and escort the child to the command area.
 4. If the child has been harmed in any way, notify the leadership team and stay with the child until further instructions are provided.
 5. If the child is accompanied by an adult, ask for both names. Regardless of whether the child and the adult have the same last name, do not attempt to detain anyone. Rather, use reasonable efforts to delay the person and child from leaving the building. Sometimes, a simple conversation with the child will work.

Attachment 3
Found child/reunification

The youth program leader will lead the reunification process with support and HMSC Leadership and/or event security.

When a child/youth is found (missing guardian) and brought to your facility:

1. Have two adults remain with the found youth
 - a. If two adults cannot stay with the youth, one person needs to stay with the youth but in a public area or within view of a camera
 - b. This best practice is to protect the youth as well as the adult from any potential misunderstandings or improper behavior by either entity
2. Call 541-737-7000 or 911 to request law enforcement assistance
3. Attempt to interview the youth to get a description or name of the guardian or group they were with
4. Notify program employees to watch for the guardian or group and inform them to go to the child's location
5. If releasing the youth to the guardian before law enforcement arrives, document who picked up the youth
 - a. If not sure that the youth belongs with the person attempting to pick up the child, wait for law enforcement to arrive
 - b. If the youth is age 16 or older, they are allowed to leave independently once contact has been made with a guardian and the guardian grants permission