

Emergency Procedures

Accidents and Injuries

If an injury is life threatening, call 911, then call 503/788-6666

Report all injuries and accidents to your supervisor, even those that do not require medical attention. Seek medical care, if needed. You may choose your own medical care provider or you may visit Reed's occupational health clinics listed below.

If you have an injury that requires more than first aid, between 8 a.m. to 5 p.m., Monday through Friday, have your supervisor make an appointment:

■ **Providence Occupational Health, 503/216-7960**

■ **Kaiser-on-the-Job, 503/571-3366**

Supervisors: Call Radio Cab at 503/227-1212 to provide transport in non-emergency situations. Tell the cab company your name, department, and that the ride needs to be charged to Reed College. Consider accompanying your employee.

For medical emergencies or for treatment outside of 8 a.m. to 5 p.m., Monday through Friday, go to the nearest hospital emergency room:

**Providence Portland Emergency Room
4805 NE Glisan Street, Portland**

1. Head east on SE Woodstock Blvd to César E. Chávez Blvd.
2. Turn left/north on César E. Chávez Blvd for 3.2 miles.
3. Enter roundabout and take first exit onto NE Glisan St for 0.5 miles. The emergency room is on your left.

Supervisors: Report injuries or illnesses to human resources (503/777-7255) or send an email to hr@reed.edu, as soon as possible and within 24 hours. Complete the accident/incident report form for any injuries or incidents (accidents with no medical or time lost). Forward a copy of the form to human resources within three days of the accident/incident.

Bomb Threat/Suspicious Object

503/788-6666 or 911

If you observe a suspicious object

- Do not handle the object
- Immediately clear the area and/or the building.
- Call community safety (503/788-6666) or 911 immediately, follow the instructions of emergency responders.

If you receive a bomb threat by phone

Note the telephone number on the caller I.D.

Call community safety (503/788-6666) immediately after you are disconnected, but first attempt to obtain as much information as possible and take notes if you can.

Ask the caller

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Who are you?
9. Where are you?

Remember as much as you can about the voice.

Would you call it

male? female? youthful? elderly? calm? angry? excited?
slow? rapid? soft? loud? laughing? crying?
accented? slurred? nasal? stuttering? lisped? raspy? deep?
breathy? cracking? disguised? familiar to you?

Try to note if there are background sounds such as

street noises, machinery or vehicles
animal noises
a PA system, music, phones
static or hollowness associated with cell or speaker

Try to note the exact words of the threat and the tone of the message. Is it

well-spoken? foul or vulgar? in street talk?
taped? read from a script?

Building Evacuation
503/788-6666

- Evacuate a building when you hear an alarm or are ordered to by authorized person.
 - Be aware of the evacuation plan posted in your building. When the alarm sounds or you are otherwise directed to evacuate, leave by the nearest exit.
 - If you are the last one out of a room, shut the door. (In case of a fire, this limits the spread of smoke or fire.)
 - Do not use elevators in case of earthquake or fire.
 - Assist disabled persons in exiting the building or notify emergency responders that someone needs assistance.
 - Once outside, move at least 300 feet from the building. If possible, assemble at your department's pre-determined meeting site. (This will help your departmental emergency coordinator determine if everyone is out of the building.)
 - Assembly location for your building?
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- Avoid blocking sidewalks, hydrants, streets, and fire lanes. Emergency vehicles must have clear access.
 - Do not reenter the building unless told to do so by a community safety officer.

Civil Disturbance
503/788-6666

Most campus protests and demonstrations, such as marches, gatherings, picketing, and rallies, are peaceful and not obstructive or destructive. However, if any of the following conditions exist, notify community safety immediately:

- Interference with the normal operations of the college.
- Prevention of access to offices, buildings, or other college facilities.
- Threat of physical harm to people or damage to college facilities.

Earthquake

503/788-6666

In case of an earthquake, remain calm and quickly follow the steps outlined below.

During the quake

- If you are indoors, seek refuge in the corner of the room against the wall or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. If you are under a table or desk, hold on to the furniture so it can't move away from you.
- If you are outdoors, move quickly away from buildings, utility poles, and other structures. Caution: always avoid power or utility lines. They may be energized.
- If you are in an automobile, stop in the safest place available, preferably away from power lines, street lights, and trees. Remain in the vehicle for the shelter it offers.

Immediately following the quake

- If you are indoors, carefully leave the building. Protect yourself at all times and be prepared for aftershocks. Move at least 500 feet away from buildings to avoid falling masonry, glass, or other hazards. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If possible, assemble at your department's predetermined meeting site.
- Remain calm. Assist anyone disabled or injured in exiting the building. Do not use elevators.
- Do not use the telephone (except in cases of emergency, when you can call 503/788-6666 for help). If there is an emergency and the phones are down, send a runner to the community safety office.
- Do not return to an evacuated building unless told to do so by a community safety officer.

Following that

- Notify the community safety (503/788-6666) and facilities services (extension 503/777-7283) offices of damaged facilities. Note: gas leaks, power failures, and hazardous material spills create special hazards. Please report them as soon as possible.
- If requested, assist emergency crews as necessary.
- If a campus emergency command post has been established, please keep clear of it unless you have official business.

Fire

911 or 503/788-6666

If you see flames

- Sound the alarm by pulling the closest fire alarm pull station.
- Immediately evacuate the building.
- Call 911 and report the fire, giving information as requested by the dispatcher. Stay on the line until released by the dispatcher.
- Notify community safety (503/788-6666).

If you hear a fire alarm

- Evacuate the building immediately (see evacuation procedures above).
- If smoke is present, keep low to the floor.
- Before opening a door, feel the upper portion of the door or the doorknob with the back of your hand. If it is hot, do not open the door.
- If you cannot leave the room, keep the door closed and open windows to let out smoke and heat. Seal the crack around the door if possible. Hang an object out the window to attract attention. Stay low to the floor.
- After the last person leaves a room, close the door to slow the spread of smoke and fire.
- Do not use elevators.

If you smell smoke or have any other indication of fire

- Immediately call 503/788-6666. Describe what you have observed and give your name and exact location.
- Alert other building occupants in the immediate area to prepare for evacuation.
- Evacuate the building if the situation gets worse or if directed by a community safety officer or the Portland Fire Bureau.
- Follow the building evacuation procedures outlined above.
- Fire extinguisher training is available through environmental health and safety, 503/777-7788.

Hazardous Materials

503/788-6666 or 503/777-7788

If hazardous materials are involved in a fire

Follow evacuation procedures, then call 503/788-6666 with this information:

1. What is the exact location of the fire?
2. What hazardous materials are involved?
3. How much hazardous material is involved?
4. How close is the fire to other hazardous materials?

If there is a major spill involving hazardous materials

A major spill is one that has resulted in an injury or poses a significant threat to someone's health or safety or the environment. A major spill includes:

- material that may reach the environment through a floor or storm drain, could enter a body of water, or discharge to a soil surface.
- material with which personnel are not familiar or are unprepared to safely handle.

Isolate the area and follow evacuation procedures, then call 503/788-6666 with this information:

1. What is the exact location of the spill?
2. What hazardous materials are involved?
3. How much hazardous material is involved?
4. How close is the spill to other hazardous materials?
5. If outside and headed to a drain, what is the number on the drain plaque?

If you may be contaminated with hazardous materials

- Avoid contact with others as much as possible.
- Use emergency showers and/or eyewashes.
- Call 503/788-6666 to report your name and location, and request medical care.
- If you must leave the immediate area to begin decontamination, make sure a community safety officer knows where you are.

If there is an incidental spill involving hazardous materials

An incidental spill is one that has caused no injury and poses no significant threat to anyone's health or safety or to the environment. An incidental spill is a small quantity with which personnel in the immediate area are familiar and prepared for the hazards of handling. It can be quickly absorbed, or otherwise safely controlled at the time of release. In such a case:

- isolate the affected area.
- initiate containment.
- trained personnel clean up spill.

Infectious Disease/Pandemic

If this is an emergency, call 503/788-6666 or 911

- Watch for symptoms that could signal possible illness, such as fever, significant cough, vomiting, diarrhea, or muscle aches not related to working out or other physical activity.

- If you are sick: stay home from classes and work.

- Be sure to call your supervisor to report your absence. Also, you are advised to contact your health care provider.

- Limit contact with others to keep from infecting them. If you cannot avoid close contact, wear a surgical mask when you are around others, if you can tolerate it.

- Avoid touching your eyes, nose, and mouth. Germs spread that way.

- Clean commonly touched surfaces routinely and items that people touch with their hands. Additional cleaning may be needed.

- Protect yourself: Never sneeze or cough into your hands. Cover your cough or sneezes with your arm or tissue. Put the tissue into the trash.

- Wash your hands frequently with soap and water. Turn water on and wet hands thoroughly. Apply liquid or foam soap to hands. Vigorously lather with soap, covering all surfaces of hands, fingers, and thumb. Use friction, one hand upon the other with fingers interlaced for at least 15 seconds. (Imagine singing "Happy Birthday" twice to a friend). Rinse hands thoroughly under running water. Dry hands with a clean, dry paper towel. Use a paper towel to turn off the water faucet and open the door. Alcohol-based cleaners may also be effective.

- Get plenty of sleep, exercise, eat well, and manage chronic conditions.

- Stay informed by visiting web resources such as the Center for Disease Control and Prevention at www.cdc.gov. Also, in the event of outbreak of illness within the Reed community, please check for status reports on the Reed homepage.

Additional advice for students

Students may contact health and counseling services (Monday–Friday, 9 a.m.–5 p.m.) at 503/777-7281. For after-hours medical needs, call Careline, an RN-staffed, medical advice line for students; whenever the HCC is closed: 800/607-5501.

Media
503/777-7289 or 503/517-7815

- Only an authorized college spokesperson—the president, dean of the faculty, executive director of communications and public affairs (503/777-7289), or the director of strategic communications (503/517-7815)—are authorized to talk with the media on behalf of the college.
- Only factual information is released; no speculation is offered.
- The executive director of communications and public affairs and other senior administrators will develop an institutional response to the emergency for release to the media, including periodic media updates.
- After business hours or on weekends, call community safety (503/788-6666) to page the director of public affairs or the director of strategic communications.

Suspicious Mail or Packages
503/788-6666

A suspicious parcel or object is anything that is out of place and cannot be accounted for, or any item suspected of being an explosive device.

Indicators that may make a letter or package suspicious

- The object has powdery substance, oily stains, major discoloration, or crystallization on the outside.
- Mailer is unfamiliar, the return address does not match the postmarked address, postage is excessive, or the mailer has not provided a return address.
- The information is poorly handwritten or typed, or common words are misspelled.
- The object has a weight disproportional to its size; is excessively bulky, lopsided, or oddly shaped; or has been sealed with an unusual amount of tape.
- The object has a strange odor.
- The object is addressed to someone who is no longer in your organization, incorporates an incorrect title, or otherwise reflects outdated personal information concerning addressee.
- The object bears restrictive endorsements, such as “personal” or “to be opened only by addressee.”

If you receive or discover a suspicious letter or package

- Do not open or tamper with the suspicious item. Do not shake or bump the letter or package. Do not show it to others or allow others to examine it.
- Immediately call community safety (503/788-6666) or 911 and report your concerns.
- Calmly alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- Do not handle the item unless specifically directed to do so by a community safety officer or authorized person.
- Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If possible, list all the people who were in the room or area, especially those who had actual contact with the powder. Give this list to the emergency responders.

Utility Failure

503/777-7283 or 503/788-6666

If there is an electrical, natural gas, or plumbing failure

- During regular business hours, call 503/777-7283. After business hours, call 503/788-6666.
- In the event of a gas leak, vacate the area. Do not turn lights on or off or use any electrical device where gas can be detected.
- If you are in an elevator that fails, use the emergency button to establish voice communication with the community safety office. If you learn of an elevator failure, call 503/788-6666 immediately.
- If there is a plumbing problem or flood condition, turn off electrical equipment if you can safely do so, then call 503/777-7283. Vacate the area if there is danger.
- If there is an electrical failure, emergency lighting will allow you to safely exit the building. Call 503/777-7283. Vacate the area if there is danger.

Violent or Criminal Behavior

503/788-6666 or 911

Active shooter

- **Protect yourself—then call community safety (503/788-6666) or 911 immediately. Use the most appropriate action below:**
- Run: flee the area, go to a safe place, then call for help.
- Hide: go to or remain in an area where you are not visible—ideally one that can be locked from inside or barricaded—then call for help.
- Fight: if you are unable to flee or hide, use any available means to prevent a shooter from injuring you until you can flee or until help arrives.
- If you are able to call for help, stay on the line with emergency responders as long as possible and provide as much information as you can.
- Avoid unnecessary calls to emergency responders unless you have specific information about the shooter so that emergency lines remain open. Avoid use of social media or using other communication resources so that they are available for emergency responders and notifications.
- Follow all instructions given through emergency notification systems or by emergency responders.

To reduce the risk of crime...

- Don't leave your valuables (purse, wallet, backpack) unattended in an unlocked location.
- Lock residence, office, and cars whenever you leave.
- Avoid walking or jogging in poorly lit areas.
- Keep a record of all credit cards and serial numbers for personal property.
- When walking at night to a parking lot, have your keys ready. Escorts are available. Call 503/788-6666.

If you see or sense a suspicious situation

Call 503/788-6666 using your campus extension or one of several emergency outdoor campus phones. If possible, provide the following information:

1. Your location or the location of the incident
2. Nature of the incident
3. Description of person(s) involved
4. Description of property involved
5. Location of people involved or direction headed
6. Call-back or contact information for you

If you are describing a person try to note the individual's

- gender, race, and age
- height, weight, hair color and style
- complexion and any tattoos or scars
- wearing apparel and accessories

If there is a vehicle involved try to note

- license plate state and number
- make, model, color, and dents or marks
- the direction in which it is headed