

BUILDING NAME: _____

ROOM: _____ EVACUATION LOCATION: _____



UP ALERT Opt in for text message notifications at pilots.up.edu



MEDICAL EMERGENCY

CALL 503.943.4444 IMMEDIATELY

Report the location, nature of injury or illness, current condition, and any other requested information

- Provide assistance if medically qualified
- Stay with the person if possible
- Do not move the person unless they are in immediate danger

ACTIVE THREAT



IF YOU ENCOUNTER AN ACTIVE THREAT OR VIOLENT INTRUDER

- **RUN:** Evacuate the area, leaving your belongings behind and keeping your hands visible
- **HIDE:** Close and secure all doors and windows, shut off lights and silence ALL electronic devices
- **FIGHT:** Act aggressively and attempt to incapacitate the threat or intruder, find something to use as a weapon



FIRE

IF YOU SEE SMOKE OR FLAMES

- Pull the fire alarm
- Evacuate the building immediately using the closest emergency exit, do not use elevators

Call 503.943.4444 to report the fire

WHEN THE ALARM ACTIVATES

- Evacuate the building immediately using the closest emergency exit, do not use the elevators
- Wait for the "all clear" from first responders or UP Alert before re-entering
- **DO NOT** assume any alarm is false

SHELTER IN PLACE

If an unsafe situation occurs OUTSIDE of your building or if instructed by a UP ALERT:

Examples: Outdoor hazardous materials spill, law enforcement activity

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



NEED HELP?

UP Emergency
503.943.4444

UP Campus Safety
503.943.7161



Call or Text:
911

EVACUATE

If an unsafe situation occurs INSIDE your building or instructed by a UP Alert:

Examples: Fire, indoor hazardous materials spill, power outage



- Proceed safely to the nearest exit, do not use elevators
- Exit the building and stay clear of the area
- Wait for the "all clear" from first responders or UP Alert before re-entering

If you are unable to evacuate safely, share your location and needs with someone who can communicate with emergency responders

SUSPICIOUS ACTIVITY

SUSPICIOUS PERSON(S)

- Do not confront the person(s)
- Do not let the person(s) into a locked building or office
- Do not prohibit the person(s) from leaving
- Secure your office or immediate area

SUSPICIOUS ITEM(S)

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

Report suspicious activity to: 503.943.4444



EARTHQUAKE



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



WINTER WEATHER

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



For more information: up.edu/emergency