EMERGENCY PROCEDURES



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

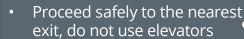


Call or Text: 911

EVACUATE

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

Examples: Fire, indoor hazardous materials spill, power outage



- Exit the building and stay clear of the
- 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