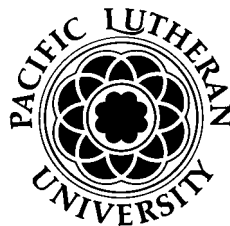


EMERGENCY PROCEDURES

EMERGENCY: x7911



AUGUST 2003

EMERGENCY: DIAL x7911

Campus Safety & Information: x7441

[**www.plu.edu/~slif/cs/**](http://www.plu.edu/~slif/cs/)

Environmental Health & Safety: x7233

[**www.plu.edu/~safety/**](http://www.plu.edu/~safety/)

Plant Services: x7380

[**www.plu.edu/~phpl/**](http://www.plu.edu/~phpl/)

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INTRODUCTION

To the PLU Community,

With more than 4,000 people living and working on campus, safety is always a top priority. In the event that we need to render assistance in an emergency, the Safety Committee has prepared this emergency procedures manual.

The most striking thing about an emergency is the need to act quickly and appropriately. I urge you to take a few moments right now to read through this emergency manual. Become familiar with its contents before an emergency occurs. Keep it in a convenient location for future reference.

I encourage you also to review the document Health & Safety at PLU: An Introduction. You can get a copy from the Environmental Health and Safety Manager or online at www.plu.edu/~safety.

I commend the work of the Safety Committee and hope that through our careful attention to safety issues, we will prevent the need for emergency response.

Sincerely,



Loren J. Anderson
President

EMERGENCY INFORMATION

For quick response during any emergency, locate the following information for your area. Record it here for easy reference later:

Location of Closest Fire Alarm: _____

First aid kit: _____ **Fire Extinguisher:** _____

Designated Emergency Assembly Point: _____

CPR-First Aid Trained Person(s):

Name: _____ Room #: _____ Phone: _____ E-mail: _____

Name: _____ Room #: _____ Phone: _____ E-mail: _____

Name: _____ Room #: _____ Phone: _____ E-mail: _____

Name of my Safety Committee Representative: _____

Room #: _____ Phone: _____ E-mail: _____

Name of my Emergency Building/Office Coordinator: _____

Room #: _____ Phone: _____ E-mail: _____

BOMB THREATS

IMPORTANT: REPORT ALL BOMB THREAT CALLS TO CAMPUS SAFETY. DIAL 7911.

Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ASK THE CALLER:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE. Listen carefully to the caller and record the following:

- Date and time of call
- Exact words of the caller
- Approximate age and sex
- Speech pattern, accent
- Emotional state
- Background noises

Campus Safety will report the bomb threat to local authorities. The Pierce County Sheriff's Department will conduct a detailed bomb search, if necessary.

If you see any suspicious object, report the location to Campus Safety. **DO NOT HANDLE THE OBJECT!** Clear the area immediately!

A building evacuation may be ordered whenever there are sufficient facts to indicate the bomb threat is valid. The order to evacuate will be given by Campus Safety or the Pierce County Sheriff, through a building alarm, by direct word of mouth, or by telephone.

BUILDING EVACUATION

- Building evacuation will occur whenever an alarm sounds, or upon notification by Campus Safety or other authority.
- Be aware of all marked exits and evacuation routes from your area of the building. Know the evacuation routes from your classroom or work area.
- When officially told to evacuate, leave by the nearest exit and alert others to do the same.
- Do not use elevators in case of fire or earthquake.
- If the emergency is other than fire or earthquake, persons with disabilities have priority using the elevators for evacuation.
- Assist the disabled in exiting the building, if requested. Note that you are available to assist. If needed, ask how you can be of assistance.
- Once outside, move to the assembly point designated for your building. (See map page 15) Stay there until an accurate head count has been taken.
- Keep streets and walkways next to exits clear for emergency vehicles and personnel. Do not congregate between buildings. Keep the street side of buildings clear so that emergency equipment can reach buildings.
- An Emergency Command Post may be set up near the emergency site. Keep clear of this area unless you have important information to report.
- Do not return to an evacuated building until directed to do so by Campus Safety or Fire/Sheriff Department personnel.

CAMPUS CLOSURE

- A telephone hotline and web page are set up to carry information regarding the status of PLU's hours of operation. Call 253.535.7100 for information on cancellation of classes or possible closure due to weather or check the web page, www.plu.edu/closure.shtml.
- Campus closure information will only be available on the following radio and television stations.

Radio Stations

KPLU FM 88.5 (www.kplu.org)

KUOW FM 94.9 (www.kuow.org)

KIRO/KNWX AM 710 (www.kioradio.com)

KOMO AM 1000 (www.komo-am.com)

Television Stations

KING 5 (www.king5.com)

KIRO 7 (www.kirotv.com)

KOMO 4 (www.komotv.com)

KCPQ 13 (<http://q13.trb.com/news/>)

- Off campus students needing emergency housing due to inclement weather may contact Campus Safety and Information at 253.535.7441.

CAMPUS EVACUATION

- Evacuation of all or part of the campus will be announced by Campus Safety or other authority.
- All persons (students, faculty, staff and visitors) are to immediately vacate the site involved and relocate to another part of campus or off-campus as directed.
- Do not return until directed to do so by Campus Safety or other authority.

CIVIL DISTURBANCES OR DEMONSTRATIONS

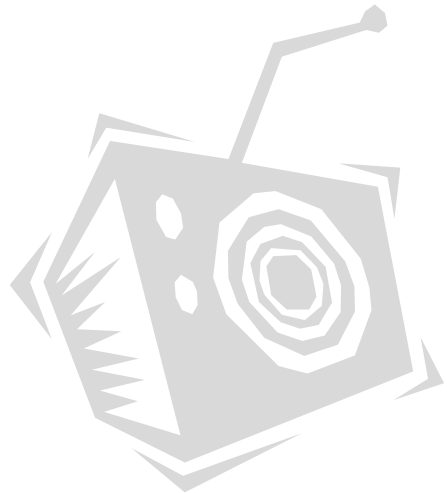
Most campus demonstrations are peaceful and non-obstructive. Everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing demonstrators.

*If any of the following conditions occur, call Campus Safety at **7911**. To avoid confrontation, use a telephone located away from the disturbance, if possible.*

- INTERFERENCE with normal operations of the university.
- PREVENTION of access to offices, buildings, or other university facilities.
- THREAT of physical harm to persons or damage to university facilities.

These actions should also be taken:

- Alert all employees in the area to the situation.
- Lock all doors, secure all files, documents, and equipment.
- If instructed to do so, cease operations and evacuate.
- Stand by for further instructions.

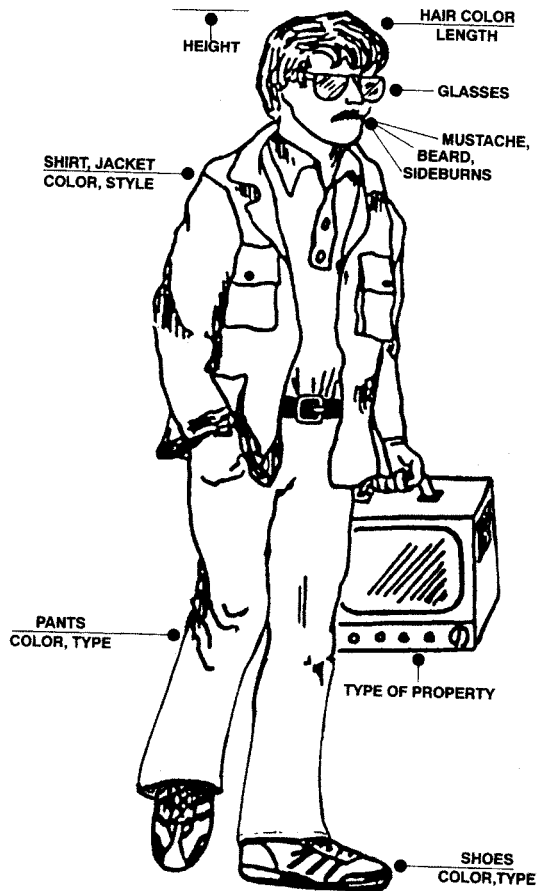


CRIMINAL OR VIOLENT BEHAVIOR

- **DO NOT ATTEMPT TO APPREHEND OR INTERFERE** with a criminal or violent individual except in cases of self-protection.
- Everyone is asked to assist in making the campus a safe place by being alert to suspicious persons or situations and by reporting them to Campus Safety.
- Campus Safety maintains a list of individuals who are not allowed due to past behavior that is criminal or threatening. The Persona Non Grata list can be viewed at the Campus Safety website www.plu.edu/~slif/cs/
- Employees are required to notify Campus Safety immediately (7911) when they observe the following:
 - A life-threatening situation that is in progress, such as a physical confrontation.
 - Acts of violence or threats in the workplace or other conduct reasonably indicating that violence is imminent.
- Employees are required to promptly notify Campus Safety a Restraining Order is entered that lists the university as a restricted location.
- Employees are required to promptly notify Campus Safety of any known threats.
- If you witness a criminal or violent act or whenever you notice a person(s) acting suspiciously on campus, immediately notify Campus Safety and give them the information outlined on the adjacent diagram.
- **IF YOU ARE THE VICTIM** of any on-campus violation of the law such as assault, robbery, theft, or overt sexual behavior, **DO NOT TAKE ANY UNNECESSARY CHANCES!**

NOTIFY CAMPUS SAFETY by dialing 7911 as soon as possible and providing them with the information noted on the diagram below.

SOME THINGS TO TAKE NOTE OF:



CRISIS UPDATE HOTLINE

Employees and their families are encouraged to call the crisis information hotline to obtain information when PLU is experiencing a crisis or catastrophe.

Examples of such events include: earthquake, devastating fire, or severe injury or fatality to a member of our community. The crisis information line is 1.877.322.0872. You may also seek information from the PLU website at www.plu.edu.

DISABLED PERSONS

GUIDELINES FOR PERSONS WITH DISABILITIES

- Look for individuals who could personally assist you to the nearest stairwell or exit.
- If you cannot speak loudly, carry a whistle or have some other means for attracting the attention of others.
- It is your responsibility to prepare for emergencies by learning the location of exit corridors, stairwells, and fire alarms in each building you use frequently.
- Tell a co-worker/supervisor or classmate/instructor in each area or class if you will need assistance during an emergency evacuation from the building.
- Practice escape routes and alternative routes.
- Know how to help others help you. Give clear instructions as to your needs or preferences.

EVACUATION PROCEDURES

Faculty and staff are responsible for directing evacuation from their classroom and work areas. When the situation involves a person with a disability, use these guidelines to assist them:

- Know the primary and alternate evacuation routes.
- Do not move disabled persons without first asking them if they need help.
- Remain calm.
- If asked, assist the person to the nearest safe exit area - on basement or upper floors this is usually the stairwell. If smoke is not present in the stairwell, assist them inside and close the fire door.
- Do not attempt to remove a disabled person from the stairwell except in extreme emergencies.
- Alert emergency personnel to the location of the person.

USE OF ELEVATORS

- DO NOT USE the elevator during fire or earthquake!
- If you do not know the nature of the emergency, assume it to be a fire.
- If the emergency is other than fire or earthquake, persons with disabilities have priority using the elevators for evacuation.
- If you are physically able to use the stairways, you should NOT use the elevators during any emergency.

VISUALLY IMPAIRED PERSONS

Most visually impaired persons are familiar with the immediate area they are in. In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.

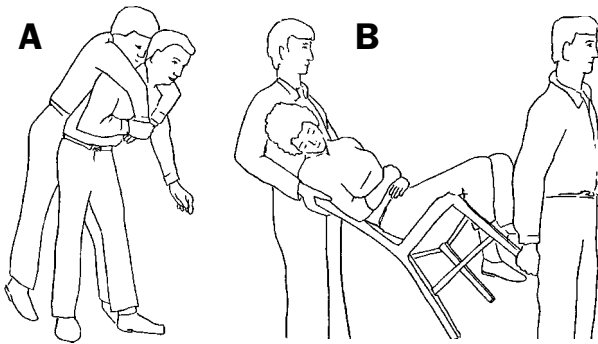
HEARING IMPAIRED PERSONS

Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are:

- Write a note telling what the emergency is and the nearest evacuation route.
- Turn the light switch on and off. Then indicate through gestures or writing what is happening and what to do.

PERSONS USING CRUTCHES, CANES OR WALKERS

Ask if the person needs assistance to evacuate. Offer to guide them to the emergency exit. If necessary, carrying options include using a two-person lock arm position (A) or having the person sit in a sturdy chair (B), preferably one with arms. Refer to drawing.



PERSONS IN WHEELCHAIRS

There are several considerations when assisting a person in a wheelchair. Wheelchairs may have parts not intended for lifting. Batteries or life support equipment may be connected. Lifting the person could be harmful.

- Ask the person how you can help.
- Determine if the person wants to be removed from the chair.
- Determine if the person wants to be carried down a flight of stairs; forward or backward?
- Ask what type of assistance they will need after evacuation.
- Alert emergency personnel to the location.

LEARNING DISABILITIES

Assist persons by giving them directions and orienting them to the emergency exits. Practice evacuation procedures with them prior to an emergency. Offer to guide him/her.

EARTHQUAKE

BEFORE AN EARTHQUAKE

PLAN AHEAD:

Thinking and planning ahead can significantly reduce dangers of an earthquake. It is important that those in your department discuss and develop an earthquake emergency plan for your area.

- Take notice of the environment, building, and rooms where you spend much of your time.
- Identify the best areas to take protective cover during an earthquake as well as the possible exits from the building.
- Notice items that may fall on you or block your exits, e.g. cabinets, shelves, ceiling lights.
- Place large and heavy objects on lower shelves. Securely fasten shelves to walls.
- Brace or anchor high, heavy objects. Bottled goods, glass and other breakables should likewise not be stored in high places or left where they can freely slide on shelves.
- Have a flashlight, a battery powered radio, and spare batteries in case the power is off.
- Have a first aid kit available. Know who in your department is certified in First Aid and CPR.
- Go to the emergency assembly point once the building you are in has been evacuated. Stay away from buildings, power lines and trees.

DURING AN EARTHQUAKE

IF INDOORS:

- STAY where you are! Do not rush to an exit as it may be blocked and you could have little or no protection.
- DROP under a desk or sturdy table. Stay away from windows, filing cabinets, bookcases, overhead fixtures or objects that may fall or collapse. Standing along an interior wall or door may be another safe option.
- COVER your head and neck with your arms until the shaking stops.
- HOLD onto the desk or table. If it moves, move with it.
- DO NOT USE THE ELEVATOR under any circumstances!
- WAIT for the motion to cease and for any falling objects to complete their course of destruction before you attempt to move.

IF OUTDOORS:

- MOVE AWAY from buildings, trees, and electrical lines. Falling debris outside of doorways and close to outer walls poses a severe hazard.
- If you are DRIVING, slowly pull over to the side of the road and stop. Stay in the vehicle until the shaking stops.

AFTER AN EARTHQUAKE

AFTERSHOCKS:

Be prepared for additional earthquake aftershocks. Although most of these are smaller than the main shock, some may be large enough to cause additional damage.

BEFORE EVACUATING:

- Be sure the shaking has stopped.
- Observe which exits appear safest.
- See if anyone within sight needs assistance.
- If possible retrieve the first aid kit, your emergency supplies kit, and personal valuables.
- Replace your telephone receiver in its cradle.

EVACUATE TO THE DESIGNATED ASSEMBLY POINT for your building.

- Conduct a head count to see if anyone from your group is missing.
- Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Report injuries to your emergency building coordinator. Do not take injured persons to the Health Center. Emergency personnel will be coordinating all responses to emergency health situations.
- Check utilities. Earth movement may have broken gas, electrical, water and sewage lines. If you notice such damage, please report it to Campus Safety at 7911. They will contact Physical Plant to shut off power, gas or water to the building.
- Do not touch downed power lines or objects touched by downed lines.
- Do not eat or drink anything from an open container located near shattered glass.
- Do not re-enter buildings until directed to do so by campus safety or other authority.
- Refrain from making phone calls so emergency communication can take place.

EMERGENCY NUMBERS

EMERGENCY	7911
Campus Closure	253.535.7100
Campus Safety/Information & Escort	7441
Campus Ministry	7464
Chemical Hygiene Officer	7558
Computing and Telecommunications	7525
Counseling and Testing	7206
Crisis Update (<i>recording</i>)	1.877.322.0872
Environmental Health & Safety Mgr.	7233
Health Center	7337
Plant Services	7380
Radiation Safety Officer	7535
Residential Life	7200
Risk Manager	7121

EMERGENCY OPERATIONS PROCEDURES

Pacific Lutheran University has an Emergency Operations Plan that provides a response system for staff, faculty, students, and visitors during an emergency or major natural disaster occurring on PLU property.

The Emergency Operations Plan outlines coordinated and effective use of resources to protect life and property immediately following a major emergency or disaster on the PLU campus. The plan will be activated when an emergency affecting the campus cannot be controlled through normal channels or procedures.

The Emergency Operations Plan is under the operational control of the Emergency Operations Director. When an emergency arises, the Emergency Operations Director will direct all emergency operations from the Emergency Operations Center.

The University's President, Acting President, or highest ranking member of Campus Safety will be responsible for declaring a state of emergency and notifying the Emergency Operations Director to activate and deactivate the Emergency Operations Plan when he/she deems it appropriate.

EXPLOSION, AIRPLANE CRASH OR SIMILAR INCIDENT

If a violent accident such as an explosion or airplane crash occurs on campus, take the following actions:

- Immediately take cover under tables, desk and other such objects which will give protection against falling debris or glass.
- After the effects of the explosion have subsided, notify Campus Safety at **7911**. Give your name and describe the location and nature of the emergency.
- If it is necessary to evacuate the building, report to your designated assembly point. (See map page 15) Stay there until an accurate head count has been taken.

FIRE EVACUATION PROCEDURES

- Before opening a door, feel the upper portion of the door or the doorknob. If the upper door or doorknob is not hot, brace yourself against the door and open it slightly.
- If you encounter heat or heavy smoke in the corridor, close the door and stay in the room.
- Keep the door closed. Seal the cracks around the door with clothing, tape or other material, soaking them in water when possible.
- Hang an object out the window, such as a shirt, jacket, towel, or anything that will attract attention.
- If you can leave the room, close all doors behind you as you move to the closest exit or stairway. **DO NOT** lock doors.
- If the nearest exit is blocked, go to an alternate exit. If all exits are blocked, go to the room furthest from the fire, close the door and follow procedures above.
- After leaving the building, **DO NOT RE-ENTER**, until cleared by Campus Safety or Fire Department personnel.
- Report to your designated assembly point. (See map page 15) Stay there until an accurate head count has been taken.

FIRE EXTINGUISHERS

KNOW THE LOCATION, TYPE, AND HOW TO USE YOUR FIRE EXTINGUISHER.

LOCATION: Check the location of the fire extinguisher in your work area.

TYPE: Fire extinguishers are classified by the type of fire on which they are used:

A ORDINARY COMBUSTIBLES: for burning wood, paper, trash, and other ordinary combustible materials

B FLAMMABLE LIQUIDS: for fires involving oils, gasoline, paints, solvents, or grease in a frying pan

C ELECTRICAL EQUIPMENT: for electrical wiring and equipment, fuse boxes, and other electrical sources

ABC MULTIPURPOSE:

HOW TO USE:

Pull, Aim, Squeeze, and Sweep = **PASS**

P —> **PULL** and twist the pin

A —> **AIM** the nozzle at the base of the fire, standing back about eight feet.

S —> **SQUEEZE** the handle or trigger to activate the extinguisher.

S —> **SWEEP** the fire from side to side.

Remember the fire extinguishing agent won't last long — only about 10 seconds on small extinguishers and up to 50 seconds for larger extinguishers.

FIRE INCIDENT

IF YOU HEAR AN ALARM SOUND:

- EVACUATE the building immediately.
- If smoke is present, keep low to the floor.
- DO NOT USE Elevators!
- DO NOT RE-ENTER the building until told to do so by Campus Safety or Fire Department personnel.

IF FLAMES ARE OBSERVED:

- Sound the alarm by pulling the closest fire alarm station.
- Immediately evacuate the building.
- Go to the nearest phone and call Campus Safety 7911.

IF YOU SMELL SMOKE OR HAVE ANY OTHER INDICATION OF FIRE:

- Immediately call Campus Safety 7911.
- Describe what you have observed. Give your name and location.
- Alert other building occupants to prepare for possible evacuation.

REPORT ALL FIRES—NO MATTER HOW SMALL—TO CAMPUS SAFETY AT 7911.

- Give you name and describe the location of the fire. Some building fire alarms ring only in the building, and not at Campus Safety.
- Know the location of fire alarms and fire extinguishers in your area and know how to use them.

Manual Fire Systems: Manual alarms are activated by pulling a red fire alarm “pull station.” There is a pull station located near all major exits in a building with an alarm system. Not all PLU buildings have an alarm system.

Automated Fire Systems: Automated alarms are activated when a sensor detects heat or smoke. A building with an automated fire system will often have pull stations as well. If you see a fire and the alarm has not activated, pull the nearest station as you leave the building.

No Fire Systems: Some campus buildings have no fire alarm systems. If you see or smell something burning, exit the building immediately.

- Training and information are available through the Environmental Health & Safety Manager at 7233.



FIRST AID and MEDICAL INSTRUCTIONS

If a serious injury or illness occurs on campus, immediately CALL Campus Safety at **7911**. Give your name and phone number, describe the nature and severity of the medical problem and the campus location of the victim.

In case of minor injury or illness, provide First Aid care. Note the location of the First Aid kits and the names of First Aid/CPR trained personnel in your area.

Bystanders may quickly perform the following steps:

- Keep victim still and comfortable. DO NOT MOVE VICTIM.
- Ask victim, “Are you okay?” and “What is wrong?” Does the victim respond?
- Check breathing. Do rescue breathing (mouth-to-mouth) if necessary. Use the CPR shields located in first aid kits in every building.
- Check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, Medic Alert tags, question witnesses, and give all information to Campus Safety or emergency responders when they arrive.

Individuals in each department or building are encouraged to obtain training in First Aid/CPR/AED skills. Training can be arranged through the Environmental Health and Safety Manager 7233.

FIRST AID KIT AND AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

BLOMQUIST HOUSE

1st Floor–near restroom

COLUMBIA CENTER

Golf/Coffee Shop

DEVELOPMENT

Breakroom

EAST CAMPUS

Wellness Center

Marriage and Family Therapy–
2nd floor

EASTVOLD

Theatre Shop near sink
KPLU Office kitchenette

FOSS

Front desk

HARSTAD HALL

Campus Safety & Information
Rm 112
Front desk

HAUGE ADMINISTRATION BUILDING

Registrar's Office–Rm 130
School of Business Admin–
Rm 227

HEALTH CENTER

HINDERLIE

Mailroom

HONG

Mailroom

HUMAN RESOURCES OFFICE

Kitchenette

INGRAM HALL

Art Dept–Painting–Rm 128
Communications/Theatre–
Rm 121

KNORR HOUSE

Across from kitchen

KREIDLER

Mailroom

LEE

Kitchen

MAILROOM

Front desk

MATH/CSCI BLDG

Foyer

MCNABB

Main office

MEMORIAL GYM

SE gym entrance

MORTVEDT LIBRARY

1st Floor–Main Desk
Room 132
3rd Floor–Archives 306

MBR MUSIC CENTER

Lobby
Backstage
Rm 206

NAMES FITNESS CENTER

Office

NESVIG ALUMNI HOUSE

Lower Level - Church
Relations

OLSON AUDITORIUM

Physical Educ. Office
Stage (Theatre access only)
AED - Main entrance and
training room

ORDAL

Front desk

PARK AVENUE HOUSE

Entrance foyer

PFLEUGER

Front desk

PHYSICAL PLANT

Office hallway

RAMSTAD HALL

1st Floor Workroom
between 110 & 106

RIEKE SCIENCE CENTER

1st Floor–Workroom–Rm 156
2nd Floor–Open lab
raised desk

SOUTH HALL

Front desk

STUEN

Front desk

SWIMMING POOL

Office
AED - North wall

TINGELSTAD

MESA–Rm 104
Front desk

UNIVERSITY CENTER

Mezzanine–MAST Office
Main Level–Conferences
& Events
AED - Near Concierge
Lower Level–CAVE

UNIVERSITY PRINTING

Hallway–by Print Shop

WANG CENTER

Office

XAVIER

Rm 241

HAZARDOUS MATERIAL SPILL

- Immediately report any spill of a hazardous chemical or radioactive material to Campus Safety **7911**. Advise the supervisor of the department as well.
- When reporting, be specific about the nature and amount of the material involved and the location of the spill.
- If a chemical is spilled or splashed on a person, immediately wash the chemical from the victim and remove any contaminated clothing. Eyes, if contaminated, should be flushed immediately with water. First aid procedures should be started at once.
- The instructor or supervisor should evacuate and limit access to the affected area at once to prevent further contamination of others until the arrival of safety personnel who can determine if evacuation of the entire building is needed.
- If evacuation is needed, move to a safe area crosswind or upwind to avoid exposure to fumes.
- Unless seeking medical attention, persons who are potentially exposed to a spill or radiation should report to emergency personnel at the site and give name, phone number, and address. Supervisors and instructors should also report the names of potentially exposed persons to the emergency personnel at the scene.
- Required clean-up will be directed by the appropriate authorities.
- Departmental Material Safety Data Sheets (MSDS) must be available for reference.

LOCK DOWN PROCEDURES:

- Campus Safety may initiate an emergency lock down of one or more buildings when there is a threat of violence to our community or threat of chemical exposure from outside (shelter in place).
- Please do the following when you are in a building that has been secured for emergency purposes.
 - Stay away from windows. Draw shades, if you can.
 - Lock your office door(s) and window(s).
 - Close all sources of fresh air, such as fireplace dampers and do not use the elevator.
 - Stay where you are.
 - Keep low to the floor.
 - Follow the instructions of the Emergency Building Coordinator.
 - Do not use campus phones.
 - Maintain this secure position until notified by campus officials that it is safe to move.

MEDIA RELATIONS

The university will follow these basic guidelines during any emergency situation:

- Only an authorized university spokesperson will meet or talk with the media on behalf of the University during or following an emergency situation. Authorized persons include only the President or Acting President, and the Executive Director of University Communications or his/her designee.
- Only factual information is to be released; no speculation will be offered.
- The Office of News and Information, in conjunction with the President and other officers, will develop an institutional response to the emergency for release to the media, including periodic media updates.

REPORTING ACCIDENTS

- Immediately report all injuries to your supervisor or instructors.
- An injured employee and his/her supervisor must complete an Injury Report of the injury and send it to the Human Resource Office as soon as possible. Forms are available from your supervisor or the Human Resource Office or on line at <http://www.plu.edu/~humr/forms/inj-rpt.doc>.
- It is critical that the employee complete all parts of the injury report form for insurance and regulatory reporting accuracy.
- The supervisor should inspect the site of the accident, counsel the employee, and provide constructive suggestions for preventing a similar accident in the future.
- An injured student or guest of the university should file an Incident Report with Campus Safety. For medical aid, or to fill out an incident report, contact Campus Safety at x7911.

REPORTING AN EMERGENCY

To report an emergency,
CALL CAMPUS SAFETY: DIAL 7911
State: "This is an emergency."

GIVE THE DISPATCHER:

- the nature of the emergency
- your name
- phone number from which you are calling
- your location

DO NOT HANG UP until you are directed to do so, unless there is an immediate threat to your safety.

UTILITY FAILURE

In the event there is a potential or actual danger to a building, during regular business hours (8 AM–5 PM Monday–Friday) **call Plant Services at 7380**. After business hours, **call Campus Safety at 7911**.

ELECTRICAL/POWER FAILURE

Most campus buildings are not equipped with emergency lighting. Your department should have flashlights available.

If there is an electrical short in equipment, immediately shut off the electricity, pull the plug or shut off electrical circuit breakers.

Turn off as much computer equipment as possible to prevent damage to the equipment when the power is restored.

ELEVATOR FAILURE

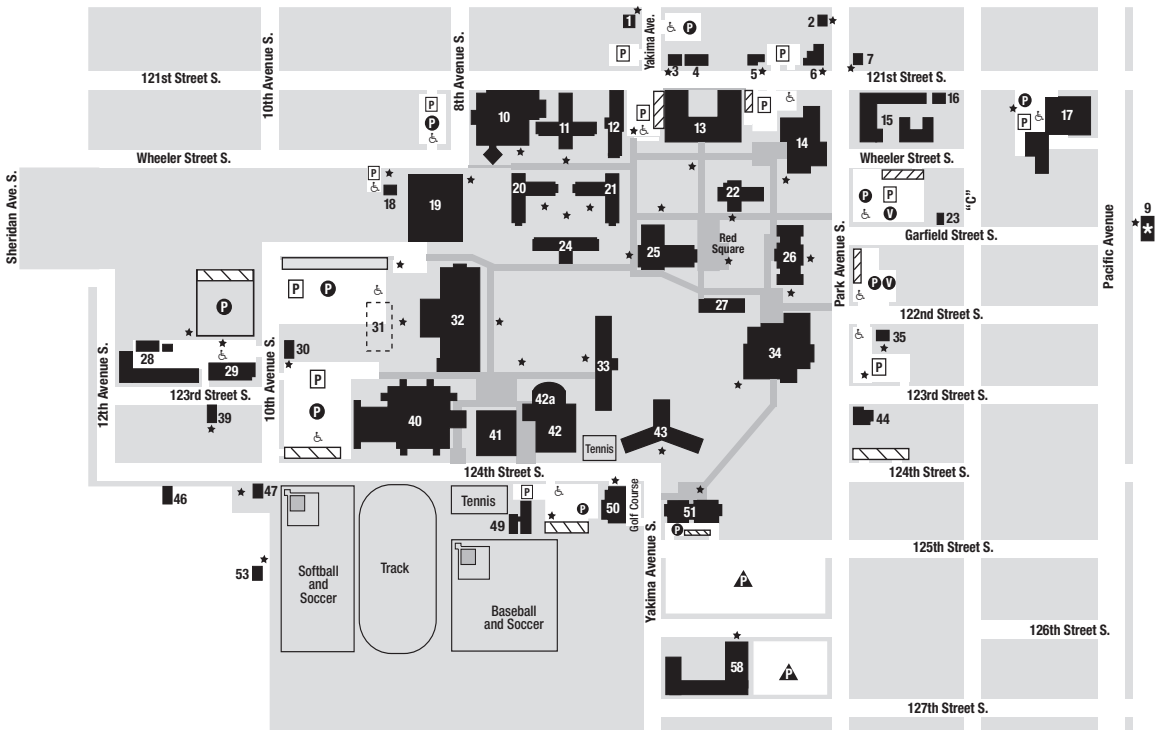
If you are trapped in an elevator, use the emergency phone in the elevator to notify Campus Safety. If outside a stalled elevator, tell persons inside that help is being summoned, then call Campus Safety at **7911**. Have someone stand by the elevator to keep persons inside informed until help arrives.

PLUMBING FAILURE/FLOODING

Shut off and unplug all electrical equipment. If necessary, vacate the area of flooding. Shut off water and/or contain flooding if possible.

GAS LEAK

Cease all operations and shut off sources of ignition. DO NOT SWITCH ON LIGHTS OR ANY EQUIPMENT. **REMEMBER, electrical arcing can trigger an explosion!** Notify Campus Safety at **7911**. Evacuate the area. Close all doors.



EMERGENCY ASSEMBLY POINTS (★)

BUILDING LEGEND

Blomquist House	3	Memorial Gymnasium	42
Bookstore	34	Mortvedt Library/Computer Center	14
Campus Mail	29	Morken Center for Learning and Technology	31
Columbia Center	50	Names Fitness Center	42a
Development Office	9	Nesvig Alumni Center	44
East Campus	17	Olson Auditorium	40
Eastvold Chapel/Auditorium	25	Ordal Residence Hall	11
Faculty House	4	Park Avenue House (ACE)	2
Foss Residence Hall	33	Pflueger Residence Hall	43
Harstad Residence Hall	26	Plant Services	28
Hauge Administration Building	13	PLU Northwest (gift shop)	23
Health Center	6	Ramstad Hall	27
Hinderlie Residence Hall	24	Rieke Science Center	32
Hong Residence Hall	21	Scandinavian Cultural Center	34
Human Resource Services	35	South Hall Residence	58
Ingram Hall	10	Stuen Residence Hall	12
Keck Observatory	53	Swimming Pool	41
Knorr House	5	Tingelstad Residence Hall	51
Kreidler Residence Hall	20	Trinity House	16
Lagerquist Concert Hall	19	Trinity Lutheran Church	15
Lee House (ROTC)	7	University Center	34
Lewis House	30	University Printing & Publications	29
Mailroom	29	Wang Center for International Programs	18
Mary Baker Russell Music Center	19	Warehouse	29
Massa House	39	West House	46
Math Building	49	Women's Center	47
McNabb (ROTC)	1	Xavier Hall	22