



Oregon State University
Hatfield

**Hatfield Marine Science Center
Emergency Operations Plan**

JANUARY 2021
NEWPORT, OREGON

Promulgation, Approval, and Implementation

The following is the Emergency Operations Plan (EOP) for Oregon State University's (OSU) Hatfield Marine Science Center (HMSC) located in Newport Oregon. It identifies procedures and responsibilities for the planning and implementation of emergency procedures for the protection of life and property. The HMSC EOP also outlines proactive steps and actions to help HMSC become more disaster resistant and resilient. The HMSC EOP works in conjunction with [OSU's EOP](#), [Safety Manual](#), [Emergency Procedures](#), and [Natural Hazards Mitigation](#) plans with the goal of minimizing the negative impacts an emergency may have on HMSC operations.

This plan applies to all visitors, staff, students, volunteers or others working in HMSC-OSU buildings. 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 the HMSC Facilities Manager or designated personnel directions during an emergency incident. By direction of the Research Office Associate Vice President, all colleges and units including the Cooperative Institute for Marine Resources Studies (CIMRS) and Oregon Sea Grant with Hatfield Campus operations are expected to participate and follow HMSC EOP implementation. Personnel will be notified of changes to this plan by their supervisor or escort. 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.

HMSC EOP has been approved and adopted by the HMSC Director and HMSC Facilities Manager. It will be revised and updated as required. This plan supersedes any previous plan.



JIM LEWIS
HMSC FACILITIES MANAGER

JANUARY 12, 2021

DATE



ROBERT COWEN
HMSC DIRECTOR

JANUARY 12, 2021

DATE

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 re-newed
Dec 2020	Plan update and revisions added the Marine Studies building

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	
	Hatfield Student Organization	Electronic copy
	HMSC Director	Electronic copy
	HMSC Facilities Manager	Electronic copy
	COMES	Electronic copy
	EPA	Electronic copy
	Guin Library	Electronic copy
	MMI	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
	MSI	Electronic copy
	HMSC Website	Electronic copy

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1. Purpose

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

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

2. Scope

This plan applies to:

- All OSU affiliated personnel within HMSC (faculty, staff, students, volunteers)
- All non-OSU personnel working within OSU HMSC buildings (other agencies, contractors, volunteers and visiting researchers)
- Visitors at HMSC sponsored functions (e.g. picnics, guest lecturers, school group visits)
- Onsite HMSC housing residents

3. Overview

Oregon and the HMSC campus are subject to natural, manmade, and security emergencies that could occur at any time at any hour of the day or night. 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 emergencies 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 faculty, staff and students.

The HMSC EOP 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

HMSC will 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 will be conducted to develop the response capabilities needed in the event of an emergency. Colleges, departments, units 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 trainings 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

HMSC will 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. In an emergency situation, the University has identified these general mission goals and priorities to guide HMSC leadership responses.

- Save and protect lives
- Secure and preserve the University's assets (animals, research and infrastructure)
- Prevent damage to the environment, systems and property
- Preserve and resume teaching and research programs

d. Recovery

If a disaster occurs, HMSC will 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

- Events will occur with no notice at any hour of the day or night
- OSU staff, faculty, 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 events. 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.

When 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 (SOP's) 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

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escalated to the HMSC Facility 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, responsibility of business operations and personnel management reverts to individual work units.

If the incident response exceeds 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 are expected to report to work during emergency situations.

6. Organization and Assignment of Responsibilities

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



a. Preparedness Team

This team is responsible for planning, mitigation and education activities to prevent or reduced the impact of emergencies.

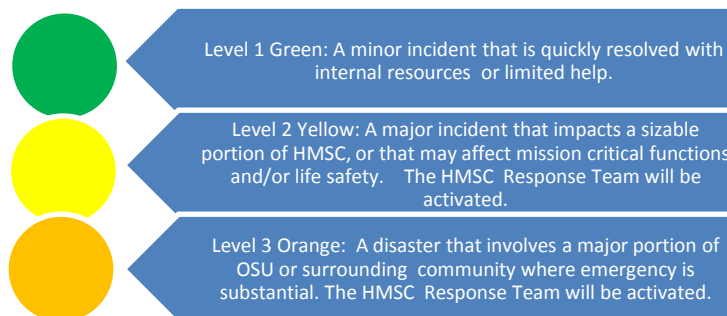
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- HMSC Facilities Manager (with guidance from the Director and in collaboration with the HMSC Safety Forum) will be responsible for making sure that plans, emergency equipment, and infrastructure to deal with an emergency are in place.
- HMSC Emergency Manager will maintain any and all safety plans, run drills, coordinate trainings, and convene meetings/ seminars and prepare summary materials to increase staff awareness of the content of this plan. This role maybe comprised of several members of the Directors Office team.

b. Response Team

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

- HMSC Director
 - Organize the HMSC response command and control structure. National Incident Management System (NIMS) principles to guide emergency planning response. As part of NIMS, the Incident Command System is the basis for managing HMSC-level responses and to provide a chain of command that establishes authority for response management and support.
 - Determines level of response: Level 1 Green, Level 2 Yellow, Level 3 Orange.
 - Communicates with members of the Response Team
 - Coordinate with non-OSU Hatfield Campus partners (NOAA, USDA, USFWS, EPA, ODFW, etc...)
 - Communicates with the OSU Dept. of Public Safety (541-737-3010) if needed
 - Communicates with OSU Emergency Operation Center (through Public Safety) if needed
 - Communicates with the OSU Provost and VP for Research if needed



- HMSC Facilities Manager
 - Ensures all essential Facilities staff are on-site
 - Will direct evacuation (via fire alarm pull station) if necessary

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- Will organize response team and activities
- HMSC Emergency Manager
 - Notifies HMSC Research Program Manager
 - Initiates communication to inform HMSC personnel of a issue
 - Communicates with Lincoln County EOC (541-265-4277) if needed
- Commutations Manager
 - Posts the message on the HMSC website
 - Informs media outlets
- Operations Manager
 - Updates the message on the general HMSC phone number, 541-867-0100.
 - Notifies HMSC onsite housing guests
 - Notifies individuals and groups with meeting room reservations
- HMSC Academic Program Manager
 - Notifies affected instructors, graduate and undergraduate students, intern programs and visiting colleges/universities of the current situation

c. 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:

- HMSC Director
- HMSC Operations Manager
- HMSC Academic Program Manager
- HMSC Business Office Manager
- HMSC Facilities Manager
- HMSC Emergency Manager
- Unit 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.

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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).

HMSC designates the following line of succession in the absence of the HMSC Director (or designee):

- 1) HMSC Facilities Manager
- 2) HMSC Emergency Manager

b. Control

The HMSC Facilities Manager is responsible for the coordination of HMSC response resources to the incident.

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

- 1) HMSC Director's Office (867-0212)
- 2) Guin Library
- 3) Offsite location, TBD depending on incident

8. Communications

Timely warnings of emergency conditions are essential to preserve the safety and security of the HMSC community and are critical to an effective response and recovery. Several avenues exist for communication to HMSC staff, faculty, students, volunteers and guests. Depending upon the extent/level of situation, multiple communication paths may be used to ensure personnel are kept informed:

- Telephone
- Cell phone
- E-mail
- Bulletin boards- located throughout buildings
- Handheld radios
- Building Public Address System – Visitor Center only
- Social Media
- Website
- OSU/HMSC Alert – for a university and/or HMSC wide incident
- Radio Stations

Information will be reviewed by the HMSC Director and/or the Communications Manager prior to release for mass distribution.

9. Plan Maintenance

The HMSC EOP is developed through the HMSC Director's office and Facility Manager. The HMSC Director and HMSC Facilities Manager with support of the HMSC Emergency Manager are responsible for coordinating plan development and changes as necessary. Questions about this plan should be directed to the HMSC Facilities Manager.

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.

Appendices

- A. Communication Contact List
- B. Abbreviations and Acronyms
- C. HMSC Hazard Analysis
- D. HMSC Communications Plan
- E. HMSC Altered Hours Plan
- F. Emergency Action Plans
 - 1) Evacuation
 - a. Earthquake/Tsunami
 - i. Evacuation Map (earthquake/tsunami)
 - b. Evacuation – All hazards except earthquake/tsunami
 - i. Evacuation Map (non-tsunami)
 - 2) Lockdown/Shelter in Place
 - 3) Fire/Explosion
 - 4) Medical Emergency
 - i. AED Units Map
 - 5) Hazardous Materials-Chemical spill
 - 6) Transportation Accidents involving Motor Pool Vehicles
 - 7) Severe Weather
 - 8) Building Systems (Utilities)
 - 9) Threat of Violence/ Crimes in Progress
 - a. Active Shooter
 - b. Bomb Threat (w/ checklist)
 - c. Bomb/Suspicious Object
 - d. Disruptive student
- G. Unit Specific Response Plans for Unit Specific Operations/responsibilities

Appendix A
Communication Contact Lists

<p>Important Phone Numbers http://oregonstate.edu/dept/security/emergency-phone-numbers</p> <p>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 Oregon State Police (Emergency)	541-737-7000
OSU Department of Public Safety & Oregon State Police (Non-Emergency)	541-737-3010
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
OSU Environmental, Health & Safety (EH&S)	541-737-2273

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
MSB	Marine Studies Building
MSI	Marine Studies Initiative
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
OSP	Oregon State Police
OSU	Oregon State University
USFWS	US Fish and Wildlife Service

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Appendix C HMSC Hazard Analysis

The incident planning checklist outlines potential emergencies that may be encountered by HMSC and should be addressed when developing criteria for planning for specific events. The review and evaluate each of the criteria results in an assessment score. The calculated assessment scores identify which events have the greatest impact or risk and require more emergency management activity to prepare for the incident.

<p>Occurred 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</p>	<p>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</p>	<p>Vulnerability to research operations (3) High risk (2) Medium risk (1) Low risk</p>	<p>Vulnerability of academic operations (3) High risk (2) Medium risk (1) Low risk</p>	<p>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</p>	<p>Assessment Score = Occurrence * H&S * Research * Academic * Property</p>
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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
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

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	Occurrence	Health & Safety	Research	Academic Curriculum	Property & Environment	Assessment Score
Disease Outbreak	3	4	2	2	2	96
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	1	1	2	8
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
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

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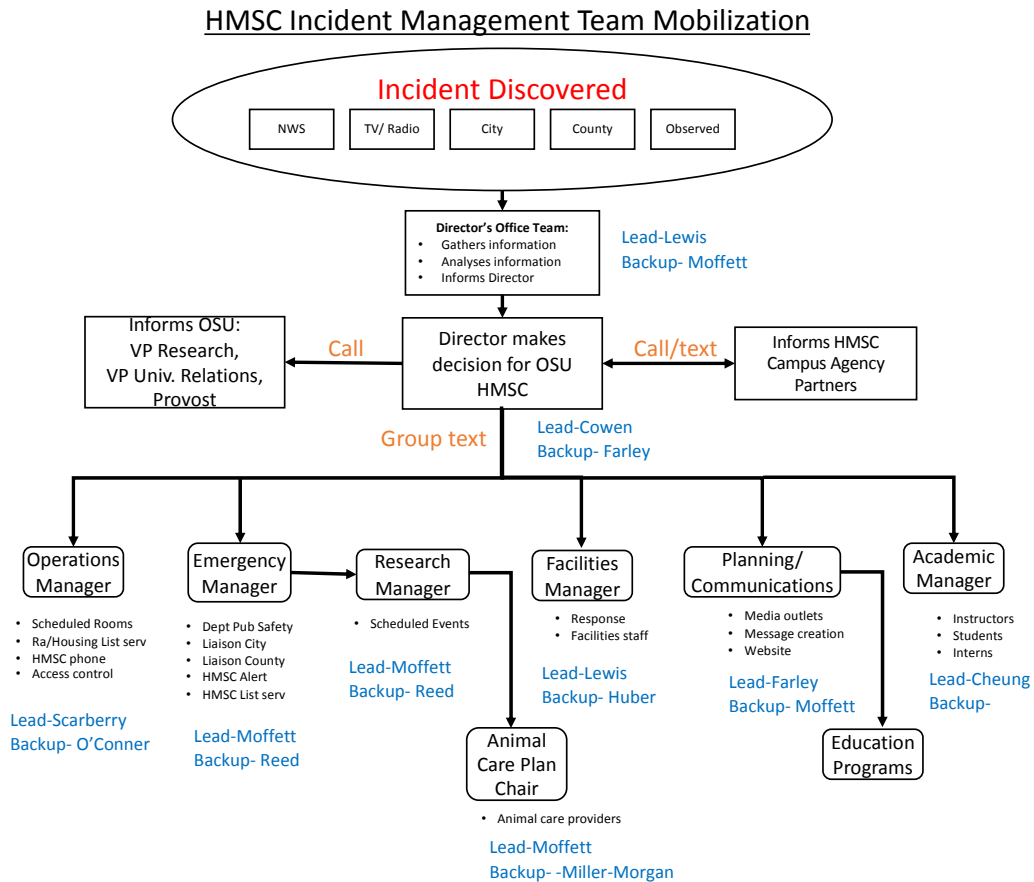
	Occurrence	Health & Safety	Research	Academic Curriculum	Property & Environment	Assessment Score
Hood Ventilation Failure	1	1	1	1	1	1
IT Failure - Data transmission	1	1	2	2	1	4
IT Server Hardware failure	1	2	2	2	2	16
Structural Failure	1	2	2	1	2	8
Threat of Violence						
Bomb Threat	1	2	1	1	1	2
Bomb/Suspicious 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	5	3	1	1	1	15
Terrorism						
National/State Level	2	3	1	1	1	6
Local Level	1	3	1	1	1	3
Interpersonal Emergencies						
Sexual Assault	4	3	1	1	1	12
Stalking	4	3	1	1	1	12
Relationship/workplace Violence	4	3	1	1	1	12
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

**Appendix D
HMSC Communication Plan**

1. See Appendix A for contact name and phone numbers
2. HMSC Director or designee receives communication (from OSU, NWS, Lincoln County or Newport Emergency Management) or observes the incident
3. HMSC Director notifies:
 - a. OSU Provost and/or VP for Finance & Admin and/or VP for Research
 - b. HMSC Facilities Manager
 - i. Notifies facility essential personnel
 - c. Director's office staff (Response team)
 - d. Co-located Agency leads
 - e. OSU Dept. of Public Safety, 541-737-3010 (and/ or email to: public.safety@oregonstate.edu)
 - f. Designated member of HMSC Executive Committee, who notifies the rest of that committee.
4. Response Team:
 - a. HMSC Communications Manager notifies:
 - i. Media
 - 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
 - ii. Posts message to HMSC web page
 - iii. Notifies Education and Outreach program lead
 - b. HMSC Emergency Manager
 - i. Posts message to HMSC listserv
 - ii. Posts message to OSU HMSC Alert
 - iii. Notifies Research Manager
 - c. HMSC Operations Manager
 - i. Post to main phone line (541-867-0100)
 - ii. Notifies Housing and meeting room guests
 - d. HMSC Academic Program Manager
 - i. Notifies affected instructors, students and interns

5. Contingencies

- a. Telephone outages should be anticipated, and staff should be advised to check more than one source (e.g., web, radio) for confirmation of information
- b. If Director cannot reach contacts, Director or designee should reassign duties



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**Appendix E
HMSC Altered Hours Plan**

If circumstances require emergency closure or alteration of HMSC's hours of operation, the following procedures shall be followed to ensure maintenance of essential services and effective communication to employees, students, volunteers and guests.

1. Decision-making

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

- a. In cases where the HMSC Director 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: Facilities Manager
 - 2) Secondary designee: Emergency Manager
 - 3) Third designee: Any member of the Response Team

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
- c. After an all-clear has been received or normal operations can resume, the HMSC Director 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**

The Emergency Action Plans in Appendix F provide supporting information and response guidance for identified hazards. These HMSC Emergency Action Plans are specific to HMSC and work in conjunction with OSU's [Emergency Procedures](#).

Evacuation - Earthquake/Tsunami

HMSC is located in a tsunami inundation zone. This means when there is an earthquake, it will be followed by a tsunami.

- If the ground is shaking, move to high ground as soon as it is safe to do so.
- Remember you have 20 min or less to reach a tsunami assembly area at high ground.
- DO NOT go back to your office or spend time packing; grab your emergency gear ONLY if it is handy.
- 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 try to drive, plan on walking. Roads will not be drivable.
- DO NOT return to the campus until an "all clear" from local officials has been issued; beware of unfounded rumors of an all-clear.

See the [HMSC Continuity of Operation Plan](#) (COOP) for additional support regarding mitigation and response for earthquake and tsunami risk at HMSC.

Mitigation:

HMSC:

- Maintain a disaster cache on the MSB rooftop and support the community caches at Save Haven Hill and the community college
- Run biannual campus wide earthquake and evacuation drills
- Provide onboarding tsunami training
- Advocate for earthquake retrofits where needed

Personal:

- Secure, or ask HMSC Facilities ([workorder](#)) to secure, items in your office or work area that would be a hazard in an earthquake (e.g. bookcases, shelving racks, etc..)
- Conduct off-site data backup of essential information

Preparedness:

Personal:

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

- Think through your evacuation scenario from different parts of the campus or your commute and be familiar with the tsunami evacuation route maps to multiple tsunami assembly areas
- Identify safe spots in each room to Drop, Cover, and Hold
- Participate in earthquake and evacuation drills
- Participate in onboarding tsunami training
- Register for distance event alerts with [Nixle Newport](#)
- 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 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 most likely your family will not be together when an event happens and that your home may not be structurally sound.
- Preprogram essential phone numbers and alerts into cell phones and other devices.
- Develop a habit of noting your whereabouts outside your door (e.g. gone for the day; on leave until Thursday). This will prevent others from looking for you unnecessarily.

Managers:

- Impress upon your staff that in case of any earthquake, regardless of how slight the shaking might seem, they are expected to evacuate and move to high ground.
- Brief visitors including students and others working at HMSC.
- Encourage staff to consider evacuation routes when planning and implementing field research.
- Be prepared to contact staff in the event of a distant tsunami or other evacuation in the absence of local warning signs (e.g. shaking).

Response:

If you feel an earthquake:

1. If inside during the shaking, protect yourself (Drop, Cover and Hold-on). Evacuate the building as soon as you deem it safe, a tsunami is on the way. Be aware of falling debris indoors or outdoors.
 - Stay away from glass
 - Do not use a doorway unless you know it is a load-bearing doorway
 - Do not use elevators (unless you are in the MSB)
 - Do not pull fire alarm
 - Use your voice and encourage others to move quickly

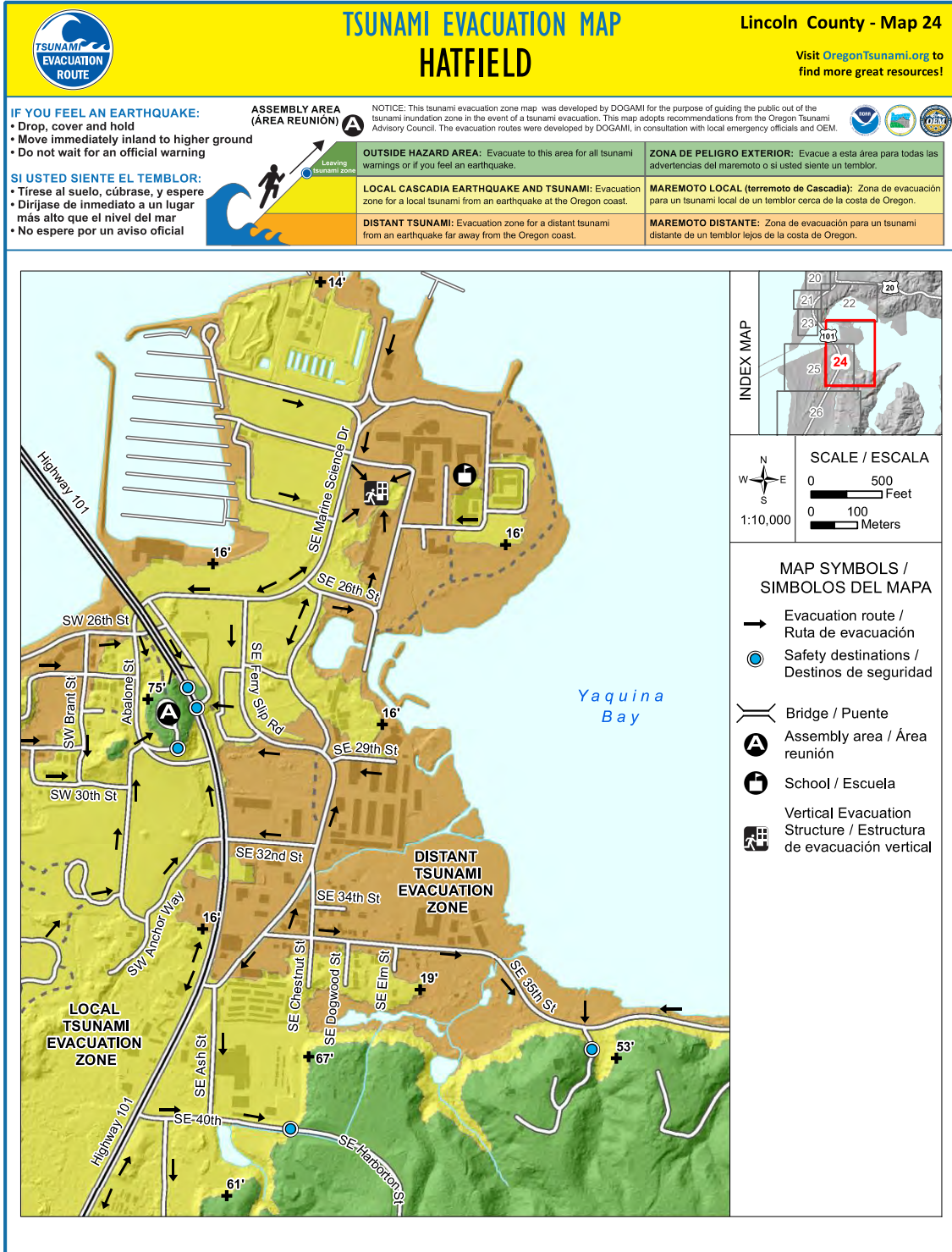
Hatfield Marine Science Center (HMSC) Emergency Operations Plan (EOP)

2. If outside during the shaking, move away from buildings or other objects that could fall
3. When the shaking stops enough to walk, immediately move to high ground. DO NOT delay.
 - You have several assembly area options depending on your starting location, evacuation time, personal choice and mobility:
 - The nearest evacuation point is the MSB rooftop assembly area. The building is constructed to withstand a 9+ earthquake and an XXL tsunami event. The roof is designed to serve as an emergency assembly site for more than 920 people for up to two days after an earthquake. Access the roof using the ramp on the outside of the building, the two hardened stairs or the emergency elevator on the east side of the building.
 - Safe Haven Hill is the high ground at the south entrance of the Yaquina Bay bridge. This hill is a viable evacuation option from the HMSC campus. Walk to the hotel parking lot to cross hwy 101 staying away from the bridge.
 - The assembly area at the community college which is nearly a mile from HMSC, might also be an option.
 - Bring only items you can easily grab, including backpacks specially packed with emergency gear, coat, hat, phone, and essentials.
 - Remember, the only warning of a pending tsunami will be the shaking of the ground. When the ground shakes, at HMSC you have 20 minutes or less to reach high ground.

Recovery:

- Follow the Open Me First incident command binders to deploy supplies in the community disaster caches at the Safe Haven Hill, MSB rooftop, or the community college
- Remain at high ground until the all-clear signal is given- this may take up to two days. Remember that tsunamis occur as a series of waves.
- Expect aftershocks and more building damage to occur
- Do not re-enter a building until it has been seismically inspected
- After phase one of the event and you are no longer at risk of secondary tsunami waves, activate your personal recovery plan or move to the community shelter at Oregon Coast Community College
- Follow OSU guidance for follow-on activities.

Evacuation Map (earthquake/tsunami)



**Appendix F
Emergency Action Plans**

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

HMSC:

- Provide evacuation and assembly area maps
- Hold monthly HMSC Safety Awareness to identify and address areas of concerns
- Conduct annual fire alarm drills

Managers:

- Identify personnel who are to remain to operate critical plant operations prior to evacuation and develop detailed instructions that include evacuation threshold criteria
- Identify personnel who are responsible for rescue or emergency aid and keep trainings current
- Have a representative participate on the HMSC Safety Awareness forum to assist with planning and identifying areas of concern

Personal:

- 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>
- Keep emergency aid trainings current

Preparedness:

Personal:

- Learn where the closest two evacuation points are
- Learn where the nearest evacuation assembly point is
- 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 Manager 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

- 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
 - Animals
- Create position specific duties for staff members to perform and train staff members (e.g. HR record security, cashbox, 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 and evacuation kit with you.
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.

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- 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 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 and meet at the designated assembly area
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 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

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

Evacuation Map (non-earthquake/tsunami)



**Appendix F
Emergency Action Plans**

Lock Down/ Shelter in Place

- Lockdown - Quickly secure all staff, students, and visitors in rooms away from immediate danger and exterior doors are locked.
- Shelter in Place - Take immediate shelter where you are and isolate your inside environment from the outside environment.

Mitigation:

HMSC:

- Maintain an access control system that can lock all exterior doors
- Keep OSU-HMSC alert system current

Personal:

- If needed, 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 turn off the air handling system OR select shelter locations that are not part of the air system
- Review how to respond to acts of violence
- Identify who has the capability and responsibility to lock exterior building doors and know how to contact them

Response:**Emergency: Call 9-1-1****HMSC Facilities: Call 541-270-0101 (7am-5pm)****TCB: Call 541-265-5265 (6pm-6am)**

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

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 if possible.
 - Close exterior doors and windows
 - 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 that 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
 - TCB (6pm to 7am)
6. Monitor TV or website news, if possible.
7. Wait for official notice to resume normal activities.
 - By OSU-HMSC Alert notification
 - By person in hallway announcing all clear (it is acceptable to ask for official identification prior to unlocking the door)
 - Telephonic notification from the University
 - HMSC or University 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

**Appendix F
Emergency Action Plans**

Fire/Explosion

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

Mitigation:

HMSC:

- Maintain all fire protection systems to be operational and functioning properly.
- Resolve issues related to fire safety identified in periodic inspections.

Personal:

- Store and handle flammable, combustible and other hazardous materials in accordance to OSU policies/procedures
 - [Environmental, Health and Safety](http://oregonstate.edu/ehs/) <http://oregonstate.edu/ehs/>
 - [OSU Safety Manual](http://oregonstate.edu/fa/manuals/saf) <http://oregonstate.edu/fa/manuals/saf>
- Maintain a tidy, waste free work area
- Conduct monthly room inspection of common areas to reduce fire hazards
- Participate in required annual evacuation drills
- Identify staff/faculty responsibilities:
 - 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 Manager
- Participate on the Safety Awareness Forum to assist with planning and identifying areas of concern

Preparedness:

- Identify staff familiar with fire and life safety policies and responsibilities, to include 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
- Report to HMSC Facilities Manager 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
 - Note some multistory buildings have sprinkler systems but most buildings on the HMSC campus do not.

2. Everyone must 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 – Emergency Action Plans: Evacuation). If an 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 /HMSC Leadership if someone is unaccounted for.

8. Do not use elevators during a fire related 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.

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
 - If possible, 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 Manager for additional monitoring or questions regarding the work environment after a fire incident
- Contact the HMSC Facilities Manager to schedule or verify that repair work is being conducted

**Appendix F
Emergency Action Plans**

Medical Emergency**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
- Maintain Automated External Defibrillator (AED) located in OSU buildings at HMSC
- 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 work place injuries

Response:**Medical Emergency: Call 9-1-1****HMSC Facilities: Call 541-270-0101****TCB: Call 541-265-5265 (6pm-6am)**

1. Remain calm, initiate lifesaving measures if required.
 - a. Do not move injured person unless there is danger for further harm.
2. Call out for help so others nearby can respond to the incident
 - a. Call or send someone to call 9-1-1 for Emergency Medical services (EMS) (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. If possible, identify the parking lot where EMS will be meet and escorted to scene. If possible also call HMSC Facilities or TCB for notification and assistance.
3. Retrieve medical response items (first aid kit, AED, PPE...)
4. Provide first-aid

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- a. Administer first aid (if properly trained)
 - b. Keep the victim as comfortable as possible
 - 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 personal protective equipment (PPE).
5. Send someone to meet the EMS and guide them 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)

AED Units



Appendix F
Emergency Action Plan

Hazardous Materials-Chemical Spill**Mitigation:**

- Identify and obtain spill response kit and 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 (EH&S): 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
2. Immediately evacuate the area if you are not equipped to mitigate the spill and contact EH&S.
 - Alert people in the immediate area to evacuate; close doors to affected area
 - Attend to injured or contaminated person if safe to do so
 - Have person with knowledge of incident or area assist responding emergency personnel
3. If you are equipped to mitigate the spill
 - Don personal protective equipment
 - Obtain spill control materials
 - Contain the spill
 - Dispose of material correctly

Additional information:

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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 F – Emergency Response Procedures: Evacuation
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 to clean up water and chemical waste
- Report spills to Environmental Health and Safety for assistance with regulatory reporting

Appendix F
Emergency Action Plans

Transportation Accidents involving Motor Pool Vehicles

Mitigation:

- Complete required training or paperwork prior to traveling

Preparedness:

- Schedule the Motor pool vehicle using the [HMSC reservation form](#).
- 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 or Fire Response: Call 9-1-1

Law Enforcement: Call 9-1-1

OSU Motorpool: Call 1-866-253-5671

1. Stop and assess the situation and call for the police
2. Depending on the severity of the injuries, call 911. **Do Not** move an injured person.
3. Light and place emergency flares if necessary (*found in your vehicle's emergency kit*)
4. Request that the attending officer file a written report, regardless of the extent of the damages
5. Move the vehicle only when directed to do so or if possible to avoid obstructing traffic
6. Fill out the "**At Scene of Accident**" form found in the orange envelope in the vehicle's glove box.
7. Have any witnesses fill out the orange **Witness Cards**
8. Show the blue **Certificate of Coverage** (Proof of Insurance) form to the police and any other parties that may request that information
9. Follow OSU accident reporting procedures (found in OSU vehicle)
<http://motorpool.oregonstate.edu/vehicles/accidents-and-assistance>

Recovery:

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- Report the accident, to the University Motor Pool by calling (866) 253-5671 and submit the **State Self Insurance Claim** form
- 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 involved or injured in the accident, complete the appropriate [workers' compensation 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 (See Appendix F – Emergency Action Plans: Shelter in Place)
 - Take shelter in an automobile. Avoid touching metal surfaces.
- High Winds
 - Seek shelter indoors (See Appendix F – Emergency Action Plans: Shelter in Place)
 - 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

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- 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**

Building Systems (Utilities)
(gas, water, sewer, electrical)**Mitigation:**

- Identify utility cutoff switches/valves and who can operate them
- Coordinate with Facility Operations 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 (See Appendix F – Emergency Action Plans: Evacuation)
 - a. Lab hood ventilation is lost
 - b. Power is lost
2. Contact the HMSC Facilities Manager to report the problem
3. Ensure the backup generator has started
4. 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
5. Be prepared to provide fire monitors if occupancy is permitted during a utility outage
6. 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

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- v. Keep a log sheet: Person's name, time each activity was conducted, description of activity
- 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 Manager 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**

Threat of Violence/Crimes in Progress**Mitigation:****Preparedness:****Response:****Police: Call 9-1-1**

1. Move to a safe location.
 - Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
2. Call the police at 9-1-1.
3. Remain calm, tell the dispatcher where you are calling from, what has happened, and give your name and the phone number to call you back.
 - If safe to do so, attempt to get a good description of the criminal. If the criminal is entering a vehicle, note the license number, make, model, color, and outstanding characteristics of the vehicle. Answer all questions asked. Remain on the telephone until dispatcher releases the call.
4. In the event of a civil disturbance, contact 9-1-1. Continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.
5. Meet police when they arrive, if safe to do so.
 - Do not interfere with those persons creating the disturbance, or with authorities on scene.

Recovery:

- Cooperate with law enforcement

Appendix F
Emergency Action Plans

Threat of Violence/Crimes in Progress- Active Shooter**Mitigation:**

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

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
- 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 by-pass 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.

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- b. If you have observed any victims, give a description of the location seen and a 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 a 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

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 service

Appendix F
Emergency Action Plans

Threat of Violence/Crimes in Progress- Bomb Threat**Mitigation:****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. Inform HMSC Facilities Manager
7. 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

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

**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
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

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

BOMB THREAT CHECKLIST

Date/Time: Caller ID:

Time Caller Hung Up: Phone Number Where:
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 Background Sounds: Threat Language:

- 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
- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance
- Other Information:**
- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Appendix F
Emergency Action Plans

Threat of Violence/Crimes in Progress- 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

TCB: 541-265-5265

1. Do not touch the device
2. Immediately evacuate the area to the evacuation point (See Appendix F- Emergency Action Plans-Evacuation)
 - a. Look for other objects as you depart
 - b. Look around evacuation area for other suspicious objects
3. Do not use cell phone or radio communication within 100 feet of the device
4. Evacuate others in the vicinity
5. Call 9-1-1 and HMSC Facilities/TCB. Dispatch 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

Threat of Violence/Crimes in Progress- Disruptive Student**Mitigation:****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
- 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 student
 - 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 student is distressed include:

1. Excessive class 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, 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 student'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 and & 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 Manager: 541-867-0260****TCB: Call 541-265-5265 (6pm-6am)**

1. When a very serious or threatening incident of disruptive behavior occurs in the classroom, academic building, or on the HMSC 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**

Unit Specific Response Plans for Unit Specific Operations/responsibilities (e.g. Infectious Disease, Triage Center, Animal Care Plans, Chemical Safety plans)