Campus

Evacuation Plan

October 2016

Overview

In order to ensure an orderly evacuation process, this plan was developed to supplement the Emergency Response Plan and provide enhanced procedures for select NUNM staff. Management level positions in the evacuation process are filled by pre-designated staff who will receive yearly training. Many other positions including physicians, door monitors, missing persons coordinators, and service assistants are assigned early in the evacuation process and within the scope of the persons' knowledge and ability. This page will give a brief overview of the evacuation procedures, which are laid out in further detail later in this document.

1. An emergency occurs that requires evacuation (e.g., fire, earthquake, utility service malfunction etc.).

2. Depending on the type of incident, the incident commander (or designee) will order an evacuation of one or several buildings.
   a. In cases where the fire alarm sounds, immediate evacuation is expected.
   b. If an earthquake occurs, take cover and then evacuate when safe to do so.
   c. If an active shooter incident occurs, the evacuation assembly point will be the Helfgott building, and the below evacuation procedures are not to be followed. The Crisis Response Team, outlined in the Emergency Response Plan, will be activated and follow a separate set of guidelines.

3. Each building's zone warden will be responsible for assisting in the successful evacuation of their building. Zone wardens will take the evacuation binder (centrally located within their building) and notify people in the building to evacuate. They will then proceed to the Evacuation Assembly Area where they will stand near their building's assembly area sign and gather information on the actions being taken within their evacuee group.
   a. The zone warden will assign door monitors and missing persons coordinators positions to available staff.
      i. Door monitors will stand by each entrance to the building to prevent persons from returning prior to the all-clear. They will also direct evacuees to the Evacuation Assembly Area.
      ii. Missing persons coordinators will document evacuees' names and take reports of missing persons.

4. The evacuation manager will oversee the overall response and ensure that the zone warden and service assistants positions are filled.
   a. The evacuation manager will instruct service assistants to shut off utilities when necessary, as well as identify hazards and assist with the general response planning and implementation.

5. The assembly area manager will ensure that the assembly area is properly set up and monitor the activity of the missing persons coordinators and door monitors.
   a. As possible missing persons are identified, the missing persons coordinators will report the information to the assembly area manager who will decide on the best course of action.

6. The casualty area manager will set up the casualty area and ensure the proper amount of resources and physicians are available to treat evacuees.

7. Throughout the incident, Evacuation Team members with notify their superior about emergency-related concerns and share intelligence relevant to the evacuation.

8. When the incident commander indicates it is safe to re-enter the building, Evacuation Team members will finish documenting their activities, gather any forms to be handed to the evacuation manager, and clean up their area.

9. Evacuation Team members will complete an "Incident Form" (see NUNM website) within 24 hours.

NUNM Campus Evacuation Plan

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Introduction

Evacuation Goals

1. Efficient and safe evacuation of all persons.

2. Account for all persons.

3. Communicate emergency status to school personnel with emergency response duties.

4. Work effectively with response agencies, if needed.

5. If time allows, take actions to minimize property damage and expedite resumption of operations.

Considerations and Challenges

The campus setting presents unique challenges that require attention during emergency plan development, training, and execution.

1. Evacuation during various emergencies may proceed at differing speeds. During fire, immediate evacuation is required to address the fast-moving nature of fire and how quickly smoke limits visibility.

2. Persons with mobility issues may take longer to evacuate and efforts should be made to assist them in the process. Elevators should not be used in many cases such as fire, earthquake or power outage.

3. Persons or staff in bathrooms may have difficulty hearing emergency messages.

4. The alert system for the whole campus is based on the assumption that communication networks would be operational.

5. Some persons may wish to search for acquaintances prior to evacuating a given building.

6. Persons evacuating from Radelet Hall may not have clear guidance due to a lack of permanent staff in the building to direct them.

7. Communication with Helfgott Research Institute staff may be limited due to the distance from the main campus.

Introduction — continued

Assets

NUNM procedures and physical environment include characteristics that contribute to efficient evacuation during emergencies, including:
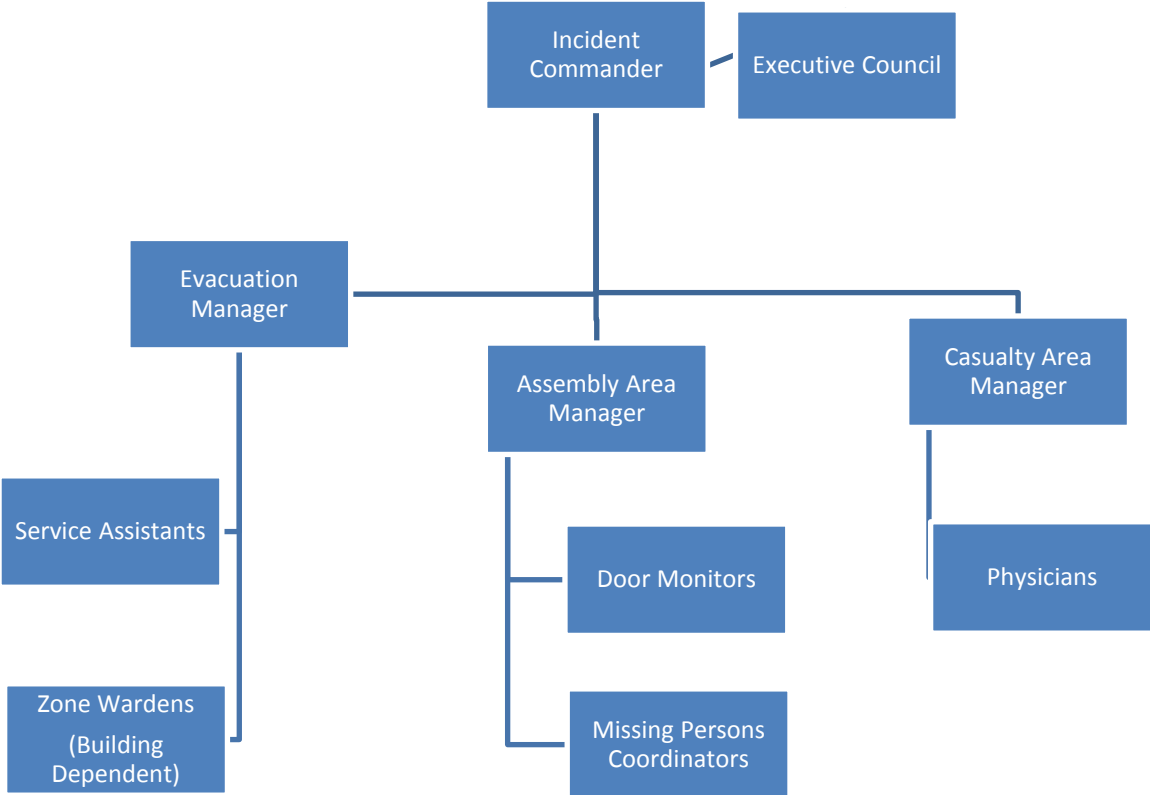
1. Most buildings have full-time staff occupying them during business hours, which allows for the evacuation process to progress as intended.

2. The Lair Hill Health Center has a well-established evacuation process that would function independently during the initial phase and then lend resources to any campus-wide evacuation process.

3. The emergency evacuation areas have been long established. The primary evacuation area allows for quick access to surrounding major road ways.

4. Keeping classroom doors closed and locked when they are not in use will quicken any evacuation efforts in academic buildings.

5. The Academic Building and Administration Building have ground floor windows that can be used to exit the building.

Record of Revisions

Number	Date Entered	Section and Nature of Revision	Initials
1			
2			
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Organizational chart

Emergency Chain of Succession

Position	Duties	Staff
Incident Commander	1. Oversee all evacuation activities, manage staff. 2. Coordinate with first response agencies. 3. Communicate with Executive Council as needed.	1. VP of Finance 2. Director of Security 3. Director of Campus Development
Evacuation Mgr. (2nd in command)	1. Assure all zone warden positions are filled. 2. Oversee activities of zone wardens. 3. Assist with Incident Response Delegation.	1. Director of Security 2. Director of Campus Development 3. Facilities Manager
Assembly Area Mgr.	1. Establish assembly area. 2. Assure door monitor and missing persons coordinator positions are filled. 3. Account for whereabouts of all staff/students.	1. Human Resources Director 2. Human Resources Generalist 3. Dean of Students
Casualty Area Mgr.	1. Establish casualty area near assembly area, if needed. 2. Triage casualties; call 9-1-1 as needed. 3. Begin treatment and comfort patients as needed.	1. Chief Medical Officer 2. Dean of ND program 3. Dean of CCM program
Zone Wardens	Assign door monitors for each building entrance	
Academic Building 1st floor	1. Advise all occupants of your zone of evacuation and nearest safe exit. Direct occupants to assembly area. 2. Report status to evacuation manager. 3. Assign staff to missing persons coordinator and door monitor positions.	1. University Librarian 2. AV Coordinator 3. Store Manager
Academic Building 2nd and 3rd floors	See above	1. CCM Faculty Office 2. ND Faculty Support Office
Admin Building	See above	1. Human Resources Generalist 2. Business Office Staff Member
Clinic	See above	1. Director of Clinic Operations 2. Assistant Director of Clinic
Helfgott	See above	1. Dean of Research and Grad. 2. Research Admin. Assistant
Stone–Bleything Wing	See above	1. Community Clinics Manager 2. Clinic Billing Manager
Sports Medicine Building	See above	TBD 2017
Services Assistants	See above	1. Facilities Staff 2. Security Officer on duty 3. Evacuation Manager designated
Missing Persons Coordinators	1. Assist survivors to complete "Missing Persons" form. 2. Identify missing persons and reunite with family.	1. Zone Warden designated
Door Monitors	1. Monitor building entrances in safe manner to prevent people from returning to building prior to authorization from the incident commander.	1. Zones Warden designated

Evacuation Assembly Points and Utility Shut Off Locations

Map legend:
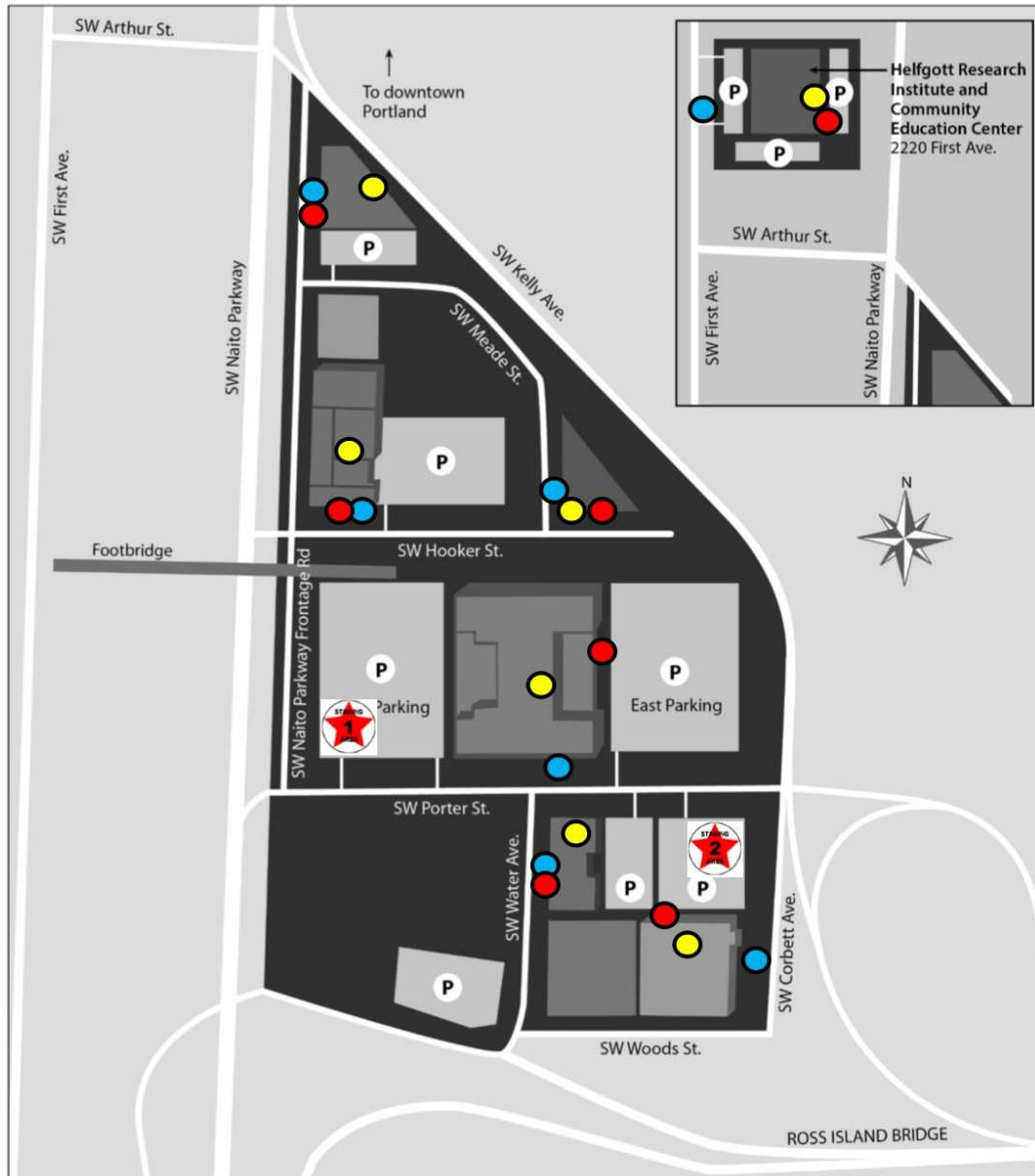
- **Primary Evacuation Assembly Area** (STAGING 1)
- **Secondary Evacuation Assembly Area** (STAGING 2)
- 🔴 Gas Shut-Off
- 🟡 Electrical Main Breaker Room
- 🔵 Water Shut-Off

Map labels:
SW Arthur St.
SW First Ave.
To downtown Portland
SW Kelly Ave.
SW Naito Parkway
SW Meade St.
Helfgott Research Institute and Community Education Center 2220 First Ave.
SW Arthur St.
SW First Ave.
SW Naito Parkway
N
SW Naito Parkway Frontage Rd
Footbridge
SW Hooker St.
Parking
East Parking
SW Porter St.
SW Water Ave.
SW Corbett Ave.
SW Woods St.
ROSS ISLAND BRIDGE

Incident Commander

Evacuation Checklist

Reports to: Executive Council

Major Duties:

1. Determine the need for, and order, campus evacuation. (If evacuation is not appropriate, order shelter-in-place or resume normal operations.)

    A. Notify evacuation manager to begin evacuation.

2. Ensure that the Executive Council has been notified.

3. Assure evacuation manager activates team.

4. Go to the primary Evacuation Assembly Area at the West Academic Parking Lot and establish command post separate from assembly area.

5. Obtain necessary supplies and resources from the Evacuation Assembly Area storage.

6. Direct and supervise overall evacuation activities.

    A. Oversee command staff to assure they fill all emergency positions and:

Command Staff	Task	Completed
Assembly Area Coordinator	1. Account for all staff, students, patients and visitors. If unaccounted for, notify fire department upon arrival. 2. Reunite patients, students and visitors, particularly children. 3. Ensure doorway monitors are in place to prevent evacuees from returning to building before authorized to do so.	
Evacuation Manager	1. Call 9-1-1, notify security office. 2. Activates zone wardens to announce evacuation. 3. Assure mobilization of service assistants. 4. Coordinate with zone wardens and other evacuation response staff to ensure complete evacuation. 5. Make appropriate preparations for ongoing response or returning to normal operations.	
Casualty Manager	1. Establish casualty area near assembly area to triage the injured, if needed. 2. Call 9-1-1 as needed. 3. Monitor and treat injured. 4. Oversee dead bodies.	

B. Upon arrival of fire department, notify them of:

- location of known fire and/or damage
- location of known hazardous material, e.g., lab
- location of trapped persons inside building, if any
- location of people with disabilities inside building, if any
- number of missing persons

C. Confer with the Executive Council on whether to close all or part of the campus.

D. Disseminate status information to command staff and to school Public Information Officer (PIO) for transmittal to staff, patients, students and visitors.

7. Coordinate with members of Crisis Response Team to relay situation status information and request their assistance.

8. Apprise evacuation and assign duties to staff as needed.

A. Make requests for assistance from evacuation team members

B. Building evacuation

C. Status of staff, students, patients and visitors

D. Details of event (e.g., fire, flooding) as they become available

E. Number of casualties

F. Arrival of emergency agencies

9. Authorize student and staff re-entry into building when permitted by police/fire personnel.

10. Complete an "Incident Reporting" form (see NUNM website) within 24 hours and forward to the director of security.

11. Throughout the incident meet with command staff to share intelligence and revise strategies if necessary.

Assembly Area Manager

Evacuation Checklist

Is activated by: Incident Commander

Major Duties:

1. Upon hearing order to evacuate, evacuate building.

2. Go to Evacuation Assembly Area and check in with the incident commander.

3. Establish the assembly area. In inclement weather, utilize any available tents or if it is safe to do so, station the assembly area under the overhang near the food cart.

    A. Obtain the assembly signs and any necessary supplies from the blue shed.

    B. Mobilize missing persons coordinators and begin accounting for all staff, students and visitors.

    C. Mobilize the door monitor to prevent evacuees from returning to buildings until authorized.

    D. Account for all persons as follows:

First Name	Last Name	Staff/Student/Visitor

    E. Notify incident commander of status of all persons.

4. Throughout the incident, notify incident commander about emergency-related concerns and share intelligence relevant to the evacuation.

5. When the incident commander indicates it is safe to re-enter the buildings, coordinate with other staff to disassemble the assembly area and direct people to return.

6. Complete "Incident Reporting" form (see NUNM website) within 24 hours and forward to the director of security.

Evacuation Manager

Evacuation Checklist

Is activated by: Incident Commander

Major Duties:

1. Upon hearing order to evacuate, activate alert mechanisms or assign responsibility to specific staff members.

    A. Pull fire alarm for fire evacuation.

    B. Call 9-1-1.

    C. Notify Security Office. Call 503.830.3613.

    D. Use e2Campus alert system to notify students and staff of evacuation, check with PIO before transmission if possible.

    E. Gather service assistants or other staff to inform others of order to evacuate.

2. Go to blue shed and unlock. Begin to distribute supplies to Evacuation Team members.

2. Coordinate with zone wardens to ensure door monitors and missing persons coordinator positions have been assigned.

4. Go to Evacuation Assembly Area and check in with the incident commander.

5. Notify incident commander of status of all positions.

6. To the extent possible and safely, take actions to mitigate damage to buildings and school property by assigning duties to service assistants.

7. Throughout the incident, notify incident commander about emergency-related concerns and share intelligence relevant to the evacuation.

8. When the incident commander indicates it is safe re-enter the buildings, begin gathering overall information on the evacuation in preparation for the reporting process.

9. Follow up with Evacuation Team members as needed.

10. Complete "Incident Reporting" form (see NUNM website) within 24 hours and forward to the director of security.

Casualties Manager

Evacuation Checklist

Is activated by: Incident Commander

Major Duties:

1. Upon hearing order to evacuate, evacuate building according to established emergency procedures.

2. Go to the Evacuation Assembly Area and check in with the assembly area manager.

3. If directed by the incident commander, activate the casualty area near the assembly area. In inclement weather, locate the casualty area under the food cart overhang.

   A. Obtain supplies from the first aid-kits located in the blue shed.

   B. Lay out the tarp: collect casualties into appropriate quadrants.

   C. Triage patients.

   D. Call 9-1-1 as needed and report situation to incident commander.

   E. Treat patients as appropriate.

   F. Coordinate with the fire department upon their arrival. Inform them of number of patients, their conditions, and any treatment administered.

4. Request additional staff from the incident commander as needed. Direct and supervise staff.

5. Throughout the incident, notify the incident commander about emergency-related concerns and share intelligence relevant to the evacuation.

6. When the incident commander indicates it is safe re-enter the buildings, begin disposing of hazardous waste and disassembling casualty area.

7. Complete "Incident Reporting" form (see NUNM website) within 24 hours and forward to the director of security.

Zone Warden

Evacuation Checklist

Is activated by: Evacuation Manager

Major Duties:

1. Upon hearing order to evacuate, locate evacuation binder

2. Assign door monitor and missing persons coordinator positions

3. Walk throughout building if safe to do so.

    A. Notify people of evacuation and direct them to the nearest exit, focusing on areas frequented by students and staff and restrooms.

4. Go to the Evacuation Assembly Area and check in with the evacuation manager

5. Notify evacuation manager of status of all positions.

6. Document own activities and those of staff assigned to missing persons coordinator and door monitor positions.

7. Throughout the incident, notify the evacuation manager about emergency-related concerns and share intelligence relevant to the evacuation.

8. When the incident commander indicates it is safe re-enter the buildings, assist with directing people back to buildings.

9. Complete "Incident Reporting" form (see NUNM website) within 24 hours and forward to the director of security.

Missing Persons Coordinator

Evacuation Checklist

Is activated by: Zone Warden
Report to: Assembly Area Manager

Major Duties:

1. Upon hearing order of evacuation, evacuate building according to established emergency procedures.

2. Go to the Evacuation Assembly Area and check in with the assembly area manager.

3. Have evacuees line up in accordance to the buildings in which they had evacuated and begin accounting for all persons.

   A. Obtain supplies from the blue shed located at the northwest corner of the West Academic Building Parking lot.

   B. Collect names of evacuees and complete missing persons reports to the extent possible.

   C. Advise reporting persons to remain in the assembly area to talk to emergency personnel.

   D. Match missing persons data with information provided by reporting parties to locate persons.

   E. Report number of evacuees and missing persons to assembly area manager.

   F. Coordinate with the fire department upon their arrival. Provide them with specific information regarding missing persons to the extent known.

4. Request additional staff from the assembly area manager as needed. Direct and supervise staff in locating missing persons within the assembly area.

5. Throughout the incident, keep assembly area manager apprised regarding relevant information, including reunification of persons listed as missing and emerging details about persons for whom a search is being conducted, if any.

6. When the incident commander indicates it is safe re-enter the building, submit roll sheets and missing persons forms to assembly area manager.

7. Complete "Incident Reporting" form (see NUNM website) within 24 hours and forward to the director of security.

Door Monitor

Evacuation Checklist

Is Activated By: Zone Warden
Reports to: Assembly Area Manager

Major Duties:

1. Upon hearing order of evaluation, evacuate building according to established emergency procedures.

2. Go to assigned entrance and direct people to the assembly area.

3. Remain outside the building exit and prevent people from re-entering the building.

4. Throughout the incident, notify assembly area manager about emergency-related concerns and share information relevant to the evacuation.

5. When the incident commander indicates it is safe, hold door open for people re-entering the building.

6. Complete "Incident Reporting" form (see NUNM website) within 24 hours and forward to the director of security.

Physicians

Evacuation Checklist

Is activated by: Casualty Area Manager

Major Duties:

1. Upon hearing order of evacuation, exit building the building and proceed to Evacuation Assembly Area.

2. If a casualty area is being formed, assist in formation.

3. Identify casualties and bring them to casualty area if appropriate.

4. Treat casualties under the supervision of the casualty area manager.

5. Throughout the incident, notify casualty area manager about emergency-related concerns and share intelligence relevant to the evacuation.

6. When the incident commander indicates it is safe, re-enter the building and assist the casualty area manager in cleaning up the casualty area.

7. Complete "Incident Reporting" form (see NUNM website) within 24 hours and forward to the director of security.

Service Assistants

Evacuation Checklist

Is activated by: Evacuation Manager

Major Duties:

1. Upon hearing order of evacuation, exit building the building and proceed to Evacuation Assembly Area.

2. Check in with the evacuation manager.

3. With guidance of evacuation manager, assess whether utilities should be shut-off.

4. Assess potential hazards on and around the campus. Report hazards to evacuation manager so that they can in turn be reported to responding agencies.

5. Assist with the setup of assembly area and casualty area.

6. Take miscellaneous work requests from evacuation manager.

7. Throughout the incident, notify evacuation manager about emergency-related concerns and share intelligence relevant to the evacuation.

8. When the incident commander indicates it is safe, re-enter the building and assist various managers in disassembling and cleaning up. Turn on utilities if safe to do so and instructed by fire department.

9. Complete "Incident Reporting" form (see NUNM website) within 24 hours and forward to the director of security.

Missing Persons Form

Missing Person Description

Name (first, middle, last) _____

Nickname(s) _____

Sex _____   Age _____   Hair Color _____   Eye Color _____

Race/Nationality _____   Height _____   Weight _____

Clothing Description _____

Visible Scars or Distinguishing Features _____

_____

Medical or Vulnerable Persons Considerations _____

Other Useful Information _____

Reporting Person

Name (first, middle, last) _____

Sex _____   Age _____

Relationship to Missing Person _____

Cell Phone _____

Home Phone _____

Work Phone _____

Email Address _____

Address _____

City _____   State _____   Zip Code _____

Incident Reporting Form

All zone wardens and management-level staff involved in an emergency response will complete an "Incident Reporting" form. Submit the form, with details on activities performed by you or individuals that you managed, to the director of security within 24 hours of the emergency.

The "Incident Reporting" form is accessible on the NUNM website; the link is included in the footer of each page.

An activity log can be found in the zone warden binders and should be used to track the delegation of tasks and the ongoing activities of their building's response team.

NUNM

Emergency Telephone Numbers

In case of emergency, dial 911.

Security Cell:	503.830.3613
Facilities, Safety & Security	503. 552.1572
Director of Security: Spencer Brazes	503.807.7857
After-Hours Call List	**503.914.1144**
Police Non-Emergency	503.823.3333
Fire Dept. Non-Emergency	503.823.3700
First Response Security	866.686.1886
Exposure Control Officer: Regina Dehen	503.380.7694
TB Control Officer: Regina Dehen	503.380.7694
Chief Medical Office: Regina Dehen	503.380.7694

Crisis Response Team and Evacuation Team members contact information is kept in a confidential Evacuation Plan Master Binder located near Evacuation Assembly Areas and in the Security Office.