



Emergency Plan

NUNM Main Campus — 1621 SW 1st Avenue, Portland, OR 97201

2026

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Part One: Executive Summary

Introduction

The administration of National University of Natural Medicine recognizes the significance of maintaining an Integrated Structured Emergency Response Plan to ensure the safety and well-being of faculty, students, staff and visitors in the event of an emergency.

This emergency plan offers guidelines and procedures for responding to defined events that can threaten the safety and welfare of our community and/or disrupt school programs and activities.

NUNM is now located at 1621 SW 1st Avenue, Portland, OR 97201 (NUNM Woolworth Building). All emergency response locations, assembly points, and procedures reflect this campus.

Emergency Communication

NUNM has implemented Blackboard Connect, a rapid broadcast alert and notification system, as part of its Emergency Response Plan. In the event of an emergency, Blackboard Connect enables immediate communication with individual members of the university community by voicemail, email messages, and text messages to cell phones. Enrollment in the Blackboard Connect system is automatic for all students and staff.

Emergency Types

The administration has used FEMA guidelines to identify specific types of emergencies as those most likely to either threaten or disrupt the university community:

1. Bomb threat
2. Fire and explosions
3. Hazardous material release
4. Suspicious package
5. Adverse weather conditions
6. Major threat or incident in metro area
7. Utility outage
8. Medical emergency
9. Flooding
10. Workplace violence
11. Gunfire (active shooter)
12. Hostage situation
13. Death or serious injury
14. Earthquake

Emergency Levels

Level I — Minor Emergency

Examples include, but are not limited to:

- Small fire
- Small hazardous material incident
- Limited power outage
- Minor weather event triggers school delay or temporary closure

Level II — Major Emergency

A serious emergency that critically disrupts one or more operations at NUNM, possibly affecting mission-critical functions. Outside emergency assistance may be required.

- Hostage situation
- Major fire
- Civil disturbance
- Widespread power outage
- Bomb threat
- Laboratory explosion
- Suicide
- Death of a student, faculty or staff member
- Shooting or stabbing
- Serious weather conditions

Level III — Disaster

A community-wide emergency that can seriously impair or halt NUNM operations. Outside emergency services required. Major policy decisions always required.

- Mass casualties
- Natural disaster (earthquake, tornado)
- Large-scale hazardous material spill
- Health epidemics
- Major weather emergency
- National terrorist incident
- Metro-area disaster

Emergency Response Leadership Structure

Incident Commander	Vice President of Finance and Administration / CFO
Secondary (IC)	Director of Security

President's Cabinet

In a state of emergency, and when the incident commander requests its activation, the President's Cabinet functions as the university-wide decision-making body:

- President / Chief Executive Officer
- Vice President of Finance and Administration / CFO
- Vice President of Human Resources
- Vice President of Health Centers and Auxiliary Operations
- Associate Vice President of Advancement and Community Engagement
- Chief of Staff and Community Relations
- Legal Counsel (as required)

Crisis Response Team (CRT)

The CRT fulfills operational functions during an emergency and is the primary vehicle for managing emergency response operationally:

Area	Primary	Secondary
Campus Communications	Director of Marketing	—
Business Office	VP of Human Resources	Registrar
Security	Director of Security	Lead Security Officer
Facilities	Facilities Manager	—
Information Technology	I.T. Manager	I.T. Coordinator
Student Affairs	Dean of Students	Director of Academic Success & Access
Clinic Operations	Chief Medical Officer	Director of Operations — Lair Hill Health Center

Emergency Operation Centers

Team	Location	Alternate Location
President's Cabinet	Cates Family Conference Room, NUNM Main Campus	NUNM Helfgott Research Institute
Crisis Response Team (General)	Office of the NUNM Director of Security	NUNM Health Center — Lair Hill
Crisis Response Team (Natural Disaster)	NUNM Woolworth Building — Ground Floor Lobby	East Side of 1 st Avenue
Crisis Response Team (Active Shooter / Hostage)	NUNM Woolworth Building — Secure Interior	Pettygrove Park (if safe to evacuate)

Evacuation Overview

Primary Evacuation Assembly Area: Pettygrove Park, adjacent to 1621 SW 1st Avenue. All NUNM community members should proceed there unless directed otherwise.

The incident commander or designee will decide whether the university community should evacuate. Note that certain emergencies may NOT require evacuation:

- An armed hostage situation
- Gunfire — active shooter on or near campus
- A violent incident outside the campus perimeter
- A hazardous or toxic airborne plume or hazardous waste spillage

Do not open windows or doors and remain in protected areas until receipt of an ALL-CLEAR message from the e2Campus alert system and emergency responders have arrived to escort people out.

Evacuation Assembly Areas

Area 1 (Primary)	Pettygrove Park — adjacent to 1621 SW 1st Avenue
Area 2 (Secondary)	Street-level open area on SW 1st Avenue (East side of building)
Area 3 (Tertiary)	NUNM Health Center — Lair Hill, 3025 SW Corbett Ave., Portland, OR 97201

Each floor of the Woolworth Building has posted evacuation maps indicating emergency exits and routes. Evacuation binders are located near zone wardens' stations on each floor.

Evacuation Command Structure

Position	Duties	Staff
Incident Commander	Oversee all evacuation activities; coordinate with first response; communicate with President's Cabinet	1. VP of Finance 2. Director of Security 3. President
Evacuation Manager (2nd in command)	Ensure all zone warden positions filled; oversee zone wardens; assist incident response	1. Director of Security 2. Facilities Manager
Assembly Area Manager	Establish assembly area; ensure door monitor/missing persons positions filled; account for all staff/students	1. VP of Human Resources 2. HR Generalist 3. Dean of Students
Casualty Area Manager	Establish casualty area; triage casualties; call 9-1-1; begin treatment	1. Chief Medical Officer 2. Dean of ND Program 3. Dean of CCM Program
Zone Wardens (by floor)	Advise occupants of evacuation and nearest exit; report to evacuation manager; assign door monitors and missing persons coordinators	Designated per floor — see Evacuation Plan
Service Assistants	Assess utilities and hazards; assist setup of assembly/casualty areas; take requests from evacuation manager	1. Facilities Staff 2. Security Officer on duty
Missing Persons Coordinators	Assist survivors completing Missing Persons form; identify and reunite missing persons	Zone Warden designated
Door Monitors	Monitor building entrances to prevent return before authorized	Zone Warden designated

The Evacuation Team will gather at least yearly to receive instruction on the particular duties of their position.

For detailed evacuation procedures, refer to the Campus Evacuation Plan, located near zone wardens' stations on each floor of the Woolworth Building and on the NUNM Public Safety and Security website.

Part Two: Preparedness by Emergency Type

Fire

15. Alert others. Yell loudly! Pull nearest fire alarm.
16. Evacuate: If possible, close all windows and doors as you leave. Turn off lights. Ensure everyone in your area has left. Check restrooms. Assist anyone who is disabled to the nearest exit if possible. If smoke is present, stay low to the floor. Do not use elevators.
17. Report it: Dial 911.
18. Extinguish: Attempt to put out the fire only if it is very small.
19. If trapped: Close off area, stand near a window, and signal for help.
20. Stay out: Do not re-enter until given permission by the Fire Department.

Medical Emergency

21. Report it: If a medical emergency exists, call 911 immediately.
22. Do not move the victim unless necessary. Keep the victim comfortable.
23. First aid: Apply only as much as you have been trained to do.
24. Report all injuries, minor or serious, to Security at 503.830.3613.

Utility Outage / Power Failure

25. Report it: Call Facilities (503.552.1572) during regular business hours (M–F, 7 a.m.–7 p.m.). Call the after-hours emergency line (503.914.1144) at all other times.
26. Unplug all electrical equipment and note any damage.
27. Conserve heat: Close all windows and drapes.
28. Watch for signs of fire and report immediately.
29. If you observe a downed power line, STAY AWAY and contact Safety & Facilities (503.830.3613).

Adverse Weather Conditions

30. The Office of the Provost, working with Facilities, routinely monitors weather forecasts to ensure preparedness.
31. Closures or delayed openings will be communicated via the NUNM website, e2Campus system, television and radio announcements.
32. The e2Campus system will be used only in the most extreme weather conditions (e.g., blizzards, hurricanes).

Flooding & Water Damage

33. Remain calm.
34. If there is a threat of personal injury, dial 911.

35. Call Facilities (503.552.1572) during business hours; call after-hours line (503.914.1144) otherwise.
36. Notify your supervisor and/or Security.
37. If electrical appliances or outlets are near the flood/leak, use extreme caution. Evacuate area if any danger.
38. If you know the source of water and can safely stop it, do so cautiously.

Workplace Violence

39. Do not confront the individual(s).
40. Do not attempt to apprehend or interfere.
41. If person is unknown or acting threateningly, or if there is imminent danger, call 911 immediately.
42. If person is known and not threatening, notify Security (503.830.3613).
43. If possible, warn others in your immediate area.
44. Get a description of the person(s) and/or vehicle if possible.
45. Protect yourself.

Hostage Situation

46. Evacuate the area if possible. Proceed to Pettygrove Park as long as the situation is not in that area.
47. Immediately notify police (911). Provide as much information as possible.
48. Respond to the immediate needs of people involved in the crisis.
49. If taken hostage: Do not negotiate; remain calm; be cooperative; do not make threats; be a good listener; observe all you can; avoid heroics.

Crime in Progress

50. PROTECT YOURSELF. Do not try to apprehend or interfere with the individual except to protect yourself.
51. Call the police: Dial 911. Stay on the phone until the dispatcher tells you to hang up.
52. Call Campus Security (503.830.3613) to advise them of the situation.
53. Be observant: Note height, weight, sex, race, approximate age, clothing, location, method/direction of travel, vehicle description and license plate.

Earthquake

54. STAY CALM. DO NOT PANIC.
55. If indoors: Stay inside. Get under a desk or table, stand in an interior doorway, or along an inner wall. Avoid windows and outside doors. Do not use elevators.
56. After shocks subside, evacuate to Pettygrove Park if safe to do so. Stay completely clear of buildings, trees and power lines.
57. Be prepared for aftershocks.
58. If outdoors: Stay outside. Get into an open area away from trees, buildings, walls and power lines.

59. Be aware of gas leaks, downed power lines, broken glass and other hazards. Do not use matches or lighters until told safe.
60. Call 911 to report damage, injuries, gas leaks or water leaks.

Bomb Threat

61. STAY CALM. DO NOT PANIC.
62. Use the bomb threat checklist to gather information: exact location of bomb, detonation time, bomb description, type of explosive.
63. Keep the caller talking. Keep the line open — do not hang up even if the caller does. Signal someone else to call 911.
64. Call 911 and the after-hours emergency line: 503.914.1144. Do not touch or move suspicious objects.
65. If directed to evacuate: Walk quickly but calmly to exits. Leave doors and windows open. Move to a safe distance (at least 300 feet). Do not re-enter until told it is safe.

Bloodborne Pathogen Exposure

66. Needle-stick: Allow the wound to bleed freely for 1–2 minutes. Hold under running water. Wash thoroughly with betadine solution.
67. Body fluid eye/membrane splash: Do not rub. Go to nearest eyewash station. Flush for at least five minutes.
68. Follow-Up Protocol: Retain source patient if known. IMMEDIATELY call the Exposure Control Officer at 503.380.7694. Call Facilities, Safety & Security at 503.830.3613 (or after-hours line: 503.914.1144). Complete an incident report on the NUNM website within 24 hours.

Gunfire — Emergency Lockdown

69. An emergency lockdown will be announced by the campus notification system.
70. If you discover a situation requiring lockdown, immediately contact Police and Security.
71. Fire evacuation alarms are NOT to be sounded.
72. Lock all doors. If doors cannot be secured, find a secured location or cautiously evacuate.
73. Close windows and window treatments. Turn off lights. Remain quiet.
74. Crouch down out of sight from doors and windows.
75. Do not leave rooms or buildings until notified that the situation has passed.
76. Should the fire alarm sound, do not evacuate unless you have firsthand knowledge of a fire, you are in imminent danger, or police advise evacuation.

Death or Serious Injury

77. Security will ensure 911 has been contacted and dispatch an officer to investigate.
78. An incident report will be generated including: time, location, name/title of involved party, description of incident, witnesses, NUNM members notified, first responder details.
79. If incident involves faculty: notify program dean, VP of Human Resources, and Director of Marketing.

80. If incident involves a student: notify Dean of Students, VP of Human Resources, and Director of Marketing.
81. Copies of all incidents will be distributed to the CFO.

Evacuation of Persons with Disabilities

82. Be aware of persons with special needs (impaired vision, hearing, mobility).
83. Alert them to the emergency and give assistance as needed.
84. Options for persons with impaired mobility: (1) Evacuate using building exits to outside at ground level; (2) Stay in place in a room with exterior window, telephone and solid door — call 911 and report location; (3) Evacuate using stairs to ground level.
85. Trained professionals should conduct stairway evacuation for wheelchair users.
86. During fire alarm: move wheelchair users to nearest stairwell landing. A volunteer should remain while another alerts security/facilities of the location.
87. Immediately notify emergency personnel of the precise location and needs of individuals requiring evacuation assistance.

Emergency Notification System

In the event of an actual emergency on campus, NUNM participates in a rapid notification system. Once activated, the system alerts anyone with a university-provided email account. The system (Connect Ed-Alert Emergency Notification System) also communicates via voice message and text to home and cell phones.

NUNM Emergency Telephone Numbers

In case of emergency, dial 911.

Security Cell	503.830.3613
Facilities, Safety & Security	503.552.1572
Director of Security	503.552.2016
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	503.380.7694
TB Control Officer	503.380.7694
Chief Medical Office	503.380.7694

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