



Campus Evacuation Plan

NUNM Main Campus — 1621 SW 1st Avenue (Woolworth Building), Portland, OR 97201

2026

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Overview

NUNM is now located at 1621 SW 1st Avenue (Woolworth Building), Portland, OR 97201. The primary evacuation assembly area is Pettygrove Park, adjacent to the building. Evacuation exit maps are posted on every floor.

This plan was developed to ensure an orderly evacuation process. It supplements the Emergency Response Plan and provides enhanced procedures for select NUNM staff. Management positions are filled by pre-designated staff who receive yearly training.

Evacuation Procedure Summary

1. An emergency occurs requiring evacuation (e.g., fire, earthquake, utility failure).
2. The incident commander (or designee) orders evacuation of one or more floors/the building.
 1. If a fire alarm sounds, immediate evacuation is expected.
 2. If an earthquake occurs, take cover first, then evacuate when safe.
 3. If an active shooter incident occurs, evacuation procedures are suspended. Follow Gunfire/Lockdown protocol in the Emergency Plan. Assembly point is Pettygrove Park only if safe.
3. Each floor's zone warden takes the evacuation binder, notifies occupants to evacuate, and proceeds to Pettygrove Park.
 1. Zone wardens assign door monitors and missing persons coordinators from available staff.
 2. Door monitors stand at each entrance to prevent return before all-clear.
 3. Missing persons coordinators document evacuees and take missing persons reports.
4. The evacuation manager oversees overall response and ensures zone warden and service assistant positions are filled.
5. The assembly area manager ensures Pettygrove Park is properly set up and monitors missing persons coordinators and door monitors.
6. The casualty area manager sets up the casualty area and ensures sufficient physicians and resources are available.
7. All evacuation team members notify their superior about emergency concerns and share relevant intelligence.
8. When the incident commander indicates it is safe to re-enter, team members finish documentation, gather forms, and clean up.
9. All evacuation team members complete an Incident Form on the NUNM website within 24 hours.

Evacuation Plan Contents

1. Introduction

- Evacuation Goals
- Considerations and Challenges
- Record of Revisions

2. Emergency Organization

- Emergency Chain of Succession

3. Evacuation Map

- NUNM Woolworth Building — 1621 SW 1st Avenue
- Evacuation Assembly Point: Pettygrove Park
- Emergency exit maps posted on each floor

4. Checklists — Roles and Responsibilities

- Incident Commander
- Assembly Area Manager
- Evacuation Manager
- Casualties Manager
- Zone Warden
- Missing Persons Coordinator
- Door Monitor
- Physicians
- Service Assistants

5. Supplies

6. Forms

- Missing Persons Form
- Incident Reporting Form

7. Emergency Contact List

Introduction

Evacuation Goals

10. Efficient and safe evacuation of all persons.
11. Account for all persons.
12. Communicate emergency status to school personnel with emergency response duties.
13. Work effectively with response agencies if needed.
14. If time allows, take actions to minimize property damage and expedite resumption of operations.

Considerations and Challenges

The Woolworth Building presents unique considerations during emergency planning, training and execution:

- Evacuation during various emergencies may proceed at differing speeds. During fire, immediate evacuation is required.
- Persons with mobility issues may take longer to evacuate. Assistance should be provided. Elevators should not be used during fire, earthquake or power outage.
- Persons in restrooms or interior spaces may have difficulty hearing emergency messages.
- The alert system assumes communication networks are operational.
- Some persons may wish to search for acquaintances prior to evacuating a given floor.
- Communication with NUNM Health Center — Lair Hill may be limited due to distance from main campus.
- The Woolworth Building shares the building with the Oregon Department of Justice (DOJ). NUNM zones are clearly delineated; zone wardens are responsible for NUNM-occupied floors only.

Assets

- The Woolworth Building has full-time NUNM staff occupying it during business hours, allowing the evacuation process to progress as intended.
- Pettygrove Park is directly adjacent to the building, providing immediate safe open-air assembly space with quick access to surrounding major roadways.
- 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.
- Floor-by-floor evacuation maps are posted at each exit stairwell, clearly marking exit routes
- The building has multiple exit points on Market Street (north), SW 1st Avenue (east), and the loading dock, providing redundant evacuation routes.

Record of Revisions

#	Date	Section and Nature of Revision	Initials
1	8.8.2018	Names removed and titles updated throughout	S.B.
2	12/20/2023	Names removed and titles updated; building removed — NUNM no longer owns	I.S.

#	Date	Section and Nature of Revision	Initials
3	2026	Campus relocated to 1621 SW 1st Avenue (Woolworth Building). Assembly point updated to Pettygrove Park. All references to former campus removed.	I.S
4			
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Emergency Organization

Staffing — 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 President's Cabinet as needed.	1. VP of Finance 2. Director of Security
Evacuation Manager (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. Facilities Manager
Assembly Area Manager	1. Establish assembly area at Pettygrove Park. 2. Assure door monitor and missing persons coordinator positions are filled. 3. Account for whereabouts of all staff/students.	1. VP of Human Resources 2. HR Generalist 3. Dean of Students
Casualty Area Manager	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/exit.	See below by floor
Ground Floor	1. Advise all occupants of evacuation and nearest safe exit. 2. Direct occupants to Pettygrove Park. 3. Report status to evacuation manager. 4. Assign door monitor and missing persons coordinator positions.	Designated ground floor staff
Upper Floors	See above	Designated per-floor staff
Service Assistants	1. Assess utility shut-off needs. 2. Identify hazards. 3. Assist with general response planning and setup of assembly/casualty areas.	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.	Zone Warden designated
Door Monitors	1. Monitor building entrances in safe manner to prevent persons from returning prior to authorization from the incident commander.	Zone Warden designated

Evacuation Map — NUNM Woolworth Campus

Primary Assembly Area: Pettygrove Park — directly adjacent to 1621 SW 1st Avenue (west side of building). Evacuation exit maps are posted at every stairwell exit on each floor of the Woolworth Building.

Building Entrances and Exits

Location	Description
Market Street Entrance (North)	Primary public entrance from SW Market Street (DOJ Entrance 100 SW Market St. is separate — do not use)
SW 1st Avenue Entrance (East)	Main NUNM entrance on SW 1st Avenue — leads directly to NUNM Lobby
Pettygrove Park Entrance (West)	Second NUNM entrance on in Pettygrove Park — leads directly to the second floor of Woolworth
Loading Dock Entrance (East)	Additional entrance on SW 1st Avenue (loading dock); usable as emergency exit and vendor access
Parking Garage Entrance	NUNM Parking Garage entrance — can be used for ground-level exit
Pettygrove Park (Assembly)	PRIMARY EVACUATION ASSEMBLY AREA — open park directly adjacent to the west side of the building

Utility Shut-Off Locations

Facilities staff and service assistants are responsible for utility shut-offs when directed by the evacuation manager. Locations are marked on the building's posted floor plans and known to Facilities and Security personnel.

Utility	Location
Gas Shut-Off	Contact Facilities Manager or building maintenance — location on file with Facilities and posted in mechanical rooms
Electrical Main Breaker	Electrical room — location on file with Facilities and posted in mechanical rooms
Water Shut-Off	Contact Facilities Manager — location on file with Facilities and building management

Note: The Woolworth Building is a shared occupancy building (NUNM and Oregon DOJ). Utility shut-offs for the entire building may require coordination with DOJ/building management. Notify the Facilities Manager immediately.

Checklists — Roles and Responsibilities

Incident Commander

Activated by:	Executive Council
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Major Duties

<input type="checkbox"/>	Determine the need for, and order, campus evacuation. (If evacuation is not appropriate, order shelter-in-place or resume normal operations.) Notify evacuation manager to begin evacuation.
<input type="checkbox"/>	Ensure that the President's Cabinet has been notified.
<input type="checkbox"/>	Assure evacuation manager activates team.
<input type="checkbox"/>	Go to the primary Evacuation Assembly Area at Pettygrove Park and establish a command post separate from the assembly area.
<input type="checkbox"/>	Obtain necessary supplies and resources from the Evacuation Assembly Area storage.
<input type="checkbox"/>	Direct and supervise overall evacuation activities. Oversee command staff to assure all emergency positions are filled.
<input type="checkbox"/>	Upon arrival of fire department, notify them of: location of known fire/damage; location of known hazardous materials; location of trapped persons; location of people with disabilities; number of missing persons.
<input type="checkbox"/>	Confer with the President's Cabinet on whether to close all or part of the campus.
<input type="checkbox"/>	Disseminate status information to command staff and to the school Public Information Officer (PIO).
<input type="checkbox"/>	Coordinate with Crisis Response Team to relay situation status and request assistance.
<input type="checkbox"/>	Authorize re-entry into building when permitted by police/fire personnel.
<input type="checkbox"/>	Complete an Incident Reporting form (see NUNM website) within 24 hours and forward to the Director of Security.
<input type="checkbox"/>	Throughout the incident, meet with command staff to share intelligence and revise strategies.

Assembly Area Manager

Activated by:	Incident Commander
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Major Duties

<input type="checkbox"/>	Upon hearing order to evacuate, evacuate building.
<input type="checkbox"/>	Go to Pettygrove Park and check in with the incident commander.

<input type="checkbox"/>	Establish the assembly area. In inclement weather, identify nearest covered area or indoor shelter.
<input type="checkbox"/>	Obtain assembly signs and any necessary supplies from storage.
<input type="checkbox"/>	Mobilize missing persons coordinators and begin accounting for all staff, students and visitors.
<input type="checkbox"/>	Mobilize door monitors to prevent evacuees from returning to buildings until authorized.
<input type="checkbox"/>	Account for all persons: collect first name, last name, and role (staff/student/visitor).
<input type="checkbox"/>	Notify incident commander of status of all persons.
<input type="checkbox"/>	Throughout the incident, notify incident commander about emergency-related concerns.
<input type="checkbox"/>	When the incident commander indicates it is safe to re-enter, coordinate with other staff to disassemble the assembly area and direct people to return.
<input type="checkbox"/>	Complete Incident Reporting form (see NUNM website) within 24 hours and forward to the Director of Security.

Evacuation Manager

Activated by:

Incident Commander

Major Duties

<input type="checkbox"/>	Upon hearing order to evacuate, activate alert mechanisms or assign responsibility to specific staff members: Pull fire alarm (for fire); Call 9-1-1; Notify Security Office (503.830.3613); Use e2Campus alert system (check with PIO before transmission if possible); Gather service assistants to inform others of the evacuation order.
<input type="checkbox"/>	Coordinate with zone wardens to ensure door monitor and missing persons coordinator positions are assigned.
<input type="checkbox"/>	Go to Pettygrove Park and check in with the incident commander.
<input type="checkbox"/>	Notify incident commander of status of all positions.
<input type="checkbox"/>	To the extent possible and safely, take actions to mitigate damage to buildings and school property by assigning duties to service assistants.
<input type="checkbox"/>	Throughout the incident, notify incident commander about emergency-related concerns.
<input type="checkbox"/>	When the incident commander indicates it is safe to re-enter, begin gathering overall information on the evacuation for the reporting process.
<input type="checkbox"/>	Follow up with Evacuation Team members as needed.
<input type="checkbox"/>	Complete Incident Reporting form (see NUNM website) within 24 hours and forward to the Director of Security.

Casualties Manager

Activated by:	Incident Commander
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Major Duties

<input type="checkbox"/>	Upon hearing order to evacuate, evacuate building according to established emergency procedures.
<input type="checkbox"/>	Go to Pettygrove Park and check in with the assembly area manager.
<input type="checkbox"/>	If directed by the incident commander, activate the casualty area near the assembly area.
<input type="checkbox"/>	Obtain supplies from first-aid kits in designated storage.
<input type="checkbox"/>	Lay out the tarp; collect casualties into appropriate quadrants; triage patients.
<input type="checkbox"/>	Call 9-1-1 as needed and report situation to incident commander.
<input type="checkbox"/>	Treat patients as appropriate.
<input type="checkbox"/>	Coordinate with the fire department upon their arrival. Inform them of number of patients, conditions, and any treatment administered.
<input type="checkbox"/>	Request additional staff from the incident commander as needed.
<input type="checkbox"/>	Throughout the incident, notify the incident commander about emergency-related concerns.
<input type="checkbox"/>	When the incident commander indicates it is safe to re-enter, begin disposing of hazardous waste and disassembling casualty area.
<input type="checkbox"/>	Complete Incident Reporting form (see NUNM website) within 24 hours and forward to the Director of Security.

Zone Warden

Activated by:	Evacuation Manager
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Major Duties

<input type="checkbox"/>	Upon hearing order to evacuate, locate the evacuation binder for your floor.
<input type="checkbox"/>	Assign door monitor and missing persons coordinator positions.
<input type="checkbox"/>	Walk throughout your floor if safe to do so. Notify people of evacuation and direct them to the nearest exit, focusing on areas frequented by students and staff, and restrooms.
<input type="checkbox"/>	Go to Pettygrove Park and check in with the evacuation manager.
<input type="checkbox"/>	Notify evacuation manager of status of all positions.
<input type="checkbox"/>	Document own activities and those of staff assigned to missing persons coordinator and door monitor positions.
<input type="checkbox"/>	Throughout the incident, notify the evacuation manager about emergency-related concerns.

<input type="checkbox"/>	When the incident commander indicates it is safe to re-enter, assist with directing people back to the building.
<input type="checkbox"/>	Complete Incident Reporting form (see NUNM website) within 24 hours and forward to the Director of Security.

Missing Persons Coordinator

Activated by:	Zone Warden
Reports to:	Assembly Area Manager

Major Duties

<input type="checkbox"/>	Upon hearing order of evacuation, evacuate building according to established emergency procedures.
<input type="checkbox"/>	Go to Pettygrove Park and check in with the assembly area manager.
<input type="checkbox"/>	Have evacuees line up by floor from which they evacuated and begin accounting for all persons.
<input type="checkbox"/>	Collect names of evacuees and complete missing persons reports to the extent possible.
<input type="checkbox"/>	Advise reporting persons to remain in the assembly area to talk to emergency personnel.
<input type="checkbox"/>	Match missing persons data with information provided by reporting parties to locate persons.
<input type="checkbox"/>	Report number of evacuees and missing persons to assembly area manager.
<input type="checkbox"/>	Coordinate with the fire department upon their arrival. Provide specific information regarding missing persons.
<input type="checkbox"/>	Request additional staff from the assembly area manager as needed.
<input type="checkbox"/>	Throughout the incident, keep assembly area manager apprised regarding relevant information, including reunification of persons listed as missing.
<input type="checkbox"/>	When the incident commander indicates it is safe to re-enter, submit roll sheets and missing persons forms to assembly area manager.
<input type="checkbox"/>	Complete Incident Reporting form (see NUNM website) within 24 hours and forward to the Director of Security.

Door Monitor

Activated by:	Zone Warden
Reports to:	Assembly Area Manager

Major Duties

<input type="checkbox"/>	Upon hearing order of evacuation, evacuate building according to established emergency procedures.
<input type="checkbox"/>	Go to assigned entrance/exit and direct people to Pettygrove Park.
<input type="checkbox"/>	Remain outside the building exit and prevent people from re-entering the building.
<input type="checkbox"/>	Throughout the incident, notify assembly area manager about emergency-related concerns.
<input type="checkbox"/>	When the incident commander indicates it is safe, hold door open for people re-entering the building.
<input type="checkbox"/>	Complete Incident Reporting form (see NUNM website) within 24 hours and forward to the Director of Security.

Physicians

Activated by: Casualty Area Manager

Major Duties

<input type="checkbox"/>	Upon hearing order of evacuation, exit the building and proceed to Pettygrove Park.
<input type="checkbox"/>	If a casualty area is being formed, assist in formation.
<input type="checkbox"/>	Identify casualties and bring them to the casualty area if appropriate.
<input type="checkbox"/>	Treat casualties under the supervision of the casualty area manager.
<input type="checkbox"/>	Throughout the incident, notify casualty area manager about emergency-related concerns.
<input type="checkbox"/>	When the incident commander indicates it is safe, re-enter the building and assist the casualty area manager in cleaning up.
<input type="checkbox"/>	Complete Incident Reporting form (see NUNM website) within 24 hours and forward to the Director of Security.

Service Assistants

Activated by: Evacuation Manager

Major Duties

<input type="checkbox"/>	Upon hearing order of evacuation, exit the building and proceed to Pettygrove Park.
<input type="checkbox"/>	Check in with the evacuation manager.
<input type="checkbox"/>	With guidance of evacuation manager, assess whether utilities should be shut off.

<input type="checkbox"/>	Note: The Woolworth Building is shared with the Oregon DOJ. Coordinate with building management for any whole-building utility decisions.
<input type="checkbox"/>	Assess potential hazards on and around the campus. Report hazards to evacuation manager.
<input type="checkbox"/>	Assist with the setup of assembly area and casualty area at Pettygrove Park.
<input type="checkbox"/>	Take miscellaneous work requests from evacuation manager.
<input type="checkbox"/>	Throughout the incident, notify evacuation manager about emergency-related concerns.
<input type="checkbox"/>	When the incident commander indicates it is safe, re-enter the building and assist in disassembling and cleaning up. Turn on utilities if safe and instructed by fire department.
<input type="checkbox"/>	Complete Incident Reporting form (see NUNM website) within 24 hours and forward to the Director of Security.

Forms

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 must complete an Incident Reporting form. Submit 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 on each floor and should be used to track the delegation of tasks and ongoing activities of the building's response team.

Emergency Contact List

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 the Evacuation Assembly Area at Pettygrove Park and in the Security Office.