



# **POLICY & PROCEDURE**

## **Resident Hall Emergency Response and Evacuation**

### **I. Staff On Call, Problem Situations**

Housing and Residence Life operates an on-call system to ensure there are staff members available to assist students after hours.

A Resident Assistant (RA) is on duty in each residence hall from 7 p.m. until 7 a.m. on weeknights, from 7 p.m. on Friday until 7 a.m. on Monday, and 24-hours a day during holidays.

A Resident Director (RD) is on duty, 24 hours a day during the academic year.

Campus Public Safety (CPS) officers are on duty for campus • 24 hours a day, 7 days a week.

#### **Getting Help During Business Hours**

In general, use the following procedure to obtain assistance during normal business hours.

1. Try contacting your RA or another RA in your building.
2. Attempt to contact your RD.
3. Contact the Student Life Office at 503.352.2200 (ext. 2200).
4. Contact CPS at 503.352.2230 (ext. 2230).

#### **Getting Help During Nights and Weekends**

In general, use the following procedure to obtain assistance during nights and weekends.

1. Contact the RA on duty in your building.
2. Contact CPS at 503.352.2230 (ext. 2230).

### **II. General Safety & Security**

Safety and security on campus is a shared responsibility between students and the University. The University provides certain security devices and services; students are responsible for making full use of these devices and services to protect themselves and their property from injury or loss.

Here are some basic safety and security precautions that students should always follow:

- Always lock your doors. Keeping your door closed and locked, even if you are just visiting down the hall or using the community bathroom is the simplest way to protect yourself and your property.
- Use the peephole on your door before opening your door. Do not open your door for strangers unless you are sure it is safe.
- Be aware of who is on your floor and who is in your building. If you see suspicious persons in the building, contact a Housing and Residence Life staff member or CPS immediately. Do not allow strangers to follow you into the residence halls.
- Keep accurate records of your valuable property, including the make, model, serial number, purchase date, purchase price, and purchase location.
- Mark valuable property with your name and/or driver license state and number. CPS has engraving tools to lend to students.
- Purchase and use the most durable locks you can for property like bikes and laptop computers.

- Do not keep valuable property visible in your car. Store valuable property in your room, your trunk, or under seats.
- Be aware of your surroundings. Take a friend with you when you go to unfamiliar places or go places at night.
- Residents are advised to maintain their own battery-operated flashlight and minimal first-aid supplies (small bandages for cuts and scrapes, disinfectant, etc.) in their room.

### III. General Emergency Information

Pacific University administrators maintain an extensive, well-documented emergency plan. The information in this section has been adapted from *Pacific University Emergency Procedures Desk Reference*.

The best way to be prepared in the event of an emergency is to know what to do ahead of time. Remember, the most important things to do during an emergency are:

- Don't panic.
- Use common sense.
- Follow procedures or directions given until assistance arrives.

### IV. How to Report an Emergency

*If immediate police, fire, or emergency medical attention is needed, contact 911 first, then contact CPS at 503.352.2230 (ext. 2230).*

For all other University emergencies, contact CPS first.

1. Stay calm and stay on the line; do not hang up until told to do so.
2. Give your exact location. Be prepared to report your building's street address:
  - Burlingham, 2111 University Ave.
  - Clark, 2140 University Ave.
  - Gilbert, 2015 University Ave.
  - McCormick, 2209 College Way
  - Walter, 2151 College Way
  - Vandervelden, 2033 University Ave.
3. Explain the emergency to the dispatcher.
5. Contact CPS at 503.352.2230 (ext. 2230) immediately after calling for outside emergency assistance or instruct someone else to do so. CPS will respond to assist immediately. They can also help emergency personnel access your area and will help control other traffic on campus.

### V. Catastrophic Disaster/Evacuation Assembly

The University has designated assembly areas in the event of a catastrophic disaster or evacuation, for example, a very large earthquake or explosion. If it is safe to go there, the area will be used for evacuation, triage, and recovery. Do not leave the assembly area until an all-clear is given by designated University personnel. It is crucial that everyone be accounted for should the disaster require search and rescue operations.

- Clark, Walter, and McCormick Halls assemble at the Tom Reynolds Soccer Field (the old soccer field behind Clark Hall.)
- Vandervelden, Burlingham, and Gilbert assemble in the parking lot behind Gilbert Hall.

## **VI. Boxer Alerts Notification System**

Pacific University offers a new, state-of-the-art alert notification system known as "Boxer Alerts," which will send notifications to all registered mobile phones, Blackberries, wireless PDAs, pagers, smart or satellite phones, e-mail addresses, and RSS feeds.

Messages can also "pop up" to anyone using Google, Yahoo, or AOL as their home page.

Residents are strongly encouraged to register. The University can quickly send information critical to the campus directly to you, such as campus emergencies, closings due to weather, etc.

You can sign up for this service at <http://www.pacificu.edu/alerts/index.cfm>.