### Fire or Medical

**Fire**
- Activate Fire Alarm
- Call 9-1-1 (cell phones will work)
- Notify occupants as you evacuate
- Don’t use elevators
- Close doors to contain fire as you leave
- Feel doors - Don’t open hot doors
- Only attempt to extinguish a fire if trained

**Injury or Illness**
- Call 9-1-1
- Keep victim still and comfortable
- Render first aid if trained
- Send someone to meet the ambulance
- If the injured person is an employee, report the injury to the department head or supervisor
  - *Poison Control: 1-800-222-1222*

### Oregon State Police / Dept of Public Safety

**Evacuate**
- When alarm activates or if instructed
- Follow your department’s evacuation plan
- During an earthquake move away from windows and shelves; drop, cover and hold on until the shaking stops
- Assist persons with disabilities
- Move well away from the building
- Never re-enter a building after evacuating unless cleared by emergency personnel

**Crime**
- Do not attempt to apprehend or interfere
- Call the Police; 541-737-7000
- Give your name, location, department and as many details as possible

**Suspicious Person**
- Do not confront
- Notice details (age, face, hair, clothing, direction of travel, possible weapon)
- Lock doors, turn off lights, wait until threat leaves.
  - Call 541-737-7000

**Suspicious Object**
- Don’t touch or move anything
- Call 541-737-7000 and evacuate

**Power Outage**
- Remain calm and stay where you are;
- Refer to your department’s evacuation plan
- If directed, evacuate
- Do not re-enter a building without clearance
- Call 541-737-7000 for information
- Secure experiments; close chemical containers and fume hood sashes as you leave
- Turn off equipment as appropriate
- Assist persons with disabilities
- Notify others in your department according to your department’s emergency action plan

**Hazardous Substance Release**
- Contain spill if trained and if safe to do so
- For routine service, contact work coordination 541-737-2969
- For immediate response contact public safety 541-737-7000
- Move away or evacuate if there is a health risk
- Notify others and close doors as you leave
- Notify incident responders if you have details about the hazardous substance

**Emergency Info:** 541-737-8000 | emergency.oregonstate.edu