

# Emergency Procedures

## Accidents and Injuries

If an injury is life threatening, call 911, then call 503/788-6666

Report all injuries and accidents to your supervisor, even those that do not require medical attention. Seek medical care, if needed. You may choose your own medical care provider or you may visit Reed's occupational health clinics listed below.

If you have an injury, have a doctor's appointment, Monday through Friday, 8 a.m. to 5 p.m., Monday through Friday, go to the nearest hospital emergency room:

to provide information to make an appointment:

■ **Providence Occupational Health, 503/216-7960**

■ **Kaiser-on-the-Job, 503/571-3366**

Supervisors: Call Radio Cab at 503/227-1212 to provide transport in non-emergency situations. Tell the cab company your name, department, and that the ride needs to be charged to Reed College. Consider accompanying your employee.

For medical emergency or for a member of the staff, 8 a.m. to 5 p.m., Monday through Friday, go to the nearest hospital emergency room:

**Providence Portland Emergency Room**  
4805 NE Glisan Street, Portland

1. Head east on SE Woodstock Blvd to César E. Chávez Blvd.
2. Turn left/north on César E. Chávez Blvd for 3.2 miles.
3. Enter roundabout and take first exit onto NE Glisan St for 0.5 miles. The emergency room is on your left.

Supervisors: Report injuries or illnesses to human resources (503/777-7255) or send an email to hr@reed.edu, as soon as possible and within 24 hours. Complete the accident/incident report form for any injuries or incidents (accidents with no medical or time lost). Forward a copy of the form to human resources within three days of the accident/incident.

## Bomb Threat/Suspicious Object

503/788-6666 or 911

If you observe a suspicious object

- Do not handle the object
- Immediately clear the area and/or the building.
- Call community safety (503/788-6666) or 911 immediately, follow the instructions of emergency responders.

If you receive a bomb threat by phone

Note the telephone number on the caller I.D.

Call community safety (503/788-6666) immediately after you are disconnected, but first attempt to obtain as much information as possible and take notes if you can.

Ask the caller

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Who are you?
9. Where are you?

Remember as much as you can about the voice.  
Would you call it

male? female? youthful? elderly? calm? angry? excited?  
slow? rapid? soft? loud? laughing? crying?  
accented? slurred? nasal? stuttering? lisped? raspy? deep?  
breathy? cracking? disguised? familiar to you?

Try to note if there are background sounds such as

street noises, machinery or vehicles  
animal noises  
a PA system, music, phones  
static or hollowness associated with cell or speaker

Try to note the exact words of the threat and the tone of the message. Is it

well-spoken? foul or vulgar? in street talk?  
taped? read from a script?

**Building Evacuation**  
**503/788-6666**

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- Evacuate a building when you hear an alarm or are ordered to by authorized person.
- Be aware of the evacuation plan posted in your building. When the alarm sounds or you are otherwise directed to evacuate, leave by the nearest exit.
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**Earthquake**  
**503/788-6666**

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**In case of an earthquake, remain calm and quickly follow the steps outlined below.**

During the quake

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- If you are indoors, seek refuge in the corner of the room against the wall or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. If you are under a table or desk, hold on to the furniture so it can't move away from you.
  - If you are outdoors, move quickly away from
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**Fire**  
**911 or 503/788-6666**

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If you see flames

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- Sound the alarm by pulling the closest fire alarm pull station.
- Immediately evacuate the building.
- Call 911 and report the fire, giving information as requested by the dispatcher. Stay on the line until released by the dispatcher.
- Notify community safety (503/788-6666).

If you hear a fire alarm

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- Evacuate the building immediately (see evacuation procedures above).
- If smoke is present, keep low to the floor.
- Before opening a door, feel the upper portion of the door or the doorknob with the back of your hand. If it is hot, do not open the door.
- If you cannot leave the room, keep the door closed and open windows to let out smoke and heat. Seal the crack around the door if possible. Hang an object out the window to attract attention. Stay low to the floor.
- After the last person leaves a room, close the door to slow the spread of smoke and fire.
- Do not use elevators.

If you smell smoke or have any other indication of fire

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- Immediately call 503/788-6666. Describe what you have observed and give your name and exact location.
  - Alert other building occupants in the immediate area to prepare for evacuation.
  - Evacuate the building if the situation gets worse or if directed by a community safety officer or the Portland Fire Bureau.
  - Follow the building evacuation procedures outlined above.
  - Fire extinguisher training is available through environmental health and safety, 503/777-7788.
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## **Media**

**503/777-7289 or 503/517-7815**

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- Only an authorized college spokesperson—the president, dean of the faculty, executive director of communications and public affairs (503/777-7289), or the director of strategic communications (503/517-

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