Oregon Hall Building Evacuation Plan

1. **ALWAYS evacuate** the building in the event of an alarm.

2. **Walk swiftly and safely** taking the **shortest route**, and **do not use elevators**. Know two ways to exit the building:
   - Fourth Floor: north or south stairwells
   - Third Floor: north, south or west stairwells
   - Second Floor: north and south stairwells
   - First Floor: nearest exit, including rear loading dock
   - Basement: north stairwell

3. Do not take time to turn off computers. **Close interior doors**, do not lock them.

4. Take responsibility for evacuating **students, other customers and visitors**.

5. **Gather in the grassy area** between Deschutes Hall and Franklin Boulevard, at least 100 feet from the northwest corner of Oregon Hall and wait for further instruction. Keep all roadways clear for emergency equipment.

6. **Those unable to use stairs** should proceed to the nearest safe zone (stairwell landing).

7. Unit Administrators shall designate individuals to **sweep their work area** to ensure a complete evacuation. These individuals will notify emergency response personnel of the location of anyone unable to evacuate.

8. If you receive a **threatening call** obtain as much information as possible about the caller and the location and time of detonation of a bomb. Ask a co-worker to call **Public Safety (6-6666)** immediately. If Public Safety instructs you to evacuate the building do so immediately. Public Safety will instruct building contacts to initiate an evacuation.