THREAT PROTOCOLS

For Emergencies
- 911

Oregon State Police contacts
- Capitol Mall Area Police – 503-986-1122
- OSP nonemergency assistance: Dial *677 mobile phone users

Salem Police contacts
- City of Salem Police nonemergency line: 503-588-6123

Important DAS contacts
- Operations Manager - 503-932-8723
- Electrical Manager - 503-932-8721
- Deputy Administrator – 971-374-3383

Threats
- Don’t panic
- Safely leave the situation and call 911, if appropriate
- Signal someone else for help if unable to leave situation as they will contact help
- If threat received over phone – write it down, contact manager immediately
- If bomb threat received over phone – contact manager immediately
- If threat received in writing report it to your manager
- Report any threatening act immediately

Suspicious Package / People
- Call your manager if you see a suspicious package, backpack, box, etc.
- Call your manager if you see a suspicious person or persons around the building
- Call 911 if an emergency arises
Medical Emergency / 1st aid
- Call 911
- Ask another employee to call 911 if unable to do so yourself
- Safety personnel will coordinate the escort of emergency responders
- Supervisor will notify the employee's emergency contact, if appropriate

Elevator Emergencies
- If elevator stalls, press Call button
- Recording will verify if help is needed
- After recording finishes, say "Emergency" or "Accidentally pressed button."
- If emergency, someone will ask for more info
- Technician will be dispatched
- Use cell phone if able to contact manager
- If unable to reach others, ring Alarm button every 15-20 seconds

In a Fire
- Fire alarm will sound instructing employees to exit building
- Use posted evacuation routes
- Safety personnel will direct employees toward designated assembly areas
- Safety personnel will account for those in their respective divisions
- Safety personnel will let others know when or if to re-enter the building
- DO NOT reenter the building until Safety personnel have given the “all clear”

Smoke/ Air Quality
- Refer to Wildfire Smoke Training Requirements in Workday
- Avoid prolonged exposure when possible
- When the air quality index is above 101 a N95/KN95 respirator should be worn
- Sensitive groups should take extra precautions to avoid or limit exposure
- Contact your Manager to report a hazard or if symptoms appear

Heat Related Concerns at or above 80 degrees
- Hydrate often
- Seek open air or mechanical ventilation
- Seek shade wherever possible
- Rest 10 minutes for every 2 hours of work in the heat
- Monitor for alertness and signs of heat illness
- Notify Manager if symptoms persist
- Call 911 if medical emergency.
Building Evacuations
- Employees use stairs if applicable to reach first floor to exit building
- Employees with mobility limitations: Wait in designated rescue areas
- Safety personnel will communicate total headcount in rescue areas
- Safety personnel will provide further instructions

In an Earthquake
- When shaking starts, duck, cover, and hold on.
- Remain calm and crawl under desk/table
- If mobility is an issue, find the corner of a connected partition near a solid interior wall
- Watch for falling debris
- Assess situation after shaking stops
- Avoid liquid spills and elevators
- Safety personnel will provide further instructions

Building Closures
- Only the COO or designee is authorized to close a building as per DAS policy 60.015.01 with authority from ORS 240.145(3); 240.250; 240.551
- The COO will work with local agency heads to determine if a temporary closure is necessary.
- Additional information can be found on the DAS website https://www.oregon.gov/das/Pages/buildingclosure.aspx
- Contact your manager if further instruction is needed
# STEPS TO FOLLOW IN CASE OF A THREAT:

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<thead>
<tr>
<th>Responsibility:</th>
<th>Step:</th>
<th>Action:</th>
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<tbody>
<tr>
<td>Person Receiving Call</td>
<td>1.</td>
<td>Write down information on the call and caller.</td>
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<tr>
<td>Top manager on duty and DAS O&amp;M Manager</td>
<td>1.</td>
<td>Takes charge in the emergency and alerts the DAS O&amp;M Manager, (503) 378-3664 (In DAS owned buildings). In multi-tenant buildings, DAS O&amp;M Manager coordinates threat response with top manager on duty.</td>
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<td>2.</td>
<td>May consult with law enforcement and the building’s SEC to determine whether to evacuate the building.</td>
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<td>3.</td>
<td>If the decision is to evacuate, the SEC shall inform Evacuation Coordinators to have their co-workers first check their work areas for unrecognized items before evacuating.</td>
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<td>4.</td>
<td>Establishes a method to communicate information to employees in the event a decision is made not to evacuate the building.</td>
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<td>5.</td>
<td>Serves as a contact for law enforcement. Documents any information that may be of value in an investigation.</td>
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In Salem: Call State Police (Capitol Mall Patrol Office (503) 986-1122 or 911 Outside Salem: Call local police (911). Explain and follow their instructions.