



# EMERGENCY GUIDE

**Corban Office of Campus Safety**  
**503-510-6430**

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**MAKE A DIFFERENCE**





## INTRODUCTION

A major emergency may occur any time of day, with little or no warning. This emergency response guidebook was designed to provide a quick reference to students and employees and does not cover every conceivable situation. Please review this guidebook periodically.

For more information, please visit **[inside.corban.edu/safety](https://inside.corban.edu/safety)**.

**Office of Campus Safety**  
**503-510-6430**  
**[campussafety@corban.edu](mailto:campussafety@corban.edu)**

# EMERGENCY CONTACTS

## Department/Agency

## Contact Information

Corban Campus Safety  
Salem Police Department  
Salem Fire Department  
Salem Hospital

503-510-6430  
9-1-1  
9-1-1  
503-561-5200



# EMERGENCY NOTIFICATION

Some emergency situations may require University officials to notify the entire Corban community of information and/ or instructions in the most expedient manner possible. Emergency notification will be initiated by the Director of Campus Safety, the Director of Campus Care, or the Director of Information Services. The primary means of emergency notification for Corban University consists one or all the following:

These are three (3) pre-arranged signals that will alert the campus of an emergency, these are:

1. **Audible siren or alarm.** This is a signal to immediately move to a secure location and turn on your cell phone, check messages, or check email for important safety instructions. It may indicate several scenarios, so get to safety and try to access emergency information.

2. **Blackboard CONNECT messages.** Some incidents may be communicated to the Corban community via our mass notification system. Follow all emergency instructions. If you haven't registered for CONNECT messages do so at <https://alert.corban.edu>

3. **Reader boards.** Updated electronic reader boards are positioned in Schimmel Hall, the dining hall, and in the gym. This information is the same as the Blackboard Connect info.

Other methods may include:

- Emergency Alert on University website
- Information released to local media outlets
- Couriers or messengers
- Written information updates and posted safety messages

# ACTIVE SHOOTER

## IF YOU RECEIVE A WARNING OF A SHOOTING ON CAMPUS:

- Take shelter inside a building.
- Close and lock doors and windows.
- Turn off lights and close window blinds/curtains.
- Stay away from windows.

## IF THE SHOOTER ENTERS YOUR AREA:

### RUN

- If safe to do so, leave the building or area as quickly and safely as possible.
- Once you reach safety, call Campus Safety at 503-510-6430 or 9-1-1 and provide the following information:
  1. Location
  2. Number of shooters and physical description
  3. Type of weapon
  4. Potential victims

### HIDE

- If you are unable to leave the building, go to a room that can be closed, locked, or barricaded by using available material (desks, cabinets).
- If you cannot reach a securable room, look for a nearby location that you can reach safely that provides cover. Be out of active shooter's view. Turn off the lights.
- Do not move from your safe space until it is safe or you receive direct communication from Campus Safety or law enforcement.

### FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or act as aggressively as possible against him/her by:

- Throwing items and improvising weapons
- Yelling
- Committing to incapacitate the active shooter by your actions

## WHAT SHOULD YOU EXPECT FROM LAW ENFORCEMENT?

- Remain calm and follow officers' instructions.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding onto them for safety.

# BOMB THREAT

Bomb threats received via telephone, email, social media or by other means should immediately reported to Campus Safety at 503-510-6430.

If you receive a bomb threat, calmly ask the caller the following:

- Where is the bomb located?
- When will the bomb go off?
- Why did they place the bomb?
- What is their name?

# SUSPICIOUS PACKAGE

## IF A SUSPICIOUS PACKAGE IS FOUND:

- Do not touch or move the item!
- Call Campus Safety at 503-510-6430 or 9-1-1.
- Immediately leave the area and advise others to do the same.
- Limit the use of two-way radios and cell phone near the item.
- If package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face.
- Do not touch others or let others touch you.
- Wash your hands and arms from elbow down with soap and water.

# MAJOR EARTHQUAKE

## IN THE EVENT OF A MAJOR EARTHQUAKE:

- Drop down on the floor.
- Cover your head/neck with your arms and seek cover under a table/desk. If that is not possible, seek cover against an interior wall.
- Hold on to table or furniture during shaking.
- Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
- Evacuate the building to a safe area once the shaking stops.
- If you are outdoors during the earthquake, stay away from trees, streetlights, and power lines.
- Wait for further instructions from Campus Safety or other authorized personnel.



# MAJOR POWER FAILURE

## IN THE EVENT OF A MAJOR EARTHQUAKE:

- Contact Campus Safety at 503-510-6430 to inform them of the power failure.
- Do not use elevators.
- If instructed to evacuate, do so carefully and head to the designated assembly area or a safe location.
- If the power failure is prolonged, the Office of the Provost and Office of Human Resources shall decide on the status of class and work and overall Corban operations.

# FIRE

## WHEN A FIRE ALARM SOUNDS:

- Call Campus Safety at 503-510-6430 or 9-1-1.
- Evacuate the building immediately (**Do not use elevators**).
- Close doors behind you when exiting any room or building.
- Assist individuals who may need assistance to move to a safe area.
- If you suspect someone is trapped inside a building during a major fire, call Campus Safety at 503-510-6430.

# MAJOR FLOOD

## UPON MAJOR FLOODING:

- Remain calm and contact Campus Safety at 503-510-6430.
- If necessary, evacuate to high ground/safer location.
- It is not advisable to walk, swim, or drive through flood waters.
- Stay off fast-moving water areas.
- Avoid storm drains and irrigation ditches.

## MEDICAL EMERGENCY

Call Campus Safety at 503-510-6430 or 9-1-1 and **provide the following information:**

- Exact location of the injured person
- Nature of injury or medical problem you observed
- Current condition

Do not move the person unless there is an immediate danger to the person.

## EVACUATING PERSONS WITH DISABILITIES

- **People who are visually impaired or blind:** Announce the type of emergency and offer your arm for mobility assistance.
- **People who are deaf or hard of hearing:** Write a note with evacuation directions. If you speak to the person, ensure that the person has a clear direct line of sight of you.
- **People using crutches, canes, or walkers:** Assist the person to the evacuation site if possible. Render assistance in a safe manner.
- **Wheelchair users:** Avoid elevators. Check with the individual on their preference and assist in a safe manner. Immediately advise arriving first responders.