

## **TOPOFF4: PSU ACTION ITEMS**

### **Overview:**

Portland State University is located in the heart of downtown Portland and embodies a very diverse population. The TOPOFF4 exercise will strain many of Portland's and surrounding counties' resources. This strain would be similar to a real-time scenario. PSU will be taking an observers role to learn and work with its fellow agencies/partners.

### **PREPARATION for TOPOFF4:**

It is vital that PSU clearly establish its potential resources and communications for this exercise. **THE UNIVERSITY MUST PRESENT A UNITED FRONT IN ITS RESPONSE TO TOPOFF4.** This is vital so proper information is disseminated to both the PSU community and surrounding communities.

### **ACTION ITEMS:**

- Establish clear lines of Communication within the University
  - PSU Information release
    - Public Information Officer
      - Information release
      - Procedure
    - Media Release
      - Vanguard
      - Oregonian
  - Departments to Coordinate
    - Public Safety
    - Facilities
    - Communications
    - Oregon University System
    - Office Information and Technology
    - Student Health and Counseling Services (SHAC)
    - Residence Life
- Emergency Operations Center **503-725-4440**
  - Library Annex
  - Establish Communication
    - Policies
    - Points of Contact