The University of Scranton
Emergency Response Plan

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Introduction

The University of Scranton (The University) is subject to a variety of hazards. According to the University’s Hazard Vulnerability Analysis (HVA), the most likely and damaging of these are floods, winter storms, wind storms, power outages, fires, hazardous materials releases, infectious disease and acts of violence. Training in emergency response and development of standard operating guidelines and other documents that accompany the Emergency Response Plan (ERP) are based on the HVA.

Emergency conditions may also require modification of normal student and staff routines. Incident conditions may result in degradation of services, disruption or cancellation of services, and establishment of alternate service sites, facility or campus evacuations or a combination of these. Return to normal operations after an emergency occurs may take days or weeks. In some cases, outside regulatory agencies may need to determine if or when the University can return to normal operations.

The Emergency Response Plan of the University of Scranton is designed to create a flexible, overarching process for the employees and students to identify internal and external emergency incidents that may affect the campus environment. The University of Scranton's Emergency Response Plan for employees and students has been designed to:

- Promote preplanning for emergencies.
- Provide responsibility for personnel.
- Establish procedures to be followed during specific types of emergencies and,
- Promote emergency preparedness and response training for employees and students.

This ERP addresses the four phases of emergency management: mitigation, preparedness, response and recovery. Mitigation and preparedness generally occur before an emergency, and response and recovery occur during and after an emergency, respectively.

The ERP is to be used as a guideline to prepare for the unexpected. It is highly recommended that all individuals thoroughly read and understand all aspects of its contents. The Emergency Response Plan contains unit specific information that is crucial to all personnel and students in the event of an emergency.
PURPOSE:

The purpose of this plan is to establish procedures, responsibilities, and duties; to promote planning; and to establish training for employees and individuals at the University of Scranton to respond to an emergency event on campus.

OBJECTIVES:

Potential emergencies such as fire, explosion, bomb threats, hazardous materials release, and workplace violence/active shooter incidents may require employees and students to perform specific actions both for their own personal safety and prevent/minimize the consequences of these emergencies. It is the intent of this plan to assist in preplanning for these emergencies and to provide specific response procedures in the event an emergency occurs.

The Emergency Response Plan shall be made available to all personnel and students who must be aware of these emergency procedures.

ROLES AND RESPONSIBILITIES:

The University has established an Emergency Operations Plan (EOP) to rapidly and efficiently mobilize resources in the event of an emergency that it may confront. The effectiveness of this plan is dependent upon the full and rapid response of all personnel. In the event the University is faced with an emergency, the University Police or any member of the University’s Incident Management Team (IMT) is authorized to implement measures to prepare for an emergency to minimize loss, react to save lives, and to minimize disruption of normal activity. The EOP was designed to create a flexible, overarching process for management of all types of internal and external emergent incidents that may affect the campus environment. The EOP will maintain student services while ensuring an effective response to disasters or emergencies affecting the campus environment, the community and contiguous region.

The University’s IMT, including representatives of various departments, has been established to respond to an Operations Center upon emergency notification. This group represents approximately twenty individuals, including alternates from across the University’s mission areas to provide management and direction for emergency operations.

University Police has developed an Emergency Desk Reference Guide and Classroom Postings to establish procedures on how to respond to various emergencies for University students and employees.

There are a number of University Staff who, by their titles, have more specific roles in the implementation of the procedures established by the Emergency Operations Plan:
The Vice Provost for Enrollment Management and External Affairs (as the Leader of the University’s Incident Management Team) is responsible for providing oversight to the Emergency Management program for The University of Scranton. The Vice Provost for Enrollment Management and External Affairs or a designee exercises primary supervision and control over the emergency management phases of preparedness, response and recovery while mitigation activities are managed through a collaborative process with other colleagues as necessary. Management delegates, including department leaders, supervisors and those acting in supervisory roles are charged with implementing the EOP until the University’s Incident Management Team is assembled and/or the University’s Emergency Operations Center is operational.

University members are expected to be familiar with these procedures and work with University Police and Department of Environmental Health and Safety to obtain the appropriate training for their work areas.

Human Resources representatives and Facility Operations have important roles in being familiar with these procedures and applying pertinent components of them to their activities.

Under the Incident Command System (ICS), a Liaison Officer will be designated to provide interface with City of Scranton Department of Public Safety and Lackawanna County emergency management officials. The Incident Management Team oversees this responsibility through the review of emergency response plans on an annual basis; recommending revisions as needed; coordinating compliance with local, state, regional and federal emergency response requirements; coordinating tests of emergency response plans and/or capabilities; identifying opportunities for improvements (educational, planning and/or equipment needs); and coordinating improvement efforts.

All personnel are responsible to ensure that they are familiar with requirements and procedures set forth in this plan and that they follow them in an emergency. Employees are not expected to perform rescue duties. Only those who have been trained to perform medical duties, such as administering first aid, performing CPR, and using AEDs may perform these duties.

If an individual discovers an emergency, he/she will initiate the appropriate measures of control based on his/her capabilities and will contact University Police at 570-941-7777 or 9-1-1. They will inform the dispatcher of the situation, location, and materials involved, as detailed in the sections to follow. The dispatcher will immediately notify the appropriate response agencies, including, but not limited to police, fire, ambulance, and hazmat teams.

During an emergency, the chain of command is established following the National Incident Management System (NIMS). The Incident Management Team Leader is the person who coordinates the emergency response including quickly developing incident objectives, managing all incident operations and resources, as well as having responsibility for all persons involved. The Incident Management Team Leader serves as the leader for decision-making and authority directly to the incident. It is likely (although not a certainty) that the Chairperson of the Incident Management Team will serve as the University Incident Management Team Leader for most incidents. The University Incident Management Team Leader is responsible for organizing and directing activities in the University Operations Center and providing overall strategic direction.
for University incident management and support activities, including emergency response and recovery.

University Police will contact 9-1-1 and Scranton Fire Department for emergencies such as hazardous materials or oil spill/release, fires, and serious medical emergencies or unsafe conditions on the University Campus. A representative from the Environmental Health and Safety Department (EHS) will report on assessing possible hazards to human health or the environment.

**Incident Command System Organizational Chart**

![The University of Scranton ICS Organizational Chart](image)

Figure 1. Incident Command System organization used by the University’s Incident Management Team.
PREPAREDNESS:

1. Critical Operations Shutdown

Critical Operations Shutdown is defined as; “Equipment or procedures which left unattended in the event of an emergency situation or evacuation for an undetermined period of time could result in dangerous or hazardous situations.” (Examples would be unattended laboratory experiments causing explosions, fires, release of toxins, etc.) It should be predetermined within each department to identify any such Critical Operations Shutdown situations and:

- Generate a written detailed shutdown procedure and post it within the department.
- Notify and train all personnel working within the department how and when to follow the Critical Operations Shutdown Procedure.
- In the event of an emergency, notify University Police of the status of the Critical Operations Shutdown.

Note: Critical Operations Shutdown Procedures should only be executed when it is safe to do so and upon completion, immediately follow normal evacuation procedures. At no time should Critical Operations Shutdowns be performed if doing so will put yourself or others at risk. All procedures should be reviewed on a regular basis and modified as needed.

2. Persons Requiring Assistance

Individuals with a disability or medical condition may not be able to evacuate without special assistance. During an emergency, the individual is ultimately responsible for his or her own safety. It is vitally important for the individual with a disability to be aware of his or her surroundings at all times, and know what actions need to be taken in case of an emergency and to be prepared at all times with the knowledge of how to react. In case of an emergency, it is recommended that individuals with a disability who require special assistance to evacuate a building disclose the type of assistance required to the University personnel directing the evacuation. Self-identification is voluntary and the purpose of the request is to provide information to the appropriate persons to assist in their safe evacuation in case of an emergency. Refer to Emergency Evacuation Special Needs Notification forms (Appendix B and C).

Additional information for persons requiring assistance during an evacuation is provided in the “Specific Emergency Procedures” section of this plan under the heading, “Evacuations and Protective Actions”.

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3. Fire Extinguisher Training

Designated personnel (University Police, Facilities, Residence Life, etc.) should be familiar with the locations and classifications of portable fire extinguishers in their areas, and should know how and when to properly use them. Fire extinguisher training is available through the Department of Environmental Health and Safety by calling 570-941-2477.

Not all extinguishers are created equal; some are designed to work with only one class of fire with others being capable of handling several types. Each extinguisher class has certain requirements that need to be attained under current standards, for effectiveness. The established classes of fires are as follows: A, B, C, D, and K.

An attempt to extinguish a fire with just any extinguisher can have undesirable effects. To prevent this, one should become familiar with the types of extinguishers found in the workplace and at home. All extinguishers should be marked with letters or pictograms depicting the extinguisher’s classification.

For the extinguisher to be most effective when used to suppress a fire the acronym PASS is suggested to assist the user in steps to ready the equipment. “P” for pull the pin, “A” for aim the hose at the base of the fire, first “S” for squeeze the handle allowing agent to release and the last “S” for sweep the base or bottom of the visible fire.

If you encounter smoke at standing height, uncomfortable levels of heat, something you are not sure about or you feel unsafe – do not attempt to extinguish the fire. If you are comfortable in using the extinguisher remember the following:

- Ensure extinguisher works by giving a test squeeze.
- Keep the wind to your back.
- Identify an escape route.
- Don’t turn your back to the fire, even if it appears out.

Fire extinguishers:
- Need to be inspected annually; last inspection date must be within 12 months.
- Must be in an approved cabinet or mounted on the wall.
- Recommended mounting location for fire extinguishers in individual rooms by exit door.
- Fire extinguishers must not be moved from installed locations.
- Fire extinguishers must be located in areas where clear access is provided and they are not obstructed by equipment or other materials.
- Fire extinguishers shall show no signs of tampering (plastic seal shall be in place and extinguisher gauge indicating full).
- All individuals need to be familiar with the type of fire extinguishers and locations within their work areas.
- Designated personnel need to participate in fire extinguisher training.

**Fire Classifications:**

![Fire Classifications](Image)

- **Class A** extinguishers put out fires in ordinary combustible materials such as cloth, wood, rubber, paper, and many plastics.
- **Class B** extinguishers are used on fires involving flammable liquids, such as grease, gasoline, oil, and oil-based paints.
- **Class C** extinguishers are suitable for use on fires involving appliances, tools, or other equipment that is electrically energized or plugged in.
- **Class D** extinguishers are designed for use on flammable metals and are often specific for the type of metal in question. These are typically found only in factories working with these metals.
- **Class K** fire extinguishers are intended for use on fires that involve vegetable oils, animal oils, or fats in cooking appliances. These extinguishers are generally found in commercial kitchens, such as those found in restaurants, cafeterias, and caterers. Class K extinguishers are now finding their way into the residential market for use in kitchens.

Figure 2. Fire classifications.

**Fire Extinguisher operation**

![Fire Extinguisher Operation](Image)

Figure 3. Fire extinguisher operation.
4. Counseling Center

The University’s Counseling Center provides a number of services: group and individual counseling, crisis intervention, and psychological and psychiatric evaluations for undergraduate and graduate students, as well as prevention and consultation services for the University community. The Counseling Center Services can help students resolve personal concerns regarding academic progress, social development, and satisfaction at the University of Scranton. Some of the common concerns addressed include conflict with friends, roommates, or family members; depression and anxiety; sexual identity; lack of motivation, difficulty relaxing or concentrating on studying, eating disorders, sexual assault and sexual abuse recovery and uncertainties about personal values and beliefs. To contact the Counseling center, call (570) 941-7620 or in person, located on the 6th floor of O’Hara Hall.

5. Human Resources Department

The University’s Office of Human Resources offers various Employee and Employee Relation programs and services. The University’s health insurance plan options include mental and behavioral health benefits. In addition, the Employee Assistance Program (EAP), BalanceWorks, offers professional counselor services, including confidential counseling in-person or over the phone for a variety of stressful issues such as marital, family, substance abuse, depression, stress, grief, health, and more. To contact BalanceWorks call 1-800-EAP-CALL (1-800-327-2255) or log on at www.myblanceworks.com and enter the ID:

Member: 14258400
Group ID: 1549

6. Campus Ministries

In the event of an emergency, Campus Ministers and Jesuits are available on campus to assist first responders, facilitate the work of the coordinating agencies, and generally be present to those spiritually and psychologically shaken by events. The ability to offer prayer with people, bolster spirits, dispel rumors, and provide overall pastoral support are often things police and fire fighters cannot do when they are involved in the emergency response. Campus Ministries is on call to respond with pastoral/spiritual support in the aftermath of an event. For example, candle light vigil services, Masses and prayer, and spiritual counseling are often helpful in reestablishing equilibrium, trust and hope after life altering events. To contact Campus Ministries, call (570) 941-7419, or in person located in the 2nd floor of the DeNaples Center.
7. **Student Behavioral Concern Committee**

The Student Behavioral Concern Committee (SBCC) is an integrated team representing departments from across the University. The SBCC meets to discuss and offer informed and planned responses to students of concern. The goal of the SBCC is to identify, assess, and coordinate interactions for the benefit of our students. Members of the SBCC meet on a biweekly basis during the fall and spring semesters, and include representatives from each of the referral sources. The SBCC created the website: [http://www.scranton.edu/studentlife/studentaffairs/sbcc/index.shtml](http://www.scranton.edu/studentlife/studentaffairs/sbcc/index.shtml) in an effort to communicate the purpose of the team, to assist members of the University community in identifying students of concern, to provide guidance on how to support students, and to offer information on when and how to refer a student to the committee. In an emergency, please contact University Police at 570-941-7777.

Know the warning signs! Students who experience a psychological or emotional crisis often need immediate help and intervention. Some examples of crises include:

- Suicidal or homicidal thoughts or impulses;
- Sexual or physical assault;
- Hearing voices or otherwise misperceiving reality;
- Overwhelming loss, such as death in the family.

**Additional Information:**

University Counseling Center: 570-941-7620  
Location: O’Hara Hall, 6th Floor

When a crisis consultation is needed and classes are not in session, call the Scranton Counseling Center 570-348-6100.

National Suicide Prevention Hotline: 1-800-273-TALK (8255)

8. **Family Emergency Planning**

Critical incidents may not be limited to the workplace. Region-wide events, such as severe weather emergencies, also impact our homes and families. The United States Department of Homeland Security recommends that all citizens develop a family emergency plan. To find out more about emergency preparedness, please visit [http://www.ready.gov/](http://www.ready.gov/).
9. Emergency Contact Information

All employees are encouraged to provide Emergency Contact Information. All students are required to provide Emergency Contact Information through the My.Scranton Portal (https://my.scranton.edu/cp/home/displaylogin). This information will be used in the event of an emergency, if we need to contact you or someone close to you. This information will be kept confidential and accessed only if you encounter a personal emergency or there is a general emergency on the University Campus. This information will also assist the University with sending Emergency Mass Notifications through the University’s Emergency Notification System.

10. Reporting a Crime/Silent Witness Reporting

University Police appreciates your cooperation in the prevention of crime and needs your help in stopping crime from occurring. If you have personal knowledge or have heard of any crime that has occurred on or off campus involving University Community members and want to remain anonymous in reporting the crime, a Silent Witness form is available on the University Police website at:

http://forms.scranton.edu/silent-witness-form/

It is important to note that all reports will be kept strictly CONFIDENTIAL. If you wish to be contacted by the University Police, please enter your contact information in the optional space provided on the form.

11. Cell Phone Use on Campus

Since September 21, 2013, ten-digit dialing is required for all telephone calls made in the 570 area code. This change paved the way for the introduction of northeastern Pennsylvania’s newest area code – 272. Called an “overlay,” the new code serves the same geographic boundary as the 570 area code. The overlay eliminated the need to split the existing area code into smaller areas. Callers have to use the full ten-digit dialing method starting with the local area codes first then the phone number. For example, the University’s Area Code is 570. When adding the University Police emergency phone number into your cell phone, please enter 570-941-7777.
SPECIFIC EMERGENCY PROCEDURES

A. Emergency Notifications / Reporting Emergencies

1. To report security issues, injuries, fires, accidents and all other types of emergency situations, contact University Police at **7777** (or **570-941-7777** on non-campus phones) or call 9-1-1.

2. Remain calm and provide the dispatcher the following information:
   - State your name;
   - Location of the emergency;
   - Condition of the ill or injured person;
   - Any dangerous conditions;
   - Stay on the line with the dispatcher.

3. The University of Scranton uses an Emergency Notification System to notify students, faculty, and staff of emergency situations. Notification messages will provide information and instructions to be followed at the time of an emergency. *(To register to receive emergency text and voice messages through the University’s Emergency Notification System, visit the University’s my.scranton portal, click on the Home tab and select the link titled Local Contact/Emergency Notification System Registration.)*

4. **Emergency Call Boxes:** There are a number of Emergency Call Boxes both on and off-campus. Emergency Call Boxes are also on all Residence Halls. Emergency Call Boxes operate on a Centrex telephone line independently of the University network. In an emergency, just press the red button and connect with the University Police dispatcher. Some boxes feature a keypad that can be used to call campus phones.

   If you need assistance, never hesitate to use a call box.

*Figure 4. Campus Emergency Call Boxes*
B. Fires

In general, you are responsible for your own safety. All students, faculty and staff are strongly encouraged to take the time to learn the different ways to exit a particular building before there is an emergency. Become familiar with the locations of fire extinguishers and other safety equipment in the buildings that you frequent. Know the locations of primary and alternate exits in any building you enter.

Evacuations are mandatory for fire alarms and when directed by authorities. There are no exceptions.

- If you discover a fire, pull the nearest fire alarm to prompt others to evacuate.
- Always evacuate immediately at the sound of the alarm. Ensure that others in your immediate vicinity are aware of the fire alarm.
- Collect your immediate belongings and exit by the nearest designated route. Assist others who may need help in evacuating. Close but DO NOT LOCK doors as you leave. Turn off unnecessary equipment if you can do so quickly.
- DO NOT USE ELEVATORS during a fire emergency.
- Proceed away from the building to a safe location or as directed. Evacuation Rally Points are designated for each building. Information regarding Evacuation Rally Points for buildings can be found in Appendix F of this plan.
- DO NOT return to the building until directed by University Police or Scranton Fire Department. Emergency personnel often silence the fire alarm upon their arrival to facilitate their own ability to communicate. Silencing of the fire alarm IS NOT an indication for occupants to re-enter.

If you are unable to evacuate move to an Area of Rescue Assistance (these areas are typically in or near stair towers) or move to the nearest exit on your floor without blocking the flow of foot traffic. Ask others who are evacuating to notify University Police and emergency personnel of your location. If conditions deteriorate, move into a stair landing behind a closed door and await help.

If you are TRAPPED in the building and cannot find an escape route:

- Call University Police at x7777 (570-941-7777 from a non-campus phone) or call 9-1-1 and give your exact location.
- In the event that the University communications system might be overwhelmed, the Lackawanna County Communication Center is the best alternative:

  Lackawanna County Communication Center 911*
  *If using a Campus Phone, you must dial 9 for an outside line.
C. Evacuations and Protective Actions

Types of Evacuations and Protective Actions

In addition to fire emergencies, other situations may require that people evacuate or find shelter in order to remain safe. The University of Scranton recognizes three types of protective actions – immediate evacuations (such as in response to a building fire alarm), shelter-in-place action, and extended evacuations.

1. Immediate Evacuations

An immediate evacuation of a building may be required for several reasons including fires and fire alarm activations, release of natural gas or other hazardous materials within or near a building, and violent situations (such as an active shooter). Each of these situations presents unique considerations regarding how and when to evacuate but in general the following actions should be taken:

- Quickly determine the most effective way to protect your own life and take action.
- If others choose not to evacuate or move away from a hazard, do not hesitate to keep moving.
- In situations that do not involve potential violence, upon exit from the building proceed to the designated Evacuation Rally Point for the building and await further instructions from University authorities or emergency responders. (see Appendix F for a listing of Evacuation Rally Points for specific buildings.)
- In situations that do involve potential violence, upon exit from the building, keep moving. Follow implicitly any instructions provided by law enforcement officers that you encounter.

2. Shelter-In-Place Actions

(Note: Shelter-In-Place actions in response to an active shooter situation are referenced in greater detail in item F of this section of the Plan.)

Shelter-in-place is an occupant protection strategy used in situations involving severe weather, violent behavior (such as an active shooter), fires (in rare situations), outside chemical releases and other situations where it is safer for building occupants to remain in the sheltered area of a building. Thus, to "shelter-in-place" means to make a shelter of the building that you currently occupy or a building that is very near.

A shelter-in-place notification may come from several sources, including University Police, other University employees, or other authorities (Scranton Police/Fire Departments) using the University’s Emergency Notification System or verbal command. Shelter-in-place may also be warranted by imminent weather conditions such as lightning, high winds, a tornado warning, or sighting of a funnel cloud. The University will make every effort to provide information about a situation as it becomes available but it is likely in some situations that individuals will have to make independent decisions based on information they have at the time.
Upon receipt of information indicating a need to shelter-in-place, and unless instructed otherwise by University Police or Scranton Police/Fire, take these actions:

- If you are inside, stay inside.
- If you are outdoors, go inside the nearest University building.
- If your cell phone is nearby, keep it with you.
- Locate a room to shelter inside. Ideally the room should be:
  - An interior room with no windows
  - Above ground level (if sheltering from a release of hazardous chemicals)
- If there is a large group of people inside a particular building, it may be necessary to find and occupy several rooms.
- Shut and lock windows and close exterior doors.
- If possible, close vents to the ventilation system. (If needed, University Facilities staff will control ventilation system as quickly as possible.)
- Make a list of the people with you and notify University Police at extension 7777 (570-941-7777 from a non-campus phone and provide:
  - Your name;
  - Your location;
  - Number and names of individuals with you;
  - Any additional information requested by the operator.

If the shelter-in-place action was warranted by weather conditions such as lightning, high winds or a tornado, wait until the weather conditions have subsided before leaving the sheltered area.

When shelter-in-place actions are no longer necessary, use caution when moving through or out of the building as the building may have been damaged and new hazards may exist. Report any building damage or hazards to University Police.

3. Extended Evacuation

An extended evacuation will be ordered by University authorities when circumstances involve damage to a building or other issues that render a building (or multiple buildings) uninhabitable. Such a situation may result from any of the following:

- A serious fire;
- Malfunction of certain building utility systems;
- The building is a crime scene;
- Major weather damage.

The need for an extended evacuation will be communicated through a variety of means including the University’s Emergency Notification System.

Extended evacuation may involve:
• A single building on campus (such as a residence hall, an academic building or an administrative or service building).
• A group of buildings or a region of the campus.
• The entire campus.

Extended evacuations may result in the following situations:

• Temporary or long-term relocation of living facilities.
• Temporary or long-term disruption of normal services (academic or administrative services, food services, etc.)
• General disruption of normal campus activities.

The University has identified pre-established Emergency Assembly Areas on the campus. The location of activated Emergency Assembly Areas will be communicated at the time of an event.

**Full Campus Evacuation**

In the unlikely event that the entire campus must be evacuated, University authorities in concert with State, County, and City emergency management agencies, will provide instructions to students, faculty, and staff based on the situation and planning information contained in the University’s Emergency Operations Plan.

**Persons Requiring Assistance**

An individual with a disability or medical condition may not be able to evacuate without special assistance. During an emergency, it is ultimately the individual’s responsibility to take actions to ensure his or her own safety. It is vitally important for the individual with a disability to be aware of his or her surroundings at all times, and know what actions need to be taken if an emergency occurs and to be prepared at all times with a plan for how to react.

• You may not disregard a fire alarm.
• In residence halls, inform the Resident Assistant on the floor or other University personnel of any special needs that may be necessary during an evacuation before a need may arise.
• Know the location of the nearest emergency escape route/fire exit.
• Identify a buddy that can assist you.
• During an evacuation, make your way to the Area of Rescue Assistance on the floor (usually located near the elevator or stairwell). In specified buildings, elevators may be utilized to assist in the evacuation.
• Emergency personnel and University Police are trained to evacuate you to an Emergency Assembly Area outside the building.
• Do not re-enter the building until you have been notified to do so.
• Notify emergency responders of your location via emergency telephone or cell phone.
While ultimate responsibility for personal safety resides with the individual, certainly others in the vicinity during an evacuation or protective action should provide assistance based on the situation and their own capabilities.

To assist a person requiring assistance, take the following actions:

- Ask the person to describe the type of assistance he or she requires.
- Use a buddy system (a cooperative arrangement whereby individuals are paired or teamed up and assume responsibility for one another's instruction, productivity, welfare, or safety).
- Move to the building’s nearest Area of Rescue Assistance.
- Notify emergency responders of the location of the person in need of assistance via emergency telephone or cell phone.

Additional information for persons needing assistance in evacuating a building is provided in Appendices B, C and G of this plan.

**Areas of Rescue Assistance**

If the person with a disability cannot get far enough away from the danger during an evacuation, that person should seek an Area of Rescue Assistance away from the hazards of the situation. “Areas of Rescue Assistance” are found throughout the buildings on campus typically in or near stair enclosures and will be identified with a sign that contains the universal sign for accessibility and the words “Area of Rescue Assistance” or “Place of Refuge”. These areas are typically equipped with the following:

- Telephone communication;
- Sprinkler system;
- Fire rated doors, walls, or ceilings if available.

![Figure 5. Typical “Area of Rescue Assistance”, “International Sign of Accessibility”, and “Area of Refuge Signs”](image)

**Evacuation Drill Policy**

Evacuation drills shall be conducted at least once a year in academic buildings and every semester in residence halls at unexpected times and under varying conditions to simulate the conditions that occur,
should an evacuation be necessary. These drills may include scenarios where exits are obstructed (to simulate fire and smoke conditions) in order to familiarize occupants with secondary routes of evacuation.

Evacuation drills will be coordinated by University Police. Drills in academic buildings will be conducted in coordination with approval and authorization of the Provost’s Office. Drills in residence halls will be conducted in coordination with approval and authorization of the Director of Residence Life.

Evacuation drills will involve all occupants. Everyone shall leave the building when the alarm sounds. It is advisable to notify anyone needing special assistance prior to a planned evacuation drill.

During drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed.

D. Critical Operations Shutdown

Certain activities on campus may pose an additional hazard or threat to the evacuation or to emergency response if left unattended or in operation. In the event an employee of The University routinely performs one of these activities that require a delay in evacuation, the operation is to be reported to The University’s Environmental Safety and Health office for review. The activity will be assessed and subsequent procedures in the event an emergency occurs during operation will be developed. This may require additional training for identified employees, including recognition of risk and when to abandon the operation and evacuate.

E. Bomb Threat Report

A person receiving a bomb threat by phone SHOULD NOT disconnect the caller. If possible, the call should be transferred to University Police Dispatch, where it can be handled most effectively. If that is not possible, the receiver should remain calm and try to obtain as much information as possible before the caller hangs up. In this case, the receiver should immediately contact University Police and provide the information obtained. Any bomb threats received through social media should be reported immediately to the University Police (570-941-7777).

The Department of Homeland Security Bomb Checklist has been included in this Plan at Appendix D.

1. Any person receiving a bomb threat phone call should keep the caller on the line as long as possible and ask them to repeat the message.
2. If conditions permit, the person receiving the call should ask:
   - When is the bomb going to explode?
   - Where is it right now?
   - What does it look like?
   - What kind of bomb is it?
   - What will cause it to explode?
   - Why did the caller place the bomb?
   - Where are you from?
   - What is your address?
• What is your name?
3. Inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to many people.
4. DO NOT ACTIVATE THE FIRE ALARM, DO NOT USE radios, cell phones, or pagers as they can trigger an explosive device.
5. Other things to be noted:
   • Time of the call;
   • Age and/or gender of the caller – child/juvenile/adult;
   • Voice quality;
   • Emotional condition;
   • Background noises – vehicles, voices, music, etc.
6. DO NOT hang up the phone after the caller disconnects.
7. Provide the information to University Police.
8. University Police will determine whether to evacuate a building. If requested to evacuate, follow procedures outlined in this Plan. Please take all personal belongings with you when you evacuate.
9. University Police will conduct a search. Employees are requested to make cursory inspection of their responsible areas for suspicious objects and report the location to University Police. If an object is located, do not touch it.
10. Do not return to the building until directed by University Police or Emergency Response Officials.

If a bomb threat is received by handwritten note: A bomb threat received by letter or in other form of writing should be retained, along with the envelope itself. Once the person opening the letter realizes what it is, University Police should be contacted immediately. The person receiving the letter should handle the document as little as possible to protect it as possible evidence.

• Call University Police at 570-941-7777
• Handle note as minimally as possible.

If a bomb threat is received via e-mail or social media: E-mail and social media have become frequent sources of harassing communication. Although e-mail and social media are not very private, experienced persons can create accounts under fictitious names and use public computers to send messages. A person receiving a bomb threat via e-mail or social media should immediately contact University Police. Again, this message SHOULD NOT be deleted.

• Call University Police at 570-941-7777
• DO NOT delete the message.

Mail: Suspicious Letter or Package

Mail and packages can be used to deliver suspicious and potentially hazardous materials. Before opening, take care to examine the item for anything unusual. If you suspect a letter or package contains a bomb, radiological, biological, or chemical threat take the following actions:

• Call University Police at 570-941-7777
• DO NOT delete the message.
• Isolate area immediately;
• Call 9-1-1;
• Wash your hands with soap and water.

Examples of issues that might raise concerns are:
• Oily stains or discolorations on packaging;
• Excessive tape or string;
• Strange odor;
• Misspelled words;
• Lopsided or uneven packages;
• Excess postage;
• No return address.

If a package seems unusual:
• Handle with care. Do not shake or bump;
• Don’t open, smell, touch or taste;
• Isolate the package immediately;
• Treat as suspicious and contact University Police.
Figure 6. Suspicious package indicators.
F. Active Shooter

Workplace violence may take the form of various types of personal assaults. These may include weapons such as knives or handguns. The only warning that you might receive during a workplace violence/active shooter incident is the sound of gunfire, scuffling, or someone yelling a warning. “Active shooter situations” are defined as those where an individual is “actively engaged in killing or attempting to kill people in a confined and populated area.”

The better first responders and University personnel are able to discern these threats and react swiftly, the more lives can be saved. Active shooter situations are unpredictable and evolve quickly. Individuals must be prepared to deal with an active shooter situation before law enforcement personnel arrive on the scene.

No profile exists for an active shooter; however, research indicates there may be signs or indicators. University personnel should learn the signs of a potentially volatile situation that may develop into an active shooter situation and proactively seek ways to prevent an incident with internal resources, or additional external assistance.

- In only 13 percent of the cases did subjects make verbal and/or written threats to cause harm to the target.
- In 19 percent of the cases stalking or harassing behavior was reported prior to the attack.
- In only 10 percent of the cases did the subject engage in physically aggressive acts toward the target.

No single response fits all active shooter situations however, making sure each individual knows his or her options for response and can react decisively will save valuable time. Depicting scenarios and considering response options in advance will assist individuals and groups in quickly selecting their best course of action.

There is no single answer for what to do, but a survival mindset can increase the odds of surviving. During an active shooter situation, the natural human reaction is to be startled, feel fear and anxiety, and even experience initial disbelief and denial. It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. During an active shooter situation, individuals will rarely have all of the information they need to make a fully informed decision about which option is best. While you should follow any instructions given during an incident, you will often have to rely on your own judgment to decide which option will best protect lives.

There are three basic options: run, hide, or fight.

- GET OUT: If you hear gunfire, and it is safe to do so, the first course of action should be to run out of the building and move far away until you are in a safe location.
  - Based on the location of the threat, determine the best escape route.
  - If a safe exit exists, take it as quickly as possible.
  - Consider alternate escape routes.
• Leave personal belongings behind.
• Avoid escalators and elevators.
• Take others with you but do not stay behind if others will not go.
• Continue running until you are well cleared from the location of the threat.
• Find a safe location and call University Police (570-941-7777) or 9-1-1 to tell the police of your location.

If the only exit is through a window, consider the consequences of the fall:

• How high are you from the ground?
• Can you land in shrubs or grass to decrease the potential for serious injury?
• Can you make an improvised rope out of clothing, belts, or other items?

• **HIDE**: If you hear gunfire and running is not a safe option, immediately seek refuge in an area as safe as possible, preferably one that can be locked from the inside.

  • Stay calm and determine the location of the threat.
  • Lock the doors.
  • Doors without locks can be wedged or barricaded with heavy furniture.
  • If the door opens outward, attach one end of a belt to the door handle and the other end to a heavy object.
  • Close and lock windows, and close blinds or cover windows.
  • Turn off all lights.
  • Silence all electronic devices.
  • Stay low to the ground along the wall closest to the exit but out of view from the hallway.
  • Look for other possible escape routes, such as windows or other doors.
  • Remain still and quiet, or play dead.
  • If a phone is immediately available in the area you are using for refuge, and if it is safe to do so, call University Police or 9-1-1. Speak quietly and tell them what is happening.
  • Once in a secure location, do not open the door for anyone. Understand and expect that law enforcement’s first priority must be to locate and stop the person or persons believed to be the shooter(s). Do not approach police officers as they attempt to locate and neutralize the threat. The police officers will return to assist you once the threat has been neutralized.
  • Remain hidden until directed to come out by University Police or identifiable law enforcement.
  • When Police arrive, obey all commands. You may be asked to keep your hands in the air; you may even be handcuffed until law enforcement assesses the situation. These steps are taken for safety reasons.
  • **DO NOT** activate the fire alarm.

**If an active threat is in your presence…**
If you are in a crowded room and the threat is shooting, “play dead” or quietly crawl to safety. If you are with a group, or as an action of last resort, take the offensive. When confronted by the shooter, your only chance may be to fight.
• If the shooter is entering the room, position yourself to allow for an element of surprise.
• Throw anything available at the threat. Aim for the face to distract the assailant.
• If in a group, attack as a group by swarming the threat.
• Grab the assailant’s arms, legs or head and take him/her to the ground. Use body weight to secure him/her.
• “Fight dirty” – kick, bite, gouge eyes.
• Have somebody in the group call 9-1-1.
• When Police arrive, obey all commands. You may be asked to keep your hands in the air; you may be handcuffed until law enforcement assesses the situation. These steps are taken for safety reasons.

If you have incapacitated the threat…

• Make sure the suspect is secured (body weight, belts, etc.)
• Move any weapons away from the threat.
• DO NOT hold a weapon.
• Call 9-1-1 and advise law enforcement that the threat/shooter is down.
• Provide your location and stay on the line if possible.
• When Police arrive, obey all commands. You may be asked to keep your hands in the air; you may even be handcuffed until law enforcement assesses the situation. These steps are taken for safety reasons.

If you can evacuate the building…

For a Hostage Situation

• Immediately evacuate the building, using your pre-planned evacuation route. Stay out of sight of the perpetrator.
• Take no action to intervene with the hostage taker.
• Call University Police (570-941-7777) or 9-1-1 from a safe location.
G. Life-Threatening Injuries

A life-threatening injury is defined as an "injury involving a substantial risk of death; loss or substantial impairment of the function of a bodily member, organ, or mental faculty that is likely to be permanent; or an obvious disfigurement that is likely to be permanent.”

Procedures for life-threatening emergencies include:

- Call University Police or 9-1-1.
- Provide as much information as possible about the injury and victim.
- University Police will alert medical responders.
- If trained in First aid/CPR, act within your training.
- Remain calm and stay with the person.
- Do not crowd.

H. Hazardous Materials and Chemical Releases

Hazardous materials incidents include chemical spills, chemical releases, explosions, and exposures or injuries to these materials. Procedures to follow for hazardous materials and chemical releases are:

- Pull the fire alarm (if there is a potential for an explosion – such as in the presence of an odor of gas - DO NOT pull the fire alarm).
- Evacuate the building, closing doors behind you.
- Once outside, stay clear and UPWIND.
- If not in immediate danger, call University Police.
- Report any chemical information injuries, types of chemicals, hazards (fire, reactivity, health), odors, and container type.
- Only individuals trained to handle hazardous materials and chemicals should do so.
- Do not return until directed by University Police or Scranton Fire Department.

I. Elevator Failure

Procedures to follow for elevator failure are as follows:

- If trapped, use the emergency phone to notify University Police;
- If a phone is not present, turn on the emergency alarm located on the front panel;
- Remain calm;
- DO NOT attempt to exit the elevator without instructions from University Police or Scranton Fire Department.
J. Gas Leak

Procedures to follow for a gas leak are as follows:

- Stop all operations;
- **DO NOT** turn lights, electrical equipment, or cell phones on or off;
- Remove sources of ignition (cigarettes and candles);
- Leave and report to designated assembly site;
- Contact University Police.

K. Communications

The University, without delay, will activate the Emergency Notification System upon confirmation of any significant emergency or dangerous situation that poses an immediate threat to the health or safety of students or employees. The emergency notification system is tested twice annually. Once any significant emergency or dangerous situation has been confirmed, the Emergency Notification System can be activated by the Vice Provost for Enrollment Management & External Affairs, Director of News & Media Relations, Chief of University Police, Captain of Police Operations, and other designated members of University Police. The responsible University authority will determine the actual content of the Emergency Notification.

An Emergency Notification will be sent to all members of the University community or any segment of the community that may be affected, via text, voice message, email, and University television, advising students and employees of the nature of the emergency and what guidelines to follow.

The University will provide additional information through the Emergency Notification System, email, or Emergency Alert Hotline (866) 798-8637. To register or update your contact information, visit the My.Scranton portal. University email addresses are already registered to receive alerts. In addition to the Emergency Notification System, the University will continue to use Community Advisories for notifications of incidents that are a matter of campus security or personal safety, but are not an immediate threat to campus. In an event of electronic communications are impacted, message boards will be used for Campus-wide communications.

L. Severe Weather Emergencies

- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the lowest, most interior area of the building away from windows or hazardous equipment or materials.
- Weather emergencies such as high winds, snow, ice, flooding, etc. that impact the University are announced by:
  - Local News Stations: WNEP 16, WYOU 22, WBRE 28
  - University Emergency Alert Hotline: (866) 798-8637
  - University Text and Internet Messages: Emergency Notification System
  - University Radio Station: 99.5 WUSR FM
  - Other Resources: AlertPA ([www.alert.pa.gov](http://www.alert.pa.gov)), National Weather Service (NWS) Weather Alerts, etc.
## Appendix A: Emergency Contact List

### Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Contact Organization/Person</th>
<th>Campus Phone</th>
<th>Outside Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>7777</td>
<td>570-941-7777</td>
</tr>
<tr>
<td>Non-emergency</td>
<td>7888</td>
<td>570-941-7888</td>
</tr>
<tr>
<td>University Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>6267</td>
<td>570-941-6267</td>
</tr>
<tr>
<td>Residence Hall Maintenance</td>
<td>4011</td>
<td>570-941-4011</td>
</tr>
<tr>
<td>Trades/Repairs</td>
<td>7416</td>
<td>570-941-7416</td>
</tr>
<tr>
<td>Scranton Fire Dept.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>9-911</td>
<td>911</td>
</tr>
<tr>
<td>Non-emergency</td>
<td>9-570-342-9111</td>
<td>570-342-9111</td>
</tr>
<tr>
<td>Scranton Police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>9-911</td>
<td>911</td>
</tr>
<tr>
<td>Non-emergency</td>
<td>9-570-348-4134</td>
<td>570-348-4134</td>
</tr>
<tr>
<td>Lackawanna County Communications Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9-911</td>
<td>911</td>
</tr>
<tr>
<td>University Human Resources Department</td>
<td>7767</td>
<td>570-941-7767</td>
</tr>
<tr>
<td>University Media Relations</td>
<td>7662</td>
<td>570-941-7662</td>
</tr>
<tr>
<td>Residence Life</td>
<td>6226</td>
<td>570-941-6226</td>
</tr>
</tbody>
</table>
Appendix B: Special Needs Evacuation Form (Students)

This form shall be used to review procedures regarding emergency evacuations for individuals who may require special assistance. The student is recommended to contact the University’s Health and Safety Office at x4277 or healthandsafety@scranton.edu to discuss the information on this form and how it will be used.

Student Name:  
(Last)  (First)  (Middle)

Planning: Residence Life

<table>
<thead>
<tr>
<th>Completed</th>
<th>Not Completed</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have met with my Area Coordinator (AC) or my Resident Assistant to discuss specific needs and emergency plans.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I have attended the mandatory floor meeting that included fire safety and evacuation procedures for my residence hall.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I reviewed the evacuation routes and areas of rescue assistance for my residence hall.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I have built a support team of people who will help in an emergency if necessary.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I have created a “Grab-and-Go Kit”.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Planning: On-Campus

<table>
<thead>
<tr>
<th>Completed</th>
<th>Not Completed</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>I reviewed the evacuation routes and areas of rescue assistance for my locations on campus. This includes areas where I attend classes and meetings, study, break, etc.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I have met with University Police to discuss or practice using the Evacu-Trac evacuation equipment.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I have met with the Health &amp; Safety representative to discuss or practice evacuation procedures.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I am familiar with Sections D and E of the University’s Emergency Response Plan.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Evacuation Procedures

- Never disregard a fire alarm
- When an alarm is activated, make your way to the nearest Area of Rescue Assistance. On campus, these areas are generally stairwells and will be identified with a sign identifying the following:
  - Identification, including “Area of Rescue Assistance” or “Area of Refuge”
  - The Universal Sign for Accessibility
- Inform individuals to tell an Emergency Responder (Fire/Police) your location.  
  -or-  
  Notify Emergency Responders of your location via Cell Phone or Call Box.
- Remain in the Area of Rescue Assistance until Emergency Responders arrive.
Appendix C: Special Needs Evacuation Form (Employees)

This form shall be used to review procedures regarding emergency evacuations for individuals who may require special assistance. The Employee is recommended to contact the University’s Health and Safety Office at x4277 or healthandsafety@scranton.edu to discuss the information on this form.

Employee Name: ________________________________  Title: ________________________________
Department: ________________________________  Location: ________________________________

Planning

<table>
<thead>
<tr>
<th>Activities</th>
<th>Completed</th>
<th>Not Completed</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>I reviewed the evacuation routes and areas of rescue assistance for my location(s).</td>
<td>☐</td>
<td>☜</td>
<td>☐</td>
</tr>
<tr>
<td>I have built a support team of people who will help in an emergency if necessary.</td>
<td>☐</td>
<td>☜</td>
<td>☐</td>
</tr>
<tr>
<td>I have created a “Grab-and-Go Kit”.</td>
<td>☐</td>
<td>☜</td>
<td>☐</td>
</tr>
<tr>
<td>I have met with University Police to discuss or practice using the Evacu-Trac evacuation equipment.</td>
<td>☐</td>
<td>☜</td>
<td>☐</td>
</tr>
<tr>
<td>I have met with the Health &amp; Safety representative to discuss or practice evacuation procedures.</td>
<td>☐</td>
<td>☜</td>
<td>☐</td>
</tr>
<tr>
<td>I am familiar with Sections D and E of the University’s Emergency Response Plan.</td>
<td>☐</td>
<td>☜</td>
<td>☐</td>
</tr>
</tbody>
</table>

Evacuation Procedures

- Never disregard a fire alarm
- When an alarm is activated, make your way to the nearest Area of Rescue Assistance. On campus, these areas are generally stairwells and will be identified with a sign identifying the following:
  - Identification, including “Area of Rescue Assistance” or “Area of Refuge”
  - The Universal Sign for Accessibility
- Inform individuals to tell an Emergency Responder (Fire/Police) your location.
  -or-
  Notify Emergency Responders of your location via Cell Phone or Call Box.
- Remain in the Area of Rescue Assistance until Emergency Responders arrive.
# Appendix D: Bomb Threat Checklist

## BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact University Police immediately with information and await instructions.

### If a bomb threat is received by handwritten note:
- Call University Police
- Handle note as minimally as possible.

### If a bomb threat is received by email:
- Call University Police
- Do not delete the message.

### Signs of a suspicious package:
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery

**DO NOT:**
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

**Call 7777**
(or 570-941-7777 on non-campus phones)

## BOMB THREAT CHECKLIST

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Caller Hung Up:</td>
<td>Phone Number Where Called:</td>
</tr>
<tr>
<td>Call Received:</td>
<td></td>
</tr>
</tbody>
</table>

### Ask Caller:
- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What is going to happen?
- Did you place the bomb? Yes / No
- Why?
- What is your name?

### Exact Words of Threat:

### Information About Caller:
- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

### Caller's Voice
- Accent
- Angry
- Calm
- Excited
- Female
- Laughing
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

### Background Sours:
- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

### Threat Language:
- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

### Other Information: 
## Appendix E: Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>AED</td>
<td>Automated External Defibrillator</td>
</tr>
<tr>
<td>AHJ</td>
<td>Authority Having Jurisdiction</td>
</tr>
<tr>
<td>CPR</td>
<td>Cardio Pulmonary Resuscitation</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>EAP</td>
<td>Employee Assistance Program</td>
</tr>
<tr>
<td>EHS</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>EMA</td>
<td>Emergency Management Agency</td>
</tr>
<tr>
<td>EMS</td>
<td>Emergency Medical Services</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
</tr>
<tr>
<td>ERP</td>
<td>Emergency Response Plan</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>HSEEP</td>
<td>Homeland Security Exercise and Evaluation Program</td>
</tr>
<tr>
<td>HVA</td>
<td>Hazard Vulnerability Analysis</td>
</tr>
<tr>
<td>HVAC</td>
<td>Heating, Ventilation and Air Conditioning</td>
</tr>
<tr>
<td>IC</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>ICP</td>
<td>Incident Command Post</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>IMT</td>
<td>Incident Management Team</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>NWS</td>
<td>National Weather Service</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>SBCC</td>
<td>Student Behavioral Concern Committee</td>
</tr>
</tbody>
</table>
## Appendix F: Evacuation Rally Points, Assembly Areas, and Evacuation Shelters

### Table F-1 – Rally Points

<table>
<thead>
<tr>
<th>Building / Structure Name</th>
<th>Bldg # on map</th>
<th>Evacuation Rally Point description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Memorial Hall</td>
<td>29</td>
<td>Alumni Hall Parking Lot, next to the Institute of Molecular Biology and Medicine</td>
</tr>
<tr>
<td>Blair House</td>
<td>66</td>
<td>Sidewalk immediately west of Blair House</td>
</tr>
<tr>
<td>Brennan Hall</td>
<td>16</td>
<td>Sidewalk adjacent to Founder’s Green and McDade Center</td>
</tr>
<tr>
<td>Byron Recreation Complex</td>
<td>61</td>
<td>Redington Parking Lot (Ridge Row and North Webster)</td>
</tr>
<tr>
<td>Cambria House</td>
<td>34</td>
<td>400 Quincy Parking Lot</td>
</tr>
<tr>
<td>Campion Hall</td>
<td>26</td>
<td>Parking lot between Campion Hall and Scranton Hall</td>
</tr>
<tr>
<td>Casey Hall</td>
<td>56</td>
<td>The Commons, immediately south of Casey Hall</td>
</tr>
<tr>
<td>Center for Rehabilitation Education</td>
<td>5</td>
<td>O’Hara Hall Parking Lot, adjacent to O’Hara Hall</td>
</tr>
<tr>
<td>Chapel of the Sacred Heart</td>
<td>24</td>
<td>Parking lot between Campion Hall and Scranton Hall</td>
</tr>
<tr>
<td>Ciszek Hall</td>
<td>71</td>
<td>Sidewalk immediately south of Ciszek Hall</td>
</tr>
<tr>
<td>Communications Wing – St. Thomas Hall</td>
<td>44</td>
<td>Long Center Parking Lot</td>
</tr>
<tr>
<td>Condon Hall</td>
<td>72</td>
<td>Condon Parking Lot (Linden Street and North Webster)</td>
</tr>
<tr>
<td>DeNaples Center</td>
<td>38</td>
<td>Sidewalks adjacent to Dionne Green</td>
</tr>
<tr>
<td>DeNaples Fields</td>
<td>81</td>
<td>Poly-Hi Parking Lot at DeNaples Fields</td>
</tr>
<tr>
<td>Denis Edward Hall</td>
<td>53</td>
<td>Sidewalk adjacent to Hafey Hall</td>
</tr>
<tr>
<td>Dexter Hanley, S.J. House</td>
<td>12</td>
<td>Lower Madison Parking Lot off Madison Avenue</td>
</tr>
<tr>
<td>Dorothy Day House</td>
<td>78</td>
<td>Linden Plaza Parking Lot off Linden Street</td>
</tr>
<tr>
<td>Drexel House</td>
<td>79</td>
<td>Linden Plaza Parking Lot off Linden Street</td>
</tr>
<tr>
<td>Driscoll Hall</td>
<td>49</td>
<td>Sidewalk immediately west of Blair House</td>
</tr>
<tr>
<td>Edward Leahy Hall</td>
<td>5</td>
<td>Across the street to Hyland Hall</td>
</tr>
<tr>
<td>The Estate</td>
<td>27</td>
<td>Parking lot between Campion Hall and Scranton Hall</td>
</tr>
<tr>
<td>Fayette House</td>
<td>64</td>
<td>Sidewalk along Mahon Court</td>
</tr>
<tr>
<td>Fitch Hall</td>
<td>51</td>
<td>The Royal Way, adjacent to McCormick Hall</td>
</tr>
<tr>
<td>Gannon Hall</td>
<td>46</td>
<td>The Royal Way, adjacent to McCormick Hall</td>
</tr>
<tr>
<td>Gavigan Hall</td>
<td>69</td>
<td>The Commons just south of Gavigan Hall</td>
</tr>
<tr>
<td>Gonzaga House</td>
<td>68</td>
<td>Sidewalk immediately west of Blair House</td>
</tr>
<tr>
<td>Hafey Hall</td>
<td>54</td>
<td>Sidewalk immediately west of Blair House</td>
</tr>
<tr>
<td>Hannan Hall</td>
<td>58</td>
<td>The Commons just south of Gavigan Hall</td>
</tr>
<tr>
<td>Harper-McGinnis Wing – St. Thomas Hall</td>
<td>43</td>
<td>Sidewalks adjacent to Dionne Green or Long Center Parking Lot</td>
</tr>
<tr>
<td>Herold Apartments</td>
<td>2</td>
<td>Sidewalks adjacent to Mulberry Street</td>
</tr>
<tr>
<td>Hill House</td>
<td>75</td>
<td>Linden Plaza Parking Lot off Linden Street</td>
</tr>
<tr>
<td>Houlihan-McLean Center</td>
<td>7</td>
<td>Parking area adjacent to Northeast Reg’l Cancer Institute</td>
</tr>
<tr>
<td>Hyland Hall</td>
<td>4</td>
<td>Hyland Parking Lot</td>
</tr>
<tr>
<td>Institute of Molecular Biology and Medicine</td>
<td>30</td>
<td>Alumni Hall Parking Lot</td>
</tr>
<tr>
<td>Joyce Building</td>
<td>74</td>
<td>Carpenter Shop Parking Lot adjacent to the building</td>
</tr>
<tr>
<td>Keating House</td>
<td>13</td>
<td>Sidewalk adjacent to Founder’s Green and Brennan Hall</td>
</tr>
<tr>
<td>Lavis Hall</td>
<td>47</td>
<td>The Royal Way, adjacent to McCormick Hall</td>
</tr>
<tr>
<td>Liva Arts House</td>
<td>63</td>
<td>Sidewalk along North Webster Avenue</td>
</tr>
<tr>
<td>Long Center</td>
<td>60</td>
<td>Redington Parking Lot</td>
</tr>
<tr>
<td>Loyola Hall</td>
<td>28</td>
<td>Parking lot between Campion Hall and Scranton Hall</td>
</tr>
<tr>
<td>Loyola Science Center</td>
<td>45</td>
<td>Long Center Parking Lot</td>
</tr>
<tr>
<td>Lynett Hall</td>
<td>57</td>
<td>The Commons, immediately south of Casey Hall</td>
</tr>
<tr>
<td>Madison Square</td>
<td>11</td>
<td>Lower Madison Parking Lot</td>
</tr>
<tr>
<td>Madonna della Strada Chapel</td>
<td>32</td>
<td>Rock Hall Parking Lot</td>
</tr>
<tr>
<td>Martin Hall</td>
<td>55</td>
<td>The Commons, immediately south of Casey Hall</td>
</tr>
<tr>
<td>Building / Structure Name</td>
<td>Bldg # on map</td>
<td>Evacuation Rally Point description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>McCormick Hall</td>
<td>50</td>
<td>The Royal Way, adjacent to McCormick Hall</td>
</tr>
<tr>
<td>McCourt Hall</td>
<td>52</td>
<td>The Royal Way, adjacent to McCormick Hall</td>
</tr>
<tr>
<td>McDade Center for Literary &amp; Performing Arts</td>
<td>18</td>
<td>Sidewalk adjacent to Founder’s Green and McDade Center</td>
</tr>
<tr>
<td>McGowan House</td>
<td>67</td>
<td>Sidewalk immediately west of Blair House</td>
</tr>
<tr>
<td>McGurrin Hall</td>
<td>6</td>
<td>Funeral Home Parking Lot between Jefferson St. and Kressler Ct.</td>
</tr>
<tr>
<td>Montrone Hall</td>
<td>37</td>
<td>Mulberry/Quincy Parking Lot</td>
</tr>
<tr>
<td>Mosque</td>
<td>76</td>
<td>Linden Plaza Parking Lot</td>
</tr>
<tr>
<td>Nevils Hall</td>
<td>48</td>
<td>Sidewalk immediately west of Blair House</td>
</tr>
<tr>
<td>Northeast Regional Cancer Institute</td>
<td>8</td>
<td>Parking area adjacent to Northeast Reg’l Cancer Institute</td>
</tr>
<tr>
<td>O’Hara Hall</td>
<td>9</td>
<td>Jefferson Avenue Parking Lot</td>
</tr>
<tr>
<td>Public Safety Pavilion</td>
<td>17</td>
<td>Sidewalk adjacent to Founder’s Green and McDade Center</td>
</tr>
<tr>
<td>Pilarz Hall</td>
<td>36</td>
<td>Noo’s Lot (Parking Lot at Mulberry and Monroe)</td>
</tr>
<tr>
<td>Printing and Mailing Services</td>
<td>3</td>
<td>Hyland Parking Lot (Linden and Kessler Court)</td>
</tr>
<tr>
<td>Quain Memorial Conservatory</td>
<td>23</td>
<td>Parking lot between Campion Hall and Scranton Hall</td>
</tr>
<tr>
<td>Redington Hall</td>
<td>73</td>
<td>Redington Parking Lot</td>
</tr>
<tr>
<td>Rock Hall</td>
<td>33</td>
<td>Rock Hall Parking Lot</td>
</tr>
<tr>
<td>St. Thomas Hall</td>
<td>42</td>
<td>Sidewalks adjacent to Dionne Green</td>
</tr>
<tr>
<td>Scranton Hall</td>
<td>22</td>
<td>Parking lot between Campion Hall and Scranton Hall</td>
</tr>
<tr>
<td>Seton House</td>
<td>80</td>
<td>Linden Plaza Parking Lot</td>
</tr>
<tr>
<td>Smurfit Arts Center</td>
<td>10</td>
<td>Madison Parking Lot</td>
</tr>
<tr>
<td>Timlin House</td>
<td>14</td>
<td>Sidewalk adjacent to Founder’s Green and McDade Center</td>
</tr>
<tr>
<td>Tioga House</td>
<td>65</td>
<td>Sidewalk along Mahon Court</td>
</tr>
<tr>
<td>Wayne House</td>
<td>35</td>
<td>400 Quincy Parking Lot</td>
</tr>
<tr>
<td>Weinberg Memorial Library</td>
<td>39</td>
<td>Sidewalks adjacent to Dionne Green</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>70</td>
<td>Sidewalk immediately south of Ciszek Hall</td>
</tr>
<tr>
<td>600 Linden Street</td>
<td>1</td>
<td>Hyland Parking Lot</td>
</tr>
</tbody>
</table>

Table F-2 – Assembly Areas

<table>
<thead>
<tr>
<th>Parking Lot/Structure Name</th>
<th>Symbol on map</th>
<th>Evacuation Rally Point description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Madison Lot</td>
<td>L</td>
<td>On the corner of Mulberry St and Madison Ave</td>
</tr>
<tr>
<td>Quincy Lot</td>
<td>W</td>
<td>On the corner of Quincy Ave and Vine St</td>
</tr>
<tr>
<td>Jefferson Lot</td>
<td>S</td>
<td>Between O’Hara Hall and Day Nursery Assoc.</td>
</tr>
<tr>
<td>Dionne Green</td>
<td>40</td>
<td>Adjacent to the Weinburg Memorial Library</td>
</tr>
<tr>
<td>Poly Hi Solidur Park</td>
<td>H</td>
<td>Located next to the tennis courts below Ridge Row</td>
</tr>
<tr>
<td>Fitzpatrick Lot</td>
<td>Not shown</td>
<td>Adjacent to Fitzpatrick Field</td>
</tr>
</tbody>
</table>

Table F-3 – Evacuation Shelters

<table>
<thead>
<tr>
<th>Building / Structure Name</th>
<th>Bldg # on map</th>
<th>Evacuation Rally Point description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeNaples Center</td>
<td>38</td>
<td>Located on Mulberry St between Monroe and Quincy Aves</td>
</tr>
<tr>
<td>The Byron Recreation Complex</td>
<td>61</td>
<td>Above Ridge Row, next to the Long Center</td>
</tr>
</tbody>
</table>
Figure F-1 – Map of Evacuation Rally Points

Figure 7. Evacuation Rally Points.
Appendix G: Additional Information for Persons Requiring Evacuation Assistance

An individual with a disability or medical condition may not be able to evacuate without special assistance. During an emergency, it is the ultimate responsibility of the individual to be responsible for his or her own safety. It is vitally important for the individual with a disability to be aware of his or her surroundings at all times, and know what actions need to be taken if an emergency breaks out and to be prepared at all times with the knowledge of how to react.

The individual with a disability is recommended to self-disclose and provide information about special assistance that may be needed during an emergency evacuation at the University. Self-identification is voluntary and the purpose for the request is to provide information to the appropriate persons to assist in their safe evacuation in case of an emergency. Refer to Emergency Evacuation Special Needs Notification forms (Appendix B and C).

| Emergency Evacuation Special Needs Notification for Students (Appendix B) |
|---------------------------------------------------------------|-------------------------|
| Learning Enrichment Specialist- Center for Teaching and Learning Excellence (CTLE) | 570-941-4038 |

| Emergency Evacuation Special Needs Notification for Employees (Appendix C) |
|---------------------------------------------------------------|-------------------------|
| ADA Compliance Officer- Equity and Diversity Office | 570-941-6645 |

Evacuation Assistance

1. **Resident Assistants:** One of the responsibilities of a Resident Assistant is to ensure that occupants who will require evacuation assistance have been identified and have received information on how to evacuate the building. In cases where a Resident Assistant is present when a building evacuation of a residence hall is required, the Resident Assistant will advise arriving responders regarding any occupants who will require evacuation assistance.

2. **Buddy System:** Make use of a “Buddy System.” An individual with a disability should identify one or more reliable persons who can provide limited assistance in case of an emergency. When there has been notification of an emergency situation, the “Buddy” will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Only emergency personnel who are properly equipped will then enter the building and evacuate the person.

3. **Equipment:** There is equipment available to assist with the emergency evacuation of persons with disabilities, especially persons with mobility impairments who cannot use the stairs. This requires the transfer of the person from their wheelchair to the evacuation equipment. This equipment also requires the assistance of two or more people who have been trained in transfer procedures such as emergency personnel or University Police. University Police has an EVACU-TRAC available during an emergency.
4. **Carry Out**: Individuals with mobility impairments may request being carried out of the building in case of an emergency. Only trained emergency personnel will execute this type of evacuation.

**Evacuation Options during an Emergency**

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation**
  
  Move away from the area of imminent danger to the safest distance away from the situation as possible (i.e. another wing, adjoining building, opposite end of corridor, outside to ground level).

- **Vertical (Stairway) Evacuation**
  
  Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

- **Stay in Place (Shelter in Place)**
  
  Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Dial 570-941-7777. The operator will give emergency personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or other visible object.

- **Area of Rescue Assistance**
  
  If the person with a disability cannot get far away from the danger via horizontal evacuation, then the individual should seek an area of refuge away from danger. Such an area should be equipped with the following:

  - Telephone communication.
  - Sprinkler system.
  - Fire rated doors, walls, or ceilings if available.

  On campus, these areas are generally stairwells and will be identified with a sign identifying the following:

  - Identification, including “Area of Rescue Assistance” or “Area of Refuge.”
  - The Universal Sign for Accessibility.
Adaptive Procedures for Individuals with Disabilities

Prior planning and practicing of emergency evacuation routes are important to ensure a safe evacuation.

- **Mobility Impaired (Wheelchair)**

  Persons using wheelchairs should stay in place or move to an Area of Rescue Assistance with their assistants when they are notified of an emergency situation. If a building evacuation is required, the assistant should then proceed to the Evacuation Rally Point outside the building and tell emergency personnel the location of the person with the disability. If the person with the disability is alone, the person should dial 570-941-7777 and tell the emergency operator their location and that they need assistance. Never attempt to use an elevator unless instructed to do so by emergency personnel. University Police and Scranton Bureau of Fire are equipped and trained to use a stair-chair to help with the evacuation of mobility impaired occupants.

- **Mobility Impaired (Non-wheelchair)**

  Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If there is no immediate danger (detectable smoke, fire, or unusual odor) the person with the disability may choose to stay in the building, using the other options, until emergency personnel arrive. Never attempt to use an elevator unless instructed to do so by emergency personnel.

- **Visually Impaired**

  All buildings are equipped with either fire horns, strobes or bells that sound the alarm and/or flash strobe lights. Horns are installed to aid sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently-travelled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer help to the individual with visual impairment and guide him/her through the evacuation route. Never attempt to use an elevator unless instructed to do so by emergency personnel.
• **Hearing Impaired**

Most University buildings are equipped with either fire horns/strobes/bells that flash strobe lights simultaneously with an audible alarm to alert persons with hearing impairments. During office hours or class time, a buddy or designated person may give a notice to an individual with a disability to evacuate the building.

• **Cognitively Impaired**

Individuals with cognitive impairments can hear fire alarms and see visual indicators of the need to evacuate. Individuals with cognitive impairments may not have the ability to recognize, understand, and respond appropriately to fire alarms. Guidance will be provided during the evacuation to locate exits and leave the building.

**Appendix H: Responsibilities of Resident Assistants Regarding Evacuations**

When a Resident Assistant is present in a residence hall at the time a building evacuation is initiated, the Resident Assistant will have certain responsibilities under this plan.

Resident Assistants are expected to evacuate the area immediately during an emergency. It is **not** the responsibility of Resident Assistants to perform area searches.

**As part of their routine responsibilities and in concert with this plan Resident Assistants will:**

1. Assist in evacuation drills.
2. Routinely inspect for possible fire hazards and report deficiencies to the Environmental Health and Safety Office.
3. Know locations of and how to use fire extinguishers.
4. Ensure that students are familiar with evacuation procedures.
5. Be aware of building occupants with special needs who may need assistance during an evacuation (e.g., hearing- or sight-impaired, on crutches, in a wheelchair). Know where occupants with special needs are to stage in the event of an evacuation.
6. Attend annual University training coordinated by Environmental Health and Safety.

**During a building evacuation Resident Assistants will:**

1. Call University Police at **7777 (570-941-7777)** for non-campus line and/or pull the fire alarm whenever a situation could pose immediate danger to people, property, or processes in the building. **DO NOT ACTIVATE THE FIRE ALARM SYSTEM DURING AN ACTIVE SHOOTER INCIDENT.**
2. Assist in the evacuation process as able. Direct individuals to evacuation routes and designated Evacuation Rally Points. Perform a cursory visual “sweep” during evacuation.

3. To the best of their ability at the time of an evacuation, account for occupants and serve as a liaison with emergency responders (e.g., University Police, Scranton Bureau of Fire, Scranton Police, Emergency Medical Services/Ambulance, Health and Safety). Meet responders upon their arrival and convey specific information about hazards in the building, access, locations of persons with special needs, etc.

4. Upon receiving clearance from the Authority Having Jurisdiction/emergency responders, help University Police notify occupants that the building is safe for re-entry. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter.