

EMERGENCY Desk Reference

Planning for an Emergency

- Contact University Police for all Emergencies at (570) 941-7777.
- Review the evacuation plan for your area.
- Know where your primary and secondary exits routes are located.
- Know where to report during an evacuation.
- Know how and where to report emergencies.
- Participate in routine emergency drills.

Emergency Notification

- For Police, injury or all emergency calls, contact University Police at 7777 or contact University Police at 7777 or 911.
- Remain calm, state your name, location, nature of the emergency and stay on the line until directed.
- Watch for the arrival of emergency personnel and direct them to the emergency location.

Fires and Evacuations

- Always evacuate at the sound of the alarm.
- If you discover a fire, pull the nearest fire alarm.
- Collect your immediate belongings and exit by the nearest designated route.
- Support those that may need assistance.
- Persons requiring special assistance may be directed to the closest Area of Rescue Assistance then notify University Police or 911.
- Close but DO NOT LOCK doors as you leave.
- DO NOT USE ELEVATORS.
- Proceed to your designated assembly area and report to the coordinator.
- Do not return to the building until directed by University Police.

Persons Requiring Assistance

- Assist individuals that may need assistance.
- Use a designated buddy system.
- Move to the building's nearest Area of Rescue Assistance.
- Notify emergency responders of your location via emergency telephone if available.

On-Campus Sheltering Event

- If a campus-wide evacuation is needed, report to the DeNaples Center.
- The alternate reporting site is the Byron Center.

Suspicious Package

- Without touching or disturbing the item, note the size, shape and location.
- Provide the information immediately to University Police.
- Instruct everyone to stay away.
- Be prepared to evacuate.

Bomb Threat

- Evacuate the Building. DO NOT pull the fire alarm.
- Collect your immediate belongings and exit by the nearest designated route.
- Proceed to your designated assembly area and report to the coordinator.
- Do not return to the building until directed by University Police or Emergency Response Officials.

Bomb Threat Phone Call

- Remain calm and keep the caller on the line.
- Ask:

Where is the bomb?	When will it explode?
What kind of bomb is it?	What does it look like?
What is your name?	Why did you place the bomb?
Where are you now?	
- Hang up after the caller hangs up.
- Dial 24 on the same line, then hang up.
- Provide the information immediately to University Police.

Active Shooter

- GET OUT: If possible, exit the building immediately and warn others.
- CALL OUT: After securing yourself, call University Police or 911.
- HIDE OUT: Find a safe place to hide.
- KEEP OUT: Lock and barricade doors, close windows, turn off lights and AV equipment.
- Do not activate the fire alarm.
- Remain until directed by University Police.
- TAKE OUT: Attempting to overcome an armed subject with force is a last resort that should only be initiated in the most extreme circumstances.

Shelter-in-Place

- If inside and in a safe location, stay where you are.
- If outdoors, be aware of directives to proceed to designated buildings.
- Locate an interior room to shelter inside.
- Shut windows, vents and close exterior doors.
- Report to University Police and provide your location and a list of any individuals with you.

Life-Threatening Injuries

- Call University Police or 911.
- Provide as much information as possible about the injury and victim.
- University Police will respond and alert medical responders.
- If trained in First aid/CPR, act within your expertise.
- Remain calm and stay with the person.

Non-Life Threatening Injuries

- Call University Police or 911 when any medical assistance may be necessary.
- Employees must report all work-related injuries to their immediate supervisor and Human Resources.
- Students or visitors must report all injuries to University Police.

Hazardous Materials and Chemical Incidents

- 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, MSDS, injuries, types of chemicals, hazards (fire, reactivity, health), odors, and container type.
- Only trained individuals are to handle hazardous materials and chemicals.
- Do not return until directed by University Police.

Gas Leak

- 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.

Elevator Failure

- 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.