



EMERGENCY DESK REFERENCE

PLANNING FOR AN EMERGENCY

- Save emergency contact numbers in your phone.
- **Contact University Police for all emergencies at (570) 941-7777 or dial x7777 from a campus phone.**
- Review the Emergency Response Plan.
- Be familiar with your nearest exit areas.
- Know your evacuation Rally Points.
- Know how and where to report emergencies.
- Register for ENS through the my.scranton portal.

PERSONS REQUIRING ASSISTANCE

- Exit the building if possible, or report to the nearest Area of Rescue Assistance or enclosed stairwell.
- Notify emergency responders of your location by emergency telephone or cell phone.
- Ask others for support if needed.

PERSONS PROVIDING ASSISTANCE

- Help individuals needing assistance get to safe area.
- Notify emergency responders of the location of any person(s) in need of assistance.

SUSPICIOUS PACKAGE

- Without touching or disturbing the item, note the size, shape and location.
- Provide the information immediately to University Police.
- Clear the area and await further instructions.

LIFE-THREATENING INJURIES

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

NON-LIFE-THREATENING INJURIES

- Call University Police or 9-1-1 when any medical assistance is necessary.
- Employees must report all work-related injuries to their immediate supervisor and Human Resources.
- Students or visitors report all injuries to University Police.

ACTIVE SHOOTER

- **RUN:** If possible, exit building and run.
- After securing yourself, call University Police or 9-1-1.
- **HIDE:** Find a safe place to hide.
- Lock/barricade doors/windows, turn off lights, silence phone.
- Stay in place until directed by ENS message/University Police.
- **FIGHT:** As a last resort, your only chance may be to fight.

HAZARDOUS MATERIALS AND CHEMICAL INCIDENTS

- Clear the immediate area.
- Evacuate the building, closing doors behind you.
- If not in immediate danger, call University Police.
- Report any chemical information, SDS, injuries or exposures, types of chemicals, hazards (fire, reactivity, health), odors, container type.
- Only trained individuals should assess hazardous materials and chemical spills.
- Do not return until the all clear is given.

GAS LEAK

- Stop all operations.
- **DO NOT** turn anything on or off (lights, electrical equipment, cell phones).
- Remove sources of ignition (cigarettes and candles).
- Evacuate the immediate area.
- Contact University Police or 9-1-1.

BOMB THREAT

- Immediately report all bomb threats to University Police and await further instructions.
- If directed to evacuate the building:**
- Collect your immediate belongings and exit by the nearest designated route.
 - While evacuating be aware of any suspicious objects and report them to the police.
 - Proceed to your designated assembly area.
 - Do not return to the building until the all clear is given.

BOMB THREAT PHONE CALL

- Remain calm and keep the caller on the line.

Ask:

- Where is the bomb?
- What kind of bomb is it?
- What is your name?
- Where are you now?
- When will it explode?
- What does it look like?
- Why did you place the bomb?
- Do NOT Hang up.
- Attempt to record the incoming call number and/or subscriber information.
- Provide all information immediately to University Police.

BUILDING ACCESS LEVELS

TOTAL LOCKDOWN

All exterior doors are locked, & Royal Card Access is not available.

If inside:

- If inside and in a safe location, stay where you are.
- Move to a securable area and lock interior door.
- Close the window coverings.
- Move away from windows & get low on the floor.
- Keep everyone calm, quiet & out of sight, silence phone.
- Remain in secure area until further direction/all clear.

If unable to enter a building:

- Leave the area and seek safe shelter off campus.
- Return to campus only after the all clear is given.

ROYAL CARD ACCESS ONLY

All exterior doors are locked, and access is only available using a Royal Card. This is not a lockdown.

- This is the typical setting for all residence halls and evening/ weekend hours for all University Buildings.
- There are no restrictions on movement throughout campus.
- Classes and University business will continue under a normal schedule unless directed otherwise.
- Activities may be restricted based on the circumstances of the issue.

SHELTER-IN-PLACE

Shelter in place is for protection from an outside environmental, weather or security threat.

- If inside and in a safe location, do not leave the building.
- If outdoors, seek shelter in the nearest building.
- Building access may or may not be restricted based on circumstances of the event.
- Shut windows, vents and close exterior doors.
- Stay in place until directed by ENS message/University Police.

EVACUATION

- Always evacuate at the sound of the alarm.
- If you discover a fire, pull the nearest fire alarm.
- Collect your immediate belongings and exit.
- Support those that may need assistance.
- Close but **DO NOT LOCK** doors as you leave.
- **DO NOT USE ELEVATORS.**
- Leave the building and proceed to the designated Rally Point.
- Do not return until directed by University Police.
- Rally points are listed on the building evacuation plan found in the hallway or lobby

