IN CASE OF EMERGENCY

ALL EMERGENCIES
remain calm and CALL University Police 570-941-7777, then 9-1-1

FIRE
• Immediately evacuate for all alarms
• If you discover a fire, pull the nearest alarm
• Collect immediate belongings
• Exit by the nearest evacuation route
• Do not use elevators
• Proceed to the designated rally point
• Do not return until directed

PERSONS REQUIRING ASSISTANCE
• Help individuals that may need assistance
• If you directly evacuate the building, assist them to the nearest Area of Rescue Assistance or enclosed stairwell, lobby
• Notify emergency personnel of the individual’s location (floor, stairwell)

ACTIVE SHOOTER
RUN
• If possible, exit the building and run
• When safe, call University Police or 911

HIDE
• Find a safe place to hide
• Lock/barricade doors/windows
• Turn off lights & silence cell phones
• Stay in place until all clear is given

FIGHT
• As a last resort, fight

BUILDING ACCESS LEVELS

TOTAL LOCKDOWN
All exterior doors are remotely locked by University Police
• Access is not available by Royal Card
• If inside and in a safe area, stay there
• Move to a securable area and lock door
• Close window coverings and move away
• Keep calm and silence cell phones
• Remain until the all clear is given
• If unable to enter a building, leave the area and seek shelter off campus

ROYAL CARD ACCESS ONLY
All exterior doors are locked, and access is only available with a Royal Card
• Activities may be restricted based on the circumstances of the issue
• Classes and University business continue under a normal schedule unless directed otherwise

SHELTER-IN-PLACE
Shelter-in-Place is for protection from an outside environmental, weather or security threat
• If inside and in a safe area, stay there
• Locate an interior room and close windows, vents and exterior doors

EVACUATION
• Immediately evacuate at the sound of a fire alarm or when directed by ENS
• Collect immediate belongings and exit by the nearest available route
• Support those that may need assistance
• Close doors as you leave
• Proceed to the designated rally point
• Rally points are listed on the building evacuation plan found in the hallway or lobby

THE UNIVERSITY OF SCRANTON
A JESUIT UNIVERSITY