

# 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

