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.

SHELTER-IN-PLACE
Shelter in place is for protection from an outside environmental, weather or security threat.
• If inside and in a safe location, stay where you are.
• 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.

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 secure 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 under 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.

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.