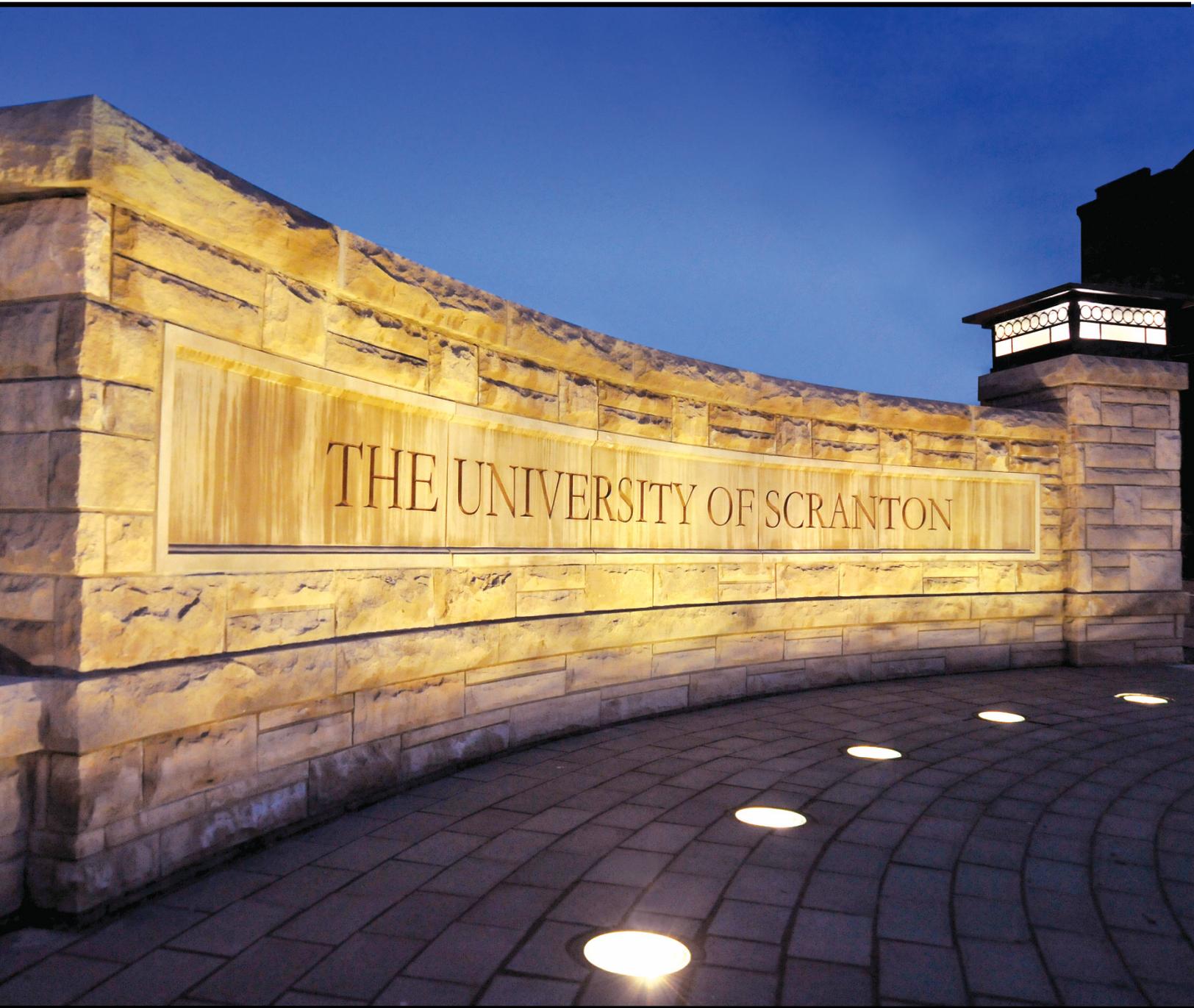


The University of Scranton



Emergency Response Plan



Section 1

Emergency Response Quick Reference Guide

The University of Scranton
Emergency Response Plan
March 2019

Emergency Response Quick Reference Guide



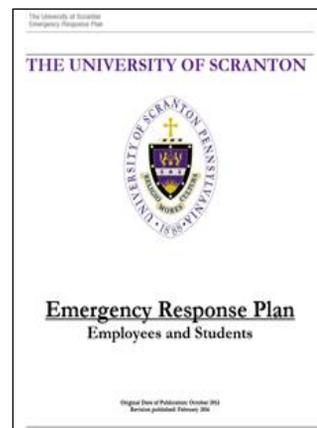
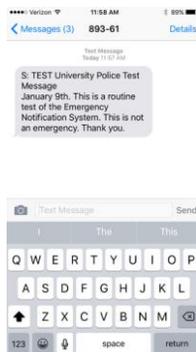
Planning for an Emergency	
Reporting an Emergency	
Evacuation Rally Points & Assembly Areas	
Total Lockdown	
Royal Card Access	
Shelter-in-Place	
Evacuation	
Active Shooter	
Bomb Threat	
Bomb Threat- Phone Call	
Suspicious Package	
Persons Requiring Assistance	
Medical Emergencies	
Elevator Failure	
Hazardous Materials or Chemical Spill	
Gas Leak	



Planning for an Emergency

- Review this Desk Reference and the Emergency Response Plan.
- Be familiar with your nearest exit areas.
- Know Evacuation Rally Points and Emergency Assembly Areas.
- Know how and where to report emergencies.
- Participate in emergency drills.
- Register for Emergency Notifications through the [my.scranton](https://my.scranton.edu) portal.
- Schedule Active Shooter Response Training with University Police.

If you have questions concerning a unique situation or need additional emergency information, please contact University Police.





Reporting an Emergency

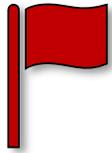
- For all emergency calls contact University Police:

(570) 941-7777 -or- **9-1-1**

- Remain calm, state your name, location, nature of the emergency and stay on the line until directed.
- Follow procedures as directed.

University Police (non-emergency)	570-941-7888
University Police (emergency)	570-941-7777
Police and Fire Departments	9-1-1
Scranton Police (non-emergency)	570-348-4141
Scranton Fire (non-emergency)	570-348-4132
University Counseling Center	570-941-7620
Student Health Services	570-941-7667
Geisinger Community Medical Center	570-969-8121
Moses Taylor Hospital	570-340-2900
Facilities	570-941-7416

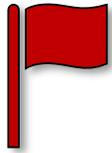




Rally Points & Assembly Areas

Residence Hall	Rally Point
Blair House	Condron Volleyball Courts
Casey Hall	GLM Patio
Condron Hall	Volleyball Courts
Denis Edward Hall	GLM Patio
Dorothy Day House	Linden Plaza Parking Lot off Linden Street
Drexel House	Linden Plaza Parking Lot off Linden Street
Driscoll Hall	Sidewalk immediately west of Tioga House
Fayette House	Sidewalk along Mahon Court
Fitch Hall	DeNaples Patio
Gannon Hall	DeNaples Patio
Gavigan Hall	Byron/Long Patio
Giblin-Kelly Hall	Byron/Long Patio
Gonzaga House	Condron Volleyball Courts
Hafey Hall	GLM Patio
Lavis Hall	DeNaples Patio
Liva Arts House	Sidewalk along North Webster Avenue
Lynett Hall	Byron/Long Patio
MacKillop Hall	DeNaples Patio
Madison Square	Rock Hall Parking Lot
Martin Hall	Byron/Long Patio
McCourt Hall	DeNaples Patio
McGowan House	Condron Volleyball Courts
Montrone Hall	Mulberry/Quincy Parking Lot
Nevils Hall	GLM Patio
Pilarz Hall	Rock Hall Parking Lot
Quincy Apartments	Rear of Building
Redington Hall	Redington Parking Lot
Romero Plaza	Founder's Green at Brennan Hall
Seton House	Linden Plaza Parking Lot
Tioga House	Sidewalk along Mahon Court

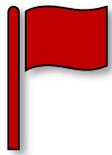




Rally Points & Assembly Areas

Building Name	Rally Point
Brown Hall	Linden Street Sidewalk
Alumni Memorial Hall	Alumni Hall Parking Lot
Brennan Hall	Founder's Green
Byron Recreation Complex	Redington Parking Lot
Cambria House	400 Quincy Parking Lot
Campion Hall	Parking lot between Campion Hall and Scranton Hall
Chapel of the Sacred Heart	Parking lot between Campion Hall and Scranton Hall
Ciszek Hall	Condron Volleyball Courts
Communications Wing	Dionne Green
DeNaples Center	Dionne Green
Edward Leahy Hall	Hyland Hall
The Estate	Alumni Memorial Green
Houlihan-McLean Center	S Parking Lot near O'Hara Hall
Hyland Hall	Hyland Parking Lot on Jefferson Avenue
IMBM	Alumni Memorial Green
Joyce Building	Redington Parking Lot
Long Center	Dionne Green
Loyola Science Center	Dionne Green or Estate Green
Madonna della Strada Chapel	Rock Hall Parking Lot
McDade Center	Founder's Green
McGurrin Hall	Hyland Hall
Northeast Regional Cancer Institute	Founder's Green
O'Hara Hall	Parking Lot S, North of Building
Public Safety Pavilion	DeNaples Center
Printing and Mailing Services	Hyland Parking Lot on Jefferson Avenue
Quain Memorial Conservatory	Parking lot between Campion Hall and Scranton Hall
Rock Hall	Rock Hall Parking Lot
St. Thomas Hall	Dionne Green
Scranton Hall	Founder's Green
Smurfit Arts Center	Madison Parking Lot
Weinberg Memorial Library	Founder's Green
Wellness Center	Condron Volleyball Courts





Rally Points & Assembly Areas

Emergency Assembly Areas	Evacuation Shelters
<ol style="list-style-type: none">1. Dionne Green2. Madison Parking Lot3. Quincy Avenue Parking Lot	<ol style="list-style-type: none">1. Byron Center2. DeNaples Center





Total Lockdown

What: All exterior building doors are locked by University Police through the Emergency Communications Center. Access is **not** available through the use of a Royal card.

WHY: A total lockdown may be activated upon confirmation of any significant emergency or dangerous situation that poses an immediate threat to the health or safety of the University community. All classes and activities are suspended until further direction, individuals should shelter in place.

If you are in a safe location during a total lockdown:

- If inside and in a safe location, stay where you are.
- Move to a securable area (such as an office or classroom) and lock interior doors.
- Close the window coverings.
- Move away from the windows and get low on the floor.
- Keep occupants calm, quiet and out of sight.
- Silence cell phones.
- Remain in your secure area until further direction or the all clear is given.

If you are unable to enter a building because of a total lockdown:

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





Royal Card Access Only

What: All exterior building doors are locked. Access is only available through the use of a Royal card.

This is the typical setting for all residence halls and evening/weekend hours for all University Buildings.

Why: A precautionary measure to prevent a potential threat from gaining entry to University buildings.

- This is not a Lockdown-- There are no restrictions on movement throughout campus.
- Classes and University business will continue under a normal schedule unless directed otherwise.





Shelter-in-Place

Shelter-in-place is an occupant protection strategy that may be issued in response to a variety of incidents where it is safer for building occupants to remain in the sheltered area of a building.

The primary reasons that a SIP may be required include:

- *Imminent or potential severe weather conditions (high winds, hail, tornado or severe thunderstorm)*
- *Presence of harmful vapors or other products of a nearby chemical release*
- *Presence or threat of an active shooter on campus*
- *In response to a serious activity and/or violent crime that has been reported on or near campus.*

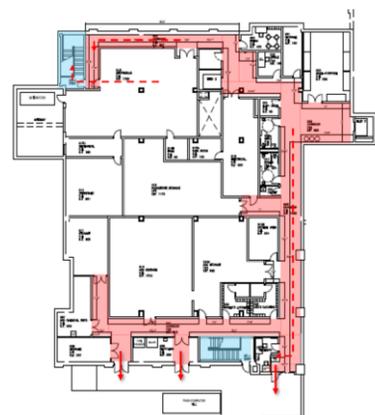
- If inside and in a safe location, stay where you are.
- If outdoors, seek shelter in the nearest building.
- Locate an interior room to shelter inside.
- Close windows, vents and close exterior doors.
- Stay in place until directed by ENS message and/or emergency personnel.
- Building access may or may not be restricted based on the circumstances of the incident.





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 by the nearest designated route.
- 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 to the building until directed by University Police.





Active Shooter

An active shooter is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

There are three basic options : run, hide, or fight

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 and barricade doors, close windows, turn off lights and silence your phone.
- Stay in place until directed by ENS message and/or emergency personnel.

FIGHT:

- As a last resort, your only chance may be to fight.





Bomb Threat

- Immediately report all bomb threats to University Police and await further instructions.

If or when 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 directed by University or Emergency Response Officials.

If You See Something, Say Something





Bomb Threat- Phone Call

If you receive a bomb threat via phone while at work:

- 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 it?

- Do NOT Hang up.

- Try to record the incoming call number and/or subscriber information.





Suspicious Package

If you identify a 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 instruct everyone to stay away.

MAIL Advisory

If you receive a suspicious letter or package

What should you do?

- 1 Handle with care
Don't shake or bump
- 2 Isolate and look
for indicators
- 3 Don't Open, Smell
or Taste
- 4 Treat it as Suspect!
Call 36111



Excessive Tape or String

Oily Stains,
Discolorations,
or Crystallization on Wrapper

No Return Address
Restrictive Markings

Possibly
Mailed from a
Foreign Country
Excessive Postage

Misspelled Words
Addressed to Title Only
or Incorrect Title
Badly typed or written

Protruding Wires
Lopsided or Uneven

Rigid or Bulky

Strange Odor

Wrong Title with Name

PERSONAL
SPECIAL
DELIVERY

Secretly Mailed
222 W. Ritten St.
Pittsburgh, Pa. 15204





Persons Requiring Assistance

Persons Requiring Assistance

- Exit the building if possible, or report to the nearest Area of Rescue Assistance (or stairwell, lobby).
- Notify emergency responders of your location via emergency telephone if available.
- Ask others for support if needed.

Persons Providing Assistance

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





Medical Emergency

Life-Threatening Injuries:

- Call University Police:

(570) 941-7777

-Or-

9-1-1

- Provide as much information as possible about the injury and victim.
- University Police will alert medical responders.
- If trained in First aid/CPR, act within your 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 must report all injuries to University Police.





Elevator Failure

- If trapped, use the emergency phone to notify University Police.

(570) 941-7777

-Or-

9-1-1

- 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.





Hazmat/Chemical Spill

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





Gas Leak

In the event of a suspected gas leak:

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





Section 2

Emergency Response Procedures

The University of Scranton
Emergency Response Plan
March 2019

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1) INTRODUCTION:

The University of Scranton is subject to a variety of hazards, the most likely and damaging of these are floods, winter storms, wind storms, power outages, fires, hazardous materials releases, infectious disease and acts of violence.

An emergency may require the cancellation or modification to The University's schedule, a full or partial evacuation, or relocating students and faculty to an alternate location for a temporary or extended timeframe. Returning to normal operations after an emergency may take days or weeks. In some cases, outside regulatory agencies may need to determine if or when The University can return to normal operations.

The University of Scranton's Emergency Response Plan (ERP) has been designed to:

- Promote preplanning for emergencies.
- Provide responsibility for personnel.
- Establish procedures to be followed during certain emergencies.
- Promote emergency preparedness and response training for employees and students.

The ERP is to be used as a reference to prepare for emergencies- all members of The University of Scranton community should familiarize themselves with this plan.

PURPOSE:

The purpose of this plan is to establish procedures, responsibilities, and duties; to promote planning; and to establish training for students and employees at The University of Scranton.

OBJECTIVES:

Most emergencies will require some type of response. The ERP is designed to assist in preplanning for these emergencies and will provide appropriate procedures in the event an actual emergency.

2) ROLES AND RESPONSIBILITIES

The following roles and responsibilities have been identified in the event of an emergency.

A. Incident Management Team

The Incident Management Team (IMT) who, by their titles and/or roles, have specific responsibilities and will convene in response to certain emergencies. The IMT Leader coordinates the emergency response including quickly developing incident objectives, managing all operations and resources, as well as having responsibility for all persons involved. The IMT Leader is responsible for organizing and directing activities in the Emergency Operations Center and providing overall strategic direction for University incident management and support activities, including emergency response and recovery.

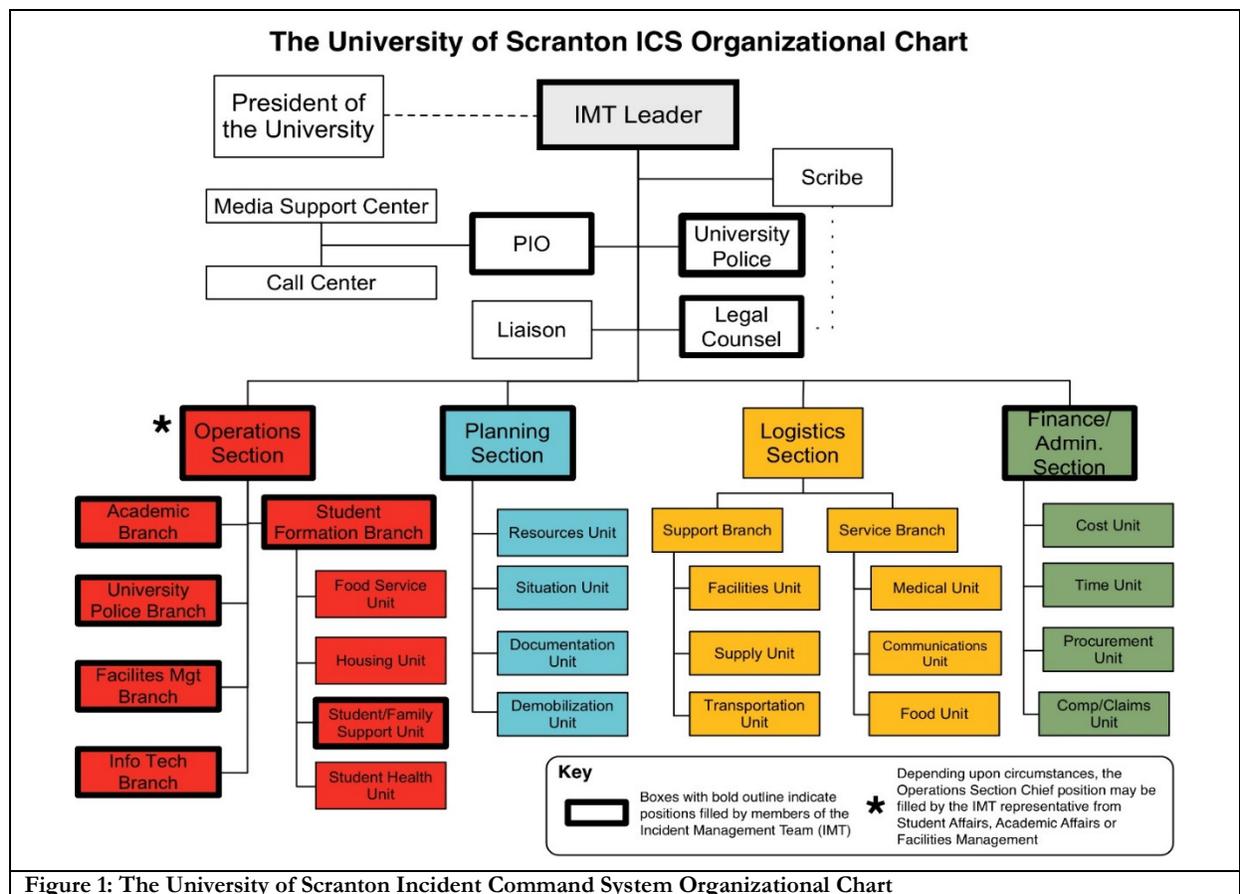


Figure 1: The University of Scranton Incident Command System Organizational Chart

B. Emergency Operations Plan

The Incident Management Teams uses the Emergency Operations Plan (EOP) to rapidly and efficiently mobilize resources in the event of an emergency. The EOP provides the foundation for a systematic approach to finding solutions to problems created by the threat or occurrence of any type of disaster (“all hazards”). The plan identifies the responsibilities, functions, operational procedures, and working relationships among the various University offices; local, county, state and federal government entities; emergency response partners, and not-for-profit, private, and voluntary support groups.

C. University Police

In the event of an emergency, University Police will coordinate with external agencies including, Scranton Police, Scranton Fire, FBI or other emergency services. Upon confirmation of any significant emergency or dangerous situation University Police will activate the Emergency Notification System (ENS). In certain instances, the office of Environmental Health and Safety (EHS) will respond and assess possible hazards to human health or the environment.

The majority of education related to emergency response is facilitated through University Police. Education may include organization-wide initiatives or department-specific programs based on lessons learned during drills, exercises and/or actual incident responses. An Emergency Desk Reference Guide and Classroom Postings are available and summarize procedures for various emergencies.

D. Emergency Communications

When emergencies occur, everyone has a need for accurate information. The University uses a variety of means for communicating information during an emergency. The University's primary means of communication during an emergency is the ENS. The University, without delay, will activate the ENS upon confirmation of any significant emergency or dangerous situation that poses an immediate threat to the health or safety of students or employees. The ENS can be activated by the Vice Provost for Enrollment Management & External Affairs, Director of News & Media Relations, Chief of University Police, Police Captain, and/or any other designated members of University Police. The responsible University authority will determine the actual content of the emergency notification.

Emergency notifications are sent by text, voice message, and email, advising students and employees of the nature of the emergency.

The University will provide additional information through the ENS when available. In situations where it is warranted, an Emergency Alert Hotline (866) 798-8637 may be established as an added resource for additional information.

E. Individual Responsibilities

Being prepared to handle emergencies is an individual as well as an organizational responsibility. Accordingly, members of the University community should familiarize themselves with the procedures set forth in this plan and be prepared to respond. Employees are not expected to perform rescue duties. Only those who have been trained to perform medical duties, such as administering first aid, performing CPR, and using AEDs may perform these duties.

If an individual discovers an emergency contact University Police at (570)-941-7777 or 9-1-1.

3) SPECIFIC EMERGENCY PROCEDURES

A. PLANNING FOR AN EMERGENCY

A disaster or critical incident may occur at any time without warning. In an effort to protect our safety and minimize disruption, everyone must take steps to prepare for such an event. This responsibility lies with both the individual and at an organizational level. There are a variety of actions that you can take prior to an event that will assist you in being personally prepared:

- Save all emergency numbers in your phone:
 - University Police (570) 941-7777 for emergencies, (570) 941-7888 for non-emergencies.
 - ENS numbers: (570) 941-5427 by phone, and 893-61 or 878-44 by text message.
- Be familiar with your nearest exit areas.
- Know where to report during an evacuation.
- Participate in routine emergency drills.
- Follow up with University Police with any additional questions.

B. REPORTING AN EMERGENCY

To report security issues, injuries, fires, accidents and all other types of emergency situations, contact University Police at 7777 or (570)-941-7777 from non-campus phones or call 9-1-1.

Remain calm and provide the dispatcher the following information:

- Your name;
- Location of the emergency;
- Condition of the ill or injured person;
- Any dangerous conditions;
- Stay on the line with the dispatcher.

Emergency Call Boxes:

There are a number of Emergency Call Boxes both on and off-campus and all Residence Halls. In an emergency, just press the red button and connect with the University Police dispatcher. Some boxes also feature a keypad that can be used to call campus phones.



Figure 2: Campus Emergency Call Boxes

C. PERSONS REQUIRING ASSISTANCE

An individual with a disability or medical condition may not be able to evacuate without special assistance. It is important to remember:

- You may not disregard a fire alarm.
- Proceed to the nearest emergency escape route/fire exit.
- Ask for assistance if needed.
- Make your way to the Area of Rescue Assistance on the floor (stairwell or elevator lobby)
- In specified buildings, elevators may be utilized to assist in the evacuation in areas not affected by fire or smoke.
- Notify emergency responders of your location via emergency telephone or cell phone.
- Do not re-enter the building until you have been notified to do so.

While ultimate responsibility for personal safety resides with the individual, certainly others in the vicinity during an evacuation or protective action may, but are not required to, provide assistance based on the situation and their own capabilities. To assist those in need, take the following actions:

- Ask the person to describe the type of assistance he or she requires.
- Use a buddy system (a cooperative prearranged assistance agreement).
- Assist with evacuation if possible, or move the individual in need to the building's nearest Area of Rescue Assistance or protected area.
- Notify emergency responders of the individual's location.

Additional information for persons needing assistance in evacuating a building is provided in Appendices A, C, D and H of this plan.

Areas of Rescue Assistance

If the person with a disability cannot evacuate, that person should seek a safe, protected area of the building, such as an "Area of Rescue Assistance", stairwell or lobby. "Areas of Rescue Assistance" are found in some buildings on campus and will be identified with a sign that contains the universal sign for accessibility and the words "Area of Rescue Assistance" or "Place of Refuge". These areas are typically equipped with the following:

- Telephone communication;
- Sprinkler system;
- Fire rated doors, walls, or ceilings if available.



Figure 3: Typical Area of Rescue Assistance, International Sign of Accessibility, and "Area of Refuge" Signs

D. BUILDING ACCESS LEVELS

The University has designated four different Building Access Levels that may be implemented during an emergency incident. The level will be based on the characteristics of the incident and may change as the incident evolves.

i. TOTAL LOCKDOWN

Total Lockdown is when all exterior building doors are locked by University Police remotely through the Emergency Communications Center. Access is not available through the use of a Royal Card.

Total Lockdown may be activated upon confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health and safety of The University Community. During a Total Lockdown, all classes and activities are suspended until further notice.

If you are in a safe location during a Total Lockdown:

- If inside and in a safe location, stay where you are.
- Move to a securable area (such as an office or classroom) and lock interior doors.
- Close the window coverings.
- Move away from the windows and get low on the floor.
- Keep occupants calm, quiet and out of sight.
- Silence cell phones.
- Remain in your secure area until further direction or the all clear is given.

If you are unable to enter a building because of a total lockdown:

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

ii. ROYAL CARD ACCESS ONLY

Royal Card Access Only means that all exterior building doors are locked. Access is only available through the use of a Royal Card. This is the typical setting for all residence halls and evening/weekend hours for all University Buildings.

Royal Card Access Only is implemented as a precautionary measure to prevent a potential threat from gaining entry to University Buildings. This measure is not a Lockdown. There are no restrictions on movement throughout campus. Classes and University business will continue under a normal schedule unless directed otherwise.

iii. SHELTER-IN-PLACE

Shelter-in-place is an occupant protection strategy that may be issued in response to a variety of incidents involving severe weather, violent behavior, outside chemical releases and other situations where it is safer for building occupants to remain in the sheltered area of a building. Thus, to "shelter-in-place" means to take refuge inside the nearest structure.

A shelter-in-place notification may come from several sources, including University Police or other authorities. Additional incident-specific information will be provided when available, however, individuals may have to make independent decisions based on the information they have at the time.

Consider the following options when directed to shelter-in-place:

- If you are inside and in a safe location, stay where you are.
- If you are outdoors, seek shelter in the nearest building.
- Locate an interior room to shelter inside.
- Close windows, vents and exterior doors.
- Stay in place until directed by ENS message and/or emergency personnel.

Building access may or may not be restricted based on the circumstances of the incident.

When shelter-in-place actions are no longer necessary, use caution when moving through or out of the building as the building may have been damaged and new hazards may exist. Report any building damage or hazards to University Police.

iv. EVACUATION

All students, faculty, and staff are strongly encouraged to take the time to learn the different ways to exit a particular building before there is an emergency. Know the locations of primary and alternate exits in any building you enter. In general, be aware that during an evacuation you are responsible for your own safety. Evacuations are mandatory for fire alarms and when directed by authorities.

- If you discover a fire, pull the nearest fire alarm to prompt others to evacuate.
- Always evacuate immediately at the sound of the alarm. Ensure that others in your immediate vicinity are aware of the need to evacuate.
- 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.
 - Evacuation Rally Points are designated for each building and are a safe location that allows authorities to appropriately respond. Evacuation routes and Rally Points are posted in all buildings and can be found in Appendix G of this plan.
- **DO NOT** return to the building until directed by University Police or Scranton Fire.

Emergency personnel often silence the fire alarm upon their arrival to facilitate their own ability to communicate. Silencing of the fire alarm **IS NOT** an indication for occupants to re-enter.

If you are **TRAPPED** in the building and cannot find an escape route:

- Call University Police at x7777 or (570)-941-7777 from a non-campus phone or call 9-1-1 and give your exact location.

- In the event that the University communications system might be overwhelmed, the Lackawanna County Communication Center is the best alternative: Lackawanna County Communication Center 911*

*If using a Campus Phone, you must dial 9 for an outside line.

Immediate Evacuations

An immediate evacuation of a building may be required for several reasons including fires and fire alarm activations, release of natural gas or other hazardous materials within or near a building, and violent situations (such as an active shooter). Each of these situations presents unique considerations regarding how and when to evacuate but in general the following actions should be taken:

- Quickly determine the most effective way to protect your own life and take action.
- If others choose not to evacuate or move away from a hazard, do not hesitate to keep moving.
- In situations that do not involve potential violence, upon exit from the building, proceed to the designated Rally Point for the building and await further instruction from University authorities or emergency responders.
- Evacuation routes and Rally Points are posted in all buildings. A list of Rally Points can be found in Appendix G of this plan.
- In situations that involve potential violence, exit the building and move to a safe location.

Full Campus Evacuation

In the unlikely event that the entire campus must be evacuated, University authorities in concert with State, County, and City emergency management agencies, will provide instructions to students, faculty, and staff based on the situation and planning information contained in the University's Emergency Operations Plan.

Typically, a full campus evacuation will only occur when absolutely necessary. All evacuations should proceed in a planned and orderly manner. Unless there are extreme circumstances, emergency shelters will be identified in concert with state and local authorities and communicated through the ENS.

Accountability During and Following an Evacuation:

It may not be possible to immediately accountability for all building occupants during an evacuation. However, the University will attempt to account for all students, faculty and staff following an incident.

Evacuation Drill Policy:

Evacuation drills shall be conducted at least once a year in academic buildings and every semester in residence halls at unexpected times and under varying conditions to simulate the conditions that occur. These drills may include scenarios where exits are obstructed (to simulate fire and smoke conditions) in order to familiarize occupants with secondary routes of evacuation.

Evacuation drills will be coordinated by University Police. Drills in academic buildings will be conducted in coordination with approval and authorization of the Provost's Office. Drills in residence halls will be conducted in coordination with approval and authorization of the Director of Residence Life.

Evacuation drills will involve all occupants. Everyone shall leave the building when the alarm sounds. It is recommended to notify anyone needing special assistance prior to a planned evacuation drill.

Critical Operations Shutdown:

Critical Operations Shutdown is defined as; “Equipment or procedures which left unattended in the event of an emergency situation or evacuation for an undetermined period of time could result in dangerous or hazardous situations.” (Examples would be unattended laboratory experiments causing explosions, fires, release of toxins, etc.) Certain activities on campus may require additional procedures when evacuating. In the event an employee of the University routinely performs one of these activities that require a delay in evacuation, the operation is to be reported to the University’s Environmental Safety and Health office for review. The activity will be assessed and subsequent procedures in the event an emergency occurs during operation will be developed. This may require additional training for identified employees, including recognition of risk and when to abandon the operation and evacuate.

It should be predetermined within each department to identify any such Critical Operations Shutdown situations and:

- Generate a written detailed shutdown procedures and post it within the department.
- Notify and train all personnel working within the department how and when to follow the Critical Operations Shutdown Procedure.
- In the event of an emergency, notify University Police of the status of the Critical Operations Shutdown.

Note: Critical Operations Shutdown Procedures should only be executed when it is safe to do so, and upon completion, immediately follow normal evacuation procedures. At no time should Critical Operations Shutdowns be performed if doing so will put yourself or others at risk. All procedures should be reviewed on a regular basis and modified as needed.

E. BOMB THREAT

If a bomb threat is received by a handwritten note: A bomb threat received by letter or in another form of writing should be retained, along with the envelope itself. Once the person opening the letter realizes what it is, University Police should be contacted immediately. The person receiving the letter should handle the document as little as possible to protect it as possible evidence.

If a bomb threat is received via e-mail or social media: E-mail and social media have become frequent sources of harassing communication. A person receiving a bomb threat via e-mail or social media should immediately contact University Police. Again, this message SHOULD NOT be deleted.

F. BOMB THREAT PHONE CALL

A person receiving a bomb threat by phone SHOULD NOT disconnect the call. If possible, the call should be transferred to University Police Emergency Communications Center, where it can be handled most effectively. If that is not possible, the receiver should remain calm and try to obtain as much information as possible before the caller hangs up. In this case, the receiver should immediately contact University Police and provide the information obtained. Any bomb threats received through social media should be reported immediately to the University Police (570)-941-7777.

The Department of Homeland Security Bomb Checklist has been included in this Plan in Appendix E.

Any person receiving a bomb threat phone call should keep the caller on the line as long as possible and ask them to repeat the message.

If conditions permit, the person receiving the call should ask:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Why did the caller place the bomb?
- Where are you from?
- What is your address?
- What is your name?
- Inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to many people.

DO NOT activate the fire alarm, and do not use radios, cell phones, or pagers as they can trigger an explosive device.

Other things to be noted:

- Time of the call;
- Age and/or gender of the caller – child/juvenile/adult;
- Voice quality;
- Emotional condition;
- Background noises – vehicles, voices, music, etc.

DO NOT hang up the phone after the caller disconnects. Provide the information to University Police.

University Police will determine whether to evacuate a building. If directed to evacuate, take note of any suspicious items when exiting a building. Please take only necessary belongings that are immediately available with you when you evacuate.

University Police will conduct a search. Employees are requested to make a cursory inspection of their respective areas for suspicious objects and report the location to University Police. If an object is located, do not touch it.

Do not return to the building until directed by University Police or Emergency Response Officials.

G. SUSPICIOUS LETTER OR PACKAGE

Mail and packages can be used to deliver suspicious and potentially hazardous materials. Before opening, take care to examine the item for anything unusual. If you suspect a letter or package contains a bomb, radiological, biological, or chemical threat take the following actions:

- Isolate the area immediately;
- Call University Police at x7777 or (570) 941-777, or 9-1-1;
- Wash your hands with soap and water.

Examples of issues that might raise concerns are:

- Oily stains or discolorations on packaging;
- Excessive tape or string;
- Strange odor;
- Misspelled words;
- Lopsided or uneven packages;
- Excess postage;
- No return address.

If a package seems unusual:

- Handle with care. Do not shake or bump;
- Don't open, smell, touch or taste;
- Isolate the package immediately;
- Treat as suspicious and contact University Police.



Figure 4: Suspicious Package Indicators

H. ACTIVE SHOOTER

An active shooter is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

No profile exists for an active shooter; however, research shows there may be signs or indicators. Early detection of individuals demonstrating odd or threatening behavior may be the best method for reducing the likelihood of active shooter events. If you notice something odd, or threatening behavior in any individual on campus, immediately report it to University Police via phone or through the Silent Witness Form on the University Police website. Reports can also be made to the Student Behavioral Concern Committee via www.scranton.edu/sbcc.

No single response fits all active shooter situations. However, knowing your options, and being prepared so that you may react decisively, will save valuable time and may also save lives. During an active shooter situation, the natural human reaction is to be startled, feel fear and anxiety, and even experience initial disbelief and denial. It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. During an active shooter situation, individuals will rarely have all of the information they need to make a fully informed decision about which option is best. While you should follow any instructions given during an incident, you will often have to rely on your own judgment to decide which option will best protect lives.

There are three basic options: run, hide, or fight:

Run: If you hear gunfire, and if it is safe to do so, the first course of action should be to run out of the building and move far away until you are in a safe location.

- Based on the location of the threat, determine the best escape route.
- If a safe exit exists, take it as quickly as possible.
- Consider alternate escape routes.
- Leave personal belongings behind.
- Avoid escalators and elevators.
- Take others with you, but do not stay behind if others will not go.
- Continue running until you are well cleared from the location of the threat.
- Find a safe location and call University Police (570)-941-7777 or 9-1-1 to tell the police of your location.

Hide: If you hear gunfire and running is not a safe option, immediately seek refuge in a safe area, preferably a room that can be locked from the inside.

- Stay calm and determine the location of the threat.
- Lock the doors.
- Doors without locks can be wedged or barricaded with heavy furniture.
- If the door opens outward, attach one end of a belt to the door handle and the other end to a heavy object.
- Close and lock windows, and close blinds or cover windows.
- Turn off all lights.
- Silence all electronic devices.

- Stay low to the ground along the wall closest to the exit but out of view from the hallway.
- Look for other possible escape routes, such as windows or other doors.
- Remain still and quiet
- If a phone is immediately available and if it is safe to do so, call University Police (570) 941-7777 or 9-1-1. Speak quietly and tell them what is happening.
- Once in a secure location, do not open the door for anyone. Understand and expect that law enforcement's first priority must be to locate and stop the person or persons believed to be the shooter(s). Do not approach police officers as they attempt to locate and neutralize the threat. The police officers will return to assist you once the threat has been neutralized.
- Remain hidden until directed to come out by University Police or identifiable law enforcement.
- When Police arrive, obey all commands. You may be asked to keep your hands in the air; you may even be handcuffed until law enforcement assesses the situation. These steps are taken for safety reasons.
- DO NOT activate the fire alarm.

Fight: When confronted by the shooter, your only chance may be to fight:

- If the shooter is entering the room, position yourself to allow for an element of surprise.
- Throw anything available at the threat. Aim for the face to distract the assailant.
- If in a group, attack as a group by swarming the threat.
- Grab the assailant's arms, legs or head and take him/her to the ground. Use body weight to secure him/her.
- "Fight dirty" – kick, bite, gouge eyes.
- Have somebody in the group call University Police (570) 941-7777 or 9-1-1.
- When Police arrive, obey all commands. You may be asked to keep your hands in the air; you may be handcuffed until law enforcement assesses the situation. These steps are taken for safety reasons.

If you have incapacitated the threat:

- Make sure the suspect is secured (body weight, belts, etc.)
- Move any weapons away from the threat.
- DO NOT hold the weapon(s).
- Call University Police x7777 (570) 941-7777 or 9-1-1 and advise law enforcement that the threat/shooter is down.
- Provide your location and stay on the line if possible.
- When Police arrive, remember to obey all commands.

If you can evacuate the building:

For a Hostage Situation

- Immediately evacuate the building, using your pre-planned evacuation route. Stay out of sight of the perpetrator.
- Take no action to intervene with the hostage taker.
- Call University Police (570)-941-7777 or 9-1-1 from a safe location.

I. LIFE-THREATENING INJURIES

Procedures for life-threatening emergencies include:

- Call University Police (570) 941-7777 or 9-1-1.
- Provide as much information as possible about the injury and victim.
- University Police will alert medical responders.
- If trained in First Aid/CPR/AED, act within your expertise.
- Remain calm and stay with the person.
- Do not crowd.

J. 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 must report all injuries to University Police.

K. ELEVATOR FAILURE

In the event of an 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 or Scranton Fire Department.
- DO NOT attempt any type of rescue effort.

L. HAZARDOUS MATERIALS AND CHEMICAL RELEASES

Hazardous materials incidents include chemical spills, chemical releases, explosions, and exposures or injuries to these materials.

In the event of a hazardous materials and/or chemical release contained inside of a building:

- Clear the immediate area.
- If building evacuation is necessary, pull the fire alarm and (if there is a potential for an explosion – such as in the presence of an odor of gas - DO NOT pull the fire alarm).
- Once outside, stay clear and upwind.
- If not in immediate danger, call University Police (570) 941-7777.
- Report any chemical information, Safety Data Sheets, injuries, types of chemicals, hazards (fire, reactivity, and health), odors, and container type.
- Only individuals trained to handle hazardous materials and chemicals should do so.
- Do not return until the all clear is given.

M. GAS LEAK

In the event of a gas leak:

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

Appendix A: Preparedness Additional Resources

Having a plan and being aware of resources is basic emergency preparedness.

Persons Requiring Assistance

Individuals with a disability or medical condition may not be able to evacuate without special assistance. It is vitally important for individuals with a disability to be aware of their surroundings and know what actions need to be taken during an emergency. Students who may need assistance can inform the Center for Teaching and Learning Excellence (CTLE) and meet with their Area Coordinator and the Environmental Health and Safety Office (EHS); employees should meet with Human Resources along with the Office of Equity and Diversity. Self-identification is recommended to provide additional guidance as needed. Refer to Emergency Evacuation Special Needs Notification forms (Appendix C and D).

Fire Extinguisher Training

Designated personnel (University Police, Facilities, Residence Life, etc.) should be familiar with the locations and classifications of portable fire extinguishers in their areas and should know how and when to properly use them. Fire extinguisher training is available through EHS by calling (570)-941-4277.

Fire extinguishers come in different sizes and use various types of extinguishing agents- some are designed to work with only one class of fire with others being capable of handling several types. Each extinguisher class has certain requirements that need to be attained under current standards, for effectiveness. The established classes of fires are as follows: A, B, C, D, and K.

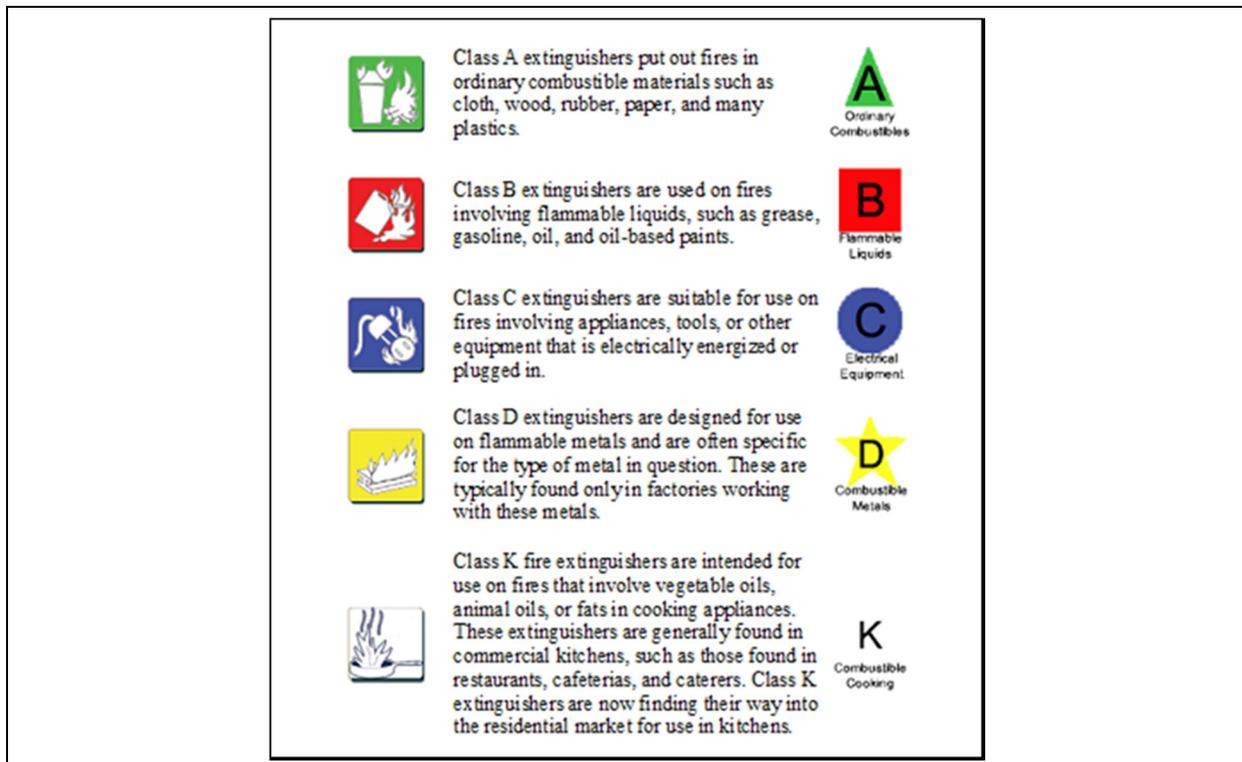
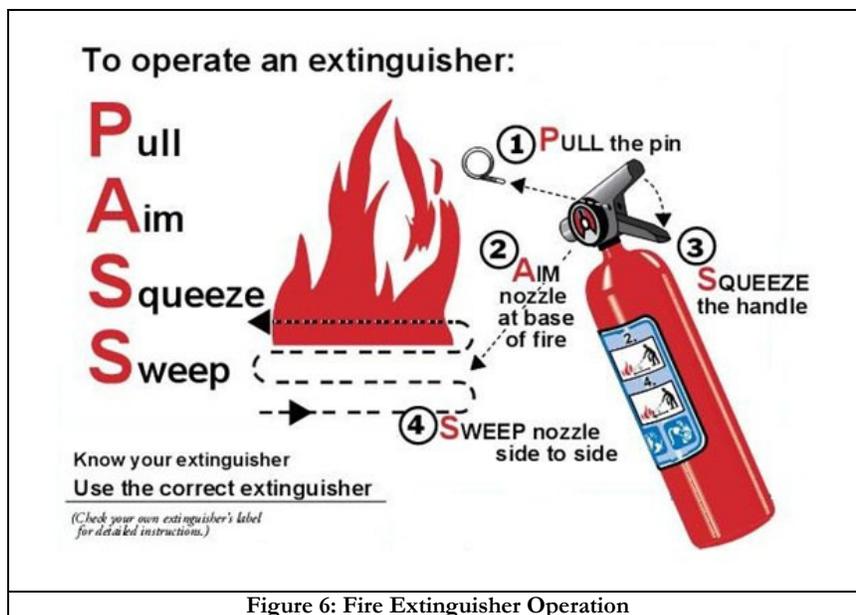


Figure 5: Classes of Fire

An attempt to extinguish a fire with just any extinguisher may have undesirable effects. To prevent this, one should become familiar with the various types of extinguishers found on campus. All extinguishers should be marked with letters or pictograms depicting the extinguisher's classification.

For the extinguisher to be most effective when used to suppress a fire, the acronym PASS is suggested to assist the user in steps to ready the equipment. "P" for pull the pin, "A" for aim the hose at the base of the fire, first "S" for squeeze the handle allowing agent to release and the last "S" for sweep the base or bottom of the visible fire.



If you encounter smoke at standing height, uncomfortable levels of heat, something you are unsure about or you feel unsafe – do not attempt to extinguish the fire. If you are comfortable in using the extinguisher remember the following:

- Ensure extinguisher works by giving a test squeeze.
- Keep the wind to your back.
- Identify an escape route.
- Don't turn your back to the fire, even if it appears to be out.

Fire extinguishers:

- Are tested annually and visually inspected monthly; last testing date must be within 12 months.
- Must be in an approved cabinet or mounted on the wall.
- Should be mounted in the recommended location (near an exit door).
- Must not be moved or removed from installed locations.
- Must be located in areas where clear access is provided and where they are not obstructed by equipment or other materials.
- Shall show no signs of tampering (plastic seal shall be in place and extinguisher gauge indicating full).

- Should be used by individuals who are trained and familiarized with the locations within their work areas and/or any other designated personnel.

Counseling Center

The University's Counseling Center provides a number of services: group and individual counseling, crisis intervention, and psychological and psychiatric evaluations for undergraduate and graduate students, as well as prevention and consultation services for the University community. These services can help students resolve personal concerns regarding academic progress, social development, and satisfaction at the University of Scranton. Some of the common concerns addressed include conflict with friends, roommates, or family members; depression and anxiety; sexual identity; lack of motivation, difficulty relaxing or concentrating on studying, eating disorders, sexual assault and sexual abuse recovery and uncertainties about personal values and beliefs.

To contact the Counseling center, call (570) 941-7620 The office is located on the 6th floor of O'Hara Hall.

Human Resources Department

Individuals face a variety of challenges and concerns in their daily lives. Usually these concerns can be worked out, but sometimes difficult situations become too much to handle without assistance. The University offers an Employee Assistance Program (EAP) that provides assistance in these situations. The EAP offers consultation for a variety of concerns including marital problems, alcohol and substance abuse, stress, emotional, financial and legal problems. Staff may confidentially self-refer directly to the EAP by calling 1-800-EAP-CALL (1-800-327- 2255) or www.nexgen.com.

Whenever a staff member's behavior indicates a need for support or corrective action, the supervisor should contact the Office of Human Resources. The referral may be required as part of the Corrective Action Process.

More information on the EAP program is available in the Office of Human Resources.

Campus Ministries

Campus Ministers and Jesuits are available to assist first responders, facilitate the work of the coordinating agencies, and generally be present to those spiritually and psychologically impacted by events. The ability to offer prayer and provide pastoral support are often things police and fire fighters cannot do when they are involved in emergency response. Campus Ministries staff members are on call to respond in the aftermath of an event by providing opportunities for prayer, such as Masses and special prayer intentions, as well as ongoing spiritual counseling. To contact Campus Ministries, call (570) 941-7419, or stop by the Campus Ministries Office on the second floor of The DeNaples Center.

Student Behavioral Concern Committee

The Student Behavioral Concern Committee (SBCC) is an integrated team representing departments from across the University. The SBCC meets to discuss and offer informed and planned responses to students of concern. The goal of the SBCC is to identify, assess, and coordinate interactions for the benefit of our students. Members of the SBCC meet on a biweekly basis during the fall and spring semesters and include representatives from each of the referral sources. The SBCC created the website:

<http://www.scranton.edu/studentlife/studentaffairs/sbcc/index.shtml> in an effort to communicate the

purpose of the team, to assist members of the University community in identifying students of concern, to provide guidance on how to support students, and to offer information on when and how to refer a student to the committee. In an emergency, please contact University Police at (570)-941-7777.

Know the warning signs! Students who experience a psychological or emotional crisis often need immediate help and intervention. Some examples of crises include:

- Suicidal or homicidal thoughts or impulses.
- Sexual or physical assault.
- Hearing voices or otherwise misperceiving reality.
- Overwhelming loss, such as death in the family.

Additional Information:

- When a crisis consultation is needed, and classes are not in session, call the Scranton Counseling Center 570-348-6100.
- National Suicide Prevention Hotline: 1-800-273-TALK (8255)

Family Emergency Planning

Critical incidents may not be limited to the workplace. Region-wide events, such as severe weather emergencies, also impact our homes and families. The United States Department of Homeland Security recommends that all citizens develop a family emergency plan. To find out more about emergency preparedness, please visit <http://www.ready.gov/>

Emergency Contact Information

All employees are encouraged to provide Emergency Contact Information. Students are required to provide Emergency Contact Information through the My.Scranton Portal (<https://my.scranton.edu/cp/home/displaylogin>). This information is kept confidential and will only be used in the event of an emergency.

Reporting a Crime/Silent Witness Reporting

University Police advise and encourage all students, employees, and visitors to accurately and promptly report all incidents, emergencies, or crimes occurring on campus. When the victim of a crime elects or is unable to make a report, individuals are encouraged to utilize the University of Scranton Silent Witness form to provide basic information about a crime. The Silent Witness Form is located on the University of Scranton Police website under the crime prevention link: <http://forms.scranton.edu/silent-witness-form/>

Reports can be made anonymously, but if you wish to be contacted by University Police, please enter your contact information in the optional space provided on the form.

Cell Phone Use on Campus

Ten-digit dialing is required for all telephone calls made in the 570 area code. Callers must use the full ten-digit dialing method starting with the local area codes first then the phone number. It is recommended that all community members add the University Police emergency phone number into your cell phone, (570)-941-7777.

Appendix B: Emergency Contact List

Emergency Phone Numbers

Contact Organization/Person		Campus Phone	Outside Line
University Police	Emergency	7777	570-941-7777
	Non-emergency	7888	570-941-7888
University Facilities	Operations	6267	570-941-6267
	Residence Hall Maintenance	4011	570-941-4011
	Trades/Repairs	7416	570-941-7416
Scranton Fire Dept.	Emergency	9-911	911
	Non-emergency	9-570-342-9111	570-342-9111
Scranton Police	Emergency	9-911	911
	Non-emergency	9-570-348-4134	570-348-4134
Lackawanna County Communications Center		9-911	911
University Human Resources Department		7767	570-941-7767
University Media Relations		7662	570-941-7662
Residence Life		6226	570-941-6226

Appendix C: Special Needs Evacuation Form (Students)

This form shall be used to review procedures regarding emergency evacuations for individuals who may require special assistance. The student is recommended to contact the University’s Health and Safety Office at x4277 or healthandsafety@scranton.edu to discuss the information on this form and how it will be used.

Student Name: _____
(Last) (First) (Middle)

Planning: Residence Life

	Completed	Not Completed	N/A
I have met with my Area Coordinator (AC) to discuss specific needs and emergency plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have attended the mandatory floor meeting that included fire safety and evacuation procedures for my residence hall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I reviewed the evacuation routes and areas of rescue assistance for my residence hall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have built a support team of people who will help in an emergency if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have created a “Grab-and-Go Kit”.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning: On-Campus

	Completed	Not Completed	N/A
I reviewed the evacuation routes and areas of rescue assistance for my locations on campus. This includes areas where I attend classes and meetings, study, break, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have met with University Police to discuss or practice using an evacuation chair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have met with the Health & Safety representative to discuss or practice evacuation procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am familiar with Sections D and E of the University’s Emergency Response Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evacuation Procedures

- Never disregard a fire alarm
- When an alarm is activated, make your way to the nearest Area of Rescue Assistance. On campus, these areas are generally stairwells and will be identified with a sign identifying the following:
 - Identification, including “Area of Rescue Assistance” or “Area of Refuge”
 - The Universal Sign for Accessibility
- Inform individuals to tell an Emergency Responder (Fire/Police) your location.
-or-
Notify Emergency Responders of your location via Cell Phone or Call Box.

- Remain in the Area of Rescue Assistance until Emergency Responders arrive.

Appendix D: Special Needs Evacuation Form (Employees)

This form shall be used to review procedures regarding emergency evacuations for individuals who may require special assistance. The Employee is recommended to contact the University's Health and Safety Office at x4277 or healthandsafety@scranton.edu to discuss the information on this form.

Employee Name: _____ Title: _____

Department: _____ Location: _____

Planning

	Completed	Not Completed	N/A
I reviewed the evacuation routes and areas of rescue assistance for my location(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have built a support team of people who will help in an emergency if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have created a "Grab-and-Go Kit".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have met with University Police to discuss or practice using an evacuation chair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have met with the Health & Safety representative to discuss or practice evacuation procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am familiar with Sections D and E of the University's Emergency Response Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evacuation Procedures

- Never disregard a fire alarm
- When an alarm is activated, make your way to the nearest Area of Rescue Assistance. On campus, these areas are generally stairwells and will be identified with a sign identifying the following:
 - Identification, including "Area of Rescue Assistance" or "Area of Refuge"
 - The Universal Sign for Accessibility
- Inform individuals to tell an Emergency Responder (Fire/Police) your location.
 - or-
 - Notify Emergency Responders of your location via Cell Phone or Call Box.
- Remain in the Area of Rescue Assistance until Emergency Responders arrive.

Appendix E: Bomb Threat Checklist

<div style="background-color: #003366; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">BOMB THREAT CALL PROCEDURES</div> <p>Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.</p> <p>If a bomb threat is received by phone:</p> <ol style="list-style-type: none"> 1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. 2. Listen carefully. Be polite and show interest. 3. Try to keep the caller talking to learn more information. 4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself. 5. If your phone has a display, copy the number and/or letters on the window display. 6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words. 7. Immediately upon termination of the call, do not hang up, but from a different phone, contact University Police immediately with information and await instructions. <p>If a bomb threat is received by handwritten note:</p> <ul style="list-style-type: none"> • Call University Police • Handle note as minimally as possible. <p>If a bomb threat is received by email:</p> <ul style="list-style-type: none"> • Call University Police • Do not delete the message. <p>Signs of a suspicious package:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • No return address • Excessive postage • Stains • Strange odor • Strange sounds • Unexpected delivery </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Poorly handwritten • Misspelled words • Incorrect titles • Foreign postage • Restrictive notes </td> </tr> </table> <p>DO NOT:</p> <ul style="list-style-type: none"> • Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb. • Evacuate the building until police arrive and evaluate the threat. • Activate the fire alarm. • Touch or move a suspicious package. <div style="text-align: center; margin-top: 20px;"> <p>Call 7777</p> <p>(or 570-941-7777 on non-campus phones)</p> </div>	<ul style="list-style-type: none"> • No return address • Excessive postage • Stains • Strange odor • Strange sounds • Unexpected delivery 	<ul style="list-style-type: none"> • Poorly handwritten • Misspelled words • Incorrect titles • Foreign postage • Restrictive notes 	<div style="background-color: #003366; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">BOMB THREAT CHECKLIST</div> <p>Date: <input style="width: 80px;" type="text"/> Time: <input style="width: 80px;" type="text"/></p> <p>Time Caller Hung Up: <input style="width: 80px;" type="text"/> Phone Number Where Call Received: <input style="width: 80px;" type="text"/></p> <div style="background-color: #003366; color: white; text-align: center; padding: 5px; font-weight: bold;">Ask Caller:</div> <ul style="list-style-type: none"> • Where is the bomb located? (Building, Floor, Room, etc.) _____ • When will it go off? _____ • What does it look like? _____ • What kind of bomb is it? _____ • What will make it explode? _____ • Did you place the bomb? Yes No _____ • Why? _____ • What is your name? _____ <div style="background-color: #003366; color: white; text-align: center; padding: 5px; font-weight: bold;">Exact Words of Threat:</div> <p>_____</p> <p>_____</p> <p>_____</p> <div style="background-color: #003366; color: white; text-align: center; padding: 5px; font-weight: bold;">Information About Caller:</div> <ul style="list-style-type: none"> • Where is the caller located? (Background and level of noise) _____ • Estimated age: _____ • Is voice familiar? If so, who does it sound like? _____ • Other points: _____ <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; font-weight: normal; font-size: 0.9em;">Caller's Voice</th> <th style="text-align: left; font-weight: normal; font-size: 0.9em;">Background Sounds:</th> <th style="text-align: left; font-weight: normal; font-size: 0.9em;">Threat Language:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Accent</td> <td><input type="checkbox"/> Animal Noises</td> <td><input type="checkbox"/> Incoherent</td> </tr> <tr> <td><input type="checkbox"/> Angry</td> <td><input type="checkbox"/> House Noises</td> <td><input type="checkbox"/> Message read</td> </tr> <tr> <td><input type="checkbox"/> Calm</td> <td><input type="checkbox"/> Kitchen Noises</td> <td><input type="checkbox"/> Taped</td> </tr> <tr> <td><input type="checkbox"/> Clearing throat</td> <td><input type="checkbox"/> Street Noises</td> <td><input type="checkbox"/> Irrational</td> </tr> <tr> <td><input type="checkbox"/> Coughing</td> <td><input type="checkbox"/> Booth</td> <td><input type="checkbox"/> Profane</td> </tr> <tr> <td><input type="checkbox"/> Cracking voice</td> <td><input type="checkbox"/> PA system</td> <td><input type="checkbox"/> Well-spoken</td> </tr> <tr> <td><input type="checkbox"/> Crying</td> <td><input type="checkbox"/> Conversation</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Deep</td> <td><input type="checkbox"/> Music</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Deep breathing</td> <td><input type="checkbox"/> Motor</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Disguised</td> <td><input type="checkbox"/> Clear</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Distinct</td> <td><input type="checkbox"/> Static</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Excited</td> <td><input type="checkbox"/> Office machinery</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Female</td> <td><input type="checkbox"/> Factory machinery</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Laughter</td> <td><input type="checkbox"/> Local</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lisp</td> <td><input type="checkbox"/> Long distance</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Loud</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Male</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Nasal</td> <td>Other Information:</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Normal</td> <td>_____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Ragged</td> <td>_____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Rapid</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Raspy</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Slow</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Slurred</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Soft</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Stutter</td> <td></td> <td></td> </tr> </tbody> </table>	Caller's Voice	Background Sounds:	Threat Language:	<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read	<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped	<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational	<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane	<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken	<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation		<input type="checkbox"/> Deep	<input type="checkbox"/> Music		<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor		<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear		<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	_____	<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	_____	<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	_____	<input type="checkbox"/> Laughter	<input type="checkbox"/> Local		<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	_____	<input type="checkbox"/> Loud			<input type="checkbox"/> Male			<input type="checkbox"/> Nasal	Other Information:		<input type="checkbox"/> Normal	_____		<input type="checkbox"/> Ragged	_____		<input type="checkbox"/> Rapid			<input type="checkbox"/> Raspy			<input type="checkbox"/> Slow			<input type="checkbox"/> Slurred			<input type="checkbox"/> Soft			<input type="checkbox"/> Stutter		
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Appendix F: Acronyms

Acronym	Meaning
AED	Automated External Defibrillator
AHJ	Authority Having Jurisdiction
CPR	Cardio Pulmonary Resuscitation
DHS	Department of Homeland Security
EAP	Employee Assistance Program
EHS	Environmental Health and Safety
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERP	Emergency Response Plan
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
HVA	Hazard Vulnerability Analysis
HVAC	Heating, Ventilation and Air Conditioning
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
NIMS	National Incident Management System
NWS	National Weather Service
PIO	Public Information Officer
POC	Point of Contact
PPE	Personal Protective Equipment
SBCC	Student Behavioral Concern Committee

Appendix G: Evacuation Rally Points, Assembly Areas, Evacuation Shelters

Building Name	Rally Point
Brown Hall	Linden Street Sidewalk
Alumni Memorial Hall	Estate Green
Brennan Hall	Founder's Green
Byron Recreation Complex	Redington Parking Lot
Cambria House	400 Quincy Parking Lot
Campion Hall	Founder's Green
Chapel of the Sacred Heart	Founder's Green
Ciszek Hall	Condron Volleyball Courts
Communications Wing	Dionne Green
DeNaples Center	Dionne Green
Edward Leahy Hall	Hyland Hall
The Estate	Founder's Green
Houlihan-McLean Center	S Parking Lot near O'Hara Hall
Hyland Hall	Hyland Parking Lot on Jefferson Avenue
IMBM	Estate Green
Joyce Building	Redington Parking Lot
Long Center	Dionne Green
Loyola Science Center	Dionne Green or Estate Green
Madonna della Strada Chapel	Rock Hall Parking Lot
McDade Center	Founder's Green
McGurrin Hall	Hyland Hall
Northeast Regional Cancer Institute	Founder's Green
O'Hara Hall	Parking Lot S, North of Building
Public Safety Pavilion	DeNaples Center
Printing and Mailing Services	Hyland Parking Lot on Jefferson Avenue
Quain Memorial Conservatory	Founder's Green
Rock Hall	Rock Hall Parking Lot
St. Thomas Hall	Dionne Green
Scranton Hall	Founder's Green
Smurfit Arts Center	Madison Parking Lot
Weinberg Memorial Library	Founder's Green
Wellness Center	Condron Volleyball Courts

Residence Hall	Rally Point
Blair House	Condron Volleyball Courts
Casey Hall	GLM Patio
Condron Hall	Volleyball Courts
Denis Edward Hall	GLM Patio
Dorothy Day House	Linden Plaza Parking Lot off Linden Street
Drexel House	Linden Plaza Parking Lot off Linden Street
Driscoll Hall	GLM Patio
Fayette House	Sidewalk along Mahon Court
Fitch Hall	DeNaples Patio
Gannon Hall	DeNaples Patio
Gavigan Hall	Byron/Long Patio
Giblin-Kelly Hall	Byron/Long Patio
Gonzaga House	Condron Volleyball Courts
Hafey Hall	GLM Patio
Lavis Hall	DeNaples Patio
Liva Arts House	Sidewalk along North Webster Avenue
Lynett Hall	Byron/Long Patio
MacKillop Hall	DeNaples Patio
Madison Square	Rock Hall Parking Lot
Martin Hall	Byron/Long Patio
McCourt Hall	DeNaples Patio
McGowan House	Condron Volleyball Courts
Montrone Hall	Mulberry/Quincy Parking Lot
Nevils Hall	GLM Patio
Pilarz Hall	Rock Hall Parking Lot
Quincy Apartments	Rear of Building
Redington Hall	Redington Parking Lot
Romero Plaza	Founder's Green at Brennan Hall
Seton House	Linden Plaza Parking Lot
Tioga House	Sidewalk along Mahon Court

Assembly Areas

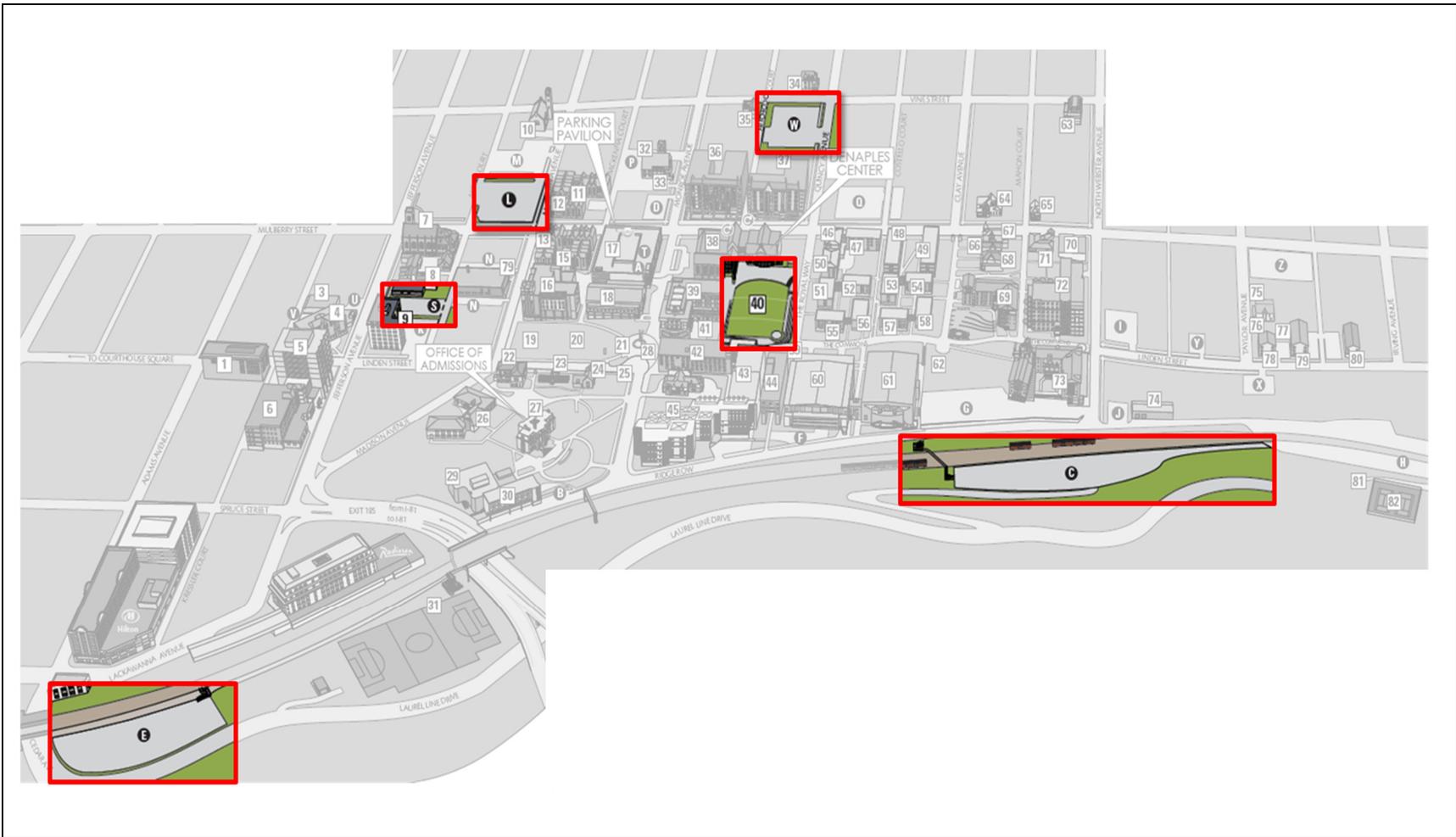
Parking Lot/Structure Name	Map Symbol	Evacuation Rally Point description
Lower Madison Lot	L	Corner of Mulberry St and Madison Ave
Quincy Lot	W	On the corner of Quincy Ave and Vine St
Jefferson Lot	S	Between O'Hara Hall and Day Nursery Assoc.
Dionne Green	40	Adjacent to the Weinberg Memorial Library
Ridge Row Parking Lot	C	Located next to the tennis courts below Ridge Row
Fitzpatrick Lot	E	Adjacent to Fitzpatrick Field

Evacuation Shelters

Building / Structure Name	Map #	Evacuation Rally Point description
DeNaples Center	38	Mulberry St between Monroe and Quincy Aves
The Byron Recreation Complex	61	Above Ridge Row, next to the Long Center



Figure 7a: Rally Points



40 = Dionne Green
S = Jefferson Parking Lot

W = Upper Quincy Parking Lot
L = Lower Madison Parking Lot

E = Fitzgerald Field Parking Lot

Figure 7b: Assembly Areas

The DeNaples Center



Byron Recreation Complex

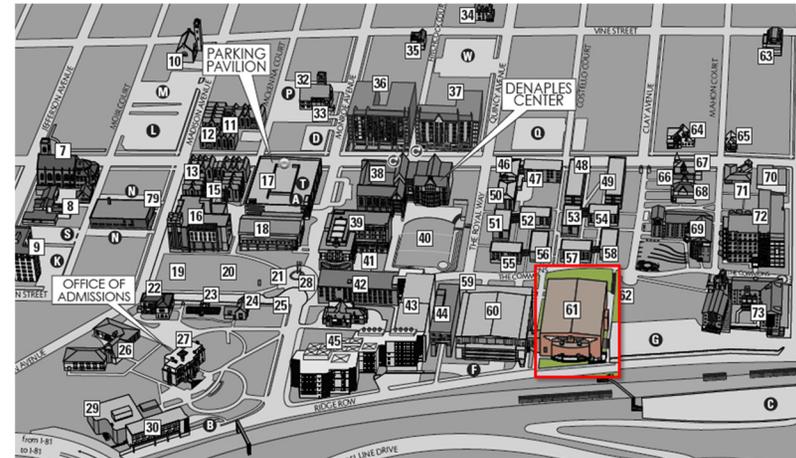
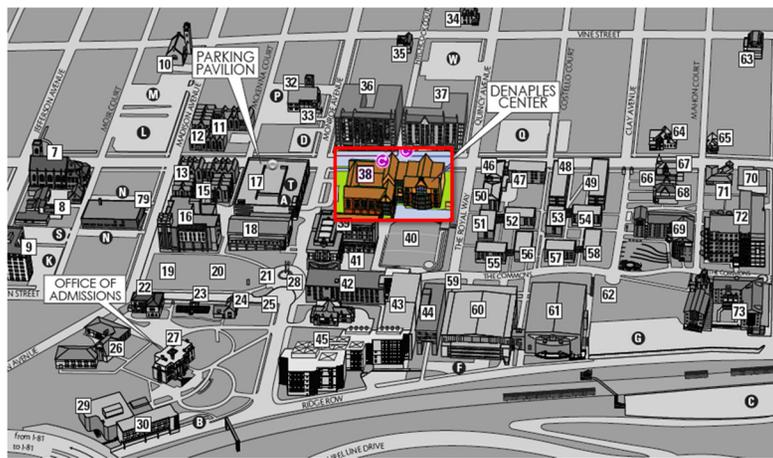


Figure 7b: Evacuation Shelters

Appendix H: Additional Information for Persons Requiring Evacuation Assistance

An individual with a disability or medical condition may not be able to evacuate without special assistance. During an emergency, it is the ultimate responsibility of the individual to be responsible for his or her own safety. It is vitally important for the individual with a disability to be aware of his or her surroundings at all times, and know what actions need to be taken if an emergency breaks out and to be prepared at all times with the knowledge of how to react.

The individual with a disability is recommended to self-disclose and provide information about special assistance that may be needed during an emergency evacuation at the University. Self-identification is voluntary and the purpose for the request is to provide information to the appropriate persons to assist in their safe evacuation in case of an emergency. Refer to Emergency Evacuation Special Needs Notification forms (Appendix B and C).

Emergency Evacuation Special Needs Notification for Students (Appendix B)	
Learning Enrichment Specialist- Center for Teaching and Learning Excellence (CTLE)	570-941-4038

Emergency Evacuation Special Needs Notification for Employees (Appendix C)	
ADA Compliance Officer- Equity and Diversity Office	570-941-6645

Evacuation Assistance

- 1. Resident Assistants:** One of the responsibilities of a Resident Assistant is to ensure that occupants who will require evacuation assistance have been identified and have received information on how to evacuate the building. In cases where a Resident Assistant is present when a building evacuation of a residence hall is required, the Resident Assistant will advise arriving responders regarding any occupants who will require evacuation assistance.
- 2. Buddy System:** Make use of a “Buddy System.” An individual with a disability should identify someone in their location who can provide limited assistance in case of an emergency. The buddy will then inform emergency personnel of the location of the person requiring assistance. Only emergency personnel who are properly equipped will then enter the building and evacuate the person.
- 3. Equipment:** There is equipment available to assist with the emergency evacuation of persons with disabilities, especially persons with mobility impairments who cannot use the stairs. This requires the transfer of the person from their wheelchair to the evacuation equipment. This equipment also requires the assistance of two or more people who have been trained in transfer procedures such as emergency personnel or University Police. University Police has an EVACU-TRAC available during an emergency.

Evacuation Options During an Emergency

Use of the “Buddy System” along with the following evacuation options will help to ensure the prompt evacuation of any person with a disability.

Horizontal Evacuation

Move as far away from the danger as possible (i.e. another wing, adjoining building, opposite end of corridor, outside to ground level).

Vertical (Stairway) Evacuation

Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

Stay in Place (Shelter-in-Place)

Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Dial 570-941-7777. The operator will give emergency personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or other visible object.

Area of Rescue Assistance

If the person with a disability cannot get far away from the danger via horizontal evacuation, then the individual should seek an area of refuge away from danger. Such an area should be equipped with the following:

- Telephone communication.
- Sprinkler system.
- Fire rated doors, walls, or ceilings if available.

On campus, these areas are generally stairwells and will be identified with a sign identifying the following:

- Identification, including “Area of Rescue Assistance” or “Area of Refuge.”
- The Universal Sign for Accessibility.

Appendix I: Responsibilities of Resident Assistants Regarding Evacuations

When a Resident Assistant is present in a residence hall at the time a building evacuation is initiated, the Resident Assistant will have certain responsibilities under this plan.

Resident Assistants are expected to evacuate the area immediately during an emergency. It is not the responsibility of Resident Assistants to perform area searches.

As part of their routine responsibilities and in concert with this plan Resident Assistants will:

1. Assist in evacuation drills.
2. Routinely inspect for possible fire hazards and report deficiencies to the EHS Office.
3. Know locations of and how to use fire extinguishers.
4. Ensure that students are familiar with evacuation procedures.
5. Be aware of building occupants with special needs who may need assistance during an evacuation (e.g., hearing- or sight-impaired, on crutches, in a wheelchair). Know where occupants with special needs are to stage in the event of an evacuation.
6. Attend annual University training coordinated by Residence Life.

During a building evacuation Resident Assistants will:

1. Call University Police at 7777 (570-941-7777 for non-campus line) and/or pull the fire alarm whenever a situation could pose immediate danger to people, property, or processes in the building. **DO NOT ACTIVATE THE FIRE ALARM SYSTEM DURING AN ACTIVE SHOOTER INCIDENT.**
2. As you are evacuating, assist in the evacuation process as able. Direct individuals to evacuation routes and designated Evacuation Rally Points.
3. To the best of their ability at the time of an evacuation, account for occupants and serve as a liaison with emergency responders (e.g., University Police, Scranton Bureau of Fire, Scranton Police, Emergency Medical Services/Ambulance, Health and Safety). Meet responders upon their arrival and convey specific information about hazards in the building, access, locations of persons with special needs, etc.
4. Upon receiving clearance from the Authority Having Jurisdiction/emergency responders, help University Police notify occupants that the building is safe for re-entry. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter.



Section 3

Emergency Desk Reference

The University of Scranton
Emergency Response Plan
March 2019



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 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.

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





THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

The University of Scranton
800 Linden Street
Scranton, PA 18510