



THE UNIVERSITY OF SCRANTON

Emergency Response

Digital Guidebook

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Planning for Emergencies

Review

Review this Desk Reference and the Emergency Response Plan.

Exits

Be familiar with your nearest exit areas.

Rally Points

Know Evacuation Rally Points and Emergency Assembly Areas.

Report

Know how and where to report emergencies.

Practice

Participate in emergency drills.

Register

Register for Emergency Notifications through the my.scranton portal.

Training

Schedule Active Shooter Response Training with University Police.

Ask

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

Contacts

Add emergency contacts to your cell phone



Reporting Emergencies



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.

Important Phone Numbers	
University Police (non-emergency)	570-941-7888
University Police (emergency)	570-941-7777
Police and Fire Departments	9-1-1
Scranton Police (non-emergency)	570-348-4134
Scranton Fire (non-emergency)	570-348-4132
University Counseling Center	570-941-7620
Student Health Services	570-941-7667
Geisinger Community Medical Center	570-703-8000
Moses Taylor Hospital	570-770-5000
University Facilities Department	570-941-7416



Rally Points- Residence Halls

During an evacuation, report to the pre-designated **RALLY POINT**.

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- Academic Buildings

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
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



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 by 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 by 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



What: 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.

Why:

- 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 Rally Point.
- Do not return to the building until directed by University Police.

If you are trained to use a fire extinguisher:

R - Rescue

A - Alarm

C - Confine

E - Extinguish



Active Shooter

An active shooter is 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 provider information.

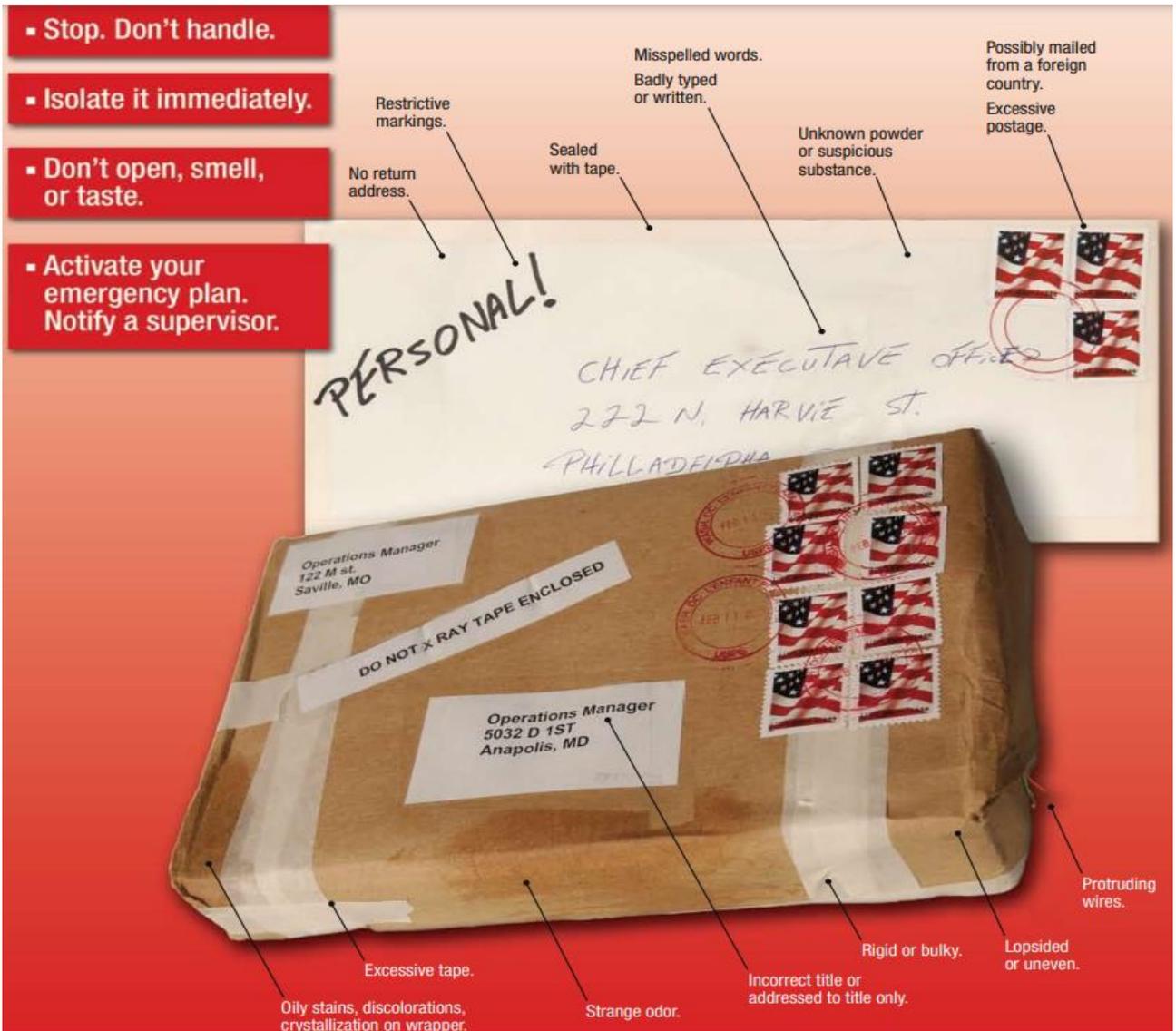


Suspicious Package



If you find 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.
- If you handled the item, wash your hands.



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.





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 but is not life-threatening.
- Employees must report all work-related injuries to their immediate supervisor and Human Resources.
- Students or visitors must report all injuries to University Police.

Refer to Stop the Bleed Resources on the following page.



Bleeding Control

Save a life

What everyone should know to stop bleeding after an injury

Ensure your safety.

Look for **life-threatening bleeding**.

Is a **trauma first-aid kit** available?

No

Yes

- Use any **clean cloth**.
- Apply steady **direct pressure** directly on the wound.

Where is the wound?

Arm
Leg

Neck
Shoulder
Groin

Is a **tourniquet** available?

Yes

No

- Apply **above the bleeding site**.
- Tighten** until the bleeding stops.

- Pack the wound** with bleeding control (hemostatic) gauze (preferred), any gauze, or clean cloth.
- Apply steady **direct pressure**.

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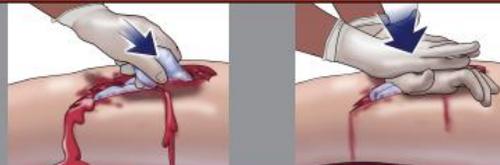
SAVE A LIFE



1 APPLY PRESSURE WITH HANDS



2 APPLY DRESSING AND PRESS



3 APPLY TOURNIQUET



WRAP

WIND

SECURE

TIME

CALL 911



Mental Health Crisis

If a student's conduct is clearly & imminently reckless, disorderly, dangerous, or threatening including threats or active self-harm behavior:

- *Call University Police (570-941-7777) or 911 immediately to describe the situation.*
-

If the student shows signs of distress, but I am unsure how serious it is.

-or-

My interaction has left me feeling uneasy and/or really concerned about the student.

- *Consult with the University Counseling Center (570-941-7620).*

Hours: 8:30 AM to 4:30 PM Monday through Friday. For after-hours consultation, call University Police & ask for the counselor on-call.



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.





- 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.





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.



Severe Weather/Hurricane



Advisory: Advisories are for less serious conditions when a severe weather is occurring, imminent or likely.

Watch: A watch means weather conditions are favorable for dangerous weather to occur.

Warning: A warning means the weather event is imminent or occurring somewhere in the defined warning area and that people need to take shelter as soon as possible.

PREPARE

- Monitor weather reports and Emergency Notifications
- Collect immediately available necessities, including medications, cell phone and chargers.
- Conserve cell phone battery power in the event of a power outage.

DURING THE STORM

- Shelter- Stay in place unless in danger (flood, electrical).
- Take refuge in a small interior room, closet, or hallway on the lowest level during the storm. Put as many walls between you and the outside as you can. Stay away from windows, skylights, and glass doors.
- Follow directions from local authorities and The University ENS.
- Stay away from:
 - Downed wires
 - Floodwater, which may be contaminated
 - Electrical appliances affected by water
 - Structural collapse areas or other unsafe areas
 - Dangerous debris
 - Dead animals or venomous snakes in floodwaters

AFTER THE STORM

- Setup portable generators outside away from windows, doors, vents.
- Use flashlights or battery-powered lights instead of candles.
- If you smell gas or hear gas leaking, LEAVE the area, CALL 911. Do not turn on lights.
- Stay out of any building surrounded by floodwaters.
- Do not attempt to cross floodwaters.
- Building hazards may include collapse, mold, sewage or hazardous materials.



Tornado/High Winds



PREPARE

- TORNADO WARNING = Take Action. A tornado has been sighted or indicated by weather radar. There may be imminent danger.
- Monitor weather reports and Emergency Notifications
- Collect immediately available necessities, including medications, cell phone and chargers.
- Conserve cell phone battery power in the event of a power outage.
- Move to an interior room on the lowest floor of the building- Avoid windows

DURING THE STORM

- Get under the sturdiest piece of furniture.
- If outside and can't get into a building, go to a low-lying area away from cars, like a ditch and lie down flat with your hands covering your head.
- If you are in a vehicle, plan to get to the nearest accessible building.
- If the tornado is visible, far away, and traffic is light, you may be able to drive out of its path by moving at right angles to the tornado.
- If you are caught- Park out of traffic lanes and stay in the car with your seatbelt on. Put your head down below the window and cover with your hands, coat, or blanket.
- If you can safely get below the level of the road- leave your car and lie in that area, taking cover. Avoid bridges.
- Follow directions from local authorities and The University ENS.

AFTER THE STORM

- You may need to evacuate your building due to unsafe conditions.
- Use flashlights or battery-powered lights instead of candles.
- If you smell gas or hear gas leaking, LEAVE the area, CALL 911. Do not turn on lights.
- Building hazards may include collapse, mold, sewage or hazardous materials.





PREPARE

- Flood Watch = Conditions are favorable for flash flooding. A watch means to get prepared for possible flooding.
- Flash Flood Warning = Life-threatening flooding is imminent or occurring. A flash flood is a flood that occurs very quickly; it is caused by heavy rainfall over a short period of time or from a dam break. A warning means to leave low-lying or flood prone areas.
- Monitor weather reports and Emergency Notifications
- Collect immediately available necessities, including medications, cell phone and chargers.
- Conserve cell phone battery power in the event of a power outage.

DURING/AFTER THE FLOOD

- Shelter in an area of higher ground.
- Stay out of any building surrounded by floodwaters.
- Do not attempt to cross floodwaters.
- Building hazards may include collapse, mold, sewage or hazardous materials.
- Stay away from:
 - Downed wires
 - Floodwater, which may be contaminated
 - Electrical appliances affected by water
 - Structural collapse areas or other unsafe areas
 - Dangerous debris
 - Dead animals or venomous snakes in floodwaters



Resources

- University Police

<https://www.scranton.edu/about/university-police/index.shtml>

- University Counseling Center

<https://www.scranton.edu/studentlife/studentaffairs/counseling-center/index.shtml>

- U.S. Department of Homeland Security “See Something, Say Something”

<https://www.dhs.gov/see-something-say-something>

- City of Houston, Run, Hide Fight

<https://www.youtube.com/watch?v=5VcSwejU2D0>

- Stop The Bleed

<https://www.stopthebleed.org/resources-poster-booklet>

- National Weather Service Hazardous Weather Alerts

<https://www.weather.gov/alerts>

- University of Scranton Building-Specific Plans

<https://www.scranton.edu/about/university-police/Emergency%20Management%20Resources.shtml>

- University of Scranton Lockdown Levels and Procedures

<https://www.scranton.edu/about/university-police/response-options.shtml>

