

# EMERGENCY PROCEDURES

## Q U I C K R E F E R E N C E

### FIRES

- In case of a fire, employees should actuate the nearest fire alarm pull station.
- Close doors behind you (**DO NOT LOCK**) as you exit the building.
- Evacuate to a safe area at least 500 feet from the building and out of the route of responding emergency equipment.
- Do not use elevators.
- Notify 911.
- Report any trapped or handicapped persons needing assistance.

### EXPLOSIONS

- Activate the building fire alarm.
- Evacuate the building using the closest safe exit and inform others to do the same.
- Move at least 500 feet away and upwind from the explosion site.
- Notify 911.
- Do not re-enter the building until University Police declare it safe for reoccupation.

### HAZARDOUS MATERIAL SPILL

- Evacuate personnel from the spill area and alert all people in the vicinity of the spill.
- Isolate persons who may have been contaminated by the spill and have them remain in the area for decontamination by emergency personnel. If appropriate, use safety showers immediately.
- Call 911 from a safe location. Be specific about the nature and location of the spilled material, if known.
- Isolate the spill area and close doors to the room if it is safe to do so.
- Do not re-enter the area until University Police declare it safe for reoccupation.

### BOMB THREATS

- Any person receiving a bomb threat should keep the caller on the line as long as possible, ask them to repeat the message, and record every word that is spoken.
- If conditions permit, the person receiving the call should ask:
  - o When is the bomb going to explode?
  - o Where is it right now?
  - o What does it look like?
  - o What kind of bomb is it?
  - o What will cause it to explode?
  - o Why did the caller place the bomb?
  - o What is your address?
  - o 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 innocent people.
- Other things to be noted:
  - o Time of the call
  - o Age and/or gender of the caller—child/juvenile/adult
  - o Voice quality
  - o Emotional condition
  - o Background noises: vehicles, voices, music etc.
  - o Immediately call University Police to report the incident.
- Unless an explosion has already occurred, **DO NOT ACTIVATE THE FIRE ALARM.** Alarm systems have been used as triggering devices.
- Take notice of anything unusual in the area. Do not touch any item. Report it to University Police as soon as possible.
- All searches will be directed by University Police or other trained personnel.
- University Police will determine whether or not evacuation of the building is necessary.
- If evacuation is necessary, move at least 500 feet away and out of the route of emergency response vehicles.
- Do not re-enter the building until University Police declare it safe.

### ACTS OF VIOLENCE

- If you hear gunfire immediately seek refuge, preferably in an area that can be locked from the inside.
- Lock, wedge, or barricade doors.
- Turn off lights. Remain still and quiet.
- If it is safe to do so, use any available phone to call 911.
- Monitor your surroundings.
- **Should you be confronted by the shooter(s) YOU must decide on your action:**
  - o If you hide, minimize all movement.
  - o If you run, zigzag as you move.
  - o When you exit a building run as fast as you can to safety with your hands in clear view.
  - o If you must defend yourself, **resolve yourself to winning** the encounter; use every resource/weapon at your disposal, use the element of surprise, and do not ease your attack until the shooter is immobilized and disarmed.
- Be aware that you might be perceived as an attacker by responding law enforcement personnel. Do not make furtive or sudden moves when confronted by a responder.

### BUILDING LOCKDOWN

A lockdown is used to isolate persons from a danger and involves locking a building and barring admission to outsiders.

- University Police or building monitors will lock inner doors and place postings that the building is under a lockdown.
- Lock or secure offices and classrooms.
- Limit your exposure to view, remain quiet, monitor your surroundings.
- Listen for commands or instructions from University Police and building monitors.
- Use your cell phone for receipt of text messages updating instructions and information.
- **Remain in shelter until notified by University Police** that the emergency is over and it is safe to resume normal activities.

### MEDICAL EMERGENCIES

- Dial 911 and report the emergency.
- Unless trained, do not attempt to render first aid before assistance arrives.
- Unless the environment becomes unsafe, or the injury becomes life-threatening, do not move a person who has fallen or appears to be in pain. Keep the person stable, in a comfortable position, and covered if necessary.
- Appoint someone to go outside to direct emergency responders to the person needing attention.

### AED USE

- If you are trained in use of an AED, ensure that the 911 system is notified.
- Appoint persons to guide the emergency responders to your location.
- Make sure that the scene is safe and the victim can be approached safely.
- Open the AED case and activate the switch on the front of the unit.
- Follow the instructions contained inside the case, and the oral directions given by the AED to attach the leads, assess the victim, and use the unit.

### EMERGENCY COMMUNICATIONS

Penn State Altoona has a variety of emergency communication methods available which will be used during an emergency. These include:

- Penn State Altoona Web site ([www.altoona.psu.edu](http://www.altoona.psu.edu))
- Outside media announcements
- Text Messages (<http://newswires.psu.edu/>)
- Voice Mail
- Closed-Circuit Television
- Carillon Public Address System

The Carillon Public Address System has two alert tones to notify persons prior to an emergency voice broadcast. They are:

- o Siren: general emergency- seek additional information
- o 3 Tone Alert: weather emergency- seek additional information

This publication is available in alternative media on request.

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University Police, located in the Willow Building, provide 24-hour help and protection, seven days a week year round.

**EMERGENCY: 911**

**UNIVERSITY POLICE: 814-949-5222**

**OFF-CAMPUS POLICE: 814-940-5910**

**FACILITIES AND OPERATIONS: 814-949-5077**

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