Fires
• In case of a fire, employees should activate 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.

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.
• 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.

Quick Reference
This publication is available in alternative media on request.
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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)
• 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:
• 0 Siren: general emergency- seek additional information
• 0 3 Tone Alert: weather emergency- seek additional information

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

E M E R G E N C Y  P R O C E D U R E S
Q U I C K  R E F E R E N C E

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