EMERGENCY PROCEDURES

EMERGENCY: 911

QUICK REFERENCE

FIRES & EXPLOSIONS
- Employees should activate the nearest fire alarm pull station.
- Close doors behind you if you are leaving the building, using the closest safe exit. Inform others to do the same.
- Evacuate to a safe area at least 500 feet from the building out of the route of responding emergency vehicles, and upwind from the site.
- Do not use elevators.
- Call 911.
- Report any trapped or handicapped persons needing assistance.
- Do not re-enter the building until emergency responders declare it safe for reoccupation.

HAZARDOUS MATERIAL SPILL
- Evacuate personnel from the spill area and alert all people in the vicinity of the spill.
- 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.
- Anyone contaminated by the spill should avoid contact with others.
- Once outside, move to a clear area at least 500 feet upwind from the spill.
- Do not re-enter the area until emergency responders declare it safe for reoccupation.

MEDICAL EMERGENCIES
- Call 911 and report the emergency.
- Trained personnel should provide basic care.
- Unless the environment becomes unsafe, 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.

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 follow the instructions.

ACTIVE SNIPERS
Active Shooter - One or more subjects who participate in a random or systematic shooting rampage, demonstrating their intent to harm or kill others.
- Search for an exit: If safe to do so, get to a safe place. Leave the area in the opposite direction from any shooter.
- Alert the authorities: If safe to do so, call text 911. Give as many details about what you saw or heard and your current location. Do not assume that someone else has called — you may have new information.
- Find a place to hide: If you cannot leave, turn out the lights of the room you are in, lock and barricade the door and hide until help arrives. Avoid hallways, doorframes and windows. Turn your cell phone on silent, and remain as quiet as possible.
- End the threat: This is a last resort when you have no other option, this is a life or death situation. Attempt to take out the shooter however you can. If you choose this option, DO NOT hesitate and be decisive.

SUSPICIOUS PERSON
- Call 911 first, then 3203 (610-648-3203)
- Do not confront the person or let the suspicious person into a locked building or office.
- Do not block the person’s access to an exit.

PSYCHOLOGICAL CRISIS
A psychological crisis may exist when a person is threatening harm to themselves or others, or appear to be out of touch with reality. If a psychological crisis occurs:
- Never try to handle on your own a situation you feel is dangerous.
- Call 911.

SEVERE WEATHER INCIDENT
- Move away from outside windows and doors, as well as large glass objects.
- Avoid being underneath heavier objects that may fall.

UTILITY FAILURE
If a major utility failure occurs during regular business hours, immediately contact Maintenance.
- If an emergency exists, call 911. Activate building alarm if evacuation is needed.
- Once outside, move to a clear area at least 500 feet from building, DO NOT RE-ENTER until emergency responders declare it safe.

This is publication is available in alternative media on request, Penn State is committed to affirmative action, equal opportunity, and the diversity of its workplace, UEd, BWD 15-19

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:
  - 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?
  - 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 innocent people.
- 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.
  - Immediately call Police to report the incident.

- Take notice of anything unusual in the area. Do not touch any item. Report it as soon as possible.
- Campus Administration will determine whether evacuation of the building is necessary.
- If an emergency exists, activate the building alarm and walk quickly to the nearest marked exit and move at least 500 feet away and out of the route of emergency vehicles.
- DO NOT RE-ENTER the building until Police declare it safe.

EMERGENCY COMMUNICATIONS
Penn State Great Valley has a variety of emergency communication methods available which will be used during an emergency. These include:
- Penn State Great Valley website www.gv.psu.edu
- Outside media announcements
- Text Messages/VoiceMail/e-Mail (To receive, sign up at https://psualert.psu.edu)

MEDIA INQUIRIES
Do not attempt to answer media questions about campus emergencies either in person or by phone. Refer news media to the Director of Marketing: 610-648-3295.