Welcome To

PENN STATE

University Park Campus

EMERGENCY MANAGEMENT

www.emergencymanagement.psu.edu

Emergency Response Guide

For Faculty, Staff and Students
To report any police, fire or medical emergency, call 9-1-1

When calling 9-1-1:

• Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
• Provide a thorough description of the incident to ensure that proper resources are dispatched.
• Do not hang up until the dispatcher tells you to do so.

Other Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Environmental Health &amp; Safety Office</th>
<th>814-865-6391</th>
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<tr>
<td>Office of Physical Plant</td>
<td>814-865-4731</td>
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<td>University Health Service</td>
<td>814-865-6556</td>
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<tr>
<td>University Police</td>
<td>814-863-1111</td>
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If you detect natural gas, fumes or vapors:

• Leave the immediate area and move to an area where the odor, vapor or fumes is not present.
• Call 9-1-1 to report the situation.
• Provide your location and the location of the odor to the dispatcher.
• Provide as many details as possible to the dispatcher.
• Clear the area immediately if instructed to do so by the emergency dispatcher, providing assistance to those with special needs.

If a building or area evacuation is ordered by the emergency responders:

• Leave the area immediately, avoiding the use of elevators unless necessary.
• Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
• Report to your department’s designated gathering point to be accounted for.

For more information about this subject, please contact Environmental Health and Safety Office at 814-865-6391
Water may enter a building from one of the following sources:

- Breaks or leaks in a water line
- Rainwater, sprinkler activation or steam leak
- Sewer line leak or back-up
- Condensation from un-insulated piping

**Physical Plant Notification:**

Notify Physical Plant to shut off the water supply to minimize damage. Physical Plant will bring special equipment to expedite clean up.

**Environmental Health and Safety Notification (EHS):**

Notify EHS as soon as possible for:

- Standing water on the floor or soaked carpeting
- Damaged drywall
- More than one ceiling tile damaged
- Sewage is involved
- The waterline break affects fire suppression to the building

For more information about this subject, please contact Environmental Health and Safety Office at 865-6391 or the Physical Plant at 865-4731.
Mail and packages can be used to deliver suspicious and potentially hazardous materials.

Before opening, take care to examine the item for anything unusual. Examples of issues that might raise concern are:

- Oily stains or discolorations
- Excessive tape or string
- Strange odor
- Misspelled words
- Lopsided or uneven package
- Excess postage
- No return address

If a package seems unusual:

- Handle with care. Do not shake or bump.
- Do not open, smell, touch or taste.
- Isolate it immediately.
- Treat it as suspect and call 9-1-1 or University Police.
  
  *Do not use cell phone within 300 feet of the suspicious package.

See the following USPS website for additional information regarding mail security:


For more information about this subject, please contact University Police at 863-1111
Hazardous material incidents include chemical spills, chemical releases, explosions, and exposures or injuries to these materials.

**Explosions:**

- Exit the building via the nearest exit and inform others to do the same (follow Emergency Evacuation Plan Procedures).
- Call 9-1-1 from a safe location.
- If necessary or if directed, activate the building fire alarm.
- Report incident to Environmental Health and Safety Office as soon as possible.

**Hazardous Material Spill:**

- Evacuate personnel from the spill area and alert all people in the vicinity of the spill.
- If there is anyone who may have been contaminated by the spill, they should avoid any contact with others and remain in the immediate area so that required first aid and decontamination can be done upon the arrival of emergency personnel. Use safety showers immediately if appropriate.
- Call 9-1-1 from a safe location. Be specific about the nature of the spill material, if known, and the exact location.
- Isolate the spill area and close doors to the room where the spill occurred if it is safe to do so.
- Report incident to Environmental Health and Safety Office as soon as possible.

For more information about this subject, please contact Environmental Health and Safety Office at 865-6391
In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building.

To report a localized power outage, contact the Physical Plant at 865-4731.

Be prepared:

• Keep a flashlight with spare batteries immediately accessible.
• Know how to locate the closest exit.

In the event of a large-scale power outage:

• Remain calm.
• If building evacuation becomes necessary, seek out persons with specials needs and provide assistance if possible.
• Secure all vital equipment, records, experiments and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
• Do not light candles or other types of flames.
• Unplug electrical equipment, including computers, and turn off light switches.

For more information about this subject please contact Physical Plant at 865-4731.
For the latest weather-related emergency activities, tune into WPSU-FM, the PSU public radio station or visit the WPSU site at www.wpsu.org. You may also sign up for “PSUTXT” service at www.live.psu.edu/ for weather-related alerts.

High Wind/Tornadoes
• Move to a pre-designed shelter, such as a basement or the lowest level of the building.
• If there is no basement, go to a windowless interior room (closets, interior hallways, or bathroom).
• Stay away from the windows. Get under a piece of sturdy furniture such as a workbench or heavy table.
• Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
• If outdoors, get inside a sturdy building if possible. If shelter is not available or there is no time to get indoors, lie in a ditch or depression and use arms to protect head and neck. Be aware of the potential for flooding.
• Never try to outrun a tornado in a car or truck: instead, leave the vehicle immediately for safe shelter.
• Watch out for flying debris. Flying debris from tornados causes most fatalities and injuries.

Do not call 9-1-1 unless you need to report an emergency, such as a fire, medical emergency or severe building damage. 9-1-1 lines need to be kept open and available for emergency calls.

Other Weather Emergencies

Below is a link to the NOAA website that provides information about Severe Weather Emergencies: http://www.erh.noaa.gov/
Workplace violence may take the form of various types of personal assaults. These may involve weapons such as knives or handguns.

**Gunfire**
1. If you hear gunfire, immediately seek refuge in an area that can be locked from the inside. Remain still and quiet.
2. If a phone is immediately available, and if it is safe to do so, call 9-1-1.
3. Should you be confronted by the shooter(s) and that are shooting people:
   - **You must decide on a course of action**
     - If appropriate, try to minimize movement to avoid bringing attention to yourself.
     - Run for an exit while zigzagging if necessary.
     - Attack the shooter only as a last resort when you have no other options.

**Hostage Situation**
- Immediately evacuate the building, using a preplanned evacuation route. Stay out of sight of the perpetrator.
- Take no action to intervene with the hostage taker.
- Call 9-1-1 from a safe location

**Physical Threat**
- Immediately evacuate the area, using a preplanned evacuation route.
- Call 9-1-1 from a safe location.

**Personal Protection**
- University regulations permit persons to have and use chemical spray for personal protection.

For more information about the subject, please contact university Police at 814-863-1111.
If an individual (s) becomes trapped in an elevator:

• Activate the elevator emergency alarm and use the two-way communication device or phone if available.
• If there is no phone/communication device within the elevator, the trapped individuals may also try to use cell phones to contact University Police.

Non-Life Threatening Elevator Entrapment

The majority of elevator entrapments are non-life threatening. In the event of a non-life threatening elevator entrapment:

• Contact police and maintenance staff immediately. Try to communicate with the passenger by any means possible. Do not attempt to open the elevator shaft door.
• The person who received the initial call should remain on the line with the trapped party until they are removed from the elevator or until the communication is handed off to another party.
• Tell the trapped individual (s): “Remain calm and stay in the elevator. Help is on the way.”

University Police must remain on-scene until the elevator service technician has arrived and removed the entrapped person (s) from the elevator.

Life Threatening Elevator Entrapment

A life threatening entrapment is when entrapped individual (s) is experiencing a serious medical emergency (e.g. heart attack, stroke, severe bleeding, psychological emergency, woman in labor) or where a fire or other emergency in the building is threatening the life of the individual (s) in the elevator.

In the event of a life threatening entrapment, the procedure given above will apply with the addition that the University Police request assistance from local emergency responders.

Important Note: Under no circumstances should anyone, other than a trained and experienced elevator technician, attempt to rescue any entrapped individual (s) or attempt to perform repairs to the elevator. Do not attempt to open the elevator shaft door.
If a bomb threat is received:

1. Keep the caller on the line as long as possible, ask them to repeat the message, and record every word that is spoken.
2. 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 you place the bomb?
   • What is your address?
   • What is your name?
3. 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.
4. 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.
5. Immediately call University Police to report the incident.
7. University Police will conduct a search. Employees are requested to make a cursory inspection of their respective areas for suspicious objects and to report the location of any suspicious objects to University Police. If an object is located, do not touch it.
8. Unless an explosion has already occurred, DO NOT ACTIVATE FIRE ALARMS

For more information about this subject, please contact University Police at 863-1111.
If it appears an individual may cause harm to themselves or to others, call 9-1-1 immediately.

Available Campus Resources for faculty, staff and students include the following:

Faculty/Staff Assistance Program Crisis Phone:
The Employee Assistance Program (EAP) is a confidential, consultative employee and family resource as a first line of defense for personal or work-related concerns for yourself or your family.

Employee Assistance Program (EAP) 1-866-749-1735
• Available to all benefits-eligible employees, their dependents and household members
• No charge to employee or family
• Voluntary
• CONFIDENTIAL
• 24-hour assistance available, seven days a week

Crisis Services for Penn State Students:
If you are afraid you will not be able to avoid hurting yourself or others, call for help immediately.

• Call 9-1-1 or University Police (863-1111)
• Centre County CAN HELP Line (1-800-643-5432)

This is a 24-hour crisis hotline available to students. Counselors who staff the hotline will help people manage a crisis situation; a mobile team is available when needed. They refer to Centre County hospital facilities if hospitalization is needed.
The following are some helpful tips that should be practiced daily to help prepare for an earthquake:

• Identify what equipment you should shut down if time permits.
• Look around your area and decide where the safe spots are; under sturdy tables, desks or against inside walls.
• Determine where the danger areas are; near windows, hanging objects, tall unsecured furniture (bookcases, cabinets and appliances), and chemical sites. Most casualties in earthquakes result from falling materials.
• Store flammable and hazardous chemicals in proper cabinets.
• Keep breakables and heavy objects on lower shelves whenever possible.
• Make sure latches on cabinets, closets, process tanks and storage tanks are secured.

Safety Tips

• Stay indoors if already there. If you’re in a high-rise building, do not use elevators.
• If you’re outdoors, stay in the open, away from buildings, trees and power lines. Do not go near anything where there is a danger of falling debris.

Emergency Procedures

After an earthquake, follow these guidelines:

• Check for injuries and follow first-aid procedures.
• Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks, or even a series of aftershocks, are common after earthquakes and may last for a few seconds to perhaps as long as 5 minutes or more.
• Do not re-enter damaged buildings. Aftershocks could knock them down.
• In the event of a fire or personal injury, use the nearest telephone to call for help.
• Be alert for water leaks, broken electrical wiring, downed electrical lines or ruptured sewer lines. Whenever possible, turn the utility off at the source.
• If you do enter a building, use atmospheric testing equipment to check for leaking chemical or gas lines.
• If problems are detected, leave the building immediately and notify your supervisor, an emergency responder (fire or police) or incident command. If phones are working, call 9-1-1.
• Know your shutdown procedures.
If someone becomes ill or injured and requires immediate attention:

1. Dial 9-1-1 and report the emergency with the following information:
   • Your name
   • Type of emergency
   • Location of the ill or injured person
   • Condition of the ill or injured person
   • Any dangerous conditions

2. Unless trained, do not attempt to render first aid before assistance arrives. Protect yourself from blood or body fluid exposures.

3. Do not attempt to move a person who has fallen or appears to be in pain. Keep the person lying down, covered and comfortable unless life threatening. Do not transport individual who is injured or ill in your personal vehicle or in a University vehicle.

4. Attempt to obtain the following information from the ill or injured person
   • Name
   • Description of symptoms
   • Allergies
   • Medications
   • Major medical history

5. Have someone standby outside of the building to direct emergency responders.

6. Remain at the scene after emergency personnel have arrived to provide information.
If you witness a crime:

• If you witness a crime or become the victim of a crime, call 9-1-1 to report the incident to the police.

• If you observe a perpetrator commit a crime, do not block their avenue of escape. Instead, get a good description of the perpetrator, note their direction of travel and obtain vehicle information if pertinent.

• Do not follow the perpetrator. Let the perpetrator leave the scene. If followed, the perpetrator may panic and cause you harm.

Personal safety tips:

• Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call the police.

• In the event that a suspicious person is seen roaming around, or suspicious calls are received, contact the police immediately.

• Always keep the door to your room locked when you are working alone.

• Do not investigate a suspicious person or noise outside by yourself.

• Keep a list of emergency numbers with you.

• Never walk alone at night. Walk in an alert and confident manner, and actively pay attention to your surroundings.

• Choose the best lit, most traveled paths when walking.

• Take a self-defense course.

For more information about this subject, please contact University Police at 863-1111.
Enrollment with “PSUTXT” will ensure that you receive critical information related to your campus in the most efficient manner possible.

What is “PSUTXT?”

“PSUTXT” is an easy and accessible system that allows University officials to notify the campus community of situations that disrupt the normal operations of a campus in a timely and concise manner.

What means of communication does the system use?

Text messaging via cell phone will be used to provide information to the campus community. Emailing information also is an option offered.

When will the “PSUTXT” system be used?

The system will be used to convey information related to a situation that disrupts the normal operations of a campus, such as class cancellation due to weather conditions or if the campus has an emergency situation, etc.

How to enroll:

• Access “PSUTXT” at http://live.psu.edu/psutxt
• Click on the “PSUTXT REGISTER” button at the bottom of the page to sign up
• You can change, update, or remove your contact information anytime you wish.
Alerting or signaling building occupants in the event of a fire:

• Manually activate the nearest fire alarm pull station and/or make a telephone call to 9-1-1 from a safe location.
• It may be necessary to activate additional fire alarm pull stations or verbally announce the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This should be done while exiting the building.
• To report all emergencies, employees should call 9-1-1 from a safe location. State your name, location, the nature of the call. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions.

Evacuation procedures for building occupants:

• Ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment, close doors (DO NOT LOCK) and exit the building using the established evacuation routes.
• Occupants should assist visitors, students, and others who are not familiar with the floor plan to safely evacuate the building.
• If you have been identified as having responsibility for Critical Operations Shutdown, follow the procedures as detailed in your departments Emergency Evacuation Plan.
• Proceed to the designated meeting site and await further instructions from the safety monitor.
• All personnel should know where primary and alternate exits are located and be familiar with the various evacuation routes available. (Floor plans with escape routes, alternate escape routes, exit locations and designated meeting sites are located in the Emergency Evacuation Plan and are posted in the building.)

If Caught in Smoke:

• Drop to your knees and crawl to the closest safe exit.
• Breathe through your nose, and use a shirt or towel to breathe through, if possible.
• Never enter a room that is smoke-filled.
• Before opening a door, check to ensure it is not hot to the touch. If hot, do not open. If warm, open slowly to check room/hallway conditions.

Using a Fire Extinguisher:

• Report the fire first.
• Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
• If you have any doubt of your ability to fight the fire, exit immediately.
• If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
• To use the fire extinguisher, follow the PASS method.
  • P ull the pin. This will break the tamper seal if one is provided.
  • A im low, pointing the extinguisher nozzle at the base of the fire.
  • S queeze the handle to release the extinguishing agent.
  • S weep from side to side at the base of the fire until the fire is out. Watch the area. If the fire re-ignites, repeat the steps above.
Reporting Emergencies: Dial 9-1-1 and notify building occupants of the emergency

Evacuation – In the event that it becomes necessary to evacuate this facility the designated meeting site is:

Assisted Evacuation Staging Areas – Person(s) who need assistance with evacuation must go to this location to await assistance.

For assistance in designating safe room(s) in your building please contact University Police at 814-863-1111

The designated safe room(s) in this building for sheltering is - If evacuation is not possible due to natural or human interference, this room will be shelter until help arrives.