



**THE UNIVERSITY OF SCRANTON
DEPARTMENT OF PUBLIC SAFETY**

Emergency Response Desk Reference

The following guide is a procedural outline for all employees to follow in the event of an emergency. More detailed and specific procedures are contained in The University of Scranton Crisis Response Plan. A copy of the plan is located in the office of each staff and faculty supervisor.

Emergency Notification and Response

- If a serious injury, illness or other emergency occurs on campus and you feel that immediate notification of emergency responders is necessary call Public Safety.
- The Public Safety emergency number is ext. 7777. This extension is for **emergencies only** and will receive priority. All non-emergencies should be reported on ext. 7888.

Crime Reporting

- Report all crimes to Public Safety at ext. 7777.
- This number is manned 24 hours a day by Public Safety Dispatchers or Officers.

Fires

- Sound the fire alarm by activating a fire alarm wall mounted pull station. Public Safety will alert Scranton Fire Department and direct units to the scene.
- Follow the building evacuation procedures.
- Once evacuated from the building alert the first responding Public Safety Officer to the source of the fire.
- Upon evacuation do not stand next to the building. Move to designated evacuation sites and away from the building.

Building Evacuations

- Sounding the fire alarm will facilitate building evacuations.
- All employees, students and visitors are to leave by the nearest marked exit.
- All employees, students and visitors must take their personal belongings out of the building, i.e. coats, pocketbooks, brief cases, backpacks, etc.
- Do not use the elevators.
- Proceed to the building evacuation site. Do not return to a building until directed by Public Safety Officers or Scranton Fire Officials.
- Assist persons with a disability in exiting the building. If you cannot assist, direct the disabled person to the designated staging area, call Public Safety at ext. 7777 and report the person's name and location.
- Faculty members and staff supervisors should be the last persons to leave a room; close the door and report any persons not evacuated and their location to Public Safety.
- As you evacuate the building, pull closed the steel fire doors. Do not leave them propped open.

On Campus Evacuation Sites

- The Byron Center is designated as the primary evacuation site on campus. If the emergency is in the Byron Center, then the evacuation site is Eagan Auditorium in the Gunster Center.
- Public Safety Officers may provide alternate guidance, should the situation dictate.

In Place Sheltering

- A situation may arise in which Public Safety may direct in-place sheltering. In such situations, you should remain in the building or room, stay away from windows, lock the door to the room and await further evacuation instructions from Public Safety Officers.

What To Do If You Are Trapped in a Burning Building

- If you are trying to escape a fire, never open a closed door without feeling it first. Use the back of your hand to prevent burning your palm. If the door is hot, try another exit. If none exists, seal the cracks around the doors and vents with anything available.
- If trapped, look for a nearby phone and call Public Safety at ext. 7777, and provide your exact location.
- If breathing is difficult, try to ventilate the room.
- Don't wait for an emergency to discover that a window can't be opened.
- If on an upper floor and your window cannot be opened, wave for attention at the window. Don't panic.

What To Do If Someone Catches on Fire

- **STOP** - where you are. **DROP** - to the floor. **ROLL** - around on the floor.
- If someone else catches on fire, try to smother the flames by grabbing a blanket, rug or coat and wrapping the person in it. This can save someone from serious burns or even death.

Bomb Threat

- Follow the same procedures as outlined for a building evacuation. Do **not** sound the fire alarm.
- The majority of bomb threats are received by phone. This places a great importance on the first and possibly only contact that will be had with the caller. It is imperative that the person receiving the call obtains as much information as possible.
- Persons receiving the bomb threat should keep talking to the caller and ask:
 - When will the bomb explode?
 - Where is the bomb?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
 - Make an immediate record of the responses to the questions and provide the information to Public Safety.

Post Bomb Threat Phone Call Procedures

- Hang up after the caller hangs up.
- Dial 24 on the line that the bomb threat came in and then hang up.
- Call Public Safety at ext. 7777 and inform them that you just activated 24 and provide the information they request.
- Public Safety will contact Verizon for assistance in identifying the caller's location and telephone number.

Armed Individual in a Building

When a person (s) is causing death or serious bodily injury or the threat of imminent death or serious bodily injury within a building, the following procedures are recommended:

- If you are not at risk of injury and communication is available, call Public Safety at ext. 7777.
- If unable to notify Public Safety, summon help discretely by any means at your disposal.
- Place students in the nearest classroom, lock the door/barricade the door.
- If you are in an office, lock the door/barricade the door.
- Close windows, turn off the lights & audio equipment and have occupants sit on the floor.
- Do not sound the fire alarm!
- Do not leave your secure area until notified by Public Safety or the Scranton Police Dept.
- Stay out of open areas and be as quiet as possible.
- Once Public Safety or the Scranton Police arrive, obey all their commands quickly and quietly.

Armed Individual on the Campus Grounds

- Run away from the threat if you can.
- Do not run in a straight line.
- If you get away from the immediate area, summon help and warn others.
- Once Public Safety or the Scranton Police arrive, obey all their commands.

Psychological Crisis/Potential Harm to Self/Others

A psychological crisis exists when an individual is threatening harm to himself/herself, to others or is out of touch with reality. If a psychological crisis occurs:

- Never try to handle a situation that you feel is dangerous on your own.
- Notify Public Safety of the situation at ext. 7777. Public Safety will alert University Counselors and medical professionals as necessary.
- If possible and safe, remain with the individual under psychological crisis until emergency response arrives.
- Never try to handle a situation that you feel is dangerous on your own.

Life Threatening Injuries

- Call Public Safety at ext. 7777 and provide as much information as possible about the injury and victim.
- Public Safety will alert appropriate emergency response units and direct them to the scene.

Employee/Student/Visitor Injury; Non-life Threatening

- Employees must report all work-related injuries to their immediate supervisor or department chairperson and to the Human Resource Dept. at ext. 7767.
- Student or visitor injuries must be reported to Public Safety at ext. 7888.

Utility/Service Failures

Elevator Failure

- If you are trapped in the elevator, use the emergency phone to notify Public Safety.
- If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal help.
- Remain calm; do not attempt to exit the elevator without instructions.

Plumbing Failure/Flooding/Sewer Back-Up

- Cease using all electrical equipment.
- If necessary, vacate the area. Notify Public Safety at ext. 7888.

Gas Leak

- Cease all operations.
- Do not switch on/off lights, any electrical equipment, or your phone.
- Do not strike any matches.
- Leave the building and call Public Safety at ext. 7777.
- Report to your building evacuation site.

Ventilation Problems

- If smoke odors come from the ventilation system, immediately notify Public Safety at ext. 7888.
- If necessary, cease all operations, evacuate the area and activate the fire alarm.

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with
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Responsibility
Civility*

If you have any questions, please contact Richard A. Pomager, Jr., Director of Public Safety at ext. 7880.