



Please direct any general inquiries regarding emergency response to the Department of Public Safety: (610) 519-6979

## GENERAL GUIDELINES

### For general emergencies and to report a crime:

- Get to a safe place if possible
- Call Public Safety at (610) 519-4444

### In an emergency evacuation (including but not limited to a fire alarm):

- Move quickly and safely to the nearest exit
- Close doors and windows if time permits
- Do not use elevators
- Assist disabled individuals who cannot evacuate themselves by proceeding with them
  - Proceed with them to the nearest fire stairway or safe haven and wait inside with the doors closed until rescue personnel arrive to assist. Immediately get word to rescue personnel of the exact location of the disabled individual
- Remain a safe distance from the building and be aware of responding emergency vehicles

## MEDICAL EMERGENCIES

- Do not move a seriously injured or ill person unless the situation is life threatening
- Call Public Safety at (610) 519-4444
- Give the dispatcher your name, location, and telephone number and as much information as possible regarding the nature of the injury or illness
- Do not hang up until the dispatcher ends the call
- Administer first aid if you are trained to do so. Otherwise remain with the victim until Public Safety or medical personnel arrive

## SHELTER IN PLACE

- Shelter in place is design to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release. **If a shelter in place is ordered:**
- If outside, seek shelter in the nearest building, preferably in an interior room with few windows
  - Close all exterior doors, windows and any other openings to the outside
  - Avoid overcrowding by selecting several rooms if necessary
  - Monitor email as well as the Public Safety website for further instructions
  - Report any emergency or unusual condition to Public Safety
  - Do not leave the building until authorized by a university official or emergency responder

## UTILITY FAILURES AND ELEVATOR EMERGENCIES

Report utility failures to Facilities Management by calling (610) 519-4420 during normal business hours. After hours, report utility failures to Public Safety by calling (610) 519-4444.

## ALCOHOL EMERGENCIES

- Consuming too much alcohol can result in serious injury or even death. **Call Public Safety at (610) 519-4444 if a person:**
- Cannot be roused by shaking or shouting
  - Has cold, clammy or bluish skin
  - Is disoriented, incoherent, or cannot stand, walk or talk
  - Sustained a blow to the head or any injury that caused bleeding
  - Has shallow or irregular breathing
  - Drank alcohol in combination with other drugs

## IN AN ACTUAL FIRE

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building
- Leave the building via the nearest exit
- Do not use elevators
- Feel doors before opening, and close doors and windows as you leave if safe to do so
- Report the fire to Public Safety by calling (610) 519-4444 once outside
- If trapped, keep the doors closed and place cloth under them to keep out smoke.  
Signal for help by hanging an object (e.g., such as a jacket or shirt) out window to attract attention

## LOCKDOWN

An imminent threat of violence may be cause for a lockdown of all or part of campus. Some exterior doors will lock automatically. Emergency responders will lock others manually. The goal is to limit exposure of students, faculty and staff to danger by preventing dangerous persons from entering campus buildings. **If a lockdown is ordered:**

- Stay Inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building
- Take shelter in a lockable room if possible
- Close windows, shades and blinds, and avoid being seen from outside the room if possible
- Monitor Nova Alert, email and the Public Safety website for updates and further instructions. A description of the actor will be disseminated as soon as possible using these methods
- Report any emergency or unusual condition to Public Safety
- Use discretion in admitting anyone into a secure building. Require that all backpacks and other bags be left outside at least 30 feet from the building. Require that the person seeking shelter open all outer garments for visual inspection before allowing entry
- Once in a secure location, do not leave until receiving the "all clear" from a police officer, Public Safety officer, Nova Alert, email or website communication