This guide is to assist faculty, staff and students in responding to a variety of emergency situations, which they may encounter at Kutztown University (KU) while working, attending classes or events, or living on campus.

Please become familiar with the contents of this guide. In the event of an emergency, it is designed to serve as a quick reference for effective action. New employees and students should be made aware of this guide during orientation. If there are any questions or comments regarding this guide, please contact the Director of Environmental, Health and Safety or Police Chief.
In order to protect yourself and others, each KU faculty, staff and student should know what to do in an emergency. Your response to any incident must focus on minimizing injury and loss of life. Do not jeopardize your safety or the safety of others to protect the physical assets of the University.

1. Chemical Spill
2. Bomb/Bomb Threat
3. Fire
4. Severe Weather
5. Active Shooter
6. Serious Injury/Illness
7. Utility Failure Response
8. Essential Information - Emergency Procedures and Communication
   • KU Alert Information
   • Evacuation/Disability ADA Evacuation
   • Shelter in Place - Severe Weather
   • Shelter in Place - Lockdown
I. CHEMICAL SPILL

Prior to working with chemicals or hazardous substances:

- In areas where chemicals are used regularly, procedures for the clean-up of spilled or released materials are in place and the appropriate products to conduct clean-up operations are readily available. Refer to the Safety Data Sheet (SDS) on the spilled chemical or product for health and safety precautions before clean-up.
- If working with chemicals, become familiar with their properties and familiarize yourself with what to do if a spill occurs. If you are unfamiliar with the clean-up procedures, notify Environmental Health and Safety at 610-683-4050 or Ext. 34050.

If a chemical spill occurs:

- Any spill resulting in personal exposure should be treated immediately according to the information in the SDS.
- Attempt to contain the spill, if you have been trained.
- Evacuate the area and contact Public Safety and Environmental Health and Safety if you do not feel comfortable containing the spill. Contact Public Safety at 610-683-4001 and Environmental Health and Safety at 610-683-4050.
- Provide the following information: type of spill, spill location, substance involved and quantity, hazards associated with the substance and any injuries.
2. BOMB/BOMB THREAT

If you encounter a suspicious package:

- DO NOT attempt to remove it.
- DO NOT pull the fire alarm system.
- Move at least 500 feet away and call Public Safety.
- If you receive suspicious mail, do not handle it. Call Public Safety immediately.

Bomb Threat:

1. If you receive a written bomb threat, set it aside and call Public Safety at Ext. 34001 or 610-683-4001. Do not handle the note or the letter further.
2. If you receive a phone call threatening a bomb threat – remain calm and carefully record as much information as possible. Note the exact words the caller used.
3. Have another person call Public Safety to relay the caller information as it is recorded.
4. Keep the caller on the line as long as possible and ask the caller the following:
   - When is the bomb going to explode?
   - What kind of bomb is it?
   - Where is the bomb located?
   - What does the bomb look like?
5. Try to listen for the following information:
   - Age and gender of caller – male, female, young, old
   - Accent of caller – local, not local, foreign, nationality
   - Background noises – office machines, factory machines, trains, airplanes, animals, music, silence, voices, traffic, party
   - Tone of voice – loud, soft, high-pitched, deep, raspy
   - Is voice familiar?
6. Call Public Safety at Ext. 34001 or 610-683-4001.
3. FIRE

**Observe small fire (wastebasket size):**
- Activate the fire alarm.
- Evacuate the building, using evacuation procedures.
- Contact Public Safety at Ext. 34001 or 610-683-4001.
- If trained, extinguish the fire with a fire extinguisher. If unable to extinguish flames, never jeopardize your safety to save property; get out if you do not feel comfortable fighting the fire with a fire extinguisher.

**Smell smoke or observe large fire:**
- Pull the nearest fire alarm if building’s fire alarm is not already activated.
- Exit the building as quickly and as orderly as possible.
  - Use the closest safest exit.
  - Take the stairs, not the elevator.
  - Warn others.
  - If disabled, refer to procedures for Evacuation–for Disabled Individuals (see last section, in blue).
- Once evacuated, call 911 to report building and location of fire.
- Touch doors before opening. If hot, find an alternate exit or stay in place and summon assistance from a window or telephone.
- If you are trapped in an area of the building:
  - Use wet towels or clothing under the door to keep smoke out.
  - If unable to alert assistance, place an article of clothing outside the window as a marker for rescue crews.
  - If unable to alert assistance shout at regular intervals to alert rescue crews.
- Do not return to building until authorized by Public Safety.
4. SEVERE WEATHER

Severe weather safety and notification information

Winter Storm Safety - If a winter storm is predicted to affect the region:

• Charge cell phone and tell someone about your travel plans.

Notification of University Closing:

• KU Alert
• www.kutztown.edu
• External: regional radio and TV stations and internet websites – for the list, go to information outlets at www.kutztown.edu/weather
• Employee Hotline 610-683-4191
• General Information 610-683-4649

Tornado

Tornado Advisory/Watch – weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornadoes.

Tornado Warning – either a tornado has been sighted or radar indicates there is a tornado occurring in the area.

In the event of a Tornado Warning, notification will be transmitted via the following methods of KU Alert: On-campus voice communication system inside and outside campus buildings and text messages.

Lightning

If you hear thunder or see lightning, follow the 30/30 rule:

• If you see lightning and cannot count to 30 before hearing thunder, you are within the range of a possible lightning strike.

• Or follow the adage: “When thunder roars, go indoors.” Remain indoors until 30 minutes after the last thunder clap.

• Seek shelter in a substantial building or a hard-topped vehicle.

• Avoid contact with corded phones, electrical equipment, plumbing, and windows and doors.

• Studies have shown that most people are not struck by lightning at the height of a storm, but before and after the storm has peaked. Lightning often strikes outside heavy rain and may occur as far as 10 miles from any rainfall.

• Lightning strike victims carry no electrical charge and should be helped immediately. Call 911 and provide first aid.

Seek shelter: Follow Shelter in Place—Severe Weather procedures (on last page of this book).
5. ACTIVE SHOOTER

Campus shooting incidents leave no time for proper planning and normally require first arriving law enforcement units to take immediate action to end the danger.

**ASSESS THE RUN, HIDE, FIGHT STRATEGIES**

- **RUN** strategy is to evacuate safely.
- **HIDE** strategy – if unable to evacuate safely, hide using the Shelter in Place – Lockdown procedure.
- **FIGHT** strategy – the last strategy if the shooter is in your immediate vicinity and the Run and Hide strategies will not work.

**RUN - Evacuate from the danger area and remain calm:**

- Follow the instructions of emergency personnel.
- Make your way to the nearest exit.
- **DO NOT** activate the fire alarm to evacuate a building.
- Notify anyone you may encounter to exit the building immediately.
- Evacuate to an area at least 500 yards from the danger.
- Stay together.
- Once you reach an area of safety, call the police at **911** or **610-683-4001**.
- Remain in the reported location until you are released by police.

**HIDE - If you cannot evacuate, follow the procedure in Shelter in Place – Lockdown** *(see last section and page, in blue)*

**FIGHT - If the shooter enters your room:**

- Be prepared to attempt to overtake the individual with greater numbers.
- If the individual is overtaken, hold that person down.
- Call the police at **911** or **610-683-4001** and report the situation.

**WHEN POLICE ARRIVE**

1. If you are outside when police officers arrive on scene, move toward any police vehicle when it is safe to do so while keeping your hands on top of your head. Do not carry anything in your hands that could be mistaken for a weapon. Do exactly and immediately what the police tell you to do.
2. If you are still inside the building, **DO NOT RUN**. Drop to the floor, place your hands behind your head and remain still. Make no sudden moves that may be interpreted as hostile or threatening.
3. Wait for instructions and obey all commands.
4. Do not be upset, resist, or argue if a rescuer isn’t sure whether you are the shooter or a victim.
5. Even if you are handcuffed and searched, **DO NOT resist**. Wait for the confusion to clear.
6. You will be taken to a safe area, where proper identification and status will be determined.
6. SERIOUS INJURY/ILLNESS

Act quickly - but calmly in an emergency situation.

• Report all medical emergencies to Public Safety at Ext. 34001 or 610-683-4001 for initial first aid and/or to dispatch an ambulance. Remember emergency on-campus phones are identified by a blue light.
  ▶ Provide the campus location of the person.
  ▶ Nature and severity of the problem.
  ▶ Remain on the phone until the dispatcher releases the call.

• DO NOT MOVE the injured person.

• Try to keep the person still and calm until emergency responders arrive.

• Ask for assistance from others to seek help, treat the injured, etc.

• Administer first aid to the extent at which you have been trained.

• An accident report shall be completed as soon as possible.

If you have been assaulted and/or sexually assaulted:

• Call Public Safety at 610-683-4001 (Ext. 34001). On-campus emergency telephones are identified by a blue light. Off-campus students should call 911.

• Get to a safe place: After an assault, you may be in a state of shock. Wrap yourself in something warm. In the event of sexual assault and to preserve evidence, DO NOT: bathe/shower, eat/drink, smoke, brush your teeth or hair, urinate or wash your clothing. Put the clothes you were wearing into a paper (not plastic) bag.

• Call someone you trust: Receiving comfort and support helps restore a sense of safety and contributes to better decision-making. KU has several resources that can help. Heart at KU, for victims of rape, sexual assault and intimate personal relationship violence, can be reached by calling the BWIC Hotline at 610-372-9540.

• Seek medical attention: You may have injuries of which you’re unaware. In the event of sexual assault you also should be tested for sexually transmitted diseases and pregnancy (if applicable). A medical exam for evidence collection (by a qualified forensic nurse examiner) is strongly recommended and should be done as soon as possible.

• Report the assault promptly: Reporting an assault does not commit you to filing charges and you can decide at any time not to pursue the case. While it is important that perpetrators be held accountable and prevented from doing this to others, you should never let anyone pressure you if you know you do not want to report.

• Talk with a counselor: Working with a counselor can accelerate recovery and help you manage post-traumatic symptoms.

• Take care of yourself: Rest, eat well, seek social support and engage in activities that are healing for you and your body.
7. **UTILITY FAILURE RESPONSE**

1. Whenever a major utility failure occurs - during regular business hours (Monday through Friday, 7:30 am – 4:30 pm) – immediately notify Facilities Work Control at Ext. 31594. After business hours, weekends or holidays – immediately notify Public Safety at Ext. 34002. Provide the exact location and severity of the utility failure, if known.

2. Remain calm and follow the suggested responses identified below.

3. If there is a potential danger to building occupants, communicate the hazard to keep others out of harm’s way.

4. If necessary, evacuate the building by activating the alarm. Become familiar with the exits from the building and use the safest exit in relationship to the event.

5. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by Public Safety.

**Responses to specific types of utility failure:**

NOTE: Always observe Steps 1 and 2 above whenever the following utility emergencies arise:

- **ELECTRICAL/LIGHT FAILURE:** If you are in an unlighted area, proceed cautiously to an area that has lighting. Provide assistance to others in your area that may be unfamiliar with the space. If possible, turn-off equipment before leaving, so it is off when the power is restored. Keep a battery-operated flashlight available; never use candles for temporary light.
  
  Note: Campus buildings are equipped with emergency lighting systems that should provide adequate illumination in main corridors and stairways for safe exiting.

- **PLUMBING FAILURE/FLOODING:** If there are electrical appliances and outlets near the leak, use extreme caution; do not walk through flooded areas. If necessary, vacate the area and prevent anyone else from entering the area. Cover or relocate equipment, materials and supplies to minimize water damage, if safe to do so.

- **GAS LEAK:** Cease all operations. EXTINGUISH ANY OPEN-FLAMES. DO NOT TURN ON OR OFF ANY LIGHTS OR ANY ELECTRICAL EQUIPMENT. Electrical sparks or arcing can trigger an explosion. Notify Public Safety at Ext. 34001 after you evacuate the area. Inform others to stay out of the area and not to smoke.

- **STEAM LINE FAILURE:** Vacate the area; stay away from steam and hot water, which can cause serious burns!

**Elevator Malfunctions**

*Elevator entrapment is an uncommon occurrence, but due to an elevator’s mechanical nature, malfunctions are possible. If you are trapped in an elevator DO NOT attempt to get out on your own. Occupants should exercise these precautions:*

- Remain calm.

- Use the emergency phone in the elevator to contact Public Safety that you are trapped. Provide details on the number of occupants and at which floor you entered the elevator.

- If for any reason the phone does not work, push the alarm bell until someone outside the elevator has heard it and has established communication with you.

If outside a stalled elevator, tell persons inside that help is being summoned; call Public Safety at Ext. 34001 to confirm they received the call from the elevator.

- Make an effort to locate the elevator car by going floor to floor and listening at the door for sounds such as banging, crying, or yelling. Relay this information to Public Safety or Facilities.

- Have someone stand by the elevator to keep persons inside informed until help arrives.

**This is what will happen:**

- Public Safety will call Facilities Work Control at Ext. 31594 for assistance, or the local Fire Department as the situation dictates.

- Facilities Maintenance personnel will respond to either perform the extraction or contact Elevator Repair, as necessary, to get the occupants out of the elevator. Fire Department personnel may respond if an emergency requires their assistance.
8. ESSENTIAL INFORMATION –
EMERGENCY PROCEDURES AND COMMUNICATION

KU Alert - Emergency Communication

KU Alert is the primary emergency communication method used to rapidly communicate incidents that pose a safety or security threat to the university.

KU Alert notifications may be delivered in a number of ways: cell phone text message, KU email and on-campus voice communication system.

1. Cell phone text message – an opt-out system for students and opt-in system for faculty and staff, allows for two cell phone numbers per subscriber. Be aware that cellular phone coverage in some buildings may not permit receipt of phone calls or text messages.

2. Email – an opt-out system for students and opt-in system for faculty and staff, allows for two KU email addresses per subscriber. An email with pertinent information related to the emergency will be sent to all campus email addresses.

3. Voice Communication System – if the emergency is imminent, emergency information will be transmitted via the on-campus voice communication system inside and outside campus buildings.

KU Alert for text and email messages is an opt-out system for students and opt-in system for faculty and staff. The opt-in link can be obtained through the KU website under Safety & Emergency - KU Alert.
http://form.app.kutztown.edu/e2campus.

Emergency Contact Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety Campus phone</td>
<td>610-683-4001</td>
</tr>
<tr>
<td></td>
<td>Ext. 34001</td>
</tr>
<tr>
<td>Off-campus police assistance</td>
<td>911</td>
</tr>
<tr>
<td>Fire/Medical Assistance</td>
<td>610-683-4001</td>
</tr>
<tr>
<td>Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>KU Emergency Hotline</td>
<td>610-683-4649</td>
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<tr>
<td>KU Severe Weather Employee Hotline</td>
<td>610-683-4191</td>
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<tr>
<td>Health &amp; Wellness Services - students</td>
<td>610-683-4082</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>610-683-4050</td>
</tr>
<tr>
<td>Facilities – Work Control Center</td>
<td>610-683-1594</td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services</td>
<td>610-683-4072</td>
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</tbody>
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Exterior on-campus emergency telephones are identified by a blue light.
EVACUATION/DISABILITY ADA EVACUATION/SHELTER IN PLACE

Evacuation:

1. When building evacuation (fire) alarm sounds and/or upon notification by Public Safety, leave by the nearest marked exit or in accordance with the posted evacuation plan and alert others to do the same. Become familiar with the exits in your building.

2. If you cannot make it to an exit, consider going through a window. Do the windows open? What floor are you on? Are there bushes or mulch that can break your fall?

3. Don’t take personal property. Leave personal property behind as carrying items with you can slow you down.

4. Do not stop. An evacuation takes seconds if you do not stop. As you evacuate, tell others that you encounter to evacuate, but do not engage in discussion or prolong the time it takes to exit away from danger.

5. Once outside, proceed to a clear area that is at least 100 feet away from the affected building; 500 yards if an active shooter or bomb threat situation.


7. DO NOT return to an evacuated building unless given the ‘all-clear’ communication by Public Safety.

Disability ADA Evacuation:

- For people with disabilities it is important to determine what the need for assistance is and the nature of the emergency.

- Persons who can evacuate a building with little or no assistance shall proceed to the CLOSEST and SAFEST exit. Persons with significant mobility impairments should be directed to an elevator if the integrity of the building is not compromised (severe weather, bomb threats, medical emergency), a stairwell or an area of rescue assistance if the building is or may be compromised (fire, explosion, earthquake). Send someone to notify responders of the location, or call Public Safety at Ext. 34001 or 610-683-4001 from your cell phone or use emergency communications devices, if available.

- For persons directed to stairwells, evacuation assistance will be provided by the fire department or other trained public safety personnel.

  - If possible, wait with the person who is mobility impaired, to help maintain order. Be sure arriving rescue personnel know the number of persons and their location so that appropriate evacuation assistance can be initiated.

- If immediate evacuation is necessary, ask the person with a disability how best to effect the evacuation. Some persons may need to be carried while others may need some assistance walking.

- Know the location of primary and alternate exits, stairwells and emergency telephones.

- Become familiar with the Evacuation Guidelines for People with Disabilities. Contact Disability Services for further information: 610-683-4108.

Shelter in Place – Severe Weather:

Shelter in Place is the process of staying where you are and taking shelter, rather than trying to evacuate.

The best protection is in a basement or on the lowest level of a building. The large brick and masonry buildings on-campus are made of reinforced construction and generally provide adequate shelter. If in a smaller facility go to the basement, an interior room or nearest brick facility.

1. Go to the lowest floor possible

2. Go to an interior room or hallway.

3. Stay away from windows and exterior doors to avoid flying debris.

4. If walking and there isn’t time to get to a safe building – take cover by lying flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.

5. Avoid auditoriums and gymnasiums or large metal buildings with large, unsupported roofs.
**Shelter in Place – Lockdown:**

If evacuation isn’t possible, or Public Safety has advised to “Lockdown”.

Lockdown is a temporary sheltering technique that is utilized to limit exposure to an “Active Shooter” or similar threat. When alerted to lockdown, occupants of any facility within the affected area will lock all doors and windows converting the facility into a large “safe room.”

Secure the room in the best way practical to prevent unauthorized persons from entry into the space. This can include the following:

1. Lock the door.
2. Does the door open in or out? Doors that open into the classroom can be barricaded with heavy objects inside the room or using a wedge. Doors that open out into the hallway cannot be barricaded. Reconsider evacuation or move to another room. If not possible, attempt to tie the door closed with an extension cord, belt, or anything that can be wrapped around the door handle.
3. Do not stand in front of the door or windows. Stand out of sight. Avoid huddling together in a mass. Use the walls and heavy objects such as desks, tables and filing cabinets to hide behind.
4. Stay Quiet. Turn off lights.
5. Silence cell phones and turn off devices (computers) that emit light or sound.
6. Call for help. Have one person call 610-683-4001 or 911.
7. Provide the police with the following information:
   - Location, group size, and contact number
   - Injuries
   - Assailant information – location, number of suspects, race, gender, clothing description, physical features, type of weapons, backpacks, shooter’s identity
8. Employees should report anyone believed to be missing.
9. If possible, place a large note or article of clothing out or on the window to let emergency personnel know where you are. Do not identify that the room is occupied for anyone inside the building.
10. Do not answer the door or respond to verbal inquiries.
11. NEVER open the door. Once you are secure, you should never open the door for any reason. Responding police will open the door for you.