



EMERGENCY URSINUS PROCEDURES

Campus Safety – (610) 409-3333 or x3333

IMPORTANT PHONE NUMBERS

CIVIL DISTURBANCE / RIOT

FIRE or FIRE ALARM

MEDICAL

SEVERE WEATHER or EARTHQUAKE

SUSPICIOUS PERSON or ITEM

PSYCHOLOGICAL CRISIS / SUICIDE THREAT

BOMB THREAT

HAZARDOUS MATERIAL / CHEMICAL RELEASE

BLOOD / BODY FLUID / INFECTIOUS AGENTS

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ACTIVE SHOOTER / HOSTAGE

ASSISTING PEOPLE WITH DISABILITIES

NOTIFICATIONS & GENERAL PROCEDURES



POLICE-FIRE-MEDICAL

<u>Department</u>	<u>Campus</u>	<u>Off-Campus</u>
Emergencies:		
Emergency (Police-Fire-EMS)	911	911
Campus Safety (24-hours)	3333	(610) 409-3333
Crisis Response Team	3344	(610) 409-3344
Non-Emergencies: (Normal Business Hours Only)		
Facilities	3598	(610) 409-3598
Wellness Center	3100	(610) 409-3100
Residence Life	3590	(610) 409-3590
Environmental Health & Safety	3221	(610) 409-3221
Collegeville Police Non-Emergency Dispatch		(610) 489-9332

IMPORTANT PHONE NUMBERS

If a **CIVIL DISTURBANCE** or **RIOT** is in progress:

- Keep a safe distance from any crowd activities that appear unsafe.
- Secure your area – lock doors and windows.
- Avoid confrontation with crowd participants.
- If Campus Safety is not already present, call 610-409-3333 or x3333 and report details of the event. Campus Safety will notify additional personnel, if required.

CIVIL DISTURBANCE / RIOT

In the event of a **FIRE** or **FIRE ALARM** in or near your area:

- If smoke and/or fire are visible, call 911 immediately, then call Campus Safety (610-409-3333 or x3333).
- Activate the nearest fire alarm and alert those around you.
- Shut down any running equipment, if it is safe to do so.
- Exit the area, shutting doors behind you. Do not lock doors! Do not use elevators.
- Evacuate building through nearest exit and move at least 500 feet away from structure.
- Do not return to building unless authorized by a College Official or Fire Official.

FIRE or FIRE ALARM

If there is a **MEDICAL EMERGENCY** or **INJURED PERSON** in your area:

- Remain calm and encourage others to do the same.
- If the victim is conscious, call Campus Safety (610-409-3333 or x3333) and request EMS dispatch.
- If the victim is not conscious or not breathing, call 911 immediately.
- Do not attempt to move a person who has fallen or appears to be in pain.
- For serious injuries, check breathing and give artificial respiration, if necessary.
- Control serious bleeding by direct pressure on the wound.
- Stay with the victim until help arrives.
- AEDs are located on campus, if needed. Be familiar with the location of the nearest AED.
- Provide all information to emergency medical personnel.

MEDICAL

If there is a **TORNADO**, **HURRICANE**, or **SEVERE WEATHER** in the area:

- Monitor weather conditions via radio or the local [National Weather Service Forecast Office](#).
- A weather “watch” means conditions are favorable for the development of severe weather.
- A weather “warning” means hazardous conditions are extremely likely, imminent, or occurring.
- If hurricane conditions exist, move to a basement or interior room on lowest level of building.
- Avoid doors and windows, auditoriums, gyms, lecture halls, labs, and hazmat storage areas.
- Remain sheltered until given the all-clear from Emergency Management Personnel.

If there is an **EARTHQUAKE**:

- If caught inside, drop to the ground, take cover by moving under a sturdy table, and hold on until the shaking stops.
- Do not use elevators. Do not use matches, lighters, or other sources of ignition.
- If caught outdoors, remain outdoors. Move away from buildings, trees, wires, and other structures.
- Remain sheltered until given the all-clear from Emergency Management Personnel.

SEVERE WEATHER or EARTHQUAKE

If you encounter a **DANGEROUS** or **SUSPICIOUS PERSON**:

- Do not threaten, intimidate, or physically confront the person.
- Do not let anyone into a locked building or room. If inside, do not block the person's exit.
- If the person asks to speak to a specific College official, offer to notify Campus Safety to accommodate their request.
- If possible, move outside the person's hearing range and call Campus Safety (610-409-3333).
- Describe the person's descriptive characteristics (height, weight, race, hair color, etc.).
- If you see a weapon, call 911 immediately. When in a safe place, call Campus Safety.

If you encounter a **SUSPICIOUS ITEM** or **PACKAGE**:

- Do not touch or move the item; move away from the area and tell others to do the same.
- Call Campus Safety (610-409-3333 or x3333) and provide as much detail as possible.
- Control access to the area for the safety of others.
- Avoid contact with others if you come in direct contact with a suspicious substance.
- The following indicators may identify a threat: No return address on package; odd smell; leakage or seepage; liquid, powder, or unidentified substance; strange sounds (ticking, beeping).

SUSPICIOUS PERSON or ITEM

If someone around you is experiencing a **PSYCHOLOGICAL CRISIS** or is **THREATENING SUICIDE**:

- **If someone is threatening harm to themselves or others, or seems out of touch with reality**, call Campus Safety (610-409-3333 or x3333) and request to speak with the RD on Duty.
- **If someone appears to be potentially dangerous (unduly aggressive, hostile, has a weapon)**, do not attempt to handle the situation alone. Contact Campus Safety (610-409-3333 or x3333) immediately.
- **While with individual in crisis:**
 - Remain calm and provide a safe, quiet, secure place to talk.
 - Listen. Be supportive. Remind the person they are not alone.
 - Offer to call a friend and someone to help.
 - Call the Crisis Response Line (610-409-3344 or x3344) or Campus Safety (610-409-3333 or x3333) and explain that you need assistance with a person in crisis.
 - Do not leave a suicidal person alone.
- **If a student exhibits odd behavior but does not seem in immediate crisis:**
 - Check in with the student to see if all is okay.
 - Notify the VP of Student Affairs or Residence Life via phone or email. Provide as much information as possible.

PSYCHOLOGICAL CRISIS / SUICIDE THREAT

If you receive a **BOMB THREAT** or observe a package you believe may contain a BOMB.

- Remain calm and encourage others to do the same.
- Do not touch the object!
- Clear the area and call Campus Safety (610-409-3333 or x3333) from a land-line telephone. Do not use cell phones or radios.
- If you receive a bomb threat, attempt to ask the caller:
 1. Where is the bomb located?
 2. When will it go off?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What will make it explode?
 6. Why did you place the bomb?
 7. What is your name?
- During the call, make mental or written notes on voice characteristics, manner, speech, background noise, and any other items that may assist in evaluating the call.
- As you exit the building, make a cursory inspection of your area for suspected bombs. Do not open drawers, cabinets, or turn lights on or off.
- Evacuate building through nearest exit and move at least 500 feet away from structure.
- Do not return to an evacuated building unless told to do so by a College Official or Emergency Management Personnel.

BOMB THREAT

In case of **HAZARDOUS MATERIAL** spill, leak or strange odors:

- Activate the building alarm.
- Call Campus Safety (610-409-3333 or x3333) and state your name, location, and information about the spill (area involved, injuries, types of chemicals, amount).
- If possible, confine fumes or fire by closing hood sash windows and doors.
- Get away from the area and keep others away.
- Do not walk through, touch, or smell any of the spilled substance.
- Try not to inhale gases, fumes, or smoke.
- Stay away from any accident victims until the hazardous material has been identified.
- Do not lock doors!
- Campus Safety will notify Environmental Health and Safety, Facilities Management, and any other specialized authorities and medical personnel.

WHEN WORKING WITH CHEMICALS, BE FAMILIAR WITH POTENTIAL RISKS.

If you have been exposed to a chemical, refer to the Safety Data Sheet (SDS) for that chemical or chemical compound. Consult the hazards and first aid sections. SDS copies are maintained in the Chemistry library, in the Biology Lab Manager's Office, the Environmental Health and Safety Office, and available on-line for each manufacturer.

HAZARDOUS MATERIAL / CHEMICAL RELEASE

In case of contact with **BLOOD, BODILY FLUIDS, or INFECTIOUS AGENTS:**

An exposure means a specific eye, mouth, or other mucous membrane, non-intact skin or contact exposure with blood or other potentially infectious materials.

IF YOU ARE EXPOSED:

- Immediately wash affected area with antibacterial soap and running water or eye wash for 15 minutes.
- Flush mouth, nose, or eyes for 15 minutes if blood is splashed on mucous membranes.
- Notify your supervisor.
Seek medical attention, if necessary.
- Report the incident to Environmental Health and Safety (610-409-3221 or x3221).
- Request blood testing and Hepatitis B vaccination from a panel physician.

UNIVERSAL PRECAUTIONS:

Minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks (for CPR), or other barrier devices.

BLOOD/BODILY FLUID SPILLS:

- Call Facilities (610-409-3598 or x3598) if incident occurs during normal business hours.
- Call Campus Safety (610-409-3333 or x3333) if outside of normal business hours.
- Limit access to the area. Place chairs or other items around the spill area to prevent individuals from coming in contact with it.

BLOOD / BODY FLUID / INFECTIOUS AGENTS

ELECTRICAL POWER FAILURE:

- Notify Campus Safety (610-409-3333 or x3333)
- If an emergency exists, activate the fire alarm.
- Unplug all equipment being used in your area – computers, printers, etc. This will assist in ensuring circuit breakers will not fail when power is restored and will protect vital equipment.
- Evacuate the building and move cautiously to a lighted area.

WATER LEAK:

- Notify Campus Safety (610-409-3333 or x3333).
- If possible, turn off the water supply.
- Stop using any electrical devices in the area and remove objects, if safe to do so.

GAS LEAK:

- Cease all operations. Do not switch lights or any electrical equipment on or off.
- Pull the fire alarm and evacuate to the designated assembly area.
- Notify Campus Safety (610-409-3333 or x3333).
- Do not re-enter the building or area until given permission from a College Official.

VENTILATION PROBLEM:

- If smoke or noxious odors come from the ventilation system, immediately notify Campus Safety (610-409-3333 or x3333).
- Cease all operations, activate the fire alarm, and vacate the area.

STUCK ELEVATOR:

- Use the emergency phone that rings directly to Campus Safety.
- Stay calm. Elevators have a failsafe condition and cannot go into free fall.
- Do not try to open elevator doors or climb out.
- Wait for assistance.

UTILITY FAILURES

If there is an **ACTIVE SHOOTER** on campus:

- Call 911 and then Campus Safety (610-409-3333 or x3333) if possible to do so safely.
- Remain calm and encourage others to do the same.
- If possible, move away from the person as quickly and quietly as possible using the nearest exit.
- Move with hands open and elevated to show law enforcement you are not a threat.
- If you cannot safely evacuate the area, lock doors and windows, lower blinds, turn off lights.
- Stay out of sight and away from doors and windows.
- Move heavy furniture in front of the door to block entry.
- Remain quiet and turn off cell phone ringers.
- If in a group, spread out within the room and quietly discuss a plan if shooter enters. Be prepared to use all possible distraction methods (throwing objects, yelling, tackling).
- If caught outside, stay alert and take cover behind vehicles, thick walls, or trees.
- Remain in place until verified authorities give an all-clear notification.
- Follow instructions from police. Do not attempt to talk to police unless they ask you a question.

If you are involved in a **HOSTAGE SITUATION**:

- Remain calm and be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive.
- Don't speak unless spoken to and only when necessary. Speak in a calm, assertive voice.
- Maintain eye contact, if possible, but do not stare. Captor may be in an agitated state.
- Try to rest. Avoid speculating. Comply with instructions the best you can. Avoid arguments.
- Be observant. When you are released or when you escape, the personal safety of others may depend on what you remember about the situation.
- Be prepared to answer the police on the phone. Be patient.
- If medication or first aid is needed by anyone, tell the captor.

ACTIVE SHOOTER / HOSTAGE

GENERAL GUIDELINES

- In an emergency, always ASK how you can help BEFORE giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- DO NOT use elevators unless authorized to do so by police or fire personnel. Never use elevators if there is fire or structural damage to the building.
- While it is best to follow the individual's emergency plan, in the event of an imminent life-threatening situation, do not hesitate to assist a person with a disability to evacuate a building, using whatever means possible.

ASSISTING PEOPLE WITH DISABILITIES

Visually Impaired

- Tell the person the nature of the emergency and offer guidance to the nearest exit.
- Have the person take your elbow and escort him/her out of the building. Advise of obstacles as you walk.
- When you reach safety, help orient the person to the location and ask if any further assistance is necessary.

Hearing Impaired

- Alert the person that there is an emergency by using hand gestures or by turning a light switch on and off.
- Verbalize, mouth instructions, or provide the individual with a short note containing instructions.
- Offer assistance as you leave the building.

Mobility Impaired

- Elevators should not be used for evacuation during an emergency.
- If there is no immediate danger, take the individual to a safe place to await emergency personnel.
- Whenever possible, remain with the person while another person notifies emergency personnel of the mobility impaired person's exact location.
- ONLY in situations of extreme and immediate danger should you try to evacuate a wheelchair user without assistance. This person is the best authority on how he/she can be moved. Ask before attempting to move.
- It is best to let professional emergency personnel conduct the evacuation; however, a person with a mobility impairment can be carried by two people who have interlocked their arms to form a "chair," or by carrying the person in a sturdy office chair.
- If you are unable to evacuate the person, move them to a safe stairwell landing and notify emergency responders of the individual's exact location.

ASSISTING PEOPLE WITH DISABILITIES

The College will use one or more of the following components to issue **WARNINGS** for emergencies:

Text Message...Students, faculty, and staff who register for the alerts will receive SMS messages on their mobile phones when this system is activated. Visit

www.ursinus.edu/emergencyalerts to sign up for SMS emergency notifications.

Voice Message Broadcast...A message will be sent to the voice mailboxes of all campus telephone extensions.

E-mail...Students, faculty, and staff will receive an e-mail message sent to Ursinus e-mail addresses.

Ursinus Web Site...The Ursinus Web site will be updated with information and instructions, as necessary and when possible.

If you are instructed to **SHELTER-IN-PLACE**:

- Move to a safe area. Close and lock doors and windows.
- Stay away from windows and out of sight.
- Instructors should verify class attendance and keep classes together.
- Remain sheltered until authorities give an all-clear notification.
- Monitor Ursinus web site, text messages, etc. if possible.
- Do NOT call Campus Safety or 911 unless you are reporting a life-threatening situation.

If you are instructed to **EVACUATE**:

- In an orderly manner, leave room and move toward the nearest exit. Close the door as you leave but do NOT lock it.
- Do not operate electrical switches and do not use cell phones, radios, electronic devices, etc.
- If time permits, turn off and unplug computers and other electrical devices.
- When outside, move away from building toward parking lots.
- Instructor should verify class attendance and keep classes together whenever possible.
- Remain outside buildings until authorities give an all-clear notification.

NOTIFICATIONS & GENERAL PROCEDURES