COMMONWEALTH UNIVERSITY OF PENNSYLVANIA EMERGENCY RESPONSE QUICK REFERENCE GUIDE

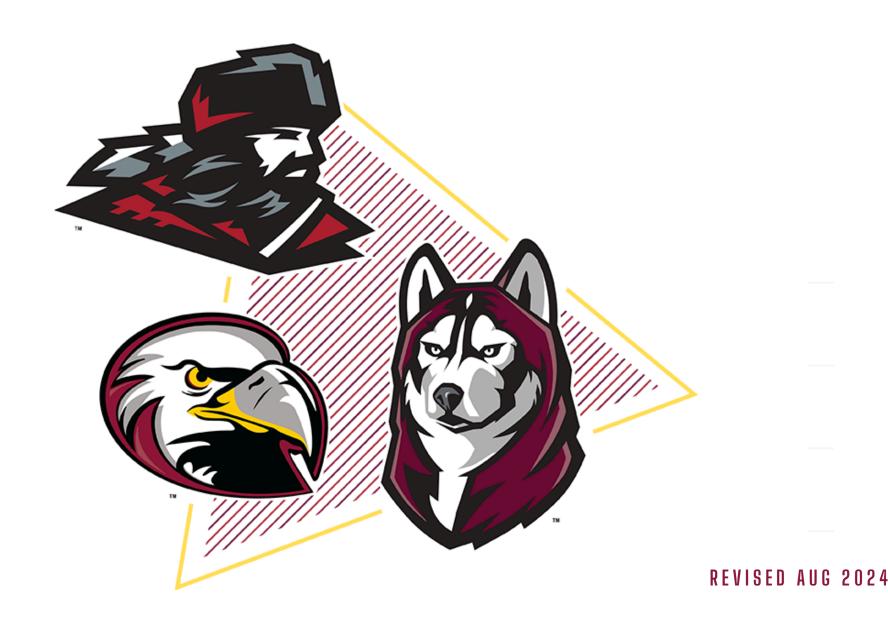
Emergency Numbers

Fire, Emergency Medical Services, and Police 911

Bloomsburg Campus Police 570-389-2211

Lock Haven Campus Police 570-484-2278

Mansfield Campus Police 570-662-4900





Evacuation

Stay Calm. Help others remain calm. When you are reporting an emergency situation give concise, accurate answers to the police. Do not hang up until told to do so (unless it jeopardizes your safety).

- If you discover a fire, pull the nearest fire alarm.
- The building alarms are transmitted to Campus Police. When a building alarms or when told to evacuate by any authorized personnel – walk quickly and calmly to the nearest exit.
- Take only essential personal possessions with you that are readily available (e.g. car keys, glasses, medications, purses, etc.) Do not jeopardize your safety and the safety of others prolonging a search for these items.
- Support those that may need assistance evacuating.
- Do not move injured individuals unless there is an imminent threat to their lives.
- Do not use the elevators in case of a fire. They can become inoperable which may result in serious injury or death.
- Once outside, go to your designated assembly area. Check in with a member of your department, instructor, or Residence Life staff, so we know you have safely evacuated. Keep clear of building entrances and emergency vehicle access areas.
- Do not return to the building until directed by Campus Police or other Emergency Officials.







Shelter-in-Place

Shelter-in-place is an occupant protection strategy that may be issued in response to a variety of incidents where it is safer for building occupants to remain in the sheltered area of a building.

The primary reasons that a Shelter in Place may be required include:

- Imminent or potential severe weather conditions (high winds, hail, tornado or severe thunderstorm)
- Presence of harmful vapors or other products of a nearby chemical release
- In response to a serious activity and/or violent crime that has been reported on or near campus

How to shelter in place:

- If inside and in a safe location, stay where you are.
- If outdoors, seek shelter in the nearest building.
- Locate an interior room to shelter inside.
- Stay away from windows and outside doors.
- Close windows, vents and exterior doors.
- Await further information, direction from Campus Police, or emergency officials (CU-Alert).
- Building access may or may not be restricted based on the circumstances of the incident.
- Report any noted damage or hazard to Campus Police or Facilities Maintenance.

Bloomsburg Campus Police 570-389-2211 Lock Haven Campus Police 570-484-2278 Mansfield Campus Police 570-662-4900 Facilities Maintenance 570-389-4586 (Monday – Friday 7:00 AM to 4:30 PM)



How to respond to an Active Assailant Situation



Run

- Plan a primary and a secondary escape route.
- Leave your belongings behind.
- Evacuate the area, even if others don't agree to follow.
- Help others escape if you can do so safely.
- Don't attempt to move the wounded.
- Prevent others from entering the area.
- Keep your hands visible.
- Call for help: 911
- Bloomsburg Campus Police 570-389-2211
- Lock Haven Campus Police 570-484-2278
- Mansfield Campus Police 570-662-4900

Hide

- Hide in an area out of the active shooter's view.
- Pick an area that gives you other options of escape, such as a window or second door.
- Lock the door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode) and remain quiet.

Fight

- Fight as a last resort, and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Use improvised weapons or throw items at the active shooter.
- If you are able to remove the weapon, secure it, and separate yourself from it.
- Commit to your actions your life depends on it.

Information you should provide Campus Police or 911 Dispatcher

- Location of active shooter and victims.
- Number of shooters.
- Physical description of shooter(s).
- Number of and type of weapon being used.
- Number of potential victims in location.

What to do when help arrives

- Remain calm and follow officer's instructions.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers or holding onto them for safety.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or directions when evacuating just proceed in the direction from which officers are entering premises.

Please Note: The first officers to arrive on the scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.





Bomb Threat Report- Suspicious Object/Package

Immediately report all bomb threats to Campus Police and await further instructions.

If you observe a suspicious object/package or potential bomb on campus DO NOT HANDLE THE OBJECT!

Clear the area immediately and call 911 or Campus Police.

- Bloomsburg Campus Police 570-389-2211
- Lock Haven Campus Police 570-484-2278
- Mansfield Campus Police 570-662-4900

If or when directed to evacuate the building:

- Collect your immediate belongings and exit by the nearest designated route.
- While evacuating be aware of any suspicious objects and report them to the police.
- Proceed to your designated Assembly Area.
- Do not return to the building until directed by Campus Police or Emergency Response Officials.
- If You See Something, Say Something



Bomb Threat Report – Have someone else contact police while you are on the phone

Date:	Time of Call:	AM or PM
Call Received by:		At what phone number:
When is the bomb se	t to explode:	AM or PM
Where is it located: _		
What will cause the b	oomb to explode:	
What kind of bomb	s it:	
Did the person give a	reason for the threat:	
Can you identify the	caller:	
Write down exact the	reat:	
Voice of the caller: N	Man – Women – Child	– Approximate Age:
		- Irrational - Coherent - Laughing - Emotional
	xcellent – Good – Fair	
Intoxicated:A	Accent:	Speech Impediment:
		dren – Machines – Vehicle – Typing – Traffic – Airplane
I	Party – Trains – Anima	als -
Any Additional Info	rmation:	
Completed by:		

• Call 911 or Campus Police Bloomsburg Campus Police 570-389-2211 Lock Haven Campus Police 570-484-2278 Mansfield Campus Police 570-662-4900



Distressed Individual - Mental Health Emergency

A psychological emergency exists when an individual's behavior is inappropriate and /or out of control to the extent that they may be a danger to themselves or others. If a psychological emergency occurs:

- Never try to handle a situation you believe is dangerous without appropriately trained assistance.
- Notify Campus Police of the situation.

Bloomsburg Campus Police 570-389-2211 Lock Haven Campus Police 570-484-2278 Mansfield Campus Police 570-662-4900

When contacting Campus Police relay the following information:

- Clearly state that you need IMMEDIATE ASSISTANCE
- Give your name
- Your location

Additional information:

- Campus Police may be used as a holding area for the individual.
- Campus Police is able to contact a mental health delegate after hours if deemed necessary.
- The Counseling Center staff can be contacted by Campus Police for any incident. Campus Police can also contact the TAP line.



Weather Warning Information

Flooding/ Heavy Rains

- Flash floods can strike anytime and any place with little or no warning. In mountainous or flat terrain, distant rain may be channeled into gullies and ravines, turning a quiet streamside campsite into a rampaging torrent in minutes. City streets can become rivers in seconds.
- Observe these flash flood safety rules. They could save your life.
 - Keep alert for signs of heavy rain (thunder and lightning), both where you are and upstream.
 - Watch for rising water levels.
 - Know where high ground is and get there quickly if you see or hear rapidly rising water.
 - Be especially cautious at night. It's harder to recognize the danger then.
 - Don't try to drive through flooded areas.
 - If your vehicle stalls, abandon it, and seek higher ground immediately.
 - During threatening weather; listen to commercial radio, TV, or NOAA Weather Radio for Watch and Warning Bulletins.
 - Turn Around Don't Drown
- Flash Flood Watch (Watch Out)— means it is possible that rains will cause flash flooding in the specified area. Be alert and prepared for a flood emergency.
- Flash Flood Warning (Get Ready) means flash flooding is occurring or is imminent in the specified area. Move to safe ground immediately.

Hurricanes

- Hurricane Watch means conditions pose a possible threat to your area and you should prepare. Listen to NOAA Weather Radio and commercial radio and television for the latest information and instructions for your location.
- Hurricane Warning means conditions are expected in your area within 24 hours. Areas subject to storm surge or tides should be evacuated as well as areas which would be isolated by flood waters. Follow the instructions of local officials. You will not be asked to leave your home unless your life is threatened.

Tornados

- Tornado Watch means that a tornado is possible.
- Tornado Warning means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately.

Winter Weather

- Winter Storm Watch means conditions are favorable for a winter storm event, which is a threat to life or property.
- Blizzard Watch means conditions are favorable for a blizzard event (low visibility < ½ mile and winds at least 35 mph).
- Winter Storm Warning means heavy snow of 6" in 12 hours or 8" in 24 hours or sleet of ½" or more. It can also be issued if sleet accumulation will be at least half an inch.
- Ice Storm Warning means ice accumulation 1/4" or more is expected.
- Blizzard Warning means blizzard conditions (low visibility of less than ¼ mile due to falling and or blowing snow, and winds at least 35 mph) are expected to last for a minimum of 3 hours.



Maintenance Emergency

Maintenance emergencies include issues or events such as a power outage, rushing water from a broken pipe, gas leak, steam leak, elevator failure, no water, lack of heating, and lack of air conditioning. In case of major utility failure during regular business hours (7:00 AM – 4:30 PM Monday through Friday) immediately notify Facilities Management **570-389-4586.**

If you believe there is potential danger to building occupants or it is after regular business hours:

Call Campus Police

Bloomsburg Campus Police 570-389-2211 Lock Haven Campus Police 570-484-2278 Mansfield Campus Police 570-662-4900

Tips for utility emergencies

- Power Outage Keep a flashlight in your desk or room.
- Elevator Failure If you are trapped, use the emergency telephone on the elevator front control panel to contact Campus Police. If the elevator does not have an emergency phone, use the emergency alarm to signal for help.
- Plumbing Failure/Flooding Stop using any electrical equipment. Vacate the area if necessary.
- Gas Leak Stop what you are doing. Do not turn on lights or any electrical equipment. A spark from the electrical switch can cause an explosion. Vacate the area immediately.
- Steam Line Failure Vacate the area immediately.
- Ventilation Problems If smoke or noxious odors come from the ventilation system, vacate the area immediately.

AED Locations



Blo	Bloomsburg Campus			
Ben Franklin	Inside 1st hall by front doors			
Bakeless	Southwest 2nd floor hallway			
Library Extension	Campus Police Vehicle			
Library Extension	Campus Police Vehicle			
Library Extension	Campus Police Station			
Library Extension	Flex AED			
Carver	1st Floor Main Entrance			
Centennial	By Basketball Courts			
Centennial	Audiology Lab			
Columbia	By Front Doors			
Elwell	Lobby			
Haas	Rightside of Auditorium			
Hartline	1st Floor by Elevator			
Heat Plant	Conference Room			
lM shed ⊚ Rec Fields	Inside of the door			
JKA Comm CTR	Lobby			
Kehr Union	Health Center			
Kehr Union	Hallway by Husky Lounge Desk			
Soltz	Bookstore Cash Register			
Library	1st Floor by Front Desk			
Maintenance	By Hallway to Front Offices			
Monty's	Main Entrance Lobby			
McCormick	2nd Floor Elevator			
Navy	1st Floor Hallway			
Nelson	2nd Floor Lobby by Room 264			
Nelson	1st Floor by Back Elevator			
Nelson	Wrestling room hallway			
Old Science	1st Floor Southwest Hallway			
Student Rec Center	By Reception Desk			
Student Services Cen	SW Corner, 1st Floor Lobby			
Sutliff	Main Lobby 1st Floor			
Scranton Commons	2nd Floor Dining Area Westside			
Trainer (Athletics)	Mobile W/Trainer			
Tennis Building	Main Lobby			
Waller	1st Floor Lobby			
Greenly Center	Rear Lobby Area			

Clearfield Campus		
Founders Hall	Main Lobby Near Front Entrance	

Lock Haven Campus			
Glennon	Campus Police Vehicle #2		
Glennon	Campus Police Vehicle #58		
Glennon	Campus Police Vehicle #51		
Glennon	Campus Police Vehicle #59		
Glennon Infirmary	Nurses Station		
Willis Health Prof.	Next to Room 162		
East Campus Science Center	1st Floor Near Elevator		
Sloan Fine Arts	1st Floor Between Auditorium and Elevator		
Zimmerli	Ground main level		
Price Auditorium	Main Lobby on Front Wall Between Doors		
Tomlinson Center	Main Entrance		
Willis Health Prof.	Athletic Training		
Willis Health Prof.	Athletic Training		
Willis Health Prof.	Athletic Training		
Willis Health Prof.	Athletic Training		
Thomas Fieldhouse	Gymnasium Floor Level Near Restrooms		
Student REC	Behind Service Desk		
Bentley Dining Hall	Middle Level Entrance by Starbucks		
Durwachter (DACC)	Ballroom Lobby Entrance Middle Level		
Fairview Suites	Next to Service Desk Main Rear Entrance		
Stevenson Library	Main Entrance		
Ulmer Hall	Main Entrance		
Parsons (PUB)	Main Floor Lounge Area Near Restrooms		
Robinson (RLC)	Lobby across from elevators		

Mansfield Campus			
Doane Center	Campus Police Car #1		
Doane Center	Campus Police Car #2		
Decker	Gym Lobby		
	University Athletic Trainer		
	Football Field House		
	Athletic Trainers Office		
	Athletic Trainers Office		
Kelchner	Fitness Center		
Manser	Main Dining Hall		
Belknap	Hallway 1st Floor		
North Hall	Circulation Desk		
Straughn	Auditoriun Lobby		
Grant Science	1st Floor Hallway		
Memorial Hall	1st Floor Lobby		
Steadman Theatre	Theatre Lower Lobby		
	Student Union		
	Lutes Softball Field		









Evacuation Assembly Areas

Suitiding/Area Name Street Address Primary Assembly Area Inclement Weather Assembly Area Andreas Library Sit Lightstree Road Cover East Campus Parking Lot Buckingham Maintenance Center Caver and Administration Till East Second Street Quad by Warren Student Service Warren Student Service Crr. Lobby Warren Student Service Warren Student Service Crr. Lobby Warren Student Service Warren Student Service Warren Student Service Warren Student Service Caver Hall Si Subset Drive Quad by Sutifit Haas, Mitrani Hall Walking Betueen Nordhumberland Hall and Lucent Hall Alumin House Walking Betueen Nordhumberland Kehr Union, Ballocom Walking Betueen Nordhumberland Hall and Lucent Hall Walking Betueen Nordhumberland Walking Betueen	Commonwealth University - Bloomsburg			
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Evacuation Assembly Areas

Commonwealth University, Look Haven			
<u>Commonwealth University - Lock Haven</u>			
Building/Area Name	Street Address	Primary Assembly Area	Inclemet Weather Assembly Area
Akeley Hall	60 Campus Drive	Charlette Smith Field	Thomas Field House
Art Annex	515 Railroad Street	Near the entrance of the Recreation Center	Student Recreation Center
Bentley Dining Hall	301 N. Fairview Street	Poorman Commons	Price Auditorium
Campus Village Apartments	500 W. Church Street	Outside East Campus Science Center	East Campus Gym
Durrwachter Alumni Conf Center	10 Susquehanna Avenue	Poorman Commons	Thomas Field House
East Campus J Side	399 W. Church Street	Campus Village Parking Lot	Student Recreation Center
East Campus Gym	340 W. Main Street	Campus Village Parking Lot	Student Recreation Center
East Campus Science Center	301 W. Church Street	Campus Village Parking Lot	Student Recreation Center
Facilities Building	95 W. Fourth Street	Willis Parking Lot	Willis
Fairview Suites	220 N. Fairview Street	Outside Student Recreation Center	Student Recreation Center
Glennon Infirmary	32 Glen Road	Poorman Commons	Price Auditorium
Himes Hall	24 Campus Drive	Poorman Commons	Thomas Field House
Honors Center	30 Susquehanna Avenue	Front lawn of Honors	Durrwachter Alummi Con Center
Hursh-Nevel Maintenance Building	26 Susquehanna Avenue	Front lawn of Honors	Durrwachter Alummi Con Center
Jack Stadium	189 Hill Street	Parking Lot or Lawerance Field	Zimmerli Gym
Parsons Union Building	650 Railroad Street	Near the entrance of the Recreation Center	Student Recreation Center
Price Auditorium	20 Glen Road	Poorman Commons	Stevenson Library
Raub Hall	88 Campus Drive	Poorman Commons	Thomas Field House
Robinson Learning Center	72 Campus Drive	Poorman Commons	Thomas Field House
Rogers Gym	45 Campus Drive	Poorman Commons	Thomas Field House
Sloan Fine Arts Building	255 N. Fairview Street	Poorman Commons	Bentley Dinning Hall
Smith Hall	300 N. Fairview Street	Woolridge Grass Amphitheater	Fairview Suites
Stevenson Library	21 Campus Drive	Poorman Commons	Thomas Field House
Student Recreation Center	550 Railroad Street	Outside Willis Health	Parsons Union Building
Thomas Field House	46 Campus Drive	Poorman Commons	Zimmerli Gym
Thomlinson Center	191 Hill Street	Jack Stadium	Zimmerli Gym
Ulmer Hall	430 N. Fairview Street	Poorman Commons	Parsons Union Building
VIP House	302 W. Main Street	Outside East Campus Science Center	East Campus Gym
Willis Health Professional Center	432 Railroad Street	Near the entrance of the Recreation Center	Student Recreation Center
Woolridge Hall	260 N. Fairview Street	Outside Smith Hall	Smith Hall
Zimmerli Gym	65 Susquehanna Avenue	Green space on North East Side of Zimmerli	Thomas Field House

Commonwealth University - Clearfield				
Evacuation Assembly Areas Building/Area Name Street Address Primary Assembly Area Inclemet Weather Assembly Area				
Founders Hall	201 University Drive	Green space near flag pole	Health Science	
Health Science	201 University Drive	Green space near flag pole	Founders Hall	









Evacuation Assembly Areas

Commonwealth University - Mansfield			
Building/Area Name	Street Address	Primary Assembly Area	Inclement Weather Assembly Area
Allen Hall	135 Stadium Drive	In Front of Field House	Butler - Steadman Theater
Alumni Hall	31 S. Academy Street	Visitor Parking Lot/South Hall Mall	South Hall Ground Floor Entry
Alumni House/Russian House	105 Sherwood Street	Front of Brooks Maintance Building	Brook Maintenance
Belknap Hall	45 Wilson Ave	Belknap Parking Lot	Grant Science Rm. 153
Boiler Plant	125 Sherwood Street	Parking Lot	Brooks Maintenance
Brooks Maintenance	115 Sherwood Street	Side Yard	Boiler Plant
Butler Center	18 Campus View Drive	Front Parking Lot/Steadman Parking Lot	Grant Science Rm. 153
Decker Gym	70 S. Stadium Drive	South Stadium Drive Parking/Campus View	Steadmen Theater
Doane Center	65 Clinton Street	Sidewalk Adjacent to building	Kelchner Fitness Center
Football Practice Field	188 Morris Drive	Lutes Softrball Field	Decker Gym
Grant Science Center	76 Stadium Drive	Pedistrian Walkway	North Hall First Floor
Hickory	66 Morris Drive	Parking Area	Kelchner Fitness Center
Kelchner Fitness Center	80 Clinton Street	Clinton Street near Doan Stairs	Doane Center Lobby
Lutes Softball Field	199 S. Stadium Drive	Maxon Track	Decker Gym
Manser Dining	39 College Place	Stadium Drive/ South Hall Mall	South Hall Second Floor
Memorial Hall	20 Straughn Drive	Memorial Lawn	Alumni Hall Ground Floor
North Hall	5 Swan Street	South Hall Mall/Stadium Drive	Straughn Auditorium
Oak	64 Morris Drive	Parking Area	Kelchner Fitness Center
President's Residence	75 S. Academy Street	Garage Parking Area	South Hall Ground Floor
Retan Center	55 Wilson Ave	Belknap Parking Lot	Grant Science Rm. 153
Sandra B Linck Child Care Center	125 Wilson Ave	Lawn Near Sheds	Retan Center First Floor
Shaute Baseball Field	255 Clinton Street	Student Parking Lot	Kelchner Fitness Center
Simon B Elliott	7 Straughn Drive	Elliott Lawn	Straughn Auditorium
Soccer Field	146 Morris Drive	Parking Lot	Decker Gym
South Hall	71 S. Academy Street	South Hall Mall/Visitor Parking Lot	North Hall First Floor
Spaulding Field	215 Clinton Street	Parking Lot	Kelchner Fitness Center
Spruce	125 Clinton Street	Parking Lot/Kelchner Sidewalk	Kelchner Fitness Center
Straughn Auditorium	35 Straughn Drive	Elliott Lawn	Elliott Hall
Sycamore	50 Morris Drive	Parking Lot	Kelchner Fitness Center
The Hut	57 College Place	Parking Area	Manser Lower Level
VanNorman Field/Field House	164 Stadium Drive	Softball Field	Decker Gym
Water Treatment Plant	306 E. Elmira Street	Front Parking Area	Brooks Maintenance
Mobile Station #1	163 Sullivan Street	Front Parking Area	Mobile Station #2
Mobile Station #2	175 Sullivan Street	Front Parking Area	Mobile Station #1
Grounds Storage building	266 Wilson Ave	Front Parking Area	Brooks Maintenance





