

Penn State Harrisburg Safety/Police Services

EMERGENCY PROCEDURES

QUICK REFERENCE

WHAT TO DO

Hazardous Materials

Any spillage of hazardous material must be reported immediately to Police Services.

- Report material involved and exact location.
- The key person on-site should vacate the affected area and seal it off to prevent further contamination until Police Services arrives.
- Anyone contaminated by the spill should avoid contact with others, remain in the vicinity, and give their names to Police Services.
- If an emergency exists, activate the building alarm.
- When alarm is sounded, walk quickly to the nearest marked exit.
- Outside, move to a clear area at least 500 feet from building.
DO NOT RE-ENTER.

Medical Emergencies

- If serious injury or illness occurs on campus, **CALL 911.**
- For a minor injury or illness, trained personnel should provide basic first aid care. Contact **Police Services: 717-979-7976.**

Earthquake

- If indoors, seek refuge in doorway or under desk. Stay away from glass windows and heavy equipment.
- If outdoors, quickly move away from buildings, utility poles, and other structures.
- **CALL 911.**
- To report damaged facilities, call **Physical Plant and Police Services: 717-979-7976.**

Utility Failure

If a major utility failure occurs during regular business hours, immediately contact Physical Plant. After hours contact Police Services.

- If an emergency exists **CALL 911.** Activate building alarm if needed.
- Building evacuation will occur when an alarm sounds or when an emergency exists.
- Outside, move to a clear area at least 500 feet from building.
DO NOT RE-ENTER.

Weather Emergencies

- For procedures, refer to www.hbg.psu.edu.
- Throughout the event, continue to check the college website and monitor local television and radio stations for announcements.
- Register for emergency cell phone text messaging at <http://live.psu.edu/psutxt>

Psychological Crisis

A psychological crisis may exist when a person is threatening harm to themselves or others, or appears to be out of touch with reality.

If a psychological crisis occurs:

- Never try to handle on your own a situation you feel is dangerous.
- Notify **Police Services: 717-979-7976.**
- In extreme emergencies **CALL 911.**
- Other offices that could assist:
Student Assistance Center: 717-948-6025
Dauphin County Intervention Office: 717-232-7511.

Explosion, Aircraft (Crash) on Campus

- Take cover under tables, desks, or other objects that will protect you from falling glass/debris.
- **CALL 911.**
- If necessary activate the building alarm.
- When alarm is sounded, walk quickly to the nearest marked exit.
- Outside, move to a clear area at least 500 feet from building.
DO NOT RE-ENTER.

Civil Disturbance or Demonstrations

- Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:
 1. INTERFERENCE with normal college operations.
 2. PREVENTION of access to college offices, buildings, or other facilities.
 3. THREAT of physical harm to persons or damage to facilities.

Media Inquiries

Do not attempt to answer media questions about campus emergencies, either in person or by phone. Refer news media to the **Public Information Office: 717-948-6029.**

Penn State Harrisburg
Safety/Police Services: 717-948-6232
January 2008

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QUICK REFERENCE • PHONE NUMBERS

Safety/Police Services: 717-948-6232

Police Services, located in the Susquehanna Building, provides 24-hour help and protection, seven days a week year round.

WHAT TO DO

Fires

- **CALL 911.**
- If a minor fire appears controllable immediately contact **Police Services: 717-979-7976.**
- If an emergency exists activate the building alarm and **CALL 911.**
- Building evacuation will occur when an alarm sounds or an emergency exists.
- Outside, move to a clear area at least 500 feet from building. **DO NOT RE-ENTER.**

Bomb Threats

- Remain calm.
- If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE OBJECT!**
- Clear the area and **CALL 911.**
- If you receive a phone call bomb threat attempt to ask the caller:
 1. When is the bomb going to explode?
 2. Where is the bomb located?
 3. What kind of bomb is it?
 4. What does it look like?
 5. Why did you place the bomb?
- Talk to the caller as long as possible and document the following:
 1. Time of call.
 2. Age and sex of caller.
 3. Speech pattern, accent.
 4. Emotional state of caller.
 5. Background noise.
- Police Services Officers will conduct a cursory bomb search. Employees are requested to make a visual inspection of their area for suspicious objects and report the location to Police Services. **DO NOT HANDLE OBJECT!**
- If an emergency exists activate the building alarm.
 1. When alarm is sounded, walk quickly to the nearest marked exit.
 2. Outside, move to a clear area at least 500 feet from building. **DO NOT RE-ENTER.**

Emergency: 911

Non-Emergency: 717-979-7976

Physical Plant: 717-948-6235

Active Shooters

An active shooter is a person whose activity is immediately causing death and serious injury and the threat is not contained.

If possible, exit the building and immediately:

- Notify anyone you may encounter to exit the building.
- Evacuate to a safe area.
- **CALL 911.**
- Individuals not immediately impacted by the situation are to take protective cover.

If you are directly involved and exiting the building is not possible, the following actions are **recommended:**

- Go to the nearest room or office.
- Close and lock the door.
- Turn off the lights.
- Seek protective cover.
- Keep quiet and act as if no one is in room.
- Do not answer the door.
- **CALL 911** if it is safe to do so.
- Wait for police to assist you out of the building.

911 will need: Your name, incident location, number of shooters, identification or descriptions of shooter(s), number of persons involved, your exact location, and injuries to anyone.

Violent or Criminal Behavior

- If you are a victim or a witness to any on-campus offense or observe a criminal act or suspicious person on campus, **CALL 911.**
- Supply the officers with any additional information.
- Everyone can help make the campus a safe place by promptly reporting suspicious situations.

PENNSSTATE



Harrisburg

www.hbg.psu.edu