Campus Safety Officers are on-duty at all times and available to respond to emergency situations. Use the above numbers to report a serious injury, illness or other emergency on campus.

IN THE EVENT OF A FIRE
- Sound fire alarm by activating a wall mounted pull station.
- Promptly, but safely exit the building. Follow evacuation procedures.
- Once evacuated from the building, notify Campus Safety at (Ext. 6300) 570-674-6300.
- Stay clear of the building.

EVACUATION PROCEDURES
- Leave by the nearest exit unless the hazardous situation is present at that location.
- Do not use the elevators.
- Proceed to the evacuation staging site listed below.
- Do not return to a building until authorized.
- Assist disabled persons to exit buildings. If unable to assist, contact Campus Safety at (Ext. 6300) 570-674-6300.
- Report location and disabled person’s name if possible.
- Faculty members, staff supervisors and management personnel should be the last persons to leave a room.
- Close doors when leaving.

EVACUATION STAGING AREAS
Residence Halls ....................................Evacuation Area
Alumnae/McGowan ..............................Rosenn Plaza
Gildea Hall .............................................Amphitheatre
McHale Hall .............................................Outdoor Basketball Courts
MacDowell Hall .....................................Grass Lot toward Mercy Hall
Rasmussen-Rosary Hall .......................Parking Lot – Rear
Pauly (Blue) House ...............................Passan Hall Parking Lot
Townhouses ..........................................Parking area opposite building
Machell Avenue Residence Hall ............Parking lot Borough building
Leadership (White) House .................Passan Hall Parking Lot
Yellow House ......................................Parking Lot – Rear
111 Lake Street Residence Hall ..........Grass Lot – Rear
IF TRAPPED IN A BURNING BUILDING
- Remain calm — do not panic — stay low to the ground.
- Do not open a closed door if it feels hot — use another exit if possible.
- If safe exit is not possible, seal the cracks around the doors and vents with anything available.
- Contact Campus Safety at (Ext. 6300) 570-674-6300 and/or 911. Provide your exact location.
- If breathing is difficult, carefully ventilate the room.
- If on an upper floor, signal emergency responders by hanging something from a window.
- If faced with a window that cannot be opened, draw attention to yourself by waving and yelling.

IF YOU CATCH ON FIRE
- STOP where you are. DROP to the floor. ROLL around on the floor.

IF SOMEONE CATCHES ON FIRE
- Attempt to smother the flames by wrapping the person in a blanket, rug or similar item.

BOMB THREAT
- Follow building evacuation procedures.
- Most bomb threats are received by phone.
- The call taker may be the only contact with the subject — focus on details.
- Obtain as much information as possible from the caller.
- Keep talking to the caller and ask:
  • When will the bomb explode? Where is the bomb?
  • What kind of bomb is it? What does it look like? Why did you place the bomb?
  • Note the line the subject is calling on (extension number).
  • Note the day and exact time.
  • Desk phones will maintain a record of incoming numbers.
To identify blocked or unknown numbers, additional law enforcement and phone company involvement will be necessary.

Provide all information to Campus Safety.

HOSTILE INTRUDER
During an active situation in which an individual is causing, or threatening to cause, death or serious bodily injury to persons on University property – follow these guidelines and suggested steps to reduce risk:

- Immediately contact 911 and Campus Safety at (Ext. 6300) 570-674-6300.
- Remain calm and make reasonable decisions.
- Stay away from windows and doors.
- Resist temptation to peak outside.
- Lock doors and windows.
- Close blinds and curtains.
- Turn off lights and audio equipment.
- Keep everyone together.
- Stay quiet and silence cell phones.
- Be alert to emergency communications in all forms.
- Stay out of open areas.
- Follow all instructions by Law Enforcement, Campus Safety and emergency notifications.
- Do not confront or try to apprehend the intruder.
- Conform to commands – avoid eye contact.
- If a lockdown is ordered, go to the nearest office or classroom, lock, and barricade the door.
- Do not sound the fire alarm – occupants may exit a building exposing them to greater risk.
- Do not leave a secure area until notified by Campus Safety or Police.
- In an open area – choose effective concealment locations.
- Keep physical objects (desks, trees, vehicles) between you and the threat.
- If you must flee – run away in an inconsistent pattern – running in a straight line increases risk.
- When a safe area is reached, warn others of the danger zone.
- If contact can safely be made with Campus Safety or Law Enforcement, consider the following:
  - Provide the location and physical description of the hostile person and their name if known.
  - Provide the description of weapon(s) the person is using.
  - Provide injury information (number of injured, severity and their location).
- Final survival considerations: Remain motionless among victims. Fight back against the threat.

LOCKDOWN PROCEDURES

- **A. Level One Lockdown:** Stay indoors due to dangerous or hazardous conditions in exterior areas. Outdoor travel is not advised. Applies to extreme weather related incidents and environmental emergencies.

- **B. Level Two Lockdown:** All entrances to a structure are to be locked, propped, barricaded and/or blocked by any means available in order to stop a potential threat from entering a given area.
Lockdown Guidelines

- Stay alert to all emergency notifications
- Seek shelter in the nearest classroom or office area available.
- Assist others to safety away from open areas
- Lock doors to classrooms, offices and housing units. Remain inside until further notice is given or instructed that other procedures, such as evacuation, is most appropriate.
- If unable to lock doors – prop or barricade entrances with whatever is available.
- Move to interior areas.
- Cover windows and other openings.
- Stay away from windows and glass.
- Stay behind solid walls, cabinets, desks or bookcases.
- Remain low to the ground and minimize movement.
- Do not make noise or draw attention to yourself.
- Place cell phones and/or mobile device on silent or vibrate.
- Remain calm and alert to your surrounding and developing threats.
- Do not activate fire alarms or evacuate due to a fire alarm unless instructed to do so by campus safety, law enforcement, or other University personnel.
- Do not flee buildings or attempt to sneak away from the situation unless actual conditions confirm that a threat has entered your area of refuge and your survival depends on exiting an area.

Remember that most campus residence halls are equipped with electronic locking equipment and cannot be entered without proper identification programming. Automatic door locks can be activated or deactivated as necessary by Campus Safety.

PSYCHOLOGICAL CRISIS — HARM TO SELF OR OTHERS

- If an individual is threatening harm to themselves, or others; or is out of touch with reality, seek assistance. Do not handle a situation that you feel is dangerous on your own.
  - Notify Campus Safety at (Ext. 6300) 570-674-6300.
  - Counseling staff is available at all times. Campus Safety will make the appropriate contacts.
  - Notify immediate supervisors.

CRIME REPORTING

- Report all crimes to the Campus Safety Department at (Ext. 6300) 570-674-6300.
- Law Enforcement for all local jurisdictions can be contacted at 911.
- Notification to Campus Safety is required even if direct reports are made to law enforcement agencies.
- Campus Safety will investigate complaints and issue timely warnings to the campus community as necessary.
INJURIES/ILLNESS—NON-LIFE THREATENING (STUDENTS, VISITORS, STAFF)
■ Employees must report all work-related injuries to their immediate supervisor or department chairperson and to the Campus Safety Department at (Ext. 6300) 570-674-6300.
■ Students are encouraged to report injuries to Campus Safety at (Ext. 6300) 570-674-6300.
■ Report visitor injuries to Campus Safety at (Ext. 6300) 570-674-6300.
■ Student or employee illnesses are to be immediately reported to Campus Safety at (Ext. 6300) 570-674-6300 with appropriate follow-up at The Health and Wellness Center.
■ SERIOUS INJURIES – contact 911 directly in order to summon emergency medical responders.

ELEVATOR FAILURE
■ If you are trapped in the elevator, emergency phones ring directly to Campus Safety (Ext. 6300) 570-674-6300.
■ Remain calm; do not attempt to exit the elevator without instructions.

PLUMBING FAILURE/FLOODING/SEWER BACK-UP
■ Cease using all electrical equipment, vacate the area and notify Campus Safety at (Ext. 6300) 570-674-6300.

GAS LEAK
■ Cease all operations. Do not strike matches or generate any open flame.
■ Do not activate light switches, electrical equipment, or phones.
■ Follow evacuation procedures—report incident location to Campus Safety at (Ext. 6300) 570-674-6300.

VENTILATION PROBLEMS
■ If smoke or odors are generated from ventilation systems, vacate the area. Notify Campus Safety.
■ Cease all operations, Activate fire alarm and follow evacuation procedures.

CHEMICAL OR RADIATION SPILL
■ Any hazardous chemical or radioactive material spills are to be reported immediately to Campus Safety.
■ Communicate the nature of the involved material and exact location.
■ Persons nearest the spill, should seal off the area to prevent further contamination and follow evacuation procedures.
■ Persons who are potentially contaminated are to avoid contact with others and remain in the vicinity for proper relay of information to Campus Safety.
EMERGENCY ALERT SYSTEM
In the event of an incident which poses an immediate threat to the safety and welfare of the Misericordia campus community, the University has various emergency notification systems in place to communicate information. Some or all of these methods of communication may be utilized dependant on the circumstances of the event. Methods of communication include e-mail, text messaging, public address system with siren, and cable TV broadcast. The University will also post updates during a critical incident on the MU web site at www.misericordia.edu and www.twitter.com/misericordia.edu.

MU Alert is the emergency mass communication system used to notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of employees or students. MU Alert messages will contain information and instructions to follow during a crisis situation.

Sign up and activate your MU Alert account through the University’s web portal e-MU. A cellular phone number and/or email address is required. MU Alert messages are transmitted via text message and email.

MU Alert messages will only be sent after careful consideration by the Campus Safety Department and with input from local law enforcement and other emergency response agencies when necessary.

This guide is a procedural outline to follow in the event of an emergency. More detailed and specific procedures are contained in the Misericordia University Emergency Response Guide.

For more information, contact Robert Zavada, Director of Campus Safety and Security at 570-674-8018.

Revised, August 2014