

EMERGENCY PROCEDURES

Call Emergency **911** or **9-911** (using a campus phone) to report the emergency (police, fire, EMS).
Use **x4444** to report an emergency or incident to SU Campus Safety.

ACTIVE SHOOTER

You may be notified to evacuate, lockdown or establish a shelter in place. If such a situation occurs, use the following information as a reference:

Lockdown/Shelter-in-Place

- Lock and barricade doors.
- Turn off lights.
- Close blinds, block windows.
- Turn off radios, computer screens.
- Stay calm, quiet and out of sight.
- Take cover behind sturdy fixtures (e.g. concrete walls, desks, filing cabinets).
- Silence cell phones when not communicating with authorities.
- If outside, seek shelter behind wall, building, tree, etc.

What to Report

- Your specific locations: building name, floor and room number.
- Estimate number of people at your specific location.
- Injuries – number of injured, types of injuries.
- Describe assailant(s):
 - Location
 - Number of suspects
 - Physical features
 - Clothing description, backpack, etc.
 - Type(s) of weapons (*if known*)
 - Identity of the assailant

Un-Securing an Area

- Consider risks before un-securing rooms.
- Remember the shooter will not stop until s/he is engaged by an outside force.
- Rescue attempts should only be attempted if it can be accomplished without further endangering those in a secured area.
- Consider the safety of masses versus the safety of few.
- If you are unsure about your safety beyond the room, keep the area secured.

Do not leave the area until authorized by emergency personnel.

FIRE

- Evacuate the building at the nearest exit immediately.
- Without jeopardizing safety, take your personal belongings (*ID, keys, wallet, etc.*)
- Do not use elevators.
- While exiting building, close doors behind you, notify occupants and activate nearest fire alarm pull station.
- Call emergency personnel after you evacuate the building and provide as much detail as possible.

TORNADO or SEVERE WEATHER

- Immediately seek shelter in the lowest level of this building.
- Put as many walls between you and the outdoors as possible.
- If outside, go inside the nearest building to shelter-in-place.

MEDICAL EMERGENCY

- Call 911 or Campus Safety at x4444.
- Provide your name, location, a description of the medical emergency and the number of people injured.
- Stay on phone until emergency responders arrive.

SUSPICIOUS BEHAVIOR

- Do not physically confront the person exhibiting behavior.
- Do not let anyone into a locked building or attempt to block a person's access to an exit.
- Call the emergency phone number from a safe location with information.

PUBLIC ADDRESS/WARNING SIREN

- The system has seven audible alert tones.
- There are five various Hi/Lo siren tones: initial alert, tornado, chemical release, person with a weapon and public address announcement.
- Wail Siren: an all clear message
- Whoop Siren: a test message of Susquehanna University's notification system

SMS – SHORT MESSAGE SYSTEM

- Susquehanna University's emergency notification system.
- Able to send alerts of emergencies to cellular telephones and email addresses.
- Able to alert subscribers of emergencies within seconds.

CONTACT NUMBERS

Campus Safety
On-campus: 4444 | Off-campus: 570-372-4444

Local Emergency Services
On-campus: 9-911 | Off-campus: 911