



# **ROCKREADY** ✓ **IN AN EMERGENCY**

## **Emergency Procedure Guidelines for Employees, Students, and Visitors**



**Developed by  
Environmental Health and Safety  
Emergency Management**

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# Guide to emergencies on campus

The information contained in this booklet is meant to assist Slippery Rock University employees, students and visitors in a number of ways, including:

- Serving as a quick reference guide for employees, students and visitors during pending or actual serious emergencies.
- Educate and prepare University community members for emergencies.
- Provide reference links to additional sources; learn more about particular types of emergencies as well as general emergency planning and preparedness.

It is recommended that a copy of this booklet be maintained in a visible and accessible area by employees and students, including, but not limited to: office and department receiving areas; classrooms; and lunch and break rooms. The University Police Department is available on a 24/7 basis to respond to emergencies that may occur on campus.

**In the event of an emergency,  
contact University Police**

**724.738.3333**

## A. PREVENTION AND PREPARATION

Please review the following suggestions in an attempt to prevent possible emergency situations before they occur and to be prepared for them should they occur:

1. Read this booklet and keep it close to you (at workstations, in dorm rooms, etc.) for easy reference.
2. Cooperate and participate in all campus emergency exercises, practice drills and trainings.
3. Employees should fill out the Department Fire Safety and Evacuation Plan Worksheet .
4. Post evacuation routes and meeting sites near exits in all office suites, work areas and student residence rooms.
5. Become familiar with evacuation routes on your own, with other employees, and in conjunction with University-sponsored evacuation drills. Student residents should review evacuation routes with their community or resident assistants.
6. Persons with disabilities and/or special needs that require specialized evacuation measures in a classroom, work area or residence hall should make University Police aware of their needs.
7. Never attempt to move seriously injured persons unless they are in immediate danger from such situations as fire, explosion, toxic vapors, etc.
8. Contact the Department of Environmental Health and Safety to identify and list all potentially hazardous, explosive or otherwise dangerous chemical or items located in your work area, if appropriate.
9. Be aware of your surroundings at all times.
10. Keep your desk locked and your personal items secured at all times.
11. Make sure to keep vehicles locked at all times. Never leave personal items in plain view.
12. University Police are available to escort employees, students or visitors who don't want to walk across campus alone. To request this service, call 724.724.3333.

## **B. HOW TO REPORT AN EMERGENCY**

Anyone requiring emergency assistance for any reason should contact University Police at:

**724.738.3333**

Save this number in your mobile device. If calling from a University phone, dial 3333.

Dialing 911 will connect callers to the Butler County 911 Center. If 911 is called inadvertently, request to be contacted SRU's University Police. When a dispatcher answers your call, calmly provide your NAME, LOCATION, and BRIEF DESCRIPTION of the emergency. Follow all directions provided by the dispatcher.

The university is equipped with emergency phones inside campus buildings and at strategic locations across campus.

## **C. EMERGENCY NOTIFICATION SYSTEM**

### **Primary Notification – Campus Alerts**

In an effort to better disseminate emergency information, SRU offers an emergency text messaging system that will alert students, parents, faculty and staff of a campus emergency or weather alert. This system is a mass notification system that can alert you with a notification to your smart phone and SRU email, as well as posting to University social media accounts.

Sign up now for this service to receive emergency and weather alerts. There will be no advertising or non-emergency alerts sent to you, but you must be registered to receive alerts. All members of the campus community are strongly urged to sign up to receive these alerts. Enrollment is voluntary, and enrollees may opt out at any time. Individuals are responsible for updating their enrollment information with changes to their wireless service providers.

Visit [www.sru.edu](http://www.sru.edu) and search “campus alerts” to learn more and enroll.

### **Secondary notification – Voice Emergency Notification Systems (VENS)**

VENS is emergency notification technology that uses the fire alarm system to broadcast either pre-scripted or live emergency information throughout a building.

## **D. BASIC CONCEPTS TO REMEMBER IN ALL EMERGENCIES**

1. STAY CALM AND DO NOT PANIC.
2. Never put yourself at risk.
3. Assess the situation.
4. Contact University Police as soon as possible by calling 724.738.3333

## **E. STANDARD RESPONSE PROTOCOL (STAFF/EMPLOYEES)**

### **a. HOLD! HOLD IN YOUR ROOM OR AREA. CLEAR THE HALLS**

- I. Hold is called when hallways or area need to be kept clear of people.
  1. Clear the hallways.
  2. Close and lock the door.
  3. Account for students and visitors.
  4. Remain in your area or room until the "All Clear" is announced.
  5. Do business as usual.



### **b. SECURE! GET INSIDE, LOCK OUTSIDE DOORS**

- I. Secure is called to safeguard people within the building.
  1. Bring everyone indoors.
  2. Lock perimeter doors.
  3. Increase situational awareness.
  4. Business as usual.
  5. Account for all persons.



### c. **LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT**

I. Lockdown is called when there is a threat or hazard **INSIDE** the building.

1. Recover people from hallway if possible.
2. Close and lock interior doors.
3. Move out of sight.
4. Do not open the door and maintain silence.
5. Prepare to evade or defend.



### d. **EVACUATE!**

I. Evacuate is called to move students and staff from one location to another.

1. Lead evacuation to a safe location.
2. Bring your phone but leave other belongings behind.
3. Account for all students and visitors.
4. Notify authorities of missing, extra or injured persons.



### e. **SHELTER! (For a hazard using shelter strategy)**

I. Shelter is called when the need for personal protection is necessary.

1. Official communication with directions will be provided.
2. Seek immediate refuge inside a classroom, office, residence hall or closest available facility.
3. Notify authorities of missing, extra or injured people.



#### II. Hazards.

4. Tornado: Evacuate to shelter area.
5. Hazmat: Seal the room.
6. Earthquake: Drop, cover and hold.
7. Tsunami – Get to high ground.

## F. EMERGENCY SITUATIONS

### a. **ACTIVE THREAT**

#### I. EVACUATE IF YOU CAN DO IT SAFELY

1. As you evacuate, notify anyone you encounter to leave the building immediately.
2. DO NOT ACTIVATE THE FIRE ALARM IN AN ACTIVE SHOOTER SITUATION.
3. Disperse individually. Do not congregate in groups.
4. Contact University Police by calling 724.738.3333 and provide as much information as you can.



#### II. IF YOU'RE UNABLE TO EVACUATE SAFELY

1. Lock yourself in the room if possible. If the door does not lock, barricade the door, if possible.
2. Turn off all lights, close the blinds and stay away from doors and windows.
3. Silence all electronic devices.
4. Remain calm, silent and out of sight.



### b. **CIVIL DISTURBANCE**

In the event you become aware or involved in a situation that escalates to a civil disturbance, contact University Police at 724.738.3333 immediately and report the situation.

### c. **CRIME IN PROGRESS**

If you are a victim or witness a crime in progress:

1. Do not resist if the crime is a robbery.
2. Contact University Police at 724.738.3333 as soon as possible and when you feel you can safely do so. Provide the police with your location; a description of the suspect's clothing and physical features; the suspect's direction of travel; and if possible, the description of any vehicle that may have been involved.
3. While police are en route, remain calm. Focus on any additional physical characteristics that may assist the police in their apprehension of the suspect(s) and their subsequent investigation.



#### **d. Sexual Assault**

The health and safety of our students is important to us. If you or someone you know has experienced sexual assault, rape, domestic violence, dating violence, stalking or harassment we recommend you consider the following options:

1. Seek medical attention.
  - A practitioner at Student Health Services can assess physical injuries, provide prevention of pregnancy and sexually transmitted infections, and offer transportation to local hospitals for an examination.
  - Student Health Services will also offer to contact a specially trained advocate to explain additional options.
  - Other nearby options for medical attention include Grove City Medical Center and Butler Memorial Hospital.
2. Preserving evidence
  - Collecting evidence may be helpful if an individual decides to press criminal charges; please note that your participation in evidence collection does not mean you must pursue charges at this time, but should you choose to do so in the future, there will be a record of what occurred.
  - Evidence is easier to obtain if the individual has:
    1. Refrained from showering or bathing.
    2. Placed clothing or sheets from the occurrence in a paper bag.
3. Talking with the Police
  - Where the incident occurred could change what police department has jurisdiction over the situation.
  - Local police departments include:
    1. University Police at 724.738.3333.
    2. Pennsylvania State Police at 724.284.8100.
    3. Slippery Rock Borough Police at 724.794.6388.
  - If you are unsure of the jurisdiction, please contact University Police at 724.738.3333. They are available 24/7.
  - You may choose not to notify the police.

4. Obtaining No Contact Orders/No Trespass Orders/  
Protection From Abuse Orders (PFAs)
  - No Contact Orders and No Trespass Orders are available through the Office of Student Conduct. Call 724.738.2121 to make an appointment.
  - Protections from Abuse (PFAs), Sexual Violence Protection Order (SVP) or Protection from Intimidation Order (PFI) may be obtained through the Butler County Court. A Victim Outreach Intervention Center (VOICe) advocate may assist you in this process. You can contact VOICe 24/7 by calling 1.800.400.8551.
5. Getting support
  - Having a strong support system, obtaining information about what you are experiencing and knowing your options and rights can go a long way in helping to recover from an incident.

Contact the Office of Student Support at 724.738.2121

e. **WORKPLACE VIOLENCE**

No threats, threatening behavior or acts of violence against Slippery Rock University students, employees or visitors will be tolerated.

Any individual receiving or witnessing disturbing, violent and/or aggressive behavior should report the incident to SRU Police by calling 724.738.3333.

If you are uncertain as to the seriousness or immediacy of the disturbing, violent and/or aggressive behavior, contact SRU Police by calling 724.738.3333.

For less immediate behavior, contact the Office of Human Resources at 724.738.2070.

**f. MEDICAL ASSISTANCE**

1. If someone becomes ill or requires medical assistance, contact University Police at 724.738.3333.
2. Do not hang up until instructed to do so by the University Police dispatcher.
3. Do not attempt to move the ill or injured individual.
4. If possible, provide the dispatcher with the following information:
  - a. Your name
  - b. Your location.
  - c. Description of the medical emergency.
  - d. Identity of the victim, if known, and description of symptoms.
  - e. Victim's allergies and medication if the victim is conscious and able provide information.
5. Automated external defibrillators are available for public use in all academic buildings. University Police vehicles are also equipped with AEDs.
6. Stay with the injured person until emergency personnel arrive and assure the injured person that help is on the way.
7. Avoid exposing yourself to hazardous materials or body fluids.
8. Minor injuries – sprains, strains, contusions, abrasions – are not considered medical emergencies.
9. Any employee who becomes injured while working should report the accident/injury to their supervisor immediately.
10. As soon as possible, injured employees should complete a University Accident Report Form and send a copy to Environmental Health and Safety. The employee's supervisor must sign the Accident Report Form. Accident Report Forms are available by calling EHS at 724.738.2055.

## g. MENTAL HEALTH EMERGENCY

A mental health emergency occurs when a person is expressing a **direct** threat to one's self or others, or is acting in very disruptive, bizarre or highly irrational way. These behaviors may indicate that the person is in crisis and needs **immediate intervention**.

### **Highly disruptive behaviors that indicate an MHE include:**

- Inability to communicate clearly (garbled or slurred speech, disjointed thoughts).
- Loss of contact with reality (seeing/hearing things that are not there, beliefs or actions at odds with reality).
- Overt suicidal thoughts (suicide is a current option).
- Homicidal threats.
- Individual being deficient in skills that regulate emotion, cognition, self, behavior and relationship.

### **Seek to de-escalate the situation while waiting for assistance:**

- Stay calm.
- Immediately call University Police, 724.738.3333, or 911 for assistance and/or protection.
- Reassure the person that no harm will come to them.
- Keep a safe distance and do not corner the person.
- Remain consistent and genuine.
- Use the person's first name if known.
- Be respectful.
- Speak clearly, using soft tones, reassuring words and gestures.
- Await police to take control of the situation.

### **Non-emergency situations:**

Students, faculty, staff and community members can submit a **Care referral** or contact the Office of Student Support at 724.738.2121 for the following situations:

- Student who has been or will be hospitalized.
- Student having trouble adjusting to campus life or having angry outbursts.
- Student who is isolating from friends/class/work.

- Student who has experienced or been accused of dating/ domestic violence, sexual misconduct (rape, sexual assault, sexual harassment), stalking or harassment.
- Student who is expressing suicidal thoughts or ideations or engaging in self harm.
- If your efforts to manage a significant classroom behavioral issue has not resolved the problem.
- If you are concerned about the welfare of a student, yourself and/or other students.
- If a student is asking for help in dealing with personal issues that are outside your role as a faculty or staff member.
- If you have referred the student for assistance in the past and there seems to be no improvement or things seem to be worsening.

**Care referrals are not intended to be emergency services. If someone is in immediate danger, or is an immediate danger to themselves, please contact University Police at 724.738.3333.**

#### **h. BOMB THREATS/SUSPICIOUS PACKAGES**

1. If your department or office receives a call and a bomb threat has been made, remain calm and obtain as much information from the caller as possible.
2. Try to keep the caller on the line
3. Write down all information you obtain and be as specific as you can, including the time and phone number the call was received from. Focus on details such as the caller's gender, if the caller has any accent or unique speech attribute and if you were able to detect any background noises.
4. Contact University Police at 724.738.3333. Give the dispatcher your name, your location and telephone number. Relay to the dispatcher any information you obtained from the caller who made the threat.
5. Notify your supervisor or department head immediately.
6. If you receive a suspicious package – including ones that are stained or discolored, have incorrect titles, handwritten or poorly typed address, excessive tape or string, rigid or lopsided envelope, excessive postage, etc., DO NOT HANDLE. Contact University Police at 724.738.3333 immediately.
7. DO NOT ACTIVATE THE FIRE ALARM for a bomb threat.



## i. **EVACUATIONS**



1. Remain calm.
2. Gather any personal items understanding that you may not be able to return to the location in the coming days.
3. Leave quickly but calmly.
4. Alert coworkers and others to the situation as you are leaving. Prompt them to leave as well.
5. Inform any persons with disabilities as to the location of the designated "Area of Rescue Assistance" or "Area of Refuge." These are usually stairwells that are rated to withstand fire for certain lengths of time.
6. Go immediately to primary/secondary meeting site as identified in your department's fire safety and evacuation plan and make your presence known.
7. Do not re-enter the building unless the "all clear" message is given by the fire department or authorized University safety personnel.

## j. **SEVERE WEATHER/TORNADO**



1. A tornado can develop at any time during severe weather. Pay attention to weather reports and be aware of predicted severe weather. Remain alert for rapidly changing weather conditions.
2. A tornado watch is issued when there is a forecast of severe weather that may produce tornadic activity. A tornado warning is issued when a tornado has been spotted and is believed to be approaching the area.
3. Seek shelter immediately, preferably in a basement if available. If no basement is available, move to the ground floor or lowest floor in the building along interior corridors or inside small rooms.
4. Avoid windows and glass if possible, as well as gymnasiums and other large, open, unsupported areas.
5. If you are outside and cannot reach shelter safely, seek out the nearest ditch or other low-lying area and lay flat, covering your head with your arms.

**THE FOLLOWING UNIVERSITY BUILDINGS DO NOT HAVE BASEMENTS. OCCUPANTS SHOULD SEEK SHELTER ON THE LOWEST FLOOR OR IN THE BASEMENT OF AN ADJACENT BUILDING.**

- Advanced Technology and Science Hall
- Alumni House
- Art Sculpture
- Critchfield Park (baseball stadium)
- Dinger Building
- Equestrian Center
- Field Hockey and Lacrosse Building
- Leadership Development Building
- Maintenance Center
- Maintenance shops/garages
- Mihalik Thompson Stadium
- Morrow Field House
- Residence Hall Buildings A-F
- Rhoads Hall
- Rock Apartments
- Stores I and II Buildings
- Smith Student Center

## k. **EARTHQUAKE**

1. Most earthquakes are of short duration with injuries usually resulting from falling objects.
2. If you are inside a building when an earthquake occurs, stay inside.
3. Look for and take cover under a large sturdy object such as a desk, or against an interior wall away from windows, bookcases or other tall furniture that could fall on you.
4. Be alert for falling objects.
5. Stay indoors until shaking and tremors subside and you are positive that you can exit safely. While exiting, do so quickly and watch for falling objects. DO NOT use elevators when exiting a building.
6. If you are outside a building, stay outside of the building.
7. Go to an open area free of trees and power lines that is away from all buildings.
8. Get low to the ground, cover your head and watch for falling objects.
9. Following an earthquake, expect aftershocks. Be prepared.
10. Do not light matches or use your cell phone immediately following an earthquake. Sparks or static electricity could ignite natural gas or other flammable materials that may have begun leaking following an earthquake.
11. If you come across a seriously injured person, do not attempt to move them unless they are in serious danger of further injury due to building collapse, fire, etc.
12. If you can safely do so and are able, assist any other persons with reaching safety.





## **I. FIRE**



### **I. PREPAREDNESS**

1. Participate in all University-related fire drills.
2. Know your primary and secondary routes of evacuation as described in your departmental fire safety and evacuation plan.
3. Know the locations of fire alarm pull stations and emergency fire equipment.
4. Anyone willing or able to operate a fire extinguisher can contact Environmental Health and Safety for training. Only first responders or properly trained individuals are permitted to operate fire extinguishers.

### **II. IF YOU OBSERVE A FIRE OR SMOKE**

1. If you observe fire, smoke or an explosion, immediately leave your workstation, close the door and activate the nearest fire alarm pull station.
2. Once the fire alarm is activated, all persons must exit the building immediately.
3. Only ESSENTIAL personal items should be taken with you, including keys, purses, phones, etc.
4. Leave calmly and quickly.
5. Do not activate or deactivate power switches and do not lock doors.
6. DO NOT use elevators. Walk, don't run, to the nearest staircase.
7. Alert coworkers and others to the situation as you are leaving. Prompt them to leave as well.
8. Inform any persons with disabilities as to the location of the designated "Area of Rescue Assistance" or "Area of Refuge."
9. Follow any directions from your department administrator or designee.
10. Immediately report to the primary or secondary meeting site as identified in your departmental fire safety and evacuation plan and make your presence known.
11. From a safe location, exterior to the building, contact University Police by calling 724.738.3333 and provide your name and location.
12. Report any injuries.
13. Keep roads and sidewalks clear for emergency responders
14. Do not re-enter the building unless the "all clear" message to do so is given by the fire department or authorized University safety personnel.

If the fire is small and you are a trained SRU first responder or have been trained in using a fire extinguisher, and you can do so safely, you may attempt to put out the fire.

## REMEMBER THE WORD: **PASS**

**P** - Pull the pin.

**A** - Aim low at the base of the fire.

**S** - Squeeze the handle.

**S** - Sweep from side to side at the base of the fire.

## m. **HAZARDOUS SPILLS/RELEASE**

**(CHEMICAL, RADIOACTIVE, BIOLOGICAL)**

**FOR ALL HAZARDOUS MATERIALS SPILLS, INCLUDING MERCURY RELEASES, STOP WORK IMMEDIATELY AND EVACUATE THE LABORATORY OR OTHER APPLICABLE AREA.**

**CONTACT UNIVERSITY POLICE AT 724.738.3333**



### a. **CHEMICAL SPILL/RELEASE**

1. If a spill involves skin or eye exposure, remove applicable clothing and immediately flush the affected area using an eyewash station or safety shower. Call University Police at 724.738.3333 to request emergency medical attention.
2. For small spills and those not posing immediate danger to life or property, confine the spill if you can do so safely.
3. If immediate hazard exists, evacuate yourself to a safe distance outside the building.
4. Only **ESSENTIAL** personal items should be taken with you, including keys, purses, phones, etc.
5. Do not activate or deactivate power switches.
6. Alert coworkers and others in the area to the situation as you leave and close the door behind you.
7. Call University Police at 724.738.3333 and provide the dispatcher with the location (building, floor and room number), description of the material released, and whether there are any injuries or if medical assistance is needed.
8. Notify the lab or area supervisor.

9. If you were in the immediate area where the spill occurred, DO NOT LEAVE THE PREMISES. Wait for University Police to arrive and identify yourself to the responding officer. Provide a full account of what happened to the best of your ability.
10. For evacuation situations, do not re-enter the building unless the "all clear" signal is given by first responders or authorized University safety personnel.

#### **b. VAPOR/FUME RELEASE**

1. If you smell vapors or observe fume release and experience any irritation, coughing, burning eyes or difficulty breathing, evacuate the area immediately.
2. Call University Police at 724.738.3333 and request emergency assistance.
3. Notify the lab or area supervisor.
4. For evacuation situations, do not re-enter the building unless the "all clear" signal is given by first responders or authorized University safety personnel.

#### **c. RADIOACTIVE SPILL/RELEASE**

1. Limit the spread of the spill if you can do so safely.
2. Notify others in the immediate area.
3. Secure and remove yourself from the area of the spill.
4. Mark the room's entryway as to prevent anyone from entering.
5. Contact University Police at 724.738.3333 and request emergency assistance.
6. Notify the lab or area supervisor.
7. If skin contamination has occurred, DO NOT LEAVE THE PREMISES. Remain onsite and report to emergency medical services upon their arrival. Provide specific details of the incident.
8. For evacuation situations, do not re-enter the building unless the "all clear" signal is given by first responders or authorized University safety personnel.

#### **d. BIOLOGICAL SPILL/RELEASE**

1. Limit the spread of the spill if you can do so safely. If you have received blood borne pathogen training, and can safely do so, put on appropriate personal protective equipment and clean up the spill using proper techniques.
2. Notify others in the immediate area.
3. Secure and remove yourself from the area of the spill.
4. Mark the room's entryway as to prevent anyone from entering.
5. Contact University Police at 724.738.3333 and request emergency assistance.
6. Notify the lab or area supervisor.
7. For evacuation situations, do not re-enter the building unless the "all clear" signal is given by first responders or authorized University safety personnel.

#### **n. WATER LEAKS/DAMAGES**

1. Damage can occur from one of several sources, including: broken pipes, clogged drains, damaged fire sprinkler head, condensate that falls off a pipeline, etc.
2. If you discover water damage or a leak, contact Facilities at 724.738.2073, 8 a.m. to 4:30 p.m., Monday-Friday. Contact University Police at 724.738.3333 after normal business hours or on weekends.
3. Employees should notify their supervisor.
4. If there are electrical appliances or electrical outlets in the area of the leak, use extreme caution and leave the area immediately. Secure the room or if a large open area is involved, put up a sign notifying others of the potential hazard.
5. If you know the source of the leak is simply a faucet or a pipe valve and you feel you can safely turn off the faucet or pipe valve, do so. Do not place yourself in harms way or in danger at any time.
6. Report water damage or any issues involving possible insurance claims to Environmental Health and Safety as soon as possible by calling 724.738.2055.

## **o. UTILITY FAILURE**

1. All utility failures should be reported to Facilities and Planning immediately. Call 724.738.2073, 8 a.m. to 4:30 p.m., Monday-Friday. Contact University Police at 724.738.3333 after normal business hours or on weekends.
2. Employees should notify their supervisors.
3. Check elevators for persons that may have been trapped at the time the utility failure occurred.
4. If instructed to leave the building, do so in a calm, orderly manner.
5. Report any property or equipment damage to a supervisor.

## **p. ELEVATOR SERVICE INTERRUPTION**

### **I. If an elevator stops functioning while you are inside:**

1. Remain calm.
2. Activate the emergency phone by picking up the receiver or activating the call button. You will be connected to the University Police dispatcher. Verify your location and a maintenance person will be sent to the area to facilitate your release and elevator repairs. If the interruption occurs after 4 p.m., University Police dispatch will notify the Slippery Rock Fire Department for response to extract the person(s) safely and also notify Facilities and Planning.
3. If there is no emergency phone or call button, push the emergency alarm button and sound the alarm. Continue to sound the alarm intermittently until someone responds.
4. If you have a cell phone, call University Police at 724.738.3333.
5. DO NOT attempt to pry open the elevator doors or leave the elevator car through a roof hatch as serious injury could occur.

### **II. If you are in a building and hear an elevator alarm being sounded:**

6. Stay calm.
7. Go to the elevator door on the floor closest to where you hear the alarm and verify someone is present in the elevator car.
8. Reassure the person(s) you are aware of the alarm and will call for assistance.
9. Call University Police at 724.738.3333 and report the location (building and floor) of the alarm.
10. If possible, remain on site until emergency responders arrive at the location.

## q. **PERSON WITH DISABILITIES**

1. If you are able and willing to do so, you are encouraged to develop a contingency plan to aid employees, students or visitors with disabilities in the event of an emergency, provided you can safely do so without putting yourself or others in danger.
2. It is helpful to ask the person with the disability how best to evacuate them. Assistance can vary from person to person.
3. If a blind person is in need of assistance, alert them you are standing next to them, and offer your elbow for them to hold on to as you guide them to a safe space. Never try to take their cane away from them.
4. You may solicit volunteers, at least three is recommended, to assist persons with disabilities in evacuating a building. This should be a last resort and only when an immediate threat is present.
5. If the individual cannot use the stairs, and you are unable to assist them, inform them about, and direct them to, the nearest Area of Rescue Assistance or Area of Refuge.
6. Areas of Rescue Assistance and Areas of Refuge are usually stairwells in buildings that are rated to withstand fire for a certain period of time. Areas of Rescue Assistance have a communication device\* that allows a person with a disability to notify on-scene first responders of their location.
7. The fire department will perform the evacuation of persons with disabilities from Areas of Refuge/Areas of Rescue Assistance.
8. In classrooms, instructors are encouraged to establish a similar contingency plan for physically impaired individuals.
9. During the initial class session of each semester, the instructor should announce that any individuals who think they may require assistance in an emergency evacuation, to see that instructor privately to discuss a contingency plan.
10. The instructor may solicit volunteers, at least three are recommended, to assist persons with disabilities with leaving a building.
11. If a classroom is located in an area that makes evacuation of persons with disabilities difficult, the instructor may request relocation of the class. Make sure changes are done through the appropriate University.

**\*AREAS OF RESCUE ASSISTANCE COMMUNICATION DEVICES ARE ONLY MONITORED DURING EMERGENCY EVACUATIONS, OTHERWISE THEY ARE NOT OPERATIONAL AND DO NOT COMMUNICATE WITH UNIVERSITY POLICE.**

r. **MOTOR VEHICLE ACCIDENT**

**I. If you are involved in a motor vehicle accident:**

- 1. Stop your vehicle at once and turn off the ignition.
- 2. Activate the emergency flashers.
- 3. Report the accident by calling 911. If the accident occurs on campus, contact University Police at 724.738.3333.
- 4. Check for injuries to yourself or any passengers in your vehicle. Request medical assistance if needed.
- 5. Do not leave the scene of the accident.

**II. If the accident involves a collision with damage to another vehicle,**

- 1. Record the vehicle’s license plate and obtain valid contact information (names, addresses and telephone numbers) of all occupants in the other vehicle. Do the same with any witnesses that are present.
- 2. Make no statements or comments except to proper authorities. Only sign official police reports.

**III. If you are driving a University-owned vehicle, refer to the information contained in the accident kit, located in the visor or glove compartment.**

- 1. Avoid discussing circumstances of the accident with anyone other than law enforcement or authorized University personnel.
- 2. Report the accident to EHS as soon as possible by calling 724.738.2055.

**G. ADDITIONAL INFORMATION/SAFETY CONTACTS**

If you would like more information on emergency management at Slippery Rock University, contact the Office of Emergency Management by calling 724.738.2055.

**Additional Related Contacts:**

University Police .....	724.738.3333
Student Counseling Center .....	724.738.2034
Facilities and Planning Department .....	724.738.2073
University Communication and Public Affairs ....	724.738.2091
Student Health Services.....	724.738.2052
Office of Disability Services.....	724.738.4877
Office of Student Support .....	724.738.2121



# Slippery Rock<sup>SM</sup> University

## Emergency Management

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### **Assistant Vice President of Human Resources and Compliance/Title IX Coordinator**

008 Old Main Building  
104 Maltby Avenue  
Slippery Rock University  
Slippery Rock, PA 16057  
724.738.2016



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