

# California University of Pennsylvania

## Quick Reference Guide for Emergencies

This guide is to assist faculty, staff and students in responding to a variety of emergency situations they may encounter at California University (Cal U) while working, attending classes or events, or living on campus. Please become familiar with the contents of this guide. In the event of an emergency, it is designed to serve as a quick reference for effective action. New employees and students should be made aware of this guide during orientation. If there are any questions or comments regarding this guide, please contact the Director of Environmental Health and Safety at 724-938-4411.

In order to protect yourself and others, each Cal U faculty member, staff member and student should know what to do in an emergency. Your response to any incident must focus on minimizing injury and loss of life. Do not jeopardize your safety or the safety of others to protect the physical assets of the University.

To reach California University Police/Fire, call 724-938-4299; for an ambulance, call 911.

The Cal U Center for Innovation at Southpointe has posted site-specific emergency guidelines on the University website at [www.calu.edu/southpointe-emergency](http://www.calu.edu/southpointe-emergency).

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### **DECLARATION OF A CAMPUS STATE OF EMERGENCY (EOP Section 1.7.4.A)**

The authority to declare a campus state of emergency rests with the University President or Emergency Administrative Director (EAD) after an evaluation of the emergency and the current state of the University. However, the Emergency Operations Coordinator (EOC) may also declare a state of emergency if an incident requires an immediate response for the security and control of the incident site.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat, the University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

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### **UNIVERSITY NOTIFICATION SYSTEM (EOP Section 1.6)**

Cal U Alerts is the text-messaging system used to quickly notify registered users about campus emergencies, as outlined in the University's Integrated Communications Plan. When an alert is issued, the Cal U website will provide detailed information regarding the emergency. Other communication tools are available for use in emergencies and are detailed in the Integrated Communications Plan.

### **CAMPUS RESPONSIBILITY DURING AN EMERGENCY OR DISASTER**

**Emergency Administrative Director (EAD):** Vice President for Administration and Finance, 724-938-4432. The EAD assumes overall direction during an emergency and is responsible for employing the guidelines within the Emergency Operations Plan.

**Emergency Operations Coordinator (EOC):** Director of University Police Department, 724-938-4299. As the EOC, the Police Department director is responsible for overall coordination of the University's response to an emergency.

**Emergency Command Team (ECT):** The ECT provides overall leadership and guidance to the University community during an emergency or disaster.

**Campus Emergency Resource Team (CERT):** The ECT notifies the members of the Campus Emergency Resource team (CERT).

**Media Relations:** Director of Communications and Public Relations, 724-938-5492. The Office of Marketing and University Relations will coordinate media relations and act as the link between the University and the public. The Director of Communications and Public Relations will serve as the University’s media contact for all details regarding the event, e.g. specifics on the threat, California University’s response to the threat, extent of injuries, etc.

## **EMERGENCY OPERATIONS LEVELS (EOP Section 1.7.3)**

- **TIER 1 (Yellow):** Any incident, potential or actual, which will not seriously affect the overall functioning of the University.
- **TIER 2 (Orange):** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services may be required, as well as significant efforts from campus support services.
- **TIER 3 (Red):** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation effectively. Outside emergency support services will be required.

## **SPECIFIC EMERGENCY RESPONSE GUIDELINES**

The following guidelines are only highlights of the detailed response procedures located in the applicable section of the Cal U Emergency Operations Plan (EOP):

### **I. REPORTING INCIDENTS, EMERGENCIES OR DISASTERS (EOP Section 3.2)**

1. From a safe location, report all emergencies to California University Police by dialing “HELP” (4357) from a campus phone, or call 724-938-HELP (724-938-4357) from any phone.
2. In case of an emergency off campus, call 911.
3. When calling, stay calm and carefully explain the problem and location to the officer.



## **II. EVACUATION PROCEDURES (EOP Section 3.3)**

The main assembly areas in case of an emergency are:

- Parking lot across from Dixon Hall/Old Main (Lot 2)
- Parking lot behind Residence Halls A & B (Lots 17 & 19)

### **Building Evacuation**

1. When a building evacuation alarm sounds and/or upon notification by California University Police during an emergency, leave by the nearest marked exit or in accordance with the posted evacuation plan and alert others to do the same.
2. Stay calm. Do not panic
3. If it is safe to do so, assist people with disabilities to exit the building.
4. Once outside, proceed to a clear area that is at least 300 feet away from the affected building.
5. DO NOT return to an evacuated building unless told to do so by University police personnel.

### **Building Evacuation for Individuals with Disabilities**

1. As soon as the alarm sounds, proceed to an enclosed stairwell, if possible.
2. If an enclosed stairwell is not available, go into a room just off the hallway or corridor and close the door.
3. Once inside the room, open a window and drape some article of clothing outside as a signal that someone is waiting for help. If a phone is available, contact California University Police at Ext. 4299 or 724-938-4299.
4. On the way to the "safe area," a person with physical disabilities should ask an able-bodied person for aid in notifying response personnel about the disabled person's location.

### **Campus Evacuation**

1. Evacuation of all or part of the campus grounds will be announced by California University Police.
2. All persons (students, employees and visitors) are to vacate the area in question immediately and relocate to the designated main assembly areas.
3. DO NOT return to an evacuated building unless told to do so by University Police personnel.

### **Shelter in Place**

When California University Police advise to shelter in place:

1. A staff member should lock the exits to prevent unauthorized individuals from entering the space.
2. Staff should account for all students and staff and report anyone missing.
3. When appropriate, Facilities Management personnel will shut down HVAC equipment to prevent outside contaminated air from being introduced into the facility.

## **III. BIOLOGICAL, CHEMICAL OR RADIATION INCIDENT (EOP Section 3.4)**

1. Any suspicious package received should be left untouched.
2. The location in which the package is located should be evacuated and California University Police notified immediately at Ext. 4299 or 724-938-4299.
3. It is important for anyone who comes in contact with the suspicious package not to be in contact with other people if at all possible. These individuals should remain isolated until cleared by California University Police.
4. Any exposure to a hazardous biological, chemical or radioactive material must be reported immediately to California University Police at Ext. 4299 or 724-938-4299.
5. When reporting, be specific about the nature of the involved material and its exact location.
6. The key person on site should vacate the affected area at once, and seal it off to prevent further contamination of other areas until the arrival of University Police/Health & Safety personnel.



### **Spill response procedure**

1. Immediately alert fellow workers, your supervisor and California University Police (Ext. 4299 or 724-938-4299).
2. Follow detailed spill response procedures located in the EOP, Section 3.4.L.
3. Report all but minor spills to the Office of Environmental Health & Safety (Ext. 4411 or 724-938-4411), as there are DEP and EPA regulations that require reporting of certain quantities of certain spilled materials.
4. Reporting to regulatory agencies is only to be done by the Office of Environmental Health & Safety.

## **IV. BOMB THREAT (EOP Section 3.5)**

1. If a suspicious object or potential bomb is observed, do not handle the object. Call California University Police at Ext. 4299. Clear the area immediately according to the building evacuation instructions listed below.
2. If you receive a written bomb threat, set it aside and call California University Police at Ext. 4299 or 724-938-4299. Do not handle the note or the letter further.
3. If you receive a telephone bomb threat, be calm, courteous, listen, and do not interrupt the caller. Try to notify a person nearby of the bomb threat so that California University Police (Ext. 4299 or 724-938-4299) can be notified as soon as possible.
4. The individual receiving the bomb threat is responsible for carefully recording the information and then immediately notifying his/her supervisor and the California University Police Department.
5. Keep the caller on the line as long as possible and ask the caller the following:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does the bomb look like?Be alert and listen for background noise during the call.
6. Keep the caller on the line as long as possible and note the following:
  - Age and gender of caller — male, female, adult, juvenile
  - Voice of caller — loud, soft, high-pitched, deep, raspy
  - Accent of caller — local, not local, foreign, nationality
  - Speech of caller — fast, slow, distorted, stutter, nasal, lisp
  - Manner of caller — calm, angry, rational, irrational, coherent, incoherent, deliberate, emotional, righteous, laughing, intoxicated
  - Background noises — office machines, factory machines, trains, airplanes, animals, music, silence, voices, traffic, party
7. Call the California University Police Department at 724-938-4299 (if they have not been notified) and provide all the information you have obtained to the police, along with your name and location.

### **Building evacuation procedure if there is a suspicion of a bomb in the building**

1. Employees, faculty and students should not search on their own. Opening and closing doors, drawers and cabinets or turning off lights may activate the bomb.
2. The building should be cleared as quickly as possible, but do NOT activate the fire alarm system, as this may activate the bomb.
3. Elevators should NOT be used, as this may activate the bomb.
4. Once outside, individuals should move at least 500 feet away from the affected building and stay clear of walkways and streets that may be used by emergency vehicles and crews.
5. Do not return to an evacuated building unless permitted to do so by a California University police officer.

## **Hostage situation**

If you are taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. Follow instructions, be alert and stay alive.
3. Don't speak unless spoken to and then only when necessary.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments; expect the unexpected.
5. Be observant.
6. Be prepared to answer California University Police on the phone. If medications, first aid or restroom privileges are needed, say so.

## **V. CIVIL DISTURBANCES, STRIKES OR DEMONSTRATIONS (EOP Section 3.6)**

### **Peaceful and non-obstructive demonstrations**

1. Peaceful and non-obstructive demonstrations will not be disrupted unless one or more of the following conditions exists as a result of the demonstration:
  - Interference with the normal operations of the University.
  - Prevention of access to offices, buildings or other University facilities.
  - Threat of physical harm to persons or damage to University facilities.
2. If any of the above conditions exist, call the California University Police Department at 724-938-4299.

### **Non-violent disruptive demonstrations**

1. Non-violent disruptive demonstrators will be asked to terminate the disruptive activity by one of Cal U's vice presidents or his/her designee.
2. If demonstrators persist in the disruptive activity, they will be informed that continuing the disruptive activity could result in suspension, disciplinary actions and/or possible arrest.
3. Efforts should be made to secure positive identification of demonstrators in violation of the termination request, including photographs.

### **Violent disruptive demonstrations**

In the event of a violent demonstration, the University President and vice president for Administration and Finance or his/her designee will be notified.

#### **During business hours:**

1. The appropriate vice president will notify California University Police.
2. Cal U police will contact the Pennsylvania State Police and the University's director of communications and public relations.
3. The President, in consultation with the appropriate vice president and the Cal U Police Department director, will determine the possible need for an injunction.
4. California University Police will provide an officer with a radio for communication between the University and the Pennsylvania State Police, as needed.

#### **After business hours:**

1. The California University Police Department should be notified about the disturbance immediately.
2. Cal U Police will investigate the disruption and notify the California University Police Department director, who will report the situation to the appropriate vice presidents and the University President.
3. The Cal U Police Department director or designee reserves the right to call for police assistance without counsel from others if such assistance is deemed to be of paramount importance to the safety of individuals involved.

## VI. TERRORISM (EOP Section 3.7)

If you suspect a credible terrorist threat exists based on your own observations or conversations that you have overheard, contact the California University Police Department at 724-938-4299 or the local office of the FBI in Pittsburgh, Pa., at 412-432-4000. The following are examples of items that should be considered potentially legitimate threats. This list is NOT meant to be all-inclusive.

1. An individual(s) makes a specific threat (e.g., says he/she has a device with a contaminant that he/she intends to, or has, disperse(d) into the area or into food/water being consumed.)
2. An individual(s) in an area intentionally disperses something into the air using a mechanical device (with or without any communication or threat).
3. A package or other article is discovered that has specific wording or other identification on it: e.g., identification of bomb or contaminant within (e.g., anthrax, explosives, "you will die . . .," etc.); threats or threatening wording on the package or article; hate speech or anti-American sentiments.
4. An abandoned package is discovered that is ticking or leaking a suspicious substance.
5. People in an area begin to complain of similar symptoms that have come on them suddenly. (There may be a potential chemical assault or accidental release of chemical irritant.)
6. Telephoned threat of a chemical or biological assault. [This should be handled the same as a bomb threat and will not constitute an immediate evacuation of the building. Follow bomb threat procedures and call California University Police unless other indicators are present as well (i.e., coincides with one or more of the other conditions previously identified.)]

Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual behavior, suspicious packages and strange devices should be promptly reported to University Police at 724-938-4299.



## VII. VIOLENT OR CRIMINAL BEHAVIOR (EOP Section 3.8)

### Witness to violent or criminal behavior

If you are a victim or a witness to any on-campus offense:

1. AVOID RISKS!
2. Promptly notify California University Police at 724-938-4299 and report the incident, including the following information:
  - Nature of the incident
  - Location of the incident
  - Description of person(s) involved.
  - Description of property involved.

## VIII. EXPLOSION ON CAMPUS (EOP Section 3.9)

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify California University Police at 724-938-4299. Give your name and describe the location and nature of the emergency.

## **IX. FIRE (EOP Section 3.10)**

1. If a fire is discovered, activate a pull station.
2. Immediately notify California University Police by phone at 724-938-4299.
3. If the fire is in the very early stages and you have attended fire extinguisher training AND you feel confident that you can extinguish the fire without endangering yourself and others, fight the fire with a fire extinguisher from a position where you can escape. Small fires can often be extinguished.
4. A fire that is large or spreading cannot usually be extinguished successfully. If possible, shut down any equipment that may add fuel to the fire.
5. Leave the fire area and prevent its spread by closing the doors behind you.
6. Evacuate the building by the closest marked exit and await the arrival of California University Police. Be prepared to inform them of the exact location, details of the fire, and any chemicals that are stored or used in the area.
7. Once outside, move to a clear area at least 300 feet away from the affected building.
8. If your clothes catch fire, drop to the floor and roll to smother the flame. If a co-worker's clothing catches fire, knock the person to the floor and roll him/her to smother the flames.
9. Do NOT return to an evacuated building unless told to do so by a University police officer.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.

## **X. EARTHQUAKE (EOP Section 3.11)**

Remain calm and quickly follow the steps outlined below.

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines, as they may be energized. Know your assembly points.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. Evaluate the situation and, if emergency help is necessary, call California University Police at 724-938-4299.
5. Report damaged facilities to California University Police and the Facilities Management Department.

## **XI. FLOOD (EOP Section 3.12)**

If flooding occurs, or the conditions exist that could cause flooding to occur, observe the following:

1. Listen to the radio or watch television weather broadcasts to keep apprised of weather watches or warnings.
2. Listen to National Weather Service/National Oceanic and Atmospheric Administration (NOAA) radio broadcasts if a weather radio is available. Washington/Fayette NOAA weather can be found at 162.550 MHz.
3. Go online to track the storm and be aware of weather alerts/warnings at [www.nws.noaa.gov/nwr](http://www.nws.noaa.gov/nwr)
4. If a flood watch or warning occurs for the area you are in, move to higher ground immediately. Do not delay if a warning is posted.
5. If you are in a campus building that begins to flood, notify California University Police immediately at Ext. 4299 or 724-938-4299.
6. Leave the building and move to a facility that is not flooding.
7. When traveling, do not drive through flooded roadways.
8. If a vehicle stalls in water, leave the vehicle immediately and move to higher ground.
9. Be extra cautious when driving at night, when it is more difficult to recognize flood signs or ascertain the depth of water.
10. During heavy rains or flood alerts, etc., do not park a vehicle near any streams, rivers or flash flood areas.
11. If caught outdoors, climb to high ground and stay there.
12. Do not walk through or drink floodwater.

13. If told to evacuate, do so immediately.

14. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by California University police officers.

## **XII. TORNADO (EOP Section 3.13)**

If a tornado is reported within a 15-mile radius of California, a Cal U Alert text message will be issued by the University to registered students, staff and faculty.

The best protection is an underground shelter or basement, or a substantial steel-framed or reinforced concrete building. (If none is available, take refuge in other places, as indicated below.)

1. In any facility always go to the lowest floor possible.
2. If your residence has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows.
3. Stay away from windows to avoid flying debris.
4. If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this – or if you are walking – take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.
5. If the school building is a sturdy steel-framed or reinforced concrete building, stay inside away from the windows and remain near an inside wall on the lower floors, if possible. The large brick buildings on the Cal U campus are of reinforced construction and should provide adequate shelter. If you are in a smaller facility, go to the basement or nearest brick facility.
6. Avoid auditoriums and gymnasiums or large metal buildings with large, poorly supported roofs.
7. In office buildings, go to an interior hallway on the lowest floor or to a designated shelter area. Stay away from windows.
8. Many times, restrooms in lower levels are safety shelters in buildings.



### **XIII. INCLEMENT WEATHER (EOP Section 3.14)**

The University President, or his/her designee, is solely responsible for authorizing the closing of the University when severe weather and/or emergency conditions warrant either a partial or full-day closing.

1. When road and sidewalk conditions become hazardous due to severe weather conditions, the University Police dispatcher shall call out the Facilities Management crew and notify both the director of the California University Police Department and the director of Facilities Management.
2. The California University Police Department director shall notify the vice president for Administration and Finance of weather and road conditions surrounding the University. The vice president for Administration and Finance recommends a course of action to the University President.
3. Once the decision to close or delay is made, the University President and vice president for Administration and Finance, notifies the vice presidents who, in turn, activate their respective plans for notification of personnel in their respective areas. Essential employees shall be advised of their status and when to report to work. Non-essential personnel will be instructed not to report to work.
4. Under the direction of the vice president for Marketing and University Relations, the Communications and Public Relations Office will notify both radio and television media of the full-day closing or delayed opening.
  - At a minimum, the following media shall air the closing information: both the University radio and television stations, radio stations WASP, WESA, and KDKA, and television stations KDKA, WTAE, and WPXI. California University Police will revise the message tape on the switchboard answering machine with up-to-date information. Employees may call the University's toll-free number (800-422-5639) for closing information or visit the University website, [www.calu.edu](http://www.calu.edu).
5. All employees are advised to evaluate road conditions in their respective areas to determine if roads are passable.
6. The University will be closed when the Governor declares a statewide State of Emergency.

### **XIV. MEDICAL EMERGENCY (EOP Section 3.15)**

1. If serious injury or illness occurs on campus, immediately dial Ext. 4299 or 724-938-4299 to reach the California University Police Department. Give your name, describe the nature and severity of the medical problem, and give the campus location of the victim.
2. In case of minor injury or illness, report to the Wellness Center for evaluation.
3. In case of serious injury or illness, ONLY certified or appropriately trained personnel should quickly perform the following steps:
  - a. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
  - b. Ask the victim, "Are you OK?" and "What is wrong?"
  - c. Check victim's breathing and begin artificial respiration, if necessary. Send someone to get help.
  - d. Control serious bleeding by direct pressure on the wound.
  - e. Continue to assist the victim until help arrives.
  - f. Look for emergency medical ID.
  - g. Give all information to the medical response team.

## **XV. PSYCHOLOGICAL EMERGENCY (EOP Section 3.16)**

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, etc.

1. Never try to handle a situation you believe is dangerous without appropriately trained assistance.
2. Notify the California University Police Department by calling Ext. 4299 or 724-938-4299.
3. When contacting University Police, state the following:
  - Clearly state that you need IMMEDIATE ASSISTANCE.
  - Give your name.
  - Give your location.
  - Provide brief description of the situation.

## **XVI. STUDENT DEATH, SERIOUS INJURY OR ILLNESS (EOP Section 3.17)**

In the event of a student's death, serious injury or severe illness, the following guidelines should be implemented to initiate an effective response and/or course of action on the part of the University.

1. The individual who discovers a student who is seriously injured, ill or dead should IMMEDIATELY contact the California University Police Department at Ext. 4299 or 724-938-4299 and the University Wellness Center at Ext. 4232 or 724-938-4232.
2. The vice president for Student Affairs will be notified by any University representative who becomes aware of the death, serious injury or illness of a student.
3. The vice president for Student Affairs will:
  - Inform the University President, the Provost/vice president for Academic Affairs, and the Director of Communications and Public Relations.
  - Assemble a crisis management team to assist in handling the situation.
  - Attempt to provide appropriate notification of the situation to the family.

## **XVII. UTILITY FAILURE (EOP Section 3.19)**

In the event of a utility failure, these steps should be taken:

1. During regular working hours (8 a.m. through 4 p.m., Monday through Friday), immediately notify the Facilities Management Department at Ext. 4409 or 724-938-4409.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours or on a weekend or holiday, notify the California University Police Department at Ext. 4299 or 724-938-4299.
3. If an emergency exists, evacuate the building.
4. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by California University police officers.

### **Elevator Failure**

If you are trapped in an elevator, use the emergency call button or phone in the elevator to alert others to your situation. If you hear or observe someone trapped in an elevator, immediately contact University Police at Ext. 4299 or 724-938-4299 so they can provide help.

### **Plumbing Failure/Flooding**

Cease using all electrical equipment. Immediately notify the California University Police Department at Ext. 4299 or 724-938-4299. If necessary, evacuate the area.

### **Gas Leak**

Cease all operations and immediately vacate the area. Do not switch lights or any electrical equipment on or off. Extinguish all open flames, including cigarettes. Notify the California University Police Department at Ext. 4299 or 724-938-4299 from a telephone outside the area affected by the gas leak.

### **Steam Line Failure**

Immediately notify Facilities Management at Ext. 4409 or 724-938-4409 or the California University Police Department at Ext. 4299 or 724-938-4299. If necessary, vacate the area. Keep clear to avoid burns.

### **Ventilation Problem**

If smoke odors come from the ventilation system, immediately notify University Police at Ext. 4299 or 724-938-4299. If necessary, cease all operations and vacate the area.

## **XVIII. ACTIVE SHOOTER RESPONSE GUIDELINES (EOP Section 3.20)**

“Active shooter” refers to a situation in which a suspect(s) — indoors or outdoors, either barricaded or in motion — is actively discharging a firearm at the public and/or randomly firing into an area where it is reasonably expected that individuals could be struck by the suspect’s fire. These situations leave little or no time for proper planning and normally require the first law enforcement units arriving on the scene to take immediate action to end the danger.

### **If You Are INDOORS and in Danger:**

1. EVACUATE, if you can do so safely. Notify anyone you encounter to leave the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until emergency responders provide instructions.
2. When there is an active shooter, DO NOT activate the fire alarm to evacuate a building.
3. All persons NOT immediately impacted by the situation should take protective cover indoors, staying away from windows and doors. Follow the guidelines listed below.
4. If you cannot safely evacuate the building, the following guidelines are recommended:
  - Go to the nearest room or office.
  - Lock and barricade doors.
  - If the door has no lock and the door opens inward, jam a heavy door wedge between the bottom edge of the door and the floor, or look for heavy furniture you can use to barricade the door.
  - Turn off lights.
  - Close blinds and stay away from windows.
  - Cover windows, including windows on the door.
  - Turn off radios and computer monitors.
  - Stay calm, quiet and out of sight.
  - Take adequate cover/protection, e.g. behind concrete walls, heavy desks or filing cabinets. (Such cover may protect you from bullets.) Silence cell phones.
  - Place signs in exterior windows to identify the location of injured persons.
  - Do not open the door — it may be the shooter.
  - Remember, a shooter usually will not stop until he/she is engaged by an outside force. If you are trapped with the gunman and he is not shooting, DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.

### **If You Are OUTDOORS:**

1. If you are outdoors and hear gunfire, stay alert and move away from the gunfire.
2. Look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and any other objects that may stop bullets should be used as cover.

**Contacting Police:**

1. Notify the California University Police Department as soon as it is safe to do so by dialing Ext. 4299 or 724-938-4299.
2. Provide the following information:
  - Your specific location — building name and office/room number.
  - Number of people at your specific location.
  - Injuries — number injured, types of injuries.
  - Assailant(s) — location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity (if known), separate explosions from gunfire, etc.

**When Police Arrive:**

1. When police officers arrive on scene, move toward any police vehicle when it is safe to do so while keeping your hands on top of your head. Do not carry anything in your hands that could be mistaken for a weapon. Do exactly and immediately what the police tell you to do.
2. If you are still inside the building, DO NOT RUN. Drop to the floor, place your hands behind your head and remain still. Make no sudden moves that may be interpreted as hostile or threatening.
3. Wait for instructions and obey all commands.
4. Do not be upset, resist or argue if a rescuer isn't sure whether you are the shooter or a victim.
5. Even if you are handcuffed and searched, DO NOT resist. Wait for the confusion to clear.
6. You will be taken to a safe area, where proper identification and status will be determined.

**XIX. SUSPICIOUS MAIL PROCEDURE (EOP Section 3.21)****Basic procedures for responding to suspicious mail and packages**

1. Stay calm.
2. Do not open the letter or package; or do not open it further. Do not shake it, show it to others or empty its contents.
3. Leave the letter or package where it is or gently place it on the nearest flat surface.
4. If possible, gently cover the letter (use a trash can, article of clothing, etc.).
5. Shut off any fans or equipment in the area that may circulate the material.
6. Alert others nearby to relocate to an area away from the site of the suspicious item. Take essential belongings with you (cell phones, keys, purse, backpack, books, etc.) in case return to your location is delayed.
7. Contact the California University Police Department immediately at 724-938-4299.
8. Leave and close the door to the space containing the suspicious letter or package.
9. To prevent spreading any powder or hazardous substance to your face, wash your hands thoroughly with soap and water.
10. Stay close to the area until instructed otherwise by University Police. The police will arrange appropriate follow-up procedures as necessary.

## **XX. THREAT RESPONSE, ASSESSMENT AND INTERVENTION (EOP Section 3.22)**

### **Threatening behavior includes, but is not limited to:**

1. Physical actions short of actual contact/injury (e.g., moving closer aggressively, waving arms or fists, yelling in an aggressive or threatening manner).
2. General oral or written threats to people or property (e.g., “you better watch your back” or “I’ll get you”).
3. Threats made in a “joking” manner.
4. Stalking behavior.
5. Hate speech.
6. Implicit threats (e.g., “you’ll be sorry” or “this isn’t over yet”).

### **Violent behavior includes, but is not limited to:**

1. Any physical assault, with or without weapons.
2. Behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, destroying property).
3. Specific threats to inflict harm (e.g., a threat to shoot a named individual).
4. Use of any object to attack or intimidate another person.

### **Procedures for the Campus Community**

All faculty, staff and students are encouraged to be alert to the possibility of violence. Any report of violence or threatening behavior will be handled in a confidential manner, with information released only on a need-to-know basis. Those who act in good faith by reporting real or implied violent or threatening behavior will not be retaliated against or subjected to harassment. Deliberately false or misleading reports of violent or threatening behavior under this policy will be handled as incidents of unacceptable personal conduct, and those making such false or misleading reports will be subject to disciplinary action.

- A. Imminent Threat: For crimes in progress, violent incidents, or specific threats of imminent violence, California University Police must be notified immediately at 724-938-4299. Examples of imminent threat include, but are not limited to, observing a person with a weapon or observing violent behavior.
- B. Disturbing or Threatening Behavior: When disturbing or threatening behavior that does not pose an imminent threat is observed, any member of the Threat Response, Assessment and Intervention Team (T.R.A.I.T.) should be notified as soon as possible. The team’s chairperson is the associate vice president for Student Affairs, who can be contacted at 724-938-1603.

### **Emergency Evacuation of Individuals with Disabilities**

Individuals with disabilities or those who provide assistance to individuals with disabilities should contact the director of Environmental Health and Safety to discuss building evacuation procedures. Preparedness is critical and should include emergency evacuation routes, refuge locations and/or individuals to provide assistance in times of emergency.

*Any questions related to this Quick Reference Guide should be referred to the Director of Environmental Health and Safety or the Director of the California University Police Department.*