

EMERGENCY PREPAREDNESS DESK REFERENCE



STATE & LOCAL EMERGENCY NUMBERS

POLICE

Emergencies	9-1-1
Non-Emergencies (Public Safety)	570-408-4999
Wilkes-Barre Police Department	570-826-8106
Scranton Bomb Squad	570-348-4134
Pennsylvania State Police (Wyoming)	570-697-2000

FIRE & AMBULANCE

Emergencies	9-1-1
Wilkes-Barre Fire Department (non-emergency)	570-208-4260

HOSPITALS

General Hospital	570-829-8111
Geisinger North Hospital	570-826-7300
Geisinger South Hospital	570-826-3100
Poison Control Center	800-222-1222

ENVIRONMENTAL EMERGENCIES & SPILLS

Datom Products, Inc	570-343-2878
Safety-Kleen, Inc	570-825-8134
Stericycle, Inc	570-820-9912

UNIVERSITY OFFICES

Admissions	570-408-4400
Communications	570-408-4779
Controller's Office	570-408-4501
Facilities Services	570-408-2349
Health Services	570-408-4730
Human Resources	570-408-4631
Resident Life	570-408-4350
Risk Management	570-408-4554
Student Affairs	570-408-4100

ADDITIONAL PREPAREDNESS RESOURCES

American Association of Poison Control Centers	800-222-1222
American Red Cross – Wyoming Valley Chapter	570-823-7161
Cocciardi & Associates	800-377-3024
Federal Bureau of Investigation (FBI) – Scranton	570-344-2404
Federal Emergency Management Agency (FEMA)	800-621-FEMA (3362)
Luzerne County Emergency Management	570-820-4400
National Weather Service – Philadelphia Office	609-261-6600
Pennsylvania Emergency Management Agency (PEMA)	717-651-2171
U.S. Department of Homeland Security	202-282-8000

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EMERGENCY PREPAREDNESS

Emergency Preparedness means being ready **PRIOR TO** an emergency situation. It takes an effort by all of us to create and sustain an effective emergency preparedness system. You are your own best first responder. Please use this manual as a resource to better understand emergency preparedness at the university, and how you can begin to ready yourself for an emergency. Begin today by:

- Read this reference manual carefully before an emergency occurs
- Programing the telephone numbers in this manual into your cell phone
- Update your Emergency Notification System (e2Campus) information regularly
- Be familiar with your building's floor plan AND physical address
- Know where the stairs and fire extinguishers are located
- Signup for Luzerne County's emergency text messaging system: <http://luzerne.alertpa.org>

The more you are prepared, the better you can act and minimize panic or confusion when an emergency occurs. No matter what the crisis, **THINK** before you **ACT**, then act swiftly to minimize your exposure to danger.

PURPOSE OF THIS MANUAL

The purpose of this Emergency Preparedness Desktop Reference is to provide important information in the event an emergency or natural disaster that occurs within the University or the general area that impacts academic and other operations. Together with the other emergency plans developed by this institution, this document will assist in anticipating emergencies and help initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage.

This manual is designed for use by faculty, staff, students and other early responders. Ongoing and overall University emergency response operations are defined in the Emergency Action Plan.

MISSION

The mission of the University with respect to emergency response is to safeguard the lives of faculty, staff, and students, to lessen the extent of personal injuries that may occur, and to protect assets in the event of an emergency or natural disaster.

ASSESSMENT OF CRITICAL EMERGENCY FUNCTIONS/SERVICES

Even in times of emergencies or natural disasters, certain University functions must continue to operate and provide basic services to faculty, staff, and students. Depending upon the emergency or situation, the services provided may be operated at a reduced level.

UNIVERSITY INCIDENT COMMANDER

The Incident Response Plan for the University operates under the "Incident Command System"—a system utilized by FEMA and many other organizations. Under this system a single Incident Commander directs all University resources. Although the University Incident Commander may consult with other individuals, it is imperative that all employees follow the decisions made by the University Incident Commander. The University Incident Commander is the first listed most available below:

1. Director of Public Safety
2. Executive Director of Facilities
3. Chief Risk & Compliance Officer

EMERGENCY COMMUNICATIONS

In case of any type of campus emergency individuals making the discovery should first move to a safe location and then contact Luzerne County 9-1-1 and/or Wilkes Public Safety (x4999 or 570-408-4999).

Wilkes University's Department of Public Safety has overall responsibility for alerting the appropriate parties of an emergency. Accordingly, initial responders should always contact the Department of Public Safety immediately.

The Wilkes University Emergency Contact System (ECS) is the comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums. If there is a condition which significantly threatens the health and safety of persons on campus or impacts normal campus operations, university officials will warn the campus community using one or more of the following methods:

- SMS Text Messages to Cell Phones (e2Campus)
- Email
- MyWilkes portal Banners: "Urgent News"
- Local News
- Newspaper

It is important to note that no one communication system is capable of reaching everyone, everywhere, every time. Each method has its strengths, weaknesses, and limitations. As a result, the University utilizes multiple delivery methods to ensure a greater coverage of intended recipients, and redundancy in the event of failures, which many communication systems are prone.

MEDICAL EMERGENCY CALLING PROCEDURES

All MEDICAL EMERGENCIES occurring on campus should be reported immediately by calling 9-1-1.

Medical emergencies include:

- Any life-threatening situation.
- Loss of consciousness.
- Chest pain.
- Excessive bleeding.
- Seizures.
- Head injury.
- Compound fractures.
- Allergic reactions with shortness of breath, excessive swelling.
- Ingestion or inhalation of a toxic substance.

Quick Response

- Dial 9-1-1
- Contact Wilkes Public Safety (x4999 or 570-408-4999)
- Do not move victim unless safety dictates.
- If trained, use pressure to stop bleeding.
- Use CPR if no pulse and not breathing.

State that medical aid is needed and provide the following information:

- Location of injured person (eg. Building Address, Floor Number, Room Number, etc.).
- Type of injury or problem.
- The individual's present condition.
- The sequence of events leading to the emergency.
- Medical history and name of injured person's doctor, if known.
- The phone number where you are.
- Stay on the phone with the dispatcher

CAMPUS BUILDING NAME/ADDRESS

Whenever calling 9-1-1, try to communicate the building address to the dispatcher, not just the building name. A building's physical address is programmed into the Luzerne County 9-1-1 emergency system. By communicating the building address, you will speed up the response time of emergency personnel.

141 South Main St	141 South Main Street	Max Roth Hall	215 South Franklin St
Allan P Kirby Center	65 W South St	McCole House.....	331 South River St
Annette Evans Alumni	146 South River St	Mesa Center	245 W 2nd St (Mesa, AZ)
Barre Hall	80 West River St	Minor/Moat Hall.....	256 South Franklin St
Bedford Hall	96 West South St	Munson Fieldhouse	302 Northampton St
Blasi Building	70-72 Wright	O'Hop Hall.....	263 South River St
Breiseth Hall	137-159 S. Franklin St	Passan Hall.....	267 S Franklin St
Burns Alumni Tower	Rear 184 S River St	Pearsall Hall	109 S Franklin St
Capin Hall.....	165 South Franklin St	Presidents Home	30 West River St
Catlin Hall	92 South River St	Public Safety	148 South Main St
Ceramics Studio	Rear 96 West South St	Rifkin Hall.....	80 South River St
Chase Hall	184 South River St	Ross Hall	251 South River St
Cohen Science Center.....	140 South River St	Roth Residence Hall.....	68-74 W Northampton St
Conyngham Hall.....	130 South River St	Schiowitz Hall	217-219 S Franklin St
Cox Hall.....	245 South River	Slocum Hall	262-264 South River St
D D Darte Hall	S River & W South St's	Stark Hall/SLC	160 South River St
Doane Hall	56 West River St	Sterling Hall	72 South River St
Evans Hall	110 South River St	Sturdevant Hall.....	129-131 S Franklin St
Facilities Building	229 South Main St	Sullivan Hall	271-273 South River St
Farley Library	S Franklin St & W South St	UCoM.....	169 South Main St
Fenner Hall	171 South Franklin Street	University Tower	10 East South St
Fortinsky Hall	225-227-229 S Franklin St	Waller Carriage House.....	Rear 40 West River St
Henry Student Center.....	84 West South St	Waller Hall North.....	36 West River St
Hollenback Hall.....	192 South Franklin St	Waller Hall South.....	40 West River St
Kirby Hall	202 South River St	Weckesser Annex	Rear 170 S Franklin St
Lacy Printing	280 South River St	Weckesser Hall	170 South Franklin St
Marts Gymnasium	274 South Franklin St	Weiss Hall	98 South River St

MANAGE YOUR EMERGENCY NOTIFICATION ACCOUNT

E2Campus is Wilkes University's primary emergency notification system and is provided by Omnilert LLC. E2Campus is used to alert the University community of a public safety emergency that could impact the campus (such as an active shooter/hostile intruder, severe weather conditions, hazardous material release, etc.) and to provide protective action instructions. E2Campus is also used to notify the community of serious crimes on campus, in off campus areas contiguous to the campus, and in nearby areas frequented by community members. In addition, E2Campus is used to notify the University community of emergency campus closings.

E2Campus notifications are delivered via SMS text messages and e-mail messages.

All students, faculty and staff should access E2Campus to manage their contact information and message delivery methods. The system can be accessed through the E2Campus link on the MyWilkes portal page or at the following link: <https://www.e2campus.net/my/wilkes/admin/index.htm>

TYPES OF EMERGENCIES

ACTIVE SHOOTER

An active shooter is a person who is actively engaged in the killing or the attempted killing of people. In most cases, active shooters use firearms as their weapon of choice. Incidents involving an active shooter are fluid-like, ever-changing and place tremendous demands upon law enforcement as they deploy enforcement personnel in an effort to quell the shooter's intentions to kill innocent individuals. It is the intention of this manual to provide insight into what students, faculty and staff may expect from responding law enforcement officials.

In a 2011 study of active shooter incidents in the United States (between 2000 and 2013), the FBI identified 160 active shooter incidents, noting they occurred in small and large towns, in urban and rural areas, and in 40 of 50 states and the District of Columbia. Though incidents occurred primarily in commerce and educational environments (70.0%), they also occurred on city streets, on military and other government properties, and in private residences, health care facilities, and houses of worship. The shooters victimized young and old, male and female, family members, and people of all races, cultures, and religions.

The findings also reflect the damage that can occur **in a matter of minutes**. In 64 incidents where the duration of the incident could be ascertained, 44 (69.0%) of 64 incidents ended in 5 minutes or less, with 23 ending in 2 minutes or less. Even when law enforcement was present or able to respond within minutes, civilians often had to make life and death decisions, and, therefore, should be engaged in training and discussions on decisions they may face.

How you respond to an active shooter situation will be formulated upon several dynamic and personal limitations. Always keep in mind that there may be more than one shooter involved as well as multiple buildings. Although it may be difficult, always try to remain calm and project that calmness to your peers and to others with you at the time. Pay attention to any and all instructions which you may hear from law enforcement from a myriad of avenues.

The time to prepare for your response to an active shooter is now. Good practices for preparing for an active shooter situation:

- Expect the unexpected!
- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- Be aware of behavioral changes; suspicious packages; inappropriate dress (e.g., a long coat on a sunny summer day could hide a rifle); increased use of illegal substances; depression; loss of interest in school, friends, and usual favored activities; poor personal hygiene
 - If you see something, say something! Report concerns immediately to the Department of Public Safety.
- Take a training course. The Department of Homeland Security and Federal Emergency Management Agency offer a free, web-based training video centering on an active-shooter situation.
 - <http://emilms.fema.gov/IS907/index.htm>
 - ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training: <http://www.alicetraining.com/>
- Program the Department of Public Safety dispatch into your cell phones:
 - X4999 or 570-408-4999

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that others are likely to follow the lead of an authoritative figure during an active shooter situation.

RUN If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

HIDE If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door if possible
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Regardless of the situation, if you decide to flee during an Active Shooter incident, make certain that you have an escape plan in mind and that you have considered your route of escape as well. Leave all personal belongings, such as book bags, behind. As you flee, above all, keep moving and do not run in a straight line. Attempt to weave around any obstacle which can provide you with cover and distract the shooters eyes from you, continuing to flee until you reach a point of safety. Do not stop to help those who may have been injured by the shooter, but mentally note their locations so you may report them later. Obey all directions from law enforcement which you encounter.

WHAT TO EXPECT FROM RESPONDING LAW ENFORCEMENT OFFICERS

Law enforcement officers will be arriving and it is important to realize that they have been trained to immediately proceed to the area where shots were last heard. It is the purpose of the law enforcement officers to stop the shooting as quickly as possible and as such, they may be dressed, or armed, differently than you have seen them in the past. You need not fear them, although they may seem very authoritative and demanding of you. Keep your hands in plain view and drop any items which you may be carrying. Do not question the officer's authority. Do, however, provide them with information which you may have and do it very quickly. Do not be alarmed when the officers pass injured people, it is their primary objective to stop the shootings. You may be asked to remain in a secure location so that you may be interviewed following the conclusion of the incident.

FOR ADDITIONAL INFORMATION:

Department of Homeland Security: Active Shooter Preparedness

<http://www.dhs.gov/active-shooter-preparedness>

Federal Bureau of Investigation: *A Study of Active Shooter Incidents in the United States between 2000 & 2013*

<http://www.fbi.gov/news/stories/2014/september/fbi-releases-study-on-active-shooter-incidents/pdfs/a-study-of-active-shooter-incidents-in-the-u.s.-between-2000-and-2013>

Active Shooter How to Respond Document:

http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

Active Shooter What Can You Do (IS-907) FEMA Independent Study Course;

<http://emilms.fema.gov/IS907/index.htm>

Options for Consideration Active Shooter Training Video:

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

Run-Hide-Fight Video from City of Houston:

<http://www.readyhoustontx.gov/videos.html>

BOMB THREATS

Bomb threats may be received by telephone, email or letter. All bomb threats are treated as a serious event here at Wilkes University. Follow the information below should you ever find yourself directly involved with the actual threat.

Telephone Threat:

- Remain Calm.
- Do not hang up, keep the caller on the line as long as possible, and listen carefully.
- Note the time of the call and the specific telephone instrument it came in on.
- Note the callers number if your phone is equipped with caller I.D.
- Note the exact words of the caller.

Ask the caller the following questions or listen for the following information:

1. Where is it located?
2. When will it go off?
3. What does it look like?
4. What kind is it?
5. What is the caller's name and motive for placing the bomb?
6. Are you an employee?
7. Are you a student?
8. Write down any information noticed, e.g., background noises, gender of caller, voice pitch and speech patterns, accent, etc.
9. Notify the Wilkes Public Safety (x4999 or 570-408-4999) immediately!

Written threat:

- Remain calm.
- Notify Wilkes Public Safety immediately (x4999 or 570-408-4999).
- Once discovered, do not touch, move or open package so it is not altered or destroyed. Preserve scene for Wilkes Public Safety and Wilkes-Barre Police.
- Keep others from handling or going near it.
- Follow procedures for SUSPICIOUS PACKAGES AND ENVELOPES.

Opened or closed suspicious package:

- Notify Wilkes Public Safety immediately. Do not use a 2-way radio or cell phone within 100 feet of a suspicious package.
- Never touch any package that is suspicious! Do not attempt to touch, move or open as it could explode or spread!
- Keep others from handling or going near it.
- Follow procedures for SUSPICIOUS PACKAGES AND ENVELOPES.

BUILDING EVACUATION

Wilkes University requires all persons to leave any facility where an emergency evacuation alarm is activated as promptly as possible via the nearest available exit. If an alarm has not been activated, but it becomes clear that an emergency exists, all persons must leave immediately. Alarm pull stations should be activated upon exit.

No one is expected to endanger themselves in order to effect or assist with evacuation of others, but everyone has a duty to ensure that other occupants are aware of an emergency. Similarly, it is expected that individuals will, to the best of their ability, aid anyone requiring assistance to safely evacuate.

Evacuation is required when:

- any time the fire alarm sounds,
- an evacuation announcement is made, or
- a university official orders you to evacuate. (Any Wilkes staff or faculty person may issue an evacuation notification of a classroom or office area. The purpose is to move people away from any potentially threatening situation.)

General Evacuation Procedures:

- Become familiar with your work area and exit locations in advance of an emergency. Always know at least two ways out of a building.
- If a fire alarm sounds, prepare to evacuate immediately.
- Do not panic. Walk quickly to the closest emergency exit.
- DO NOT use elevators. If power is disrupted, elevators will stop working.
- Walk in a single file. Stay to the right when walking through corridors and stairwells.
- Avoid unnecessary talking and keep the lines moving.
- Individuals requiring assistance in an evacuation should proceed to a stairwell entrance area and wait for assistance.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and, if safe, proceed with the evacuation.
- No one is to return to the building until permission is granted by the local fire department or Wilkes Public Safety.
- Stay away from building entrances to avoid interfering with emergency personnel or equipment.

Evacuation Collection Areas:

- Sterling, Rifkin, Catlin, Weiss: go to River Front Park directly across South River Street.
- Evans, Conyngham, Evans Alumni House, Roth, Stark, Cohen, Chase, Kirby, Kirby Center, Farley Library, Fenner, Capin, Breiseth, Sturdevant, Pearsall: go to the Greenway.
- Bedford, Henry Student Center, Schiowitz, Fortinsky, Max Roth Center, Passan, Chase, Slocum: go to the Student Center Parking Lot.
- Darte Center, Cox, Ross, O'Hop, Sullivan, Barre, Doane, Waller North & South, President's House, McCole House: go to the River Front Park north of the Darte Center.
- Marts Sports Center, Minor-Moat House, Facilities Building: go to the Barnum Parking Lot.
- UCoM, Hollenback, and Weckesser/Annex: go to UCoM Parking Lot.
- University Towers, 141 South Main Street: go to University Towers Parking Lot behind the building.
- Munson Fieldhouse: Go to the Ralston Field Parking Lot.

Staging and Accountability:

All employees/students/visitors must report to the building's evacuation collection area in the event of a building evacuation.

- When you reach the designated assembly area, the professor or supervisor will take roll.
- If a person is missing, and may still be in the building, immediately notify the nearest public safety officer or emergency personnel.
 - Report the building name and room number and the number of missing persons to emergency response personnel.
- Keep everyone together and remain in the assembly area unless instructed to leave or assemble elsewhere.
- Re-entry into the building is not permitted unless authorized by the Wilkes-Barre Fire Department or Wilkes Public Safety.

Evacuation of People with Disabilities

If an emergency evacuation is necessary, here are some helpful guidelines:

Mobility Impairments

- Ambulatory—Persons with limited mobility who are able to walk independently, either with or without the use of crutches or a cane, may be able to negotiate stairs with minor assistance in an emergency situation. Even some persons who customarily use a wheelchair or scooter for long distance travel may be able to walk independently in an emergency situation. If individuals are able to walk up or down stairs, it is advisable that they wait until the heavy traffic has cleared before attempting to evacuate if possible. Someone should walk beside the person to provide assistance in exiting the building, if needed.
- Non-Ambulatory—The most recent advice from fire and campus safety experts is that wheelchair users should exit the building on their own if they are able to do so. If they encounter stairs or otherwise cannot exit independently, wheelchair users should move to, and remain at, a designated area of rescue assistance until emergency rescue personnel arrive. It is very important for wheelchair users to update their emergency evacuation plan each semester, identifying appropriate exits and designated areas of rescue assistance for every class and activity they participate in. Faculty and staff should also familiarize themselves with the areas of rescue assistance in their buildings. When it is necessary for a wheelchair user to take shelter in a rescue assistance area a specific person should be designated to inform emergency personnel of the individual's exact location. If rescue is deemed necessary, qualified personnel should assist in the evacuation. Please be aware that the person with the disability is the best authority on how to be moved.

Visual Impairments

Most people with vision loss will be familiar with their immediate surroundings. However, smoke, power outages, and other events may greatly impact the ability of a visually impaired person to safely evacuate. In the event of an emergency, tell the person with a visual impairment the nature of the emergency and offer to guide him or her to the nearest emergency exit. Have the person take your elbow as you offer escort out of the building. As you walk, tell the individual where you are and advise of any obstacles (stairs, doors, etc.). When you reach safety, orient the person to their surroundings and ask if any further assistance is needed.

Hearing Impairments

If a building is not equipped with visual fire alarms, some individuals may not hear audio emergency alarms and will need to be alerted to the situation by gestures, turning the light switch on and off, or a short written note, gestures or by turning the light switch on and off. Emergency instructions can be given by speaking (for those who read lips very well) or by a short, explicit note. Example: "Fire alarms—go out south doors—now!"



CIVIL DISTURBANCE

Most campus demonstrations such as marches, meetings, picketing, and rallies are peaceful and non-obstructive. A demonstration will not be disrupted by Police or Campus Officials unless one or more of the following conditions exists:

- Interference with normal operations of the University.
- Prevention of access to office, building, or other University facilities.
- Threat of physical harm to persons or damage to University facilities.

If you believe any of these conditions exist or are threatened, contact Wilkes Public Safety at x4999 or 570-408-4999.

Outdoors:

- Should the presence of physical harm or damage exist, initiate appropriate emergency procedures by moving students, visitors and employees to a safe location (as conditions permit) inside buildings to protect against trauma or danger.
- Notify Wilkes Public Safety of the type of disturbance, its location and the number of people causing it.
- Maintain a calming influence over your group. Reassure students, visitors and employees that everything possible is being done to return the situation to a normal condition.
- Should a gunshot be heard, get everyone on the ground immediately and away from windows.

Indoors:

- Notify Wilkes Public Safety of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence and your name. Provide as much information as possible.
- Keep students, visitors and employees quiet and away from doors and windows.
- Lock all room doors, if possible.
- Account for all persons. Report any missing persons to Wilkes Public Safety immediately.
- Close window shades, curtains or blinds.
- Maintain a calming influence over your group. Reassure students, visitors and employees that everything possible is being done to return the situation to a normal condition.
- Should a gunshot be heard, get everyone on the floor immediately.
- Always contact Wilkes Public Safety when you have an emergency in your room.
- Remain in the classroom or other safe area until notified by Wilkes Public Safety to move or return to normal conditions.

EARTHQUAKE / STRUCTURAL COLLAPSE

Earthquakes are rare in the Wilkes-Barre area, but knowing what to do could save your life.

Drop, Cover and Hold On

Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If You Are Inside:

- Watch for falling objects.
- Crawl under a table, counter, etc.
- Get into a protective position by tucking your head to your knees and cover your head with your arms.
- Stay away from windows, glass partitions and mirrors.
- Stay away from overhead fixtures.
- Stay away from filing cabinets.
- Stay away from bookcases.
- Stay away from electrical appliances.
- Stay away from hanging objects.
- Evacuate the building only after debris has stopped falling.

If You Are Outside:

- Move to an open area away from, building structures.
- Watch for fallen power lines.
- Watch for fallen streetlights.
- Watch for fallen trees.
- Watch for flying glass.

If You Are In A Vehicle:

- Stop your vehicle in the nearest open area.
- Stay in your vehicle until the tremors have subsided.

After The Incident:

- Remain Calm
- Be prepared for after-shocks.
- If evacuation is ordered, use the nearest and safest exit.
- DO NOT USE ELEVATORS!
- Proceed to your designated evacuation assembly area.
- Do not move seriously injured persons unless they are in danger.
- Open doors carefully.
- Watch for falling objects.
- Do not use matches/lighters or other sources of ignition due to the potential presence of natural gas.
- Avoid using telephones, as emergency response personnel will need these.

ELEVATOR ENTRAPMENT

If you are trapped inside an elevator, activate the elevator emergency phone to notify the Wilkes Public Safety dispatch. Wilkes Public Safety will notify the Facilities Services department and the Wilkes-Barre Fire Department. If a student is involved, Wilkes Public Safety will also notify the on-call Students Affairs Officer and/or Residence Life Office. If you are outside an elevator and have knowledge of someone trapped inside the elevator, contact Wilkes Public Safety at x4999 or 570-408-4999.

When reporting an elevator failure, provide the following:

- Caller's name;
- Location (e.g., building, address, floor);
- Elevator number;
- Problem (e.g., stalled, stuck between floors, people trapped); and
- Any additional information (e.g., number of people trapped if known and any injuries or life threatening conditions).

Elevator Entrapment Rescue Procedure

1. A University employee (e.g., maintenance technician, public safety officer) will be dispatched to respond to the call;
2. Ascertain if there are any injuries, severe sense of panic or life threatening conditions inside the elevator;
 - a. If so, notify the Department of Public Safety immediately to ensure the Wilkes-Barre Fire Department is dispatched
3. The elevator service contractor will be contacted for a service request and determine the estimated time of arrival;
4. Communicate to the trapped persons inside the elevator that help is on the way;

After the entrapment:

1. The Wilkes-Barre Fire Department will lock the elevator until repaired or tested by the elevator contractor to verify proper operation.
2. The elevator contractor shall repair the elevator after the entrapment. Once the elevator is repaired or tested, the elevator contractor shall notify Facilities Services (during regular business hours) or Wilkes Public Safety (after hours).

NOTE: No University employee shall attempt to reset the elevator, open the shaft or pry open the doors.

FIRE OR EXPLOSION

If You Discover Fire or Smoke:

REMEMBER: **R.A.C.E.**

- **R**escue: Remove anyone from immediate danger.
- **A**larm: Activate the nearest fire alarm pull station.
- **C**ontain: Close all doors to confine smoke and fire.
- **E**xtinguish/Evacuate: If the fire is small and you have been trained in fire extinguisher use, you can attempt to extinguish a fire. Otherwise, follow your Evacuation Plan and proceed to the nearest exit and designated area outside the building.

If you catch on fire:

DO NOT RUN!

- **S**top where you are, and
- **D**rop to the ground, and
- **R**oll over and over to smother flames.

Response to Fire Alarms or Explosion:

- Remain calm, evacuate and stay with your class or office group.
- Remember to take your class roster with you to the designated area.
- Once you have reached the designated area, report any missing person(s) to Wilkes Public Safety.
- Only return to the building when directed by the Wilkes-Barre Fire Department or Wilkes Public Safety.
- If a fire is in a laboratory facility, Wilkes Public Safety should contact the Provost who would require the presence of department chairs or their designees for the relevant programs. Chemicals and biologicals stored in the facility should be designated and appropriate signage should indicate what is stored in these rooms.

Evacuation Reminders:

- If leaving a room, feel the door with the back of your hand before opening it. Do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. The best quality air is near the floor.
- Use stairway or horizontal exit to evacuate.
- **Do not use the elevators!**
- Consider individuals with disabilities that may need assistance evacuating. Notify Wilkes Public Safety of missing persons and where they were last seen.
- Individuals with disabilities should exit to the next building or outside by horizontal exit (when available) or otherwise to an enclosed stairway landing (considered an area of rescue).
- Never allow the fire to come between you and the exit.
- Wilkes Public Safety continuously monitors all fire alarm signals and will respond promptly.

If You Are Trapped in Your Office/Classroom:

- If possible, move to a room with an outside window.
- Wedge towels or cloth materials (wet if possible) along the bottom of the door to keep out smoke.
- Try to close as many doors between you and the fire as possible.
- Attempt to signal people outside of the building. If there is a telephone, call 9-1-1 and tell the dispatcher where you are.
 - Do this even if you can see fire department personnel from the window.
- Use the telephone to notify Wilkes Public Safety x4999 of your problem and location.
 - You may also contact Wilkes Public Safety at (570) 408-4999 from a cell phone.
- If you are trapped in an area and need fresh air, only break a window as a last resort.
 - Use caution when breaking a window to avoid injury to yourself.
- Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
- Be patient. Rescue of occupants within large structures will take time.

If Caught in Smoke:

- Drop to hands and knees and crawl toward exit.
- Stay low to the floor, as smoke rises to the ceiling level.
- Hold your breath as much as possible.
- Breathe shallow through your nose and use a filter such as your shirt or towel.

Using a Fire Extinguisher:

When safe to do so, use the nearest appropriate extinguisher to fight small fires.

Fire Extinguisher Instructions: **P A S S**

Pull safety pin from handle.

Aim at base of fire.

Squeeze the trigger handle.

Sweep from side to side at the base of the fire.

FLOOD

The University Administration constantly monitors flood warnings from the National Weather Service (NWS) and the Luzerne County Emergency Management Agency. The NWS has defined the following flooding alerts that are of concern:

Flood Statement (FLS): A statement issued by the NWS to inform the public of flooding along major streams in which there is not a serious threat to life or property. It may also follow a flood warning to give later information.

Flash Flood Warning: Issued to inform the public, emergency management and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

Flash Flood Watch: Issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area, but the occurrence is neither certain or imminent to life or property.

Flood Warning: A release by the NWS to inform the public of flooding along larger streams in which there is a serious threat to life or property. A flood warning will usually contain river stage (level) forecasts.

Flood Watch: Issued to inform the public and cooperating agencies that current and developing hydrometeorological conditions are such that there is a threat of flooding, but the occurrence is neither certain nor imminent.

Floods Due to Building Systems (Pipes, water heaters, drains, etc.)

- Try to identify the source of the water and turn it off if this can be done safely.
- If flooding is caused by pipe break, sink overflow, or other plumbing problems, notify Facilities Management, call x2349. Do not leave a voice mail message; make sure you talk with Facilities Management staff. After hours notify Public Safety, call x4999 or 570-408-4999.
- Provide sufficient information (building, floor, room, degree of flooding, or potential damage due to the flooding).
- If necessary and safe to do so, Facilities Management shall “de-energize any electrical” equipment and outlets in the affected areas. **Do not enter a flooded area until staff electricians have deactivated all electrical circuits.**

Naturally Occurring Floods (Heavy rain, etc.)

- If the flooding is caused by heavy rains, notify Facilities Management, call x2349. Do not leave a voice mail message; make sure you talk with Facilities Management staff. After business hours notify Public Safety, call x4999.
- Attempt to close doors and windows to prevent water from entering, if possible and safe to do so.
- Focus resources on minimizing the spread of water into other areas of the building.
- If necessary and safe to do so, Facilities Management shall “de-energize any electrical” equipment and outlets in the affected areas. **Do not enter a flooded area until staff electricians have deactivated all electrical circuits.**

Protect property and equipment:

- Protect property and records by removing items from floors and / or covering with water resistant coverings.
- Unplug electrical equipment such as computers and printers, etc. if safe to do so.
- After business hours, the department head or responsible individual(s) for the area affected should be notified.
- The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.

Evacuate personnel and report additional problems:

- All personnel not involved in flood response efforts shall be evacuated.
- Notify Public Safety, call x4999 or utilize the fire alarm system if an immediate evacuation is required.
- Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

After a flood:

- Do not return to a flooded area until authorities indicate it is safe to do so.
- Stay out of buildings if flood waters remain around the building.
- Use extreme caution when otherwise entering buildings. Watch for loose plaster and ceilings that could fall.
- Be alert for fire hazards, such as broken or leaking gas lines, flooded electrical circuits, submerged appliances, and flammable or explosive materials.

HAZARDOUS MATERIAL SPILLS

For spills or incidents requiring training, procedures, or personal protective equipment beyond the abilities of the personnel present, take the following actions:

- If a corrosive or toxic chemical comes in contact with your skin, immediately flush the affected area with water for at least 15 minutes, then as-soon-as-possible notify Wilkes Public Safety of a medical need. Wilkes Public Safety will arrange transportation to emergency medical services.
- Do not attempt to clean up a chemical spill unless you are trained and have the proper protective equipment to perform the cleanup.
- Evacuate the area when there is possible danger of harmful or flammable vapors. Notify others in your immediate area to evacuate. Initiate the fire alarm when necessary.
- Always evacuate in a calm and orderly manner to a safe predetermined location. Notify Wilkes Public Safety of any missing persons and where they were last seen.
- Do not re-enter the area until directed by emergency personnel.
- To increase ventilation to the affected area, call Facilities Management at x2349 (HVAC increase) for assistance.
- If possible, control access to the spill affected area by closing doors.
- Check those involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention as appropriate.
- Evacuees should remain in the designated predetermined safe area; until Wilkes Public Safety indicates it is safe to return to the affected area.
- Refer to the Hazardous Materials Management Guideline, Section 3 for the Emergency - Contingency Plan (for large quantity spills).

If you are directed to shelter in place due to a hazardous materials (HAZMAT) accidental release, the air quality may be threatened and sheltering keeps you inside an area offering more protection. For a HAZMAT shelter in place situation you should, if possible, take the following actions:

- Close all windows and doors.
- Move to the shelter in place location.
- Select an interior room above ground with the fewest windows or vents. The room(s) should have adequate space for everyone to sit.
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
- Do not use elevators as they may pump air into or out of the building.
- Share notification with others; assist persons with disabilities, if possible.
- Try and obtain additional clarifying information by all possible means (e.g. MyWilkes, TV, radio, email, etc.)
- It would be useful to have a cell phone, hard-wired telephone, or computer system in the shelter location to assist in obtaining additional information as well as being able to report any life-threatening conditions.

HUMAN BODY FLUIDS (BLOODBORNE PATHOGENS)

If a Human Body Fluid Spill Should Occur (*Blood, Vomit, Feces, Saliva, Urine*):

- Always notify Wilkes Public Safety (x4999 or 570-408-4999) when exposed to human body fluids and seek professional medical treatment.
- Human body fluids may contain bloodborne pathogens. Bloodborne pathogens may also be free in other forms, *i.e.* in cell cultures or in infected animals to name a few examples.
- If human body fluids come in contact with your skin, wash the area immediately with soap and water and rinse.
- Avoid getting human body fluids in open sores or wounds.
- If performing CPR, be sure to use appropriate Personal Protective Equipment (gloves, mouth barrier device, etc.)
- Do not clean up a human body fluid spill unless you are trained in bloodborne pathogen cleanup procedures.
- For cleanup instructions, refer to the Refer to Exposure Control Plan:
 - <http://wilkes.edu/about-wilkes/university-committees/environmental-health-and-safety-committee-ehsc/safety-resources-and-policies.aspx>
- Always treat human body fluids as an infectious waste.

What is personal protective equipment?

Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to serious workplace injuries and illnesses. These injuries and illnesses may result from contact with biological, chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.

LOCKDOWN (SHELTER-IN-PLACE): ROOM, BUILDING OR CAMPUS

A Lockdown Response (Shelter-in-place) is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms. Examples: Violent or potentially violent incident by an angry or deranged person, uncontrollable acts of aggression, a person or persons threatening with a gun or other deadly weapon, robbery in progress, tornado warning, hazardous materials release, etc.

You must **immediately** seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- You hear receive a campus Emergency Notification (text msg, phone call, email).
- When directed by Wilkes Public Safety.
- When directed by police or fire department personnel.

Room Lockdown Procedure:

- Remain calm and stay with your students, visitors, employees or associate workers.
- Lock room doors (if possible), windows and close shades immediately.
- Notify Wilkes Public Safety of the situation as soon as possible without endangering yourself.
- Notify Wilkes Public Safety of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence and your name. Provide as much information as possible.
- Keep persons quiet and away from doors and windows.
- If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
- Maintain a calming influence over your group. Reassure students, visitors and employees that everything possible is being done to return the situation to a normal condition.
- Contact Wilkes Public Safety (x4999 or 570-408-4999) as soon as possible of any medical emergencies.
- Conduct a count of all persons and report any missing person to Wilkes Public Safety.
- Remain in the secure room until released by Public Safety.
- If gunshots are fired and fleeing is necessary, run away in a zig-zag manner, not a straight line.

Building or Campus Lockdown Response:

- The decision to initiate a building or Campus-wide Lockdown rests with Wilkes Public Safety.
- A Lockdown consists of moving all students, visitors, employees and others off the grounds and into the buildings, securing all entrances, and denying access to any unauthorized persons.
- Always begin the Lockdown procedure immediately following notification to do so.
- Cancel all outdoor activities until approved otherwise by Wilkes Public Safety
- No person should leave a building under a Lockdown order.
- The Building or Campus Lockdown is to remain in effect until cancelled by Wilkes Public Safety.
- Ensure all Instructions issued by Wilkes Public Safety are followed immediately.

MEDICAL EMERGENCY

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health. Medical problems can run the gamut from relatively minor, isolated events such as a fall down the stairs to the significant events involving many people that might accompany a major natural or man-made disaster.

In all cases, ASSESS the situation:

- If the person is conscious ask them to tell you if anything hurts. If unconscious, gently inspect the person for obvious signs of injury.
- Do not move the person (especially if they indicate any pain) unless they are in imminent danger of further injury, e.g., an approaching fire.

Don't hesitate to call 9-1-1 if the emergency warrants! Every second counts!

On Main Campus:

- Have someone else (if possible) call 9-1-1 to alert Wilkes-Barre EMS.
- Contact Wilkes Public Safety to dispatch Officers to the scene.
- Always determine and report if the person is conscious or unconscious.
 - The report of an *unconscious person initiates the Automated External Defibrillator (AED) procedure.*
- Wilkes Public Safety Officers are trained in first-aid, CPR and AED use.
- Emergency telephones with emergency numbers are located in public areas on campus for use by college students, visitors and employees.
- The person reporting the emergency must stay on the telephone line until released by the Wilkes Public Safety in order to assure that all necessary information is completed.
- Wilkes Public Safety officers will provide first aid until the EMS squad arrives.
- The EMS squad crew will take over treatment of injured or sick person and transport them to a local hospital, whenever necessary.
- Students, visitors and employees needing treatment beyond first aid will be sent to a local medical establishment or hospital for treatment.

Off Campus Sites:

- Call 9-1-1 direct on an outside line and request an EMS unit.

Report accident or illness incident to Wilkes Public Safety (x4999 or 570-408-4999) immediately after situation is under control.

NATURAL GAS LEAK

Many buildings on campus use natural gas to provide heat and for laboratory work. In addition, underground natural gas lines run across campus. Natural gas does not have an odor, so a chemical that smells like rotten eggs is added to the gas. This chemical allows us to smell natural gas at levels well below explosive levels.

If a natural gas smell is noticed:

- If you smell as or suspect a leak, cease all operations and take appropriate actions to ensure your personal safety.
- Notify the Department of Public Safety (x4999 or 570-408-4999) from any office phone that is not in the gas leak vicinity. Provide your name and contact information and as much information as possible. Be sure to stay on the phone until released.
- Do not do anything that could cause a spark and ignite the gas:
 - Do not use electrical devices, such as light switches, telephones, cell phones or garage door openers
 - Do not use an open flame, matches or lighters
 - Do not start vehicles parked in the area
- Evacuate the building by the nearest exit. Notify other building occupants to do so as well. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.
- Do not use elevators.
- DO NOT PANIC
- Leave the sidewalks and roadways clear from responding emergency personnel.
- Do not re-enter the building until emergency personnel announce that it is safe.

PANDEMIC FLU

Influenza pandemics are unpredictable but recurring events that can cause severe social, economic, and political stress. Advanced planning and preparedness are critical in helping to mitigate the impact of influenza epidemic or pandemics.

What is a Flu Pandemic?

An influenza (flu) pandemic is a global outbreak of disease that occurs when a new flu virus appears that can spread easily from person to person. Because people have not been exposed to this new virus before, they have little or no immunity to the virus; therefore serious illness or death is more likely to result than during regular seasonal flu.

How does influenza spread?

The virus spreads most readily through contact, by touching contaminated surfaces, then subsequently touching eyes, noses or mouth. Human influenza can be transmitted from person to person when an infected person coughs or sneezes.

Infection Control:

The primary strategies for preventing spread of pandemic influenza. Persons should:

- Stay at home, if possible;
- Cover nose and mouth when coughing or sneezing;
- Wash hands with soap and water or use alcohol-based hand sanitizers frequently; and
- Try to maintain spatial separation of at least three feet from others.

Hand, Cough and Sneeze Hygiene:

- When sneezing or coughing, cover the nose and mouth with a tissue or upper arm if a tissue is not available.
- Dispose of used tissues in a wastebasket and wash hands after coughing, sneezing or blowing nose.
- Use warm water and soap or alcohol based hand sanitizers to clean hands.
- Wash hands before eating or touching eyes, nose, or mouth.

Social Distancing: In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures such as school closure, telecommuting or staggered work shifts for the workforce, and cancellation of public gatherings may be effective in reducing transmission risks.

Antiviral Drugs: When a pandemic begins, a virus-specific vaccine may not be available until 4-6 months after identification of a pandemic virus. The supply of antiviral drugs will likely be limited throughout the pandemic. Moreover, scientists cannot be certain what antiviral drugs will be effective against a pandemic virus. For these reasons, infection control and social distancing measures will be the keys to limiting transmission, delaying the spread of the virus, and protecting people.

School Closings: The University Administration, or government agencies in authority may order the University closed during a severe pandemic. Mission essential personnel will maintain operations in a standby mode. Certain University departments may be required to work from home.

Visit www.pandemicflu.gov for further information.

POWER / UTILITY OUTAGE

Wilkes University has redundant electrical systems in many buildings which generally keep power interruptions to a minimum. The Facilities Services Department has procedures in place for dealing with power outages and the resumption of power.

- Notify Wilkes Public Safety immediately for a power outage. If an extended power outage, Public Safety will notify the Provost and notify the heads of designated academic departments (Biology, Chemistry, Engineering, and Pharmaceutical Sciences).
- The Wilkes University buildings listed below are equipped with automatic standby electrical generators that will provide minimal lighting and power to a few selected elevators. If the call button lights and elevator responds to your call, it is safe to use.
 - University Towers
- Remain where you are unless directed by Wilkes Public Safety to relocate or evacuate.
- If the situation could expose students or employees to danger, implement the appropriate emergency procedures, i.e., evacuate horizontally to another building, or move outside to a safe location.
- During power outages, open blinds to let in outside light.
- During power outages, turn off electrical equipment or appliances that may be damaged or cause damage once power is restored, i.e., computers, monitors, cooking equipment, etc.
- If instructed to evacuate, proceed cautiously to the nearest exit and outside. Report any missing persons to Wilkes Public Safety and where they were last seen.
- In cases of an extended outage, the Emergency Notification System will be utilized to update the campus community.

If People Are Trapped in an Elevator:

- Should you ever become stuck in an elevator, don't panic. Remain calm and use the in-car emergency phone to call for help. Under no circumstances should you attempt to exit the elevator by yourself. You may be inconvenienced by the delay, but you are much safer in the cab as opposed to exposing yourself to the dangers of moving equipment in open hoist ways. A technician will be dispatched as quickly as possible to assist you and correct the problem.
- Call Wilkes Public Safety at x4999 or 570-409-4999 or Facilities at 570-408-2349 and provide information/location.

SEVERE WEATHER / TORNADO / LIGHTNING

The University Administration constantly monitors severe and changing weather conditions. The National Weather Service (NWS) has defined four severe weather alerts that are of concern.

SEVERE THUNDERSTORM WATCH: A severe thunderstorm watch means weather conditions are such that a severe thunderstorm could develop, but has not at this time. This alert usually lasts for five or six (5 or 6) hours.

SEVERE THUNDERSTORM WARNING: A severe thunderstorm warning means a severe thunderstorm has developed and will probably affect those areas stated in the alert message.

TORNADO WATCH: A tornado watch means weather conditions are such that a tornado could develop, but has not at this time. This alert usually lasts for five or six (5 or 6) hours.

TORNADO WARNING: A tornado warning means a tornado has formed and was indicated by weather radar or sighted, and may affect those areas stated in the alert. This alert usually lasts for one (1) hour.

Tornadoes can occur with little or no warning and can result from thunderstorms and hurricanes. The high winds of a tornado can cause death or serious injury due to flying objects and debris, collapsed buildings, and downed power lines.

Severe Weather / Tornado Preparation:

- Keep an eye on the sky. Look for darkening skies, flashes of lightning or increasing wind. Listen for the sound of thunder. If you can hear thunder, you are close enough to be struck by lightning.
- Be alert to blowing debris.
- Tornado danger signs included dark, almost greenish sky; large hail; a large, dark, low-lying cloud or a loud roar, similar to a freight train.
- Heed shelter-in-place or evacuation requests made by officials or announcements on radio/television.
- Close outside doors and window blinds, shades or curtains. Stay away from doors, windows and exterior walls. Stay in the shelter location until the danger has passed.
- During lightning, do not use wired telephones, touch electrical appliances or use running water. Cordless or cellular telephones are safe to use.
- Remember the 30/30 Lightning Safety Rule: Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.
- If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flash flood.
- Do not walk through flowing water. Drowning is the number one cause of flood deaths. Six inches of swiftly moving water can knock you off your feet.
- Stay indoors and limit travel to only absolutely necessary trips. Listen to radio/television for updates.

Severe Weather / Tornado Response:

- If you receive notification of a tornado warning or sight a tornado, move to the lowest level in the interior hallway of the building as quickly as possible. Notification may be received via the Wilkes Emergency Notification System, news/weather reports, weather radio, etc.
- Stay away from windows and areas with a large expanse of glass.
- Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.

- DO NOT USE ELEVATORS. DO NOT PANIC.
- If disabled cannot safely move to the lowest level, direct or assist them to an interior hallway away from windows and areas with a large expanse of glass.
- Protect your head and face. If possible, get under a sturdy table or other structure.
- Monitor local weather broadcasts, if a radio is available.

Lightning Safety

These safety tips may help you save your life when lightning threatens:

- STAY INDOORS, and don't venture outside, unless absolutely necessary.
- STAY AWAY from open doors and windows, fireplaces, radiators, stoves, metal pipes, sinks and plug-in appliances.
- DON'T USE plug-in electrical equipment like hair dryers, electric toothbrushes or electric razors during the storm.
- DON'T USE the telephone during the storm-lightning may strike outside telephone lines.
- DON'T USE METAL OBJECTS like fishing rods and golf clubs. Golfers wearing cleated shoes are particularly good lightning rods.
- DON'T HANDLE flammable materials in open containers.
- GET OUT OF THE WATER and off small boats.
- STAY IN YOUR AUTOMOBILE if you are traveling. Automobiles offer good lightning protection.
- SEEK SHELTER IN BUILDINGS.
- WHEN THERE IS NO SHELTER, avoid the highest object in the area. If only isolated trees are nearby, your best protection is to crouch in the open, keeping twice as far away from isolated trees as the trees are high.
- AVOID HILLTOPS, open spaces; wire fences, metal clothes lines, exposed sheds, and any electrically conductive elevated objects
- WHEN YOU FEEL THE ELECTRICAL CHARGE – IF YOUR HAIR STANDS ON END OR YOUR SKIN TINGLES- LIGHTNING MAY BE ABOUT TO STRIKE YOU. DROP TO THE GROUND IMMEDIATELY.

SEVERE WINTER WEATHER

Plans and procedures have been developed to address cancellations and closures due to existing or anticipated severe winter weather conditions. Please review the following page for more information about Winter Weather Emergencies at Wilkes University and how you can prepare for the next severe winter storm.

The University strongly suggesting that you adhere to weather closings and delays to permit time for clearing/snow removal and to reduce your personal risk of traveling during inclement weather.

Snow and Ice conditions:

Whenever snow and ice conditions become so extreme and to the point that it could impact our Campus, a decision to postpone or cancel classes may be announced over the Emergency Alert System or, listen to local area radio and TV stations prior to coming to the Campus. Announcements are also posted on the Wilkes web site – www.wilkes.edu or call the Inclement Weather Hotline at 570 408-SNOW (7669). Please DO NOT call the Public Safety Office for snow information.

Should weather become severe after the University opens, impending closing announcements will be made over the Emergency Notification System.

Cancellations and Closures

Normally, snow or low temperatures are not reasons to close the university, but significant amounts of snow might warrant a delay in opening the campus. Blizzard conditions or snow combined with severe wind chills may warrant closing the campus. Severe winter weather conditions may result in classes being cancelled, a campus closure, or a delay opening of the campus.

Alerts and Notifications

Wilkes University Emergency Notification System offers multiple channels for alerting you to cancellations and closures due to severe winter weather. You can also sign up to receive alert text and/or email messages:

Wilkes Emergency Contact System

<http://www.wilkes.edu/campus-life/safety-security/emergency-telephone-number-contact.aspx>

For the most reliable postponement, closing and reopening information, members of the Wilkes community and visitors should rely on the only three official sources of information:

- Wilkes' homepage (www.wilkes.edu) under the "Latest News" section.
- MyWilkes Web Portal (<https://mywilkes.wilkes.edu>)
- Inclement Weather Hotline: 570 408-SNOW (7669)

Personal Preparedness for Winter Weather

Getting to and from campus during severe winter conditions can be challenging. The safest choice is to avoid traveling until the threat has passed. If you don't have that option, or if you simply choose to travel despite the winter weather, learn more about current winter storm conditions and related safety rules:

AccuWeather: <http://www.accuweather.com/>

SUSPICIOUS PACKAGES AND ENVELOPES

Consider the specific circumstances when evaluating the following signs. Not all dangerous packages or envelopes look suspicious, and not all suspicious looking packages are dangerous. You must always use your best judgment. The presence of one characteristic may not necessarily mean a package is dangerous, but if in doubt, call Wilkes Public Safety.

Characteristics of a Suspicious Package:

- Package or envelope discovered with a suspicious powdery substance on the outside.
- Received unexpectedly or sent by someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no names, or misspelling of common words.
- Addressed to someone no longer with the University or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given package size, lopsided or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Marked with restrictive endorsements, such as “Fragile”, “Personal”, “Confidential”, or “Rush-Do-Not-Delay”.
- Strange odor, stains, or noises (rattle, clicking, etc.).
- Appears to contain electrical wire or tin foil. Return address not consistent with postmark.

What to do if you find a Suspicious Package or Envelope:

- Remain calm.
- DO NOT allow anyone to handle or go near the package.
- DO NOT use any cell phones, radios or other wireless devices around the package.
- Evacuate the area and close any doors, if possible.
- If the suspicious package is discovered while handling, avoid dropping, throwing, or other abrupt shock movement since this can cause detonation of certain devices. Gently set the package down.
- Call 9-1-1 and Wilkes Public Safety (x4999 or 570-408-4999) immediately from a safe location! Do not use a radio or cell phone within 100 feet of the object.
- Describe what the package looks like and its location.
- Evacuate others in the area by following established evacuation procedures.
- If you have had direct skin contact with the package, wash hands, arms, and etc., with soap and rinse with a plentiful quantity of water for 15 minutes.
- Account for missing persons: always notify Wilkes Public Safety of any missing persons when evacuating an area.
- Always follow precautionary directions given by Wilkes Public Safety.

VEHICLE ACCIDENTS

Members of the Wilkes University community may be involved in, or a witness to, transportation accidents while on campus, traveling to and from the University, or at any time during their daily lives. The following information can help ensure your safety and your ability to help others affected by an accident.

If you witness a motor vehicle crash on campus:

- If the vehicle is on fire, Call 9-1-1 immediately.
- Call Wilkes Public Safety at x4999 or 570-408-4999. Notify the dispatcher of the crash location, the number and type of vehicles involved, and if any pedestrians or bicyclists are involved.
- Advise the dispatcher of the number of injured and type of the injuries, if known.
- Look for hazards that could affect you or the responding emergency personnel (fuel, chemicals, electrical wires, etc.) and report them to the dispatcher.
- DO NOT attempt to move the injured unless it is more dangerous to leave them where they are (i.e., in the event of a car fire.)
- Attempt to keep the victims calm and reassure them that assistance is on the way.
- Upon arrival of emergency personnel, notify them of the number of injured and their locations. Remain on scene until released by police.

If you are involved in a motor vehicle crash:

- Take a breath and remain calm.
- Check yourself and others for injuries. Call 9-1-1 for an ambulance if in doubt.
- If able, move vehicles out of traffic, to a safe place, and activate hazard lights.
- Call the local police to report the accident.
- Do not leave the scene until you have exchanged information with other motorists, or the police release you from the scene.

What to Do at the Scene of an Automobile Accident Involving a University Vehicle:

- If the incident occurred on campus, contact Public Safety at x4999 or 570-408-4999.
- If the incident occurred off-campus, contact the local/state police department for that jurisdiction (9-1-1)
- Be prepared to report the accident. Gather as much information as possible at the scene including the following:
 - Obtain license number of all vehicles involved.
 - Obtain the names and addresses of all witnesses if possible.
 - Name and telephone number of local police agency.
 - Name and badge number of investigating officer.
 - Reference number of police report.
- Do not admit fault and do not make any claims regarding the university's insurance coverage to anyone else involved in the accident.
- You should inform the parties involved that the accident will be reported to the university's insurance provider and that a claims adjuster will contact them.

WORKPLACE VIOLENCE

Workplace violence is any physical assault, threatening, or intimidating behavior, or verbal abuse, perpetrated by anyone and occurring in the work setting.

- Any employee who perceives an imminent threat of bodily harm to himself/herself or others should contact 9-1-1 immediately. Provide information on the behavior or threat, presence of weapons, description of the person(s) involved, location of the incident and current location or direction of travel of those involved, and the location and condition of any injured victims.
- Stay on the line with the emergency dispatcher until released, if possible.
- Disengage from the person exhibiting violent or threatening behavior and evacuate the area. Warn other nearby persons as you leave.
- Notify Public Safety (x4999 or 570-408-4999), a supervisor in your office or work area, or your professor of the incident.
- Do whatever is reasonable and necessary based on the circumstances and your capabilities to protect yourself and others from imminent physical harm.

ADDITIONAL INFORMATION

EMERGENCY TELEPHONES



Emergency Blue Light Network

Outside emergency phones are identified by a blue light atop a pole that houses the telephone or the bright yellow case telephones located at the main entrances of all Residence Halls. These telephones have been placed throughout the campus and parking lots. In addition to the emergency telephones, there are a number of closed-circuit television surveillance cameras that assist in monitoring parking lots and other selected areas on campus.

To activate an emergency telephone, simply press the red button. Phones automatically dial into the

Wilkes Public Safety Office. Immediately inform the dispatcher of the nature of the emergency and its exact location.

Blue Light Telephone Locations:

- At front, rear stairwells and the center of each floor in the Parking Garage
- Student Center Parking lot on the center sidewalk
- Quad near the Burns Bell Tower
- Quad near the rear of Roth Residence Hall
- North side of the University Center on Main (UCoM)

Yellow Case Telephone Locations:

- Sterling Hall
- Rifkin Hall
- Weiss Hall
- Catlin Hall
- Evans Hall
- Roth Residence Hall
- Sturdevant Hall
- Schiowitz Hall
- Fortinsky Hall
- Slocum Hall
- Sullivan Hall
- Ross Hall
- Waller Halls
- Doane Hall
- Barre Hall

In addition, regular wall type telephones have been located inside classrooms for your use in an emergency situation. Please notice and become aware of these emergency telephone locations as you traverse the university campus.

AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)

Wilkes University is committed to providing a safe and healthy environment for all members of the University community. Publicly accessible Automatic External Defibrillators (AED) have proven to significantly increase the chances of survival of persons who experience Sudden Cardiac Arrest, provided the AEDs are properly equipped, located, maintained and used. Consequently it is the policy of Wilkes University to acquire AEDs and ensure that all publicly accessible AEDs at the University are purchased, located and maintained according to best practices and manufactures instructions.

- **Automatic External Defibrillators (AED)** is a computerized medical device that analyzes heart rhythm to detect cardiac arrest and delivers an electric shock to the heart (defibrillation) if necessary.
- **CPR** is Cardio Pulmonary Resuscitation
- **Emergency Medical Services (EMS)** are a type of emergency service dedicated to providing out-of-hospital acute medical care, transport to definitive care, and other medical transport to patients with illnesses and injuries which prevent the patient from transporting themselves. (Also known as Paramedic Service)
- **Sudden Cardiac Arrest** is a significant life-threatening event when a person's heart stops or fails to produce a pulse.



AED Locations

- **Munson Field House:** North wall in main lobby next to entrance to weight room
- **Marts Center:** North wall next to ticket booth in main lobby
- **Student Center:** West wall across from the information desk in 1st floor lobby
- **Stark Learning Center:** West wall in main lobby next to clock
- **Evans Hall:** West wall between main lobby desk and the main entrance
- **UCOM:** On column in main lobby
- **Darte Center:** West wall next to ticket booth in main lobby
- **Public Safety:** South wall next to main office door
- **Breiseth Hall:** Main lobby

Authorized Users - Whenever possible, the following individuals should be located to operate an AED:

Trained University Responders:

- Any Wilkes University responder who has successfully completed an approved CPR and AED training program through the American Red Cross or the American Heart Association;
- Trained University Responders must have a record of current successful course completion with the Risk Management and Safety AED Program Coordinator.

Trained Volunteer Responders:

- Any Volunteer responder who has successfully completed an approved CPR and AED training program through the American Red Cross or American Heart Association and has a current successful course completion card;
- Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.

Wilkes University faculty and staff interested in being trained in the use of an AED should contact the Environmental Health & Safety Committee.

ADDITIONAL AED INFORMATION:

American Heart Association

http://www.heart.org/idc/groups/heart-ublic/@wcm/@ecc/documents/downloadable/ucm_455415.pdf

Public Access Defibrillation Guidelines

Federal Occupational Health, Department of Health and Human Services

www.foh.dhhs.gov/Public/WhatWeDo/AED/HHSAED.ASP

Learn About Automated External Defibrillators

American Red Cross

<http://www.redcross.org/prepare/location/workplace/easy-as-aed>

APPENDIX C EMERGENCY EVACUATION ZONES



ZONE A - Student Center Parking Lot

- 46 - Henry Student Center
- 28 - Bedford Hall & Ceramics Studio
- 15 - Fortinsky Hall
- 20 - Schiowitz Hall
- 21 - Slocum Hall
- 42 - Blasi Building
- 49 - Passan Hall

ZONE B - The Greenway

- 38 - Eugene S. Farley Library
- 39 - Stark Learning Center
- 37 - Allan P. Kirby Center
- 29 - Breiseth Hall
- 32 - Cohen Science Center
- 43 - Conyngham Hall
- 45 - Fenner Hall
- 36 - Kirby Hall
- 52 - Max Roth Center
- 16 - Pearsall Hall
- 10 - YMCA (40 West)
- 30 - Capin Hall
- 14 - Evans Hall
- 19 - Roth Hall
- 23 - Studervant Hall
- 44 - Annette Evans Alumni House
- 01 - Chase Hall

ZONE C - Barnum Parking Lot

- 03 - Arnaud C. Marts Center Sports & Conference Center
- 53 - Facilities Building
- 47 - Minor/Moat Hall

ZONE D - UCOM Surface Lot

- 35 - Hollenback Hall
- 54 - Weckesser Annex
- 09 - UCOM
- 55 - Weckesser Hall

ZONE E - University Towers Surface Parking Lot

- 25 - University Towers
- 51 - Public Safety
- 56 - 141 S Main Street

ZONE F - Ralston Field Parking Lot

- 04 - Munson Fieldhouse

ZONE G - River Front Park (South River St)

- 34 - Dorothy Dickson Darte Center for the Performing Arts
- 33 - Cox Hall
- 11 - Barre Hall
- 12 - Catlin Hall
- 13 - Doane Hall McCole House
- 48 - O'Hop Hall
- 22 - Sterling Hall
- 50 - President's House
- 17 - Rifkin Hall
- 18 - Ross Hall
- 24 - Sullivan Hall
- 26 - Waller North & South
- 27 - Weiss Hall

