



Emergency Resource Guide

DEVELOPED BY

PENNWEST UNIVERSITY
EMERGENCY MANAGEMENT

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GUIDE TO EMERGENCIES ON CAMPUS

The information contained in this booklet is being disseminated to assist PennWest University employees, students, residents, and visitors in reacting safely to any number of emergency situations with which they may be faced while on campus. This is not an emergency response plan for first responders.

It is recommended that a printed copy of this booklet be maintained in a visible and accessible area by employees and students, including but not limited to, office receiving areas and classrooms, lunch and break rooms, information desks and student rooms.

The PennWest University Police are available on a 24-hour/7 day-a-week basis to respond to emergencies that may occur on the PennWest University campuses.

EMERGENCIES & THREATS OF VIOLENCE

PennWest University California: (724) 936-4357
PennWest University Clarion: (814) 393-2111
PennWest University Edinboro: (814) 732-2921

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PREVENTION AND PREPARATION

It is our desire to prevent if possible and definitely to prepare for emergencies before they happen. Please review the following suggestions to prevent emergency situations and become prepared for them should they occur:

1. Read this booklet and keep it close to you (at workstations, in dorm rooms and in book bags) for easy reference. Cooperate and participate in all emergency exercises, practice drills and training programs.
2. Employees should fill out the Emergency Evacuation Plan Template for your respective department.
3. Post evacuation routes and meeting sites near exits in your office suites, work areas, and student rooms.
4. Practice evacuation routes with other employees, on your own, and in conjunction with university-sponsored evacuation drills. Resident students should practice evacuation routes with their roommates on their own as well.
5. Persons with disabilities and/or special needs that require specialized evacuation measures in a work area or residence halls are encouraged to inform PennWest University Police of their needs.
6. Never move seriously injured persons unless they are in immediate danger from such situations as fire or explosion, toxic vapors, or imminent building collapse.
7. Contact the Office of Safety & Risk Management to identify and list all potentially hazardous, explosive or otherwise dangerous chemicals or items located in your work area.
8. Be aware of your surroundings at all times. Awareness is a proven method for increased personal safety.
9. Keep your desk locked and your personal items secured at all times.
10. Make sure to keep your vehicle locked at all times. Never leave personal items in plain view; keep valuables in glove boxes or in the trunk.
11. Avoid walking alone, especially when dark outside. Report all threats of violence and suspicious, disturbing, or disruptive behavior, and contact the PennWest University Police on your campus if you are in need of an escort.

HOW TO REPORT AN EMERGENCY

Anyone requiring emergency assistance for ANY reason should contact their campus PennWest University Police Dispatch Center at:

PennWest University California: (724) 936-4357

PennWest University Clarion: (814) 393-2111

PennWest University Edinboro: (814) 732-2921

If possible, use a campus telephone. When calling from a campus phone, use the last four digits for the Dispatch Center. It is recommended the have the appropriate PennWest University Police number above be programmed into cell phones for faster contact.

Persons calling 9-1-1 will be connected to the corresponding County 9-1-1 Center. If 9-1-1 is called ask the operator to notify the PennWest University Police Department of the emergency situation.

When the PennWest University Police or County Dispatcher answers your call calmly provide your name, the location (building/room) and a brief description of the emergency. Follow any directions given by the Dispatcher.

EMERGENCY NOTIFICATION SYSTEMS

Primary Notification – Emergency Alerts (Text Alerts)

PennWest University provides this mass notification system, free of charge for campus members, employees, students and one (1) additional contact number. This notification system facilitates alerts through text messages sent to their mobile phone and PennWest University email. The PennWest University webpage will also contain information about the emergency, and necessary precautions to be taken.

Enrollment for Emergency Alerts is completely voluntary and enrollees may opt out at any time. Individuals are responsible for updating their enrollment information with changes to their wireless service providers.

NATIONAL INCIDENT MANAGEMENT SYSTEM

PennWest University has adopted the National Incident Management System set forth by the United States Department of Homeland Security and the Federal Emergency Management Agency. A key element of NIMS is an all-hazards approach and recognition and establishment of a formalized Incident Command System.

Employees of the Office of Emergency Management and PennWest University Police have completed multiple formalized NIMS training courses and additional emergency management training. It is recommended that those departmental administrators who possess the authority to make decisions that affect the operations in an emergency undergo basic NIMS training courses. It is further recommended that those departmental employees who have the responsibility to respond to campus in the event of an emergency also undergo basic NIMS training.

PUBLIC INFORMATION OFFICER

PennWest University has designated the position of Executive Director for Communications as the official University spokesperson who speaks for, and issues press releases on behalf of the University. In line with the principles of NIMS, PennWest University authorizes this position (or their designee) to also serve as the Public Information Officer to facilitate distribution of pertinent information to the public regarding an emergency on campus in a timely but appropriate manner.

EMERGENCY RESPONSE AND ACTION PLANS

Emergency Response and Action Plans have been developed for emergency responders whose duty it is to go to the scene of an incident and participate and/or provide assistance directly to remediate the emergency situation.

BASIC CONCEPTS TO REMEMBER IN ALL EMERGENCIES

1. STAY CALM – DO NOT PANIC.
2. Never put yourself at personal risk.
3. Assess the situation.
4. Contact PennWest University Police as soon as possible.

ACTIVE SHOOTER/HOSTILE INTRUDER

This procedure is to be used when there is an armed threat on-campus or off-campus in close proximity to the University.

THREAT INSIDE

Use any combination of A.L.I.C.E. actions below to increase survival. This information is not to be used in sequential order but provided to give you options based on the situation.

- **A**lert the PennWest University Police and others in the immediate area.
- **L**ockdown.
 - Go to the nearest room or office;
 - Lock the door, if possible, barricade it with furniture;
 - Silence all cell phones;
 - Turn off lights and close the blinds;
 - Spread out around the room; and
 - Prepare to evacuate or counter.
- **I**nforn University Police with real-time updates.
- **C**ounter the attack as a last resort.
 - Move, make noise, throw anything at threat; and
 - Evacuate or subdue the threat.
- **E**vacuate the area when you get the chance.
 - Notify anyone you encounter to leave the building.
 - Evacuate to a safe area away from the danger and take protective cover.
 - Stay there until emergency responders provide instructions.

THREAT OUTSIDE

- Stop all activities.
- Move to a room that can be locked or barricaded
- Turn off lights and close the blinds
- Silence all cell phones
- Stay away from exterior windows; and
- Wait for the “all-clear” message from University Police.

IF YOU ARE OUTSIDE

- Move away from the threat or the sounds of gunshot(s) and/or explosion(s).
- Quickly seek cover in the closest unlocked building.

- If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger and:
 - Find a place to hide;
 - Move to another building; or
 - Get as far away from the potentially dangerous area as possible. Leave campus if it is safe to do so.
- Wait for further instructions from law enforcement and obey all commands.

WHEN POLICE ARRIVE

- Obey all commands.
- Show your hands.
- Do not run up to the police or do anything that may appear to be a threat. You may have weapons pointed at you, be handcuffed, and/or searched. This is done for safety reasons. Once circumstances are evaluated by the police, they will give you further directions to follow.
- **DO NOT RESIST OR ARGUE!**

BOMB THREAT

This procedure is to be used when any person receives a bomb threat via telephone call, voice mail, email message, letter, or other communication. If you receive or witness a bomb threat, contact PennWest University Police immediately at:

PennWest University California: (724) 936-4357

PennWest University Clarion: (814) 393-2111

PennWest University Edinboro: (814) 732-2921

THREAT RECEIVED BY PHONE

- Remain calm and listen carefully.
- Record every word spoken by the person.
- Identify and record the number from the display on the phone, if available.
- Gather as much information as possible.
 - Detonation time
 - Location
 - Appearance of the bomb
- Keep the caller on the line as long as possible.
 - Ask the caller to repeat the message: “I’m sorry, what did you say?”
- Don’t hang up.
- From another phone, have someone call the PennWest University Police.

- **DO NOT** Operate any power switches or pull the fire alarm.
- Use two-way radios or cellular phones—radio signals may detonate a device
- Evacuate the building until University Police arrive and evaluate the threat.
- Touch or move a suspicious package.
- Provide all information to University Police.
- Campus authorities will be responsible for building evacuations.
- If you should observe a suspicious object, package, etc., report it to the University Police.
- Do Not touch it, tamper with it, or move it in any way.
 - If instructed to evacuate by University Police.

THREAT RECEIVED BY NOTE OR OTHER MEANS

- Call the PennWest University Police.
- Do not handle the note any more than is absolutely necessary.
- The police will want to know the following information:
 - Who found it?
 - Who else was present?
 - Where was it found or how was it delivered?
 - When was it found or delivered?
 - Who has touched it?
 - Have any previous threats been received?
- **DO NOT**
 - Touch or move a suspicious package.
 - Operate any power switches or pull the fire alarm.
 - Use two-way radios or cellular phones-radio signal have the potential to detonate a bomb.
 - Evacuate the building until PennWest University Police arrive to evaluate the threat.

CONCERNING BEHAVIOR

IMMEDIATE THREATS

If there is an immediate concern or threat to self or others, call the PennWest University Police at:

PennWest University California: (724) 936-4357

PennWest University Clarion: (814) 393-2111

PennWest University Edinboro: (814) 732-2921

OTHER CONCERNS

Complete the online referral form if you have a concern regarding behavior that could suggest harm to students, staff, or visitors. The referral form is forwarded for each campus Behavioral Intervention Team for review.

WARNING SIGNS

There is no comprehensive list of warning signs. However, below are some examples of behavior that might prompt you to make contact University Police or make a referral:

- Explicit statements about harming someone
- Attempts to harm or kill self
- Expressing suicidal thoughts
- Social isolation
- Changes in behavior
- Changes in academic performance
- Unexplained absenteeism
- Increase in alcohol or drug use
- Anxiety or uncertainty about family/relationships/situations
- Lack of energy or chronic fatigue
- Change in appearance/decline hygiene
- Sending disturbing messages to students/staff/faculty
- Paranoia
- Loss of job/income/relationships
- Disruptive behavior/irritability/abrasive towards others
- Coursework content that is alarming
- Depression or nervousness
- Identifying with other persons who engaged in past violence toward others
- Making statements that support the use of violence to resolve issues

HANDLING DISRUPTIVE BEHAVIOR

What to do

- Arrange yourself so your access to exits are not blocked
- Stay calm and listen to the individuals' concerns
- Identifying the cause for disruption can help address the situation
- Acknowledge the individual's feelings
- Allow the individual to vent and to tell you what is upsetting to him/her.
- Use the silence to allow the person to talk it out.
- Set limits. Explain clearly and directly what behaviors are acceptable
- Be firm, steady, direct, and honest, but also compassionate
- Report the behavior to your supervisor

What to avoid

- Do not ignore the behavior
- Do not interrupt the individual while they are talking
- Do not enter into an argument or shouting match
- Do not touch the individual
- Do not ignore your own limitations

When to call University Police

- The individual has threatened to hurt or kill himself/herself
- The individual has been violent or threatened violence against another person
- You feel threatened by the individual (verbal threats, physical)
- The individual has or may have a weapon
- The individual has destroyed property
- The individual appears intoxicated

For additional information regarding disruptive students please contact the campus Office of Judicial Affairs.

For additional information regarding disruptive employees please contact Human Resources.

CRIMINAL ACTIVITY

IF YOU SEE SOMETHING, SAY SOMETHING

CRIME IN PROGRESS OR SUSPICIOUS BEHAVIOR

To report crimes in progress or suspicious behavior contact the PennWest University Police at:

PennWest University California: (724) 936-4357

PennWest University Clarion: (814) 393-2111

PennWest University Edinboro: (814) 732-2921

- Do not approach or attempt to apprehend the person(s).
- Report the following information:
 - What the person is doing
 - Location
 - Physical and clothing description
 - Weapons or tools
 - Vehicle description, license plate number
 - Direction of travel when last seen
- Stay on the phone with the University Police until instructed otherwise.

ROBBERY OR PHYSICAL ATTACK

- Try to remain passive and **DO NOT RESIST**; only defend yourself or others if necessary to protect a human life. Remember that sometimes submission is your only viable option. Resort to physical force only if absolutely necessary to save lives.
- Call University Police, as soon as possible when safe.
- Be prepared to give them the following information:
 - What the person is doing
 - Location
 - Physical and clothing description
 - Weapons or tools
 - Vehicle description, license plate number
 - Direction of travel when last seen

- While police are responding, stay calm, render any assistance you are qualified to perform.

EARTHQUAKE

Most earthquakes are of short duration with injuries usually resulting from falling objects.

DURING THE EARTHQUAKE

Indoors

- Get under a desk or table or stand in a doorway or corner.
- Be alert for falling objects.
- Stay clear of windows, bookcases, mirrors, and fireplaces.
- If possible, extinguish open flames/ignition sources.
- Do not use elevator.
- Stay indoors until shaking stops.

Outside

- Stay in an open area away from trees, buildings, walls, and power lines.
- Get low to the ground and cover your head and watch for falling objects.

AFTER THE EARTHQUAKE

- Be prepared for aftershocks.
- Aftershocks can cause further damage to unstable buildings.
- Check for injuries.
Do not attempt to move a seriously injured person unless they are in immediate danger of further injury.
- Help persons who may require special assistance.
- If natural gas is leaking, extinguish all sources of ignition.
- Do not turn on or off any electrical switches in the area.
- Stay indoors until shaking stops and you are sure it is safe to exit.
- **DO NOT USE THE ELEVATOR.**
- Stay away from downed power lines and damaged building equipment.
- Report damaged utilities or buildings to University Police.
Only use the phone to report serious emergencies. Phone lines are frequently inoperable in disaster situations. Phone lines need to be clear for emergency calls to get through.

EVACUATION

Some emergencies may necessitate the evacuation of a building, certain areas of campus, or the entire campus.

BUILDING EVACUATION

In the event that you are required to evacuate your building:

- Alert other occupants in the immediate area to evacuate using the nearest exit.
- **DO NOT USE THE ELEVATORS.**
- Do not return for personal items.
- Move to your building evacuation assembly point
- Call University Police
ensure that they are aware of the emergency and to advise them on any known conditions (i.e., location of the fire, occupants in the stairwells)
- Gather with your class, office staff, and/or department.
- Conduct a role call to determine who may be missing
- Advise the first responders if someone is missing.
*Do not re-enter until the “all clear” is given by University Police or the fire department.

CAMPUS EVACUATION

Certain emergencies may affect multiple buildings or a specific area of campus. If this should occur, the persons in the hazard area will be evacuated to a predetermined site. This site is different than your building’s specific evacuation assembly point. Emergency personnel will direct you to this predetermined site. Further instruction will be given at the predetermined site.

OCCUPANTS WITH DISABILITIES

Mobility Impairment

- If you are unable to evacuate via the stairs move to the nearest Area of Rescue Assistance (ARA), as listed on the Emergency Action Plans posted in the building.
- Activate the ARA button to alert incoming responders of your location.

- If the building is not equipped with an ARA, move to the nearest stairwell.
- Use a cell phone to contact University Police to advise them of your location and condition or notify an existing occupant to advise the University Police on their arrival. If you do not have a cell phone advise someone that is evacuating to notify the first responders for you.
- Do not leave the stairwell. The fire department will evacuate you if it is deemed necessary.
- In the event that immediate evacuation is necessary, it is helpful to ask the person with a disability how it would be best to affect the evacuation. Some persons may need to be carried while others may need some assistance walking. In any event, this should be a last resort and used only when an immediate threat is determined to be present.
- If you have questions regarding your specific disability and emergency preparedness, please contact the Office Safety & Risk Management. For more comprehensive information, published by the National Fire Protection Association, see Emergency Evacuation Planning Guide for People with Disabilities.

Visual Impairment

- In the event of an evacuation emergency, tell the person with vision loss 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 to escort him or her 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.
- If you have questions regarding your specific disability and emergency preparedness, please contact the Office of Safety & Risk Management. For more comprehensive information, published by the National Fire Protection Association, see Emergency Evacuation Planning Guide for People with Disabilities.

Hearing Impairment

- If a building is not equipped with visual fire alarms (strobes), some individuals may not hear the fire alarm and will need to be alerted to the situation by gestures or by turning the light switch on and off.
- You can give directions by verbalizing, mouthing, or by a short, explicit note. Example: "Fire alarm—go out the south exit —now!"
- If you have questions regarding your specific disability and emergency preparedness, please contact the Office of Safety & Risk Management. For more comprehensive information, published by the National Fire Protection Association, see Emergency Evacuation Planning Guide for People with Disabilities.

FIRE/EXPLOSION

In the event of a fire or explosion:

- Activate the nearest fire alarm pull station, if is not already sounding.
- Evacuation is MANDATORY
 - Alert other occupants who may not have heard the alarm or who are not responding to the alarm to immediately evacuate the building.
- Exit the building using the nearest exit.
- If caught in smoke, crawl to the nearest exit.
- Do not return for personal items.
- Do not use the elevator.
- Move to your evacuation assembly point.
 - Call University Police to ensure that they have received the alarm and to advise them on any known conditions (i.e., location of the fire, occupants in the stairwells)
- Gather with your class, office staff, and/or department.
 - Conduct a roll call to determine who is unaccounted for and advise the first responders if someone is missing.
 - Do not re-enter until the “all clear” is given by University Police or the fire department.

If you are trapped in the building:

- Close all doors and windows.
 - Place a material under the door to prevent the smoke from entering, wet the material if possible.
- Call University Police to advise them of your location
 - Attempt to signal someone outside, but do not break the glass unless absolutely necessary.

HAZARDOUS MATERIAL ODOR/SPILL/LEAK

In the event of a hazardous material odor, spill, or leak indoors:

- Confine the vapors by closing doors, as appropriate.
 - Notify everyone in the immediate area. If it is a large spill or vapors are concentrated, evacuate everyone from the spill/leak area.
 - If the material is flammable or may have explosive vapors, turn off any ignition and heat sources. Avoid making any sparks (i.e., light switches, fire alarm pull stations, etc.)!
- Avoid breathing or coming into physical contact with the spilled material.
- Once in a safe location, call University Police.
- Be prepared to give them the following information:

- Your name
 - Location
 - Nature of the incident
 - Name of the chemical or gas
- Do not re-enter until the “all-clear” is given.

MEDICAL EMERGENCY

In the event of a medical emergency call University Police at:

PennWest University California: (724) 936-4357
PennWest University Clarion: (814) 393-2111
PennWest University Edinboro: (814) 732-2921

Provide the following information:

- Your name
- Type of emergency Location
- Condition of victim(s)
- Any other pertinent information
- Avoid all blood and any bodily fluids.
- Only render aid to a victim if you are trained to do so.
- If untrained, stay with the victim until help arrives.
- If the victim is not breathing, perform CPR.
- Push hard and fast in the center of the chest.
- Send someone to retrieve the nearest Automated External Defibrillator (AED).
- The AED will guide you through how to use it.
 - Work related injuries should be immediately reported to your supervisor and the Director of Safety & Risk Management. Worker’s Compensation reporting procedures and the panel of physicians are available on the Safety & Risk Management website. Copies may be obtained by contacting the Office of Safety & Risk Management.

MISSING PERSON

In the event that someone is believed to be missing contact University Police at:

PennWest University California: (724) 936-4357

PennWest University Clarion: (814) 393-2111

PennWest University Edinboro: (814) 732-2921

Provide the following information:

- Your name
 - Name of the missing person
 - Last know location
 - Description of clothing
 - Any other pertinent information
-
- University Police will start an investigation. No mandatory waiting periods exist for missing persons.
 - If missing student is under 18 years of age and not emancipated, the University will notify the student's parents or guardian and any other designated contact person within 24 hours of the determination that the student is missing.

SEVERE WEATHER

FLOODING

WHEN FLOODED TURN AROUND, DON'T DROWN

In the event of flooding on/near campus:

- Cease use of electrical equipment in the area.
 - Evacuate the immediate area and do not enter until electrical power has been turned off. There is an extreme danger of electrical shock if the water has contacted any electrical devices.
 - Report all flooding that you may observe to University Police. University Police will respond to evaluate the situation and notify the appropriate personnel.
- Follow all emergency alerts issued by the University.
 - Observe all street and parking lot closures during flooding events. Do NOT attempt to drive or walk-through floodwaters. Turn around. Don't drown.
- Stay away from the flooded areas until university officials give an "all clear."

SEVERE THUNDERSTORM

WHEN THE THUNDER ROARS, GO INDOORS

If you are outdoors

- Stop all activities
- Do not operate bicycles, motorcycles or UTVs during thunderstorms
- Take shelter indoors. Never take shelter under a tree.
- Follow the procedures for indoors.

If you are indoors

- Stay away from doors and windows.
 - Turn off, unplug, and stay away from appliances, computers, power tools, and televisions. Power surges from lightning can cause serious damage.
 - Avoid showering or bathing. Plumbing and bathroom fixtures can conduct electricity.
 - Continue to monitor the weather and Emergency Alerts in the event that a Tornado Warning is issued.

TORNADO

Tornado Watch vs Tornado Warning

- Tornado Watch means conditions are right for a tornado to develop. Continue with normal activities but continue to monitor the weather.
- Tornado Warning means radar or weather spotters have identified a tornado. An Emergency Alert will be sent if there is danger near a PennWest University Campus.

If a Tornado Warning is issued

- Immediately stop all activities.
- Move to your designated shelter location or lowest level of the structure.
- **DO NOT USE ELEVATORS.**
- If unable, to reach the shelter, move to a room with limited windows.
- Sit or crouch and cover your head.
- Stay in the shelter until given the “all-clear” by University Police.

SHELTER-IN-PLACE

If a hazardous incident occurs outside (i.e., a hazardous material release in the air) and creates unsafe condition, the safest place may be indoors. Thus, the term “shelter-in-place” means to make a shelter in the building you are currently in. Should this type of incident arise, a shelter-in-place notification will be sent to the University community through our emergency notification system.

IF YOU ARE OUTDOORS

- Immediately stop all activities
- Take shelter in the nearest building, following the indoor procedures.

IF YOU ARE INDOORS

- Immediately stop all activities
- Close all exterior doors and windows
- Turn off air conditioners and fans
- Close off all vents
- Facilities will turn off the building ventilation
 - Place a towel or similar material at the base of the door to prevent anything from entering.
- Continue to monitor for Emergency Alerts and updates.
- Stay in your shelter until given the “all-clear” by University Police.

SUSPICIOUS PACKAGE

IF YOU RECEIVE OR DISCOVER A SUSPICIOUS PACKAGE

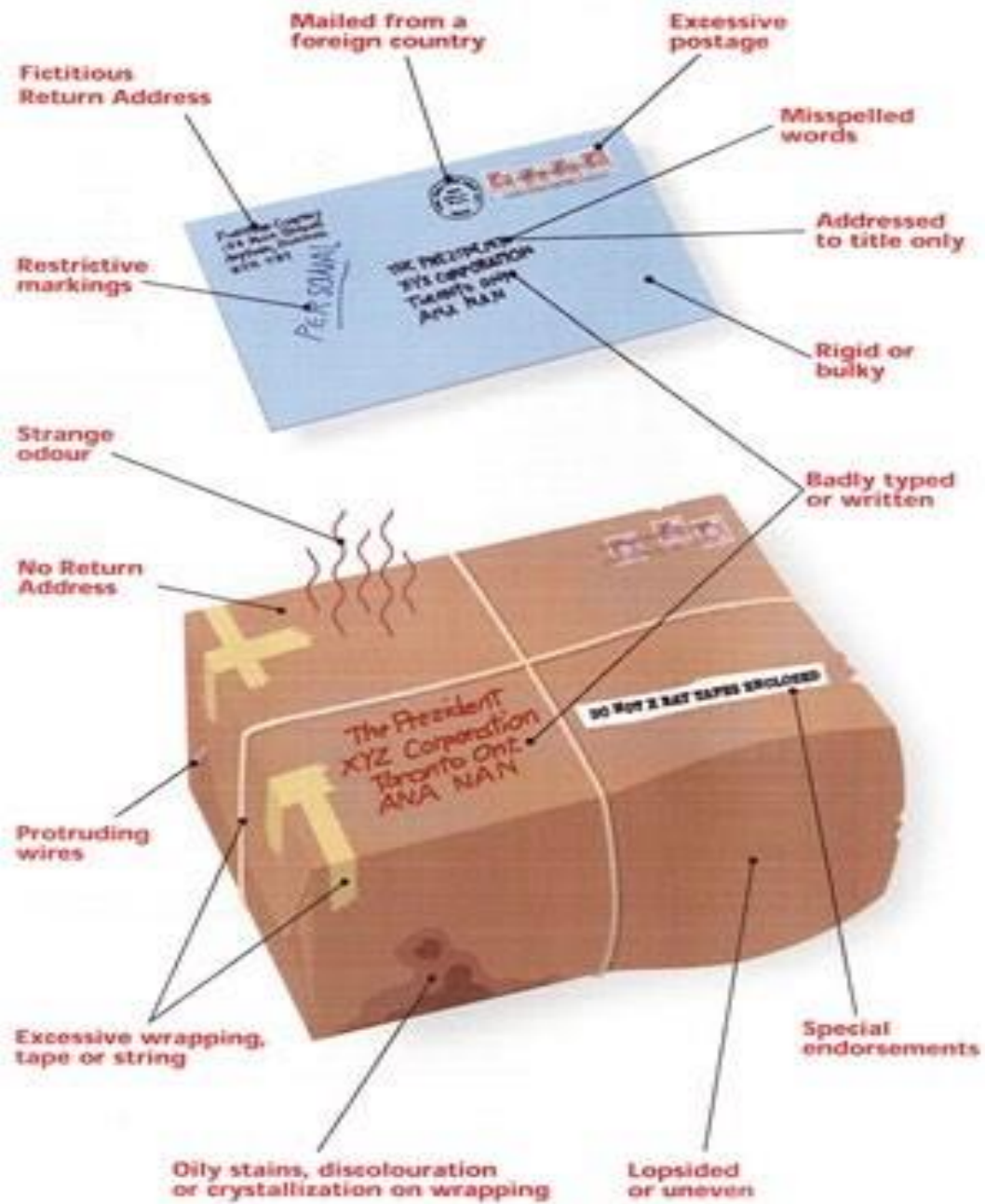
- DO NOT TOUCH IT!
 - Do not use a cell phone, cordless phone, or radio within 300 feet of the package, as it may trigger an explosion.
- Leave the area and call University Police at:

PennWest University California: (724) 936-4357

PennWest University Clarion: (814) 393-2111

PennWest University Edinboro: (814) 732-2921

SIGNS OF A SUSPICIOUS PACKAGE



UTILITY FAILURE

ELEVATOR MALFUNCTION

If an elevator stops functioning while you are inside:

- STAY CALM. There's no immediate danger. The safest place to stay is inside the elevator car.
- Use the emergency phone to contact the University Police.
 - If there's no emergency phone, push the red emergency stop and the red emergency alarm bell buttons. You will hear an alarm bell ringing. Continue to push the alarm bell button until someone responds.
- If you have a cell phone, call the University Police.
 - Provide the building name, elevator location, and a description of the problem. Do not hang up. Stay on the phone with the dispatcher.
 - DO NOT attempt to force open the elevator doors or leave the elevator car. Serious injuries or death could occur! Remain inside the elevator car and wait for assistance. Stay calm, be patient, and wait for assistance.

If you're in a building and hear the elevator emergency alarm ringing:

- Stay Calm – Verify that someone is trapped in the elevator.
 - Reassure the person(s) trapped in the elevator by telling them that help is on the way.
 - Remain in constant communication whenever possible and provide reassurance.
- Instruct the person(s) to stay inside the elevator car.
 - **DO NOT ATTEMPT TO REMOVE PEOPLE FROM THE ELEVATOR CAR!** The University's elevator contractor will respond and remove the occupants.
- Call University Police.
 - Report the problem by giving the name of the building and the location of the elevator (example: north end of building, second floor).
- Continue to provide reassurance and wait for the University Police to arrive.

POWER OUTAGE

This procedure is to be used when your building experiences a power outage. University buildings are equipped with emergency lighting. Some buildings may also be equipped with an emergency generator.

- Remain calm.
- Call University Police to report the outage. University Police will take note of the outage and notify Facilities.
- Provide the following information:
 - Your name
 - Phone number
 - Building name
 - Area affected
- Stay inside.
- Stay in areas equipped with emergency lights or power.
- DO NOT LIGHT CANDLES.
- Occupants with disabilities should remain in their current location.
- If people are trapped in an elevator, instruct them to remain calm and to stay in the elevator until help arrive.
- Wait for further direction by university officials.
- Evacuate only if directed to do so by University Police.

WATER LEAK/PLUMBING FAILURE

In the event of a water leak or plumbing failure:

- Cease use of electrical equipment in the area.
- Evacuate the immediate area and do not enter until electrical power has been turned off. There is an extreme danger of electrical shock if the water has contacted any electrical devices.
- Report all flooding that you may observe to University Police. University Police will respond to evaluate the situation and notify the appropriate personnel.

PennWest University – California Resources

University Police (Emergency)	(724) 938-4299
Safety & Risk Management (EH&S)	(724) 938-4921
Facilities	(724) 938-4409
Student Health Services	(724) 938-4232
Social Equity and Title IX	(724) 938-5425
Counseling Services	(724) 938-4056
Crisis Services	(724) 225-6940
State Employee Assistance Program (SEAP)	(800) 692-7459
Alcohol and Drug Counseling	(724) 938-4775
Crime Victim Services	(724) 229-5922

PennWest University – Clarion Resources

University Police (Emergency)	(814) 393-2111
Safety & Risk Management (EH&S)	(814) 393-1868
Facilities	(814) 393-1868
Student Health Services	(814) 393-2121
Social Equity and Title IX	(814) 393-2109
Counseling Center	(814) 393-2255
Crisis Services	(814) 226-7223
State Employee Assistance Program (SEAP)	(800) 692-7459
Alcohol and Drug Education	(814) 393-1949
Crime Victim Services	(814) 226-4423

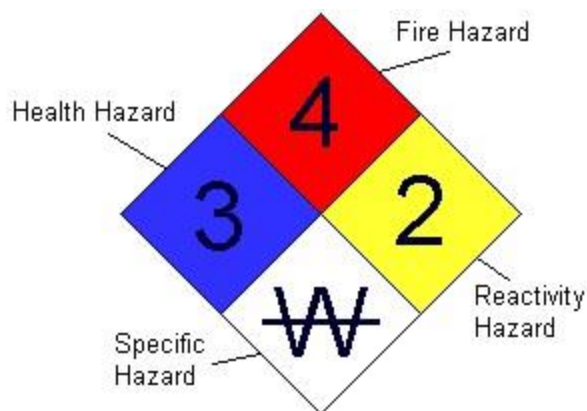
PennWest University – Edinboro Resources

University Police (Emergency)	(814) 732-2911
University Police (Non-Emergency)	(814) 732-2921
Safety & Risk Management (EH&S)	(814) 732-2709
Facilities	(814) 732-2826
Student Health Services	(814) 732-2743
Social Equity and Title IX	(814) 732-2167
Counseling Services	(814) 732-2252
Crisis Services	(800) 300-9558
State Employee Assistance Program (SEAP)	(800) 692-7459
Alcohol and Drug Counseling	(814) 734-8760
Crime Victim Services	(814) 455-9414



APPENDIX A

NFPA HAZARDOUS CHEMICAL RANKING SYSTEM



The University employs the use of the National Fire Protection Association (NFPA) Standard 704 “diamond.” This graphic illustration is designed to illustrate the worst-case scenario hazard for occupants and fire and other emergency services personnel when entering a laboratory or other room that contains hazardous materials.

Four quadrants are colored to reflect a specific hazard. The white bottom quadrant is reserved for additional information about a chemical that can be important to firefighters. Each quadrant is provided with a ranking of zero (0) through four (4) with four (4) being the most hazardous.

For the most comprehensive information about a chemical and its hazardous properties, users should always consult the Material Safety Data Sheet (MSDS) for the particular chemical they will be working with before handling the chemical.

APPENDIX B

ELECTRICAL HAZARDS

Everyone, especially employees, who work with or utilize electrical equipment or appliances should be aware of and adhere to the following electrical safety practices:

Use all electrical equipment in accordance with manufacturer's instructions for the purpose which the equipment was manufactured. Read the instructions prior to use.

Regularly inspect electrical equipment for worn power cords, frayed insulation, and cracks.

Inspect the plug before use to be sure it is not damaged.

If cords or plugs are damaged do not use the equipment. Place a tag on the equipment that says – DAMAGED – DO NOT USE. The tag can be home-made. Notify your supervisor. Have the equipment either repaired or replaced.

Plug appliances (microwaves, refrigerators, etc.) directly into grounded wall outlets. Do not use extension cords to power them continuously.

Extension cords are considered temporary power sources and should not be used as a substitute for lack of appropriate number of available outlets.

Do not overload electrical circuits. This means do not use many multiple power outlets and multiple plug extension cords to power equipment off one outlet.

Do not use electrical adaptors or "cheater plugs." If an outlet does not accept a grounded plug (3-prong), notify your supervisor, and request a grounded outlet that will accept a grounded plug.