PERSON WITH WEAPON
• If possible, exit the building immediately and call Public Safety at 814-393-2111 or 911.
• If you cannot exit—clear the hallway immediately and/or remain behind closed doors in a barricaded room, if possible. Stay away from windows. Call Public Safety at 814-393-2111 or 911.
• Evacuate the room only when instructed.
• Do not attempt to confront or apprehend the person.

FLOODING
If you can do so safely:
• Secure vital equipment, records and hazardous materials.
• Shut off nonessential electrical equipment.
• Move all personnel to a safe area.
• Call Public Safety for assistance with flood clean-up at 814-393-2111

HAZARDOUS MATERIALS SPILLS
• If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
• From a safe area, call Public Safety at 814-393-2111 or 911.
• Be prepared to provide the following information:
  – Name of the material
  – Quantity of material
  – Time of the incident
  – Location of the incident
  – If anyone is injured or exposed to material
  – If a fire or explosive is involved
• Evacuate if necessary.

MEDICAL EMERGENCIES
• Call Public Safety at 814-393-2111 or 911.
• If certified in First Aid and/or CPR, begin administration of emergency procedures.

FIRES
• Activate the nearest fire alarm pull station.
• Call Public Safety at 814-393-2111 or 911.
• Notify occupants and help those needing assistance in the immediate area.
• Confine the fire by closing doors as you exit.
• Evacuate the building at the nearest exit.
• Do not reenter the building until authorized to do so by emergency personnel.

BUILDING EVACUATION
• When the fire alarm is activated, evacuation is mandatory.
• Do not use elevators.
• Take personal belongings i.e., keys, jacket, etc.
• Close doors as you exit.
• Move all personnel to a safe area.

SUSPICIOUS PACKAGES
• Do not touch or disturb the object or package.
• Evacuate the immediate area.
• Call Public Safety at 814-393-2111 or 911.

BOMB THREATS
• Get as much information as possible from the caller.
• Call Public Safety at 814-393-2111 or 911.
• Follow instructions from emergency personnel.

SUSPICIOUS BEHAVIOR
• Do not physically confront the person.
• Do not let anyone into a locked room/building.
• Do not block a person’s access to an exit.
• Call Public Safety at 814-393-2111 or 911.

GAS LEAKS, FUMES, VAPORS
• Do not pull fire alarms.
• Do not touch light switches or electrical equipment.
• Call Public Safety at 814-393-2111 or 911.
• Clear the area immediately if instructed to do so by the emergency dispatcher.