



EMERGENCY PROCEDURES

Updated 2/14/2024

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HOW TO USE THIS DOCUMENT

The information contained in this document is being disseminated to assist PennWest University employees, students, residents, and visitors in reacting safely to any number of emergency situations which they may be faced with while on campus.

This is **not** an emergency response plan for first responders.

It is recommended that everyone become familiar with these procedures and to print copy of these procedures to be maintained in an accessible location for quick reference. Employees can also download and/or save a link to the procedures for quick reference.

These procedures were created as an all-hazards approach to emergencies. Emergencies are unpredictable events that can arise from a variety of circumstances. Although emergencies can vary greatly in terms of the damage they cause, many of the safety procedures taken in response to the emergency remain consistent. Some procedures will be appropriate for certain hazards; other hazards may require the use of more than one or a combination of procedures. Choosing the proper procedure should be done with consideration to the circumstances at the time and with the guidance provided in this document.

If you have questions or comments regarding these procedures, please contact the Department of Safety & Risk Management or University Police.

The PennWest University Police are available 24 hours a day, 7 days a week to respond to emergencies that may occur on the PennWest University campuses.

EMERGENCIES & THREATS OF VIOLENCE	
PennWest California	(724) 938-4299
PennWest Clarion	(814) 393-2111
PennWest Edinboro	(814) 732-2911

PREVENTION AND PREPARATION

It is PennWest University's goal to prevent, if possible, and prepare for emergencies *before* they happen. Please review the following suggestions to help prevent emergency situations and be prepared for them should they occur:

1. Become familiar with this document and keep it accessible for quick reference. You can print this document and keep it close to you or download and/or save a link to the document for easy accessibility.
2. Cooperate and participate in emergency exercises, building evacuation drills, training programs and become familiar with the location of emergency exits within your area.
3. It is recommended that persons with disabilities and/or special needs develop an emergency plan for their specific disability. They are encouraged to contact the Department of Safety & Risk Management for assistance with this planning.
4. Never move seriously injured persons unless they are in immediate danger from such situations as fire or explosion, toxic vapors, or imminent building collapse.
5. Maintain an up-to-date chemical inventory of all hazardous chemicals within your work area and regularly provide it to the Department of Safety & Risk Management.
6. Be aware of your surroundings at all times. Awareness is a proven method for increased personal safety.
7. Keep your office/work area, desk, and personal items secured at all times.
8. Make sure your vehicle is always locked. Never leave personal items in plain view; keep valuables in glove boxes or in the trunk.
9. Avoid walking alone, especially when dark outside. Report all threats of violence suspicious, disturbing, or disruptive behavior to the University Police. University Police may be contacted to provide a safety escort.

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.

HOW TO REPORT AN EMERGENCY

Anyone requiring emergency assistance for ANY reason should contact their PennWest University Police.

REPORT ALL EMERGENCIES	
PennWest California	(724) 938-4299
PennWest Clarion	(814) 393-2111
PennWest Edinboro	(814) 732-2911

If possible, use a campus telephone. When calling from a campus phone, use the last four digits for the Police Dispatch Center.

It is recommended to have the appropriate PennWest University Police number programmed into your cell phone 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.

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.

In the event of an emergency, University Police can also be contacted by activating a campus emergency phone (blue light phone).

IMPORTANT PHONE NUMBERS

REPORT ALL EMERGENCIES TO UNIVERSITY POLICE	
California Campus	
University Police	(724) 938-4299
Safety & Risk Management	(724) 938-4921
Facilities	(724) 938-4409
Student Health Services	(724) 938-4232
Social Equity and Title IX	(724) 938-5758
Counseling Services	(724) 938-4056
Crisis Services	(800) 273-8255
State Employee Assistance Program (SEAP)	(800) 692-7459
Alcohol and Drug Counseling	(724) 938-4056
Crime Victim Services	(724) 229-5007 (724) 223-5481

**REPORT ALL EMERGENCIES TO
UNIVERSITY POLICE**

Clarion Campus

University Police	(814) 393-2111
Safety & Risk Management	(814) 732-2709
Facilities	(814) 393-2631
Student Health Services	(814) 393-2121
Social Equity and Title IX	(814) 393-2109
Counseling Services	(814) 393-2255
Crisis Services	(814) 226-7223
State Employee Assistance Program (SEAP)	(800) 692-7459
Alcohol and Drug Counseling	(814) 226-6350
Crime Victim Services	(814) 226-4423

**REPORT ALL EMERGENCIES TO
UNIVERSITY POLICE**

Edinboro Campus

University Police (Emergency)	(814) 732-2911
University Police (Non-Emergency)	(814) 732-2921
Safety & Risk Management	(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

EMERGENCY NOTIFICATION SYSTEM

During emergency situations on or near campus, PennWest University will use an emergency notification system to provide students, faculty and staff with critical notifications and updates. These alerts will be distributed via multiple communication methods.

This emergency notification system incorporates the following methods for distribution to campus (communication methods may vary based on the specific incident):

- Text messages
 - Employees must opt-in to receive text messages
 - Students are automatically enrolled and can opt-out at any time
- Email
- Website posting to the University homepage
- Social media posting to Facebook
- Computer desktop alerts (PennWest California and Edinboro)
- Outdoor speakers (PennWest Edinboro)
- Indoor speakers (PennWest Edinboro)

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. You are responsible for messaging charges imposed by your service provider. Your information is not shared with or sold to third parties.

DELAYS/CANCELLATIONS/CLOSURES

CLASSES DELAYED

Faculty and Students: University teaching faculty and students should not report to classes scheduled before (insert time). Online classes that do not require faculty or students to be present on campus will be held as normal.

Student Employees: Student employees, including graduate assistants, should contact their supervisor regarding the need to report to work.

Other Employees: All other employees shall report to work according to their regular schedules or as indicated by their supervisors.

Please Note: When classes are delayed (or all operations delayed), follow the regular class schedule after the delay has ended. Classes that occurred during the delay period will not be made up. For classes that extend through multiple periods (e.g. class runs from 9 a.m. to 12 p.m.), faculty and students should report for the remaining segment of the class period.

CLASSES CANCELLED

Faculty and Students: University teaching faculty and students should not report to class. Online classes that do not require faculty or students to be present on campus will be held as normal.

Student Employees: Student employees, including graduate assistants, should contact their supervisor regarding the need to report to work.

Other Employees: All other employees shall report to work according to their regular schedules or as indicated by their supervisors.

UNIVERSITY OPERATIONS DELAYED

Only individuals identified as 'Essential Personnel' should report to campus according to their regular schedules or as indicated otherwise by their supervisors. Other staff may be directed to report to campus to address matters of safety, maintenance or other issues as determined necessary by management.

UNIVERSITY OPERATIONS CANCELLED

Only individuals identified as 'Essential Personnel' should report to campus according to their regular schedules (unless directed otherwise by their supervisors). Other staff may be directed to report to their work site to address matters of safety, maintenance or other issues as determined necessary by management.

UNIVERSITY OPERATIONS ARE CANCELLED AFTER DAY HAS STARTED

Only individuals identified as 'Essential Personnel' should continue at their work site through the end of the regular workday (unless directed otherwise by their supervisors). Other staff may be directed to remain at the work site to address matters of safety, maintenance or other issues as determined necessary by management.

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 University Police at your campus 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**nform 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 immediately.
 - 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 your campus PennWest University Police immediately.

REPORT ALL EMERGENCIES TO UNIVERSITY POLICE	
PennWest California	(724) 938-4299
PennWest Clarion	(814) 393-2111
PennWest Edinboro	(814) 732-2911

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 your PennWest University Police Department.
- **DO NOT**
 - Operate any power switches or pull the fire alarm.
 - Use two-way radios or cellular phones—radio signals have the potential to detonate a bomb
 - 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 your University Police, but under no circumstances should you touch it, tamper with it, or move it in any way.
- If instructed to evacuate by University Police, see [Evacuation procedure](#).

THREAT RECEIVED BY NOTE OR OTHER MEANS

- Call your 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 signals have the potential to detonate a bomb.
 - Evacuate the building until University Police arrive and evaluate the threat.

CONCERNING BEHAVIOR

IMMEDIATE THREATS

If there is an immediate concern or threat to self or others, call your University Police.

REPORT ALL EMERGENCIES TO UNIVERSITY POLICE	
PennWest California	(724) 938-4299
PennWest Clarion	(814) 393-2111
PennWest Edinboro	(814) 732-2911

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 will be forwarded to the Behavioral Intervention Team at the appropriate campus for review. The referral form is located on myPennWest or located at the following locations for the applicable campus:

- [California BIT Referral Form](#)
- [Clarion BIT Referral Form](#)
- [Edinboro BIT Referral Form](#)

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 (i.e., texts, emails, or letters) 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 individual's 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 the individual. Use the silence to allow the person to talk it out.
- Set limits. Explain clearly and directly what behaviors are acceptable (e.g., "I will be willing to speak with you as long as you lower your voice")
- 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 themselves
- The individual has been violent or threatened violence against another person
- You feel threatened by the individual (verbal threats, physical, or on-line aggression)
- The individual has or may have a weapon
- The individual has destroyed property
- The individual appears intoxicated

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 your campus. Do not approach or attempt to apprehend the person(s).

REPORT ALL EMERGENCIES TO UNIVERSITY POLICE	
PennWest California	(724) 938-4299
PennWest Clarion	(814) 393-2111
PennWest Edinboro	(814) 732-2911

- 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 your 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. Statistics show that people moving as little as 10 feet during an earthquake's shaking are most likely to be injured.
- 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 following earthquakes 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. For information on medical emergencies, see [Medical Emergency procedure](#).
- Help persons who may require special assistance.
- If natural gas is leaking, extinguish all sources of ignition, and 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. For information on evacuation, see [Evacuation procedure](#).
- DO NOT USE THE ELEVATOR.
- Stay away from downed power lines and damaged building equipment.
- Report damaged utilities or buildings to the University Police at your campus. 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 who may not be aware of the emergency and evacuate using the nearest exit.
- DO NOT USE THE ELEVATORS.
- Do not return for personal items.
- Move to your building evacuation assembly point.
- Call your University Police to 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 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.

CAMPUS EVACUATION

Certain emergencies may affect multiple buildings or a specific area of campus. If this should occur, the persons in the hazard area(s) will be evacuated to a predetermined site. This location will be different than your building’s specific evacuation assembly point. Emergency personnel will direct you to this predetermined site and provide you with further instruction.

OCCUPANTS WITH DISABILITIES

Mobility Impairment

- If you are unable to evacuate via the stairs, move to the nearest Area of Rescue Assistance (ARA), and 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 the University Police at your campus and 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 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 Safety & Risk Management at (814) 732-2709. 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 them to the nearest emergency exit. Have the person take your elbow as you offer to escort them 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 Safety & Risk Management at (814) 732-2709. 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 Safety & Risk Management at (814) 732-2709. 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 your 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 role 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 material under the door to prevent the smoke from entering, wet the material if possible.
- Call the University Police at your campus to advise them of your location.
- Attempt to signal someone outside, but do not break the glass unless absolutely necessary.

For evacuation procedures for occupants with disabilities, see [Evacuation – Occupants with Disabilities](#).

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 your 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 the University Police at your campus.

REPORT ALL EMERGENCIES TO UNIVERSITY POLICE

PennWest California (724) 938-4299

PennWest Clarion (814) 393-2111

PennWest Edinboro (814) 732-2911

- 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 at (814) 732-2709 or safety@pennwest.edu. Worker's Compensation reporting procedures and the [panel of physicians](#) are available online through the [HR Connect System](#). You may also contact the HRConnect Workers' Compensation Shared Services Team at 717-720-4040.

MISSING PERSON

In the event someone is believed to be missing, contact the University Police at your campus.

REPORT ALL EMERGENCIES TO UNIVERSITY POLICE	
PennWest California	(724) 938-4299
PennWest Clarion	(814) 393-2111
PennWest Edinboro	(814) 732-2911

- 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.
- 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 the University Police at your campus. 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 the University's Emergency Notification system 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. The PennWest Emergency Notification System will be activated if there is a threat near a PennWest campus.

If a Tornado Warning is issued

- Immediately stop all activities.
- Move to your designated shelter location.
- **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 the 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 maybe 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 the PennWest 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 personnel 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 the PennWest Emergency Notification system for updates.
- Stay in your shelter until given the “all-clear” by University Police.

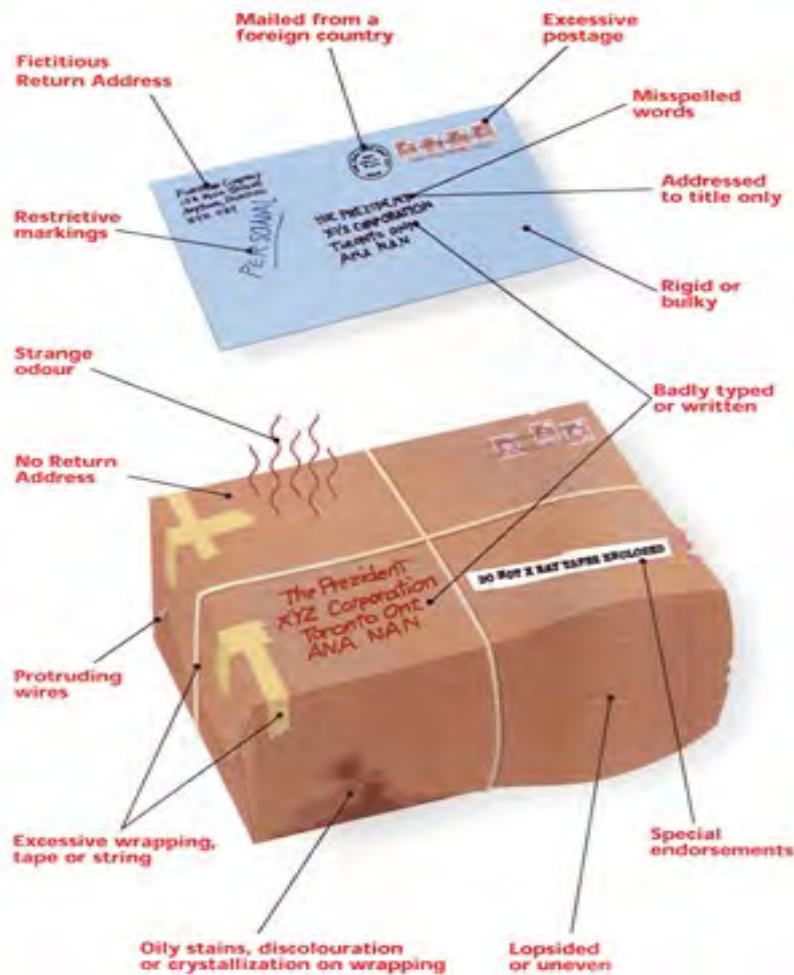
SUSPICIOUS PACKAGE

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 the University Police at your campus.

REPORT ALL EMERGENCIES TO UNIVERSITY POLICE	
PennWest California	(724) 938-4299
PennWest Clarion	(814) 393-2111
PennWest Edinboro	(814) 732-2911

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 at your campus.
- 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 the University Police at your campus.
- 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 the University Police at your campus to report the outage. University Police will take note of the outage and notify the Facilities Department.
- 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 arrives. For information on elevator emergencies, see [Elevator Malfunction procedure](#).
- Wait for further direction by University officials.
- Evacuate only if directed to do so by University Police, see [Evacuation procedure](#).

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 the University Police at your campus. University Police will respond to evaluate the situation and notify the appropriate personnel.