

EMERGENCY PREPAREDNESS GUIDE

This guide is designed to assist you in responding to emergencies that may impact you while attending classes, working, or living at IUP. You are encouraged to read the document and refer to it as needed. The guide is also available at IUP.edu/Emergency-Management, which provides further detail about topics covered in this brochure.

The university also provides emergency preparedness training courses, such as

- Active Shooter
- Stop the Bleed
- First Aid/CPR/AED

For more information or to schedule a course, contact Emergency Management at 724-357-2546.

UNIVERSITY EMERGENCY NOTIFICATIONS

Everbridge is the university's emergency mass notification system, which allows IUP to email faculty, staff, and students and to send text and voice messages to their cell, office, and home phones. To learn more about signing up to receive notifications, visit IUP.edu/Emergency-Management/ens.

EMERGENCY INFORMATION PAGES

The university's Emergency Information page, IUP.edu/emergency, has the latest updates on incidents of concern. These updates could include class cancellations, campus closures, and any instructions to the university community.



Scan to access the IUP Emergency Management website.



Scan to access the IUP Police website.



Contact Information

- For emergency help, call 911 or go to your nearest emergency room.
- IUP Police: 724-357-2141
- Indiana Borough Police: 724-349-2121
- Pennsylvania State Police: 724-357-1960
- IUP Anonymous Crime Tip Line: 724-357-2255
- IUP Health Service: 724-357-2550
- IUP Counseling Center: 724-357-2621
- IUP Title IX Office: 724-357-3402
- IUP Student Support and Community Standards: 724-357-1254

EMERGENCY COMMUNICATIONS

REPORTING AN EMERGENCY

Call the IUP Police Department at 724-357-2141 or call 911.

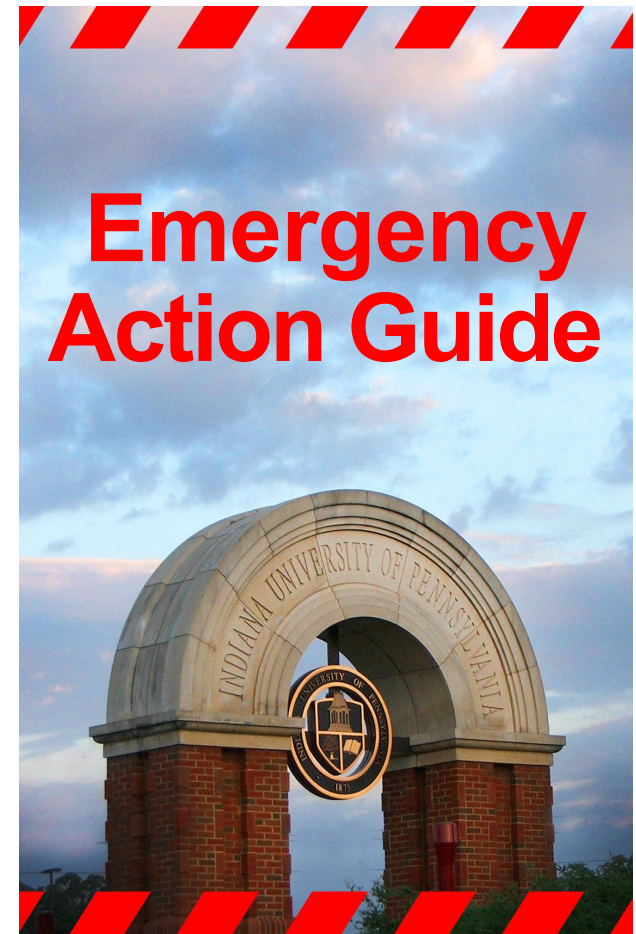
When Calling:

- Provide the address of the emergency and your location.
- Provide a detailed description of the incident to ensure that proper resources are dispatched.
- Do not hang up until you are told to do so.

REPORTING A THREAT

It is critically important that members of our community report perceived and potential threats in a timely manner. It is better to err on the side of notifying the appropriate individuals than to remain silent. The university has resources with which to assess these situations and the individuals of concern. If you believe any individuals pose an imminent threat—either to themselves or to another member of the university community—please step up and call the Department of Public Safety at 724-357-2141.

Emergency Action Guide



IUP has many resources available to enhance emergency preparedness and wants to educate faculty, staff, and students on how to prepare for and respond to emergencies. This brochure provides a high-level overview of several specific situations and points to additional resources for further details.

IUP Public Safety Department
650 S. 13th St., Robertshaw
Indiana, PA 15705
724-357-2141

BE PREPARED IN ALL SITUATIONS

Active Shooter

When faced with an active shooter, evaluate the situation and do the following:

- RUN if a safe path is available. Always try to escape or evacuate, even if others insist on staying.
- Encourage others to leave with you, but don't let the indecision of others slow down your own effort to escape.
- Once you are out of the line of fire, try to prevent others from walking into the danger zone. Call 724-357-2141 or 911.
- If you can't get out safely, find a place to HIDE.
 - When hiding, turn out lights, lock doors, and silence your ringer and turn off vibration mode on your cell phone.
 - Move away from doors and windows. Close window shades.
 - As a last resort, working together or alone, act with aggression; use improvised weapons and FIGHT.

Medical Emergency

- Call 911 or IUP Police (724-357-2141). Provide the location and nature of injury or illness, current location of the victim, and other requested information.
- Remain on the phone until directed to hang up.
- Stay with the victim.
- Do not move the victim unless the victim is in immediate danger.

Utility Failure

Utility failures include power outages, gas leaks/unusual odors, flooding/plumbing problems, broken or malfunctioning life-saving equipment, and elevator entrapment.

- Call 911 or IUP Police (724-357-2141).
- Be prepared to provide failure type and location.
- Buildings may be evacuated for some of these failures.



Elevator Entrapment

- Press the emergency phone button to connect to IUP Police. If unable to connect, call IUP Police at 724-357-2141.
- Push the alarm button.
- Remain in the elevator.
- Wait for an elevator technician or IUP Police to respond.



Fire Emergency

- Pull the fire alarm.
- Leave the building immediately using the closest emergency exit.
- Close the door behind you. Do not lock it.
- Call 911 when safe to do so.
- Move to a safe location away from the building or to an identified meeting location.
- Re-enter the building only when instructed by IUP Police officers.
- Do not assume that an alarm is false.
- Do not use elevators.
- If not able to exit the building, go to the nearest exit stairwell or assisted evacuation staging area and call 911 or IUP Police (724-357-2141).



Bomb Threat

Stay calm and obtain as much information as possible from the caller. Report the threat immediately to IUP Police at 724-357-2141 or call 911.

Be sure to note the following:

- Precise time of the call
- Caller's exact words
- Noticeable characteristics of the caller (gender, age, calm/angry, excited/slow, etc.)
- Information about the device and possible location
- Background sounds (machinery, voices, street noises, music, etc.)
- Threat language (well-spoken, taped, irrational, foul, incoherent, etc.)

Ask the person questions, such as

- Where is the bomb located?
- When will the bomb explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?



Severe Weather

Winter Storms

Listen to the radio or television for emergency weather broadcasts. Remain indoors during severe weather conditions.

- Indiana Campus: Call the inclement weather hotline at 724-357-1213.
- Punxsutawney Campus and IUP Pittsburgh East: Call the inclement weather hotline at 724-357-7538.
- Northpointe: Call 724-357-1213.

If you must go outdoors, wear multiple layers of protective clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent. Let others know where you are going and when you expect to arrive.

- Move away from trees, overhead power lines, and other utilities that may collapse due to ice and snow accumulation. Keep dry and walk carefully on snowy and icy walkways to avoid falling.
- If you become trapped in a vehicle, remain there, but turn off the engine to avoid carbon monoxide poisoning. Do not try to walk to safety unless you can see a building close by. Disorientation occurs quickly in wind-driven snow.

Flooding and Lightning

- Move inside a building, go to the highest floor for greater protection, and stay there. Close all windows and doors; draw blinds and/or shades over windows. Unplug electrical appliances and stay away from flooded areas, like a basement, to avoid electrocution.
- Do not attempt to cross flooded streams or fast-moving water, either on foot or in a car. The water may be deeper than you anticipate, and you could be swept away.
- Move away from trees, power lines, and other tall objects. Stay low to prevent lightning strikes.

Tornado or Earthquake

- If you are indoors, seek shelter on the lowest level of the building. Go to the basement or move to the stair tower, crawl under a sturdy wooden table or desk, or stand in a doorway.
- If you are outdoors, move away from buildings, utility poles, and power or utility lines, as they can be energized.
- If in a vehicle, stop in the safest place available, away from power lines and trees. In an earthquake, stay in car. In a tornado, get out of car and seek shelter in a low-lying area, such as a culvert.