

SUSQUEHANNA UNIVERSITY DEPARTMENT OF PUBLIC SAFETY EMERGENCY PROCEDURES

Contacting Authorities:

Call Emergency 9-1-1 or 9-9-1-1 (using a campus phone) to report the emergency (Police, Fire, EMS).
Use **x4444** to report emergency or incident to the SU Department of Public Safety.

Active Shooter

You may be notified to evacuate, lockdown or establish a shelter in place. If such a situation occurs, use this information as a reference:

Lockdown/Shelter-in-Place

- Lock and barricade doors.
- Turn off lights.
- Close blinds, block windows.
- Turn off radios, computer screens.
- Stay calm, quiet and out of sight.
- Take cover behind sturdy fixtures (e.g. concrete walls, desks, filing cabinets).
- Silence cell phones when not communicating with authorities.
- If outside, seek shelter behind wall, building, tree, etc.

What to Report

- Your specific locations: building name, floor and room number.
- Estimate number of people at your specific location.
- Injuries-number of injured, types of injuries.
- Describe Assailant(s):
 - location
 - number of suspects
 - physical features
 - clothing description, backpack
 - types of weapons (if known)
 - identity of the shooter

Un-Securing an Area

- Consider risks before unsecuring rooms.
- Remember the shooter will not stop until s/he is engaged by an outside force.
- Rescue attempts should only be attempted if it can be accomplished without further endangering those in a secured area.
- Consider the safety of masses versus the safety of few.
- If you are unsure about your safety beyond the room, keep the area secured.

Do not leave the area until authorized by emergency personnel.

Fire

- Evacuate the building at the nearest exit immediately.
- Without jeopardizing safety, take your personal belongings (ID, keys, wallet, etc.)
- Do not use elevators.
- While exiting building close doors behind you, notify occupants, and activate nearest fire alarm pull station.

- Call emergency personnel after you evacuate the building and provide as much detail as possible.

Tornado or Severe Weather

- Immediately seek shelter in the lowest level of this building.
- Put as many walls between you and the outdoors as possible.
- If outside, go inside the nearest building to Shelter-in-Place.

Medical Emergency

- Call 9-1-1 or Public Safety at **x4444**.
- Provide your name, location, a description of the medical emergency and the number of people injured.
- Stay on phone until emergency responders arrive.

Suspicious Behavior

- Do not physically confront the person exhibiting behavior.
- Do not let anyone in a locked building or attempt to block a person's access to an exit.
- Call the emergency phone number from a safe location with information.

Public Address/Warning Siren

- There are seven audible alert tones on the system.
- There are five different Hi-Lo siren tones to address initial alert, tornados, chemical releases, a person with a weapon and public address announcement.
- Wail siren with an all clear message
- Whoop siren with a test message of Susquehanna University's notification system.

SMS – Short Message System

- Susquehanna University's emergency notification system.
- Able to send alerts of emergencies to cellular telephones and email addresses.
- Able to alert subscribers of emergencies within seconds.

Contact Numbers:

Public Safety

- On-Campus: **4444**
- Off-Campus: **570-372-4444**

Local Emergency Services

- On-Campus: **9-911**
- Off-Campus: **911**