

## Chemical Spill

If a spill of a potentially hazardous chemical occurs:

- Before working with chemicals, become familiar with their properties and familiarize yourself with what to do if a spill occurs.
- If you are unfamiliar with clean-up procedures, notify Environmental Health & Safety immediately.
- Evacuate the area but stay close enough to provide first responders with additional information.

## Bomb/Bomb Threat

If you encounter a suspicious package:

- DO NOT attempt to remove it. Move at least 500 feet away and call Public Safety.
- DO NOT pull the fire alarm for the building.

If you receive suspicious mail, do not handle it. Call Public Safety immediately.

If you receive a threat by phone, try to obtain as much information as possible from the caller.

## Serious Injury/Illness

Act quickly but calmly in an emergency situation:

- Report all medical emergencies to Public Safety for initial first aid and/or to dispatch an ambulance (610-683-4001). Emergency on-campus phones are identified by a blue light. Off campus call 911.
- Notify Public Safety of the campus location of the person and the nature and severity of the problem.
- Remain on the phone until the dispatcher releases the call.
- Do not try to move an injured or ill person. Try to keep the person still and calm until emergency responders arrive.

If you have been assaulted and/or sexually assaulted:

- Call Campus Police at 610-683-4001.
- Get to a safe place.
- Call someone you trust. Resources at KU include Heart at KU for victims of rape and sexual assault. They can be reached by calling BWIC Hotline at 610-372-9540.
- Try to preserve evidence by not bathing, eating/drinking, and as soon as possible place the clothes you were wearing in a paper bag.
- Seek medical attention.



## IMPORTANT TO KNOW

1. Save the emergency Public Safety phone number (610-683-4001) and 911 to your cell phone.
2. Verify cell phone and email settings are current for KU Alert.
3. Know your building's evacuation plan.
4. Review [www.kutztown.edu/weather](http://www.kutztown.edu/weather) for severe weather information.
5. Review what to do if there is:
  - an Active Shooter
  - a Chemical Spill
  - a Bomb or Bomb Threat
6. Update personal emergency contact information.
7. Have an in-state emergency contact.
8. In case local phone lines are jammed, have an out-of-state emergency contact.

## KU ALERT

The KU Alert system notifications may be delivered in a number of ways: cell-phone text message; on-campus email message; and on-campus voice-communication system (inside and outside buildings). The text message/email message is an opt-out system (for students) that allows for two cell phone numbers and two on-campus email addresses. KU Alert continues to be an opt-in system for faculty and staff. The system advises on life-threatening situations as well as weather-related closures. Depending on the emergency, one or more of these communications systems will be used.

To sign up for KU Alert use the following link:

<http://form.app.kutztown.edu/e2campus>

## Kutztown Borough Emergency Information

- Reverse 911 Service used to relay public safety information via text and phone call. Sign up at: [www.kutztownboro.org/departments/administration/publicnotification.php](http://www.kutztownboro.org/departments/administration/publicnotification.php).

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KUTZTOWN  
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# EMERGENCY RESPONSE

## Pocket Guide

### Emergency Management Team



**Public Safety & Police Services**  
**Old Main, B-Wing**  
**Email: [publicsafety@kutztown.edu](mailto:publicsafety@kutztown.edu)**  
**Emergency: 610-683-4001**  
**Non-Emergency: 610-683-4002**  
**Off-Campus Emergencies: 911**  
**[www.kutztown.edu/safety](http://www.kutztown.edu/safety)**

# EVACUATION

When building evacuation (fire) alarm sounds or notification by KU Alert:

- Leave by the nearest marked exit or in accordance with the posted evacuation plan.
- Alert others.
- Once outside, proceed to an area that is at least 100 feet away.
- Do not return to an evacuated building, unless given the “all-clear” communication by Public Safety.

## Building Evacuation for Disabled Individuals

When building evacuation (fire) alarm sounds or notification by KU Alert:

- Persons who can evacuate a building with little or no assistance should proceed to the nearest and safest exit. Try an alternate exit if primary exit is inaccessible.
- If unable to get to the exit safely, find an area of safety (enclosed stairwell) and either send someone for help or call for help at 34001 or 610-683-4001.
- If there is smoke and you are unable to evacuate the building, try to get to the floor or try to get to a room and open a window. Drape an article of clothing from the window as a signal that someone needs help.

## Shelter in Place – Severe Weather

Shelter in place is the process of staying where you are and taking shelter, rather than trying to evacuate. Some tips include:

- If possible, seek shelter in the lowest floor of the building.
- If outside, seek shelter in a sturdy building.
- Inside a building keep away from windows and doors. Seek shelter in an inside room or hallway, if can't get to lowest floor.
- Listen for alert signal and instructions.
- Do not leave the building unless given the “all-clear” communication by Public Safety.



# SEVERE WEATHER

## Tornado Safety

If you hear a warning, or see a funnel cloud:

- Seek shelter – see “Shelter in Place–Severe Weather.”
- If you see a funnel cloud, report the incident to 911 or Public Safety.
- Tornado Watch – weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornadoes.
- Tornado Warning – either a tornado has been sighted or radar indicates there is a tornado occurring in the area.

## Winter Storm Safety

If a winter storm is predicted to affect the region:

Avoid going outside during the storm. If you do, wear warm clothing and change if wet. Watch for frostbite, hypothermia and exhaustion. Avoid travel on roadways unless it is an emergency. Charge cell phones and tell someone about your travel plans.

## Severe Weather Notifications

- KU Alert
- Employee Hotline 610-683-4191
- General Information 610-683-4649
- [www.kutztown.edu](http://www.kutztown.edu)
- External: regional radio and TV stations, websites (for list, go to information outlets at [www.kutztown.edu/weather](http://www.kutztown.edu/weather))

# ACTIVE SHOOTER

## I. RUN - Evacuate from the danger area and remain calm:

- Follow the instructions of emergency personnel.
- Make your way to the nearest exit.
- Notify anyone you may encounter to exit the building immediately.
- Evacuate to an area at least 500 yards from the danger.
- Stay together.
- Once you reach an area of safety, call the police at 911 at 610-683-4001.
- Notify the police of your group size, location and contact number.

- Remain in the reported location until you are released by police.

## 2. HIDE - If you cannot evacuate, remain calm:

- Lock or barricade the door, placing anything heavy in front of it.
- If the door opens out and cannot be barricaded, evacuate or move to another room.
- Stay out of sight, away from windows and doors.
- Turn off the lights.
- Remain quiet.
- Once secure, NEVER open the door.
- Have one person call the police at 911 or 610-683-4001.
- If possible, place a large note or article of clothing out or on the window to let emergency personnel know where you are. Do not identify that the room is occupied for anyone inside the building.

## 3. FIGHT - If the shooter enters your room:

- Be prepared to attempt to overtake the individual with greater numbers.
- If the individual is overtaken, hold that person down.
- Call the police at 911 or 610-683-4001 and report the situation.

# OTHER

## Fire

If you smell smoke or observe a fire:

- Exit the building as quickly and as orderly as possible. Use the closest safest exit. Become familiar with your building's evacuation plan.
- Warn others. Pull the nearest fire alarm if building's fire alarm is not already activated.
- If there is smoke or heat, crawl if possible.
- Touch doors before opening. If hot, find an alternate exit or stay in place and summon assistance from a window or telephone.
- Take the stairs, not the elevator. If disabled, refer to procedures for “Building Evacuation for Disabled Individuals.”
- Call 911 (34001 on-campus).
- Do not return to building until authorized by Public Safety.

(continued on reverse)