



**412-397-2424**

## **EMERGENCY RESPONSE GUIDELINES**

**PROVIDED BY THE PUBLIC SAFETY DEPARTMENT  
AND THE UNIVERSITY SAFETY COMMITTEE**

**DO NOT REMOVE FROM THIS AREA**

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## **INTRODUCTION**

This document was designed and intended to provide you with guidance to respond to emergencies. It is not meant to take the place of the larger detailed emergency response plans developed by the Safety Committee.

All members of the Robert Morris University community should familiarize themselves with the content contained within this guide.

It should be kept in an area which will allow for easy access should it be needed in the event of an emergency.

Each of the sub-committees developed this flipchart and information contained within as part of the overall University Safety Committee Process.

Your Public Safety Department is a full-service police department available 24/7. It is imperative that you call and report all criminal activity, suspicious incidents, any accident or emergency immediately. It is our responsibility to provide for your safety and security while here at Robert Morris University.

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## **CLASSROOM EMERGENCY**

1. **Environmental Problems** such as air conditioning, heating, lighting, water leaks:  
Please contact the Operations Center at **412-262-8364** or **8364**.
2. **Computer Equipment Problems** such as audio visual, network connections or projectors:  
Please contact the IT Help Desk at **412-397-2211** or **2211**.
3. **Room Access** – Locked out of your assigned room?  
Please contact the Public Safety Department at **412-397-2424** or **2424**.
4. **Classroom Disturbances** such as unruly students, uninvited guests, demonstrations or physical contact:  
Please contact the Public Safety Department at **412-397-2424** or **2424**.

**PLEASE DO NOT TAKE MATTERS INTO YOUR OWN HANDS.  
IT CREATES AN UNSAFE ENVIRONMENT FOR EVERYONE.**

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## **POWER / UTILITY FAILURE**

### **IN THE EVENT OF A POWER OR UTILITY FAILURE**

1. Notify the Public Safety Department by telephone at **412-397-2424** or **2424** of the power/utility failure and its location. Critical areas should be identified at this time. The Public Safety Department will notify the Facilities Department.

Critical areas may be research experiments, refrigerated or air-conditioned locations, residential buildings or any area where a prolonged power outage could adversely affect health or property.

2. Wait for instructions from University authorities, if it is going to be an extended outage.
3. Be prepared to evacuate if necessary.
4. During power failures, areas that do not have sufficient natural light to clearly see exit corridors, stairs or doors should be evacuated while emergency lights are on. Entry/re-entry should not occur until power has been restored.

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## **FIRE / SMOKE EMERGENCY**

- RESCUE** If it is safe to do so, rescue anyone who may be in imminent danger of fire or smoke. Do not use the elevators. Be aware of persons who may need assistance. **RMU faculty and staff should provide direction regarding evacuation to students and visitors in their area.**
- ALARM** Activate the closest fire alarm pull station. Most pull stations are located within a few feet of a stairwell or building exits. Call the University's emergency number **(412-397-2424 or 2424)** to report the nature of the incident and exact location.
- CONTAIN** Close all doors and windows, even if you are not in the affected area. Shut off all fuel sources, such as piped gas.
- EVACUATE** Evacuate the building to your designated assembly point safely away from the fire. Fire extinguishers are located throughout RMU facilities, but should only be used by persons that had P.A.S.S. training in their proper use.

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## **WEATHER EMERGENCY**

Conditions leading to weather emergencies are generally predictable. In the event of a weather emergency, the administrative staff of Robert Morris University will provide information to the public, its employees and students through the local radio and television stations. The information related to the emergency condition will be listed on the main page of the University website at [www.rmu.edu](http://www.rmu.edu).

### **IN THE EVENT OF A SEVERE WEATHER "WATCH"**

Continue your activities, but monitor and stay tuned to the situation.

### **IN THE EVENT OF A SEVERE THUNDERSTORM "WARNING"**

1. Keep people indoors and away from windows until the storm passes.
2. Report all injuries or damage to the RMU Public Safety Department at **412-397-2424** or **2424**.

### **IN THE EVENT OF A TORNADO "WARNING"**

1. If in the warning area, seek shelter immediately.
2. If in a vehicle, seek shelter immediately.
3. Do not open windows – stay away from windows and exterior doors.
4. Go to the most interior rooms or hallways of the building and close the doors.
5. Basement area or interior spaces on the lower floors provide the best shelter.

After the storm and once you receive the "all clear," leave badly damaged buildings and do not attempt to return to the building unless directed to do so by someone in authority. Do not attempt to turn utilities or equipment on or off.

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## **ACTIVE SHOOTER INCIDENT**

## **REPORTING CRIMES**

The Robert Morris University Public Safety Department is a full-service police department available 24 hours a day.

All criminal activity, suspicious incidents or other emergencies should be reported immediately to the University Police Department by calling **412-397-2424** or **2424**.

**EMERGENCY BLUE LIGHT PHONES** are located throughout campus and may be used for emergencies or informational purposes.

WHEN REPORTING ANY EMERGENCY OR CRIME BE PREPARED TO CALMLY STATE:

- Your name, location and phone number
- Nature of the call
- Description of suspects related to the crime
- Vehicle information, if related to incident

Please keep all witnesses available at the scene until an officer arrives.

**DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED IN THE INCIDENT.**

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**ACTIVE SHOOTER INCIDENT**

## CHEMICAL SPILL OR RELEASE

In the event of an **uncontrolled** hazardous material spill or release:

1. Evacuate the immediate area and restrict entry.
2. For anyone who has been splashed with the material, remove any contaminated clothing and flush the affected area with copious amounts of water for at least 15 minutes.
3. If needed, seek medical treatment for injured/exposed persons by contacting the RMU Public Safety Department at **412-397- 2424** or **2424**.
4. Immediately notify the RMU Public Safety Department of a hazardous material incident at **412-397-2424** or **2424**.

### PROVIDE THEM WITH:

- The exact location (building, area or room)
  - Nature of the incident
  - Type(s) of materials involved
5. If determined necessary or advised, evacuate the building following standard evacuation procedures.
  6. Only personnel who are familiar with the chemical and who are properly trained to do so may conduct chemical spill clean up.
  7. All chemical spills must be reported to the RMU Public Safety Department and the University Operations Center at **412-397-8364** or **8364**. An Incident Investigation Form must be completed and forwarded to the University Safety Officer.

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## **EMPLOYEE / STUDENT INJURY**

1. In case of an injured person, call the RMU Public Safety Department at **412-397-2424** or **2424** for assistance. Be prepared to advise them of the problem. Listen for any given pre-arrival instructions.

### **CALMLY STATE:**

- Name of caller
  - Location and address of building
  - Nature of injury
  - Phone number at the scene of the problem
2. **DO NOT** move a seriously injured person unless his/her life would otherwise be in danger.
  3. Render aid if trained, or have someone else locate a person trained in first aid.
  4. Stay with the injured person until the Public Safety Department arrives on the scene.
  5. If you are an employee, you must notify the Public Safety Department and your supervisor immediately so that they can complete the required **INCIDENT INVESTIGATION FORM**.

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## **ACTIVE SHOOTER INCIDENT**

## **BUILDING EVACUATION**

1. When a fire alarm sounds or when instructed to do so, **EVACUATE** the building immediately. If others do not respond to the alarm or do not know of an evacuation, inform them of the need to leave as you are evacuating.
2. Upon evacuation, do not stop to take any belongings from the building. Use the stairs as an evacuation route. Do not use the elevators.
3. When out of the building, stay a safe distance from the building and out of the way of emergency personnel and equipment.
4. If you suspect anyone is still in the building, notify the authorities at the scene.
5. Stay or position yourself upwind from any smoke or chemical odor for your own safety.
6. Follow any directions on-site authorities give and **DO NOT RE-ENTER** the building until given the "all clear" by the Public Safety Department.

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## **BUILDING EVACUATION**

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### **ACTIVE SHOOTER INCIDENT**

## **BOMB THREAT / EXPLOSIVE DEVICE**

1. Do not in any way touch any item or device that is suspected to be a bomb or explosive device.
2. Notify your supervisor or the nearest University authority, i.e., dean, director, building supervisor, instructor or resident assistant.
3. Follow the instructions of the person or supervisor in charge, who will initiate the Building Evacuation Plan.
4. Notify the Public Safety Department by using a land-line phone at **412-397-2424** or **2424** or call **911**. It is not recommended to use your cellular phone.

### **BE PREPARED TO CALMLY STATE:**

- Name of caller
  - Nature of the emergency
  - The building and exact location of the suspected bomb or explosive device
  - Description of the device
  - The phone number at the scene
5. If you receive a phone call of a bomb threat, try to keep the caller on the phone and obtain as much information as possible, including:
    - Location of the bomb
    - When it will explode
    - What the bomb looks like
    - What type of bomb it is
    - Whether he/she is responsible for the bomb
    - The caller's name and address
    - Listen for background noise for investigative purposes

After notifying your supervisor and the Public Safety Department, await further instructions.

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### **ACTIVE SHOOTER INCIDENT**

## PERSONS WITH DISABILITIES

Individuals who need assistance during an evacuation should identify and discuss with someone, in advance, who might assist them in leaving the building and/or who will inform emergency personnel of their presence and location so that further assistance can be provided.

### IN CASE OF BUILDING EVACUATION

(fire alarm, chemical spill, bomb threat, etc.)

- Exit the building immediately using the most direct route.
- If unable to do so on your own:
  - Ask for assistance to the nearest exit or room near a stairway or window. Note the room number.
  - Ask someone leaving the building to notify emergency personnel of your location.
  - If a phone is available, call **412-397-2424** or **2424**. Answer all of the operator's questions and the police dispatcher will relay your location to first responders.

### IN CASE OF SEEKING SHELTER

(weather emergency, building intruder, etc.)

- Seek shelter in a room with no windows on the interior of the building if possible. Note the room number.
- If a phone is available, call **412-397-2424** or **2424**. Answer all of the operator's questions and the police dispatcher will relay your location to first responders.

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## ACTIVE SHOOTER INCIDENT

## SUSPICIOUS MAIL OR PACKAGES

# SUSPICIOUS MAIL OR PACKAGES

**Protect yourself, your business, and your mailroom.**

**If you receive a suspicious letter or package:**

▪ Stop. Don't handle.

▪ Isolate it immediately.

▪ Don't open, smell, or taste.

▪ Activate your emergency plan. Notify a supervisor.



**If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:**

▪ Isolate area immediately ▪ **Call 911** ▪ Wash your hands with soap and water



UNITED STATES  
POSTAL SERVICE



To order this poster, call 1-800-332-0917.

Poster 84  
September 2006  
PSN 7690-07-000-7067

If you receive suspicious mail or package, notify the Public Safety Department immediately at **412-397-2424** or **2424**.

## SUSPICIOUS MAIL OR PACKAGES

## ACTIVE SHOOTER INCIDENT

# ACTIVE SHOOTER INCIDENT

## IN THE EVENT A SHOOTER IS AT LARGE

1. Immediately call the Public Safety Department at **412-397-2424** or **2424** or dial **911**. Be aware that phone lines may be overwhelmed.

### WHAT TO REPORT:

- Your specific location (building name and room number)
  - The number of people in your specific location
  - The number and type(s) of injuries
  - Assailant information: location and number of suspects, identity if known, race, gender, physical features, clothing, backpack or bag, type of weapons (rifle, handgun, etc.)
2. Secure your immediate area:
    - Lock and barricade doors
    - Turn off lights
    - Close blinds
    - Block windows
    - Turn off radios and computer monitors
    - Silence cell phones
    - Remain calm, quiet and out of sight
    - Take adequate cover/protection, e.g., behind concrete walls, thick desks or filing cabinets
    - Place signs in exterior windows identifying the location of injured persons
  3. Un-securing an area:
    - Consider all risks before un-securing a room
    - If any doubt exists regarding the safety of those inside the room, it should remain secured
    - An attempt to rescue others should only be made if it does not endanger persons in the secured area
    - Consider the safety of the masses vs. the safety of a few
    - Remember, a shooter will not stop until engaged by an outside force
    - Stay put until contacted by police and follow police orders