

# EMERGENCY RESPONSE GUIDE

West Chester University

Department of Public Safety

## EMERGENCY RESPONSE GUIDE

Public Safety Phone Number : 610-436-3311 Website: [www.wcupa.edu/dps](http://www.wcupa.edu/dps)

### Bomb or Bomb Threat

- If you observe a suspicious package, do not attempt to remove it. Move a safe distance away (500 feet) and call Public Safety at 610-436-3311.
- **DO NOT** pull a fire alarm if a suspicious package is observed.
- If you receive a bomb threat by phone, try to obtain as much information as possible from the caller.
- If you receive suspicious mail, leave it and call Public Safety. Do not handle it.

### Fire

- Be aware of the location of fire alarms, evacuation routes, and fire extinguishers. Always treat a fire alarm activation as though the threat of fire is real.
- If you observe a fire or smell smoke inside a building, activate the building fire alarm system and evacuate the building. Once outside, contact Public Safety at 610-436-3311.
- If the fire is confined and you know how to use a fire extinguisher, attempt to extinguish the fire. If it is not extinguished within 30 seconds, stop and evacuate the building.

### Severe Weather

- If possible, seek shelter in the lowest floor of the building. Otherwise, stay low to the ground away from windows and protect yourself from debris.
- Shelter as a group, if possible, so that you can assist others if needed.
- In the event of severe weather, like a tornado, listen for sirens and instructions. Do not leave the building until an "all-clear" order is given.

### Active Shooter - Run. Hide. Fight.

- **Run:** If you can and you deem it safe, get out and get to a safe place.
- **Hide:** If you can not run, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.
- **Fight:** An individual must use his/her own discretion about when he or she must engage a shooter for survival. Be prepared to do whatever is necessary to survive the situation.

### Shelter-In-Place

- If you are inside, stay where you are.
- Shelter in an interior room away from windows.
- Shut and lock all windows. Turn off all vents.
- Listen for the "all-clear" from emergency personnel.

