

## Active Shooter Safety

### 1. Evacuate away from the danger area and remain calm:

- Follow the instructions of a faculty member, university employee, or emergency personnel
- Evacuate to the nearest exit
- Notify anyone you may encounter to exit the building immediately
- Evacuate to an area at least 500 yards away from the incident
- Stay together
- Once you reach an area of safety, call 911 or Public Safety at 610-436-3311
- Notify the police of your group size, location, and contact number
- Remain in that location until you are released by police

### 2. If you cannot evacuate, remain calm and...

- 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 if able
- 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 911 or Public Safety at 610-436-3311
- 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. 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 911 or Public Safety at 610-436-3311

*Did you remember to program 610-436-3311 into your cell phone?*

## Safety Checklist:

Did you remember to...

- ☐ Save the Public Safety phone number into your cell phone (610-436-3311)?
- ☐ Sign up for WCU Alert at [www.wcupa.edu/wcualert](http://www.wcupa.edu/wcualert)?
- ☐ Create your personal "Backpack" Kit?
- ☐ Review your building's evacuation plan?
- ☐ Review what to do if a severe weather event is affecting the region?
- ☐ Review what to do in the case of a chemical or hazardous material spill?
- ☐ Review what to do if there is an active shooter on campus?
- ☐ Review what to do if you encounter a suspicious package?
- ☐ Update your emergency contact notification if there are any changes?
- ☐ Have an in-state emergency contact?
- ☐ In case local phone lines are jammed, do you have an out-of-state emergency contact?

West Chester University  
Department of Public Safety  
Peoples Building  
690 South Church Street  
West Chester, PA 19383

Phone: 610-436-3311  
Fax: 610-436-3142  
[www.wcupa.edu/dps](http://www.wcupa.edu/dps)

## Emergency Response Pocket Guide

## West Chester University

### Emergency Response Pocket Guide



**On-Campus Emergencies:**  
**WCU Public Safety**  
**610-436-3311**

**Off-Campus Emergencies:**  
**911**

**University Operator:**  
**610-436-1000**

[www.wcupa.edu](http://www.wcupa.edu)  
[www.wcupa.edu/dps](http://www.wcupa.edu/dps)  
[www.wcupa.edu/wcualert](http://www.wcupa.edu/wcualert)

**Michael D. Bicking**  
**Director of Public Safety and Chief of**  
**Police**  
**E-mail: [mbicking@wcupa.edu](mailto:mbicking@wcupa.edu)**

## Shelter In Place Tips

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

- Stay indoors
- Close and lock all doors and windows
- Shut off all air circulation systems
- Seal all cracks around doors, windows, vents, air conditioners, exhaust fans, or other openings with duct tape or wet towels
- Keep telephone, radio (tuned to local station), and TV in room for future instructions
- Listen for the “all-clear” instruction from authorities



## 24-Hour “Backpack” Kit

The Department of Public Safety suggests each student prepare a 24-hour “Backpack” kit that can be accessed in the event of an emergency or evacuation. Each kit should include the following:

- One gallon of water
- Small first-aid kit and emergency whistle
- Any prescription medication you may take
- One clean change of clothes
- Toiletries
- Small amount of food, like power bars or Cliff Bars
- Small amount of emergency cash
- A form of ID and an in-state and out-of-state contact number
- Flashlight with batteries, towel, and bright cloth

## Fire Safety

If you smell smoke or observe a fire...

- Exit the building as quickly and as orderly as possible. Become familiar with your building's evacuation plan
- Warn others. Pull building's fire alarm if not already pulled
- If there is smoke or heat, crawl if possible
- Touch doors before opening. If hot, find an alternative door
- Take the stairs, not the elevator
- Call 911

## Chemical Spill or Release Safety

If a spill of a potentially hazardous chemical occurs...

- Before working with chemicals, become familiar with its properties and familiarize yourself with what to do if a spill occurs
- If you are unfamiliar with clean-up procedures, notify Public Safety Immediately
- Evacuate the area but stay close enough to engage first responders should they need additional information

## Bomb or Bomb Threat

If you encounter a suspicious package, you should...

- 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 a threat by phone, try to obtain as much information as possible from the caller
- If you receive suspicious mail, do not handle it. Call Public Safety immediately.

*Did you sign up for WCU Alert?  
Go to [www.wcupa.edu/wcualert](http://www.wcupa.edu/wcualert) to sign up for  
breaking text alerts on campus closures and  
delays and emergency notifications.*

## Tornado Safety

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

- Take shelter in an interior room or basement
- Stay away from windows and doors
- Report the incident to 911 or Public Safety
- Wait for the “all-clear” or campus alerting system announcement from authorities

## Flood Safety

If you come across high water on campus...

- Do not go near, walk, swim, or drive through flooded water
- Avoid downed power lines since they may be electrically charged
- Keep valuables on an upper floor and away from windows
- Half of flood deaths occur in vehicles. Do not drive through flooded roads!
- Call 911 or Public Safety to report flooding or need rescue

## Earthquake Safety

If you are in a situation where you think you may be experiencing an earthquake...

- Crouch in a safe place and watch for hanging and elevated objects
- Cover head until quake stops
- If driving, pull over, but not under a bridge or overpass
- Prepare for aftershocks

## 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 phone and tell someone about your travel plans.