



MERCYHURST  
UNIVERSITY

# EMERGENCY RESPONSE GUIDE



# INTRODUCTION

This information is being shared to guide employees' and students' responses to a variety of emergency situations.

Please become familiar with this guide. In the event of an emergency, it serves as a quick reference for effective action. Employees and students are encouraged to bookmark the online version of this guide, available at [www.mercyhurst.edu/about/emergency](http://www.mercyhurst.edu/about/emergency), for future reference.

A printed copy of this manual is available at information desks in residence halls and the Student Union.

**The Mercyhurst University Police & Safety Department, 814-824-3911** is available seven days a week, 24 hours a day to respond to on-campus emergencies.

## INTRODUCTION & RESPONSE TEAM

# RESPONSE TEAM

The Emergency Response Team consists of the college personnel listed below. Individual emergency situations will dictate which members of the team are called together to handle the situation.

- All Cabinet members
- Associate Vice President for Academic Affairs
- Assistant Vice President for Information and Technology Services
- Assistant Vice President for Student Life
- Chief of Police
- Director of Residence Life & Student Conduct
- Executive Director of Wellness
- Director of the Physical Plant
- Director of Protective Services

## INTRODUCTION & RESPONSE TEAM

# EMERGENCY LEVELS

The university's response is dictated by the scope and severity of an emergency, as determined by the Emergency Response Team.

**LEVEL I EMERGENCY** - An unplanned event or incident that has the potential to, or does, seriously impact university operations, or may threaten life, health or property on a large scale at one or more locations within the control of Mercyhurst University. A Level I emergency exists when the magnitude of an event requires a level of response that substantially exceeds the resources of the university. Outside emergency services and other specialists are required, as well as significant efforts from Mercyhurst University personnel and support services. A significant number of people are likely to be traumatized, and long-term implications are expected.

**LEVEL II EMERGENCY** - An unplanned event that has the potential to, or does, moderately impact an entire building or more than one building, and that may disrupt the overall operation of the university. A Level II emergency exists when the magnitude of an event requires a level of response well beyond routine. Outside emergency services will likely be required, as well as major efforts from Mercyhurst University personnel and support services. Many people may be traumatized, and short- to long-term implications are possible.

**LEVEL III EMERGENCY** - An unplanned event that is not likely to impact university operations adversely or threaten life, health, or property. Control of the incident is within the capabilities of Mercyhurst University personnel and support services, and the duration of the incident is short term.

## EMERGENCY LEVELS; NOTIFICATIONS & COMMUNICATION

# NOTIFICATION & COMMUNICATION

In the event of an emergency, a variety of emergency notification methods will be employed to alert the university community. The type of notification will be determined based upon the scope and severity of the emergency. These methods include:

- Broadcast email messages
- Broadcast voicemail messages
- Mobile phone text messages
- Electronic messaging to all classroom podium computers
- Website announcements

The university text alert system (E-2 Campus), e-mail, and website notices will be the primary methods for ongoing communication after the emergency. Students and employees are advised to regularly check their email account during an emergency situation. In the event of a serious emergency, the university's website ([www.mercyhurst.edu](http://www.mercyhurst.edu)) will be replaced with the university's Emergency Alert Website to provide ongoing communication for internal and external constituents.

## EMERGENCY LEVELS; NOTIFICATIONS & COMMUNICATION

# VIOLENT THREATS

## ACTIVE SHOOTER

Active shooter situations evolve quickly and typically require first-arriving law enforcement units to take immediate action to end the danger.

### IF YOU ARE INDOORS AND IN DANGER:

If you are indoors and in danger, evacuate, if you can do so safely. Ask anyone you encounter to leave the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until emergency responders provide instructions. When there is an active shooter, **DO NOT** activate the fire alarm to evacuate a building.

All persons NOT immediately affected by the situation should take protective cover indoors, staying away from windows and doors.

If you cannot safely evacuate a building, the following guidelines are recommended:

- Go to the nearest room or office.
- Lock and barricade the doors.
- If a door has no lock and opens in, a heavy door wedge can be jammed between the bottom edge of the door and the floor; otherwise look for heavy furniture to barricade the door.
- Turn off lights.
- Close blinds and stay away from windows.
- Cover windows, including windows on doors.
- Turn off radios and computer monitors.
- Stay calm, quiet, and out of sight.

## VIOLENT THREATS - ACTIVE SHOOTER; HOSTAGE SITUATION

# VIOLENT THREATS

- Take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets) which can protect you from bullets.
- Silence mobile phones.
- Place signs in exterior windows to identify the location of injured persons after sounds of aggression have ceased.
- Do not open a door. It might be the shooter.
- Remember, a shooter will usually not stop until engaged by an outside force.
- If a fire alarm is activated, do not leave the place of safety unless you see flames or smoke are entering your safe place.
- If you are trapped with a shooter and he/she is not shooting, **DO NOT** draw attention to yourself with sudden body movements, statements, comments, or hostile looks.

## **IF YOU ARE OUTSIDE:**

If you are outdoors and hear gunfire, stay alert and move away from the gunfire. Look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles, and any other object that can stop bullets should be used as cover.

## **VIOLENT THREATS - ACTIVE SHOOTER; HOSTAGE SITUATION**

# VIOLENT THREATS

## CALL FOR HELP:

If you become aware of an active shooter situation, take the steps necessary to ensure your safety. Immediately call **Police & Safety** at **814-824-3911** when you can safely do so. Provide the following information:

- Your specific office/room number and building name.
- The number of people at your location.
- The number of people injured and the types of injuries. The assailant(s)' location, number of suspects, race/sex, clothing description, physical features, type of weapons (long-barreled gun or handgun), backpack, shooter's identity (if known), separate explosions from gunfire, etc.

## WHEN POLICE ARRIVE:

- When police officers arrive on scene, move toward any police vehicle when it is safe to do so while keeping your hands on top of your head. Do not carry anything in your hands that could be mistaken for a weapon. Do exactly what the police tell you to do.
- If you are still inside the building, **DO NOT RUN**. Follow all instructions provided. Make no sudden moves that could be interpreted as hostile or threatening.
- Wait for instructions and obey all commands.
- Do not be upset, resist, or argue if a rescuer isn't sure if you are a shooter or a victim.
- Even if you are handcuffed and searched, **DO NOT resist**. Wait for the confusion to clear.
- You will be taken to a safe area, where proper identification and status will be determined.

## VIOLENT THREATS - ACTIVE SHOOTER; HOSTAGE SITUATION



# VIOLENT THREATS

## HOSTAGE SITUATION

If you hear or see a hostage situation, immediately remove yourself from any danger and notify **Police & Safety at 814-824-3911**.

- Be prepared to provide the following information: location and room number of incident, number of possible captors, physical description and names of the captors (if possible), number of possible hostages, any weapons the captors may have, your name, your location, and phone number.

## IF YOU ARE TAKEN HOSTAGE:

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain, avoid being belligerent and comply with all orders and instructions.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or recorded, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover. Avoid windows or doors.

## VIOLENT THREATS - ACTIVE SHOOTER; HOSTAGE SITUATION

# VIOLENT THREATS

## IN A RESCUE SITUATION:

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer might interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure if you are a terrorist or a hostage.
- Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.
- You will be taken to a safe area, where proper identification and status will be determined.

## VIOLENT THREATS - ACTIVE SHOOTER; HOSTAGE SITUATION

# BOMB THREAT

Bomb threats usually occur by telephone. The person receiving the bomb threat call should remain calm and try to obtain as much information as possible from the caller by using this checklist:

## BOMB THREAT CHECKLIST - DURING THE PHONE CALL

If you receive a bomb threat, REMAIN CALM and write down the exact wording of the threat: \_\_\_\_\_

\_\_\_\_\_

Keep the person on the line as long as possible and ask the following questions:

When is the bomb going to explode? \_\_\_\_\_

Where is it right now? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did YOU place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

If not, how do you know about it? \_\_\_\_\_

Call **Police & Safety at 814-824-3911**, giving your name, location, and telephone number. Inform the dispatcher of the situation, including any information you have regarding the location of the bomb, the time it is set to explode, and the time you received the call.

# BOMB THREAT

# **BOMB THREAT**

If a bomb is alleged to be in your location, scan the area briefly for suspicious items, touching nothing. Advise other occupants in the area to leave the area, **BUT DO NOT** use cell phones, **DO NOT** turn lights on or off, and **DO NOT** pull the fire alarm to evacuate the building. Leave the immediate area and meet responding officer **OUTSIDE** the location.

If you should observe a suspicious object, package, etc., report it to the police, but under no circumstances should you touch it, tamper with it, or move it in any way.

If instructed to evacuate, move a safe distance from the building (a minimum of 100 yards). If the weather is inclement, you can move to another building a safe distance away. Do not re-enter an evacuated building until told it is safe to do so by university officials.

After reporting the call, fill out the report on the following page.

# **BOMB THREAT**

# BOMB THREAT REPORT

Your Name/Phone Number: \_\_\_\_\_

Date/Time of Call: \_\_\_\_\_

Sex of Caller: \_\_\_\_\_ Age: \_\_\_\_\_ Accent: \_\_\_\_\_

Length of Call: \_\_\_\_\_ Phone number call was received: \_\_\_\_\_

Caller ID displayed (if available): \_\_\_\_\_

Caller's Voice (check all that apply):

- |                                   |                                   |                                    |                                   |
|-----------------------------------|-----------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Angry    | <input type="checkbox"/> Excited   | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Cracking | <input type="checkbox"/> Laughing | <input type="checkbox"/> Crying    | <input type="checkbox"/> Normal   |
| <input type="checkbox"/> Ragged   | <input type="checkbox"/> Familiar | <input type="checkbox"/> Lisp      | <input type="checkbox"/> Raspy    |
| <input type="checkbox"/> Deep     | <input type="checkbox"/> Loud     | <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent   |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Stutter  |                                    |                                   |

Did the voice sound like anyone you recognized? \_\_\_\_\_

Breathing:  Soft  Nasal  Deep

Background Sounds:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Street Noise     | <input type="checkbox"/> House Noise      | <input type="checkbox"/> Crockery/Dishes              |
| <input type="checkbox"/> Motors           | <input type="checkbox"/> Static           | <input type="checkbox"/> Voices                       |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Local            | <input type="checkbox"/> PA Systems                   |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Factory Machines | <input type="checkbox"/> Booth                        |
| <input type="checkbox"/> Long Distance    | <input type="checkbox"/> Animal Noises    | <input type="checkbox"/> Threat Language              |
| <input type="checkbox"/> Taped            | <input type="checkbox"/> Foul             | <input type="checkbox"/> Irrational                   |
| <input type="checkbox"/> Incoherent       | <input type="checkbox"/> Well Spoken      | <input type="checkbox"/> Message Read by Threat Maker |

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_

## BOMB THREAT

# CRIME IN PROGRESS

To report a crime or criminal behavior in progress on campus to Mercyhurst University **Police & Safety, call 814-824-3911.**

In the event of a robbery, **DO NOT RESIST. DO NOT APPROACH** or attempt to apprehend the persons involved. If you are safe, stay where you are until the police arrive. Otherwise, try to move to a safe location.

In the event of a physical attack upon your person or that of a friend or family member, try to remain passive; defend yourself or others if necessary to protect a human life. Remember that sometimes submission is your only viable option. Resort to physical force only if absolutely necessary to save lives.

As soon as possible, and when you feel safe, call **Police & Safety at 814-824-3911**. Be prepared to provide the following information:

- Type of crime or criminal behavior.
- Location of the crime.
- Description of persons (height, weight, clothing, sex, etc.) and any weapons involved.
- Direction of anyone's travel away from the scene.
- Vehicle description (color, year, make, model, license plate number).

While police are en route, stay calm, render any assistance you are qualified to perform, locate and fill out the following form before discussing the incident with anyone, and turn the form over to the police when completed.

Be alert, be observant—features you remember regarding the physical characteristics can greatly assist the police in their apprehension.


## CRIME IN PROGRESS

# SUSPECT IDENTIFICATION REPORT

Fill out this form as best as you can and give to the first police officer on the scene!

SEX	RACE	AGE	HEIGHT	WEIGHT	WEAPON

HAIR - COLOR/STYLE				HAT - COLOR/TYPE	
GLASSES TYPE				TIE - COLOR/TYPE	
COMPLEXION				SHIRT - COLOR/TYPE	
FACIAL HAIR				COAT - COLOR/TYPE	
TATTOOS/SCARS/MARKS				PANTS - COLOR/TYPE	
				SHOES - COLOR/TYPE	



VEHICLE LICENSE/MAKE/COLOR	DIRECTION OF TRAVEL

**CRIME IN PROGRESS**

# WEATHER EMERGENCIES & NATURAL DISASTERS

## WEATHER EMERGENCY

In the event of a severe weather event:

**All persons should seek shelter**, preferably in a basement, if one is available.

**If no basement is available**, interior corridors and small rooms on the ground or lowest floor should be used. The best area will normally be the north and east side of a building, because most storms approach from the south or west. In every case, the area selected for shelter should be on the sides away from the approaching storm.

**Avoid windows**, if at all possible, as well as auditoriums, gymnasiums, and other wide, free-spanning areas with an unsupported roof/ceiling.

Monitor local weather sources for up-to-date information and resources.

## EARTHQUAKE

Before an earthquake occurs, pick “safe places” in each room of your home, office, or other buildings that you frequent. A safe place could be under a sturdy table or desk or against an interior wall away from windows, bookcases, or tall furniture that could fall on you. The shorter the distance to move to safety, the less likely you will be injured. Injury statistics show that people moving as little as 10 feet during an earthquake’s shaking are most likely to be injured.

**Drop, cover, and hold on!** It is very dangerous to try to leave a building during an earthquake, because objects can fall on you. Many fatalities occur when people run outside buildings, only to be killed by falling debris from collapsing walls. In U.S. buildings, you are safer to stay where you are.

**Stay indoors** until the shaking stops and you are sure it is safe to exit. If you go outside after the shaking has stopped, quickly move away from the building to prevent injury from falling debris.

# WEATHER EMERGENCIES & NATURAL DISASTERS



# NATURAL DISASTERS

## EARTHQUAKE

If you must leave a building after shaking stops, use the stairs, not the elevator. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be certain if there is a real threat of fire. As a precaution, use the stairs.

**Expect aftershocks.** Each time you feel one, drop, cover, and hold on! Aftershocks frequently occur minutes, days, weeks, and even months after an earthquake. Aftershocks following earthquakes can cause further damage to unstable buildings. Fires are the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released. If there is any danger, leave the building immediately. Stay out of damaged buildings. Return only when authorities say it is safe.

**If you are outside** during an earthquake, stay outside. Move away from buildings, trees, streetlights, and power lines. Crouch down and cover your head. Many injuries occur within 10 feet of the entrances of buildings. Bricks, roofing, and other materials can fall from buildings, injuring people nearby. Hazards caused by earthquakes are often difficult to see, and you could be easily injured.

Use the telephone only to report life-threatening emergencies. Telephone lines are frequently inoperable in disaster situations. Phone lines need to be clear for emergency calls to get through.

**DO NOT** try to move seriously injured people unless they are in immediate danger of further injury.

Help persons who may require special assistance.

## WEATHER EMERGENCIES & NATURAL DISASTERS

# NATURAL DISASTERS

## TORNADO

By definition, a **tornado watch** is a forecast of the possibility of one or more tornadoes in a large area. This is usually an area 150 miles wide and 200 miles long. Normal activities should continue, but with regular monitoring of radio weather reports for tornado warnings.

A **tornado warning** means that a tornado has been detected and might be approaching. If a tornado is sighted or a tornado warning is declared for the immediate vicinity, remain indoors, away from doors and windows, and go to the lowest level or center of the first floor if no basement is available.

**All persons should seek shelter**, preferably in a basement if one is available.

**If no basement is available**, interior corridors and small rooms on the ground or lowest floor should be used. The best area will typically be the north and east side of the building, because most storms approach from the south or west. In every case, the area selected for shelter should be on the sides away from the approaching storm.

**Avoid windows** if at all possible, as well as auditoriums, gymnasiums, and other wide, free-spanning areas with an unsupported roof/ceiling.

**Persons caught outside** who cannot reach shelter safely should seek a nearby ditch or depression and lay flat, shielding their head with their arms.

# EVACUATION

Call **Mercyhurst Police & Safety at 814-824-3911** and evacuate campus buildings according to the evacuation plan in the event of:

- Chemical spills or hazardous odors or fumes
- Explosion
- Fire (evacuate whenever the building's fire alarms are activated)
- Gas leak
- Smoke
- Structural damage or collapse

Leave your building immediately by the nearest safe exit if an alarm sounds or if you are instructed to do so by a university official. As you are leaving:

- Notify others who might not have heard the alarm or evacuation order.
- Turn off equipment.
- Take important personal items, such as coats and keys.
- Close doors behind the last person out.
- Walk quickly, but do not run, to the nearest safe exit.
- Ensure others do not remain near doorways or block entrances and exits.
- Do not use an elevator unless authorized emergency personnel tell you to do so.
- Move away from the involved building.
- Proceed to the designated assembly area for your building.

## EVACUATION

# EVACUATION

## ASSISTING PERSONS WITH DISABILITIES

The first consideration for evacuating people with disabilities is to determine what their need for assistance is and the nature of the emergency. People who can evacuate a building with little or no assistance should be directed to the nearest exit. Those with significant mobility impairments should be directed to an elevator if the integrity of the building is not compromised (severe weather, bomb threats, medical) or to stairwells if the building is or might be compromised (fire, explosion, earthquake).

For those directed to stairwells, evacuation assistance will be provided by the fire department or other trained personnel. If someone can wait with a person who is mobility impaired, that is helpful to maintain order. It is imperative that arriving rescue personnel know the number of persons and their locations, so appropriate evacuation assistance can be initiated.

If immediate evacuation is necessary, ask people with a disability how it would be best to assist with their evacuation. Some persons might need to be carried, while others might need assistance walking. In any event, this should be a last resort and used only when an immediate threat is present.

# EVACUATION EXTERIOR AREAS OF ASSEMBLY

<b>If you are in:</b>	<b>Assemble at:</b>
Baldwin Hall	Parking Lot #10 - The parking area south of the building.
Bookstore	Parking Lot #7 - The parking area east of the building.
Briggs Apts.	Sidewalk of Briggs Ave – The sidewalk area on the street.
Cafeteria	West Main Drive - The paved drive north of the building.
CAE	Grassy area north of the building.
D'Angelo PAC	Parking Lot #8 – The parking area south of the building.
Duval Apts.	Parking Ramp #2 - The parking structure south of the building.
East 41 Townhouses	Rear parking areas - The parking areas east of the buildings.
Egan Hall	Old Main Circle - The grassy area east of the building.
Football Office	Grassy area north of the building.
Health Center	Parking Lot #7 - The parking area south of the building.
Hilltop Center	Adjacent parking south of the building.

## **EVACUATION** EXTERIOR AREAS OF ASSEMBLY

<b>If you are in:</b>	<b>Assemble at:</b>
Hirt Academic Center	Parking Lot #4 - The parking area north of the building.
Ice Center	Parking Lot #10 - The parking area east of the building.
Interior Design	Parking Lot #16 - The parking area north of the building.
Lewis Apts.	Sidewalk of Lewis Ave – The sidewalk area on the street.
Lewis Townhouses	Rear parking area - The parking area east of the buildings.
Library	Old Main Circle - The grassy area west of the building.
MAC	Parking Lot #12 - The parking area north of the building.
McAuley Hall	Parking Lot #1 - The parking area north of the building.
Mercy Suites	Parking Lot #11 - The parking area west of the buildings.
Nursing Facility	Adjacent parking south of the building.
Old Main	Old Main Circle - The grassy area north of the building.
Preston Hall	Trinity Green - The park area west of the building.

## **EVACUATION**

# EVACUATION EXTERIOR AREAS OF ASSEMBLY

<b>If you are in:</b>	<b>Assemble at:</b>
Psychology Building	Parking Lot #9 - The parking area west of the building.
Rec Center	Parking Lot #12 - The parking area north of the building.
Sports Medicine	Parking Lot #12 - The parking area north of the building.
Student Union	Grassy area south of the building, near football office.
Sullivan Hall	Trinity Green - The park area west of the building.
Library	Old Main Circle - The grassy area west of the building.
Walker Recital	Parking Lot #4 - The parking area north of the Hirt Center.
Warde Hall	Parking Lot #8 - The parking area north of the Hirt Center.
Wayne Apts.	Rear parking lot - The parking lot west of the buildings.
Wayne Townhouse	Rear parking area - The parking area west of the building.
Weber Hall/Taylor Little Theatre	Parking Lot #3 - The parking area east of the building.
Zurn Hall	Zurn driveway - The grassy area north of the building.

# FIRE, SMOKE, & EXPLOSION

If you discover a fire or see smoke, remain calm. If possible, close the door to the room where the fire is located. Take the following steps:

- Activate the nearest fire alarm pull station.
- Evacuate immediately! Use the nearest exit. Never allow the fire to get between you and the exit. Always keep your means of escape open.
- Once the fire alarm is activated, ALL persons MUST leave the building!
- Call **Police & Safety at 814-824-3911** from a safe location and provide the following information to the dispatcher:
  - Your name.
  - Building name, location, floor, room number, etc.
  - Nature of the emergency.
  - Do not hang up until you are instructed to do so by the dispatcher.
- Alert other occupants who might not have heard the alarm or who are not responding to the alarm to immediately evacuate the building.
- The fire alarm might not sound continuously; continue to evacuate even if the fire alarm stops. Warn others who might attempt to enter the building after the fire alarm stops.
- Leave the lights on and do not lock the doors.
- If the door is hot, do not open it. Call **Police & Safety at 814-824-3911** for help. Seal cracks around the door with damp towels, sheets, etc. Signal rescuers by hanging a sheet or other object from the window.
- Do not use elevators if the fire alarm is activated or in the event of an actual fire.
- Report to the designated evacuation area. Move a minimum of 100 feet from the building. Keep roads and sidewalks clear for emergency responders.
- Do not re-enter the building until told to do so by university officials.



## FIRE, SMOKE & EXPLOSION

In the event of an explosion on campus, faculty, staff, and students will take the following actions:

- Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
- After the effects of the explosion have subsided, call **Police & Safety at 814-824-3911**. Give your name and describe the location and nature of the emergency.
- Do not use elevators if the fire alarm is activated or in the event of an actual fire.
- Report to the designated evacuation area. Move a minimum of 100 feet from the building. Keep roads and sidewalks clear for emergency responders.
- Do not re-enter the building until told to do so by university officials.

If you discover a fire or see smoke, remain calm. If possible, close the door to the room where the fire is located and activate the nearest fire alarm pull station.

# HAZARDOUS MATERIAL SPILL

**Police & Safety** should be immediately contacted at **814-824-3911** in the event of a major hazardous material spill. A major hazardous material emergency exists when any of these conditions are present:

- Cleanup of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area, and/or:
  - The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.
  - The material spilled is unknown.
  - The material is highly toxic.
  - A significant fire hazard might be present.
  - The material has the potential to reach the environment (e.g., via a floor drain).
  - The spill is in a common area (e.g., hallway) or other area accessible to the public.
  - Advanced personal protective equipment (more than gloves and a half-face respirator) is required to respond to the spill.
  - A responder is unsure if the spill should be considered “minor” or “major.”

## **In a major hazardous material emergency:**

- Alert people in the immediate area and evacuate the room. If an explosion hazard is present, take care not to create sparks by turning electrical equipment on or off.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to wash off spilled chemicals. Flush the affected area with abundant amounts of water for at least 15 minutes. Call **Police & Safety at 814-824-3911** to report any personal contamination. Seek medical attention immediately.
- Evacuate nearby rooms that might be affected. If the hazard will affect the entire building, evacuate the entire building.
- Outside, identify yourself to emergency responders and report the location, nature, and size of the incident. Provide any additional information you believe would be helpful. Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders.
- Isolate contaminated persons and do not allow them to leave or to spread the contamination. Avoid contamination or chemical exposure to yourself.

# HAZARDOUS MATERIAL SPILL

# MEDICAL & MENTAL HEALTH EMERGENCIES

**Police & Safety** must be contacted at **814-824-3911** in any emergency that requires an immediate police, fire, or medical response to preserve a life. This includes:

- Serious injury or illness
- Serious mental health issues that may lead to suicide, assault, or homicide

## What To Do

- Do not attempt to move a person who has fallen and appears to be in pain.
- Call **Police & Safety at 814-824-3911** and provide the following information to the officer/dispatcher:
  - Your name
  - Your location
  - Description of medical emergency/symptoms
  - The name(s) of the ill/injured person(s), if known
  - DO NOT hang up until instructed to do so by the dispatcher. Allow dispatcher to relay information to emergency personnel.
  - Additional information can be collected, if known:
    - Allergies
    - Medications
    - Major medical history (heart condition, asthma, diabetes, etc.)
- Enlist help and stay with the injured person until help arrives.
- Do not unnecessarily expose yourself to hazards including fire, electricity, chemicals, or bodily fluids.
- Render appropriate first aid for which you have been trained.
- Remain at the scene after emergency personnel have arrived to provide information.

# MEDICAL & MENTAL HEALTH EMERGENCIES

## Automated External Defibrillator

An Automated External Defibrillator (AED) is a portable electronic device that diagnoses and treats potentially life-threatening cardiac arrhythmias in a patient by the application of electrical therapy that stops the arrhythmia and allows the heart to re-establish an effective rhythm. Learn the location of the AED nearest your office and classroom.

## Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much, to “sleep it off.” Stay beside the person and call **Police & Safety at 814-824-3911** immediately if the person:

- Breathes shallowly.
- Cannot be roused.
- Has a head injury.
- Has cold, clammy skin.
- Has taken other drugs with alcohol.
- Is incoherent and is vomiting.
- Looks bluish or pale.

## Drug/Medication Overdose

Drug or medication overdose (purposeful or accidental) can be fatal. If you suspect someone has misused drugs or medication, stay beside the person and call **Police & Safety at 814-824-3911** immediately. Observed symptoms may include:

- Nausea or vomiting
- Drowsiness
- Enlarged pupils
- Breathes shallowly
- Is incoherent, agitated, aggressive
- Hallucinations/paranoia
- Unconscious

## Acute Psychiatric Emergencies

Acute Psychiatric Emergencies include but are not limited to Suicide, Manic Episodes, Acute Psychotic Episodes. Each of these emergencies are outlined below. If you suspect someone is experiencing one of these emergencies, stay beside the person and call **Police & Safety at 814-824-3911** immediately.

# MEDICAL & MENTAL HEALTH EMERGENCIES

## Suicide

Individuals actively considering suicide; gathering materials or means for an attempt; or who just carried out an attempt require immediate assessment and attention. The person should not be left alone.

### • If a person has made a suicide attempt on campus:

- Immediately notify **Police & Safety at 814-824-3911**

### • If an individual is actively considering suicide but has made no current attempt:

- Call the **Counseling Center at 814-824-3650** during business hours or **Police & Safety at 814-824-3911**.

## Acute Psychotic and/or Manic Episodes:

Symptoms of a psychotic episode can include:

- Delusions/hallucinations
- Paranoia/suspiciousness
- Difficulty recognizing what is real or not
- Social withdrawal, poor hygiene
- Confused speech, poor decision-making

During a manic episode, people's judgment, reasoning, focus, and ability to attend to their own safety deteriorates. A manic episode can escalate to the point that the individual might display some psychotic symptoms ( delusions, bizarre thinking, etc.)

Symptoms of mania include:

- A very high energy level in speech and activity.
- Reduced need for sleep.
- Very rapid mood shifts, racing thoughts.
- Poor decision making.
- Delusions, hallucinations can occur if manic episode gets to a certain level.
- May engage in increased alcohol/drug use when manic.
- May engage in more fights and arguments.

**Actions if person appears to be having an acute psychotic or manic episode:** When an individual shows symptoms of a manic or a psychotic episode:

- Alert **Police & Safety at 814-824-3911** if you have immediate concerns for the safety of that person. This is true if the individual is a student, employee, or guest.

# MEDICAL & MENTAL HEALTH EMERGENCIES

## Sexual Violence

Sexual violence is the most severe form of sexual harassment. Sexual violence refers to physical sexual acts committed against a person's will or where a person is incapable of giving consent (e.g., due to a person's age or incapacitation due to the use of drugs or alcohol, or because of an intellectual or other disability that prevents the person from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Under federal law, gender-based stalking, domestic violence, and dating violence are addressed as sexual violence.

If you or someone you know has experienced or disclosed an act of sexual violence remain calm and get help or offer to get the individual help.

- Alert **Police & Safety at 814-824-3911** if you or someone you know are in immediate danger.
- Contact the **Title IX Coordinator at 814-824-2363** or via email at ***titleix@mercyhurst.edu***.

## Additional Information/Resources

There are times that a situation arises that may not be categorized as an emergency. This section will provide information on how to report concerns that are not to the level of an emergency but are still concerns that need to be addressed.

## Student of Concern (SOC) – How to Report

If you have a concern for a student whom you do not believe to be an emergency but is still a concern, you can submit a student of concern (SOC) referral. Submitted forms are sent to members of the SOC committee, which includes administrators and staff from various departments on campus. You can access the form by going to the Hub and clicking on the SOC referral tab in the top right of the resources bar.

# MEDICAL & MENTAL HEALTH EMERGENCIES

## **Bias Based Acts – How to Report**

There are two options to initiate a report of bias activity. In case of an immediate threat or emergency, call Police & Safety at 814-824-3911, or dial 911 for local law enforcement. Privacy will be respected throughout the process, regardless of which option is chosen.

**Option 1:** Contact the vice president for mission, who will you choose the best options to bring forth your complaint. This is the recommended option that will give you and the university the best opportunities for productively handling your report.

### **Vice President for Mission**

Phone: **814-824-2301**

**Option 2:** Fill out the **Bias Activity Reporting Form** available to Mercyhurst University students and employees (with an option for anonymity). Please know the university's options for potential investigation, follow up, or support will be significantly limited if you choose the form's anonymous option.

## **Community Resources**

While there are many resources on campus for students, there are times when students want to talk and work with off-campus resources. Some great community resources:

- **Crime Victim Center of Erie County**

Phone: **800-352-7273**

Website: [www.cvcerie.org](http://www.cvcerie.org)

- **SafeNet**

Phone: **814-454-8161**

Website: [www.safeneterie.org](http://www.safeneterie.org)