

# Emergency Response Protocol Quick Guide

## Violent Threats

### Run:

- Always be aware of alternate exits.
- Remember windows can be emergency exits.
- Quickly and cautiously evacuate in a direction away from the attacker.
- Don't hesitate; seconds matter.
- Leave belongings behind. Keep empty hands raised and visible.
- Follow all instructions from emergency personnel.
- Don't stop until you are sure you have reached a safe location.

### Hide:

- If there is no safe escape route, find a good hiding place.
- Lock and barricade the door.
- Silence cell phones.

### Fight:

- Fight only as a last resort.
- Use available objects as weapons.
- Use teamwork and surprise. A coordinated ambush can incapacitate an attacker.
- You are fighting for your life. Don't fight fair.

## Weather Emergency/ Natural Disaster

Seek shelter, preferably in a basement, if one is available. If not, find an interior corridor or small rooms on the lowest floor and avoid windows or other large spaces such as auditoriums or gyms.

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

## Bomb Threat

### If you are notified of a bomb threat:

- Remain calm.
- Listen for background noise.
- Write down exact wording of threat.

### Ask:

- When will bomb 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 814-824-3911 and provide above information.

This quick guide provides a brief overview of our emergency response procedures. For detailed instructions, please refer to the full protocol here: [mercyhurst.edu/about/emergency](http://mercyhurst.edu/about/emergency)



**Police & Safety: 814-824-3911**

## Hazardous Material Spill

Call Police & Safety 814-824-3911

- Alert people in the area to evacuate the space/nearby rooms that may be affected.
- Close doors as you leave.
- Use eyewash or safety showers to wash off spilled chemicals.
- Isolate contaminated persons and do not allow them to leave or spread contamination.
- Outside, provide necessary information to emergency personnel.

## Fire, Smoke, Explosion

If you discover fire or smoke, if possible, close door to room where located. Take the following steps:

- Activate the nearest fire alarm pull station.
- Evacuate immediately! Follow Evacuation instructions.
- Call Police & Safety 814-824-3911

## Evacuation

Leave your building immediately by the nearest safe exit if an alarm sounds or if you are instructed to do so by emergency personnel. As you are leaving, notify others, take important personal items such as coats and keys, close doors behind, walk quickly but do not run, do not use an elevator unless authorized emergency personnel tells you to do so, move away from the building, and gather in designated assembly area for your building.

## Medical & Mental Health Emergencies

Contact Police & Safety at 814-824-3911 for any emergency that requires police, fire, or medical response. This includes:

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

You may provide any first aid for which you have been trained. AEDs are located throughout campus buildings. AEDs also include Narcan.

**Scan for AED Map:**

