

Cumberland County  
Fire/Police/EMS: **9-1-1**

DPS (Emergency): 717-245-1111  
DPS (non-Emergency): 717-245-1349  
Campus Shuttle: 717-961-9646

Wellness Center: 717-245-1663  
Safety Shuttle: 717-961-9646  
Dickinson Advocacy 24-hour Hotline:  
717-831-8850 (Sexual Assault/Dating Violence)



## IMPORTANT TIPS:

- ▶ Register for the Red Alert emergency notification system and ensure your personal and emergency contact information is up-to-date in Cliq.
- ▶ Familiarize yourself with your building's safety plan (red box below).
- ▶ Make sure you are aware of persons with disabilities and how to assist, if requested. In buildings with unknown or undesignated areas, individuals with disabilities should seek a safe place or area of refuge, such as stairwell landings, call 9-1-1 and report their location to the dispatcher.

## Evacuation

- ▶ If you detect fire, smoke, or other unusual incidents, activate the nearest fire alarm and evacuate the building. **Fire alarm pull stations and extinguishers are located throughout buildings and always by stairwells and exits.**
- ▶ Walk with a purpose - do not run.
- ▶ Call DPS or 911 from a blue campus phone or your cell phone
- ▶ Help those who need assistance.
- ▶ **DO NOT** bring anything with you.
- ▶ **DO NOT** use the elevator.

## Shelter In-Place

- ▶ Go indoors and stay inside until informed it is safe
- ▶ Shut, lock and then stay away from all doors and windows.
- ▶ If a security incident, turn off air conditioners, fans, and heaters; barricade doors that don't lock, and turn off lights.

## Active Shooter

- ▶ **Run**  
If there is an accessible escape path, **attempt to evacuate the premises**, leaving your belongings behind. **Alert others on the way out** and do not attempt to move any wounded. **Keep your hands visible** on exiting the area and **follow the instructions** of any police officers.
- ▶ **Hide**  
If evacuation is not possible, **lock the door and blockade with heavy items, then find a place to hide** (out of view and behind something that will protect you if shots are fired). **Silence your cell phone** or any other source of noise. **Remain calm and quiet. Dial 9-1-1**, if possible, to alert police of your location. If you cannot speak, leave the line open for dispatcher to listen.
- ▶ **Fight**  
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter (throwing items, seize weapons, yell). Commit to your actions and follow through. Source: DHS and FBI, 2017

## Hazardous Materials

If known, inform first responders of any chemicals involved.

- ▶ **Eye/Skin Exposure:** Flood affected area with emergency eyewash or shower and remove contaminated clothing.
- ▶ **Fire:** If safe to do so, shut off any ignition source
- ▶ **Emergency Spill:** Alert Others, isolate the spill area, close doors, and follow evacuation guidelines.

## Medical Emergencies

- ▶ Call 911
- ▶ If an employee, follow the Injury/Illness Response Matrix.
- ▶ Tell the dispatcher:
  - Your location, including building and floor.
  - Name and condition of the individual
- ▶ Remain with the individual until help arrives
- ▶ Have a buddy meet EMS personnel to help direct them to the exact location of the individual.

## Severe Weather

**WATCH:** Conditions are favorable for severe weather

**WARNING:** Severe weather is occurring or imminent

- ▶ Seek shelter inside a sturdy structure on the lowest level and away from exterior doors and/or windows.
- ▶ Close any exterior doors or windows.
- ▶ Stay indoors until the threat passes.
- ▶ Do not light candles or matches in the event of a power failures - use a flashlight instead.
- ▶ Monitor the situation from a television, radio, or weather radio.

## BUILDING SAFETY PLAN

\_\_\_\_\_  
BUILDING NAME

515 West Louthier St.  
PHYSICAL BUILDING ADDRESS

Treehouse east lawn  
EMERGENCY ASSEMBLY AREA (OUTDOORS)

Lowest Accessible Floor, In Room with no Windows  
SHELTER IN PLACE LOCATION

Kaufman Hall - DPS lobby  
NEAREST AED LOCATION

Dickinson's Red Alert system enables emergency response team members to rapidly communicate with students, staff and faculty by sending a message via a number of contact methods-including email, text messaging, and cell phones. Scan the QR code above or navigate to your Dickinson Gateway homepage to sign up today! All QRGs can be found online at [http://www.dickinson.edu/info/20079/environmental\\_health\\_and\\_safety/3212/quick-reference\\_guides](http://www.dickinson.edu/info/20079/environmental_health_and_safety/3212/quick-reference_guides)

