

**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**  
**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.
- ▶ Follow instructions from emergency personnel.

## 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

## BUILDING SAFETY PLAN

Human Resource Services (Rand House)

**BUILDING NAME**

55 North West St.

**PHYSICAL BUILDING ADDRESS**

Blue emergency phone across N. West St.

**EMERGENCY ASSEMBLY AREA (OUTSIDE)**

Basement

**SHELTER IN PLACE LOCATION (INSIDE)**

Denny Hall - First floor, north lobby

**NEAREST AED**

## 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 failure - use a flashlight instead.
- ▶ Monitor the situation from a television, radio, or weather radio.

## 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.



Dickinson's Red Alert system enables the college 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 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/3213/quick-reference\\_guides](http://www.dickinson.edu/info/20079/environmental_health_and_safety/3213/quick-reference_guides)

