

Chemical Spill

Prior to working with chemicals:

- Review the chemicals Safety Data Sheet (SDS) and become familiar with its properties, hazards, precautions and cleanup measures.
- Know the location of emergency equipment and spill kits.
- Contact Environmental, Health and Safety at 610-683-4050 for more information.

If a chemical spill occurs:

- Leave the area if the spill cannot be contained or if it presents an immediate threat to life or health.
- Attempt to contain the spill, if safe to do so.
- Small spills:
 - Secure the area and notify surrounding personnel of the incident.
 - Take necessary precautions to clean up the spill (utilize a spill kit to aid in the cleanup).
 - If issues arise or you do not feel comfortable or safe cleaning up the spill, contact public safety at 610-683-4001 and Environmental, Health and Safety at 610-683-4050.
- Large spills:
 - Spills that are too large or hazardous for lab personnel to manage (of any that reach a drain), secure the area, evacuate and immediately call public safety at 610-683-4001 and Environmental, Health and Safety at 610-683-4050.
 - Wait for responders to arrive and provide them with all known incident information.

Bomb/Bomb Threat

If you encounter a suspicious package:

- DO 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 suspicious mail, do not handle it. Call Public Safety immediately.

If you receive a threat by phone, try to obtain as much information as possible from the caller.

Serious Injury/Illness

Act quickly but calmly in an emergency situation:

- Report all medical emergencies to Public Safety for initial first aid and/or to dispatch an ambulance (610-683-4001). Emergency on-campus phones are identified by a blue light. Off campus call 911.
- Notify Public Safety of the campus location of the person and the nature and severity of the problem.
- Remain on the phone until the dispatcher releases the call.

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- Do not try to move an injured or ill person. Try to keep the person still and calm until emergency responders arrive.

If you have been assaulted and/or sexually assaulted:

- Call Campus Police at 610-683-4001.
- Get to a safe place.
- Resources can be found at Safe Berks for victims of sexual assault and rape. Please contact Safe Berks at 610-373-1206.
- Try to preserve evidence by not bathing, eating/drinking, and as soon as possible place the clothes you were wearing in a paper bag.
- Seek medical attention.

IMPORTANT TO KNOW

1. Save the emergency Public Safety phone number (610-683-4001) and 911 to your cell phone.
2. Verify cell phone and email settings are current for KU Alert.
3. Know your building's evacuation plan.
4. Review www.kutztown.edu/weather for severe weather information.
5. Review what to do in the event of an emergency.
6. Update personal emergency contact information.
7. Have an in-state emergency contact.

KU ALERT

The KU Alert system notifications may be delivered in a number of ways: text message, email message, and on-campus voice-communication system (inside and outside buildings). The text/email message is an opt-out system (for students) that allows for two cell phone numbers and two on-campus email addresses. KU Alert is an opt-in system for faculty and staff. The system advises on life-threatening situations as well as weather-related closures. Depending on the emergency, one or more of these communications systems will be used. Sign up for KU Alert at: www.kutztown.edu/KUAlert

Kutztown Borough Emergency Information

- Reverse 911 Service used to relay public safety information via text and phone call. Sign up at: www.kutztownboro.org/departments/administration/publicnotification.php.

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KUTZTOWN
UNIVERSITY

EMERGENCY RESPONSE

Pocket Guide

Emergency Management Team



Public Safety & Police Services
Old Main, I-Wing
Email: publicsafety@kutztown.edu
Emergency: 610-683-4001
Non-Emergency: 610-683-4002
Off-Campus Emergencies: 911
www.kutztown.edu/safety

EVACUATION

When building evacuation (fire) alarm sounds or notification by KU Alert:

- Leave by the nearest exit or in accordance with the posted evacuation plan.
- Alert others.
- Once outside, proceed to an area that is at least 100 feet away.
- Do not return to an evacuated building, unless given the “all-clear” communication by Public Safety.

Building Evacuation for Disabled Individuals

When building evacuation (fire) alarm sounds or notification by KU Alert:

- Persons who can evacuate a building with little or no assistance should proceed to the nearest and safest exit. Try an alternate exit if primary exit is inaccessible.
- If unable to get to the exit safely, find an area of safety (enclosed stairwell) and either send someone for help or call for help at 34001 or 610-683-4001.
- If there is smoke and you are unable to evacuate the building, try to get to the floor or try to get to a room and open a window. Drape an article of clothing from the window as a signal that someone needs help.

Shelter in Place

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

- If possible, seek shelter in the lowest floor of the building.
- If outside, seek shelter in a sturdy building.
- Inside a building keep away from windows and doors. Seek shelter in an inside room or hallway, if can't get to lowest floor.
- Listen for alert signal and instructions.
- Do not leave the building unless given the “all-clear” communication by Public Safety.



SEVERE WEATHER

Tornado Safety

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

- Seek shelter – see “Shelter in Place.”
- If you see a funnel cloud, report the incident to 911 or Public Safety.
- Tornado Watch – weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornadoes.
- Tornado Warning – either a tornado has been sighted or radar indicates there is a tornado occurring in the area.

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 phones and tell someone about your travel plans.

Severe Weather Notifications

- KU Alert
- Employee Hotline 610-683-4191
- General Information 610-683-4649
- www.kutztown.edu
- External: regional radio and TV stations, websites (for list, go to information outlets at www.kutztown.edu/weather)

ACTIVE SHOOTER

I. RUN - Evacuate from the danger area and remain calm:

- Follow the instructions of emergency personnel.
- Make your way to the nearest exit.
- Notify anyone you may encounter to exit the building immediately.
- Evacuate to an area at least 500 yards from the danger.
- Stay together.
- Once you reach an area of safety, call the police at 911 at 610-683-4001.
- Notify the police of your group size, location and contact number.
- Remain in the reported location until you are released by police.

2. HIDE - If you cannot evacuate, remain calm:

- 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.
- 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 the police at 911 or 610-683-4001.
- If possible, 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. FIGHT - 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 the police at 911 or 610-683-4001 and report the situation.

OTHER

Fire

If you smell smoke or observe a fire:

- Yell “Fire.”
- Exit the building as quickly and as orderly as possible. Use the closest safest exit. Become familiar with your building’s evacuation plan.
- Pull the nearest fire alarm if the building’s fire alarm is not already activated.
- If there is smoke or heat, crawl if possible.
- Touch doors before opening. If hot, find an alternate exit or stay in place and summon assistance from a window or telephone.
- Take the stairs, not the elevator. If disabled, refer to procedures for “Building Evacuation for Disabled Individuals.”
- Call 911 or 610-683-4001.
- Do not return to building until authorized by Public Safety.

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