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College of Earth and Mineral Sciences Critical Incident Plan

Fall 2018 – Spring 2019



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Emergency Phone Numbers

Emergency Services		911
University Police		814-863-1111
Environmental Health and Safety		814-865-6391
Physical Plant Work Reception Center		814-865-4731
Occupational Medicine		814-863-8492
Counseling & Psychological Services (CAPS)		814-863-0395
Safety Officers		
EMS Safety Officer	Frank Driscoll	814-777-1604
EMS Alternate Safety Officer	Diane Ault	814-865-7659
Dutton Institute	Marty Gutowski	814-863-9071
EESI	Matt Carroll	814-865-4504
EME	Tom Motel	814-863-1635
Energy Institute	Ron Wasco	814-863-5384
Geography	Melissa Weaver	814-865-3433
Geosciences	Denny Walizer	814-863-2023
Library	Elizabeth Long	814-865-3720
MatSE	Scott Henninger	814-865-3568
Meteorology	Bob Ziegler	814-863-4526
Building Emergency Coordinators		
Academic Activities	Todd King	814-863-6693
Academic Projects	Ron Wasco	814-863-5384
Coal Utilization	Ron Wasco	814-863-5384
Deike	Dennis Walizer	814-863-2023
Earth and Engineering Sciences	Matt Carroll	814-865-4504
Hosler	Tom Motel	814-863-1635
Research East	Mary Newby	814-863-6272
Steidle	Scott Henninger	814-865-3568
Walker	Jennifer Renoe	814-863-7326
Facility Coordinators		
ADGER	Frank Driscoll	814-867-2499
Dutton e-Education Institute	Tina Vancas	814-863-1590
EESI	Tracy Bernier	814-865-1073
EME	Tom Motel	814-863-1635
Energy Institute	Ron Wasco	814-863-5384
Geography	Marnie Deibler	814-865-7041
Geosciences	Denny Walizer	814-863-2023
MatSE	Scott Henninger	814-865-3568
Meteorology	Bob Ziegler	814-863-4526

Emergency Policies and Training

1. General Overview of Roles and Responsibilities

The University has established an Emergency Operations Plan to rapidly and efficiently mobilize resources in the event of an emergency that may confront our operations. The effectiveness of this Plan is dependent upon the full and rapid response of all personnel. In the event the University is faced with an emergency, the Director of Emergency Operations (the Senior Vice President for Finance and Business) as assigned by the President, is authorized to implement measures to prepare for an emergency to minimize loss, react to save lives, and to minimize disruption of normal activity.

An Emergency Management Group, including representatives of designated work units, has been established to respond to the Operations Center upon emergency notification. This group represents approximately forty individuals, including alternates, to provide administrative guidance for emergency operations.

Each work unit of the University has developed an Emergency Operations Plan to establish policies and introduce the concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation.

The Continuity of Operations Plans (COOP Plans) that have been developed by work units are an annex to the Emergency Operations Plan. Business continuity, the process and procedures Penn State units put in place to ensure critical functions will continue operations during and after an event, are an annex to the COOP. Administrative Information Services (AIS) provides a suite of tools and services to aid in creating a comprehensive Business Continuity Plan as does the Academic Toolkit. The procedures set forth in this document are also an annex to the COOP Plan.

There are a number of University employees, who, by their titles, have more specific roles in the implementation of the procedures established by this document:

1. University Safety Council members are expected to be familiar with these procedures and work with Environmental Health and Safety to obtain the appropriate training for their work units.

2. Human Resource representatives and Facility Coordinators have important roles in being familiar with these procedures and applying pertinent components of them to their activities.
3. Emergency Medical Services, University Police, University Hazmat Team, and lifeguards at University swimming pools are trained emergency responders and are the only University employees designated to perform medical and/or rescue duties.

All personnel are responsible to ensure that they are familiar with the requirements and procedures set forth in this plan and that they follow them in an emergency. Employees (other than those noted above) are not expected to perform rescue duties. Only those employees who have been trained to perform medical duties, such as administering first aid, CPR, and AEDs may perform these duties. It is important to note that performance of these duties is optional.

If an individual discovers an emergency, he/she will initiate the appropriate measures of control based on his/her capabilities and will contact 911. They will inform the dispatcher of the situation, location, and materials involved, as detailed in the sections below. The dispatcher will immediately notify the appropriate response agencies, including, but not limited to, police, fire, ambulance, and the hazmat team.

During an emergency, the chain of command is established following the National Incident Management System (NIMS). The Incident Commander is the person who coordinates the emergency response, including quickly developing incident objectives, managing all incident operations and resources, as well as having responsibility for all persons involved. The role of Incident Commander is typically assumed by a representative of a response agency depending on the nature of the emergency.

University Police will contact Environmental Health and Safety for emergencies such as hazardous materials or oil spills/release, fires, and serious medical emergencies or unsafe conditions. An Emergency Coordinator from EHS will report to the scene to assist the Incident Commander in assessing possible hazards to human health or the environment.

2. Faculty Responsibilities in Emergency Situations

Instructors' Responsibilities:

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the disabled student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

As an instructor, what do I need to know about Emergency Preparedness?

The instructor is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.

Emergency Evacuation Plans

Every University department and unit should have a written Emergency Action Plan covering specific procedures for their facility and employees. These plans should cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc.

Evacuation Routes

Evacuation floor plans are posted on building walls at main entrances. Use these plans to identify a primary and alternate evacuation route from your classroom. You should also look for EXIT signs, which will be visible in hallways and above doors in larger classrooms, to identify a primary and secondary exit route from your classroom.

Emergency Assembly Points

After the class leaves the building or area in response to an alarm, it is important for them to go to a pre-determined area where you can account for all persons in your class. Identify this area while determining your evacuation routes, and be sure to communicate the location of the assembly point to your class.

Accounting for Students

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities.

Evacuation for persons with Disabilities

If there is a person with a disability in the class, the instruction must be knowledgeable of their response plan and who may be assisting them. Four options are available to persons with disabilities:

- Horizontal evacuation to the outside or another building, if available.
- Stairway evacuation.
- Stay in place unless danger is imminent.
- Area of refuge, if available.

Elevators cannot be used during an emergency evacuation!

Contact Environmental Health and Safety for additional information (814 865-6391)

Reporting

After exiting and accounting for students, notify emergency personnel immediately if persons are missing or trapped or if persons with disabilities are waiting for assistance in areas of refuge.

Fire Alarms

When the fire alarms sound, exit the building immediately. Procedures that may be hazardous if left unattended should be shut down, if you can do so safely before leaving. Verify that everyone leaves and that all doors are closed, but not locked. Closed doors significantly reduce the spread of smoke and fire.

Earthquake/Explosions

Most of the injuries that occur during earthquakes or explosions are caused by interior items falling on building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during such an event is to have everyone drop to the floor, cover their head, and hold that position. After the shaking or explosion stops, and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Emergency Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake or explosion. Procedures that may be hazardous if left unattended should be shut down.

What To Expect in a Power Outage

Most campus buildings are provided with emergency lights, though these lights are typically only located in hallways and exit stairs. The lights should be operational within 60 seconds following a power outage. Consequently, if the power does go out during class, have people stay in their seats for a little while and wait for either the power to return or the emergency lights to turn on. If the power does not return in a reasonable length of time (~ 5 minutes), then evacuate the classroom or laboratory. Caution students that there is no rush and they should take their time exiting the building.

Workplace Violence or Active Attackers

In the event of workplace violence or active attacker, the instructor is responsible for assuring that the following measures are employed:

- Call Penn State Police and report the incident (provide as much detail as you can about the location, number of people/injured/assailants, description of the assailant, etc.) 814 863-1111
- Secure the immediate area (e.g. classroom, bathroom, office)
 - Lock the door if you can
 - Block the door using whatever is available (e.g. desks, file cabinets, books, other furniture, etc.)
 - If the assailant/shooter enters your room and leaves, lock/barricade the door behind him/her
 - If safe, allow others to seek refuge with you
- Treat the injured (e.g. basic first aid, apply pressure and elevate for bleeding, etc.)
- Position people out of sight and behind items that might offer additional protection (e.g. walls, desks, file cabinets, etc.)
- Close the blinds, block the windows, silence cell phones, turn off radios and computer monitors (if necessary)
- If you can, place signs in exterior windows to identify the location of injured persons
- Do not attempt to rescue people or un-secure the area if it poses a risk to the individuals inside
- If you are in an unsecured area, find a safe area and seek protection
- Stay calm and reassure others that you and the police are working to protect them
- Cooperate with law enforcement personnel and make sure that everyone follows their orders
- Be supportive. The victim(s), witnesses and other employees may need access to critical incident debriefing or counseling. Contact Personnel Services or the Dean of Students for guidance or assistance as needed.

How To Report An Emergency

Check your classroom, lecture hall, or laboratory for the nearest working telephone, the nearest fire alarm pull station, and the nearest fire extinguisher:

If there is a:	Then:
Fire	Activate the Fire Alarm Pull Station as you exit the building, and if possible call 911
Medical/Police Emergency	Call 911
Hazardous Material Spill	Call 911
Facility or Utility Failure	Call OPP at 814-865-4731

What Emergency Preparedness materials should I have with me at class?

- Required – class roster
- Important telephone numbers (Department Administrator, Classroom Services, others as appropriate)

3. EMS Emergency Preparedness

So that EMS faculty, students, and staff may act accordingly in that case of an emergency, all members of the EMS community are expected to be properly trained on emergency procedures and actions prior to utilization of any area. No EMS facility should be used by an individual who has not undergone safety training for that facility first.

The following Supplies for emergencies expected to be found in all EMS facilities:

- a. Personal Protective Equipment – e.g., masks, gloves
- b. Tools required to turn off equipment – e.g. wrenches, pliers, screwdrivers
- c. Containment supplies required for specified areas
- d. Flashlights with spare batteries immediately accessible
- e. First aid kits, properly stocked and in compliance with PSU policy

4. Room Labeling

All rooms will be labeled in accordance with PSU guidelines found at <https://opp.psu.edu/planningdesignconstruction/campus-planning-resources/signage-standards>. Information should be kept up-to-date in accordance with these guidelines.

5. Request for Handicapped Identification Decal

Persons having a handicap or disability (permanent or temporary) which would require assistance in the event of an emergency evacuation should fill out a Request for Handicapped Identification Decal form. The form can be found at <https://ehs.psu.edu/building-emergency-evacuation-program/forms>. The Handicapped Identification Decal should be posted directly outside of the occupant's area and the Safety Monitor should be notified of the specific assistance required. Any changes to this information should be reported to the Safety Monitor promptly.

6. Emergency Contact Information

All current and new employees are encouraged to log into The Pennsylvania State University [Employee Self-Service Information Center \(ESSIC\)](#) site and complete the Emergency Contact information section. This information will be used in the event of an emergency when we may need to contact you or someone close to you. This information will be kept confidential and accessed only if you encounter a personal emergency or there is a general emergency on the University Park Campus. Please take a minute now to provide that information by clicking the EMERGENCY CONTACT link on the left side menu. Also on this page you can sign up to receive a PSUTXT. This service will allow you to receive Penn State news alerts on your cell phone as a SMS message. You will need your access ID and your password to enter this site.

7. Critical Operations Shutdown

Critical Operation Shutdown is defined as: **“Equipment or procedures which left unattended in the event of an emergency situation or evacuation for an undetermined period of time could result in causing dangerous or hazardous situations.”** Before using any EMS facility, all equipment or procedures that meet this criteria should be identified so that, should an emergency situation occur, the identified risk situations may be shut down or, in worst case scenarios, emergency workers may be informed of the potential risks present in the building.

In Addition:

1. A written and detailed shutdown procedure should be posted on or near any work units which are identified as potential risks, and a written copy of the procedure should be supplied to the College Safety Officer.
2. Once a unit has been identified as a potential risk, all personnel working with the said unit shall be notified and trained how and when to follow the Critical Operations Shutdown Procedure.
3. In the event of an emergency, notify your Safety Monitor of the status of the Critical Operations Shutdown.

Note: Critical Operations Shutdown Procedures should only be done when it is safe to do so and, upon completion, immediately follow normal Emergency Procedures. At no time should Critical Operations Shutdowns be performed if doing so will put yourself or others at risk. All procedures should be reviewed and modified as needed on a regular basis.

8. Environmental Health and Safety Training

University Park's office of Environmental Health and Safety (EHS) offers a number of training classes for faculty, staff, and students. Most training is specific to the work you perform in your job at the University. For information about any of the courses listed below, contact EHS at 814-865-6391.

Informational sheets have been designed to provide guidance on a multitude of health and safety issues. These can be accessed at

<https://ehs.psu.edu/workplace-safety>

General Environmental Health and Safety Training Courses

- asbestos
- autoclave
- blood-borne pathogen
- chemical/hazardous waste
- chemical inventory
- chemical redistribution
- chemical, radioactive and infections waste disposal
- confined spaces
- ergonomics and lifting
- fire safety
- hazardous waste shipping and handling
- hearing protection
- laboratory safety
- laser safety
- policies and guidelines
- preparedness, prevention, and contingency plan
- radioactive materials
- respiration protection
- right-to-know
- spill prevention
- response and countermeasures
- x-ray safety

Occupational Health and Safety Courses

- accident investigation
- design standards for construction/renovations, laboratories
- development/evaluation of policy/procedures for hazards
- emergency response
- evaluations of potential hazards
- infections, chemical and radiological waste disposal
- inspections of building(s)
- personal protective equipment selection
- program development
- regulation compliance
- safety inspections

Radiation Protection Courses

- laser safety
- radiation
- procedures/disposition of equipment and materials
- radiation-producing equipment
- radioactive material
- radioactive waste pickup procedures

For more information on any of these courses or for registration information, please go online to https://apps.opp.psu.edu/ehs_training/course_list.cfm.

9. Cancellations

Weather emergencies (such as high winds, snow, ice, flooding or tornadoes) that impact the University are announced by:

- WPSU-FM
- Department of Public Information's "Live" website (<http://wpsu.psu.edu/live/>)
- PSUTXT messaging service

WPSU-FM (91.5, 90.1 DuBois, 106.7, 91.5 in Altoona and 92.3 in Huntingdon) is the official information station for all employees at University Park. WPSU-FM will begin broadcasting as early as necessary upon notification by Public Information or University Police and will provide specific detailed information for University employees reporting to work. Information also will be posted to WPSU's web site at www.wpsu.org/radio. The Department of Public Information's "Live" web site also serves as an official source of detailed information. It can be found at <http://wpsu.psu.edu/live/>. In addition, the PSUTXT service, which sends short text messages related to emergencies and University cancellations to registered cell phone users, also is an official source of notification of University delays and cancellations.

In the case of Weather-Related Notice of Cancellation or Delay

1. The Director of University Police will notify WPSU-FM, University Relations, the Vice President for Finance & Business, the Vice President for Student Affairs, and the appropriate Finance and Business Offices (Housing and Food Services, Human Resources, the Office of Physical Plant, Hospitality Services, and Airport Operations).
2. University Relations will develop the appropriate news releases and notify the media.
3. The Office of Human Resources, through the Human Resources representatives, will handle questions pertaining to HR Guideline #10 (Weather Day Guideline) regarding pay/work questions.

The notice of delay or cancellation developed by Public Information will:

1. Specify the University Park campus.
2. Specify what is canceled or delayed, e.g. classes, scheduled events, etc.
3. State the reason for the cancellation or delay.
4. Indicate the specific time and date of the start of such cancellation or delay and the specific time and date when scheduled activities and classes are expected to resume.
5. Specify the time(s) when employees are expected to report for work.

10. IT Critical Incident Plan

EMS currently operates two IT facilities, one in 312 Earth-Engineering Sciences and the other in 615 Walker. Both facilities host a virtual machine cluster and a mass storage system. Portions of the mass storage system are replicated in near-real-time between the facilities. This provides both resiliency in the face of an unexpected outage and the ability to perform maintenance during "normal" hours without impacting the service.

Following this approach and leveraging the virtual clusters in two locations we will split pairs of machines between the facilities. In the event of a failure in one facility the other is already online and functional. Services duplicated across the facilities with the "split pair" model include:

- DNS name service: supports all other services
- LDAP directory service: supports all Unix research systems
- Kerberos authentication service: supports email and Unix research systems
- EMSWIN directory and authentication services: supports all EMSWIN Windows systems
- Email @ems.psu.edu and hosted virtual domains (e.g., @geosc.psu.edu)

Additional services, such as web and FTP sites, are not running in both facilities simultaneously, only in EESB. The virtual machine images are synchronized between the mass storage systems, however, and these sites can be brought back online in the Walker facility within a few hours.

We employ monitoring software, Nagios, which produces alerts when monitored services have failed. Alerts are delayed 5 minutes following a failure to prevent false alerts.

Key personnel for large scale disasters in College buildings are:

Name	Office	Office Phone	Mobile Phone
Tom Canich	313 EESB	814-865-7178	814-404-1533
Jeff Buechler	315 EESB	814-863-0711	814-880-1608
Scott Varrassa	201 Deike	814-863-7347	814-964-8536

11. Emergency Phone Banks

When there is a Penn State-defined “state of emergency,” the Emergency Phone Bank procedures are set in place. The three designated locations for the phone banks are:

1. MBNA – Bank of America Career Services Building
2. Bryce Jordan Center
3. Outreach Building

Information Technology Services has preset the University telephone system and has made available 44 phone sets at each of the above locations. All calls made to any University phone line will automatically be redirected to these specific phones.

In advance of an emergency situation, persons living within close proximity to the University have been asked to sign up for emergency phone bank service. These are persons designated as living within a location only a few minutes from the University and will be able to assist should an emergency arise. Phones are automatically set to ring to the above specific phone sets. The Penn State website will also be made specific to the event/emergency as well. Volunteers that are called upon in a state of emergency for the University will be given a University authorized message for answering the phone calls received.

Emergency Situations

1. Bomb Threat

1. Any person receiving a bomb threat phone call should keep the caller on the line as long as possible, ask them to repeat the message, and record every word that is spoken.
2. If conditions permit, the person receiving the call should ask:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Why did the caller place the bomb?
 - g. What is your address?
 - h. What is your name?
3. Inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to many innocent people.
4. Other things to be noted:
 - a. Time of the call
 - b. Age and/or gender of the caller - child/juvenile/adult
 - c. Voice quality
 - d. Emotional condition
 - e. Background noises - vehicles, voices, music etc.
5. Immediately call 911 to report the incident.
6. University Police will determine whether to evacuate building. If requested to evacuate, follow "Emergency Evacuation Plan" procedures given in Section 6.
7. University Police will conduct a search. Employees are requested to make a cursory inspection of their respective areas for suspicious objects and to report the location to University Police. If an object is located, do not touch it.
8. DO NOT ACTIVATE THE FIRE ALARM, DO NOT USE Radios, cell phones, or pagers as they can trigger an explosive device.

Refer to the following University policy for additional procedures:

GURU SY18, Bomb Threats <http://guru.psu.edu/policies/SY18.html>

2. Earthquakes

During an earthquake:

- Stay indoors if already there. If you are in a high-rise building, do not use elevators
- Stay low and cover your head and neck with your hands and arms
- If possible, stand against an interior wall. Stay clear of exterior walls, glass, heavy furniture, fireplaces and appliances. Stay away from windows and outside walls
- If you are outdoors, stay in the open, away from buildings, trees and power lines. Do not go near anything where there is a danger of falling debris

After an earthquake:

- Check for injuries and follow first-aid procedures
- Be prepared for aftershocks. Earthquakes may occur in a series of tremors, which could last for a period of several days. Aftershocks, or even a series of aftershocks, are common after earthquakes and can last from a few seconds or several minutes
- Do not re-enter damaged buildings. Aftershocks could knock them down
- In the event of a fire or personal injury, use the nearest telephone to call for help
- Be alert for water leaks, broken electrical wiring, downed electrical lines or ruptured sewer lines. Whenever possible, turn the utility off at the source
- If you do enter a building, use atmospheric testing equipment to check for leaking chemicals or gas lines
- If problems are detected, leave the building immediately and notify your supervisor, an emergency responder (fire or police), or incident command. If phones are working, call 911
- Know your shutdown procedures

The following should be practiced **daily** to help prepare for an earthquake:

- Identify what equipment you should shut down if time permits
- Look around your area and decide where the safe spots are: under sturdy tables, desks, or against inside walls
- Determine where the danger areas are: near windows, hanging objects, tall unsecured furniture (bookcases, cabinets, and appliances), and chemical sites. **Most casualties in earthquakes result from falling materials**
- Store flammable and hazardous chemicals in proper cabinets
- Keep breakables and heavy objects on lower shelves whenever possible
- Make sure latches on cabinets, closets, process tanks, and storage tanks are secured

3. Elevator Entrapment Emergency Response

If an individual becomes trapped in an elevator, they should activate the elevator emergency alarm within the elevator and use the two-way communication device or phone, as available. If there is no phone/communication device within the elevator car, the trapped individuals may also try to use cell phones to contact University Police. Each elevator at Penn State should have a sticker/sign with instructions to follow in the event of an entrapment.

In the event of a call of an elevator entrapment:

1. The person receiving the call should stay on the line with the trapped party until they are removed from the elevator or until the communication is handed off to another party.
2. Tell the trapped individual(s): “Remain calm and stay in the elevator. Help is on the way.”
3. At the same time, a police services/security officer or other person should be immediately dispatched to the location of the entrapment to assess the situation and communicate with the trapped individual(s).

Life-Threatening Elevator Entrapment

A life-threatening entrapment is one in which one or more individuals in the elevator are experiencing a serious medical emergency (e.g. heart attack, stroke, severe bleeding, psychological emergency, woman in labor) or where a fire or other emergency in the building is threatening the life of the individuals in the elevator.

1. Police and maintenance staff should immediately be contacted to respond to the location of the elevator entrapment. University Police will contact 911 and request assistance from local emergency responders. Personnel should attempt to communicate with the passenger by any means possible including yelling through the closed shaft doors. Do not attempt to open the elevator shaft door.
2. The person who received the initial call should remain on the line with the trapped party until they are removed from the elevator or until the communication is handed off to another party.
3. Inform the party that the elevator service company has been contacted and that they will be arriving as soon as possible. Ask them to remain calm.

Insist that the passenger(s) remain in the elevator until the elevator technician arrives on scene.

4. University Police must remain on-scene until the elevator service technician has arrived and removed the entrapped persons from the elevator.

Under no circumstances should anyone other than a trained and experienced elevator technician attempt to rescue any entrapped passenger(s) or attempt to perform repairs to the elevator. Do not attempt to open the elevator shaft door.

4. EMS AED and First Aid Kit locations

Hosler Building:

AED Location: Hallway, near room 119

AED Coordinator: Tom Motel

Safety Officer: Tom Motel

First Aid Kits: 6 Hosler, and in all labs

EES Building:

AED Location: 1st floor lobby, by elevators

AED Coordinator: Marty Gutowski

Safety Officer, Dutton E-Education Institute: Marty Gutowski

Safety Officer, EESI: Matt Carroll

First Aid Kits: Room 218 and 4th floor copy room

Deike Building:

AED Location: Hallway, near room 248

AED Coordinator: Diane Ault

Safety Officer, College of EMS: Frank Driscoll, Diane Ault

Safety Officer, Geosciences: Denny Walizer

Safety Officer, EMS Library: Elizabeth Long

First Aid Kits: 248 Deike, EMS Library in 105 Deike, 503 Deike, and all labs

Academic Projects / Academic Activities / CUL / Res East:

AED Location: In Vestibule, near room 101

AED Coordinator: Ronnie Wasco

Safety Officer: Ronnie Wasco

First Aid Kits: In all labs

Walker Building:

AED Location: Hallway, near room 503

AED Coordinator: Jennifer Renoe

Safety Officer, Meteorology and Atmospheric Sciences: Bob Zeigler

Safety Officer, Geography: Melissa Weaver

First Aid Kits: 504 Walker, and in all labs

Steidle Building:

AED Location: Hallway, near room 226

AED Coordinator: Scott Henninger

Safety Officer: Scott Henninger





First Aid Kits: 225 Steidle, and in all labs

5. Fires

In the event of a fire occurring in your lab or classroom:

1. Activate the nearest fire alarm pull station. It may be necessary to activate additional fire alarm pull stations or verbally announce the alarm if people are still in the building and the alarm has stopped sounding or if the alarm does not sound
2. If the fire is of a controllable size, locate the nearest fire extinguisher
3. Check to make sure the extinguisher is the appropriate classification for the type of fire being extinguished [see figure below]
4. Pull pin (some units may require pressing a puncture lever)
5. Aim the nozzle at the base of the flames
6. Squeeze or press the handle
7. Start at the leading edge of the fire and use a side-to-side sweeping motion to extinguish the fire
8. Leave the area immediately if the fire appears to be spreading and the extinguisher is not stopping it

PORTABLE FIRE EXTINGUISHERS

<u>Class of Fire</u>	<u>Incendiary Materials</u>
 Ordinary Combustibles	Wood, Paper, Cloth, Plastics
 Flammable Liquids	Oil, Gasoline, Paint, Grease
 Electrical Equipment	Wiring, Fuse Boxes, Energized Electrical Equipment
 Combustible Metals	Combustible Metals
CLASS K	Cooking Oil, Fat, Grease

Before performing experiments with a flammable component in any EMS facility, the members of our college are expected to familiarize themselves with the locations and classifications of the fire extinguishers within said facility. Said extinguishers should also be checked for last inspection date; if the date is not within the past 12 months, the fire extinguisher is not considered safe and an EMS safety officer should be contacted about the issue. **DO NOT** perform an experiment if the available extinguisher isn't up to date.

Other fire extinguisher safety protocol is as follows:

- Fire extinguishers must be in approved cabinets or mounted on the wall
- Recommended mounting location for fire extinguishers in individual rooms is by exit door
- Fire extinguishers must not be relocated from installed locations
- Fire extinguishers must be located in areas where clear access is provided and they are not obstructed by equipment or other materials
- Fire extinguishers shall show no signs of tampering (Plastic seal shall be in place and extinguisher gauge shall indicate full)
- Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only
- When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire
- All individuals need to be familiar with the type of fire extinguishers located within their workplace

Individuals are encouraged to participate in fire extinguisher use training. Fire extinguisher training is available through Environmental Health and Safety, either by calling 814-863-6391 or registering online at www.ehs.psu.edu. (See Environmental Health and Safety Training on page 13 for more information)

If the fire alarm sounds while you are in the building:

1. Ensure that nearby personnel are aware of the emergency, quickly shut down operating equipment (e.g., compressed gas cylinders), close doors (DO NOT LOCK), and exit the building using the established evacuation routes

2. Before opening doors, check to ensure they are not hot to the touch. If hot, do not open. If warm, open slowly to check room/hallway conditions
3. Assist visitors, students, and others who are not familiar with the plan or need assistance to safely evacuate
4. If you have been identified as having responsibility for Critical Operations Shutdown, follow the procedures as detailed in the Emergency Evacuation Plan for your college
5. Proceed to your Designated Meeting Site and await further instructions. Do not re-enter the building until authorized emergency personnel give the “all clear” signal

All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and Designated Meeting Sites are located in the Emergency Evacuation Plan and are posted in the building.

6. Flooding - Water Line Breaks in Buildings

In the case of a flooding, immediately cease using all electrical equipment, avoid contact with the water, and evacuate the area. Once you are clear, call OPP at 814-865-4731 to shut off the water supply to minimize damage. OPP will bring special equipment to expedite cleanup.

In addition, notify EHS at 814-865-6391 as soon as possible for:

- Standing water on the floor or soaked carpeting
- Damaged drywall
- More than one ceiling tile damaged
- If sewage is involved
- If the waterline break affects fire suppression to the building

7. Gas Leak-Fumes-Vapors

If you detect natural gas, fumes or vapors:

- Leave the immediate area and move to an area where the odor, vapor or fumes is not present
- Call 911 to report the situation
- Provide your location and the location of the odor to the dispatcher
- Provide as many details as possible to the dispatcher
- Clear the area immediately if instructed to do so by the emergency dispatcher, providing assistance to those with special needs

If a building or area evacuation is ordered by the emergency responders:

- Leave the area immediately, avoiding the use of elevators unless necessary
- Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders
- Report to your department's designated gathering point to be accounted for

For more information about this subject, please contact the Environmental Health and Safety Office at 814-865-6391

8. Hazardous Materials Releases/Incidents

Hazardous Material Spill:

1. Evacuate personnel from the spill area and alert all people in the vicinity of the spill
2. If there is anyone who may have been contaminated by the spill, they should avoid any contact with others and remain in the immediate area so required first aid and decontamination can be done upon the arrival of emergency personnel. Use safety showers immediately if appropriate
3. Call 911 from a safe location. Be specific about the nature of the spilled material, if known, and provide the exact location
4. Isolate the spill area and close doors to the room where the spill occurred if it is safe to do so
5. Report incident to EHS as soon as possible

Hazardous materials incidents include chemical spills, chemical releases, explosions, and exposures or injuries to these materials.

Explosions:

1. Call 911 from a safe location
2. If necessary or if directed, activate the building fire alarm
3. Exit the building via the nearest exit and inform others to do the same (follow Emergency Evacuation Plan procedures)
4. Report incident to EHS as soon as possible

9. High Wind/Tornadoes

In the case of a tornado or tornado warning:

1. Move to a pre-designed shelter, such as a basement or the lowest level of the building
2. If there is no basement, go to a windowless interior room (closets, interior hallways, or bathroom)
3. Stay away from the windows. Get under a piece of sturdy furniture such as a workbench or heavy table
4. Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways
5. If outdoors, get inside a sturdy building if possible. If shelter is not available, or there is no time to get indoors, lie in a ditch or depression and use arms to protect head and neck. Be aware of the potential for flooding
6. Never try to outrun a tornado in a car or truck. Instead, leave the vehicle immediately for safe shelter
7. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries
8. Stay in a safe location until the danger has passed

10. Medical Emergencies

If someone becomes ill or injured and requires immediate attention:

1. Dial 911 and report the emergency. You will need to provide the following information:
 - a. Your name
 - b. Type of emergency
 - c. Location of the ill or injured person
 - d. Condition of the ill or injured person
 - e. Any dangerous conditions
 2. Attempt to obtain the following information from the ill or injured person:
 - a. Name
 - b. Description of symptoms
 - c. Allergies
 - d. Medications
 - e. Major medical history
 3. Have someone stand by outside of the building to direct emergency responders to the person needing attention
 4. If a hazardous material was involved in the illness or injury, provide the Safety Data Sheet (SDS) for the material to the emergency personnel
 5. Remain at the scene to provide information to emergency personnel
-
- Unless trained, **DO NOT** attempt to render first aid before assistance arrives. Practice universal precautions to protect yourself from blood or body fluid exposures
 - **DO NOT** attempt to move a person who has fallen or appears to be in pain. Keep the person lying down, covered and comfortable unless life threatening
 - **DO NOT** transport individuals who are injured or ill in your personal vehicle or in a University vehicle.

Refer to the following University policies for additional procedures:

- GURU SY03, Emergencies Involving Students
<http://guru.psu.edu/policies/SY03.html>
- GURU SY04, Employee Accidents - Reporting and Investigation
<http://guru.psu.edu/policies/SY04.html>
- GURU SY05, Persons, Other Than Students or Employees, Who Are Injured or Become Ill on University Property
<http://guru.psu.edu/policies/SY05.html>
- GURU SY22, Automated External Defibrillators (AED)
<http://guru.psu.edu/policies/SY22.html>

11. Power or Utility Failure

In the case of a power failure, emergency lighting should provide enough light for a safe exit. Batteries in these lights should last a few hours, but may fail sooner. If natural or emergency lighting in hallways and stairwells fails, building occupants should evacuate the building. As long as the situation is safe enough, the following steps should be taken prior to evacuation:

1. All hot work should cease immediately and not be left unattended until surfaces have cooled to a safe temperature
2. Any machinery and equipment in use should be switched to the OFF position to prevent unexpected or sudden startup when power is restored. This does not apply to refrigerators and freezers
3. Turn off all light switches. The voltage may fluctuate and damage any lights that are on
4. Set all equipment and appliance switches to the OFF position. This is to protect against kicking out the circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as the power comes back on
5. Report all persons trapped in elevators to University Police by calling 911
6. If it becomes necessary to evacuate the premises during a power failure, be sure to protect all valuables and make sure that all equipment is safe when the power comes back on
7. **DO NOT** use the elevator
8. Ensure experiments, equipment, machinery or apparatus are stabilized or safe
9. Cap volatile materials in fume hoods and close the sash. Do not use laboratory facilities during the shutdown or enter areas that have storage of materials that require mechanical ventilation
10. Check equipment on emergency power to ensure that it is running properly. Do not connect items not intended to be on emergency power during a disruption period
11. Check on items stored in cold rooms, refrigerators or freezers. Transfer to emergency cold rooms or use dry ice if needed
12. Make sure that experiments are stable and do not create uncontrolled hazards such as dangerous vapors in a non-functioning fume hood
13. Check chemical fume hoods. Stop any operations that may be emitting hazardous vapors. Cap all chemical containers that are safe to cap, and then

close the fume hood sashes. Leave the room and contact EHS if you notice any odors or physical symptoms

14. Disconnect equipment that runs unattended, and turn off unnecessary lights and equipment. This will reduce the risk of power surges and other unforeseen damage or injury that could result when the power comes on unexpectedly
15. Check items stored in cold rooms and refrigerators. You may need to transfer vulnerable items to equipment served by emergency power

After Power Outage

1. Reset or restart equipment. Ensure that equipment is returned to a safe operation mode
2. Check chemical fume hoods for proper operation. If fume hoods are not exhausting do not use hazardous chemicals
3. Check cold/environmental room set points and, if necessary, have the controls reset

A power failure within a building can result in hazardous conditions in laboratories. Power outages can result in chemical fume hood failure. Pressure may build up in equipment that relies on electronic control. Control of chemical reactions that require cooling dependent on electrical power can fail. A flammable atmosphere may accumulate in chemical fume hoods

12. Suspicious Letter or Package

If a package seems unusual:

1. Handle with care. Do not shake, bump, open, smell, touch, or taste
2. Isolate it immediately
3. Treat as suspect and contact University Police 814-863-1111

Examples of issues that might raise concern are:

1. Strange odor, stains, or discolorations
2. Excessive tape or string
3. Misspelled words or no return address
4. Lopsided or uneven package
5. Excess postage

13. Suicide Threat or other Psychological Emergency

If it appears an individual may cause harm to themselves or others, call 911 immediately.

Available campus resources for faculty, staff and students include the following:

Faculty/Staff Assistance Program Crisis Phone:

The Employee Assistance Program (EAP) is a confidential, consultative employee and family resource as a first line of defense for personal or work-related concerns for yourself or your family.

Employee Assistance Program (EAP) 1-866-749-1735

- Available to all **benefits-eligible** employees, their dependents and household members
- No charge to employee or family
- Voluntary
- CONFIDENTIAL
- 24-hour assistance available, seven days a week

Crisis Services for Penn State Students:

If you are afraid you will not be able to avoid hurting yourself or others, call for help immediately.

- Call 911 or University Police (863-1111)
- **Centre County CAN HELP Line (1-800-643-5432)**

This is a 24-hour crisis hotline available to students. Counselors who staff the hotline will help people manage a crisis situation; a mobile team is available when needed. They refer to Centre County hospital facilities if hospitalization is needed.

14. Workplace Violence

1. If it is safe to do so, exit the building and get to a safe area, then call University police at 814-863-1111 or 911
2. If you are unable to safely exit the building, barricade the door, turn out the lights, and hide. If it is safe to call for help while hiding, do so, but don't put yourself in danger
3. If the violent individual enters the room, do your best to incapacitate them. Neutralizing the threat is the best way to keep it from harming you or others

The University Park police force is trained to handle an active shooter should one come onto our campus. Alerting University Park police as soon as possible is the best way to ensure the safety of everyone involved.

Tips for active shooter situation:

1. Remember the 5 outs:
 - a. **Get out** – leave the building or area if it is safe to do so
 - b. **Call out** – call University police or 911 once you are safe
 - c. **Keep out** – barricade the room you are in by whatever means available so the threat can't enter
 - d. **Hide out** – make sure you cannot be seen
 - e. **Take out** – if the violent individual enters your location, neutralize them by whatever means available to protect yourself and others
2. An active shooter's goal is to cause panic and chaos. This means that they are trying to cause as much damage as possible as quickly as possible. If they come to locked doors, they are more likely to keep moving to try and find a location where there are obviously people. As such, if you cannot leave the building, make your room appear empty and lock the door. If the door will not lock, jam it shut. A three-ring binder can make an excellent door jamming device if there are no other resources
3. Shooters will sometimes try to hide in the crowd when the police arrive. As such, when the police enter the building to take out the shooter, listen to any instructions they give you. Do not move from where you are until they

have told you to do so as they will treat all individuals as a potential threat until the shooter is found and taken out

4. Do not be afraid to jump out of windows if you think you can survive the jump. It is better to end up with a broken leg than a bullet wound
5. **DO NOT** try and take out an active shooter unless you have no other option. However, once the shooter has entered the room you are in, your best chance to save both yourself and those that are with you is to incapacitate the shooter. If you do nothing, then the shooter will have free reign to cause maximum damage
6. University regulations permit persons to have and use chemical spray for personal protection. If you choose to use a chemical spray, University Police suggest using Oleoresin Capsicum (OC), 10% solution, solid stream, in nothing smaller than an Mk 6-size dispenser.

If a hostage situation arises:

1. Immediately evacuate the building, using your pre-planned evacuation route. Stay out of sight of the perpetrator
2. Take no action to intervene with the hostage taker

Call 911 from a safe location

Additional Resources

1. Resources for Reporting Wrongdoing

All members of the Penn State community are asked to be mindful of their individual responsibility to help keep the University a safe and ethical institution. The following resources are available for faculty, staff, students and others to report any suspected illegal or unethical conduct, and to seek assistance:

To report a crime, contact the campus police or security office at 814-863-1111. In an emergency, dial 911.

For assistance for victims of sexual violence, sexual abuse or sexual harassment:

- Call the Penn State Sexual Assault and Relationship Violence Hotline at 800-550-7575 (TTY 866-714-7177) at any time
- The University-wide designated sexual harassment resource person for students: The Gender Equity Center at 814-863-2027, at <http://sites.psu.edu/genderequity/> online.

If a child is a victim of any kind of abuse, including sexual abuse: Contact the Pennsylvania Child Welfare Services "ChildLine" at 800-932-0313.

Reporting ethical violations (including fraud, theft, conflict of interest and violations of University policy, including research compliance, discrimination and athletics-compliance issues):

- The Penn State Ethics and Compliance Hotline at 800-560-1637 or online, both anonymous and available 24/7. <https://psuethicsandcompliance.tnwreports.com/>
- The Penn State Ethics website provides a listing of contacts at http://www.universityethics.psu.edu/contact_us.shtml online.

Reporting a bias incident:

Visit the Report Hate website at <http://equity.psu.edu/reportbias> online. There also are other ways to report acts of intolerance. For students at University Park, call the Lion Support Help Line at 814-863-2020, while

students at campuses other than University Park may contact their campus Student Affairs office.

In addition, employees should be aware of Penn State's Conflict of Interest policy: <https://guru.psu.edu/policies/AD83.html> .

The following University offices also are available:

- The Affirmative Action Office at 814-863-0471.
- The Employee Relations Division of the Office of Human Resources at 814-865-1412.
- The Office of Internal Audit at 814-865-9596.
- College and administrative unit Human Resources Representatives listing at <http://ohr.psu.edu/content/hr-strategic-partner-and-consultant-directory> online.

If it is not clear where to turn for assistance, any of these offices will guide the individual to someone who can help.

Training is available on many of the above topics. Please contact the Office of Human Resources' Center for Workplace Learning and Performance at 814-865-8216.

The University does not condone wrongful conduct by any member of the Penn State community no matter what his or her position is. Members of the University community are urged to speak up if they see or suspect illegal or unethical conduct, and to be assured that the University will protect them from retaliation.

2. Crime Prevention

If you witness a crime:

- If you witness a crime or become the victim of a crime, call 911 to report the incident to the police.
- If you observe a perpetrator commit a crime, do not block their avenue of escape. Instead, get a good description of the perpetrator, note their direction of travel and obtain vehicle information if pertinent.
- Do not follow the perpetrator. Let the perpetrator leave the scene. If followed, the perpetrator may panic and cause you harm.

Personal safety tips:

- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call the police.
- In the event that a suspicious person is seen roaming around, or suspicious calls are received, contact the police immediately.
- Always keep the door to your room locked when you are working alone.
- Do not investigate a suspicious person or noise outside by yourself.
- Keep a list of emergency numbers with you.
- Never walk alone at night. Walk in an alert and confident manner, and actively pay attention to your surroundings.
- Choose the best-lit, most-traveled paths when walking.
- Take a self-defense course.

For more information about this subject, please contact University Police at 863-1111.

3. Center for Counseling and Psychological Services (CAPS)

Contact number: 814-863-0395

Website: <http://studentaffairs.psu.edu/counseling/>

CAPS provides group and individual counseling, crisis intervention, psychological evaluations, and psychiatric evaluations for undergraduate and graduate students, as well as prevention and consultation services for the University community. CAPS services can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include difficulty with friends, roommates, or family members; depression and anxiety; sexual identity; lack of motivation or difficulty relaxing, concentrating or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs.

Students who are experiencing a psychological or emotional crisis often need immediate help and intervention. Some examples of serious crises include:

- 1) Suicidal or homicidal thoughts or impulses,
- 2) Sexual or physical assault;
- 3) Hearing voices or otherwise misperceiving reality;
- 4) Overwhelming loss, such as a death in the family.

Additional Informational Numbers

Centre County CAN HELP Crisis Line	1-800-643-5432
Mount Nittany Medical Center Emergency Department	814-234-6110
Community Help Centre	814-235-1890
Centre County Women's Resource Center	814-234-5050
The Meadows Psychiatric Center	1-800-641-7529
Lion Support (PSU Peer Counselors)	814-863-2020

4. Reporting an Injury

Report any accident to your supervisor (no matter how minor the injury) so they can fill out an [Accident Report](#) immediately after becoming stabilized following an incident. Reference Penn State [Policy SY04](#). Phone reporting is intended as a backup method to web based reporting.

PSU Reporting Phone Number 877-219-7738

Location code 04

STEPS

- 1) Seek medical attention immediately. Dial 911 if necessary
- 2) If the injury results in an immediate medical emergency, initial medical assistance may be obtained from the nearest hospital. However, follow-up care must be from a Health Care Provider Panel participant.
- 3) Report any injury to your supervisor/advisor, no matter how minor the injury.
- 4) Report the injury to the Department Head.
- 5) Work with your supervisor and department Safety Officer to accomplish the online report of injury within 48 hours.
- 6) File all necessary signed paperwork with the Worker's Compensation Office.
- 7) Follow up with Safety Officer and supervisor/advisor to investigate the accident.

Forms Appendix

Evacuation Planning for Persons With Disabilities

Form last revised on _____

The following is a list of self-identified disabled persons who request evacuation assistance during an emergency. EMS faculty are expected to designate evacuation assistants to wheelchair users to assist them during an emergency.

Name: _____

Room/Building _____ Phone: _____

Disability: _____

Instructions: _____

Name: _____

Room/Building _____ Phone: _____

Disability: _____

Instructions: _____

Name: _____

Room/Building _____ Phone: _____

Disability: _____

Instructions: _____

Appendix A

REQUEST FOR HANDICAPPED IDENTIFICATION DECAL

Purpose: To document the authorization of a handicapped identification decal, providing a means of identification in the event of emergency evacuation.

Instructions: Complete the information requested below, get the proper approvals, and forward to the appropriate office (see "Distribution").

NAME: _____
Last First Middle

AGE: _____ PSU-ID#: _____

POSITION: () Student () Staff () Faculty

JOB TITLE: _____

CONTACT PHONE #: _____ EMAIL: _____

CAMPUS ADDRESS: _____

DISABILITY OR CONDITION FOR WHICH YOU MAY NEED ASSISTANCE (e.g. VISUAL, HEARING, MOBILITY):

DATE FORM COMPLETED: _____

DATE(S) FORM REVIEWED: _____/_____/_____

Signature _____
(Individual Requesting Decal)

Signature _____
(Dean, Dept. Head or Coordinator)

DATE DECAL AFFIXED: _____

DISTRIBUTION

Original: Environmental Health and Safety (at University Park), or Director of Business Services (at Campuses).

Photocopy: Dean, Department Head or Coordinator.

In case of an emergency where evacuation is required, EMS faculty, students, and staff are expected to gather in these locations so that emergency procedures can be conducted with maximum efficiency:

Building of Origin	Gathering Site
Academic Activities	Across Bigler Road on Sidewalk (Academic Projects atrium lobby in inclement weather)
Academic Projects	Across Bigler Road on Sidewalk (Main Entrance Lobby, 3 rd Floor Academic Activities for inclement weather)
Coal Utilization	Across Bigler Road on Sidewalk (Main Entrance Lobby of Research East for inclement weather)
Deike	West Gate Ramp
Earth and Engineering Sciences	NW corner of Parking Lot next to Golf Course
Hosler	West Gate Ramp
Research East	Across Bigler Road (CUL loading dock in inclement weather)
Steidle	EE West Loading Dock
Walker	West Gate Ramp