



# Dixon University Center Emergency Procedures

## Closings & Delays

For alerts & notifications:

- Students: first check with your College/ University or your instructor
- Call 717-720-4080 for a pre-recorded message
- Visit [www.DixonUniversityCenter.org](http://www.DixonUniversityCenter.org)
- Tune into the following TV stations: NBC (8), ABC (27), CBS (21), FOX (43), PBS (33), CW (15)
- Sign up for e2campus Emergency Notification System to get text or email alerts: <http://www.dixonuniversitycenter.org/emergency/e2campus>

## Natural Disasters/Severe Weather

- If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor and get beside, not under, a sturdy piece of furniture
- Stay away from windows. DO NOT open windows
- Any fire doors in hallways should be closed
- Remain in the safe area until all danger has passed
- If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks.
- Follow directives of emergency personnel/DUC personnel

## Fire

- Activate nearest fire alarm pull station.
- Call 9-911
- Evacuate the building
- Do not re-enter the building until authorized by Emergency Personnel

## Utility Failure (Power, Flooding, Gas)

- Move cautiously to a lighted area. Exits may be indicated by lighted signs
- Contact Security at 717-303-6834 to report the problem

## Suspicious Objects

- Do not touch or disturb the object.
- Call Harrisburg Police at 9-911
- Notify your supervisor, faculty or staff member immediately
- Be prepared to evacuate

## Suspicious Person

- Do not confront the person.
- Do not let anyone into a locked building/office
- If the individual is inside, do not block the person's access to an exit
- Call 9-911. Provide as much information as possible about the person and their direction of travel

## Medical Emergencies

- Dial 9-911
- Do not attempt to move the person
- Give your name; describe the nature and severity of the medical problem and the location of the victim
- Follow the instructions provided to you by the professional on the phone
- Stay with the victim. Enlist help from others
- Stay on the line to continue to provide information regarding the victim. Don't hang up until told to do so
- Render appropriate first aid for which you have been trained
- Do not unnecessarily expose yourself to hazards including fire, electricity, chemicals, or bodily fluids, while rendering aid

## Elevator Failure

Elevator emergency help telephones are programmed to dial ADT. In an emergency (e.g., trapped occupant), one can press the push to talk button to dial ADT and a preprogrammed message will notify ADT of the elevator's location. ADT will then have two way communications with the occupant. ADT's response is to utilize their call list to gain help. If you have a cell phone, you may contact Security directly at 717-303-6834.

## Building Evacuation

- If you see a fire or other emergency requiring people to leave the building immediately, activate the building alarm
- When the building evacuation alarm is activated, leave by the nearest marked exit (if deemed safe) and alert others to do the same. Know the location of the nearest fire exit and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame
- Take all personal belongings
- When evacuating rooms/offices, do not close the door behind you.
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify the Floor Warden of the location and number of disabled or special needs person located in your area
- Do not use elevators!
- Once outside, move a safe distance away from the building and proceed to the designated mustering point
- Do not return to an evacuated building until the all clear sign is provided by the Fire Chief, a Police Officer, the Environmental Health and Safety Director, or other official

## Violent Criminal Behavior

- Seek sanctuary by proceeding to a room that can be locked, close and lock all windows and doors and turn off all lights OR exit the building if safe conditions exist
- Get down on the floor and ensure that no one is visible from outside the room. Try to remain calm
- Call 9-911 and advise the dispatcher of the events, inform him/her of your location and remain in place until the police give the "all clear". If you are unable to speak to the dispatcher leave the line open so they can listen to what is taking place
- If the violent intruder leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the intruder

**REMAIN CALM. PROVIDE ASSISTANCE TO OTHERS, IF NECESSARY.**

**To report a campus emergency: DIAL 9-911, then call security at 717-303-6834**

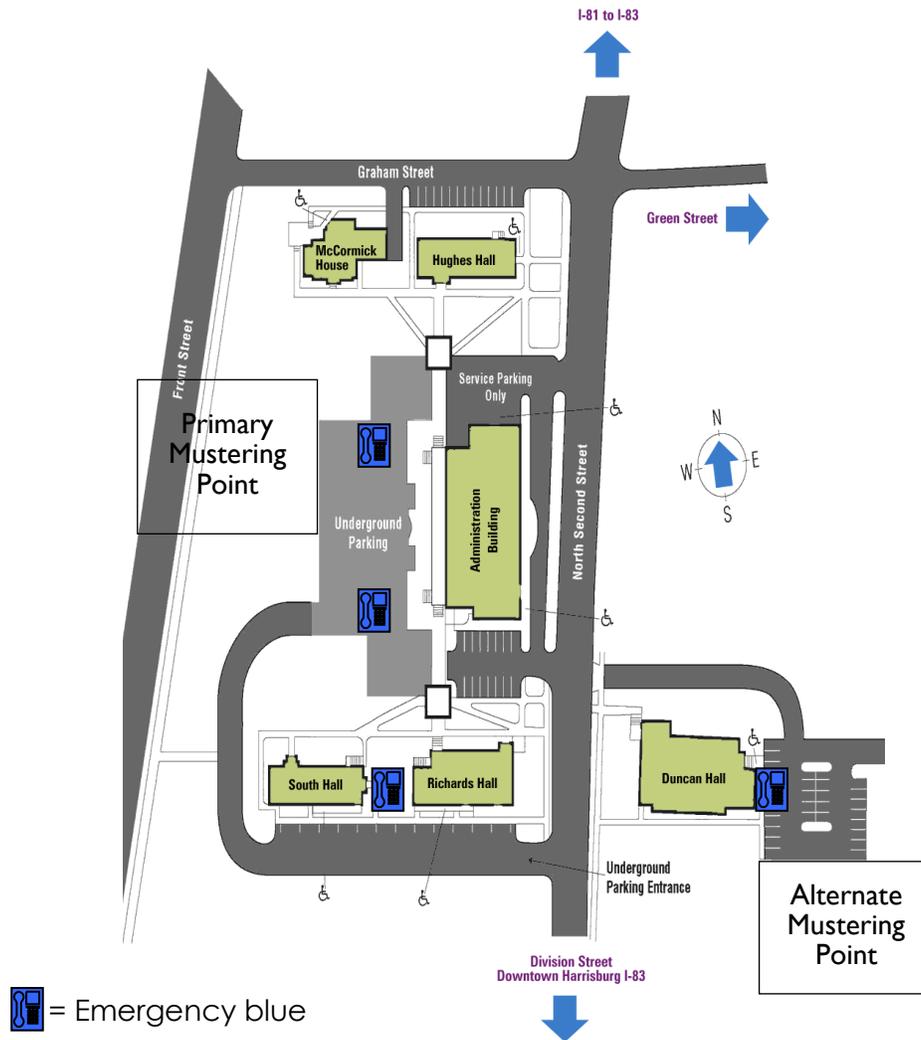
## Emergency Phones & Mustering Points

### Emergency Blue Phones

- There are four (4) emergency blue phones available on campus. Two are in the main underground parking garage (one at the north end and one at the south end); one is located in the lawn area between Richard's Hall and South Hall, and another is mounted on the east side of Duncan Hall (see locations below.) These telephones, if activated in an emergency, will call 9-911 and result in a police response.

### Mustering Points

- Please use the map below to locate the Primary and Alternate Mustering Points on campus in the case of an Emergency.



The Pennsylvania State System of Higher Education is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, religion, veteran status, sex and disability in its activities, programs, or employment practices as required by Title VI, Title VII, Title IX, Section 504, ADEA and the ADA.

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulation, contact Dr. Victoria Sanders, Assistant Vice Chancellor/State System Title IX Coordinator, 2986 North Second Street, Harrisburg, PA 17110-1201; Phone: 717-720-4061; Email: [vsanders@passhe.edu](mailto:vsanders@passhe.edu).

Additionally, inquiries concerning Title IX and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights, Region III, The Wanamaker Building, 100 Penn Square East-Suite 505, Philadelphia, PA 19107; Phone: 215-656-6020.