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EMERGENCY COMMUNICATIONS

In case of any type of campus emergency individuals making the discovery should move to a safe location and then contact Luzerne County 9-1-1 and/or the Wilkes University Police Department (x4999 or 570-408-4999).

t] o l • h v] À Police Department (WUPD) has overall responsibility for alerting the appropriate parties of an emergency. Accordingly, initial responders should always contact the University Police Department immediately.

The Wilkes Alert emergency notification system is a comprehensive communications solution that allows the University to quickly disseminate urgent information through multiple communication mediums. If there is a condition which significantly threatens the health and safety of persons on campus or impacts normal campus operations, university officials will warn the campus community using one or more of the following methods:

- SMS Text Messages to Cell Phones (Wilkes Alert)
- Email
- MyWilkes Portal & Wilkes.edu Banners
- Local News
- Newspaper

It is important to note that no one communication system is capable of reaching everyone, everywhere, every time. Each method has its strengths, weaknesses, and limitations. As a result, the University utilizes multiple delivery methods to ensure a greater coverage of intended recipients, and redundancy in the event of failures, which many communication systems are prone

MEDICAL EMERGENCY CALLING PROCEDURES

All MEDICAL EMERGENCIES occurring on campus should be reported immediately by calling 9-1-1.

Medical emergencies include:

- Any life-threatening situation.
- Loss of consciousness.
- Chest pain.
- Excessive bleeding.
- Seizures.
- Head injury.
- Compound fractures.
- Allergic reactions with shortness of breath, excessive swelling.
- Ingestion or inhalation of a toxic substance.

Quick Response

- Dial 9-1-1
- Contact WUPD (x4999 or 570-408-4999)
- Do not move victim unless safety dictates.
- If trained, use p-6.998 (s)56d [(If tra)-5 1 9.96 Tf 1nse

TYPES OF EMERGENCIES

ACTIVE SHOOTER

An active shooter is a person who is actively engaged in the killing or the attempted killing of people. In most cases, active shooters use firearms as their weapon of choice. Incidents involving an active shooter are fluid, ever-changing and place tremendous demands upon law enforcement as they deploy enforcement personnel in an effort š} ‹µ o o šZ •Z}}š Œ[•]vš vš]}v• š} l]o o]vv} of this manual is to provide insight into šZ]vš what students, faculty and staff may expect from responding law enforcement officials.

In a 2011 study of active shooter incidents in the United States (between 2000 and 2013), the FBI identified 160 active shooter incidents, noting they occurred in small and large towns, in urban and rural areas, and in 40 of 50 states and the District of Columbia. Though incidents occurred primarily in commerce and educational environments (70.0%), they also occurred on city streets, in military and other government properties, and in private residences, health care facilities, and houses of worship. The shooters victimized young and old, male and female, family members, and people of all races, cultures, and religions.

The findings also reflect the damage that can occur in a matter of minutes. In 64 incidents where the duration of the incident could be ascertained, 44 (69.0%) of 64 incidents ended in 5 minutes or less, with 23 ending in 2 minutes or less. Even when law enforcement was present or able to respond within minutes, civilians often had to make life and death decisions, and, therefore, should be engaged in training and discussions on decisions they may face.

How you respond to an active shooter situation will be formulated upon several dynamic and personal limitations. Always keep in mind that there may be more than one shooter involved as well as multiple buildings. Although it may be difficult, always try to remain calm and project that calmness to your peers and those with you at the time. Pay attention to any and all instructions which you may hear from law enforcement from a myriad of avenues.

The time to prepare for your response to an active shooter is now. Good practices for preparing for an active shooter situation:

- Expect the unexpected!
- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- Be aware of behavioral changes; suspicious packages; inappropriate dress (e.g., a long coat on a sunny summer day could hide a rifle); increased use of illegal substances; depression; loss of interest in school, friends, and usual favored activities; poor personal hygiene)
    - If you see something, say something! Report concerns immediately to the University Police Department
- Take a training course. The Department of Homeland Security and Federal Emergency Management Agency offer a free, web-based training video centering on an active shooter situation.
    - https://training.fema.gov/is/courseoverview.aspx?code=IS-907
    - ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training:

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Hearing Impairments

If a building is not equipped with visual fire alarms, some individuals may not hear audio emergency alarms and will need to be alerted to the situation by gestures, turning the light switch on and off, or a short written note, gestures or by turning the light switch on and off. Emergency instructions can be given by speaking (for those who read lips very well) or by a short, explicit note. Example: "Fire alarm is out south doors now!"

CIVIL DISTURBANCE

Most campus demonstrations such as marches, meetings, picketing, and rallies are peaceful and non-disruptive. A demonstration will not be disrupted by University Police or Campus Officials unless one or more of the following conditions exists:

- Interference with normal operations of the University.
- Prevention of access to office, building, or other University facilities.
- Threat of physical harm to persons or damage to University facilities.

If you believe any of these conditions exist or are threatened, contact WUPD at x4999 or 570-408-4999.

Outdoors:

- Should the presence of physical harm or damage exist, initiate appropriate emergency procedures by moving students, visitors and employees to a safe location (as conditions permit) inside buildings to protect against trauma or danger.
- Notify WUPD of the type of disturbance, its location and the number of people causing it.
- Maintain a calming influence over your group. Reassure students, visitors and employees that everything possible is being done to return the situation to a normal condition.
- Should a gunshot be heard, get everyone on the ground immediately away from windows.

Indoors:

- Notify WUPD of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence and your name. Provide as much information as possible.
- Keep students, visitors and employees quiet and away from doors and windows.
- Lock all room doors, if possible.
- Account for all persons. Report any missing persons to WUPD immediately.
- Close window shades, curtains or blinds.
- Maintain a calming influence over your group. Reassure students, visitors and employees that everything possible is being done to return the situation to a normal condition.
- Should a gunshot be heard, get everyone on the floor immediately.
- Always contact WUPD when you have an emergency in your room.
- Remain in the classroom or other safe area until notified by WUPD to move or return to normal conditions.

FLOOD

The University Administration constantly monitors flood warnings from the National Weather Service (NWS) and the Luzerne County Emergency Management Agency. The NWS has defined the following flooding alerts that are of concern:

Flood Statement (FLS): A statement issued by the NWS to inform the public of flooding along major streams in which there is not a serious threat to life or property. It may also follow a flood warning to give later information.

Flash Flood Warning: Issued to inform the public, emergency management and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

Flash Flood Watch: Issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area, bu 0 g

Protect property and equipment:

- Protect property and records by removing items from floors and / or covering with water resistant coverings.
- Unplug electrical equipment such as computers and printers, etc. if safe to do so.
- After business hours, the department head or responsible individual(s) for the area affected should be notified.
- The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.

Evacuate personnel and report additional problems

- All personnel not involved in flood response efforts shall be evacuated.
- Notify University Police at x4999 or utilize the fire alarm system if an immediate evacuation is required.
- Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

After a flood:

- Do not return to a flooded area until authorities indicate it is safe to do so.
- Stay out of buildings if flood waters remain around the building.
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HEAT WAVE

A heat wave is a prolonged period of high temperatures and humidity and may result in a humidex warning or advisory.

High temperatures and high humidity make it difficult for the human body to cool itself. Heat can kill by pushing the human body beyond its limit. Under normal conditions, the body sweats to cool itself. Sweat is water that evaporates and cools the body, however, in extreme heat and high humidity, evaporation is slowed and the body must work harder to maintain a normal temperature. Heat related illnesses can occur when excessive heat last for more than two days.

You will likely hear weather forecasters use these terms when a heat wave is predicted in your community:

Excessive Heat Watch – Conditions are favorable for an excessive heat event to meet or exceed Excessive Heat Warning criteria in the next 24 to 72 hours.

Heat Advisory – Heat Index values are forecasting to meet locally defined advisory criteria for 1 to 2 days (daytime highs= 100-105° Fahrenheit).

Excessive Heat Warning – Heat Index values are forecasting to meet or exceed locally defined warning criteria for at least 2 days (daytime highs= 105

TREATMENT OF HEAT EMERGENCIES

If you find someone suffering from a heat related illness take the following actions:

Heat Cramps: Move the person to a cooler place and have them rest in a comfortable position. Lightly stretch the affected muscle and replenish fluids. Give a half glass of cool water every 15 minutes. DO NOT give liquids with alcohol or caffeine in them as they can make conditions worse. If conditions do worsen call 911 or WUPD (x4999 or 570-408-4999).

Heat Exhaustion: Move the person to a cooler place. Remove or loosen tight clothing and apply cool, wet cloths. If the person is conscious, give cool water to drink, a half glass every 15 minutes. Ensure that the person drinks slowly. DO NOT give liquids that contain alcohol or caffeine. Let the victim rest in a comfortable position and watch for changes in his/her condition. If conditions worsen call 911 or WUPD (x4999 or 570-408-

PANDEMIC FLU

Influenza pandemics are unpredictable but recurring events that can cause severe social, economic, and political stress. Advanced planning and preparedness are critical in helping to mitigate the impact of influenza epidemic or pandemics.

What is a Flu Pandemic?

An influenza (flu) pandemic is a global outbreak of disease that occurs when a new flu virus appears that can spread easily from person to person. Because people have not been exposed to this new virus before, they have little or no immunity to the virus; therefore serious illness or death is more likely to result than during regular seasonal flu.

How does influenza spread?

The virus spreads most readily through contact, by touching contaminated surfaces, then subsequently touching eyes, noses or mouth. Human influenza can be transmitted from person to person when an infected person coughs or sneezes.

Infection Control:

The primary strategies for preventing spread of pandemic influenza. Persons should:

- Stay at home, if possible;
- Cover nose and mouth when coughing or sneezing;
- Wash hands with soap and water or use alcohol based hand sanitizers frequently; and
- Try to maintain spatial separation of at least three feet from others.

Hand, Cough and Sneeze Hygiene:

- When sneezing or coughing, cover the nose and mouth with a tissue or upper arm if a tissue is not available.
- Dispose of used tissues in a wastebasket and wash hands after coughing, sneezing or blowing nose.
- Use warm water and soap or alcohol based hand sanitizers to clean hands.
- Wash hands before eating or touching eyes, nose, or mouth.

Social Distancing: In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures such as school closure, telecommuting or staggered work shifts fo worAt9lr612 7e0 g 2(0912 0 612 792 re W* n BT /F3 9.96 Tf 1 0 0 1 90.024 468.91 Tm 0 g 0 G o)-2(t)-4(0 g D,)-2

SEVERE WEATHER/TORNADO/LIGHTNING

The University constantly monitors severe and changing weather conditions. The National Weather Service (NWS) has defined four severe weather alerts that are of concern.

SEVERE THUNDERSTORM WATCH – A severe thunderstorm watch means weather conditions are such that a severe thunderstorm could develop, but has not at this time. This alert usually lasts four to five or six (5 or 6) hours.

SEVERE THUNDERSTORM WARNING – A severe thunderstorm warning means a severe thunderstorm has developed and

SEVERE WINTER WEATHER

Plans and procedures have been developed to address cancellations and closures existing or anticipated severe winter weather conditions. Please review the following page for more information about Winter Weather Emergencies at Wilkes University and how you can prepare for the next severe winter storm.

The University strongly suggests that you adhere to weather closings and delays to permit time for

SUSPICIOUS PACKAGES AND ENVELOPES

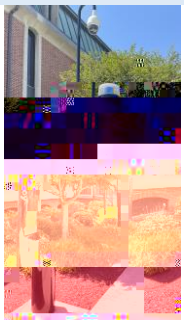
Consider the specific circumstances when evaluating the following signs. Not all dangerous packages or envelopes look suspicious, and not all suspicious looking packages are dangerous. You must always use your best judgment. The presence of one characteristic may not necessarily mean a package is dangerous, but if in doubt, call [illegible].

Characteristics of a Suspicious Package

- Package or envelope discovered with a suspicious powdery substance on the outside.
- Received unexpectedly or sent by someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no names, or misspelling of common words.
- Addressed to someone no longer with the University or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given package size, lopsided or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- [illegible]
- Strange odor, stains, or noises (rattle, clicking, etc.).
- Appears to contain electrical wire or tin foil. Return address not consistent with postmark

ADDITIONAL INFORMATION

EMERGENCY TELEPHONES



Emergency Blue Light Network

Outside emergency phones are identified by a blue light atop a pole that houses the telephone or the bright yellow

AUTOMATIC EXTERNAL DEFIBULATORS (AED)

Wilkes University is committed to providing a safe and healthy environment for all members of the University community. Publicly accessible Automatic External Defibrillators (AED) have proven to significantly increase the chances of survival of persons who experience Sudden Cardiac Arrest, provided the AEDs are properly equipped, located, maintained and used. Consequently it is the policy of Wilkes

Authorized Users: Whenever possible, the following individuals should be located to operate an AED:

Trained University Responders:

- Any Wilkes University responder who has successfully completed an approved CPR and AED training program through the American Red Cross or the American Heart Association;
- Trained University Responders must have a record of current successful course completion with the Risk Management and Safety AED Program Coordinator.

Trained Volunteer Responders:

- Any Volunteer responder who has successfully completed an approved CPR and AED training program through the American Red Cross or American Heart Association and has a current successful course completion card;
- Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may includ* n BT .26 Tm 0 g 0v-12(l res)7(p)-4(o)-2(n)-16(s)5(e)4(o)-5(f)4(t)49h /F3 9E/F3 D

NARCAN® (NALOXONE HCL) NASAL SPRAY

Naloxone is a medication used to reverse the effects of an overdose from heroin and some types of painkillers. Naloxone is also known by the brand name Narcan®. It is given by shot or nasal spray.

Naloxone blocks the effects of drugs made from opium, or opioids. These include:

- heroin
- morphine
- oxycodone
- methadone
- fentanyl
- hydrocodone

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