Emergency Classroom Safety

Because local telephone and cell phone towers may be overloaded in an emergency, create a plan to call someone from outside the local area within 12 hours of the incident. Make sure that your contact advises other relatives and loved ones of your status.

If an emergency occurs, make every effort to evacuate. If you cannot evacuate, take shelter in a safe place. Remain calm and follow the instructions of your faculty member.

THINGS TO REMEMBER IN AN EMERGENCY:

1. Evacuate away from the danger and remain calm
   - Follow the instructions of a faculty member, university employee or emergency personnel
   - Evacuate to the nearest exit
   - Notify anyone you may encounter to exit the building immediately
   - Evacuate to an area at least 500 yards away from the danger
   - Stay together
   - Once you reach an area of safety, call the Police at 911 or 610-436-3311
   - Notify the police of your group size and location and a contact number
   - Remain in the reported location until you are released by police

2. If you cannot evacuate, remain calm
   - Lock or barricade the door-placing anything heavy in front of the door
   - 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, silence cell phones
   - Once secure NEVER open the door
   - Have one person call the Police at 911 or 610-436-3311
   - Let emergency personnel know you are inside by placing a large note or article of clothing out or on the window, however, do not announce to anyone inside the building that the room is occupied.

3. 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 police at 911 or 610-436-3311 and report the situation

Learn more at: www.wcupa.edu/dps/emergency/EmergencyPreparedness/