



SALUS UNIVERSITY

EMERGENCY GUIDEBOOK

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INTRODUCTION

Salus University's Emergency Guidebook was created by the institution to share our emergency protocols. Under no circumstance shall Salus University or any of its employees, officers, vendors, clients, or affiliates be held liable in any degree for any loss, damage, cost (including reasonable attorney's fees), or injury caused, either directly or indirectly, by or for any omissions, errors, misprinting or ambiguities in this book. Salus University's library of content is provided "as is" as a model of the type of content and as a guide. Readers, do not use this content if you do not agree with this disclaimer and/or its limitations of liability as reasonable.

REPORTING CRIME

All crimes should be reported to the Salus Safety & Security Department at **(215) 780-1401**. Salus Safety & Security personnel will respond and will call local police for assistance if necessary.

If you witness a crime in progress immediately call 911. Also, contact the Salus Safety & Security Department at **(215) 780-1401**. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until an officer contacts you unless it is not safe to do so. If you can, and it is safe to do so, make your way to the Salus Safety & Security desk.

Salus University: 8360 Old York Road, Elkins Park, PA 19027

HAFTER Center: 50 Breyer Drive, Elkins Park, PA 19027

The Eye Institute: 1200 W. Godfrey Avenue, Philadelphia, PA 19141

Pennsylvania Ear Institute: 8380 Old York Road, Suite 120, Elkins Park, PA 19027

REPORTING CRIME

EMERGENCY NOTIFICATIONS

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors on the campus.

- ***RAVE Alert:*** Important emergency alerts, notifications, and updates are sent to all registered devices, including cell phone and email accounts, to all students, faculty and staff who are registered in the RAVE Alert System. Please enter your cell phone information into the University's records management system and RAVE.
- ***Email: RAVE*** broadcast emails are sent to Salus University students, faculty and staff.
- ***Telephone:*** Broadcast voicemails are sent to faculty, staff and students. They can be accessed both on and off campus through individual RAVE alert accounts.



EMERGENCY
NOTIFICATIONS

EMERGENCY CONTACTS

Salus Safety & Security Dept. (emergency & non-emergency)	(215) 780-1401
ON & Off Campus Emergencies	911
Emergency Hotline	(215) 341-1640
Environmental Health and Safety.	(215) 780-1401
Facilities Management	(215) 780-1410
Facilities (after hours/holidays)	(215) 341-1640
Center for Personal & Professional Development	(215) 780-1378
Help desk (TLS)	(215) 780-1444
Publications and Communications (Media Inquiries)	(215) 780-1284
Salus University: 8360 Old York Road, Elkins Park, PA 19027	
HAFTER Center: 50 Breyer Drive, Elkins Park, PA 19027	
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**EMERGENCY
CONTACTS**

FIRE

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Do not use elevators.
- Feel doors with the back of your hand before opening, and close doors and windows as you leave a room, **IF IT SAFE TO DO SO.**
- Once outside, report the fire to Salus Safety & Security Department by calling **(215) 780-1401** or the fire department by dialing **911**.
- If trapped, keep the doors closed and place cloth under them to keep out smoke. Signal for help by holding a sign up at the window and/or waving your arms above your head to attract attention.
- Once outside, remain at least three hundred (300) feet away from the building and report to your designated rally area and await further instructions. Keep roadways open and be aware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- **DO NOT** go back in the building for any reason until an authorized University official deems it safe to re-enter.



FIRE

CHEMICAL SPILL

- **Notify Salus Safety & Security Department at (215) 780-1401 immediately.**
- Do not attempt to clean up the spill.
- Remove yourself and others from the area.
- Close doors to isolate the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. Do not leave the site until you are cleared by emergency responders.
- **Do not pull** the fire alarm unless there is a fire.
- Provide first responders with information about the spill, chemical and the spill area.
- Evacuate the building if an evacuation alert or order is received.
- Re-enter the building only when an “all clear” is provided by **RAVE** and/or first responders.



CHEMICAL SPILL

BOMB THREAT

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller.

- When will the bomb go off?
- What kind of bomb is it?
- How many bombs are there?
- What will cause it to explode?
- Where is the bomb right now?
- What does the bomb look like?
- Did you place the bomb?
- Who placed the bomb?
- Why was the bomb placed at that location?
- What is your address?
- What is your name?
- Notify the Salus Safety and Security Department by calling **(215) 780-1401** immediately to give the information you have obtained. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Be sure to inform Salus Safety & Safety Department of any suspicious packages, items or people in the area.
- Follow instructions from first responders in regards to evacuation assembly areas.
- Warn others near the suspicious item or person to leave the area.

BOMB THREAT

SUSPICIOUS PACKAGE

- Do not open the suspicious item. If you have opened it, remain calm.
- **Notify Salus Safety & Security Department at (215) 780-1401 immediately.**
- Do not move the letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from the package.
- Follow all instructions given by emergency responders.



The diagram shows a long, thin rectangular object representing a package. On the left side, there is a label with the text "SUSPICIOUS PACKAGE". The package has rounded ends and a slightly raised top edge, suggesting it might be a padded envelope or a similar type of mail. The label is positioned on the left side of the package.

SUSPICIOUS PACKAGE

MEDICAL EMERGENCIES

- Do not move a seriously injured person unless there is a life-threatening situation.
- **DIAL 911**
- Give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not hang up until directed to do so by the emergency operator.
- If you left the victim to make the **911** call, return to the victim; administer first aid if you know how; and keep the victim as calm and comfortable as possible.
- Remain with the victim until a Salus Safety & Security Officer or emergency services first responder appears on the scene. Emergency services first responder will summon additional medical personnel if necessary.
- Salus University: 8360 Old York Road, Elkins Park, PA 19027
- HAFTER Center: 50 Breyer Drive, Elkins Park, PA 19027
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MEDICAL EMERGENCIES

SHELTER-IN-PLACE

Shelter-in-place is designed to keep you safe indoors in the event of a dangerous physical and/or environmental condition such as extreme weather, a hazardous materials release or other non-person related events.

If a shelter-in-place is ordered:

- If outside, seek shelter in the nearest building, preferably in an interior room with few or no windows.
- Allow access to others seeking shelter. Remember: a Shelter-in-Place order means there are dangerous environmental conditions but NOT any known threat of violent behavior by a person or persons. Allowing others into the building will not jeopardize your safety.
- Close all exterior doors, windows and any other openings to the outside.
- Avoid overcrowding by selecting several rooms if necessary.
- Monitor **RAVE Alert**, **Salus Central** and emails for further instructions.
- Report any emergency or unusual condition to Salus Safety & Security Department.
- Do not leave the building until receiving the “all clear” from a police officer, safety & security officer, **RAVE Alert**, email or website communication.



SHELTER-IN-PLACE

FAILURE OF UTILITIES/PHONE/TLS/ELEVATOR

Utility Failures

- Immediately report utility failures during regular work hours (Monday - Friday 7:00 a.m. – 5:00 p.m.) to the Facilities Management Office at **(215) 780-1410** and/or email: facilities@salus.edu.
- Immediately report utility failures after regular work hours, on weekends, and on holidays to Facilities Management at (215) 341-1640 and/or facilities@salus.edu.

Phone & Technology & Library Services (TLS) Failures:

- Call the Helpdesk at **(215) 780-1444** or email at helpdesk@salus.edu. The Helpdesk is a 24 hours, 7 days a week operation.
- In the event of a campus-wide phone failure, the Salus Safety & Security normal phone numbers will not work, including the emergency number. The alternate phone number for Safety & Security in a power outage is **(215) 341-1640**.

Elevator Failure

If you become trapped in an elevator, the following actions should be taken:

- **DO NOT** panic. Use the elevator phone, and if not in operation, use your cell phone to call for assistance.
- Press the ALARM or HELP button to notify others who may be nearby.
- **DO NOT** attempt to force the door open or attempt to climb out of the elevator car. The elevator may re-start without warning.

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FAILURE OF UTILITIES/
PHONE/TLS/ELEVATOR

FAILURE OF UTILITIES/PHONE/TLS/ELEVATOR *continued*

- Your best course of action is to relax, get comfortable, and wait for professional assistance. Even if the air temperature feels warm, there is plenty of air circulating in the elevator and throughout the shaft.
- Provide the following information to the person on the phone:
 - Your name
 - Total number of people in the elevator
 - Report any injuries, medical conditions, or disabilities.
- A Salus Safety & Security officer will contact Facilities Management and/or the fire department to get you out.

MEDIA INQUIRIES

The Office of Communications serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to this office. The Office of Communications speaks on behalf of the University and has the most accurate and up-to-date information available about an incident. In addition, this office works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from a media representative, please take the following steps:

- Direct all media inquiries to the Office of Communications at **(215) 780-1284**
- **DO NOT INVITE THE MEDIA ON CAMPUS OR INSIDE OF ANY BUILDING.**
- **MEET WITH THE MEDIA FOR THE FIRST TIME WITHOUT THEM HAVING CAMERAS**
- To assist the Office of Communications in responding as quickly as possible, feel free to obtain the following information and forward it to their Office:
 - The reporter's name and phone number
 - The media organization he/she represents
 - The type of information he/she is seeking
 - The reporter's deadline
- Regardless of the situation or what the media questions might be, never say "No Comment". A better response is "Thanks for calling. Allow me to refer you to our Office of Communications, who handles media questions and they will be able to assist you."
- **Never talk "off the record"** with the media. Always assume that they will use any information that they obtain in their report.

MEDIA INQUIRIES

STUDENT IN DISTRESS

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, call the Salus Safety & Security Department at **(215) 780-1401** and/or Salus Center for Personal & Professional Development at **(215) 780-1378**.

Quick Reference for Helping Students having difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer to the Salus Center for Personal & Professional Development Center at (215) 780-1378.

- Be caring, firm, and straightforward in your referral.
- Consider calling from your office or escorting the student to the P & P Development Center.

Consult with On-Campus Resources – Discuss your concerns about a student with any of the following on campus resources.

- Salus Center for Personal & Professional Development – (215) 780-1378
- Dean of Student Affairs – (215) 780-1313

STUDENT IN DISTRESS

SEVERE WEATHER

- A storm watch is issued by the National Weather Service when tornadoes or hurricanes are possible in this area
- A **storm warning** is issued when a tornado or hurricane has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations, **RAVE Alert**, weather websites for severe weather updates.
- Be prepared to take shelter on the lowest level of your building or in interior stairwells if a tornado or hurricane warning is issued.
- Do not pull the fire alarm to alert others of a tornado or hurricane warning.
- Stay away from windows, glass walls / doors and exterior doors.
- Move to an interior hallway or stairwell for shelter.
- Wait for an “all clear” notification prior to returning to your work area, classroom, or living area.
- If outdoors and there is no time to get indoors or shelter is not available, lie in a ditch, low-lying area, or crouch near a building.

WINTER STORM

- The decision to delay or close the University due to inclement weather is made by the Provost in consultation with other senior university officials.
- Closings and delays are announced using the following methods:
 - RAVE Alert
 - KYW Radio – 1060 AM
 - University website
- Do not come to campus when a weather-related closing is announced. Employee access to campus is typically limited to emergency vehicles and snow removal personnel. If a weather closing is possible and/or anticipated, take personal items such as laptops, text books, study guides from campus in advance as you may not be permitted to enter until snow removal is complete.

HOSTAGE SITUATION

IF YOU HEAR OR SEE A HOSTAGE SITUATION:

Immediately remove yourself from any danger.

Immediately notify the POLICE by calling **911**.

Immediately notify Salus Safety & Security by calling 215-780-1401.

Be prepared to provide the following information:

- Location and room number of incident.
- Number of possible hostage takers.
- Physical description and names of hostage takers, if possible.
- Number of possible hostages.
- Any weapons the hostage takers may have.
- Your name.
- Your location and phone number.
- Where you will be when taking cover.

IF YOU ARE TAKEN HOSTAGE:

- Remain calm, be polite and cooperate with your captors.
- Use your better judgment about an attempt to escape. Decide if an extremely good chance of survival is available to you.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.

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HOSTAGE SITUATION

HOSTAGE SITUATION *continued*

- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

IN A RESCUE SITUATION:

- **DO NOT RUN.** Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a hostage or a captor.
- Even if you are handcuffed and searched **DO NOT resist.** You will be taken to a safe area, where proper identification and status will be determined.
- Cooperate and help the rescuers so they may better help the other hostages and neutralize the captors.

SEXUAL ASSAULT

SEXUAL ASSAULT DEFINED. Sexual assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated and that incapacitation is reasonably known to the Respondent. Sexual assault includes the following acts:

Attempted or Actual Penetrations: Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person.

All Other Forms of Non-Consensual Sexual Contact: Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing or touching the private parts of another, or causing the other to touch the harasser's private parts.

Consent: Consent is often the central issue in sexual assault cases. Each participant in a sexual encounter is expected to obtain and give consent to engage in all forms of sexual activity:

- Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision.
- Consent is informed, voluntary, and actively given.
- Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.
- Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone.
- A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically impaired is considered unable to give consent.

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SEXUAL ASSAULT

SEXUAL ASSAULT *continued*

What to do in the event of a sexual assault:

Do not change your clothing.

Do not shower, wash, douche, or use the toilet prior to a medical exam.

Do not apply medication to injuries unless absolutely necessary.

Do not disturb anything in the area where the assault occurred.

Do not drink or chew gum.

Do not store your clothing in anything other than a plastic bag.

Get medical attention as soon as possible:

1. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual assault, sexual harassment or other sexual misconduct and does not diminish one's responsibility to obtain consent.
2. Just because someone has consented to sex in the past, doesn't mean that they're consenting now.
3. Contact the Salus Center for Personal & Professional Development at **(215) 780-1311** for support. You can also contact the Salus Safety & Security Department **(215) 780-1401** or the Police **911** immediately. If you choose seeking medical attention first, visit the nearest hospital and identify yourself as a victim of sexual assault.
4. Medical attention at the **local hospital** is required to preserve evidence should you seek criminal prosecution. It is important to know that if you go to the hospital the local police will be called.
5. If you suspect that you may have been given a **predatory rape drug**, please give health care professionals this information. A urine sample can be collected within 72 hours of a sexual assault for predatory drug testing.
6. Seek free confidential counseling, discuss your options, and receive support at the Salus University Center for Personal & Professional Development.
7. File a report with Salus Safety & Security Department at **(215) 780-1401** if the incident occurred on Salus property. If you need support to file a report with the police, the Center for Personal & Professional Development staff **(215) 780-1378** or the Salus Safety & Security staff **(215) 780-1401** can help you. If the incident occurred off Salus University property, file a report with the police department where the incident took place.

EVACUATION/EVACUATING DISABLED

Building Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized University official such as a Salus Safety & Security officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open and be aware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- Do not go back in the building for any reason until an authorized university official deems it safe to re-enter.

Large-Scale Evacuation

- If evacuation of part or all of the campus is necessary, monitor **RAVE Alerts**, e-mail and the University website for additional information.

Evacuating the Disabled

Pre-Planning is Important. If you may need assistance evacuating in an emergency you should pre-plan and contact the Salus Safety & Security Department at **(215) 780-1401**. Disabled employees and students should contact the Salus Safety & Security Department directly for assistance in pre-planning.

- Evaluate your need to identify yourself as someone who requires assistance during an evacuation. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.

continued ►

EVACUATION/EVACUATING DISABLED *continued*

- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on any one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all your evacuation options and prioritize them. Consider the pros and cons of each:
 - **Being carried** – You have a chance to get out but you and/or your helpers may be injured in the process.
 - **Evacuation chairs** – Evacuation chairs are safer than being carried and you don't have to wait for the fire department to reach you. However, these take practice to use safely and the device has to be nearby.
 - **Areas of Refuge** – Areas of refuge are fire-resistant spaces where people unable to use stairs can call for help by way of two-way communication devices. An area of refuge is a good option if you feel that you may be injured if you evacuate using the stairs; however, they are typically not available in older buildings and you may be overcome by smoke before getting help from rescue personnel.
 - **Use of elevators** – Elevators are useful in non-fire emergencies however they are shut down automatically if the fire alarm is activated. The elevator shaft can also become a chimney for smoke and the power can shut down, leaving the elevator stuck between floors.

Evacuation Procedures

- Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.
- If the building has an Area of Refuge, assist the disabled person to that area. If possible, at least one person should wait with the disabled person. For buildings that do not have an Area of Refuge, the disabled person should be moved to the nearest stairwell, or a room with the door shut, which is well clear of any hazardous area.

continued ►

EVACUATION/EVACUATING DISABLED *continued*

- Ask others leaving the building to notify emergency responders that a disabled person needs assistance in evacuating. Give the specific location.
- If waiting for rescue is not an option, two physically capable occupants of the building should be invited to volunteer to assist the disabled in evacuating. Ask how the disabled person can best be assisted or moved, and whether they require any special considerations or items that need to come with the person. Keep in mind that you may need to clear debris in order to safely evacuate.
- Do not use elevators unless you have active cell phones and are escorted by emergency services first responders.

ACTIVE SHOOTER

Quickly determine the best way to protect your life.

Evacuate If Possible:

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

Hide Out:

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

Take Action:

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter if possible.

Call **911** and Salus Safety and Security Department at **(215) 780-1401** when it is safe to do so.

ACTIVE SHOOTER

LOCKDOWN

An imminent threat of violence may be cause for a lockdown of all or part of campus. Some exterior doors will lock automatically. Emergency responders will lock others manually. The goal is to limit exposure of students, faculty and staff to danger by preventing dangerous persons from entering campus buildings.

If a lockdown is ordered:

- Stay inside a locked space! Do not leave the locked space or building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building. Make your way to the Police Department down the street (Elkins Park & TEI locations).
- Take shelter in a lockable room if possible.
- Close windows, shades and blinds, and avoid being seen from outside the room if possible.
- Monitor **RAVE Alert**, **Salus Central** and email for updates and further instructions. A description of the actor will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to the Salus Safety and Security Department and/or Police Department.
- Use discretion in admitting anyone into a secure building. Only admit those you know or with a valid Salus I.D. Require that all backpacks and other bags be left outside at least 30 feet from the building. Require that the person seeking shelter open all outer garments for visual inspection before allowing entry.
- Once in a secure location, do not leave until receiving the “all clear” from a police officer, Salus Safety & Security officer, **RAVE Alert**, email or website communication.

LOCKDOWN

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