



# COMMUNITY SAFETY GUIDE

**COMMUNITY SAFETY GUIDE FOR  
UNIVERSITY OF THE ARTS**

**TABLE OF CONTENTS**

Introduction	1
UArts Alerts	1
Emergency Phone Numbers	1
Campus Phone Numbers	1
Community Safety	2
Pedestrian Safety	2
Car Safety	3
Public Transportation	3
Bicycle Safety	4
Apartment Safety	4
Residence Hall Safety	5
Social Setting	5
Medical Emergencies	6
Annual Report	6
Filing a Title IX Report	6
Filing a Crime Report with UArts Public Safety	6
Filing a Crime Report with Philadelphia Police	6
Emergency Preparedness	6
Severe Weather	7
Earthquake	7
Power Outage	7
Fire Safety	8
Shelter in Place	8
Evacuation	9
Hostile Intruder/Lockdown	10
Bomb Threat	11
Suspicious Packages/Bags	11
Hazardous Materials	11
Water Damage	11

## INTRODUCTION

Immediate and appropriate responses to emergency situations can save lives and reduce damages. The University of the Arts Community Safety Guide contains basic reference information, procedure and important phone numbers to help you respond to emergency situations on campus. It is intended for the use of staff, students, faculty and the University of the Arts community at large.

The guide is broken down into emergency contacts, safety planning and risk management, and emergency preparedness.

It is important to note that being prepared before an emergency occurs can significantly reduce its negative impacts. The following are some of the things you can do to ensure that you are better prepared.

- + Read this Community Safety Guide thoroughly and keep it on hand.
- + Participate in drills and training.
- + Keep a copy of emergency contact numbers.
- + Identify the emergency routes/exits from your office/classroom/housing.

However, keep in mind that even the best prevention programs do not eliminate the possibility that a serious emergency can occur.

## UARTS ALERTS

All members of the University of the Arts community will receive emails in the event of campus-wide emergency. To receive text alerts to your mobile phone, sign up for the UArts Alert system.

- 1 Log in to the UArts portal.
- 2 In the left-hand navigation menu, click Emergency Alerts.
- 3 Click UArts Alert Messaging Sign Up.
- 4 Follow the instructions to sign up.
  - UArts community members can register up to six (6) contacts

## EMERGENCY PHONE NUMBERS

**IN CASE OF EMERGENCY CALL 911 (9 + 911 FROM A UNIVERSITY LANDLINE) AND THE UARTS EMERGENCY LINE AT 215-717-6666.**

When only assistance from UArts Public Safety is required, call the University of the Arts emergency line at x6666 (215-717-6666).

If assistance is required from emergency responders (police/fire department), it is important that both 9-1-1 and the UArts emergency line (x6666) be contacted. When calling 9-1-1 via a personal phone, you must place a followup call to the UArts emergency line to notify them of the emergency, which allows UArts Public Safety staff time to meet and escort emergency vehicles and responders to the incident site.

Outside Agencies	Hotlines
Phila. Emer. Mgmt. 215-686-1100	Suicide Prevention 215-686-4420
PA Emer. Mgmt. 800-372-7362	Rape Crisis 215-985-3333
PECO (electric) 800-841-4141	Poison Control 215-386-2100
PGW (gas) 215-235-1212	Domestic Violence 800-799-SAFE
Homeland Security - PA 717-346-4460	Alcohol/Drug Abuse 800-777-2721
	AIDS/HIV 800-848-3367

Campus Phone Numbers (215-717-XXXX)	
UArts Emergency Line 6666	University Communications 6161
President 6380	University Operator 6000
Provost 6393	Health Services 6230
Student Affairs 6617	Counseling 6630
Public Safety Office 6404	Residence Life 6970
Facilities 6826	Campus Life 6144
Network Services 6437	Educational Accessibility 6616
Technology Services 6677	

If external help is required (police, ambulance, fire department):

- 1 Contact Emergency Services: 911 (9 + 911 from university landline).
- 2 Provide the operator with following information.
  - Your name and phone number
  - Location of the incident
  - Nature of the incident
  - Number of injured people and nature of injuries
  - Nearest building entrance that emergency personnel can use
- 3 If possible, designate someone to meet first responders outside the building.
- 4 Stay on the line with the operator.
- 5 If possible, follow up with a call to the UArts emergency line at 215-717-6666 to notify staff that emergency personnel are coming to campus.

If internal help only is required (Public Safety):

- 1 Call the UArts emergency line at 215-717-6666 and provide the following information.
  - Your name and phone number
  - Location of the incident
  - Nature of emergency
  - Number of injured people and nature of injuries
  - Nearest building entrance that emergency personnel should use
- 2 If possible, designate someone to meet Public Safety staff outside the building.



## COMMUNITY SAFETY

### Pedestrian Safety

**Be safe and be seen: Make yourself visible to drivers.**

- + Wear bright clothing and reflective materials when walking at night.
- + Cross in a well-lit area at night.
- + Stand clear of buses, hedges, parked cars or other obstacles before crossing so drivers can see you.

**Be smart and alert: Avoid dangerous behaviors.**

- + Always walk on the sidewalk; if there is no sidewalk, walk facing traffic.
- + Stay sober; walking while impaired increases your chance of being struck.
- + Don't assume vehicles will stop; make eye contact with drivers—don't just look at the vehicle. If a driver is on a cell phone, they may not be paying enough attention to drive safely.
- + Don't rely solely on pedestrian signals; look before you cross the road.
- + Be alert to engine noise or backup lights on cars when in parking lots and near on-street parking spaces.

**Be careful at crossings: Look before you step.**

- + Cross streets at marked crosswalks or intersections, if possible.
- + Obey traffic signals such as walk/don't walk signs.
- + Look left, right and left again before crossing a street.
- + Watch for turning vehicles; be sure the driver sees you and will stop for you.
- + Look across all lanes you must cross, and visually clear each lane before proceeding. Just because one motorist stops, do not presume drivers in other lanes can see you and will stop for you.
- + Don't wear headphones or talk on a cell phone while crossing.



## Public Transportation

SEPTA Contacts	PATCO Contacts
Emergency Telephone: 215-580-8111	Emergency Telephone: 856-963-7995 or 7996
Non-Emergency Telephone: 215-580-4487	From inside any PATCO Station: Dial "5555" on any "Call for Aid" phone.
Administration: 215-580-3641	Administration: 856-963-7990

One of the benefits of public transportation is that it's a safe way to travel. But like any type of transportation, there are basic safety guidelines to remember.

- + **Plan your route ahead of time.** If you're new to public transportation, the bus or train schedule might be confusing at first. You should plan ahead of time where you are going and how you will get there.
- + **Do not run to the train.** Watch your step when boarding or exiting a subway train, as there is a gap between the edge of the subway platform and the train door.
- + **Listen for public announcements,** and follow the directions provided.
- + **While waiting** for a bus or streetcar, try to avoid unlit or deserted areas. Stand near others who are waiting, an occupied building or in a lighted area until transportation arrives.
- + Never attempt to board a train once the doors begin to close.
- + Stand to one side to allow people to exit the train before you board.
- + **Stay alert and hold on to railings** when a bus or train is slowing down or turning.
- + **When you arrive at your stop,** be aware of others around you. If you feel you are being followed, go to the nearest occupied building and ask for assistance.
- + **Never display money or valuables in public.** Carry your wallet in an inside pocket or a pocket that can be buttoned. Keep your purse, shopping bag or other belongings in your lap, on your arm or between your feet. Do not leave them on an empty seat.

## Car Safety

- + **Take precautions when parking.** Park in a well-lit area with all the windows closed, doors locked and no items in plain view.
- + **Never provide the opportunity for your car to be stolen** by leaving it in operation, even if you are only exiting for a minute.
- + **Be aware.** Always be careful and alert of your surroundings. Scan the vehicle as you are approaching with your keys in hand, only unlocking the doors you need for entry.
- + **Take care of your vehicle.** Keep your car in good running condition.
- + **If your car breaks down,** raise the hood, use flares or tie a white cloth to the door handle. Stay in the locked car. When someone stops, ask them to phone for help.
- + **If you are being followed while driving,** drive to the nearest police or fire station, open business or well-lit residence where you can safely call the police. Try to get the car's license number and description. If no safe areas are near, honk the horn repeatedly, and turn on your emergency flashers.

## Bicycle Safety

Many members of the UArts community use bikes as their primary mode of travel. Bikes provide a fast and convenient way to get around. However, preparing for your travel could be critical to a smooth ride.

- + **Protect your head.** Wear a helmet.
- + **Learn the rules of the road.** Obey traffic laws.
- + **Assure bicycle readiness.** Before using your bicycle, check to be sure all parts are working properly.
- + **See and be seen.** Wear neon, fluorescent or other bright clothes so you are more visible.
- + Take precautions when biking at night. Equip your bike with reflectors to ensure that it is visible. Wear reflective clothing or material, especially on your ankles, wrists, back and helmet. Only ride in areas familiar to you. Brightly lit streets are best. Always assume you are not seen by a driver.
- + Stay alert. Watch out for potholes, cracks, gates or any potential obstacles or hazardous conditions in your path.
- + Go with the flow. The safe way is the right way. Ride on the right side in a straight, predictable path. Always go in single file in the same direction as other vehicles.
- + Check for traffic. Over 70 percent of car-bicycle crashes occur at driveaways or other intersections. Before you enter any street or intersection, be aware of the traffic around you.

The Bicycle Coalition of Greater Philadelphia has additional tips and resources on its website.



## Apartment Safety

Paying attention to your environment and taking precautions can help to reduce the opportunity for crime to occur.

### Always be on the lookout.

- + Call the police if you are at home and hear or see something suspicious. Don't take direct action yourself.
- + Check photo identification for any service personnel.
- + If you return home and suspect someone has broken into your home, do not enter your home. Instead, go to a safe location and call the police.
- + Be suspicious of people loitering.
- + Know who's at your door before opening it.
- + **Never let a stranger enter your home.**

### Be responsible.

- + Keep doors and windows locked, even if you are just going out for a minute.
- + If a window is left open a few inches for ventilation, it should be locked to prevent someone from opening it more.
- + Do not leave keys in mailboxes or under doormats.
- + Deter others from knowing your electronic purchases by breaking the original packaging in flat cardboard. Never leave the empty box curbside.
- + Close curtains/blinds to shield items from view.
- + Don't discuss your finances or possessions with strangers.
- + If you have a vehicle, check on it regularly and do not leave any items in plain view.

### Take care of your home.

- + Remove loose rocks and other objects that could be used to vandalize your property.
- + Be sure the house number is visible from the street, so police and fire departments can see it in case of emergencies.
- + Purchase renter's insurance to safeguard your possessions.

## Residence Hall Safety

### Educate yourself.

- + Learn emergency numbers and post them in visible areas.
- + Know where the nearest exits and fire alarms are located.
- + Check with your family or support person's insurance company to see if your property is covered under their homeowners' policy while you are attending school. If not, consider renters insurance.

### Take precautions.

- + Do not prop open any residence hall doors.
- + Lock your door and take your keys with you, even if you are just leaving for a minute.
- + Lock your door when you and your roommate are sleeping.
- + Do not leave notes on your door stating that no one is home or when you will return.
- + Keep valuables out of sight and locked up if possible.
- + Do not keep large sums of money around.
- + Keep a record of your valuable items, noting descriptions, serial numbers and approximate monetary value of all items. These records should be kept in a secure location.
- + Do not loan your keys to anyone and do not attach your UArts ID card to your keys.
- + Do not allow strangers into your room.

### Don't wait and see—call immediately.

- + Report any suspicious person or behavior to Public Safety or your RA.

## Social Setting

### Protect yourself.

- + Always tell a friend or family member your whereabouts, who you are going with and when you plan to return.
- + Download and use an app that shares your location with trusted friends so that they can find you and you can find them
- + Travel with trusted friends. Watch out for each other and don't let a group member wander off alone or with someone unknown.
- + Stay in public view and don't allow unknown individuals to seclude you. Once you are isolated, it may be more difficult to extract yourself from a precarious situation
- + Trust your instincts. If you feel uncomfortable, leave!

### Be responsible.

- + Keep all valuables (keys, identification, phone, etc.) with you at all times.
- + Be cautious of beverages served from communal sources. Open your drinks yourself. Never share drinks or leave your beverage unattended. If you lose sight of your drink, discard it.

### Obtain consent.

- + Be respectful. If a person is not interested in spending time with you or engaging in sexual activity, do not pursue the situation.
- + Clearly communicate your boundaries. If you are not interested in spending time with someone or engaging sexual activity, express your feelings. If you are ignored, be assertive and focus on getting away.
- + Do not personally engage in or allow anyone in your presence to engage in sexual behavior with a highly intoxicated, high or unconscious individual. If you believe that a person is unable to give consent at that time, or that they are being coerced into a sexual act, request that the activity cease. If the situation persists, seek assistance.



## Medical Emergencies

If you are on campus and require emergency medical assistance, contact the UArts emergency line. If you need an ambulance, call 9-1-1 (9 + 911 from a university landline). If you are placing this call from a cellular phone, immediately place a followup call to the UArts emergency line.

## Annual Report

The university's **Campus Crime and Fire Reports** are available upon request at all Public Safety post locations and available online as a PDF. This report is published in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Higher Education Opportunity Act of 2008 and its accompanying regulations also require that institutions issue an annual fire report, which is included in the security report.

## Filing a Title IX Report

For more information about Title IX resources at the University of the Arts, visit our [website](#).

To make a report to the University, visit [makeareport.uarts.edu](#). For additional information about reporting visit [our Title IX website](#).

## Filing a Crime Report with UArts Public Safety

To file a report with Public Safety, call 215-717-6666, email [publicsafety@uarts.edu](mailto:publicsafety@uarts.edu) or visit any of our Public Safety front desks in our residential and academic buildings.

## Filing a Crime Report with Philadelphia Police

For information about how to report a crime, visit the Philadelphia Services website. In the event of an emergency, call 9-1-1. To file a report with the police non-emergency line, call 3-1-1.



## EMERGENCY PREPAREDNESS

### Severe Weather

#### During a severe storm

- + Stay safe, warm, dry and calm.
- + Avoid driving.
- + Do not go outside if you don't have to, but if you must, dress to prevent frostbite, hypothermia or other weather-related injuries.
- + Information on class cancellations and school closings will be communicated via UArts Alerts, university website and university email.

#### If stranded on campus

- + Choose a comfortable location with colleagues and/or classmates.
- + Gather any emergency supplies that may be available (water, food, batteries, flashlights, blankets, first aid kit, etc.).
- + Advise Public Safety (x6666) of your location and the number of people you are with.
- + Make yourself comfortable, and look after each other.

#### Be prepared

- + Check weather information regularly.
- + Dress appropriately for the weather.
- + Have adequate emergency supplies stored at your office, in your car and at home.
  - Suggested Items: Water, food, batteries, flashlights, blankets, first aid kit, whistles, backup phone batteries.
- + Have an emergency plan with roommates, family and partners in the event you cannot make it home on time.



## Earthquake

### During an earthquake

#### If indoors

- + Remain indoors.
- + Get under a desk or a table and hang on to it, or move into a hallway or against an inside wall.
- + Stay clear of windows, fireplaces and heavy furniture or appliances.
- + Get out of the kitchen, which is a dangerous place (things can fall on you).
- + Do not run downstairs or rush outside while the building is shaking or while there is danger of falling and hurting yourself or being hit by falling glass or debris.
- + Expect fire alarm and sprinkler systems to activate.

#### If outside

- + Get into the open, away from buildings, power lines, chimneys and anything else that might fall on you.

#### If driving

- + Stop, but carefully.
- + Move your car as far out of traffic as possible.
- + Do not stop on or under a bridge or overpass or under trees, light posts, power lines or signs.
- + Stay inside your car until the shaking stops.
- + When you resume driving, watch for breaks in the pavement, fallen rocks and bumps in the road at bridge approaches.

### After an earthquake

- + Wear sturdy shoes to avoid injury from broken glass and debris.
- + Evacuate cautiously, taking your key personal belongings and any emergency supplies. Do not use elevators.
- + Expect aftershocks.
- + Check for injuries.
  - Seek medical help for serious injuries, and report any trapped or injured persons to emergency personnel.
  - If a person is bleeding, put direct pressure on the wound and use clean gauze or cloth if available.
  - If a person is not breathing, administer CPR.
  - Do not attempt to move seriously injured persons unless they are in danger of further injury.
  - Cover injured persons with blankets to keep warm.

- + Check for hazards.
  - Fire hazards: Put out fires immediately, call for help.
  - Gas leaks: Shut off the main gas valve only if you suspect a leak because of broken pipes or odor
  - Damaged electrical wiring: Shut off power at the control box if there is any danger to house wiring
  - Downed or damaged utility lines: Do not touch downed power lines or any objects in contact with them.
  - Spills: Clean up any spilled medicines, drugs or other harmful materials such as bleach, lye or gas.
  - Fallen items: Beware of items tumbling off shelves when you open doors or closets and cupboards.
- + Check food and water supplies.
  - Do not eat or drink anything from open containers near shattered glass.
  - If the power is off, plan meals to use up foods that will spoil quickly or frozen foods. (Food in the freezer should be good for a couple of days if the freezer remains closed).
  - Do not light your stove if you suspect a gas leak.
- + Information on class cancellations and school closings will be communicated via the UArts Alerts system, the university website and through UArts email.

## Power Outage

### During a power outage

#### Here are some safety tips during a power outage.

- + Remain calm. If emergency lighting does not come on, wait a few minutes: power interruptions are frequently of short duration.
- + Only use flashlights for emergency lighting, candles can cause fires.
  - Candles are prohibited in campus residence halls.
- + Keep refrigerator and freezer doors closed. Most food requiring refrigeration can be kept safely in a closed refrigerator for several hours. An unopened refrigerator will keep food cold for about four hours. A full freezer will keep the temperature for about 48 hours. For more information about food safety, visit the FEMA ready.gov food page.
- + Take steps to remain cool if it is hot outside. In intense heat when the power may be off for a long time, consider going to a movie theater, shopping mall or cooling shelter that may be open in your community. If you remain at home, move to the lowest level of your home, since cool air falls. Wear lightweight, light-colored clothing. Drink plenty of water, even if you do not feel thirsty.
- + Put on layers of warm clothing if it is cold outside. Never burn charcoal for heating or cooking indoors. Never use your oven as a source of heat. If the power may be out for a prolonged period, plan to go to another location (the home of a relative or friend or a public facility) that has heat to keep warm.

- + Turn off or disconnect appliances and other equipment in case of a momentary power surge that can damage computers and other devices. Consider adding surge protectors.

If on-campus lighting is interrupted for more than 10 minutes, notify UArts emergency line. Do not move around in the dark.

#### If you must evacuate in total darkness

- + Advise Public Safety that you are evacuating.
- + Crawl on your hands and knees—do not stand.
- + Sweep your right hand in an up and down movement, feeling for door knobs.
- + Feel any door for heat before you open it.
- + Once you enter a building hallway, with the back of your right hand, feel and follow the wall to your right. Never lose contact with the right hand wall, you will eventually find the exit.
- + With your left hand sweep your hand on the floor in front of you for obstacles or stairs.
- + Crawl down stairs backwards, feeling the steps with your feet. (Place your left hand on the wall.)

#### After a power outage

Here are some tips on what to do after you've experienced a power outage.

- + Throw away any food that has been exposed to temperatures 40° F (4° C) for two hours or more or that has an unusual odor, color or texture.
- + If food in the freezer is colder than 40° F and has ice crystals on it, you can refreeze it.
- + Contact your doctor if you're concerned about medications having spoiled.



#### Fire Safety

In the event of a fire

- + If you first notice the fire or smoke, pull the fire alarm. If you hear the alarm sound, exit the building.
- + Calmly proceed to the nearest safe exit.
- + Use the stairs only; do not use elevators.
- + Follow the instructions of Public Safety and emergency responders.
- + If you are able, assist persons with disabilities or special needs.
- + Inform the authorities of the location and nature of the fire, the unsafe exits, people requiring assistance and other pertinent details.
- + Wait for authorization from emergency personnel before re-entering the building.

#### Shelter in Place

You may be asked to shelter in place because of an active shooter, civil disturbance, or weather-related emergency, or a chemical, radiological or other hazard. A shelter-in-place message may be issued via UArts Alerts when conditions outside or inside a campus building are unsafe.

Shelter in place means finding a safe location indoors and staying there until you are given an all-clear or are told to evacuate. If you are outdoors when a shelter-in-place message is issued, move quickly to get inside.

#### Tips:

- + In finding a safe location: Does the door lock? Does it open out or in? Is there furniture nearby that you can use to barricade the door? Can you close or block the windows?
- + Think of what you might need (food, water and medication) if the shelter-in-place notice lasts many hours.

The basic steps of Shelter in Place are as follows.

- + Move to interior rooms.
- + Close and lock all exterior windows and doors to prevent inadvertent opening.
- + Turn off all heating, ventilation and air conditioning (HVAC) systems (if manual controls are present) if the hazard is identified as a chemical, biological or radiological release.
- + Cover or seal the windows if possible.
- + Take shelter under or behind a sturdy piece of furniture (i.e., a desk).
- + Do not answer/open the door for anyone until an all-clear message is received.

Once you are in place, let UArts Public Safety (x6666) know what's happening, and listen carefully for new information. You should put your phone on silent but stay alert to incoming messages and updates.

- + Use your phone only as necessary. Keep the phone handy, in case you need to report a life-threatening emergency. Otherwise, do not use the phone, so lines will be available for emergency responders.
- + Call or text your emergency contact. Let them know where you are and how you are doing.
- + Keep listening to radio, television or phone for updates. Do not leave your shelter unless authorities tell you it is safe to do so. If authorities tell you to evacuate the area, follow their instructions.

### Evacuation

- + If possible and time permits, secure any hazardous materials or equipment before leaving.
- + Calmly proceed to the nearest, safest exit.
- + Close doors.
- + Use the stairs only; do not use elevators.
- + Follow the instructions of emergency responders.
- + Assist persons with disabilities or special needs. (See the guidance below.)
- + Move 100 meters from the building or to a meeting site as directed by emergency responders.
- + Call 9-1-1 (9 + 9-1-1 from a university landline) and the UArts emergency line when you are away from any danger.
- + If you have special knowledge about the evacuation (like injuries or people requiring assistance) or incident (like the location or the nature of a fire), remain available to Public Safety and the authorities.
- + Wait for authorization from emergency personnel before re-entering the building.

### Evacuation Planning

Be prepared for an evacuation.

- + Know your primary evacuation route and alternate route.
- + Know the location of the two exits nearest to you.
- + Know your evacuation meeting location.

### Evacuation for persons with disabilities

When an emergency strikes, it is critical for everyone to take appropriate and deliberate action. If you observe a person with a disability having difficulty evacuating, remember to ask if your assistance is needed before taking action. Inquire how best to assist the individual and whether any precautionary measures need to be taken or items need to accompany the person.

Consider the following suggestions when assisting individuals with disabilities in an emergency.

#### Individuals who are blind or have low vision

- + Communicate the nature of emergency. Describe the nature of emergency and the location if it is relevant.
- + Offer assistance. Offer your arm to assist with guiding the individual.
- + Communicate verbally. Provide details about where you are going and any obstacles the person may encounter along the route.
- + Orient and inquire. Once you are at a safe location, orient the individual to the location, and inquire if further assistance is needed before leaving the location.

#### Individuals who are deaf or hard of hearing

- + Alert the individual. Turn the lights on and off or wave your arms to gain the person's attention.
- + Use gestures or written notes. Indicate directions with gestures or write a note that contains evacuation instructions.

#### Individual with mobility limitations: non-wheelchair user

- + Discuss their needs and preferences, and ask if assistance is needed. Inquire if the person is able to evacuate using the stairs without help or with minor assistance.
- + Ensure a clear path of travel. If debris is present, it may be necessary to clear a path to the exit route.
- + No imminent danger: If there is no imminent danger, the person may choose to remain in the building or to be directed to an area of refuge (a stairwell landing) until emergency personnel arrive.
- + Imminent danger: If danger is imminent, use a sturdy chair, with or without wheels, to move the person or help carry them to safety using a carry technique, or, if available, an evacuation chair.
- + Mobility aids or devices: Return any mobility aids or devices to the person as soon as possible.
- + Notify emergency personnel: Notify UArts Public Safety at x6666 or first responders immediately about any individuals remaining in the building and their locations.

### Mobility limitations: wheelchair user

- + Discuss needs and preferences. Non-ambulatory persons' needs and preferences vary widely and therefore require you to ask them how they would like to be assisted.
- + Wheelchair user on the ground floor: Individuals who use wheelchairs may choose to evacuate themselves from the ground floor with minimal assistance.
- + Ensure a clear path of travel. If debris is present, it may be necessary to clear a path to the exit.
- + No imminent danger: If there is no imminent danger, the person may choose to remain in the building or to be directed to an area of refuge (a stairwell landing) until emergency personnel arrive. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.
- + Imminent danger: If danger is imminent and the individual does not wish to be removed from their wheelchair, direct the person to the nearest area of refuge (a stairwell landing) and notify emergency personnel immediately. While staying in place, the wheelchair user should remain in direct contact with UArts Public Safety and report pertinent information including their location.
- + Carrying wheelchair users: Most wheelchairs are too heavy to carry down stairs. If the person wishes to be carried down the stairs without the wheelchair, consult with them about the best carry options, e.g., one-person cradle lift, two-person cradle carry, office chair evacuation or, if it is available, use an evacuation chair.
- + Mobility aids or devices: Return any mobility aids or devices to the person as soon as possible.
- + Notify emergency personnel: Notify UArts Public Safety at x6666 or first responders immediately about any individuals remaining in the building and their locations.

### Hostile Intruder/Lockdown

A hostile intruder situation arises when one or more people participate in a random or a systematic action demonstrating their intent to harm others. The hostile intruder(s) may use firearms, explosives, knives, etc., to effect mass murder rather than engage in other criminal contact.

**At no time should the fire alarm be activated. (This will signal occupants to evacuate the building and possibly place them in harm).**

### If there is a safe way out, exiting the building is your best option.

- + Exit the building immediately.
- + Notify anyone you may encounter to exit the building immediately.
- + Call 9-1-1 (9 + 9-1-1 from a university landline) and the UArts emergency line and provide the following information.
  - 1 Your name
  - 2 Location of the incident (be as specific as possible)
  - 3 Number of hostile intruder(s) as well as a physical description (if possible)
  - 4 Your current location.

### If exiting the building is not an immediate option/possibility due to the proximity of the hostile intruder(s) or for any other reason, you should find a place to hide.

- + Enter the nearest room or office.
- + Close, lock and/or barricade the door, if possible.
- + Cover the windows if possible.
- + Take shelter under or behind a sturdy piece of furniture (i.e., a desk).
- + Keep quiet and act as if there is no one in the room. (Turn off the lights and all audio equipment).
- + Silence phones completely (including the vibrate feature). Quietly call 911 (9 + 911 from a landline) and the UArts emergency line.
- + Do not answer/open the door for anyone until an all-clear message is received.

### Important

- + Know your surroundings, including exit doors and staircases, as well as where these staircases and doors lead.
- + If the intruder enters your immediate area or if you have been injured, try not to move (play dead).

### As a last resort, and only if your life is in danger, fight.

- + Attempt to incapacitate the hostile intruder(s).
- + Act with physical aggression.
- + Improvise weapons.
- + Commit to your actions.
- + Once the hostile intruder(s) is incapacitated, call 911 (9 + 911 from a university landline) and the UArts emergency line.

Police officers are trained to respond to a hostile intruder by entering the building and proceeding to the area where the incident is unfolding. They will move quickly and directly. Early in the incident, they may not be able to rescue people because their main goal will be to neutralize the suspect(s).

Try to remain as calm as possible during any such incident, and adhere to the officers' demands/directives so as to not interfere with police operations. A rescue team is formed shortly after the first responding officers enter the building; they will be the officers who search for and help get everyone out of the building safely.

## Bomb Threat

### What to do if you receive a bomb threat

- + Listen and remain calm. Do not interrupt the caller.
- + Obtain as much information as you can. Ask the following questions.
  - Where is the bomb?
  - At what time will it explode?
  - What does the bomb look like?
  - Why did you place the bomb?
  - Where are you calling from?
  - What is your name?
- + Write down the exact wording of threats.
- + Note identifying characteristics, if possible
  - Gender
  - Estimated age
  - Accent
  - Voice (loud, soft, is it familiar, etc.)
  - Speech (fast, slow, etc.)
  - Diction (clear, nasal, lisp, etc.)
  - Manner (calm, emotional, vulgar, etc.)
  - Background noises
  - Is the caller familiar with the university?

Relay the information immediately to the UArts emergency line. As soon as you have made your call to the emergency line, take a minute to write down everything you remember about the phone call you received. Note as much information as you can remember while the call is still fresh in your mind.

Under no circumstances should other people endanger their lives by trying to locate the bomb.

## Suspicious Packages/Bags

### If you receive or locate a suspicious package or bag

- + If it is a package or bag that you have opened, set the item down gently at the location where you first found it. Leave it alone. Move to an area that will minimize your exposure to others. Avoid contact with others when possible, and remain in the area.
- + Advise a colleague or classmate in the immediate area what has happened and ask them to call the UArts emergency line.

- + Turn off any fans in the area; the office of Public Safety will arrange to have the building's ventilation system shut down.
- + Do not allow others into the area. If anyone enters, they must stay until emergency responders instruct them to leave.
- + Remain calm. Exposure does not mean that you will become sick. Public Safety and emergency responders will be sure to provide specific information and instructions about the symptoms and effective treatment to prevent illness.
- + Do not disturb any contents of the package or bag. Handling the item may only spread the substance inside and increase the chances of it getting into the air.

Though any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a hoax.

## Hazardous Materials

Call the UArts emergency line. Be prepared to provide the following information.

- + Your name
- + Your location
- + Type of spill (e.g. a solvent spill, liquid radioactive spill, biohazardous material, etc.)
- + Extent of damages (Building, floor, room number, etc.)

## Water Damage

### If you notice a water leak


- + If there are electrical outlets or appliances near the leak, do not approach the water.
- + Call the UArts emergency line.
- + Indicate the exact location and severity of the leak.
- + If there is any possible danger, evacuate the area.
- + If you know the source of the water and are confident of your ability to stop the water flow (i.e., unclog the drain, turn off water, etc.), do so cautiously.


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