

EMERGENCY RESPONSE GUIDE



P.R.E.P. is the electronic version of Penn State Health's emergency response guide, with information and response actions for many potential hazards.

P.R.E.P. is installed on all PSH iPhones, and available on the InfoNet and Storefront



FIRE

R.A.C.E.

- **Rescue** persons in immediate danger to safety.
- **Alarm** Pull the nearest fire alarm box AND calling the emergency #.
- **Contain** by closing windows and doors
- **Extinguish/Evacuate**
 - Proceed to nearest exit using stairs, not elevators
 - Assist persons who cannot assist themselves
 - Meet at a designated assembly point
 - Re-enter only after being told to do so.



WORKPLACE VIOLENCE

LOCKDOWN/ACTIVE THREATS

- **SECURE**—Get inside and lock outside doors.
- **LOCKDOWN**—For threats or hazards actively engaging in the building
- **ACTIVE ASSAILANT / SHOOTER**—Call emergency #.
 - **RUN**—Out of the building or away from the area of attack.
 - **HIDE**—in a safe location with locking doors and limited windows.
 - **TAKE ACTION**—Disrupt or incapacitate the aggressor using force or physical items in view.



MEDICAL GAS FAILURE

EVALUATE

- Minor Leaks—Report to Facilities Department
- Major Leak/Failure—Contact Respiratory Therapy and Facilities Department
- Shut off medical gas only when:
 - Active fire involving patient or equipment utilizing medical gas
 - Fire spreading in a room with medical gas
- Charge Nurse, Nurse Manager, Respiratory, and Anesthesia have the authority to shut off medical gas



SUSPICIOUS ACTIVITY

STAY CLEAR

- Always report unusual or suspicious activity to hospital security.
- Open locked doors only for authorized and badged individuals
- Do not touch or disturb unknown/ suspicious objects
- Secure belongings, assets and research
- Re-enter the area only when directed to do so by authorities



ADVERSE/SEVERE WEATHER

SHELTER IN PLACE

- Clear all items from window ledges.
- When possible, limit movement of personnel.
 - Close all room doors to avoid flying objects.
 - Close all fire doors to avoid flying debris.
 - Move to the lowest interior area of building.
- Do not use elevators
- Make sure all secured areas remain secure.
- Monitor local media for action recommendations.



UTILITY DISRUPTION

EVALUATE

- Contact facilities and house supervisor
- Conduct an immediate assessment to determine extent of damage and potential need.
- Verify that applicable medical equipment is plugged into the red outlets if available.
- All life safety systems must be plugged into emergency outlets
- Evacuate building via stairs if necessary.



HAZARDOUS MATERIAL RELEASE

EVACUATE

- Contact facilities and house supervisor
- Alert people in immediate area to evacuate
- Avoid breathing vapors from spill
- If contaminated, seek eye wash and / or emergency shower
- Do not operate electrical devices or open flames within the spill area.
- Re-enter when directed.

Download P.R.E.P. on your personal phone



EMERGENCY CALL 7777