

# 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 3333