

FIRE

- Call 2568 (campus phone)
or 717-780-2568 (off campus/cell phone)
- Activate the Fire Alarm—Pull Alarm
- Advise all individuals to exit the building
- DO NOT stand near glass
- Return to the building only when instructed by the appropriate authorities.
- Campus Security and Facilities will make sure that everyone has been evacuated.
- For Medical/Ambulance assistance call: 2568 (campus phone) or 717-780-2568 (off campus/cell phone)

FIRE EXTINGUISHERS

P – PULL

A – AIM

S – SQUEEZE

S – SWEEP



BOMB THREAT

- Keep caller on the phone as long as possible

DO NOT HANG UP

- Signal to someone near to alert Security
- Write down everything that caller says.
- Make an educated guess as to callers sex, age, race, and accent.
- Identify any background noise.
- After call is over, write down any impressions of caller.
- Hand over all information to Security

INTRUDER OR VIOLENT INCIDENT

- Turn off lights, lock/secure doors
- Move away from windows/doors
- Lie on floor and out of line of fire.
- Attempt to move away to a safer area.
- Call 2568 (on campus), 717-780-2568 (off campus)
- Wait until all clear instruction is given by an authorized known voice.

CPR

CALL—check victim for responsiveness

BLOW—Tilt head back and listen for breathing/give two breathes

PUMP—Push down on the chest, begin compressions

Continue with two breathes and 30 pumps until help arrives.

FIRST AID

Assess Situation—Contact Security

Bleeding—Apply pressure

Cut—Clean

Burn—Cover

The Safety and Security Department is committed to providing professional and courteous service.

SURVIVAL STRATEGIES

- Project confidence and power in the way you hold yourself and the way you talk.
- Study the campus and the local area. Know how to access the protectors on campus.
- Set up the buddy system
- Travel in groups or shuttles during evening hours.
- Use alcohol moderately or not at all
- Do not leave valuables in open view
- Know emergency telephone numbers and speed dial.
- Lock your doors while traveling.
- Trust your feelings of fear and your instincts that things are not right.
- Avoid walking near bushes, trees, vines, shrubs, and parked cars.
- Know the area
- Be aware of exits/entrances
- Be aware of computer safety
- Adhere to safety suggestions
- Be observant

BIOHAZARD/CHEMICAL

- Identify the impacted area or where the chemical/bio agent is coming from
- Evaluate the immediate area/building
- Call Dispatch at 780-2568
- Block off the area
- Make a list of all people in the room
- Wait for Law Enforcement Agents, Building Administrators, or Safety Officer for further instructions

SITE ADMINISTRATORS PROCEDURES

- Block off area
- Do not enter area
- Shut down HVAC equipment
- Shut off water
- Wait for law enforcement



HARRISBURG CAMPUS

**One HACC Drive
Harrisburg, PA 17110**

SAFETY and EMERGENCY PLAN

QUICK REFERENCE GUIDE

x 2568 (on campus)
780-2568 (off campus)

For more information please call the Safety and Security Department at x2568 or 780-2568.

717-780-2568
(off campus/cell phone)