

EAST STROUDSBURG UNIVERSITY

Police Department

ESUPD Important Phone Numbers

EMERGENCY PROCEDURES

Quick Reference Guide

CAMPUS POLICE
570-422-2000
HEALTH CENTER
570-422-3731
COUNSELING CENTER
570-422-3042

This quick reference guide is designed to provide you with suggested responses to various situations based on best practices established by reputable university and non-university organizations and entities. This information is only to be used as a guide. Situational judgment is always necessary.

Top 3 Emergency Tips

- **Common Sense:** Good judgment and logic lead to good decisions
- **Stay Calm:** Panic only leads to confusion and inactivity
- **Call ESU Police X2000:**
Do not hesitate

Suspicious Persons

- Note specific characteristics of the person
- Notify police
- DO NOT attempt to confront, stop or apprehend the person

Suspicious Object

- DO NOT touch or disturb the object
- Evacuate the area and notify others on your way out
- Call ESU police **X2000**

Sick or Injured Persons

- Determine the basic nature of the sickness or injury
- Notify police immediately
- Stay with the patient until police arrive

Fires

- Activate the nearest fire pull alarm
- Evacuate the building at the nearest exit; notify and help others on your way out if you are able and willing
- Close doors as you leave
- DO NOT use the elevator
- DO NOT reenter the building

Bomb Threat

*If you receive a telephoned bomb threat: Capture the phone number.****

Record the exact time the threat was received and exact words of the person making the threat. Ask the person making the threat these questions:

- When is the bomb going to explode?
- Where is the bomb?
- Did you place the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode? Why?
- Where are you calling from?
- What is your address?
- What is your name?

*** *When you hang up with the caller, dial *57 and wait for confirmation the call was captured then hang up the phone again and call University Police at 422-2000, from a different phone if possible.*

Weather Emergency

- Seek a sturdy shelter
- DO NOT attempt to leave a sheltered area to navigate through a storm
- Visit www.esu.edu for more information

Hostile Intruder

If you see or are informed of an active shooter situation via text message or other communication:

- Move immediately to a securable room; close/lock/barricade the door
- Turn off lights, stay away from windows and remain calm and quiet
- DO NOT open the doors or windows to see "what's going on"
- DO NOT open the door to anyone except police
- Only contact police if you have valuable information
- Seek further information via web, telephone, text message, etc.
- Use common sense

Sign up for the E2 campus text message program at www.esu.edu