Please become familiar with the contents of this guide. In the event of an emergency, it is designed to serve as a quick reference for effective action. If there are any questions or comments regarding this guide, please contact the Office of Public Safety at 610-399-2330 or Human Resources at 610-399-2058

- In order to protect yourself and others, each CU faculty, staff and student should know what to do in an emergency. Your response to any incident must focus on minimizing injury and loss of life. Do not jeopardize your safety or the safety of others to protect the physical assets of the University.

### SPECIFIC EMERGENCY RESPONSE GUIDELINES

- **Reporting Incidents, Emergencies, or Disasters** From a safe location, report all emergencies to the Office of Public Safety at (610) 399-2405
- Only in an emergency in which the Office of Public Safety CANNOT be reached, Dial: 9-911, the Delaware County or Chester County Control Center (DCCC/CCCC).
- When calling, stay calm and carefully explain the problem and location to the officer.

### Emergency Contacts

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheyney University Public Safety</td>
<td>Emergencies 610-399-2405 or non-emergencies 610-399-2330</td>
</tr>
<tr>
<td>Fire</td>
<td>610-399-2405</td>
</tr>
<tr>
<td>County Police/Ambulance</td>
<td>9-911</td>
</tr>
</tbody>
</table>

### Emergency Evacuations

The main assembly areas in case of any emergency are:

- Cope Hall
- Ada Georges Dining Center
- Marcus Foster

**Building Evacuation**

- Upon notification by Office of Public Safety or Building Manager/Coordinator during an emergency, leave by the nearest marked building or campus exit. Encourage others to do the same.
- Stay Calm. Do not panic.
- If safe to do so, assist the disabled in exiting the building.
- **DO NOT** return to an evacuated building unless told to do so by Public Safety personnel.

**Emergency Evacuation of Persons with Disabilities:** Persons with disabilities or persons who provide assistance to persons with disabilities should contact the Environmental Health and Safety Manager to discuss building evacuation procedures. Preparedness is critical and should include emergency evacuation routes, refuge locations and/or individuals to provide assistance in times of emergency.