

## **T.A.D.A. - Employee Guidelines for Emergency Situations**

*Note: These general guidelines are provided to assist employees of Penn State Abington with their own personal response to an emergency situation. Because emergencies are fluid by nature and require flexibility based on unique circumstances, no one set of guidelines can adequately predict appropriate action in every emergency situation. Employees are not obligated to use them, but they may find them helpful as they prepare for an emergency situation. Each employee's primary responsibility in any emergency situation is to remain calm, maintain order, and help direct others to safety.*

### **T.A.D.A.**

**T** - Take Control

**A** - Assess the Situation

**D** - Delegate Responsibility

**A** - Act or Await Further Instructions

### **Take Control**

The most senior employee or obvious leader in a room or area where an emergency situation is unfolding should immediately identify themselves as the person-in-charge. The person-in-charge in most cases will be the faculty member in a classroom setting, but this individual may also be a staff member, coach, or member of campus security, depending on the circumstances. An initial statement such as, "Stay calm; I will tell you what to do," can help position you as the authority figure in the situation and encourage others to take your direction and avoid panic.

### **Assess the Situation**

Take a moment as the person-in-charge to determine the severity of the situation and consider whether the circumstances are life-threatening or simply require you to take control, enforce order and help others avoid panic or injury.

### **Delegate Responsibility**

As the person-in-charge, you can provide the most help by remaining calm and delegating responsibilities to others until outside help arrives. Some responsibilities you might delegate:

- Direct someone to call 911 (if the situation is life threatening)
- Direct someone to call security - ext. 7575
- Direct someone to the Nurse's office to get immediate first aid help (if necessary)
- Direct someone to obtain a defibrillator (if necessary)
- Direct someone in the room with first aid training to assist those who may be injured (if necessary)

### **Act or Await Further Instructions**

If the situation is not dangerous for those who remain, attempt to keep them in place and calm until outside help arrives and you are instructed otherwise. If you believe help is not on the way or if the situation requires your action - such as a fire that may require you to evacuate - proceed with any action you believe will lead you and those around you to safety.