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Harcum College Mission Statement

Harcum College provides its students with an opportunity for outstanding academic, career, and life preparation. We teach, mentor, and prepare students for success in their chosen profession in an experiential environment. Harcum’s core values of excellence, civility, empowerment, integrity, community service, and respect for diversity assure that every student is valued and supported.

Harcum College Campus Safety Mission Statement

The mission of the Campus Safety Department at Harcum College is to provide a safe and secure environment for all students, faculty and staff comprising our community. We accomplish our mission through a collaborative and integrated safety and security program intended for the benefit of all as they study, live, work and play on our campus.

We pledge to deliver professional safety and security services, while respecting the rights of all members of the community. In doing so, we hope to earn the confidence, trust and respect of everyone we serve.

Executive Summary

Specific plans have been developed to protect everyone in the unlikely event of an emergency or critical incident affecting anyone on the campus of Harcum College. Procedures and protocols are in place to help protect everyone in the event of any dangerous situation which might occur. The specific intent of this plan is to assure that every student, faculty member, visitor and employee enjoys maximum physical protection and safety while on Harcum College property. The purpose and intent of this Emergency Preparedness Plan is to provide mechanisms for emergency preparation and response to emergencies and/or threats that may potentially take place. Harcum College takes the responsibility of providing a safe environment seriously and every effort will be made to protect persons and property.

Campus Safety personnel, faculty members, staff, administrators and students have a direct responsibility for implementing and following emergency protocols and procedures in their respective buildings and areas of responsibility. It is essential that all faculty and staff members are made aware of and are trained how to anticipate and respond to any potential emergency situation, and know when and how to both implement and follow emergency response procedures.

Follow up training sessions will be provided by the Campus Safety Department on an annual basis. This Plan will serve as a long term reference for Harcum employees and students, and includes the most commonly encountered and anticipated emergencies, related protocols and responses.
The Harcum College Safety Committee also serves to ensure that regular modifications and reviews of all emergency response procedures and protocols are completed.

**Levels of Emergency Response**

**Level 1** - Minor incidents which can be resolved by the responding personnel. An example of this would be a broken water pipe, which could be responded to by our Facilities staff. Campus Safety would respond to a minor student injury in the gym.

**Level 2** - An incident that can be resolved with Harcum resources or limited outside assistance. A level 2 incident is usually one dimensional, of limited duration, and has little impact on the College community beyond those using the effected space. An example would be an oil spill that requires a contractor to clean up the spill, appliance fire, simple assault, harassment, or a physical injury where an ambulance responds on campus.

**Level 3** - Crises affecting people primarily, rather than property or systems. Examples would include assaults, sexual assault, hate crimes, bomb threats, suicide, and homicide. In each situation, specific operational plans would be implemented.

**Level 4** - A major emergency that affects a sizable portion of the campus or surrounding community, which may involve a single or multiple hazards. This would require coordination between Harcum resources and those of outside agencies. Examples would include extended power outages, severe storms, major fire, domestic water contamination, airplane crash, trauma and or death associated with same.

**Level 5** - A catastrophe affecting the entire campus and surrounding community, which is clearly beyond the capabilities of Harcum resources. This level would require the assistance of local fire, police and emergency first responder personnel. State and federal resources might also be required to assist in recovery from such an event or incident of this magnitude.

The College routinely deals with Level 1 and Level 2 emergencies, following established procedures and protocols by the appropriate department. Level 3, 4 and 5 emergencies call for the deployment of critical incident and EMT personnel. The skill sets required to respond effectively are dynamic, changing with the circumstances of the emergency and diminishing as the situation becomes more stable. It is critical that those in command positions be trained professionally to handle emergencies of an advanced nature and magnitude. In level 5 emergencies, state and federal agencies would take immediate control until the emergency is made stable.

The President, in consultation with the Director of Campus Safety and other appropriate personnel, will determine the appropriate level of emergency after assessing the situation.
Introduction

In light of dangerous and sometimes tragic events that have taken place on multiple campuses throughout America, and globally in the recent past, and consistent with the current climate of criminal activity throughout our country, Harcum College has taken a proactive posture in anticipating any and all events that may possibly impact the College in a negative way. In preparing this comprehensive plan, the Harcum College community will be well served in having maximum protection provided to everyone involved with the educational process at the Bryn Mawr campus.

Section 1. General Scope and Purpose

The following Emergency Preparedness Plan will apply to all 10 buildings on the Bryn Mawr campus of Harcum College. This Plan has been created as a mechanism by which hazards caused by emergencies can be minimized. The procedures set forth in this Plan, shall be enacted to guide students, faculty, staff, and visitors in the actions that need to be taken, given the specific emergency, to enhance their safety.

During any emergency situation, the safety and welfare of individuals will take priority over the protection of property.

College Incident Command Information

The following individuals will serve in a Command function during an emergency situation as deemed appropriate by the President or his/her designee:

1) College President
2) Vice President for Academic and Legal Affairs
3) Dean of Student Life
4) Director of Campus Safety
5) Director of Residence Life
6) Vice President for Finance & Operations
7) Director of Facilities
8) Director of Communications & Marketing
9) Director of IT Services

The primary Incident Command Center will be located in the first floor Melville Hall, Levitties Board Room: 610-526-6192; with the secondary Incident Command Center being located in the first Academic Center room# 104: 610-526-6088; should Melville be adversely affected by the incident.
I. Facility:

Harcum College
750 Montgomery Ave
Bryn Mawr, PA 19010

II. Incident Command - Emergency Preparedness and Contingency Plan Coordinator

Title: Director of Campus Safety
Department: Campus Safety
Telephone Number: 610-525-4600
Mobile number: 610-715-8980

III. Preferred means of in-house reporting of fires and other emergencies: such as minor injuries, medical emergencies.

911

610-526-6099

X6099 from on-campus red Phones (interior of buildings) and blue light phones (exterior of buildings)

SECTION 2. Emergency Plan Definition

For the purpose of this document and as a guide for administrators and staff, an emergency is defined as any unexpected situation or event that negatively affects or compromises the safety of Harcum College students, personnel, visitors, or property.

SECTION 3. Communication Procedures during Emergencies

It is critical that any perceived emergency be reported to Harcum College Campus Safety, 610-526-6099, as soon as possible. If the emergency is more urgent and felt to be life threatening, it is equally important that a call be placed as soon as possible to 911. Cell phones, email, blue light and red phones, and in person messaging might also be the mode of conveying information during an emergency.
In an emergency situation, there is frequently accompanying confusion and chaos. Therefore it is important that all individuals involved in assessing an ongoing situation remain calm at all times.

When deemed appropriate, all those registered on the Harcum College [e2Campus Emergency Alert System](https://www.e2campus.net/my/harcum/signup.htm) will be sent a text message and email alerting them as to the exact nature of the emergency, accompanied by directions to follow regarding seeking safety.

Only critical information should be communicated by College staff to the Command Center until such time that the incident has been mitigated, the threat is neutralized and the environment is made stable. Cell phones, two way radios and designated messengers will be utilized to communicate during the emergency.

The Incident Commander will establish a Command Center for the purpose of maintaining centralized communication with all parties involved in the incident. This Command Center should be located as far away as possible from the existing threat, while close enough to make critical assessments.

### SECTION 4. Role of Campus Safety Personnel

**Department Structure**

1) Director of Campus Safety  
2) Campus Safety Officers- Day Shift: 7a-3p  
3) Campus Safety Officers- Evening Shift: 3p-11p  
4) Campus Safety Officers- Night Shift: 11p-7a

Campus Safety officers are responsible, on a day to day basis, for all safety and security related issues, including the opening and securing of campus buildings, patrol of the entire campus, report writing, monitoring CCTV, identifying safety and security deficiencies and rendering any and all aid to those requesting same. Other Campus Safety duties include the issuing of student identification/access control cards, vehicle registration and parking enforcement.

In the event of an emergency, Campus Safety personnel will be responsible for evacuating and making safe as many people as possible from the immediate area of each and every threat. They will also render assistance to both injured parties as well as first responders arriving on campus, until such time the emergency situation has been made safe.

**Individuals with Special Needs**

During an emergency evacuation, Campus Safety personnel and other physically capable staff will assist, on a priority basis, those with special needs who require assistance in moving to a safe area, away from danger.
SECTION 5. Medical Emergency Response

Campus Safety should be alerted immediately in the event of any medical emergency, 610-526-6099, as well as 911 if warranted.

Upon notification of a medical emergency, Campus Safety will respond with the Director of Health Services to make a medical assessment on site during regular business hours. If outside of normal business hours Campus Safety will respond and contact Emergency Medical Services; if warranted.

The individual involved should not be physically moved unless there is another, more critical threat, present to their wellbeing, such as a flood, fire, active shooter, etc. The emergency first responders should be the only ones to administer advanced first aid to anyone during an emergency.

In a cardiac emergency, AED (Automated External Defibrillator) units are available for use by trained personnel. These units are strategically located throughout the campus:

1) Klein Hall: Lobby
2) Dental Clinic: Entryway
3) Our Mother of Good Counsel (OMGC): Gymnasium

In the event of multiple casualties, triage will be established to assess victims based on medical protocols. Again, trained professionals will take command of the scene with Harcum Campus Safety personnel assisting in a support mode.

Anyone with professional medical training can and should be identified and utilized in the event of multiple or mass casualties.

SECTION 6. Fire Emergency Response

Most buildings on campus are linked to a Fire Alarm monitoring center, which will notify Bryn Mawr Fire Company. It is critical that individuals noticing smoke or fire make an immediate call to both Campus Safety: 610-526-6099, and 911, giving a detailed description of the incident as well as its exact location.

If possible, and if in close proximity to one of the fire pull stations, activate the alarm. Do not attempt to extinguish the fire yourself! Close all doors behind you as you leave. If a door is hot to the touch, do not open the door!

Depending on the location, as well as the size of the fire, evacuating the area is critically important, and should be done in a calm and orderly fashion. Command Staff will make the decision to evacuate an area or building, but follow the common sense standard of action. At the point in time where an evacuation is placed into effect, EVERYONE will exit the affected building, and proceed to the pre-designated rally point in a calm and
orderly fashion. To the extent possible, faculty and unit supervisors will account for students and staff under their charge and report.

Missing and, or presumed missing individuals must be reported to emergency response personnel. It should be noted that present and prevailing safety standards call for a 100 yard distance between the fire and the evacuees.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>RALLY POINT</th>
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<tbody>
<tr>
<td>Pennswood Hall and Richter Hall</td>
<td>Great Lawn (Soccer Field)</td>
</tr>
<tr>
<td>Academic Center</td>
<td>Pennswood Hall (front lawn)</td>
</tr>
<tr>
<td>Dental and Vet buildings</td>
<td>SEPTA Station Parking Lot</td>
</tr>
<tr>
<td>Klein Hall</td>
<td>SEPTA Station Parking Lot</td>
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<tr>
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<td>SEPTA Station Parking Lot</td>
</tr>
<tr>
<td>Melville Hall</td>
<td>SEPTA Station Parking Lot</td>
</tr>
<tr>
<td>Our Mother of Good Council (OMGC)</td>
<td>Parking Lot (Church Rear)</td>
</tr>
</tbody>
</table>

Periodic evacuation drills will be conducted throughout the year.

SECTION 7. Hazardous Materials Response

In the event of a chemical spill, leak or any other type of toxic material accident on campus, the first person who observes the same will call Campus safety, 610-526-6099, as soon as possible, or 911 if of a more serious nature. Additionally, the Chemical Hygiene Officer (CHO) for the college will be contacted at CHO@harcum.edu. All persons in close proximity shall evacuate the immediate area and alert others to stay away from the contaminated area until it is made safe.

If evacuation is not possible:

1) “Shelter in Place”, protocol will be initiated close doors and windows; HVAC will be shut off (see appendix)
2) If fumes are determined to be heavier than air building occupants will be moved to a higher level of the building.

Emergency First Responders should be provided with the following information:

1) Exact location of the spill or leak.
2) Identification, if possible, of the chemical or materials involved.
3) The hazard status of the material involved. (I.e. hazardous, extremely hazardous, corrosive, toxic, and estimated quantity of the materials spilled.
4) Time the spill or leak occurred or was discovered.
5) Number of people exposed or injured from the incident.
6) Status of people exposed and their location.
SECTION 8. Active Shooter/Assault in Progress Response

An active shooter is someone whose intent is to cause death and/or serious bodily harm. These situations are fluid and evolve rapidly, requiring the immediate deployment of law enforcement personnel to neutralize the shooter(s). This plan will provide guidance and direction to faculty, staff and students who may be involved in an active shooter emergency.

Lower Merion Police will be notified immediately that an active shooting or assault is in progress. Campus Safety will notify police regardless of assurances that notification has been made by others. In such an event, the e2Campus Alert system will be activated, notifying all those registered in the system of the nature of the threat, with the exact location on campus to avoid.

- If you feel safe in doing so, attempt to reach another area that can be locked or, if possible, safely exit the building.

- If you are located in a room that can be locked, lock it immediately. If there is an internal space within the room that can also be locked, enter it and lock it.

- If a shooter enters your room, try to remain quiet and hidden. If this is not possible, use your judgment to determine if a physical response is necessary to ensure your safety.

It is critical as well, that the shooter be neutralized as soon as possible, by any means available. Time is of the essence and from Lower Merion Police Department and Montgomery County Emergency Response will take command of tactical operations here on campus in the event an active shooter incident occurs. Everyone should follow their commands as they will be operating quickly to eliminate an active and deadly threat.

Do not carry any personal belongings of any kind during an evacuation. Keep hands visible at all times and do not engage anyone, police included, in conversation, unless you are questioned by them. Again, stopping the threat is critically important.
Section 9. Severe Weather Response

When the e2Campus Alert system is activated notifying all those registered in the system the specific weather threat will dictate what to do regarding possible evacuation. With thunderstorms, hurricanes and tornadoes, remaining indoors and away from windows is critical. Lightning strikes kill numerous people each year in the United States.

Shattering glass can cause lacerations and other serious injuries, and building collapse is a possibility with tornadoes.

Take shelter in the strongest physical structure possible in an emergency weather situation, and remain there until an ALL CLEAR is given by emergency personnel.

SECTION 10. Bomb Threats and Suspicious Package Response

If you encounter a suspicious object or package, do not, under any circumstance, touch or attempt to remove it. Immediately retreat from the area and call 911 and Campus Safety with a description of the object or package and its exact location. If possible, keep everyone out of the area until Law enforcement and Campus Safety and personnel arrive.

Do not use cell phones or two way radios within close proximity to the object, as this could trigger a detonation and/or explosion of the object.

Everyone should evacuate the area near to the suspicious object or package in a safe and rapid fashion moving toward their designated rally point (see below).

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>RALLY POINT</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Our Mother of Good Council (OMGC)</td>
<td>Parking Lot (Church Rear)</td>
</tr>
</tbody>
</table>

Section 11 Civil Unrest/Demonstrations

In the unlikely event of student demonstrations that are protected under the first amendment U.S. Constitution, every effort should be made to liaison with the spokesperson or leader(s) of the group, to ensure that civil order is maintained at all times. The Director of Campus Safety and/or Lower Merion Police Department should also be advised, at a minimum for information purposes only, and for active support
should the demonstrators become too large in number or too aggressive in nature during or subsequent to their demonstration.

Summary
The “common sense rule” should apply to each and every one of the aforementioned potential scenarios. Everyone involved, on any level, should exercise appropriate levels of caution and control, while maintaining a calm, orderly and professional demeanor. The end result will be reflected by the actions of all those involved during an actual emergency.
APPENDIX A: Emergency Actions

Emergency Actions are a set of simple directives and procedures that may be implemented across a number of emergency situations. With Emergency Actions in place, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations. The incident will drive which Emergency Actions to implement, based on the specific situation. The most common immediate emergency actions are listed below, followed by specialized emergency actions. Specific steps to take for each of these are detailed in the following pages. Staff and students must become familiar with each emergency action and be prepared to perform assigned responsibilities.

<table>
<thead>
<tr>
<th>EMERGENCY ACTIONS</th>
<th>SPECIALIZED EMERGENCY ACTIONS</th>
</tr>
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<tbody>
<tr>
<td><strong>EVACUATION</strong></td>
<td></td>
</tr>
<tr>
<td>The orderly movement of students and staff from college buildings to another area when conditions outside are safer than inside.</td>
<td><strong>LOCKOUT</strong></td>
</tr>
<tr>
<td><strong>LOCKDOWN</strong></td>
<td></td>
</tr>
<tr>
<td>Initiated when there is an immediate or imminent threat of violence to occupants of a college building and movement within will put students and staff and jeopardy. Lockdown involves a “no one in, no one out” scenario.</td>
<td><strong>REVERSE EVACUATION</strong></td>
</tr>
<tr>
<td><strong>SHELTER IN PLACE (HAZMAT)</strong></td>
<td></td>
</tr>
<tr>
<td>Implemented to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants.</td>
<td></td>
</tr>
<tr>
<td><strong>SHELTER IN PLACE (WEATHER)</strong></td>
<td></td>
</tr>
<tr>
<td>Implemented to move students and staff to basement and interior areas of the building to protect against blowing and falling debris.</td>
<td></td>
</tr>
<tr>
<td><strong>LOCKOUT</strong></td>
<td></td>
</tr>
<tr>
<td>Notifies students and staff that high risk police activity is taking place in the area of the college but not on the campus. All exterior doors must be locked. Situational Awareness is maintained. Outside college activities are reverse evacuated back into the building. Interior activities continue as scheduled. Ingress and egress of the building is highly restricted and controlled.</td>
<td></td>
</tr>
<tr>
<td><strong>OFF-SITE EVACUATION</strong></td>
<td></td>
</tr>
<tr>
<td>Implemented when it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.</td>
<td><strong>TAKE COVER</strong></td>
</tr>
<tr>
<td><strong>DUCK/COVER AND HOLD ON</strong></td>
<td></td>
</tr>
<tr>
<td>The action taken during an earthquake to protect students and staff from flying and falling debris</td>
<td></td>
</tr>
<tr>
<td><strong>TAKE COVER</strong></td>
<td></td>
</tr>
<tr>
<td>Instructs students and staff to move to and take refuge in the best-shielded areas within the college buildings.</td>
<td></td>
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Modeled after the Marin County Ca. Model School Plan
APPENDIX B: EMERGENCY ACTION - SHELTER IN PLACE (HAZMAT)

SHELTER IN PLACE is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems (HVAC) to prevent exposure to the outside air; and turning off pilot lights.

SHELTER IN PLACE allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in modular classrooms and buildings with exterior passageways must remain in the classroom.

SHELTER IN PLACE is instituted for, but not limited to, gas leaks, external chemical release, dirty bombs and hazardous material spills.

ANNOUNCEMENT:

1. Make an announcement in person directly and/or via the e2Campus alert system:

   Example: "Attention please. We have a hazard in the community and are instituting SHELTER IN PLACE procedures. Students and staff should remain inside with windows and doors securely closed and air conditioning units turned off. Those who are outside should immediately move to the protection of the building interior. Do not go outdoors until you receive further instructions."

SITE ADMINISTRATOR ACTIONS:

- Make an announcement via the e2Campus alert system. Give clear instructions, remain calm and convey reassurance that the situation is under control.
- When clearance is received from appropriate agencies, give the ALL CLEAR instruction to indicate that the normal college routine can resume.
- Make arrangements for central HVAC shutdown, as necessary.

FACULTY and STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and windows.
- Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- Secure individual classrooms: a) close and lock doors and windows; b) shut down the classroom HVAC system; c) turn off local fans in the area; d) seal gaps under doors and windows with wet towels or duct tape; e) seal vents with aluminum foil or plastic wrap; and f) turn off sources of ignition, such as pilot lights.
Take student attendance. Report attendance to the Incident Commander/designee.

STUDENT ACTIONS:

Proceed to the classroom, if it is safe to do so. If not, follow faculty or staff directions to nearby classrooms or other rooms (e.g., auditorium, library, cafeteria, multi-purpose room). If these are unsafe, follow instructions to proceed to an alternative indoor location.
APPENDIX C: EMERGENCY ACTION - SHELTER IN PLACE (Weather)

SHELTER IN PLACE is a short-term measure implemented when there is a need to move students and staff to the basement and ground level interior portions of the building to protect them from blowing and falling debris associated with tornados and high wind severe weather.

SHELTER IN PLACE (weather) allows for the immediate movement of staff and students to pre-identified safe locations within the building away from windows, exterior walls and doors. Students and staff be placed in the DUCK and COVER position upon the imminent threat of damaging winds.

ANNOUNCEMENT:

1. Make an announcement in person directly and/or over via the e2Campus alert system:

   Example: "Attention please. We have received a severe weather warning in the community and are instituting SHELTER IN PLACE (WEATHER) procedures. Students and staff should move to their severe weather shelter locations at this time. Those who are outside should immediately move into the building. All students and staff should prepare to move into the Duck and Cover safety position. Remain at your shelter location until you receive further instructions or the ALL CLEAR."

SITE ADMINISTRATOR ACTIONS:

- Make an announcement via the e2Campus alert system. Give clear instructions, remain calm and convey reassurance that the situation is under control.
- When clearance is received from appropriate agencies, give the ALL CLEAR instruction to indicate that the normal college routine can resume.
- Monitor the weather radio and provide additional information to students and staff as needed.

FACULTY and STAFF ACTIONS:

- Immediately move students to their shelter in place locations. Move away from all doors and windows.
- Keep all students in their shelter locations until further instructions are received. Assist those needing special assistance.
- Close doors to limit the flow of debris.
Move to the Duck and Cover position upon instructions or immediate threat of blowing or falling debris. After the event assess for and treat injuries. Wait for further instructions.

Take student attendance. Report attendance to the Incident Commander/designee.

**STUDENT ACTIONS:**

- Proceed to the shelter locations. Follow Faculty or staff instructions. Be prepared to get into the Duck and Cover position. Assist those who may need special assistance as needed.

**DUCK, COVER, AND HOLD POSITION**
APPENDIX D: EMERGENCY ACTION - EVACUATION

EVACUATION is implemented when conditions make it unsafe to remain in the building. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside college buildings to a designated outside area of safety. EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Chemical accident (Inside)
- Explosion/threat of explosion (Inside)
- Post earthquake

ANNOUNCEMENT:

1. Fire alarm (bell or horn signal). Verbal Announcement (Bomb Threat or Device)
2. Provided time is available, make an announcement via the e2Campus alert system:
   
   **Example:** "Attention please. We need to institute an EVACUATION of all buildings. Faculty are to take their students to their designated Assembly Area."

4. Use available communication or messengers with oral or written word to deliver additional instructions to faculty in assembly areas.

SITE ADMINISTRATOR:

- The Assembly Area should be a safe location on the college campus away from the building and emergency response equipment that may arrive at the college. If unsafe for the current emergency, designate an alternate Assembly Area.
- When clearance to return to the buildings is determined or received from appropriate agencies, announce **ALL CLEAR** to return to classrooms and resume college activities.
- Update faculty, staff and students with a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Provide guidance and lead your students out of the building in an orderly manner using the designated evacuation routes and reassemble in the assigned Assembly Area.
- Take student roster when leaving the building and take attendance when the class is reassembled in a safe location. Report attendance to the college Incident Commander/designee.
Remain in the Assembly Area until further instructions are given.

Wait for another ACTION or the **ALL CLEAR** instruction to return to college buildings and normal class routine.

The Facilities Manager will turn off ventilation system as needed

Take student attendance. Report attendance to the Incident Commander/designee.

**Campus Safety:**

- Campus Safety personnel will bring the following:
  - First Aid Kit
  - Portable Defibrillator (AED)

**HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION**

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapors immediately.

**To alert visually-impaired individuals**

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

**To alert individuals with hearing limitations**

- Turn lights on/off to gain person’s attention -OR-
- Indicate directions with gestures –OR-
- Write a note with evacuation directions.

**To evacuate individuals using crutches, canes or walkers**

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site, if possible -OR-
- Use a sturdy chair (or one with wheels) to move person -OR-
- Help carry individual to safety.
To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators
- Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.

Reunite person with the wheelchair as soon as it is safe to do so

Possible off-site evacuation location:

Other locations designated by Campus Safety
APPENDIX E: EMERGENCY ACTION - LOCKDOWN

LOCKDOWN is initiated to isolate students and college staff from danger when there is a crisis inside the building and movement within the college might put students and staff in jeopardy. LOCKDOWN is used to prevent intruders from entering occupied areas of the building. The concept of LOCKDOWN is a “no one in, no one out” scenario. During LOCKDOWN, all exterior doors are locked, and students and staff are to remain in the classrooms or designated locations at all times. Faculty and other college staff are responsible for accounting for students and ensuring that no one leaves the safe area. LOCKDOWN is not normally preceded with any warning. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Extreme violence inside or outside the building

LOCKDOWN differs from SHELTER-IN-PLACE because it does not involve shutting down the HVAC systems to provide protection from outside air and does not allow for the free movement of staff and students within the building.

ANNOUNCEMENT:

1. Make an announcement in person directly and via the e2Campus alert system:

   Example: "Attention please. We have an emergency situation and need to implement LOCKDOWN procedures. Faculty are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement."

SITE ADMINISTRATOR ACTIONS:

- Make the announcement. Instruct Faculty and staff to LOCKDOWN. Provide information as to location and specifics of the emergency.
- Call 911. Provide location, status of campus, all available details of the situation.
- When clearance is received from appropriate agencies, give the ALL CLEAR instruction to indicate that it is safe to unlock the doors and return to the normal class routine. In most cases the police will search and clear the building.
- Update staff and students with a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.
STAFF ACTIONS:

- Immediately lock doors and instruct students to lay down on the floor.
- If the threat is outside of the building, close any shades and/or blinds if it appears safe to do so.
- Remain in the classroom or secured area until further instructions are provided by college administration or law enforcement.
- Take student attendance. Report attendance to the Incident Commander/designee.

EMERGENCY OPERATION PLANNING COMMITTEE WILL BE ACTIVATED

- Director of Campus Safety will act as liaison to emergency responders
- Contact local colleges for additional student services staff members
APPENDIX F: EMERGENCY ACTION - LOCKOUT

**LOCKOUT** is initiated to alert college staff that police activity is taking place near the college but not on college property. **LOCKOUT**, all exterior doors are secured and college staff should maintain an appropriate level of situational awareness and be prepared to implement additional emergency actions. **LOCKOUT** is used to ensure the exterior security of the college building is in place and to raise the awareness level of all college staff to a situation in the general area of the college facility.

This action is considered appropriate for, but not limited to the following type of situation which could take place near a college facility:

- High Risk Police Activity
- Crimes in Progress
- Civil Unrest or Protests
- Dangerous Animals

**LOCKOUT** differs from **LOCKDOWN** because it does not involve securing classrooms and strictly isolating movement within the building. Interior operations can continue as close to normal as possible.

**ANNOUNCEMENT:**

1. Make an announcement in person directly and via the e2Campus alert system:

   Example: “Attention please. There is an emergency situation taking place in the general area of our college facility. There is no immediate danger to the college. College staff will ensure all exterior doors and access points are secured. Any unusual activity should be reported to Campus Safety immediately. Interior operations will continue as scheduled.”

**SITE ADMINISTRATOR ACTIONS:**

- Make an announcement in person directly and via the e2Campus alert system. Instruct college staff to ensure all exterior doors and access points are secured and continue normal interior operations until further notice.

- Coordinate dismissal or other potential exterior activities with Law Enforcement.

- When clearance is received from the appropriate agencies give the **ALL CLEAR** instruction to indicate it is safe to resume all normal operations.
- Notify staff and students in person directly and via the e2Campus alert system of the return to normal operations and any additional instructions as needed.
- Should the situation move onto the campus be prepared to implement a lockdown.

**STAFF ACTIONS:**

- Check to ensure all doors and access points are secured. Maintain an appropriate level of situational awareness. Report all unusual activity to the Campus Safety office. Continue with normal classroom and building interior activities.
- Take student attendance. Report attendance to the Incident Commander/designee.
- Should the emergency move onto the college campus be prepared to lockdown.
APPENDIX G: EMERGENCY ACTION - REVERSE EVACUATION

REVERSE EVACUATION is implemented when it is unsafe to remain outside the campus and staff and students must immediately return indoors. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Chemical accident
- Flood
- Explosion
- Rabid Animal on campus

ANNOUNCEMENT:

1. Make an announcement in person directly and via the e2Campus alert system:

   | Example: | "Attention please. We need to institute a REVERSE EVACUATION. Staff and students should move inside as quickly and orderly as possible. Students are to return to their [current or previous] classroom." |

SITE ADMINISTRATOR:

- Determine a safe inside location on the college campus for visitors and contractors on campus when the emergency occurs.
- When clearance is determined or received from appropriate agencies that it is safe to be outdoors, announce ALL CLEAR to resume college activities.
- Update staff and students with a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Instruct students to return to the building and their current classroom or the previous one they attended. Remind them to enter the building in an orderly and quiet manner.
- Take attendance when the class is reassembled in the classroom. Report attendance to the Incident Commander/designee.
- Remain in the classroom until further instructions are given.
- Wait for another ACTION or the ALL CLEAR instruction to return to college buildings and normal class routine.