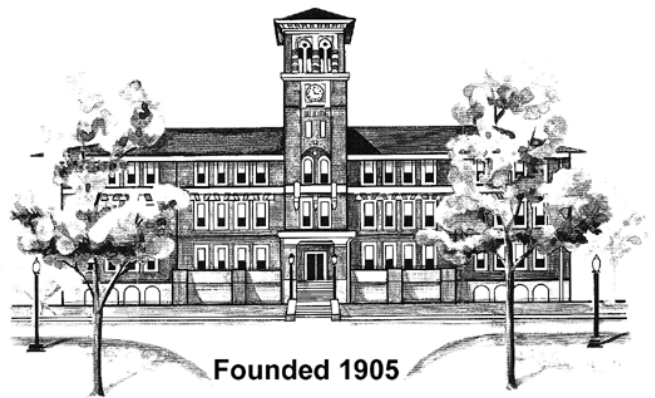


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# **EMERGENCY PREPAREDNESS PROCEDURES**



**Thaddeus Stevens College of Technology**

## FOR ANY EMERGENCY

**CALL CAMPUS SECURITY Extension x1564 or call 911**

## CALL CAMPUS SECURITY FOR ANY AND ALL EMERGENCIES

They can respond the quickest and will initiate emergency procedures by dispatching emergency responders and contacting the administrator and college officials. If ever you are unsure who to call in serious emergency situations or for medical emergencies call **911** first, then call campus security.

### Primary Emergency Contact Telephone Numbers:

#### EMERGENCY 911

Campus Security x1564

Officer on Duty (Branch Campus 24 hours/7 days) 606-1564

Chief of Campus Security x7210 OR 391-7210

#### NON-EMERGENCY

Pennsylvania State Police 299-7650

## THADDEUS STEVENS COLLEGE OF TECHNOLOGY

### Administration Staff

### Staff Telephone Numbers

	Extension	Cell Phone
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President	x7722	333-6228
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Vice President Finance and Administration	x6947	333-4954
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Director of Student Services	x7794	587-0798
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Vice President Academic Affairs	x7793	203-3937
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Director Residence Life	x7322	-----
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### Support Staff

Security	x7210/1564	669-4920
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Facilities Manager	x7782	-----
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Utility Plant Supervisor	x7216	-----
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### Nurses

Main Campus	x1560or x7769	-----
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7:30 AM – 4:00 PM

Safety Coordinator	x1372	-----
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## CAMPUS SAFETY ALERTS

Should a situation arise that, in the judgment of the President or designee, constitutes an ongoing or continuing threat, a campus wide “warning” will be issued. These notifications are electronically transmitted to every computer terminal on campus, excluding student workstations. Staff and faculty members must be logged on to receive the emergency alerts. The college has the capability of sending emergency text messages to faculty and staff cell phones that have registered for the service. A verbal broadcast can be set out through the Mellor Clock Tower in the Mellor Building.

## EMERGENCY ALERT LEVELS

Critical incidents can be classified by four levels of response: low level, evacuation, secure in place, and resumption of normal operations. College officials will assess each incident, determine which alert level is appropriate, and implement mass notification as necessary.

### LOW LEVEL ALERT – Alert 1 – Yellow

Given when an incident or situation is occurring on or near campus requiring personnel to be alert to suspicious persons and/or surroundings. All Alert 2 and Alert 3 levels will be downgraded to Alert 1 status before “All Clear” is communicated.

### EVACUATE – Alert 2 – Orange

Given when an incident or situation calls for a specific area of campus to be evacuated and secured. Evacuate – Alert 2 – includes the following emergencies: Fire, Chemical Spill, Disaster, Fallen Aircraft, and Gas Leak.

### SECURE IN PLACE – Alert 3 – Red

Given when an incident or situation is occurring on campus and evacuation would pose a greater threat to human life. Secure in Place – Alert 3 – includes the following emergencies: Explosion, Suicide Threat/Attempt, Bomb Threats, Intruder/Gunman/Hostage, and Severe Weather.

## **RESUME NORMAL OPERATIONS (ALL CLEAR) – Green**

Given when an incident or situation has been resolved. College personnel may resume normal operations.

## **LOW LEVEL ALERT – Alert 1 – Yellow**

Given when an incident or situation is occurring on or near campus requiring personnel to be alert to suspicious persons and/or surroundings. All 'Alert 2' and 'Alert 3' warnings will be downgraded to a Low Level Alert – Alert 1 – before the 'All Clear' is communicated.

### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Monitor situation and communicate with college officials.
- Activate **Yellow Alert 1**.
- All Clear.

### **Faculty/Staff Responsibilities**

- Increased awareness.
- Report any suspicious activity/persons to Campus Security immediately.
- Continue daily activities.

## **EVACUATE – Alert 2 – Orange**

Given when an incident or situation calls for a specific area of campus to be evacuated and secured. Evacuate – Alert 2 – addresses the following emergencies: Fire, Chemical Spill, Disaster, Fallen Aircraft, and Gas Leak.

### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Monitor situation and communicate with college officials.
- Activate **Yellow Alert 1**.
- All Clear.

### **Faculty/Staff Responsibilities**

- Direct staff and students to walk out via designated exits, taking their possessions with them. Refer to evacuation routes posted in each building hallway.
- Assist persons with disabilities to stairwell.
- If possible, take class rosters with you.
- Direct staff and students to a safe area away from the building keeping drives and access clear for emergency vehicles.
- Take attendance and notify emergency personnel of any missing people, or those who need medical attention by displaying the red or green card.
- Do not re-enter the building.

Await further instruction from emergency personnel and college officials.

## **SECURE IN PLACE – Alert 3 – Red**

Given when an incident or situation is occurring on campus and evacuation would pose a greater threat to human life. Secure In Place – Alert 3 – addresses the following emergencies: Explosion, Suicide, Bomb Threats, Intruder/Gunman/Hostage, and Severe Weather.

### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Monitor situation and communicate with college officials.
- Activate **Yellow Alert 1**.
- All Clear.

### **Faculty/Staff Responsibilities**

- Close and lock classroom doors.
- Open windows and blinds, turn off lights.
- Get staff and students on the floor, away from doors and windows out of the line of sight.
- Maintain calm and quiet.
- Await direction from emergency personnel.

## **RESUME NORMAL OPERATIONS (ALL CLEAR) – Green**

Given when an incident or situation has been resolved. College personnel may resume normal operations.

### **Administrator Responsibilities**

- Gather involved personnel for debriefing.
- Resume normal operations.
- Implement post incident management plan.

### **Faculty/Staff Responsibilities**

- Return staff and students to classrooms (if evacuated) and resume normal activities.

## **DEALING WITH THE MEDIA - MEDIA PLAN**

While recognizing the responsibilities of both college personnel and the media, Thaddeus Stevens College welcomes media attention focusing on academic achievements of students and instructors.

When covering college news, please remember that the administration, faculty, and staff are legally obligated to maintain confidentiality regarding all student information, which includes student identification. Regulations are also enforced regarding confidential personnel information.

In the event of an emergency or incident at the college, Thaddeus Stevens College, depends upon the media to inform the public of all relevant information. Media compliance with this policy will allow the college to keep students and their safety as its first priority.

### **Administrator Responsibilities**

- Report the incident immediately to the President.

### **Faculty/Staff Responsibilities**

- Do not make any statement to the media or any person except emergency related personnel during or after a college emergency.
- Refer all media questions to the President or Vice President of Finance and Administration.
- Notify the President's office whenever any media representative contacts you.

## **FIRE**

All fires, no matter of size, should be taken seriously as they can double or triple in size within minutes.

### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Monitor situation and communicate with college officials.
- Activate **Orange Alert 2** – evacuate affected area.
- Activate **Yellow Alert 1**.
- All clear.

### **General Procedures:**

- If necessary, staff or students may be reassigned to an area of the campus not affected by the fire.
- Students and staff should be accounted for once they are moved to the assigned location.

### **Faculty/Staff Responsibilities**

- Sound Fire Alarm & call **911**.
- Evacuate students and visitors in your area according to college evacuation procedures.
- Report to your assembly areas listed below and conduct a roll call of staff and students:
  1. Brenner Hall – Memorial Park Fountain
  2. Hartzell Hall – The Thaddeus Stevens Monument
  3. Jones Hall – The Thaddeus Stevens Monument
  4. Kreider Hall – Memorial Park Fountain
  5. Leonard Hall – Steps leading to the Football Field
  6. MAC Hall – Steps leading to the Football Field
  7. Maintenance Hall – Memorial Park Fountain
  8. Mellor Hall – The Thaddeus Stevens Monument
  9. LRC Hall – Memorial Park Fountain
  10. Snyder Hall – Steps leading to the Football Field
  11. Woolworth Hall – Steps leading to the Football Field
  12. Branch Campus – Old Naval Reserve Building

### **The Secondary Assembly Area Is The Football Field.**

- Do not re-enter building.
- Await further instructions from emergency personnel and college officials.

## **EXPLOSION**

Whenever dealing with any explosions, all persons should be alert to the potential for secondary or subsequent explosions.

### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Activate **Red Alert 3** – secure in place.
- Monitor situation and communicate with college officials.
- Activate **Yellow Alert 1**.
- All clear.

### **Faculty/Staff Responsibilities**

- See **Red Alert 3**, secure in place procedures.
- If you need to evacuate the building, do not re-enter the building.
- Await further instructions from emergency personnel and college officials.

## **SUICIDE THREAT/ATTEMPT “TAKE SUICIDE THREATS SERIOUSLY”**

### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Initiate **Red Alert 3**, secure in place.

- Monitor situation and communicate with college officials.
- Provide emergency personnel with maps, names, and other information.
- Activate **Yellow Alert 1**.
- All Clear.

#### **Faculty/Staff Responsibilities**

- Call **911** & Security at 606-1564.
- Isolate the person if possible to eliminate risk to others.
- Stay calm and await emergency personnel.
- Contact counselor at x7408 or x7794.

### **MEDICAL EMERGENCY**

An individual suffering from an injury or illness.

#### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Ensure proper reports have been filed.

#### **Faculty/Staff Responsibilities**

- Call **911**.
- Contact Campus Security at x1564.
- Provide first aid and comfort at the level of your training and ability.
- Stay with the injured/sick person until the arrival of response personnel.
- Follow standard precautions regarding possible Bloodborne Pathogens exposure.

### **BOMB THREATS**

#### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Activate **Red Alert 3** – Secure in Place.
- Monitor situation and communicate with college officials.
- Activate **Yellow Alert 1**.
- All Clear.

#### **Faculty/Staff Responsibilities**

- If directed, evacuate the suspected or threatened area in a quiet and orderly manner. Close windows and doors prior to leaving. Doors should be unlocked if possible.
- Quickly scan area for unusual or suspicious items. Do not touch or attempt to inspect anything that looks to be suspicious. Report suspicious items to security or responding emergency services personnel.
- Account for all staff and students. Report missing staff and students to Emergency Personnel.
- Do not re-enter the building.
- Await further instruction from emergency personnel and college officials.

### **INTRUDER, GUNMAN, or HOSTAGE SITUATION**

Individual(s) holding hostage(s), or someone coming onto the campus with the intent of harming or terrorizing others.

#### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Activate **Red Alert 3** – secure in place.
- Monitor situation and communicate with college officials.
- Provide emergency responders with maps, names, and other information.
- Activate **Yellow Alert 1**.
- All Clear.

#### **Faculty/Staff Responsibilities**

- Activate secure in place.
- Contact campus security at x1564.
- If possible, direct uninvolved persons away from the immediate area for their safety.
- Do not engage gunman or hostage taker.
- Close and lock your door, open window blinds.
- Take attendance and make note of any missing staff or students.
- Do not attempt to leave a safe area until given ALL CLEAR by college officials.

### **SEVERE WEATHER (Imminent Danger)**

**Severe Weather Watch** – Conditions are favorable for tornado or severe weather. Ascertain that staff and students are aware.

**Severe Weather Warning** – Severe weather is occurring and on course or has been sighted nearby; shelter should be taken immediately.

#### **Administrator Responsibilities**

- Initiate **Red Alert 3** – shelter in place.
- Monitor conditions and communicate with college officials.
- If damage occurs to a building, evacuate the affected building/campus.
- Initiate **Yellow Alert 1**.
- All Clear.

#### **Faculty/Staff Responsibilities**

- Contact Campus Security at x1564.
- Follow shelter in place procedures.
- Await further instruction from emergency personnel and college officials.
- Move students and staff away from window and open slightly to equalize air pressure (tornado). Hallways also provide protection.
- Lowest floor, interior spaces or the opposite side of the wind, closets and other similar framed construction are safer areas.
- Avoid gymnasium and structures with large roof spans.  
Avoid rooms with glass.

### **DISORDERLY PERSON**

An individual who causes a significant disruption to normal college functions.

#### **Administrator Responsibilities**

- Ensure emergency personnel have been notified, if situation warrants.
- Monitor situation and communicate with college officials.
- Activate **Yellow Alert 1**.
- All Clear.

#### **Faculty/Staff Responsibilities**

- Contact Campus Security at 606-1564 or x1564.
- Notify your supervisor, as appropriate.
- Isolate the disorderly person, if possible, and remain until instructed by a college official.
- Avoid any behaviors which are confrontational, or which may further incite an angry, aggressive, assaultive, or threatening person.

### **CHEMICAL SPILLS**

Do not clean up or touch any chemical spill. A serious spill will have to be cleaned up by an outside contractor skilled and trained in emergency procedures.

#### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Notify maintenance personnel to shut down any equipment necessary to remediate air flow.
- Monitor situation and communicate with college officials.
- Activate **Orange Alert 2** – evacuate area.
- Activate **Yellow Alert 1**.
- All clear.

#### **General Procedures:**

- If necessary, staff or students may be reassigned to an area of the campus not affected by the spill.
- Students and staff should be accounted for once they are moved to the assigned location.
- If vapors, gases, or mists are being released, evacuate from the immediate area as a precaution.
- Follow the emergency and medical procedures from the MSDS. Security has 24-hour access.

#### **Faculty/Staff Responsibilities**

- Sound the Fire Alarm and call Security at 606-1564.
- Evacuate all students and visitors in your area according to college evacuation procedures.
- Report to your assembly areas listed below and conduct a roll call of staff and students:

1. Brenner Hall – Memorial Park Fountain
2. Hartzell Hall – The Thaddeus Stevens Monument
3. Jones Hall – The Thaddeus Stevens Monument
4. Kreider Hall – Memorial Park Fountain
5. Leonard Hall – Steps leading to the Football Field
6. MAC Hall – Steps leading to the Football Field
7. Maintenance Hall – Memorial Park Fountain
8. Mellor Hall – The Thaddeus Stevens Monument
9. LRC Hall – Memorial Park Fountain
10. Snyder Hall – Steps leading to the Football Field

11. Woolworth Hall – Steps leading to the Football Field

12. Branch Campus – Old Naval Reserve Building

**The Secondary Assembly Area is the Football Field.**

- Do not re-enter building.
- Await further instructions from emergency personnel and college officials.

## **EVACUATION PLAN**

### **Administrator Responsibilities**

- Ensure emergency personnel have been notified.
- Monitor situation and communicate with college officials.
- Activate **Orange Alert 2** – evacuate area.
- All clear.

### **Faculty/Staff Responsibilities**

- Sound the alarm and call **911**.
- Evacuate all students and staff to pre-designated area.
- Report to your assembly areas listed below and conduct a roll call of staff and students:

1. Brenner Hall – Memorial Park Fountain

2. Hartzell Hall – The Thaddeus Stevens Monument

3. Jones Hall – The Thaddeus Stevens Monument

4. Kreider Hall – Memorial Park Fountain

5. Leonard Hall – Steps leading to the Football Field

6. MAC Hall – Steps leading to the Football Field

7. Maintenance Hall – Memorial Park Fountain

8. Mellor Hall – The Thaddeus Stevens Monument

9. LRC Hall – Memorial Park Fountain

10. Snyder Hall – Steps leading to the Football Field

11. Woolworth Hall – Steps leading to the Football Field

12. Branch Campus – Old Naval Reserve Building

**The Secondary Assembly Area is the Football Field.**

- All staff, students, and visitors **MUST** evacuate in an emergency.