
EMERGENCY

PREPAREDNESS PROCEDURES



Thaddeus
Stevens | College of
Technology

NOVEMBER 2022

FOR ANY EMERGENCY CALL CAMPUS SECURITY

(717) 391-7225 (available 24/7)

Or call **911**

CALL CAMPUS SECURITY FOR ANY AND ALL EMERGENCIES

They can respond most quickly 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.

EMERGENCY CONTACT PHONE NUMBERS

EMERGENCY 911

**Orange Street Campus Security
(717) 391-7225**

NON-EMERGENCY

Pennsylvania State Police (717) 299-7650

MAIN SECURITY DESK (717) 396-7165

MAC Office

automatically forwards to Orange Street if guard unavailable

THADDEUS STEVENS COLLEGE OF TECHNOLOGY

Staff Campus Phone Numbers:Administration Staff

- President.....(717) 299-7722
- VP Finance & Admin(717) 391-6947
- VP Student Services.....(717) 299-7794
- VP Academic Affairs.....(717) 299-7793
- Dir Residence Life(717) 299-7322
- Title IX.....(717) 391-1365

Support Staff

- Security(717) 391-7225
- Facilities Manager.....(717) 299-7782
- Plant Supervisor.....(717) 299-7782
- Safety Coordinator(717) 391-6935

Nurses

- Main Campus.....(717) 299-7769
- 7:30 AM – 4:00 PM M-F

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. The college has the capability of sending emergency text messages to faculty and staff cell phones that have registered for the service.

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.

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 Building – Memorial Park Fountain

2. Hartzell Building – The Thaddeus Stevens Monument

3. Jones Dining Hall – The Thaddeus Stevens Monument

4. Kreider Building – Memorial Park Fountain

5. Leonard Building – Steps leading to the Football Field

6. LRC Building – Memorial Park Fountain

7. MAC Building – Steps leading to the Football Field

DEALING WITH THE MEDIA - MEDIA PLAN

While recognizing the responsibilities of both

8. Maintenance Building – Memorial Park Fountain
9. Mellor Building – The Thaddeus Stevens Monument
10. Snyder Building – Steps leading to the Football Field
11. Woolworth Building – Steps leading to the Football Field
12. Orange Street Campus – Old Naval Reserve Building
13. Greiner Campus – future Community Center property (Once the community center is up and running the rally point for that building will be Greiner campus)
14. Greenfield Campus – rear parking lot near open field
15. Transportation Center – rear parking lot

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 717-391-7225.
- Isolate the person if possible to eliminate risk to others.
- Stay calm and await emergency personnel.
- Contact counselor at x7408 or x7213.

MEDICAL EMERGENCY

An individual suffering from a 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 x7225.
- 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 blood-born 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 x7225.
- 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 ALLCLEAR 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 x7225.
- 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 717-391-7225 or x7225.
- 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 specialized contractor will be contacted to clean up serious chemical spills.

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 717-391-7225.
- 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 Building – Memorial Park Fountain
 2. Hartzell Building – The Thaddeus Stevens Monument
 3. Jones Dining Hall – The Thaddeus Stevens Monument
 4. Kreider Building – Memorial Park Fountain
 5. Leonard Building – Steps leading to the Football Field
 6. LRC Building – Memorial Park Fountain
 7. MAC Building – Steps leading to the Football Field
 8. Maintenance Building – Memorial Park Fountain
 9. Mellor Building – The Thaddeus Stevens Monument
 10. Snyder Building – Steps leading to the Football Field
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 12. Orange Street Campus – Old Naval Reserve Building
 13. Greiner Campus – future Community Center property (Once the community center is up and running the rally point for that building will be Greiner campus)
 14. Greenfield Campus – rear parking lot near open field
 15. Transportation Center – rear parking lot

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 Building – Memorial Park Fountain
2. Hartzell Building – The Thaddeus Stevens Monument
3. Jones Dining Hall – The Thaddeus Stevens Monument
4. Kreider Building – Memorial Park Fountain
5. Leonard Building – Steps leading to the Football Field
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The Secondary Assembly Area is the Football Field.

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

