

# **EMERGENCY**

## ***PREPAREDNESS PROCEDURES***



**Thaddeus Stevens**  
College of Technology

# Table of Contents

- EMERGENCY CONTACT ..... 3
- MEDICAL EMERGENCY..... 3
  - Faculty/Staff Responsibilities..... 3
- NON-EMERGENCY CONTACT ..... 3
- I. ALERTS..... 4
  - A. Campus Safety Alerts..... 4
  - B. Emergency Alert Levels..... 4
  - C. Action Required By Levels ..... 4
- II. EXAMPLES OF INCIDENTS THE CAMPUS COULD ENCOUNTER ..... 6
  - A. Fire ..... 6
  - B. Explosion..... 6
  - C. Suicide Threat/Attempt ..... 6
  - D. Bomb Threats..... 7
  - E. Intruder, Gunman, Or Hostage Situation ..... 7
  - F. Severe Weather (Imminent Danger) ..... 7
  - G. Disorderly Person..... 8
  - H. Chemical Spills ..... 8
- III. EVACUATION PROCEDURES ..... 9
  - A. Faculty/Staff Responsibilities..... 9
  - B. Student and Guest Responsibilities ..... 9
  - C. Evacuation Routes ..... 9



## EMERGENCY CONTACT

- 1. FOR ALL EMERGENCIES, call Campus Security at (717) 391-7225 (available 24/7).**  
Security can respond quickly and will initiate emergency procedures by dispatching emergency responders and college officials.
- 2. If necessary, call 911.**
- 3. Unsure who to call?** If you are ever unsure who to call in serious emergency situations or for medical emergencies call 911 first, then call campus security.

## MEDICAL EMERGENCY

1. Call 911 or Contact Campus Security at 717-391-7225.
2. Contact College Nurse on Main Campus at 717-299-7769 (7:30 AM – 4:00 PM M-F).

### Faculty/Staff Responsibilities

1. Provide first aid and comfort at the level of your training and ability.
2. Stay with the injured/sick person until the arrival of response personnel.
3. Follow standard precautions regarding possible blood-borne Pathogens exposure.

## NON-EMERGENCY CONTACT

Pennsylvania State Police (717) 299-7650.

| THADDEUS STEVENS COLLEGE CONTACT                                                                                 | PHONE NUMBER   |
|------------------------------------------------------------------------------------------------------------------|----------------|
| Main Campus Security in MAC (Multi-Purpose Activities Center)<br>MAC Office phone automatically forwards to GEC. | (717) 396-7165 |
| President of Thaddeus Stevens College                                                                            | (717) 299-7722 |
| VP of Academic Affairs                                                                                           | (717) 299-7793 |
| VP of College Advancement                                                                                        | (717) 723-2570 |
| VP of Finance & Administration                                                                                   | (717) 391-6947 |
| VP of Student Services                                                                                           | (717) 299-7794 |
| Director of Residence Life                                                                                       | (717) 299-7732 |
| Title IX Coordinator                                                                                             | (717) 391-1365 |
| Security                                                                                                         | (717) 391-7225 |
| Facilities Manager                                                                                               | (717) 740-9920 |
| Assistant Facilities Manager                                                                                     | (717) 299-7742 |
| Safety Coordinator                                                                                               | (717) 391-6935 |



# I. ALERTS

## A. 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 sends emergency texts via RAVE to registered cell phones and emails to all campus accounts.

## B. Emergency Classification Levels

Potentially dangerous situations at the College are classified into three levels: Incident, Emergency, and Crisis. College officials will assess each situation, determine the appropriate response level, and implement necessary notifications and actions.

### 1. Incident

An “incident” will be handled by Campus Security and the VP of Student Services or designee. Incidents are normally localized or in a small area and can be quickly resolved with existing campus resources or little assistance from outside agencies. There is little or no impact on others on campus or normal campus operations outside the incident area, there is minimal known threat to life or property.

### 2. Emergency

An “emergency” disrupts a sizable portion of the campus and requires some coordinated resources of the College and from outside the agencies. The emergency may include a small area of the surrounding community and involve threats to life or property. Though assistance from outside agencies may be necessary, the College retains control of handling the situation.

### 3. Crisis

A “crisis” disrupts a sizable portion of the College community and requires substantial coordinated resources from the College and from outside agencies. A crisis event can have serious to catastrophic consequences for critical campus functions, be an extraordinary threat to life and property, and/or significantly impact a wide area of surrounding community. Crisis events involve notification of the Crisis Management Team and activation of the Emergency Operations Center.

## C. Specific Types of Response Actions

There are several response actions that may be used during different emergency situations. For example, a serious fire or chemical spill may require evacuation, while an approaching tornado or other severe weather may require the campus community to shelter in place.

### 1. Evacuation

An evacuation is issued when an incident requires a building or area of campus to be cleared. Students, faculty, and staff receive RAVE alerts by text message and at their Stevens-issued email address. All students, faculty, staff, and visitors must immediately leave the affected area and proceed to the designated assembly location or another location off campus, as directed.

Refer to the [Evacuation Procedures](#) section of this document for additional information.



## 2. Shelter-In-Place

A shelter-in-place order is issued when an incident is occurring on campus and evacuation would pose a greater risk to life or safety. During a shelter-in-place situation, building occupants are directed to remain inside the building until further instructions are provided.

This precaution is intended to keep members of the campus community safe while remaining indoors. Individuals should move to a small interior room or area with few or no windows and remain there until the all-clear or additional instructions are issued.

### a. Faculty/Staff Responsibilities

1. Close and lock classroom, office, or work doors (if applicable).
2. Open windows and blinds, turn off lights.
3. Get on the floor, away from doors and windows out of sight.
4. Maintain calm and quiet.
5. Await direction from emergency personnel.

### b. Student and Guest Responsibilities

1. Follow instructions and move to identified area of the room.
2. Maintain calm and quiet.
3. Await direction from emergency personnel

## 3. Lockdown

A lockdown may be initiated when a dangerous situation occurs on campus, and it is necessary to prevent individuals from entering or moving through buildings or areas.

If a lockdown is announced:

- Move quickly and quietly to secure your location. Lock all doors and windows if possible.
- Remain in your area until instructed otherwise.
- Do not leave your location to search for missing individuals.
- Stay calm and keep others calm.
- If possible, communicate your status to Campus Security or emergency responders by cell phone.

## 4. In-Building Relocation

In-building relocation is the controlled movement of occupants from an endangered area to a safer location within the building during an emergency. A member of the Crisis Management Team (CMT) will direct occupants where to relocate and provide further instructions.

## 5. Partial Evacuation

A partial evacuation involves directing occupants from specific areas of a building to leave and assemble at a safe location outside during an emergency. A member of the CMT will identify the areas to evacuate and provide further instructions.



## II. MEDIA COMMUNICATIONS PROTOCOL

Clear and coordinated communication is critical during emergencies. To ensure accurate and consistent messaging, all information released to internal and external audiences must be coordinated through the Communications & Marketing Office. No other College employee is authorized to speak to the media unless specifically directed to do so.

## III. EXAMPLES OF INCIDENTS THE CAMPUS COULD ENCOUNTER

### A. Fire

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

#### 1. General Procedures:

- a. If able, safely move from the location of the fire.
- b. Assess the condition, pull alarm, and call 911 if necessary. Contact security.
- c. If trained address the fire.
- d. If necessary, staff or students may be reassigned to an area of the campus not affected by the fire.
- e. Students and staff should be accounted for once they are moved to the assigned location.
- f. Do not re-enter building.
- g. Await further instructions from emergency personnel and/or college officials.

#### 2. Faculty/Staff Responsibilities

- a. Sound Fire Alarm & call 911.
- b. Evacuate students and visitors in your area according to college [evacuation procedures](#).
- c. Report to your assembly areas listed below and conduct a roll call of staff and students.
- d. Do not re-enter building.
- e. Await further instructions from emergency personnel and college officials.

### B. Explosion

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

#### 1. All Persons Responsibilities

- a. Call 911 and Security at 717-391-7225.
- b. Secure in place
- c. If you need to evacuate the building, do not re-enter the building.
- d. Await further instructions from emergency personnel and college officials.

### C. Suicide Threat/Attempt

#### 1. Faculty/Staff Responsibilities

- a. Call 911 and/or Security at 717-391-7225.
- b. Isolate the person, if possible, to eliminate risk to others.
- c. Stay calm and await emergency personnel.
- d. Contact counselor at 717 391 7213.



## D. Bomb Threats

### 1. Faculty/Staff Responsibilities

- a. 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.
- b. 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.
- c. Account for all staff and students. Take roster with you.
- d. Report missing staff and students to Emergency Personnel.
- e. Do not re-enter the building.
- f. Await further instruction from emergency personnel and/or college officials.

## E. Intruder, Gunman, Or Hostage Situation

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

### 1. Faculty/Staff Responsibilities

- a. Activate secure in place-Alert Level 3.
- b. Contact campus security at 717-391-7225.
- c. If possible, direct uninvolved persons away from the immediate area for their safety.
- d. Do not engage gunman or hostage taker.
- e. Close and lock your door, open window blinds.
- f. Take attendance and make note of any missing staff or students.
- g. Do not attempt to leave a safe area until given ALL CLEAR by college officials (Code word or phrase needed).

## F. 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.

### 1. Faculty/Staff Responsibilities

- a. Follow shelter in place procedures.
- b. Await further instruction from emergency personnel and college officials.
- c. Move students and staff away from window and to a safe location dictated by your work area.
  - Open slightly to equalize air pressure (tornado).
  - Hallways may provide best protection.
  - Lowest floor, interior spaces or the opposite side of the wind, closets and other similar framed construction.
- d. Avoid gymnasium and structures with large roof spans.
- e. Avoid rooms with glass if possible.



## G. Disorderly Person

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

### 1. Faculty/Staff Responsibilities

- a. Contact Campus Security at 717-391-7225. (based on situation 911 may be called).
- b. Notify your supervisor, as appropriate.
- c. Isolate the disorderly person, if possible, and remain until instructed by a college official.
- d. Avoid any behaviors which are confrontational, or which may further incite an angry, aggressive, assaultive, or threatening person.

## H. Chemical Spills

Do not clean up or touch any chemical spill unless you have received proper training.

A specialized contractor will be contacted to clean up serious chemical spills.

### 1. Faculty/Staff Responsibilities

- a. Sound the Fire Alarm
- b. Call Security at 717-391-7225 based on spill type and size.
- c. Evacuate all students and visitors in your area according to college evacuation procedures (as done in Fire Drills).
- d. Report to your assembly areas listed below and conduct a roll call of staff and students.



## IV. EVACUATION PROCEDURES

The purpose of this plan is to ensure the safe and orderly evacuation of a building during emergency situations, such as fires, chemical spills, natural disasters, bomb threats, etc.

Evacuation of all or part of the campus will be announced via RAVE alert, intercom announcements, and email. All individuals (students, staff, and their visitors) must immediately vacate the affected area and assemble at the designated assembly location for the building or off-campus, as directed.

### A. Faculty/Staff Responsibilities

1. Direct staff, students, and guests to leave the building immediately via designated exits.
2. Refer to evacuation routes posted in each building hallway.
3. Assist persons with disabilities to stairwell.
4. If possible, take class rosters with you.
5. Direct staff and students to a safe area away from the building keeping driveways and access doors clear for emergency vehicles.
6. Take attendance and notify emergency personnel of any missing people, or those who need medical attention.
7. Do not re-enter the building.
8. Await further instruction from emergency personnel and/or college officials.

### B. Student and Guest Responsibilities

1. Leave the building immediately via designated exits. If you are in a different area and cannot access your personal belongings, simply evacuate.
2. Do not re-enter the building.
3. Wait for further instruction from emergency personnel and college officials.

### C. Evacuation Routes

| Building/Campus                 | Location                            |
|---------------------------------|-------------------------------------|
| Brenner Building                | Mellor Fountain (Rear of Building)  |
| Hartzell Building               | Thaddeus Stevens Monument           |
| Jones Dining Hall               | Thaddeus Stevens Monument           |
| Kreider Building                | Mellor Fountain (Rear of Building)  |
| Leonard Building                | Mellor Fountain (Rear of Building)  |
| LRC (Learning Resources Center) | Mellor Fountain (Rear of Building)  |
| MAC (Multi-Purpose Center)      | Mellor Fountain (Rear of Building)  |
| Maintenance Building            | Mellor Fountain (Rear of Building)  |
| Mellor Building                 | Thaddeus Stevens Monument           |
| Snyder Building                 | Mellor Fountain (Rear of Building)  |
| Woolworth Building              | Mellor Fountain (Rear of Building)  |
| Orange Street Campus            | Old Naval Reserve Building          |
| Greiner Campus                  | Greenspace west of Greiner Building |
| Greenfield Campus               | Rear parking lot near open field    |
| Transportation Center           | Rear parking lot                    |
| Foundation and Alumni House     | Thaddeus Stevens Monument           |

