

EMERGENCY *PREPAREDNESS PROCEDURES*

Thaddeus Stevens
College of Technology



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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) 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 Alert Levels

Critical incidents can be classified by three levels of response: low level, evacuation, secure in place. After each response the College will eventually return to normal operations, level green- the resumption of normal operations.

College officials will assess each incident, determine which alert level is appropriate, and implement notification for the proper level and necessary actions related to the situation, as necessary.

1. Low Level Alert – Alert 1 (Yellow)

Alert 1 is issued when an incident or situation occurs on or near campus that requires awareness of suspicious persons or surroundings. All Alert 2 and Alert 3 levels will be downgraded to Alert 1 before “All Clear” is issued. This level does not restrict movement on campus.

2. Evacuate – Alert 2 (Red)

Alert 2 is issued when an incident or situation requires evacuation and securing a specific area on campus.

3. Secure In Place – Alert 3 (Orange)

Alert 3 is issued when an on campus incident or situation occurs on campus and evacuation pose a greater threat to life.

4. Resume Normal Operations (All Clear) (Green)

All Clear is issued when an incident or situation has been resolved and normal operations may resume.

C. Action Required By Levels

1. Low Level Alert – Alert 1 (Yellow)

Issued when an incident or situation is occurring on or near campus requiring personnel to be alert to suspicious persons and/or surroundings.

a. College Employee and Student Responsibilities

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



2. Evacuate – Alert 2 (Red)

Issued when an incident or situation calls for a specific area of campus to be evacuated and secured. Refer to the **Evacuation Procedures** of this document.

3. Secure In Place – Alert 3 (Orange)

Issued when an incident or situation is occurring on campus and evacuation would pose a greater threat to life.

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 staff and students 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.

4. Resume Normal Operations - All Clear (Green)

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

a. Faculty/Staff Responsibilities

Return staff and students to classrooms (if evacuated) and resume normal activities. Record information about the event and provide to supervisor and security with necessary documentation (forms used based on event - accident report forms, narrative email, property damage report form may be used).

MEDIA PLAN - ENGAGING WITH THE MEDIA

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 priority.

During an identified emergency, only **one** spokesperson will be available and identified from the College to speak to the media at intervals appropriate for the situation, maintaining safety of the College and its locations as the first priority. All information to the media will flow through this individual, and all inquiries from the media must be through this identified individual. **No other employee of the College is authorized to speak to the media unless specifically directed by the spokesperson.**



II. 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 on Page 9 of this document.
- 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.
 - o Open slightly to equalize air pressure (tornado).
 - o Hallways may provide best protection.
 - o 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.



III. 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

