



Emergency Procedures Handbook 2022

Designed for Central Penn Colleges Faculty, Staff and Students.



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Emergency Procedures Handbook

Preface

Emergencies can occur at any time without warning. Experience has shown, a well thought out, coordinated response to emergency situations helps minimize personal injury and property damage and reduce the confusion that arises during a critical incident. Careful planning, with an emphasis on safety, can help students, faculty, staff, and visitors navigate unforeseen emergency situations with the appropriate response to decrease loss and save lives. When in doubt, always call 9-1-1.

This Emergency Procedures Handbook (EPH) is intended as a guide for the Central Penn College campus community. It contains comprehensive emergency response actions designed to minimize loss in the event of specific emergency situations. While this handbook provides detailed, recommended action steps, it is important that users keep in mind the unique quality of each critical event and remember that emergency procedures can and should be implemented on a scalable, flexible, and adaptable basis to align with the specific challenges presented by the situation at hand. This EPH is an integrated component of a comprehensive preparedness and response system that will ensure unity of efforts and help the college protect the health and safety of the campus community and its resources. As this system is implemented, it will align and synchronize this EPH with the College's Emergency Operations Plan (EOP), Crisis Communication Plan (CCP), Continuity of Operations Plan (COOP), and Building Emergency Plans (BEP).

Scope

All members of the campus community play a critical role during an emergency. Our students and visitors may not be familiar with the building they are in, the hazards presented in the building, or the procedures that should be followed to ensure their health and safety in the event of an emergency. They will depend on faculty and staff for immediate direction and assistance. Please review and become familiar with this guide. Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not anticipated or covered by this handbook or any appendices attached hereto.

If you have questions regarding the EPH, please contact the Central Penn College Public safety & Health department at (717) 728-2364 or PublicSafety@CentralPenn.edu.

How to Report an Emergency

The College has several ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to the Public Safety & Health department and to appropriate College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire College community that you immediately and accurately report all incidents so that the Public



Safety & Health department can investigate the situation and determine if follow-up actions are required, including issuing a timely warning or emergency notification.

Reporting an Emergency

- Report all emergencies immediately to 9-1-1
- Contact the Public Safety & Health department after calling 9-1-1.

Be prepared to provide the following information:

- Type of emergency (e.g., medical, fire, traffic accident, active shooter, hazardous materials spill, tornado).
- Location of the emergency, including the physical address, campus, building, and room number.
- Brief description of the situation, such as what happened, how large the fire is, number of victims (if known), etc.
- In the event of a shooting or other act of violence, the last known location and description of the perpetrator(s).
- Your name, phone number, and location.

Emergency Phones

These phones are strategically positioned throughout the campus grounds to provide immediate contact with the Public Safety & Health department. Each emergency phone is clearly identified for “Emergency Use” can be easily activated. Public safety officers will respond to all emergency phones when activated even if no words are spoken.

Emergency phones can be found at:

- Fred Hall
- Suite 143
- Suite 165
- Suite 189

Voluntary, Confidential Reporting

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the College restorative justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep any personal identifying information confidential, while taking steps to ensure your safety and the safety of others. In limited circumstances, the department may not be able to assure confidentiality and will inform you in those cases.

Anonymously

If you are interested in reporting a crime anonymously, you can use the Public Safety & Health department online crime reporting form OR U-Tip (SMS Texting Service). Public safety officers typically will not attempt



to trace the origin of the person who submits this form unless such is deemed necessary for public safety. You may use this form to report anything that endangers the campus community:

- Assaults
- Harassment
- Weapons on Campus
- Suicide Prevention
- Abuse
- Sexual Harassment
- Dating Violence
- Vandalism
- Threats
- Domestic Violence
- Theft

By utilizing the online crime reporting form OR U-Tip will notify someone who can intervene while protecting the reporting person's anonymity.

Online Crime Reporting Form: <https://www.centralpenn.edu/public-safety/>

How to use U-Tip (texting fees may apply)

1. Enter 79516.
2. In the text message type "CentralPenn" then a brief message. An example of the text content might be: CentralPenn car break-in parking lot J.
3. "CentralPenn" is our campus identifier. It is essential that you provide a space between CentralPenn and your text message for the message to get routed to the Public Safety and Health Department.
4. This message is sent directly to the Public Safety and Health Department and appropriate action will be taken immediately.

Campus Security Authorities (CSA)

A CSA includes:

- Campus police or security department personnel.
- Individuals with security-related responsibilities but who do not constitute a campus police department or a security department.
- Individuals or organizations identified in institutional security policies as an individual or organization to which students and employees should report criminal offenses.
- An official "who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." An official is defined as any person who has the authority and the duty to act or respond to issues on behalf of the institution.



- Employees who meet the definition of any official who has the authority to institute corrective measures for Title IX purposes.

While the College encourages all campus community members to promptly report all crimes and other emergencies directly to the Public Safety & Health department at (717) 728-2364, or to 9-1-1, we also recognize that some may prefer to report to other individuals or college offices. There are certain college officials and offices as Campus Security Authorities.

Counseling Center

The College's Counseling Center is available to help students resolve personal difficulties and provide emergency services and crisis intervention. Clinical services are strictly confidential within Counseling Services. No information is released without student permission except in extremely limited circumstances mandated by law. Students should review the posted hours of availability for the Counseling Office hours. Please call the Counseling Services office at (717) 728-2416 to schedule an appointment. For emergencies contact the Public Safety & Health department at (717) 728-2364.

Public Information Officer (PIO)

The college has designated the position of Public Information Officer (PIO) as the Official College spokesperson. The PIO is authorized to speak and issue press releases on behalf of the College. In line with the principles of National Incident Management System (NIMS), the college authorizes the PIO to facilitate distribution of pertinent information to the public regarding an emergency on campus in a timely manner.

Concept of Emergencies

- Stay calm – do not panic.
- Never put yourself at personal risk.
- Assess the situation.
- Contact 9-1-1 as soon as possible.
- Contact the Public Safety & Health department after calling 9-1-1.

Concept of Operations

Types of Emergencies

The college is at risk from various emergencies including, but not limited to:

- Structural Fire
- Severe Weather
- Health/Medical Emergency
- Utility Failure
- Hazardous Materials Release
- Violence/Criminal Behavior



- Bomb Threat
- Flooding

Emergency Communication and Notification

Are required to provide immediate notification to the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees.

In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an emergency. These methods of communications include the mass notification system Central Penn Alert, which may include SMS, e-mail, and voice. We may also use verbal announcements within buildings, public address systems, fire alarms, and posting to websites.

Emergency Alert System

Central Penn Alert is the colleges alert system that allows the college to instantly send emergency notifications and important announcements via text messages, email, or recorded voice messages to registered students, staff, and faculty.

Central Penn College Website

The colleges website can be used in support of an alert or notification. Messages can be posted to the official Central Penn College website, or the homepage can be replaced with an emergency website that has already been developed. The home page is the focal point of the most complete information in all campus related emergencies, www.centralpenn.edu.

Supporting Plans and Procedures

All Hazards Emergency Operations Plan (EOP)

The Emergency Operations Plan (EOP) is intended to establish policies, procedures, and organizational structure for response to emergencies that may cause a significant disruption of the functioning of all or portions of the College. The EOP describes the roles and responsibilities of divisions, departments, offices, units, and personnel during emergency situations.

The EOP is designed to:

- Present an initiative-taking response designed to protect students, staff, and faculty, as well as the community and the environment in case of a major emergency or disaster.
- Serve as a guide for managing any emergency that may result from a single violent act and/or disaster either natural or technology based.
- Outline and assign responsibilities for coping with emergencies affecting the safety and well-being of people and/or facilities on campus.



- Facilitate compliance with certain regulatory requirements of federal, state, and local agencies and enhance the college's ability to quickly return to normal operations following an emergency or disaster.

Continuity of Operations Plan (COOP)

The Continuity of Operations Plan (COOP) allows the college to preserve, maintain, and/or reconstitute its capability to perform essential functions in the event of any disaster or emergency that disrupts operations and services. It is not an emergency response plan; the purpose of a COOP is to facilitate the recovery and resumption of critical or essential functions through the development of plans, procedures, and provisions for alternate sites, personnel, resources, interoperable communications, and vital records/databases.

Crisis Communication Plan (CCP)

The Crisis Communications Plan (CCP) provides procedures for the coordination of communications both internally and externally in the event of a crisis situation. The plan outlines the roles, responsibilities, and protocols to guide the college in sharing information with all of Central Penn College's audiences during an emergency or crisis.

The crisis communication plan is part of a larger set of plans to manage the college's affairs during situations that threaten operations, the safety of the community and/or the reputation of Central Penn College. The document focuses on the communications aspect of potential crisis situations. (Please also refer to communication procedures under the federal Clery Act, specifically "Emergency Notifications" and "Timely Warnings,").

Building Emergency Plan (BEP)

Building Emergency Plans (BEP) provide additional procedures for preparedness and response for emergency incidents. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in a specific building. All building occupants need to review, understand, and practice their BEP information and procedures, including emergency alerting, notification, evacuation, and shelter-in-place procedures.

Emergency Notification Plan (ENP)

The campus maintains a multi-modal approach to all hazard's emergency alerting and notification. This document establishes the operating procedures for the support of emergency alerts and notification at Central Penn College and to ensure compliancy with applicable federal laws.

Public Access Defibrillation Plan (PADP)

The Public Access Defibrillation Plan (PADP) applies to the Central Penn College properties use of the Automatic External Defibrillator (AED). All use of the AED, training requirements, standard operating procedure reviews, and post event reviews will be under the auspices of the Public Safety & Health Director and a third-party Medical Director.



Purpose of the Emergency Guide

The purpose of the guide is to:

- Serve as a quick reference guide for students, faculty, and staff during pending or actual serious emergencies.
- Educate and prepare college community members for emergencies.
- Provide reference links to additional sources; learn more about types of emergencies as well as general emergency planning and preparedness.

Essential Information for Emergency Preparedness

Personal Responsibility

A transitional period exists between the onset of an emergency and the full mobilization of safety forces and other life-saving personnel and equipment. Depending on the emergency, this period may extend for hours or days. It is also recognized that full mobilization does not guarantee personal safety. With these facts in mind, all persons are encouraged to take personal responsibility by exercising good judgment and taking the necessary precautions to maximize their safety and prospects for survival.

Mutual Assistance and Cooperation

Natural disasters and public emergencies place an extraordinary demand on students, faculty, and staff; it requires sacrifice, patience, and cooperation on everyone's part. Individuals may need to assist other persons not able to care for themselves. Individual property may need to be left behind. Personal vehicles may be inaccessible. Individuals and groups may become separated. Helping one another and cooperating with the authorities during natural disasters and public emergencies can save lives.

Shelter-In-Place

Contrary to the instinct to flee from danger, staying where you are may provide the safest alternative. Shelter-in-place is a simple and effective strategy of self-protection using the barriers and isolation provided by a building.

All that is required is to:

1. Get into or stay inside a building; if possible, go to an interior room with no exterior openings
2. Secure the building; secure the interior room
3. Wait until the threat has ended and authorities give an "all clear"

Situations in Which Shelter-in-Place is Effectively Used

- Chemical, biological, radiological, nuclear, and hazardous material emergencies
- Severe weather
- Emergencies of an unknown nature
- Armed hostage or barricaded person
- Robbery in-progress



- Riot or other violent confrontation
- Explosive device
- Other unanticipated threat

General Emergency Procedures

Emergency Response Guide

Each classroom, office, or work area shall be equipped with a Standard Response Protocol Classroom Poster which lists the most common types of responses to an emergency.

Preparing for Emergencies

Emergencies can happen at any time. All staff, faculty, and students should take personal responsibility for themselves and prepare for emergency situations before they happen.

- Review emergency procedures, guides, the Standard Response Protocol and this EOP.
- Identify primary and secondary evacuation routes from the building.
- Know the locations of designated shelter areas on campus.
- Know the location of fire extinguishers and Automated External Defibrillators (AEDs), if applicable.
- Sign up for Central Penn ALERT emergency notifications and alerts.

Building Evacuation

General Building Evacuation Procedures

1. When the building fire alarm sounds, or when directed by a college official to evacuate, all occupants will leave the building through the nearest exit. Designated Public Safety, or Facilities personnel may remain behind for the purpose of assisting other occupants or emergency responders.
2. Treat fire alarms as actual emergencies and not drills.
3. Quickly gather personal belongings such as coats and car keys.
4. Leave the building immediately in a calm, orderly manner through the nearest available exit.
5. If there is no one behind you, close doors as you leave.
6. Listen for and follow instructions.
7. Do NOT use elevators.
8. Aid individuals with functional impairments who may need help evacuating.
9. Stay together in a group with your class or work area if possible. Instructors must account for all students. Supervisors must account for all employees in their work areas.
10. Move (and remain) at least 150 feet away from the building, and if possible, report to the designated assembly area.
11. WAIT to be contacted. Do not re-enter the building or move to another side of the building unless told to do so by emergency personnel.

Faculty and Staff Responsibilities

1. If possible, keep students together in a group during the evacuation and stay with them.



2. Account for all students present upon reaching the evacuation point.
3. Immediately report any students you believe to be missing to Public Safety or local law enforcement or fire department.

Directed Building Evacuation (Non-Fire Emergency)

Directed Evacuation is used to get occupants out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package or a hazardous material spill, or if usual evacuation routes are blocked.

Directed evacuation procedures are the same as general evacuation procedures.

Instructions for a directed evacuation will be provided by the campus notification system.

Building Evacuation for People with Disabilities

People with disabilities or mobility impairments should plan for emergencies by developing an evacuation strategy and sharing it with staff, faculty, and fellow students who can assist them with evacuation. People with service animals should practice evacuating so that their service animal becomes familiar with both primary and alternate evacuation routes.

Some individuals with mobility impairments utilize special equipment such as wheelchairs, braces, or crutches to move around the campus. Others whose impairments are less visible may have decreased coordination or stamina and may need to move at a slower pace or rest frequently.

During an emergency, those persons requiring assistance should be consulted regarding their needs prior to assisting them. The suggestions listed below may vary depending on the emergency and the needs of the person requiring assistance.

To evacuate people with mobility impairments:

1. Assist and accompany to evacuation site if possible.
2. Use a sturdy chair (or one with wheels) to move the person.
3. Help carry individual to safety if possible or use an evacuation chair (stair chair).
4. Utilize evacuation chairs where available to navigate stairs.
5. If unable to assist a person with mobility impairment, notify Public Safety or emergency responders.

To evacuate people using wheelchairs:

1. Consult the individual before moving him/her.
2. Individuals at ground floor locations may be able to exit without help.
3. Utilize evacuation chairs (stair chairs) where available to navigate stairs.

To assist people with visual impairment:

1. Announce the type of emergency.
2. Take directions from the individual about how best to guide him/her.



3. Tell the person where you are going and what obstacles you encounter.
4. When you reach safety, ask if further help is needed.

To alert people who are deaf or hard of hearing:

1. Turn lights on/off to gain a person's attention.
2. Indicate directions with gestures.
3. If time permits, write a note with evacuation directions.

Escort the person out of the building if requested to do so. To assist people with service animals:

- A service animal may become hesitant or confused during an emergency. Discuss how to best assist the person with a disability if this should occur.

Emergency Evacuation Chairs ("Stair Chairs")

Emergency Evacuation Chairs are a universal evacuation solution for a smooth stairwell descent during an emergency. Designed to evacuate the disabled, elderly, pregnant, children, injured, blind, Epileptic, or the mobility impaired. The emergency evacuation chairs are Central Penn College REQUIRE 2 trained individuals to transport the person successfully and safely. The load capacity is 350 lbs.

Demonstration video: [LINE2design Standard 2 Wheel Evacuation Stair Chair 70005-O](#)

Locations of Stair Chairs:

- Public Safety & Health Office, Bollinger Hall
- Student Housing and Residence Life Director Office, Townhouse 145
- Advanced Technology Education Center, Third Floor



During an Evacuation:

1. Alert all individuals in your assigned area to evacuate.
2. Be aware of individuals who need assistance to evacuate.
3. Gather all the individuals who will need to be evacuated with Stair Chairs.
4. Locate the nearest Stair Chair.
5. Uncover and open the Stair Chair to start evacuating.
6. After safely evacuating everyone, keep all individuals away from the scene of the emergency.

Pre-Emergency Responsibilities:

- Be familiar with the location of the Stair Chairs.
- Know how to use the Stair Chair and feel confident about it.
- Review emergency procedures and know the location of your designated assembly area

Things to note:

- Communicate with the person.
- State the degree of the emergency.
- Inform them about the emergency exit route.
- Ask the individual for the safest method for lifting/carrying them.



- Listen to the individual; he/she is the expert regarding his/her own disability. Always ask the individual how you can help before attempting any rescue techniques or giving assistance.

Preparation for use:

1. Unfold the chair, place one hand on the front of the seat and one hand on the back of the chair and push apart until it locks into the open position.
2. At the upper back of the seat are two non-locking handles that pull up from transporting people and fold down for storage.
3. At the front and bottom of the chair are two extending handles with push buttons on top to extend or return the handles to the normal position. The extended handles have two distinct positions. The lock is underneath the chair seat, pull up and adjust horizontally, release to change horizontal position.

Quick Guide on How to use Evac Chairs:

1. Unlatch all three safety straps from the seat back, seat of the chair and around the leg area.
2. Position the person in the chair.
3. Tighten safety straps securely and buckle all three straps. The safety straps should be secure around the person.
4. Once the person is secure, have a second trained person double check all safety straps.
5. The Stair Chair is then ready for lifting.
6. To transport the person, one trained person should lift the front handles and the other training person should lift the handles from the chair back.
7. The person can then be transported to the designated area.

Building Evacuation Signage

- Emergency Exits are to be physically marked by illuminated EXIT signs or similar indicators over each doorway.
- Emergency Exits are to be indicated on floor plan maps located in hallways at each campus and in classrooms.

Shelter

- Building occupants may be directed to shelter for situations such as severe weather or an outside hazardous material spill. The nature and location of the incident will determine the extent of shelter-in-place actions.
- In all instances, be prepared to evacuate the building or relocate to another area within the building. Listen for instructions and follow the direction of college or first responder personnel.

General Shelter Procedures

For severe weather:

1. If safe to do so, close blinds and curtains on exterior windows.
2. Move away from exterior windows.



3. If possible, seek shelter in a lower-level interior room with no windows, restroom, or a Designated Shelter Area.

For incidents involving hazardous materials outside the building:

1. Close doors and windows.
2. Seal doors and windows with tape if available.

Lockdown

A lockdown may be ordered for a human threat such as an active shooter. In a lockdown situation, all exterior doors to a building are secured and occupants are expected to remain inside.

1. Stay calm.
2. Remain in classrooms or offices. If in a communal area, stay away from windows and doors.
3. Lock doors and barricade them if possible.
4. Do not allow anyone access once the doors are locked, as this may compromise the safety of those inside.
5. Do not allow anyone to talk their way inside, as he/she may be the suspect or may be coerced by the suspect outside of your view.
6. Wait for further instructions and do not allow anyone to leave until given the "all clear" signal or message from authorized personnel or emergency responders.
7. If you are unable to find a secure room, consider self- evacuation from the building
8. Individuals who may be on the outside of buildings during a lockdown should move away from the affected area (indicated by the presence of emergency personnel and equipment).

Lockout

A Lockout moves people into a building from the outside or keeps people in the building away from a threat outside of a Campus. A Lockout may be ordered in the event of a threat such as police chase in the area or wild animal that poses potential danger.

Campus Evacuation

A campus evacuation is used to get students, faculty, and staff off campus due to a serious emergency in the area.

When leaving campus, drive with caution, be courteous, and follow directions from emergency personnel. Do not block access/egress for emergency vehicles.

Specific Emergency Procedures

Abduction

1. Dial 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1.
3. Provide as much information as possible, including:



Victim description:

- Name
- Sex
- Age
- Height
- Weight
- Hair color
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shorts, shoes, etc.)
- Suspect description:
 - Race
 - Sex
 - Height
 - Weight
 - Hair color
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shorts, shoes, etc.)
- Suspect vehicle:
 - Make
 - Model
 - Color
 - License plate state and number
 - Identifiable decals or markings on the vehicle
- Time and location of abduction.
- Do NOT attempt to detain the person.
- Ask any witnesses to remain until emergency responders / law enforcement arrives.

Active Shooter

Active shooter incidents are unpredictable and evolve quickly. A shooter will not stop firing until his/her objectives have been met or he/she is engaged by law enforcement. Each situation is different and will change rapidly. Staff, faculty, and students must be responsible for their own safety until additional law enforcement and first responders are available to aid. There are three options during an active shooter incident: Run (get out), hide (lockdown), or prepare to defend (take out).

1. Dial 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1.
3. Law enforcement officers responding to the incident will first focus on containing/eliminating the threat.

Run (Get Out)

- Leave the area if it is safe to do so, moving away from the shooter's location.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible.
- Prevent people from entering an area where an active shooter may be.
- Call 9-1-1 as soon as it is safe to do so.



Hide (Lockdown)

- Hide in an area out of the shooter's view, and behind sizable items that provide concealment and protection from gunfire.
- Block entry to your hiding place and lock the doors.
- Do not trap or restrict your options for movement, if necessary.
- Turn off lights, computer monitors, and radios.
- Close blinds.
- Silence all cell phones and pagers.
- Stay calm, quiet, and out of sight.
- Unless you are in imminent danger from fire, ignore any fire alarms sounding but stay aware of your surroundings. Active shooters may pull fire alarms to shoot people as they exit the building.
- If you are in a safe location and not in harm's way, do not leave your hiding place until directed to do so by law enforcement officials.
- Always keep your hands in plain view for police officers. Follow directions exactly and carry nothing that could be mistaken for a weapon.

Prepare to Defend (Take Out)

As an absolute last resort, and only when in imminent danger, attempt to disrupt and/or incapacitate the shooter.

- Throw items and improvise weapons from available objects.
- Hit, kick, or tackle the shooter if close enough.
- Act with physical aggression.
- Commit to your actions.

What to expect from emergency responders?

- The first responding law enforcement officer(s) *will not stop* to aid the wounded or injured. Their primary mission is to contain the threat.
- Medical and rescue teams will begin treatment of the injured only after the area is declared safe by law enforcement personnel.
- Law enforcement may relocate building occupants to a safe area or may instruct occupants to remain where they are.

After the incident:

- After evacuation, you may be taken to a holding area for medical treatment, interviewing, and/or counseling.
- Law enforcement personnel may detain you as a witness to the incident.
- You may be asked to provide statements to law enforcement right away, or later.
- The entire area will be treated as a crime scene.
- Once you have been evacuated, you will not be allowed to re-enter the building.
- Information will be released to the Central Penn College community as soon as possible.



AED – Cardiac Arrest

An automated external defibrillator or AED is an electronic device that delivers an electric shock to the heart of a person in cardiac arrest. The AED is a “smart” device and will only deliver a shock when it is needed. Anyone can use an AED since the device gives verbal instructions for each step of the process.

1. Dial 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1. An AED should be used when a person collapses or becomes unconscious, is unresponsive to tapping or shouting, has no pulse and is not breathing.
3. If a person is unconscious and unresponsive to tapping or shouting, send someone to call 9-1-1 and to retrieve one of the AEDs. Contact the Public Safety & Health department after calling 9-1-1.
4. Check the patient for respirations and pulse. If the patient is not breathing and has no pulse, begin cardiopulmonary resuscitation (CPR).
5. Open the lid of the AED to activate the verbal instructions. Stay calm and follow the instructions until emergency medical personnel arrive.

Aircraft Accident / Railway Accident

1. Dial 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1.

Depending on the type and location of an aircraft crash on or near a campus, students, staff, and faculty may be directed to:

- Evacuate the building.
- Relocate to another location within the building, or to another building.
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

During the incident:

- Avoid the crash site.
- Keep roads and clear for emergency responders.
- Be aware of the potential for secondary fires and explosions.
- Only disturb debris to assist victims, and only if it is safe to do so.

Assault / Rape

1. Dial 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1.

If the suspected assailant is still in the area, get a physical description and provide it to police:

- Race
- Sex



- Height
- Weight
- Hair color
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shorts, shoes, etc.)

If possible, also provide any vehicle description that may assist police with locating the suspect:

- Make
- Model
- Color
- License plate state and number
- Identifiable decals or markings on the vehicle

Do NOT attempt to detain the suspected assailant.

Take the victim to a quiet area and ask him/her to remain until the arrival a of public safety officer.

Assign a staff member to stay with the victim.

Calmly explain to the victim that showering or cleaning up before a public safety officer makes contact will compromise or destroy evidence.

Significant Behavioral Problems

1. Dial 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1.

Tell the public safety officer the location or last known location of the person.

Provide a physical description of the person:

- Race
- Sex
- Height
- Weight
- Hair color
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shorts, shoes, etc.)

If possible, also provide any vehicle description that may assist police with locating the person:

- Make
- Model



- Color
- License plate state and number
- Identifiable decals or markings on the vehicle

Do NOT attempt to detain the person.

Ask any witnesses to remain until law enforcement arrives.

Bomb Threat

Each bomb threat that is directed at any campus facility will be evaluated and responded to as a legitimate and real threat to the College. The safety and well-being of students, staff, and faculty will be paramount. The College's goal will be to resolve the situation and return to normal operations at the earliest possible time with minimal disruption.

Response procedures will vary with each bomb threat. Deviations to standardized procedures are expected based on variations in the nature of the threat, the specificity of the threat, and the threatened location. Below are steps to take when a bomb threat is received.

Bomb Threat Received via Telephone

1. Enter all aspects of the call on the [Bomb Threat Reporting Checklist](#).
2. Immediately call 9-1-1. Then notify the Public Safety & Health department, who will, in turn, notify appropriate college administrators and continue with Bomb Threat Standard Operating Procedures if a threat is determined credible.
3. Students, staff, and faculty may be ordered to evacuate the building in the event of a credible threat.

Bomb Threat Received via Text Message or Social Media

1. Immediately report the threat by calling 9-1-1.
2. Read bomb threat message to the public safety officer exactly as written.
3. Report the identity of the sender, the date and time the e-mail was received, who the message is intended for, who received carbon copies, and the subject line from the e-mail message.
4. Do not respond to the sender.
5. Do not delete the bomb threat message.
6. Print a copy of the bomb threat message, if possible.
7. Meet with responding public safety officers to provide any additional information or answer any questions they may have regarding the email.
8. Employees and students should follow the directions of emergency response personnel regarding necessary announcements or evacuations.

Evacuation

Any evacuation ordered due to a bomb threat is mandatory.

- All occupants of the area being evacuated shall immediately move towards a safe exit and remain outside the area until the Public Safety & Health department determine it is safe to re-enter.



- Students will take all individual property with them and report to the designated assembly area.
- Staff and faculty will inspect for, but not disturb, unusual objects as they depart classrooms and work areas.
- Notify Public Safety & Health department of any suspicious or unusual object.
- Do NOT touch, move, or tamper with any suspicious item.
- Students, staff, and faculty will assemble at least five hundred feet from the building, or at a designated location.
- Do NOT use cell phones or portable 2-way radios within three hundred feet of a building suspected of containing an explosive device.
- Do not re-enter the building until notified by emergency personnel.
- If it is determined that a sweep for evidence/devices is necessary, employees may be asked to conduct a sweep (with authorized personnel) in areas where they are most qualified to identify items that do not belong.



Bomb Threat Reporting Checklist

Stay Calm. Be Courteous. Listen. Do Not Interrupt the Caller.

YOUR NAME: _____ **Time:** _____ **Date:** _____

CALLER'S IDENTITY:

Male ___ Female ___ Adult ___ Juvenile ___ Approx. Age: ___ Years

ORIGIN OF CALLER:

Local ___ Long Distance ___ Telephone Booth ___ Within Building ___

EXACT WORDS OF CALLER (Use extra sheets if necessary): _____

BOMB FACTS

Pretend Difficulty Hearing – Keep Caller Talking

If Caller Seems Agreeable To Further Conversation, Ask Questions Like:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____ What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

CALLER CHARACTERISTICS

VOICE	SPEECH	MANNER	LANGUAGE	ACCENT	BACKGROUND NOISE
___ Loud	___ Distinct	___ Calm	___ Fair	___ Local	___ Office
___ Soft	___ Stutter	___ Angry	___ Foul	___ Not local	___ Animal
___ High Pitch	___ Slurred	___ Coherent	___ Good	___ Foreign	___ Traffic
___ Deep	___ Distorted	___ Incoherent	___ Poor	___ Race	___ Music
___ Raspy	___ Slow	___ Rational	___ Excellent	___ Regional	___ Airplanes
___ Pleasant	___ Fast	___ Irrational			___ Factory
___ Nasal	___ Lisp	___ Deliberate			___ Party
	___ Intoxicated	___ Emotional			___ Voices
Other:	Other:	Other:	Other:	Other:	Other:



Civil Disturbance / Riot

In the event of a civil disturbance, public safety officers will isolate the area where the incident is occurring and coordinate activities with law enforcement agencies assisting with the incident.

1. Call 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1.

Depending on the nature and extent of the incident, students, staff, and faculty may be directed to:

- Evacuate the building.
- Relocate to another location within the building, or to another building.
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

Criminal Activity

1. Call 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1.

Criminal activity may include, but is not limited to:

- Assault
- Burglary
- Robbery
- Theft
- Use or possession of illegal drugs or alcohol on campus
- Illegal possession of a weapon on campus
- Vandalism

Provide as much information as possible to public safety officer, including:

- Suspect description:
 - Race
 - Sex
 - Height
 - Weight
 - Hair color
 - Identifying marks such as tattoos or scars
 - Top clothing (jacket and/or shirt)
 - Bottom clothing (pants, shorts, shoes, etc.)

Suspect vehicle:

- Make
- Model



- Color
- License plate state and number
- Identifiable decals or markings on the vehicle

Time and location of activity.

Do NOT attempt to detain the suspect.

Ask any witnesses to remain until law enforcement arrives.

Earthquake

Earthquakes are not a common event in Pennsylvania, but they can happen.

In the event of an earthquake:

- If outside, stay in the open, away from buildings and utility wires.
- If indoors, take cover under sturdy furniture such as worktables and desks.
- Stay near the center of the building.
- Stay away from glass and windows.
- Do not run through or near buildings where there is danger of falling debris.
- After the quake, evacuate the facility. Stay out of damaged buildings as aftershocks may cause them to collapse.
- Provide first aid to injured people. For medical assistance, call 9-1-1 from any campus phone or available cell phone. Be ready to provide building name, address, location, floor number or room number.
- Stay with your class or workgroup. Wait at the designated assembly area (at least 150 feet away from any building) until you receive further instructions from emergency personnel.

Elevator Emergencies

If an elevator becomes stuck, or elevator service is interrupted by a malfunction or power outage:

- Stay calm.
- Do not attempt to force open the door.
- Activate the emergency alarm located on the control panel.
- Elevators on campus are not equipped with emergency phones.
- If you have a cell phone, dial 9-1-1 or (717) 728-2364 for assistance.

FIRE

If You Discover a Fire or Smell Smoke:

- Sound the alarm by activating a fire alarm pull station and evacuate the building.
- If there is no alarm in the building, notify other occupants by knocking on doors and shouting "FIRE" as you leave the building. Evacuate in a safe and orderly manner, Walk do not run.



- As soon as you can, and when it is safe to do so, call 9-1-1. Contact the Public Safety & Health department after calling 9-1-1.
- If the fire is small and you are comfortable doing so, use a fire extinguisher to put it out.
- If you encounter smoke:
- Find another exit if possible.
- Stay low under the smoke, and keep your nose and mouth covered.
- Do not open doors that are hot to the touch.
- When evacuating, stay with the group from your area.
- Once outside, stay clear of emergency vehicles and personnel.
- Do not go back into the building for any reason until the fire department or public safety declare it safe to do so.
- Alert others in the vicinity.

If You Cannot Evacuate or Are Trapped:

- Close doors between you and the fire and/or smoke.
- Seal door cracks and cover vents to keep out smoke.
- Call 9-1-1. Tell the dispatcher the location where you are trapped. Be ready to provide building name, address, location, floor number or room number.
- Contact the Public Safety & Health department after calling 9-1-1.
- Signal firefighters from a window if possible.

If Your Clothes Catch Fire:

- Stop where you are.
- Drop to the ground and cover your face with your hands.
- Roll over and over to smother the flames.

Fire Alarm Sounding and Testing

Fire alarms will be treated as actual emergencies until officially determined otherwise.

When the fire alarm sounds:

- Stay calm.
- Evacuate the building at once by moving quickly, but in an orderly manner, to the nearest exit. Do not run.
- Move to the designated assembly area (at least 150 feet away from the building).
- Do NOT use elevators.
- Do NOT remain in courtyards. Move away from the building(s) as quickly as possible.
- Assist people with disabilities who may need help evacuating.

If you encounter smoke:

- Find another exit if possible.

- Stay low under the smoke, and keep your mouth covered.
- Do not open doors that are hot to the touch.
- Stay with the group from your area during evacuation.
- Once outside, stay clear of emergency vehicles and personnel.
- Do not go back into the building for any reason until authorized to do so by the fire department or public safety.

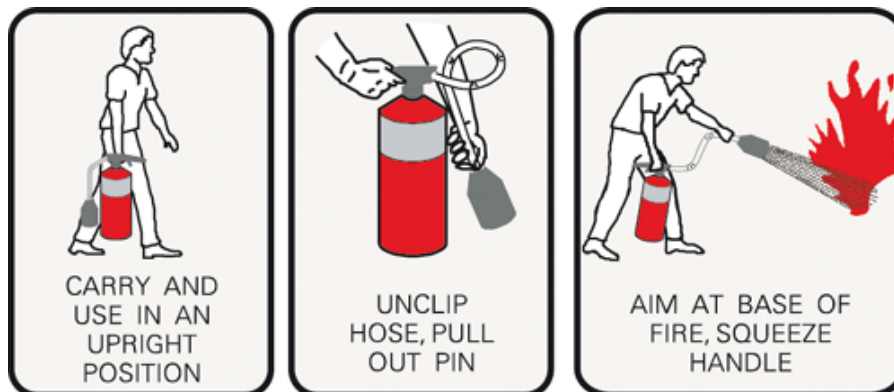
Fire Extinguisher Operation

Use a fire extinguisher to put out a fire ONLY if:

- The fire is no larger than a trash can.
- There is an extinguisher nearby; AND
- You feel confident about using a fire extinguisher to put out the fire.

How to Use an Extinguisher (Small Fires Only):

- Check the fire extinguisher to make sure it is appropriate for the type of fire. Class A-B-C extinguishers, located throughout Central Penn College campus, are suitable for most fires.
- Check the pressure gauge. The needle should be in the **GREEN** section of the gauge.
- Remove extinguisher from its cabinet or bracket.
- Use the acronym PASS to operate:
 - P Pull the safety pin, breaking the plastic tab, and discard it.
 - A Aim the nozzle at the base of the fire.
 - S Squeeze the handle to discharge the dry chemical powder.
 - S Sweep the nozzle back and forth across the base of the fire.
- Use the entire contents of the fire extinguisher. If the fire does not go out after emptying the extinguisher, evacuate immediately.
- When the fire appears to be out, back away, as it may flare up again. Do NOT turn your back to a



fire.



Flood

Terminology:

- Flash Flood or Flood Watch: Flash flooding or flooding is possible within the designated watch area. Be alert.
- Flash Flood or Flood Warning: Flash flooding or flooding has been reported or is imminent. Take necessary safety precautions at once.
- Urban or Small Stream Advisory: Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

Leaving Campus During Flood Conditions:

- Avoid areas subject to flooding – dips in the road, low spots, etc.
- Do not attempt to cross flowing streams or flooded roadways. The roadbed may not be intact under floodwaters. Turn around and go another way. NEVER drive through flooded roadways.
- If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.
- If the water on the roadway is ankle-deep or greater, turn around and find another route, or find a safe location to wait out the storm and/or flooding.

Flooded Building on Campus:

- Notify Facilities and/or the Public Safety & Health department.
- Relocate to an upper floor and await instruction from public safety officers.
- Assist those with functional impairments who may need assistance.
- If time allows, move records and equipment up off the floor onto shelves and tables to prevent damage from minor flooding.
- If the building is evacuated, do not return to the building until notified to do so by a college official or emergency responders.

After a Flood:

- Verify that electrical equipment has been checked and dried before returning to service.
- Facilities and Operations personnel will use flashlights, not candles, matches, or other open flame, when examining buildings for damage.
- Facilities personnel will report damaged utilities to appropriate authorities.
- Use bottled drinking water until the water supply system has been inspected and is operating normally.
- Restock any emergency supplies used.

Hazardous Material Incidents

A hazardous material incident may occur at any time. The incident may be on campus or nearby, such as a transportation accident involving railroad, highway, or airway, or an industrial accident at a nearby business.



1. Report any incident involving hazardous materials on or near any Central Penn College campus immediately.
2. Dial 9-1-1 from any campus phone or available cell phone.
3. Contact the Public Safety & Health department after calling 9-1-1.
4. Provide as much information as possible, to include:
5. Location of the incident
6. Material involved (if known), or identifying placards or shipping labels
7. Amount of hazardous material involved
8. How many people may have been affected?
9. Whether the area has been evacuated

Campus response procedures for a hazardous material incident will vary according to the location of the incident, the quantity and type of chemical involved, time of day, day of the week, and weather conditions.

Depending on the nature and extent of the incident, students, staff, and faculty may be directed to:

- Evacuate the building.
- Relocate to another location within the building, or to another building.
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

In the event of evacuation, staff, faculty, and students will be directed to the safest evacuation route based on:

- Wind direction
- Chemical runoff
- Traffic congestion:
- Time of day
- Day of the week

When evacuating because of a hazardous materials incident:

- Remain upwind of the incident and monitor shifts in wind direction.
- Do not enter the hazardous or contaminated area for ANY reason, including rescue.
- Secure the scene if you can safely do so to keep others out of the hazardous area.
- Avoid contact with spilled hazardous materials or empty containers.
- Avoid inhalation of fumes, smoke, and/or vapors, even if no dangerous materials are known to be involved, or gases or vapors appear harmless.
- Assist those with functional impairments.

Medical Emergencies

1. Dial 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1.



Stay calm. The dispatcher may ask you for the following information:

- The patient's exact location
- Nature of the illness or injury
- Your name and phone number
- Whether the patient is conscious or unconscious
- Whether or not the patient is breathing
- Do not hang up until told to do so
- Keep the patient still, quiet, calm, and as comfortable as possible. Let him/her know help is on the way.
- Do NOT move the patient unless there is an imminent danger to life or safety.
- Assign someone to stay with the patient until emergency medical personnel arrive and disperse bystanders.
- If trained and comfortable doing so, administer first aid.
- Keep the patient warm by covering him/her with a blanket or coat.
- Control serious bleeding by applying direct pressure with a clean cloth.
- If the patient is not breathing and has no pulse, administer CPR until an Automated External Defibrillator (AED) can be applied.
- Do not attempt to transport the patient to a medical facility. Wait for emergency responders to arrive.

ROBBERY

1. Dial 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1.

Stay calm.

Do as the robber say and give him/her what he/she requests.

Try to get the best possible physical description of the robber:

- Race
- Sex
- Height
- Weight
- Hair color
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shorts, shoes, etc.)

If possible, also try to obtain any vehicle description that may assist police with locating the suspect:

- Make



- Model
- Color
- License plate state and number
- Identifiable decals or markings on the vehicle

Severe Weather

Severe weather can include high winds, thunderstorms, lightning, hail, floods, extreme heat or cold, blizzards, or other weather events that have the potential to create safety hazards or cause property damage. Staff, faculty, and students should monitor weather conditions and take appropriate precautions, as necessary.

Terminology:

Watch: Issued when conditions are favorable for the development of severe weather. During a watch, review weather safety guidelines and be prepared to seek shelter.

Warning: Issued when a hazardous weather event is occurring or is imminent and can pose a threat to life and property. Seek shelter immediately.

In the event of severe weather conditions, the College will announce shelter in place, evacuation, or reverse evacuation procedures over all available notification systems.

If sheltering in place for an imminent severe weather event:

- Do not leave a hardened structure. If in a modular, prefabricated, or temporary structure, get to the closest hardened structure immediately.
- Move away from windows and toward interior rooms. Take cover in a Designated Shelter Area if available.

If a Designated Shelter Area is not available, seek cover in a space that:

- Is in the interior of a hardened structure
- Is on the lowest level of the building
- Does not have windows or skylights
- Is not in a long corridor spanning the structure (wind tunnel effect)
- Avoid using landline telephones.
- Remain in the building until the storm passes.

Suspicious Packages or Letters

The Mail Room is the first point of review for any letter or package received at the campus. However, all staff and faculty members who manages mail should be familiar with the indicators of a suspicious package or letter. Everyone should be diligent in reviewing mail for anything suspicious or harmful such as explosives, chemical, or biological agents.



Suspicious Package Indicators:

- Unexpected delivery from someone unfamiliar to you or from a foreign country.
- No return address, or one that cannot be verified as legitimate.
- No postmark (may indicate hand delivery).
- Marked with restrictive endorsement such as "Personal," "Confidential," or "Do Not X- ray."
- Postage irregularities including excessive postage, no postage, or unusual stamps.
- Badly typed, misspelled, or poorly written addresses and markings.
- Protruding wires or aluminum foil.
- Strange odors.
- Discoloration or oily stains.
- A city or state in the postmark that does not match the return address.
- The item is of unusual weight given its size; lopsided or oddly shaped; rigid; uneven; soft spots; or bulges.
- Crystals, powder, or powder-like substance leaking from package.
- Ticking or other unusual sound.
- Marked with threatening language.
- Inappropriate or unusual labeling.
- Excessive packaging material such as masking tape and string.
- Misspelling of familiar words.
- Addressed to someone no longer with the College or outdated.
- Incorrect titles or titles without a name.
- Not addressed to a specific person.

Actions to Take:

- **DO NOT OPEN, SHAKE, HANDLE, OR INVITE OTHERS TO EXAMINE THE ITEM.**
- Move away from the item and call 9-1-1.
- Contact the Public Safety & Health department after calling 9-1-1.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any contaminant.
- Public safety officers will assess the situation and determine subsequent actions to be taken, to include requesting a Hazardous Materials team if necessary.


Suspicious Mail or Package Indicators

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



Letter Indicators:






- Restrictive markings.
- No return address.
- Sealed with tape.
- Misspelled words. Badly typed or written.
- Unknown powder or suspicious substance.
- Possibly mailed from a foreign country. Excessive postage.

Package Indicators:

- Excessive tape.
- Oily stains, discolorations, crystallization on wrapper.
- Strange odor.
- Incorrect title or addressed to title only.
- Rigid or bulky.
- Lopsided or uneven.
- Protruding wires.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

To order this poster, call 1-800-322-0217. Poster 84
September 2006
PSN 7480-01-000-7387



Suspicious Persons / Item

1. Call 9-1-1 from any campus phone or available cell phone.
2. Contact the Public Safety & Health department after calling 9-1-1.

Move away from any suspicious item prior to calling law enforcement.

Suspicious Person:

If the suspicious person is still in the area, get a physical description and provide it to police:

- Race
- Sex
- Height
- Weight
- Hair color
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shorts, shoes, etc.)

If possible, also provide any vehicle description that may assist police with locating the suspicious person:

- Make
- Model
- Color
- License plate state and number
- Identifiable decals or markings on the vehicle

Do NOT attempt to detain the person.

Ask any witnesses to remain until a Campus Police Officer arrives.

Suspicious Item:

- Do NOT touch any package or item that appears out of place, abandoned, or otherwise suspicious.
- Move away from the item and notify law enforcement.

TORNADO

Tornados can occur anywhere in Pennsylvania. Students, staff, and faculty are encouraged to personally monitor weather conditions, NWS reports emergency notifications, and to sign up for weather alerts from commercial media outlets.

Tornado Watch:

The National Weather Service issues a tornado watch when weather conditions are favorable for formation of tornadoes.



Actions to take:

- Public Safety & Health department or Facilities will check to be sure that shelter areas are accessible should the tornado watch evolve into a tornado warning.
- Students, staff, and faculty should remain alert for approaching storms and monitor radio and television for current weather information.
- Anyone located in a temporary or modular building on campus should consider moving into a permanent structure until the threat has passed.

Tornado Warning:

The National Weather Service issues a tornado warning when a tornado has been sighted in the area or is indicated by weather radar. Take shelter immediately.

Actions to take:

- Follow directions issued by the College through its emergency notification systems
- Do not leave a permanent structure. People in modular, prefabricated, or temporary structures should immediately get to the closest permanent structure.
- Move away from windows, doors, exterior walls, hallways, and open areas.
- Take cover in a Designated Shelter Area if available.
- Evacuate upper levels and lobby areas.
- Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span such as auditoriums and gymnasiums.
- If a Designated Shelter Area is not available, move to an interior room or hallway on the lowest level of the building. Avoid long corridors that span the structure. If possible, get under a sturdy piece of furniture.
- Aid people with functional impairments or disabilities.
- Close fire doors in hallways.
- Remain in place for at least 15 minutes until the threat has passed.

If you are outside of the building and a tornado is approaching:

- Get out of your vehicle. Do NOT stay in your vehicle, and NEVER try to outrun a tornado.
- Move into a permanent building if there is time to do so safely.
- If you cannot make it to a building, lie flat in a nearby ditch or depression until the tornado has passed.

After a Tornado:

- If the building has suffered structural damage, evacuate immediately.
- If you cannot evacuate or are trapped, call 9-1-1. Contact the Public Safety & Health department after calling 9-1-1.
- Follow directions of college officials and emergency responders.
- Stay clear of damaged areas.
- Beware of fallen debris, exposed electrical lines, downed power lines, and gas leaks.
- Stay with your group and account for everyone.
- Administer first aid to the injured.



Designated Shelter Areas:

Campus users will be directed via emergency notification system to evacuate to the lowest floor or interior corridors and stay away from glass.



Emergency Procedures Handbook 2022

Designed for Central Penn Colleges Faculty, Staff and Students.

Central Penn College
Public safety & Health Department
600 Valley Road
Summerdale, Pennsylvania 17093

Attention: Emergency Procedures Handbook 2022