



# emergency action guide

**IN THE EVENT OF LIFE-THREATENING OR EXTREME EMERGENCY CALL 911 FIRST.**

**Central Campus Public Safety**

Dial **6666** from campus phone  
or call **215.641.6666**

**West Campus Public Safety**

Dial **1913** from campus phone  
or call **610.718.1913**

**evacuations/fire drills • hazardous weather**

**utility failures**

**criminal and/or violent behavior**

**fire**

**medical emergencies • mental health crisis**

**accidents/explosion/building collapse/earthquake • bomb threat**

**hazardous materials release/spill • radiological emergency**

## evacuation or fire alarm drill

1. All occupants of each academic or administrative building are **required to participate fully** in evacuations and drills.
2. When the fire alarm is activated, **evacuate the building from the nearest exit. Never use an elevator during a fire emergency or drill.**
3. Faculty members should always **be aware of persons with disabilities** in their classrooms. Disabled persons may require help to reach a point of safety, such as a stairwell. Faculty should assist in a rescue in an emergency *only* if it can be done safely.
4. **Report to the designated location outside** and away from the building.
5. **Remain outside** of the building until the building has been checked and is deemed safe for occupancy by the Public Safety Officer or Building Marshal on the scene.

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## hazardous weather *tornado, severe rain, wind or hail storms*

Prior to the storm, **stay informed** through local media sources on days when severe weather is expected. (A WARNING is issued when a hazardous event is occurring, is imminent, or has a very high probability of occurring. A WATCH is used when the risk of an event has increased significantly, but its occurrence, location, and/or timing is still uncertain.)

***Be aware of possible indicators of a tornado including: dark, greenish sky; large hail; loud roar, similar to a train; cloud of debris; wind becomes calm and still; frequent lightning.***

During the storm:

- **Seek shelter immediately.** Avoid open areas and automobile if possible.
- **Stay away from windows.**
- Call Public Safety if power outage or damage to the building occurs.
- If tornado appears near, move to an area with no windows.  
Be prepared to kneel facing the wall and cover your head.

***Do not call 911 unless you require emergency assistance.***

## utility failures

1. **Notify the Department of Public Safety.**
2. **Do not attempt to correct the problem** on your own.
3. Only call 911 if you are injured or require immediate emergency assistance.
4. If an emergency exists, evacuate the building or buildings affected.  
Assist the physically disabled in exiting the building. Do not use the elevators.  
Move to a clear area 100 yards away from the building.  
*Do not return to an evacuated building unless told to do so by an authorized College official.*

### Gas Leak

- Cease all operations, exit the area immediately. In the event of a major gas leak, leave the building, advise others in the area to leave the building and once outside call 911.
- Do not turn any electrical equipment on or off as this may cause electrical arcing which can trigger an explosion.

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### Ventilation Problems

- If smoke or other odors come from the ventilation system, immediately notify Public Safety.

### Power Failure

- All machinery, equipment and appliances should be switched to OFF to prevent unexpected or sudden start up when power is restored.
- Report all persons trapped in elevators to the Department of Public Safety.

### Elevator Failure

- If you become trapped in an elevator, activate the emergency alarm located on the panel.
- If you have a cell phone, call the College Department of Public Safety immediately.
- Do not attempt to escape the elevator on your own.
- No person is permitted to attempt a rescue effort without the assistance of the local Fire Department.

### Plumbing Failure

- Cease using all electrical equipment.

## criminal and/or violent behavior

### Crime/Incident In Progress

1. **Protect yourself.** *Only intervene if you feel safe to do so.*
2. **Call 911.** Make sure that the dispatcher understands that the incident is in progress. Provide the location of the incident (campus, building, room number), a description of the nature of the incident, person(s) involved, any weapons involved and/or any injuries that have occurred.
3. **Stay on the line** with the dispatcher until help arrives.
4. **Keep the dispatcher updated** on any changes so responding units can be updated. *Even if you cannot communicate, stay on the phone, so the dispatcher can listen to what is happening.*
5. **Notify Public Safety** as soon as safely possible.

### Crimes NOT In Progress

If you or someone else is a victim of a crime on campus — and it is not an emergency or life-threatening situation, contact the College Department of Public Safety to report the crime.

### shelter-in-place: active shooter/ armed intruder

1. If safe to do so, **exit the building immediately**, but do NOT sound the fire alarm.
2. If you are unable to evacuate, immediately **seek refuge in an area that can be locked** from the inside. *Doors without locks should be barricaded from the inside.*
4. If phone is available and it is safe to do so, **call 911**.
5. Once locked in a room, **cover any windows on the door** so that the intruder cannot see into the room.
6. **Turn off lights** and audio visual equipment.
7. Move away from the windows and doors and **remain out of sight**.  
*Remain still and quiet and act as if no one is in the room.*
9. **Do not answer the door.**
10. **If the fire alarm sounds unexpectedly, do not evacuate** the building *unless*:
  - you have firsthand knowledge that there is a fire in the building or are in imminent danger
  - you have been advised by police or a College Safety Officer to evacuate the building

***Should you be confronted by the shooter, YOU must decide on your own course of action based on the situation presented.***

## fire

- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

### Controllable Fire

1. If a minor fire appears controllable, any person on campus has the authority to use a portable fire extinguisher.
2. To operate extinguisher, remember **P.A.S.S.**
  - P**ull the pin
  - A**im at the base of the fire
  - S**queeze the discharge handle
  - S**weep from side to side
3. **Never use water** on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
4. When using a dry chemical extinguisher on a flammable liquid fire, **stay back a minimum of 10 feet** from the fire.

### Uncontrollable Fire

1. **Activate the fire alarm** or shout "FIRE" to alert others. Most fire alarm pull stations are located next to exits. Pull the handle down to set off the alarm.
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2. **Evacuate** the building. If possible, assist the physically disabled in exiting the building. Use the stairs. Do not use elevators.
  3. **Check before opening doors** – if door is hot, do not open.
  4. **Never enter** a room that is smoke filled.
  5. **Call 911** from a safe location. Provide the location of the fire (campus, building, room number,) a description of the fire and, if known, how it started.
  6. **Notify Public Safety** after 911 has been contacted.
  8. **Do not return** to the evacuated building until permitted.

### If you become trapped in a fire:

1. If possible, **move to a room with an outside window** and open the window. Check before opening door – if door is hot, do not open.
2. If there is no window, **stay near the floor** where the air is less toxic.
3. If there is a phone, **call 911** and tell the dispatcher where you are. Do this even if you can see the fire department from the window.
4. Stuff clothing, towels or paper **around the cracks in the door** to help keep smoke out of the room.
5. **Stay where rescuers can see you** and wave a light colored item to attract their attention.
6. **Shout** at regular intervals to alert emergency crews of your location.

## medical emergencies

1. **Call 911.** Provide the location of the emergency (campus, building, room number), details of the accident or injury and medical condition of the individual(s) affected.
2. **Follow instructions** given to you by the 911 operator.
3. **Identify a location** where someone can meet the ambulance for directing EMS to the injured person(s).
4. **Notify Public Safety.**
5. **Remain with the person** until emergency personnel arrive.
6. **Do not attempt to move** a seriously injured or ill person unless there is a life threatening situation.
7. **Protect yourself** from blood or body fluids.

*Once EMS arrives on scene, they will be responsible for the health and safety of the affected individual(s).*

### AED use: determining and using an automated external defibrillator

If a person suddenly collapses and loses consciousness, or if you find a person already unconscious:

1. **Confirm that the person is not responsive** (and not just asleep.) Shout at and gently shake the person to try to wake. Never shake an infant or young child, instead, pinch the child. Check the person's breathing and pulse. If breathing and pulse are absent or irregular, prepare to use the AED as soon as possible.

2. **Call 911.** Notify Public Safety.
3. If someone is present who can provide CPR, **begin CPR** until AED unit arrives.
5. **Turn AED unit on and follow voice prompts.**
6. Continue CPR and use of AED as prompted until emergency medical help arrives or until the person begins to move.

## mental health crisis

Including an individual who is: attempting or threatening suicide, acting in a bizarre or uncontrolled manner, and/or extremely upset due to a specific event.

**If the individual presents an immediate threat of physical harm to themselves or others:**

1. **Call 911.** Provide the location of the situation (campus, building, room number), and details.
2. **Follow instructions** given to you by the 911 operator.
3. **Identify a location** where someone can meet the police/EMS.
4. **Notify Public Safety.**

*Once Police/EMS arrives on scene, they will be responsible for the health and safety of the affected individual(s).*

**If the individual does not present an immediate threat of physical harm:**

- Contact the Office of Student Affairs Counseling Staff.  
Central Campus: **215.641.6577** West Campus: **610.718.1906**
- If no one from the Counseling Staff is available contact Public Safety.

## train or aircraft accident, explosion, building collapse or earthquake

- **Protect yourself.** If indoors, immediately take cover under tables, desks or any other surface that can provide refuge from falling glass and debris.
- If outdoors, move quickly away from buildings, utility poles, overhead wires, parking garages and other structures.

### If possible to evacuate the building:

1. Follow the established **building evacuation procedures**. Do not use elevators. Use the stairs. Assist the physically disabled in exiting the building.
2. Once outside, **clear the area** at least 100 yards away from the affected building. Keep roadways, walkways, and fire hydrants clear.
3. **Call 911** from a safe location. Provide the call taker with the location of incident (campus, building, room number), a description and, if known, how or why it occurred.
4. **Notify** Public Safety.
5. **Do not use** lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
6. **Do not return** to the evacuated building unless told to do so by Public Safety.

### If you become trapped:

1. If a window is available, place an article of clothing outside of the window as a marker for rescue crews.
2. If there is no window, tap on the wall and shout at regular intervals to alert emergency crews of your location.

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## bomb threat

- A bomb threat must be treated as **a serious matter**. The emergency actions described should be implemented regardless of whether the bomb threat appears real or not.
- Any faculty or staff that is made aware of a written bomb threat (for example, bathroom walls, written note) should notify Public Safety immediately.
- All personnel who answer campus telephones should know how to speak to the person making the threat and who to notify.

### Emergency actions if a phone call bomb threat is received:

1. **Do not put the caller on hold.**
2. **Do not transfer** the call.
3. **Do not hang up** the phone the call came in on.
4. Keep the caller on the phone **as long as possible**.
5. **Listen closely to the voice** to determine, sex, accents, speech impediments or any other unusual characteristics.
6. **Pay attention to background noises** that may indicate location.
7. If possible, have someone else use another phone to **call 911 and Public Safety**.

### Emergency actions for a suspicious package:

1. **Do not handle** the object.
2. **Evacuate** the area.
3. **Immediately call Public Safety** and clear the area until a Public Safety Officer arrives. The Public Safety Officer will evaluate the situation and if necessary call 911 for assistance.

## hazardous materials release/spill

1. **Evacuate** the area immediately.
2. **Secure** the area to prevent further contamination of others.
3. **Notify** affected personnel immediately.
4. **Report** the incident to the Department of Public Safety. Be specific as possible when reporting the spill. The Department of Public Safety will determine what actions should be taken.
5. Anyone who may have been contaminated should **wash off** the contaminated areas, avoid contact with others and remain in the vicinity to be seen by emergency personnel.
6. **DO NOT clean up spills** or releases unless you have been properly trained in the proper methods to do so.

### If the building's fire alarm is sounded:

1. **Evacuate** the building immediately and instruct others to follow.
2. **Assist** the physically disabled in exiting the building.  
*The elevators may be used by the physically disabled during this type of emergency.*
3. **Move to a clear area** at least 100 yards away from the building.  
Keep walkways, roadways and fire hydrants clear.
4. **Do not return** to the evacuated building unless told to do so by emergency personnel.

## radiological emergency (Limerick Power Plant Incident)

Montgomery County Department of Public Safety will advise the College's Department of Public Safety of a situation. Upon confirmation of the emergency a course of action will be decided. A radiological emergency is likely to effect Central and West campuses differently.

1. Often times **it is safer to remain indoors**, than outside or in a vehicle.  
If a shelter-in-place is required, see below.
2. In the case of a **General Emergency**, a recess of West Campus will be declared.  
If a state-mandated general emergency evacuation is declared or the President declares a recess, all members of the community should **leave the campus** in their own vehicles taking as many passengers as they are able.  
*If the situation is an Alert or Site Area Emergency, no recess will be called.*
3. The College's **designated shelter** is the Advanced Technology Center on Central Campus. Those on West Campus desiring or providing transportation to the designated shelter should assemble at North Hall. College vans will be used for transportation if needed.
4. The decision to reopen the College will be made by the President only after the approval of Montgomery County Department of Public Safety.

### shelter-in-place: hazardous materials / weather

1. When notified of a shelter-in-place, **seek immediate shelter inside** a building.  
If possible, move to a room with no windows or doors to the outside.
2. **Do not go outside** until instructed to do so by emergency personnel.
3. **Close and lock** all windows and doors to the outside.  
Seal and/or cover openings or windows to your room if possible.
4. **Turn off** air conditioner, dryers, and other ventilation systems if possible.
5. **Do not use elevators.**
6. **Do not attempt to drive** unless you are specifically instructed to evacuate.
7. **Wait for instructions** from emergency personnel.
8. **Listen** to the radio or television station for emergency information.