

ROSEMONT COLLEGE

Emergency Operations Plan



Rosemont College
1400 Montgomery Avenue
Bryn Mawr, PA 19010

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INTRODUCTION AND GENERAL PRINCIPLES

The purpose of the Emergency Operations Plan (EOP) is designed to serve as a guideline of emergency procedures to assist Rosemont College in managing and responding to any emergency that may arise. The success of any plan is dependent upon its users knowing and understanding the contents. Each member of the College Community must take responsibility to become familiar with the Emergency Operations Plan and to understand their role during an emergency.

This plan sets forth the four phases to emergency management: preparedness, response, business continuity, and recovery that will be used to manage response activities in the event of a disaster or emergency on or near the campus. All members of the College community are expected to take personal responsibility for following the policies and procedures of Rosemont College and in the event of an emergency act in accordance with instructions given to them by the College's Public Safety, College Officials and this Emergency Operations Plan.

The actions outlined in this emergency operations plan constitute the existing policy of the College in response to an emergency. The President (or her/his) designee or successor), as chief policymaker for the College, has the authority to alter this operations plan during the course of an emergency to the extent that it is deemed necessary.

These procedures apply to all Rosemont College community members and buildings and grounds owned and operated by the College, and include those peripheral areas surrounding the College.

These procedures are to be followed for any event at Rosemont College, regardless of whether or not the incident occurs during the normal College day, after hours, or when the College may be closed.

Definition of an Emergency

For purposes of planning, an emergency is defined as any situation:

- That creates an imminent danger to the lives of students, faculty, staff or visitors at the College;
- That creates an imminent risk to the College property and personal property located on College grounds;
- That may prevent the College from fulfilling its responsibilities to the students, faculty, staff or visitors;
- That could cause serious harm to the reputation of the College; or
- Where the College's resources are called upon to assist the local community, state or federal agencies in the time of regional or national crisis.

Examples of potential situations are:

- Active shooter
- Anthrax and other biological agents (suspicious packages or letters)
- Threat of an explosive device (bomb threat)
- Explosion on or near campus
- Fire
- Toxic/chemical/radiation spill/release (hazardous materials)
- Severe weather event (hurricane, tornado, blizzard)
- Communicable disease (pandemic)
- Demonstrations (civil disturbances)
- Violent incident in or around the College

- Incident with broad community or neighborhood impact

Each situation will require an appropriate response and no two responses will be alike. Rosemont College must be prepared for possible emergencies and to respond to all emergency situations in a safe and timely manner. College personnel and equipment will be used to provide priority protection for:

- Priority 1: Life Safety
- Priority 2: Preservation of College property and structures
- Priority 3: Restoration of academic programs and general College operations

It is anticipated that, as operations progress from Priority 1 through Priority 2 and 3 responses, the administrative control of the College will move initially from its normal operating or organizational structure to the Incident Command System, including the Emergency Operations Center as needed and then back again to the normal organizational structure.

College faculty, administration, staff and students are expected to review, test, and understand the emergency procedures set forth in the College plans. These procedures should be considered as guidelines to assist in a response. A situation may warrant evacuation of a building or it may call for students, faculty, and staff to remain in their building, classes, or shelter. These guidelines can assist in the response process.

In any emergency situation involving outside resources such as police, fire, or EMS assistance, the administration and staff will initiate appropriate and immediate actions necessary to assist the local authorities in regaining control of the situation.

Because it is impossible to anticipate and prepare for every possible scenario at every point in time, everyone must use their best judgment to take actions that maximize everyone's safety.

General Guidelines

Emergency circumstances can change at any given time. Everyone must understand that and remain flexible.

The College's emergency plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster.

An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

The succession of events in an emergency are not predictable, hence, these emergency operational plans will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency.

Disasters may affect residents in the geographical location of the College, therefore Township, County, State, and Federal emergency services may not be available. A delay in off-campus emergency services may be expected up to 48-72 hours.

In the event of an emergency, first identify and assess the situation. Then notify Public Safety at ext. 2555 or 610-527-1038. Public Safety will call 911.

Depending on the situation, a decision will be made on whether or not to evacuate everyone from the building or lockdown, or shelter in place.

If directed to ***Evacuate*** all faculty, students, staff and visitors will exit the building immediately and report to their designated assembly area. Fire, flood, environmental accidents, active shooter, and utility failures are among the reasons that a building should be evacuated. Regardless of the reason for the emergency, any conditions in or near a building that threatens the health, safety, or welfare of any member of the College Community shall be cause for evacuation.

If directed to ***Lock-Down*** everyone outside the building will be brought inside and all will be kept inside the building until it is determined to be safe to leave the building. All doors are secured; everyone is moved to the safest point in the room and instructed to remain still and quiet; Doors are to be locked or barricaded; Do not activate the fire alarm system.

A ***Shelter in Place*** on campus is an emergency procedure intended to keep you safe indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

Faculty will remain with their classes at all times, unless instructed otherwise, and act as guides. Faculty will assist in accounting for all of their students and others at the assembly point. Faculty and staff not teaching will be assigned to assist the administration as needed.

Facilities personnel will be available to assist the faculty and staff. They will report to the College Incident Command Post and the College Incident Commander for assignment.

Assembly areas for faculty, staff, students and visitors (see chart on page 22) have been identified for each campus facility, and are intended to be as convenient as possible for administrative control. Staging areas for the media/press will be the responsibility of the Public Information Officer (PIO) (Vice President of College Relations).

The Emergency Management Team will establish a support Emergency Operations Center (EOC) to assist the College on-scene team and coordinate with outside responders.

Media relations are an important part of Emergency Management. Therefore, all requests for situational information and interviews should be referred to the Vice President for College Relations (PIO). **Please do not answer any questions from the news media.** It is important that the media receives factual and accurate information; however, no information that could result in press or public interference with an effective response should be provided. The Public Information Officer (PIO) will speak to the media in conjunction with the lead emergency services personnel, i.e. Police or Fire Chief, to ensure the correct and appropriate information is disseminate.

College departments are responsible for developing contingency plans and continuity of operation plans for their staff and areas of responsibility.

The College conducts numerous emergency response exercises each year, such as fire alarm drills and at least one test of the emergency notification system on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. The College conducts regularly scheduled drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. These tests which may be announced or unannounced can include tabletop exercises, field exercises and tests of the emergency notification systems on

campus. The Department of Public Safety conducts one unannounced fire drill each semester in all residential, administrative, and academic buildings on campus. Thus, the emergency response and evacuation procedures are tested at least twice each academic year. Students/staff learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Public Safety does not tell residents/staff in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Public Safety and/or Residence Life staff on the scene will communicate information to students/staff regarding the developing situation or any evacuation status changes.

The purpose of a fire drill is to prepare building occupants for an organized evacuation in case of an emergency. At Rosemont College, fire drills are used as a way to educate and train occupants on issues specific to their building. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Public Safety and Residence Life departments to evaluate egress and behavioral patterns. A report is prepared by the Department of Public Safety which identifies anyone who has not left the building and deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about emergency response procedures during their floor meetings and during other educational sessions that they can participate in throughout the year.

Residence Life staff are trained in these procedures as well and act as an ongoing resource for the students living in residential facilities.

Emergency exercises will be conducted at least once a year and will be announced. Public Safety coordinates fire drills and emergency exercises, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the evacuation plans and capabilities. Public Safety will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Glossary of Emergency Terms

Command Post - The Command Post is the location where the Incident Commander operates during response operations and where the emergency responders convene and coordinate emergency efforts. There is only one Command Post for each incident or event, but it may change locations during the event. The Command Post will be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command.

Emergency Management Team - The College administrators responsible for managing the Emergency Operations Plan, decision making and resources during an emergency. The team is divided into two (2) groups: Policy and Operations.

Emergency Operations Center (EOC) - The Emergency Operations Center is the centralized facility where the Emergency Management Team- Policy Group convenes in response to an emergency, and emergency response and recovery activities are planned, coordinated, and delegated.

Emergency - An event that can cause death or significant injuries to faculty, staff, students, visitors, or the public; or that can suspend business, disrupt operations, create significant physical or environmental damage, or that can threaten the College's financial standing or public image.

Incident Commander - The individual responsible for overall management of the incident. The Incident Commander may, at his/her own discretion, assign personnel from different departments to perform specific duties and/or positions for the duration of the emergency. The Director of Public Safety will assume this role with the exception of weather emergencies, where the Director of Facilities will assume this role.

Assembly Area - Immediate evacuation locations for each campus facility. These locations will be indicated by means of maps and/or signs in each building. Designated locations are listed on page 22.

EMERGENCY MANAGEMENT TEAM

The Emergency Management Team will:

- Provide overall coordination of the College's response to an emergency situation.
- Obtain, confirm, evaluate, and provide information to the President.
- Identify resources needed and reassign/deploy personnel and/or departmental resources in support of critical needs.

Rosemont College will function during an emergency under the direction of an Emergency Management Team. The team will consist of two groups – **Policy Group** and **Operations Group**.

Policy Group

President
Provost
VP Finance and Administration (Team Leader)
VP College Relations (Public Information Officer)
Dean, Undergraduate College
Dean, Graduate and Professional Studies
Dean of Students
Assistant VP Human Resources

Operations Group

Director, Public Safety (Team Leader)
Director, Facilities Services
Director & Assistant Director of Residence Life
Public Safety Personnel
Director of Wellness Center/College Nurse
Director of Counseling Services
Director of Information Technology

The Emergency Management Team - Policy Group makes recommendations to the President and determines all campus-wide policy matters as they relate to the campus emergency or disaster and maintains executive-level liaison with external resources within the township, county and state.

The Policy Group makes all decisions that reference campus evacuations, campus closure or restrictions, postponements and resumptions, and special circumstance personnel policies. The **Policy Group** is also responsible to approve any communications initiatives.

The following lists serve only as a guide for policy and response of the **Policy Group**. Specialized needs unique to a particular situation may necessitate additional actions.

Policy Group Responsibilities

- Supports the President in formulating policy
- Assists the President in establishing campus closures, postponements and resumptions.
- Assists the President in establishing target date(s) for resumption of a limited academic schedule or other academic policy issues.

- Assists the President in formulation of general public information.
- Business Continuity Planning
- Academic Recovery Planning
- Manages Financial issues
- Manages Legal issues
- Policy interpretation
- Political and social concerns
- Survey of academic programs
- Survey of College records

Each Vice President is responsible for the coordination of all response-related activities that they would normally supervise in non-emergency situations. **The Vice President of Finance and Administration or designee will become the Team Leader in all emergency situations.**

Emergency Management Team – Policy Group ROLES AND RESPONSIBILITIES	
President	<ul style="list-style-type: none"> • Responsible for the declaration of a Campus State of Emergency. • Serves as Emergency Manager. Manages the overall incident-strategically. • Works with the VP of College Relations and Managing Director of Marketing & External Relations to prepare the College’s specific communication response. • Determines College closures, postponements and resumptions. • Serves as liaison between Board of Trustees and Emergency Management Team. • Declares and ends, when appropriate, the campus state of emergency
Provost	<ul style="list-style-type: none"> • Survey of academic programs • Academic Recovery Planning • Directs ongoing delivery of student services • Analyzes information in regards to restoration or continuation of academic functions.
Vice President, Finance and Administration (Team Leader)	<ul style="list-style-type: none"> • Serves as Emergency Management Team – Team Leader. • Convenes the Emergency Management Team in an emergency and activates the EOC. • Works with the President and other administrators in allocating and managing necessary financial resources during an emergency to allow the institution to continue critical services after a disaster. • Coordinates matters concerning authorization for emergency funding and expenditures. • Coordinates with President to determine college closings, and directives to evacuation, lock down, or shelter in place. • Receives status reports and response information from Facilities and Public Safety. • May serve as liaison between Board and Emergency Management.
Deans, Undergraduate, Professional Studies and Graduate Studies	<ul style="list-style-type: none"> • Provides direction and coordination of all faculty, SGPS and student matters and instructional facilities during an emergency, including decisions concerning cancelling or resuming classes. • Coordinates the notification process to faculty. • Responsible for all academic issues that surface during an emergency. • Arrange for temporary classrooms or workspace. • Maintains Student Emergency Contact List (Dean of SGPS)

Assistant VP Human Resources	<ul style="list-style-type: none"> • Arrange for expedited services of temporary employees when required. • Coordinate mental health assistance to faculty and staff in coordination with counseling services. • Assist faculty/staff where needed. • Coordinate any employee relations matters arising from an emergency • Maintains Employee Emergency Contact List • Maintains all employee incident and medical reports.
UC Dean of Students	<ul style="list-style-type: none"> • Ensure all emergency functions assigned to student services during an emergency are coordinated and managed as appropriate, such as organizing a student information program for students and others on campus as offered by College resources. • Initiate organization of student volunteer services if necessary. • Assess the impact of the situation on students. • Supervise student affairs response. • Identify individuals with special needs and implement plans for assistance. • Maintains Student Emergency Contact List • Ensures Residence Life Staff including RD's and RA's receive annual emergency response training. • Coordinates alternate on campus living arrangements for residential students due to the temporary loss of a residence hall.
Vice President, College Relations (Public Information Officer, PIO)	<ul style="list-style-type: none"> • Serves as College's public information officer (PIO). College Spokesperson and the central source of information to the general public • Acts as the single point of contact with the news media. • Determine the best channels for communication with news media, including written statements and media briefings. • Activates emergency information on the Website and the continual updating process during the emergency. • Oversees communications to other stakeholders; including staff, students, parents, elected officials, business and civic leaders. • Monitors all news coverage of the emergency.

The Emergency Management Team - Operations Group reports directly to the Policy Group Team Leader and is responsible for collecting information and data about the full scope of the emergency, coordinating support services, and providing resources during the emergency in support of emergency responders.

The Emergency Operations Group has the responsibility to provide information to the Emergency Management Team with respect to the impact the emergency or disaster has had on the College's personnel, students, facilities, utilities, transportation and communications.

The Operations Group shall direct actions to resolve immediate concerns and plan for the interim continuance of campus activities until such time as the normal resumption of activities and events are established.

The Operations Group shall identify the on-campus resources available with which to respond to the disaster or emergency and the off-campus resources that will be necessary to mitigate additional losses and the Operations Group shall provide the Policy Group with a list of priorities for its review.

The Team Leader for the Operations Group is the Director of Public Safety and/or Director of Facilities, depending upon the emergency, and acts as the liaison between outside responder agencies and Rosemont College. Additionally, the Team Leader of the Operations Group reports directly to the Team Leader of the Policy Group.

Emergency Management Team – Operations Group ROLES AND RESPONSIBILITIES	
Director of Public Safety (Team Leader)	<ul style="list-style-type: none"> • Serves as Operations Group Team Leader • Incident commander (IC) On-Scene. • Manages the incident On-Scene-tactically. • Meet/coordinates with outside agencies/responders.
Director of Facilities	<ul style="list-style-type: none"> • Assumes and acts as Incident Commander (IC) On-Scene and/or Team Leader for all weather related emergencies for the Operations Group. • Addresses emergency conditions if possible and works with emergency response personnel. • Reports to and works with IC. • Oversees Facility preparation, response and recovery. • Coordinates Facility Services personnel. • Oversees Recovery after emergencies, to include damage assessments, data collection, and compilation of information for reporting and reimbursement. • Shuts off gas, electricity, and other utilities in affected areas, as required. • Assure availability/operation of emergency generators. • Maintain an up-to-date list of private contractors to correct those problems that are beyond the ability of College personnel.
Ranking Public Safety Supervisor	<ul style="list-style-type: none"> • Acts as Deputy Incident Commander • Controls and addresses emergency response procedures process. • Coordinates Public Safety personnel. • Reports to IC
Public Safety Personnel	<ul style="list-style-type: none"> • Acts as initial commander. • Coordinates all in-coming calls associated with the incident. • Initial response and assessment of the incident • Activate initial emergency response procedures as deemed necessary. • Meet and escort emergency services to scene. • Work with emergency services / College personnel / students. • Secure / barricade to limit access to incident site/campus • Will contact the appropriate emergency agencies depending on situations and will assist the emergency agencies when they arrive on campus. • Perform CPR and first aid, if necessary and trained.
Residence Life Staff (Director, Assistant Director and Resident Directors)	<ul style="list-style-type: none"> • Manages evacuations of on-campus residence halls. • Ensures accounting of students and documentation of evacuees. • Assist in lockdown, shelter in place and evacuation procedures for residence halls.
Director of Wellness Center/College Nurse	<ul style="list-style-type: none"> • Acts as Health and Medical Coordinator. • Addresses medical needs and/or assist EMS as needed. • Respond to the scene. • For each injured person and provide information to responding EMS. • Perform CPR and first aid, if necessary and trained.

Director of Counseling Center	<ul style="list-style-type: none"> • Responds to scene. • Supports the community with crisis counseling.
Director of Information Technology	<ul style="list-style-type: none"> • Ensure information, technology and communication systems remain operational during an emergency/disaster, and are repaired and restored as soon as possible if communication is disrupted. • Set up and maintain communication equipment in EOC. • Provides for the protection of essential business records and computer equipment.

Once an event is complete, the Emergency Management Team will meet to debrief and critique the events, any suggestions, lessons learned, or steps to be taken towards changing or enhancing the plan.

CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests solely with the College President or the Emergency Management Team Leader.

The Director of Public Safety shall immediately consult with the President or the Emergency Management Team Leader regarding the emergency and the possible need for a declaration of a campus state of emergency.

During the period of any campus emergency and/or campus state of emergency the Director of Public Safety has the authority to place in effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, maintain educational facilities and assume direct control and assignment of essential personnel.

Once the campus state of emergency is declared the following actions will be instituted:

- A campus state of emergency will be announced using all available means of communications and if necessary instructions such as to evacuate, lockdown, shelter in place or begin other emergency procedures.
- The Director of Public Safety will determine in the interim the essential personnel needed; institute procedures to meet the emergency and safeguard persons and property; and make notification to outside emergency services.
- The Department of Public Safety will immediately begin to implement emergency response procedures, as needed, such as locking down buildings or an orderly campus evacuation.
- When this declaration is made only registered students, faculty, staff and affiliates (i.e., persons required by employment) may be authorized to be on campus. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on campus will be asked to leave the campus if safe. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Law. In addition, only those faculty and staff members who have been assigned emergency response duties or approved by the Director of Public Safety will be allowed to remain on campus.
- The Director of Residence Life will assign a staff member to each residence hall for communications and control of the building and occupants. Depending upon the emergency, it may be necessary to institute a room by room lockdown.
- All information must be called into the EOC.
- All campus events and classes are cancelled. Attendees on campus will be asked to leave, if safe and possible.

EMERGENCY COMMUNICATIONS

EMERGENCY NOTIFICATION

Rosemont College will make every effort to communicate to the campus community before, during, and after emergencies. This includes providing detailed instructions to the campus about the emergency and what actions are necessary to ensure the safety of all students, faculty, staff, visitors, and the general public.

Notification to the Rosemont community about an immediate threat: The Department of Public Safety should be contacted at x2555 from a campus phone or 610-527-1038 from any phone about an emergency or dangerous situation on campus or immediate area surrounding the College. If the Department of Public Safety, police, or fire departments confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Rosemont community, the Director of Public Safety, Vice President for Finance/Administration and/or Vice President for College Relations will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the first responders (including, but not limited to Public Safety and local fire and police), compromise the efforts to assist a victim or to contain the emergency, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the Rosemont community, the College has various systems in place for communicating information quickly.

Some or all of these methods of communication may be activated in the event of an immediate threat to the Rosemont Campus community. These methods of communication include:

- e2Campus – a text messaging system used to quickly notify registered users via their cell phone. Rosemont College members should go to the Public Safety website and click on “Rosemont Alert Emergency Text Messaging” to sign up at <https://www.e2campus.net/my/rosemont/>
- Blast email to all College users
- Personal interaction by Public Safety personnel or others
- A pre-recorded phone message may be sent to all campus phone extensions
- Rosemont’s Website – www.rosemont.edu. Critical information is posted on the College's homepage and may be viewed both internally (students, faculty, and staff) and externally (parents, alumni, and other constituents)
- Relevant information may be posted on the College's internal iWay portal
- Information is also recorded on the Rosemont College main telephone number 610-527-0200; this information is accessible from on or off-campus to any constituent, including parents
- Postings in residence halls, administrative buildings and commuter lounge
- Post messages on College sanctioned social media

Students, faculty and staff should sign up for the e2Campus Emergency Text Messaging System. Instructions are available on the College website under Public Safety/Campus Advisory, as well as instructions are given to students/employees at orientation/onboarding.

Students, faculty, and staff should take responsibility for regularly checking their College email. A College email account is issued to all faculty, staff, administrators, and students. Instructions for

automatic forwarding of email messages from a College account to another account are available on the College website under Rosemont Email section.

Members of the larger community who are interested in receiving information about emergencies on campus should check the College’s website and/or main phone, 610-527-0200. Emergency communications will not contain any personal identifying information.

Initiation of Emergency Communications

Campus Emergency Communications may only be initiated by designated college officials as follows:

METHOD OF COMMUNICATION	RESPONSIBILITY TO INITIATE
E2Campus Alert	Director-Public Safety, VP Finance, Managing Director of Marketing & External Relations, VP College Relations
College Home Page www.rosemont.edu	Managing Director of Marketing & External Relations, VP College Relations
Main campus phone number (610-527-0200)	VP Finance, Managing Director of Marketing & External Relations, VP College Relations
Email Communications	Director-Public Safety, VP Finance, VP College Relations
Media, TV, Radio	VP College Relations, Managing Director of Marketing & External Relations
Telephone broadcast messages	VP Finance, VP College Relations
College sanctioned social media	VP College Relations, Managing Director of Marketing & External Relations

ESSENTIAL PERSONNEL

If your position/function has been designated “Essential”, this means that, in the event of a campus emergency, your position has been determined to be critical to the support and recovery of the College. If you are directed to report to work just before, during or after an emergency you are obligated to comply. This is a condition of employment.

The following position/functions are deemed Essential Personnel:

- All employees of the Facilities Department, to include contracted personnel.
- All employees of the Public Safety Department.
- All members of the Emergency Management Team.
- Dining Services
- Director, Wellness Center
- Director, Counseling Services
- Director of Residence Life
- Assistant Director of Residence Life
- All Residence Directors
- All Senior Staff

All employees identified as Essential Personnel are required to maintain and provide a phone number to their respective department supervisors, Public Safety and Human Resources as well as receive E2Campus messages.

The Team leaders for Policy and Operations Groups will determine the positions needed for support and recovery functions just before, during or after an emergency.

EMERGENCY LEVELS

Level 1 Emergency

An emergency which may still be active but under control or considered to be controllable with normally available College personnel and resources.

Notifications: Public Safety/Security, College Administration

Level 2 Emergency (Limited Emergency)

An emergency that may require additional resources beyond those normally available at the College. This emergency will require local emergency resources such as police, fire or medical personnel or equipment to be activated.

Notifications: Public Safety/Security, Emergency Services – 911, College Administration.

Level 3 Emergency (Full Emergency)

A major disaster or imminent threat involving the entire campus and/or surrounding community. Normal college operations are reduced or suspended. The effects of the disaster are wide-ranging and complex. A timely resolution of disaster conditions requires college-wide cooperation and extensive coordination with external agencies and jurisdictions.

Notification: Public Safety, Emergency Services-911, College Administration, campus resources along with other resources from the local and county level.

These emergency levels are guidelines only, and are intended to assist in classifying the situation and providing for the administrative response. The designated level may change as emergency conditions intensify or ease.

OFF-CAMPUS ASSISTANCE AND MUTUAL AID

Some events may warrant the interface, coordination, and use of offsite organizations and agencies at the federal, state, and local level. These services will always be summoned in the event of fire, flood, confirmed bomb threat, environmental hazard, serious multiple injury accidents, civil disorder or mass demonstrations, chemical spill, hostile intruder/active shooter, and the like. Police and fire companies and other government related agencies are required to have emergency response strategies in place and are usually well equipped to provide immediate assistance as well as knowledge of appropriate resources for secondary assistance. The College will work with outside authorities to support their efforts, as requested.

Under Pennsylvania law, the local governments have the responsibility for the direction and control of emergency management within their jurisdictions. The township's emergency management director is responsible for the development and implementation of the emergency management program designed to provide for an effective response to an emergency. The local fire chief or police chief (depending on the type of emergency) is responsible, per Commonwealth law, for the command of the response and control of the incident. He/she serves in the role of Incident Commander. The Incident Commander is responsible for the limiting or closure of access to a building, campus or area to anyone, if the situation warrants.

Lower Merion Police Department:

- Activate by calling 911.
- Patrol Officers trained in Rapid Deployment for violent incidents (active shooter) on campus.
- Emergency Response Team for hostage rescue and barricaded gunman.
- MIRT team (Major Incident Response Team) for large civil disobedience incidents.

Bryn Mawr Fire Company

- Activate by calling 911

Narberth Ambulance

- Activate by calling 911

Montgomery County Emergency Services:

- Activated by Lower Merion Police Department

EMERGENCY OPERATIONS

Emergency Operations Plan (EOP) Implementation

In the event of an emergency, the College will need to take immediate and appropriate actions to evaluate, direct, mobilize, and coordinate its response. Depending on the level of the emergency and the need for resources, the College will activate this plan to direct its resources to best protect the lives and property and to ensure continuity of operations.

Activation of the EOP commences when the College President, Vice President Finance/Administration and/or Director of Public Safety (in the interim) determines that the severity or length of the emergency warrants plan implementation to reduce the threat to life and/or property. He/she will:

- Alert and order the mobilization of the Emergency Management Team.
- Activate the College's Emergency Operations Center (EOC).
- Alert the general campus population of the disaster or impending disaster.
- Arrange for the evacuation of threatened areas.
- Establish temporary shelter, food, and medical for the evacuees as necessary, including evacuees from threatened areas off-campus.
- Alert County and State Emergency Management Office for assistance and coordination of other government agencies with disaster capabilities.
- Notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross and Salvation Army, and establish liaison as necessary.

Emergency Operations Center (EOC)

During normal conditions, day-to-day campus operations are conducted by departments throughout the college. In an emergency or disaster, the college will use an Emergency Operations Center (EOC) in order to centrally manage the emergency situation on behalf of the campus. The level of EOC staffing will vary with the specific emergency/disaster situation.

An EOC provides a central location for information and decision making, and allows for coordination among personnel who must make emergency decisions on behalf of the campus. The following functions may be performed in the campus EOC:

- Managing and coordinating emergency/disaster operations
- Receiving and disseminating emergency information to the campus community
- Developing and implementing emergency policies and procedures

- Preparing situation updates and operational reports
- Continuing analysis of emergency/disaster information
- Coordinating campus operational and logistical support
- Collecting information from, and disseminating information to, the local (township) and operational area (county) EOCs
- Maintaining contact and coordination with local (township) and operational area (county) EOCs

EOC Activation Procedures

The EOC will be fully activated and staffed when a disaster occurs on college property which represents a significant threat to life and property and involves a coordinated response of college, community response agencies and multi-levels of government. The EOC may be partially activated in response to a threat or potential threat to the safety of college residents such as severe weather or a hazardous material incident that is beyond the capabilities of college resources..

The Team Leader/Policy Group (Vice President for Finance/Administration) will determine the level of EOC activation, location and staffing levels. EOC Response members will be notified to report to the EOC via text message or phone tree.

In the event an emergency does not meet EOC activation, management will take place at the site of the incident. The Public Safety vehicle will be the Incident On-Scene Command Post and should be set up in a safe area adjacent to the physical location of the emergency. Like the EOC, the Command Post is the primary location from which emergency response activities and decisions are made. The Incident Commander is in charge of the Command Post.

EOC Location

Primary location- Lawrence Conference room-college phone extension 4133

Secondary Locations- Kaul Forum- college phone extension 4321

REPORTING AN EMERGENCY

It is recommended, if possible, to first call Public Safety then 911. Public Safety is the closest resource for assistance. If you call 911 first, notify Public Safety immediately thereafter.

Call Public Safety at x2555 from a campus phone, or 610-527-1038 from any other phone. Emergency telephones are located throughout the campus that include emergency blue light phones (located on Wendover and Curwen Roads), call boxes outside most buildings, and emergency phones in the hallways of the academic and residential buildings. These emergency telephones will ring directly to the Department of Public Safety.

When calling for assistance **remain calm** and remember:

- Give your name
- Your location
- Nature of the emergency – injury, intruder, fire, etc.
- Location of the person(s) and physical description if a perpetrator.
- The extent of emergency/injuries/illness, if known.
- Answer all questions asked by the dispatcher.

Meet the Public Safety, Police, Fire or Medical responders and interface with them – work together for the best results.

Calling 911

In the event of an emergency such as a fire, medical emergency or police assistance calling 911 will activate Montgomery County Emergency Services – Lower Merion Police and/or Bryn Mawr Fire, Narberth Ambulance.

Police Assistance

In situations that will require police assistance such as bomb threats, an intruder, or a disturbance, the police will need information and assistance as they respond to the scene. Administrators, faculty, staff and students are not trained in law enforcement, security or apprehension of intruders and should not be involved in police activities; however, information and assistance from campus personnel regarding the location and description of the perpetrator, school building layout and utility systems, number of students in the area along with the ability to control students and implement the emergency plan will aid in bringing an incident to a successful conclusion.

Fire and Medical Emergencies

Fire and medical related activities will be handled by the responding fire department and Emergency Medical Services (EMS). As with police assistance, campus personnel may not be trained in fire and medical response, with the possible exception of the Director of Wellness Center/Nurse and Public Safety personnel or those certified in CPR/first aid. Therefore, campus personnel should not be involved in fire fighting or life support activities, however, campus personnel can assist fire and medical responders with information on the patient, how an injury was sustained, by giving comfort to the injured or the location of a fire and what may be stored in the area. In addition, implementing the campus emergency procedures and caring for student welfare will provide added assistance to the situation and allow others to conduct their activities.

The fire alarm systems in college's buildings do NOT contact the police or fire departments. 911 must be called in the event of a fire.

COMMUNICATIONS

The sharing of information concerning an emergency incident is of priority, particularly when it is necessary to inform the emergency responders, administration, faculty members, staff, students, parents, members of the community and the media. This plan addresses the expected methods that will be used to communicate during an emergency.

In the early stages of an emergency, the Vice President for College Relations (PIO) and others may be called upon very quickly to provide facts and information regarding the event. The need to quickly and accurately notify those affected, or those with responsibilities for further actions to assist, and those responsible for disseminating information is extremely important.

The first priority is the welfare of the faculty, students, administration, staff, and visitors. The second priority is the prompt notification and transfer of information to emergency personnel and those assigned supporting roles. Providing prompt notifications will help ensure those with response and supporting roles are activated and working to assist while providing accurate information will allow the securing and effective use of resources and allow those involved to remain informed as to the progress and/or impact of the event.

Rosemont College Incident Command System and Emergency Operations Plan have designated the person(s) responsible to fulfill these obligations.

The VP of College Relations (PIO) is responsible for communications and notifications within the College to faculty, students, administration, staff, and visitors. The Vice President for College Relations (PIO) will provide information on the event and any other relevant information to students and others such as parents as necessary and by the approved means of communications. Information will be available during an emergency via the College web site and local television channel as soon as possible. Once the situation is stabilized, if necessary and possible, additional information may be conveyed via mass email and/or phone messaging.

The Vice President for College Relations (PIO) will be the person responsible for coordinating the release of information to the media, public and other appropriate agencies.

Notification of an Emergency On-campus

- All College personnel are to notify Public Safety who will make the appropriate emergency calls and notifications.
- If Public Safety is not available or notification not possible, call 911 via any means possible.
- Public Safety Officers will notify the Director of Public Safety regarding any emergency notification.

Notification of an Emergency off or near campus that may affect the campus

- Call 911 via any means possible.
- Emergency responders should notify the Public Safety as soon as possible. Public Safety will notify the Director of Public Safety, who will decide the appropriate course of action.

College on-scene communication methods

Public Safety will establish a command post with emergency responders as soon as possible.

- The Director of Public Safety and/or ranking Public Safety supervisor will remain at the Command Post during the entire emergency.
- This representative will establish and maintain communication (via telephone or radio) with the Emergency Operations Center or Director of Public Safety at all times.

On-scene College personnel communication methods will consist of:

- Primary means of communication between the members of the Operations Group should be radio. Each member of the Operations group will be assigned a radio.
- Primary means of communication between the Operations Group and Policy Group will be cell phones.

Information and the Media

Inquiries can come at any time of the day or night. Reporters will always have deadlines, and therefore, will be hurried. It typically serves the best interest to accommodate reporter needs, however, in a controlled fashion. The Public Information Officer (PIO) will need to communicate with the media. The PIO will work in conjunction with the College President, Emergency Management Team and Incident Commander.

Interviews with the Media should be conducted under the right circumstances by being prepared and

selecting the proper environment. Information given to the Media should be factual and not speculative. All information should be provided in these briefing sessions and should not be provided outside of normal briefings to ensure all media personnel are treated fairly.

Release of information should be in a joint fashion when possible, e.g., The Information Officer representing Rosemont College, the community or emergency management officials should work together in a joint effort to disseminate information. One set of facts and information is important. Arrange a separate "Media Room or Location" away from the emergency, if at all possible.

Protect any possible victims. Do not discuss personal information regarding injuries, etc. until family members have been properly notified. It is often difficult to assess the extent of an incident and often very difficult to provide accurate information as to the cause and effect of an incident in the early stages. It is best not to attempt to provide this information until it is clear and there is a true understanding.

ACCOUNTABILITY

The purpose of this procedure is to account for students, faculty, staff and visitors during an emergency in the College.

Accounting for everyone in the event of evacuation is crucial. Life safety is the number one priority and accounting for faculty, students, staff and visitors is a life safety issue. Students, faculty and staff should understand the need for accountability and their role in ensuring that they and others are properly accounted for in the event of an emergency. Failing to recognize the need to be accounted for could possibly jeopardize the life safety of the emergency responders as they enter into harm's way to search for someone reported missing.

Immediately after a building or a portion of the building has been evacuated for an emergency, designated personnel and Residence Life staff at the assembly area must start the process of accounting for everyone who works or lives in the building and others who might have been inside the building when the evacuation started. The actions of the arriving emergency responders may well depend on an accurate accounting of faculty, students, administration, staff and visitors. If someone is missing, specific action must be taken to find those not accounted for.

Direction and Coordination

The accountability process will include the following essential elements:

The ***AVP of Human Resources*** is responsible for maintaining an accurate and up to date list of all college employees to include part time employees. The list must include full names, addresses, cell/home phone numbers, work assignment, work schedule and emergency contact information if provided. The list must be provided within one (1) hour of the request to the on scene Incident Commander.

The ***UC Dean of Students and Registrar*** are jointly responsible for maintaining an accurate and up to date list of all Undergraduate College students. The list must include full names, home address, cell/home phone numbers, and emergency contact information if provided. The list must be provided within one (1) hour of the request to the on scene Incident Commander.

The ***Dean of the Schools of Graduate and Professional Studies and Registrar*** are jointly responsible for maintaining an accurate and up to date list of all SGPS students. The list must include full names,

home address, cell/home phone numbers, and emergency contact information if provided. The list must be provided within one (1) hour of the request to the on scene Incident Commander.

The ***Director of Residence Life*** is responsible for maintaining an accurate and up to date list of all students and college employees living in campus housing. The list must include full names, residence hall, room number assignments, cell/home phone numbers, and emergency contact information if provided. The list must be provided within one (1) hour of the request to the on scene Incident Commander.

The ***Registrar*** is responsible for maintaining an accurate and up to date list of all scheduled classes to include course title, room numbers, start and end times, name of instructor and names of registered students. The list must be provided within one (1) hour of the request to the on scene Incident Commander.

Immediately upon evacuation of the building (within fifteen minutes of the evacuation)

- All faculty, staff, administration, visitors and students who evacuate a building because of an emergency must check in with designated emergency staff at the assembly area. Even if people are going to leave the assembly point they must check-in, be accounted for and then they can make a decision about leaving.
- Attendance will immediately be taken at the assembly area by designated personnel and/or Residence Life staff. Any missing or unaccounted for students or staff will immediately be reported to the Incident Commander and/or Public Safety.
- Everyone who evacuates must inform emergency staff about any visitors seen in the building just before or at the time of the emergency.
- Knowledgeable staff must report the names of building occupants who are known to be off site for any reason: sick, vacation leave, official travel, etc., to emergency personnel.

Follow-up actions (within one hour of the evacuation)

- Once faculty, student, administration, staff and visitor accountability is complete, a list of possibly unaccounted for persons is established and the list is reported to the Command Post.
- In the event of a missing person, the College Incident Commander and lead emergency response group, depending upon circumstances and information available, will initiate the following actions:
 - Conduct physical searches
 - Contact of home address
 - Calling their home/cell phone
 - Calling places they may frequent
 - Checking for their personal items, (i.e. car in the parking lot)
 - Organize a further effort to locate the missing person

EVACUATIONS

An ***evacuation*** is implemented under conditions when it is no longer safe for students, administration, faculty and staff to remain in a building or a specific area in a building. This requires occupants to move out and away from a building to a designated building area of refuge or out and away from a specific area within a building.

Preparing For an Evacuation - Buildings and Classrooms

Except in the case of an Active Shooter incident, buildings shall be evacuated by activating the fire alarm or, in the event that the alarm is not functioning, by word-of-mouth among the occupants or by use of a portable loudspeaker. All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized College official such as a Public Safety Officer.

Know where the stairs and fire extinguishers are located. Determine in advance the nearest exit from your work/class location and the route you will follow to reach that exit in an emergency. Know the location of alternate exits from your area.

If you work in an office or are assigned to a specific classroom, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

Please do not return to the building until you have received permission from Public Safety.

For certain emergencies such as a bomb threat, active shooter or gas leak, the fire alarms may not be activated. Public Safety or emergency personnel will move through the building and order the occupants to evacuate.

If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses, and cell phones.

Follow instructions from emergency personnel. Know your Assembly Area and report to it directly.

- Check doors for heat before opening. (Do not open door if the door is hot.)
- Walk—do not run. Do not push or crowd. Assist others as needed
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.

Public Safety personnel are available to assist and direct building occupants to the fire exit stairwell. They will confirm that all occupants have evacuated the areas and will report to the Incident Commander that their area is clear. Try to remain calm, and listen to evacuation instructions. Keep your group together.

Procedures

- Building evacuations will occur when a fire alarm sounds and/or upon notification by Public Safety.
- When the fire alarm is activated close doors behind you, leave by the nearest marked exit and alert others to do the same.
- Assist persons with disabilities in exiting the building. If necessary two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs. Leave wheelchairs or other such equipment behind if they make movement of the persons with disabilities awkward, or ask another individual to carry the equipment separately.

- Notify emergency responders if anyone is trapped, especially anyone with a physical disability who cannot evacuate.
- Never use an elevator in a fire or earthquake.
- Be prepared to notify rescue personnel immediately upon their arrival of the location of persons with disabilities in the affected building.
- Once outside, Public Safety or emergency personnel will direct you to the designated assembly area.
- In the event no Public Safety or emergency personnel are present, you should proceed to a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there.
- Keep streets, fire lanes, hydrants areas, and walkways clear for emergency vehicles and personnel.
- Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel, Public Safety or designated college officials.

The fire alarm systems in college's buildings do **NOT** contact the police or fire departments. 911 must be called in the event of a fire.

After evacuating the building all evacuees should report to the pre-determined assembly area or to an assembly area designated by the Public Safety Department. Attempt to account for those who were with you, and report any individual known or presumed to be missing to a Public Safety Officer, College Official at the assembly area or other emergency responder.

Evacuation Assembly Areas	
Building	Assembly Areas (On-Campus)
Alumnae Hall	Community Center parking lot
Community Center	Connelly Green-by flag pole
Chapel	Chapel rear
Connelly Hall	Connelly Green-by flag pole
Good Counsel	Main lawn side
Gracemere Hall	School of Holy Child parking lot
Heffernan Hall	Bridge between Heffernan and Good Counsel
Kaul Hall	Connelly Green-by flag pole
Lawrence Hall	Chapel lawn side
Library	Connelly Green-by flag pole
Main Building	Chapel lawn side
Mayfield Hall	Connelly Green-by flag pole
McShain/Brown	Connelly- rear grassy area
White Hall	Community Center parking lot

Residence Halls Evacuation

When the alarm sounds or you are told to evacuate the building remember take the evacuation seriously. You may only have part of the information or very little information about the emergency so evacuation is required – more information will be available at the assembly area.

Procedures

- Building evacuations will occur when a fire alarm sounds and/or upon notification by Public Safety or emergency personnel.

- When the fire alarm is activated close doors behind you, leave by the nearest marked exit and alert others to do the same.
- Assist persons with disabilities in exiting the building. If necessary two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs. Leave wheelchairs or other such equipment behind if they make movement of the persons with disabilities awkward, or ask another individual to carry the equipment separately.
- Never use an elevator in a fire or earthquake.
- Be prepared to notify rescue personnel immediately upon their arrival of the location of persons with disabilities in the affected building.
- Once outside, Public Safety or emergency personnel will direct you to the designated assembly area.
- In the event no Public Safety or emergency personnel are present, you should proceed to a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there.
- Keep streets, fire lanes, hydrants areas, and walkways clear for emergency vehicles and personnel.
- Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel, building or college officials.

The fire alarm systems in college's buildings do **NOT** contact the police or fire departments. 911 must be called in the event of a fire.

Assembly Areas	
Residence Halls	Assembly Areas (On-Campus)
Connelly Hall	Connelly Green-by flag pole
Gracemere Hall	School of Holy Child parking lot
Heffernan Hall	Bridge-between Heffernan and Good Council
Kaul Hall	Connelly Green-by flag pole
Mayfield Hall	Connelly Green-by flag pole

At the assembly area, please cooperate with Residence Life Staff as they attempt to determine if everyone is out of the building.

Residence Life Staff Evacuation Procedures

Responsibility of Residence Life Staff

Residence Life staff is responsible for being thoroughly knowledgeable of emergency evacuation procedures and for knowing the primary and alternative routes of exit from their buildings. They are also responsible for knowing the location of the sleeping rooms of resident students who are mobility impaired, visually impaired and hearing impaired. Each semester, the Director of Residence Life, should notify Public Safety about the normal location or the sleeping rooms occupied by students with physical disabilities.

Evacuation Procedures

Work to alert all residents, if not activated, sound the alarm. Work to move all residents away from danger to their assembly point. Depending on the individual's condition, escort or direct them outside to the assembly point.

If safe, knock on all doors and direct residents to the nearest exit and assembly point. Evacuate your corridor(s) but **do not use or direct residents to elevators.**

Once outside of the building, go to the designated assembly area for the building. The **on-duty Residence Life Staff Member** is responsible for accounting of residents and identifying the potential location of anyone missing – were they in the building, were they away from the building or campus. Report that the areas are secured and report any missing resident to the Incident Commander and/or Public Safety.

If students are to be relocated, direct residents to the relocation site and ask all of them to report to the relocation area even if they have alternate plans. Stress the importance of registering at the relocation site to ensure all students are accounted for and emergency personnel are not put in harm's way trying to locate students who are already safe and secure. At the relocation area conduct a by-name count of students from your area. Update this list as students arrive at the relocation site. Give this list to the Command Post when requested.

Respond to requests from the Command Post to help assist with access control or keeping residents at a safe distance until the "All Clear" has been declared. Assist the Command Post as directed to notify residents when the building is reopened and they can return.

Re-Location Sites on Campus

- Rotwitt Auditorium
- Lawrence Auditorium
- Community Center- dining area
- Alumnae Hall- gym area
- Kaul Forum

If re-locating outside a building...

- Move quickly away from the building;
- Watch for falling glass and other debris;
- Keep roadways and walkways clear for emergency vehicles.

Command Post

Once an alarm is activated, a Command Post will be established at the predetermined assembly location for each building or at a safe location nearby as determined by Incident Commander. The Command Post will be staffed by Public Safety for emergencies. The primary goal of the Command Post is to implement the Incident Command Structure to help ensure an orderly response and the safety of all concerned. The Command Post will be the central point for determining personnel and student safety and accountability issues.

As Residence Life Coordinators complete evacuation procedures for their immediate buildings, living areas, they will report the status to the Command Post. The Command Post will keep track of personnel/student accountability, areas checked/secured, assign staff to access control or assembly points as appropriate and determine if personnel/students will require relocation to another area on or off campus.

Once the evacuated area/building is secured and no threat remains Public Safety will give an all clear message, provided the Police/Fire Department authorize.

Evacuation of Disabled Persons

Public Safety personnel are available to work with individual departments to identify any employees with a disability who would need consideration and assistance during an evacuation. Faculty should identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two staff members or students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a *Safe Area of Rescue*. The escort should remain with the disabled person at the landing to provide additional assistance. Public Safety and or designated emergency personnel will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.



Persons Using Crutches/Canes or Walkers

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons.

Non-ambulatory persons

Evacuation may not be advisable or necessary. Many stairwells are designed to provide temporary protection from fire or other danger. A volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting;
- You may need to remove the chair batteries; life-support equipment may be attached;
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being;
- Wheelchairs should not be used to descend stairwells, if at all possible;
- Non-ambulatory persons with respiratory complications should be removed from smoke/fumes;
- Check the evacuation routes for obstructions before assisting the person to the exit;
- Delegate other volunteers to bring the wheelchair;
- Reunite the person with the wheelchair as soon as it is safe to retrieve it;
- Always consult with the person in the chair regarding how best to assist him/her;
 - Ways of being removed from the wheelchair;
 - Whether to extend or move extremities when lifting because of pain, braces, etc.;
 - Whether to carry forward or backward on a flight of stairs;
 - Whether a seat cushion or pad should be brought along if the wheelchair is being left behind;
 - In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
 - Is paramedic assistance necessary?

Visually Impaired Persons

Most visually impaired persons will be familiar with their immediate work or class area. In an emergency situation, describe the nature of the emergency and offer to act as a *sighted guide*: offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

Hearing Impaired Persons

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning are:

- Write a note describing the emergency and nearest evacuation route (e.g. "Fire. Go out rear door to the right and down, NOW!");
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

BOMB THREAT

General Information- Bombs and/or Bomb Threats

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of locating a bomb that looks like the stereotypical bomb is difficult at best. The only common denominator that exists among bombs is that they are designed to explode.

Bomb Threats are delivered in a variety of ways. The majority of threats are called by phone to the target. Occasionally these calls are through a third party. A threat may also be communicated in writing, social media or by a recording.

Immediate Actions

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact Public Safety, at ext. x2555 or 610.527.1038, with information and await instructions.

If you receive a bomb threat by phone, it is imperative that you remain calm. Any person receiving a phone call bomb threat should follow the bomb threat checklist or ask the caller:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why

Keep talking to the caller as long as possible, listen carefully, and try to determine the following:

- Time of call.
- Estimated age and sex of the caller.
- Speech pattern, accent, possible nationality, etc. of the caller.

- Emotional state of the caller.
- Background noise.

If a bomb threat is received by handwritten note:

- Call Public Safety at ext. 2555 or 610-527-1038;
- Handle note as minimally as possible;
- Make note of all persons that you know handled the note.

If a bomb threat is received by e-mail:

- Call Public Safety at ext. 2555 or 610-527-1038;
- Do not delete the message.

If you observe a suspicious object, package or potential bomb on campus, **DO NOT** handle the object! Clear the area immediately and call Public Safety at ext. 2555 or 610-527-1038.

Signs of a suspicious package:

- No return address;
- Excessive postage, no postage, non-cancelled postage;
- Stains, leaking or seepage from package;
- Strange odor;
- Strange sounds;
- Unexpected delivery.

DO NOT:

- Touch or move a suspicious package;
- Use two-way radios or cellular phones; radio signals have the potential to detonate a bomb;
- Evacuate the building until Public Safety arrives and evaluates the threat;
- Activate the fire alarm.

BOMB THREAT CHECKLIST

Exact words used to make the threat (if possible) _____

Start time of call: _____ Date of call: _____ Time caller hung up: _____

Phone number where call was received: _____

Ask caller the following questions:

1. When is the bomb going to explode? _____
2. Where is the bomb located? _____
(*Building, floor, room*)
3. What will make it explode? _____
4. What does the bomb look like? _____
5. Did you place the bomb? Yes No
6. Why? _____
7. What is your name? _____
8. Where are you calling from? _____
9. How can I reach you? _____

Description of the caller's voice:

- | | | |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Accent | <input type="checkbox"/> High Voice | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Laughing | <input type="checkbox"/> Stuttering |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Lisp | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Coughing/Clearing
Throat | <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Crackling | <input type="checkbox"/> Methodical | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Middle-aged | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Deep Voice | <input type="checkbox"/> Nasal | <input type="checkbox"/> Stuffer |
| <input type="checkbox"/> Deep-breathing | <input type="checkbox"/> Normal | <input type="checkbox"/> Whispering |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Old | <input type="checkbox"/> Young |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Quiet | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Ragged | |
| | <input type="checkbox"/> Soft Spoken | |

If the voice is familiar, whom did it sound like? _____

Background Sounds:

- | | | |
|--|--|---|
| <input type="checkbox"/> Clear/none | <input type="checkbox"/> Television | <input type="checkbox"/> Office Equipment
(keyboards, fax, etc.) |
| <input type="checkbox"/> Vehicle/Traffic
Noises | <input type="checkbox"/> Static | <input type="checkbox"/> Other Voices |
| <input type="checkbox"/> Echoes | <input type="checkbox"/> Speaker Phone | <input type="checkbox"/> Music |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Lon Distance | <input type="checkbox"/> Other |
| <input type="checkbox"/> Clanking Dishes | <input type="checkbox"/> Time Delay | |
| | <input type="checkbox"/> Factory Equipment | |

Your name: _____

Your position: _____

Your telephone number: _____

LOCKDOWN

A *lockdown of building(s)* on campus is an emergency procedure intended to secure and protect the Rosemont community from an immediate threat of violence or harm. An immediate threat of violence may include, but is not limited to, active shooter on campus, a person near campus with a weapon, or significant law enforcement action in the area adjacent to campus. This action might be necessary when an evacuation would not be appropriate.

If a situation that may require an Emergency Lockdown is discovered, the individual making the discovery shall immediately contact the Department of Public Safety and provide as much information as possible. **Do Not** activate the fire alarm.

Lockdown Procedures:

- Try to remain calm;
- Remain indoors, e.g. residence hall room, your office or classroom. You are not allowed to leave the building unless an all clear has been sounded;
- If not in your typical surroundings proceed to a room that can be locked;
- Close and lock all doors. If it is not possible to lock the doors, place furniture and equipment in front of them to barricade them. Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
- Turn off all lights;
- Close windows and window treatments;
- Occupants should be seated below window level, toward the middle of a room away from windows and doors;
- Remain silent;
- Turn off all radios or other devices that emit sound;
- Silence cell phones;
- If gunshots are heard lay on the floor using heavy objects, e.g. tables, filing cabinets for shelter;
- If safe to do so, turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner. Use phones only for emergency notification to 911 or X2555/610-527-1038 (Public Safety)
- Do not shelter in open areas such as hallways or corridors. Go to the nearest classroom, lecture hall or auditorium that can be locked.
- If outdoors seek nearby shelter, e.g. large trees, walls, and wait for additional instructions from Public Safety or the Police.

SHELTER IN PLACE

A *shelter in place* on campus is an emergency procedure intended to keep you safe indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

Shelter in Place Procedures:

- Try to remain calm;
- Stay inside. Do not leave the building unless a imminently dangerous situation arises;
- If outside seek shelter in the nearest building, preferably in an interior room with few windows;
- Allow access to others seeking shelter;
- A shelter in place means that there are dangerous environmental conditions but not any known threat of violent behavior;

- Close all exterior doors, windows and any other openings to the outside;
- Move away from exterior and interior windows and any other openings to the outside;
- Avoid overcrowding by selecting several rooms as necessary;
- Monitor E2Campus alert and email for further instructions;
- Report any emergency or unusual conditions to Public Safety;
- Do not leave the building until receiving the “all clear” from a Police Officer, Public Safety Officer, E2Campus alert, email, or website communication.

ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and victims are selected at random.

Active shooter situations are unpredictable and evolve quickly. The deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Individuals must be prepared both mentally and physically to deal with an active shooter.

If it is possible to do so safely, exit the building immediately, moving away from the immediate path of danger, and take the following steps:

- Notify anyone you may encounter to exit the building immediately.
- Do not activate the fire alarm.
- Evacuate to a safe area away from the danger, and take protective cover. Stay there until emergency responders arrive.
- Leave your personal items behind.
- Call **911** and the **Public Safety Department at 610-527-1038**, providing each dispatcher with the following information:
 1. Your name
 2. Location of the incident (be as specific as possible)
 3. Number of shooters (if known)
 4. Identification or description of shooter(s)
 5. Number of persons who may be involved
 6. Your exact location
 7. Injuries to anyone, if known
- Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

If exiting the building is not possible, the following actions are recommended:

- Do not approach the person with the weapon;
- Move immediately to a safe location. Go to the nearest room or office. Lock and barricade doors;
- Notify others of the danger as you leave the area;
- Turn off the lights;
- Do not activate the fire alarm;
- Lock and barricade room using desks, chairs or other heavy objects;
- Seek protective cover such as thick desks, concrete walls or filing cabinets;
- Stay away from doors and windows;
- Remain calm;
- Keep quiet and act as if no one is in the room;
- Turn off radios and computers;

- Silence cell phones;
- Do not answer the door;
- Remain inside the locked or barricaded room until police assist you out of the building.
- Call **911** and/or **Public Safety Department at 610-527-1038** if it is safe to do so, providing each dispatcher with the following information:
 1. Your name;
 2. Your location (be as specific as possible);
 3. Number of shooters (if known);
 4. Identification or description of shooter;
 5. Number of persons who may be involved;
 6. Injuries if known.

If an active shooter enters your room, office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort when all other means have failed and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her;
- Throwing items and improvising weapons;
- Yelling.

If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter. Do not activate the fire alarm.

No matter what the circumstances, if you decide to flee during an active shooter situation, make sure you have a plan and escape route in mind. Do not attempt to carry anything in your hands while fleeing. Do not try to move any injured people; leave them where they are and notify authorities of their location as soon as possible. Do not activate the fire alarm. Do not attempt to drive off campus until told it is safe to do so by police.

What to expect from responding police officers, Lower Merion Police Officers responding to an active shooter are trained in a procedure known as Rapid Deployment and proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, **do as the officers tell you**, and do not be afraid of them. Put down any bags or packages you may be carrying and **keep your hands visible and empty at all times**; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons.

Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

HOSTAGE SITUATION

An active shooter incident is not to be confused with a hostage incident in which harm is being threatened but no killing or serious physical harm is taking place. However, any active shooter incident can quickly transition into a hostage incident if, any point during the incident, the shooter becomes cornered or ceases his/her deadly behavior and barricades himself/herself in a room.

If you hear or see a hostage situation, immediately remove yourself from any danger and notify Public Safety at 610-527-1038 or X2555. Be prepared to provide the following information:

- Location and room number of incident;
- Number of possible hostages and hostage takers;
- Physical description and names of hostage takers, if possible;
- Any weapons the hostage takers may have;
- Your name, locations and phone number.

If you are taken hostage:

- Remain calm, be polite, and cooperate with your captors;
- DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors;
- Speak normally. DO NOT complain, and avoid being belligerent or argumentative;
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks;
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later;
- Avoid getting into political or ideological discussions with the captors;
- Try to establish a relationship with your captor and get to know them. Captors are less likely to harm you if they respect you;
- Try to stay low to the ground or behind cover from windows and doors, if possible.

In a rescue situation:

- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a responder may interpret as hostile or threatening;
- Wait for instructions and obey all instructions that you are given;
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or hostage;
- Even if you are handcuffed and searched, DO NOT resist. You will be taken to a safe area, where proper identification and status will be determined.

FIRE

Before a fire occurs, know the location of fire extinguishers, fire exits, and fire alarm systems in your area and how to use them. When a fire is detected:

- Activate the fire alarm system on your way out of the building;
- Dial 911 and Public Safety at 610-527-1038 or X2555, when outside;

- If a minor fire appears controllable, immediately activate the building fire alarm, then promptly direct the charge of the fire extinguisher toward the base of the flame;
- Never attempt to control a fire unless the building alarm has been sounded, the evacuation has begun, and you have the training and the ability to do so;
- If time permits, stabilize lab procedures, turn off stoves and ovens, and disable any device that could make a dangerous situation even worse;
- Close doors and windows as you leave if safe to do so. Closing doors confines the fire and reduces oxygen. **DO NOT** lock doors;
- **DO NOT** use elevators. Leave the building by walking quickly to the nearest marked exit and alert others to do the same as you leave;
- Do not panic or create a panic in others;
- Feel doors before opening, if door is hot, don't open it;
- If smoke is present, stay near the floor where air will be less toxic. Smoke is the greatest danger in a fire. If trapped, keep the doors closed and place a cloth under to keep out smoke;
- Signal for help by hanging an object (e.g. a jacket or shirt) out of the window to attract attention;
- After an evacuation, once outside, report to your designated assembly point at least 300 feet away from the building. Stay there until an accurate headcount has been taken;
- Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate;
- **DO NOT** re-enter an evacuated building or for any reason unless directed to do so by a College official such as a Public Safety Officer or when an "All Clear" is provided by the emergency responders or issued via the College's Emergency Communication System;
- Keep roadways and walkways clear for emergency vehicles.

Do not attempt to use a fire extinguisher to put out the fire unless...

- The building fire alarm has been activated to alert others;
- Public Safety has been notified;
- You have received specific training in the use of a fire extinguisher;
- You know what is burning and what type of fire extinguisher to use;
- It is a small fire – perhaps no larger than a wastebasket and the fire is not spreading rapidly;
- There is no toxic smoke present;
- You know the fire extinguisher is fully charged;
- There is an escape exit or route behind you.

*The fire alarm systems in college's buildings do **NOT** contact the police or fire departments. 911 must be called in the event of a fire.*

EXPLOSION

In the event of an explosion on campus, take the following actions:

- Immediately take cover under tables, desks, and other objects, which will give you protection against falling glass or debris;
- After the effects of the explosion have subsided, dial 911 and Public Safety at 610-527-1038 or X2555.
- If necessary, or when directed to do so, activate the building fire alarm;
- Follow fire and evacuation procedures.

CHEMICAL OR RADIATION SPILL/RELEASE

A release is defined as any spilling, leaking, pumping, pouring, emitting, emptying, discharging, escaping, leaching, dumping, or disposing into the environment, or any release which results in the exposure to persons.

If you discover a chemical spill or release from a container, tank, or operating equipment:

- Immediately notify Public Safety at 610-527-1038 or X2555;
- When reporting be specific about the nature of the involved material and location. If the substance is not immediately identifiable, do not take the time to identify it. The notification to emergency personnel should be your first action;
- If there is an immediate threat to human life (e.g. a fire in progress or fumes are overcoming anyone), pull the fire alarm;
- Vacate the affected area at once and seal it off by closing the doors to prevent further contamination;
- Follow fire and evacuation procedures;
- If anyone has contact with the hazardous material, they should be isolated and await treatment by emergency personnel.
- DO NOT leave the site until you are cleared by emergency responders.

SEVERE WEATHER CONDITIONS

The College is prepared to notify the campus community via the emergency communications of severe weather emergencies.

The following terms are utilized by the National Weather Service:

- Watch – Conditions are right for severe thunderstorms, hurricanes, tornados, flooding, severe wind chills, snowstorms, or blizzards to develop. Continue with normal activities, but also continue to monitor the weather.
- Warning – Radar or weather spotters have identified a severe thunderstorm, hurricane, tornado, flooding, severe wind chills, snowstorm or blizzard.

The College will notify the campus community of any closures, delayed openings, or early dismissals through its various communication methods.

Seek shelter indoors. Seek refuge in a corner of the room against the wall or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. Remain indoors until the severe weather conditions has ceased or passed.

If you cannot seek shelter indoors:

- Try to get to a protected or safe area away from buildings, windows and glass, telephone or light poles, or any place where there could be falling debris;
- Find an area such as a ditch or ravine or a depression to shelter in;
- Lie face down and cover your head and face;
- Avoid any downed power lines;

Call Public Safety at 610-527-1038 or X2555 to report any injuries or damage.

CIVIL DISTURBANCES

Most campus protests and demonstrations such as marches, gatherings, picketing, and rallies, are peaceful and not obstructive or destructive. However, if any of the following conditions exist, notify Public Safety immediately:

- Interference with the normal operations of the College;
- Prevention of access to offices, buildings, or other College facilities;
- Threat of physical harm to people or damage to College facilities.

Peaceful, Non-Obstructive Demonstrations - Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.

Non-Violent, Disruptive Demonstrations – In the event that a demonstration blocks access to College facilities or interferes with the operation of the College, the Director of Public Safety will go to the area and ask the demonstrators to desist. If the demonstrators persist in the disruptive activity, they will be advised that the failure to discontinue the specified action within a determined length of time may result in disciplinary action or possible intervention by the Police. Except in extreme emergencies, the President will be consulted before such actions are taken.

Violent, Disruptive Demonstrations – In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President will be notified immediately and the following actions should be taken:

- Alert all persons in the area of the situation;
- Lock all doors and windows;
- Close blinds to prevent flying glass;
- If necessary, your department may decide to cease work operations until the disturbance is quieted or dispersed;
- If it later becomes necessary to evacuate your building, follow directions from the Department of Public Safety and/or police.

A student demonstration will not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Interference with normal operations of the College;
- Prevention of access to office, building, or other College facilities
- Threat of physical harm to persons or damage to College facilities

ADDITIONAL RESOURCES/INFORMATION

There are a number of additional resources that are available regarding crisis response. These include the following:

Federal Emergency Management Agency www.fema.gov

Red Cross www.redcross.org

Department of Homeland Security www.dhs.gov

Disaster Assistance www.disasterassistance.gov