

# EMERGENCY ACTION GUIDELINES

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Crises situations are very unpredictable and there are no guarantees that any one plan of action will be effective. It is our hope that these tips will be used by you as a preparatory step towards your overall safety and in formulating your individual safety plan. While all scenarios cannot be covered, these are some we feel that could be helpful to you.

Mark A. Vitalos  
Chief of Campus Police

## **BOMB THREATS**

1. **Record as much detail as possible** (see attached check list).
2. **Immediately call Campus Ploice** by dialing 0 on campus or (610) 437- 4471 from an off campus phone.
3. **Decision to Evacuate**
  - a. Bomb in your building
    1. Evacuate immediately, alerting others as you vacate (**Do NOT pull fire alarm**).
  - b. Bomb not in your building.
    1. Wait for further instructions from campus authority or emergency responder (Do not immediately evacuate)
4. **Evacuation:**
  - a. **If possible**, as you exit, be alert to unusual objects, and quickly check nearby restrooms, copier rooms, storage rooms, etc.
  - b. **If requested**, accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist alert emergency personnel to the location of any disabled person(s)
  - c. Take with you: essential personal items **ONLY**. Do not attempt to take large or heavy objects.
  - d. Shut all doors behind you as you go.
  - e. Once out of the building, report to the Emergency Assembly Area. If that area is unsafe, move away at least 500 feet from the structure (as instructed by emergency personnel). Keep streets and walkways clear for emergency vehicles and crews.

**BOMB THREAT CHECKLIST**  
**Telephone Procedures**

**DATE:** \_\_\_\_\_ **TIME RECEIVED:** \_\_\_\_\_ **AM/PM**

**TIME CONCLUDED:** \_\_\_\_\_ **AM/PM**

- **REMAIN CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT THE CALLER.**
- **GET THE ATTENTION OF ANOTHER PERSON – GIVE THAT PERSON A NOTE SAYING “CALL CAMPUS POLICE – THIS IS A BOMB THREAT.”**
- **IF YOUR PHONE HAS CALLER ID, RECORD THE NUMBER OF THE INCOMING CALL.**
- **WRITE DOWN THE EXACT WORDS OF THE CALLER AND THE THREAT.**
- **DON'T HANG UP THE PHONE. LEAVE THE LINE OPEN.**
- **NOTIFY A SUPERVISOR IF AVAILABLE.**
- **KEEP THE CALLER ON LINE AND ASK THE FOLLOWING QUESTIONS IF POSSIBLE:**

**1. WHEN WILL IT EXPLODE? WHAT TIME?** \_\_\_\_\_

**2. WHERE IS IT LOCATED (FLOOR/ROOM)?** \_\_\_\_\_

**3. WHAT DOES IT LOOK LIKE?** \_\_\_\_\_

**4. WHAT KIND OF BOMB IS IT?** \_\_\_\_\_

**5. WHAT WILL SET IT OFF?** \_\_\_\_\_

**6. WHY ARE THEY DOING THIS?** \_\_\_\_\_

**7. WHO ARE YOU?** \_\_\_\_\_

**8. ARE YOU AWARE THAT YOU COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT?** \_\_\_\_\_

**DESCRIPTION OF CALLER (check all that apply)**

**SEX:** Male \_\_\_ Female \_\_\_ Unknown \_\_\_ Approximate Age \_\_\_

<b>Voice</b>	<b>Speech</b>	<b>Language</b>	<b>Behavior</b>	<b>Background</b>
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> General Noise
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Guns Firing
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machinery
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other:	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented, Describe:	<input type="checkbox"/> If Foreign, Describe:		<input type="checkbox"/> Party
<input type="checkbox"/> Smooth				<input type="checkbox"/> Quiet
<input type="checkbox"/> Soft				<input type="checkbox"/> Restaurant
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Talking
<input type="checkbox"/> Unclear				<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Other				<input type="checkbox"/> Television
				<input type="checkbox"/> Traffic
				<input type="checkbox"/> Train
				<input type="checkbox"/> Typing
				<input type="checkbox"/> Water/Wind
				<input type="checkbox"/> Other

**Name of person receiving the Call** \_\_\_\_\_

**Phone Number Threat was received on** \_\_\_\_\_

**Name of Possible Suspect** \_\_\_\_\_

**Campus Police dial "0" (on campus) or 610-437-4471 (off campus).**

## CHEMICAL SPILL

1. **Vacate the affected area** at once and, if possible, seal it off to prevent further contamination.
2. **Immediately call Campus Police** by dialing 0 on campus or (610) 437- 4471 from an off campus phone.
3. **Inform the Officer** of what had occurred:
  - a. Type of chemical if known
  - b. Whether or not anyone is injured
  - c. Extent of injuries
  - d. Location of incident
  - e. Name of caller
  - f. If the chemical is not contained and poses an inhalation risk or may cause harm if it is contacted, evacuate the area and wait for the arrival of Campus Police
  - g. Inform the officer of the exact location and type of chemical if known. If possible have MSD sheets on chemical ready for the arrival of Campus Police and possibly local agencies
4. **Evacuate building** and alert others as you vacate, **Do Not Use Elevators**
  - a. If possible, stay alert as you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc., for anyone or anything unusual.
  - b. Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist alert emergency personnel the location of any disabled person(s).
  - c. Take with you: essential personal items ONLY. Do not attempt to take large or heavy objects.
  - d. Shut all doors behind you as you go.
  - e. Once out of the building, report to the Emergency Assembly Area. If that area is unsafe, move at least 500 feet from the structure (as instructed by emergency personnel). Keep streets and walkways clear for emergency vehicles and crews.
5. **Do not return to an evacuated building** unless authorized via e2Campus or Emergency Responders.

## **CRIME IN PROGRESS / CIVIL DISTURBANCE**

1. Do not attempt to apprehend or interfere with the criminal except for self-protection.
2. **Immediately call Campus Police** by dialing 0 on campus or (610) 437- 4471 from an off campus phone. Give your name, location and what the situation is. If you are safe remain where you are until an Officer arrives.
3. If safe to do so, attempt to get a good description of the criminal. Note height, weight, sex, ethnic origin, age and clothing.
4. If the Criminal leaves the scene take note of direction of travel and method of travel.
5. If the Criminal leaves in a vehicle take note of the color, make, model and license plate.

In the event of civil disturbance continue with your routine as much as possible. If the disturbance is outside, stay away from doors and windows. Unless threatened with physical harm do not leave your work area until checking with your supervisor or other senior administrative officer.

Do not interfere with those creating the disturbance or with law enforcement on the scene.

## ELECTRICAL POWER OUTAGE

1. **Immediately call Campus Police** by dialing 0 on campus or (610) 437- 4471 from an off campus phone.
2. **Do not burn candles** because it is a fire hazard and against the Cedar Crest College fire policy.
3. If you have to move inside of a building for any reason, use a flashlight (if available and necessary) and be aware of any hazards in your path of travel.
4. Most Campus buildings are equipped with emergency generators and essential power will be supplied to the buildings.
5. **Turn off power strips and/or appliances** to prevent damage due to a power surge when the electricity is restored.
6. **Keep refrigerator and freezer doors** closed and throw any items out if you have any doubt that they may be spoiled due to the lack of refrigeration.
7. If you need to exit or evacuate the building for any reason, do so with caution and remain calm.

## **FIRE**

1. **Activate the nearest fire alarm.**
2. Immediately call Campus Police (by dialing 0 on campus or 610-437- 4471 from an off campus phone) from a safe place and give your name, location and the extent of the problem.
3. **Evacuate the building** by the nearest available exit, **Do Not Use Elevators.**
  - a) If possible, stay alert as you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc., for others who may need to be reminded to leave or may need assistance.
  - b) Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist, alert emergency personnel to the location of any disabled person(s).
  - c) Take with you: essential personal items ONLY. Do not attempt to take large or heavy objects.
  - d) Shut all doors behind you as you go.
  - e) Once out of the building, move to the building's Emergency Assembly Area (as instructed by emergency personnel). Keep streets and walkways clear for emergency vehicles and crews.
4. **Do not return to an evacuated building** unless authorized by e2Campus or Emergency Responders.

## **GAS LEAK**

1. **Do not switch on lights** or any electrical equipment.
2. **Do not pull fire alarm.**
3. **Immediately call Campus Police** by dialing 0 on campus or (610) 437- 4471 from an off campus phone.
4. **Evacuate the building by the nearest exit, Do Not Use Elevators**
  - a. If possible, stay alert as you exit and quickly check nearby restrooms, copier rooms, storage rooms, etc., for others who need to leave as well.
  - b. Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist, alert emergency personnel to the location of any disabled person(s).
  - c. Take with you essential personal items **ONLY**. Do not attempt to take large or heavy objects.
  - d. Shut all doors behind you as you go.
  - e. Once out of the building, report to the Emergency Assembly Area. If that area is unsafe, move at least 500 feet from the structure (as instructed by emergency personnel). Keep streets and walkways clear for emergency vehicles and crews.
5. **Do not return to an evacuated building** unless authorized by e2Campus or Emergency Responders.

## INJURY OR ILLNESS

1. Do not move an injured or ill person unless it appears to be life-threatening to the person to stay in that location.
2. **Immediately call Campus Police** by dialing 0 on campus or (610) 437-4471 from an off campus phone. Provide your name, location and as much information about the injured or ill person as possible.
3. If needed administer first aid or CPR if you have such training.
4. Keep the person comfortable and reassure them that help is on the way.
5. Remain with the person until Campus Police arrive.

## MISSING PERSON POLICY

- 1) All concerns of a possible missing person should be reported to Cedar Crest College Campus Police by dialing "0" from any campus telephone or 610-437-4471 from an off campus phone.
- 2) Upon receipt of the report, a Campus Police Officer will immediately be dispatched to the concerned party to initiate an investigation, and the Chief of Campus Police and on-call Residence Hall Staff will be notified.
- 3) The responding Officer(s) will gather all necessary information related to the incident from the person(s) reporting the missing student, including, but not limited to: a physical description including clothing worn when last seen, where the student was last seen and if the student was with anyone, concerns about the mental or physical condition of the person, etc.
- 4) Officers will make every effort to find the person on campus by checking her Residence Hall, any scheduled classes, and all open buildings. Officers will also check to see if the missing person's vehicle is on campus and if the person has accessed any area via the Card Access System or if she had signed in any guests. Other students, friends and acquaintances may also be interviewed.
- 5) After a search of the Campus has been completed and if no further information has been forthcoming, the Chief of Campus Police or his designee, in consultation with the Dean of Students, may choose to notify the Campus Community to ask for help in locating the missing person. Notification can be done using any combination of our Mass Notification Systems.
- 6) The Chief of Campus Police or his designee, in consultation with the Dean of Students, may choose to file a missing persons report with the Allentown Police Department after all other avenue's have been explored. All pertinent information relative to the incident will be provided to the responding Allentown Police Officer.
- 7) Any and all community inquiries into the matter will be referred to College Relations or a designated spokesperson.
- 8) No later than 24 hours after the initial report, the missing student's emergency contact person will be notified by Student Affairs and/or Campus Police.
- 9) After it has been determined that a student that is less than 18 years old, the student's parent/parents or legal guardian/guardians shall be notified no later than 24 hours after the initial report.
- 10) In cases where the student is over 18 years old and has not designated anyone to be notified, notification to the Allentown Police Department will suffice.
- 11) As per standard operating procedures, a detailed report of the incident will be generated by the responding Campus Officer.

## SHOOTING

### 1. If the shooter is outside of the building:

- A. **Immediately call Campus Police** by dialing 0 on campus or (610) 437-4471 from an off campus phone.
- B. **Move to a core area of the building if safe to do so** and remain there until an “all clear” is given via **e2Campus** or **Emergency Responders.**
- C. **Turn off all of the lights and close and lock all doors and windows.**
- D. **If you can do so safely, get all students or department members on the floor and out of the line of fire**
- E. If the staff or students do not recognize the voice that is giving the instruction, they should not change their status. Unknown or unfamiliar voices may be false and designed to give false assurances.

### 2. If the shooter is inside the building:

- A. If it is possible to flee the area safely and avoid danger, do so.
- B. **Immediately call Campus Police** by dialing 0 on campus or (610) 437-4471 from an off campus phone. Give the location of the incident and as much detail as possible.
- C. If flight is impossible, **lock all doors and windows.**
- D. **Get down on the floor or under a desk and remain silent.**
- E. **Get students or department members on the floor and out of the line of fire.**
- F. Wait for the “all clear” via e2Campus or Emergency Responders.

### 3. If the shooter comes in your office or class:

- A. There is no one procedure that the authorities can recommend in this situation.
- B. Attempt to get the word out to **Campus Police** by dialing 0 on campus or (610) 437- 4471 from an off campus phone if possible.
- C. Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
- D. Attempting to overcome the individual with force is the last resort that should be initiated in the most extreme circumstances.
- E. Remember that there may be more than one shooter.
- F. Wait for the “all clear” via e2Campus or Emergency Responders.
- G. If you flee the shooting scene, get as far away as possible and then contact Campus Police.

## **TORNADO/SEVERE WEATHER**

A **tornado watch/severe weather watch** means tornadoes are likely to develop.

A **tornado warning** means a tornado has been spotted in the immediate area.

### **Tornado sighting or warning**

1. **Immediately call Campus Police** by dialing 0 on campus or (610) 437- 4471 from an off campus phone.
2. **Move to the lowest level** or to an interior hallway of the building quickly.
3. **Alert others in the building** to also move to a safe place.
4. **Stay away from windows** and areas with a large expanse of glass.
5. **Avoid auditoriums, gymnasiums**, and other large rooms with free-span roofs.
6. **Do not use elevators**; remain calm.
7. **Assist disabled to an interior hallway** away from windows and areas with a large expanse of glass if they cannot move safely to the lowest level.
8. **Protect your head and face.** If possible, get under a sturdy table or other structure.
9. **Wait for an “All Clear” message via e2Campus or Emergency Responders.**

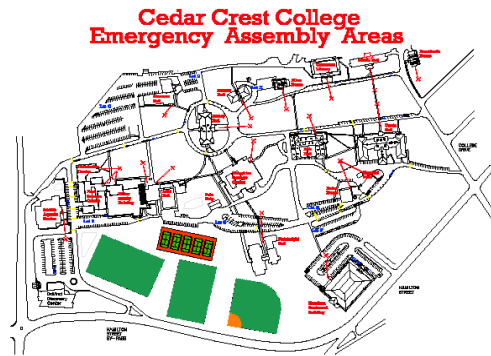


Figure 1: Click the map to enlarge

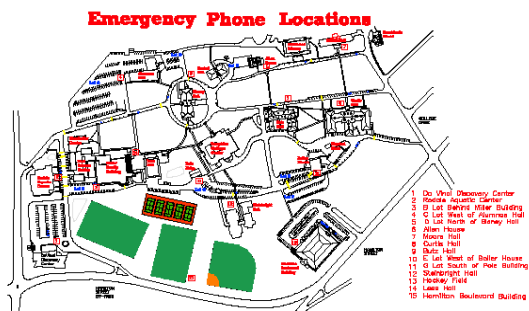


Figure 2: Click the map to enlarge.