

**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 Police** 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 ___

Voice	Speech	Language	Behavior	Background
<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,	<input type="checkbox"/> If Foreign,		<input type="checkbox"/> Party
<input type="checkbox"/> Smooth	Describe:	Describe:		<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.

EARTHQUAKE

What to Do During an Earthquake:

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors:

1. **DROP** to the floor; take **COVER** by getting under a sturdy table or piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
4. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
5. Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
6. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
7. **DO NOT** use the elevators.

If Outdoors:

1. Stay there.
2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls.
4. Ground movement is seldom the direct cause of death or injury. Most earthquake related casualties result from collapsing walls, flying glass, and falling objects.

If in a Moving Vehicle:

1. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses and utility wires.
2. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

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/ACTIVE SHOOTER RESPONSE

Active Shooter

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation and describes what to expect from responding police officers.

Response to an active shooter

1. **RUN** -- If you are in a classroom or office and an active shooter incident arises, you should only try to leave the area if you can SAFELY do so.

Those who get safely out of the area should move toward any police units, keeping hands on top of their heads and doing exactly what the Police tell them to do.

Once you have encountered the police, pass on vital information to them, such as: the number of shooters, description of shooters, location of incident.

If no police units are yet on scene move well away from the school and find safe cover positions (not the parking lots).

If the windows don't open, or you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.

Keep others calm and quiet

2. **HIDE** -- If you cannot safely leave the room, or office STAY THERE, and lock the door. If the door has no lock, attempt to block the door as much as you can or place a door wedge hard under the doorway. Turn off the lights and silence your phones.

If you are in the hallways and cannot get out of the building safely, go to a room that is not already secured and secure it.

Unless you're close to an exit, don't run through a long hall to get to one, you may encounter the gunmen or hostage taker.

Don't hide in restrooms!!

If in a theater or gym area and the gunmen or hostage taker(s) are not present, move to and out the external exits away from where the incident might be happening and move toward any police unit

Again, keep your hands up and in plain sight. Do what the police tell you!

3. **FIGHT** -- Look for anything that can be used as a weapon, in case you have to defend yourself if the shooter makes it into the room. Attacking the shooter is not a recommendation to fight but rather a choice to fight where there are no other options left

If you get trapped in the room with the shooter, don't do anything to provoke the shooter.

If they are not shooting, do what they say and don't move suddenly.

Only you can draw the line on what you will or will not do to preserve your life or the lives of others.

If shooting starts, you need to make your own choice, stay still and hope they don't shoot, run for an exit in a "zig zag" fashion, or attack the shooter.

Again, attacking the shooter is not a recommendation to fight but rather a choice to fight where there are no other options left.

Campus Police Response

- If an incident occurs on campus, Cedar Crest College Campus Police officers will be the first responders and are trained to deal with the situation
- Campus Police Officers **primary objective** will be to confront the suspect(s) and neutralize the threat
- Outside agencies will respond and work with Campus Police

What to Expect From Responding Police Officers

Campus police and other police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible.

- Everyone in the building will be considered a suspect
- When officers make contact with you, do not run towards them
- Keep your hands visible and respond to their commands
- Officers will engage with fire on anyone that is armed or moves towards them in what can be perceived an aggressive manner
- If you are near the suspect/s when officers make entry, the best thing to do is drop as low as you can and stay there, with your hands visible until the team commands you to get up.

The officers may be armed with rifles, shotguns, or handguns and might be using pepper spray or tear gas to control the situation.

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 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 usually will 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.

Definitions:

Active Shooter: A suspect who's activity is immediately causing death and serious bodily injury. The activity is not contained and there is immediate risk of death and serious injury to potential victims.

Barricaded Suspect: A suspect who's in a position of advantage, usually barricaded in a room or a building and is armed and has displayed violence. May or may not be holding hostages and there is no indication that the subject's activity is immediately causing death or serious bodily injury.

Dynamic Situation: The situation is evolving very rapidly along with the suspect's action. Example: The shooter is moving and shooting.

Static Situation: The situation is not evolving or in motion. The suspect appears to be contained. Example: The suspect is barricaded in a room.

Traditional Deployment: A tactical concept where Officers maintain a secure perimeter around a life threatening armed suspect situation and wait until specially trained units (S.E.B., S.W.A.T., etc.) arrive at the scene to finally intervene.

Rapid Deployment: The swift and immediate deployment of law enforcement personnel to on-going, life threatening situations where delayed deployment could otherwise result in death or great bodily injury to innocent persons.

For additional information on "RESPONSE TO AN ACTIVE SHOOTER", please view the video, "Run, Hide, Fight" through the attached link...

www.cedarcrest.edu/runhidefight

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.**

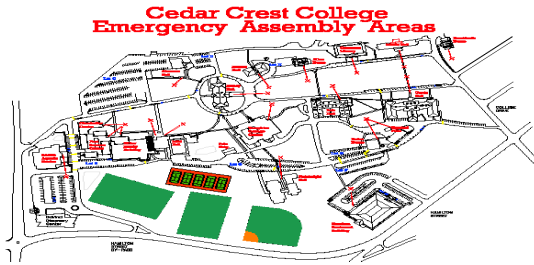


Figure 1 Click on map to enlarge

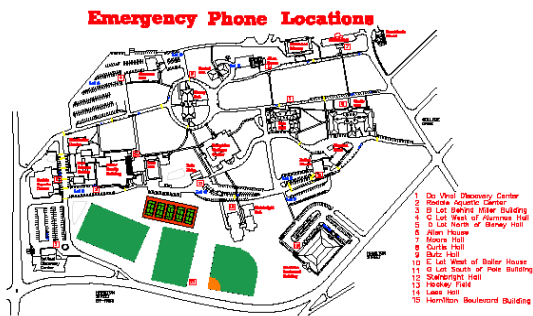


Figure 2 Click on map to enlarge.