

Philadelphia University Emergency Resource Guide

TABLE OF CONTENTS

- I. ACTION PLAN/OVERVIEW**
 - A. ACTION PLAN**
 - B. SCOPE**
 - C. LEGAL AUTHORITY**
 - D. TYPES OF EMERGENCIES**
 - 1. MINOR**
 - 2. MAJOR**
 - 3. DISASTER**
- II. DECLARATION OF A CAMPUS STATE OF EMERGENCY**
 - A. AUTHORITY**
 - 1. CAMPUS EMERGENCY**
 - 2. AUTHORIZED PERSONNEL**
 - 3. DESIGNATED EMERGENCY AREAS**
 - 4. DETERMINE EXTENT OF DAMAGE**
 - B. EMERGENCY COORDINATOR**
 - C. NOTIFICATION PROCESS**
 - D. EMERGENCY COMMAND CENTER**
 - E. EMERGENCY RESOURCE PERSONNEL**
- III. DIRECTION AND COORDINATION**
 - A. EMERGENCY DIRECTOR**
 - B. EMERGENCY COORDINATOR**
 - C. EMERGENCY RESOURCE TEAM**
 - D. SITUATIONAL ADDITIONS TO THE EMERGENCY RESOURCE TEAM**
 - 1. ACADEMIC BUILDINGS**
 - 2. RESIDENCE HALLS/APARTMENTS**
 - 3. IMMEDIATE INSURANCE ISSUES**
 - 4. ATHLETIC BUILDINGS**
 - E. EMERGENCY COMMAND CENTER**
- IV. NOTIFICATION PROCESS**
 - A. EMERGENCY COMMUNICATIONS**
 - 1. Extension 2999**
 - 2. 8.911(Residences) or 9.911(Offices)**
 - B. NON-EMERGENCY COMMUNICATIONS**
 - C. PUBLIC NOTIFICATION**
 - 1. PUBLIC RELATIONS**
 - 2. NOTIFICATION OF EMERGENCY PERSONNEL**
- V. SPECIFIC EMERGENCY RESPONSES**
 - A. FIRE**
 - B. CRIME**
 - C. ILLNESS/INJURY**
 - D. ACCIDENT/PHYSICAL DISASTER**
 - E. BOMB THREAT**

Philadelphia University Emergency Resource Guide

- F. CIVIL DISTURBANCE**
- G. HAZARDOUS MATERIALS / GAS LEAK**
- H. FLOOD / WINDSTORM / SEVER WEATHER EMERGENCY**
- I. POWER FAILURE**
- J. CAMPUS EVACUATION**
- K. USE OF UNIVERSITY FACILITIES BY NON-UNIVERSITY AGENCIES**
- L. EXPLOSION/TERRORISM**
- M. CAMPUS EMERGENCY NOTIFICATION SYSTEM**

VI. DAMAGE SURVEY/EVALUATION/TRAINING

VII. POST-TRAUMA SYNDROME

VIII. CAMPUS MAP

IX. EMERGENCY NUMBERS

Philadelphia University

Emergency Resource Guide

I. ACTION PLAN/OVERVIEW

- A. An Action Plan is designed to provide basic emergency guidelines for all University personnel in the event that an emergency occurs on or near campus until Safety and Security or appropriate response personnel arrive. The Action Plan does not detail the response to be followed by trained coordination personnel after the initial response to an emergency and the removal of the University personnel and property from immediate danger.
- B. The scope of the Plan applies to all University faculty, staff, students, and visitors, buildings and grounds, owned, and operated, or supervised by Philadelphia University.
- C. The director of Safety and Security assumes full legal authority from the vice president for Business and Finance/Treasurer who assumes full legal authority from the president of the University over the scope of this Plan. Any of these University authorities or their designees may serve as the emergency coordinator in declaring the scope of the emergency and directing its response. The vice president for Business and Finance/Treasurer, or his designee, will serve as the primary emergency coordinator for major emergencies and disasters unless otherwise assigned.
- D. The types of emergencies are as follows:
 - 1. **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall operation of the University.
 - 2. **Major Emergency:** Any incident, potential or actual, which affects an entire building or buildings, or which disrupts the overall operation of the University.
 - 3. **Disaster:** Any event or occurrence that occurs and which seriously impairs or halts the operations of the University.

Philadelphia University

Emergency Resource Guide

II. Declaring a Campus State of Emergency

- A. The authority to declare a campus state of emergency rests with the president of the University or his/her designee as follows:
1. During a period of any campus major emergency, the Safety and Security Office shall notify an Emergency Coordinator and place into immediate effect the appropriate response necessary to meet the emergency and to safeguard persons and property.
 2. When a state of emergency declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other ID) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Pennsylvania Crimes Code.
 3. In addition, only those faculty and staff members who have been assigned emergency response team duties by the emergency coordinator will be allowed to enter the designated emergency areas.
 4. In the event of earthquakes, aftershocks, fires, storms, or any incident occurring on or about the campus, or involving University property, a University official assigned by the emergency coordinator will be dispatched to determine the extent of damage.
- B. The emergency coordinator, who will be the vice president for Business and Finance/Treasurer, director of Safety and Security, or his/her designee, will appoint an Emergency Disaster Resource Team and will coordinate the University's response with internal departments and outside agencies.
- C. The emergency coordinator will initiate the notification process to The Emergency Resource Personnel. The City of Philadelphia Emergency Communications Center will be notified of any condition requiring non-University intervention or assistance.
- D. An Emergency Command Center will be established where the coordination of all communications will occur through the Safety and Security Officer at extension 2999 for emergency calls.
- E. The Emergency Resource Personnel will then direct all University workers and University members on the correct response for the particular emergency.

Philadelphia University

Emergency Resource Guide

III. DIRECTION AND COORDINATION

In the event of a major emergency or disaster, the Department of Safety and Security will immediately contact an Emergency Resource Coordinator. The coordinator will notify other team members. The Emergency Resource team may consist of the following positions:

- A. The **emergency director** will be the University president or his/her designee.
- B. The **emergency coordinator** effects an appropriate response and will be the Vice president of Business and Finance or the director of Safety and Security or his/her designee.
- C. The **Emergency Resource Team** will consist of the following:
 - 1) President
 - 2) Executive Assistant to the President
 - 3) Vice President for Business and Finance/Treasurer
 - 4) Vice President for Academic Affairs
 - 5) Vice President for Enrollment and Student Affairs
 - 6) Vice President for Marketing and Public Relations
 - 7) Vice President for Information Resources
 - 8) Director of Safety and Security
- D. Situational Additions to Emergency Resource Team:
 - 1) Academic Buildings/Issues
 - a) Deans
 - b) Directors
 - c) Lab Manager
 - 2) Student Issues/Residence Halls
 - a) Dean of Students
 - b) Associate Dean of Students
 - c) Departmental Directors
 - 3) Immediate Insurance Issues
 - a) Assistant Vice President for Business and Finance
 - 4) Athletic Issues
 - a) Athletic Director
 - b) Coaches

Philadelphia University Emergency Resource Guide

IV. NOTIFICATION PROCESS

A. Emergency Communications

1. University personnel (faculty, staff, students, and visitors) should follow the step-by-step Emergency Response listed herein to initially notify the Safety and Security Office of an emergency. You may also do this by dialing extension 2999 on campus or 215.951.2999 from off campus. The extension 2999 is to speak directly to security officers over their portable radio. It is not a confidential line. *Do not discuss confidential information or remain on this line for any longer than required to describe the emergency and receive instructions. All conversations are recorded and can be heard on common scanners.*
2. In the event of a condition which requires immediate police, fire company, or ambulance response, University personnel can dial 9.911 and resident students can dial 8.911 (City of Philadelphia Emergency Communications) to advise the authorities of a situation requiring immediate response and then contact Safety and Security at extension 2999 advising the security officer of the same information. If the Safety and Security Office is not notified, first responders may be delayed by a lack of access to campus or buildings.

B. Non-Emergency Communications

All non-emergency communications should be directed to extension 2999 on campus or to (215) 951-2999 from off campus.

C. Public Notification

In the event of a major disaster, the vice president for Marketing and Public Relations will coordinate a timely notification procedure for all members of the University and surrounding communities. Notification will be via any of the following distribution methods including: direct telephone calls, voice mail, computer network, local media communications networks, and building leaders.

Philadelphia University

Emergency Resource Guide

V. SPECIFIC EMERGENCY RESPONSES

A. Fire

1. Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm by pulling a red pullbox.
2. Next, call the Department of Safety and Security, extension 2999, giving your name, department, and location of the fire.
3. If the fire is small, you may wish to fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, leave the area and notify Safety and Security.
4. If the fire is large, very smoky, or rapid-spreading, evacuate the building immediately, using the nearest fire exit door or stairwell. If possible, sound the building fire alarm by pulling a red alarm pullbox. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue the evacuation. Warn others who may enter the building after the alarm stops.
5. Lock your door upon leaving. Walk, do not run, to the nearest stairway exit. If you are disabled, yell for help to go down the stairs.
6. When a fire alarm sounds, do not use the elevator. It may become inoperative and a trap.
7. Assist disabled (handicapped) persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify security officers on the scene where these persons are located.
8. Evacuate to a distance of **at least 200 feet** from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by Safety and Security or emergency personnel.
9. Notify firefighters on the scene if you suspect someone may be trapped inside.
10. In Residential Hall facilities, the RAs should assist Safety and Security officers in evacuations by meeting with all residents in a predetermined location outside of the building to count heads and wait for Safety and Security officers or the Philadelphia Fire Department to approve reentry into the building.

Philadelphia University

Emergency Resource Guide

11. Whenever a fire alarm sounds, unless directed otherwise by Safety and Security officers or the Philadelphia Fire Department, residents must evacuate the building until the cause of the alarm has been determined. A security officer will respond with the appropriate authorities to evaluate the situation.
12. Safety and Security officer will initiate the proper notification process for contacting appropriate personnel when a fire occurs on or near campus.

B. Crime

1. In the event that you observe a crime in progress, believe a crime may be in progress, or are the victim of a crime, contact Safety and Security immediately. Report suspicious persons or activities. All calls are kept confidential. Security officers are trained to handle all situations and persons in a diplomatic and sensitive manner. When in doubt, report it.
2. Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
3. If safe to do so, take time to get a good description of the criminal. Note height, weight, gender, race, approximate age, clothing, method and direction of travel, and the person's name, if known. All this takes only a few seconds, and is the utmost help to the investigating officers. If the criminal is entering a vehicle, note the license number, make and model, color and outstanding characteristics.
4. Call the Department of Safety and Security at extension 2999. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.
5. In the event of civil disturbance, continue with your normal routine, if possible. If the disturbance is outside, stay away from doors and windows.
6. Do not interfere with those persons creating the disturbance or with law enforcement or security officers on the scene.
7. The communications officer will initiate the proper notification procedure for contacting appropriate personnel when a crime occurs on or near campus.

C. Illness or Serious Injury

1. Do not move a seriously injured person unless it is a life-threatening situation.
2. Call the Safety and Security officers at extension 2999, giving your first name, location, building and telephone number. Advise the officer of the nature of the injury if possible and if the person requires an ambulance.

Philadelphia University

Emergency Resource Guide

3. Return to the victim. Attempt to keep the victim as calm as possible. Do not move the victim unless necessary to prevent further injury. Only a completely trained person should give first aid to the victim.
4. Remain with the victim until a security officer or ambulance arrives. Advise the officials on scene of the nature of the illness or injury.
5. Safety and Security or Philadelphia Fire Rescue will transport persons with serious illnesses or serious injury to the Hospital Emergency Room, depending on the seriousness of the injury. The security officer at the scene will make this determination if an ambulance is not immediately requested. In order for Safety and Security to transport someone to the hospital they must be able to walk to the vehicle on their own.
6. Persons with minor illnesses or minor injuries should go to Student Health Services for treatment during its hours of operation. When Student Health Services is not open, these persons are advised to make private arrangements to see a physician or to visit the hospital.
7. The Safety and Security officer will initiate the proper notification procedure for contacting the appropriate personnel when a student, employee, or visitor is injured on or near campus.
8. In the event of a serious injury, where the victim will require an ambulance, you can call the ambulance directly by dialing 8.911 from the residence halls and 9.911 from offices. Advise the dispatcher of your name, the nature of the call, the location of the victim and any other information pertinent to the situation. Immediately after calling 8.911 or 9.911, notify Safety and Security of your actions.

D. Accident/Physical Disaster, etc.

1. In the event that an accident occurs on or near campus, notify the Safety and Security officers at extension 2999 immediately.
2. Give your first name, location, and telephone number if possible and describe the nature of the accident to the officer. Remain at this location until a security officer arrives.
3. Advise the officer if the nature of the accident requires an ambulance, fire truck, or police. (Refer to specific emergency type for further details.)
4. If there are possible injuries associated with the accident, follow the response described in the previous section (Illness or Serious Injury).
5. The Safety and Security officer will initiate the proper notification procedure for contacting appropriate personnel when an accident occurs on or near campus.

Philadelphia University

Emergency Resource Guide

6. A Safety and Security officer will respond with the appropriate authorities to evaluate the situation.

E. Bomb Threat

1. Bomb threats usually occur by telephone.
2. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the Bomb Threat checklist.
3. Call the Department of Safety and Security at extension 2999 and give your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to detonate, and the time when you received the call.
4. If you should spot a suspicious object, package, etc., report it to the authorities, but under no circumstances should you touch it, tamper with it, or move it in any way.
5. If instructed to evacuate, move a safe distance away from the building (**a minimum of 100 yards**). If inclement weather conditions exist, you may move to another building a safe distance away. Do not reenter the building until instructed that it is safe to do so.
6. The Safety and Security officer will initiate the proper notification procedure for contacting appropriate personnel when a bomb threat occurs on or near campus.
7. A security officer will respond with the appropriate authorities to evaluate the situation.
8. The University has a prescribed procedure for bomb threat responses and evacuations with the Department of Safety and Security.

Philadelphia University Emergency Resource Guide

BOMB THREAT CHECKLIST

Fill out completely and immediately during/after the bomb threat.

Questions to ask the caller (Use EXACT wording of the caller):

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why did you place the bomb? _____
8. What is your address? _____
9. What is your name? _____

Sex of caller: M or F Age: _____ Race: _____ Call length: _____

Caller's voice: (check appropriate boxes)

- | | | | |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> If voice is familiar, who did it sound like? _____ |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing throat | |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep breathing | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking voice | |

Philadelphia University Emergency Resource Guide

Background sounds: (check appropriate boxes)

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Clear | <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Static | <input type="checkbox"/> Dishes | <input type="checkbox"/> Motor | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Local | <input type="checkbox"/> Voices | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Booth | <input type="checkbox"/> Music | <input type="checkbox"/> Other: _____ |

Language of caller: (check appropriate boxes)

- | | | |
|---|--------------------------------|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped | <input type="checkbox"/> Message read by threat maker |

Remarks: _____

**Report call immediately to the
Department of Safety and Security, extension 2999.**

Date of call: _____ Phone number you are
at: _____

Your name: _____ Your job position: _____

Philadelphia University

Emergency Resource Guide

F. Civil Disturbance

Most campus demonstrations such as marches, meetings, picketing and rallies are peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with the normal operations of the University
- Prevention of access to an office, building, or other University facility
- Threat of physical harm to persons or damage to University facilities
- Disorderly conduct that disturbs the campus or community

If any of these conditions exist, Safety and Security should be notified at extension 2999.

G. Hazardous Materials/Gas Leak (flammable, toxic, corrosive, oxygen, cryogenic)

If any type of potentially hazardous gas or liquid appears to be leaking or posing a danger to persons, in the judgment of the person or persons responsible for such materials, the following steps should be taken.

1. Confine the fumes or fire by shutting the room door.
2. If possible, extinguish all flames and ignition sources.
3. Sound the building fire alarm so evacuation can begin. Evacuate immediately following the established evacuation plan.
4. Call the Department of Safety and Security at extension 2999 giving your name, department, location, and the nature of the emergency. If possible, try to identify the type of material for the security officer.
5. Evacuate to a safe area **at least 500 feet** away from the building. Do not return to the building until instructed that it is safe to do so by Security or other emergency personnel
6. A security officer will respond with the appropriate authorities to evaluate the situation.
7. The security officer will initiate the proper notification procedure for contacting the appropriate personnel.

H. Severe Weather Emergency/Snow/ Flood/Windstorm

1. In the event of advanced warning for a Severe Weather Emergency, the Departments of Safety and Security and Public Relations will make every effort to inform the campus community of the hazard through all traditional means listed in section IV of this document.

Philadelphia University

Emergency Resource Guide

2. In the event of a major emergency or disaster, the director of Safety and Security will coordinate a timely notification procedure for all members of the Emergency Disaster Response Team as outlined in Section II of this document.

SNOW

In the event of extremely adverse weather conditions (severe weather emergency, snowstorm, etc.), the decision to close the University and/or evacuate the campus will be the responsibility of the president or his designee. The vice president for Academic Affairs in consultation with the director of Safety and Security and the assistant vice president for Operations will make a recommendation to the president. The vice president for Academic Affairs will notify the vice president for Marketing and Public Relations to disseminate appropriate instructions to the campus community. This information will be communicated to the local radio and television media for public announcement, and to the University community via voice mail, email and the Philadelphia University Web site. **Students, faculty and staff checking to see if school is closed are urged to check the Philadelphia University Web site, the switchboard at 215.951.2700 or local media. On the Radio our closing numbers are: Day classes 112, Evening and Saturday classes 2230, Montgomery County classes 2320 and the Bucks Campus classes 2751. Please do not call 2999.**

FLOOD

Any member of the University community who discovers a flood problem or potential flood problem resulting from weather conditions or facilities damage, should respond as follows:

- a) Stay out of the area. Do not enter until electrical power has been turned off. There is an extreme danger of electrical shock if the water had contacted electrical devices.
- b) Call the Department of Safety and Security at extension 2999. Describe the nature of the problem.
- c) Post people at all entrances to the flooded area to prevent entry by unauthorized personnel.
- d) Physical Plant personnel will be responsible for pumping water out of the area.
- e) Identify a temporary shelter to house water-soaked materials.
- f) Do not return to the building or work area until instructed to do so by Safety and Security or the Physical Plant staff.
- g) The Safety and Security officer will initiate the proper notification procedure for contacting appropriate personnel when a flood occurs on or near campus.
- h) A security officer will respond with the appropriate authorities to evaluate the situation.

WINDSTORM

In the event of a windstorm, the following are general guidelines for safety:

- a) Avoid auditoriums and the gymnasium; these structures do not have as many supports as do hallways and inside walls.

Philadelphia University

Emergency Resource Guide

- b) If the storm is a tornado, it most likely will go across the campus from the southwest to the northeast. All students and personnel should be ushered to the southwest corner of the lowest floor of the building occupied. If you are caught outside, try to move at right angles to the storm, or lay in a depression in the ground. Stay out of the path of the vortex.
- c) If the storm is a hurricane, do not go outside in the eye of the hurricane; the back of the storm will be as dangerous as the first part!

I. Power Failure

1. In the event of a minor or major power failure, immediately notify Safety and Security at extension 2999 or (215) 848-5555. They will contact Physical Plant, and instruct you as to what you are to do during the power failure.
2. If there is potential danger to building occupants, notify Safety and Security at extension 2999.
3. If a blackout occurs without warning:
 - a) Turn off all light switches. The voltage may fluctuate and damage any lights that are on.
 - b) Set all equipment and appliance switches to the OFF position. This is to protect against kicking out the circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as the power comes back on.
 - c) Take measures to protect your equipment or experiments. Remember that air-operated controls and water pressure may be affected.
 - d) Extinguish all flames in laboratories.
 - e) Increase ventilation by opening windows. If the failure lasts more than a few minutes, it will be necessary to evacuate persons from darkened areas (restrooms, stairwells, or other areas with no windows or natural lighting).
 - f) To prevent the Security Office phones from being overwhelmed with calls, only building secretaries or RAs (In residence halls) should report power outages. Physical Plant may be able to estimate the duration of the power failure. If the failure is to be lengthy, department heads and administrators will be contacted to determine whether continued operation in their building is possible. Lab areas or buildings may have to be evacuated shortly after a blackout to minimize risks to personnel resulting from inoperative fume hoods.
 - g) Persons trapped in elevators can use the emergency phone to call Safety and Security directly. If you believe someone is trapped in an elevator, call Safety and Security at extension 2999.
 - h) If it becomes necessary to evacuate the premises during a blackout, be sure to protect all valuables and make sure that all equipment will be safe when power comes back on.

Philadelphia University

Emergency Resource Guide

4. During periods of very heavy power usage, PECO may have to reduce voltage. This is commonly called a "brownout." and may occur during periods of high heating or air-conditioner usage. In the event of a brownout, the following steps should be taken:
 - a) Turn off all lights and equipment not necessary for safe operation.
 - b) Turn off all window air conditioners. Central air conditioning may have to be shut down – however, general ventilation will be maintained in centrally air-conditioned buildings at diminished levels.
 - c) Identify equipment that may be sensitive to low voltage, and take positive steps to prevent its damage.
 - d) Full cooperation during a brownout is extremely important. Such cooperation may prevent the loss of all electrical power.
5. If an emergency state exists, activate the building alarm. **CAUTION:** you must also report the emergency by phone to Safety and Security at extension 2999.
6. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
7. Lock doors upon leaving. Walk, do not run, to the nearest stairway exit. If you are disabled, yell for help to go down stairs.
8. When there is a power failure, do not use the elevator. It will be inoperative and may trap you.
9. Assist disabled (handicapped) persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify Security Officers on the scene where these persons are. They will assist them in evacuating the building.
10. Evacuate to a distance of **at least 200 feet** from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by Safety and Security Officers.
11. A Security Officer will respond with the appropriate authorities to evaluate the situation and to supervise an evacuation or other necessary action.
12. The Safety and Security Officer will initiate the proper notification procedure for contacting appropriate personnel when a power failure occurs on or near campus.

J. Campus Evacuation

1. In the event that the evacuation of a building or area on campus is required, the Safety and Security officer will initiate the proper notification procedure for contacting appropriate personnel to advise of the nature of the evacuation.

Philadelphia University

Emergency Resource Guide

2. Safety and Security will initiate and supervise the evacuation with the cooperation of the Physical Plant staff, department supervisors or resident advisors for the particular building or area on campus.
3. When an evacuation alarm sounds, do not use the elevator. It may become inoperative with too many occupants.
4. Assist disabled (handicapped) persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify security officers on the scene where these persons are. They will assist in the evacuation of disabled persons. Quickly evacuate the building calmly and quietly. Walk, do not run, to the nearest exit or stairwell.
5. Evacuate to a distance of **at least 500 feet** from the building and out of the way of emergency personnel. resident advisors or department managers can best help by doing a head count of the people from their areas. Do not return to the building until instructed to do so by Safety and Security.
6. The University has a prescribed procedure for campus evacuations with the Department of Safety and Security. If the entire campus needs to be evacuated, the Safety and Security Office will contact the City of Philadelphia Emergency Services for assistance.

K. Use of University Facilities by Non-University Agencies

In the event of an actual disaster emergency declared by the City of Philadelphia or the Commonwealth of Pennsylvania, and upon request by appropriate emergency management agencies, Philadelphia University will determine whether it is feasible to make space available as a mass-care center. Such a determination will be dependent on the nature and scope of the disaster/emergency, whether students are in residence at the time of the emergency and whether facilities are available elsewhere sufficient to meet emergency-service needs. If an affirmative determination is made by Philadelphia University, the University will follow the guidelines instituted by the requesting agency for mass-care center use.

L. Explosion/Terrorism

1. Suspicious Package

- a) If you receive or observe a suspicious letter or package that is unexpected or unknown with the following characteristics:
 - Excessive postage
 - Misspellings of common words
 - Excessive weight
 - Rigid envelope
 - Foreign mail, air mail or special delivery

Philadelphia University

Emergency Resource Guide

- Handwritten or poorly typed address
 - Restrictive markings such as confidential, personal, etc.
 - Excessive security-materials such as duct tape, string etc.
 - Incorrect titles
 - Oily stains or discoloration
 - Titles with no name
 - Protruding wires or tinfoil
- b) From a safe location notify Safety and Security immediately at 2999
- Move people away from the package
 - DO NOT move or open the package
 - DO NOT investigate too closely
 - DO NOT cover, insulate or place the package into a cabinet or drawer

2) Explosion

- a) If there is an explosion:
- Take shelter against or under your desk or a sturdy table
 - Exit the Building ASAP
 - Do not use the elevators
 - Check for fires and other hazards
 - If you have an emergency supply kit take it with you
- b) If you are trapped in debris:
- If possible use a flashlight to signal your location to rescuers
 - Avoid unnecessary movement that may kick up dust
 - Cover your nose and mouth with anything on hand. Breathe through material.
 - Tap on a pipe or wall so that rescuers can hear where you are
 - If available use a whistle to signal rescuers
 - Shout only as a last resort. It causes you to inhale dust

3) Biological Attack

- a) A biological attack is the deliberate release of germs or other biological substances that can make you sick. Substances must be inhaled, enter through the skin, or through the mouth.
- b) Unlike an explosion or fire, a biological attack may not be immediately obvious. Most likely it will be discovered as a pattern of illness observed by health care and reported through the media.
- c) In the event of an incident, things to be concerned with are:
- Are you in a group or area authorities consider dangerous?
 - What are the signs and symptoms of disease?
 - Seek out information on where to receive vaccines and medical care.

Philadelphia University

Emergency Resource Guide

- d) How to protect yourself if you become aware of an unusual release of an unknown substance nearby:
- Quickly get away
 - Cover your mouth and nose with layers of fabric(Cotton)
 - Immediately wash with soap and water
 - Contact local authorities.
- e) Symptoms and Hygiene
- At the time of a declared biological emergency, if you become sick, it is important to be suspicious. Do not automatically assume you should go to the hospital or emergency room or that any illness is the result of a biological attack. Symptoms of common illnesses may overlap. Use common sense, practice good hygiene to avoid spreading germs and seek medical advice.

4) Chemical Attack

- a) A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.
- b) Possible signs of a chemical threat:
- Many people suffering from watery eyes, twitching, choking, having trouble breathing, or losing control.
 - An abundance of dead birds, fish or small animals.
- c) If you see signs of chemical attack:
- If possible quickly define the impacted area
 - Take immediate action to get away
 - If the chemical is inside a building try to get out without passing through the area if this is not possible consider “Shelter in Place”
 - As soon as possible contact 911
- d) If you think you have been exposed to a chemical attack:
- Remove contaminated clothing and wash
 - Look for hose fountain or any source of water
 - Use soap if possible
 - Do not rub chemical into skin
 - Seek emergency medical attention. Call 2999 or 911

5) Nuclear Blast

- a) A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.
- b) In the event of a nuclear blast:
- Take cover immediately, below ground if possible, through any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.

Philadelphia University

Emergency Resource Guide

- Quickly assess the situation. Consider if you can get out of the area or if it would be better to go inside a building and “shelter in place”.
- In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.
 - Shielding: If you have a thick shield between yourself and the radioactive materials more of the radiation may be absorbed, and you will be exposed to less. In a building, inside or sub ground level rooms provide the best protection because the earth and/or additional walls provide added shielding.
 - Distance: The farther away you are from the blast and the fallout the lower your exposure. Attempt to remain up wind of the explosion
 - Time: Minimizing the time spent exposed will also reduce your risk.
- Use all available information and news reports to assess your situation.

6) Shelter in Place

- a) Whether you are at home, work or elsewhere, there may be situations when it’s simply best to stay where you are and avoid any uncertainty outside. There are other circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as “shelter in place”, is a matter of survival. Use available information to assess the situation. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action.
- b) If told to shelter in place:
 - Stay in a building or other shelter until otherwise directed or the danger had subsided.
 - If your are outdoors, go inside immediately.
 - If there are contaminants, you can provide a minimal amount of protection by covering your mouth and nose with a cloth or other material.

Philadelphia University Emergency Resource Guide

M. Campus Emergency Notification System

1. Campus Emergency Notification will come in several forms referred to as layers:
 - a) Text
 - b) Posters
 - c) Verbal
 - d) Voicemail
 - e) Public Address Devices

2. In case of an emergency requiring a people to go to or stay in a safe place, Philadelphia University will use the term “Secure Campus.”

3. Campus Emergency Notification Statement

Philadelphia University Emergency
Seek shelter away from _____.
Await further information.

4. When a Secure Campus notice is sent out, all members of the University community are encouraged to:

- a) Spread the word
- b) Stay inside (if there is no threat where you are)
- c) Lock Doors (If you are able)
- d) Encourage others to only call x2999 to give additional emergency information (e.g., “bad guy outside _____”)

5. It is important to note that these types of incidents are unpredictable and your immediate response depends on the particular situation.

6. These guidelines are based on best practices and established law enforcement resources.

- a) If possible to do so safely, exit the building immediately, away from the path of danger.
- b) Notify anyone you may encounter on your way out of the building to exit the building immediately.
- c) Evacuate to a safe area away from the danger and take protective cover. Shelter in place until assistance arrives.
- d) Call 911 and the Philadelphia University Safety and Security Department at 215.951.2999 or x2999.

Philadelphia University Emergency Resource Guide

e) Provide 911, and Philadelphia University Communication Center with the following information:

- Your name
- Location of the incident (be as specific as possible)
- Time occurred or occurring
- Number of perpetrators (if known)
- IDENTIFICATION OR DESCRIPTION OF PERPETRATOR
- Number of persons who may be involved
- Your exact location
- Injuries to anyone, if known

7. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

8. If you are directly impacted and exiting the building is not possible, the following actions are recommended:

- a) Go to the nearest room or office.
- b) Close and lock the door.
- c) Turn off the lights
- d) Seek protective cover.
- e) Keep quiet and act as if no one is in the room.
- f) DO NOT answer the door.
- g) Notify 911 and campus security, if safe to do so.
- h) Provide 911, and Philadelphia University Dispatcher the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Time occurred or occurring
 - Number of perpetrators (if known)
 - IDENTIFICATION OR DESCRIPTION OF PERPETRATOR
 - Number of persons who may be involved
 - Your exact location
 - Injuries to anyone, if known
- i) Wait for local police or security to assist you out of the building.

Philadelphia University Emergency Resource Guide

9. Police Response

Philadelphia Police are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, the Philadelphia Police Department (PPD), along with Philadelphia University representatives, will evaluate the situation to determine the best course of action to provide for the safety of the Philadelphia University community. Once the PPD and other responding units respond to the campus, they will be responsible for all tactical operations.

Philadelphia University

Emergency Resource Guide

VI. Damage Survey/Evaluation/Training

- A.** The director of Safety and Security will convene a meeting of the Emergency Disaster Response Team members who participated in the Action Plan within twenty-four hours of the resolution of the emergency. Affected University personnel will be contacted to begin the damage-assessment process. This may require coordination with those affected internal departments and outside agencies.

- B.** The director of Counseling will conduct the appropriate follow-up evaluations and recommend the appropriate counseling sessions for all University members involved in a campus emergency.

- C.** The director of Safety and Security will convene a training session for the Emergency Response Personnel once a year to review emergency disaster responses and to institute appropriate periodic training of key personnel.

Philadelphia University Emergency Resource Guide

VII. POST-TRAUMA SYNDROME

The Director of Counseling will conduct the appropriate follow-up evaluations and recommend the appropriate counseling sessions for all University members involved in a campus emergency.

Philadelphia University Emergency Resource Guide

IX. EMERGENCY NUMBERS

| | ON CAMPUS NUMBER** | OFF CAMPUS NUMBER |
|---|-------------------------------|----------------------------------|
| Safety & Security Emergency Line | X2999 | 215.951.2999 |
| City of Philadelphia Emergency Communications | 8/9.911 | 911 |
| Philadelphia University Switchboard Operator | X2700 | 215.951.2700 |
| Safety & Security Department | X2620 | 215.951.2620 |
| Residence Life Office | X2741 | 215.951.2741 |
| Dean of Students | X2740 | 215.951.2740 |
| Physical Plant | X2945 | 215.951.2945 |
| Health Services | X2986 | 215.951.2986 |
| Hospitals - Roxborough Memorial Hospital | 8/9.215.483.9900 | 215.483.9900 |
| Poison Control Center | 8/9.1.800.332.3073 | 1.800.332.3073 |
| Poison Information Center | 8/9.215.386.2100 | 215.386.2100 |
| National Poison Center Hotline | 8/9.1.800.222.1222 | 1.800.222.1222 |
| Domestic Violence | 8/9.911 | 911 |
| AIDS Factline – PA Dept. of Health | 8/9.1.800.662.6080 | 1.800.662.6080 |
| Alcoholics Anonymous – ALA Teen | 8/9.215.222.5244 | 215.222.5244 |
| Narcotics Anonymous | 8/9.215.440.8400 | 215.440.8400 |
| Drug and Alcohol Hotline | 8/9.1.800.252.6465 | 1.800.252.6465 |
| Suicide & Crisis Intervention Center | 8/9.215.686.4420 | 9.215.686.4420 |
| Crime Victims Compensation Board | 8/9.1.800.233.2339 | 1.800.233.2339 |
| American Red Cross | 8/9.215.299.4000 | 215.299.4000 |
| FBI | 8/9.215.418.4000 | 215.418.4000 |

**** To make an outside call from any office you must first dial 9 and then the phone number. From a residence hall room, you must first dial 8 and then the phone number.**