



ROSEMONT COLLEGE

Emergency Operations Plan

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**Rosemont College
1400 Montgomery Avenue
Bryn Mawr, PA 19010**

TABLE OF CONTENTS

INTRODUCTION AND GENERAL PRINCIPLES	3
EMERGENCY MANAGEMENT TEAM.....	7
CAMPUS STATE OF EMERGENCY	11
EMERGENCY COMMUNICATIONS	12
ESSENTIAL PERSONNEL	13
EMERGENCY LEVELS	14
OFF-CAMPUS ASSISTANCE AND MUTUAL AID.....	15
EMERGENCY OPERATION PLAN.....	16
EMERGENCY PROCEDURES – REPORTING AN EMERGENCY	18
EMERGENCY PROCEDURES – COMMUNICATIONS.....	21
EMERGENCY PROCEDURES - EVACUATIONS	24
EMERGENCY PROCEDURES - ACCOUNTABILITY	32
EMERGENCY PROCEDURES – STUDENT INFORMATION COORDINATOR.....	34
EMERGENCY PROCEDURES – BOMB THREAT	36
BOMB THREAT CHECKLIST	38
EMERGENCY PROCEDURES – LOCKDOWN.....	39
EMERGENCY PROCEDURES - SHELTER IN PLACE.....	40
EMERGENCY PROCEDURES – ACTIVE SHOOTER.....	42

INTRODUCTION AND GENERAL PRINCIPLES

The purpose of the Emergency Operations Plan (EOP) is to establish, through planning sessions, discussions, and lessons learned, a set of emergency procedures to assist Rosemont College in managing and responding to any emergency that may arise.

Rosemont College adheres to the “all hazards” concept for emergency planning where all emergencies or disasters are different with unique issues, but the consequences are typically the same. This plan sets forth the three phases to emergency management: *preparedness, response 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 them by the College’s Public Safety, college officials and 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 his/her 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 personnel 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, at an evening function, or when the College may be closed. Examples of potential situations are:

- Violent incident in or around the College
- Threat of an explosive device
- Fire
- Toxic spill/explosive
- Severe weather event
- Incident with broad community or neighborhood impact
- Active Shooter

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, staff and students are expected to review, test, and understand the emergency procedure 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 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.

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, published support and operational plans will serve only as a guide and checklist, and may require field 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 or the appropriate persons immediately. Public Safety will call 911.

Depending on the situation, a decision will be made on whether or not to evacuate everyone from the building (e.g., fire) or lockdown (e.g., external or internal criminal threat).

It is important to notify and give timely and accurate proper instructions. Utilize the College planned procedures for notifying students and staff and remember that methods of alerting student and staff will be different depending on the emergency situation.

If directed to ***Evacuate*** all faculty, students, staff and visitors will exit the building immediately and report to their designated assembly area.

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.

Faculty and staff will remain with their classes at all times, unless instructed otherwise, and act as guides. Faculty and staff 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.

Staging areas for emergency responders must be preset and carefully selected through discussion with faculty, staff and response personnel even though they may change with different situations. Assembly

areas for faculty, staff, students and visitors will be preset and 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. 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 disseminated. 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.

Glossary of Emergency Terms for Rosemont College

Building Coordinator - Building Coordinators are Rosemont employees that have a full understanding of Emergency Procedures and assist during the emergency with evacuations, lock downs, and other emergency related activities.

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, 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.

Incident Command System (ICS) - A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the

complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Emergency levels - A ranking that classifies emergencies according to their severity and potential impact.

Assembly Area - Immediate evacuation locations for each campus building.

College Community Roles and Responsibilities

Vice-Presidents, Deans, Directors

- Vice-Presidents, Deans and Directors must be familiar with campus emergency and building emergency procedures and follow all directions during an emergency.
- Receive e2campus alerts.
- Report emergencies to Public Safety
- Maintain and update their department's Continuity of Operations Plan (COOP) for their respective departments.
- Assess the situation quickly and thoroughly, while still following common sense when determining how to respond.
- Once out of harm's way, remain out of the way of the responders and do not interfere with response activities.

Faculty and Staff

- Faculty and staff should understand campus emergency and building evacuation procedures in areas they work and teach.
- Receive e2campus alerts.
- Report emergencies to Public Safety
- Follow and comply with all college directions during and after the emergency.
- Once out of harm's way, remain out of the way of the responders and do not interfere with response activities

Students

- Students are responsible for being aware of their surroundings and familiar with building evacuation routes and exits.
- Receive e2campus alerts
- Report emergencies to Public Safety
- In the event of an emergency, they are responsible for listening to and following directions provided by emergency responders and/or College staff.
- Once out of harm's way, remain out of the way of the responders and do not interfere with the response activities.

EMERGENCY MANAGEMENT TEAM

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
VP, College Relations
Dean, Undergraduate College
Dean, Graduate and Professional Studies
Dean of Students
Assistant VP, Human Resources

Operations Group

Director, Public Safety
Director, Risk Management
Director, Facilities Services
Director & Asst. Directors, Residence Life
Public Safety Personnel
College Nurse
Building Coordinators
Residence Coordinators

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 city, 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

- Support the President in formulating policy
- Assist the President in establishing campus closures, postponements and resumptions.
- Assist the President in establishing target date(s) for resumption of a limited academic schedule or other academic policy issues.
- Assist the President in formulation of general public information.
- Business Continuity Planning
- Academic Recovery Planning
- Manage Financial issues
- Manage 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**

<p>President</p>	<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 Marketing Director [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
<p>Provost</p>	<ul style="list-style-type: none"> • Communicates with President and Policy Group for decision making. • Delivers critical campus information and instructions to their staff. • Communicates Emergency Response activities to adjacent colleges.
<p>Vice President, Finance and Administration</p>	<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.
<p>Deans, Undergraduate, Professional Studies and Graduate Colleges</p>	<ul style="list-style-type: none"> • Provides direction and coordination of all faculty 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.

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
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.
Vice President, College Relations (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, 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	<ul style="list-style-type: none"> • 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"> • NOTE: Assumes and acts as Incident Commander (IC) On-Scene and/or Team Leader for all weather related emergencies for the Operations Group. • If safe, report to incident site. • Addresses emergency conditions if possible and works with emergency response personnel. • Reports to and works with IC • Oversees Facility preparation, response and recovery of emergencies. • Coordinates Facility Services personnel. • Oversees Recovery after emergencies, to include damage assessments, data collection, and compilation of information for reporting and reimbursement.
Ranking Public Safety Supervisor	<ul style="list-style-type: none"> • Acts as Deputy Incident Commander • Controls and addresses emergency response procedures process. • 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 staff. • Assist building coordinators • 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.
Building Coordinators	<ul style="list-style-type: none"> • Manages evacuations in their respective buildings. • Accounts for and documents a list of evacuees. • Locks down assigned building
Residence Life Staff (Director, Coordinators and Assistants)	<ul style="list-style-type: none"> • Manages evacuations of on-campus residence halls. • Ensures accounting of students and documentation of evacuees. • Assist in lockdown procedures for residence halls.
College Nurse	<ul style="list-style-type: none"> • Acts as Health and Medical Coordinator. • Reports to incident site, if safe. • Addresses medical needs and/or assist EMS as needed. • Reports to IC

CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests solely with the College President or designee.

The Director of Public Safety shall immediately consult with the President or designee 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 campus or begin emergency procedures (lockdown, shelter in place).
- 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. The Office Manager- Operation's Department is designated as the recorder and is responsible for documenting all actions and events.
- All campus events and classes are cancelled. Attendees on campus will be asked to leave, if safe and possible.

EMERGENCY COMMUNICATIONS

Emergency Communications Procedures

Emergency communications to the campus community may be made one or more of the following methods. The method of communication will contain instructions on the emergency procedure to be implemented, such as lockdown or evacuate a building.

- Rosemont Alert (E2campus), a text messaging system used to quickly notify registered users of campus emergencies through cell phones and computer email addresses;
- campus e-mail;
- Personal interaction by Public Safety personnel or others;
- A pre-recorded phone message may be send to all campus phone extensions.
- Main campus phone line (610-527-0200)

Initiation of Emergency Communications

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

METHOD OF COMMUNICATION	RESPONSIBILITY INITIATE
E2Campus-Rosemont Alert	Director-Public Safety, VP- Finance, Managing Director of Marketing & External Relations-College Relations, VP-College Relations
Campus Home Page/Intranet	Web Manager, Managing Director of Marketing & External Relations-College Relations, VP-College Relations
Main campus phone number (610-527-0200)	VP-Finance, Managing Director of Marketing & External Relations-College Relations, VP-College Relations
Email Communications (faculty, staff and students)	Director-Public Safety, VP- Finance, VP-College Relations
Media, TV, radio	VP-College Relations, Managing Director of Marketing & External Relations-College Relations
Telephone broadcast messages	VP-Finance, Director-Public Safety, VP- College Relations.

ESSENTIAL PERSONNEL

If your position/function has been designated Essential, this means that, in the event of an 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 administrative and contracted personnel.
- All employees of the Public Safety Department.
- All members of the Emergency Management Team.
- Dining Services (college and contracted employees)
- Director, Wellness Center
- Director, Counseling Services
- Director of Residence Life
- Assistant Director of Residence Life
- All Residence Coordinators and Assistants
- All Senior Staff

All employees identified as Essential Personnel are required to maintain and provide a phone number to their respective departments 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.

Examples of Campus Emergencies:

- Fire
- Chemical or radiation spill
- Explosion
- Bomb Threat
- Civil disturbances or demonstrations
- Utility failure
- Violent or criminal behavior
- Medical (epidemic poisoning, pandemic)
- Psychological crises
- Weather (The Director of Facilities will be the emergency manager)
- Active Shooter

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

Examples: confrontation between students, water leak, localized power failure, intoxicated student.

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.

Examples: bomb threat, weapons possession, intruder in a campus building, physical violence.

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 is 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.

Example: Active shooter on or near campus, terrorist attack, building(s) on fire, riot conditions

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. Neither Rosemont College nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the campus may request outside assistance from a variety of sources.

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

Montgomery County:

- Activated by Lower Merion Police Department

EMERGENCY OPERATIONS

Emergency Operations Plan (EOP) Implementation

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 Operations Center Team (EOCT).
- Activate the College's Emergency Operations Center (EOC). Activated by Team Leader, Policy Group. Size and composition of the Staff is to be determined by the magnitude of the disaster.
- 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 State 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.
- Alert College Relations personnel for coordination of public information.

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 (city) and operational area (county) EOCs
- Maintaining contact and coordination with local (city) 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 Manager is in charge of the Command Post.

EOC Location

Primary location- Lawrence Conference room-college phone x4133

Secondary Locations- Kaul Forum- college phone x4321

The activation of the EOC will have preference over all other events/classes scheduled for these rooms.

EMERGENCY PROCEDURES – REPORTING AN EMERGENCY

Purpose:

To purpose of the procedure is to provide a consistent and rapid plan for *reporting an emergency* to Public Safety or offsite police, fire or medical personnel.

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 as soon as possible.

Procedure:

Call Public Safety at x2555 from a campus phone, or 610-527-1038 from any other phone.

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

- Give your name and the location on campus.
- Your location
- Nature of the emergency – injury, intruder, fire, etc.
- Location of the person(s) and physical description if an intruder.
- 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 – 911. In most cases Public Safety which is available 24 hours a day at X2555 from an on-campus telephone or 610-527-1038 from any other phone will call 911.

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 an intruder, 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. Team work and use of the incident command system is important with the police handling law enforcement work and school personnel managing students and campus relate emergency activities.

Immediate Actions

Faculty/Staff/Students

- Assess the situation. Determine type and seriousness of the situation.
- Call Public Safety or Call 911.
- If evacuating, report to the designated assembly area.
- Someone injured - Do not move injured unless of immediate danger.
- Call Public Safety to the scene. Perform CPR, if trained.

Public Safety

- Respond and assess the situation. Take control of the scene. Follow procedures outlined in Department SOP in Directive #D-1.
- Secure area. Decide course of action -lockdown - evacuate.
- **Call 911** - Meet the Police, Fire or Medical Officer in Charge (OIC) at pre-designated area or alternate area depending on the situation.
- Provide medical treatment, CPR, as needed. Secure injured and provide information to responding EMS.
- Provide details of the situation and your actions.
- Notify Public Safety Director
- Notify the Emergency Management team and others, as needed.

Building Coordinator

- Coordinate evacuation. Reports Attendance to Incident Commander.
- Communicates and provides information to students/staff/faculty

Public Information Officer

- Assess the need for a release of information on the event.
- Assist in communicating to the campus population
- Assemble a press release as needed

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 medical staff 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.

Immediate Actions –Fire

Public Safety Personnel

- Respond and assess the situation. Determine the type and seriousness of the situation.
- Decide on a course of action such as evacuate.
- Meet the Fire Officer in Charge (OIC) at pre-designated area or alternate area depending on the situation.
- Secure the area.
- Provide details of the situation and your actions.
- Notify others as outlined in the notification plan.

Faculty/Staff Personnel

- Call Public Safety at x2555 or 610-527-1038 from any other phone.
- If you call 911 also call Public Safety.
- If not already done, activate the fire alarm.
- Begin evacuation of the area.
- Close windows and doors, if safe, on your way out of the building.

Building Coordinator

- Coordinate evacuation
- Report activities/status to Public Safety.
- Ensure the building has been evacuated.

Immediate Actions –Medical

Public Safety Personnel

- Respond and assess the situation. Determine the type and seriousness of the situation.
- Call for medical assistance or Call 911.
- Decide on a course of action such as First Aid for the injured.
- Do not move the injured unless there is immediate danger.
- Meet the Medical Officer in Charge (OIC) at pre-designated area or alternate area depending on the situation.

Director of Wellness Center / Nurse

- Respond to the scene.
- For each injured person and provide information to responding EMS.
- Provide details of the situation and your actions.
- Perform CPR and first aid, if necessary and trained.

Staff and Students

- Call Public Safety at x2555 or 610-527-1038 or Call 911
- Stay with the victim, if safe until help arrives.

Judgment: Since 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.

Post-event Critique: 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 will be recorded and assigned to individual team members.

EMERGENCY PROCEDURES – COMMUNICATIONS

Purpose

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

Introduction

In the early stages of an emergency, the Vice President for College Relations 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 and staff. 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.

This procedure provides a reference for planning activities and serves as a guide for personnel who have responsibilities to communicate information and make notifications in the event of an emergency.

Direction and Coordination

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

The VP of College Relations is responsible for communications and notifications within the College to faculty, students, staff, and visitors and with emergency personnel responding to the College and others.

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. ALL information must be reviewed and approved by the College President or designee.

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. Ask the dispatcher to contact the Public Safety Department as soon as possible and notify them of the emergency.
- Public Safety Officers will notify the Director of Public Safety regarding any emergency notification from college personnel or 911.

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

- Call 911 via any means possible. Ask the dispatcher to contact campus Public Safety personnel as soon as possible and notify them of the emergency.
- 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.

Police, Fire or Medical Emergency 911

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.

When necessary, the Team Leader/Policy Group (Vice President/Finance/Administration) will establish an Emergency Operations Center to coordinate college actions. This sector will operate within the Incident Command System established by the emergency responders.

- This will normally be located at Lawrence Conference room unless otherwise designated by the Vice President/Finance/Administration.
- Vice President/Finance/Administration will determine the personnel needed, size and location.

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.
- Public Safety vehicle has a bullhorn.

Information and the Media

Public Relations in an Emergency

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 provide 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 Officers 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.

Judgment: Since 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.

Post-event: 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 will be recorded and assigned to individual team members.

EMERGENCY PROCEDURES - EVACUATIONS

Purpose:

An *evacuation* is implemented under conditions when it is no longer safe for students, 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. Most commonly used when there is a suspected fire or hazardous material spill in a building.

Emergency communications to the campus community may be made one or more of the following methods. The method of communication will contain instructions on the emergency procedure to be implemented, such as lockdown or evacuate a building.

- Rosemont Alert (E2campus), a text messaging system used to quickly notify registered users of campus emergencies through cell phones and computer email addresses;
- campus e-mail;
- Personal interaction by Public Safety personnel or others;
- A pre-recorded phone message may be sent to all campus phone extensions.
- Main campus phone line (610-527-0200)

Preparing For an Evacuation - Buildings and Classrooms

Know where the stairs and fire extinguishers are located. Determine in advance the nearest exit from your work 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, 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 or Building Coordinator.

For certain emergencies such as a bomb threat, active shooter or gas leak, the fire alarms may not be activated. Instead, Public Safety or Building Coordinators 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.

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 or the building coordinator.
- 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.*

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, Building Coordinator, College Official at the assembly area or other emergency responder.

Evacuation Assembly Areas	
Building	Assembly Areas (On-Campus)
Alumnae Hall	Cardinal parking lot
Cardinal Hall	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	Cardinal parking lot

Immediate Actions

Public Safety

- Receives emergency call
- Public Safety calls 9-1-1;
- Encourages everyone to remain calm
- Sound alarm or instruction to leave the building.
- Notify Supervisor and others as necessary
- Meet and coordinate with incoming Emergency Response.
- Coordinate with assembly areas to report any missing persons to emergency response officer in charge (OIC).
- Notify Administration of situation.
- Notify others as necessary.
- Determined if building is safe and call for return to the building.
- If unsafe, evacuate College site.

Administration

- Establish communications with on-scene command.
- Provide assistance to the scene as requested.
- Consider strategic issues to be dealt with relative to the event.
- Communicate and assemble the Emergency Management Team as needed.
- Consider possible event needs – housing, comfort and aid to evacuees

Faculty/Staff

- Guide students out of the building.
- Follow procedures to assist handicapped persons in evacuating the building.
- Once outside guide students, etc. to the pre-designated assembly areas.
- Survey the evacuation areas for potential hazards such as recent construction activities or excessive traffic. If hazards exist, a secondary area should be utilized.
- Assist in setting up the assembly area and report any missing individuals to Public Safety who will report to the Incident Commander.

Building Coordinator

- Coordinates evacuation.
- Ensure vehicle traffic clear of evacuation area.
- Survey the evacuation areas for potential hazards such as recent construction activities or excessive traffic. If hazards exist, a secondary area should be utilized.
- Begin accounting for evacuees and report any missing individuals to Public Safety who will report to the Incident Commander.

Facilities and Maintenance

- Assist the staff, as needed.
- Building maintenance reports to the College IC for assignment.
- Work with appropriate person to secure building utilities.

Director of Wellness Center / Nurse

- Report to the assembly area and identify any issues such as need for medications, injury or anxious students or staff.

Public Information

- Assess the need for a release of information on the event.
- Assist in communicating to the campus population
- Assemble a press release as needed

Resident Halls Evacuation

When the alarm sounds or told to evacuate the building remember take the evacuation serious. You may only have part of the information or very little information about the emergency so evacuate – 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 the building coordinator.
- 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.

Resident 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 residence 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 Resident Coordinator (RC)** is responsible for accounting of residents, and identify the potential location of anyone missing – were they in the building, were they away from the building or campus. Report the areas secured and report any missing resident to the Incident Commander and/or Public Safety.

If students are to be relocated, direct students 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.

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

Re-Location Sites on Campus

- Lawrence Auditorium
- Cardinal Hall- dining area
- Alumnae Hall- gym area
- Kaul Forum

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 or Building 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 Police/Fire Department authorize.

Those with Disabilities

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. At least two staff members 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. The Public Safety/Building Coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

Faculty and instructors should identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two 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 Point of Rescue*. The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor should

inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

If relocating outside a building...

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

Evacuation of Disabled Persons

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 or paramedics 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 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.

Identifying Those with Disabilities

Purpose

This program establishes procedures for emergency evacuation of persons with disability from residence halls and other occupied buildings on campus. The guidelines set forth in this program are in compliance with NFPA 101 Life Safety Code, the Americans with Disabilities Act, and ANSI A117.1.

Introduction

Rosemont College's policy and procedures require that all persons in a facility evacuate that facility any time the fire alarm system is activated. Persons with disability may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during fire alarm activation.

The *AVP of Human Resources* will provide to all employees a Voluntary Disability Disclosure Form on their first day of employment. All persons with disabilities are required to report their status and need for possible assistance in the event of an evacuation. A copy of this form is in the Appendix of this plan.

The *Dean of Students* will provide to each student a Voluntary Disability Disclosure Form. All persons with disabilities are required to report their status and need for possible assistance in the event of an evacuation. A copy of this form is in the Appendix of this plan.

All completed forms will be sent to the Director of Public Safety who will communicate the information in a secure and confidential manner to the appropriate personnel, such as residence life staff, Building Coordinators, to arrange for assistance in the event of an emergency.

"Buddy System"

Make use of a "Buddy System." During the first week of classes or employment, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.).

When the fire alarm sounds, the "Buddy" (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

Judgment: Since 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.

Post-event: 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 will be recorded and assigned to individual team members.

EMERGENCY PROCEDURES - ACCOUNTABILITY

Purpose

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

Introduction

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 them 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 Building Coordinators 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, 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 ***Dean of Students*** is responsible for maintaining an accurate and up to date list of all students not residing in campus housing. 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, 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 Building Coordinators and/or on-call Residence Coordinator. 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. A "Visitor" is defined as anyone not assigned an office, classroom, or workspace in the building.
- 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 staff.

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

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

Judgment: Since 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.

Post-event Critique: 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 will be recorded and assigned to individual team members.

EMERGENCY PROCEDURES – STUDENT INFORMATION COORDINATOR

Purpose

The purpose of this procedure is the safe and timely flow of information and coordination with students when an emergency event has disrupted the normal campus activities.

Introduction

The first priority for the College is the safety and welfare of the faculty, students, staff and visitors. The second priority is the prompt notification and transfer of information to emergency personnel, students, those with interest in the campus 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.

Notification of students and those with interest in the campus will help ensure their safety, keep them informed of the event and provide a method for continual communications.

This procedure provides a reference for planning activities and serves as a guide for personnel who have responsibilities to communicate information or coordinate with students and make notifications in the event of an emergency.

Direction and Coordination

The *Dean of Students* is responsible for coordinating information with students prior or after their release from the assembly area or after an event that requires activities outside the normal campus activities.

The *Dean of Students* will forward to all students at the beginning of each school a letter indicating the procedure for information and coordination in the event of an emergency which could disrupt normal campus activities.

The *Directive of Residence Life and on-call Residence Coordinator* will stay at the assembly area, and are to be identified and known by the staff.

Identification will be required for all College personnel while at an assembly area.

Students should remain in the assembly area until update information becomes available.

Students, at a minimum, will be informed of the present circumstance and directed, if information is not presently available, to the college web site for follow-up information regarding classes, resident halls availability, etc.

In serious emergencies where students are injured or missing a crisis contingency should be established for students. The crisis contingency or Critical Incident Stress Management Program which should include counseling services along with social and law enforcement resources should be instituted as soon as possible by the *Dean of Students*.

Judgment: Since 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.

Post-event Critique: 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 will be recorded and assigned to individual team members.

EMERGENCY PROCEDURES – BOMB THREAT

Purpose

This procedure is designed to assist the campus in responding to and handling of a *bomb threats*. This procedure is intended to outline and identify roles and responsibilities within the campus community.

Emergency communications to the campus community may be made one or more of the following methods. The method of communication will contain instructions on the emergency procedure to be implemented, such as lockdown or evacuate a building.

- Rosemont Alert (E2campus), a text messaging system used to quickly notify registered users of campus emergencies through cell phones and computer email addresses;
- campus e-mail;
- campus community and to disseminate instructional information of an emergency nature;
- Personal interaction by Public Safety personnel or others;
- A pre-recorded phone message may be sent to all campus phone extensions.
- Main campus phone line (610-527-0200)

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 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 a bomb threat is received by handwritten note:

- Call Public Safety at ext. 2555 or 610.527.1038
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call Public Safety at ext. 2555 or 610.527.1038.
- Do not delete the message.

Signs of a suspicious package:

- No return address.
- Excessive postage.
- Stains.
- Strange odor.
- Strange sounds.
- Unexpected delivery.

DO NOT:

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

Immediate Action:

Public Safety

- Respond and assess the situation. Take control of the scene.
- Secure area. Decide course of action -shelter - secure - evacuate.
- **Call 911** - Meet the Police, Fire or Medical Officer in Charge (OIC) at pre-designated area or alternate area depending on the situation.
- Provide medical treatment, CPR, as needed. Secure injured and provide information to responding EMS.
- Provide details of the situation and your actions.
- Notify Administration of situation. Recommend EOC be stood-up.
- Notify others as necessary –consider campus alert
- Establish Command Post at safe distance from event (2000 feet).
- If persons are injured - call College Nurse to the scene. Provide comfort.

College Nurse

- Respond to the scene. Provide medical treatment, CPR, as needed.
- Secure injured College health records and provide information to responding EMS.

Building Coordinator

- Coordinate evacuation.
- Establish accountability records at Assembly area.
- Secure the area. Control re-entry into area.

Public Information

- Assess the need for a release of information on the event.
- Assist in communicating to the campus population
- Assemble a press release as needed

Judgment: Since 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.

Post-event Critique: 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 will be recorded and assigned to individual team members.

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? _____

Description of the caller's voice:

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

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

Your name: _____

Your position: _____

Your telephone number: _____

Judgment: Since 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.

Post-event Critique: 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 will be recorded and assigned to individual team members.

EMERGENCY PROCEDURES – LOCKDOWN

Purpose:

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.

Emergency communications to the campus community may be made one or more of the following methods. The method of communication will contain instructions on the emergency procedure to be implemented, such as lockdown or evacuate a building.

- Rosemont Alert (E2campus), a text messaging system used to quickly notify registered users of campus emergencies through cell phones and computer email addresses;
- campus e-mail;
- Personal interaction by Public Safety personnel or others;
- A pre-recorded phone message may be sent to all campus phone extensions.
- Main campus phone line (610-527-0200)

Lockdown Procedures:

- Try to remain calm;
- Remain indoors, e.g. 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;
- 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 (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 the Public Safety or the Police.

Immediate Action: Public Safety

- Respond and assess the situation, if safe.
- Sound the alarm or give instructions to lockdown
- Public Safety calls 9-1-1 and initiates a response.
- Encourages everyone to remain calm
- Notify Supervisor and others as necessary
- Meet and coordinate with incoming Emergency Response OIC.
- Coordinate with lockdown rooms/buildings as possible to report any unusual conditions.
- Report conditions to emergency response personnel and Director
- Notify Administration of situation.
- Notify others as necessary.
- Determined if event has concluded and call the ALL CLEAR.

Administration

- Establish communications with on-scene command.
- Provide assistance to the scene as requested.
- Consider strategic issues to be dealt with relative to the event.
- Communicate and assemble the Emergency Management team as needed.
- Consider possible event needs – comfort and aid to those in lockdown

Faculty/Staff

- Guide students to safe and secure rooms.
- Follow procedures to assist handicapped persons.
- Survey the room/classroom/building or area for potential hazards such as recent construction activities or stored materials. If hazards exist, a secondary area should be utilized.
- Secure and lock building/classroom/rooms as needed

Building Coordinators

- Lock outer doors to your assigned building, if safe.
- Guide students/staff to safe and secure rooms.
- Follow procedures to assist handicapped persons

Residence Life Staff

- Notify students of emergency procedure- lockdown
- Guide students to safe and secure rooms in residence halls
- Follow procedures to assist handicapped persons.
- Secure and lock building/rooms as needed

College Relations

- Assess the need for a release of information on the event.
- Assist in communicating to the campus population
- Assemble a press release as needed

Judgment: Since 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.

Post-event Critique: 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 will be recorded and assigned to individual team members.

EMERGENCY PROCEDURES – SHELTER IN PLACE

Purpose:

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.

Emergency communications to the campus community may be made one or more of the following methods. The method of communication will contain instructions on the emergency procedure to be implemented, such as lockdown or evacuate a building.

- Rosemont Alert (E2campus), a text messaging system used to quickly notify registered users of campus emergencies through cell phones and computer email addresses;
- campus e-mail;
- Personal interaction by Public Safety personnel or others;
- A pre-recorded phone message may be send to all campus phone extensions.
- Main campus phone line (610-527-0200)

Shelter in Place Procedures:

- Try to remain calm;
- 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. Allowing others into the building will not jeopardize your safety;
- Close all exterior doors, 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 condition 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.

Immediate Action:

Public Safety

- Respond and assess the situation, if safe.
- Sound the alarm or give instructions to shelter in place.
- Public Safety calls 9-1-1 and initiates a response.
- Encourages everyone to remain calm
- Notify Supervisor and others as necessary
- Meet and coordinate with incoming Emergency Response OIC.
- Report any unusual conditions.
- Report conditions to emergency response personnel and Director
- Notify Administration of situation.
- Notify others as necessary.
- Determined if event has concluded and call the ALL CLEAR.

Administration

- Establish communications with on-scene command.
- Provide assistance to the scene as requested.
- Consider strategic issues to be dealt with relative to the event.

- Communicate and assemble the Emergency Management team as needed.
- Consider possible event needs – comfort and aid to those in shelter in place.

Faculty/Staff

- Guide students to safe and secure rooms.
- Follow procedures to assist handicapped persons.
- Survey the room/classroom/building or area for potential hazards such as recent construction activities or stored materials. If hazards exist, a secondary area should be utilized.

Building Coordinators

- Guide students/staff to safe and secure rooms.
- Follow procedures to assist handicapped persons
- Survey the room/classroom/building or area for potential hazards such as recent construction activities or stored materials. If hazards exist, a secondary area should be utilized.

Residence Life Staff

- Notify students of emergency procedure- shelter in place
- Guide students to safe and secure rooms in residence halls
- Follow procedures to assist handicapped persons.
- Survey the room/classroom/building or area for potential hazards such as recent construction activities or stored materials. If hazards exist, a secondary area should be utilized.

College Relations

- Assess the need for a release of information on the event.
- Assist in communicating to the campus population
- Assemble a press release as needed

Judgment: Since 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.

Post-event Critique: 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 will be recorded and assigned to individual team members.

EMERGENCY PROCEDURES – ACTIVE SHOOTER

Purpose:

College and University campuses are no longer immune to serious or violent crime. In the aftermath of the Virginia Tech shootings, it is imperative that students, staff and faculty know how to respond during potentially violent criminal attacks on campus.

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.

Emergency communications to the campus community may be made one or more of the following methods. The method of communication will contain instructions on the emergency procedure to be implemented, such as lockdown or evacuate a building.

- Rosemont Alert (E2campus), a text messaging system used to quickly notify registered users of campus emergencies through cell phones and computer email addresses;
- campus e-mail;
- Personal interaction by Public Safety personnel or others;
- A pre-recorded phone message may be send to all campus phone extensions.
- Main campus phone line (610-527-0200)

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:

- Go to the nearest room or office. Lock and barricade doors.
- Turn off the lights.
- Do not activate the fire alarm

- Seek protective cover such as thick desks, concrete walls or filing cabinets.
- Stay away from doors and windows.
- 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.
- 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
 7. Wait for police to assist you out of the building.

If an active shooter enters your 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;
- Committing to your actions.

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.

Judgment: Since 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.

Post-event Critique: 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 will be recorded and assigned to individual team members.