



# Lincoln University

## Department of Public Safety

### **Crisis Intervention Emergency Response Manual**

## **Lincoln University Crisis Intervention Emergency Response Manual .... 2**

<b>Major Emergency Guidelines .....</b>	<b>2</b>
Purpose .....	2
Scope .....	2
Types of Emergencies.....	2
Definitions of an Emergency .....	3
Definitions of a Crisis .....	3
Assumptions .....	4
Declaration of a Campus State of Emergency .....	4
 <b>Direction and Coordination of Campus Emergencies .....</b>	 <b>5</b>
Campus Emergency Resource Team .....	5
Emergency Director.....	5
Emergency Coordinator .....	5
Damage Control .....	6
Public Information.....	6
Emergency Command Post .....	7
Field Emergency Command Post.....	7
General Emergency Command Post.....	7
Responsibilities.....	7
Emergency Preparedness .....	8
Emergency Situations.....	8
Faculty and Supervisors.....	8
University Notification System .....	8
Public Safety Officers on Duty .....	8
Emergency Contact Procedures .....	9
On- and Off-Campus Sources of Emergencies Assistance during an Emergency .....	9
Emergency Shutdown Procedures .....	10
Off-Campus Assistance.....	10
Evacuation Procedures.....	11
Emergency Evacuation Locations .....	12
Campus Evacuation .....	13
Reporting Emergencies .....	13
Violent or Criminal Behavior .....	14
What to do if Taken Hostage.....	15
Rape and Sexual Assault: Recommended Steps for Assisting and Reporting .....	15
Sexual Assault: What to Do – How to Respond.....	16
Aggression/Acts of Violence.....	18
Psychological Crisis.....	19
Fire.....	21
Media Relations.....	21
Other Guidelines .....	22
Civil Disturbance or Demonstrations .....	22
Active Shooter Responses .....	24
Emergency Warnings.....	25
Winter Storm and Other Severe Inclement Weather .....	25
Bomb Threat.....	26
Chemical or Radiation Spills .....	28
Explosion, Aircraft down (Crash) on Campus .....	29
Tornado .....	29
Earthquake .....	30

# **Lincoln University Crisis Intervention Emergency Response Manual**

## **Major Emergency Guidelines**

### **Purpose**

The basic emergency procedures outlined in this manual are designed to enhance the protection of lives and property through the effective use of University and campus community resources. Whenever an emergency or crisis affecting the campus reaches proportions that cannot be handled by routine measures, these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) individual cases, and (2) large-scale disorders. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

### **Scope**

These procedures apply to all personnel and students, and all buildings and grounds owned and operated by Lincoln University, as well as peripheral areas adjoining Lincoln University. These procedures will also detail the key elements of the CIERM (Crisis Intervention Emergency Response Manual) with an emphasis on three goals:

- To protect life.
- To protect property.
- To resume normal operations.

The three goals of the plan are strengthened by a framework of four fundamental phases:

1. Preparedness – planning for an emergency or disaster event.
2. Response – the planned response to an emergency or disaster event.
3. Recovery – the process of returning to normal operations.
4. Mitigation – steps taken to prevent the effects of an emergency or disaster.

These four phases, when used together, will lessen the impact of an emergency and its latent effects that could disrupt Lincoln University's operations more than the actual emergency or disaster itself.

### **Types of Emergencies**

Types of emergencies covered by this manual are:

- Medical and first aid
- Utility failure
- Violent or criminal behavior
- Psychological crisis and suicidal incidents
- Sexual assault
- Fire
- Media relations

- Civil disturbances and demonstrations
- Active shooter incidents
- Bomb threats
- Chemical or radiation spills
- Explosion, downed aircraft (crash) on campus
- Earthquake
- 

In addition, there are sections on how to report all emergencies, building evacuations, and first aid instructions.

## **Definitions of an Emergency**

The University president or his/her designee serves as an overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

### **Minor emergency:**

Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Report incidents immediately to the Department of Public Safety at 484-365-7211, 7212 or 8139 on campus.

### **Major emergency:**

Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University administration during times of crisis. Report incidents immediately to the Department of Public Safety at ext. 7211, 7212 or 8139 on campus or 911 off campus.

### **Disaster:**

Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated and the appropriate support and operational plans will be executed. Report incidents immediately to the Department of Public Safety at ext. 7211, 7212 or 8139 on campus or 911 off campus.

In addition, any incident, which has the potential for adverse publicity concerning campus resources, and/or instruments of the University, should be promptly reported to the Department of Public Safety.

## **Definitions of a Crisis**

**Crisis:** An unstable state of affairs in which a decisive change is impending; a psychological or social condition that is characterized by instability, which could be caused by excessive stress and either endangering or felt to endanger the continuity of the individual or group involved.

**Trauma:** An occurrence or event that produces an emotional shock that has the potential to create substantial and lasting damage to the psychological development of the individual.

## **Assumptions**

The University Crisis Intervention Emergency Response Manual is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

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 is 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 University; therefore, city, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48 to 72 hours).

A major emergency may be declared if information indicates that such condition is developing or is probable.

## **Declaration of a Campus State of Emergency**

The authority to declare a campus state of emergency rests with the University president or designee as follows:

During the period of any campus major emergency, the Department of Public Safety, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Public Safety shall immediately consult with the president or designee (vice president for student success) regarding the emergency and the possible need for a declaration of a Campus State of Emergency.

When the declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification cards or other ID) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable federal, state, and local ordinances.

In addition, only those faculty and staff members who have been assigned an emergency pass by the Department of Public Safety will be allowed to enter the immediate disaster site.

In the event of an earthquake, aftershocks, fires, storms, or major disaster in or about the campus, or which involves University property, public safety officers and physical plant personnel will be dispatched to determine the extent of any damages to University property.

# **Direction and Coordination of Campus Emergencies**

## **Campus Emergency Resource Team**

In addition to establishing an emergency command post as necessary, the Department of Public Safety shall immediately begin contacting all necessary members of the campus emergency resource team, which consists of the following personnel:

- Emergency director: President of Lincoln University or cabinet-level designee (vice president for student success), as the direct supervisor of Public Safety, or if unavailable, a vice presidential colleague).
- Emergency Coordinator: Director of public safety or designee. Public safety officers and all public safety resources as necessary.
- Environmental Health Compliance Officer: Director of human resources or designee.
- Damage control: Director of physical plant or designee.
- Public Information: Director of University communications or designee.

## **Emergency Director**

The president or the president's cabinet-level designee shall act as "commander-in-chief" and strategic coordinator for the campus emergency response.

- a. Is responsible for the overall direction of the University's emergency response.
- b. Works with the director of public safety and others in assessing the emergency and preparing the University's specific response.
- c. Declares and ends, when appropriate, the campus state of emergency, as provided for in the introduction of this manual.
- d. Notifies and conducts liaison activities with the University administration, governmental agencies, Emergency Resource Team and others, as necessary.

The president's cabinet shall act as the Executive Control Group to advise the president as commander-in-chief in response to intelligence supplied to it by the various official and constituency channels, including the Department of Public Safety.

## **Emergency Coordinator**

All emergency operations shall be coordinated by the University Emergency Coordinator (UEC, i.e. the director of public safety) or delegated alternate. The direct operational control of the campus emergency or disaster event shall be the sole responsibility of the UEC or his/her designee. Coordinating the campus emergency resource teams shall also be the responsibility of the director of public safety, who will coordinate all on-campus emergency functions as directed by the president or cabinet-level designee.

Reporting to the president or his/her cabinet-level designee, the director of public safety shall act as the emergency coordinator, or tactical director, of all emergency operations.

While the president, in collaboration with the president's cabinet acting as the Executive Control Group, determines the strategic direction of the emergency response, the director of public safety or the director's designee implements the emergency response via the strategic direction mapped out by the president's Executive Control Group.

As the Emergency Coordinator, the director of public safety:

- a. Is responsible for the overall coordination of the University's emergency response.
- b. Determines the type and magnitude of the emergency, establishes the appropriate emergency command post and begins assessment of the university's condition.
- c. Initiates immediate contact with the president and the University administration.

- d. Notifies and utilizes police, public safety and, if necessary, student aides in order to maintain safety and order.
- e. Notifies the members of the Emergency Resource Team and advises them of the nature of the emergency.
- f. Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, Office of Emergency Services, etc.
- g. Ensures that appropriate notification is made to off-campus staff when necessary.
- h. Performs other related duties as may be directed by virtue of the campus emergency. In conjunction with the Environmental Health and Compliance Officer (i.e., the director of human resources), prepares and submits a report to the president appraising the final outcome of the emergency. Maintains the Public Safety control office in a state of constant readiness.
- j. Notifies University administrators of major emergencies.
- k. Monitors campus emergency warning and evacuation systems.
- l. Takes immediate and appropriate action to protect life, property, and to safeguard records, as necessary.
- m. Obtains assistance from the city, county, and federal government for radiological monitoring and first aid, as required.
- n. Provides traffic control, access control, perimeter and internal security patrols, and fire prevention services, as needed.
- o. Provides and equips an alternate site for the Emergency Command Post.
- p. Maintains liaison with University Communications for telecommunication support, as necessary.

## **Damage Control**

Director of physical plant or designee:

- a. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris, clearance, emergency repairs, and equipment protection.
- b. Provides vehicles, equipment, and operators for movement of personnel and supplies; assigns vehicles as required to the Emergency Resource Team for emergency use.
- c. Obtains the assistance of utility companies as required for emergency operations.
- d. Furnishes emergency power and lighting systems as required.
- e. Surveys habitable space and relocates essential services and functions.
- f. Provides facilities for emergency generator fuel during actual emergency or disaster.
- g. Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

## **Public Information**

Director of marketing and communications or designee:

- a. Establishes liaison with the news media for dissemination of information as requested by the president.
- b. Establishes liaison with local radio and television services for public announcements.
- c. Arranges for photographic and audio-visual services.
- d. Advises the president of all news concerning the extent of disaster affecting the campus.
- e. Prepares news release for approval and release to media concerning the emergency.
- f. Coordinates with the Union Fire Company information officer.

## **Emergency Command Post**

When a major emergency occurs, or is imminent, it shall be the responsibility of the Department of Public Safety to set up and staff an appropriate Emergency Command Post as directed. The regular department facilities in the Public Safety building are also to be kept fully operational at all times.

## **Field Emergency Command Post**

If the emergency involves only one building or a small part of the campus, a public safety vehicle is to be placed as near to the emergency scene as is reasonably possible. At least one uniformed public safety officer is to staff the command post at all times or until the emergency ends. A small office with a desk, chair, and a telephone may also be required near the scene.

Field Emergency Command Post equipment should include:

- Barricades, barrier tape, and signs for the scene
- Two portable hand radios
- Portable public address system
- First aid kit
- Campus telephone directory and local telephone directory.

## **General Emergency Command Post**

If the emergency involves a large part of the campus, the Command Post is to be set up at the Department of Public Safety building. If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed public safety officer is to staff the command post at all times until the emergency situation ends. For operations of the combined on-site Campus Emergency Resource Team, Public Safety shall establish a marshalling area for outside and local agency assistance. A conference room, with facilities for emergency teams or media crews and accommodations for multiple telephone and/or electrical appliances, is desirable.

Team members may coordinate as necessary with the emergency coordinator (i.e., the director of public safety) for implementation and coordination of campus operation plan and support, as it pertains to their areas. Team members are to be kept in constant communication with the emergency command post. General responsibilities of the team members are listed below:

## **Responsibilities**

### **President**

The University president, or cabinet-level designee as the campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this manual.

### **Vice Presidents, Administrators, Deans, Directors and Department/Program Heads**

Every vice president, dean and designated department unit manager shall appoint a specific individual to perform as building/facility coordinator for every activity under that administrator's control, and has the following general responsibilities prior to and during any emergency:

## **Emergency Preparedness**

- a. Building evacuation information shall be distributed to all employees with follow-up discussions, or explanation as required. Contact Public Safety for assistance.
- b. Time shall be allowed for training critical employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures. Contact Public Safety for assistance.

## **Emergency Situations**

- a. Inform all employees under their direction of the emergency condition.
- b. Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuations.
- c. Maintain emergency telephone communications with officials from their own activity site (or from an alternate site if necessary).

## **Faculty and Supervisors**

Each faculty member, department chair and staff supervisor have the responsibility to:

- a. Educate their students and /or employees concerning University emergency procedures, as well as evacuation procedures for their building and/or activity.
- b. Inform their students and/or staff of the emergency and initiate emergency procedures as outlined in this manual.
- c. Evaluate, survey, and estimate their assigned building facility or activity in order to determine the impact a fire or earthquake could have on their facility. Report all safety hazards to the Department of Public Safety. Work orders to reduce hazards and minimize accidents should be promptly submitted to the physical plant maintenance department.
- d. Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken. This last point is extremely important.

## **University Notification System**

The IRIS dispatch system is the primary means of emergency notification at Lincoln University. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

## **Public Safety Officers on Duty**

The Department of Public Safety is the focal point for two-way transmission of official emergency telephone communications to University administrators. Each University administrator, upon receiving notification of a campus emergency, is to pass the information along to those departments/offices under his/her direction. As necessary, the officer on duty will notify the director of physical plant of any campus emergency and will initiate the notification system by calling, as appropriate, the following University administrators:

1. President
2. Vice president for student success
3. Vice president for fiscal affairs
4. Vice president for academic affairs
5. Vice president for institutional advancement
6. Director of university communications
7. Dean of students
8. Director of residence life.

Important: During an emergency, campus phones must be restricted to University official notification only! In the absence of phone service, the Department of Public Safety may provide runners for emergency notification (contingent upon available personnel). A phone tree process will ensue after these initial calls.

### **Emergency Contact Procedures**

Order of Contact	Medical, Physical, Emotional, Assault,	Disciplinary Criminal	Building/Facility (Fire, Flood, Electrical Outage)	Natural Disaster	Death Notification
1	Director of Public Safety	Director of Public Safety	Director of Public Safety	Director of Public Safety	Director of Public Safety
2	Dean of Students VP of Student success	Dean of Students VP of Student success	Physical Plant Dean of Students VP of Student success	Physical Plant Dean of Students VP of Student Success President	Dean of Students VP of Student success President
3	Health Services	Residence Life	Residence Life SGA	Residence Life SGA	Counseling Services Chaplain
4	Counseling Services Chaplain	Counseling	Counseling	Health Services	Residence Life
5	Residence Life	Health Services	Health Services	Counseling	Health Services
6				Communications	Communications

### **On- and Off-Campus Sources of Emergencies Assistance during an Emergency**

#### **On-Campus Assistance**

##### **Public Safety Command Center:**

While dialing from on-campus telephone ext. 7211, 7212 or 8139. Uniformed public safety officers are on duty 24-7. Additionally, police assistance is readily available from the Pennsylvania and Oxford Borough Police.

Maintenance Operations: Trouble/service after 4 p.m., contact the Department of Public Safety at 7211, 7212 or 8139. Skilled workers are available from Physical Plant at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

*Utilities:* Repairs to water, gas, electric, and sewage systems.

*Structure:* Repairs to structures and mechanical equipment therein, including heating and cooling systems.

*Equipment:* Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, and forklifts, etc.

*Transportation:* Vans, light trucks, dump trucks, and tractors.

*Purchasing Department:* Emergency procurement of materials and services can be arranged in direct support of any emergency.

*Receiving:* Emergency procurement of items needed for campus support.

## **Emergency Shutdown Procedures**

NOTE: In the event of a natural disaster, in which major structural damage is sustained, it is advisable to turn off certain utilities: electricity, propane gas, fuel oil, liquid chlorine (pool area), and gas-chlorine (sewer plant) are of primary concern. Any emergency activity in the sewer plant or pool areas should be approached with utmost caution. Leaking gas or chlorine or liquid chlorine will form a hazy cloud, which may drift from one area to another or disperse into the atmosphere. This cloud should be avoided and any work done should be with the safety of an approved air pack. Broken chlorine gas tanks will exhaust themselves and the chemical will eventually disperse and become relatively nontoxic. The important aspect of dealing with leaking chlorine gas is to evacuate the immediate area and/or buildings. For details of emergency shutdown procedures, contact the physical plant director at ext. 8061.

## **Off-Campus Assistance**

Disaster Resources:

1. American Red Cross, Southeastern PA Chapter: 610-692-1200
2. Chester County Emergency Management Agency: 610-344-5000
3. Chester County Haz-Mat Team: 911
4. Department of Public Safety: 7211, 7212, 8139
5. Highway Department (Penn DOT): 610-436-2091
6. Local Ambulance Service: 911
7. Union Fire Company #1: 911
8. Lincoln University Emergency Coordinator: 484-365-8175
9. National Weather Service: 412-644-2881
10. PECO Energy: 800-841-4141
11. Pennsylvania Emergency Management Agency: 717-783-8150
12. Pennsylvania Governor's Office: 717-782-5703
13. Pennsylvania State Police Department: 911 or 610-268-2022
14. Poison Control Center: 800-722-7112
15. Jennersville Regional Hospital: 610-869-1000
16. State National Guard: 412-284-8181 or 8182
17. Chem-Trek: 800-424-9300
18. Crisis Intervention: 610-918-2100



## **Evacuation Procedures**

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

### *Building Evacuation*

All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or the building coordinator.

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

Assist the handicapped in exiting the building. Do not use the elevators in cases of fire or earthquake. Do not panic.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your emergency evacuation location.

Important: After any evacuation, report to your designated emergency evacuation location. Stay there until an accurate HEAD COUNT is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

## Emergency Evacuation Locations

Emergency evacuation locations have been established to assist with the proper evacuation of facilities and residence halls in the event of an actual fire or emergency. The locations provide suitable temporary shelter to ensure that the faculty, staff, and students are safe and secure. Residence hall coordinators and building emergency coordinators should utilize this time to ensure that all individuals of their perspective areas are accounted for.

Facility	Emergency Location
Alumni House	Mary Dod Brown Memorial Chapel
Bond House (vacant)	Not in use
Azikiwe-Nkrumah Hall	Not in use
Lincoln Hall	Student Union Building
Vail Hall	Student Union Building
Wright Hall	LLC Cafeteria
Ware Center	Mary Dod Brown Memorial Chapel
Grim Hall	Mary Dod Brown Memorial Chapel
Lucy Laney Hall	LLC Cafeteria
Living Learning Center North	Manuel Rivero Hall (Gym)
Living Learning Center South	Manuel Rivero Hall (Gym)
Living Learning Center Quest Quarters	Manuel Rivero Hall (Gym)
Ashmun Hall	LLC Cafeteria
Rendall Hall	Not in use
McRary Hall	Manuel Rivero Hall (Gym)
Frederick Douglass Hall	Manuel Rivero Hall (Gym)
Hansberry Hall	LLC Cafeteria
L.H. Library	Wright Hall
Manuel Rivero Hall (Gym)	LLC Cafeteria
University Hall	Mary Dod Brown Memorial Chapel
Physical Plant	Wellness Center
Cannon House	Mary Dod Brown Memorial Chapel
Guest House	Mary Dod Brown Memorial Chapel
Lincoln House	Student Union Building
Student Union Building	LLC Cafeteria
Building 116 (A.S.L.)	Wellness Center
Danjuma Art Gallery	Mary Dod Brown Memorial Chapel
Modular (Academic)	Mary Dod Brown Memorial Chapel
I.N. Science Center	Wellness Center
Wellness Center	I.N. Science Center
International Cultural Center	Manuel Rivera Hall (Gym)
Amos Hall	Not in use
Cresson Hall	Not in use
McCauley Hall	Student Union Building
Houston Hall	Not in use
Ware Center	Mary Dod Brown Memorial Chapel
Foster House	Mary Dod Brown Memorial Chapel
Dickey Hall	Not in use
Public Safety Modular	Student Union Building

## **Campus Evacuation**

Evacuation of all or part of the campus grounds will be announced by Public Safety as described. All persons (student and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds, as directed.

## **Reporting Emergencies**

In case of an emergency, contact the Department of Public Safety at:

- On campus: ext. 7211, 7212 or 8139
- Off campus: 911

When calling, stay calm and carefully explain the problem and location to the public safety dispatcher.

### **Medical and First Aid**

Call the Department of Public Safety if you need assistance:

- Emergency Telephone Number: ext. 7211, 7212 and 8139
- Off-Campus Emergencies: dial 911 or 484-365-7211, 7212 or 8139

If serious injury or illness occurs on campus, immediately dial the Department of Public Safety at 484-365-7212, 7211 or 8139. Give your name; describe the nature and severity of the medical problem; and the campus location of the victim.

In the case of minor injury or illness, Red Cross-trained personnel\* should quickly perform the following steps:

- Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
- Ask the victim, "Are you okay?" and "What is wrong?"
- Check breathing and give artificial respiration if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical identification, question witness(es) and give all information to the paramedics.

Every office should have a person trained in first aid and CPR. Training is available through the local training facilities or can be coordinated through the University's Department of Health Services.

*\*Only medically trained personnel should provide aid treatment (i.e., first aid, CPR, etc.).*

### **Utility Failure**

In the event of a major utility failure occurring during regular work hours (8 a.m. through 5 p.m., Monday through Friday), immediately notify Physical Plant at ext. 8061.

If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Public Safety at ext. 7211, 7212 or 8139.

If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by telephone.

All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (DO NOT RUN) to the nearest marked exit and ask others to do the same. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC!

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location.

If requested, assist emergency crews as necessary.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

Do not return to an evacuated building unless told to do so by a University official. Always observe the above steps whenever the following utility emergencies arise:

#### **Elevator Failure**

If you are trapped in the elevator, use the emergency phone to notify Public Safety. If the elevator does not have an emergency phone, turn on the emergency alarm, (located on the front panel) which will signal for help.

#### **Plumbing Failure and Flooding**

Cease using all electrical equipment. Notify Public Safety at ext. 7211, 7212 or 8139. If necessary, vacate the area.

#### **Gas Leak**

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT! REMEMBER, electrical arcing can trigger an explosion!

#### **Steam Failure**

Immediately notify Public Safety at ext. 7211, 7212 or 8139 or Physical Plant at ext. 8061 and if necessary, vacate the area.

#### **Ventilation Problem**

If smoke odors come from the ventilation system, immediately notify Public Safety at ext. 7211, 7212 or 8139 or Physical Plant at ext. 8061. Cease all operations and vacate the area.

### **Violent or Criminal Behavior**

The Department of Public Safety is located in the Public Safety Modular adjacent to Amos and Vail Halls; it provides you with 24-hour help and protection. This service is provided year-round seven days a week. In case of:

- On-campus emergencies, dial ext. 7211, 7212 or 8139
- Off-campus emergencies, dial 911.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you are a victim or a witness to any on-campus offense, AVOID RISKS. Promptly notify Public Safety at ext. 7211, 7212 or 8139 as soon as possible and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Public Safety. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or the discharge of explosives hazard the campus, take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

### **What to do if Taken Hostage**

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor could be emotionally unbalanced. Don't make mistakes that could hazard your well-being.
3. Do not speak unless spoken to and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
6. Be prepared to answer the police on the phone. Be patient and wait. Attempt to establish a rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captor, in all probability, does not want to harm persons held by him/her. Such direct action further implicates the captor in additional offenses.

### **Rape and Sexual Assault: Recommended Steps for Assisting and Reporting**

#### **Victim's Rights:**

The policy requires that students and employees be informed of the policy, and shall include provisions for:

1. Filing criminal charges with the local enforcement officials in sexual assault crimes.
2. Prompt assistance of campus authorities, at the request of the victims, in notifying the appropriate law enforcement officials and disciplinary authorities of a sexual assault incident.
3. An investigation and resolution of a sexual assault complaint by campus disciplinary authorities.
4. A sexual assault victim's participation in, and the presence of the victim's attorney or other support person, at any campus disciplinary proceeding concerning sexual assault complaint.
5. Notice to a sexual victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint.
6. The complete and prompt assistance of campus authorities in obtaining, securing, and maintaining evidence connected with a sexual assault incident.

7. The assistance of campus authorities in preserving materials relevant to a campus disciplinary proceeding for a sexual assault complainant or victim.
8. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant/sexual offender, including transfer of the victim to alternative classes or to alternative college-owned housing if alternative classes or housing is available and feasible.

## **Sexual Assault: What to Do – How to Respond**

Lincoln University is a community of trust whose very existence depends on strict adherence to standards of conduct set by its members. Sexual assault is a serious violent crime. When it occurs at the University, it is also a flagrant violation of the standards set forth in the Lincoln University Student Handbook.

Anyone can be a victim of sexual assault. One recent survey reported that one in every four women had been a victim of rape or attempted rape. In another survey, one in two college women reported being the victim of some kind of sexual aggression. It is estimated that 10% of all men will be sexually assaulted in their lifetime.

Many sexual assaults involve acquaintance rape, which often occurs on college campuses. When the assailant is an acquaintance, a survivor often has mixed feelings concerning both the incident and what to do about it.

Besides feeling frightened, angry, hurt, and ashamed, survivors can feel betrayed and even guilty for having “facilitated” the assault. In some cases, they do not even acknowledge that they have been assaulted until well after the incident has occurred.

Victims can also be unsure of how to deal with the assault — administratively, legally, and otherwise — and can wonder what course or courses of action are available and appropriate for them.

An unfortunate result is that many assault victims elect not to tell anyone about their ordeal and decline to seek the help they need--on an emotional level and otherwise to deal with the trauma they have suffered.

The Division of Student Success encourages all members of the University community to be aware of both the consequences of sexual assault and the options available to victims/survivors. It further urges survivors to seek help using any of the resources that follow.

For more information, contact the dean of students at ext. 7527, the Women's Center at ext. 7244, or the Department of Public Safety at ext. 7211.

### **Overview**

The purpose of this material is to provide information and assistance to sexual assault victims and persons who may have come into contact with a victim. Being forced into sexual activity, even if involves a date, a steady relationship, or a casual acquaintance, is still sexual assault. Nothing a person does, say or wears gives anyone the right to commit an assault, sexually or otherwise.

Making decisions and regaining control are important to the healing process after an assault.

The choice of how to proceed after the assault belongs solely to the victim. The following are a number of factors to consider:

#### Getting Assistance

The University encourages reporting all incidents of assault to the Department of Public Safety at ext. 7211. An on-campus sexual assault should also be reported as quickly as possible to the University Counseling Center at ext. 7244. The best off-campus resource is the Crime Victims Center of Chester County at 610-692-7273 or the police in the local jurisdiction.

Emotional trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty, or distrustful. However, there are many people who understand and know places where support is available while one is recovering. The Counseling Center is the best resource for all students.

#### Medical Attention

Even if the student ultimately decides not to report the assault to the police, it is still very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution.

Therefore, it is important to seek medical attention promptly and to refrain from:

- a. Taking a shower or washing any part of the body.
- b. Douching.
- c. Brushing teeth.
- d. Drinking liquids.
- e. Changing clothes or changing sheets before seeking medical help.

This will prevent the destruction of valuable evidence. At the hospital emergency room, the doctor will collect hair samples, semen samples, and other evidence including clothing (a victim should bring a change of clothing to wear home). The police will be contacted to take possession of the samples until the victim decides about whether or not to press charges.

#### Counseling

Counseling is a very important step in helping someone who has been sexually assaulted regain control of his/her life. Sexual assault is an extremely traumatic experience that needs professional attention. The University urges students involved in a sexual assault to meet with a counselor. Among other things, counselors can help victims decide what further steps should be taken following an assault.

#### Reporting to the Police

If an assault occurs on University property, it should be reported to the Department of Public Safety at ext. 7211, 7212 or 8139. Assaults that occur off-campus should be reported to the local police by dialing 911.

Lincoln University's Department of Public Safety believes that a student who has been sexually assaulted deserves the right to a complete professional investigation before deciding about how to proceed with the case. When campus police are contacted, an officer will:

- a. Conduct a preliminary investigation.
- b. Complete necessary procedures to protect against loss of evidence.
- c. Put the victim in contact with the Women Against Rape Support Group.
- d. Notify the dean of students and the Title IX coordinator.

A follow-up investigation is conducted and the results are discussed with the student along with rights and options. A victim's identity is kept confidential. Even if charges are not pursued, reporting the assault is a way to regain a sense of personal power and control by enabling the victim to do something about the crime committed. Furthermore, information provided helps in the prevention of rape and the protection of other potential victims (most rapists are repeat offenders).

#### Note to Friends, Faculty, and Staff:

If someone who has been sexually assaulted comes to you, encourage the person to report the incident, seek medical attention, and pursue counseling. If the person will not report the assault, anyone can inform the dean of students or the University's Counseling Center that a sexual assault has occurred.

#### Support Resources

Lincoln University students who are sexually assaulted have a number of resources available to them:

- Anonymous Tip Line: Ext. 7799
- Public Safety: Ext. 7211, 7212 or 8139
- Police Off-Campus: 911
- Crime Victims Center: 610-692-7273 (this 24-hour hotline will put the victim in touch with a volunteer victim advocate for help)
- Student Health Service: Ext. 7331
- Counseling Center: Ext. 7244.

If the victim chooses not to have the examination, medical attention at Student Health Services may be considered.

### **Aggression/Acts of Violence**

1. Fighting, Acts of Violence, Assault: The Department of Public Safety will handle fights, acts of violence, and assaults on a case-by-case basis. The severity of the incident will determine the course of action.
2. Firearms and Other Weapons: When weapons are found, the Department of Public Safety will confiscate the weapons and handle any incident resulting from the weapon possession. The appropriate University officials will be notified for further action to be taken with the student involved. If the use of a weapon resulted in an injury, Health Services and the dean of students should be notified. If the victim was traumatized, the Counseling Center needs to be contacted because the victim may require counseling.
3. Civil Disturbance or Demonstrations: See Safety Committee Policy.
4. Natural Disasters: See Safety Committee Policy.

NOTE: The director of public safety reserves the right to call for Pennsylvania State Police assistance without counsel from others, if it is deemed to be of paramount importance to the safety of the persons involved.

## Psychological Crisis

A psychological crisis exists when an individual is threatening harm to him/her or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior, or the person could be a hospital walk-away.

If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the Department of Public Safety of the situation at ext. 7211, 7212 or 8139. Clearly state that you need immediate assistance by giving your name, your location, and the area involved.

If an emergency occurs off campus, call 911.

### Procedures for Psychological Crisis Situations

In cases of life-threatening situations, the Department of Public Safety, Office of Health Services, the dean of students and the vice president for student success should be notified.

Threatening situations include:

1. Critical or serious injuries, attempted suicides, missing students, and reports of weapons (firearms) on campus: There may be other instances that could be considered life threatening but these would be determined by emergency personnel, such as Public Safety or state police.
2. Potential /attempted/actual suicides: Public Safety will contact emergency medical services, Health Services, the dean of students, and the vice president of student success. If the act has occurred in the one of the residence halls, contact the appropriate Residence Life staff.

If you are first on the scene, take immediate steps to make the situation as calm as possible. Direct all unnecessary persons to leave the room or area. Call Public Safety at ext. 7211, 7212 or 8139.

If the student has not hurt himself/herself physically, immediately call one of the mental health resource members while the student is with you. During business hours, ask the student if he/she would like to talk to someone at Health Services or the Counseling Center. If after hours, call Public Safety. Don't wait until the student has departed the room or area.

Make an initial call in the presence of the student. If the student requests that you do not make the call, but you judge the case to be serious, go ahead and state that you think someone should be contacted and proceed to place the call.

If a student is threatening suicide, stay with him or her until a Crisis Response Team professional arrives. Do not be accepting of the behavior he or she is proposing.

3. Emotionally Disturbed Students: In a situation where the student's behavior is out-of-control and disrupting activities of others, there may or may not be a potential threat to others. If there is a threat and the student has a weapon or is otherwise threatening someone, the Department of Public Safety will have to intervene. Make sure Public Safety is notified and enroute before you attempt any contact with the disruptive individual. If the student's behavior is not threatening, take steps to remove unnecessary

persons and attempt to calm the student. Await the arrival of professional staff to take further action (director of the Women's Center, Health Services staff, University chaplain, vice president of student success and the dean of students.) If it is after hours, notify Public Safety.

Medical emergencies requiring immediate hospitalization or isolation

1. Student Illness and Injury should be treated at Health Services whenever possible. When health services is closed after business hours, call Public Safety for transport to the ER at Jennersville Regional Hospital (JRH) and notify health services. If the student cannot be moved, Public Safety will call for an ambulance. If the student is admitted to the hospital, notify health services, the dean of students and the vice president for student success. If a student requires isolation because of contagious disease, he/she must be moved to a medical facility for treatment or sent home.

2. Student Death

***Immediately notify: Public Safety, Health Services, the dean of students, the University chaplain, Counseling Services and the vice president of student success.***

The vice president of student success will receive all information regarding the death of a student. If the student lived in University housing, the director for residence life, and Health Services should be notified. If the student is a member of Pan Hellenic or Social Fellowship organization and the results are related to a hazing activity, the Office of Student Life & Development will initiate appropriate administrative procedures.

3. Emotionally Disturbed/Suicidal Students

A student who is emotionally disturbed and/or potentially suicidal must be treated carefully because the behavior may be causing a significant disturbance. Thus, for the sake of others, it may become necessary to remove the student from the location. Due to the nature of state laws regarding commitment of persons with emotional problems, removal without the student's consent should be handled as quickly and discreetly as possible. If the student is brought back to campus, Health Services, the dean of students, the director for residence life and the vice president of student success must be notified. The student will need to be reassessed by a counseling professional on staff within twenty-four (24) hours of their return to campus to deem if the student is safe enough to remain on campus.

After hours, if the hospital discharges the student, presuming that they are safe to return to campus, the dean of students should be notified immediately.

If a student is admitted to the hospital, the hospital staff typically will decide if it is appropriate to contact the student's family. In most cases, where a student is admitted to the hospital, the family will be contacted and apprised of the situation by hospital staff.

Parents/guardians/next of kin may be called if any life-threatening attempt is made or if the counselor feels a student is in danger.

## **Fire**

In an emergency dial:

- On campus: Ext. 7211, 7212 or 8139
- Off campus: 911 or 484-365-7211, 484-365-7212 or 484-365-8139. IN ALL CASES OF FIRE, THE DEPARTMENT OF PUBLIC SAFETY MUST BE NOTIFIED IMMEDIATELY!

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available through Public Safety at ext. 7211. If a minor fire appears controllable, IMMEDIATELY contact the Department of Public Safety. Then promptly direct the charge of the extinguisher toward the base of the fire. If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, you must report the fire by phone.

In the case of a large fire that does not appear controllable, IMMEDIATELY notify the Department of Public Safety. Then evacuate all rooms and close all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS!

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly — do not run — to the nearest marked exit and ask others to do the same. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! If you are not handicapped, DO NOT USE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE. DO NOT PANIC. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (i.e., shirt, coat, etc.) outside the window as a marker for the rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.

IMPORTANT: After any evacuation, report to your designated emergency evacuation location. Stay there until an accurate head count is taken. The senior building coordinator will take attendance and assist in accounting for the occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or other University official.

## **Media Relations**

The University has two basic guidelines to observe in crisis situations:

- Only authorized spokesperson(s) (i.e., the director of marketing and communications) will meet or talk with the media.
- Only factual information is released; no speculation is to be offered.

## **Other Guidelines**

All executive and supervisory personnel must report emergencies to the president and to the spokesperson. They also must not speak to outsiders, especially to the media, on behalf of the University.

The president, other top administrators, and the director of marketing and communications should be informed immediately of existing emergencies. Complete details should be made available to them, including the nature of the emergency, how it began, who is involved, what is happening now, and what help has been summoned.

The president, director of marketing and communications, and other persons involved shall confer and decide on the appropriate action.

All calls from the media are referred directly to the Office of Marketing and Communications at ext. 7427.

## **Civil Disturbance or Demonstrations**

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

- INTERFERENCE with the normal operations of the University.
- PREVENTION of access to offices, buildings, or other University facilities.
- THREAT of physical harm to persons or damage to University facilities.

If any of these conditions exist, the director of public safety should be notified and will be responsible for contacting and informing the president, vice president for fiscal affairs and the vice president for student success. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

### **Peaceful, Non-Obstructive Demonstrations**

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible. If demonstrators are asked to leave but refuse to leave by the regular facility closing time:

1. Arrangements will be made by the director of public safety to monitor the situation during non-business hours.
2. Determination will be made whether to treat the violation of regular closing hours as a disruptive demonstration.

### **Non-Violent, Disruptive Demonstration**

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

1. Demonstrators will be asked to terminate the disruptive activity by the vice president for student success or his/her designate.
2. The vice president for student success will consider having a photographer available.
3. Key University personnel and student leaders will be asked by the vice president for student success to go to the area and persuade the demonstrators to desist.
4. The vice president for student success or his/her designate will go to the area and ask the

demonstrators to leave or to discontinue the disruptive activities.

5. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion, or possible intervention by civil authorities (See Attachment A). Except in extreme emergencies, the president will be consulted before such disciplinary actions are taken.
6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony--including photographs, if deemed advisable.
7. After consultation with the president, the vice president for fiscal affairs and the vice president for student success will determine the need for an injunction and the intervention of civil authorities.
8. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon the arrival of university police officers, the remaining demonstrators will be warned of the intention to arrest (See Attachment B).

#### Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occur or appears imminent, the president, the director of public safety, the vice president for fiscal affairs and the vice president for student success will be notified and

1. In coordination with the vice president for student success, Public Safety will contact the department of student success.
2. If advisable, the vice president for student success will alert the president, who will then call a photographer to report to an advantageous location for photographing the demonstrators.
3. The president, in consultation with the vice president for student success and the director of public safety, will determine the possible need for an injunction.
4. Public Safety will provide an officer with a radio for communication between the University and department of student success, as needed.
5. Public Safety should be immediately notified of the disturbance. Public safety officers will investigate the disturbance and notify the director of public safety, the vice president of student success and the dean of students.

The vice president of student success will:

1. Report the circumstances to the president.
2. Notify key administrators and, if appropriate, the administrator responsible for the building area.
3. Notify the director of communications, who is the sole person responsible for issuing news releases for the University.
4. Arrange for photography.
5. If necessary, the president or the vice president for student success will call for police assistance.

NOTE: The director of public safety reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of the persons involved.

#### **Attachment A: Directive to Immediately Terminate Demonstration**

(Identify Self)

This assembly and the conduct of each participant are seriously disrupting the operations of the University and are in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. (You have been given the

opportunity to discuss your grievances in the manner appropriate to the University.)  
(In no event will the administration of this University accede to demands backed by force.)  
Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order--including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

### **Attachment B: Directive to Immediately Terminate Demonstration with the Assistance of Police**

(Identify self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby suspended, subject to later review.

The police will be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

### **Active Shooter Responses**

The information provided here is a guideline for emergency responders to follow in case there is an active shooter, a barricaded gunman, or a hostage situation.

When an active shooter situation is detected on campus, Public Safety officers will try to ascertain pertinent information regarding the incident, such as the number of shooters, identification, number and type of weapons used and the shooters' immediate location or locations.

Public Safety will lock all available buildings through the Black Board and Persona Door Access System. All gates except the designated gate used for staging purposes shall be closed immediately.

The director of public safety will be notified of the situation. The director will contact the Critical Emergency Response Team (CERT). Emergency measures will be deployed to notify the campus community of the situation.

Public Safety will notify other law enforcement agencies of the situation and ask for assistance. The local fire department and medical personnel should also be alerted, as needed.

Public Safety officers on the active shooter scene will attempt to determine if the shooter is still engaging or firing shots. If so, officers will move forward and attempt to disengage the shooter. If the shooter is not still firing shots, officers will secure the perimeter of the scene and gather as much intelligence as possible while waiting for directives from the CERT Commander.

Once the CERT team arrives, the CERT Commander will assign a command scene officer who will be in charge of overseeing all tasks that need to be accomplished, such as staging other law enforcement agencies and fire and medical personnel when they arrive on the scene.

## **Emergency Warnings**

Emergency warnings at Lincoln University are delivered in a variety of ways:

Siren alert system: a wailing siren indicates an emergency in progress. A passive Star Wars alarm indicates an “all clear” or normal operations.

University phone services and IRIS Text Messenger Campus-Wide Email.

Hand held Mega-Phone: Police Vehicle Announcement In case of an emergency:

1. You will hear a siren.
2. Close and lock your office, classroom, or residence hall door and remain inside.
3. Move away from the door to the neutral area of the room.
4. Report any danger at your location by calling ext. 7211, or 484-365-7211 off campus.
5. Listen for the campus alert tone or Public Safety announcement.
6. Do not open the door until instructed to do so by Public Safety or campus officials.

## **Winter Storm and Other Severe Inclement Weather**

### **Emergency Closing**

Under normal circumstances, the University never stops operating. The University recognizes that there are times, due to emergencies such as severe weather conditions, when classes may be cancelled and the University offices may be closed. In departments, such as but not limited to, Public Safety, Health Services, Housing and Dining services, Housekeeping and Maintenance Operations, employees provide essential services and are critical to operational needs and, therefore, will remain open and employees assigned to these departments are required to work. In an effort to ensure the safety of students and employees, timely decisions to modify work schedules will be made and communicated to employees.

Modified work schedules may take the form of either a partial or a full closing of the University's operations. In either situation, essential personnel, as designated by administrators in aforementioned departments, or in some cases by the applicable collective bargaining agreement (CBA), are expected to remain at work if the closing occurs during their regular work schedule, or to report to work if the closing announcement is made before their regular schedule begins.

### **Work Schedule Modification**

In the event of a public emergency, inclement weather, or other extenuating circumstances, the president or designee will have the discretion to excuse employee lateness, early departure, or absence either at-large or on an individual basis. The University will follow the policy of the U.S. Department of Labor and the guidelines outlined in any CBA regarding absences and compensation for an emergency closing.

### **Full Closing**

A full closing occurs when conditions warrant cancellation of classes and closing of administrative offices and academic departments, except those providing essential services. Non-essential employees need not to report to work, but are compensated for the full workday. Essential employees are required to report to work and are compensated for time worked.

### **Partial Closing**

A partial closing occurs when circumstances warrant the cancellation of classes while administrative offices and academic departments remain open. Employees in administrative offices and academic departments are required to report to work; they may utilize accrued

vacation leave only upon the approval of their immediate supervisor.

#### Delayed Opening

Occasionally, circumstances will warrant a delay in the opening time of the University. Employees are required to report to work and will be paid for the full day. Employees who do not work for the full workday may utilize accrued vacation leave only upon the approval of their immediate supervisor.

#### Closing Before the End of the Scheduled Workday

When there is a closing of the University before the end of the workday, administrators shall be contacted by Human Resources so that they may release non-essential employees in their respective areas. All non-essential employees shall be paid for the full workday.

NOTE: Essential personnel, as defined by administration or an applicable CBA, who do not report to scheduled work on a FULL or PARTIAL CLOSING or DELAYED OPENING day(s) are not eligible to utilize accrued vacation or sick leave for such day(s) and may be subject to disciplinary action, as such absence may be considered unauthorized and/or unexcused.

#### University Closing, Work and Class Schedule Modification Procedure

To the extent possible, the following procedure will be considered in the event of inclement weather, a major power outage or other conditions that may impact the University's operation:

1. Operations management personnel obtain weather reports, travel advisories, operational status of local institutions of higher education.
2. Starting at 5:30 a.m. on a scheduled workday or when classes are in session, operations management personnel advise the president (or designee) of conditions regarding the campus and surrounding areas. The president (or designee) decides on the University's operational status, work and/or class schedule modifications, if any.
3. Operations management personnel notifies the executive leadership team of work and/or class schedule modifications.
4. Operations management personnel notifies the staff of work and/or class schedule modifications to communicate to students and staff.
5. The University's modification announcements will be communicated via all campus email and the following venues so that students and employees may act accordingly.

Special Information Hotline: 866-809-4556 or 484-365-7999

Websites [www.lincoln.edu](http://www.lincoln.edu) [www.thewgalchannel.com](http://www.thewgalchannel.com) [www.kyw1060.com](http://www.kyw1060.com)

[www.myfoxphilly.com](http://www.myfoxphilly.com) [www.wstw.com](http://www.wstw.com) [www.wdel.com](http://www.wdel.com)

Television: FOX-29; CBS-3; WGAL-TV8 and NBC-10

Radio: KYW 1060 AM; WDEL 1150 AM; WSTW 93.7 FM; WLIU 88.7

#### Bomb Threat

If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area immediately and call Public Safety at ext. 7211, 7212 or 8139.

1. Any person receiving a bomb threat by telephone should ask the caller:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does the bomb look like?
  - e. Why did you place the bomb?

2. Keep talking to the caller as long as possible and record the following:
    - a. Time of call
    - b. Age and sex of caller
    - c. Speech pattern, accent, possible nationality, etc.
    - d. Emotional state of the caller
    - e. Background noise.
  3. Immediately notify Public Safety at ext. 7211, 7212 or 8139 on campus or call 911 to report the incident. Public Safety officers will conduct a detailed bomb search. If students or employees see suspicious objects, they are to report the location to Public Safety. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off. If an emergency exists, activate the building alarm. **CAUTION:** If the alarm fails to go off, report the incident by phone.
  4. When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (**DO NOT RUN**) to the nearest marked exit and ask others to do the same. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.** Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location.
  5. If requested, assist emergency crews.
- Important: Do not return to an evacuated building unless told to do so by a University official.

#### Bomb Threat Report Form

##### Threatening Phone Call

Time call received:

Exact words of person placing call:

Description of caller's voice:

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_ Old \_\_\_\_\_

Tone of voice? \_\_\_\_\_ Accent? \_\_\_\_\_

Questions to ask and/or what to listen for:

1. When is bomb going to explode?
2. Where is the bomb right now?
3. Background Noise?
4. What kind of bomb is it?
5. Is voice familiar? If so, whom did it sound like?
6. What does the bomb look like?
7. Why did you place the bomb?

Remarks:

## Chemical or Radiation Spills

Any spillage of a hazardous chemical or radioactive material must be reported immediately to Public Safety at ext. 7211, 7212 or 8139.



When reporting, be specific about the nature of the involved material and exact location. Public safety will contact the necessary specialized authorities and medical personnel. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of public safety personnel. Anyone who may be contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give their names to public safety.

Necessary first aid and cleanup by specialized authorities should begin immediately. If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by telephone.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (DO NOT RUN) to the nearest marked exit and ask others to do the same. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location.

If requested, assist emergency crews. A Campus Emergency Command Post may be set up

near the disaster site. Keep clear of the command post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official. **IMPORTANT:** After any evacuation, report to your designated emergency evacuation location. Stay there until an accurate head count is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

## **Explosion, Aircraft down (Crash) on Campus**

In the event a mishap occurs such as explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify the Department of Public Safety. Give your name and describe the location and nature of the emergency.
- The location and nature of the emergency.
- If necessary, and when directed to do so, activate the building alarm. **CAUTION:** If the alarm fails to go off, report the emergency by telephone.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (**DO NOT RUN**) to the nearest marked exit and ask others to do the same. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location. If requested, assist emergency crews.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**IMPORTANT:** After any evacuation, report to your designated emergency evacuation location. Stay there until an accurate head count is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

## **Tornado**

- Tornado watch: Means tornadoes are expected to develop.
- Tornado warning: Means a tornado has actually been sighted or indicated on radar.

### **Safety Rules When a Tornado Warning Is Announced**

Your best protection is an underground shelter or a substantial steel-framed or reinforced-concrete building. If none are available, take refuge in places indicated below. If your building has no basement, take cover under heavy furniture or on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls

and windows. As a last resort, go outside to a nearby ditch, excavation, culvert, or ravine.

Stay away from windows to avoid flying debris.

If you are outside in open country, drive away from the tornado's path at a right angle to it. If there isn't time to do this, or if you are walking, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.

#### School Buildings

If the school building is a good steel-framed or reinforced concrete building, stay inside away from the windows and remain near an inside wall on the lower floors, if possible. Designated safe buildings are: The Living Learning Center and Dickey Hall; the latter currently is not in use but, in the event of a tornado, will be utilized.

Avoid auditoriums and gymnasiums with large, poorly supported roofs.

#### Office Buildings

Go to an interior hallway on the lowest floor or to a designated shelter area. Stay away from windows.

#### Trailers or Modular Buildings

Do not remain in a trailer or modular building if a tornado is approaching. Take cover elsewhere.

## Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures.  
CAUTION: Always avoid power or utility lines as they may be energized. Know your assembly points.

If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

After the initial shock, evaluate the situation and if emergency help is necessary, call Public Safety, if on campus at ext. 7211, 7212, 8139 or, if off campus, call 911. Protect yourself at all times and be prepared for aftershocks.

Damaged facilities should be reported to Public Safety and Physical Plant. NOTE: Gas leaks and power failures create special hazards.

If an emergency exists, activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (DO NOT RUN) to the nearest marked exit and ask others to do the same. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location.

If requested, assist emergency crews.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

