This Emergency Response Manual is designed for use by all faculty, staff, and students of Lycoming College in the event of an emergency on campus. All members of the College community should be familiar with its contents. The manual should be kept in an easily accessible location at all times. In the event of an emergency, it will serve as a quick reference. While this manual does not cover every conceivable situation, it does provide basic guidelines for responding to most campus emergencies. This manual can also be found on the Lycoming College web page: http://www.lycoming.edu/security/emergencyresponse.htm. Faculty, staff, and students hosting guests should inform their guest of these procedures.

During an emergency, please do your part to maintain your composure, act responsibly, and provide aid according to your skills and abilities and with the concurrence of on-the-scene emergency responders.

It is recommended that all members of the College community become familiar with the location of fire extinguishers and red fire alarm pull boxes in their buildings in case of emergency.

Additional information is available on our website: www.lycoming.edu/emergencyresponse (Emergency Response Manual).

Questions or comments concerning this manual should be directed to:

Dean of Student Affairs
Lycoming College
700 College Place
Williamsport, PA 17701
570.321.4031
# TABLE OF CONTENTS

- Definitions .............................................................................................................. 1
- Role of the Department of Safety and Security ......................................................... 1
- Emergency Alarm Siren .......................................................................................... 1
- Lyco Alert Message System .................................................................................... 2
- Action Plans Overview ............................................................................................ 2
- Role of First Responder ............................................................................................ 3
- Evacuation Procedures ............................................................................................. 4
- Specific Emergency Response Actions Plans ........................................................... 5
- Crime ........................................................................................................................ 5
- Bomb Threat ............................................................................................................. 5
- Weapon on Campus .................................................................................................. 6
- Active Shooter .......................................................................................................... 6
- Hostage Situation ...................................................................................................... 8
- Fire ............................................................................................................................ 9
- Hazardous Material Release (Gas Leak, Chemical Spill, Biological or Chemical) .......... 10
- Suspicious Mail or Package ....................................................................................... 12
- Severe Weather Emergency ...................................................................................... 13
- Power Failure ........................................................................................................... 14
- Accident/Illness/Serious injury .................................................................................. 16
- Civil Disturbance ...................................................................................................... 17
- Appendix “A” - Bomb Threat Checklist ................................................................ 18
- Declaring a State of Emergency ............................................................................... 20
- Direction and Coordination ..................................................................................... 21
- Notification Process ................................................................................................ 22
- Campus Map ............................................................................................................. 23
I. DEFINITIONS
When used in this manual:
(a) “external personnel” refers to City Police, State Police, fire department personnel, and Hazmat personnel who are called by the College to intervene in a particular emergency. Once on the scene, external personnel will take charge of the emergency response.
(b) “communications officer” refers to Safety and Security personnel staffing the office telephone.
(c) “appropriate personnel” refers to internal (College) and external (City/State/Federal) personnel who are designated second responders and, ultimately, in charge of a specific emergency response.

II. ROLE OF THE DEPARTMENT OF SAFETY AND SECURITY
Lycoming College’s Department of Safety and Security is responsible for the safety of the College community and security of all buildings and property owned, operated, or supervised by Lycoming College. The Department of Safety and Security is the first contact and trained emergency responder in most campus emergency situations.

The College Community should be aware that the Lycoming College Department of Safety and Security IS NOT a police department. Our security officers do not carry weapons and are not equipped to neutralize an active shooter, negotiate in a hostage situation, make decisions regarding health issues, or determine the necessity of a College evacuation. The role of the Department of Safety and Security in an emergency is the protection of the faculty, staff, students, and visitors, to notify and assist external agencies and College officials when a crisis arises, and to provide up to date and accurate information to the College community regarding the emergency/disaster. Safety and Security regularly holds training for its personnel in emergency response procedures.

III. EMERGENCY ALARM SIREN
The College has installed an emergency alarm siren on campus which will be activated in response to the following campus-wide emergencies: (a) an active shooter; (b) hostage situation; (c) chemical hazard/toxic spill/gas leak; (d) hostile event in Williamsport; and (e) severe weather, e.g. tornado.

If a hostile event occurs in Williamsport, it is likely that the College will learn of the event through the Lycoming County Department of Public Safety Communications Center (911). If the city siren is activated, the College siren may be activated to ensure the campus community is aware of the emergency.

The siren may also be activated at any time upon the request of local fire or police agencies.
IV. LYCO ALERT MESSAGE SYSTEM

In addition to the alarm siren, the College’s initial emergency message system will provide members of the campus community with initial information regarding the alarm activation. At the activation of the siren, an alert message will be sent indicating the nature of the event, if known. The message will be brief and may be sent via: E-mail, text e-mail (to registered cell phones), and the campus switchboard.

Subsequent messages may be sent during an emergency based upon the best available information. The timing of subsequent messages will be contingent upon the severity and duration of the event and approval of law enforcement officials. These messages will be sent by text message (to registered cell phones), e-mail, voicemail, network broadcast, campus TV, campus switchboard, word of mouth, door-to-door, and/or website.

Please look to official communication sources for information during a campus-wide emergency. Cooperation and communication can prevent additional consequences during a time of emergency.

If classes are suspended/cancelled, these terms could be used in an emergency response message.

- “Suspend” means a temporary interruption of classes or activities. Normal activity would resume at a specific time.

- ”Cancel” means that normal activity is not expected to resume that day or evening.

V. ACTION PLANS OVERVIEW

A. The action plans contained in this manual outline initial response steps to be taken by College personnel when encountering an emergency until appropriate authorities respond to the situation.

B. The action plans do not detail the response to be followed by College personnel after the initial response. Safety and Security personnel are trained to follow-up with secondary emergency response.

C. The action plans have been developed for use by all College faculty, staff, students, and visitors and apply to all property owned, operated, or supervised by Lycoming College.

D. The Director of Safety and Security is responsible for oversight of the action plans. The Dean of Student Affairs will serve as the Incident Commander (LCIC) in declaring an emergency, determining the degree of an emergency, and directing its response unless otherwise assigned.

E. Types of Emergencies:
   a. **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall operation of the College. Report immediately to Safety and Security at ext. 4064.
   b. **Major Emergency:** Any incident, potential or actual, which affects an entire building or buildings, or which disrupts the overall operation of the
College. Outside emergency services will most likely be required, as well as major efforts from campus support services. Major policy considerations may be required from the College administration during a major emergency. Call Safety and Security at ext. 4064 (570.321.4911) or 4911 (570.321-4064).

**c. Disaster:** Any event or occurrence which seriously impairs or halts the operations of the College. In some cases, mass personnel casualties and severe property damage may occur. 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 Operations Center (see Page 23) will be activated, and the appropriate support and operational plans will be executed.

Note: In addition, any incident that has a potential for adverse publicity concerning College facilities should be promptly reported to Safety and Security.

**VI. ROLE OF FIRST RESPONDER**

You may be the First Responder. The first responder is the person who discovers that a problem exists. A specific protocol has been developed for most scenarios. However, a first responder has a general role to play.

If you are a First Responder:
1. IMMEDIATELY go to a safe location and call Safety and Security (ext. 4911 or 570.321.4911).
2. When calling, identify your location.
   b. Provide all appropriate information regarding the problem.
3. Help keep people calm until trained responders arrive.
4. After the emergency is over, the first responder will need to verify with Safety and Security the situation at the start of the incident to ensure accuracy of aftermath records.

**VII. EVACUATION PROCEDURES**

In case of any emergency situation requiring evacuation of a building:

👍 Be calm and carefully give all information requested.

👍 **EVACUATE IMMEDIATELY** in case of a fire or upon notification.

👍 **DO NOT USE ELEVATORS.**

When an emergency evacuation is ordered or when the fire alarm is activated, all persons are required to evacuate the premises immediately.

1. All alarms must be treated as warning of an actual emergency. Do not take time to get personal possessions unless readily available.
2. If smoke is present, stay close to the floor as you exit.
3. If possible and safe, turn off laboratory gases, exhaust fans, and close
windows and lock doors as you exit.

4. All faculty and staff should help direct students and visitors with evacuation procedures.

5. Faculty should ensure that students in their class who have mobility difficulty are assisted in the evacuation, making sure these students get at least to a stairwell landing.

6. Exit the building using the nearest safe marked exit.

7. Obey the directions of emergency response personnel.

8. Be alert to the presence of persons requiring evacuation assistance and assist as much as possible to get them out or to a stairwell landing.

9. Notify emergency personnel immediately upon arrival of the exact location of any person(s) who may be having difficulty evacuating.

10. Emergency response personnel will direct you if it will be necessary to proceed to another location.

11. Do not return to an evacuated building unless directed by emergency response personnel.

VIII. SPECIFIC EMERGENCY RESPONSE ACTION PLANS

A. Crime

1. In the event that you observe a crime in progress, believe a crime may be in progress, or are the victim of a crime, contact Safety and Security immediately. Report suspicious persons or activities. Security officers are trained to handle all situations and persons in a diplomatic and sensitive manner. When in doubt, report it.

2. Do not attempt to apprehend or interfere with a suspicious person except if it is necessary for self-protection.

3. If safe to do so, using reasonable judgment, take time to get a good description of the suspicious person. Note height, weight, gender, race, approximate age, clothing, method and direction of travel, and the person’s name, if known. If the suspicious person is entering a vehicle, note the license number, make and model, color and outstanding characteristics.

4. Move to a safe location, and call the Safety and Security at ext. 4911. Give your name, location, and department, advise them of the situation, and remain where you are until contacted by a security officer.

5. The communications officer will contact appropriate personnel when a crime occurs on or near campus.

B. Bomb Threat

Bomb threats usually occur by telephone.

1. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the Bomb Threat checklist (Page 19).

2. Call Safety and Security at ext. 4911(570.321.4911) and give your name, location, and telephone number. Inform the communications officer of the situation, including any information you may have as to the location of
the bomb, time it is set to detonate, and the time you received the call.

3. If you should spot a suspicious object, package, etc., report it to Safety and Security at ext. 4911 (570.321.4911) or, if urgent, call 911. Under no circumstances should you touch, tamper with, or move it in any way.

4. If instructed to evacuate, move a safe distance away from the building (a minimum of 100 yards). If inclement weather conditions exist, you may move to another building a safe distance away. Do not reenter the building until instructed that it is safe to do so by a security officer or other emergency personnel.

5. The communications officer will contact appropriate personnel when a bomb threat occurs on or near campus.

6. A security officer will respond to evaluate the situation.

B. Weapon on Campus

Faculty, staff, or students who observe a person on campus in possession of a weapon or observe a weapon on campus should take the following steps:

1. Remain calm.
2. Do not confront the person.
3. Remove yourself from the vicinity of the weapon.
4. Immediately notify Safety and Security (ext. 4911 (570.321.4911) of the location of the weapon and/or the identity of the person in possession of the weapon, if known.

D. Active Shooter

During any active shooter situation, the goal is to contain and isolate the individual with the weapon while limiting the number of potential victims. Once notified of an active shooter, Safety and Security will activate the emergency alarm siren. When the siren is activated, you should seek shelter, using reasonable judgment as to a safe location, and look for an alert message transmitted by text message, campus switchboard, or campus e-mail. The initial message will be brief but will indicate the nature of the event, if known. Faculty, staff, and students should consider the following:

1. DO NOT approach the person with the weapon;
2. Call 911. Lycoming County Department of Public Safety Communications Center will notify Safety and Security.
3. Assess the situation for personal safety and safety of others in your location. Use reasonable judgment in determining whether to stay put or flee.
   - If you do not hear gun shots, “stay put.”
   - If you can hear gun shots, and escape is not possible, stay put, turn off all lights, barricade the door, and seek cover, if possible.
   - To help conceal your location, occupants’ cell phones should be on “vibrate.” Remain as calm and as quiet as possible and attempt to contact the Safety and Security Office (ext. 4911 (570.321.4911) or ext. 4064 (570.321.4064) or the Lycoming County Department of Public Safety Communications Center (911) to advise them of your
location and the number of people in the room. In such a situation, a cell phone is the best means of communication. Once you determine you are in a safe area, do not leave unless a security officer or a police officer directs you to do so.

“Cover” is any items that will deflect, stop, or diminish the forward velocity of a projectile. Structures such as brick walls, car engines, trees, buildings are examples of cover. If “cover” is not available, seek concealment. “Concealment” is the placing of an item between you and a weapon carrier in an attempt to hide from their field of view. Hiding behind a curtain, behind a door, or under a desk are examples of concealment. COVER CAN PROTECT; CONCEALMENT DOES NOT.

4. Attempts to rescue others should only be done if, in your reasonable judgment, they can be reached in a safe manner.

5. Above all, do not endanger yourself.

Safety and Security and/or local law enforcement officials will seal off the affected area and prevent others from entering until the situation is resolved.

The Williamsport Police Department will assume control of the incident upon arrival and proceed with appropriate actions including removing individuals from buildings when safe to do so. Again, Staff, faculty and students should remain in their location until the Williamsport Police or Safety and Security personnel arrive to escort them out of the room. Follow all instructions given by Police officers or Safety and Security personnel explicitly.

E. Hostage Situation

During a hostage situation, the goal is to contain and isolate the individual with the hostage(s) while limiting the number of potential hostages. Once notified of a hostage situation, Safety and Security will use a number of means to communicate to the campus. When the College’s emergency alert siren is activated, you should seek shelter, using reasonable judgment as to which building to enter, and look for an alert message transmitted by text message, campus switchboard, or e-mail. The initial message will be brief but will indicate the nature of the event, if known. Faculty, staff, or students in the location of a hostage situation should take the following steps:

1. DO NOT approach the person.
2. Call 911. Lycoming County Department of Public Safety Communications Center will notify Safety and Security.
3. Assess the situation for personal safety and safety of others in your locations.
4. Above all, do not endanger yourself.

Depending on the nature of the hostage situation, the campus emergency alert siren may be activated. If the siren is activated, you should assess the situation for personal safety and safety of others in your location. If determined to be a
To help conceal your location, occupants' cell phones should be on “vibrate.” Remain as calm and as quiet as possible and attempt to contact the Safety and Security Office (ext. 4911 or 570.321.4911) or the Lycoming County Department of Public Safety Communications Center (911) to advise them of your location and the number of people in the room. In such a situation, a cell phone is the best means of communication. Do not leave unless a security officer or a police officer directs you to do so.

The Williamsport Police Department will assume control of the incident upon arrival and proceed with appropriate actions including removing individuals from buildings when safe to do so. Again, staff, faculty and students should remain in their location until the Williamsport Police or Safety and Security personnel arrive to escort them out of the room. Follow all instructions given by police officers or Safety and Security personnel explicitly.

F. Fire
1. The first person to discover a fire or evacuation situation is responsible for immediately activating the nearest fire pull station and calling Safety and Security (ext. 4911 or 570.321.4911) from a safe location.
2. When an emergency evacuation is ordered or when alarms are activated, all persons are required to evacuate the premises immediately.
3. All alarms must be treated as warning of an actual emergency. Take important items with you. Do not leave backpacks, purses or bags behind.
4. If smoke is present, stay close to the floor as you exit.
5. If possible and safe, turn off laboratory gases, exhaust fans and close windows and lock doors as you exit.
6. Do not use elevators; they may become inoperative and a trap.
7. All faculty and staff should help direct students and visitors with evacuation procedures.
8. Faculty should ensure that students in their class who have mobility difficulty are assisted in the evacuation, making sure these students get at least to a stairwell landing.
9. Be alert to the presence of persons requiring evacuation assistance and assist as much as possible to get them out or to a stairwell landing.
10. Notify emergency personnel immediately upon arrival of the exact location of any person(s) who may be having difficulty evacuating.
11. Evacuate to a distance of at least 200 feet from the building and out of the way of emergency personnel. Emergency response personnel will direct you if it will be necessary to proceed to another location. Do not return to the building until instructed to do so by a security officer or other emergency personnel.
12. In residential hall facilities, the RAs will assist security officers by meeting with all residents in a predetermined location outside of the building to count...
heads and wait for Safety and Security personnel or the fire company to approve reentry into the building.

13. Obey the directions of emergency response personnel.

G. Hazardous Contaminants

1. Hazardous Materials/Gas Leak (flammable, toxic, corrosive, oxygen, cryogenic)
   If a gas cylinder or a hazardous material container should begin leaking, and if in the judgment of the person or persons responsible for such materials it presents danger to themselves or the other building occupants, the following steps should be taken:

   ➢ Confine the fumes or fire by shutting the room door.
   ➢ If possible, extinguish all flames and ignition sources.
   ➢ Sound the building fire alarm so evacuation can begin. Evacuate immediately following the established evacuation procedures.
   ➢ Call Safety and Security at ext. 4911 (570.321.4911) giving your name, department, location, and the nature of the emergency. If possible, try to identify the type of material.
   ➢ Evacuate to a safe area at least 500 feet upwind from the building. Do not return to the building until instructed that it is safe to do so by a security officer or other emergency personnel.
   ➢ The communications officer will contact the appropriate personnel to handle the emergency.
   ➢ A security officer will respond to evaluate the situation.

2. Chemical Spill
   If a there is a chemical spill or a chemical airborne release in the greater Williamsport Area, the City alarm siren will sound. The Safety and Security communications officer shall immediately contact the Lycoming County Department of Public Safety Communications Center (911) and determine the exact nature of the event at which time our emergency alarm siren will be activated.

   ➢ When our emergency siren is activated, you should seek shelter immediately. If you are outside, seek shelter indoors. If you are inside a building, close all windows and doors. Shut off and remove all window fans you may have in windows or doorways which circulate air. Be sure all doors and windows remain closed.

   ➢ Check for an alert message transmitted by text message to your cell phone (if a subscriber), campus e-mail, or the College switchboard. The initial message will be brief but will indicate the nature of the event, if known. Tune to local radio (if available). Stay in your location until you are notified that it is safe to leave by a Security Officers or external
emergency personnel. Buildings and Grounds staff will shut down air conditioning systems or air exchange systems in all building so equipped, if it is possible to do so.

3. **Biological or Chemical Attack by Terrorists**
   The threat of biological or chemical attacks by terrorists is a concern for the country. In case of a chemical or biological weapon attack near the College, authorities will instruct you on the best course of action. This may be to evacuate the area immediately, to seek shelter at a designated location, or to take immediate shelter where you are and seal the premises.

   ➔ **What to do during a chemical or biological attack:**
     - Listen to your radio for instructions from authorities such as whether to remain inside or to evacuate.

   ➔ **If you are instructed to remain in the building where you are or seek other shelter during a chemical or biological attack:**
     - Turn off all ventilation, including furnaces, air conditioners, vents and fans
     - Seek shelter in an internal room, preferably one without windows. Ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours.
     - Attempt to seal the room, if possible, to prevent toxic vapors from entering the area.
     - Remain in protected areas where toxic vapors are reduced or eliminated. If possible, take a battery-operated radio with you.
     - If you are caught in an unprotected area, you should:
       - Attempt to get up-wind of the contaminated area.
       - Attempt to find shelter as quickly as possible.
       - Listen to your radio for official instructions.

For more information:

H. **Suspicious Mail or Package**

“Suspicious” mail or package refers to any envelopes or packages believed to be a possible threat to life and/or property. Be wary of suspicious packages and letters. They can contain explosives, chemicals, or biological agents. If you observe a suspicious package or object, **DO NOT TOUCH THE OBJECT.**

➔ **Identify threat characteristics:**
  - Packages that are unexpected or from someone unfamiliar to you.
  - Marked with restrictive endorsements, such as “Personal”, Confidential” or “Do not x-ray.”
  - Have protruding wires or aluminum foil, strange odors or stains.
Show a city or state in the postmark that doesn’t match the return address.
Are of unusual weight, given their size, or are lopsided or oddly shaped.
Marked with any threatening language.
Have inappropriate or unusual labeling.
Have excessive postage or excessive packaging material such as masking tape and string.
Have misspellings of common words.
Are addressed to someone no longer with your organization or are otherwise outdated.
Have incorrect titles or title without a name.
Are not addressed to a specific person.
Have handwritten or poorly typed addresses.

Take precautions:
Clear the area around suspicious packages and immediately call Safety and Security (4911 or 570.321.4911) from a safe location.
If a room or entire building is evacuated, do not stand in front of windows, glass doors or other potentially hazardous areas.
Do not block sidewalk or streets to be used by emergency personnel or others still exiting the building.

Additional precautions against possible biological and chemical agents:
If safe, place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
If you do not have a container, cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
Leave the room and close the door or section off the area to prevent others from entering.
Wash your hands with soap and water to prevent spreading any powder to your face.
Report the incident to Safety and Security or your supervisor, who should immediately notify Safety and Security.
List all people who were in the room or area when the suspicious letter or package was recognized. Give a copy of this list to Safety and Security for follow-up investigation.
If there is an explosion, immediately leave the building as quickly as possible. DO NOT stop to retrieve personal possessions or make phone calls.

I. Severe Weather Emergency
Safety and Security should receive advance notification via the National Weather Service of a flood emergency warning or actual flood emergency on or near the campus. The instructions and preparations for the College and surrounding
communities will be relayed to the College community through Safety and Security.

- In the event of a windstorm, the following are general guidelines for safety:
  1. Avoid auditoriums and the gymnasium; these structures do not have as many supports as do hallways and inside walls.
  2. If the storm is a tornado, it most likely will go across the campus from the southwest to the northeast. All students and personnel should be ushered to the southwest corner of the lowest floor of the building occupied. If you are caught outside, try to move at right angles to the storm, or lay in a depression in the ground. Stay out of the path of the vortex.
     If the storm is a hurricane, the buildings will need to be kept pressurized. Crack open the windows on the lee side of the storm (this will keep the roof from "popping off" due to the extreme pressure difference). While in the eye of the hurricane, close those windows and open the ones that the storm has already passed over.
  3. Do not go outside in the eye of the hurricane; the back of the storm will be as dangerous.

- In the event of extremely adverse weather conditions (severe weather emergency, snowstorm, etc.) during normal business hours, members of the College on campus will be notified of the decision to close the College. The communications officer and the College switchboard will serve as the contact source for the College community. After business hours and on weekends, the sources of information will be the communications officer, College website, and the local radio and television stations.

- If you discover a flood problem or potential flood problem resulting from weather conditions or facility damage, follow these steps:
  1. Stay out of the area. Do not enter until electrical power has been turned off. There is an extreme danger of electrical shock if water has contacted electrical devices.
  2. Call Safety and Security at ext. 4911 (570.321.4911). Describe the nature of the problem.
  3. Post people at all entrances to the flooded area to prevent entry by unauthorized personnel.
  4. Do not return to the building or work area until instructed to do so by Safety and Security or the Buildings and Grounds staff.
  5. The communications officer will contact appropriate personnel when a flood warning or emergency is issued.
  6. A security officer will respond to evaluate the situation.

In all flood and emergency weather situations, Safety and Security will serve as the central coordination center for all information and instructions within and outside the College.

J. Power Failure

- In the event of a minor or major power failure, immediately notify Safety and Security at ext. 4064 (570.321.4064) or ext. 4911 (570.321.4911).
If a blackout occurs without warning:

1. Turn off all light switches. The voltage may fluctuate and damage any lights that are on.
2. Take measures to protect equipment and/or experiments. Set all equipment and appliance switches to the OFF position to protect against kicking out the circuit breakers, blowing fuses, or damaging equipment when the full surge of current hits when power is restored. Remember that air operated controls and water pressure may be affected. Extinguish all flames in laboratories.
3. Increase ventilation by opening windows. If the failure lasts more than a few minutes, it will be necessary to evacuate persons from darkened areas (restrooms, stairwells, or other areas with no windows or natural lighting).
4. To prevent Safety and Security phones from being overwhelmed with calls, only building secretaries (in residence halls, only RAs) should report power outages.
5. When there is a power failure, do not use the elevator; it will be inoperative and may trap you.
6. Persons trapped in elevators in Heim, Wertz, and the Academic Center can use the emergency phone to call Safety and Security directly. If you believe someone is trapped in an elevator, call Safety and Security at ext. 4911 (570.321.4911).
7. If it becomes necessary to evacuate the premises during a blackout, be sure to protect all valuables and make sure that all equipment will be safe when power is restored.
8. Lock doors upon leaving. Walk; do not run to the nearest stairway exit. If you are disabled, yell for assistance.
9. Assist disabled (handicapped) persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell and instruct them to remain in that location until help arrives. Notify security officers of their location. Security officers will assist in their evacuation.
10. Quickly evacuate the building calmly and quietly. Evacuate to a distance of at least 200 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by security officers.
11. The communications officer will contact appropriate personnel when a power failure occurs on or near campus.
12. A security officer will respond to evaluate the situation and to supervise an evacuation or other necessary action.

During periods of very heavy power usage, electric utility companies may reduce voltage. This is commonly called a "brownout." and may occur during periods of high heating or air conditioner usage. In the event of a brownout, the following steps should be taken:

1. Turn off all lights and equipment not necessary for safe operation.
2. Turn off all window air conditioners. Central air conditioning may have to be shut down; however, general ventilation will be maintained in centrally
air-conditioned buildings at diminished levels.

3. Full cooperation during a brownout is extremely important. Such cooperation may prevent the loss of all electrical power.

K. Accident/Illness/Serious Injury
1. In the event that an accident, serious illness, or injury occurs on or near campus, notify Safety and Security at ext. 4911 immediately. Give your name, location, and as much information to the communications officer, i.e., nature of accident, injury or illness, whether or not the victim is conscious, etc. and the situation may require an ambulance, fire company, or police.
2. Remain with the victim until a security officer or ambulance arrives and try to keep the victim as calm as possible. Do not move the victim unless absolutely necessary to prevent further injury. A completely trained person only should administer first aid to the victim.
3. Advise the officials on scene of the nature of the illness or injury.
4. Safety and Security or an ambulance will transport an individual with serious illness or injury to the Williamsport Hospital Emergency Room. The security officer at the scene will make this determination.
5. Individuals with minor illnesses or injuries should go to Health Services for treatment during its hours of operation. When Health Services is not open, individuals are advised to make private arrangements to see a physician or to visit the hospital.
6. The communications officer will contact appropriate personnel when a student, employee, or visitor is injured on or near campus.
7. In the event of a serious illness/injury where the victim will require an ambulance, you can call the ambulance directly by dialing 9-911. Advise the County Dispatcher of your name, the location of the victim, and any other information pertinent to the situation. Immediately after calling 911, notify Safety and Security of the situation.

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

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

If any of these conditions exist, the communications officer should be notified at ext. 4911. The communications officer will be responsible for contacting appropriate College officials including the President of the College, the Dean of Student Affairs, the Director of Public Relations, and the Director of Safety and Security, or their designees.
M. Use of College Facilities by Non-College Agencies

In the event of an actual disaster emergency declared by Lycoming County or the Commonwealth of Pennsylvania, and upon request by Lycoming County Department of Public Safety, Lycoming College will determine whether it is feasible to make Lamade Gym and/or Recreation Center available as a mass care center. Such a determination will be dependent on the nature and scope of the disaster emergency, whether students are in residence at the time of the emergency and whether facilities are available elsewhere sufficient to meet emergency service needs.
BOMB THREAT CHECKLIST

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

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

When is the bomb going to explode?

________________________________________________________________________

Where is it right now?

________________________________________________________________________

What does it look like?

________________________________________________________________________

What kind of bomb is it?

________________________________________________________________________

What will cause it to explode?

________________________________________________________________________

Did you place the bomb?

________________________________________________________________________

Why did you place the bomb?

________________________________________________________________________

What is your address?

________________________________________________________________________

What is your name?

________________________________________________________________________

Sex of caller: M or F Age: ____ Race: ______

Caller’s voice (circle appropriate description(s)):

Nasal Clearing Throat Angry Laughing
Stutter Deep Breathing Excited Crying
Lisp Crackling Voice Slow Normal
Raspy Disguised Soft Distinct
Deep Accent Loud Slurred
Ragged Familiar

If voice is familiar, who did it sound like?: ________________________________

Appendix “A”
Background sounds (circle appropriate response):

Clear
Static
Music
Local
Long Distance
PA System
Street Noise
Motor Noise
Office Machinery
Factory Machinery
Animal Noises

Other: ________________________________

Language of caller: (circle appropriate response(s))

Well Spoken (educated)  Foul  Incoherent
Irrational  Taped  Message Read By Threat Maker

Remarks: __________________________________________________
________________________________________________________
________________________________________________________

Call immediately to the Department of Safety and Security (ext. 4911).

Date of call:_____________________

Phone number at your location:_____________

Your name :___________________

Your job position: ________________________
Emergency Operations Personnel Protocol

The following information is an outline of the College’s Emergency Operations Personnel Protocol. This information is provided to give a basic understanding of the structure, decision-making and communication procedures in the event of emergency.

I. DECLARING A CAMPUS STATE OF EMERGENCY

A. The authority to declare a campus state of emergency rests with the President of the College or designee as follows:
   1. During any major campus emergency, Safety and Security will place into immediate effect the appropriate response necessary to meet the emergency and to safeguard persons and property. The Director of Safety and Security or designee shall immediately consult with the President or Dean of Student Affairs regarding the emergency and the possible need for a declaration of a campus state of emergency. The Office of College Relations is the official department for all release of information outside the College.
   2. When a declaration of a campus state of emergency is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other ID) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Pennsylvania Crimes Code.
   3. Only those faculty and staff members who have been assigned Emergency Operations Personnel duties by Safety and Security will be allowed to enter the designated emergency area(s).
   4. In the event of earthquakes, aftershocks, fires, storms, or a major disaster occurring on or about the campus or one that involves College property, security officers will be dispatched to determine the extent of damage to College property.

B. The Lycoming College Incident Commander (LCIC), Dean of Student Affairs or designee, will appoint the Emergency Operations Personnel and will coordinate the College’s response with internal departments and outside agencies.

C. The LCIC will initiate the notification process and the primary and secondary responses to campus emergencies. The Lycoming County Department of Public Safety Communications Center will be notified of any condition requiring non-College intervention or assistance.

D. An Emergency Operations Center will be established at an appropriate alternate location.

E. The communications officer will notify all primary and secondary College Emergency Operations Personnel to activate the Emergency Response Plan.

Appendix “B”
II. DIRECTION AND COORDINATION
In the event of an emergency, Safety and Security will immediately contact the Emergency Operations Personnel (utilizing a phone chain) to meet at the EOC to affect the action plan.

Emergency Operations Personnel consist of the following positions:
1. President of the College
2. Incident Commander (Dean of Student Affairs)
3. College Vice President and Treasurer
4. Director of Safety and Security
5. Director of College Relations/Public Information Officer
6. Associate Dean and Chief Information Officer
7. Director of Buildings and Grounds
8. Director of Residential Life

Situational Additions to Emergency Operations Personnel:
1. Academic Buildings
   a. Provost and Dean of College
   b. Department Directors
   c. Department Chairs
   d. Chemical Hygiene Officers
2. Residence Halls/Apartments
   a. Director of Residential Life
   b. Assistant Director of Student Programs and Leadership Development
   c. Student Life Coordinators
3. Immediate Insurance Issues
   a. Director of Human Resources
4. Athletic Buildings/Person Field
   a. Athletic Director
   b. Coaches
   c. Director of Recreation and Conferences

Incident Command Center
1. Access to communications – additional phone and computer lines
2. Personnel to staff the phones
3. Personnel to act as scribes
4. Separate space to accommodate the media

III. NOTIFICATION PROCESS
A. Emergency Communications
1. College personnel (faculty, staff, students, and visitors) should follow the step-by-step emergency response listed herein to initially notify the Safety and Security Office of an emergency. You may also do this by dialing ext. 4911 on campus or 321-4911 from off campus. The emergency number,

Appendix “B-2"
ext. 4911, is for reporting emergencies only and receiving instructions from the communications officer. Do not remain on this line for any longer than required to describe the emergency and receive instructions.

2. In the event of a condition which requires immediate police, fire company, or ambulance response, College personnel can dial 9-911 (Lycoming County Department of Public Safety Communications Center) to advise the authorities of a situation requiring immediate response and then contact Safety and Security at ext. 4911. If the Safety and Security Office is not notified, emergency personnel may be delayed by lack of access to buildings.

B. Non-Emergency Communications
All non-emergency communications should be directed to ext. 4064 on campus or to 321-4064 from off campus.

C. Public Notification
1. Do not discuss any details concerning a campus emergency with any news media personnel. All questions, communications, or requests for information by news media should be directed to the Director of College Relations/Public Information Officer who will coordinate the dissemination of all information pertaining to the emergency.

2. In the event of a major disaster, the Director of Safety and Security and the Emergency Operations Personnel will coordinate a timely notification procedure for all members of the College and surrounding communities. Notification will be via any or all of the following distribution methods the Lycoming College Radio Station (FM-WRLC 91.7), local media communications networks, and computer network.

3. The communications officer will notify all primary and secondary Emergency Operations Personnel to begin the Emergency Disaster Response Plan.

IV. CAMPUS MAP