

NORTHAMPTON COMMUNITY COLLEGE

Faculty and Staff Emergency Response Guidelines



PUBLIC SAFETY CONTACTS

Bethlehem Campus

3835 Green Pond Road
Bethlehem, Pa 18020

Emergency Phone Numbers

Public Safety: (610) 861-5588
Facilities: (610) 861-5301

Pocono Campus

2411 Route 715
Tannersville, Pa 18372

Emergency Phone Numbers:

Public Safety: (570) 369-1911
Public Safety Office: (570) 369-1912
Public Safety Cell Phone: (570) 656-1613

Fowler Center

511 East 3rd Street
Bethlehem Pa 18015

Emergency Phone Numbers

Front lobby: (610) 332-8659
Public Safety Office: (610) 332-6404
Public Safety Cell Number: (484) 390-3240

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FIRE/EXPLOSION

- During a fire drill or actual emergency, an alarm will sound.
- When the alarm/siren sounds, classes will be dismissed and the instructor will be responsible to make certain everyone in his/her class is evacuated safely and quickly and to direct the students to the designated evacuation area. The instructor should be the last one to leave the room and should make certain that doors are closed.
- Use of the elevators is prohibited except by or under the direct supervision of emergency services personnel



- When the alarm/siren sounds, office personnel shall evacuate the building. The designated staff building marshal shall be responsible for insuring that his/her area is evacuated safely and quickly. He/she shall direct staff members to their designated evacuation area. He/she shall be the last one to leave the building, making certain that doors are closed.
- Designated staff building marshals shall be responsible to make certain there is always someone present in his/her absence familiar with the procedures. The persons in charge of areas such as the cafeteria, theatre, and gymnasium have the same responsibilities.
- All students and staff shall remain in their designated evacuation areas until instructed to return.
- These procedures are applicable in all instances of emergency such as fire, bomb scares, and other situations which endanger the well-being of the campus community.

Building Evacuation Procedures: *(Bethlehem- South Campus Buildings)*

College Center

- First Floor Exit using either of the east side doors (north and Classroom south) and proceed around Kopecek Hall to the parking lots on the east side.
- Gymnasium Exit using the north, south, or west doors. Proceed to the Athletic Fields.
- Second Floor Exit using front stairwells of the towers to the parking lots east of Kopecek Hall.
- Third Floor Exit using the rear stairwells of each of the towers to parking lots east of Kopecek Hall.
- Fourth Floor Exit using the front stairwells of the towers to the parking lots east of Kopecek Hall.

Commonwealth Hall

- Exit using closest door onto grounds.

Communications Hall

- Exit using any doors. Proceed to the Richardson Hall parking lot.

Founders Hall

- First Floor Exit using north door and proceed out to the grounds.
- Second Floor Exit using the north door and proceed around the Kiva and out to the grounds.

Kopecek Hall

- First Floor Theatre, Lab Theatre and Rooms 101, 102 & 111 - Exit using any door and proceed to the parking lot east of the building.
- Second Floor Theatre Lobby - Exit using the north door and proceed to the parking lot east of the building.
- Office and Foyer - Exit out east doors and proceed to the parking lot east of the building.
- Third Floor Classrooms and Offices - Exit down the nearest stairs and out of the building to the parking lot east of the building.

Penn Hall

- First Floor Exit using south side doors or east side door onto grounds.
- Second Floor Exit using south side doors or east side door onto grounds.

Reibman Hall

- Exit out of the east or north doors. Proceed south on walkway past Communications Hall to Richardson Hall. Assemble in the Richardson Hall parking lot.

Richardson Hall

- Basement Exit using the north stairs and proceed to the grounds. If this exit is blocked, the south side doors should be used.
- First Floor Rooms 101-104 Microcomputer Suite - Exit using the east side doors directly into the parking lot.
- Rooms 120-126 - Exit using the north door to the grounds.
- Computer Center Exit using the east doors to the outside and into the parking lot or exit using the north door to the grounds.
- Second Floor Exit using south doors, down stairs. Exit south door onto grounds.

Student Enrollment Center

- Exit using the north or south entrances. Proceed to the parking lot east of Kopecek Hall.

Building Evacuation Procedures: (*Bethlehem North Campus Buildings*)

Alumni Hall

- Exit using any door. Proceed to the south parking lot.

County Hall

- Exit using any door. Proceed to the parking lot.

Hartzell Technology Hall

- Exit using any door. Proceed to the parking lot.

Residence Hall

- Occupants will evacuate the building by using the nearest fire door exit and proceed to the residence hall parking lot (*walkway to Alumni Hall*). The Residence Hall Director or his/her designee will enter each room to insure all occupants have exited the building. Occupants may re-enter the building only after instructed to return by a staff member.

Student Apartments

- Residence Hall Director or his/her designee will enter each apartment instructing occupants to immediately evacuate the building. Occupants will exit the building to the *field north of the residence hall*. The Residence Hall Director or his/her designee will enter and search each apartment to insure all

occupants have left the building. Occupants may re-enter building only after instructed to return by a staff member.

Building Evacuation Procedures: (Fowler Site)

- Exit using the closest exit and proceed to the far end of the East, West or North parking lots away from the building.

Building Evacuation Procedures: (Pocono Campus)

Keystone Hall

- Exit using the closest exit and proceed to a safe area in parking lots A ,B & C

Pocono Hall

- Exit using the closest exit and proceed to a safe area in parking lots E, F & G

Kapp Hall

- Exit using the closest exit and proceed to a safe area in parking lot A or grass area North of the building

Emergency and Fire Drill Procedures for Child Care Classrooms

Riebman Hall Children's Center (Bethlehem Campus)

Preschool Classrooms

A. Teacher in charge of the room heads the line. Children are lined up at door of classroom with the aid of student assistants who then distribute themselves along the line to assist with children.

The classroom assistant checks the room to ensure that all children, students and staff are safely out, then turns off lights and exits closing door.

C. Children, staff and students proceed south on walkway to Keystone parking lot where teacher in charge takes attendance to double check that all are accounted for and present.

Infant Toddler Rooms

A. Non-walkers are to be loaded into evacuation cribs, which can be wheeled directly out of the room.

B. Teacher in charge heads the line and assigns specific children to students or assistants.

C. Classroom assistant checks room to ensure that all children, students and staff are safely out, then turns off lights and exits, closing door.

D. Children, staff and students proceed south on walkway to Keystone parking lot where teacher in charge takes attendance to double check that all are accounted for and present.

Hannig Family Children's Center (Pocono Campus)

A. Lead Teacher

1. Line children up at the door or wherever children are gathered at the time including outdoors
2. Gather Supervision Cards
3. Conduct quick head count

B. Assistant Teacher:

1. Assist in lining children up at the door

2. Conduct quick head count
3. Conduct quick classroom, bathroom and/or playground visual sweep
4. Gather first aid bag, radio and head count list
5. Follow at end of line turning off any lights and closing any doors or gates

*Group proceeds to Wind Turbine in field outside of Kapp Hall. Teachers conduct another head count. Wait for additional instructions from public safety.

Procedures for Evacuation of Disabled Persons

When an emergency strikes, it is critical for everyone to take appropriate and deliberate action. If you observe a person with a disability having difficulty evacuating, remember to ask if assistance is needed before taking action. Inquire how best to assist the individual and whether any precautionary measures need to be taken or items need to accompany the person. Consider the following suggestions when assisting individuals with disabilities in an emergency:

Individuals who are blind or have low vision

- *Communicate nature of emergency.* Describe nature of emergency and the location if relevant.
- *Offer assistance.* Offer your arm to assist with guiding the individual.
- *Communicate verbally.* Provide details about where you are going and any obstacles the person may encounter along the route
- *Orient and inquire.* Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving the location.

Individuals who are deaf or hard of hearing

- *Alert individual.* Turn the lights on/off or wave your arms to gain the person's attention.
- *Use gestures or written notes.* Indicate directions with gestures or write a note with evacuation instructions.

Individual with mobility limitations—Non-wheelchair user

- *Discuss needs and preferences--ask if assistance is needed.* Inquire if the person is able to evacuate using the stairs without help or with minor assistance
- *Ensure clear path of travel.* If debris is present, it may be necessary to clear a path to the exit route.
- *No imminent danger.* If there is no imminent danger, the person may choose to remain in the building or to be directed to an Area of Refuge (stairwell) until emergency personnel arrive.
- *Imminent danger.* If danger is imminent, use a sturdy chair, with or without wheels, to move the person, or help carry the person to safety using a carry technique, or, if available, use an evacuation chair.
- *Mobility aids or devices.* Return any mobility aids or devices to the person as soon as possible.
- *Notify emergency personnel.* Notify emergency personnel immediately about any individuals remaining in the building and their locations.

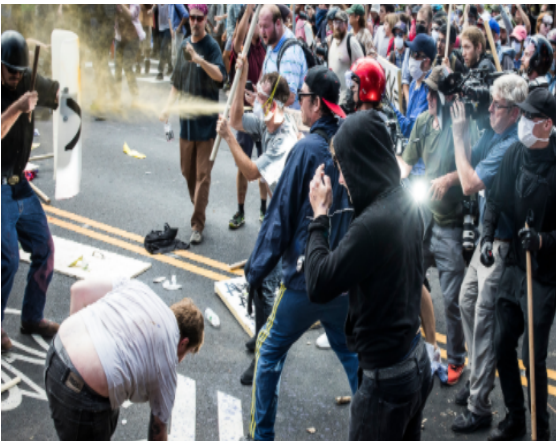
Mobility limitations—Wheelchair user

- *Discuss needs and preferences.* Non-ambulatory persons' needs and preferences vary widely and therefore require you to ask them how they would like to be assisted.
- *Wheelchair-user on the ground floor.* Individuals who use wheelchairs may choose to evacuate themselves from the ground floor with minimal assistance.

- *Ensure clear path of travel.* If debris is present, it may be necessary to clear a path to the exit.
- *No imminent danger.* If there is no imminent danger, the person may choose to remain in the building or to be directed to an Area of Refuge (stairwell) until emergency personnel arrive. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.
- *Imminent danger.* If danger is imminent and the individual does not wish to be removed from his or her wheelchair, direct the person to the nearest Area of Refuge (stairwell) and notify emergency personnel immediately.
- *Carrying wheelchair users.* Most wheelchairs are too heavy to carry down stairs. If the person wishes to be carried down the stairs without the wheelchair, consult with him or her on the best carry options, e.g., two-person cradle carry, office chair evacuation, or, if available, an evacuation chair.
- *Mobility aids or devices.* Return any mobility aids or devices to the person as soon as possible
- *Notify emergency personnel.* Notify emergency personnel immediately about any individuals remaining in the building and their locations.

CRIME IN PROGRESS/CIVIL DISTURBANCE

1. Do not attempt to apprehend or interfere with the alleged person(s) except for self-protection.
2. Call Public Safety. Give your name, location and department. Advise them of the situation, and if you are safe, remain where you are until contacted by Public Safety.
3. If safe, attempt to get a good description of the person(s) of interest. Note height, weight, gender, ethnicity, approximate age, clothing, method and direction of travel, and name if known. All of this takes only a few seconds to notice and is of the utmost help to the investigating officers. If the individual enters a vehicle, note the license number, make and model, color and any other noticeable characteristics.
4. In the event of a civil disturbance, continue with your routine as much as possible. If the disturbance is outside, stay away from doors and windows. Unless threatened with physical harm, do not leave your work location until checking with your supervisor or other senior administrative staff.
5. Do not interfere with those creating the disturbance or with law enforcement authorities on the scene.



INJURY OR ILLNESS

1. Do not move an injured or ill person unless it appears to be a life-threatening situation.
2. Call Public Safety for help, if you can have another person call 911. Provide the dispatcher with as much information as possible regarding the nature of the injury or illness, and state whether or not the victim is conscious, breathing, etc.
3. Return or stay with the victim, administer first aid or CPR if you are knowledgeable and have training. Keep the victim as comfortable as possible.
4. Public Safety will help the EMS ambulance crew locate the victim and will notify the Student Health Center as needed.
5. Remain with the victim until the Emergency Services Response arrives.
6. List below the persons in your building who are trained in first aid, should they be needed. List also the location of the nearest first aid kit if one is available.

➤ List the nearest person(s) trained in first aid and/or CPR:

1. _____
2. _____
3. _____

➤ The nearest first aid kit is located: _____

➤ AED unit locations:

✓ **Bethlehem Campus:**

- Spartan Gallery by the Fitness Center
- Outside the Health Center CC120
- Main Elevator Area CC-4th floor
- Kopecek Main Hall Outside Theatre
- Residence Hall Lobby
- Hartzell Hall Lobby by Restroom
- Alumni Hall Outside Hampton Winds
- Communications Hall 1st floor near Restroom
- Commonwealth Hall by Automotive Offices
- Richardson Hall 1st Floor by The Elevator
- Penn Hall 1st floor near Nurses station

- Public Safety Patrol Vehicles
- Public Safety Office

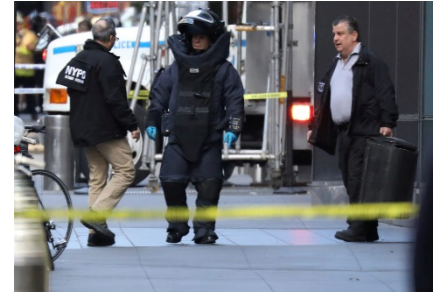
✓ **Fowler Center:**

- Main Lobby Desk
- 5th floor lobby

✓ **Pocono Campus:**

- Keystone Hall By Information Desk
- Kapp Hall in Hallway by Room 122
- Pocono Hall by the Fitness Center
- Public Safety Patrol Vehicle

BOMB THREAT



Staff Procedures for Reporting Bomb Scare Threats

A. A person receiving a call of a possible bomb threat should obtain from the caller as much information as possible. This information should be related to Public Safety as soon as possible. A special effort should be made by the person receiving the call to get the caller's name and the targeted building.

The Public Safety will record the problem and the name of the person reporting the emergency. The person who received the call should proceed immediately to the field command post, which will be established on the visitors' parking lot on the South Campus in front of Richardson Hall.

B. The switchboard operator will notify the Physical Plant Department, Public Safety, the Vice Presidents and the President. The first of these administrators contacted will determine whether the evacuation plan should be executed. If the decision is positive, the switchboard operator will notify Public Safety to activate the alarm system.

C. Public Safety will contact the township police and request their assistance at the field command post (Richardson parking lot).

D. At the field command post, the President, Vice Presidents, Public Safety, and Physical Plant administrators shall determine further action, after conferring with the police department.

E. If the Student Enrollment Center building is evacuated, the switchboard shall be programmed to call forward all calls to another location. The switchboard operator will then report to that location and function as a temporary switchboard.

Public Safety phones will be manned at all times to serve as the emergency communications post. This office will provide information to all staff members and emergency services personnel.

CHEMICAL OR RADIATION SPILL

1. Call Public Safety and give the following information:

- Type of incident. (chemical spill, radiation hazard, etc.)
- Location of the incident. (building & room number)
- Type of chemical, if known.
- Whether or not students/staff are injured and extent of injuries.
- Name and title of caller. (Student, technician, professor, etc.)
- Public Safety may ask you to activate the fire alarm and exit the building immediately.



2. Pull the fire alarm and evacuate the building.

- Evacuate to an outside area away from the building.
- Inform any First Responders on the hazard situation if you have details.



3. Should a spill occur outside your building:

- Notify Public Safety immediately.
- Remain in your building unless alerted by Public Safety to evacuate.
- Close all windows and turn off all outside air intake vents or fans.
- Leave your building only when told to do so, and travel away from the spill and in an upwind direction, if possible.



SEVERE WEATHER/TORNADO



1. Move to an area such as a basement or central hallway which provides the best protection from a tornado. If an underground shelter is unavailable, consider the following:

A. Seek a small interior room or hallway on the lowest floor possible:

- ✓ College Center 1st floor Classrooms & Hallways
- ✓ Richardson Hall basement Classrooms & Hallways
- ✓ Alumni Hall service Hallway by 110 & 130 A-D
- ✓ Student Enrollment Center 128A and Restrooms
- ✓ Hartzell Hall long Classroom Hallway
- ✓ Reibman Hall center Hallway & Classrooms
- ✓ Communications Hall center Hallways & Classrooms (away from windows)
- ✓ Kopecek Hall 1st floor Hallway by 111 & Stairway
- ✓ Penn Hall 1st floor Classrooms & Hallway area
- ✓ Commonwealth Hall inside Hallway near 133
- ✓ Residence Hall 1st floor rooms, Hallways and Mailroom Area.
- ✓ Pocono Hall move to the hallway by the Fitness Center and/or rear service hallway.
- ✓ Kapp Hall basement hallways & classrooms
- ✓ Keystone Hall 1st floor hallway restrooms & Learning Center area.
- ✓ FWLR Basement Hallways & Classrooms

B. Safety tips to keep in mind during severe storms:

- Stay away from doors, windows, and outside walls.
- Stay in the center of the room, and avoid corners because they attract debris.
- Look for rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead.
- **Avoid** auditoriums, cafeterias and gymnasiums that have flat, wide-span roofs.

Personnel should also be aware of what to do if caught outdoors when a tornado is threatening. Seek shelter in a basement or a sturdy building. If one is not within walking distance, drive in a vehicle, using a seat belt, to the nearest shelter. If flying debris are encountered while in your vehicle, there are two options: 1) staying in the vehicle with the seat belt on, keeping your head below the windows and covering it with your hands or a blanket, 2) if there is an area which is noticeable lower than the roadway, lie in that area and cover your head.

EARTHQUAKE/OTHER NATURAL DISASTER

1. If you are in a building, move away from windows and try to position yourself in a doorway or under a desk or table.
2. When the tremors cease, or they are very slight, evacuate the building in an orderly fashion.
3. Use stairways – not elevators – during evacuation and move away from the building onto a grass area.
4. If possible, instructors should take attendance to assure that all personnel are accounted for when outside the building. Report anyone missing to Public Safety or a campus official.
5. Should you require evacuation assistance, please call Public Safety or 911



ACTIVE ATTACKER PROTOCOL

HOW TO RESPOND TO AN ACTIVE ATTACKER SITUATION



RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible



HIDE

- Your second option should be to hide
- Do not huddle together, because it makes one easy target
- Lock and barricade doors and shut off lights



FIGHT

- Fighting is a last resort to be used only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Find an object to use as a weapon, such as a fire extinguisher or chair

The phrase Run Hide Fight® is a registered trademark of the City of Houston, MPC145805

NCC has adopted an Active Attacker Response Program as part of the College's ongoing commitment to the safety of those who are on our campuses to learn, live, work and visit.

The Run, Hide, Fight® model was developed by the City of Houston, and offers three simple and effective action steps if confronted with an active assailant, making it easy to remember and act upon in an emergency: run if you can, hide if you can't, and fight as a last resort.

The move to the run, hide, fight concept is intended to bring NCC's active-attacker response protocol in line with the national standard for active-attacker training. Run, Hide, Fight is endorsed by the U.S. Department of Homeland Security and FBI, and it has been adopted by many colleges and universities across the country. It is also routinely implemented at the high school level.

Please note that the run, hide, and fight action steps may not always occur in this order, so memorizing them all as possible options regardless of order is a key to quick response.

Run

- Have an escape route and plan in mind.
- Make sure it is safe to leave the area you are in. Use your eyes and ears to determine if it is safe to run.

- Leave your belongings behind.
- Keep your hands visible.
- Once in a safe place, call police and give detailed information about what is happening. Don't assume someone else has already called the police.

Hide

- If unable to run from the danger, your second option should be to hide.
- Find a place that's out of the attacker's sight and remain quiet.
- Do not huddle together, because it makes an easier target.
- Make sure your cell phone is on silent.
- Shut off lights.
- Lock and barricade doors with whatever is available, such as desks, chairs, or door wedges.

Fight

- Fighting is a last resort to be used only when your life is in imminent danger. (However, sometimes fighting may be the first and only option.)
- Find an object to use as a weapon, such as a fire extinguisher, backpack, book or chair.
- Attempt to incapacitate the attacker; commit to your actions; work with others to disable the assailant.

Other Factors to Consider:

1. If you witness any armed individual on campus contact 911 and then call Public Safety
2. There are no easy answers for what to do if confronted by an active attacker. However, it is suggested that you remain calm and remember RUN HIDE FIGHT
3. If a shooter is outside the building:
 - a. DO NOT PULL THE FIRE ALARM, this may cause a greater danger to campus.
 - b. Move to a room inside a building if safe to do so. Remain there until an "all clear" instruction is given by authorities.
 - c. Turn off all lights, close and lock all windows and doors. If the door does not have a lock, attempt to barricade it shut and take shelter. Most active shooters will choose the path of least resistance. Stay clear of windows and keep out of the line of site.
 - d. If you can do so safely, get all students as low as possible to stay out of the line of sight.
 - e. If staff or students do not recognize the voice giving instruction, they should not change their position. Only follow directions from authorities.
 - f. Silence all electronics.
4. If a shooter is inside the building:
 - a. DO NOT PULL THE FIRE ALARM, this may cause a greater danger to campus.
 - b. If possible, **RUN** from the area to avoid danger. Get as far away from the scene as possible before safely attempting to call 911.
 - c. Turn off all lights, close and lock all windows and doors. If the door does not have a lock, attempt to barricade it shut and **HIDE**. Most active shooters will choose the path of least resistance. Stay clear of windows and keep out of the line of sight.
 - d. Contact 911 and Public Safety with your location if safe to do so.
 - e. Monitor emergency beacons throughout campus for important information.

- f. If you can do so safely, get as low as possible to stay out of the line of sight.
 - g. Remain there until an “all clear” instruction is given by authorities.
 - h. Silence all electronics.
5. If an attacker comes into your class or office, or if you are confronted by the attacker:
- a. There is no procedure the authorities can recommend in this situation. However, your best chance for survival is to **FIGHT**.
 - b. Use anything you have to incapacitate the shooter long enough to exit the area. Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
 - c. Remember, there may be more than one active attacker.
 - d. In an active attacker situation, the Bethlehem Township Police are in charge once they arrive on the scene.
 - e. Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.

Regardless of location of an active attacker incident, response personnel (i.e. Public Safety and other law enforcement agencies) will be charged with neutralizing the situation. This means that the response personnel must bypass anyone who is not the attacker. If you encounter response personnel, do not approach them, engage in physical contact or request assistance. This action will slow the response of law enforcement to neutralize the situation so aid can be rendered to all. When you see law enforcement responding to an active attacker situation move to the side, if in a hallway get close to the walls, and put your hands where they can be seen. If you have information about the attacker (i.e. description, identity, location, and number of shooters) advise the responding officers that you have information and provide it to the police as quickly and accurately as possible.

PANIC BUTTONS



- Panic buttons are installed on all office and classroom phones. If you notice that your phone does not have a panic button, as seen above, notify the IT department and they will have one installed.
- The panic button is activated simply by pressing the button labeled panic on your phone.
- The panic button should be used for true emergencies, such as when someone is in duress or in immediate danger, and they are unable to dial 911. Panic buttons should not be used for routine issues, such as someone just doesn't feel well, someone is getting loud during class, or to ask general questions, just to name a few examples.
- Public Safety is immediately notified when a panic button is pressed providing your location, which will trigger an **emergency response** by officers that are working.
- Public Safety will call back to see if everything is ok, and to attempt to ascertain any pertinent information regarding what is going on. If you are unable to answer, know that help is on the way.
- ***Please know that even if you tell us it was accidental, or that everything was ok, officers will still respond to your location to ensure you are in fact ok.***

- All panic buttons will reset on their own. **DO NOT PRESS THE BUTTON AGAIN, as this will reactivate the panic button.** Pressing the button again does not reset the panic button.
- In the event of an accidental activation, please call Public Safety right away so that our response can be adjusted accordingly. Again, pressing the button a second time does not reset the button, but reactivates it, and we will still respond to confirm you are in fact ok.
- *If you have any questions, or would like to further discuss your panic button, please don't hesitate to contact Public Safety or speak with an officer.*