

LINCOLN UNIVERSITY

EMERGENCY RESPONSE MANUAL

FOR

LINCOLN UNIVERSITY OF

PENNSYLVANIA

EMERGENCY RESPONSE MANUAL

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MAJOR EMERGENCY GUIDELINE

1. Purpose:

The basic emergency procedures outlined in this manual are to enhance the protection of lives and property through effective use of University and campus community resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or his/her designate may declare a state of emergency and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. They are: (1) large-scale disorder, and (2) large-scale natural/man-made disaster. 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.

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.

2. Scope:

These procedures apply to all personnel, students, building and grounds, owned and operated by the University, to include those peripheral areas adjoining the University.

3. Types of Emergencies:

Types of emergencies covered by this manual are:

- (1) Medical and First Aid (epidemic poisoning)
- (2) Utility Failure
- (3) Violent or Criminal Behavior
- (4) Psychological Crisis
- (5) Fire
- (6) Media Relations
- (7) Civil Disturbances or Demonstrations
- (8) Bomb
- (9) Chemical or Radiation Spills
- (10) Explosion, Down Aircraft (crash) on Campus
- (11) Earthquake

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

4. Definitions of an Emergency:

The University President or his/her designate 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:

- (1) **Minor emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Report immediately to the Department of Public Safety at extension 7211 or 7212 on campus.
- (2) **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 to the Department of Public Safety at extension 7211 or 7212 on campus or 911 off campus.
- (3) **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 to the Department of Public Safety at extension 7211 or 7212, 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.

5. Assumptions:

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

- (1) An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

- (2) The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as guide and checklist and may require field modification in order to meet the requirements of the emergency.
- (3) 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).
- (4) A major emergency may be declared if information indicates that such a condition is developing or is probable.

6. Declaration of Campus State of Emergency:

The authority to declare a campus state of emergency rests with University President or his/her designate as follows:

During the period of any campus major emergency, the Office 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 his designate (Vice President for Student & Enrollment Management) 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 campus Public Safety department will be allowed to enter the immediate disaster site.

In the event of earthquake, aftershocks, fires, storms, or major disaster in or about the campus, or which involves University property, Public Safety officers will be dispatched to determine the extent of any damage to University property.

DIRECTION AND COORDINATION

1. Emergency director:

The President shall direct all emergency operations or his/her designate as listed below:

In the absence of the President or his/her designate the on-duty Public Safety officer shall assume operational control of the emergency until relieved.

2. Emergency coordinator:

The Emergency Coordinator (i.e., The Director of Public Safety).

All emergency operations shall be coordinated by the Director of Public Safety or delegated alternate. The direct operational control of the campus major emergency or disaster is the sole responsibility of the University Emergency Coordinator (i.e., the Director of Public Safety) or his designate. The coordinator of campus emergency resource teams is the responsibility of the Director of Public Safety who will coordinate all on-campus emergency functions as directed.

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.

1. 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 officer of Public Safety 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 to include:

- (a) Barricades, barrier tape, and signs for the scene
- (b) Two portable hand radios
- (c) Portable public address system
- (d) First Aid Kit
- (e) Campus telephone directory and local telephone directory to include the yellow pages

2. 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 officer of Public Safety is to staff the Command Post at all times until the emergency situation ends. A marshalling area for outside and local agency assistance shall be established by the Public Safety Office for operations of the combined on-site emergency resource team. A conference room, with facilities for emergency teams or media crews, and which is designed to accommodate multiple telephone and/or electrical appliances, is desirable.

CAMPUS EMERGENCY RESOURCE TEAM

In addition to establishing an Emergency Command Post as necessary, 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 designate (Vice President for Student Affairs and Enrollment Management).
- **Emergency Coordinator:** Director of Public Safety. Public Safety officers and all Public Safety resources as necessary.
- **Environmental Health Compliance Officer:** Director/Associate Director of Human Resources
- **Damage Control:** Director of Physical Plant
- **Public Information:** Director of University Communications

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:

1. **Emergency Director: President of Lincoln University or designate**

- (a) The President or designate is responsible for the overall direction of the University 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.

2. Emergency Coordinator: Director of Public Safety

- (a) The Coordinator is responsible for the overall coordination of the University Emergency Response.
- (b) Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
- (c) Initiates immediate contact with the President and the University administration, and begins assessment of the University's condition.
- (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) Insures 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.
- (i) In conjunction with the Environmental Health and Compliance Officer (i.e., the Director/Associate Director of Human Resources), prepares and submits a report to the President appraising the final outcome of the emergency.

3. Damage Control: Director of Physical Plant

- (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 periods.
- (g) Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

4. Campus Public Safety and Communications: Campus Public Safety (Senior Officer)

- (a) Maintains the Public Safety control office in a state of constant readiness.
- (b) Notifies University administrators of major emergencies.
- (c) Monitors campus emergency warning and evacuation systems.
- (d) Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- (e) Obtains assistance from the city, county and federal government for radiological monitoring and first aid as required.

- (f) Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- (g) Provides and equips an alternate site for the Emergency Command Post.
- (h) Maintains liaison with University Communications for telecommunication support as necessary.

5. Public information: Director of Marketing and Communication or Designate

- (a) Establishes liaison with the news media for dissemination of information as requested by the President.
- (b) Establish liaison with local radio and television services for public announcements.
- (c) Arranges for photographic and audio-visual services.
- (d) Advises the President or designee 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) Coordinate with Union Fire Company Information Officer.

RESPONSIBILITIES

1. President:

The University President, or designated alternate as Campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this manual.

2. Administrators, Vice Presidents, and Department Heads:

Every administrator, Vice President, and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency:

- (a) Emergency Preparedness:
 - (1) Building evacuation information shall be distributed to all employees with follow-up discussions, on-the-job training, or explanation as required. Contact Public Safety for assistance.
 - (2) Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact Public Safety for assistance.

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

3. Faculty and Supervisors:

Each faculty and staff supervisor has the responsibility to:

- (a) Educate their student and /or employees concerning University emergency procedures as well as evacuation procedures for their building and/or activity.
- (b) Inform their student 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 to minimize accidents should be promptly submitted to the Physical Plant's Maintenance Department.
- (d) **Important:** Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to designated campus assembly area outside the building where a head count can be taken.

UNIVERSITY NOTIFICATION SYSTEM

The telephone 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.

1. 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 same information along to those departments/offices under his direction.

The officer on duty will notify the Director of the Physical Plant of any campus emergency as necessary and will initiate the notification system by calling the following University administrators as appropriate:

- (1) President
- (2) Vice President for Fiscal Affairs and Administration
- (3) Vice President for Student Affairs and Enrollment Management
- (4) Vice President for Academic Affairs
- (5) Vice President for Development and External Relations
- (6) Director for Human Resources
- (7) Director of University Communications
- (8) Dean of Students and Housing Operations
- (9) Executive Director of Campus 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).

ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

1. On Campus Assistance:

- (a) Public Safety Emergency Dispatcher:
While dialing from ON-CAMPUS telephone extension: 8139

Uniformed Public Safety Officers are on duty twenty-four hours per day (24-7). Additionally, Police assistance is readily available from the Pennsylvania State Police and Oxford Boro Police.

- (b) Maintenance Operations: Trouble/Service

After 4:00 p.m. contact the Public Safety Department at 7211 or Maintenance at 7103.

Skilled workers are available from Maintenance at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

- (1) UTILITIES: Repairs to water, gas, electric, and sewage systems.
- (2) STRUCTURE: Repairs to structures and mechanical equipment therein, including heating and cooling systems.

- (3) EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, and backhoes, forklifts, etc.
- (4) TRANSPORTATIONS: Vans, light trucks, dump trucks, and tractors.

(c) Purchasing Department:

Emergency Procurement of materials and services can be arranged in direct support of any emergency.

(d) Receiving:

Emergency procurement of items needed for campus support.

(e) Emergency Shutdown of Procedures:

NOTE: In the event of a natural disaster, in which major structural damage is sustained, it is advisable to turn off hazardous 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-pac. Broken gas-chlorine tanks will exhaust themselves and the chemical will eventually disperse and become relatively non-toxic. 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 Director of the Physical Plant at extension 8062. or the Director of Public Safety at extension 8175.

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
5. Highway Department (PennDOT).....(484) 340-3200
6. Local Ambulance Service.....911
7. Union Fire Company #1.....911
8. Lincoln University Emergency Coordinator..... Office (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) 284-8181/8182
17. Chem-Trek.....(800) 424-9300

EMERGENCY PROCEDURES GUIDE

CAMPUS EMERGENCY GUIDELINES

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.

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REPORTING EMERGENCIES

CAMPUS EMERGENCY SERVICE

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

On campus: Extension 7211 (Public Safety) or **911**
Off campus: 911

2. When calling, stay calm and carefully explain the problem and location to the Public Safety dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO!**

KEEP CALM KEEP OTHERS CALM

Senior Building Emergency Coordinator:

Location: _____

Telephone: _____

Building Emergency Team Members: _____

IMPORTANT

After any evacuation, report to your designated assembly point. 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.

MEDICAL AND FIRST AID

CALL THE DEPARTMENT OF PUBLIC SAFETY IF YOU NEED ASSISTANCE

Emergency Telephone Number: Extension 7211

Off Campus Emergencies dial 911

1. If serious injury or illness occurs on campus, immediately dial the Department of Public Safety at Extension 7211. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.
2. In the case of minor injury or illness, Red Cross trained personnel* should quickly perform the following steps:
 - a. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - b. Ask the victim, “Are you okay?” and “What is wrong?”
 - c. Check breathing and give artificial respiration if necessary.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives
 - f. Look for emergency medical identification, question witness(es) and give all information to the paramedics.
3. 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 Public Safety.

*Only Medically Trained personnel should provide aid treatment (i.e., first aid, CPR, etc.).

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The Senior Building Emergency Coordinator will take attendance and assist in the 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 University official.

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular work hours (8:00 am through 5:00 pm, Monday through Friday), immediately notify the Maintenance Department at Extension 3103.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify campus Public Safety at Extension 7211.
3. If an emergency exists, activate the building alarm. **CAUTION:** If the alarm fails to go off, report the emergency by telephone.

4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. 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.
6. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC!**
7. 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 area assembly points.
8. If requested, assist Emergency crews as necessary.
9. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps “1” and “2” above whenever the following utility emergencies arise:

ELEVATOR FAILURE:

If you are trapped in the elevator, use the emergency phone to notify Campus 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/FLOODING:

Cease using all electrical equipment. Notify Public Safety at Extension 7211. If necessary, vacate the area.

SERIOUS 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 Extension 7211 or Maintenance at Extension 3125, and if necessary, vacate the area.

VENTILLATION PROBLEM:

If smoke odors come from the ventilation system, immediately notify Public Safety at Extension 7211 or Maintenance at Extension 3125 and, if necessary, cease all operations and vacate the area.

VIOLENT OR CRIMINAL BEHAVIOR

In an Emergency, Dial the Department of Public Safety

Campus Public Safety is located on Maple Drive, in Azikiwe-Nkrumah Hall, and provides you with 24-hour help and protection. This service is provided seven days a week on a year-round basis.

On campus emergencies, dial Extension 7211

Off campus emergencies, dial 911

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense, **AVOID RISKS!**
3. Promptly notify Public Safety at Extension 7211 as soon as possible and report the incident, including the following:
 - a. Nature of the incident.
 - b. Location of the incident.
 - c. Description of person(s) involved.
 - d. Description of property involved.
4. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Public Safety and report the incident.
5. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
6. Should gunfire or discharge explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
7. **WHAT TO DO IF TAKEN HOSTAGE:**
 - a. Be patient. Time is on your side. Avoid drastic action.
 - b. 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, which could hazard your well-being.

- c. Don't 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.
- d. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
- f. 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.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The Senior Building Emergency Coordinator will take attendance and assist in the 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 University official.

Recommended Steps for assisting and reporting the Rape/Sexual Assault Victim

Typical Situation scenario: A member of the University community or visitor has been raped, sexually assaulted, or threatened sexually.

Typical Informant: Victim, friends or roommate, University Public Safety Office, Residential Life Staff member.

Typical Rape Response: The designated personnel in Public Safety Office should be the appropriate gender based on the victims gender. If this cannot be achieved the director of Public Safety should speak with the victim. Residential Life duty or designee during the day, student's friends, roommates, counselor, consulting psychologist or family member.

Special: The Women's Center is a source of emotional support contact for victim at first point of contact.

Recommended Step # 1:

Talk to informant/victim to gather facts about the incident such as when and where the alleged rape happened to attempt to identify the alleged sex offender. If offender is known, the Public safety Office will be instructed of methods for handling the accused. However, if the offender is a fellow student, he/she is to be apprised of the campus adjudication procedure for sex offenses – the victim as well is to be told of this procedure so he/she is assured of protection from the alleged offender.

The assigned campus personnel will quickly outline the following options to the victim. The victim/complainant will make the decision as to what course of action to take.

- a. **VICTIM NEEDS MEDICAL ATTENTION FIRST TO DETERMINE MEDICAL INJURIES AND COLLECTION OF EVIDENCE.**
- b. Victim's right to pursue criminally (**STRESS this is the option we would like to pursue, but do not force this option on the victim**).
- c. Right to pursue civilly.
- d. Right to pursue internally if the offender is a student, staff member, or employee.
- e. Any combination of the above.

Recommended Step # 2:

Explain the following procedure to the victim/complainant: Medical treatment is necessary for treatment of wounds, sexually transmitted diseases, and pregnancy. If the victim/complainant does not choose to report the incident to the local police, that is their right. If agreed upon, transport the victim to **Brandywine Hospital. Consultation with the Chester County Rape Crisis Council is available**, with victim's consent.

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, consistent with the laws relating to data practice.
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 for a sexual assault complainant or victim materials relevant to a campus disciplinary proceeding.
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.

Step # 3:

Brandywine Hospital will notify Chester County Police Sex Crimes Unit. In the event the victim/complainant does not wish her alleged rape released, the following procedure is to be followed:

1. Contact the Sex Crimes Unit of Chester county and give the complainant's name as Jane Doe. The location of the incident should be as generic as possible (Example: Rendall Hall). The date and time should also be included in the information passed on to the police. No further information will be given other than a short overview of the incident. **Do not give student information via Email or Voice mail to any one.**
2. Contact Health Services, The Women's Center, Dean of Students; advise them of the nature of the incident in as generic terms as possible (Example: Rendall Hall) and a short overview of the incident.

**THE TWO MOST IMPORTANT THINGS TO REMEMBER –
SENSITIVITY AND CONFIDENTIALITY!**

If the victim chooses to make a formal complaint to the police the following procedure is to be followed:

1. Facilitate transportation and accompany victim/complainant to police, District Attorney, and to court proceeding.
2. University administration, Vice President of Student Affairs and Enrollment Management in consultation with the point of contact person representing the victim/complainant will determine how much information to provide to local police and media.

Step # 4:

Continue to provide support while adhering to the request of the victim/complainant as appropriate. Determine whether internal and/or external reporting and/or investigating shall begin based upon victim's/complainant's interests/requests. Explain that University officials must be contacted and notified of the incident, and victim's/complainant's decision to report/or not to report incident to local police or to pursue criminal action. Follow-up:

The person at point of contact will be responsible for reporting the incident.

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 weapon 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 a weapon was used, which resulted in an injury, Health Services should be notified, and the Dean of Students. If it is a trauma victim The Women's Center needs to be contacted. The victim of the incident may require counseling.
3. Civil Disturbance or Demonstrations: See Safety Committee Policy.

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

A. Natural Disasters: See Safety Committee Policy.

LINCOLN UNIVERSITY EMERGENCY CONTACT NUMBERS

<u>NAME</u>	<u>TELEPHONE</u>	<u>EXTENSION</u>
Dr. Ivory V. Nelson nelson@lincoln.edu		7400
Ms. Diane Brown dbrown@lincoln.edu	dmb9points@aol.com	8055

Dr. William B. Bynum wbynum@lincoln.edu	610-998-2234©	7222
Mr. Jerryl Briggs jbriggs@lincoln.edu	443-309-3711©	7235
Mr. Larry Woods lwoods@lincoln.edu	610-656-9811© onstar1590@aol.com	8175
Mr. James Connor jconnor@lincoln.edu	610-633-1956© jcdc413@comcast.net	8161, 7289
Ms. Ruth Evans-Waller revans@lincoln.edu	610-633-6014©	8127
Ms. Thelma L. Ross tross@lincoln.edu		7583
Ms. Genyne Royal groyal@lincoln.edu		7927
Mr. Drexel Ball dball@lincoln.edu		7428
Mr. Howard Merlin hmerlin@lincoln.edu		

Office of Public Safety 484-365-7211 or 484-365-7212

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, 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 Public Safety Department of the situation; dial Extension 7211. Clearly state that you need immediate assistance, give your name, your location, and the area involved.

In extreme emergencies, contact Chester County Emergency Number by dialing 911.

PROCEDURES FOR CRISIS SITUATIONS

In cases of life threatening situations the Office of Public Safety, Health Services, Dean of Students, Associate Dean for Student Services and the Vice President for Student Affairs and Enrollment Management should be notified. Threatening situations include: Critical or Serious Injuries, Attempted Suicides, Missing

Students and reports of weapons (firearms) on campus. There maybe other instances that could be considered life threatening but these would be determined by emergency personnel, such as Public Safety or State Police.

B. Potential/Attempted/Actual Suicide

1. Public Safety will contact emergency medical services (listed on page ?), Health Services, Dean of Students, Associate Dean for Student Services, and the Vice President of Student Affairs and Enrollment Management. If the act has occurred in the University Residence Halls, contact the appropriate Residence Hall Staff.
2. 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.
3. 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 Women’s Center. After hours call one of the outside agencies listed. Don’t wait until the student has departed the room or area. See Emergency Contact Sheet for necessary number.
4. 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.
5. If student is threatening suicide, stay with him/her until the Crisis Response Team professional arrives. Do not be accepting of the behavior he/she is proposing. Strive to get the person to make a contract with you not to harm himself/herself and that in the AM he/she will be seen by a mental health professional.
6. If Public Safety gets a phone call from a suicidal student:
See Emergency Contact Sheet; call Health Services and The Women’s Center during business hours (8:00AM – 5:00PM) and the Chester County Mental Health 24 hour Hotline after hours.

7. All attempted suicides are considered extremely serious. It is difficult to ascertain the actual severity without the student's obtaining professional counseling/intervention, although experience has shown that some students are only momentarily irrational behavior due to some temporary problem (i.e. breakup of relationship, bad news from home, poor academic performance, etc.) Lincoln University strongly recommends counseling. If a student refuses counseling services from campus professionals or outside entities, it should be documented that counseling was recommended, offered and refused by the student.

C. Emotionally Disturbed Students

In the 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 – the student has a weapon or is otherwise threatening someone – the Public Safety Department will have to intervene. Be certain they are notified and in route before you attempt any contact. 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 Chaplin, Vice President of Student Affairs and Enrollment Management, the Dean of Students, and the Associate Dean for Student Services. Notify Public Safety if it is after hours.

MEDICAL EMERGENCIES REQUIRING IMMEDIATE HOSPITALIZATION AND/OR ISOLATION

I. Student Illness and Injury:

After business hours when Health Services is closed, 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. In case of admission to hospital, notify Health Services, Dean of Students, and the Vice President for Student Affairs and Enrollment Management.

If a student requires isolation because of contagious disease he/she **MUST BE SENT HOME.**

II. Student Death: Immediately notify:

Public Safety,
Health Services,

Dean of Students,
Associate Dean for Student Services, and the Vice President of
Student Affairs and Enrollment Management.

The Vice President of Student Affairs and Enrollment Management will Handle all information regarding the death of a student. If the student lived in University housing, the Executive Director for Campus Life, should be notified and Health Services. If it is a member of Pan Hellenic or Social Fellowship organization, and the results are related to a hazing, activity, the Office of the Dean of Students will initiate appropriate administrative procedures.

III. 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 for emotional problems, removal without the student's consent is problematic. Thus, it is a situation, which all-appropriate staff must be consulted and brought to the scene as quickly as possible. If the student is brought back to campus, Health Services, the Dean of Students, the Executive Director for Campus Life and the Vice President of Student Affairs and Enrollment Management must be notified. The student will need to be reassessed by counseling professionals on staff within twenty-four (24) hours of their return to campus to deem if student is safe enough to remain on campus.

After hours and no parent is available to pick up student and the hospital releases the student as OK, to return to campus, notify the Executive Director for Campus Life and the Assistant Director of Residence Life.

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: **Extension 7211 or 911**

Off campus: 911

IN ALL CASES OF FIRE, THE DEPARTMENT OF PUBLIC SAFETY MUST BE NOTIFIED IMMEDIATELY!

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

4. On large fires that do not appear controllable, IMMEDIATELY notify the fire department and Public Safety. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS!
5. 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.
6. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
7. 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 area assembly points.
8. If requested, assist Emergency crews as necessary.
9. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
10. 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 campus area assembly point. Stay there until an accurate HEAT COUNT is taken. The Senior Building Emergency Coordinator will take attendance and assist in the 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 University official.

EVACUATION PROCEDURES

IN AN EMERGENCY ---- POLICE/FIRE/AMBULANCE ---- Dial 7211 or 911

1. Building Evacuation

- (a) All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or Building Coordinator.
- (b) When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- (c) **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.**
- (d) 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 assembly points.

- (e) **DO NOT** return to an evacuated building unless told to do so by a University official.

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

2. Campus Evacuation:

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

MEDIA RELATION

On campus emergencies dial Extension 7211

Off campus emergencies dial 911

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

1. Only authorized spokesperson(s) (i.e., Director of Marketing and Communications) will meet or talk with the media.
2. Only factual information is released; no speculation is to be offered.

OTHER GUIDELINES:

1. All executive and supervisory personnel are notified to report emergencies to the President and to the spokesperson. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the University.
2. The President, other top administrators, and the Director of Marketing and Communications are informed immediately of existing emergencies. Complete details are made available to them,

including what it is, how it began, who is involved, what is happening now, and what help has been summoned.

3. The President, Director of Marketing and Communications, and other persons involved shall confer and decide on the appropriate action.
4. All calls from the media are referred directly to the Office of Marketing and Communications at Extension 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:

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

If any of these conditions exists, Director of Public Safety should be notified and will be responsible for contacting and informing the President, the Vice President for Fiscal Affairs and Administration, the Vice President for Student Affairs and Enrollment Management, and the Director of Human Resources. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

1. **PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS:**

- (a) 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.
- (b) If demonstrators are asked to leave but refuse to leave by 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 to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2).

2. **NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS**

- (a) 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 Affairs and Enrollment Management or his/her designate.
 - (2) The Vice President for Student Affairs and Enrollment Management will consider having a photographer available.
 - (3) Key University personnel and student leaders will be asked by the Vice President for Student Affairs and Enrollment Management to go to the area and persuade the demonstrators to desist.
 - (4) The Vice President for Student Affairs and Enrollment Management 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 Administration and the Director of Human Resources by the Vice President for Student Affairs and Enrollment Management, the need for an injunction and intervention of civil authorities will be determined.
 - (8) If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the police department, the remaining demonstrators will be warned of the intention to arrest (See Attachment B).

3. **VIOLENT, DISRUPTIVE DEMONSTRATIONS**

In the event that a violent demonstration in which injury to persons or property occur or appears imminent, the President, the Vice President for Fiscal Affairs and Administration, the Director of Public Safety, the Vice President for Student Affairs and Enrollment Management, and the Director of Human Resources will be notified.

- (a) During business hours:
 - (1) In coordination with the Vice President for Student Affairs and Enrollment Management, Public Safety will contact the department.
 - (2) If advisable, the Vice President for Student Affairs and Enrollment Management 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 Affairs and Enrollment Management 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 as needed.
- (b) After business hours:
- (1) Public Safety should be immediately notified of disturbance.
 - (2) Public Safety will investigate the disturbance and report and notify the Director of Public Safety, the Vice President for Fiscal Affairs and Administration, the Vice

President for Student Affairs and Enrollment Management, and the Director of Human Resources.

- (3) The Vice President of Student Affairs and Enrollment Management will:
 - a) Report the circumstances to the President.
 - b) Notify key administrators and, if appropriate, the administrator responsible for the building area.
 - c) Notify the Director of Marketing and Communications, who is the sole person responsible for issuing news releases for the University.
 - d) Arrange for a photographer.
 - e) If necessary, the President or the Vice President for Student Affairs and Enrollment Management will call for police department 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 fifteen 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.

WINTER STORM/OTHER SEVERE INCLEMENT WEATHER

Policy Pending Approval

EMERGENCY WARNINGS

Siren alert system; Police Pending approval

EMERGENCY CLOSING

866-809-4556-

BOMB THREAT

1. 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 Extension 7211.
2. 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?
3. 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.
4. Immediately notify Public Safety at Extension 7211 on campus or 911 to report the incident.
5. Public Safety officers will conduct a detailed bomb search. If 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.
6. If the emergency exists, activate the building alarm. **CAUTION:** If the alarm fails to go off, report the incident by phone.
7. 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.
8. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
9. 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 area assembly points.
10. If requested, assist Emergency crews as necessary.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate **HEAD COUNT** is taken. The Senior Building Emergency Coordinator will take attendance and assist in the 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 University official.

BOMB THREAT REPORT FORM

Threatening Phone Call

Home Address

Time call

Received:

Exact words of person placing call:

Home telephone Number

Description of caller's voice

Male _____ Female

Questions to ask:

Young __ Middle Age __ Old

1. When is bomb going to explode?

Tone of Voice:

Accent:

2. Where is the bomb right now?

Background Noise:

3. What kind of bomb is it?

Is voice familiar?

4. What does it look like?

If so, whom did it sound like?

5. Why did you place the bomb?

Remarks:

Person receiving/monitoring call:

Telephone Number

Date:

CHEMICAL OR RADIATION SPILLS

1. Any spillage of a hazardous chemical or radioactive material is reported immediately to Campus Public Safety at Extension 7211.
2. 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.
3. 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.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Public Safety. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by telephone.
6. 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.
7. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
8. 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 area assembly points.
9. If required, assist Emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The Senior Building Emergency Coordinator will take attendance and assist in the 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 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:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. 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.

3. If necessary, or when directed to do so, activate the building alarm.
CAUTION: If the alarm fails to go off, report the emergency by telephone.
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.
5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
6. 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 area assembly points.
7. If necessary, assist Emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The Senior Building Emergency Coordinator will take attendance and assist in the 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

1. Your best protection is an underground shelter or cave, or a substantial steel-framed or reinforced concrete building. If none are available, take refuge in other places as indicated below.
2. If your residence 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.
3. Stay away from windows to avoid flying debris.
4. 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.

5. SCHOLLS – 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. Buildings on the Lincoln campus are of (*Information pending*). Designated safe buildings are: the Living Learning Center and Dickey Hall.
6. AVOID AUDITORIUMS AND GYMNASIUMS with large, poorly supported roofs.
7. OFFICE BUILDINGS – Go to an interior hallway on the lowest floor or to a designated shelter area. Stay away from windows.
8. In rural schools that do not have reinforced construction, move children and teachers to a ravine or ditch if storm shelters are not available.
9. SHOPPING CENTERS – Go to a designated shelter area (NOT to your parked car).
10. Do not remain in a trailer or mobile home if a tornado is approaching. Take cover elsewhere.
11. For people living in other areas not mentioned, please check with your respective communities for this pertinent information needed.

SPECIAL NOTE: One clue that a tornado could be coming is when a thunderstorm spawns hail. The bigger the hail, the more likely that a twister will occur.

EARTHQUAKE

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

1. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. 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.
3. 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 if offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call Public Safety, if on campus at extension 7211 or 911 if off campus. Protect yourself at all times and be prepared for after-shock.
5. Damaged facilities should be reported to Public Safety and Maintenance departments. NOTE: Gas leaks and power failures create special hazards. Please refer to section on Utility Failures.

6. If an emergency exists, activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone.
7. 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.
8. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
9. 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 area assembly points.
10. If requested, assist Emergency crews as necessary.
11. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
12. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The Senior Building Emergency Coordinator will take attendance and assist in the 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 University official.

