

# NORTHAMPTON

## COMMUNITY COLLEGE



### Faculty and Staff

## Emergency Response Guidelines

### For All Locations



**Be Prepared**

**Be Aware**

**Be Ready**

# **Bethlehem Campus**

3835 Green Pond Road  
Bethlehem, Pa 18020

## **Emergency Phone Numbers**

Public Safety: (610) 861-5588

Facilities: (610) 861-5301

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# **Monroe 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

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# **Fowler Center**

511 East 3<sup>rd</sup> 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. The Physical Plant Department should be contacted for assistance in evacuating disabled or handicapped individuals and escorting them to safety by use of the elevators or other means.\*
- When the alarm/siren sounds, office personnel shall evacuate the building. The designated staff fire 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 fire 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 *Apartment lot or grass area behind Residence hall mail room door exit*. 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: (Monroe 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 – Main 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.

### **Procedures for Evacuation of Disabled Persons**

#### Visually Impaired Persons

A. In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit.

B. Have the person take your elbow and escort him/her (this is the preferred method when acting as a "sighted guide").

C. As you walk, tell the person where you are and advise of any obstacles.

D. When you have reached safety, orient the person to where he/she is and ask if any further assistance is required.

### Hearing Impaired Persons

A. Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are:

1. Writing a note telling what the emergency is and the nearest evacuation route
2. Turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do.

### Persons Using Crutches, Canes or Walkers

A. Such persons should be treated as if they were injured persons for evacuation purposes.

B. Carrying options include a two-person lock arm position or having the person sit in a sturdy chair, preferably one with arms.

### Non-Ambulatory Persons

Non-Ambulatory persons should be guided to the nearest area of rescue.

## **Procedures for People in Wheelchairs and Other Disabled Persons**

A. Individuals in wheelchairs and other disabled persons should observe the following procedures for evacuation: All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or other disabled person may attempt to use the elevator.

2. As a second choice, when a wheelchair occupant reaches an obstruction, such as a stairway, he/she should request assistance from others in the area.

*Note:* It is suggested that the wheelchair occupant or other disabled person, when possible, prepare for emergencies ahead of time by learning the locations of exit corridors and smoke tower stairwells and by showing a classmate or instructor how to assist him/her in case of emergency.

3. If choices a) and b) are not successful, the wheelchair occupant or other disabled person should stay in the exit corridor or on the landing in the smoke tower stairwell. He/she should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle or have some other means for attracting the attention of others.

*Note:* All exit corridors and smoke tower stairwells are marked with exit signs and are protected with self-closing fire rated doors. These are the safest areas during an emergency.

B. Rescue personnel (Fire Department and Police) will check so noted rescue areas and exit stairwells for any trapped persons.



(College Center stair tower exits)

## 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-4<sup>th</sup> floor
- Kopecek Main Hall Outside Theatre
- Residence Hall Lobby
- Hartzell Hall Lobby by Restroom
- Alumni Hall, Outside Hampton Winds
- Commonwealth Hall by Automotive Offices
- Richardson Hall 1<sup>st</sup> Floor by The Elevator

- Public Safety Patrol Vehicles

✓ **Fowler Center:**

- Main Lobby Desk
- 5<sup>th</sup> floor lobby

✓ **Monroe 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 1<sup>st</sup> 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 1<sup>st</sup> floor Hallway by 111 & Stairway
- ✓ Penn Hall 1<sup>st</sup> floor Classrooms & Hallway area
- ✓ Commonwealth Hall inside Hallway near 133
- ✓ Residence Hall 1<sup>st</sup> 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 1<sup>st</sup> 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



1. If you witness any armed individual on campus at any time, immediately contact Public Safety.
2. If the individual is acting aggressive or actively attacking people, remember **RUN, HIDE, FIGHT**
  - **RUN** if you can
  - **HIDE** if you can't
  - **FIGHT** if you have to
3. IF it is safe to do so, contact 911 and then call Public Safety.
4. There are no easy answers for what to do if confronted by an active attacker. However, it is suggested that you remain calm and follow these basic guidelines:
5. 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.
6. 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.

7. 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.



# **CAMPUS EMERGENCIES**

**Medical . . . Fire . . . Police**

**Notify Public Safety**

**Bethlehem Campus Public Safety: (610) 861–5588**

**Fowler Center Public Safety: (484) 390–3240**

**Monroe Campus Public Safety: (570) 369–1911**

**Dial 911 from any campus phone**

**Be prepared to give the emergency dispatcher the following information:**

- **The exact location and address of the emergency**
- **The campus addresses are as follows:**
  - **Bethlehem Campus:**  
**3835 Green Pond Road, Bethlehem, PA 18020**
  - **Fowler Center:**  
**511 East 3<sup>rd</sup> Street, Bethlehem, PA 18015**
  - **Monroe Campus:**  
**2411 Route 715, Tannersville, PA 18372**
- **Include nearby intersections or landmarks, and the building name, floor or apartment number.**
- **The telephone number from which the call is being made.**
- **The caller's name?**
- **What happened?**
- **How many people are involved?**
- **Check the victim's level of consciousness, breathing, and pulse if possible.**
- **Survey and check the scene for safety, is it safe to enter the area?**