Emergency Response Plan

Quick Reference Guide

Complete plan can be found at http://www.ccp.edu/vpfin-pl/EmergencyResponsePlan.htm

Emergency Telephone Numbers

CAMPUS EMERGENCY (from campus telephones) 5555

Department of Safety and Security 215-751-8111
This reference guide is for all faculty and staff to read and have available in case of emergency. The College encourages you to take time to go over the Emergency Response Plan in its entirety. The complete plan is located on the Staff Web page under the Security link or at http://www.ccp.edu/vpfin-pl/EmergencyResponsePlan.htm.

**Bomb Threat**

**Telephone Call**
- If available, check the LCD phone display to see if you have a number.
- Call Security at 5555.
- Document the conversation using the Bomb Threat Checklist (located in the back of this book).
- Notify your department head.
- Security will advise on next steps to be taken.

**Building Evacuation**

**When the building fire alarms sound:**
- Immediately evacuate building using nearest exit/stairwell. Lock door to offices and bring only essential personal property with you.
- In laboratories, extinguish any open flames and pull fume hoods down.
- Do not use the elevators.
- Do not re-enter building until cleared by authorized personnel.
- Assign two individuals to assist with the evacuation of individuals with special needs to stair towers.
  - One assistant will remain with the disabled individual.
  - One assistant will note the landing location (this information and these instructions have been placed at the landing) and proceed down the tower, exiting the building.
- If officials are on site, report the location needing assistance to them, or
- If officials are not on site, report to a Security Guard or Reception Desk the location needing assistance.
- Individuals with an impairment, but who are otherwise ambulatory, will wait at the landing and descend after the foot traffic clears.
Chemical Spills

Spill Inside Building
• Isolate and secure the spill area.
• Warn others in the immediate area.
• Call Security at 5555 (give location, type of material).

Spill Outside Building
• Isolate and secure the spill area.
• Warn others in the immediate area.
• Call Security at 5555 for assistance (give location, type of material). If outside the building, call Security at 215-751-8111.
• Do not wash spilled material into storm drains.

Personnel Injury Involving Chemical Contamination
• Assist with emergency eyewash/shower use, as appropriate.
• Render first aid immediately for serious injuries, as trained.
• From an inside phone, call Security at 5555. From outside phones, call 215-751-8111.
• Make individual comfortable until help arrives.

Fire Emergency

Fire Inside a Building
• Activate a fire alarm or pull station.
• Call Security at 5555 or 215-751-8111 (give caller name, building name, address, floor, location, etc.).
• Evacuate the building using building evacuation instructions.

Fire Outside a Building
• Call Security at 5555 or 215-751-8111 (give caller name and address, location of fire, etc.).
• Do not activate the interior building fire alarm system.
**Portable Fire Extinguisher**
- Use only for small, contained fire (e.g., wastebasket).
- If cannot extinguish fire in 15 seconds, pull fire alarm and evacuate.

**Gas Leaks**
- Call Security at 5555 or 215-751-8111. Give caller name and location of odor.

**Severe Weather Emergencies**
- A determination on College closing time will be made. Classes will remain in session and offices stay open until announced closing time.
- College closing information will be on the College Web site, the College portal, College voicemail, at College entrances, on Channel 53 and on KYW and Fox channels. **Closing numbers are: 238 day, 2238 night.**

**Medical Emergencies and Reporting Injuries**
- Call Security at 5555 or 215-751-8111.
- Provide the officer with the exact location and nature of injury/emergency.
- Give a brief description of the injured person (gender, age, etc.).
- Make injured person as comfortable as possible.
- Render first aid, if trained.
Suspicious Package
In the event or receipt of a letter or package that is suspected to be contaminated with anthrax or poses a similar threat:

- Do not handle the mail piece or package suspected of contamination.
- Notify your supervisor and Security (Extension 5555 or 215-751-8111).
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.

Temporary Shelter In Place
When emergency conditions do not warrant or allow evacuation, you may be asked to take shelter inside a campus building and await further instructions.

- Move indoors or remain there. Avoid windows and areas with glass.
- If available, take a radio to the room to track emergency status.
- Keep telephone lines free for emergency responders; do not call 911 for information.

If hazardous materials are involved:

- Turn off all ventilation systems and close all outside air inlets.
- Select a room(s), which is easy to seal and, if possible, has a water supply and access to restrooms.
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible.
- Await instructions from campus security via broadcast telephone, e-mail messages and/or in-person directions.
Bomb Threat
Checklist and Instructions

IF YOU RECEIVE A BOMB THREAT:

1. Stay calm and TURN OFF ALL RADIOS.

2. Stay on the phone and be polite and patient.

3. Listen carefully and get as much of the following information you can:

   Date ____________ Time ____________ am/pm

   When will the bomb go off? ____________ am/pm
   Where is the bomb right now? ____________ Bldg.
   What does the bomb look like? _________________
   What kind of bomb is it? _________________
   What will cause it to explode? _________________
   Did you place the bomb? _________________
   Who are you? _________________
   Where are you calling from? _________________
   What is your address? _________________

   Caller’s statement:

   ____________________________________________________________________

   ____________________________________________________________________

   ____________________________________________________________________
Circle any that apply:

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Why are you doing this?________________________________________

Other information:______________________________________________

______________________________________________________________

**Notify Security and Your Supervisor**

Your Name ___________________________ Phone ________________
CAMPUS EMERGENCY, dial 5555 (from campus telephones)

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