

Community
College
of Philadelphia

**Emergency Operations Plan
West Regional Center**

TABLE OF CONTENTS

Executive Summary	3
Record of Changes.....	4
Foundation	5
Planning Assumptions.....	5
Access and Functional Needs	6
Situation Overview	6
Response Levels	7
Response Priorities.....	9
Organization and Responsibilities	10
Emergency Operation Center	12
Information, Collections, Analysis and Dissemination	13
Emergency Procedures	13
Emergency Response Plans.....	15 through 25
WERC Specific Areas	26
Local Emergency Resources.....	28

EXECUTIVE SUMMARY

The Community College of Philadelphia Emergency Operations Plan (EOP) outlines how the College will conduct emergency management activities to protect lives and safeguard the College community from disasters. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. The EOP provides an organizational structure and procedures for the management of information, activities, and operations during an emergency. As described throughout the EOP and supporting documents, the Community College of Philadelphia maintains programs in the prevention of, preparation for, response to and recovery from natural, human unintentional, and human intentional disasters.

The Emergency Operations Plan follows the format outlined by the Department of Education's Guide for Developing High-Quality Emergency Operations Plans and consists of a basic plan supplemented by functional and hazard-specific appendices. The basic plan recognizes the content and role of existing plans, identifies potential hazards threatening the College, and establishes the general organization and functions of the Executive Policy Group, Emergency Management Team, and the Emergency Operations Center.

Record of Changes

Regular review of this Emergency Response Plan will be conducted at least annually. Revisions and updates will be made based on operational changes, best practices and corrective actions identified through exercises, incidents, and assessment processes.

Change Number	Date of Change	Date Entered	Change Made by (Signature)
0001	8/19/15	8/19/15	Randolph Merced

Foundation

Purpose

The purpose of this plan is to establish a comprehensive, College-wide, all-hazards approach to emergency management across a spectrum of activities including mitigation, preparedness, response, and recovery. This plan provides the framework for interaction with College departments; College stakeholders; municipal governments; the private sector; and nongovernmental organizations in the context of emergency management activities. It describes capabilities and resources to help protect from natural, human unintentional, and human intentional hazards; save lives; protect public health, safety, property, and the environment; and reduce adverse consequences and disruptions to the College's academic and business operations.

Finally, this plan serves as the foundation for the development of detailed plans, policies, procedures and annexes to effectively and efficiently implement emergency management activities and assistance in the context of specific types of incidents.

Scope

This plan addresses all incidents and events that threaten to injure, harm, or otherwise affect the stakeholders, academic processes, or business operations of the College resulting from natural, human unintentional, or human intentional hazards. This plan applies to all departments within the College and buildings owned or operated by the College within the City of Philadelphia, specifically:

- Main Campus
- Northeast Regional Center
- Northwest Regional Center
- West Regional Center

Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

The following planning assumptions are considered true for the purposes of this plan:

- An emergency or disaster may occur at or within close proximity to the Community College of Philadelphia at any time and pre-disaster indicators may be non-existent or span hours to months.

- The Community College of Philadelphia is ultimately responsible for the management of emergencies and disasters that directly impact the College.
- Emergency management activities will be organized and conducted using the principles of the National Incident Management System (NIMS).
- Mitigation and preparedness activities are continuous processes that require participation from the entire College community to be successful.
- Initial response to emergencies and disasters is normally handled by local, county, and state public safety agencies, including police, fire and EMS.
- A major emergency or disaster may overwhelm local public safety agencies and the College may not receive support or assistance for several hours or days.
- Students, faculty, staff, and visitors may be unable to leave campus for hours or days.
- Members of the surrounding community may arrive at the College seeking assistance, care, and shelter.
- Response, short-term, and long-term recovery may require days, weeks, months, or even years to fully complete.

Access and Functional Needs

Emergency management programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act of 1990 (ADA). An access and functional needs approach more broadly includes, but is not limited to, considering mobility (including lack of transportation), vision, hearing, cognitive disorders, mental illnesses and language barriers.

The College recognizes the importance of including access and functional needs requirements in all aspects of emergency management.

Situation Overview

Location and Description

The Community College of Philadelphia is an open-admissions institute that operates a main campus and three regional centers in the City of Philadelphia. The West Regional Center is located at 4725 Chestnut Street, Philadelphia PA. This Regional Center consists of two buildings, a main building housing and a second building housing the Automotive Center.

The Main Building

- First Floor: Administrative Offices, Classroom, Faculty offices, library, Computer labs, Security

The Automotive Center

- First Floor: Classrooms, Labs, Faculty Offices, automotive garage

Response Levels

There are three levels of emergency, Level I, II and III. The higher level of emergency, the larger the scale of the event and the more resources and coordination required to manage the event. Any given level may be bypassed if necessary to allow a response to proceed to a higher level.

Level 1 - Monitoring

- a. Monitoring occurs when there is an incident occurring on or near any College owned or operated property that is likely to impact academic or business processes or has a reasonable potential of doing so.
- b. The Director of Safety and Security (Director), or designee, identifies or is otherwise notified, of an incident of this nature, s/he may immediately convene a select group of people to assess the situation and determine the most appropriate course of action -- including activating the Emergency Operations Center (EOC) and mobilizing either/both the Emergency Management Team (EMT) and Executive Policy Group (EPG).
(Refer to Organization and Responsibilities pg. 19)
- c. The Director has full discretion on which departments, faculty, and staff to include when monitoring a situation.
- d. Monitoring may be conducted remotely and does not necessarily require the use of the EO

Level 2 - Partial Activation (EMT Only)

- e. A partial activation occurs when an incident occurs on or near any College owned or operated property that is actively impacting an academic or business process confined to a single department, building, or business unit.
- f. The Director, designee, President, or member of the EPG may request an activation of the EMT to assess, respond to, and recover from an incident.
- g. The Director, recognized as the chairman/chairwoman of the EMT, shall activate the EOC and request that all EMT members respond to the EOC for assignments.
 - i. The Director may release, or otherwise demobilize, select individuals from the EOC depending on the needs of the College and EMT to appropriately manage the incident.
- h. The Director, or designee, in consultation with the President or any member(s) of the EPG, may recommend a full, Level 3 activation and mobilize the EPG if the incident impacts more than one department, building, or business unit -- or has the reasonable likelihood of doing so.
- i. The Director shall designate one individual to act as a liaison to activities occurring at the incident scene.
 - i. More individuals may be assigned if necessary and only if staff is available.
 - 1. Staff may be assigned from individual departments and do not necessarily need to come from the EMT staff pool.
 - ii. All information from the incident scene shall be communicated ONLY to the EMT for data collection, processing, and dissemination to others as appropriate.
- j. The Director, or designee, shall determine the appropriate timing and demobilization process to deactivate to a Level 2 or terminate operations all together.

Level 3 - Full Activation (EPG and EMT)

- k. A full activation occurs when an incident occurs on or near any College owned or operated property impacts more than one department, building, or business unit -- or has the reasonable likelihood of doing so.
- l. During a full activation, the EMT reports to the EOC, or designated assembly area, and the EPG reports to the President's Office, or designated assembly area.
 - i. The Director is recognized as the chairman/chairwoman of the EMT and the President is recognized as the chairman/chairwoman of the EPG.
 - 1. The President and emergency manager may designate any member of their respective teams to fulfill his or her roles as chairman/chairwoman.

- m. The Director, or designee, is the only person allowed to communicate between the EPG and EMT, unless otherwise directed.
- n. All information from the incident scene shall be communicated ONLY to the EMT for data collection, processing, and dissemination to the EPG and others as appropriate.
- o. The Director, or designee, in consultation with the EPG shall determine the appropriate timing and demobilization process to deactivate to a Level 2 or terminate operations all together.

Response Priorities

Priorities for all emergency response at Community College of Philadelphia are as follows:

Protection of Life

- 1. Students
- 2. Faculty and Staff
- 3. General Public

Stabilization of the event

- 1. Prevent the incident from expanding
- 2. Bring the situation to a point of order
- 3. Isolate the scene and control entry.
- 4. Determine course of action.

Protect the Environment

- 1. Confine, contain or neutralize hazardous materials that may be released.
- 2. Ensure, to the extent practical, that emergency response efforts do not adversely impact the environment.

Protect College Property

- 1. Facilities necessary for protection and care of students.
- 2. Research.
- 3. Critical College record and collections.
- 4. Facilities used for education and operational purposes.

Restoration of critical services, education and research programs

- 1. Services critical to the well-being of students.
- 2. Services critical to educational services.
- 3. Services critical to facilities.

(Other than those required to establish a basic operating environment, such as power, water, communications, etc., which have the highest priority for restoration)

Organization and Responsibilities

Executive Policy Group (EPG)

The EPG is the team of senior administrators and College officials who possess ultimate responsibility for all emergency management activities within the College. This team provides strategic oversight to the Emergency Management Team (EMT), who will be carrying out the requests as directed. The EPG establishes priorities and objectives for the incident and is the lead for coordinating all incident-specific communications to the College community. Duties include:

- Deciding whether to meet in response to less severe or low level incidents/events. Immediate response will usually be made by the College Safety and Security, Physical Plant, Academic and Student Success, or city responders.
- Developing priorities, and providing strategic guidance to the EMT, in the EOC, and the CCP community.
- Assigning a Liaison Officer to interface with executive governmental and non-governmental officials.
- Determining the need for campus closure, class suspension, administrative leave for employees and other strategic decisions.

The Executive Policy Group is comprised of the:

- President (Chair)
- Vice President for Strategic Initiatives and Chief of Staff
- Vice President for Academic and Student Success
- Vice President for Business and Finance
- Vice President for Marketing and Government Relations
- Vice President for Workforce and Economic Innovation
- General Counsel

Alternates assigned to the EPG will be trained on the duties and responsibilities of the Primary member.

Should the Primary and Alternate be unavailable to fulfill their duties, the President or designee shall select an individual to represent the vacant position.

The EPG will assemble in the President's Office, M2-2. The alternate assembly points include the office of the AVP, Human Resources, 1500 Spring Garden Street; Room C3-17, CBI 18th and Callowhill; Room S1-09, Winnet Student Life Building; other locations as necessary.

Emergency Management Team (EMT)

The EMT is primarily responsible for developing and maintaining the EOP, and staffing the EOC at the direction of the EPG. In some situations, as deemed necessary by the Director of Safety and Security or Vice President of Business and Finance, only a partial activation of the EMT may be required to activate the EOC. EOC activation is discussed further in the Response section.

Additional responsibilities of the EMT may include:

Developing plans and procedures within their functional areas of responsibility that contribute to emergency operations

Providing logistical and policy support to the Incident Commander/s or the EOC

Developing strategies and objectives based on EPG priorities for ensuring the response, recovery, and business continuity of CCP.

The Emergency Management Team is primarily comprised of the:

- Director of College Safety and Security (Chair)
- Chief Information Officer
- Dean of Students
- Dean of Academic Affairs
- Dean of Enrollment Management
- Associate Vice President, Human Resources
- Assistant Vice President, Budgets and Financial Services
- Assistant Vice President, Facility and Construction Management
- Director, Communications
- Contract Security Manager
- Other members may be added as needed

Essential Employees

Unless prevented from doing so because of physical safety issues during an emergency, employees identified as essential will remain on campus to complete specifically assigned tasks. Examples of these tasks will include: assisting in the orderly and complete evacuation of buildings if necessary; ensuring that all key building systems are shut down and secured as appropriate; ensuring that key time-sensitive processes are completed (e.g., institutional mailings, campus payroll and cash management); ensuring that campus communication systems and procedures are fully operational and all required communications with constituencies have been put in place; and ensuring that visitors and outside groups using the College facilities have the necessary information they need to fully respond to the implications of the emergency situation.

Some essential employees may be required to be on campus throughout the life of an emergency (e.g., security and plant operations staff), while other essential staff may be asked to provide services during specific phases of an emergency. Essential employees will have a designated member of the Emergency Response Management Team who will communicate with them to ensure that they are aware of the emergency circumstances and the nature of the response that is required.

Essential employees include:

- All Employees within the Facilities Management Division
- All Contracted Security Staff
- All Administrators Grade VI or Higher

Essential employees may also include Individuals identified by Department Heads from the following departments:

Allied Health

Information Technology Systems

Biology

Multi-Media Services

Bursar's Office

Payroll

Business Services Center (Mail and Duplication Services)

Purchasing and Services

Chemistry

Regional Center Administration

Communications

Special Events and Community Relations

Counseling

Student Academic Computing

Enrollment Services

Student Life

Human Resources

To try to ensure appropriate staffing during emergencies at all times and locations, where possible, representatives from each of the Regional Centers and extended day and weekend employees will be identified as essential.

Emergency Operations Center

The Emergency Operations Center (EOC) is a central location where the Executive Policy Group and Emergency Management Team directs and coordinates response and recovery activities. The space needs to be able to support the following functions:

- Coordination;
- Information gathering, analysis, and dissemination;
- Resource management;
- Documentation.

Locations

The WERC’s primary Emergency Operations Center is located at:

Primary: Room 127, Administrative Offices

Secondary: Learning Commons

Third: Automotive Center

Fourth: (off-campus): Main Campus Library

Equipment and Resources

The primary EOC is equipped with the following equipment:

State, county, town, and campus maps	Dry-erase white board
EOC event/incident log (major events)	Television
Operational status log	Projector
Bulletin board	Satellite Phone
Personal Protective Equipment (PPE)	Incident Command Vests
Lap Top Computers	National Weather Service (NOAA) Radio

Information Collection, Analysis, and Dissemination

Notifications and Warnings

Emergency Communications

All emergencies should be reported to the Office of Safety and Security – Ludlow Street
Dial Extension **5863**.

From an outside phone dial **(267) 299-5863**.

Philadelphia Police Department dial 911.

SEND WORD NOW – Mass Notification System

Community College of Philadelphia has implemented an emergency notification system called **Send Word Now**, which will enable fast and efficient dissemination of critical information to students, faculty and staff of the CCP community, including the CCP Regional Centers.

Within minutes, **Send Word Now** allows the Office of Safety and Security to send alerts through text messaging, phone, and e-mail to numerous devices, such as mobile phones, CCP-owned landline phones, and e-mail accessible devices. This system provides CCP students, faculty, and staff with an additional layer of security and protection for emergency response.

Send Word Now is designed to provide emergency information regarding situations that constitute an ongoing threat to the College community, such as an armed suspect on the loose, active fire or credible bomb threat, to name a few situations. An “all clear” message will be sent once an emergency situation is stabilized and it is deemed to be safe to resume normal activity.

Crisis Manager – Mobile APP

The effectiveness of this emergency notification system depends upon individuals providing accurate and up-to-date personal contact information.

In the event of an emergency, **Crisis Manager** allows the Emergency Operations Center to immediately access important information about you, such as your name, photograph, important medical information, and location when you initiate contact through the app — dramatically increasing the odds that they can find you and help you during an emergency. The service is free and voluntary, and the information you provide is kept completely confidential.

How does it work?

Emergency GPS Locator – Based on your cell phone signal, a GPS locator is activated during your self-initiated emergency communication. The registered profile information assists Safety and Security in identifying, locating, and assisting you.

Easy Emergency Communication – Call safety officials directly for help if you are in trouble through one-touch dialing and send text tips – including photos – if you see something suspicious.

Crisis Manager is not a substitute for calling Safety and Security at x5853 or (267)-299-5853 or Philadelphia Police by dialing 911. In the event of an emergency, users are advised to call x5853, (267)7299-5853 or 911, as Crisis Manager should not be used as the primary source for an emergency assistance call. Crisis Manager is an optional back-up alert

notification system that users may use at their discretion. As with any cell phone usage, certain factors (such as signal strength, type and quality of your phone carrier, and dead spots) can affect the GPS locator accuracy.

Emergency Procedures

Knowing how to react during an emergency can save your life. Below are several emergency scenarios and procedures that you should be familiar with. When an emergency event unfolds on campus, will you be ready to take the appropriate actions to remain free from harm? Fire, severe weather conditions, hazardous material, finding a suspicious package, or a person intent on doing harm to others are all realistic scenarios that occur on College campuses around the world. Simple and decisive actions taken in response to an evolving emergency can mean the difference between death or serious injury and staying safe. The basic concept used to keep people safe in an emergency is knowing how to **Evacuate**, **Lock Down**, or **Shelter-In-Place**.

EMERGENCY RESPONSE PLAN:

Evacuation

General: An evacuation is implemented under conditions when it is no longer safe for students, faculty and staff to remain in a building or a specific area in a building. This requires occupants to move out and away from a building to a designated building area of refuge or out and away from a specific area within a building. Most commonly used when there is a suspected fire or hazardous material spill in a building.

- **IF ORDERED TO EVACUATE**

- Establish an emergency assembly point.
- Keep calm and conduct the evacuation carefully.
- Turn equipment off, **if possible**.
- Exit as a group if possible.
- Account for personnel.
- Wait at emergency assembly point for further instructions.
- Do not, under any circumstances, enter the building until authorized to do so by emergency personnel.
- **Call Security at x5863 from a campus phone, 267-299-5863, or dial 911.**

- Safety and Security will:

- Notify the College Community via Send Word Now when directed by the EMT.
- Ensure that the building is evacuated by checking each room/office.
- Assist disabled and those needing assistance in evacuation.
- Establish a safe perimeter and prevent re-entry of persons into the building.
- Send an “all-clear” message when directed by the EMT.

General:

- Disasters included in this plan are both natural and man-made.
 - **Natural** Disasters include hurricanes, tornadoes and floods.
 - **Man-made** Disasters include radiation leaks, hazardous chemical spills and water main ruptures.

- Notification can come from many sources including
 - News and Social Media
 - Federal Agencies including EPA, FEMA or DER.
 - City Government including Philadelphia Fire Department or Office of Emergency management
 - National weather service
 - Individuals

- Witnesses
 - If you witness, discover or learn of a disaster please **call Security at x5863 from a campus phone, 267-299-5863, or dial 911.**

- Safety and Security
 - When advised of a disaster situation or one is discovered immediately notify the ERMT and EPG.
 - Make other emergency notifications as directed.
 - Secure buildings and college property as needed.
 - Assist others in taking shelter if necessary.

Notes:

General:

- Inside: Take cover immediately
 - Under a sturdy desk
 - Between seating rows in lecture halls or auditorium
 - Against a corridor wall (cover head and neck)
- Outside: Proceed to an open area away from objects that could fall on you (trees, buildings, towers)
- Be alert for **aftershocks**.

Post-Earthquake procedures:

- Minor Quake (brief rolling motion)
 - Examine your area for injured, property damage and hazardous materials releases
 - Report injuries, damage and hazardous materials releases to Safety and Security **at x5863 from a campus phone, 267-299-5863, or dial 911.**
 - Await further instructions – evacuations are unlikely
- Major Quake (violent shaking)
 - Examine your area for injured, property damage and hazardous materials releases
 - Report injuries, damage and hazardous materials releases to Safety and Security
 - **Do Not** use elevators
 - Try an account for all individuals
 - **If Ordered To:** Evacuate carefully
 - Report unaccounted for individuals to Department Head or Safety and Security

Notes:

Do Not Reenter a Building until it has been examined and cleared for occupancy. Await further instructions, be patient, help others.

EMERGENCY RESPONSE PLAN:

Chemical and Hazardous Materials

General:

- In the event of a chemical spill or release, or an incident involving a hazardous material which requires a response **beyond normal** laboratory routine practices and procedures the following steps shall be taken:
 - Evacuate the immediate area of all non-essential persons
 - Essential personnel shall:
 - Put on any necessary Personal Protective Equipment
 - Close all doors leading into the area
 - Isolate area from adjoining labs and prep rooms
 - Leave all fume hood ventilation running or start ventilation
 - Determine material involved, if possible and safe to do so.
 - **Call Security at x5863 from a campus phone, 267-299-5863, or dial 911.**
- Safety and Security will:
 - Notify facilities Management or Engineering to report the incident.
 - Notify the EMT and EPG.
 - If directed by the EMT alert the College Community via Send Word Now.
 - Notify 911 and request a response from the Hazardous Materials Unit of the Philadelphia Fire Department.
 - Dispatch personnel to safely contain the area and await response.
 - Order an evacuation of the building if necessary.

Notes:

EMERGENCY RESPONSE PLAN:

Adversarial Subject

General:

- Adversarial subjects may involve fights, physical assaults, robbery or attempted robbery, or an individual acting in extremely aggressive, hostile or belligerent manner.
- **If you witness** an individual who appears to be posing a threat to the safety of the College Community please **call Security at x5863 from a campus phone, 267-299-5863, or dial 911.**
- Do not confront the individual.
- Keep a safe distance from the individual.
- Observe from a safe distance and report to Safety and Security (x5555) or dial 911.
- Report injuries and assist if you can do so safely.

Notes:

General:

- **IF YOU DISCOVER A FIRE**
 - Activate the Fire Alarm
 - IF YOU ARE SAFE
 - **Call Security at x5863 from a campus phone, 267-299-5863, or dial 911.**
 - Report the type and location of the fire.
 - Use a Fire Extinguisher only on small fires and it is safe to do so.
 - Alert others and GET OUT
 - Move others away from the fire
 - Walk, do not run
 - Do Not Use Elevators
 - Check all closed doors for heat (top and bottom) with the back of the hand. If hot do not open.
 - Assist people with disabilities.

- **If you are caught in heavy smoke**
 - drop to hands and knees and crawl
 - hold your breath if possible
 - breath through nose and use a cloth object as a filter
- **If your clothes catch on fire**
 - **Do Not Run - Stop, Drop and Roll**
- **If you are trapped**
 - Call Safety and Security
 - Signal from a window but don't break it unless necessary

Notes:

ALL ALARMS SHOULD BE TAKEN SERIOUSLY. If you hear a fire alarm, evacuate the building. Familiarize yourself with evacuation routes.

EMERGENCY RESPONSE PLAN:

Civil Disturbance

General: Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the *Student Handbook*).

- Non-violent, Non-obstructive Demonstrations:
 - Generally, peaceful demonstrations should not be interrupted and protestors should not be obstructed or provoked. However, the College may determine that a designated area(s) should be established for demonstrators.
 - If possible, Safety and Security Officers should monitor the demonstrations.
- Non-violent, Disruptive Demonstrations:
 - In the event that demonstrators are interfering with the normal operations of the College:
 - The Dean, Student Life & Vice President for Academic and Student Success or his/her designee will assemble a Response Team from the Conflict Resolution Committee (CRC).
 - The CRC Response Team will assist in diffusing the situation by speaking with the students involved. They will interview witnesses and elicit information to establish the cause of the incident. The Response Team will attempt to establish communication between the various factions or individuals involved in the incident. Their goals should be to get the students to understand why the incident happened and the dynamics that led to the incident.
 - At no time can any parties be detained against their will. Disciplinary action can take place independently of the action of the Response Team.
- Violent, Disruptive Demonstrations:
 - In the event of a violent demonstration, in which injury to persons or property damage occurs or appears imminent, the Non-violent Disruptive Demonstration procedures should be followed if circumstances allow. Additionally:
 - The EMT, EPG and Presidents Office will be notified.
 - Safety and Security will investigate the disruption and take immediate steps to mitigate and damage or injuries.
 - The Civil Affairs Unit of the Philadelphia Police Department will be contacted when deemed necessary.

Notes: If possible, attempts should be made to communicate with protestors to convince them to desist from engaging in illegal activities. However, the Office of Safety and Security is authorized to call for police assistance without counsel from others if doing so is deemed to be of immediate importance to the safety of persons or property.

General: The basic concept behind Sheltering-In-Place is to put barriers between yourself and the danger, while maintaining awareness, communications, and safety. Use common sense and available information to assess the situation and determine if there is immediate danger that requires sheltering-in-place. The most important aspect of a Shelter-In-Place directive is to **take action quickly**. Every situation is different, but the following general steps apply to most shelter-in-place scenarios:

Shelter-in-Place :

- Move indoors and remain in a classroom, office etc.
- Locate yourself near solid interior walls, under furniture or large objects
- Use cell phones and text messages for emergencies only
- If in a vehicle, immediately leave campus
- Help others if you can
- Leave your shelter only when informed that it is okay to do so by an official CCP communication such as Send Word Now.

Notes:

EMERGENCY RESPONSE PLAN:

Active Shooter

General: An active shooter is an event in which one or more persons commit harm to multiple victims, in a short period of time, through the use of firearms.

Procedures: If faced with an active shooter incident, there are THREE things you can do that make a difference. RUN, HIDE, FIGHT.

RUN – When an active shooter is in your vicinity:

- If there is a way out, and you can get out, GET OUT! This is your first and best option.
- Get out whether others agree to or not.
- Leave your belongings behind.
- Help others from entering the danger zone.
- Call Security at x5863 from a campus phone, 267-299-5863, or dial 911 as soon as it is safe to do so.

HIDE – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Silence your cell phone, including the vibrate feature.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should:
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - Do Not trap or restrict your options for movement.

FIGHT – AS A LAST RESORT, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the shooter is incapacitated, call Security at 267-299-5863, or x5863 from a campus phone or dial 911.

Notes:

General: A lockdown is a temporary sheltering technique that is used to limit exposure to an incident by preventing unauthorized or dangerous individuals from entering buildings and/or rooms. Events that may require lockdown include, but are not limited to, active shooters, civil disturbances or domestic violence intrusions. It is similar to sheltering-in-place, and the terms are sometimes used interchangeably. However, the real distinction between sheltering-in-place and lockdown is that during a lockdown we try to physically lock doors to buildings or rooms in order to prevent access to certain potentially dangerous individuals.

When a lockdown is declared you should not exit or enter the building. If you are in a room that can be locked, you should lock the door and stay where you are since evacuating may endanger your safety. If you or others are in a hallway you should go to the nearest room or office. The following general steps should be taken:

- Lock and or barricade classroom and office doors.
- Turn off lights, radios, TVs, close blinds, and silence cell phones.
- Keep occupants calm, quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use desks, file cabinets or concrete walls for additional protection.
- If you are outside when a lockdown is declared, seek safe shelter (e.g. unlocked building, large trees, walls, cars in a parking lot) away from the danger area (if known).
- Wait for the "all clear" to be given before leaving safe shelter.

Notes:

To contact Security call x5863 from a campus phone, (267)299-5863 or dial 911.

General: The Department of Homeland Security maintains important resource information on terrorism. Their website on Counterterrorism is a useful resource in understanding the mission of Homeland Security; preventing terrorism and the roles and responsibilities you can have in helping to prevent acts of terrorism. Visit <http://www.dhs.gov/> for more information.

Reporting Terrorism:

- If you have information regarding suspicious activity that may be related to terrorism you can contact the Philadelphia Police Department by dialing 911 or **call Security at x5863 from a campus phone, 267-299-5863.**

Notes:

WERC SPECIFIC

WERC EMERGENCY Management TEAM

- WERC Director – Leader –
Direct all activities, establish protocol based on the threat
- College Public Safety – Co-leader –
External communications with 1st Responders/support Leader/support Allied Barton
- Counselor on site – Co-leader –
Support and direction for students and faculty/ guests

Members :

- Site Admin Associates – Directions to students, faculty and staff as well as all communication within the building
- Academic Advisor on site – Directions to students, faculty and staff, as well as communications within the building
- Records and Registration Staff person on site – Directions to students, faculty and staff, as well as communication with 1st Responders
- Financial Aid Staff person on site – Directions to students, faculty and staff as well as communicate with College Leadership
- Librarian on site – Communication issues related to specific designated tasks and activities within WERC
- Facilities staff – Issues related to building status and safety of structure and infrastructure
- Allied Barton Officer – Directions to students, faculty and staff as well as confirmation of safety of all persons, SIP or evacuation status, status of event/ reporting/updates/ recovery, interaction and communication with 1st responders

**Due to the limited size of the Team, the specific task for the Team member will be driven by the emergency
The primary area and individuals identified above will have the following responsibilities:**

- Institute and convene at the Command Center
- Determine the type of threat and necessary response, notify all required parties based on protocol
- Oversee the initial emergency notification and those providing emergency operations support
- Assess the threat and order processes into place
- Notify appropriate designated College staff, College Leadership public safety and external partners as needed (911)
- Establish and maintain communication with all involved parties
- Organize response actions, utilizing teams and provide the level of safety, evacuation or shelter that is appropriate
- Coordinate all tasks and manage assignments with others team members in the building
- Determine the need for and obtain additional resources
- Communicate resource needs to necessary parties
- Collect and disseminate pertinent incident information
- Coordinate efforts with local authorities as appropriate
- Provide regular status updates to College Emergency Management leadership, Departments and Offices:
- Identify units that will support the emergency
- Begin and maintain an activities log of incident related information and actions
- Track all damage, time, resources used, expenses and actions taken
- Gather information from those providing emergency operations support
- Provide status updates, incident information and resource requests to the primary unit
- Seek shelter-in-place in designated spaces given the location of the emergency
- Determine if evacuation is required and consult necessary individuals
- Assess medical condition of all parties

- Maintain calm and as clear communication and decorum as is possible
- Designated employees will fulfill specific critical functions as needed
- Account for the safety of all individuals in the building
- When advised it is possible, begin recovery communications
- Advise all of safe conditions and implement operational procedures
- Direct media and all other interested parties to the appropriate sources in the College
- Plan for and conduct de-briefing, reports and documentation, cooperate with the needs of law enforcement
- Provide for scheduling , intervention counseling and other in-house procedures for classes to resume and the return to normal operating procedures

Danger of outside threat – all areas begin lock down and/or shelter-in-place as instructed.

Danger of insider threat – all areas begin shelter-in-place as instructed or evacuate as instructed.

Danger of fire, explosion, bomb threat – begin evacuation as instructed:

- Northbound classrooms , Learning Commons, Seminar rooms to 49th and Chestnut Streets
- all east bound corridor classrooms to 46th and Chestnut Streets, all westbound classrooms to 49th and Chestnut Streets and Automotive tech to 46th and Chestnut Streets, via Ludlow Street.
- If this danger is in Automotive tech, they would evacuate to 46th and Chestnuts Streets, via Ludlow Street.
- This plan would facilitate emergency vehicles access to the College without concerns of students, faculty and staff being in the areas of danger.

Faculty members, including Auto Technology, will supervise and instruct their respective classes as to the expected response based on information from the Building Emergency Management Team

Building Emergency Management Team Leader advises individual responsible on Main campus for all College wide alerts, notifying College senior leadership with regard to media information and communications

Building Emergency Team leaders interact with local authorities, EMT, other community based first responders given the nature of the threat

Shelter-in-place will occur primarily in those classrooms with locks on doors and those without windows - but will be based on safe passage to those areas or the inherent safety of occupied spaces.

Designated Shelter-in-Place Spaces:

The rooms to be used are 136, 111, 121, 122 and all classrooms on the eastern most corridor except Bio laboratory and bathrooms. We will also utilize Administrative Suite 127 inner offices and all computer labs. These spaces will be used based on the location of the incident, the ability to access these areas and the command to SIP.

Local Emergency Resources

Penn Presbyterian Hospital

Level 1 Trauma Center
51 North 39th Street
Philadelphia, PA 19104
215-662-8000

Fire Department Engine 5 – Ladder 6

4221 - 29 Market Street
Philadelphia, PA 19139
Engine 5 / Ladder 6

18th District Police

55th and Pine Street
Philadelphia, PA 19143
215-686-3180
Captain Robin Wimberly