

Community
College
of Philadelphia

Emergency Operations Plan

Northeast Regional Center

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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.

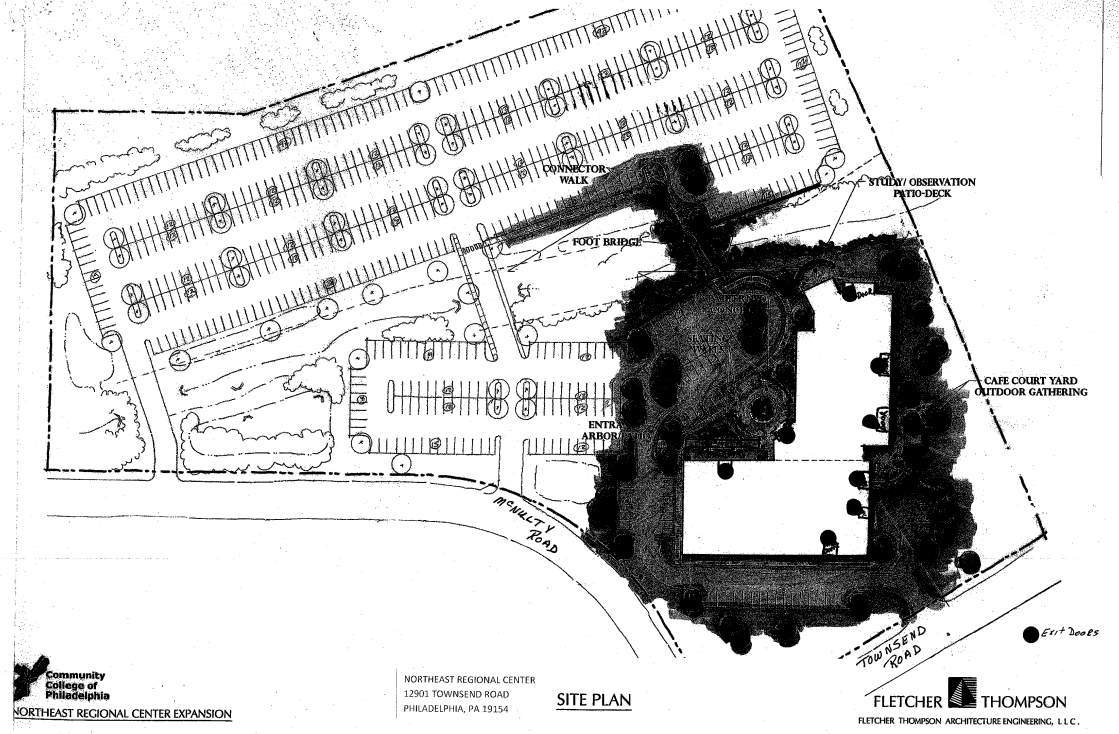
Access and functional needs

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.

NORTHEAST REGIONAL CENTER

SITE MAP



Community College of Philadelphia
NORTHEAST REGIONAL CENTER EXPANSION

NORTHEAST REGIONAL CENTER
12901 TOWNSEND ROAD
PHILADELPHIA, PA 19154

SITE PLAN

FLETCHER THOMPSON
FLETCHER THOMPSON ARCHITECTURE ENGINEERING, L.L.C.

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 Regional Center 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. College authorities are notified and placed on alert.
- c. The Director of Safety and Security 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 EOC.

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 of Safety and Security 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.
- o. The Regional Center Director is recognized as the Site Emergency Manager.
- p. The Director of Safety and Security, or designee, is the only person allowed to communicate between the EPG and EMT, unless otherwise directed.
- q. 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.
- r. The Director of Safety and Security, 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 II or Higher

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

- Biology
- Chemistry
- Counseling
- Enrollment Services

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 Northeast Regional Center’s primary Emergency Operations Center is located at:

Primary: Room 102A, Records and Registration Work Room

Secondary: Room 103, Administration office

Third: Room 329, Center for Small Business, Growth and Training

Equipment and Resources

The primary EOC is equipped with the following equipment:

Computers	Emergency Kit
Telephones	Vests
Fax machine	Earplugs

Information collection, analysis, and dissemination

Notifications and Warnings

Emergency Communications

All emergencies should be reported to the Office of Safety and Security:

Dial Extension 6219 or 8111. From an outside phone dial (215) 972-6219 or (215) 751-8111.

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 x6219 or (215)-972-6219 / (215) 751-8111

or Philadelphia Police by dialing 911. In the event of an emergency, users are advised to call x6219, (215) 972-6219/ (215) 751-8111 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**.

Hazard Specific Annex

To review the definitions and subsequent procedures, refer to the specific scenario below.

Evacuation	Pg. 16
Disasters	Pg. 17
Earthquake	Pg. 18
Chemical and Hazardous Materials	Pg. 19
Adversarial Subject	Pg. 20
Fire	Pg. 21
Civil Disturbance	Pg. 22
Shelter in Place	Pg. 23
Active Shooter	Pg. 24
Building Lock Down	Pg. 25
Acts of Terrorism	Pg. 26

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.
- **Dial 911, NERC Security at x6219 from a campus phone or 215-972-6219.**

- **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.

Notes:

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 **Dial 911, NERC Security at x6219 from a campus phone or 215-972-6219.**

- 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
Dial 911, NERC Security at x6219 from a campus phone or 215-972-6219.
 - 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.

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.
 - **Dial 911, NERC Security at x6219 from a campus phone or 215-972-6219.**

- 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:

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 **Dial 911, NERC Security at x6219 from a campus phone or 215-972-6219.**
- 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
- Dial 911, NERC Security at x6219 from a campus phone or 215-972-6219.
 - 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:

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.
- Dial 911, NERC Security at x6219 from a campus phone or 215-972-6219 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, Dial 911, NERC Security at x6219 from a campus phone or 215-972-6219.

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:

Dial 911, NERC Security at x6219 from a campus phone or 215-972-6219.

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 **NERC Security at x6219 from a campus phone or 215-972-6219.**

Notes:

NORTHEAST REGIONAL CENTER

RESPONSE PLAN/PROCEDURES

I. Emergency situation is communicated between Center Director (or Chief Administrator on duty) and Security Officer (or senior security officer on duty).

II. Assessment of emergency

A. Determine location of emergency

B. Determine level of emergency

1. Follow Response Level Protocols and Priorities

C. Collect details of emergency

D. Decide the Plan of action required

E. Determination if evacuation or shelter in place is required

1. Activate evacuation alarm if deemed necessary

a. evacuation instructions communicated via available resources

b. evacuation routes communicated to occupants

c. leave areas locked and secured

d. power down equipment such as heating devices in laboratories

and offices and shut down all devices involving gas or other

potential hazardous emissions

2. Determine shelter in place location

a. preferably an inside room with no windows

b. locked door

c. determine form of communication

d. turn off lights

e. record names of occupants in room

f. remain calm

g. stay in room until informed it is safe to relocate

III. Contact proper internal and external authorities (Internal – Director of Safety and Security main campus x8111, Director of Facilities, VP, Business & Finance and Treasurer, VP for Academic and Student Success) (External - 911)

A. Follow instructions given by authorities

B. Follow-up with emergency status

IV. Convene NERC Emergency Response Team if required (major emergency or disaster) at designated Command Post

A. Responsibilities are distributed among ERT

1. crowd control

2. assist disabled (communicate location of disabled to security)

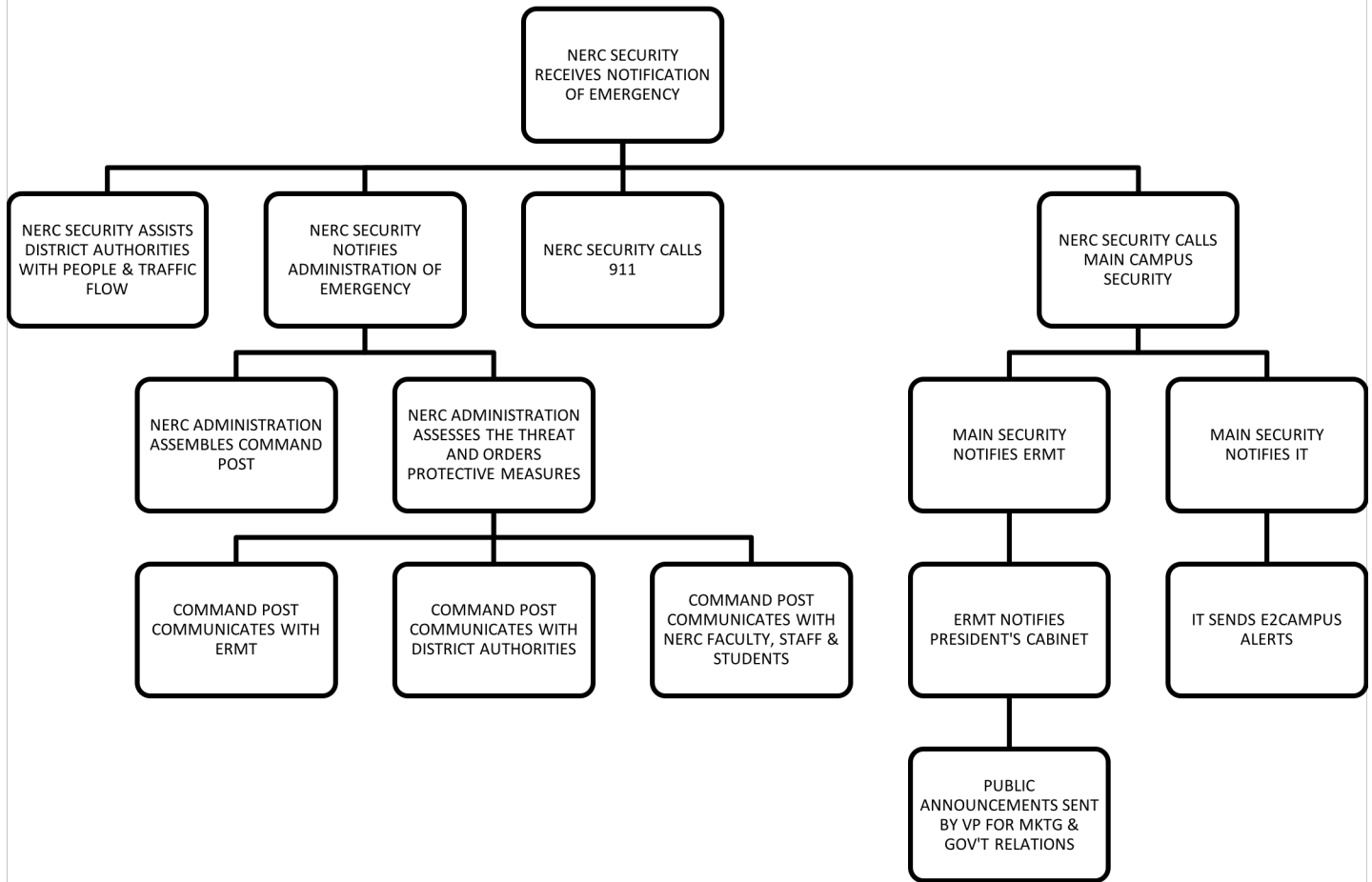
3. evacuation posts covered

4. communicate with command post and disseminate approved information

V. Account for building occupants-staff members, faculty, students and visitors

VI. Direct media to Marketing and Government Relations Officer

NORTHEAST REGIONAL CENTER
EMERGENCY RESPONSE COMMUNICATION PLAN



NORTHEAST REGIONAL CENTER
EMERGENCY RESPONSE PLAN FOR
SCIENCE LABORATORIES AND CLASSROOMS

This plan is in compliance with the College's Plan and is specific to the Science Laboratories at the Northeast Regional Center. Areas included in this plan are:

Prep Rooms: 315A, 318, 339A, 347A Laboratories: 316, 317, 319, 339, 347 Storage Rooms: 313, 345
Classrooms: 315, 341, 346

The following is the procedure that should be followed in case of:

I. Uncontrollable Fire (chemical or other):

- A. Pull Fire Alarms (on wall next to Fire Escape). NOTE: this will alert Security and they will contact Fire Department
- B. Evacuate area (Evacuate building through the nearest fire tower, outside Room 319)
- C. Heat activated ceiling sprinkler system should engage
- D. SHUT OFF GAS LINES AT CUTOFF - red button on side of Instructor's Lab bench.
- E. Seal off area as much as possible...close doors, shut down the hoods to decrease oxygen flow
- F. Inform Security (215-972-6219) of particulars as in where, what, size, other conditions.

If no Lab personnel are on campus then:

Call Contact Tree. See below after notifying Security at x6219

NOTE: Flammable and volatile chemicals are stored at the following

locations: Rooms 318 (in and under hoods), 316, 317, 319, 339, 347 (under hoods). If necessary, Security can access circuit breaker for main gas and hood cut off located in Room 314.

II. Electrical Fire

A. Pull Fire Alarms (on wall next to Fire Escape)

B. Evacuate labs

NOTE: This will alert Security and they will contact the fire department.

C. Call Security and inform them of particulars as in where, when, how. If necessary, Security can access main cut-off for electricity at the breaker boxes. Room 314

III. Loss of Electrical Service (extended blackout)

A. Notify Security (x6219 or 215.972.6219)

B. This situation is beyond the control of lab personnel.

C. Secure the labs and prep area and evacuate the premises until power is restored.

NOTE: Chemical storage in the ventilation hoods and the refrigerator units would be affected. This could lead to repercussions in terms of chemical fumes building up if the power failure is extremely lengthy.

IV. Chemical Emergency (significant /large spill or leak: No fire)

A. Notify Security (215-972-6219) and inform them of particulars. If necessary, Security will alert fire dept. and HAZMAT.

B. Evacuate non-essential personnel from area.

C. Notify Lab personnel...as necessary, they should don personal

protective equipment.

D. Seal off area as much as possible (smaller spills: use Spill Kits

located in Prep Rooms 318, 339A, 347A

E. Close doors; turn fume hoods ON to maximize ventilation.

F. Inform Facilities (215-751-8800) to turn OFF air intakes on the roof (Large spill)

If no lab personnel on campus then:

Notify security, 215-972-6219

Notify Facilities, 215-751-8800

Call CONTACT TREE see below

V. Hot & Cold Water line Rupture (Found in all areas)

A. Notify Security (215-972-6219) and Facilities (215-751-8800) to take appropriate action.

B. Evacuate Room — CANCEL LAB sessions until repairs are made; any time there is no running water in a laboratory room, all laboratory work MUST be stopped.

VI. Natural Gas Line Rupture or Gas Leak

A. Notify Security (215-972-6219) and Facilities (215-751-8800) to take appropriate action

B. Shut emergency gas cut-off..... Red button on side of Instructor's bench.

C. Evacuate room

NOTE: If necessary, Security can access circuit breaker for main gas cut off located in Room 314.

VII. College-initiated Evacuation

- A. Extinguish all open flames
- B. Shut emergency GAS cut-offs, red button on side of Instructor's bench.
- C. Notify Security at x6219 or 215-972-6219
- D. Pull fume hoods down/closed. Unplug hot plates, heaters and table-top Instruments.
- E. If sufficient time, power-off computers, lock doors, secure and take your personal items of value.
- F. Evacuate building through the nearest Fire Tower (outside Room 319)

AT ANY TIME, SHOULD AN INCIDENT OCCUR IN THE ABSENCE OF LAB PERSONNEL, ONE SHOULD NOTIFY SECURITY IMMEDIATELY. (Ext. 6219 internally and 215-972 -6219 externally)
SECURITY SHOULD NOTIFY THE NECESSARY PERSONNEL AND THE FOLLOWING PERSONNEL:

CONTACT TREE:

Aki Inoue, ext. 6258, 267-460-0432, home

Kathy Mulray, ext. 6231, 215-917-4588 cell

**NORTHEAST REGIONAL CENTER
RESPONSE TEAM FUNCTIONS**

Most functions necessary for emergency response in the community are also necessary for emergencies within the college. Incident management functions below are described in the context of a college setting.

LOCATION	PERSONNEL	FUNCTION
Command Post	Site Commander (Primary communicator with ERMT and District Authorities) NERC Director Alt. NERC Manager	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies district and college authorities; provides updates; requests resources.
Command Post	Site Liaison NERC Manager Alt. NERC Coordinator	Assists with management of crisis; intermediate between Site Commander and District Authorities; answers questions regarding occupancy of building; Contact for agency representatives
Command Post	Site Manager NERC Coordinator Alt. Security Supervisor	Assists with management of crisis; reviews equipment resources and makes requests as needed; communicates with staff and faculty;
Building and Grounds	Site Security Officers CCP and ALLIED BARTON SECURITY OFFICERS	Secures and inspects building and grounds; assists with people and traffic flow

**NORTHEAST REGIONAL CENTER
EMERGENCY RESPONSE CONTACT NUMBERS**

NAME	TITLE	OFFICE NUMBER	CELL NUMBER
MAIN CAMPUS	SECURITY	215-751-8111	
NERC	SECURITY	215-972-6219	215-852-8912
RANDY MERCED	SECURITY	215-751-8188	
MARK PINO	SECURITY	215-751-8165	267-273-3149
JULIAN FIELDS	SECURITY	215-751-8369	267-639-8976
MIKE PARKER	ALLIED BARTON		267-716-0132
KATHY MULRAY	NERC DIRECTOR	215-972-6231	215-917-4588
PETE LLEWELYN	NERC MANAGER	215-751-8372	
KATE SIMON-BUMP	NERC COORDINATOR	215-972-6255	267-535-9614
WARREN HILTON	DEAN	215-751-8131	610-570-4033

NORTHEAST REGIONAL CENTER LOCAL EMERGENCY SERVICES

Emergency Services:	911
Local Police Department:	Philadelphia Police Department 3100 Red Lion Rd., Philadelphia, PA 19114 (215) 686-3080
Local Fire Department:	Philadelphia Fire Department Engine 22 270 Comly Rd., Philadelphia, PA 19154
Local Hospital:	Aria Health Torresdale Campus 10800 Knights Rd., Philadelphia, PA 19114 (215) 612-4000
Local FBI Office:	Philadelphia Field Officer William J. Green, Jr. Building 600 Arch Street, 8 th Floor Philadelphia, PA 19106 (215) 418-4000
Safety and Security:	Randy Merced, Director, (215) 751-8818 Mark Pino, Manager, (215) 751-8165 Julian Fields, Manager, (215) 751-8369 1700 Spring Garden Street, MG-12 Philadelphia, PA 19130
Facility Address:	CCP Northeast Regional Center 12901 Townsend Road Philadelphia, PA 19154 SUITE 103

NERC Emergency Exits All Floors

<i>Fire Exit</i>	<i>Room / Area</i>	<i>Fire Exit</i>	<i>Room / Area</i>	<i>Fire Exit</i>	<i>Room / Area</i>		
LEARNING COMMONS FIRE TOWER	Learning Commons	MAIN LOBBY FIRE TOWER	Community Room 124	SUITE 102 FIRE TOWER	Enrollment Services		
	130		Second Floor		Suite 102 (11) E- P		
	132A		203		Second Floor		
	133A		204		205		
	134A No Plan		208		208		
	135		225		209		
	137 No Plan		226		210		
	Second Floor		227		211		
	243		228		212		
	244		229		215		
	246		230		Student Life 216		
	248		238		307		
	249		239		Faculty Area 301		
	253		258		(4) F,G,J,K		
	254		259		IT Room 303		
	Third Floor		Faculty Area 301		Third Floor		
	334		(5) A - E		302		
	335		Third Floor		304		
	336		315		305		
	338		316		306		
	339 No Plan		317				
	341 No Plan		319				
	346		Seminar 325				
	347		Small Business				
	Office 337		329				
			330				
	MAIN LOBBY EXIT		Lobby Seating		BOOKSTORE EXIT	Administration	
			Community Room 124			Reception	
Café		SUITE 103					
			(5) B, C, D, E, F				
			Bookstore				

NERC PROPOSED SHELTER IN PLACE LOCATIONS (Lockable and No Windows)

<u>1st Floor</u>	<u>Room</u>	<u>Building</u>
Registration Work Room	102A	East
Financial Aid Office	102F	East
Enrollment Services Storage Room	102Q	East
Enrollment Services File Room	102T	East
Admin. Storage	103H	North
Security Office	109	North
Food Service Office	110	North
Custodian Storage Room	118	East
Security ID Room	112	East
Lobby Electrical Closet	120	East
Library Storage Room	136	East
<u>2nd Floor</u>		
Occupational Therapy	203	North
Storage Room	214	North
Music Room Storage	259B	East
<u>3rd Floor</u>		
Faculty Scantron	301I	North
Faculty Computer	301J	North
Faculty Mail Room	301K	North
Electrical Closet	323	East
Science Prep Room	339A	East
Science Prep Room	347A	East

Emergency Response Volunteers & Posts

Location	Volunteer	Directions
<u>First Floor</u>		
Main Lobby Fire Tower	Kathy Mulray	Exit door closest to Bookstore
Main Entrance	Pete Llewellyn	Across bridge to back lot
Learning Commons Fire Tower	Gary Mitchell	Across bridge to back lot
Suite 102 Fire Tower	Amarah Williams	Move to the left to pavement
		Move out passed driveway to pavement
Bookstore Exit	Mike Nieves	
<u>Second Floor</u>		
Main Lobby Fire Tower	Kate Simon-Bump	
Learning Commons Fire Tower	Carol Jewett	
Suite 102 Fire Tower	Jennifer Chiaramonti	
Main Stairway	Patrice Heisse	No Exit – use fire towers
<u>Third Floor</u>		
Main Lobby Fire Tower Old		
Main Lobby Fire Tower New	Chris Hess/Selma Copper	
Learning Commons Fire Tower	De Weedor	
Suite 102 Fire Tower	Natalie Fein	
Main Stairway	Lorene Farma	
ALTERNATES:		
	Selma Copper	
	Jeanna Perlman	

RECOVERY

The Center Director (or Chief Administrator on duty) and CCP Security (or senior security officer on duty) will make assessment of post emergency conditions and will provide leadership with the following:

- A. Provide details of assessment to proper authorities
- B. Upon approval from proper authorities, notify building occupants when/if it is safe to return to the building
- C. Conduct debriefing sessions
- D. Complete Incident Reports
- E. Provide crisis intervention counseling if needed