State College Main Campus
and
Cato Park Building

Emergency Response

Policies & Procedures Handbook

September 1, 2018
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Emergency Response Plan

Introduction

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of South Hills School and community resources. Whenever an emergency affecting the school reaches proportions that cannot be handled by routine measures, the President or her designate may declare a state of emergency, and these contingency guidelines may be implemented.

There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorder, and (2) large-scale natural/man-made disasters. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

Scope

These procedures apply to all personnel, buildings and grounds, owned and operated by South Hills.

Declaration of School State of Emergency

The authority to declare a school state of emergency rests with the President or her designate as follows:

During the period of any school major emergency, the Director of Operations shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The Director of Operations shall immediately consult with the President regarding the emergency and the possible need for a declaration of a school state of emergency.

When this declaration is made, only registered students, faculty, staff and affiliates (ie, persons required by employment) are authorized to be present on campus. Those who cannot present proper identification showing their legitimate business on campus will be asked to leave the campus.

In addition, only those faculty and staff members who have been assigned emergency operations duties will be allowed to enter the immediate disaster site.
In the event of earthquakes, aftershocks, fires, storms or a major disaster occurring in or about the school, which involves school property, the Director of Operations will dispatch an identified person to determine the extent of any damage to the school property.

**Definitions of Emergencies**

The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response:

1. **Minor Emergency**: Any incident, potential or actual, which will not seriously affect the overall functioning of the School. Report the incident immediately to the Director of Operations.

2. **Major Emergency**: Any incident, potential or actual, which affects the entire building, and which will disrupt the overall operations of the School. Outside emergency services will probably be required. Major policy considerations and decisions will usually be required from the President during times of crises. Report the incident immediately to the Director of Operations.

3. **Disaster**: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the School. In some cases, mass personnel casualties and/or severe property damage may be sustained. A coordinated effort of school and community resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Command Post will be activated, and the appropriate support and operational plans will be executed.

**Types of Emergencies**

Types of emergencies covered by this manual are:

1. Altercation
2. Weapon
3. Explosion
4. Earthquake
5. Tornado, Thunder/Electrical Storm, Severe Winds
6. Hostage
7. Intruder
8. Medical Emergency
9. Hazardous Material
10. Bomb Threat
11. Fire
12. Death of a Student or Faculty/Staff Member at School
13. Death of a Student or Faculty/Staff Member outside of School

**Emergency Command Post**

When a major emergency occurs, or is imminent, it shall be the responsibility of the Emergency Response Coordinator to set up and staff an appropriate Emergency Command Post. The Emergency Command Post serves as a marshaling area for local agency assistance, emergency teams and/or the media. The Mazza Center or an identified room at the YMCA will serve as the Emergency Command Post. The location should accommodate multiple telephone and/or electrical appliances is desirable.

At least one designated person is to staff the command post at all times or until the emergency ends. The designated person should maintain a written log of phone messages and actions taken. The command post should contain a desk/table, chair, telephone and the school Emergency Response Kit.

Emergency Response Kit to include:

1. Portable two-way radios
2. Portable public address system
3. First aid kit
4. Local telephone directories
5. Tablet and Pens
6. Laptop Computer w/ WiFi capability
7. Copy of Emergency Response Plan
8. Current term’s class schedule (long sheet)
9. Employee Directory
10. Map and blueprints of building
Emergency Response Team

In addition to establishing an Emergency Command Post as necessary, an Emergency Response Team should be assembled at the command post. The team should consist of the following personnel:

- **Emergency Director**: Director, Mark Maggs
- **Emergency Coordinator**: Director of Education, Dave Schaitkin
- **Emergency Response Coordinator**: Director of Regulatory Affairs, Natalie Lombardo-Beaver
- **Facilities**: Facilities Operations Manager, Matt Musser
- **Public Relations**: President, S. Paul Mazza, III
- **Human Resources**: Assistant to the Director, Carolyn Hettich
- **Academic Affairs**: Academic Affairs Officer, Rachel Yoder
- **Finance**: Bursar, Rob Weikel
- **Financial Aid**: Director of Financial Aid, Anne Falk
- **Information Technology**: Systems Administrator, Michele Spicer
- **Admissions**: Director of Admissions, Holly Emerick

**Emergency Director—Campus Director**

1. Responsible for the overall coordination of the school emergency response.

2. Determine the type and magnitude of the emergency and establishes the appropriate emergency command post.

3. Coordinate with the President and others in assessing the emergency and preparing the school's specific response.

4. Notify and conduct liaison activities with local police and governmental agencies, and others, as necessary.

5. Declare and end the school state of emergency.

6. Determine class cancellations/rescheduling.
Emergency Coordinator—Director of Education

1. Conduct liaison activities with outside organization such as fire, police, Homeland Security, PEMA, etc.

2. Work with legal counsel on issues that arise.

3. Identify alternate locations for campus functions (classes, events, etc.), if necessary.

4. Assign a school official to Mount Nittany Medical Centre to keep the Emergency Command Post advised to the medical condition of any affected students and/or employees. The assigned school official also serves as a liaison with the family of the injured.

Facilities—Facilities Operations Manager

1. Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.

2. Assist outside agencies with floor plans, blue prints, location of gas lines, water lines, and other essential utilities information.

3. Assist outside agencies with internal electrical, plumbing and other maintenance concerns/locations.

4. Assist the utility companies as required for emergency operations.

5. Conduct preliminary damage assessments and compile a damage report.

6. Arrange for storage of vital records and equipment at an alternate site.

7. Photograph or videotape the damage to the property.

Public Relations

1. Draft a standardized script to be used for notices, bulletins, web pages, the phone answering system, and press releases.

2. Prepare news releases for approval and releases to media concerning the emergency.
3. Distribute emergency information to students, faculty and staff via website or phone.

4. Establish liaison with the news media for dissemination of information.

5. Establish liaison with local radio and TV services for the public announcement.

6. Arrange location for photographic and audio-visual services.

7. Advise the President of all news concerning the extent of disaster affecting the school.

**Human Resources**

1. Secure all records.

2. Collect essential documentation and records.

3. Collect essential contact information (phone numbers, e-mail addresses, etc.)


5. Close office.

6. Maintain mail & receiving services.

7. Notify insurance representatives.

8. Ensure the continuation of all payroll and purchasing functions.


10. Coordinate with Bursar to ensure the procurement of resources.

11. Restore and resume check disbursement for staff and faculty.

**Academic Affairs**

1. Secure student records.

2. Fully close all drawers in the fireproof filing cabinets.

3. Collect essential documentation and records.

4. Close the office.

5. Deliver school roster to the Emergency Operations Center.
6. Coordinate assistance for students with physical health/medical issues.
7. Provide emotional support/counseling to students in need.
8. Organize faculty to provide emotional support to students, if needed.
9. Coordinate professional counselors, if needed.
10. Coordinate communication with parents, family and significant others.

**Bursar/Finance**

1. Insure all cash is secured in the safe.
2. Collect essential documentation and records.
3. Close office.
4. Responsible for financial and cost analysis.
5. Provide budget accounts for emergency spending.
6. Identify funds available to meet emergency needs.
7. Oversee record keeping system for all expenditures associated with emergency operations.
8. Oversee contract negotiations with the Director of Operations.
9. Tracks personnel and equipment time.
10. Works with Human Resources to ensure the procurement of resources.
11. Project budget implications for a possible refund of tuition and fees.
12. Restore and resume check disbursement for students.

**Financial Aid**

1. Secure student records.
2. Secure the SAP binder in a fireproof filing cabinet.
3. Fully close all drawers in the fireproof filing cabinets.
4. Collect Dept. of Ed tokens
5. Collect rolodexes.

**Information Technology**

1. Maintain the network, internet, wireless communications and computer operations.
2. Identify IT resources and services required to support the emergency.
3. Ensure telephone services are established and maintained.
4. If systems are down, determine how quickly the services can be restored.
5. Secure critical data and information resources.
6. Determine if any loss or breach of data has occurred.
7. Repair and restore network and computing infrastructure.

**Admissions**

1. Activate a phone answering system to advise callers that the school is closed and students, staff and faculty have departed for home.

**Reporting Emergencies**

**Procedures**

1. **In an emergency dial 9-1-1**
2. When calling, stay calm and carefully explain the problem and location to the County Dispatcher.
3. **Do not hang up until you are told to do so.**
4. Keep calm and keep others calm.
Disaster Resources—Phone Numbers

1. State College Borough Police: 814-234-7150
2. Fire Department (Alpha Fire Co.): 814-237-4127
3. Mount Nittany Medical Center: 814-231-7000
4. American Red Cross: 814-237-3162
5. PennDot: 1-800-349-7623 (roadway concerns)/717-787-2838 (general info)
8. Pennsylvania National Guard: 717-861-8500 (Joint Headquarters)
13. Centre County Board of Commissioners: 814-355-6700
14. Pennsylvania Governor’s Office: 1-800-932-0784
16. Centre County Can Help (Mental Health): 1-800-643-5432
17. Center for Disease Control: 1-800-232-4636
Utilities (State College Campus)—Phone Numbers

1. **Electricity—West Penn Power:** 1-888-544-4877 (Emergency)
   - Account #: 100 096 403 679
   - Customer Service: 1-800-686-0021

2. **Electrical Failure—Miller Electric:** 814-466-5110

3. **Gas—Columbia Gas Company:** 1-888-460-4332
   - Account #: 14603603 001 000 3

4. **Water—State College Borough Water Authority:** 814-238-6766
   - Account #: D-0256-065

5. **Phone—Level 3:** 1-877-453-8353

6. **Internet—Comcast Cable:** 1-800-391-3000
   - Account #: 01692 127273-01-3

7. **Elevator—Eastern Elevator:** 814-467-8350

8. **Ventilation—Schultz Company:** 814-946-0441
   - Notify Matt Musser (814-325-0160) before calling Schultz Co.

9. **Plumbing Failure/Flooding—Hazel, Inc.:** 814-355-4841

10. **Answering Service—ACE Answering Systems:** 1-888-231-8223
    - Operations Manager—Kristal Fye (Cell: 1-443-676-7717)

Utilities (CATO)—Phone Numbers

1. **Landlord—Nicholas Family LP:** 814-238-9410
   - Utilities are part of the rent

2. **Internet—Comcast Cable:** 1-800-391-3000
Media—Release of Information

There are two basic guidelines to observe in crisis situations:

1. Only authorized spokespersons will meet or talk with the media.
2. Only factual information is released; no speculation is to be offered.

Depending on the nature of the crisis, the news media may be given any or all of the following information about the crisis, at the discretion of the President or designate:

- Nature, location and time of crisis
- Current status of crisis
- Person(s) or issue(s) involved
- South Hills’ response to the crisis
- Number of injuries/deaths (if any)
- Names of injured/dead (only after families have been notified)
- Damage
- Effect on South Hills’ operation for the following day/week

Evacuation Procedures/Route

Building Evacuation—Waupelani Drive Building

1. All building evacuations will occur when an alarm sounds and/or upon notification by the Emergency Response Coordinator.

2. When the building evacuation alarm is activated during an emergency, occupants should leave by the nearest marked exit and alert others to do the same.
3. **Assist any persons unable to evacuate independently in exiting the building.** Remember that the elevator is reserved for persons with mobility needs. **Do not use the elevator in cases of fire and/or earthquake.**

4. Once outside proceed to the **YMCA skating rink** (which is at least 500 feet away from the affected building). (During rain/snow gather inside the YMCA building.) Keep parking lots, streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

5. **Do not** return to an evacuated building unless told to do so by a **School Official**.

**Building Evacuation—Cato Building**

1. All building evacuations will occur upon notification from the PA system.

2. When the building evacuation notification has been given, occupants should leave by the nearest marked exit and alert others to do the same.

3. **Assist any persons unable to evacuate independently in exiting the building.** Remember that the elevator is reserved for persons with mobility needs. **Do not use the elevator in cases of fire and/or earthquake.**

4. Once outside proceed to the **Dix Honda** (which is located on the opposite side of Enterprise Drive). Keep parking lots, streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

5. **Do not** return to an evacuated building unless told to do so by a **School Official**.

**Resumption of Normal Operations**

Following an evacuation of the school, a schedule for resuming operations will be announced via local television, radio, South Hills’ phone answering system and the South Hills website.
Code Red Procedures

Quickly determine the most reasonable way to protect your own life. **Evacuate**—if there is an accessible escape path, attempt to evacuate the premises. **Hide**—if evacuation is *not* possible, find a place to hide where the active shooter is less likely to find you.

1. **Evacuate**
   - Evacuate regardless of whether others agree to follow
   - Leave your belongings aside
   - Prevent individuals from entering an area where the active shooter may be
   - Keep your hands visible
   - Following the instructions of any police officers

2. **Hide**
   - Lock the door
   - Turn of lights and computer monitors
   - Silence your cell phone
   - Turn off any source of noise (TV, computer)
   - Move to interior walls and drop
   - Hide out of the active shooter’s view/behind large items (cabinets, desks)
   - Blockade the door with heavy furniture
   - Remain quiet
Specific Emergency Procedures

Active Shooter/Weapon

A weapon is any instrument which may produce bodily harm or death. Weapons include, but are not limited to, any knife, firearm, air gun, sword, spear, ax, tomahawk, club, explosive device, fireworks or other incendiary device, throwing instrument, firearm silencer, ammunition, blackjack, night stick, screwdriver or a homemade weapon.

Note: The safety of the students, faculty and staff is always the first priority. Apprehension of the violator and weapon retrieval is secondary.

1. Notify the Director of Operations immediately.

2. **Call 9-1-1.** Make sure the 911 operator understands that there is an armed person inside the school; give his last known location, what he’s wearing, and the type of weapon (handgun, rifle). If possible, stay on the line until you are instructed to disconnect by the emergency operator.

3. Notify all teachers that you have an emergency situation. Announce the “Code Red”, over the PA system and identify the location of the active shooter if possible.

4. Evacuate if there is an accessible escape path.

5. Hide if evacuation is not possible.

6. Clear students/personnel from the hall/commons area and direct them to the nearest accessible escape path or a classroom if evacuation is not possible.

5. Close and lock all doors/windows—leave only if an accessible escape path becomes available.

6. Shut off lights and computer monitors.

7. Move away from doors and windows—move to interior walls and drop.

8. Turn off cell phones and be quiet.

9. Wait for further instructions.
10. If the armed person can be contained in one section of the building, students and staff should be evacuated from other parts of the building to a designated safe area.

11. If safety permits, a staff member should be directed outside the building to warn all approaching individuals of the danger.

12. Do not attempt to disarm any individual with a weapon.

13. Do not panic. Establish a psychological advantage by remaining calm.

14. Do not make threats or challenge the person in possession of the weapon.

15. In a calm voice and manner, try to talk to the individual. Make reasonable suggestions. For example, if other individuals are present, request that they be allowed to leave the area.

16. Observe the weapon and individual carefully and try to obtain enough information about it so that a description can be given to law enforcement officers.

17. Attempt to isolate the individual if possible.

18. Move slowly and with confidence.

19. Comply with the individual’s demands as long as they are reasonable.

**Altercation**

An altercation occurs when there is a fight between two or more individuals. The fight might include fist fighting or the use of weapons. South Hills will enforce a zero tolerance policy concerning violence and threats of violence.

1. Notify the Director of Operations immediately.

2. Call 911 (police), if necessary.
   
   • Be prepared to stay on the line until help arrives.

3. Send someone to the parking lot to escort the police to the location of the assault.
4. Walk briskly to the fight—do not run.

5. Do not try to break up the fight alone—ask for assistance from nearby staff members.

6. Instruct students to disperse.

7. Yell the combatants’ names and order them to stop.
   - Use “Ladies” or “Gentlemen” if students’ names are not known.

8. Approach students from the side. Do not step between combatants.

9. Separate all combatants to different rooms.
   - Assign two staff members to each student.
   - Do not leave the students unsupervised.
   - Do not send students back to class until the situation has been resolved and faculty have been informed.

10. Be prepared to provide first-aid procedures to stop bleeding, etc.

11. Write an account of the incident and file it ASAP.

**Explosion**

In the event a tragedy occurs such as an explosion, take the following action:

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

2. After the effects of the explosion and/or fire have subsided, call 9-1-1. Give your name and describe the location and nature of the emergency.

3. If necessary activate the building alarm.

4. When the building evacuation alarm is activated, walk quickly to the nearest marked exit and alert others to do the same.

5. Assist any persons unable to evacuate independently in exiting the building. Remember that the elevator is reserved for persons with mobility needs.
6. Once outside move to a clear area that is at least 500 feet away from the affected building. Keep the parking lots, streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews. Assemble at the YMCA.

7. A school Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

8. **Do not return to an evacuated building** unless told to do so by a school official.

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**Earthquake**

In the event an earthquake, the school will take the following action:

1. **If indoors** seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
   a. Move to the main or lower floors as quickly as possible.
   b. Sit on the floor, facing the wall, with head down and hands over your head.
   c. If wearing heavy clothes/have access to heavy clothes, use these items to cover the upper body and head.

2. **If outdoors** move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines—they may be energized.

3. After the initial shock, evaluate the situation and if emergency help is necessary **call 9-1-1**. Protect yourself at all times and be prepared for after-shocks.

4. **Note:** Gas leaks and power failures create special hazards. Please refer to the section on “Utility Failures”.

5. If an emergency exists, activate the building alarm.

6. When the building evacuation alarm is sounded, walk to the nearest marked exit and alert others to do the same.

7. **Assist any persons unable to evacuate independently in exiting the building.** Do not use the elevator in case of fire and/or earthquake.

8. Once outside move to a clear area at least 500 feet away from the affected building(s). Keep parking lots, streets, fire lanes, fire hydrants and walkways clear for emergency vehicles and crews. Assemble at the YMCA.
9. If requested, assist emergency crews as necessary.

10. A school Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

11. Do not return to an evacuated building unless told to do so by a school official.

**Tornado, Thunder/Electrical Storm, Severe Winds**

A severe weather alert occurs when the National Oceanic and Atmospheric Administration (NOAA) issues a severe thunderstorm warning, tornado watch, or tornado warning.

- **Severe Weather Watch** means that weather conditions are such that a severe thunderstorm may develop.
- **Severe Weather Warning** means that a severe thunderstorm has developed.
- **Tornado Watch** means that weather conditions are such that a tornado may develop.
- **Tornado Warning** means that a tornado has been formed and sighted.

1. During severe weather the Director of Operations should monitor appropriate weather radio systems.

2. Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
   - a. Move to the main or lower floors as quickly as possible.
   - b. Assume a seated position on the floor, facing the wall, with head down and hands over your head.
   - c. If wearing heavy clothes/have access to heavy clothes, use these items to cover the upper body and head.

3. During a tornado warning students and staff should avoid any room with a wide free span roof.

4. During an electrical storm stay away from metal appliances, metal pipes, televisions, and avoid drafts since electrical charges will follow air currents.

5. If an emergency exists, activate the building alarm.
6. When the building evacuation alarm is sounded, walk to the nearest marked exit and alert others to do the same.

7. **Assist any persons unable to evacuate independently in exiting the building.** Remember that the elevator is reserved for persons with mobility needs.

8. Once outside move to a clear area at least 500 feet away from the affected building(s). Keep parking lots, streets, fire lanes, fire hydrants and walkways clear for emergency vehicles and crews. Assemble at the YMCA.

9. If requested, assist emergency crews as necessary.

10. A school Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

11. **Do not return to an evacuated building** unless told to do so by a school official.

### Hostage

Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising or attempting to exercise control over the individual(s) by the use of force or threat of force, or by other violent behavioral/verbal actions, which if carried out, would result in a departure from the organization’s normal course of action by using the threat of violence to secure the fulfillment of certain demands. **These situations are the least predictable and the most dangerous of the emergency situations that may be confronted.**

1. **Call 9-1-1.** Make sure the 911 operator understands that there is a hostage situation. If possible, stay on the line until you are instructed to disconnect by the emergency operator.

2. Notify all teachers that you have an emergency situation. Announce the “**Code Red**”, over the PA system and then announce identify the location of the active shooter if possible.

3. Evacuate if there is an accessible escape path.

4. Hide if evacuation is not possible.

5. Clear students/personnel from the hall/commons area and direct them to the nearest accessible escape path or a classroom if evacuation is not possible.

6. Students and staff/faculty should move away from doors and windows.

7. If the hostage taker can be contained in one section of the building, students
staff should be evacuated from other parts of the building to designated safe area.

8. If safety permits, a staff member should go outside of the building to warn all approaching visitors of the danger.

9. Don’t attempt to negotiate with the hostage taker—leave this to the professionals.

*If Taken Hostage:*

1. Get word to the office (via word, note or hand signals to passerby).

2. If possible, remove students from the area.

3. Do not try to disarm intruder.


5. Direct students to be quiet and to sit away from the intruder, windows and exits.

6. Police may be able to hear what is taking place and may enter the room at any time.

**Intruder**

An intruder is an individual in the building who has not followed established visitor procedures.

Any school personnel who observe a visitor in the building or on the school campus without a legitimate reason to be there should call the office. The Director of Operations will determine if it is a serious situation.

**General Procedure:**

1. Staff should stop strangers.

2. Inquire as to their business in the building.

3. Direct the stranger to the front desk, explain visitor’s policy and ask him/her to
sign in.

4. If the stranger refuses to cooperate, break contact and contact the Director of Operations.

**Emergency Procedure:**

1. **Call 9-1-1.** Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his/her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.

2. Notify all teachers that you have an emergency situation. Announce the emergency signal, “Code Orange”, over the PA system and then announce “Please keep all students inside your classroom until further notice.”

3. Close and lock all doors—do not leave for any reason.

4. Move away from the door and remain quiet and seated.

5. Clear students/personnel from halls and report to the nearest classroom or gathering place.

6. Wait for further instructions.

**Medical Emergency**

1. If serious injury or illness occurs at school, immediately call 9-1-1. Give your name, describe the nature and severity of the medical problem and the school location of the victim.

2. In case of minor injury or illness, trained personnel should provide basic first aid care. **Note:** Use only sterile first aid materials.

3. In case of serious injury or illness, first aid trained personnel should quickly perform the following steps:
   a. Keep the victim still and comfortable. **Do not move the victim.**
   b. Ask victim, "Are you okay?" and "What is wrong?"
   c. Check breathing and give artificial respiration, if necessary.
d. Control serious bleeding by direct pressure on the wound, treat for shock if necessary.

e. Continue to assist the victim until help arrives.

f. Look for emergency medical I.D., question witness(es) and give all information to the paramedics.


5. Only trained personnel should provide first aid treatment (ie: first aid, CPR).

Hazardous Material

A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly used and transported through Centre County; therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

Off-Property Hazardous Materials Release

1. Call 9-1-1. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.

2. Notify all teachers that you have an emergency situation. Announce the emergency signal, “Code Orange”, over the PA system and then announce “Please keep all students inside your classroom until further notice.”

3. Tune into the emergency radio system regarding any type of emergency situation.

4. Close all windows and doors—stay in the building.

5. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.

6. Do not proceed outside unless directed. If required, take action to evacuate the
building and if necessary, the school site. Stay upwind of the hazardous materials.

7. Do not approach a hazardous material area until a positive identification of material has been made.

8. The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.

9. If positive identification of the material cannot be made, assume the material to be dangerous.

10. The fire chief will be the on-scene commander during a hazardous material incident.

11. The fire chief will notify other emergency agencies and the Centre County emergency management director.

Bomb Threat

***DO NOT USE TWO-WAY RADIOS!!!!!!!!!!!***

A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site.

A bomb threat may be a prelude to attempted robbery, hostage taking, kidnapping, or just a student trying to get out of a test at school. However, a threat must be taken seriously at all times.

Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below. If possible, use the Bomb Threat Form to record information and record identifying qualities of the caller.

1. If you observe a suspicious object or potential bomb on campus do not handle the object!! Clear the area and immediately call 9-1-1.

2. Any person receiving a phone call bomb threat should ask the caller:
   a. When is the bomb going to explode?
b. Where is the bomb located?

c. What kind of bomb is it?

d. What does it look like?

e. Why did you place the bomb?

3. Keep talking to the caller as long as possible and record the following:

   a. Time of call
   b. Age and sex of caller
   c. Speech pattern, accent, possible nationality, etc.
   d. Emotional state of the caller
   e. Background noise

4. Don’t allow the phone line to be used again so that law enforcement can trace the call.

5. If the bomb location is known, do not touch the object!!! Do not open drawers, cabinets, or turn lights on or off.

6. Do not use cell phones, portable radios, cordless phones, or any device that transmits a radio frequency pulse.
   - South Hills (State College campus) fire alarm uses a hard wire phone line to notify the fire department.
   - South Hills (State College campus) building security alarm uses a hard wire phone line to notify the security company.
   - South Hills (State College campus) PA system uses a hard wire to notify the classrooms/school.

7. If an emergency exists, the wireless capability for the school will be turned off.

8. If an emergency exists, activate the building alarm.

9. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.

10. Report and do not disturb unusual objects as you leave a classroom or office.

11. Assist any persons unable to evacuate independently in exiting the building. Remember that the elevator is reserved for persons with mobility needs.
12. Once outside, move to a clear area at least 500 feet away from the affected building. Keep parking lots, streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews.

13. **Do not return to an evacuated building** unless told to do so by a school official.

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**Fire**

Know the location of fire extinguishers, fire exits, and alarm systems in your work area and know how to use them.

1. If a fire appears immediately **dial 9-1-1. Do not use the elevator during a fire.**

2. Evacuate immediately. Exit through the nearest exit using all available doors. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

3. Once outside, move to a clear area at least 500 feet away from the affected building. Keep parking lots, streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews. Assemble at the YMCA.

4. A school Emergency Command Post should be set up at the YMCA. Keep clear of the Command Post unless you have official business.

5. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a School official.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

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**Death of a Student or Faculty/Staff Member at School**

1. The Campus Director will **call 9-1-1.** Make sure the 911 operator understands that there has been a death at the school. If possible, stay on the line until you are instructed to disconnect by the 911 operator.

2. The President should be notified as soon as a death occurs and should document all
information as soon as it is available.

3. The President will notify the deceased person’s next of kin.

4. The President will be responsible for controlling the release of all information concerning death of staff member or student.

5. The details of funeral should be shared with the entire staff.

6. The deceased family’s wishes should be followed and the school liaison appointed by the President should be in direct contact with the family.

7. Issues regarding confidentiality and student’s right to privacy should be maintained.

8. Designated individuals should secure the area and clear the effected classroom/hallway of students.

9. The personal belongings of the deceased should be removed and protected so that they can be given to the family at a later date.

10. Dispel rumors and refer all rumors to the Director of Operations so that they can be addressed in the debriefing session.

11. Evacuate the immediate area, segregate witnesses and protect the scene of the event.

Death of Student or Faculty/Staff Member Outside of School

Classroom Procedure

1. The President should announce the death of the teacher/student and the known facts of the death during the first class of the day (or to the entire student body).

2. Although distraught, faculty and staff members should remain as calm as possible and serve as a “source of strength” for students. Teachers, dealing with their own grief, may not know what responses to offer or may try to do too much. Students rarely expect perfect answers or controlled indifference, but find teachers most helpful as emphatic listeners. Do not attempt to explain why a person dies (or has committed suicide).

3. In the case of a suicide situation, simply say, “Sometimes a person becomes distraught and depressed. When this occurs, he/she oftentimes can’t see a resolution to a
problem (or situation) other than taking his or her own life. There is an overwhelming feeling of hopelessness. This is tragic. If you are ever in a similar situation, discuss your problem(s) with someone you trust—preferably an adult (with counseling training). No problem is as great that you should consider committing suicide”.

4. Refer all rumors to the Campus Director so that they can be addressed in the debriefing session.

5. Not all students will grieve or respond to death/suicide in the same manner. Some will want to relieve the hurt by discussion, others by avoiding the issue. Each person will experience a grieving process that is “normal” for him/her. These reactions are typical and should be affirmed by teachers/counselors. Time should be allowed to express their grief reactions in the classrooms and discussions. Students should be allowed to express their grief and discuss openly their feelings, fears, and concerns that surround the events.

6. Teachers should refer to the crisis counseling team any student who appears to have difficulty coping with the death of the teacher/student. (Teachers must know the location of the special crisis center which they can send extremely upset students throughout the day for special counseling or help in dealing with the tragedy.)

7. Funeral arrangements should be explained and students should be informed that they will be allowed to attend the funeral. The administration of the school might consider holding a memorial assembly program based on the students’ response to the death. (Some authorities do not support having a memorial program when death results from suicide. If a memorial program is conducted, the emphasis should focus on how to develop appropriate coping strategies. The act of suicide should not be glorified.)

8. The school should return to its regular schedule, even abbreviated as it relates to activities and assignments, as soon as possible. Teachers need not turn class sessions into group therapy or recreation times, but may scale down expectations in response to change in energy levels.

9. The personal belongings of the deceased should be removed and protected so that they can be given to the family at a later date.

**Days Following a Death/Suicide Procedure:**

1. Individual and group responses to loss may remain intense for extended periods. Teachers should remain on the lookout for students who might show signs of depression related to the recent death/suicide. These students should be referred for
counseling. Parents of the depressed students should be contacted and invited to a special meeting to help their children understand and cope with his or her feelings. Warning signs that could suggest further difficulty for their children might be discussed, as well as sources for help.

2. It is necessary for teachers and counselors to be alert for months after a suicide. Some students will deal with the loss and grief immediately, while others will let it fester and grow within themselves for months. The aftermath of suicide will often continue for up to two years. It is important that “high risk” students be carefully monitored for at least six months, with less intense, but continual, concern for one to two years thereafter.

3. Suicide is on the rise, and it is unfortunate that school systems need to plan in advance for this type of event, but they must! Prevention taken seriously can aid the students, staff, administration, and community in dealing with such a tragedy. Suicide prevention, when carefully dealt with and openly planned for, can help prevent further tragedies in the aftermath of suicide.

**Provisions for the Evacuation and Protection of Students with Disabilities**

**Evacuation Policy for People Unable to Evacuate**

In all emergencies, after an evacuation has been ordered:

1. Evacuation of people with disabilities will be given the highest priority in all emergencies and will be evacuated if possible. Evacuating a disabled or injured person by only one person with no assistance is a last resort.

2. Always ask someone with a disability how you can help before giving assistance. Ask how he/she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

3. Notify police or fire personnel immediately about any people remaining in the building and their locations.

4. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary, only if you have had rescue training, to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, or having the person sit
in a sturdy chair - preferably with arms. Before taking action, always ask the person their preferred method of assistance.

Emergency Responses by Disability

**Blindness or Visual Impairment**

1. Most visually impaired persons will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.

2. Tell the person the nature of the emergency and offer to guide him/her by offering your left/right elbow (this is the preferred method when acting as a "Sighted Guide"). **Do not** grasp a visually impaired person's arm.

3. Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms or information (i.e., elevators cannot be used or if there is debris or a crowd).

4. As you walk, tell the person where you are and advise of any obstacles (e.g. stairs, overhanging objects, uneven pavement, curbs, or narrow passageways).

5. When you have reached the designated Emergency Assembly Point, orient the person to where he/she is and ask if any further assistance is needed.

6. Some individuals may have dog guides that may be disoriented during the emergency, and may require additional assistance.

7. White canes and other mobility aids should **not** be left behind.

**Deafness or Hearing Loss**

1. Most structures are not equipped with visual (flashing light) evacuation alarms and persons with impaired hearing may not perceive an emergency exists. An alternative warning technique is required. Two methods of warning are:

   1) Write a note stating what the emergency is and what the evacuation route is (i.e. "Fire - go out the rear door to parking lot").

   2) Turn the room lights on and off to gain attention, then indicate through hand gestures or writing (i.e. on a blackboard) what is happening and where to go.
2. Offer visual instructions to advise the safest route, or directions by pointing toward exits or evacuation map.

3. People who cannot speak loudly or have voice/speech impairments may be carrying a whistle or have other means of attracting the attention of others.

**Mobility Impairments**

1. Mobility-impaired persons should not be evacuated by untrained personnel unless the situation is life-threatening. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move outside or to a safer area.

2. If people with mobility impairments cannot exit, they should move to a safer area (i.e. most enclosed stairwells or an office with the door shut which is a safe distance from the hazard and away from falling debris in the case of earthquakes.)

**People Using Crutches, Canes or Walkers**

The same procedure outlined for the Mobility Impaired should be used. Crutches, canes and walkers should not be left behind.

**Non-Ambulatory (Not able to walk)**

1. Most non-ambulatory people will be able to exit safely without assistance out of single story buildings.

2. All two story buildings and higher will require persons to be carried out. If evacuation assistance is required, always ask the person what method of assistance they prefer. Some people have minimal ability to move and lifting them may be dangerous to their well-being. If the person prefers to be moved in their wheelchair and stairs are involved, the wheelchair user will be carried facing away from the stairs.

3. Some people have no upper trunk or neck strength to assist in being carried out. If a seatbelt is available, secure the person if use of a chair is the method employed to carry the person to safety.

4. If moving a person more than three (3) flights, a "relay team" arrangement is needed. If a wheelchair is left behind, do not leave it in an exit path or doorway to become an obstacle.
5. Wheelchairs have many movable weak parts which were not constructed to withstand the stress of lifting (i.e., the seat bar, footplates, wheels, or movable armrests).

6. Frequently, non-ambulatory persons have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes, as their ability to breathe may be seriously in danger.

7. Power wheelchairs may have heavy batteries, which are difficult to remove. In this situation, the best response may be to ask the person to transfer to an evacuation chair, if one is available, so that they can be moved immediately. If it is not possible for the person to be removed from the chair (i.e., if the person uses respiratory equipment that is attached to the chair), wait for assistance. If attempting to move a power wheelchair, remove the batteries. Make sure the footrests are locked, the motor is off, and it is in neutral gear. Some power wheelchairs and scooters may not have heavy battery packs, and may be moved with little difficulty.

8. If the person prefers to be removed from their wheelchair, their needs and preferences will vary. Always consult the person as to his/her preference with regard to:

   a. Ways of being removed from a wheelchair

   b. The number of people needed for assistance

   c. Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.

   d. If a seat cushion or pad should be brought along with him/her if he/she is removed from the wheelchair

   e. Being carried forward or backward on a flight of stairs

   f. After-care. If a person is removed from the wheelchair (i.e. a stretcher, chair with cushion pad, or car seat) perhaps paramedic assistance might be needed. The person will want their wheelchair retrieved as soon as possible. The wheelchair is essential to the person's mobility and should be given a high priority to be retrieved as soon as possible. Inform the police or firemen of the location of the wheelchairs to be retrieved.