

EMERGENCY GUIDELINES AND PROCEDURES

September 2014

Alvernia University Public Safety Telephone: 610-796-8350



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MAIN CAMPUS MAP KEY

1	Angelica Park	13	Francis Hall (FH)
2	Anthony Hall	14	Francis Hall Residence
3	Art Studio (Greenhouse)	15	Judge Hall
4	Assisi Hall	16	Nursing Resource Center (NRC)
5	Athletics - Track & Schlager Memorial Field	17	O'Pake Science Center
6	Athletic Fields - Baseball & Softball Fields	18	Physical Education Center (PEC)
7	Bernardine Hall (BH)	19	Sacred Heart Chapel & McGlinn Conference Center
8	Business & Communication Building	20	Siena Hall
9	Campus Commons Building	21	Student Center (SC)
10	Clare Hall	22	Upland Center (UC)
11	Dr. Frank A. Franco Library Learning Center	23	Veronica Hall
12	Founders Village Apartments		

INTRODUCTION & OVERVIEW

It is important to read and become familiar with the information contained in this booklet. You will need to review it periodically so that you are able to react to emergency situations in an appropriate and timely manner.

These emergency guidelines are based on a realistic approach to the problems likely to be encountered on the Alvernia University campus during an emergency. An emergency may occur at any time of the day or night, on a weekend or holiday, and with little or no warning. The sequence of events during an emergency are not predictable, so this plan will serve only as guidance and may require flexibility in order to respond appropriately to the emergency.

Chances are you will never encounter an emergency situation here at Alvernia University. There may, however, be a medical scenario, an accident or other situation that you may be faced with. If you are present during an emergency, don't hamper the efforts of medical, fire, police, or other emergency personnel. If you cannot assist with the emergency response, please get out of the way.

These guidelines and procedures apply to all students, faculty, staff, visitors, and property of Alvernia University.

EMERGENCY REPORTING PROCEDURES

FOR ALL EMERGENCIES, CALL	
911 CALL CENTER	CAMPUS PUBLIC SAFETY
6-911 or 911 (for VoIP phones)	8350 or 610-796-8350

All emergencies are to be reported as follows:

Call **911** or use one of the yellow Emergency Call Boxes to report emergencies. If possible, also dial extension **8350 [610-796-8350]** to report the emergency to Public Safety.

For non-emergency situations or for reporting mechanical or utility problems such as gas or water leaks, power failures, elevator or ventilation problems, please call the main switchboard at **610-796-8200** extension “**0**” (or Public Safety at **8350 [610-796-8350]** if after hours) to report the problem.

1. Whenever reporting an emergency, be sure to give the exact location (which building, room, floor, campus location, etc.).
2. Provide the nature of the emergency (such as a fire, medical problem, chemical spill, flooding, etc.).
3. Be prepared to provide as much information about the situation as possible.
4. Do not hang up the telephone until directed to do so by the person receiving the call. They may need to ask for more details about or be able to assist you with the emergency.
5. During any emergency, campus telephones must be restricted to official university business so as not to tie up the phone lines. Do not call the main switchboard or the Public Safety office for news or updates.

EMERGENCY CALL BOX LOCATIONS	
Bernardine Hall (by Adams St.)	Angelica Park Ballfield (by tennis courts)
Business-Communication Lot C	Siena Hall (front & rear)
Anthony Hall (front & rear)	Student Center Lot B
Assisi Hall (front facing the Commons)	Veronica Hall (at the chapel entrance)
Clare Hall (front & rear)	Judge Hall (all 4 entrances)
Francis Hall Residence Hall entrance door	Alvernia University Sports Park barn
Ken Grill Pool Parking Lot	Zygmunta Hall (front & rear)
Parking Lot I East (by driveway)	Physical Education Center (front & rear)
Parking Lot I West (near the track)	St. Anthony School entrance
Pacelli Hall (front, rear, trash room)	Founders Village 3 (front & rear)
Founders Village 4 (front, rear, patio at the lounge door)	Campus Commons (facing the PEC and Village 4)
Upland Center (front entrance facing Upland Ave.)	

EMERGENCY EVACUATIONS, SHELTERING-IN-PLACE AND LOCKDOWN

Emergencies such as fires, bomb threats, chemical spills, civil disturbances, etc., may necessitate the evacuation of anything from parts of a building to the whole campus, or may require that individuals take shelter within buildings on campus. In an emergency situation, individuals registered with e2Campus will receive a notification via text message and/or email message. For information on registering with e2Campus, see page 18 of this booklet.

BUILDING EVACUATIONS:

1. All campus visitors should be notified of the emergency situation by the person that they are visiting.
2. The incident shall be immediately reported to Campus Public Safety at extension **8350** [610-796-8350] (see the *Emergency Reporting Procedures* section page 4).
3. If a building evacuation is required, all individuals must exit the building. **DO NOT USE THE ELEVATORS!**
4. You are responsible for any students, contractors, or guests visiting you on campus. Make sure that they also evacuate the building. If they cannot evacuate (ie. due to disability, etc.), assist them to a stairwell, fire tower, or other area of safe refuge. Notify Public Safety or other emergency responder of the person's location.
5. Take along any necessary personal property if safe to do so, including car keys, medications, etc. Doors to rooms should be closed but *not* locked. Do not open drawers or cabinets. Turn lights off.
6. Once outside of the building, move immediately to the evacuation area listed for that building (unless directed otherwise by Public Safety, emergency services, and/or University officials). If another alternate assembly area is to be used, you will be notified. See the following table for evacuation locations.
7. Ensure that roadways, fire lanes, fire hydrant areas, and walkways are kept clear for emergency vehicles and personnel – do not stand in these areas.
8. Any individuals not accounted for will be immediately reported to Public Safety who will notify the emergency responders.
9. DO NOT return into an evacuated building to look for missing people or property, as you may become another victim needing to be rescued.

BUILDING	EVACUATION AREA
Administrative Services Center (Morgantown Rd.)	Rear Parking Lot Upper Level
Anthony Hall	Student Center Patio
Art Studio (Greenhouse)	Library Patio Area
Assisi Hall	Student Center Patio
Bernardine Hall / O'Pake Science Center	Business-Comm Bldg. Lot "C"
Business-Communication Building	Student Center Lot "B"
Campus Commons Building	PEC Front Patio Area
Clare Hall	Student Center Patio
Facilities & Campus Operations Office	Parking Lot F (in front of Zygmunta Hall)
Francis Hall	Front entrance area (facing St. Bernardine Street) or Parking Lot F (in front of Zygmunta Hall)
Judge Hall	Library Patio Area
Library	Student Center Patio
Nursing Resources Center	Business-Comm Bldg. Lot "C"
Pacelli Hall	PEC Front Patio Area
Physical Education Center	Veronica Hall Patio
Siena Hall	Student Center Patio
Student Center	Student Center Lot "B"
Upland Center	Parking Lot (closest to railroad tracks)
Veronica Hall	Library Patio Area

BUILDING	EVACUATION AREA
Zygmunta Hall	PEC Front Patio Area
Founders Village Building 3	Lot I on the concrete by the track
Founders Village Building 4	PEC Rear Patio Area (overlooking track)
Philadelphia Campus	Rear Parking Lot
Schuylkill Campus	Parking Lot

CAMPUS EVACUATIONS:

1. Evacuations of all or part of the campus grounds will be announced by the Alvernia University President or his designated representative. Notification will be given using the e2Campus system. (For information on registering with e2Campus, see page 18 of this booklet.)
2. All students, faculty, staff, contractors, and visitors are to immediately vacate the area in question and relocate to another part of the campus grounds or other location off-campus, as directed.
3. All persons are to take all necessary personal property with them when vacating the campus if it is safe to do so.
4. If the entire campus is to be evacuated, all students, faculty, staff, contractors, and visitors will vacate the campus as soon as possible, in an orderly manner, as directed by Alvernia Public Safety and/or authorized University officials.

SHELTERING-IN-PLACE WITHIN BUILDINGS:

1. Note: Shelter-in-place is not necessarily the same as a lockdown. If the emergency alert specifies a lockdown, follow the Lockdown Procedures on page 8.
2. Some emergencies may necessitate that students, employees, and visitors take shelter and remain within the building they're in during the course of the emergency. This "sheltering-in-place" could be a residence, classroom, office or other type of building.
3. You will be notified of the correct gathering place within your building. See the table below for general guidance.
4. Shelter-in-place would be necessary only when conditions outside of the buildings are unsafe and could be caused by such things as a fire or spill releasing toxic vapors, civil disturbances, etc.
5. Locations may vary based on the hazard. The shelter area should be away from the risk, such as downwind from any hazardous vapors or smoke, so the actual shelter location may vary from the table.
6. Signaling devices will be used to communicate with people both within and outside of the buildings.
7. Emergency shelter-in-place kits have been placed within each building on campus. These kits contain supplies to use in a campus emergency, including such things as first aid supplies, signaling devices, toiletry items, and flashlights. These kits are to be used only when directed by University officials!
8. You will be notified by Alvernia Public Safety, University officials or emergency responders when it is safe to leave your building.
9. During any emergency, campus telephones must be restricted to official university business so as not to tie up the phone lines. Do not call the main switchboard or the Public Safety office for news or updates.

GROUP SHELTER-IN-PLACE LOCATIONS	
BUILDING	SHELTERING LOCATION
Administrative Services Center (Morgantown Rd.)	Conference Room 2 nd Floor
Art Studio (Greenhouse)	Basement
Bernardine Hall	Lecture Hall; Hallways and/or rooms not near doors or windows
Business-Communication Building	Central Interior Offices
Campus Commons Building	2 nd Floor Room 210 Club & Org. Area

Francis Hall	Auditorium
O’Pake Science Center	Loading Dock Area; Hallways not near doorways/windows
Library	2 nd Floor Stacks
Nursing Resource Center	Lower Level Classroom
Philadelphia Campus	Central Interior Classrooms
Physical Education Center	Basement Fitness Center
Residence Halls	Interior Residence Rooms
Schuylkill Campus	Central Interior Classrooms
Student Center	2 nd Floor Seminar Rooms
St. Anthony School	Classrooms
Upland Center	Interior Rooms and Offices
Veronica Hall Offices	Interior Areas

EMERGENCY SHELTER-IN-PLACE KIT LOCATIONS	
Building	Location Within Building
Administrative Services Center (Morgantown Rd.)	Closet by 2 nd Floor Bathrooms
Anthony Hall	R.A. Closet, 2 nd Floor by 209
Art Studio (Greenhouse)	Office
Assisi Townhouses	TH-105 Utility Room
Bernardine Hall	2 kits: Copier Room Cabinets
Business-Communication Building	Supply Closet Room 7
Campus Commons Building	Fitness Center 105 under desk
Clare Hall	R.A. Closet, 2 nd Floor in Lounge
Facilities Office	Office Area
Francis Hall Offices	2 kits: Room 241, Room 202
Francis Residence Hall	R.A. Closet, 2 nd Floor by 450
Judge Hall	R.A. Closet 211, 2 nd Floor
Library	Staff Break Room
Nursing Resource Center	Reception Area Under Desk
O’Pake Science Center	Room 3106
Pacelli Hall	Mechanical Room 203 aside of Room 209
Philadelphia Campus	Copy/Storage Room
Physical Education Building	Athletic Training Room #116
Schuylkill Campus	Office / Break Room
Siena Townhouses	TH-205 Utility Room
St. Anthony School	Metal Cabinet by Gym Door
Student Center	2 kits: Public Safety Office
Upland Center	Room 144 Storage Room
Veronica Hall	Information Desk
Zygmunta Hall	Mechanical Room 206 between Rooms 212 and 215
Founders Village Building 3	1 st Floor Housekeeping 103A
Founders Village Building 4	Storage Closet behind Info Desk

LOCKDOWNS:

For the protection and safety of staff, faculty, students, and visitors, a crisis on campus may require Alvernia University to implement emergency lockdown of a building or the entire campus. This action would be necessary in situations where evacuation would not be appropriate. For example, an armed intruder on campus would require that building occupants lock themselves in rather than being exposed to danger.

Time is critical in such a crisis and the lockdown must be initiated as quickly as possible. The Alvernia University Crisis Manager will order the lockdown, if deemed necessary. Notification of a lockdown may be made via e2Campus, phone message, text message, email, and/or word of mouth by Alvernia University Public Safety or other designated Alvernia official.

If a lockdown is initiated, Public Safety will secure those buildings with card readers (residence halls, Franco Library, Upland Center). Building Captains are responsible for locking the exterior doors on buildings without card readers **if it is safe to do so**.

The information below provides guidelines for lockdowns on campus. However, every incident varies, making it impossible to provide an absolute answer for every situation.

- During a lockdown, all occupants are to remain in their building.
- Depending on the situation, you will be told whether to stay in your office, classroom, or dorm room or whether to go to the building's lockdown/shelter-in-place area.
- Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- If the building becomes unsafe, evacuate only if safe to do so. Be aware of alternate exits if it becomes necessary to flee.
- Persons should stay low, away from windows and barricade their door(s) if possible and use furniture or desks as cover.
- Cover any windows or openings that have a direct line of sight into the hallway.
- Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
- Put your cell phones on vibrate.
- Do not make any noise.
- Do not answer the door.
- Move to a location in the room which is not visible to someone looking through the door. If gunshots are heard, everyone should move to the floor.
- Students and staff in hallways or other open areas must proceed immediately to a classroom or office where they can safely be locked in. If a classroom or office door is locked, proceed to the next closest available room to take cover.
- Students and staff should not attempt to leave the building until told to do so by police/emergency personnel or the "All Clear" is given through e2Campus, text message, or email message. The exception to this is when a person believes that they are in more danger in staying in the building than in attempting to escape.
- If you are outside of a building when a lockdown is announced and if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e. vehicle, tree, brick wall, etc). If a building has already been locked when you reach it, take cover behind a large heavy object (ie. vehicle, tree, brick wall, etc.)
- If you are not on campus when an emergency alert goes out, stay away from the campus until the emergency is over. Do not come to campus until the "All Clear" message is sent.

FIRES

All fires are to be reported as described in the **Emergency Reporting Procedures** outlined in this plan, as quickly as possible -- call **911** and notify Public Safety at extension **8350** [610-796-8350]. Training and information will be provided periodically and will include the location of fire extinguishers, fire exits, pull stations, and alarm systems.

1. Always evacuate each time a fire alarm sounds
2. Items such as candles, hot plates and halogen lamps are prohibited in residence halls.
3. It is a federal offense to tamper with fire extinguishers or alarm pull stations. False alarms are against the law and are taken very seriously.

SMALL FIRES

After pulling a fire alarm, attempt to extinguish the fire using an available fire extinguisher if you are trained in how to use one.

LARGE FIRES

1. Pull the nearest fire alarm pull station for the building which will activate the audible alarm system as well as notify both the City of Reading Fire Department and Alvernia Public Safety.
2. When the fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same. Evacuation procedures are discussed in the **Building Evacuations** section of this plan.
3. The elevator is NOT to be used for an evacuation.

FIRE EXTINGUISHERS

1. Fire extinguishers are located on each floor of each building and have inspection labels and an Underwriters Laboratory (UL) approved label. University fire extinguishers are inspected monthly and can be found in sufficient number, hanging in conspicuous locations throughout each building.
2. Each fire extinguisher is rated for a particular type of fire, and this information is printed on its label.
3. Training in the operation of fire extinguishers will be offered by the University.

FIRE SURVIVAL TIPS

1. **Feel the door handle and the door itself.** If it is hot, don't open the door. Go to a window and call for help. If the handle is not hot, open the door cautiously. Check for smoke or fire before going further.
2. **If smoke is coming beneath the door,** stuff towels or sheets under the door so less smoke can enter.
3. **Get out of the building before phoning for help.** Don't take time to phone before leaving. Get out and find a phone a safe distance away.
4. **Pull the fire alarm pull station, but only if its on your way out.**
5. **Don't look for other people or gather up your belongings.** Knock on doors as you leave, yelling "FIRE!". Don't hesitate or stray from your path as you leave.
6. **Crawl low to the floor.** Thick smoke can make it impossible to see, and the best air is near the floor (hot air rises). Remember, toxic vapors from burning materials can be deadly within minutes.
7. **Close the door behind you.** You may help keep the fire from spreading, protecting both people and property.
8. **If you cannot get out, get someone's attention.** Make noise – its okay to yell and scream. Hang something from the window to draw attention to it.
9. **Plan escape routes.** Know where all exits are located in the building, and practice your escape plan. Once outside, stay outside.
10. **Take fire alarms seriously.** Do not ignore fire alarms or wait until you see fire or smoke. Do not worry about grabbing your belongings.

11. **Do not tamper with fire alarms.** Besides endangering others, it is also be a criminal offense.
12. **Take responsibility for prevention.** Don't overload electrical outlets. Don't use items such as candles, hot plates, or halogen lamps in the residence halls. Extinguish all smoking materials thoroughly and dispose of discarded smoking materials in provided containers (not in landscaping mulch, trash cans, etc.).

MEDICAL EMERGENCIES

All medical emergencies are to be reported as described in the **Emergency Reporting Procedures** outlined in this plan. This notification should be done as quickly as possible, as dictated by the seriousness of the medical situation.

1. First aid, as required, should be given to the victim by a person trained in first aid. Alvernia University's Public Safety officers have been trained in first aid and CPR and are qualified to render assistance.
2. Alvernia University has obtained Automated External Defibrillators (AEDs) which may be used to assist with individuals needing CPR. The proper use of an AED can substantially increase the chance of an individual being resuscitated. See table below for locations.
3. If the victim is unconscious or unable to talk, look for a "Medic Alert" tag, either around the neck or on the wrist. This tag will indicate special medical problems and this information will need to be passed on to the responding Public Safety officer or emergency medical personnel.
4. Call **911** for emergencies. Also notify Alvernia University Public Safety at extension **8350** [610-796-8350] so that they can meet and direct the responding emergency vehicle.
5. If transportation by ambulance is not required, it will be the decision of the injured person regarding further medical intervention.
6. Do not transport an injured individual to the hospital. It is possible to do more harm than good by moving someone who has been injured. Ambulance personnel can work on the individual en route.
7. If an individual seems ill, intoxicated or drugged, get help immediately by calling Public Safety at **8350** [610-796-8350].

Automated External Defibrillators (AED's)	
Building	Location
Francis Hall	100 Level Art Gallery Lobby Area
Library	On wall behind the Circulation Desk
Campus Commons Building	First floor by Restroom 106
Bernardine Hall	In lounge by Kestrel Café Men's Restroom
Physical Education Center	On wall outside Room 205
Physical Education Center	In Training Room 113
Physical Education Center	On wall inside gym near northeast doors
Student Center	In Public Safety office
Veronica Hall	Health & Wellness Center
Veronica Hall	On wall near RA Information desk
Village 4	1 st Floor RA Desk
Upland Center	Lobby wall by receptionist desk
Philadelphia Campus	In storage room across from Receptionist
Schuylkill Campus	On wall by front door

FIRST AID KITS

Each administrative building has at least one first aid kit for use by faculty and staff. The kits contain supplies for basic first aid (band aids, medical tape, gauze pads, antibiotic ointment, burn cream, non-latex exam gloves). Students are expected to seek first aid and/or medical treatment at the Health & Wellness

Center in Veronica Hall during the school year from August until May.
 The kits are restocked quarterly. However, if supplies are needed sooner, contact the Alvernia University Environmental Health & Safety Manager at 610-796-8231.

FIRST AID KITS	
Building	Location
Admin. Services Center	Lunch / Break Room on top of refrigerator
Art Studio (Greenhouse)	Main Classroom
Bernardine Hall	1 st Floor Copier / Mail Room
Bernardine Hall	Maintenance Area
Business-Communication	Conference Room 15
Campus Commons Building	University Life upper cabinet by Closet 104K
Cedar Hill	Grounds Shed
Facilities Office	On wall above water cooler
Francis Hall	Registrar's Office
Francis Hall	Student Billing Office
Franco Library	Employee Restroom 114
Nursing Resource Library	Receptionist's Desk
Grounds Garage	Left Bay Back Wall
Philadelphia Campus	Copier / Storage Room
Physical Education Center	Room 205
Schuylkill Center	Employee Break Room 124
Sports Park	In barn
Student Center	Public Safety Office Room 206
Student Center	Admissions Department
Upland Center	Grad & Continuing Studies Receptionist
Upland Center	2 nd Floor Restroom 242
Veronica Hall	Office of Residence Life
Small Shuttle Buses	Front of bus
Large Gray Bus	Front of bus on wall
Public Safety Vehicles	In back of vehicle

UTILITY PROBLEMS

All utility, power, water leak, and ventilation emergencies are to be reported as described in the **Emergency Reporting Procedures** outlined in this plan. This notification should take place as quickly as possible.

GAS LEAKS

All gas leaks are to be reported as described in the **Emergency Reporting Procedures** outlined in this plan, as quickly as possible.

In case of a gas leak:

1. Cease all operations.
2. Do not switch lights or any electrical equipment **on or off**.
3. Do not use cell phones or 2-way radios in the vicinity.
4. Follow the **Building Evacuation** guidance contained in this plan.

ELECTRICAL POWER FAILURE

1. In most cases, the Facilities and Public Safety departments will be aware of a power failure.
2. Turn off all light switches, equipment, and appliances – this will help protect equipment and will also help to prevent damage when power comes back on and a full surge of current returns.
3. All persons are to take essential personal property with them when exiting the building. Doors to rooms should be closed.
4. Do not attempt to use the automatic elevators (they will not be operating).

ELEVATOR FAILURE

If someone is stranded in an elevator:

1. Remember that elevators are equipped with an emergency alarm button (which only rings locally).
2. Talk to the person (if you can through the door) and keep them calm until help arrives.
3. Do not attempt to force the doors open.
4. Contact the Public Safety department, at extension **8350** [610-796-8350].

WATER LEAKS

Upon discovery of a water leak in a building:

1. Leave and stay out of the affected area. Do not enter until notified by Facilities Personnel that the electricity has been turned off – there is danger of shock if water has contacted electrical devices.
2. Prevent people from entering the area until cleared by University officials.
3. Facilities personnel will assume responsibility for pumping and cleaning the area.
4. Once the electricity is disconnected, move any materials out of the affected area.

VENTILATION PROBLEMS

If an odor or smoke comes from a ventilation system, cease all operations in the area. Report the incident immediately using the **Emergency Reporting Procedures** in this plan.

NATURAL DISASTERS

EARTHQUAKES

During an earthquake, remain calm and quickly follow the appropriate steps 1 through 3 below. After the initial shock, evaluate the situation and report damaged facilities as described in the **Emergency Reporting Procedures** in this plan.

NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Problems.

1. Indoors:

- a. Seek refuge in a doorway or beneath a desk or table.
- b. Stay away from glass windows, shelves, and heavy equipment.
- c. When the building alarm is sounded, follow the **Building Evacuation Procedures** outlined in this plan.

2. Outdoors:

- a. Move quickly away from building, utility poles, and other structures. Move to an area at least 500 feet away from the affected building(s). If requested, please assist emergency crews as necessary. Do not return to the evacuated building unless told you may do so by a University official.
- b. Avoid downed power or utility lines, as they may be energized.

3. **Automobiles:**

- a. Stop at the safest place available, preferably away from power lines and trees.
- b. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

TORNADOES

During a tornado, remain calm and quickly follow the procedures below. After the tornado passes, evaluate the situation and report damage as discussed in the **Emergency Reporting Procedures** in this plan.

1. **Do not go outside, and if outside, move into a building as soon as possible.**
2. Move away from the outer walls of the building and exterior glass areas.
3. Go to the central part of the lowest floor of the building, preferably the basement (if there is one).
4. Take cover beneath heavy furniture on the lowest floor possible, in the center of the building, or in a room away from the perimeter of the building.
5. Stay out of large open rooms such as conference rooms, cafeterias, gymnasiums, or theaters.
6. Return to normal activity after the “all clear” is announced.

MAJOR STORMS

1. If sufficient time is available, plan for the coming weather, ensuring that adequate supplies are on hand in case outdoor travel becomes difficult. Power outages may occur, so have adequate supplies on hand, including warm clothing (especially in the winter).
2. Listen to the radio or television for winter weather advisories and plan accordingly.
3. Beware of possible downed power lines when traveling outdoors and watch for debris being blown by high winds.
4. Take refuge safe from wind and flooding.
5. Survey your building during the storm looking for roof leaks, pipe breakage, fire, or structural damage.
6. Following the storm, report any injuries, damage, utility outages, etc. to management.

FLOODS

1. Do not drive or wade through standing water, *especially* if it is moving. Moving water can easily sweep your feet out from under you and can carry you or a vehicle downstream.
2. Plan your route ahead of time to avoid low bridges or areas close to streams. Do not drive across flooded bridges, even after the water has receded unless you know it is safe to cross.
3. Look for downed power lines because of electrocution risks.
4. Beware of other hazards, such as downed trees and debris.

PANDEMIC RESPONSE

In the event of a Pandemic influenza outbreak, the University will follow the county health department’s recommendation regarding:

- Cancellation of classes, sporting events and/or other public events;
- Closure of campus, student housing, and/or public transportation;
- Follow the campus evacuation procedures as outlined in this Emergency Guidelines and Procedures booklet.

CHEMICAL SPILLS

All chemical spills are to be reported as described in the **Emergency Reporting Procedures** of this plan, as quickly as possible.

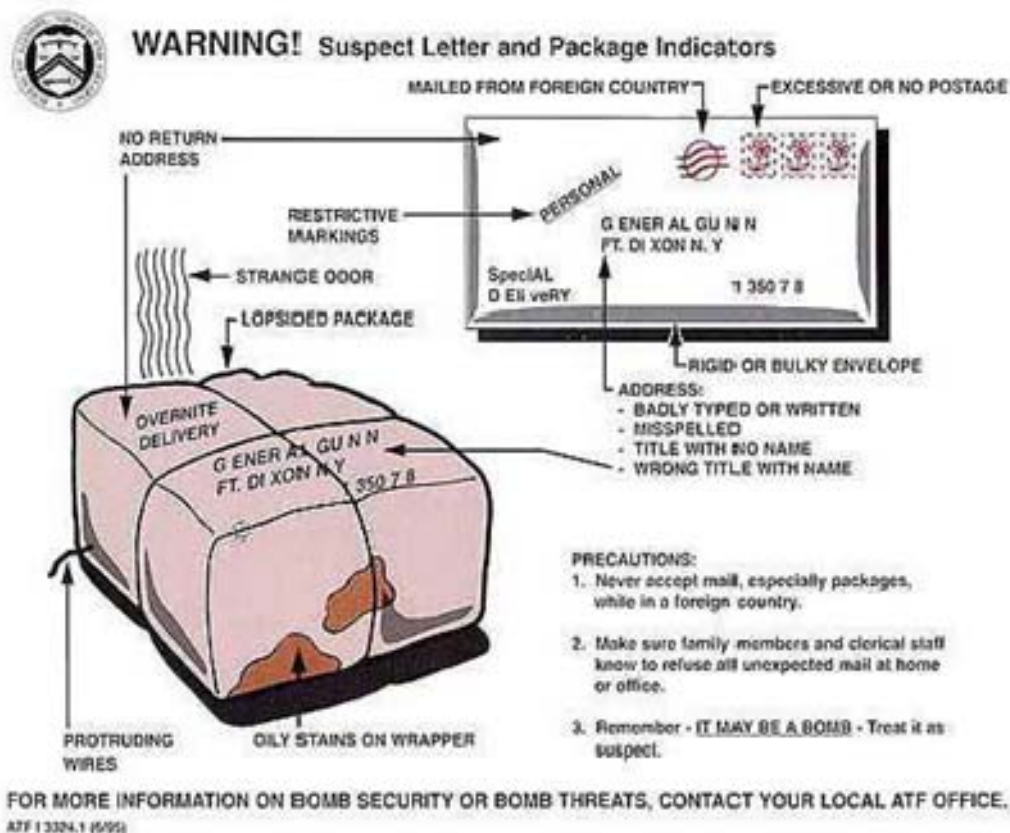
1. Confine the vapors by closing doors, as appropriate.
2. Notify people in the immediate area. If it's a large spill or vapors are concentrated, evacuate everyone from the spill area.
3. If the spilled material is flammable or may have explosive vapors, turn off any ignition and heat sources, including 2-way radios and cellular phones. **AVOID MAKING ANY SPARKS!**
4. Do not turn switches on or off. Care should be exercised when turning off motors and equipment.
5. Avoid breathing or coming into physical contact with the spilled material.

MAIL SAFETY

The following information is provided to reassure that a number of safeguards are in place. Mail is screened before it is delivered. Mail entered into the postal stream is monitored by the U.S. Postal Service and mail received by Alvernia University is also inspected for suspicious looking markings. Any suspicious mail would be returned to the U.S. Postal Service.

You should, nevertheless, be on the lookout for unusual mail and should check your mail for the following:

1. Mail that may have a light coating of a powdery substance;
2. Restrictive markings ("Personal") or wrong title with name;
3. Postmarked city different from the return addresses;
4. Fictitious, unfamiliar, or no return address;
5. Excessive postage;
6. Badly typed or written address, or misspelled words;
7. Rigid or bulky, possibly lopsided, or protruding wires;
8. Strange odor or oily stains on wrapping.



If you are suspicious of a mailing and are unable to verify the contents with the address or sender:

1. Do not open the envelope or package;
2. Treat it as suspect, and isolate it;
3. Wash your hands with soap and water;
4. Call Public Safety at extension **8350** [610-796-8350] and report the suspicious mail.

DISRUPTIVE INDIVIDUALS

Whenever student or visitor conduct disrupts classes or other University activities or operations or when the safety of the campus community is endangered by threats or acts of violence, instructors and staff should take the following actions:

1. If an individual is disruptive to a University activity, he/she should be asked to stop the disruptive behavior and warned that further disruption may result in disciplinary or legal action.
2. If the disruptive action continues despite a warning, faculty and/or staff have the right to ask the individual to leave the area. Inform the individual that the incident risks disciplinary and/or legal action.
3. If, in the judgment of faculty and/or staff members, a disruptive individual's threats or refusal to leave either creates a safety risk or makes it impossible to continue class or other University activity, Public Safety should be contacted and/or the class dismissed. It may be necessary to direct someone to inform Public Safety of the situation.
4. It will be determined by University officials what the appropriate measures are to be taken against the disruptive individual.

THREATENING BEHAVIOR

If you are feeling threatened:

1. **Get help right away:**
 - a. Utilize an emergency call box
 - b. Call Public Safety (extension **8350 / 610-796-8350**)
 - c. Contact your supervisor or Residence Hall RA
 - d. Call the Information Desk at Veronica Hall (extension **8251 / 610-796-8251**).
2. **Obscene phone calls:** Don't engage an unknown caller in conversation or give away any personal details. Keep track of when calls are made and what is said. Save messages. Turn this information over to Public Safety right away.
3. **Threatening emails:** Keep track and print out emails and turn them in to Public Safety right away.
4. **Stalkers:** If someone is following or harassing you, contact Public Safety right away.
5. **Hate/Bias-related incidents:** Report any threats right away. You do not have to tolerate the fear and intimidation tactics of any hate, radical, religious, gender, or other related characteristics.
6. **Don't play the hero** by stepping into a volatile situation. Chances are you'll get hurt and make the situation worse. Instead, get help from the RAs and Public Safety so that the situation can be handled safely and effectively.

VIOLENT OR CRIMINAL BEHAVIOR

Alvernia University prohibits violence or any other unlawful activities by any employee, student, visitor, vendor, or any other individual on University property, on University business, or at any University-sponsored event. Alvernia University will take prompt appropriate action against anyone who engages in threatening behavior or acts of violence. Alvernia University will also take action against anyone who uses obscene, abusive, threatening language or gestures, or who in any way violates this policy or who jeopardizes

the safety of students, employees, or any other individual. Remedial action may include disciplinary action up to and including expulsion from the University or termination of employment and/or notification of law enforcement.

1. If you observe or are a victim of a criminal act, or whenever you observe a person on campus acting suspiciously, immediately report the incident to Public Safety.
2. Avoid taking any action that would place you at additional risk.
3. Promptly report the incident to Public Safety and include the following information:
 - a. The nature of the incident.
 - b. The location of the incident.
 - c. Describe the person(s) involved.
 - d. A description of the property involved.
4. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
5. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. Following the disturbance, seek emergency first aid if necessary.
6. Public Safety will notify the police, as appropriate.

SEXUAL ASSAULT

1. Don't be alone with someone you just met
2. Clearly communicate your intentions – say “*No*” and mean it!
3. Keep a level head. Being under the influence of drugs or alcohol can compromise your safety by lowering inhibitions and clouding your judgment.
4. If you go someplace with friends, ensure that everyone is accounted for before leaving.
5. Trust your instincts.

In the event of a sexual assault, victims should immediately contact the Health and Wellness Center (extension **1467 / 610-568-1467**) located in the lower level of Veronica Hall and/or Public Safety (extension **8350 / 610-796-8350**) located in the Student Center.

A person who has been sexually assaulted is encouraged not to destroy evidence by bathing, douching, changing clothes or cleaning up in any way, and should preserve evidence in a paper bag should a report be filed.

Following contact with the Health and Wellness Center and/or Public Safety, a person who has been sexually assaulted has several options. The available options are:

- Discussing the assault with a designated University official, counselor, etc.
- Pursuing medical treatment
- Pursuing counseling services with appropriate agencies
- Initiating a campus judicial and/or criminal complaint for on- and off-campus cases

Students can be assured that, when they share assault information with medical, police, and/or University officials, confidentiality will exist within the framework of each agency's governing body (ie. state law, licensing, FERPA, etc.) and follow a “need-to-know” concept.

CIVIL DISTURBANCES

Civil disturbances or demonstrations are to be reported as described in the **Emergency Reporting Procedures** section of this plan, as quickly as possible.

1. A civil disturbance or demonstration may occur at one of three levels of severity:
 - a. Peaceful, non-obstructive demonstration: No evidence that it is disrupting normal University operations and poses no threat of injury or damage to University property.
 - b. Non-violent, disruptive demonstration: Disrupts University operations such as preventing campus or building access but does not pose a threat of injury or damage to University property.
 - c. Violent, disruptive demonstration: Involves injury to persons and/or damage to property, or such injury and/or damage appears imminent.
2. Do not attempt to take matters involving civil disturbances or demonstrations into your own hands, as it may cause the situation to worsen.
3. Actions taken by the University to intervene in these situations may include intervention by University officials and/or civil authorities, based on the severity of the actions taking place.

BOMB THREATS

All bomb threats are to be reported as described in the **Emergency Reporting Procedures** section of this plan, as quickly as possible.

TELEPHONED BOMB THREATS

When a telephone bomb threat is received, do the following:

1. Be calm, courteous, and listen. Do not interrupt the caller.
2. Get the message exactly. Note time of call.
3. Keep the caller on the line as long as possible, and ask the following questions (of particular interest is the location of the device and the type of container the device is in):
 - a. Where is the bomb located?
 - b. When is it going to explode?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why are you doing this?
 - f. Do you represent any organization or group?
4. Attempt to determine the following, and write it down:
 - a. Time of call
 - b. Age and gender of caller
 - c. Speech pattern, accent, possible nationality, or other identifiable characteristics (man, woman, child, age, intoxication, speech impediment, foreign or regional accent, educational level, etc.)
 - d. Emotional state or attitude of caller (excited, calm, crying, laughing, arrogant, remorseful, etc.)
 - e. Background noises (music, sirens, aircraft, traffic, other people, children, laughter, machinery, trains, telephones ringing, etc.).
 - f. Write down as much information as possible, even if it seems trivial at the time.
5. In an emergency situation, individuals registered with e2Campus will receive a notification via text message and/or email message. For information on how to register for e2Campus, see page 18 of this booklet. Notify Public Safety and ensure that the appropriate authorities are notified of the situation. Follow the **Building Evacuation** procedures.
6. If a suspicious object or bomb is noticed on campus, immediately follow the **Emergency Reporting Procedures** and clear the area as instructed. **DO NOT TOUCH ANY SUSPICIOUS OBJECT!**

MEDIA RELATIONS IN A CAMPUS EMERGENCY

In the event of an emergency situation on campus, all calls and inquiries from the news media (television, radio, newspaper) should be directed to the Director of Marketing and Communications at 610-796-8376 (extension **8376**). Media representatives have been trained to be forceful and relentless in requesting information from organizations during emergencies. The Marketing and Communications office is best equipped to handle their calls.

E2CAMPUS REGISTRATION

In an effort to ensure the safety and security of the Alvernia University community, we have adopted e2Campus. E2Campus is a campus-wide, text-messaging system that will enable Alvernia University officials to communicate with registered students, faculty, staff, and parents in the event of a catastrophic emergency. E2Campus is voluntary, but we strongly encourage everyone to register – it is the surest way for you to receive notifications critical to your safety and well-being.

Requirements:

- Computer with internet access, and
- Cell phone with reception and turned on and the name of your cell phone service provider. Note: e2Campus will provide text message only; no voicemail.

Registering:

You can register for e2Campus *at any time* by clicking on the website
<http://www.e2campus.com/my/alvernia/>

Registration Instructions

Cell Phone: You are allowed to register a maximum of two cell phones per account. We suggest setting up a family member phone for one of your two cell contacts.

Cell Phone Registration:

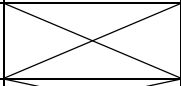



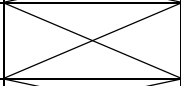

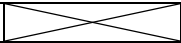

- Go to <http://www.e2campus.com/my/alvernia/>
- Click "I need to create an account"
- Complete the required fields, indicated with an *
- Click "Create Account"
- Check cell phone for text message containing a 4-digit validation code. Enter that number in 4-digit validation code box, then click "Validate."

Email: You are allowed to register a maximum of 2 email addresses per account.

Email Registration:

- Go to <http://www.e2campus.com/my/alvernia/>
- Click "I need to create an account"
- Near the bottom, click "Click here to sign up using email only."
- Complete the required fields, indicated with an *
- Click "Create Account"
- Check your email for registration validation; click on the link provided to validate.

IMPORTANT TELEPHONE NUMBERS

	Campus Extension	Telephone Number
Emergencies <i>(Fire, Medical, Police, etc.)</i>	911	911
Alvernia University Public Safety	8350	610-796-8350
Reading Police Dept. <i>(Non-Emergency)</i>		610-655-6116
Reading Hospital		610-988-8000
Reading Hospital Emergency Room		610-988-8218
Saint Joseph Medical Center		610-378-2000
Saint Joseph Medical Center Emergency Room		610-378-2330
Poison Control Center		800-722-7112
Berks Women in Crisis		610-372-9540
Berks Talk Line		610-929-3999
Information Desk at Veronica Hall	8251	610-796-8251
Office of Residence Life	8320	610-796-8320
Counseling Services	1469	610-568-1469
Health & Wellness Center	1467	610-568-1467

NOTE: EXCEPT FOR CALLING 911, A “6” MUST BE ENTERED TO GET AN OUTSIDE LINE WHEN DIALING FROM MAIN CAMPUS AND THE UPLAND CENTER. IF YOU ARE USING A VOICE OVER INTERNET (VoIP) PHONE, A “6” IS NOT NEEDED.