



READING AREA COMMUNITY COLLEGE EMERGENCY GUIDELINES AND PROCEDURES

It is important to become familiar with this information and additional information in the Employee Handbook. You should review it periodically so that you are able to react to emergency situations in an appropriate manner. This information applies to all personnel, buildings, and grounds on the main campus of Reading Area Community College. Procedures for other facilities used by RACC are to be communicated to College site supervisors who will communicate such information to staff and students.

LOCKDOWN

When alerted of a lockdown situation, identify a safe location, secure doors, stay hidden from sight, and await further instructions.

BUILDING EVACUATIONS

When an evacuation alarm sounds, all persons are to leave by the nearest marked exit and alert others to do the same. **DO NOT USE ELEVATORS.** Take essential personal property including car keys with you when exiting the building. Doors to rooms should be closed but not locked. Do not open drawers/cabinets or turn switches on/off. Once outside, individuals in Berks Hall and Penn Hall should proceed to parking lot "B". Individuals in the Zogas Student Union Building, Yocum Library, Schmidt Training and Technology Center and the Miller Center for the Arts should proceed to parking lot "E". Individuals in Schuylkill Hall will proceed across Riverfront Drive to Riverfront Park. In the case of students with disabilities, direct them to the appropriate stairwell landing and activate the rescue alarm. In a one story building direct them to the nearest exit. If these options are not possible, assist them to an alternate area with a phone. Dial 911 and report the location of students with disabilities.

CAMPUS EVACUATIONS

All individuals are to immediately evacuate the area in question and relocate to another area as directed by campus security and/or College officials. All individuals are to take essential personal property with them when vacating the area.

COLLEGE CLOSINGS

In the event that the College must close, all College operations and activities are cancelled, both on and off-campus. In the event that one of the College's off-campus sites must close for any reason, this decision does not affect the College's classes held at other locations. In the event that it is necessary to close during daytime operating hours, notices will be posted indicating the time that the College will close and offices will be notified. During evening and Saturday operating hours, the Evening and/or Weekend Security Supervisor will insure that this information is disseminated to all buildings. In the event of campus closing or delayed start notice will be sent via E2 Campus, posted on the website if available and also distributed via available local media outlets.

MEDICAL EMERGENCIES

Dial 911 first and then call Security at 6291. All Security guards have been trained and are certified in first aid and CPR and are qualified to render assistance. RACC staff and faculty should not transport injured individuals in personal vehicles.

DISRUPTIVE BEHAVIOR

Any behavior, within the classroom or on other College property that disrupts the learning environment such as, but not limited to, talking out of turn, arriving late/leaving early, excessively leaving the room during class, foul or inappropriate language, etc. Staff and faculty should ask the individual to stop the behavior. If the individual refuses to stop, then the staff or faculty should require the individual to leave the area/classroom, complete an incident report and forward to Security. If the individual will not leave the area/classroom, then Security should be contacted immediately at ext. 6291.

THREATENING OR POTENTIALLY VIOLENT INDIVIDUALS

Any behavior and/or comments, either physical or verbal that are aggressive, hostile, abusive or threatening and involve the potential for violence. Staff and faculty should contact 911 and then Security at ext. 6291.

SUSPECTED CRIMINAL ACTIVITIES

If you observe or suspect any criminal activity, dial 911 and report the action immediately. Take no action that would place you at any risk. If weapons or explosives place you at risk, take cover immediately. If possible, call Security at 6291.

BOMB THREATS

If a Bomb Threat is received always take it seriously. Be calm. Be courteous. Listen. Keep the caller on the line as long as possible. Keep a copy of the Bomb Threat form somewhere close as an easy reference and use it to collect as much information as possible. Dial 911 to report the emergency. Then call Security at 6291. If a bomb threat (such as a note, message, etc.) is found anywhere on campus, do not touch it. Immediately contact Security at 6291 for assistance.

FIRES

All fires are to be reported as soon as possible. Pull the nearest fire alarm for the building. This will activate the audible alarm system to alert occupants to evacuate the building. Smoke is the greatest danger in a fire. When smoke is present, stay low and close to the floor where the air is less toxic. If you become trapped, try to get to a window where you are visible to rescuers. Fire extinguishers are located on each floor of each building and are regularly inspected. Fire extinguishers should only be used for very small fires after the fire has been reported and only by individuals trained in their use.

POWER FAILURES

In most cases Facilities/Security will be aware of a power failure. Turn off all switches to protect equipment from potential damage when the power comes back on and a full surge of current returns. Check to see if people are stranded in elevators. Call Security at 6291.

ELEVATOR FAILURES

Elevators are equipped with emergency buttons. Direct stranded people to use the elevator emergency button. Call Security at 6291.

CHEMICAL SPILLS

Confine vapors by closing doors as appropriate. Notify people in the immediate area and evacuate the spill area. Avoid breathing or physical contact with spilled material. Dial 911 to report the emergency. Then call Security at 6291.

GAS LEAKS

Cease all operations. DO NOT TURN ANY SWITCHES ON OR OFF. Evacuate the area. Dial 911 to report the emergency. Then call Security at 6291.

WATER LEAKS

Call Security at 6291.

VENTILATION PROBLEMS

If an odor comes from a ventilation system, cease all operations and vacate the area immediately. Call Security at 6291.

EARTHQUAKES

Indoors, seek refuge in a doorway or under a desk or table. Stay away from windows, shelves or equipment. Outdoors, move quickly away from buildings, utility poles or other structures. Avoid power and utility lines.

TORNADOES

Do not go outside and if outside move into a building as soon as possible. Go to interior rooms or hallways on the lowest floors. Avoid windows and glass. When the danger is imminent, face interior walls and assume a protective posture -- Crouch on elbows and knees and place hands over back of head. If the building is damaged by a tornado, follow evacuation procedures immediately and return only after the building has been declared safe by the appropriate authorities.

FLOODS

The College will normally have advanced warning when flood is imminent. Follow the instructions of College personnel for flood preparation, evacuation and recovery should this situation arise.

SUSPICIOUS MAIL

If you are suspicious about a piece of mail, call Security at 6291.

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