

IN CASE OF EMERGENCY

Dial 911 from your telephone or go to an emergency call box on campus.

Campus map shows locations of emergency call boxes.

A 911 emergency call immediately activates notification to Penn College Police and the county-wide Emergency Response System, for mutual-aid response from local and state police and siren notification, as appropriate.

Penn College Police provide daily 24-hour coverage of the campus. Officers are armed and have full power of arrest. Their first priority is to ensure the safety of students, employees, and campus guests, and to secure the campus.

In an extreme emergency, the Emergency Response System siren will be activated. At this warning, activate your cell phone or computer to check for College emergency-text messages and e-mail communications.

All students and employees are encouraged to subscribe to the College's PCT alerts emergency response text-messaging system.

On-site instructions may be offered (such as police or other College officials using speakers and/or going door-to-door). Use good judgment, and cooperate with police and emergency responders.

ALERT – Immediate Danger

One of two primary warnings may be issued during an emergency:

Evacuate

A building fire alarm indicates that those inside should leave the building. When you hear the building fire alarm (or are notified in person of an evacuation), immediately leave the building. Follow instructions given by police and emergency responders. Move quickly but without panic to avoid possible injuries. Take important items with you. Do not leave backpacks or other items that could hinder an investigation of the area by police or other officials.

Shelter in place

Stay where you are and await instructions. Make yourself as safe as possible. If you are indoors, avoid windows and areas of glass. If a lockdown (locking of a building's exterior and/or interior doors) is appropriate and necessary, police will take that action.

Different protective actions could be ordered for different parts of campus. Follow instructions that apply to you.

If an evacuation of the entire campus is ordered:

Students who do not reside on campus and employees who do not have emergency-response assignments should go home and await communications via College systems or local media.

Students who reside on campus will be relocated and assisted by Residence Life staff.

EMERGENCY RESPONSE

In an emergency, these will be used as official sources of communication:

College emergency text message system (to subscribers)

PCToday (www.pct.edu/pctoday)

E-mail

College Web site (www.pct.edu)

Official College news releases posted in PCToday and with local media

WPTC (88.1 FM) – campus radio

PCTV – campus television in on-campus housing and campus TV lounges

LCD display screens at various campus locations

Please look to official communication sources during a campus-wide emergency. Cooperation and communication can prevent more dire consequences. Please do your part to maintain your composure, act responsibly, and provide aid according to your skills and abilities and with concurrence of on-the-scene emergency responders. Employees who are hosting guests should share appropriate instructions for the safety and security of these visitors to campus.

In certain circumstances, students and employees may be directed to designated areas during a campus emergency to await further communication updates. Main Campus areas could be:

Students Bardo Gymnasium OR Field House

Employees Susquehanna Room OR Klump Academic Center Auditorium

Students and employees at other campus sites will be given relocation instructions by police or other College officials.

SUSPEND / CANCEL CLASSES

During an emergency, it may be necessary to suspend or cancel classes and activities. These terms could be used in emergency-response messages.

Suspend This is a temporary interruption of classes and/or activities.
Normal activity will resume at a specified time.

Cancel Normal activity is not expected to resume that day or evening.
Some College employees may be called to work at this time.

REPORTED THREAT

If you receive a report of a threat to campus safety, call 911 and notify Penn College police immediately.

If the threat is received by phone, record the time of the call, the specific threat (location, time, etc.) and any other details that could help in the investigation, such as the caller's gender, age, style and composure. Be as specific as possible. If it is a written threat, do not move it or tamper with it in any way before contacting the police.