



# **EMERGENCY GUIDELINES AND PROCEDURES**

**Public Safety Telephone: 610-796-8350**

**Summer 2024 Update**



## INTRODUCTIONS & OVERVIEW

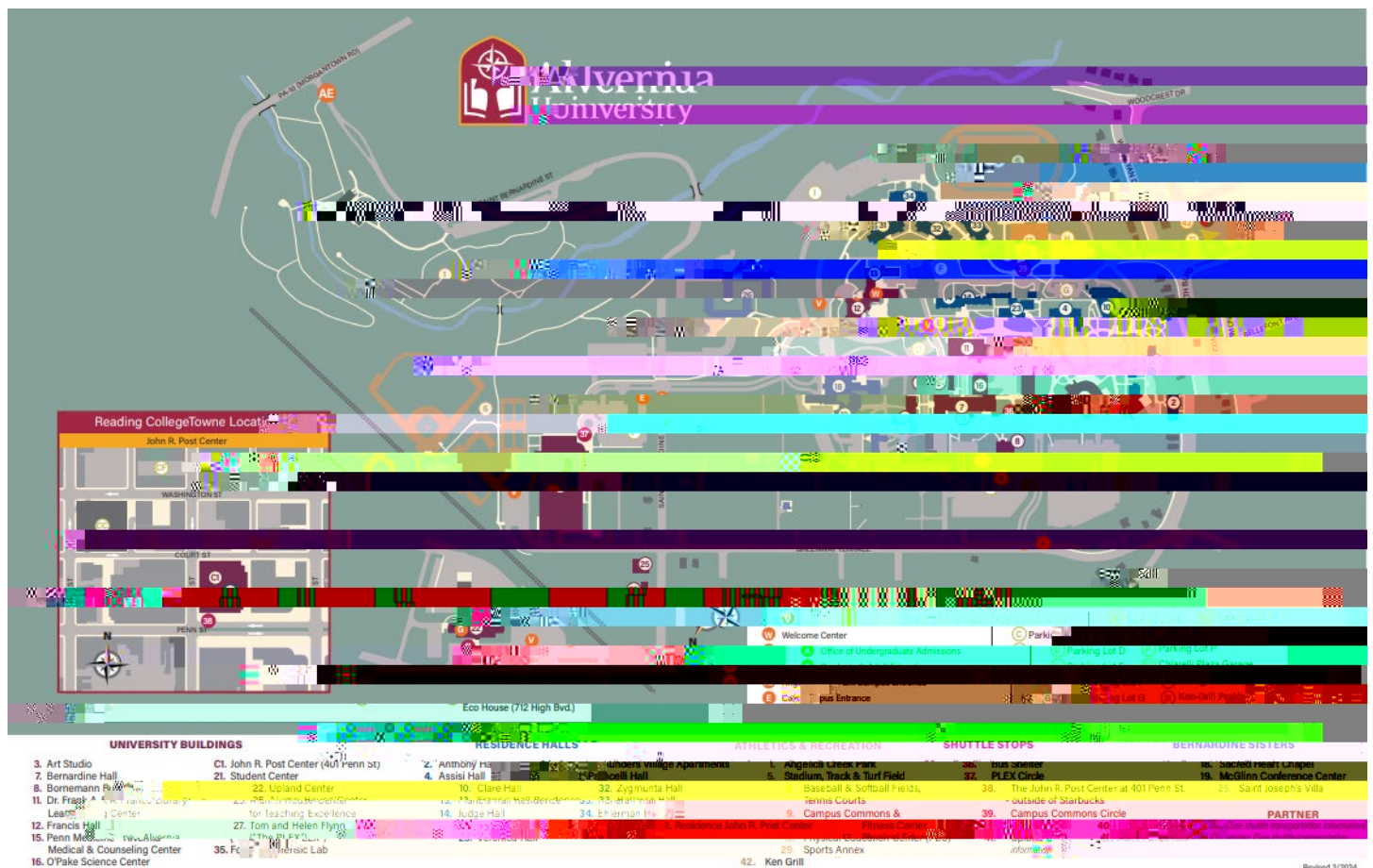
It is important to read and become familiar with the information contained in this booklet. You will need to review it periodically so that you are able to react to emergency situations in an appropriate and timely manner.

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 is not predictable, so this plan will serve only as guidance and may require flexibility in order to respond appropriately.

There may be a medical scenario, accident, or other emergency with which you may be faced. If you are present during an emergency, do not 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.

## CAMPUS MAP



All emergencies are to be reported as follows:

- x Call 911
  - x Use one of the campus yellow Emergency Call Boxes to report emergencies.
  - x Call 610-796-8350 to report the emergency directly to Public Safety.
1. Whenever reporting an emergency, be sure to give the exact location (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.

<b>EMERGENCY CALL LOCATIONS</b>	
Bernardine Hall (corner of Bornemann and Adams Streets)	Angelica Park Ballfield (by tennis courts)
Parking Lot C (Bornemann Building)	Siena Hall (front & rear)
Anthony Hall (front & rear)	Parking Lot B (Student Center)
Assisi Hall (front facing the Commons)	Veronica Hall (at the chapel entrance)
Clare Hall (front & rear)	Judge Hall (all 4 entrances)
Francis Hall (	



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

- a. During a lockdown, all occupants are to remain in their building.
- b. Depending on the situation, you will be told whether to stay in your office, classroom or residence hall or whether to go to the building's lockdown/shelter-in-place area.
- c. 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.
- d. If the building becomes unsafe, evacuate only if safe to do so. Be aware of alternate exits if it becomes necessary to flee.
- e. Persons should stay low, away from windows and barricade their door(s) if possible and use furniture or desks as cover.
- f. Cover any windows or openings that have a direct line of sight into the hallway.
- g. Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
- h. Put your cell phones on silent/vibrate.
- i. Do not make any noise.
- j. Do not answer the door.
- k. 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.
- l. 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.
- m. 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 Omnilert, text message, or email message. The exception to this is when a person believes that they are in more danger staying in the building than attempting to escape.
- n. 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 (i.e. vehicle, tree, brick wall, etc.).
- o. 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.

All fires are to be reported as described in the Emergency Reporting Procedures outlined in this plan, as



## **SMALLFIRES**

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

## **LARGEFIRES**

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.

## **FIREEXTINGUISHERS**

1. Fire extinguishers are located on each floor of each building and have inspection labels and an

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.
2. Alvernia University has numerous locations with Automated External Defibrillators (AEDs) which may be used to assist 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 Wrp4 (c)4(li)8 (u)t1 (l.)/isl.



## **ELECTRICAL POWER FAILURE**

1. In most cases, Facilities and Public Safety will be aware of a power failure, but please report power failures as described in the Emergency Reporting Procedures (page 4) outlined in this plan, as quickly as possible.
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. 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 610-796-8350.

## **WATER LEAKS**

Upon discovery of a water leak in a building:

1. All leaks are to be reported as described in the Emergency Reporting Procedures (page 4) outlined in this plan, as quickly as possible.
2. 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.
3. Prevent people from entering the area until cleared by University officials.
4. Facilities personnel will assume responsibility for pumping and cleaning the area.
5. 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 (page 4) in this plan.

## **PUBLIC SAFETY**

- x Public Safety, and Alvernia University will send out notifications to all University occupants: Students, Faculty, Staff, Etc.  
This will advise everyone of inclement weather in the forecast and when it is expected so everyone on campus may plan accordingly.  
Be advised all persons on campus should refer to their emails for any emergency notifications sent to them.

## **GROUNDSD DEPARTMENT** Edwards LaIT

RESIDENTIAL LIFE OFFICE (Res Life)

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## INCLEMENT WEATHER PROCEDURES (All Locations) (2024)

### SHUTTLE SERVICES

x When there is inclement weather in the forecast, the shuttle services will operate only when it is safe to do so. All will be emailed of the schedule in place during these times, keep in mind the schedules will vary depending on weather conditions. All students, faculty, and staff should refer to emails sent about shuttle services in inclement weather.

### 106 NORTH 4<sup>th</sup> STREET LOT

x When anyone occupies this lot, they must be aware that during inclement weather (Snow) they should try to park as close to the front gate as possible. Everyone should also do their best to park as close as you can to other vehicles, but also keep a safe distance. This will help in clearing snow around the lot. Thank you.

### HOUSEKEEPING SERVICES (Budget Maintenance)

x The housekeeping services will resume regular work hours when the university is back in session. (If the university were to close due to the weather).

### TRIPS/ OUTINGS

x If any students are out during inclement weather and have vehicles parked on campus, you should notify Public Safety. Make sure to inform Public Safety when you are out and when you will be returning along with a description of their vehicle and License Plate Number. This will allow Public Safety to identify the vehicle to prevent it from being towed. \*If possible\* Public Safety should be able to have a list of vehicles set for departure before the inclement weather arrives.

## NATURAL DISASTERS

### EARTHQUAKES

During an earthquake, remain calm and quickly follow the appropriate steps below. After the initial shock, evaluate the situation and report any damage as described in the Emergency Reporting Procedures (page 5) in this plan.

#### 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 (page 5) 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 shelter.

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

## 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 (page 4) 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 using the Omnilert system.

## 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 from wind and flooding.
5. Survey your building during the storm for roof leaks, pipe breakage, fire, or structural damage.
6. Following the storm, report any injuries, damage or utility outages to Public Safety or Facilities.

## 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 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.

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





2. **Obscene phone calls:** Do not 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. Report this information 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

campus, gunshots fired."

- b. If you were able to see the offender(s), give a description of their sex, race, clothing, type of weapon(s), location last observed, direction of travel, and identity if known.
- c. If you observed any victims, give a description of the location and number of victims.
- d. If you observed any suspicious devices (improvised explosive devices), provide the location observed and a

d. Investigation.

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns. Do exactly

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 include:

- x Discussing the assault with a designated University official, counselor, etc.
- x Pursuing medical treatment
- x Pursuing counseling services with appropriate agencies
- x 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 (i.e. state law, licensing, FERPA, etc.) and follow a "need-to-know" concept.

Civil disturbances or demonstrations are to be reported as described in the **Emergency Reporting Procedures**(page 4) 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 offi1.5 0 ( )Tj0.00 Td( )Tj0.001 TtBDCJj0 Tc 0 Tw 3.18 .Ah.005Tw 1.36 0 Td( )T6 (f)-4 njeat-4



2. Get the message exactly. Note time of

In an effort to ensure the safety and security of the Alvernia University community, we have adopted Omnilert. Omnilert is a campus-wide, text-messaging system that will enable Alvernia University officials to

Reading Police Dept. (Non-Emergency)	610-655-6116
Reading Hospital	610-988-8000
Penn State St. Joseph Medical Center	610-378-2000
Berks County Department of Emergency Services	610-374-4800
Poison Control Center	800-222-1222
Safe Berks	1-844-789-SAFE (7233) or TEXT safeberks
Talk Line ruOK Berks	TEXT ruOK to 484-16-7865
Office of Residence Life Counseling	610-796-8320

Updated  
April 2023