



THIEL

C O L L E G E

**EMERGENCY
MANAGEMENT
PLAN**

January 2020

TABLE OF CONTENTS

Introduction.....	3
Scope.....	3
Authority.....	4
Responsibility.....	4
Notification System Protocol.....	4
Definitions of Emergencies.....	5
Declaration of Emergencies.....	6
Emergency Management Teams & Roles.....	7
Chain of Command.....	8
Reporting an Emergency.....	12
Important Information for Faculty/Instructors.....	13
Incident Plans.....	14
Active Killer.....	15
Bomb Threat.....	16
Chemical Spill.....	17
Crime on Campus.....	18
Disturbances & Demonstrations.....	20
Earthquake.....	20
Emergency Evacuation of Buildings.....	21
Explosions.....	24
Fire Safety.....	24
Hostage Situation.....	25
Interruption of Services.....	26
Mental Health Emergency.....	26
Missing Student.....	27
Severe Weather.....	28
Tornado Safety.....	29
Utility Emergency.....	31

INTRODUCTION

The purpose of the Emergency Management Plan is to establish and articulate policies, procedures and an organizational hierarchy for response to emergency situations. For the purpose of this document, an emergency situation is defined as an extraordinary event, potential or actual, that may place lives and/or property in danger and that requires the commitment and coordination of numerous internal and/or external resources to bring about a successful resolution.

The plan describes the role and operation of the departments and/or personnel of Thiel College during an emergency situation. It also helps to enable emergency responders and staff to perform essential emergency planning and response functions that may save lives; establish responsibilities necessary to performing these functions; prevent, minimize and repair damage; and ensure continuity of operations so that essential services may continue to be provided to the College and our students.

SCOPE

This Emergency Response Plan guides the response of appropriate Thiel College personnel and resources during an emergency situation in and immediately adjacent to the College. It is the official Emergency Response Plan for the College. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any annexes and appendices hereto.

The Thiel College Emergency Response Plan shall be subordinate to local, state or federal plans or actions during a disaster declaration by those authorities. This plan may be activated in response to a regional or national crisis that affects the College. Any emergency that affects the students, faculty and/or staff community could be considered a College emergency.

This plan is designed to enable faculty, staff and students to successfully cope with emergency situations at the College. The overall ability of College personnel to respond to any incident will rely primarily upon preplanned procedures, incident action plans, business continuity plans, and other appropriate plans and procedures.

The Emergency Response Plan guides preparedness, response, recovery and mitigation actions and may be activated during any of the following incidents, which may include, but are not limited to:

ACTIVE KILLER
BOMB THREAT
CRIME ON CAMPUS
DISTURBANCES/DEMONSTRATIONS
EMERGENCY EVACUATIONS
FIRE SAFETY
INTERRUPTIONS OF SERVICES
MENTAL HEALTH EMERGENCIES
NATURAL DISASTER EMERGENCIES
UTILITY EMERGENCIES

AUTHORITY

This plan is promulgated under the authority of the President of Thiel College and the President's Cabinet. The President's Cabinet is comprised of the President, VP for Academic Affairs and Dean of the College (VPAA), Executive VP for Finance and Management (EVPFM), VP for College Advancement (VPCA), VP for Student Life and Dean of Students (VPSL), VP for Enrollment Management (VPEM), Director of Athletics, Executive Director of Communications and Marketing, and the Executive Assistant to the President.

RESPONSIBILITY

The plan and the maintenance thereof are the responsibility of the Thiel College Director of Public Safety and Chief of Police. The plan is to be reviewed on an annual basis at minimum, revised as necessary, and annual training programs will be coordinated and facilitated by the Director of Public Safety and Chief of Police.

The plan is distributed and available to all College faculty, staff and students through the official Thiel College web site www.thiel.edu. Faculty, staff and students will also be reminded of the existence of the plan every year in the fall, via e-mail and other orientation or training programs.

NOTIFICATION SYSTEM PROTOCOL

In a major emergency, notification should begin immediately and may use any or all of these components:

TEXT AND EMAIL MESSAGING

Cell phone users can receive emergency text messages in the event of an emergency by signing up for the Tomcat Alert (<https://regroup.com/signup>). Messages will be brief and will be activated by Thiel College officials. All campus email users will also receive email messages regarding the emergency.

The College has determined that the following situations may require sending emergency alert messages:

- Imminent danger including a major fire or shooting
- Imminent disaster including an earthquake or flood
- Severe weather, including tornado and lightning warnings
- Major interruptions of services such as snow closings and water emergencies

DEFINITIONS OF EMERGENCIES

Level 1 – *Minor Emergency*: Any emergency, potential or actual, that does not seriously affect the overall functionality of the College, such as a minor power outage or plumbing problem. This type of event would involve the notification and alert of selected College officials, as dictated by the scope and type of incident.

Level 2 – *Moderate Emergency*: Any emergency situation, potential or actual, that affects an entire building; a piece of key equipment; or any other significant incident that has the potential to impact the operation or reputation of the College. Examples might include a building fire or chemical spill confined to one building; a serious injury or death on campus; a violent criminal act that has or is occurring on campus.

Level 3 – *Major Emergency*: Any emergency situation, potential or actual, that has or could seriously impair or halt the operation of the College. Examples might include a direct tornado hit, or a protracted loss of vital services (water, electricity, heat). In some cases personnel casualties and severe property damage may have been sustained. Outside emergency services will in all likelihood be involved in this type of event. A “major emergency” on the campus will require the coordinated effort of most or all campus-wide resources to effectively control and manage the situation.

<i>Scope</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>
College Activities	Minimal and localized; most College activities not impacted.	Significant; College activities may be subject to localized shutdown.	Very significant; College activities shutdown for a period of time.
Faculty, Staff, Students	Site-specific localized impact; injuries possible.	Site-specific or general impact with possible disruptions; injuries possible.	General impact with probable disruptions; injuries and possible fatalities a concern.
Media Coverage	None expected or possibly local coverage.	Local / regional coverage.	Local, regional and possibly national coverage.
Public & Government Concern	Limited.	Potential exists for an embarrassing situation; government agencies may investigate prevention/response/recovery efforts.	Potential exists for an embarrassing situation; government attention (investigations) likely.
EMT Involvement	Little or none.	Conditionally involved.	Actively involved.

DECLARATION OF EMERGENCIES

Based on information received from the Director of Public Safety, VP for Student Life, or another officer of the College, the College President will determine whether an occurrence will be declared a “Level 2” or “Level 3” Emergency and whether the Cabinet and the Incident Command Team will need to be assembled. In the absence of the President, the Executive Vice President of Finance and Management will make that determination.

Levels 2 and 3 emergencies are ones that requires immediate action to ensure a safe environment, and/or to ensure the maintenance or restoration of College operations. Unless unusual circumstances are present, a Level 1 (“minor emergency”) will generally not result in the assembly of the Cabinet and/or Incident Command Team.

1. The declaration of a Level 2 or 3 Emergency will specify the locations of the Incident Command Team and Cabinet for that particular event. The physical locations of either group can vary due to the unique circumstances of an incident, but in most cases the Cabinet will be located in the President’s office and the Incident Command Center will be located in or around the Department of Public Safety Offices.
2. The Executive Assistant to the President will notify the President’s Cabinet when Level 2 or 3 Emergencies have been declared.
3. The President’s Cabinet will likely be asked to meet in order to take whatever actions are deemed appropriate.
4. The VPSL will serve as the liaison between the President/Cabinet and the Incident Command Team to help manage the response, and facilitate the formation of the Incident Command Center.
5. The Incident Command Team will be comprised of the VPSL, Director of Public Safety/Chief of Police, Director of Facilities, Director of Residence Life/Director of Residence Life, Executive Director of Communications and Marketing, Director of Health Services, and others as appropriate (i.e. Director of Human Resources, Campus Pastor, Campus Counselor, Director of Food Services, etc.).
6. Declaration of a Level 2 or 3 Emergency will also prompt a notification to the entire campus community as soon as practical. The Executive Director of Communications and Marketing in collaboration with the VPEM will ensure that this notification is made by e-mail, Thiel College web site, and/or other appropriate methods. The College Dispatcher will manage the switchboard, phone lines, and Cooper Mass Notification System / Tomcat Alert System (when necessary) while the Coordinator of Housing/Assistant to the VPSL will be there to assist.

EMERGENCY MANAGEMENT TEAMS & ROLES

President’s Cabinet:

Senior administrators who have the responsibility and oversight over the primary operating units of the College. These individuals have the authority to make decisions regarding the course of actions taken to address the emergency situation.

Members: President, Vice President for Academic Affairs and Dean of the College, Executive Vice President for Finance and Management, Vice President for College Advancement, Vice President for Enrollment Management, Vice President for Student Life and Dean of Students, Director of Athletics, Executive Director of Communications and Marketing, and Executive Assistant to the President.

Incident Command Team:

This group is responsible for responding to and assessing the situation. Primary responsibilities include the logistical management of the situation and providing necessary information to the Cabinet. Some Frontline Staff may be called to serve on this group depending on the specific situation (i.e. Director of Human Resources, Campus Pastor, Campus Counselor, etc.).

Members: Vice President for Student Life and Dean of Students, Director of Public Safety/Chief of Police, Director of Facilities, Executive Director of Communications and Marketing, Director of Health Services, and Director of Residence Life/Director of Residence Life.

Frontline Staff:

These employees are called upon to carry out specific tasks that arise in response to an incident/situation. Examples include the dispatch staff handling specific communications, residence life staff helping to manage student response, Campus Pastor and Counselor forming care teams, etc.

Community Partners:

Designated community members and/or organizations identified to provide support in the event of specific circumstances. Examples include counseling services provided by local pastors and counselors, temporary relocation areas, etc.

Initiators:

This can be any campus constituent that comes upon a potential accident/incident on campus. These individuals should immediately contact Public Safety at ext. 2222 or by calling 724-589-2222 from an outside line.

CHAIN OF COMMAND

This plan is promulgated under the authority of the President of Thiel College and the President's Cabinet. The President's Cabinet is comprised of the President, VP of Academic Affairs and Dean of the College, Executive VP for Finance and Management, VP for College Advancement, VP for Enrollment Management, VP for Student Life and Dean of Students, Director of Athletics, Executive Director of Communications and Marketing, and the Executive Assistant to the President.

This section provides an actual "Chain of Command" as it relates to the Emergency Management Teams and their roles. In the absence of a member within the "Chain of Command", that individual's role will either be delegated to another member (i.e. Cabinet) or an identified back-up individual will fill the role.

President's Cabinet Chain of Command

President
Executive VP for Finance and Management
VP for Student Life and Dean of Students
VP for Academic Affairs and Dean of the College
Executive Director of Communication and Marketing
VP for College Advancement
Director of Athletics
VP for Enrollment Management
Executive Assistant to the President
Delegated leader from the remaining members of Cabinet

Cabinet's General Roles & Responsibilities

President: The President of the College is ultimately responsible for the decisions made during emergency situations.

The President may delegate the implementation of these decisions, and in special circumstances, he/she may also delegate authority to make decisions on his behalf.

VPAA/Dean of the College: The VPAA is responsible for advising the President on matters that relate to faculty members and academic matters (i.e. class schedules, class rosters, etc.).

The VPAA is responsible for making decisions related to delaying or canceling classes due to an emergency.

The VPAA is responsible for notifying the faculty of the emergency and whether or not classes will be cancelled.

If the VPAA is unable to respond to the emergency, the Associate Academic Dean and/or Assistant Academic Dean will act on his/her behalf.

If others are unavailable, the Chair of Faculty Executive Committee will act on their behalf.

EVPFM:

The EVPFM is responsible for making critical decisions concerning risk management, financial or accounting services, human resources, workers compensation, potential liability, and insurance claims in the aftermath of an emergency.

The EVPFM or his/her designee will review and approve all information or reports regarding the possible cause of accidents, emergencies, potential liability for accidents or injuries, and all other legal concerns or problems.

The EVPFM will be responsible for seeking external legal advice or counsel at his/her discretion.

Oversee and appoint an Information Technology (IT) designee(s) for the technical requirements related to communication of information, phone, data and other electronic systems necessary for emergency situations, including the recovery and return to normal operations

The EVPFM will be appoint an IT designee(s) to set-up and maintain a Call Center if needed.

VPSL/Dean of Students:

The VPSL is responsible for overseeing the implementation of the Incident Command Team, for monitoring activities, and serving as the liaison between the Incident Command Team and President/Cabinet.

The VPSL is responsible for establishing an alternative Chain of Command for emergency activities in the absence of key participants.

The VPSL is responsible for coordinating the response to a serious incident involving a student and coordinating residence life, food service and mental health support services during an emergency.

The VPSL is responsible for advising the President on matters that relate to the students and providing pertinent student information to the President or other emergency responders as needed (i.e. date of birth, residents, emergency contact information, etc.).

If the VPSL is unable to respond to the emergency, the Director of Residence Life will act on his/her behalf.

VP for College Advancement:

The VPCA is responsible for advising the President on matters related to institutional reputation and/or matters that have the potential of directly impacting alumni.

The VPCA will assist in the review of all press releases and external communications that take place in the aftermath of an emergency situation.

Executive Director of Communications & Marketing

The Executive Director in collaboration with the Vice President for Enrollment will ensure that notifications are made by e-mail, Thiel College web site, and/or other appropriate methods to the entire campus during Level 2 or 3 Emergencies.

VP for Enrollment Management:

The VP EM is responsible for advising the President on matters related to institutional reputation and Public Relations.

The VP EM in collaboration with the EVP FM will ensure that notifications are made by e-mail, Thiel College web site, and/or other appropriate methods to the entire campus during Level 2 or 3 Emergencies.

The VP EM will assist in the review of all press releases and external communications that take place in the aftermath of an emergency situation.

Director of Athletics:

The Director of Athletics is responsible for advising the President on matters that relate to student athletes and Department of Athletics activities (i.e. competition or practice schedules, team rosters, etc.).

The Director of Athletics is responsible for providing travel schedules and information (i.e. rosters, itineraries, etc.) in the event of emergencies related to athletic travel.

Executive Assistant to the President:

The Executive Assistant to the President is responsible for notifying the President's Cabinet of the declaration of Level 2 or 3 Emergencies, and making arrangements for having copies of the Emergency Management Plan available for Cabinet's use.

The Executive Assistant is responsible for providing administrative support to the President and Cabinet during Level 2 and 3 Emergencies.

Incident Command Team

The responsibility of the Incident Command Team is to respond to and assess an incident/emergency situation. The group's responsibilities include the logistical coordination and management of the situation. Their goal is to properly coordinate the activities of internal departments and staff, as well as external parties in the handling of the situation. In addition, they assess and disseminate the appropriate information to the President's Cabinet.

In the event of activation, the following provides a general overview of oversight responsibilities and roles members of the Incident Command Team may play. Depending upon the type of situation, a subset of the Incident Command Team may be asked to remain at the meeting location point to coordinate the incident and to ensure that all aspects of the incident are being addressed. The following is the Chain of Command and some individual responsibilities of team members:

Incident Command Team Chain of Command

Vice President for Student Life and Dean of Students
Director of Public Safety/Chief of Police
Director of Facilities
Director of Residence Life
Executive Director of Communications and Marketing
Director of Health Service
Delegated leader from the remaining members of the Incident Command Team

VPSL: The VPSL is responsible for activating the Incident Command Team and engaging the President in times of emergency. He will serve as the primary liaison between the Incident Command Team and the President and Cabinet.

Director of Public Safety/Chief: The Director of Public Safety/Chief of Police serves as the lead facilitator of the Incident Command Team. He/she will lead the Incident Command Center and serve as the Officer in Command.

Director of Facilities: The Director of Facilities is responsible for all activities involving utilities, building plans and activating additional staff to assist where deemed appropriate. The Director of Facilities will serve as the facilitator of the Incident Command Team in the absence of the Director of Public Safety/Chief of Police.

Director of Residence Life: The Director of Residence Life is responsible for identifying and working to support any needs that relate to the student population (e.g. housing, food, physical and mental health, etc.).

Executive Director of Communications and Marketing: The Executive Director of Communications and Marketing is responsible for advising on all communications to all

constituents, and advising the team on decisions that will impact institution reputation.

Director of Health Services: The Director of Health Services is responsible for advising the group on matters, systems, and resources related to health.

REPORTING AN EMERGENCY

The following section contains the recommended guidelines to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

The **Department of Public Safety** is staffed 24/7/365. Emergencies can be reported to the office in any of the following ways:

- A. Ext. 2222—from any campus extension
- B. 724-589-2222—from any off-campus phone
- C. **Telephone Contact:** In an emergency, Do NOT dial 911 from a College phone. Instead dial ext. 2222. Campus Police has direct contact with Fire/Police/EMS and will be able to determine your location.
- D. **Cell Phones:** Cellular 911 phone calls are answered by the Mercer County 911 center and will be directed to the appropriate agency for action. Therefore, it is important to give accurate information regarding your location and the incident.
- E. In order to assist the operator in processing the call quickly and efficiently, please be prepared to
- F. give the following information:
 - a. What you see, heard, or found.
 - b. Exact location of incident.
 - c. The phone number of the phone you are using.
 - d. Details of situation.
 - e. Your name and address.
 - f. Stay on the line until you are told to hang up.

REMEMBER IT IS IMPORTANT TO KEEP CALM AND KEEP OTHERS CALM!

EMERGENCY CONTACT NUMBERS	
ORGANIZATION	PHONE #
All On-Campus Emergencies	724-589-2222 or Ext. 2222
Ambulance	911
American Red Cross	724-962-9180
Fire Department	911
Hospital (UPMC Horizon)	724-588-2100
Mercer County Behavioral Health	724-662-2227
Poison Control	800-222-1222
Police Emergency	911
Greenville/West Salem Police	724-588-4190
Mercer Co. State Police	724-662-4200
Life Force Ambulance Service	724-589-0661
Mercer Co. Emergency Center	724-662-6110
Mercer Co. Sherriff	724-662-6135
Hempfield Police Department	724-588-7369

IMPORTANT INFORMATION FOR FACULTY/INSTRUCTORS

The instructor is an authority figure for students, whether consciously or subconsciously, and can influence how students respond in an emergency. Instructors who are prepared for emergencies will be able to help calm students by being in control and giving calm and clear directions.

Classrooms and Laboratory Emergency Guidelines for Faculty/Instructors

Consistent with this guideline, instructors must:

- A. Provide their classes or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.
- B. Know how to report an emergency from each classroom used.
- C. Assure that persons with disabilities have the information they need. The instructor should be familiar with disabled students' plans and also be able to direct visitors with disabilities.
- D. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

What Faculty Need To Know

Evacuation Routes

The College is in the process of posting floor plans on building walls showing evacuation routes. Check your classroom(s) to see if the plans are posted. If they are not posted, please contact the Department of Public Safety for information on the evacuation route for a specific room.

Emergency Assembly Points

After a class leaves the alarmed building or area, it is important for them to go to a predetermined area where each person's presence can be documented. This "safe area" will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Evacuation routes in most College buildings lead the occupants out of the building.

- Look on the building evacuation route floor plans for the designated Emergency Assembly Points.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities (see below).

Evacuation for persons with Disabilities

If there is a person with a disability in the class, the instructor must know the person's response plan and who may be assisting him/her. Four options are available to persons with disabilities (refer to additional procedures in the section on Evacuation Procedures):

- Horizontal Evacuation to outside or another building, if available
- Stairway Evacuation

- Stay in Place unless danger is imminent
- Area of Refuge if available
- Elevators cannot be used during an emergency evacuation!

Reporting to Campus Police

After exiting and accounting for students, Campus Police will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

Fire Alarms

Fire alarms will be sound and may include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

- Everyone Must Evacuate Immediately!
- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

Shelter in Place

During certain emergency situations—such as armed intruder, chemical releases, and some weather emergencies—you may be advised to "shelter in place" rather than evacuate the building.

- Go inside or stay inside the building.
- Do not use elevators.
- Shut and lock all windows and doors.
- Turn off the heat, air conditioning, or ventilation system, if you have local controls for these systems.
- Close fireplace dampers.
- Quickly locate supplies you may need, e.g., food, water, radio, etc.
- If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements even if the windows are closed.
- If possible, monitor main College web page (www.thiel.edu), radio, or television for further information and instructions.
- Do not call Campus Police unless you are reporting a life-threatening situation.
- When the "all clear" is announced:
- Open windows and doors.
- Turn on heating, air conditioning, or ventilation system.
- Go outside and wait until the building has been vented.

INCIDENT PLANS

The following incidence plans outline general procedures that should be followed in the event of any of the emergencies. The specifics of the plans will be carried out on a case by case basis depending on the situation.

ACTIVE KILLER

LEVEL #3

An Active Killer is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. Active Killer situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community.

GUIDELINES

In general, how you respond to an Active Killer will be dictated by the specific circumstances of the encounter. If you find yourself involved in an Active Killer situation, try to remain calm and **CALL Public Safety at 724-589-2222 (ext. 2222) and 911** as soon as possible.

If an Active Killer is OUTSIDE OR INSIDE YOUR BUILDING, you should:

- Try to remain calm.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Proceed to a room that can be locked or barricaded. Lock and barricade doors or windows.
- Turn off lights. Close blinds. Block windows.
- Turn off radios or other devices that emit sound. Silence cell phones.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Have one person CALL 911 and provide:
 - Your name and location and state that “we have an Active Killer on campus, gunshots fired.”
 - If you were able to see the offender(s), give a description and location of the person(s).
 - If you observed any victims, give a description of the location and number of victims.
 - If you observed any suspicious devices (improvised explosive devices), provide the location and a description.
 - If you heard any explosions, provide a description and location.
- Wait patiently until a uniformed police officer, or a Thiel College official known to you, provides an “all clear.”
- Unfamiliar voices may be an Active Killer trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or College official.
- Attempts to rescue people only should be attempted if rescue can be accomplished without further endangering the persons inside a secured area.
- Depending on circumstances, consideration also may be given to exiting ground floor windows as safely and quietly as possible.

If an Active Killer ENTERS YOUR OFFICE OR CLASSROOM, you should:

- Try to remain calm. Try not to do anything that will provoke the Active Killer.
- Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding.
- Call 911, if possible, and provide the information listed above.

- Barricade the room or proceed to a safer location if the Active Killer(s) leaves the area.

If YOU ARE OUTSIDE and encounter an Active Killer, you should:

- Try to remain calm.
- Move away from the Active Killer or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Call 911 and provide the information listed above.

KEEPING UPDATED

If an Active Killer situation develops, the College will implement its Emergency Management Plan and will combine efforts with law enforcement to support them in their efforts to manage the event. Thiel College will provide the most accurate and timely information available to students, faculty, staff and the community through emails, text messages, PA announcements, and the mass media.

BOMB THREAT

LEVEL#2

In the event of a bomb threat on campus, the following procedures are to be followed.

- A. The individual receiving the bomb threat is to obtain as much information as possible from the call by asking the following questions.
1. What is the exact location of the bomb?
 2. What time is the bomb set for detonation?
 3. What does the bomb look like?
 4. What kind of explosive is it?
 5. Why did you place the bomb?

- B. Report the bomb threat immediately to the Public Safety Department at 724-589-2222 Or ext. 2222. Provide the following information:

Caller Description:

Name used: _____

Approximate age: _____ Male ___ Female__

Did caller seem familiar with the building or bomb location? Yes___ No__

- C. The Public Safety Department will immediately notify the Greenville Police Department.
- D. Public Safety Officers will evacuate the building.
- E. Occupants leaving the building should make visual checks of their area remembering not to touch anything. Anything unusual should be reported to the police.

- F. The Director Public Safety notifies the Incident Command Team as outlined in the line of authority for the level of emergency.

CHEMICAL SPILL

LEVEL # 1-3

In case of a chemical spill and/or injured/contaminated person(s):

- A. Alert others in the area of the spill.
- B. In cases where corrosive chemical exposure to the eyes or body of an individual occurs, carefully assist the injured person to an eye-wash or shower station. Remove contaminated clothing/shoes while in shower.
- C. Flush eyes and exposed skin for at least 15 minutes or until emergency personnel take over care of the exposed person.
- D. If the material is flammable, turn off open flames and isolate other ignition sources if it can be done safely.
- E. Notify the faculty member in-charge of the laboratory followed by Public Safety.
- F. If the faculty member is not available or located, immediately contact Public Safety (x2222 or 724-589-2222) for assistance.
- G. Isolate the area. Close doors leading to the affected area.
- H. Spill containment and clean-up should be performed by trained personnel.
- I. The MSDS (Material Safety Data Sheet) should accompany the injured person for medical treatment if possible.
- J. The Center for Disease Control (CDC) maintains copies of MSDS if one cannot be located or assessed at the scene.

CRIME ON CAMPUS / SUSPECT ID CHART

LEVEL #1-3

- A. Contact the Public Safety Department at 724-589-2222 or ext. 2222 if you witness a crime on campus.
- B. The Public Safety Officer will investigate the incident. If the Public Safety department perceives that there is a clear and present danger to the campus community, the Greenville Police Department will be notified immediately.
- C. The Director of Public Safety will notify the Incident Command Team as deemed necessary by the level of crime.
- D. If the crime involves theft and/or damage to private property, the Public Safety Officer will record all information and investigate, along with contacting the Public Safety Director.
- E. If the crime involves theft and/ or damage to college property, Public Safety Department will investigate and file reports.

How to report a crime

1. Identify yourself - name, location and telephone number.
2. Report the type of crime.
3. Report if the crime is "In Progress" or "Has Occurred."
4. Suspect description - *Use the following chart to write this down.*

5. Vehicle description, tag number, color, dents – *Use the following chart to write this down.*
6. Direction of vehicle or pedestrian travel (use compass direction).
7. Stay on the line as long as you can.
8. Get someone to help watch suspects and provide more information.

SUSPECT IDENTITY CHART

Sex _____ Age _____ Height _____ Weight _____

Body build (slight, heavy, posture, proportions, etc) _____

Race or nationality (if known) _____

Face (shape, bone structure, complexion) _____

Eyes (narrow, wide-set, deep-set, color) _____

Nose (long, short, broad, narrow, etc.) _____

Chin (square, dimpled, pointed, etc.) _____

Beard or mustache _____

Other identifying characteristics (scars, moles, etc.) _____

Hair (color, style, texture) _____

Ears (noticeable shape, size, prominently sticking out) _____

Identifying marks (scars, tattoos, birthmarks, etc.) _____

Identifying actions (mannerisms, walking style, speech patterns, left or right handed)

Weapons or equipment used _____

Identifying comments (mention of names, places, dates, etc) _____

Clothing:

Hat _____ Coat/Jacket _____ Shoes _____

Shirt _____ Pants _____ Socks _____

Vehicle:

Make _____ Model _____ Year _____

Color _____ Dents/Marks _____ Tag No. _____

Direction of Travel _____

DISTURBANCES/DEMONSTRATIONS

LEVEL #2

In the event of an unscheduled crowd gathering and/or civil disturbance, the following procedures should be followed.

- A. Contact the Public Safety Department at extension 2222 or 724-589-2222 with the following information:
 - * Location
 - * Approximate number of people
 - * Description of Disturbance
- B. The officer on duty will assess the situation to determine its seriousness and its effects on the safety of students and employees.
- C. The Director of Public Safety notifies members of the Incident Command Team as deemed necessary by the level of disturbance.
- D. If the gathering occurs in or around the residence halls, Public Safety will notify the Dean of Students immediately.
- E. Public Safety staff will observe and evaluate conditions. If the situation poses a clear and present danger to the campus community, other area Police Departments will be notified.
- F. Campus personnel are contacted as outlined in the line of authority for emergencies.

EARTH QUAKE

LEVEL #2 – 3

During an earthquake remain calm and quickly follow the steps outlined below.

- A. If **indoors**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- B. If **outdoors**, move quickly away from buildings, utility poles, and other structures.
- C. Caution: Always avoid power or utility lines as they may be energized.
- D. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- E. After the initial shock, evaluate the situation. If emergency help is necessary, call the Department of Public Safety at ext. 2222 if on campus, or 911 if off campus. Protect yourself at all times and be prepared for aftershocks.
- F. Damaged facilities should be reported to the Department of Public Safety at ext. 2222 and Maintenance at ext. 2175. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- G. If an emergency exists, activate the building alarm (fire alarm).
- H. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

- I. Move quickly to your Designated Emergency Assembly Point.
- J. **Assist those with disabilities in exiting the building!** Remember that elevators are reserved for their use. **Do not use elevators in case of fire.**
- K. Once outside, move to a clear area at least 500 feet away from the affected building(s).
- L. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- M. If requested, assist emergency crews as necessary.
- N. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- O. **Do not return to an evacuated building** unless told to do so by a College official.

EMERGENCY EVACUATION OF BUILDINGS

LEVEL#2-3

If a campus building must be evacuated for the protection of its occupants, the following procedures are followed in order to ensure a safe and orderly egress from the building.

- A. Upon notification to evacuate a building, the occupants leave immediately by the way of the closest exit and remain no closer than 500 feet from the building.
- B. Public Safety Officers and the Executive Director of Facilities proceed to the area to be available to emergency personnel.
- C. Faculty personnel conducting classes follow students out of the area and remain with the class once outside. If a problem occurs in an area where chemicals are stored or used, the faculty member familiar with the chemicals is available to emergency personnel to advise them of the materials present in the area.
- D. College personnel assist with handicapped persons in reaching a designated area.
- E. In the resident halls, students meet in designated areas assigned by the Director of Residence Life.
- F. Once a building is evacuated, it is not to be entered until notification is given by the Director of Public Safety.
- G. Employees are expected to return to work once the area is determined to be safe. The decision to close the college or a portion of the campus is made by the President and/or her designee.

Evacuation of Persons with Disabilities

- If you are unable to leave the building due to a physical disability:
- Go to the nearest area where there are no hazards.
- Contact Public Safety by telephone (ext. 2222) or use other means to advise them of the situation.
- Be sure to give them the room number so they can send help to you.
- If possible, signal out the window to on-site emergency responders.
- Try to establish a "buddy" system to have someone ready to assist you.

To assist visually impaired persons

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.
- To alert people with hearing limitations
- Turn lights on/off to gain the person's attention, or

- Indicate directions with gestures, or
- Write a note with evacuation directions.
- To evacuate people using crutches, canes, or walkers
- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move the person

To evacuate wheelchair users

- Non-ambulatory persons' needs and preferences vary.
- Individuals at ground floor locations may exit without help.
- Others have minimal ability to move—lifting may be dangerous.
- Some non-ambulatory persons have respiratory complications.
- Remove them from smoke and vapors immediately.
- Wheelchair users with electrical respirators get priority assistance.
- Most wheelchairs are too heavy to take down stairs.
- Consult with the person to determine best carry options.
- Reunite the person with the chair as soon as it is safe to do so.

To Implement an Evacuation

- Remain calm.
- Alert others to assist with evacuation.
- Communicate clearly and succinctly.
- Example: "We have a _____ type of emergency. Evacuate to _____. Take your belongings. DO NOT use the elevators."
- Assist persons with disabilities (see above section).
- Check offices, classrooms, and restrooms.
- Turn equipment off, if possible.
- Close doors, but do not lock them.
- Take emergency supplies, rosters.
- Keep exiting groups together.
- Instructors assist students.
- Gather at the evacuation site and await instructions.
- Account for faculty, staff, and students.
- Exit the building via the nearest safe exit route. Walk; do not run. Do not use elevators to exit.
- Move away from the building, report to the unit's designated evacuation point.
- Keep existing groups together.
- Account for faculty, staff, and students and sign in at evacuation point.
- Wait at evacuation point for directions.
- Do not reenter the building until emergency staff gives the "all clear" signal. (The silencing of the building fire alarm system is normally used as the "all clear" signal. In some cases, the fire alarm will be silenced and staff members placed at building entrances to keep people out until the incident has been resolved.)

BUILDING	PRIMARY ASSEMBLY AREA
Academic Center	If closest to North door exit - go to East Campus Quad. If closest to South door exit - go to Football Field.
Alumni Stadium Concession Bldg.	Exit and proceed to Football Field.
Bane Residence Hall	Exit building via closest exit door. Assemble at the Bane/Stewart parking lot.

College Ave. Apts./Elson House	Exit building via closest exit door. Assemble at the Bane/Stewart parking lot behind building.
David Johnson Memorial Chapel	Exit building via closest exit door. Assemble at the Bane/Stewart parking lot.
Davis Square Apts.	Exit building via closest exit door. Assemble at the Pavilion East of Townhouses.
DocuCenter	Exit building via closest exit door. Assemble at the Pavilion East of Townhouses.
Financial Services Bldg.	Exit building via closest exit door. Assemble on front lawn.
Florence West Residence Hall	Exit building via closest exit door. Assemble at the East Campus Quad.
Football Office Bldg.	Exit building via closest exit door. Assemble at the Parking Lot behind the building.
Glen Johnson Community Center	Exit building via closest exit door. Assemble at the Pavilion East of Townhouses.
Greenville Hall	Exit building via West doors. Assemble on front lawn.
Gymnasium/Fitness Center	Exit building via closest exit door. Assemble at the Football field.
Hodge Residence Hall	Exit building via the West door. Assemble at the East Campus Quad.
Howard Miller Student Center	Exit building via closest exit door. Assemble at the South side of building (Terrace side).
Langenheim Library/Center for Learning and Advising	Exit building via closest exit door. Assemble at the East Campus Quad.
Maintenance	Exit building via the West door. Assemble at the East Campus Quad.
Passavant Center	Exit building via closest exit door. Assemble at the large Parking Lot behind the building.
James Pedas Communication Center	Exit building via closest exit door. Assemble at the East Campus Quad.
Rhodehouse Science Bldg.	If closest to North door exit - go to East Campus Quad. If closest to South door exit - go to Football Field.
Roth Memorial Hall	Exit building via closest exit door. Assemble on front lawn.
Sawhill Residence Hall	Exit building via closest exit door. Assemble at the East Campus Quad.
Stewart Residence Hall	Exit building via closest exit door. Assemble at the Bane/Stewart RA parking lot.
Theme Houses	Exit building via closest exit door. Assemble across the street in Gym Parking Lot.
West Campus Townhouses/Theme Houses	Exit building via closest exit door. Assemble at the Pavilion East of Townhouses.
William A. Robinson Theater	Exit building via closest exit door. Assemble at the large Parking Lot behind the building.

Zimmerman Guest House	Exit building via closest exit door. Assemble at the Parking Lot behind the building.
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EXPLOSION ON CAMPUS

LEVEL # 2 – 3

In the event an explosion, take the following action:

- A. Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.
- B. After the immediate effects of the explosion and/or fire have subsided, notify the Department of Public Safety ext. 2222 or 724-589-2222.
- C. Give your name and describe the location and nature of the emergency.
- D. If necessary, or when directed to do so, activate the building alarm (fire alarm). (Refer to the section on Evacuation Procedures.)

FIRE SAFETY

LEVEL#2-3

In the event of a fire, the following procedures are followed in order to protect lives and prevent the destruction of property.

- A. Anyone who is alerted to a fire shall:
 - a. Activate the nearest fire alarm pull box.
 - b. Evacuate the building by way of the posted emergency evacuation routes.
 - c. Seek an alternate route if the primary evacuation route is blocked by smoke or fire.
 - d. Remain no closer than 500 feet from the building.
- B. When the fire alarm is activated the campus police will respond to the building or area of the alarm. Responding officers will determine if the alarm is real or false, and will contact Greenville Fire and Police for assistance in the event of an actual fire. If the alarm occurs during business hours maintenance and housekeeping will also be contacted. If the fire is in a resident hall the campus police officer will contact the R.A.'s for assistance and information concerning students. The Chief of Campus Police and Executive Director of Facilities will be contacted to report to the scene. The Chief of Campus Police will then contact the required college officials.
- C. All Public Safety and maintenance staff will proceed to the area to be available to fire officials. If a fire starts in an area where chemicals are used or stored, the faculty member conducting the class is available to fire officials to advise them on the materials present in the area.

The following fire safety regulations apply to all Thiel employees and students:

- A. Do not block access to fire extinguishers; pull stations, fire hoses and exits.
- B. Keep fire doors closed at all times.
- C. Do not use the elevators.

- D. Fire drills are held periodically, in compliance with local and state procedures, without prior notice to faculty, staff and students. When the fire alarm sounds, all occupants of the building must leave immediately.
- E. Do not enter a building after evacuation until directed to do so.
- F. Do not tamper with emergency equipment.
- G. Keep access roads open for emergency vehicles.
- H. Do not block fire hydrants.

HOSTAGE SITUATION

LEVEL 3:

In event of a hostage situation, it is important that the Department of Public Safety is quickly notified. Upon the receipt of notification, the following actions will be taken:

- A. Public Safety will contact local law authorities and College personnel, and activate the Emergency Response Plan for a Level 3 Emergency.
- B. Faculty, staff, and/or students who have escaped or are not affected should stay away from the location and indoors out of sight of the hostage takers.
- C. In coordination with the Pennsylvania State Police, the College will consider the following:
 - a. Evacuate the entire facility to assembly areas or an offsite location.
 - b. Conduct a media briefing offsite if the State Police spokesperson cannot conduct one.
 - c. Provide a location for the families of the hostages to congregate for counseling.
- D. If you are reporting a hostage situation, attempt to provide the following information if known:
 - a. Your name, location, and telephone number
 - b. Number of persons being held hostage
 - c. Location of the hostages
 - d. Condition of the hostages
 - e. Demands of the hostage takers
 - f. Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type), if possible
 - g. Description of the perpetrator's vehicle and weapon, if possible
- E. The Executive Director of Facilities will ensure the Police have accurate drawings or blueprints of the affected building(s).
- F. The Director of Public Relations will provide the public notice as directed by the President and Cabinet.

What to Do If Taken Hostage

The initial 45 minutes are the most dangerous. Follow instructions, be alert-and stay alive. The captor is likely to be emotionally imbalanced.

- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.

- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself, attempt to establish rapport with the captor. If medications, first aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

INTERRUPTION OF SERVICES

LEVEL #2

In case of an emergency where there is mass interruption of normal services, the following plan shall be in effect.

- A. Interruption of Food Services: If food service is interrupted, students shall be fed in the Gym area, picnic style. Every effort shall be made to restore service in the food service area.
- B. Interruption in Resident Hall Area: If a power outage occurs due to circumstances other than a windstorm in a resident hall area, resident students will be moved to the Passavant Center where an emergency generator is available to provide power for the building. Space utilization will be the primary concern in the building and all available space will be used to accommodate additional residents.
- C. Interruption in Telephone Service: If the telephone service fails, the main line to the Public Safety Department will still be active. The Officer on Duty will contact the Director of Public Safety and local authorities for emergency service.

MENTAL HEALTH EMERGENCIES

LEVEL #2

Thiel College has established the following policy and procedures to assist college personnel when confronted with a mental health emergency. An emergency exists when an individual loses the capacity to exercise self-control, judgment, and discretion in the conduct of his/her affairs and social relations or to care for him/herself. The individual may or may not seek help during a mental health emergency.

- A. If an individual's behavior poses a clear and present danger of physical harm to others or to self, immediately contact the Public Safety Department at extension 2222 or 724-589-2222. The Public Safety Department will contact the Dean of Students and the Director of Public Safety. If a resident student is involved, the Dean of Students will be notified. If an employee is involved, the Director of Human Resources and the appropriate Cabinet member will be notified.
- B. If the individual is a student, attempt to convince the student to contact his/her parents or family or guardian, or give authorization for College personnel to do so. If the individual is an employee, attempt to convince the employee to contact his/her family or give authorization for College personnel to do so.
- C. It may be necessary to arrange for transportation to Sharon Regional Hospital which handles mental health emergencies.

MISSING STUDENT

LEVEL #1 - 2

It is the policy of Thiel College to actively investigate any report of a missing student who is enrolled at the College as either a full or part time student. There will be no waiting period before the commencement of an investigation, and procedures will be governed by federal, state, and local law.

- A. Contact the Public Safety Department at 724-589-2222 or ext. 2222 if you know of a missing student.
- B. The Public Safety Officer will investigate the incident in the manner described below.
- C. The Director of Public Safety will notify the Incident Command Team as deemed necessary by the information received.

INVESTIGATIVE CHECKLIST

General questions

- Is the student missing from the campus, his or her family residence, or another location?
- Is there a witness to or physical evidence of abduction or other foul play?
- Is the student despondent or mentally or physically disabled?
- Is the student experiencing academic, personal, or financial problems?
- Has the student disappeared before?
- Does the student have a known drug and/or alcohol problem?
- Has the student received any threats or warnings?
- What was the student's lifestyle? Does the student have a criminal record?
- Did the student or perpetrator leave a note?
- Have similar incidents been reported within the area (attempted abductions, suspicious persons)?

INITIAL RESPONSE

- Begin an incident report. Obtain as many details as possible from complainant.
- Promptly dispatch officer(s) to conduct a preliminary investigation. Inform responding officer(s) of all pertinent information.
- Provide pertinent information to appropriate area law enforcement agencies.
- Obtain a photograph of the student.
- Inform supervision about the incident. The Chief of Public Safety (or designee) will advise the Incident Command Team.
- Maintain all notes, records, and recordings of telephone and radio communications.
- Search department records and advise investigating officer(s) and/or supervision about any pertinent information found.
- As the investigation progresses, ensure that pertinent details are continually relayed to patrols and to other area agencies.
- Make notifications to college/university administration in accordance with established policies and procedures.
- Prepare a flyer/bulletin and distribute.

INVESTIGATIVE STEPS

- Interview the person(s) who reported the disappearance; verify accuracy of information already provided.
- Determine if outside assistance is necessary and request.
- Determine the circumstances associated with the disappearance.

- Obtain and document all available details regarding circumstances associated with the disappearance.
- Secure and evaluate the abduction site, last known location and/or scene and residence.
- If a witnessed abduction, obtain all details pertaining to the missing student, perpetrator, and event.
- If the cause of the disappearance is uncertain, obtain relevant background information.
- Make an initial determination regarding the disappearance category.
- Obtain detailed descriptions of the missing student, abductor, vehicles and circumstances.
- Obtain his or her student identification, campus account, and social security numbers.
- Obtain locations of his or her residences, places frequented, and employment.
- Obtain his or her academic and work schedules.
- Obtain information about automobiles registered to or used by the student.
- Obtain information about parents/family members, romantic interests, roommate(s), and friends/acquaintances.
- Obtain information about instructors/professors, workplace colleagues, residence hall staff, and others.
- Continue to verify when, where, and by whom the missing student was last seen.
- Interview individuals who may have had contact with the student prior to the disappearance.
- If abduction is suspected, obtain descriptions of the perpetrator.
- Obtain information about involved vehicles; including time and direction of travel.
- Search the abduction site, place where the student was last seen, and/or any others.
- Secure the student's residence as a potential source of information and evidence.
- Request investigative and/or supervisory assistance, if warranted.
- Ensure that all additional responding personnel are thoroughly briefed.
- Institute (or continue) area canvasses for witness information and searches of all surrounding areas, including vehicles.
- Ensure that all potential evidence is properly handled.
- Everyone should be interviewed separately. Obtain, document, and evaluate all information provided.
- Ensure that use of student accounts/passwords is monitored.
- Prepare, update, and disseminate informational bulletins to police agencies.
- Ensure that all computers used by the missing student are handled as evidence.
- Ensure that family members have been notified and interviewed.
- Advise family members about support services.
- Advise parents/family members to maintain a log that records information about all visitors and callers.
- Assign a liaison to ensure that family members are provided with information and support.
- Obtain and examine Internet service provider and e-mail records. Monitor instant messaging and chat room activity.

SEVERE WEATHER EMERGENCIES

LEVEL #2 - 3

There are natural emergencies that can occur on or near the campus and, depending upon severity, can threaten the well-being of the campus community and damage college property. The following responses are taken to protect lives and preserve property.

The Public Safety Department monitors weather broadcasts on the weather radio network. The receiver alerts the college to any hazardous or potentially hazardous weather conditions.

TORNADO SAFETY

A tornado is a violent storm with whirling winds of up to 300 miles per hour. These short-lived storms are the most violent of all atmospheric phenomena, and over a small area are the most destructive.

If a tornado "**watch**" is issued, it means that a tornado is "possible."

If a tornado "**warning**" is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately.

Be alert to what is happening outside as well. Here are some of the things that people describe when they tell about a tornado experience:

- A sickly greenish or greenish black color to the sky.
- If there is a watch or warning posted, then the fall of hail should be considered as a real danger sign. Hail can be common in some areas, however, and usually has no tornado activity along with it.
- A strange quiet that occurs within or shortly after the thunderstorm.
- Clouds moving by very fast, especially in a rotating pattern or converging toward one area of the sky.
- A sound a little like a waterfall or rushing air at first, but turning into a roar as it comes closer. The sound of a tornado has been likened to that of both railroad trains and jets.
- Debris dropping from the sky.
- An obvious "funnel-shaped" cloud that is rotating, or debris such as branches or leaves being pulled upwards, even if no funnel cloud is visible.
- If you see a tornado and it is not moving to the right or to the left relative to trees or power poles in the distance, it may be moving towards you! Remember that although tornadoes usually move from southwest to northeast, they also move towards the east, the southeast, the north, and even northwest.

SAFETY FIRST!

Leave auditoriums, gyms, and other free-span rooms, exiting in an orderly fashion. Go to interior halls and rooms on the lower floors, but avoid halls that open to the outside in any direction. If there are no interior hallways, avoid those that open to the southwest, south, or west, since that is the usually the direction the tornado will come. Stay away from glass, both in windows and doors.

Crouch down and make as small a “target” as possible. If you have something to cover your head, do so, otherwise, use your hands.

Peak time for tornadoes to strike varies from region to region. In some southeastern states, early morning tornadoes are almost as common as late afternoon ones. In western and *northern* states, *peak hours* are *from 3 to 7 PM*, just at the end of the school, but including the hours of afterschool activities.

Interior rooms and halls are the best locations in large buildings. Central stairwells are good, but elevators are not. If the building loses power, you may be in the elevator for a long time. Stay away from glass walls and windows, no matter how small.

THIEL COLLEGE SEVERE WEATHER/TORNADO PLAN

- A. In the case of a ***tornado watch***, which is a forecast of one or more tornados in a large area, the Director of Public Safety shall contact the following and apprise them of the situation:
- Executive Director of Facilities
 - Public Safety Dispatch
 - Food Service
 - Dean of Students
- B. If the watch becomes a ***tornado warning***, which means that a tornado has been detected and may be approaching; Director of Public Safety notifies the above and reports the change in status.
- C. The Director of Public Safety and Executive Director of Facilities notify college personnel as outlined in the line of authority for emergencies.
- D. College personnel assist handicapped persons in reaching shelter areas.
- E. Maintenance is responsible for turning off utilities, if appropriate.
- F. Director of Public Safety contacts the Emergency Management Coordinator at the Mercer County 911 Center, and the Greenville Police.

BUILDING	SHELTER LOCATION
Academic Center	Lowest Level via stairway. DO NOT use elevators.
Alumni Stadium	Open all Lower Level doors in Science Bld, Academic Center, Library, and Tomcat Locker Room. Direct people inside buildings.
Bane Residence Hall	Lowest Level Basement - Hallways and stairwells
College Ave. Apts./Elson House	Lower hallways in apartments and basement of house
College Ave Theme Houses	Basement
David Johnson Memorial Chapel	Basement of 104 College Ave. (beside Chapel). – 40 or less people - Enter via outside basement door. Bane Hall or Stewart Hall Basements
Davis Square Apts.	Lowest Level interior hallways
Florence West Residence Hall	Lower level interior stairwells
Football Office Bldg.	Basement
Glen Johnson Community Center	Frat House #1 basement (if have time), otherwise go to the bathroom areas away from windows

Greenville Hall	Use South Tower - go down to basement - move away from stairway
Gymnasium/Fitness Center	Tomcat locker room in the basement
Hodge Residence Hall	Basement via closest access door. (There are two basement doors.)
Howard Miller Student Center	Basement/food service prep. area.
Langenheim Library/Center for Learning and Advising	Lowest level via stairway. DO NOT use elevators.
Maintenance/Shooting Club	Lowest level. Radio must come out door and go to Maintenance lowest level.
Passavant Center	Basement. In the case of a large event, the overflow will be directed to Sawhill, Hodge, and Florence West.
James Petas Communication Center	Interior hallways or rooms.
Rhodehouse Science Bldg.	Lowest Level via stairway. DO NOT use elevators.
Roth Memorial Hall	Use South Towers and go to basement
Sawhill Residence Hall	Basement Laundry room or interior hallways
Stewart Residence Hall	Lowest level basement - hallways and stairwells
Tomcat Park – Ball fields	Frat House #1, #2 and Stewart Hall basements (if have time), otherwise go to low lying areas away from bleachers, etc. Try to get as low to the ground as possible
West Campus Townhouses	Frat House #1, #2 and Stewart Hall basements (if have time), otherwise go to the first floor living room away from windows
William A. Robinson Theater	Proceed to Passavant Center basement via walkway (if have time), otherwise go to and interior room or bathroom area.
Zimmerman Guest House	Basement

UTILITY EMERGENCY

LEVEL #1-3

In the event of a utility emergency the following procedures shall be followed:

Gas Line Break (during normal working hours):

1. The individual detecting a gas odor contacts the Public Safety Department, who then notifies the Maintenance staff.
2. Switches and other electrical apparatus are not to be disturbed in order to prevent any sparks.
3. Upon recommendation of the Executive Director of Facilities, Public Safety evacuates the building.
4. Maintenance staff terminates service to the affected area and contacts the gas company.

5. Once the building is evacuated, the Director of Public Safety notifies College personnel as outlined in the line of authority for emergencies.

Gas Line Break (evening, weekends/holidays):

1. The individual detecting a gas odor contacts the Public Safety Officer.
2. The Public Safety Officer contacts the Executive Director of Facilities, the Director of Public Safety and College personnel as outlined in the line of authority for emergencies.

Water Main Break (during Normal working hours):

1. The individual detecting a water main break contacts the Maintenance Department.
2. The Maintenance Department investigates the problem and contacts the water company.
3. If necessary, a Public Safety Officer may be instructed to lock restrooms and post signs in affected buildings.
4. If a campus building needs to be closed, the Executive Director of Facilities notifies the Incident Command Team as outlined in the line of authority for emergencies.

Water Main Break (evening, weekends/holidays);

1. The individual detecting a water main break contacts the Public Safety Officer.
2. The Public Safety Officer attempts to minimize damage to the affected area.
3. The Public Safety Officer notifies the Executive Director of Facilities.
4. If necessary, the Public Safety Officer may be instructed to lock restrooms and post signs in affected buildings.
5. If a campus building needs to be closed, the Executive Director of Facilities notifies the Incident Command Team as outlined in the line of authority for emergencies.

Power Failure

1. The individual detecting a power outage notifies the Public Safety Department, who then notifies the Maintenance Department.
2. Public Safety contacts the Power Company and attempts to ascertain the probable duration of the outage, and checks generators to assure effective operations.
3. If it has been determined that the outage will be prolonged, the Public Safety Department contacts the Incident Command Team as outlined in the line of authority for emergencies.