EMERGENCY GUIDELINES AND PROCEDURES

Public Safety Telephone: 610-796-8350

April 2023

TABLE OF CONTENTS

Introduction & Overview..... 3

Main Campus Map..... 3

Emergency Reporting Procedures..... 4

Emergency Call Box Locations..... 4

Emergency Evacuations, Sheltering and Lockdown..... 5

Building Evacuations..... 5

Campus Evacuations 6

Sheltering in Place..... 6

Lockdown Procedures..... 7

Fires..... 8

Fire Survival Tips..... 9

Medical Emergencies..... 9

Automated External Defibrillators (AED's)..... 10

First Aid Kits..... 10

Utility Problems..... 11

Natural Disasters..... 12

Pandemic Response..... 13

Chemical Spills..... 14

Mail Safety..... 14

Disruptive Individuals..... 14

Threatening Behavior..... 14

Active Shooter..... 15

Violent or Criminal Behavior..... 17

Sexual Assault..... 17

Civil Disturbances..... 19

Bomb Threats..... 19

Media Relations in a Campus Emergency..... 21

Alvernia Omnilert Registration..... 21

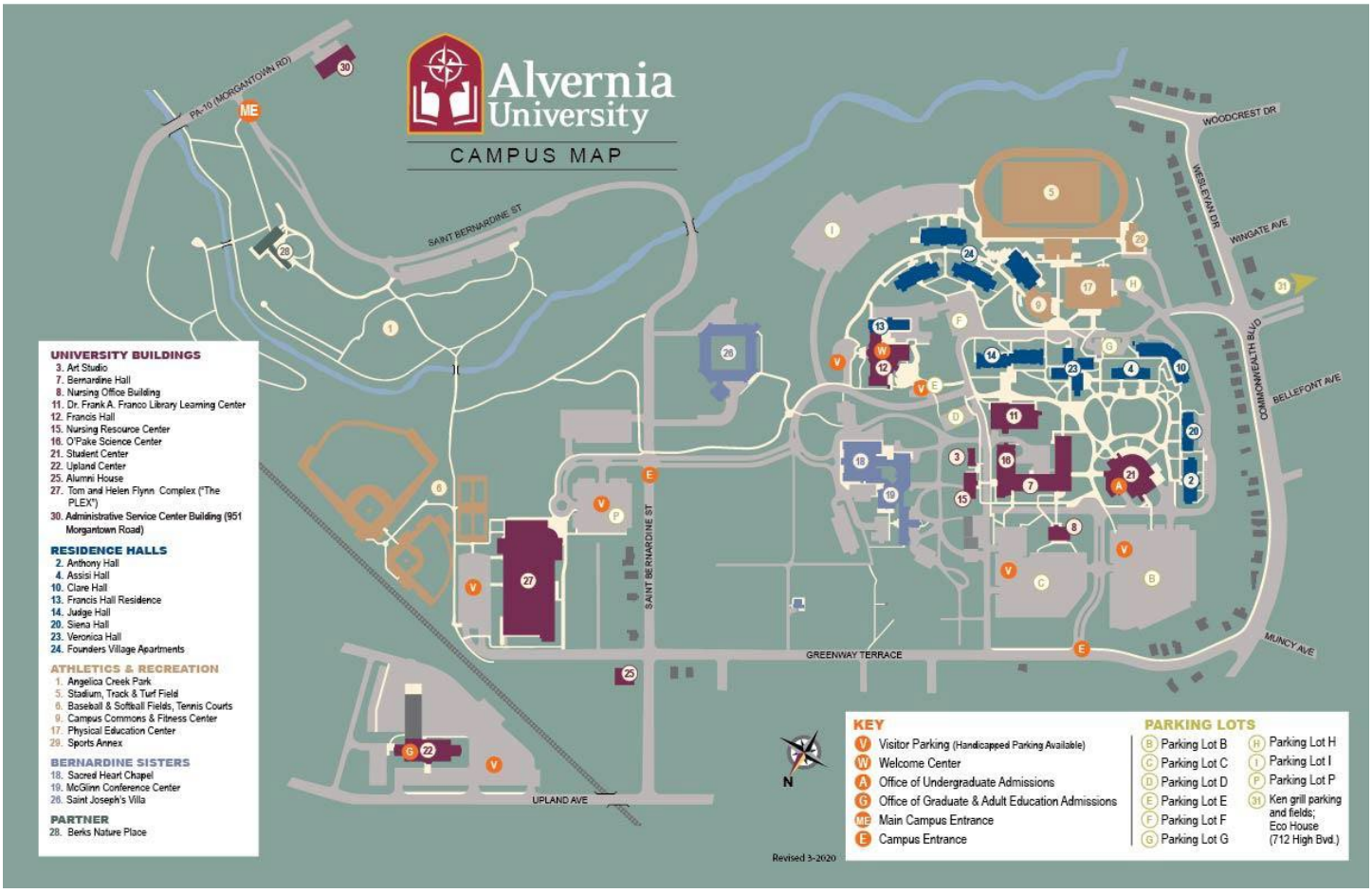
Important Telephone Numbers..... 22

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.



EMERGENCY REPORTING PROCEDURES

All emergencies are to be reported as follows:

- Call 911
- Use one of the campus yellow Emergency Call Boxes to report emergencies.
- 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.

EMERGENCY CALL BOX LOCATIONS	
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 (Residence Hall entrance door and Main Entrance Door)	Upland Center (front entrance facing Upland Ave.)
Ken Grill Pool Parking Lot	Zygmunta Hall (front & rear)
Parking Lot I East (by driveway)	Physical Education Center (front & rear)
Parking Lot I West (near the track)	Ehlerman Hall (front & rear)
Pacelli Hall (front, rear, trash room)	Campus Commons (facing the PEC and Holleran Hall)
Campus Commons (facing the PEC and Village 4)	Holleran Hall (front, rear, patio at the lounge door)
Reading CollegeTowne Campus corner of Penn Street and Alvernia Courtyard	Reading CollegeTowne Campus corner of 4th Street and Penn Street (outside Starbucks)
Reading CollegeTowne Campus corner of 4th Street and Court Street	Reading CollegeTowne Campus corner of Court Street and Alvernia Courtyard
The Plex (Rear Door) by the bathrooms	The Plex (North side) Parking Lot
The Plex Greenway Terrace side by Utility door	The Plex by the main front door

EMERGENCY EVACUATIONS, SHELTERING-IN-PLACE AND LOCKDOWN

Emergencies such as fires, active shooter scenarios, bomb threats, chemical spills, civil disturbances, etc., may necessitate the evacuation of anything from parts of a building to the whole campus, or may require that individuals take shelter within buildings on campus. In an emergency situation, individuals registered with Omnilert will receive a notification via text message and/or email message. For information on registering with Omnilert, see page 21 of this booklet.

BUILDING EVACUATIONS

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

BUILDING	EVACUATION AREA
Administrative Services Center (Morgantown Rd.)	Rear Parking Lot Upper Level
Alumni House	Alvernia sign - corner of St. Bernardine St. & Greenway Terrace
Anthony Hall	Student Center Patio
Art Studio (Greenhouse)	Library Patio Area
Assisi Hall	Student Center Patio
Bernardine Hall / O'Pake Science Center	Business-Comm Bldg. Lot "C"
Bornemann Building	Student Center Lot "B"
Campus Commons Building	PEC Front Patio Area
Clare Hall	Student Center Patio
Eco House	Ken Grill Parking Lot
Francis Hall	Parking Lot F (in front of Zygmunta Hall)
Judge Hall	Library Patio Area
Library	Student Center Patio
Nursing Resources Center	Business-Comm Bldg. Lot "C"
Pacelli Hall	PEC Front Patio Area
Physical Education Center	Veronica Hall Patio
Siena Hall	Student Center Patio

Student Center	Student Center Lot "B"
Upland Center	Parking Lot (closest to railroad tracks)
Veronica Hall	Library Patio Area
Zygmunta Hall	PEC Front Patio Area
Ehlerman Hall	Lot I on the concrete by the track
Holleran Hall	PEC Rear Patio Area (overlooking track)
PLEX	Either Front or Rear Parking Lots
Reading CollegeTowne	Penn Street Sidewalk in front of building. University or Emergency Officials will direct from there.
American House	Penn Street Sidewalk in front of building. University or Emergency Officials will direct from there.
Philadelphia Campus	Rear Parking Lot
Pottsville Campus	Parking Lot

CAMPUS EVACUATIONS

1. Evacuations of all or part of the campus grounds will be announced by the Alvernia University Crisis Manager or Director of Public Safety. Notification will be given using the Omnilert system. (For information on registering with Omnilert, see page 21 of this booklet.)
2. All students, faculty, staff, contractors, and visitors are to immediately vacate the area in question and relocate to another part of the campus grounds or other location off-campus, as directed.
3. All persons are to take all necessary personal property with them when vacating the campus if it is safe to do so.
4. If the entire campus is to be evacuated, all students, faculty, staff, contractors, and visitors will vacate the campus as soon as possible, in an orderly manner, as directed by Alvernia Public Safety and/or authorized University officials.
5. During a campus evacuation, Residence Life staff will:
    - Assist with evacuation of residence halls
    - Join University Life staff and students at evacuation location
6. During a campus evacuation, Facilities staff will:
    - Direct traffic at the three Main Campus exits
7. Once the "All Clear" message is given and distributed, students, staff, and faculty are expected to return to campus and resume normal activities and classes.

SHELTERING-IN-PLACE WITHIN BUILDINGS

1. Shelter-in-place is not necessarily the same as a lockdown. If the emergency alert specifies a lockdown, follow the Lockdown Procedures on page 7.
2. Some emergencies may necessitate that students, employees, and visitors take shelter and remain within the building they are in during the course of the emergency. This "sheltering-in-place" could be a residence, classroom, office or other type of building.
3. You will be notified of the correct gathering place within your building. See the table (page 7) for general guidance.
4. Shelter-in-place would be necessary only when conditions outside of the buildings are unsafe and could be caused by such things as a fire or spill releasing toxic vapors, civil disturbances, etc.
5. Locations may vary based on the hazard. The shelter area should be away from the risk, such as downwind from any hazardous vapors or smoke, so the actual shelter location may vary.
6. You will be notified by Alvernia Public Safety, University officials or emergency responders when it is safe to leave your building.

7. During any emergency, campus telephones must be restricted to official university business so as not to tie up the telephone lines. Do not call the Public Safety office for news or updates.

GROUP SHELTER-IN-PLACE LOCATIONS	
Building	**Sheltering Location**
Administrative Services Center (Morgantown Rd.)	Hallway or Interior Area without windows
Alumni House	Basement or interior room without windows
Art Studio (Greenhouse)	Basement
Bernardine Hall	Lecture Hall; Hallways and/or rooms not near doors or windows
Bornemann Building	Central Interior Offices
Campus Commons Building	2nd Floor Room 210 Club & Org. Area
Eco House (712 High Blvd)	Basement
Francis Hall	Auditorium
O'Pake Science Center	Loading Dock Area; Hallways not near doorways/windows
Library	Interior Area away from Windows
Nursing Resource Center	Lower Level Classroom
Philadelphia Campus	Central Interior Classrooms
Physical Education Center	Locker Room Areas
Residence Halls	Hallway or Interior Area without windows
Pottsville CollegeTowne Campus	Hallway or Interior Area without windows
Philadelphia Campus	Hallway or Interior Area without windows
Student Center	2nd floor Seminar Room
Upland Center	Interior Rooms and Offices
Veronica Hall Offices	Interior Areas
Reading CollegeTowne Campus	Hallway or Interior Area without windows
American House	Hallway or Interior Area without windows

LOCKDOWNS

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

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

If a lockdown is initiated, Public Safety will secure doors with card readers. If it is safe to do so the nearest department manager will assist in locking the exterior doors on buildings without card readers. All occupants are encouraged to lock interior doors with deadbolts or their personal keys.

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 ot 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.

FIRES

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

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

SMALL FIRES

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.

LARGE FIRES

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

FIRE EXTINGUISHERS

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

FIRE SURVIVAL TIPS

1. **Feel the door handle and the door itself**. If it is hot, do not open the door. Go to a window and call for help. If the handle is not hot, open the door cautiously. Check for smoke or fire before going further.
2. **If smoke is coming beneath the door**, stuff towels or sheets under the door so less smoke can enter.
3. **Get out of the building before you telephone for help**. Do not take time to phone before leaving. Get out and find a phone a safe distance away.
4. **Pull the fire alarm pull station**, but only if it is on your way out.
5. **Don't look for other people or gather your belongings**. Knock on doors as you leave, yelling "FIRE!" Don't hesitate or stray from your path as you leave.
6. **Crawl low to the floor**. Thick smoke can make it impossible to see, and the best air is near the floor (hot air rises). Remember, toxic vapors from burning materials can be deadly within minutes.
7. **Close the door behind you**. You may help keep the fire from spreading, protecting both people and property.
8. **If you cannot get out, get someone's attention**. Make noise; yell and scream. Hang something from the window to draw attention to it.
9. **Plan escape routes**. Know where all exits are located in the building and practice your escape plan. Once outside, stay outside.
10. **Take fire alarms seriously**. Do not ignore fire alarms or wait until you see fire or smoke. Do not worry about grabbing your belongings.
11. **Do not tamper with fire alarms**. Besides endangering others, it is also a criminal offense.
12. **Take responsibility for prevention**. Do not overload electrical outlets. Do not use items such as extension cords, candles, hot plates, or halogen lamps in the residence halls. Extinguish all smoking materials thoroughly and dispose of discarded smoking materials in provided containers (not in landscaping mulch, trash cans, etc.).

MEDICAL EMERGENCIES

All medical emergencies are to be reported as described in the Emergency Reporting Procedures (page 4) 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 Safety at 610-796-8350 so that they can meet and direct the responding emergency vehicle.
5. If transportation by ambulance is not required, it will be the decision of the injured person regarding further medical intervention.
6. Do not transport an injured individual to the hospital. It is possible to do more harm than good by moving someone who has been injured. Ambulance personnel can work on the individual in route.
7. If an individual seems ill, intoxicated or drugged, get help immediately by calling Public Safety at 610-796-8350.

Automated External Defibrillators (AED's)	
Building	**Location**
Bernardine Hall	In lounge by Kestrel Café & men's bathroom
Campus Commons	1st floor by restroom 106
Francis Hall	100 Level Art Gallery Lobby Area
Library	On wall behind Circulation Desk
O'Pake Science Center	1st Floor lobby pillar at main entrance
Philadelphia Campus	Storage Room across from receptionist
Physical Education Center	On wall outside room 205 at main lobby
Physical Education Center	On wall inside gym near northeast doors
Pottsville CollegeTowne	Lobby Desk
Upland Center	Lobby wall by reception desk
Veronica Hall	Health & Wellness Center
Veronica Hall	On wall near RA information desk
Ehlerman Hall	First floor RA desk
Reading CollegeTowne	1st Floor Main Lobby Desk
Public Safety Vehicles	In back of vehicle

FIRST AID KITS

Each administrative building has at least one first aid kit for use by faculty and staff. The kits contain supplies for basic first aid (band aids, medical tape, gauze pads, antibiotic ointment, burn cream, non-latex exam gloves). Students are expected to seek first aid and/or medical treatment at the Health & Wellness Center in Veronica Hall during the school year from August until May. The kits are restocked quarterly. If supplies are needed sooner, contact the Director of EHS & Risk at ehs@alvernia.edu.

FIRST AID KITS	
Building	**Location**
Admin. Services Center – Mailroom	Shelf on back wall by print machine
Admin. Services Center – Facilities	Shelf near conference table/mechanical room
Alumni House	Kitchen
Art Studio (Greenhouse)	Main Classroom
Bernardine Hall – Grounds	Salt Shed
Bernardine Hall	1st floor copier/mail room
Bernardine Hall	Maintenance Area – ground floor Rm.025
Bornemann Building	Reception Desk
Campus Commons	University Life upper cabinet by closet suite 104
Cedar Hill	Grounds shed
Eco (Holleran) House	1st Floor Restroom
Francis Hall	Registrar's office
Francis Hall	Student Billing office
Franco Library	Employee restroom 114
Franco Library	Public Safety Office
Nursing Resource Center	Reception desk
Philadelphia Campus	Copier/Storage room
Physical Education Center (PEC)	Athletic office room 205/mailroom
Physical Education Center (PEC)	Courtside Café 2nd floor – back storage area
Physical Education Center (PEC)	Athletic Training – no official kit but have supplies
Pottsville CollegeTowne	See Public Safety at Lobby Desk
Upland Center	SGAE receptionist
Upland Center	1st floor single bathroom
Veronica Hall	Office of residence life
Small Shuttle Buses	Front of bus with Driver
Large Gray Bus	Front of bus on wall
Public Safety Vehicles	In back of vehicle

All utility, power, water leak, and ventilation emergencies are to be reported as described in the Emergency Reporting Procedures (page 4) outlined in this plan. This notification should take place as quickly as possible.

GAS LEAKS

All gas leaks are to be reported as described in the Emergency Reporting Procedures (page 4) outlined in this plan, as quickly as possible.

In case of a gas leak:

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

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.

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.

PANDEMIC RESPONSE

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

1. Cancellation of classes, sporting events and/or other public events;
2. Closure of campus, student housing, and/or public transportation;
3. Follow the campus evacuation procedures (page 6) as outlined in this Emergency Guidelines and Procedures booklet.

CHEMICAL SPILLS

All chemical spills are to be reported as described in the Emergency Reporting Procedures (page 4) of this plan, as quickly as possible.

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

MAIL SAFETY

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

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

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

DISRUPTIVE INDIVIDUALS

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

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

THREATENING BEHAVIOR

If you are feeling threatened, get help right away.

1. **Report the problem**:
    a. Utilize an emergency call box.
    b. Call Public Safety at 610-796-8350.
    c. Contact your supervisor.
    d. Students can contact their Residence Hall RA and/or Public Safety as well.
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 someone is following or harassing you, contact Public Safety immediately.
5. **Hate/Bias-related incidents**: Report any threats immediately. You do not have to tolerate the fear and intimidation tactics of any hate, radical, religious, gender, or other related characteristics.
6. **Do not play the hero**: Do not step into a volatile situation. Chances are you will get hurt and make the situation worse. Instead, get help from Public Safety so the situation can be handled safely and effectively.

ACTIVE SHOOTER

The following guidelines cannot cover every possible situation that might occur. They serve as an awareness and training tool likely to reduce the number of injuries or death if followed as soon as a situation develops.

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. These kinds of situations are unpredictable and evolve in minutes.

Public Safety along with local and state police have adopted accepted law enforcement response procedures to contain and terminate such threats as quickly as possible. The following guidelines taken from those sources will enable students, faculty, and staff to take appropriate actions for yourself and are intended for emerging or in progress situations. The bottom line is:

- **Run** – If you can get to a safe location, do so immediately.
- **Hide** – If you cannot get to a safe location, find somewhere to hide that you can lock and/or barricade yourself in.
- **Fight** – If you cannot get to a location to hide and your life is in danger, you may be forced to attempt to incapacitate the shooter.

1. **If an active shooter is outside your building or inside the building you are in, you should:**
    a. Try to remain calm.
    b. Try to warn other faculty, staff, students and visitors to take immediate shelter.
    c. Proceed to a room that can be locked and/or barricaded.
    d. Lock and barricade doors or windows.
    e. Turn off lights.

f. Close blinds.
g. Turn off radios or other devices that emit sound.
h. Keep yourself out of sight, stay away from windows and take adequate cover protection, (i.e. concrete walls, thick desks, filing cabinets).
i. Silence cell phones.

2. **Have one person call 911 and provide the following information if possible:**

   a. "This is Alvernia University (give your location), we have an active shooter on 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 description.
   e. If you heard any explosions, provide a description and location.
   f. If you are unable to speak because the active shooter is nearby, leave the line open so dispatch can locate you using your cell phone.

3. **Wait patiently until a uniformed police officer, or a university official known to you, provides an "all clear."**

   a. Unfamiliar voices may be an active shooter 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 university official.
   b. If you hear a fire alarm, it could be an active shooter trying to lure you from safety, do not respond unless law enforcement tells you to.
   c. Rescuing people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
   d. Depending on circumstances, consideration may also be given to exit through ground floor windows as safely and quietly as possible.

4. **If an active shooter enters your office or classroom, you should:**

   a. Try to remain calm.
   b. Try not to do anything that will provoke the active shooter.
   c. If there is no possibility of escape or hiding, when your life is in danger, you may make a personal choice to attempt to negotiate with or overpower the assailant(s).
   d. Call 911, if possible, and provide the information listed above.
   e. If the active shooter(s) leaves the area, barricade the room.

5. **If you are in an outside area and encounter an active shooter, you should:**

   a. Try to remain calm.
   b. Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
   c. 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).

d. Try to warn other faculty, staff, students and visitors to take immediate shelter.
e. Call 911 and provide the information listed above.

6. **What to expect from responding police officers:**
    a. Immediately engage or contain the active shooter(s) in order to stop life threatening behavior.
    b. Identify threats such as improvised explosive devices.
    c. Identify victims to facilitate medical care, interviews and counseling.
    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 as the officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

Do not expect the police officers to stop and talk to you. Their first mission is to eliminate the threat.

VIOLENT OR CRIMINAL BEHAVIOR

Alvernia University prohibits violence or any other unlawful activities by any employee, student, visitor, vendor, or any other individual on University property, on University business, or at any University-sponsored event. Alvernia University will take prompt appropriate action against anyone who engages in threatening behavior or acts of violence. Alvernia University will also take action against anyone who uses obscene, abusive, threatening language or gestures, or who in any way violates this policy or who jeopardizes the safety of students, employees, or any other individual. Remedial action may include disciplinary action up to and including expulsion from the University or termination of employment and/or notification of law enforcement.

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

SEXUAL ASSAULT

1. Avoiding spending time alone with someone you just met.

2. Clearly communicate your intentions; say "**No**" and mean it!
3. Keep a level head. Being under the influence of drugs or alcohol can compromise your safety by lowering inhibitions and clouding your judgment.
4. If you go someplace with friends, ensure that everyone is accounted for before leaving.
5. Trust your instincts.

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

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

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

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

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

CIVIL DISTURBANCES

Civil disturbances or demonstrations are to be reported as described in the **Emergency Reporting Procedures** (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 officials and/or civil authorities, based on the severity of the actions taking place.

BOMB THREATS

All bomb threats are to be reported as described in the Emergency Reporting Procedures (page 5) section of this plan, as quickly as possible.

WRITTEN BOMB THREATS

Bomb threats can be written notes, scrawled on walls, or otherwise communicated in writing. While written threats are usually vague and general, they should not be ignored.

If you find a written threat, you should:

1. Handle the item as little as possible. The item may contain fingerprints or other evidence that can assist in the investigation.
2. Immediately notify Public Safety at ext. 8350 or 610-796-8350. Do not tell anyone else about the threat. Telling others may spread unnecessary panic.
3. DO NOT fold, crumple, tear, or mark the item in any way.
4. If instructed to do so, hand-deliver the item to Public Safety or wait for a Public Safety officer to arrive on scene. If the threat is written on an immovable object, secure the location and do not allow anyone near it until a Public Safety Officer arrives. Public Safety will decide how to restrict access to the location until the threat is assessed. The door may be locked or guarded, the area cordoned off, or other measures taken.
5. In an emergency situation, individuals registered with Omnilert will receive a notification via text message and/or email message. For information on how to register for Omnilert, see page 21 of this booklet. Notify Public Safety and ensure that the appropriate authorities are notified of the situation. Follow the **Building Evacuation Procedures** (page 56.
6. If a suspicious object or bomb is noticed on campus, immediately follow the **Emergency Reporting Procedures** (page 4) and clear the area as instructed. Do not touch any suspicious object.

SOCIAL MEDIA OR EMAILED THREATS

Due to the overwhelming use of social media and e-mail, bomb threats may be made by utilizing social media applications such as Facebook or Twitter. If you see a threat made through social media:

1. Leave the message open on the computer or copy the message if it is unable to be left open.
2. Notify Public Safety at ext. 8350 or 610-796-8350.
3. Public Safety will then document the post or message. All information, especially any information about the sender, should be recorded and include the following:
    - Recipient's name and e-mail address
    - Sender's name and e-mail address or username
    - Date and time sent
    - Server path the e-mail or post took
    - Subject of the e-mail or post
    - Body of the e-mail or post
    - Any automatic signature used
4. If there is an email threat, it is crucial to save the original. If you do not know how to do this, do not attempt to save the message, as you may delete it.
5. In an emergency situation, individuals registered with Omnilert will receive a notification via text message and/or email message. For information on how to register for Omnilert see page 21 of this

booklet. Notify Public Safety and ensure that the appropriate authorities are notified ofthe situation. Follow the **Building Evacuation Procedures** (page 5).

6. If a suspicious object or bomb is noticed on campus, immediately follow the **Emergency Reporting Procedures** (page 4) and clear the area as instructed. Do not touch any suspicious object.

TELEPHONED BOMB THREATS

If you receive a bomb threat via telephone:

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

RUMORS

In a number of school bombing and school shooting cases perpetrated by students, other students had heard rumors that the act was going to be committed. Following up on rumors is the key to stopping a violent act that was forewarned. Contact Public Safety at ext. 8350 or 610-796-8350 to share any information.

MEDIA RELATIONS IN A CAMPUS EMERGENCY

In the event of an emergency on campus, all calls and inquiries from the news media (television, radio, newspaper) should be directed to the Executive Director of Marketing & Communications at 610-796-8281 or 610-750-0080. Media representatives have been trained to be forceful and relentless in requesting information from organizations during emergencies. The Office of Marketing and Communications is best equipped to handle their calls.

ALVERNIA OMNILERTS REGISTRATION

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 communicate with registered students, faculty, staff, and parents in the event of an emergency. Omnilert is voluntary, but we strongly encourage everyone to register. It is the surest way for you to receive notifications critical to your safety and well-being.

Requirements:

- Computer with internet access
- Cell phone with reception that is turned on
- The name of your cell phone service provider
  ***Note:** Omnilert will provide text message only; no voicemail.

Registering:
You can register for Omnilert any time by clicking on the website:
https://alvernia.omnilert.net/subscriber.php

Registration Instructions

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

Cell Phone Registration:

- Go to https://alvernia.omnilert.net/subscriber.php
- Complete the required fields, indicated with an *
- Click “Create Account”
- Check cell phone for text message containing a 4-digit validation code
- Enter that number in 4-digit validation code box, then click “Validate”

Email: You are permitted to register multiple email addresses per account.

Email Registration:

- Go to https://alvernia.omnilert.net/subscriber.php
- Near the bottom, click “add new” under the email addresses fields and enter the email address
- Check your email for registration validation
- Click on the link provided to validate

IMPORTANT TELEPHONE NUMBERS

Agency	Telephone Number
Emergencies (Fire, Medical, Police, etc.)	**911**
Berks County Non-Emergency 911	**610-655-4911**
Alvernia University Public Safety	**610-796-8350**
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 484-816-7865**
Office of Residence Life	**610-796-8320**
Counseling Services	**610-568-1467**
Health & Wellness Center	**610-568-1467**

Updated April 2023