



# **Douglas Education Center**

## **Emergency Response and Evacuation Procedures**

## Table of Contents

|   |         |
|---|---------|
| 1. Introduction.....  | Page 1  |
| 2. Emergency Numbers.....   | Page 1  |
| 3. Requesting Emergency Assistance.....                               | Page 1  |
| 4. Authorized Officials.....  | Page 2  |
| 5. Locations and Primary Building Contacts.....                       | Page 2  |
| 6. Emergency Confirmation and Notification Process.....               | Page 3  |
| 7. Communication During Emergency/Crisis Situations.....              | Page 3  |
| 8. Assistance to Disabled Persons.....                                | Page 4  |
| 9. Emergency/Crisis Situation Aftermath.....                          | Page 4  |
| 10. Testing the Emergency Response and Evacuation Procedures...Page 4 |         |
| 11. Accidents Resulting in Physical Injury.....                       | Page 5  |
| 12. Odd/Suspicious/Concerning Behavior.....                           | Page 5  |
| 13. Fire Alarm Procedures.....  | Page 7  |
| 14. Lockdown Procedures.....  | Page 9  |
| 15. Guns and Weapons.....   | Page 9  |
| 16. Robbery.....  | Page 10 |
| 17. Hazardous Chemical/Biological Warfare Exposure.....               | Page 10 |
| 18. Hostage Situations.....   | Page 10 |
| 19. Threats/Threatening Phone Calls.....                              | Page 11 |
| 20. Death of a Student.....   | Page 12 |
| 21. Tornado.....  | Page 12 |
| 22. Earthquake.....   | Page 13 |
| 23. Snow or Weather Emergency.....                                    | Page 13 |
| 24. Power Failure.....  | Page 13 |
| 25. Conclusion.....   | Page 14 |

## **Introduction**

Douglas Education Center (DEC) is dedicated to a safe and orderly learning environment. The *Emergency Response and Evacuation Procedures* is intended to be a guideline for faculty, staff and students to possibly prevent and resolve unexpected or unplanned events that physically or emotionally threaten staff and/or students. The best preparation for an actual emergency, however, is awareness in advance, and proper preventive measures. All staff members are expected to review and know the information presented in the *Emergency Response and Evacuation Procedures*. Familiarization and practical exercises are the keys to preparedness in any emergency situation. Every staff member should share appropriate drill and safety information with all students with whom they interact. Students should also review and know the information presented within the document.

If you choose to maintain a hard copy of this document, please keep it in an easily accessible location. You can also maintain the document through more easily accessible electronic means. The document will be available at <http://dec.edu/images/pdfs/consumerinfo/Decemergencyresponseandevac.pdf> Directors and Supervisors should ensure that the location of this document is available for all designated adjunct faculty and other visiting faculty members and that all employees are prompted to periodically review the contents of this document.

## **Emergency Numbers**

**Fire.....911**  
**Ambulance.....911**  
**Police.....911**  
**After Hours Emergency Contact, Rick Price.724-333-5951**  
**Administration, General.....1-800-413-6013**  
**\*In addition to these emergency numbers, Authorized Official's direct contact numbers are listed below.**

## **Requesting Emergency Assistance**

Whenever contacting an emergency response unit, you should try to provide information that would expedite the assistance being requested, such as:

1. Caller name .....Provide YOUR NAME
2. Location: School Name, Building, road, etc. ...Building addresses are listed
3. DEC Main Phone Number .....1-800-413-6013
4. Emergency Cellular Number .....Provide a Cell Number if possible
5. Nature of Emergency .....Fire, Earthquake, Bomb Threat, etc.
6. Where to report .....Main Entrance, Second Floor, etc.

## **Authorized Officials**

Authorized officials have the ability to initiate any of the four (4) steps of the *Emergency Confirmation and Notification Process* and should be contacted in the event of an emergency. Authorized officials must also notify the appropriate members of the administration whenever an unusual event, emergency or crisis arises. During day time operations, several administrators will be available; after hours, the Maintenance Supervisor, Rick Price, should be advised of any unusual events or emergency situations.

\*Authorized officials include:

|                                     |                                       |              |
|-------------------------------------|---------------------------------------|--------------|
| Campus Security Authority           | Michael Crosby                        | 724-653-2196 |
| Vice President of Academic Affairs  | Julian Imbrescia                      | 724-653-2213 |
| Director of Financial Services      | Debra Wise                            | 724-653-2204 |
| Maintenance Supervisor *or designee | Rick Price (after hours contact only) | 724-333-5951 |

In addition to the authorized officials listed, the President/CEO may initiate, or designate a member of administration, staff or faculty to initiate, any of the 4 steps of the *Emergency Confirmation and Notification Process*.

## **Locations and Primary Building Contacts**

| Building Name and Location   | Report to:  |
|--|---|
| 7 <sup>th</sup> Street Administration Building<br>130 7 <sup>th</sup> Street             | Debra Wise, Director of Financial Services<br>or, Michael Crosby, Campus Security Authority                               |
| Welcome Center/Design Studio<br>611 Schoonmaker Avenue                                   | Tony Baez Milan, Director of Admissions<br>or, Betty Jo Rapp, Assistant to Registrar                                      |
| Medical Technology Building<br>456 Donner Avenue   | Ellen Pritchard, Director of Medical Programs   |
| Van Keulen Complex/Student<br>Lounge/Digital Film Building<br>531-533 Schoonmaker Avenue | Diane Fox, Director of Career Services<br>or Rick Price, Maintenance Supervisor   |
| Design and Career Training Center<br>521-527 Schoonmaker Avenue                          | Rick Price, Maintenance Supervisor  |
| 30 Donner Place<br>30 Donner Avenue  | Ron Peterson, Coordinator of CDL Program or,<br>Rick Price, Maintenance Supervisor  |
| 8 <sup>th</sup> Street Arts Building<br>108 8 <sup>th</sup> Street                       | Jerry Gergely, Director of Tom Savini's Special<br>Make-Up Effects Program<br>or Michael Irwin, Public Safety Coordinator |
| The Cosmetology Academy<br>369 Schoonmaker Avenue  | Karen Nelson, Supervisor of Cosmetology<br>Programs   |

Primary building contacts should have a designee available in the event of their absence.

## **Emergency Confirmation and Notification Process**

1. Any and all members of DEC's administration, faculty, and staff will, and without delay, make a determination if there is a significant emergency or dangerous situation by evaluating the event and/or the environment to determine if there is an immediate health or safety risk present. Significant emergencies and dangerous situations should be reported to an authorized official capable of notifying the proper authorities as well as other staff that will be needed during this event and initiating the notification system. The authorized officials with whom this information should be reported to are listed under "Authorized Officials."
2. Generally, the notification system will be communicated campus-wide, however; an authorized official may determine that only segments of the campus community need to receive the notification. This determination will be made on a case-by-case basis and will depend upon the situation itself as well as the level of health and/or safety risk that is present.
3. The content of the notification will be determined on a case-by-case basis by an authorized official. The content will be determined based on the situation itself as well as the level of health and/or safety risk that is present.
4. Authorized officials will initiate the notification system as indicated in "Communication During Emergency/Crisis Situations," unless doing so will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Any or all of the notification systems may be used. The determination as to which, if not all, notification systems will be used is based on the discretion of the authorized official.

## **Communication During Emergency/Crisis Situations**

In the event of an emergency, Authorized Officials as well as DEC administrators will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Examples of the notification system include:

- Announcements over the telephone system, which will act as a PA system in this event
- DEC TV
- Texting Service
- Mass email
- Telephone calls to individual classrooms and offices
- Word of mouth by staff members going room to room to pass along information
- Signage
- Any other means of communication deemed appropriate and feasible given the uniqueness of each situation.

- If there is a need to provide a warning to the public, an authorized official will work with appropriate staff to reach the necessary outlets.

### **Assistance to Disabled Persons**

DEC maintains that all students are encouraged and should assist individuals with disabilities whenever evacuation of an area is required. **Faculty and staff members are required to assist people with disabilities during evacuations and/or emergency situations.** Some disabled individuals may require physical assistance, others may not. Assistance may be especially important in the event someone is on the second floor, or higher, and the elevator is inoperable. Individuals with disabilities include, but are not limited to, people who use wheelchairs, have hearing, visual or mental impairments, and utilize crutches or walkers or others whose mobility is restricted or impaired in some manner.

### **Emergency/Crisis Situation Aftermath**

Once a crisis has concluded, everyone should work together to make every effort to return to normal operations as quickly as possible. Students will need the routine of normal procedures to provide the positive environment in which they are accustomed to learning. If deemed necessary and appropriate, DEC will provide wellness advising services and counseling services may be arranged if it is believed the situation warrants such. The administration's response will be based on subjective professional judgment. These subjective judgments will determine the extent to which this procedure will be implemented and the length of time after the crisis that advising and/or counseling will be available. All faculty and staff members should continue to monitor the DEC community for any problems or situations that may occur during a period of aftermath. Problems/situations that do emerge should be immediately reported.

### **Testing the Emergency Response and Evacuation Procedures**

DEC will conduct a test of the emergency response and evacuation procedures at least once per year. The Public Safety Coordinator will be responsible for coordinating the test. Outside coordination may be necessary if, for example, the test is a fire drill, the local fire department will be involved.

1. Testing may be announced or unannounced
2. DEC will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year
3. DEC will document, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

## **Accidents Resulting in Physical Injury**

DEC requires all employees to perform their job functions as safely as possible. If safety training and/or protective equipment is deemed necessary by an employee, he/she should immediately contact his/her immediate supervisor to have the need met. When an accident occurs that involves physical injury, such must be reported immediately. Follow the steps below to ensure proper handling of an injury:

1. All accidents resulting in physical injury are to be reported to an Authorized Official. Authorized Officials are to report employee-related accidents to the Business Office Manager or the Executive Assistant to the President.
2. Ensure that faculty/staff, students, and guests are moved away from any dangers posed at an accident scene.
3. Do not approach an accident scene unless it is safe to do so. If the scene area is unsafe, keep everyone away and wait for an Authorized Official to arrive.
4. Pennsylvania law prohibits dispensing medication or the treatment of injuries by anyone except a licensed or certified medical person. Faculty and staff members may administer basic First Aid, if trained to do so, when obviously needed.
5. The decision to call Paramedics and/or the students' parents will be made by an Authorized Official or by an administrator.
6. Accidents involving serious injury or are life threatening will be reported to the President/CEO or the Director of Career Services, who are located in the Administration Building at 130 7<sup>th</sup> Street and the Van Keulen Complex.

## **Odd/Suspicious/Concerning Behavior**

As a professional who has chosen to work within the field of higher education, or as a post-secondary student, you may occasionally encounter a student or colleague who displays behavior that may be considered odd, suspicious or frightening. Such behavior may include a sudden change in appearance and/or hygiene, threatening or inappropriate comments, disturbing or frightening ideas or thoughts expressed in writings and class assignments and rumors or gossip about a particular student or group of students. If you feel the student may be a danger to himself/herself or others, you should report the information to an Authorized Official. Any supporting information and/or documentation should be provided at the time of the report to help in the evaluation of the situation. At any time an Authorized Official is made aware of a concern; he/she will inform the President/CEO and the Vice President of Academic Affairs.

The executive administrator to whom the report is made will evaluate the situation, perhaps seek input from others, and make a determination as to how to proceed. While there are no sure and certain predictors of violence, there may be certain indicators that are observed to help guide the administrator in his/her decision making process.

Warning signs of impending violence may include but are not limited to:

1. A known past history of violent behavior
2. Displays of violence in writing or art. Sometimes, violent or bizarre depictions can be products of a psychotic mind
3. Loneliness and social isolation which suggests few may be in a position to identify and report violent tendencies or extreme behavior.
4. Stalking and other antisocial or extreme behavior
5. Hallmark behaviors of paranoia which may suggest mental illness. Paranoid behaviors may include whispering to oneself; taking an inordinately long time to answer a question, expressed suspicion that one is being followed, their conversations recorded or that people are watching them
6. Sometimes evident is a bizarre and inappropriate facial affect.

Certainly, not all individuals who exhibit odd behavior are psychotic or violent. However, professionals should "trust their gut" and report behavior and situations that do not seem "right."

Administrative and other professionals must deal carefully with situations involving behavior as described above. Oftentimes, disabilities that manifest themselves in the form of odd behavior may simply be a byproduct of a disability and such may need to be accepted and accommodated in the normal course of the educational process.

Administrators and staff must also understand the unique position in which they are in and the protections afforded disabled persons. Disabilities cannot usually be disclosed to members of the school community even to satisfy concerns over odd behavior. These situations require delicate and sensitive handling not only the safety of the community, but for the privacy and well-being of the student who is the subject of the report. For these reasons as well as others, executive and administrative staff should take every report seriously and consider how best to deal with each situation. When dealing with a report of odd behavior, overreactions and under-reactions must be guarded against.

For faculty and staff who report unusual behavior to members of the administration, remember, information cannot always be returned or provided to the reporting individual about a student's known situation because privacy laws usually shield students' mental illness from disclosure to most individuals. Even if a student is believed, by institutional officials, to be a threat to himself or others and is required to undergo a psychological evaluation, the written opinion of a licensed physician/psychiatrist is usually the deciding factor as to whether or not a student is committed for medical treatment and/or whether or not they will be allowed to continue in school. Faculty, staff members, and students are reminded that FERPA, HIPPA and other privacy laws continue to protect all students' privacy. Douglas Education Center's evaluation of such behavior shall be independent of knowledge of the person's age, race, religion, national origin, sex, or disability.



## **Fire Alarm Procedures**

At the activation of a fire alarm, for any campus building, the primary building contact or, if not available, their designee is responsible for contacting the Authorized Official and dialing 911 and informing them of the fact that there is an active fire alarm in the building prior to exiting the building.

The primary building contacts for each building are as follows:

| <b>Building Name and Location</b>  | <b>Report to:</b>  |
|--|--|
| 7 <sup>th</sup> Street Administration Building<br>130 7 <sup>th</sup> Street             | Debra Wise, Director of Financial Services<br>or, Michael Crosby, Campus Security Authority                                |
| Welcome Center/Design Studio<br>611 Schoonmaker Avenue                                   | Tony Baez Milan, Director of Admissions<br>or, Betty Jo Rapp, Assistant to Registrar                                       |
| Medical Technology Building<br>456 Donner Avenue   | Ellen Pritchard, Director of Medical Programs  |
| Van Keulen Complex/Student<br>Lounge/Digital Film Building<br>531-533 Schoonmaker Avenue | Diane Fox, Director of Career Services or Rick<br>Price, Maintenance Supervisor  |
| Design and Career Training Center<br>521-527 Schoonmaker Avenue                          | Rick Price, Maintenance Supervisor   |
| 30 Donner Place<br>30 Donner Avenue  | Ron Peterson, Coordinator of CDL Program<br>or, Rick Price, Maintenance Supervisor   |
| 8 <sup>th</sup> Street Arts Building<br>108 8 <sup>th</sup> Street                       | Jerry Gergely, Director of Tom Savini's Special<br>Make-Up Effects Program<br>or, Michael Irwin, Public Safety Coordinator |
| The Cosmetology Academy<br>369 Schoonmaker Avenue  | Karen Nelson, Supervisor of Cosmetology<br>Programs.   |

Primary building contacts should have a designee available in the event of their absence.

At any time the fire alarm is activated, all faculty and staff should promptly proceed to the nearest exit while assisting and directing all other faculty/staff, students and guests out of the building. Once outside, faculty and staff should work to quickly and efficiently move all individuals to that building's designated assembly area. Once in the designated assembly area faculty should use their gradebook, class roster, or its equivalent to verify that all of their students have safely exited the building. In addition, the primary building contacts (or their designee) for the Welcome Center/Design Studio and The Cosmetology Academy should use their building's guest sign-in sheet to verify that all guests have safely exited the building.

The designated assembly areas are as follows:

| <b>Building Name and Location</b>   | <b>Designated Assembly Area</b>  |
|---|--|
| 7 <sup>th</sup> Street Administration Building<br>130 7 <sup>th</sup> Street          | Cross over 7 <sup>th</sup> Street. 7 <sup>th</sup> Street and Schoonmaker Ave. |
| Welcome Center/Design Studio<br>611 Schoonmaker Avenue                                | Corner of 6 <sup>th</sup> Street and Schoonmaker Ave.                          |
| Medical Technology Building<br>456 Donner Avenue                                      | Donner Ave in front of parking garage  |
| Van Keulen Complex/Student Lounge/Digital Film Building<br>531-533 Schoonmaker Avenue | 5 <sup>th</sup> Street Parking Lot   |
| Design and Career Training Center<br>521-527 Schoonmaker Avenue                       | 5 <sup>th</sup> Street Parking Lot   |
| Naretto Building<br>30 Donner Avenue  | Corner of Donner and 1 <sup>st</sup> Street                                    |
| 8 <sup>th</sup> Street Arts Building<br>108 8 <sup>th</sup> Street                    | Across the street on 8 <sup>th</sup> Street in front of bank parking lot       |
| The Cosmetology Academy<br>369 Schoonmaker Avenue                                     | Corner of 4 <sup>th</sup> Street and Schoonmaker Ave.                          |

Care should be taken to not allow people to stand in driveways, lanes, or other areas of ingress or egress to allow all people to evacuate the building and to allow emergency services, vehicles and staff adequate and unobstructed access to the building(s). All faculty and staff should adhere to the following prior to exiting the building as long as it is reasonably safe to do so:

- Close all windows and doors (leave doors unlocked)
- Turn off all lights
- Turn off all stoves, ovens and/or heat producing devices
- Lead the class and follow the evacuation route for the specific room or area
- Discourage talking so that emergency commands may be given
- Exit immediately
- Do not permit re-entry into the building until the “all clear” has been given by a fire department official, an Authorized Official, or the President/CEO.

Under normal circumstances, the primary building contact and his/her designee will work as a pair to make sure all parts of their building are clear and determine if a fire actually exists as long as it is reasonably safe to do so. Once verification of whether or not a fire exists, the primary building contact or their designee must ensure that 911 is updated. The fire alarm should be allowed to continue sounding until the fire department arrives; even if it is determined there is no fire and/or danger. No building is to be repopulated prior to the arrival and approval of the fire department.

After normal business hours a primary building contact or designee may not be available. In the event of a fire alarm after normal business hours, all individuals must

follow the evacuation procedures outlined above, dial 911 once safe, and inform an Authorized Official.

## **Lockdown Procedures**

Lockdown is the temporary sheltering technique utilized to limit exposure to an “Armed Intruder” or similar incident. When alerted, occupants of any DEC campus building within the area of concern will lock all doors and windows not allowing entry or exit to anyone until the “all clear” has been given by an Authorized Official or other authorized emergency personnel (i.e. police). In addition, all key fob access will be disabled (contact IT) on any campus building within the area of concern and will remain disabled until the “all clear” has been given by an Authorized Official or other authorized emergency personnel. Fobbed locations include: 8th St Arts Building, Van Keulen Complex, The Factory Digital Film Building, The Cosmetology Academy, and The Medical Technology Building. If you are in a ground floor office, classroom, or common area take precautions and move away from glass windows or doors and seek shelter in a locked room or office.

## **Guns and Weapons**

In the event **someone is known to have a firearm** or other deadly weapon, an Authorized Official and/or an administrator should be notified immediately. Do not confront the individual yourself. If a firearm or other deadly weapon is pulled, remain calm, without endangering yourself, do what you can to notify an Authorized Official, a faculty member, an administrator or other employee. Talk in a controlled manner with the individual.

In the event of an **active shooter** situation, all individuals should evacuate the building/area immediately to an area of safety and immediately notify an authorized official and dial 911. The Authorized Official will initiate emergency protocol as well as lockdown procedures, as necessary. There are five additional suggestions offered in the event of an active shooter:

1. If you are in a room without a safe exit, shut the door, lock it and barricade it if possible. Once the door is secure, move away from it and lie on the floor. If the gunman begins shooting through the door, lying on the floor will minimize your chances of being struck by a projectile.
2. If you cannot get to a room with a lockable door, find concealment - that is, hide and lie as flat on the floor as possible to avoid being struck by random bullets that may be sprayed by a shooter.
3. If you cannot find a lockable room and/or concealment and the shooter is immediately present, play dead.
4. If all else fails, give in to whatever demands are made by the shooter.
5. Also know that DEC affirms your right to defend yourself against imminent danger. While such is not generally recommended in an armed encounter, if you

are certain you will be harmed, fighting an attacker may be required and the right to self-defense is affirmed.

## **Robbery**

In the event a cashier or other employee who is in control of institutional funds or assets is held up, that is, someone demands the surrender of cash or other valuable goods with the use of or threat of physical violence, the cash and/or goods being demanded should be surrendered immediately, particularly when the perpetrator is armed with a gun, knife or other deadly weapon. After a robbery has taken place, the victim and/or any other employee involved in or witness to the robbery should immediately contact the local police authorities (911) or an Authorized Official who will immediately contact local police authorities. If possible, take note of the individual's height, approximate weight, hair color and length, eye color, facial hair, approximate age, any tattoos, scars or marks and any distinguishing speech pattern such as a lisp, stutter or repeated use of a word or phrase. Also make a mental note of the individual's clothing, the color and general condition of any clothes and shoes being worn.

## **Hazardous Chemical/Biological Warfare Exposure**

All members of the DEC community are reminded to always be aware of the potential for exposure to hazardous chemicals and/or biological agents. Individuals who have responsibility for handling hazardous chemicals should insist upon proper training prior to working with hazardous chemicals. Likewise, supervisors are required to provide proper training to their employees prior to assigning them to a job duty that requires handling hazardous chemicals. The Public Safety Coordinator maintains information on chemicals known to be stored and utilized on campus.

Individuals should also be aware of the potential for exposure to chemical warfare that may include biological agents should DEC be targeted for a chemical or biological attack. Individuals should follow the steps listed below to help minimize exposure and release of chemical or biological agents.

1. Do not open any container, envelope or package with unknown, suspicious or no return address. Do not attempt to investigate containers or packages that are leaking oil or powder residues.
2. If in doubt about an envelope or package, contact an Authorized Official. Authorized Officials should then inform the President/CEO or Vice President of Academic Affairs. Leave the package untouched and undisturbed. Shut off all fans and/or ventilation that may be in the area.
3. If such an item is opened and it is reasonably believed to be biologically or chemically contaminated, shut off all fans and/or ventilation that may be in the area and contact an Authorized Official who will notify municipal authorities. A building evacuation may be instituted using the same instructions as written in the fire alarm policy

4. Secure the hazardous area and wait for further instructions from municipal authorities.
5. Students and other staff in the building need to remain away from the building, such as in a parking lot, until released by medical personnel.
6. Remain calm and follow all instructions.

## **Hostage Situations**

In the event of a **hostage situation**, if you are not involved, quietly remove yourself from the area and notify an authorized official. Employees should stay away from the scene but attempt to establish a wide perimeter to prevent others from wandering into the situation. If you are part of the situation, remain calm, avoid quick movements and cooperate with the hostage-taker. If you wish to talk with the hostage-taker, ask permission to avoid further agitation of the individual. Stay alert and follow the instructions of the police and/or the hostage negotiator.

### **If a hostage situation occurs in your classroom or area of supervision:**

1. Remain calm and controlled. Help your students stay calm. Avoid quick movements. Don't panic.
2. Follow the directions of the hostage-taker. Tell your students to do the same. Do not try to attack or disarm the hostage-taker.
3. Do not bargain or negotiate with the hostage-taker. If you wish to talk to the hostage-taker, ask for permission to speak. Face the hostage-taker when speaking and do not crowd his/her space. Be respectful, never critical. You may tell a hostage-taker about your parents, spouse, or children. Do not argue.
4. Make a mental list of students from your class that day. Try to make a mental list of what happens during the incident.
5. Trust the police negotiators! Follow their instructions completely.
6. Stay alert. Evacuate students first, and attempt escape **ONLY** if the hostage-taker falls asleep from exhaustion.

## **Threats/Threatening Phone Calls**

In the event of a threatening phone call, **DO NOT HANG UP ON THE CALLER**. Try to get as much information as possible. Be certain to write down the following:

1. Time
2. Phone number received from if known
3. Name of caller if provided or known
4. What type of threat (Bomb Threat, Death Threat, Biological Attack, etc.)
5. If a bomb or gun threat, where is the bomb or gun located?
6. If it is a bomb, when will the timer start or when will it explode?
7. Listen to surrounding noise (Music, traffic, background noise) to see if anything sounds familiar to help narrow down where the caller is calling from.

8. Ask why he or she is doing this. Carefully document the answer.
  - If the threat is made in writing, do not handle the document more than necessary and do not allow multiple people to touch the note. The Authorized Official will determine if a building or the campus is to be evacuated. The President/CEO, the Vice President of Academic Affairs, or his/her designee will make all decisions regarding the cancellation of classes
  - No one other than an Authorized Official, President/CEO, or the Vice President of Academic Affairs should be notified about the threat until an initial evaluation of the situation is complete and local authorities and emergency responders notified. If evacuation of a building and/or the campus is deemed necessary, various methods may be used to avoid panic and to minimize danger to the DEC community.

### **Death of a Student**

If a student passes away on campus or during a DEC sponsored and/or controlled event, the executive leadership will make the determination, at that time, as to who will contact the student's next of kin. Faculty and staff members are prohibited from releasing information of a student's death, when known, until proper notification is made to the next of kin. When a student death occurs, the scope of the response will depend upon the situation and the circumstances surrounding the death. Each situation will be different and the institutional response will be in a manner subjectively deemed appropriate by relevant members of the administration. Efforts will be made to provide wellness sessions and, possibly, counseling sessions with licensed therapists if such need is apparent. Faculty and staff members are reminded that FERPA, HIPPA and other privacy laws continue to protect a student's privacy, even after their death, and, therefore, disclosure of information about a student's grades, attendance, health, etc., remain protected by relevant legislation. The release of personal data and/or information following the death of a student may violate applicable privacy laws and DEC employees are cautioned to continue to follow institutional policies and privacy laws from the local, state and federal levels.

### **Tornado**

In the event of an approaching tornado, students, staff, and faculty should take cover immediately in an interior area away from windows. If possible, all individuals should be directed to the lowest level, away from windows until the tornado has passed.

Certain interior classrooms and office spaces will be made available in the event of a tornado. Individuals should assume a protective posture against a wall or locate cover under a hard surface such as a sturdy desk, counter or table. A protective posture includes:

1. Sitting with one's back to a wall

2. Knees should be tightly drawn up to one's chest
3. Face should be positioned between the knees
4. Hands or books should cover the head if one is unable to take cover beneath a desk, table or counter
5. Staff and faculty should try to keep everyone as quiet as possible so instructions may be given

Following a tornado, avoid downed power lines and provide first aid to injured individuals if indicated.

## **Earthquake**

In the unlikely event of an earthquake, seek shelter under a hard surface such as a sturdy desk, counter, table, or stand in a doorway or corner of a room. If you are outside, move to an open area away from buildings, trees, light poles and power lines. After a quake, gather your valuables and leave the building quickly. If necessary, assist those with mobility impairments or disabilities. Assist those with injuries but do not move seriously injured people unless remaining in the building poses a greater risk than their apparent injuries. Following a quake, aftershocks will likely follow and while aftershocks are usually less powerful than the original quake, they may still be strong enough to bring down weakened structures. For this reason, evacuation to a safe zone away from buildings, power lines, trees, etc., is recommended. If you cannot find a safe zone, the CDL site at 383 Donner Avenue and the Heavy Equipment site at 374 Morgan Avenue are recommended.

## **Snow or Weather Emergency**

DEC belongs to the computerized "School Closing/Delay Network." This network helps ensure that closing or delay announcements will reach all the students. Students are informed to tune in to TV channels (or their websites) WTAE (Ch. 4), WPXI (Ch. 11), KDKA (Ch. 2), or Talk Radio 1250 AM for timely notification of a cancel or delay. Students may also refer to: [www.thepittsburghchannel.com](http://www.thepittsburghchannel.com).

Please refer to the school catalog for additional information regarding school delay/closing.

## **Power Failure**

In the event of a power failure, that is not related to any other type of emergency/crisis situation, during the day instructors should, if their classroom is equipped with windows, open the blinds and continue with their lecture/class discussion with as little interruption as possible. For areas where natural lighting is adequate or when power is restored to campus buildings within a fairly short amount of time, a disengagement of the learning process is typically not warranted for a non-weather related power outage. Given the possible absence of light in bathrooms, stairwells, etc., Administrative personnel should

roam the building(s) with a flashlight to ensure order is maintained and to assist anyone who may need assistance in a non-lighted area of the building.

The decision regarding whether or not classes will be canceled will be made by the President/CEO, Vice President of Academic Affairs, or their designee. Once power is restored, all operations should return to normal as quickly as possible, report any problems, concerns or issues that arise during a power outage to an Authorized Official or DEC Administration.

## **Conclusion**

DEC will strive to operate the safest institution possible by planning for and taking preventative measures against emergency/crisis situations. To plan for each and every emergency or crisis situation would be practically impossible and the scope of this Plan is not intended to address every possibility. This Plan does seek, however, to provide DEC faculty and staff members a framework of actions and responses that may help mitigate the damage and trauma that may be associated with a given event and to issue warnings to the DEC community in a timely manner. If you, as a valued employee or student, have any suggestions or ideas for improvement to DEC's Emergency Response and Evacuation Procedures, please contact an Authorized Official.

Plan effective date: 5/11/2015

Rev 3/21/2016, Rev 10/11/2016, Rev. 1/26/2018, Rev 9/25/2018