

PENNSYLVANIA COLLEGE OF ART & DESIGN

EMERGENCY OPERATIONS PLAN

JANUARY 2023

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EMERGENCY OPERATIONS PLAN
(January 2023)

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I. Statement of Intent

This plan is to go into effect any time that an unforeseen emergency impacts the Pennsylvania College of Art & Design (PCA&D). In the event that a crisis situation occurs which has not been covered in the Emergency Operations Plan, common sense and good judgment should be utilized in responding to the situation. The safety of students, staff, and visitors shall be the top priority during any emergency situation. Please be certain that the Administrative Staff is aware of any unusual incidents and the circumstances involved.

II Emergency Contact Numbers

PCA&D	717-396-7833
PCA&D Security Desk	717-396-7890
Siemens Monitoring (security alarm)	800-262-7976
PP&L Electric	800-342-5775
Commonwealth Fire Protection (sprinkler system)	717-656-2981
PA State Police Admin.	717-299-7650
Wizard Lock	717-299-2385
UGI Gas Service	800-276-2722
Lancaster County Emergency Management	717-664-1100
Roof Repair: Sensenig	717-733-0364
Lancaster County Communications Office	717-664-1100
Lancaster City Water Bureau	717-291-4820
Lancaster City Police (non-emergency)	717-664-1180
Waste Management	855-852-7110
Lancaster County Crisis Intervention	717-394-2631
Vector Security (fire alarm monitoring)	800-638-7077
Lancaster Elevator	717-898-9579

9-1-1 IS ALWAYS AN OPTION

III Timely Warning of Occurrences

Should a situation arise at PCA&D—either in the school’s buildings or in the immediately surrounding community—that College or local authorities consider to be an ongoing or continuing threat, a campus-wide “timely warning” will be issued by any available member of the President’s Cabinet (comprised of the President, Provost, Dean of Students, Chief of Staff, Vice President for Finance and CFO, and Vice President of Strategic Communications) to all students, faculty, and staff via the Rave Mobile Safety service subscribed to by the College. Rave Mobile Safety is an emergency alert system capable of delivering immediate messages to all constituents via their PCA&D and personal email addresses and by text to individual’s cell phones.

This service is available to all members of the PCA&D community. Registration is through the Rave Mobile Safety website where participants can indicate notification preferences. The service is free but some cell phone providers may charge a per-text message fee if cell phone notification is chosen. College-wide registration for Rave Mobile Safety occurred in 2014 and is effective until an individual is no longer enrolled in any educational programming or leaves employment at PCA&D. Registration information is automatically sent to all entering students and new employees. The RAVE system is tested twice a year in the fall and spring terms to make sure all cell phone information for the PCA&D community is up to date.

Anyone with information about an occurrence that would justify broadcast of a “timely warning” should report the circumstances to the Director of Physical Plant (ext. 1023); security personnel at the front desk (in person or by dialing ext. 1060); the President (ext. 1011); the CFO (ext. 1015); the Provost (ext. 1049); the Dean of Students (ext. 1025) or the Director of Strategic Communications (ext. 1017).

IV Elevator Emergencies

If the alarm button is pressed or bumped, however briefly, an alarm bell will ring and an emergency signal will be sent to our alarm monitoring company (Siemens). This company will call the college security desk during operating hours. At other than college operating hours, Siemens will call a predetermined call list. Calling will continue down the call list until someone is found who will respond. Response in this mode may take up to half an hour.

Posted inside the elevator is an ELEVATOR EMERGENCY PROCEDURES guide listing steps to be taken. The telephone number is 717-396-7890 and will be answered at the security desk.

V Serious Injury / Suicide / Sudden Death

Call 911 and then contact the Dean of Students, the Provost, Director of Physical Plant or the security desk and notify them of the situation. It is imperative that the PCA&D administrative staff be notified if anyone is injured at school. See enclosure 1 for Medical Emergency response.

If an employee of the College believes that a someone is potentially suicidal, the employee must report that belief to the Dean of Students, Provost or President immediately and:

- Stay with the student – do not leave him or her alone
- Send for help or take the student with you to the Dean, Provost or President
- Don't try to "talk the student out of suicide" or give advice
- Ask two important questions:
 - "Are you thinking of killing yourself?"
 - "Do you have a plan?"

Lancaster County Crisis Center (717-394-2631) may be contacted for assistance.

If an employee of the College gains knowledge that a student or staff member has died unexpectedly, the employee should immediately notify the Dean of Students, Provost, President or the Director of Human Resources.

VI Utility Emergencies

In the event of an unusual incident at Peach Bottom, recommendations for an evacuation or a shelter in place will be provided by the Lancaster County Emergency Management Agency (717-664-1100). PCA&D is not within the ten-mile evacuation zone.

If a power outage occurs, if possible, all electrical equipment should be unplugged and all lights should be turned off. If they are not turned off, when the power returns there may be a surge that will damage the equipment. The Director of Physical Plant will contact PPL to determine the expected length of the power outage and make recommendations to the President's Council.

Natural gas is naturally odorless and colorless. To make natural gas detectable, a chemical known as Mercaptan is added. Mercaptan has a smell similar to rotten eggs. If your nose detects this unique odor, contact UGI immediately at 800-276-2722.

In addition to the odor mentioned above, indications of a gas pipeline leak also include:

A hissing sound, blowing dirt, grass or leaves near a pipeline, water bubbling or blowing into the air at a pond, creek or river, a patch of dead grass or vegetation in an otherwise green area, and flames coming out of the ground or burning above the ground.

What to Do If You Smell Gas Inside a Building:

Leave the building immediately. Take everyone with you (including pets) and leave the exit door open if possible.

Proceed to a safe location where you don't smell gas.

Call UGI's gas emergency line from a safe location. The gas emergency line is available 24 hours a day, 7 days a week. 800-276-2722.

Call 911 from a safe location outside of the building if you hear or see natural gas blowing.

DO NOT use phones (standard or cellular), computers, appliances, elevators, lamps, garage door openers, or electrical devices inside the building if a smell of gas is present.

The Director of Physical Plant will contact UGI to determine when it is safe to reenter the College and make recommendations to the President's Council.

In the event of a water leak, contact the Director of Physical Plant or the security desk. Turn off and unplug any electrical appliances in the area if it is safe to do so.

VII Chemical Spills

In the event of a chemical spill, prevent contact by students and faculty. Attempt to contain the spill if it does not endanger anyone. Contact the maintenance department to assist with clean up. Evacuate the room and provide ventilation if necessary.

VIII Fire / Flood / Snowstorm

If you see fire or smoke, activate the nearest fire alarm pull station and call 911 and report the exact location of the fire. Close all doors in the fire area to confine the fire and smoke if this does not put you in danger.

When the fire alarm sounds, everyone should proceed promptly to the indicated emergency exit, close all doors behind them, and leave the building. At no time should the elevator be used to leave the building. After leaving the building, faculty should assist in verifying that everyone is out. Individuals with physical disabilities can proceed to the nearest stairwell and remain in the area designated as an “Area of Refuge”.

Stairway “A” (Fire tower)

Location	Northeast Corner of Building
Exit	Onto Prince Street
Utilized By	Rooms 200, 201, 300, 301, 302, 303, 304, 305, 400, 401, 501, 501A, 501B, 502, 503, 504

Stairway “B” (Main Entrance)

Location	North-Center of Building
Exit	Onto Prince Street
Utilized By	Reception Area, Main Gallery Area, Room 100

Stairway “C” (Main Stairwell)

Location	Center of Building
Exit	Into corridor leading to stairway “B”; onto Prince Street
Utilized By	Room 202, 306, 404, Student Lounge

Stairway “D” (Handicap Entrance)

Location	Southeast Corner of Building
Exit	Onto Prince Street
Utilized By	Alternate

Stairway “E” (Water Street Stairwell)

Location	Southwest Corner of Building
Exit	Onto Water Street
Utilized By	Room 101, 102, 103, 104, 203, 204, 205, 206, 213, 307, 308, 309, 311, 312, 313, 403, 404, 405

Stairway “F” (Loading Dock)

Location	Northwest Corner of Building
Exit	Onto Water Street

Utilized By	Room 001
Stairway "G" (Main stairwell between 4 th and 5 th floors)	
Location	Center of building between the fourth and fifth floors
Exit	Into Stairway "C"
Utilized By	Room 500

Stairways "A", "B" and "D" – Upon departure from the building, turn right on Prince Street and proceed to Art Garden.

Stairways "E" and "F" – Upon departure from the building, cross Water Street and proceed to the Masonic parking lot.

If designated exit is blocked, follow this alternate plan:

<u>Blocked</u>	<u>Alternate</u>
Stairway A	Stairway C
Stairway B	Stairway D
Stairway C	Stairway A
Stairway D	Stairway B
Stairway E	Stairway C
Stairway F	Stairway A
Stairway G	Stairway A

The Director of Physical Plant or alternate will ensure that all personnel have been evacuated. If possible, faculty members should determine if all students have exited the building from their class. No one should return to the building until fire department officials declare the area safe. Do not use the elevator in a fire, it will go to the ground floor and stop. In the event that re-entry is not possible, notification will be made through the RAVE system and posted on WGAL TV Channel 8.

In the event of floods or snowstorms, dismissal or delays will be announced through the RAVE system, posted on the College website and posted on WGAL Channel 8 and announced throughout the building while in session. You may also call the college at 717-396-7833 to access regularly updated announcements on the College's phone system.

X Earthquakes / Tornadoes / Building Collapse

In an earthquake, if indoors, remain indoors. Seek protection from falling debris; remain away from windows and glass. Evacuate the building immediately after the ground stops shaking, or in the event of a building collapse, follow the fire evacuation guidelines. If outdoors, move away from buildings, streetlights and utility wires. Take a class roster and account for students if possible. Do not re-enter the building until emergency authorities give clearance.

The National Weather Service issues two types of tornado alerts.

Tornado Watch (or Severe Weather Warning)

Severe weather conditions which could possibly produce tornadoes. A Tornado Watch or Severe Weather Warning generally covers a large geographic area.

Tornado Warning

Very severe weather conditions, which have produced an actual tornado or a funnel cloud, which, if it touches the ground, becomes a tornado. A Tornado Warning is usually for a more specific and localized area than a Tornado Watch.

Tornado Watch or Severe Weather Warning: Upon receipt of news of a Tornado Watch or Severe Weather Warning affecting the area, the Director of Physical Plant will continually monitor the local weather.

Tornado Warning: Upon receipt of news of a Tornado Warning, a notification will be given through the RAVE system. Upon hearing the announcement of a tornado warning, everyone will proceed directly to an interior hallway. Stay away from doors and windows.

The Maintenance Department will be prepared to erect plywood panels over windows, which may be broken by the storm.

All personnel shall be familiar with the evacuation procedures.

If an actual tornado strikes the area, do not use the elevator until it has been deemed safe to do so by authorized personnel.

All Clear: Upon receipt of official word that the Tornado Warning has passed, a notification will be given through the RAVE system. Remain in the building unless there is a threat of imminent collapse. If evacuating the building, follow fire exit procedures and be aware of downed electrical lines.

IX Bomb Threat

Bomb threats are usually received by telephone or sometimes by note or letter. Most bomb threats are made by callers who wish to create an atmosphere of anxiety and panic, but ALL bomb threats should be taken SERIOUSLY and handled as if there may be an explosive in the building.

If you receive a bomb threat call, stay calm and follow these steps:

1. Ask questions: Where is the bomb? When is it going to detonate? What does it look like? Permit the caller to say as much as possible without interruption.
2. Take notes on everything said and on your observations about background noise, voice characteristics, etc.
3. Keep the caller on the line as long as possible.

4. After the call notify the President, Provost, Dean of Students, Chief of Staff, Vice President for Finance and CFO, Vice President of Strategic Communications or the Director of Physical Plant.
5. Do not activate the fire alarm system.
6. If you locate any unusual or foreign objects or packages, Do not touch it.

Notify the Lancaster City Police Department at 9-1-1 or 664-1180 or 291-4911 and Pennsylvania State Police Department at 299-7650. Follow any and all instructions from either police department.

XI Intruder(s) / Violence

In our continuing efforts to enhance the safety of all of our students, faculty and staff in today's environment, the College has partnered with the ALICE Training Institute to provide a unique training opportunity. ALICE Training's eLearning Program is a tool to help improve our safety and security procedures, specifically in regard to active shooter and violent intruder response. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training prepares individuals to handle the threat of an Active Shooter. ALICE teaches individuals to participate in their own survival, while leading others to safety. Though no one can guarantee success in this type of situation, this new set of skills will greatly increase the odds of survival should anyone face this form of disaster. All new students, faculty and staff will receive an email invitation from ALICE Training Institute inviting you to take their course. You will be instructed to create an account through the link provided in the invitation.

XI Terrorism

The Pennsylvania College of Art & Design recommends that all staff, faculty and students create an emergency communication plan. Choose an out-of-town contact your family or household will call or e-mail to check on each other should a disaster occur. Establish a meeting place. Having a predetermined meeting place away from your home will save time and minimize confusion should your home be affected or the area evacuated.

XII Personnel

During an institutional emergency, staff members are expected to remain on the premises until the emergency is cancelled. Designated senior staff members that are away from the college should make every effort to contact the college and return to assist where needed.

The Pennsylvania College of Art & Design is contracted with a security service for after business hours security of the building.

Medical Emergencies

The floor plan of PCA&D can be complicated for emergency medical personnel to navigate especially with a gurney. Every effort should be made to ensure a person that needs emergency care receive it in a timely manner.

When 911 is called and you ask for an ambulance, follow these protocols:

1. Victim is in the **gallery or atrium**
 - a. Have the ambulance come to the front door at 204 N. Prince St.
2. Victim is on the **1st, 2nd, 3rd, or 4th floor of the 202 building**
 - a. Have the ambulance come to the Water St entrance and use the elevator to go to the appropriate floor.
3. Victim is on the **1st floor of the 204 building**
 - a. Have the ambulance come to the Water St entrance and use the elevator to go to the 2nd floor of the 202 building.
 - b. Use the Water St. stairwell to cross over to the 204 building.
 - c. Use the Prince St. elevator to go down to the 1st floor.
4. Victim is on the **2nd or 3rd floor of the 204 building**
 - a. Have the ambulance come to the Water St entrance and use the elevator to go to the appropriate floor of the 202 building.
 - b. Use the Water St. stairwell to cross over to the 204 building.
5. Victim is on the **4th or 5th floor of the 204 building**
 - a. Have the ambulance come to the Water St entrance and use the elevator to go to the 2nd or 3rd floor of the 202 building.
 - b. Use the Water St. stairwell to cross over to the 204 building.
 - c. Use the Prince St. elevator to go up to the appropriate floor.