



ELIZABETHTOWN COLLEGE
EMERGENCY PROCEDURES
GUIDE

Elizabethtown College Campus Emergency Procedures Guide

For campus emergencies contact: 911 or Campus Safety at 717.361.1111

The following guide contains information and procedures relative to your safety during identified emergencies at Elizabethtown College. It is important for you to read and become familiar with these procedures so you are able to respond safely in an emergency situation.

Note: These guidelines are based on presently available information, as well as current Federal and State recommended protective actions. The procedures and practices discussed in these guidelines may be updated when additional, relevant information becomes available or when Federal and state guidance is modified. This should not be considered a comprehensive guide, as not all situations will fit into these guidelines. In every situation, common sense and personal safety should take precedence over any action described in these guidelines.

Last updated: Fall 2023

Table of Contents

Contents

EVACUATE	3
LOCKDOWN.....	3
RUN – HIDE – FIGHT	4
SHELTER-IN-PLACE	4
RESPONSE PROTOCOLS.....	5
ACTIVE SHOOTER	5
ALCOHOL OVERDOSE/POISONING.....	6
BOMB THREAT	7
EXPLOSION	8
CIVIL DISTURBANCE/RIOT	8
DRUG OVERDOSE	8
EARTHQUAKE	9
FIRE	9
FLOOD	10
GAS LEAK.....	11
HAZARDOUS MATERIAL/CHEMICAL SPILL	11
MEDICAL EMERGENCY	11
LIST OF AED LOCATIONS	12
MENTAL HEALTH CRISIS.....	13
POWER FAILURE.....	14
SEVERE WEATHER – TORNADO - HURRICANE	14
SUSPICIOUS PACKAGE/MAIL.....	15
SUSPICIOUS VEHICLE.....	17
PLAN AND PREPARE.....	18

INSTRUCTIONS

This section provides instructions for directives that may be sent via EC Alert in emergency situations. EC Alerts are intended to be brief text messages giving brief directives to the entire campus. They may be directed at people in specific buildings, or the entire campus community. For example, an EC Alert may instruct one building to evacuate, but in all other buildings to shelter in place. EC Alerts are brief and often not detailed, encouraging campus community members to check email for more detailed information.

EVACUATE

A building evacuation will be triggered by an activation of the fire alarm, direction from Campus Safety, law enforcement, emergency response personnel, and/or notification via EC Alert. In the event of a building evacuation:

1. Remain calm.
2. Do not use elevator.
3. Go to the nearest exit. Exit signs are above door locations.
4. Encourage others to leave the building as you are exiting.
5. If safe and able, provide assistance to others in your area and who may need help while exiting the building.
6. Proceed immediately to the designated assembly point for your building. Assembly points are posted within each building.
7. Let Campus Safety or other emergency personnel know if anyone inside the building needs assistance evacuating and where they are located.
8. Do not re-enter the building until instructed to do so by Campus Safety, law enforcement or emergency response personnel.

In the event of a building evacuation, people with physical disabilities that prevent them from evacuating should:

1. Proceed to the nearest stairwell.
2. If possible, ask to be accompanied by another person who is evacuating to the stairwell. Ask them to provide your location to Campus Safety or other emergency personnel.
3. Once in the stairwell, call Campus Safety, 717.361.1111, and tell them your exact location.
4. If help does not arrive in 5-10 minutes, call Campus Safety again.

Examples of when “Evacuate” instruction would be given include but are not limited to: fire, bomb threat, gas leak, etc.

LOCKDOWN

An emergency situation or threat may require the College to lockdown some or all of the buildings on campus. This is a way to prevent movement and access in areas near immediate danger.

1. The Campus community will be notified through the EC Alert system.
2. Remain calm.

3. If outdoors, proceed indoors immediately to a room with a door securable from the inside.
4. Lock all doors and windows. Close blinds/curtains. Turn off lights and computer monitors. Put cell phones on silent.
5. Stay away from doors and windows. Restrict movement in the room.
6. If you are in an area that does not lock, use all available items, furniture, and equipment to barricade entry.
7. Stay low to the floor and under a desk, table, or bed, if possible.
8. **Do not leave the area** until instructed by Campus Safety and/or authorized emergency response personnel. A fire alarm will never be pulled to evacuate a building during lockdown.

An example of when a “Lockdown” instruction would be given: A dangerous person is engaging in violent behavior in a building on-campus. People in buildings that are not in the immediate vicinity of that dangerous person may be given lockdown instructions. This limits injury by limiting as much *unnecessary* movement as possible and controls the environment to allow law enforcement to respond.

RUN – HIDE – FIGHT

1. **RUN**
 - a. Have an escape route
 - b. Leave your belongings behind
 - c. Keep your hands visible
2. **HIDE**
 - a. Hide in an area out of view
 - b. Block entry to your hiding place and lock the doors
 - c. Silence your phone/devices
3. **FIGHT**
 - a. As a last resort and only when your life is in immediate danger
 - b. Attempt to incapacitate the dangerous individual(s)
 - c. Act with physical aggression and throw items at the dangerous individual(s)

“Run-Hide-Fight” is different from “Lockdown” and is given as an instruction to people that are in immediate danger. If there was an active dangerous person in a building, the people in that building may be given instructions to “Run-Hide-Fight”, while people in the buildings on the perimeter might be given Lockdown instructions.

SHELTER-IN-PLACE

Some emergency situations, such as weather emergencies or chemical spills, require people to shelter-in-place. Shelter-in-place means to find a safe place to stay indoors until given the “all clear” or told to evacuate. For emergency weather situations, seek shelter in the lowest floor of the building in a central hallway away, away from windows and doors.

While shelter-in-place is similar to lockdown, it is given for different reasons. For example, a shelter-in-place may be implemented for a Tornado warning where it would be unsafe for people to be walking around outside but does not require people to engage Lockdown protocol.

RESPONSE PROTOCOLS

The information contained in these sections outlines expected behavior of campus community members when faced with emergency situations. These procedures are designed to minimize risk of physical harm or injury and maximize safety of the campus community.

ACTIVE SHOOTER

If you see or hear of an active shooter on campus:

1. Remain calm.
2. Follow either Run-Hide-Fight or Lockdown procedures.
3. If in an open area or unsecured space, move to an office, classroom, or other area that can be secured. If unable to move to a secure area, hide.
4. Close and lock the doors and windows. If the door does not lock, barricade it with heavy objects (desks, tables, cabinets, etc).
5. Place yourself and others away from the door and behind a heavy object, if possible.
6. Close all blinds, turn off lights and computer monitors, and put phones on silent.
7. Remain out of sight.
8. Keep others calm and quiet.
9. Contact Campus Safety, 717.361.1111. Give the location of the shooter and a full description including weapon(s), current location, number of people in the immediate vicinity, and description of known injuries.
10. If the fire alarm sounds, disregard unless you can see or smell smoke.
11. Pay attention to EC Alert instructions.
12. Do not open the door or leave the area until instructed to do so by Campus Safety or authorized emergency response personnel.

If you receive notification that an active shooter is in your building but you cannot see or hear them:

1. Remain calm.
2. If you have a clearly visible and readily available exit, leave the building immediately.
3. **DO NOT** signal an evacuation using the fire alarm.
4. Immediately move to another building and take protective cover. Remain in place until directed otherwise by Campus Safety or authorized emergency response personnel.
5. Pay attention to EC Alert instructions.

If the active shooter is NOT in your building:

1. Pay attention to EC Alert instructions. You will likely be instructed to Lockdown.
2. Remain calm.
3. If you receive notification that there is an active shooter on campus but not in your building, it is best to move inside to the nearest room.

4. Close and lock the doors and windows. If door does not lock, barricade it with heavy objects (desks, tables, cabinets, etc).
5. Place yourself and others away from the door and behind a heavy object, if possible.
6. Close all blinds, turn off lights and computer monitors, and put phones on silent.
7. Remain out of sight.
8. Keep others calm and quiet.
9. If you hear the building fire alarm, disregard it unless you can see or smell smoke.
10. Do not open the door or leave the area until instructed to do so by Campus Safety or authorized emergency response personnel.

When you come in contact with law enforcement during or after an active shooter incident:

- Remain calm and follow instructions.
- Put down any items in your hands (i.e. bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop and ask officers for help or directions when evacuating.
- This is for your safety, the safety of others, and law enforcement. Follow all instructions given by law enforcement.

ALCOHOL OVERDOSE/POISONING

Alcohol poisoning symptoms include:

- Vomiting
- Incoherent- Can't focus, confused
- Temperature – decrease in body temperature, cold sweaty skin
- Absence of color-pale or blue skin
- Low or irregular breathing
- Seizures or an inability to wake up

*It is not necessary for **all** symptoms to be present before seeking help.*

In the event an individual exhibits **any sign** of alcohol poisoning:

1. Never assume that a person will “sleep it off.” **A person who is unconscious or can't be roused is at risk of dying.**
2. Immediately contact 911 or Campus Safety at 717.361.1111. Explain the situation and where you are located. A medical unit will be dispatched.
3. Ask a bystander to go to the lobby or building entrance and direct emergency responders to your location.
4. Do not leave the individual alone. Continue to attempt to revive the individual.
5. Even when someone is unconscious or has stopped drinking, alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise.
6. While waiting for emergency responders, turn the individual on their side to avoid

choking on vomit.

BOMB THREAT

If you receive a bomb threat via telephone, cell phone, email, text, or written:

1. If the threat is phoned in, remain calm and be courteous with the caller. Do not interrupt the caller. Pretend you can't hear the caller and try to keep the caller talking. Fill out the form below with as much information as possible.
2. Avoid using a cell phone or two-way radio for safety and security reasons.
3. Try to document any pertinent information you can about the threat. Ask questions related to when, where, and what the bomb looks like.
4. Via landline, immediately contact Campus Safety, 717.361.1111. Save all information concerning the threat. Be prepared to relay detailed information regarding the threat to Campus Safety.
5. Follow instructions given by Campus Safety.
6. If the decision is made to evacuate the building, **DO NOT** use the fire alarm to signal an evacuation.
7. Proceed to the assembly point and do not re-enter the building until instructed to do so by Campus Safety or other emergency response personnel.

1. Where is the bomb going to explode?	5. What will cause the bomb to explode?	
2. When is the bomb going to explode?	6. Did you place the bomb? If so, why?	
3. What does the bomb look like?	7. What is your address?	
4. What kind of bomb is it?	8. What is your name?	
Exact wording of the threat:		
Time of Call:	Date:	Phone Number Call Received From:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Age: _____ <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile Call Origin: <input type="checkbox"/> Local <input type="checkbox"/> Non-Local	Manner: <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Irrational <input type="checkbox"/> Rational <input type="checkbox"/> Incoherent <input type="checkbox"/> Coherent <input type="checkbox"/> Emotional <input type="checkbox"/> Deliberate <input type="checkbox"/> Laughing <input type="checkbox"/> Righteous <input type="checkbox"/> Other: <input type="checkbox"/> Accent: _____	Background <input type="checkbox"/> Trains <input type="checkbox"/> Machines <input type="checkbox"/> Animals <input type="checkbox"/> Music <input type="checkbox"/> Voices <input type="checkbox"/> Office <input type="checkbox"/> Airplanes <input type="checkbox"/> None <input type="checkbox"/> Other: <input type="checkbox"/> Traffic _____
Voice: <input type="checkbox"/> Soft <input type="checkbox"/> Loud <input type="checkbox"/> Deep <input type="checkbox"/> High Pitch <input type="checkbox"/> Pleasant <input type="checkbox"/> Raspy <input type="checkbox"/> Other: <input type="checkbox"/> Intoxicated _____	Speech: _____ <input type="checkbox"/> Slow <input type="checkbox"/> Fast <input type="checkbox"/> Stutter <input type="checkbox"/> Distinct <input type="checkbox"/> Nasal <input type="checkbox"/> Distorted <input type="checkbox"/> Other: <input type="checkbox"/> Slurred	Threat <input type="checkbox"/> Well Spoken Language: <input type="checkbox"/> Taped <input type="checkbox"/> Fair <input type="checkbox"/> Message Read <input type="checkbox"/> Poor <input type="checkbox"/> Other: <input type="checkbox"/> Foul _____ <input type="checkbox"/> Irrational

EXPLOSION

If an explosion occurs:

1. Take protection from falling debris.
2. Immediately contact 911 or Campus Safety, 717.361.1111, and identify your location.
3. Once it is safe to do so, evacuate the building.
4. Do not move seriously injured persons unless in obvious immediate danger.
5. Pay attention to any EC Alert instructions.
6. Be aware of the possibility of a second explosion.

CIVIL DISTURBANCE/RIOT

In the event of a riot:

1. Immediately contact 911 or Campus Safety at 717.361.1111 and give information regarding the disturbance.
2. Avoid obstructing or provoking protestors.
3. Alert others to the situation.
4. Go to a safe location inside a building. Lock doors and windows. Close blinds to possible flying glass.
5. If it is safe to remain at your location, stay there until help arrives. If it is not safe, move to another part of the building that is safer or exit the building if safe to do so.
6. Pay attention to any EC Alert instructions.

DRUG OVERDOSE

Signs of a drug overdose include:

- Problems with vital signs (temperature, pulse rate, respiratory rate, blood pressure) are possible and can be life threatening. Vital sign values can be increased, decreased, or completely absent.
- Skin can be cool and sweaty, or hot and dry.
- Confusion
- Stupor
- Vomiting
- Seizures
- Slow breathing (less than eight breaths a minute)
- Irregular breathing (a gap of more than 10 seconds between breaths)
- Unconsciousness (“passing out”) and can’t be roused.

*It is not necessary for **all** symptoms to be present before seeking help.*

A person who is unconscious or cannot be roused is at risk of dying.

In the event an individual exhibits **any sign** of a drug overdose:

1. Immediately contact 911 or Campus Safety at 717.361.1111. Explain the situation and where you are located. A medical unit will be dispatched.
2. Ask a bystander to go to the lobby or building entrance and direct emergency responders to your location.
3. Do not leave the individual alone.
4. While waiting for emergency responders, turn the individual on their side to avoid him/her from choking on vomit.

EARTHQUAKE

In the event of an earthquake:

1. Remain calm.
2. Stay in the building, keep clear of windows and drop to the floor. Seek cover under a table, desk, or similar structure for protection. Other areas of protection are doorways or a hall along an interior wall.
3. In multi-story buildings move to lower floors if possible.
4. If outside, stay clear of buildings and electrical wires.
5. Once the shaking has stopped and it is safe to do so, leave the building. **DO NOT** use the elevators.
6. Avoid areas with visible damage when possible.
7. Do not enter buildings until given the all clear from Campus Safety or emergency response personnel.
8. Pay attention to any EC Alert instructions.

FIRE

If you observe smoke or fire:

1. Remain calm.
2. Immediately leave the building via nearest clear exit. Do not use elevator. Those who are unable to evacuate the building, such as people with physical disabilities should move to a stairwell and contact Campus Safety at 717.361.1111
3. Pull the fire alarm **if you pass one** on your way out of the building.
4. As you are leaving the building, encourage others to evacuate as well.
5. Once outside, contact Campus Safety at 717.361.1111 and inform them of the situation and location.
6. Proceed immediately to the designated Assembly Points for your building. (See below) Assembly Points are posted within each building.
7. Remain outside until told by Campus Safety or Building Safety Manager it is safe to re-enter the building.
8. Pay attention to EC Alert instructions.

If you cannot leave the building:

1. Remain calm.
2. Use the back of your hand to feel closed doors. Do not open if hot.
3. If unable to leave, use a wet cloth to seal cracks under the door and cover air vents. Call

Campus Safety and inform them of your location.

4. Those who are unable to evacuate the building, such as people with physical disabilities, should move to a stairwell and contact Campus Safety, 717.361.1111

Use of a Fire Extinguisher

NOTE: Only use portable fire extinguishers to fight fires that are wood/paper fires and when the smoke is not too thick.

1. In the case of a small fire (a fire in the early stages), a fire extinguisher can be used only if the following conditions are met:
 - a. You have been properly trained.
 - b. You are capable and willing to use the extinguisher.
 - c. A fully charged extinguisher is available.
 - d. The fire has already been reported.
 - e. You can fight the fire safely.
 - f. You have a clear exit path behind you.
2. Most of the portable fire extinguishers on campus are rated ABC which means they are designed to suppress class A (paper/wood/cloth), class B (flammable liquids and gases), and class C (electrical) fires. They contain a dry powder extinguishing agent.
3. If you choose to fight a small fire with a portable fire extinguisher, remember the following steps:
 - a. Report the fire to Campus Safety, 717.361.1111
 - b. Grab the fire extinguisher; if it is in a cabinet with a glass window, use a heavy object to break the glass. **DO NOT USE YOUR BARE HAND.**
 - c. Remember PASS:
 - P** – Pull the pin out (on the extinguisher handle)
 - A** – Aim the nozzle at the base of the fire
 - S** – Squeeze the handle to discharge the extinguishing agent
 - S** – Sweep the nozzle back and forth at the base of the fire

FLOOD

In the event of a flood:

1. Remain calm.
2. If outside, seek shelter indoors on higher ground. Avoid walking or driving through standing water, as depth and current are difficult to gauge.
3. Pay attention to EC Alert instructions.
4. Stay in the building if instructed to do so and be prepared to evacuate if conditions change.
5. Be aware there is extreme danger of electrical shock if water has contact with any electrical cords or devices.

GAS LEAK

If you detect a natural gas odor in a building:

1. Remain calm.
2. Avoid any possible source of ignition (cell phone, flame, lights, electrical equipment).
3. Vehicles close to an effected area should not be started.
4. Warn others of the possible danger and evacuate the area.
5. Do not call from the affected area. Once safe to do so, contact Campus Safety, 717.361.1111. Give the location of the smell.
6. Pay attention to any EC Alert instructions and/or instructions given by Campus Safety or emergency response personnel.

HAZARDOUS MATERIAL/CHEMICAL SPILL

If a chemical spill occurs:

1. Remain calm.
2. Do not try to clean up the spill yourself.
3. Immediately leave the area and move to a safe location.
4. Advise others around you to avoid the area.
5. Once in a safe location contact Campus Safety at 717.361.1111 and identify the chemical, if known.
6. Provide Campus Safety with the location, extent of the spill, and if anyone is experiencing adverse effects.
7. Follow instructions given by Campus Safety or other emergency response personnel.
8. Do not re-enter the area or building or until instructed to do so by Campus Safety or other emergency response personnel.

MEDICAL EMERGENCY

If a medical emergency occurs:

1. Remain Calm.
2. Immediately call 911 or Campus Safety at 717.361.1111.
3. Explain the situation and where you are located. Provide information related to the person's complaint. A medical unit will be dispatched if necessary.
4. Stay with the person until emergency responders arrive.
5. Ask a bystander to go to the lobby or building entrance and direct emergency responders to your location.
6. Do not move the person unless in obvious immediate danger.
7. If trained and willing to do so, render first aid.
8. Avoid coming in contact with bodily fluids. If available, use personal protective equipment (i.e. gloves, mask).
9. If trained and willing to do so, administer CPR and use an AED if necessary. AED locations are posted within each building. Operating instructions are provided on each AED.

LIST OF AED LOCATIONS

<u>LOCATION</u>	<u>DESCRIPTION</u>
Alpha	Room 205
Admissions	1 st floor back stairwell
Bowers	1 st floor adjacent to elevator
Bowers	2 nd floor adjacent to The Well
Bowers	2 nd floor by 205
Brown Building	Break room
BSC/Brossman	Main hallway adjacent to KAV
Ebenshade	2 nd floor vending area
High library	Behind main floor desk
Hoover	1 st floor by water fountain
Jay walk	Near North entrance
Leffler Chapel	1 st floor Mars vestibule
Lyet	1 st floor by eyewash area
Musser	1 st floor North end (FE Box)
Nicarry	1 st floor vending area
Steinman	1 st floor main entrance
Susquehanna Room	By Print Services door
Thompson gym	Northeast entrance inside gym
Wenger	2 nd floor hallway center
Young Center	Main room
Zug	Across from elevator
Patrol vehicle	#71
Patrol vehicle	#72

MENTAL HEALTH CRISIS

Examples of mental health crises include, but are not limited to, a person:

1. feeling overwhelmed to the point where their functioning is significantly impaired.
2. feeling overwhelmed to the point where they may be unable to keep themselves or others safe.
3. presenting statements or behaviors indicating that they are having thoughts of suicide or physically harming someone else that they may be close to acting on.
4. having unusual experiences such as hearing voices or seeing things that others do not.
5. having recently experienced or witnessed a traumatic event.

Individuals in crisis, and people concerned about the individual, are encouraged to contact the following support resources. These resources are also available to assist individuals who are not experiencing a crisis in order to help prevent a crisis from developing.

For students:

During Office Hours, 8:30 am to 5:00 pm Monday through Friday:

Call Counseling Services, 717-361-1405, or go directly to BSC 216 and request assistance for a mental health crisis or potential crisis.

After Hours:

Call Campus Safety, 717-361-1111 to be connected with the Counseling Services on-call Counselor.

For faculty and staff members:

- **Elizabethtown College's Employee Assistance Program** (WellSpan EAP Services, phone: 1-800.673.2514). Emergency services are available 24 hours a day, seven days a week. Individuals in crisis can call our **crisis intervention hotline toll-free at 1-800-673-2496** to speak directly with a crisis counselor.
- Contact Campus Safety at their 24/7 number of 717-361-1111 in crisis situations involving imminent danger on-campus.

24 Hour Help Lines in the Community

National Suicide Prevention Lifeline: Call or Text 988

Crisis Text Line: Text Start or Hello to 741-741

Lancaster County Crisis Intervention Services: 717-394-2631

Lancaster YWCA Sexual Assault Counseling & Prevention Hotline: 717-392-7273

POWER FAILURE

If a power failure occurs in your building or across campus:

1. Remain calm. Safely proceed to an area of daylight or emergency lights, if at night. If available, use a flashlight.
DO NOT light candles.
2. Provide assistance to others in your area or who may be unfamiliar with the space.
3. Contact Campus Safety, 717.361.1111 and inform them of the power failure and your location.
4. If deemed necessary, safely and carefully leave the building. Take your keys, ID and other necessities (wallet, medications, etc). Bring suitable clothing for the weather conditions and **LOCK YOUR DOOR.**
5. Avoid possible downed power lines or other hazards.
6. Pay attention to EC Alert instructions and/or instructions given by Campus Safety.
7. If the power failure is expected to be of long duration you will be notified of any special procedures through the website and campus connections accessible on smart phones.

If trapped in an elevator:

1. Remain calm.
2. Use emergency button or telephone to alert Campus Safety.
3. Provide Campus Safety with your name, location, number of occupants and the floor if known.
4. Stay away from the elevator doors.
5. DO NOT ATTEMPT to pry open elevator doors.

If you are outside an elevator and learn that someone is trapped inside:

1. Remain calm.
2. Call Campus Safety and provide the location, the floor you are on and number of occupants in the elevator.
3. DO NOT attempt to rescue the occupants. DO NOT attempt to pry open elevator doors.
4. Reassure the occupants that help is on the way.

SEVERE WEATHER – TORNADO - HURRICANE

In the event of severe weather/ tornado/hurricane, the national weather service will issue a warning or advisory:

1. Remain calm.
2. If outside, seek shelter inside the nearest building immediately.
3. Pay attention to EC Alert instructions.
4. Stay inside your building, away from windows/glass and other unsecured objects such as bookcases, chairs, desks, and filing cabinets. Close all doors and windows.
5. If possible seek shelter in lowest part of the building, preferably within an interior room or hallway.

6. Use your arms to protect your head and neck from potential falling objects.
7. Do not use elevators. If possible and safe to do so, assist persons with disabilities to a safe area.
8. Stay in your building and wait for emergency crews, if necessary, for further instructions or evacuate the area after the emergency has passed.
9. Once the imminent threat has passed, contact 911 or Campus Safety if medical assistance is needed.
10. An EC Alert will be sent out once the threat has passed with updated instructions.

SUSPICIOUS PACKAGE/MAIL

If you discover a suspicious package: **DO NOT TOUCH OR MOVE IT**

1. Remain calm. Ask people in the immediate area if they own it.
2. Immediately leave the area and warn others to avoid the area.
3. Avoid using a cell phone or two-way radio for safety and security reasons.
4. Via landline, immediately contact 911 or Campus Safety, 717.361.1111. Give a description of the package and location where it was found.
5. Follow instructions given by Campus Safety, law enforcement or emergency response personnel.

Signs of suspicious mail or packages:

- Excessive postage
- Sealed with excessive tape or string
- No return address
- Marked with restrictions such as “For addressee only”, “Do not X ray” or “Confidential”
- Package is lumpy, bulky, rigid, or uneven
- Addressed to someone who is no longer there or addressed to a title only
- Oily stains, discolorations or crystallizations on the exterior
- Strange odor

If you receive suspicious mail or packages:

1. Remain calm.
2. Do not shake, bump, or open the package.
3. Immediately leave the area and warn others to avoid the area.
4. Avoid using a cell phone or two-way radio for safety and security reasons.
5. Via landline, immediately contact 911 or Campus Safety at 717.361.1111. Give a description of the package and its current location.
6. Wash your hands with soap and water.
7. Follow instructions given by Campus Safety.

FBI Advisory

If you receive a suspicious letter or package

What should you do?

- 1 Handle with care
Don't shake or bump
- 2 Isolate and look for indicators
- 3 Don't Open, Smell or Taste
- 4 Treat it as Suspect!
Call 911



No Return Address
Restrictive Markings

Possibly Mailed from a Foreign Country
Excessive Postage

Misspelled Words
Addressed to Title Only or Incorrect Title
Badly typed or written

Protruding Wires

Lopsided or Uneven

Rigid or Bulky

Strange Odor

Wrong Title with Name

Oily Stains, Discolorations, or Crystallization on Wrapper

Excessive Tape or String

If parcel is open and/or a threat is identified...

For a Bomb

Evacuate Immediately
Call 911 (Police)
Contact local FBI

For Radiological

Limit Exposure - Don't Handle
Distance (Evacuate area)
Shield yourself from object
Call 911 (Police)
Contact local FBI

For Biological or Chemical

Isolate - Don't Handle
Call 911 (Police)
Wash your hands with soap and warm water
Contact local FBI



SUSPICIOUS VEHICLE

Signs of suspicious vehicles:

- Large box truck or trailer parked near a building, near a loading dock, or in a parking lot without authorization
- Missing, forged, or expired license plate
- Covered or taped windows
- Vehicle appears overloaded or has a substance leaking from it
- Vehicle contains drums, barrels, or other bulk containers
- Any vehicle parked in an unusual location
- Vehicle appears to be abandoned

If you see a suspicious vehicle:

1. Leave the area and warn others to avoid the area.
2. Avoid using a cell phone or two-way radio for safety and security reasons.
3. Via landline, immediately contact 911 or Campus Safety at 717.361.1111. Give a description of the vehicle and its current location.
4. Follow instructions given by Campus Safety.

PLAN AND PREPARE

Tips for planning ahead and being prepared in case of an emergency:

1. Make sure your EC Alert is **active and up to date**. This is the primary method of communication with the campus community in case of emergency.
2. Update your emergency contact information on-campus and in your phone.
3. Prepare a “Go Bag” to have in your vehicle, office, and/or your residence hall room with extra supplies. Find a complete list of FEMA recommended items here: [FEMA Emergency Kit](#)
Relevant highlights from this list include but are not limited to:
 - First Aid Kit
 - Flashlight
 - Extra batteries and additional phone charger
 - Prescription medications
 - Cash
 - Blanket
 - Personal care items, feminine hygiene supplies
 - Paper/Pencil
 - Water, non-perishable snacks
 - Battery-powered or hand crank radio that can receive Weather Radio tone alerts
 - Hand sanitizer, sanitizing wipes
 - Trash bags, plastic bags, plastic ties
 - Change of clothes and shoes
4. Speak to family or friends to create an action plan in case of severe illness, campus evacuation or other crisis situation. Revisit plan frequently, especially in advance of severe weather events.
5. Always be mindful of locations of exits in rooms and buildings. At the beginning of each semester, become familiar with the evacuation map and assembly point for each building and method for securing doors. This video illustrates the two methods for securing doors in classrooms and meeting rooms that do not lock: <https://app.vidgrid.com/view/JzLJDIXcbmYf>