

Elizabethtown College Campus Emergency Procedures Guide

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.

**For campus emergencies contact:
911 or Campus Security at 717.361.1111**

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: August 2016

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MEDICAL EMERGENCY

If a medical emergency occurs:

1. Remain Calm.
2. Immediately call 911 or Campus Security 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:

BUILDING	LOCATIONS
Susquehanna room.	
Market Place	Near Coat hooks
Steinman 1 st floor.	
BSC, 2 nd floor,	Outside student activities hallway
Brossman 1 st floor	Across from the KAV
Zug	By handicap entrance
Quad Commons	
High Library	Behind Main Desk
Alpha Basement	Outside Susq. Valley Min.
Alpha 3 rd floor	Copy Room
Nicarry 1 st . floor.	Vending Area
Nicarry 2 nd floor	Student Lounge
Hoover 1 st floor	By the water fountain
Hoover 2nd floor	
Musser 1 st . floor	North End
Musser 2 nd floor	South End
Lyet 1 st floor	By eye wash station/room 151
Lyet 2 nd floor	By 248A.
Ebensshade/Gibble	
Ebensshade 1 st floor	At video display
Thompson Gym.	Gymnasium by N.E.. doors.
Thompson Gym	JAY Walk.
Leffler Chapel 1 st floor	Stairway outside M&M Mars room.
Leffler Chapel 2 nd floor	Coat area outside Gretna
Meeting House	Main room beside book cases
Brown Facilities Bldg.	Lunch Room
Body Shop	Front Desk

FIRE

If you observe smoke or fire:

1. Remain calm.
2. Immediately leave the building if safe to do so. Do not use elevator.
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 Security 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 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 you are unable to leave, use a wet cloth to seal cracks under the door and to cover air vents. Call Campus Security and inform them of you location.
4. Those who are unable to evacuate the building, such as people with physical disabilities should move to a stairwell and contact Campus Security at 717.361.1111

Use of a Fire Extinguisher

NOTE: Do not use portable fire extinguishers to fight fires that are not wood/paper fires or when the smoke is 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've been trained properly
 - 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 Security (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

Building	Assembly Point
Admissions (Leffler House)	Sidewalk in front of house to the left
Alpha Hall	Lawn area in front of High Library Steps
Alumni House	Sidewalk in front of house to the left
Bowers Writers House	College Hill (grass area between Founders and Bowers)
Brinser	Lawn area between Brinser and Ober
Brossman Commons	Lawn area in front of High Library Steps
Brown Building	Grass area east of parking lot
Campus Security	Lawn between Campus Security and Myer
Esbenshade (Masters Center)	Academic Quad (grass area between Masters Center and Thompson Gym)
Founders	College Hill (grass area between Founders and Bowers)
Hackman Apartments	Wolf Field
High Library	Lawn area in front of High Library Steps
Hoover	Academic Quad (grass area between Masters Center and Thompson Gym)
Leffler Chapel	Track
Lyet (Masters Center)	Academic Quad (grass area between Masters Center and Thompson Gym)
Masters Center	Academic Quad (grass area between Masters Center and Thompson Gym)
Mosaic House	Sidewalk in front of house to the left
Musser (Masters Center)	Academic Quad (grass area between Masters Center and Thompson Gym)
Myer	Lawn between Myer and Cedar Street
Nicarry	Lawn between Wenger and Alpha Drive
Ober	Lawn between Myer and Cedar Street
Quads	Lawn between Wolf Field and Soccer Stadium
Residence Life (house)	Lawn between Campus Security and Myer
Royer	Dell
Schlosser	Dell
SDLC houses	Sidewalk in front of house to the left
Steinman	Lawn between Wenger and Alpha Drive
Thompson Gym/Jaywalk	Track
Wenger	Lawn between Wenger and Alpha Drive
Young Center	Track
Zug	Lawn between Wenger and Alpha Drive

SEVERE WEATHER/TORNADO

In the event of severe weather/ tornado, 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 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 tornado has passed, contact 911 or Campus Security if medical assistance is needed.
10. An EC Alert will be sent out once the threat has passed with updated instructions.

FLOOD

In the event of a flood:

1. Remain calm.
2. If outside, seek shelter indoors. 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.

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.
2. **DO NOT light candles.**
3. Provide assistance to others in your area or who may be unfamiliar with the space.
4. Contact Campus Security at 717.361.1111 and inform them of the power failure and your location.
5. If in an elevator, use emergency button or telephone to alert Campus Security. **DO NOT ATTEMPT** to pry open elevator doors. Refer to ELEVATOR FAILURE for more information.
6. 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.**
7. Avoid possible downed power lines or other hazards.
8. Pay attention to EC Alert instructions and/or instructions given by Campus Security.
9. 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.

ELEVATOR FAILURE

If you get trapped in an elevator:

1. Remain calm.
2. Use emergency button or telephone to alert Campus Security.
3. Provide Campus Security with your name, location, number of occupants, the floor you are on (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:

6. Remain calm.
7. Call Campus Security and provide them the location, the floor you are on, and number of occupants in the elevator.
8. DO NOT attempt to rescue the occupants. DO NOT attempt to pry open elevator doors.
9. Reassure the occupants that help is on the way.

GAS LEAK

If you smell 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 Security at 717.361.1111. Give the location of the smell.
6. Pay attention to any EC Alert instructions and/or instructions given by Campus Security.

MENTAL HEALTH CRISIS

At times there will be a student, faculty, or staff member who is experiencing a mental health crisis.

Examples of mental health crises include, and 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 at 717-361-1405 or go directly to BSC 216 and request assistance for a mental health crisis or potential crisis.
- **After Hours:**
Call Campus Security at 717-361-1111 to be connected with the Counseling Services on-call Counselor.

For faculty and staff members:

- Contact Elizabethtown College's Employee Assistance Program (WorkLifeMatters, phone: 1-800-386-7055). The EAP has mental health clinicians from the community on-call 24 hours per day, who could come in to talk with faculty and staff members.
- Contact Campus Security at their 24/7 number of 717-361-1111 in crisis situations involving imminent danger.

24 Hour Help Lines in the Community:

Suicide Prevention Lifeline: 1-800-273-TALK (8255)

Lancaster County Crisis Intervention Services: 717-394-2631

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

ALCOHOL OVERDOSE/POISONING

Alcohol poisoning symptoms include:

- Confusion
- Stupor
- Vomiting
- Seizures
- Slow breathing (less than eight breaths a minute)
- Irregular breathing (a gap of more than 10 seconds between breaths)
- Blue-tinged skin or pale skin
- Low body temperature (hypothermia)
- Unconsciousness (“passing out”) and can’t be roused.

It’s not necessary for all of these symptoms to be present before you seek 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 Security 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 try to revive the individual.
5. Keep in mind that 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 him/her from choking on vomit.

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’s not necessary for all of these symptoms to be present before you seek help.

A person who is unconscious or can’t 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 Security 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.

SUSPICIOUS PACKAGE/MAIL

If you discover a suspicious package: **DO NOT TOUCH IT 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 land line, immediately contact 911 or Campus Security at 717.361.1111. Give a description of the package and location where it was found.
5. Follow instructions given by Campus Security.

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 land line, immediately contact 911 or Campus Security 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 Security.

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 VEHICLES

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 (expired inspection sticker, expired license plate, etc)

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 land line, immediately contact 911 or Campus Security at 717.361.1111. Give a description of the vehicle and its current location.
4. Follow instructions given by Campus Security.

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 Security at 717.361.1111 and identify the chemical, if known.
6. Provide Campus Security with the location, extent of the spill, and if anyone is experiencing adverse effects.
7. Follow instructions given by Campus Security or other emergency personnel.
8. Do not re-enter the area or building or until instructed to do so.

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 of 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 security.
8. Pay attention to any EC Alert instructions.

CIVIL DISTURBANCE/PROTEST RIOT

In the event of a civil disturbance or riot:

1. Immediately contact 911 or Campus Security at 717.361.1111 and give information regarding the disturbance.
2. Avoid obstructing or provoking the 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.

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 land line, immediately contact Campus Security at 717.361.1111. Save all information concerning the threat. Be prepared to relay detailed information regarding the threat to Campus Security.
5. Follow instructions given by Campus Security.
6. If decision is made to evacuate the building, DO NOT USE the fire alarm to signal an evacuation.
7. Proceed to the assembly area and do not re-enter the building until instructed to do so by Campus Security.

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 Language: <input type="checkbox"/> Well Spoken <input type="checkbox"/> Taped <input type="checkbox"/> Fair <input type="checkbox"/> Message <input type="checkbox"/> Poor Read <input type="checkbox"/> Foul <input type="checkbox"/> Other: _____ <input type="checkbox"/> Irrational _____

EXPLOSION

If an explosion occurs:

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

LOCKDOWN

In the event an emergency situation or threat requiring the College to lockdown some or all of the buildings on campus:

1. The Campus Community will be notified through the EC Alert system which includes a variety of methods to provide quick and accurate information to the campus.
2. If your building or the campus is in lockdown, remain calm.
3. Lock all doors and windows. Close blinds/curtains. Turn off lights and computer monitors. Put cell phones on silent.
4. Stay away from doors and windows. Restrict movement in the room.
5. If you are in an area that does not lock, use all available items, furniture, and equipment to barricade doors.
6. Stay low on the floor and under a desk, table, or bed, if possible.
7. **Do not leave the area** until told to do so by Campus Security and/or authorized personnel.

ACTIVE SHOOTER

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

1. Remain calm.
2. If you are in an open area or unsecured space, move to an office, classroom, or other area that can be secured. If you cannot move to a secure area, do your best to hide.
3. Close and lock the doors and windows. If door does not lock, barricade it with heavy objects (desks, tables, cabinets, etc).
4. Place yourself and others away from the door and behind a heavy object, if possible.
5. Close all blinds, turn off lights and computer monitors, and put phones on silent.
6. Remain out of sight.
7. Keep others calm and quiet.
8. Contact Campus Security at 717.361.1111. Give the location of the shooter and a full description including weapon(s), your current location, number of people with you, and if anyone has injuries.
9. If you hear the building fire alarm, disregard it unless you can see or smell smoke.
10. Pay attention to EC Alert instructions.
11. Do not open the door or leave the area until instructed to do so by Campus Security or authorized 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. Stay there until you receive word from Campus Security or authorized personnel.
5. Pay attention to EC Alert instructions.

If the active shooter is NOT in your building:

1. Remain calm.
2. 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.
3. Close and lock the doors and windows. If door does not lock, barricade it with heavy objects (desks, tables, cabinets, etc).
4. Place yourself and others away from the door and behind a heavy object, if possible.
5. Close all blinds, turn off lights and computer monitors, and put phones on silent.
6. Remain out of sight.
7. Keep others calm and quiet.
8. If you hear the building fire alarm, disregard it unless you can see or smell smoke.
9. Pay attention to EC Alert instructions.
10. Do not open the door or leave the area until instructed to do so by Campus Security or authorized personnel.

NOTE: When you come into contact with law enforcement after an active shooter incident, you may be handcuffed and/or told to keep your hands raised as you exit the building. This is for your safety, the safety of others, and the police. Follow all instructions given by the police officers.

BUILDING EVACUATION

In the event of a building evacuation due to fire or other emergency:

1. Remain calm.
2. A building evacuation will be triggered by an activation of the fire alarm, direction from Campus Security, and/or notification via EC Alert.
3. Do not use elevator.
4. Go to the nearest exit. Exit signs are above door locations.
5. Encourage others to leave the building as you are exiting.
6. If safe to do so, provide assistance to others in your area and who may need help while exiting the building.
7. Proceed immediately to the designated Assembly Point for your building. Assembly Points are posted within each building. **SEE LIST BELOW**
8. Let Campus Security or other emergency personnel know if anyone inside the building needs assistance evacuating, and where they are located.
9. Do not re-enter the building until instructed to do so by Campus Security.

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 another person who is evacuating to accompany you to the stairwell. Ask them to tell Campus Security or other emergency personnel your location once they have evacuated.
3. Once in the stairwell, call Campus Security at 717.361.1111 and tell them your exact location.
4. If help does not arrive in 5-10 minutes, call Campus Security again. Be persistent!

ASSEMBLY AREAS

Building	Assembly Point
Admissions (Leffler House)	Sidewalk in front of house to the left
Alpha Hall	Lawn area in front of High Library Steps
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