



# EMERGENCY RESPONSE PROTOCOL

## IMPORTANT NUMBERS

Dial 911 for police, fire, and all life-threatening emergencies

Campus Security: (717)361-1111

### MEDICAL EMERGENCY

- Avoid leaving injured person, except to get help.
- Do not move the injured person.
- Administer first aid or CPR if trained.
- Call 911 and Campus Security. (717) 361-1111.

### SEIZURE HELP

- **STAY CALM.**
- **GUIDE INDIVIDUAL TO GROUND** if standing.
- **MOVE AWAY FROM OBJECTS** that may injure the individual during the seizure.
- **TIME THE SEIZURE.** Seizures do not typically last longer than 60 to 120 seconds.
- **CALL CAMPUS SECURITY.** Be sure to communicate with Campus Security about the seizure incident even if it is less than 3 minutes.
- **CUSHION** their head with something soft.
- **DO NOT HOLD THE PERSON DOWN.**
- **DO NOT PUT ANYTHING IN THEIR MOUTH.**
- **TURN THE INDIVIDUAL ON THEIR SIDE** after the convulsions stop.
- **TALK CALMLY AND SOFTLY.**

### FIRE

- Only use stairs to leave the building.
- Pull the fire alarm if passed on the way out if needed.
- Go to the assembly point for your building.
- Do not re-enter the building until approved.

### HAZARDOUS MATERIALS

- **CHEMICAL SPILL.** Leave the area and notify Campus Security, (717) 361-1111, immediately and wait for instructions.
- **GAS LEAK.** Call Campus Security, (717) 361-1111.
- Be sure to provide your name, location, and nature of the incident.

### FACILITIES EMERGENCY

- In the event of a facilities emergency contact (717) 361-1408, during business hours or call Campus Security, (717) 361-1111, after hours.

### MENTAL HEALTH CONCERN

- **STUDENT RESPONSE PROTOCOL.** See inside of the folder for response protocol.
- **EMPLOYEE ASSISTANCE PROGRAM (EAP).** If an employee needs assistance or is concerned about another employee, call EAP (800) 386-7055, to speak with a counselor.

### ACTIVE SHOOTER: ALICE

- **ALERT.** First notification of danger.
- **LOCKDOWN.** Barricade the room. Prepare to evacuate or counter.
- **INFORM.** Communicate the shooter's and victim's location by calling 911, Campus Security, or by using the LiveSafe app.
- **COUNTER.** Create noise, movement, distance, and distraction with the intent of reducing the shooter's ability to shoot accurately.
- **EVACUATE.** When safe to do so, remove yourself from the danger zone.
- If you encounter the police, keep your hands raised and follow instructions from the police.

### WEATHER EMERGENCY

- In the event of a life-threatening or potentially catastrophic situation, the College will distribute notices through the EC Alert system.

### EMERGENCY MANAGEMENT GROUP

- EMG directs activities relating to the emergency, communication, property conservation issues, community outreach, recovery and restoration activities, and administration and logistics.
- Go to the assembly point for your building.
- Do not re-enter the building until approved.



The campus community will be notified, in a timely manner, through a variety of communication delivery channels when crimes or other incidents that threaten health and safety occur. All employees and students are automatically enrolled in EC Alert.



LiveSafe is a mobile safety app provided to all students, faculty, and staff for their personal well-being and the overall safety of Elizabethtown College. LiveSafe allows you to quickly and easily communicate directly with Campus Security. You can report tips via text, photo, or video; stay informed with alerts; and stay safe through location sharing options.

## Director of Title IX/Compliance Programs & Intercultural Affairs

Nichole Gonzalez

[gonzaleznichole@etown.edu](mailto:gonzaleznichole@etown.edu) or (717) 361-1179

Baughner Student Center 247 - <https://www.etown.edu/offices/diversity/titleix>

## College Policy

Elizabethtown College is committed to providing a learning, working and living environment free of discrimination and sexual misconduct, as well as promoting personal integrity, civility and mutual respect. Sex discrimination violates an individual's fundamental rights and dignity. Sex discrimination includes all forms of sexual harassment, sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence, and stalking by students, employees, or third parties against employees, students or third parties.

Elizabethtown College takes seriously violations of this policy and will investigate allegations of these violations to the fullest extent possible. Any person found in violation of the policy will be subject to discipline, up to and including termination if they are an employee, and or expulsion if they are a student.

## Making a Report

All reports, including any anonymous report, will be taken seriously in order to provide appropriate medical and counseling support and to protect others in our community from further harassment or violence. All parties involved can expect to be treated fairly and respectfully. Responsible Administrators should report any information they receive immediately to the Title IX Coordinator (contact information listed above). All other faculty and staff reporting or disclosing an incident does not constitute a Formal Complaint. Anyone wishing to file a Formal Complaint or choosing to anonymously report an incident must do so by following this link:

[https://elizabethtown-advocate.symplicity.com/public\\_report/](https://elizabethtown-advocate.symplicity.com/public_report/)

Please note that anonymous reports significantly limit the College's ability to investigate and appropriately address allegations of misconduct.

### RESPONSE PROTOCOL FOR RAPE OR SEXUAL ASSAULT

Notify the Director of Title IX/Compliance Programs & Intercultural Affairs or Campus Security immediately; they can assist in providing support.

- Express care and concern
- Let the individual know you are a private, but not a confidential resource
- Listen to and believe reports
- Remain calm. Showing outrage may shut a person down
- Do not interpret emotions as evidence of assault or violence
- Avoid criticizing, sounding judgmental, minimizing, or blaming
- Recommend immediate medical care
- Help the person go to a safe place
- Write down as much as the student can remember about the circumstance of the assault

### STALKING/UNWANTED CONTACT

Contact the Director of Title IX/Compliance Programs & Intercultural Affairs for assistance.

Harassment, unwanted pursuit, or stalking can be emotionally consuming, psychologically exhausting, and may lead to violence. Unwanted contact may include dating or domestic violence, physical assault, or other intimidating behavior, which may be in violation of college policy and/or illegal. Stalking behaviors may include *but are not limited to*:

- Repeated phone calls, including hang ups
- Surveillance behaviors
- Unexpected appearances at places you frequent
- Threatens to hurt you, your family, or your pets
- Uses technology to track where you go
- Monitors your phone calls or computer use
- Damage your home, car, or other property
- Sends unwanted gifts, letter, cards, emails, and social media contact
- Posts information or spread rumors about you on the internet, in a public space, or by word of mouth

# Student Intervention Protocol

Is the student a danger to self or others or in need of immediate assistance for another reason?

**YES**

The student's conduct is clearly and imminently reckless, disorderly, dangerous, or threatening, including thoughts of suicide and utilizing self harm mechanisms.

Call Campus Security, (717)361-1111, or 911

**NOT SURE**

The student shows sign of distress, but I'm unsure whether it is serious. I feel uneasy about the interaction and concerned about the well-being of the student.

Call Counseling Services, (717)361-1405, during business hours.  
After hours, call Campus Security, (717)361-1111

**NO**

I am not immediately concerned for the student, but the student is having difficulties and needs support.

Call the Associate Dean of Students, (717)361-1569, to refer student to the Campus Wellness Network or raise a flag using Starfish; and connect student with appropriate resources.

## REQUIRES IMMEDIATE ASSISTANCE

### Sample Indicators of Distress

- Erratic behavior
- Threatening language
- Hearing voices/hallucinations/delusions
- Imminently suicidal
- Paralyzing anxiety
- Seizures
- Aggression
- Confused thinking
- Physical violence
- Implying or making threats
- Unprovoked anger or activity
- Dramatic changes in personality

## REQUIRES TIMELY ASSISTANCE

### Sample Indicators of Distress

- Behavior reflects increased hopelessness
- Suicidal or self-harm thoughts
- Social withdrawal and severe discomfort
- Expressed paranoia/mistrust in others
- Bizarre content in assignments
- Indicators of an eating disorder
- Impulse control problems
- Disclosure of personal distress
- Discussing a recent traumatic event
- Excessive absences from class
- Marked changes in appearance
- Increased irritability

## REQUIRES CARE AND REFERRAL

### Sample Indicators of Distress

- Sudden decline in academic performance
- Failure to participate in class
- Signs of alcohol or drug use
- Unusual changes in personality/sleep pattern
- Increased isolation and withdrawal
- Inability to focus and concentrate
- Lack of motivation
- Low energy
- Decline in self-care
- Appearing anxious
- Showing signs of depression
- Asking for help

The Division of Student Life supports students 24 hours a day, 7 days a week through an on call team consisting of:

1. Campus Security Dispatch and Officers
2. Student Life Administrator on call (AOC)
3. Back-up Administrator on call (BAOC)
4. Counselor on call
5. Resident Assistant on call

To request emergency assistance, any member of the campus community should contact Campus Security.

**Student Amnesty Provision** Students should be encouraged to take immediate action if they are aware of any health or safety emergency. The reporting student and the individual needing assistance will not be subject to the student conduct process if they call Campus Security, remain with the individual who needs help, and participate in the response by providing the medical team or Campus Security with all essential information for an effective and timely intervention.

## RESOURCES & TIPS

### TIPS

Consider the tips below to help refer students to the appropriate resources.

#### ✓ Safety First

The top priority is always the welfare of the campus community. Do not hesitate to call for help if someone is displaying threatening or violent behavior or you feel uncomfortable in a situation.

#### ✓ Use Active Listening Skills

Use a calm voice and a non-confrontational approach. Be sure to listen to the individual when they are sharing their story. Avoid threatening, humiliating, and intimidating responses.

#### ✓ Be Proactive

Engage students early on and set limits on disruptive behavior.

#### ✓ Be Direct

Don't be afraid to ask students if they are under the influence of alcohol/drugs, feeling confused, or having thoughts of suicide or harming themselves or others.

#### ✓ Follow Through

Ensure the student knows the physical location of the identified resource.

#### ✓ Consult & Document

Always document your interactions with distressed students. Be sure to consult with the Campus Wellness Network through the Associate Dean in Student Life, (717) 361-1569.

### DO...

- ✓ Make yourself available to students
- ✓ Use empathy and active listening
- ✓ Connect students with resources
- ✓ Acknowledge feelings of the student
- ✓ Set limits
- ✓ Focus on what you can do to help
- ✓ Ask for help if needed

### DO NOT...

- ✗ Make promises you can't keep
- ✗ Try to "fix" everything
- ✗ Interrupt in the peak of anger
- ✗ Blame, ridicule, or use sarcasm
- ✗ Ignore warning signs of distress
- ✗ Dismiss or judge student needs
- ✗ Ignore your own limitations
- ✗ Wait to refer if you are concerned
- ✗ Make assumptions about the student

### CAMPUS RESOURCES

Student Wellness	(717) 361-1405
After Hours Counselor After Hours Nurse Triage Line	(717) 361-1111
Campus Wellness Network	(717) 361-1569
Campus Security 24/7	(717) 361-1111 (emergency) (717) 361-1264 (non-emergency)
Residence Life	(717) 361-1197
Student Life	(717) 361-1196
Facilities	(717) 361-1408
Director of Title IX/Compliance Programs	(717) 361-1179
ECTipline: Anonymous reporting	(855) 696-1899
Mental Health Crisis	(717) 361-1405 (student) (800) 386-7055 (employee)

### COMMUNITY RESOURCES

Elizabethtown Police	Dial 911 (emergency) (717) 367-6540 (non-emergency)
Suicide Prevention Lifeline	1 (800) 273-8255
Crisis Text Line	741-741 (text start or hello)
Lancaster County Crisis Intervention Services	(717) 394-2631
Lancaster YWCA Sexual Assault Counseling & Prevention Hotline	(717) 392-7273
Domestic Violence Services of Lancaster County	(717) 299-1249