

**Art Institute of Philadelphia**  
**Jeanne Clery Disclosure of Campus Security Policy**  
**Fire Safety Report &**  
**Campus Crime Statistics Report**  
**October 1, 2011**

**INTRODUCTION**

The Art Institute of Philadelphia is providing the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Office of the President, 1622 Chestnut Street, (215) 275-7080.

**CAMPUS SECURITY AND CRIME PREVENTION POLICY**

The Art Institute of Philadelphia Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy through the campus mail system, and are also informed that the information is on the school's website. The report is distributed to all students through the Student Handbook and through the website.

**REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Student Affairs Office. Reports are kept in a secure location within the Student Affairs Office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of the Art Institute of Philadelphia that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around AiPH facilities to the Dean of Student Affairs, either in person or by calling (215) 405-6425. If the Dean of Student Affairs is not available, you may contact an Academic Director (Carl Bean, Rob Crites, Donna Daley, Jim Gallagher, Kali Meeks, Jeff Otto, Alison Pastor, Anthony Pires, Crystal Shamblee or Bill Tillinghast) or a member of the school's Executive Committee (Mike DePrisco, Raymond Becker, Ed Hunter, Larry McHugh, Shawnette Law or Jim Moretti). The Security Personnel located at the entrance to each building should be notified immediately as well as the Philadelphia Police Department by dialing 911, if necessary. To report emergencies or criminal acts occurring in school-sponsored housing, students should contact the Housing Office (215) 545-2621 to speak with a member of the professional staff, or dial 911 to report a crime or emergency requiring an immediate response.

Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder. In the event of fire or medical emergencies, staff and employees should contact the Philadelphia Police Department by dialing 911, and then notify Security and a member of the Art Institute of Philadelphia's Crisis Response Team.

**POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on an Incident Report form, which is sent to the Dean of Student Affairs. Reports are kept in a secure location in the Student Affairs Office, located on the 3rd floor of 1622 Chestnut Street. The annual crime report is prepared by gathering campus crime statistics and data from the Philadelphia Police department and other relevant information by the Dean of Student Affairs.

### **SECURITY AND ACCESS TO THE INSTITUTE**

It is the policy of the Art Institute of Philadelphia that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to the Art Institute's policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to present a valid school identification card upon request, and encouraged to have the identification visible at all times. Visitors must present valid photo identification upon signing in, where they then receive a "guest pass" sticker identifying them as an approved visitor, the visitor must have that sticker in a visible location and remain with their host while in the facility. The Art Institute of Philadelphia's policies and housing rules strictly prohibit the possession of weapons, the use of alcohol, controlled substances and/or drugs on the campus or in on-campus housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion. Closed circuit security cameras continuously monitor the school facilities at 1622 Chestnut, 1610 Chestnut and 1346 Chestnut.

### **SCHOOL-SPONSORED HOUSING**

Security personnel are stationed at the entrances to all Art Institute of Philadelphia sponsored housing, providing 24-hour day coverage. Students must present their school ID's upon entering the facility. Students' guests must leave a form of photo identification at the security desk upon signing in with their host. Guests must remain with their host at all times.

Students residing in school-sponsored housing will be asked to complete a personal data sheet upon moving into their apartments. This information will include contact information should the student be involved in any emergency, and medical information. This information is considered confidential and as such is secured within the Residence Life Office. This information is only available to designated Art Institute of Philadelphia authorities and/or law enforcement officials.

### **MISSING PERSONS PROCEDURES**

Should it be determined that a student residing in school-sponsored has been missing for more than 24 hours, it should be reported to the Department of Residence Life and the Dean of Student Affairs. Based on the information provided by the student on their personal data sheet, the contact person listed will be notified within 24 hours if the student is determined by the Philadelphia Police Department to be missing. Designated college officials will notify custodial parents or guardians within 24 hours if the missing student is under 18 years of age and not emancipated, in addition to any designated contact person. Regardless of whether a student has identified a contact person, is above the age of 18 or is an emancipated minor, The Art institute of Philadelphia will inform the Philadelphia Police Department within 24 hours that a student has been missing.

### **CAMPUS LAW ENFORCEMENTS**

Campus staff with security responsibilities and security staff are always at the school during business hours. Individuals employed as security personnel at the Art Institute represent the school and are instructed to enforce campus security policies. While these individuals do not have arrest authority, such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities. The Art Institute security personnel have a good working relationship with Philadelphia Police Department servicing the area and contact them as

necessary. . The purpose of this working relationship is to ensure that the Art Institute is aware of all of the criminal offenses and arrests that have occurred on the Art Institute of Philadelphia campus so that they can make timely warning reports on crimes which represent a continuing threat. It is the policy of the Art Institute of Philadelphia to promptly, accurately and completely document all criminal activity with the 9<sup>th</sup> and 6<sup>th</sup> Districts of the Philadelphia Police Department when appropriate.

At the school sponsored housing facilities, the professional staff, student Resident Assistants and the security staff maintain security responsibility. State law gives the Philadelphia Police Department the authority to make arrests for crimes committed on campus and at school sponsored housing facilities. The Art Institute of Philadelphia and the Community Relations Department of the 9<sup>th</sup> and 6<sup>th</sup> Districts of the Philadelphia Police Department maintain a professional working relationship. School security officials do not routinely interact with either the county or state law enforcement agencies in Pennsylvania. However, if the need arises, crime prevention and investigation officers are available.

Should an emergency arise, students residing in sponsored housing should contact the Resident Assistant on duty. The Resident Assistants are specially selected students and are trained in emergency procedures and school regulations. They will contact security personnel on site if necessary.

#### **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

The Art Institute of Philadelphia is located in Philadelphia, Pennsylvania. The Art Institute of Philadelphia maintains a relationship with the Philadelphia Police Department with periodic contact initiated by the AiPH personnel to ensure that the school is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided through posting on the AiPH website and posting of notices in appropriate locations within the school.

#### **FIRE SAFETY REPORT**

By law the Art Institute of Philadelphia must make available an annual fire safety report. This report is available on the Art institute of Philadelphia web site.

<http://www.artinstitutes.edu/philadelphia/pdf/crimestats.pdf>. A paper copy of the report will be provided upon request. The fire safety report lists all reports Philadelphia Fire Department activity during the 2010 calendar year, and includes the number of fires and cause of each occurrence, the number of persons who received medical treatment, the number of deaths related to a fire and the value of the property damage caused by a fire.

The Art Institute of Philadelphia's school sponsored housing units all are equipped with a full sprinkler system located in the common areas and in each individual apartment. Smoke detectors are situated on each floor, and are hard-wired to the building's alarm system all individual units are equipped with local smoke detectors and carbon monoxide detectors. All school sponsored housing buildings are equipped with speaker in each bedroom to provide annunciation of an emergency in the building. The Department of Residence Life policies stipulate that no open flames are permitted in the building. As such, the school sponsored housing is also enforces a no smoking policy within the building.

Procedures for building evacuation are distributed to all residents upon moving in and are also posted in each individual unit. These procedures are also discussed on a quarterly basis at floor meetings. All residence life staff (both professional and paraprofessional) receive training from the Philadelphia Fire Department on an annual basis. Fire drills are conducted on a quarterly basis.

#### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES**

All new students and employees are informed about safety and security procedures at their respective orientation programs. The Art institute of Philadelphia has implemented an emergency notification

system which all students, faculty and staff are encouraged to enroll in. This program enables the college to alert all registered participants of emergency situations and provides instructions on what to do. Additionally, announcements are made through the building intercom systems. Evacuation procedures would be announced by both systems. Should an emergency situation is confirmed the President and/or the President's designee would initiate the notification process. All evacuation procedures and emergency procedures can be found in the Crisis Management Plan. This plan is available to all students, faculty and staff by visiting either the Office of Student Affairs or the facilities office. The emergency notification system is voluntary and at no expense to participants other than charges that may result from the user's individual email or phone data plan. Outreach campaigns are conducted quarterly to enlist as many participants as possible. The Art Institute of Philadelphia also cooperates with sponsored workshops by the Philadelphia Police Community outreach unit. New students living in school-sponsored housing are also informed of policies and procedures and made aware of precautions of living in a new urban environment. These programs include a description of campus security procedures, reporting a crime and suggestions on how to avoid becoming a victim of crime. All of these programs encourage students and employees to be responsible for their own security and that of others. Information is listed in the Student Handbook for students and in the Employee Handbook for faculty and staff. Everyone is encouraged to review these materials. Emergency response and evacuation procedures are conducted on an annual basis in coordination with the Philadelphia Fire Department. The details of these tests are compiled by the Department of Residence Life for school sponsored housing, and by the Director of Facilities for the academic buildings.

#### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

In the event of certain crimes that represent a continuing threat to students and employees, the Art Institute of Philadelphia will issue warning reports to advise everyone on the types of recurring actions that have occurred and the procedures that can be taken to prevent these. For instance, in the case of repeated burglary of petty thefts in a facility, warnings will be distributed to all faculty and staff with instructions for faculty to read to all of their classes or posted throughout the building. While the Art Institute of Philadelphia maintains a relationship with the Philadelphia Police Department the school is not routinely notified by law enforcement agencies of student's off-campus criminal behavior.

#### **OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, the Art Institute of Philadelphia does not have any off-campus student organizations.

#### **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all Art Institute of Philadelphia students and employees annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute of Philadelphia also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

The following excerpts from the Policy are important facts that every student should know:

- Employees and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on the property of the school or when participating in any school activity. This prohibition applies while on the property of the school or when participating in any institution activity. All underage students are also subject to Pennsylvania State laws regarding alcohol consumption. All students and employees are also subject to all Federal and State laws regarding illicit drug use.
- Employees or students who violate this policy will be subject to disciplinary action up to and including expulsion/termination of employment
- In addition to legal penalties, the record of a felony or conviction of a drug related crime can prevent a person from entering some careers.
- Violations of this policy could result in the school losing its eligibility to receive funds or any other form of financial assistance under any federal program.
- Confidential help is available the school's Student Support Coordinator.

Students with questions or concerns about drug and alcohol abuse should contact the school's Student Support Coordinator or the Dean of Student Affairs. The Student Support Coordinator provides referrals for short-term treatment programs and assessments, along with maintaining referral information for those requiring long term treatment.

#### **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Throughout the year workshops are offered for students and staff in how to prevent becoming a victim of sexual assaults. The Student Support Coordinator arranges for more specific workshops on sexual violence. These programs include a sexual assault awareness and personal safety.

Should a sexual offense occur, the procedure is the same as reporting other crimes on campus. Students are encouraged to report to both the campus security and the Philadelphia Police immediately. The Dean of Student Affairs will assist in filing such reports at the student's request. The Student Support Coordinator will be available if students choose to receive counseling. The Rape Crisis Hotline in Philadelphia can be reached at 215-985-3333. For legal assistance, contact Women Organized Against Abuse at 215-686-7082.

Victims of sexual assault or rape should follow these recommended steps. All evidence should be preserved in the event of a rape; clothes kept, the area of the offense unaltered, and the victim should not wash or clean before contacting police. Contact the police immediately by dialing 9-1-1. Do not destroy any of the clothing worn at the time of the attack. Go to a hospital emergency room for medical care. Make sure evaluations are made related to the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure injuries are properly evaluated, and could provide valuable evidence toward prosecution of the offender.) The victim should have someone with them to provide emotional support. It is the student's option to notify the appropriate law enforcement authorities, including on-campus authorities and local police.

In the case of an alleged offense, the Art Institute of Philadelphia will make reasonable arrangements to change a student's academic and living situation, if requested by the victim. An offender can be turned over to law enforcement officials when appropriate, although some cases may be handled internally. In such circumstances, students accused of offenses would be subject to investigation by officials of the school, be given the opportunity to make a statement in their defense in writing, and then could be subject to disciplinary actions up to and including suspension or termination from school. In the case of an investigation handled internally at the school, during the disciplinary hearing both parties have the

right to have the other present. Both the accused and the accuser will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with the Art Institute of Philadelphia published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the Art Institute of Philadelphia's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

### **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Members of the general public may request community notification information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in the community. Data on registered sex offenders is not available to the public in Philadelphia County.

### **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Art Institute of Philadelphia prepares the crime statistics annually by gathering all reported data and preparing a report for its employees and students. These statistics include school-sponsored housing facilities. Set forth are statistics available to the Art Institute of Philadelphia concerning the occurrence on the campus of criminal offenses in the categories which reported to campus official or local police agencies for 2008, 2009 and 2010 as defined as 2300 Market Street, 1622 Chestnut Street, 1610 Chestnut Street, , 1530 Chestnut Street and 1346 Chestnut Street.

The following statistics are provided for your information. In the first box are statistics available to the Art Institute concerning occurrences on the campus which were reported to the Philadelphia Police. The second box below sets for available statistics concerning the number of criminal offenses in relation to hate crimes on the campus, in school sponsored housing, and public property. The third set reflects the number of arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession violations. Victims or witnesses may report crimes on voluntary, confidential basis for inclusion in the annual report. The second page of the statistics consists of the documentation regarding fire department activity at the school sponsored housing locations for the 2010calendar year.



## **Crisis Management Plan: Art Institute of Philadelphia**

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- IV. Evacuation Plan
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    - iii. 1530 Chestnut Street
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- v. 1622 Chestnut Street
  - b. Relocation Plans
    - i. Emergency Relocation Contingency Plan: Short term (0-48 hours)
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- V. Emergency Medical Assistance Plan
- a. First Aid Procedures
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- a. Handling Calls From Reporters
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- VII. Audit/Debrief Response in the Aftermath
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- a. Residence Life Incident Report Form
  - b. Campus-Wide Incident Report Form
  - c. Campus Blueprints
  - d. Incident Report Form

**I. EMERGENCY CONTACT NUMBERS**

**a. Local/Community Resources**

|                                     |   |                 |
|-------------------------------------|---|-----------------|
| <b>i. Campus Security Provider:</b> | US Security   | 215-885-9400    |
|                                     | 1622 Chestnut Street  | 215-405-6404    |
|                                     | 1610 Chestnut Street  | 215-405-6414    |
|                                     | 1530 Chestnut Street  | 215-567-0716    |
|                                     | 2300 Market Street  | 215-405-6765    |
|                                     | 1346 Chestnut Street  | 215-545-6874    |
| <b>ii. Local Fire/Police/EMT:</b>   | 1346 6 <sup>th</sup> District<br>All other bldgs. -9 <sup>th</sup> District | <b>911</b>      |
|                                     | FBI   | 215-418-4000    |
|                                     | US Marshal  | 215-597-7272    |
|                                     | Alcohol, Tobacco, Firearms  | 215-717-4700    |
|                                     | PA Emergency Management   | 215-686-1104    |
|                                     | Poison Control  | 1-800-222-1222  |
|                                     | Special Victims Unit  | 215-685-3251    |
| <b>iii. Hospitals:</b>              | Jefferson   | 215-955-6000    |
|                                     | University of Pennsylvania  | 215-662-4000    |
|                                     | Temple University   | 215-707-2000    |
|                                     | Hahnemann   | 215-762-7000    |
| Health Clinics:                     | Drexel Health   | 215-762-837     |
| <b>iv. Emergency Resources:</b>     | Red Cross   | 215-299-4000    |
|                                     | Suicide/Crisis Intervention   | 215-686-4420    |
|                                     | Rape Hotline/WOAR   | 215-985-3315    |
|                                     | United Way  | 215-665-2500    |
| <b>v. Transportation:</b>           | SEPTA   | 215-580-7853    |
|                                     | Amtrak  | 215-349-2153    |
|                                     | PATCO   | 215-922-4600    |
| <b>vi. Alarm Company:</b>           | Stanley   | 1-800-238-90992 |
| <b>Electricity:</b>                 | PECO  | 1-800-841-4141  |
| <b>Elevator Maintenance/Repair:</b> | Thyssen Krupp   | 215-405-2340    |
| <b>Fire Panel:</b>                  | Kratos  | 302-992-7950    |
| <b>Gas Company:</b>                 | Philadelphia Gas Works  | 215-235-1212    |
| <b>Generator:</b>                   | Penn Power  | 215-335-5010    |
| <b>Hazardous Materials Team:</b>    | Haz Mat   | 215-964-9243    |
| <b>HVAC:</b>                        | Carrier   | 1-877-866-1167  |
| <b>Janitorial Services:</b>         | Service Master  | 800-346-2747    |
| <b>Maintenance:</b>                 | CBRE  | 1-888-414-3452  |
|                                     | 1530 – CF Dougherty   | 610-622-5665    |
| <b>Mental Health Services:</b>      | The Wellness Corporation  | 1-800-326-6142  |
| <b>Plumbing:</b>                    | Elliot Lewis  | 215-698-4410    |
| <b>Sprinkler System:</b>            | Oliver  | 610-227-1331    |
| <b>Steam @ 1622 Chestnut:</b>       | Trigen  | 215-922-2384    |
| <b>Telephone Provider:</b>          | Siemens   | 610-992-3666    |
| <b>Water:</b>                       | Philadelphia Water & Sewer  | 215-685-6300    |
| <b>Building/Property Managers:</b>  | 1346 TRO/AAC- Joe   | 215-536-1288    |
|                                     | 1530 Cross Property - David   | 610-574-1121    |
|                                     | All other bldgs-Tony Zinni  | 267-979-9307    |

## II. CRISIS MANAGEMENT PLAN OVERVIEW

### a. Purpose of the Plan

The purpose of this crisis management plan is to offer a framework for faculty/staff at AiPH to operate in the event of a critical incident, crisis, or emergency. This plan is not exhaustive, but rather serves as a guiding tool to direct employees in the right direction. Critical thinking and problem solving skills are a crucial component in the success of this plan.

### b. Overview of Crisis Management Plan

This plan is in place as a tool of preparedness when a critical incident occurs. Proper preventative measures should be in place to mitigate crises and the impact that they may have on the school. Training and education on how to prevent crisis is necessary.

Not all situations can be predicted, and crises happen, this plan is in place to aid faculty/staff in returning school resources (people, facilities, utilities) to normal operating capacity. Employees should remain calm during any crisis and should not hesitate to call 911 (9+911 if on campus) if the situation warrants it. Faculty/staff should not put themselves in a situation where they may be harmed or injured.

### c. Emergency Notification System

Emergency Notification System is the automatic email and text message service used by the Art Institute of Philadelphia to notify students, faculty and staff regarding the emergency closure of the Art Institute of Philadelphia buildings, offices or residence halls.

#### **Emergency Lock-down:**

In the event that a building would need to enter emergency lock-down the President will immediately identify who is mostly easily accessible from the Emergency Alert Team to the Emergency Notification System to send out notification. Should the President not be available the Dean of Academic Affairs or the Dean of Student Affairs will make the decision to lock-down and identify the easiest path to get a message sent to students.

#### **Password Resets & Manual Updates:**

All Emergency Notification System team members have the ability to manual update a users' preferences. Only the Associate Dean of Student Affairs and the Campus Technology Manager have the ability to reset passwords that cannot be retrieved automatically from the Emergency Notification System website.

#### **Emergency Notification System Team:**

All team members have the ability to send and manage a notifications. The ability to manage team members specific permissions is limited to the President and the Associate Dean of Student Affairs.

#### **Current Emergency Notification System Team:**

|                |                                      |
|----------------|--------------------------------------|
| Ashley Forsyth | Associate Dean of Student Affairs    |
| Harry Costigan | Associate Dean of Academic Affairs   |
| John Robinson  | Assistant Director of Residence Life |
| Mike DePrisco  | President                            |

### **III. PROCEDURES FOR EMERGENCY RESPONSE**

Any member of the Art Institute of Philadelphia's faculty or staff is authorized to make the decision to call 911. When in doubt, it is the College's responsibility to err on the side of caution. After reporting the incident to the 911 operator, the caller should immediately contact a member of the Crisis Response Team. Employees should rely on good judgment and common sense in responding to a crisis.

In all possible emergencies, you should try your best to stay calm and follow protocol. Evacuation procedures are listed in section IV of this document. Some emergencies may require additional information on how they should be handled, they are found in this section:

At no time, unless designated by the President of the Art Institute of Philadelphia, should any faculty or staff member speak to the media should they arrive on scene of an incident/crisis. For more information on communicating with the media, please read section V of this plan.

During any and all emergencies, the Crisis Response Team (CRT) should always be immediately assembled.

#### **a. Biohazards**

Precautions will be observed by all College employees and students to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible; all body fluids will be considered potentially infectious.

If an employee or student is exposed to blood, vomit, or other potentially infectious substances:

- Latex glove use is required for any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed as soon as feasible after contact and followed by a 30 second hand wash. Gloves are located in all first aid kits.
- Blood and body substance spills are to be promptly cleaned up by gloved personnel using a bleach solution. Contact the maintenance staff for assistance.
- Equipment contaminated with blood or other potentially infectious substances requires cleaning and decontamination with a bleach solution immediately or as soon as feasibly possible.
- Call maintenance staff to dispose of bloody gauze, gloves, and clean-up materials, all items should be placed in a plastic bag, and tie the bag securely. Dispose directly into the dumpster.
- Sharp items should be considered as potentially infected and be handled with extraordinary care to prevent injuries.
- Call the maintenance staff for removal and disposal of any "sharp container." Hypodermic needles should be handled carefully with tongs and gloved hands. The maintenance staff will wrap needle(s) in a towel and place the needle in a tin can.

- An Incident Report Form should be completed.

**b. Bomb Threat**

- Remain as calm as possible.
- Treat all threats seriously and do not delay taking action for any reason.
- Report the situation to security, your supervisor or the nearest Executive Committee member. The Executive Committee will order the evacuation of the building, if necessary.
- Do not activate the fire alarm for building evacuation; it may set the bomb off. The Crisis Response Team (CRT) will go to classrooms and offices and notify people to evacuate.
- Do not turn any lights on or off during a bomb threat.
- Do not use any type of radio device or cell phone.

**c. Building Collapse**

In the event that the building has collapsed or in another way been structurally compromised, please follow evacuation procedures. If the evacuation point is still in harm's way, continue to move as far away from a collapsing structure as possible.

**d. Crime**

**i. Violent**

If a violent crime occurs on campus:

- Do not attempt to apprehend or interfere with the assailant(s).
- 911 is called by the first person aware of the incident.
- Notify a member of the Crisis Response Team (CRT).
- The police will determine the course of action to take to ensure the safety of those in the vicinity of the incident.
- The CRT will designate a liaison. The liaison will wait by the building entrance to meet and guide the emergency personnel. The President will make all communication with authorities. Staff, faculty and students will be instructed to not speak to anyone from media.
- The liaison will identify key personnel to assist with authorities' directives. This may include Security, the CRT and/or other administrators.
- The Facilities Manager will provide a copy of the floor plan of the building to the police.

Once the immediate crisis is resolved:

- For those indirectly affected by the incident, dismissal should occur after an official announcement is made regarding what happened.
- For those directly affected by the incident, groups consisting of no more than 20 people will be contacted by a crisis response team member and provided with an opportunity to discuss and express any concerns or issues prior to dismissal.

If injuries or death have occurred:

- Family members of all casualty victims are notified as soon as possible. The Dean of Student Affairs will coordinate this communication.
- Follow procedures under "Medical Emergency" and or "Death of a Student/Employee."

- The President will set up a phone line providing information to those who are calling for information.
- The Dean of Student Affairs will file an Incident Report Form.
- Corporate Legal Counsel is to be notified of the situation.
- Faculty and staff are advised by the College counselor to identify and refer those students or employees at high risk for emotional disturbances. These may include relatives and close friends of the deceased and classmates who may have witnessed or come upon the death scene.

**ii. Theft or Petty Crime**

If an employee suspects a member of the campus community is breaking the law, the employee should contact one of the members of the College's Executive Committee. If the situation is immediate and occurring on campus, the employee should contact one of the following:

- Security
- Dean of Student Affairs
- Dean of Academic Affairs
- President

**iii. Sexual Assault**

If a sexual assault occurs on campus:

- If the assault is witnessed, do not attempt to interfere or apprehend the assailant. Call 911 immediately.
- The person assaulted or anyone who knows of the incident should contact Security and the Dean of Student Affairs or 911 should be contacted immediately.
- The Dean of Student Affairs will gather information, complete the Incident Report Form, and will file internal reports.
- Campus authorities can assist a student in reporting violations at a student's request.
- If the alleged perpetrator is a student, the Dean of Student Affairs will then investigate and handle disciplinary action.
- The Dean of Student Affairs and Student Support Coordinator will be available to assist and refer those who are in need to counseling, emotional support, and/or referral to local hospitals, crisis programs, and sexual assault programs.
- Depending on the nature and the circumstances of the incident, the Dean of Student Affairs, with input from the Executive Committee may prepare a statement.

**e. Death**

**i. Student**

- Verify that the deceased student has been properly identified.
- Inform the President. If there is a student with an identical name, The College should ask the student to call his/her family so they will not be alarmed by a news release. The President should handle all contact with the media.
- Verify notification of family. Initial notification should impart only the essential information, identifying the College administrator by name and title and telephone number for further contact, the cause of the

student's death, and the locality of the deceased student. The family should be asked to begin making arrangements for someone to come to the campus. The administrator should make a second contact with the family in a short time to answer questions and learn of travel and other arrangements made by the family.

- Notify the student's Academic Director, faculty, Registrar, Student Financial Services, Accounting and Executive Committee.
- If the deceased is an international student, notify the International Student Advisor and follow the international student guidelines for notification and repatriation.
- Designate staff to oversee the collections and packing of all personal belongings including College projects. If necessary, the College should cover the cost of shipment of the personal belongings if taken from College premises or College-sponsored housing.
- The Dean of Student Affairs will oversee the paperwork involved in notifying all campus officials who might send information to the student's home address officially withdrawing the deceased student from the institution, notifying the student's instructors, arranging for appropriate refund of tuition and fees, and drafting a letter of sympathy for the President to sign.
- Determine who will be responsible for serving as host to the family while on campus.
- Consider the appropriateness of a campus memorial service.
- Be prepared to explain to the family (a) any local or state ordinances involving autopsies, death certificates, bank accounts, or moving of the deceased, (b) institutional policies on tuition and refunds, (c) how memorial scholarships are established, (d) what costs College will cover, (e) institutional policy concerning posthumous degrees.
- Send copy of Incident Report Form to the insurance company.

For the off-campus resident student living with friends or parents, notification is generally handled by the family or the friends. It would remain the responsibility of the Dean of Student Affairs to ascertain that such notification has taken place. If it has not and an inquiry of emergency services personnel suggests it would be appropriate, the Dean of Student Affairs should notify the next of kin. The notification of on-campus offices for administrative purposes still rests with the Dean of Student Affairs. Depending on the proximity of the next of kin, it may be necessary to work through police to contact the nearest police agency to the next of kin. Local police services can access the appropriate counseling services or clergy to support the next of kin.

#### Disposal of Personal Property/Living Quarters:

When a person dies, survivors are not likely to be immediately concerned about the personal belongings and the living quarters of the deceased, but such matters should be given attention. The College should cooperate fully with the family in an efficient and timely manner about handling the personal property of the student.

If the student was a resident of College-sponsored housing, the Dean of Student Affairs' primary responsibility is to assure that the Director of Residence Life is aware of the student's death. Furthermore, assuring that the deceased personal property is stored and safeguarded until such a time when the family can claim it. For example, if the family is unable to come to the campus to claim the property or if there is an investigation pending of unusual circumstances the college must hold the property.

If the student does not live in College-sponsored housing, the College may be less involved. Generally family and/or individuals with whom the student is living take care of the off-campus resident's personal property. The obligation of College to the family may consist of providing addresses and information.

For a reasonable period after the student's death, the Dean of Student Affairs should follow-up with the College offices originally notified. The purpose of the follow-up is to ascertain that the student's permanent file contains notation of the student's death, that the student will not receive mail, notifications, and billings.

**ii. Student's Family Member**

Students should report the death of a family member to the Dean of Student Affairs.

- The Dean of Student Affairs will get information about the family member from the caller.
- The Dean of Student Affairs and Student Support Coordinator will provide emotional assistance to the student as needed. The Dean of Student Affairs may also assist the student with arrangements for getting him/her home etc.
- The Dean of Academic Affairs will notify student's department chair, academic director and all current professors.

**iii. Employee**

- Person aware of employee's death immediately notifies the Executive Committee member or the immediate supervisor of the deceased.
- Department Supervisor notifies the corresponding Executive Committee member.
- The Executive Committee member notifies the Director of Human Resources and the President.
- The President, in conjunction with the Director of Human Resources, immediately prepares a memo to faculty and staff regarding the employee's death. Depending upon the circumstances a public statement may also be prepared.
- If the deceased was a faculty member, the Dean of Academic Affairs attends each of the classes taught to notify students of the instructor's death.
- The employee's department chair deactivates the voicemail and e-mail of the deceased.

- The department chair or the Director of Human Resources removes company property from the deceased employee's home and returns personal belongings to the deceased person's next of kin.
- The Director of Human Resources notifies insurance plans, gathers information for the family of the deceased including life insurance, retirement plan beneficiary, and distribution process.
- The President's office sends flowers or "in lieu of" to the family.
- The employee's supervisor and Director of Human Resources determine the appropriateness of a campus memorial service.
- College counselor is made available for counseling staff and students.
- If the death is sudden, the result of violence or suicide, group debriefings may be appropriate. Counseling will be made available to all.

**f. Elevator Break Down**

If an elevator has stopped operating and people are trapped inside:

- People trapped inside should push the call button inside the elevator. Security is automatically dispatched by the pushing of the call button.
- Individuals aware of the situation should immediately inform Security and the CRT.
- Instruct those trapped inside not to pry the doors open or to attempt to crawl out of the elevator.

**g. Fall of Foreign Government/War**

If a foreign government declares war against another country, or a foreign country is invaded by an aggressor country, overthrown by their own people it can create difficult situations for their citizens who are temporarily studying abroad.

- The International Student Advisor will contact the student's Consulate and the US Immigration and Naturalization Service to determine student options for returning home or remaining in the United States.
- The International Student Advisor will contact students who are directly affected by this event to ask about their concerns, to answer questions, and to determine if they are safe (i.e., if others are directing negative comments at these students).
- The International Student Advisor will find out the financial impact on student, if any, and notify the Dean of Student Affairs. Student may need assistance (food, lodging, tuition, etc.) until the situation stabilizes. The Dean of Student Affairs will work with the Executive Committee to determine the level of support and assistance.
- The International Student Advisor may set meetings with students to review what is happening and how they are impacted, and will relay this information to the Dean of Student Affairs and the President.

**h. Fight**

In the event that a fight occurs in the College or in front of any College building, the employee or student should immediately seek the following:

- Security
  - Dean of Student Affairs
  - Dean of Academic Affairs
  - President
- Do not attempt to break up the fight
  - Make sure there are no weapons present

**i. Fire**

If a fire is discovered in a campus building:

- Upon discovering a fire, close the door to the room where the fire is located.
- Use your best judgment and, if the fire is small, you may use a fire extinguisher.
- Activate the Fire Alarm System by using pull stations that are located by each emergency exit door.
- Call security if the fire is contained, call 911 if it is not. Be sure to give your name, location, telephone number, and location of the fire.

If you hear a fire alarm:

- Stay calm. Leave the building immediately. Do not use elevators.
- Close any open doors but do not lock them.
- Notify fire fighters on the scene if you suspect someone may be trapped inside the building.
- Do your best to escort anyone who is unable to get down the stairs to the stairwell and notify the CRT and fire personnel as to what floor they were left on.
- Keep lobby clear of all non-essential personnel.

**j. Hostage Situation**

Should any employee or student be forced to stay in one location by one or more individuals, the following things should be considered.

- Do not attempt to apprehend or interfere with the hostage taker(s).
- The first person aware of the incident should call 911 and notify security.
- The police will determine the course of action to ensure the safety of those in the vicinity of the incident. If evacuation is necessary, Evacuation Procedures and notifications will be employed.
- If the situation involves an assailant on the grounds, key personnel will go to the classrooms and offices and discreetly alert instructors and staff of the situation and have them lock all doors as they exit the building.
- Instructors should encourage students to stay away from all windows.

**k. Power Outage**

If power is lost in the building all students and employees should:

- Notify security and a member of the Executive Team
- The President or Executive Committee member designee will initiate the emergency notification system to let everyone know to evacuate the building.
- Security will conduct a sweep of the buildings to make sure that everyone has been evacuated.

- The facilities manager will work with his/her team and PECO to determine the cause of the power outage and how long the repairs will take to complete.
- Notification will be given periodically to all faculty and staff. Some classes may be relocated if necessary and possible.

**l. Suspicious Package**

- If you spot a suspicious object, package, etc. report it to Security, President, Dean of Student Affairs, or any Executive Committee member. Under no circumstances should you touch or move any package in any way. A suspicious package may not contain a return address; it may be delivered or discovered in an unconventional way. It is also crucial to be observant of secondary packages/devices located around the Facilities.
- Security will evacuate the area. Security and or the police will rope off the immediate area around the package.
- Contact and wait for trained police squad to examine and dispose of the package.

**m. Threats to self or others**

In the event that a staff member has reason to believe a student may be suicidal or represent a potential threat to others, the following action is to be taken:

- Take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared.
- Immediately report concerns to the Student Support Coordinator and/or your EC member.
- Under no circumstances should an untrained person attempt to assess the severity of suicidal risk; all assessment of threats, attempts or other risk factors must be left to the appropriate professionals.
- Based upon the opinion and assessment of the school counselor and/or Dean of Students; either police will be called or other appropriate action will be taken to ensure the safety of all students and employees.

When the school becomes aware that a student or staff member has attempted suicide, the school must protect that person's right to privacy. Should a parent or other family member notify the school of a student's suicide attempt, the family should be referred to appropriate community agencies for support services. Staff response should be focused on quelling the spread of rumors and minimizing the fears of fellow students and staff. Any services provided to the person who attempted suicide must be kept confidential and coordinated with outside service providers, such as a suicide crisis counselor or hospital emergency team.

**Student Reentry Into School:**

Efforts to respond to suicide attempts and other traumas should be focused on making the student's return to school a comfortable one. Because families exposed to a suicide attempt experience considerable guilt and fear, they are more likely to disclose that a daughter or son has made an attempt if they know the school has a helpful, non-threatening manner of dealing with suicide.

Because a student who attempted suicide often is at greater risk for a suicide in the months following the crisis, it is extremely important to closely monitor his

or her reentry into school and to maintain close contact with parents and mental health professionals working with that student.

Assuming the student will be absent from 1-4 weeks after a suicide attempt and possibly hospitalized in a treatment facility, our school will follow these steps:

School reentry for a Student Who Has Attempted Suicide:

1. If possible, obtain a written release of information signed by the student. This makes it possible for confidential information to be shared between appropriate school personnel and treatment providers.
2. Inform the student's instructors regarding the number of probable days of absence.
3. Instruct instructors to provide the students with assignments to be completed, if appropriate.
4. Maintain contact with the student to keep him/her informed of the latest developments in the school, if appropriate.
5. Seek recommendation for aftercare from the student's therapist.
6. The Student Support Coordinator should convey relevant non-confidential information to appropriate school staff regarding the aftercare plan.
7. Once the student returns to school, the Student Support Coordinator should maintain regular contact with him/her.

#### **n. Weapon on Campus**

Any situation involving a weapon is potentially dangerous. It is important to assess the individual's mental status before and during a confrontation and proceed only with caution.

Non-threatening possession of a weapon:

- Individual aware of the weapon possession should report the situation to Security or Crisis Response Team (CRT) member.
- The CRT member will consult with the Dean of Student Affairs to make a determination regarding who, in addition to Security, should confront the individual with the weapon. The police may be contacted, if appropriate to the situation.
- If the individual is a student or employee, he/she will be approached and asked to remove the weapon from the premises. If the person is a visitor, he/she will be escorted out of the building by Security.
- If the individual declines to remove the weapon from the premises, Security or the police will escort him/her from the premises.
- The Dean of Student Affairs will take follow-up disciplinary action, if a student is involved.
- Appropriate department director will take follow-up disciplinary action if an employee is involved.
- If a visitor of a student or employee was involved, their host will be subject to disciplinary review by the Dean of Student Affairs or their department manager.

Threatening possession of a weapon:

- Do not attempt to apprehend or interfere with the person who has the weapon.

- Attempt to retreat discreetly and assist or facilitate others to do likewise.
- As soon as safely possible, call 911. Provide them with your name, location, and information about the situation, including type of weapon, physical description, and mental state of person with weapon.
- Notify Security desk and an CRT member of the situation and the location to assist in directing emergency personnel. The President and other members of the CRT.

**o. Weather/ Acts of Nature**

The decision to close the Art Institute of Philadelphia is made by the President and/or the Dean of Academic Affairs. Once the decision to close has been made, either the President or the Dean of Academic Affairs will notify local media, the Regional Public Relations Manager is notified so that a message can be put up on the website and the Associate Dean of Student Affairs is notified to activate the Emergency Notification System system. If the Associate Dean of Student Affairs cannot be reached the message can be sent by the Dean of Academic Affairs, or the Dean of Student Affairs.

**i. Earthquake**

- If indoors, stay there.
- Crouch under a desk or table or stand in a corner, or in an inside doorway, away from windows, glass and outside walls.
- Do not use elevators.
- Do not rush for the doors.
- Move away from shelves containing objects that could fall.
- Keep in mind that severe aftershocks may result from a large earthquake. You should remain in a “duck and cover” position until aftershocks have stopped.
- Follow emergency evacuation procedures if advised to evacuate.
- Announcements will include information such as not using noted blocked or damaged stairways or any elevators.
- Remain calm if the electricity goes out or if a fire alarm sounds.
- Do not re-enter the building until advised to do so.
- Turn on radios and listen for instructions from public safety agencies. Keep your cell phone near you for updates from the emergency alert system.

**ii. Flood**

If there were to be severe flooding around any of the campus buildings the following should be considered:

- If the building were to be surrounded by flooding waters, all students and employees should get to the highest floor possible.
- Do not use elevators.
- Do not stand in flooding waters if possible. Beware of stepping into any water that may have electrical current running through it.

**iii. Snow/Ice Storm**

- If there is snow or ice predicted that will impact students ability to safely travel to and from campus, the school will do everything possible to alert the campus community in a timely manner.

- While a missed class will count as an absence should class take place, students are asked to take the absence if it is too dangerous to make it to campus.
- The main communication for snow closures is the emergency notification system.

**iv. Hurricane**

Dangers from hurricanes include high winds, flooding, and flying debris. Although hurricanes typically threaten coastal areas, their damage can be inflicted far inland as well. Hurricanes may also spawn tornadoes. Hurricane season typically runs from June to November.

If a hurricane warning is issued:

- If you are not advised to evacuate, move to an interior area, stay in the building and away from windows.
- Be aware that the calm "eye" is deceptive; the storm is not over. The worst part of the storm will happen after the eye passes over and the winds blow from the opposite direction.
- Be alert for tornadoes. Tornadoes can happen during a hurricane and after it passes over.
- Await instructions to move to an interior area or to evacuate.
- Students should notify their families.
- If you have an automobile, maintain a full tank of gas once a "Warning" is officially announced.
- Immediately collect water in suitable containers for drinking purpose upon notification that a major hurricane is approaching (Level III and above).
- Obtain precise information regarding Red Cross sponsored shelter locations.
- Shelter location information will be provided on the radio, on local television reports and through the College's emergency notification system.
- In the event of an OFFICIAL evacuation order, car pool with other students to a specific Red Cross approved emergency shelter. Do not take pets, alcohol or perishable foods to any emergency shelter. Discuss well in advance of an official evacuation order, the persons with whom you will car pool.
- Should you evacuate to an emergency shelter, take only bedding and personal hygiene items, non-perishable food and a battery operated radio and cell phone. If you require medication, be certain that you have enough to last for at least one week and be certain to take it with you. Do your best to keep a few dollars of cash on your person. Keep some change with you to make phone calls.

**IV. EVACUATION PLAN**

**a. Evacuation Procedures**

- Stay calm. Stop work immediately. Grab your valuables; do not pack up work, supplies, or work in progress.
- Walk, don't run.
- Follow directions for exiting your area, evacuation signs are posted on each floor near the elevators and stairwells. Exit the building using nearest stairwell only.
- Do not use elevators. If the power fails, the elevators will stop, causing the occupants to become trapped. Since elevator shafts are like chimneys, smoke could enter the elevator shaft thereby asphyxiating the occupants who are trying to evacuate the building.
- Physically challenged individuals should get to a stairwell and notify someone that they are there so that the message can be relayed to the appropriate personnel.
- If the door feels cool, open cautiously. Be prepared to close it quickly if the corridor is filled with smoke or if you feel heat pressure against the door. If the corridor is clear, proceed with the building evacuation instructions.
- After exiting, immediately proceed to the designated evacuation location for the building that you are in.
- Remain calm and alert. Instructors are to accompany their classes throughout the emergency. Instructors should advise students to secure their valuables and close the classroom door after the last student has exited the classroom. Use the floor exit closest to the room you are located in at the time of the emergency.
- Resident Assistants (RAs) should attempt to reassemble their floors.
- If caught in smoke or heat, stay low where the air is better. Take short breaths through your nose until you reach an area of rescue. Be sure the fire exit doors are kept closed at all times so smoke cannot enter the stairway.
- Do not re-enter the building for any reason until emergency personnel provide authorization.
- In the case of a bomb threat, the fire alarm could activate the bomb. The CRT will go to the classrooms and offices to notify people to evacuate. Follow regular evacuation procedures.

**i. Fire Marshals**

There are Fire Marshals for each floor of 1610, 1622 and 2300. Fire Marshals are to ensure that all persons located on their assigned floors are evacuated. Fire Marshals are well-versed and trained in the evacuation procedures and can assist the CRT in an emergency.

| <b>1622 Chestnut Street</b> |                |                |
|-----------------------------|----------------|----------------|
| Basement                    | Jason Owens    | Maurice Wilson |
| 1 <sup>st</sup> Floor       | Walt Palmer    | Larry McHugh   |
| 2 <sup>nd</sup> Floor       | Mike Marren    |                |
| 3 <sup>rd</sup> Floor       | Deb Kalai      | Ashley Forsyth |
| 4 <sup>th</sup> Floor       | Chris Griswold | Kali Meeks     |

|                       |                   |                 |
|-----------------------|-------------------|-----------------|
| 5 <sup>th</sup> Floor | Rob Crites        | Donald Ravenell |
| 6 <sup>th</sup> Floor | Jay Zapata        | Carl Bean       |
| 7 <sup>th</sup> Floor | Cal Davies        |                 |
| 8 <sup>th</sup> Floor | Steve Ittershagen |                 |

| <b>1610 Chestnut Street</b> |                |                 |
|-----------------------------|----------------|-----------------|
| Basement                    | Evelyn Vazquez | Chuck McCrory   |
| 1 <sup>st</sup> Floor       | Ray Becker     | Edward Crawford |
| Mezzanine                   | Jeff Otto      | Jim Gallagher   |
| 2 <sup>nd</sup> Floor       | Mike Kalai     | Tara Gemmi      |
| 3 <sup>rd</sup> Floor       | Paul Moore     | Brock Donnelly  |

| <b>2300 Market Street</b> |                   |                 |
|---------------------------|-------------------|-----------------|
| 1 <sup>st</sup> Floor     | Nancy Fitzgerald  | Kathleen Tucker |
| 2 <sup>nd</sup> Floor     | Cecelia Rodriguez | Harry Costigan  |
| 3 <sup>rd</sup> Floor     | Chef Tillinghast  | Dave Logue      |

**ii. 1346 Chestnut**

The 1346 building will evacuate across Broad Street (making a left out of the building) to the southwest corner of Broad and Chestnut. Resident Assistants will be responsible for locating their residences and conduct a roll call.

- Know the location of the alarm signal stations and how they operate.
- Feel the door that leads from your apartment to the corridor before opening it. If it is hot or smoke is seeping in, do not open the door. If you become trapped in your apartment and cannot reach the fire exit, keep the door closed and seal any cracks/openings. Use the telephone to contact the Fire Department by dialing 911, and give them the name and location of the building, as well as your floor and apartment number.
- Should the residence halls close independently for any reason, the Director of Residence Life will send out the Emergency Notification System message to residents of the affected building only. If the Director of Residence Life cannot be reached, the Assistant Director of Residence Life or the Dean of Student Affairs will send out the resident-specific message.

**iii. 1530 Chestnut Street**

The 1530 building should evacuate to the 1610 lobby. If 1610 is also being evacuated, evacuate across Chestnut street.

**iv. 1610 Chestnut Street**

The 1610 building should evacuate to 1622 building. If 1622 is also being evacuated, students and employees should head toward 1346 Chestnut Street.

**v. 1622 Chestnut Street**

The 1622 building should evacuate to 1610 building. If 1610 is also being evacuated, students and employees should head toward 1346 Chestnut Street.

**vi. 2300 Market Street**

The 2300 Market street building should evacuate to the open-air lot across 23<sup>rd</sup> street.

**b. Relocation Plans**

**i. Emergency Relocation Contingency Plan: Short term (0-48 hours)**

- If there are injuries, immediately contact the Head of Facilities, Dean of Student Affairs, or President to transport injured parties to local hospitals via ambulance and/or college vehicles. First-aid trained employees may provide some first aid on-site. The Crisis Response Team (CRT) will maintain a list of students and employees transported from the site by emergency personnel.
- An Information Center will be set-up where information can be gathered and dispersed. In the event of an evacuation the CRT will meet in a designated location.
- Depending on the condition of the building, the CRT will allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings.
- Phones will be made available to enable all evacuees to call home/family.

**ii. Contingency Plan in the event Evacuees cannot return home**

- If the Emergency Services (fire and police) responded to the crisis, they may provide resources for emergency needs. If needed, call 911 for additional resources.
- Student Affairs and CRT will assist with finding lodging for evacuees. Review options for temporary lodging for displaced evacuees, including other academic buildings, College-sponsored housing, community spaces and local hotels and motels. Encourage those who live within walking distance to provide temporary housing for those who cannot get home immediately.
- Those evacuees who cannot get home should report in at the Information Center. Require them to give their names, phone numbers and emergency contact information and record where they will be staying. This information may be used to account for the whereabouts of all evacuees.

**iii. Emergency Relocation Contingency Plan: Long term (48+ hours)**

- Student Affairs and CRT will assist with finding lodging for evacuees. Review options for temporary lodging for displaced evacuees, including other academic buildings, College-sponsored housing, community spaces and local

hotels and motels. Encourage those who live within walking distance to provide temporary housing for those who cannot get home immediately.

#### **iv. Shelter in place**

The Philadelphia Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological, or other emergency outside the building. The purpose of the shelter-in-place plan is to safeguard occupants during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the building by closing windows and doors and shutting off air handling/HVAC systems, and by moving occupants away from perimeter windows and doors to safer locations in the building. Where possible these locations will be near restrooms. Once each year a shelter-in-place drill will be conducted to ensure occupants know what to do and where to go during an emergency. Persons responsible for performing duties during the emergency will be provided with training.

#### **Procedure:**

- Building management will announce when a shelter-in-place emergency is occurring. When an emergency is announced, occupants should immediately go to their designated shelter location.
- Occupants that have portable radios or cell phones should take them with them. Tune radios to news stations to listen for instructions and updates related to the emergency.
- Handicapped persons requiring assistance will be assisted to their shelter location.
- The following persons are responsible at the onset of an emergency to ensure exterior doors and windows are closed and air-handling systems are shut down:
  - o **1346 Chestnut Street**
    - Location is elevator waiting areas on each floor
    - Basement: Building Manager Joe Houston – shut down of air handling systems
    - 1st floor lobby: Security Officers – secure front entrance doors.
  - o **1530 Chestnut Street**
    - Building Maintenance: CF Dougherty
    - Property Managers: Cross Property

#### **c. Missing Student Protocol**

When a student is determined to be missing, staff are obligated to make every attempt to locate the student, up to and including calling parents, police, etc.

1. If a student is reported to be missing, staff should acquire their contact information and contact them on a constant

basis. If student lives on-campus, housing staff should go to their apartment.

2. If after three hours the student does not respond, their parent/guardian should be contacted.
3. If after an additional two hours the student does not respond, and/or the student is determined to be in distress, 911 should be called.
4. If the missing student is under the age of 18 it is required by the school that the parent or guardian listed on their contact sheet be notified.
5. Regardless of a student's age, the parent or guardian will be notified within 24 hours of any student that is reported to be missing.

## **V. EMERGENCY MEDICAL ASSISTANCE PLAN**

### **a. First Aid Procedures**

1. Try to remain as calm as possible.
2. Check the scene for safety and eliminate any unsafe conditions. If necessary, deputize another employee to assist you.
3. Check the injured person and assess:
  - a) Is there severe bleeding?
  - b) Is the person unconscious? Is there a head injury?
  - c) Is the person having trouble breathing?
  - d) Is the person skin tone becoming flush or discolored?If yes, to any of these, call 911 immediately.

Have someone stay with the injured person (preferably a staff or faculty member).

4. When calling 911, be sure to have the following information:
  - a) Exact location of injured person
  - b) Name and age of injured person
  - c) Nature of the emergency (what happened?)
  - d) Condition of the injured person

**DO NOT HANG UP UNTIL THE 911 DISPATCHER HANGS UP!!**

5. Use your best judgment - if in doubt, call 911 immediately.
6. Ask the student or employee if there is a person he/she would like to have notified.
7. A student has the right to refuse paramedic or hospital treatment. Incident report must still be completed and submitted with refusal of treatment form.
8. After the incident, please contact the Student Affairs Department to complete an injury report or for assistance with anything else.

### **b. Basic First Aid**

1. Try to remain as calm as possible.
2. Assess the injury.
3. If the person is able to go with you, take the person to the nearest first aid station and administer the necessary assistance (Wear latex gloves for all first aid care.)
4. If the person is unable to go with you, have another employee get the first aid kit. Administer the necessary assistance.

5. Someone should stay with the injured person at all times and pay attention to any changes in their condition.
6. If the person needs to go to the hospital or go home, the Student Affairs Department can assist in arranging transportation if necessary.
7. After the incident, please contact the Student Affairs Department to complete an incident report.

**c. On-Campus First Aid Responders Contact Information**

There are first-aid kits located throughout the buildings and at each Security Desk. The following people are CPR and First-Aid Certified:

| <b>Name</b>       | <b>Floor</b>           | <b>Extension</b> |
|-------------------|------------------------|------------------|
| Isa Allende       | 2 <sup>nd</sup> , 1622 | 6336             |
| Jared DiMartine   | 2 <sup>nd</sup> , 1610 | 6719             |
| Steve Ittershagen | 8 <sup>th</sup> , 1622 | 6371             |
| Debra Kalai       | 3 <sup>rd</sup> , 1622 | 6371             |
| Ashley Forsyth    | 3 <sup>rd</sup> , 1622 | 6778             |
| Michael Marren    | 2 <sup>nd</sup> , 1622 | 6394             |

**d. Notification of Emergency Contact/ Family Members**

A member of the Executive Committee should be informed prior to contacting family members of a student or employee injury or illness.

In the case of an injury or illness, in most cases, the student or employee can indicate who should be notified. In cases where a student cannot provide that information, the academic file in the Registrar’s Office contains emergency contact information. The Human Resources Department can provide emergency contact information for faculty and staff.

In the event of a serious or life threatening injury, illness, or death, the College President should be contacted immediately to assist with notifying the family. Notification should be done by a member of the Executive Committee.

**VI. MANAGING MEDIA COMMUNICATION**

With rare exceptions, one can be sure that inquiring reporters will get their story with or without the College’s cooperation. Cooperating with the press is in everyone’s best interest. Most media outlets consider anyone working in organization to be a source. Employees should be aware of this and only give statements if they are authorized by the President to do so.

**a. Handling Calls From Reporters**

Employees should never use, “No comment.” Instead, employees should be instructed to say, “Our regional Public Relations Director is Kim Resnik, she can be reached for comment at (770) 689-4892.” If a reporter were to say that they have already obtained an interview and that it is okay to speak with them, make sure you always confirm with Public Relations first.

**b. E-Mail Communication**

Do not communicate with the media via email unless you have been designated by the President or Regional Public Relations Director to do so. Do not answer any questions regarding a crisis via email, especially if you do not know the source.

**VII. AUDIT/DEBRIEF RESPONSE IN THE AFTERMATH**

In the aftermath of a crisis, the usual response is a strong desire to move forward and resume the normal activities of the College. However, in order for the College be better prepared to handle the next crisis, the CRT must evaluate how the crisis plan was effective, where the plan needs to be revised and what changes should be made to the plan.

Once the CRT determines that the crisis has passed, the College should communicate the news to both its internal and external audiences. The message can be disseminated in the form of a letter, newsletter, or meeting and should outline how the crisis was handled, what we learned, and how we plan to move forward.

**VIII. APPENDIX/FORMS**

- a. Residence Life Incident Report Form**
- b. Campus-Wide Incident Report Form**
- c. Campus Blueprints**
- d. Incident Report Form**