

# EMERGENCY PROCEDURES

## Lockdown Alerts



The lockdown alert/mass notification system will be utilized in the event of an emergency situation involving serious threat to human life. If threatening behavior by an individual is observed/encountered, pull a yellow lockdown alarm if not already activated. Once the system is activated:

- If in a classroom, your instructor will lock the door and turn off the lights.
- Once the door is locked, no one else should be allowed to enter.
- Move to an area away from doors and windows.
- If you are in a common area, run to the nearest safe area (i.e. open classroom, restroom, etc.)
- The Department of Public Safety & Security and police will automatically be notified. Do not call either unless you have pertinent information relating to the suspect.
- Remain in lockdown.
- Await further instructions via the audible notification system and/or e2Campus notification.

Lehigh Carbon Community College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, political affiliation, religion, ethnicity, national origin (including ancestry), citizenship status, disability, age, marital status, family responsibilities, sexual orientation, gender identity, veteran or military status (including special disabled veteran or recently separated veteran), genetic information or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. Inquiries about this policy and procedure may be made internally to: Donna Williams, Director of Human Resources/Title IX/Equity Coordinator, Office of Human Resources, 4525 Education Park Drive, Schnecksville, PA 18078, 610-799-1107, dwilliams@lccc.edu. PERM2A-nn.ind (3/7/14)

## Fire Procedures



### In case of fire:

- If not already activated, pull a red fire alarm.
- Follow the evacuation route posted in your area in a calm, orderly manner and proceed to a safe location away from the building.
- If you had been in a classroom, verify with your instructor once outside that you have exited the building safely.
- Await further instructions.

## Medical Emergencies/ Accidents/Injuries

- Call 911 immediately if an ambulance is required for a serious injury/illness.
- Notify the Department of Public Safety & Security immediately to respond by calling 610-799-1169.
- Provide assistance as capable until officers and/or emergency services arrive.



### DEPARTMENT OF PUBLIC SAFETY & SECURITY

*To report a problem in person:*

**LCCC Main Campus: SSC 1**

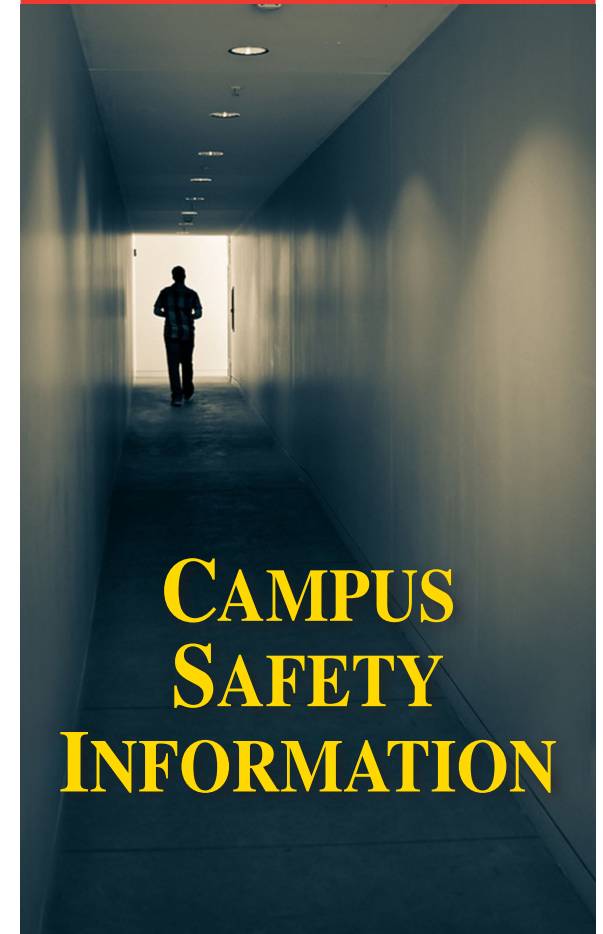
**LCCC Allentown: First Floor East Wing**  
(next to the computer lab)

**LCCC Jim Thorpe: Front Desk Receptionist**

**LCCC Tamaqua: Front Desk Receptionist**



## DEPARTMENT OF PUBLIC SAFETY & SECURITY



## CAMPUS SAFETY INFORMATION

### Contact Information:

LCCC Main Campus:

**610-799-1169 or 610-799-1911**

LCCC Allentown: **610-799-1264**

# CAMPUS SAFETY AT LCCC

The LCCC Department of Public Safety & Security is committed to providing a safe and secure environment for students, faculty, staff and visitors. The primary concerns of the department are to protect and serve the campus community in a professional and accessible manner.

The Department of Public Safety & Security provides the following services:

- Respond to calls for assistance
- Leadership in emergency situations
- Coordination with responding emergency services
- Lockouts and jump starts of vehicles on college property
- Parking enforcement
- Smoking policy enforcement
- Safety education
- Other services as appropriate

In addition to the department efforts, the most effective component of any safety program is you!

## EMERGENCY NOTIFICATION

The college provides a mass notification system for LCCC students and employees. You are encouraged to opt-in to the e2Campus notification system to receive emergency information and updates regarding school closings, delays, and emergency evacuation information. Enrollment can be completed through the **myLCCC** link from the college homepage by clicking on “**Connect to Bannerweb**,” select “**Personal Information**” and select your option. Messages can be received via text message, email and/or voicemail. Text messaging rates through your wireless carrier may apply.

For additional emergency procedures information visit <http://www.lccc.edu/about/safety-and-security/fire-building-evacuation-and-campus-lockdown-procedures>. Step-by-step instructions for e2Campus enrollment are also included in the brief safety procedure video on the site.

## SAFETY TIPS

- Be alert and focus on your surroundings.
- Whenever possible, carry a cell phone with emergency numbers programmed in it.
- Trust your instincts. If you feel uncomfortable in a situation, get out of it.
- Never leave purses, backpacks or other valuables unattended.
- Do not leave valuables in plain view in vehicles.
- Always lock your vehicle.
- If arriving or leaving after dark park in a well-lit, public area.
- Walk with others after dark.
- Report all suspicious behavior including erratic or irregular individual behavior by notifying the Department of Public Safety & Security.