

EMERGENCY PROCEDURES



Quick Reference Guide



ACTIVE SHOOTER/ATTACKER

An active shooter/attacker is a person whose activity is immediately causing death or serious injury and the threat is not contained.

- CALL 911 and Public Safety 610-799-1911.
- Or, pull the yellow Active Shooter Alarm that is located in hallways at all campuses and call Public Safety if circumstances allow.

The following will occur:

- An alarm signal (audible and visible) will begin along with a broadcast message that will be heard both in and outside of the buildings, instructing:
- Active attacker on campus; **Keep alert**; **Run** if able; **Hide** if no escape; **Fight** if in immediate danger

If such an event occurs, here is additional guidance:

RUN

Have an escape route and plan in mind.
Make sure it is safe to leave the area.
Leave your belongings behind.
Keep your hands visible.
Once in a safe place, call police and give detailed information.

HIDE

If unable to run from the danger, your second option is to hide. Find a place that's out of the attacker's sight and remain quiet. Do not huddle together (it makes an easier target). Silence your cell phone.

FIGHT

Turn off any lights (room, hallway, computer, etc.).
Lock and barricade doors with whatever is available, such as desks, chairs or door wedges.
Fighting is a last resort to be used only when your life is in imminent danger. (However, sometimes fighting may be the first and only option.) Find an object to use as a weapon, such as a fire extinguisher, backpack, book or chair.
Attempt to incapacitate the attacker, commit to your actions; work with others to disable the assailant.



LOCKDOWN

A lockdown takes place to secure a building from an external threat.

- Doors will be locked and no one will be allowed into the building.
- Occupants of the building may opt to leave, but it is not advised. **There will be no re-entry.**
- All normal business activities and classes are halted.
- An alert through the audible public address system will provide further guidance.



FIRE

If an emergency exists, activate the red building alarm and CALL 911.

- Building evacuation will occur when an alarm sounds or an emergency exists.
- Do NOT use elevators.
- If unable to use stairs, go to area of rescue.
- When outside, move to a clear area at least 500 feet from building.
- DO NOT RE-ENTER THE BUILDING.



WEATHER EMERGENCIES

- Alerts will be sent through emergency notification system. Register for Omnilert at www.lccc.edu/weather-alerts.
- For updates, monitor the college website, social media and local television and radio stations.



MEDICAL EMERGENCIES

- If serious injury or illness occurs on campus, call 911 or Public Safety at 610-799-1911.
- For a minor injury or illness, trained personnel should provide basic first aid care. All Public Safety officers are trained in first aid and CPR/AEDS.



PSYCHOLOGICAL CRISIS

A psychological crisis may exist when a person is threatening harm to themselves, or others.

- In extreme emergencies, CALL 911.
- Never try to handle a dangerous situation on your own.
- Contact Public Safety at 610-799-1911 or Counseling at 610-799-1895.



BOMB THREATS

- If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE OBJECT.
- Make a visual inspection of areas for suspicious objects and report the location to Public Safety.
- Evacuate the area and CALL 911. Alert Public Safety at 610-799-1911.
- Take personal items with you.
- DO NOT RE-ENTER THE BUILDING.

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Know your surroundings!
Notice anomalies.

Rehearse: Where would I run? Where can I hide?
How would I fight?

If you see something of concern, contact the Office of Public Safety, 610-799-1911 or call 911 in case of emergency.