

North West Regional Center
SITE EMERGENCY RESPONSE PLAN

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PREFACE

This Emergency Response Plan is an addendum to the college's Emergency Operations Plan. The center emergency operations will be conducted within the framework of the college's guidelines with responsibilities shared by the Chief Administrator on duty and security personnel. An emergency may occur at any time of the day, night, weekend or holiday, with little or no warning. The succession of events in an emergency are not predictable, therefore, this plan will serve as a guide/check list and may require modification as an event unfolds.

SITE MISSION STATEMENT

Community College of Philadelphia is committed to providing a caring, safe and secure environment which is intellectually and culturally dynamic. As a part of that commitment, we will respond quickly to minimize the impact of any crisis involving students, faculty, staff, and visitors. The response procedures will include:

- A. Assist those involved in dealing with a crisis
- B. Provide leadership, communication, and coordination with internal and external authorities
- C. Assist in post-crisis support, resolution and evaluation

PREVENTION/PREPAREDNESS FOR EMERGENCIES

- I. Conduct Emergency Response meetings on a regular basis
- II. Identify potential hazards or threats for emergencies
- III. Define roles and responsibilities of staff and faculty
- IV. Conduct fire drills and emergency response training sessions
- V. Communicate plan to all building occupants
- VI. Check emergency communication tools/resources on a regular basis
- VII. Provide evacuation route signs throughout the building
- VIII. Establish contact with neighboring organization (West Philadelphia High School) for shelter alternative
- IX. Consult local police district officials in reviewing emergency plan
- X. Review emergency plan on a regular basis

EMERGENCY ASSESSMENT

The Emergency Response Plan for all emergencies begins with the assessment of the situation. After the initial assessment of the emergency is completed, the Action Plan is promptly implemented.

In the event an emergency occurs, or is eminent, it shall be the responsibility of the Chief Administrator on duty and Security Specialist (or senior security officer on duty) to set up an emergency Command Post and assess the situation. The primary location of the Command Post at the West Regional Center will be located at the Security desk. The secondary location will be located in the Administration office.

The Chief Administrator on duty and Security Specialist (or senior security officer on duty) will assess the situation, determine the emergency level and appropriate response, and then proceed with the Action Plan. Emergency levels are as follows:

Levels of Emergencies

LEVEL 1 - Minor Emergency

EXAMPLES: Student misconduct, vehicle accident, or power outage

- * Situation can be resolved by NWRC staff
- * College authorities are notified and placed on alert
- * No interruption of normal operations
- * No injuries
- * No evacuation or shelter in place required
- * No external communication required

LEVEL 2 - Major Emergency

EXAMPLES: Fight, weather emergency, car fire, undetermined odor or smoke problem

- * College authorities are notified and placed on alert
- * May be necessary to contact local authorities
- * Situation has or may interrupt normal operations
- * May be injuries
- * Outside emergency services may be required
- * Evacuation or shelter in place may be required

LEVEL 3 – Disaster

EXAMPLES: Active shooter or hostage situation

- * Interruption of normal operations
- * Some injuries may have occurred
- * College authorities are notified and placed on alert
- * College-wide resources required
- * Outside emergency services required
- * Evacuation or shelter in place is required

RESPONSE PLAN/PROCEDURES

I. Emergency situation is communicated between Chief Administrator on duty and Security

Specialist (or senior security officer on duty)

II. Assessment of emergency

A. Determine location of emergency

B. Determine level of emergency

C. Collect details of emergency

D. Decide the Plan of action required

E. Determination if evacuation or shelter in place is required

1. Activate evacuation alarm if deemed necessary

a) evacuation instructions communicated via available resources

b) evacuation routes communicated to occupants

c) leave areas locked and secured

d) power down equipment such as heating devices in laboratories and

offices and shut down all devices involving gas or other potential

hazardous emissions

2. Determine shelter in place location

a) preferably an inside room with no windows

b) locked door

c) some form of communication

d) turn off lights

e) record names of occupants in room

f) remain calm

g) stay in room until informed it is safe to relocate

III. Contact proper internal and external authorities

- Internal - Security main campus (8111)
- Director of Facilities (8190)
- FLOAT Dean (8994)
- VP of Planning and Finance (8029)
- VP of Academic Affairs (8351)
- VP Student Affairs (8160)
- VP Marketing and Government Relations-Media (8858)
- External - 911

A. Follow instructions given by authorities

B. Follow-up with emergency status

IV. convene WRC Emergency Response Team if required (major emergency or disaster) at designated Command Post

A. Responsibilities are distributed among EMT

1. crowd control
2. assist disabled (communicate location of disabled to security)
3. evacuation posts covered
4. communicate with command post and disseminate approved information

V. Account for building occupants-staff members, faculty, students and visitors

VI. Direct media to Marketing and Government Relations Officer (8858)

SCIENCE LABORATORIES AND CLASSROOMS

This plan is in compliance with the College's Plan and is specific to the Science Laboratories at the West Regional Center. Areas included in this plan are:

Laboratory: 232

The following is the procedure that should be followed in case of:

I. Uncontrollable Fire (chemical or other):

- A. Pull Fire Alarm. NOTE: this will alert Security and they will contact Fire Department
- B. Evacuate area (Evacuate building through the nearest exit)
- C. Heat activated ceiling sprinkler system should engage
- D. Seal off area as much as possible...close doors, shut down the hoods to decrease oxygen flow
- F. Inform Security of particulars as in where, what, size, other conditions.

If no Lab personnel are on campus then:

Call Contact Tree (see below) after notifying Security at 6012

NOTE: Flammable and volatile chemicals are stored at the following locations:

- Room 104 (in and under hoods),

II. Electrical Fire

- A. Pull Fire Alarm
- B. Evacuate labs

NOTE: This will alert Security and they will contact the fire department.

- C. Call Security and inform them of particulars as in where, when, how. If necessary, Security can access main cut-off for electricity at the breaker boxes.

III. Loss of Electrical Service (extended blackout)

- A. Notify Security (215-406-6012)
- B. This situation is beyond the control of lab personnel.
- C. Secure the labs and prep area and evacuate the premises until power is restored.

NOTE: Chemical storage in the ventilation hoods and the refrigerator units would be affected. This could lead to repercussions in terms of chemical fumes building up if the power failure is extremely lengthy.

IV. Chemical Emergency (significant /large spill or leak: No fire)

- A. Notify Security (215-406-6012) and inform them of particulars. If necessary, Security will alert fire dept. and HAZMAT.
- B. Evacuate non-essential personnel from area.
- C. Notify Lab personnel...as necessary, they should don personal protective equipment.
- D. Seal off area as much as possible (smaller spills: use Spill Kits located in Prep Room 104 on top shelf over desk)
- E. Close doors; turn fume hoods ON to maximize ventilation.
- F. Inform Facilities (215-751-8190) to turn OFF air intakes on the roof (Large spill)

If no lab personnel on campus then:

- Notify security, 215-751-8111
- Notify Facilities, 215-751-8190

V. Hot & Cold Water line Rupture (Found in all areas)

- A. Notify Security (215-751-8111) and Facilities (215-751-8190) to take appropriate action.
- B. Evacuate Room — CANCEL LAB sessions until repairs are made; any time there is no running water in a laboratory room, all laboratory work MUST be stopped.

VI. College-initiated Evacuation

- A. Extinguish all open flames
- B. Shut emergency GAS cut-offs, red button on side of Instructor's bench.
- C. Notify Security Desk (Local) at x6012 or (215-406-6012)
- D. Pull fume hoods down/closed. Unplug hot plates, heaters and table-top Instruments.
- E. If sufficient time, power-off computers, lock doors, secure and/or take with your personal items of value.
- F. Evacuate building through the nearest Fire Tower

At any time, should an incident occur in the absence of lab personnel, one should notify security immediately. (ext. 6012

Internally and (215-406-6012) externally security should notify the necessary personnel and the following personnel: contact tree:

Omitted from Public View