



CRISIS RESPONSE PROCEDURES

Campus safety is a responsibility we all share. All of us play a crucial role in keeping students, guests, faculty, and staff safe on campus.

- 1 **Enroll in ALERT LBC.** Ensure that you are signed up for ALERT LBC and that your contact information is up-to-date. This is the best and fastest way to get information in an emergency. Emergency situations develop and change quickly. ALERT LBC keeps you informed as things change.
- 2 **Plan Ahead.** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- 3 **Know 2 Ways Out.**
- 4 **See Something, Say Something.** Reporting crimes, suspicious behavior, and safety concerns to Public Safety helps to keep us all safe. Program 717.560.8247 into your cell phone and don't hesitate to make a request.
- 5 **Always Carry Your LBC ID.** In an emergency, you may find yourself locked out of your building or area as some doors may lock to keep intruders out. Carrying your ID will enable you to identify yourself to first responders as a member of the LBC community.



(911) use 9-911 from LBC phones
Public Safety 717.560.8247

Health Services 717.560.8215

Physical Plant 717.560.8288

Lancaster County Crisis Intervention 717.394.2631

LBC Counseling & Career Center (C3) 717.560.8200 ext. 5581

Lancaster 24hr Sexual Assault Hotline 717.392.7273

SEVERE WEATHER



Take Shelter

- Follow instructions communicated via Alert LBC or local media weather alerts.
- Identify areas of refuge.
- Follow evacuation routes for buildings.
- **Tornadoes** – go to lowest floor of building, interior rooms, away from windows.
- **Earthquakes** – take cover under interior doorways or heavy furniture – If outdoors, move away from buildings, and high structures or overhead wires.
- **Thunderstorms and hail** – seek shelter immediately.

HAZARDOUS MATERIAL ACCIDENTS



Evacuate Effected Area

Call

- Call 9-911 (911) immediately.
- Contact Public Safety 717.560.8247 and Physical Plant 717.560.8288

MISSING STUDENT



Call

If a student is missing from the college or a parent reports that a student has not returned home, do not release any information to the media and notify:

Public Safety 717.560.8247

SEXUAL ASSAULT



1. Attend to the victim.
2. Preserve evidence on victim (ie. No taking a shower, nothing to drink, no brushing teeth or removing any clothing).
3. Secure and protect the crime scene.
4. Call Public Safety 717.560.8247

CIVIL DISTURBANCE/ DEMONSTRATION



Call the police at 9-911 (911) and Public Safety at 717.560.8247 immediately.

- Notify your supervisor and facility monitor as appropriate.
- Remain calm and wait for instructions from the Police.
- Do not attempt to conduct crowd control measures or to intervene unless instructed to by the Police.
- Evacuate the area or building as directed by the Police/Public Safety.

*If there are any signs of violence immediately evacuate the area, call 9-911 (911), and follow procedures for Secure-in-place or Active Shooter.

ACTIVE SHOOTER SIMPLIFIED RESPONSE



Run

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

Hide

- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone

Fight

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the active shooter.

Call 9-911 (911) **and Public Safety as soon as it is safe to do so.**

MENTAL HEALTH CRISIS



- If you are in contact with someone who appears to be an immediate threat to his or her own safety or that of others, please call 9-911 (911) and Lancaster Crisis Intervention at 717.394.2631.

Crisis Situations Include:

- Stated intention to commit suicide or inflict serious harm to self.
- Stated intention or obvious behavior indicating an imminent threat to harm others.

Non-Emergency Situations Include:

- Individual does not pose an immediate threat to self or others, but exhibits behavior revealing a potential for harm may be referred to:
 - Lancaster County Crisis Intervention 717.394.2631
 - LBC Counseling & Career Center (C3) 717.560.8200 ext. 5581
 - Office of Student Life 717.560.8240

SECURE-IN-PLACE



.Lockdown

- If outside, seek cover in the nearest unlocked building.
- If buildings are locked, continue to move away from the danger.
- Once inside, find an interior room and lock and/or barricade the doors.

Hide

- Turn off lights, silence phones, and move away from windows.

Wait

- Await further instruction from ALERT LBC and emergency personnel.
- Do not leave until an “all clear” is received.

*Qualifies for any act or threat of violence.

SUICIDE THREAT



Viable Threat – Call the Crisis Hotline Lancaster County Crisis Intervention at 717.394.2631

FIRE



If you discover a fire:

RACE

Rescue/ Remove anyone in immediate danger on your way out of the building.

Activate the fire alarm and call 9-911 (911).

Confine the fire (close the door).

Evacuate to the evacuation site and report in to the facility monitor. Someone must notify Public Safety.

PASS (for fires smaller than a small trash can)



Pull the pin

Aim the nozzle at the base of the fire

Squeeze handle

Sweep from side to side

*Notify Public Safety & Physical Plant.

*If the fire is not extinguished, RACE!

BOMB THREAT



☎ **Potential threat received via phone call:**

- 1. STAY.** Stay calm, stay on the phone with the caller as long as able to.
 - Ask detail questions:
 - When is the bomb going to explode?
 - Where is the bomb?
 - Did you place the bomb?
 - Why?
 - Where are you calling from?
 - What is your name?
 - What is your address?
- 2. CALL.** Call 9-911 (911) immediately
- 3. ALERT.** Alert Public Safety, your supervisor, & facility monitor for affected building.
- 4. DOCUMENT.** This will help investigators immensely.
 - Record exact time of call and caller ID if available.
 - Write down anything you gathered from the call including answers to the detail questions.
 - Describe voice, sounds heard, tone, accent, speed of speech, background noises.

📞 **Potential threat left on voicemail:** treated with the same urgency as a phone call. Do NOT delete the voicemail. Follow steps 2-4 above.

✉ **Potential threat received through threatening email or message:**

- 1. CALL.** Call 9-911 (911) immediately.
- 2. ALERT.** Alert Public Safety and your supervisor.
 - Do NOT delete the email or forward the email.
 - Forward the email only as directed by public safety officers or local authorities.

✍ **Potential threat received through via hand-written threat:**

1. Once a threat is recognized, unnecessary handling should be avoided. We need to preserve evidence such as postal marks, handwriting, fingerprints, etc.
- 2. CALL.** Call 9-911 (911) immediately.
- 3. ALERT.** Alert Public Safety and your supervisor.

*Every threat should be treated as real and serious until local authorities tell us otherwise.

MEDICAL EMERGENCY RESPONSE



If a serious injury or illness occurs, immediately call 9-911 (911). Try to have someone escort emergency medical services (EMS) personnel to the scene. Remain calm.

- 1. Assess** - Is this serious?
- 2. Alert** - Call 9-911 (911)
- 3. Attend**

- Keep the injured person still and comfortable. Do not move the victim unless he or she is in immediate danger.
- Check the victim's breathing and pulse. If you are trained and it is necessary, perform CPR or use an AED.
- Control serious bleeding by applying direct pressure to the wound.
- In case of a minor injury or illness, provide first aid care.
- Stay with injured person.

*Contact LBC Public Safety 717.560.8247 (24-7) and LBC Health Services 717.560.8215 (M-F 8 am-4 pm).

Non-emergency medical issues can be reported to Health Services in person or via phone (717.560.8215) M-F, 8 am-4 pm.

POLICY FOR THREATS OF SOCIAL DISRUPTIONS - NON VIOLENT

Call Public Safety or 9-911 (911)

CAMPUS RESOURCES

Several offices on campus can assist you in dealing with disruptive, threatening or violent students.

- **Counseling & Career Center (C3)** is available to consult with you about students who are of concern to you, perhaps because they appear to be at risk to others or themselves.

Hours: Monday-Friday, 8:30 am-4 pm

P: 717.560.8200 ext: 5581 | E: C3@lbc.edu

- **Department of Public Safety** can dispatch officers to respond to immediate threats. They can work with you to help create a safe office, department or classroom. They also can consult with you regarding persons who are not LBC students.

P: 717.560.8247 | E: publicsafety@lbc.edu