



Northampton Community College

MONROE CAMPUS EMERGENCY PROCEDURES QUICK REFERENCE

WHAT TO DO IN AN EMERGENCY: Call Public Safety (570) 369 – 1911 or 911

Emergency Alerts

- Sign up for NCC Alerts, Emergency Text and Email Notifications at:
<http://webapp.northampton.edu/alerts/>
- Weather Emergencies
- Campus Closings
- Campus Emergencies

Fire

- Sound any available fire alarm
- Call Public Safety at ext. 1911 or 911
 - Give your Name
 - Location
 - The exact problem
- If the fire is small, attempt to extinguish with a fire extinguisher (ONLY IF COMFORTABLE)
- If the fire is larger, evacuate the building via the nearest fire exit
- Do Not Panic or Run
- Use the stairwells/Do Not Use the Elevators

Radiation/Chemical Spill

- Call Public Safety at ext. 1911 with the following information:
 - Type of chemical, if known
 - Any individuals contaminated
 - Extent of injuries
 - Location of incident
 - Name and Title of caller
- Pull the fire alarm and evacuate the building
- Once outside, remain at least 500 feet away from the building

Active Attacker

- **Run**
 - Have an escape route and plan in mind
 - Make sure it is safe to leave the area you are in. Use your eyes and ears to determine if it is safe to run.
 - Leave your belongings behind
 - Keep your hands visible
 - One in a safe place, call police and give detailed information about what is happening. Do not assume someone else has already called the police.
- **Hide**
 - If unable to run from the danger, your second option should be to hide.
 - Find a place that is out of the attacker's sight and remain quiet.
 - Do not huddle together, because it makes an easier target.
 - Make sure your cell phone is on silent
 - Shut off lights
 - Lock and barricade doors with whatever is available, such as desks, chairs, or door wedges.
- **Fight**
 - Fighting is a last resort to be used only when your life is in imminent danger.
 - Find an object to use as a weapon, such as a fire extinguisher, backpack, book or chair.
 - Attempt to incapacitate the attacker; commit to our actions; work with others to disable the assailant.
- Everyone can help make the campus a safe place by promptly reporting suspicious activities

Bomb Threat

- Remain calm
- If you notice a suspicious object or potential bomb on campus: Do Not Handle the Object!
- Clear the area
- Call Public Safety at ext. 1911
 - Give your Name
 - Location
 - Give an exact description of the object
- Evacuate:
 - Walk quickly to the nearest exit
 - If unable to use the elevators, use the stairs
 - Once outside move at least 500 ft. from the building
 - **DO NOT RE-ENTER THE BUILDING**
- If you receive a phone call about a bomb threat, attempt to ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- Continue talking to the caller as long as possible and record the following information:
 - Time of call
 - Age and gender of caller
 - Speech patterns or accents
 - Emotional state of the caller
 - Any background noise

Severe Weather/Tornado

- Move to the lowest level in the building:
 - Pocono Hall: Fitness Center/Service Hallway
 - Kapp Hall: Basement & Classrooms
 - Keystone Hall: Restrooms & Learning Center
- Stay away from doors, windows & outside walls
- Avoid auditoriums, cafeterias & gymnasiums

Medical Emergency

- If a serious injury or illness occurs on campus call Public Safety at ext. 1911
 - Provide the Dispatcher with as much information as possible about the injured person and your location
 - Public Safety will contact 911 as needed
- All Public Safety personnel are trained in CPR/AED
- Do Not move an injured person
- Stay with the injured person and keep them as comfortable as possible until help arrives

Earthquake/Natural Disaster

- If you are in a building, move away from windows and try to position yourself in a doorway or under a desk/table if possible
- When safe to do so evacuate the building
- Use stairways during the evacuation/DO NOT USE ELEVATORS
- Contact Public Safety to report injuries or entrapment at ext. 1911