



EMERGENCY RESPONSE MANUAL

Emergency Response Manual

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I. Basic Concepts

A. Purpose

1. The basic emergency procedures outlined in this manual have been developed for the protection of lives and property through the effective use of College and/or community resources. Whenever an emergency affecting the College reaches proportions that cannot be handled by existing available internal resources, the President or his/her designee, may declare a State of Emergency, and these procedures may be implemented.
2. There are various emergency types that may trigger the implementation of this plan. Since an emergency may be sudden and occur without warning, these procedures are designed to be flexible in order to accommodate a variety of emergency situations.

B. Scope

These procedures apply to all personnel, buildings, and grounds owned and operated by Westmoreland County Community College and include those peripheral areas adjoining the College.

C. Assumptions

The College Emergency Response Manual is predicated on a realistic approach to problems likely to be encountered on campus during a major emergency or disaster. Hence, the following are general assumptions.

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency may not be predictable; hence, published support and operational plans will serve only as a guide. The plans may require modification to meet the needs of the emergency.
3. Disasters and emergencies may also affect residents in the geographical location of the College, including all education centers. Therefore, borough, municipal, township, county, commonwealth, and federal assistance may be limited at the campus location.
4. A College emergency or disaster may be declared if information indicates such a condition is developing or is probable.

D. Objectives

To develop a flexible plan designed to provide guidelines for the safety, protection and evacuation of all persons and, where possible, valuable files, records, or costly equipment and machinery, in the event of the following basic types of emergencies or disasters:

1. Fire
2. Physical plant emergency

3. Explosion
4. Hazardous materials release or chemical spill
5. Natural disaster
6. Bomb (threat or discovered)
7. Civil disturbance/student riot
8. Hostile or irate student/violent or criminal behavior
9. Active shooter

E. Declaration of Campus State of Emergency

The authority to declare a "Campus State of Emergency" rests with the College President or his/her designee.

1. The designated administrator shall immediately consult with the President regarding the emergency and the possible need for a declaration of a Campus State of Emergency.
2. If deemed a campus emergency, the President or designee shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain facilities and equipment.
3. When this declaration is made, only registered students, faculty, staff and affiliates (persons required by employment) are authorized to be on campus. Those who cannot present proper identification, showing their legitimate business on campus, will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest by local or state authorities.
4. Only employees who have been assigned emergency response team duties or issued an emergency pass from the Emergency Response Team will be permitted to enter the immediate disaster area.
5. In the event of emergencies or major disasters occurring on or about or involving the campus or College property, the President or designee will be dispatched to determine the extent of damage to College property and/or personnel.

F. Definitions

1. The President of Westmoreland County Community College, or his/her designee, shall serve as the overall Emergency Director during any major emergency or disaster. The following definitions are provided as guidelines to assist faculty, staff and administrators in determining the appropriate response:
 - a) **Accident/Incident.** Any situation, potential or actual, which will not seriously affect the overall function of the College. Report such situations immediately to the Office of Human Resources. This requires the appropriate parties to file an accident/incident report. See Addendum No.1.

- b) **Emergency.** Any incident, potential or actual, which impacts a member(s) of the College community and/or facility(ies), and which will significantly disrupt the overall operation of the College. Outside emergency services may be required, as well as major efforts from campus support services. Major policy considerations and decisions may be required from the College administration. Report these incidents directly to the President or designee.
 - c) **Disaster.** Any event or occurrence that has seriously impaired or halted operations of the College and/or community. A coordinated effort of campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all disaster cases, an Emergency Command Post will be established in the Administrative wing of Founders Hall or alternately in Commissioner's Hall should Founders Hall be unsafe or unavailable. The appropriate support and operational plans will be executed.
2. Any incident which has the potential for adverse publicity concerning campus resources and/or operations of the College should be promptly reported to the President or designee.

II Emergencies/Actions

A. Fire

Know the locations of fire extinguishers, fire exits, pull stations and fire alarm systems. College fire extinguishers are inspected every year and hang in conspicuous locations throughout the buildings. They are placed where they can be easily reached and removed, yet not easily struck or damaged.

Never question a building fire alarm activation -**Always Evacuate Immediately.**

Upon discovery of a fire:

1. Pull the nearest building fire alarm station. This will automatically notify the 911 center.
2. If safe to do so, immediately report the fire by calling Ext.4250. The building fire alarm sounds only in the building in which it is activated.
3. Walk quickly to the nearest exit and alert others to do the same.
 - a) Evacuate all rooms, closing all doors to confine the fire -**Do Not Lock Doors.**
 - b) Assist the disabled in exiting the building. Do not use any elevators or lifts. Stay with the disabled person(s) until help arrives to assist them.
 - c) If smoke is in the air, stay near the floor when exiting where the air will be less toxic. Crawl if necessary. Smoke can be as deadly as flames!
4. Once outside, move to a clear area at least 500 feet away from the affected building. Keep roadways, fire lanes, fire hydrants and walkways clear for emergency vehicles

and crews. **DO NOT Return to an evacuated building** until told to do so by a College or fire official.

5. If the weather is severe, report to an adjacent building or your vehicle for protection.
6. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
7. If there is no window, stay near the floor where the air will be less toxic. If possible, place a wet piece of material under the door. Shout at regular intervals to alert emergency crews of your location. Call 9-911 and tell them your location. Remain calm.

B. Physical Plant Emergency

1. Loss of Utilities (External)

- a) The Director of Facilities is the first person to be notified that the College will be without one of the utilities. (electricity, water, etc.)
- b) The Director will then inform the Vice President of Administrative Services, the Facilities Coordinators, and the Evening Coordinator of Facilities.
- c) Facilities will be the liaison between the College and the utility company.
- d) Campus closings will be handled case by case.
- e) The President or his/her designee will decide what action needs to be taken in the specific situation.
- f) Notification of how the emergency will affect the College operation will be by phone.
- g) If the utility company can notify the College in advance of a temporary loss of service, the information will be via email.

2. Unsafe classroom conditions (Internal)

- a) Instructor of the class will call (4081) to ask for a temporary new room assignment.
- b) The class will move to the new room as authorized.
- c) Instructor will inform the Dean of the problem.
- d) Dean will call Facilities (4093) to inform the Director of Facilities as to the nature of the problem.
- e) Director of Facilities will send Facilities personnel to assess the situation.
- f) When the room is repaired, the class will return to the assigned room.

3. **Unsafe conditions anywhere in the buildings or on the grounds of the Youngwood campus or Centers** (For example in case of: broken water lines, flooding in the building, broken steam lines, etc.)

- a) Move out of the affected area.
 - b) Inform the Dean and Park Police and/or Security of the situation.
 - c) Dean will call the Director of Facilities (Ext. 4093).
 - d) Director of Facilities will dispatch Facilities personnel to address the problem.
4. Notify Facilities (Ext. 4237) if there are custodial-related issues such as any spills, roof leaks, or situations in the restrooms that need immediate attention.

C. Explosion

1. Exit the building and, if possible, activate the building fire alarm.
2. If it is not possible to exit, immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
3. After the effects of the explosion and/or resulting fire have subsided, call the Security Office at Ext. 4250. State your name and describe the specific location and nature of the emergency.
4. When the building fire alarm is sounded or when told to leave by College officials, walk quickly to the nearest exit and direct others to do the same. Remain calm.
5. Assist the disabled in exiting the building. Do not use elevators or lifts. Do not leave a disabled individual alone. Remain calm.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep roadways, walkways and fire hydrants clear for emergency vehicles and crews.
7. **DO NOT return to an evacuated building** until told to do so by a College or fire official.

D. Hazardous Material Release or Chemical Spill

1. Exit the building and, if possible, activate the building fire alarm.
2. Evacuate the area and close doors to confine agent and to prevent further contamination.
3. Notify the Security office at Ext. 4250 of any release of a hazardous material immediately.
4. When reporting, be specific about the nature of the material and exact location.
5. If spilled material is flammable **avoid making any sparks. DO NOT** turn electrical switches on or off.
6. Avoid breathing vapors of released materials.
7. Anyone contaminated by the release should avoid contact with others. Remain outside and provide your name to Security personnel. Required first aid and cleanup by trained responders should begin at once.

8. Assist the disabled in exiting the building. Stay with them until assistance arrives, if needed. **Remain calm.**
9. Once outside, move to a clear area 500 feet (preferably upwind) from the building. Keep streets, fire lanes, fire hydrants and walkways clear for emergency vehicles and crews.
10. **DO NOT return to an evacuated building** until told to do so by a College or fire official.

E. Natural Disaster/Severe Weather Emergency

1. Campus Closing

- a) During inclement weather, the decision to close the College is made by 5:00 a.m. for daylight classes and 4:00 p.m. for evening classes. If the College will be closed, all network television stations and selected radio stations are notified at that time. College closing information will also be posted to the television stations' web sites and the College web site. In addition, all supervisors are notified and the text alert system is activated to inform staff members of the College closing.
- b) A College closing announcement means that all classes (day and evening, credit and noncredit) are cancelled at the Youngwood campus, at all the education centers and all off campus locations.

2. Violent Weather

a) Electrical Storm

If you are outside, stay away from objects projecting above ground level: trees, utility poles, and water sources. Stay off hills and bicycles. If possible, proceed into a large building or closed motor vehicle. If that is not possible, go to low terrain and crouch in the open. If you are inside, stay away from metal appliances, metal pipes, and televisions and avoid drafts, since electrical discharges may follow air currents. Do not use a corded phone.

b) Flooding

If flash flooding occurs during a storm, avoid the temptation of wading through new bodies of water, they may be deeper than you realize due to quick wash out erosion. Water currents may carry you off after footing has been lost possibly causing drowning or serious injury.

If the roads are flooded, coming into or out of campus, the Facilities staff will be notified. Facilities staff will be responsible for putting a notice on every exit of the building informing students and employees of the problem.

c) Tornado

While traveling to and from work, listen for tornado watches and warnings. A "watch" indicates the potential for a tornado, a "warning" means a tornado has

been sighted and shelter should be sought. If outside, travel at right angles to the path of the funnel or lie flat in a ditch, covering your head. Do not stay inside your vehicle. Warnings of a tornado will be posted at every exit so that you do not leave the building. Move to the center hallways and stay against the walls or lie under heavy furniture. If you are on the second floor, proceed to the first floor.

d) Severe Winter Storm

Severe winter storms in this area take the form of ice, snow, or freezing rain. When traveling to and from work, listen to the local weather forecasts. A storm "watch" tells of a potential approaching storm. A storm "warning" indicates a storm is imminent. Blizzard conditions mean high winds, extremely cold temperatures, low wind chill temperatures, windborne objects, downed electrical wires, fallen trees, and chilling frostbite. Travel only if required by an emergency and your vehicle has a full tank of gas. Alert other people of your destination and expected time of arrival. Use main roads and travel only by daylight whenever possible, using snow tires or chains to decrease risks of accidents.

Warnings of the weather conditions will be posted at every exit so you can be prepared. Remember, in all violent storm conditions, remain calm.

F. Bomb (Threat or Real)

1. If you observe a suspicious object or potential bomb, **DO NOT touch the object.**
2. Clear the area immediately and call Security, Ext. 4250, and report the location of the object. Do not open drawers, cabinets, or turn lights on or off. If necessary, a detailed search of the area will be made by emergency responders.
3. Activate the building fire alarm.
 - a) When the building fire alarm is sounded, walk quickly to the nearest exit and direct others to do the same.
 - b) Assist the disabled in exiting the building. Do not use elevators or lifts.
 - c) Once outside, move to a clear area at least 500 feet away from the affected building. Keep roadways, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews.

DO NOT return to an evacuated building until told to do so by a College, fire official or police.
4. If you receive a bomb threat by telephone:
 - a) Remain calm. Be courteous and listen. **DO NOT** interrupt the caller.
 - b) If possible, without the caller's knowledge, have someone call the Park Police at Ext. 4250 while the person is still on the line. If this is not possible, telephone Park Police and or Security immediately after the person hangs up.

- c) Ask the caller the following questions:
 - 1) When is the bomb going to explode?
 - 2) Where is the bomb located?
 - 3) What kind of bomb is it?
 - 4) What does it look like?
 - 5) Why did you place the bomb?
 - 6) Who are you?
- d) Keep the caller on the line as long as possible (pretend you could not hear what he/she said and ask them to repeat) and record the following:
 - 1) Time of the call.
 - 2) Sex of the caller, and age, if possible.
 - 3) Speech pattern, accent, possible nationality.
 - 4) Emotional state of the caller.
 - 5) Background noise.
- e) Complete the bomb threat report form while you have the individual on the phone (this form should be kept next to your phone at all times). A copy of the bomb threat report form is attached as Addendum No. 2.

G. Civil Disturbance

1. Most campus demonstrations, such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exist:
 - a) Interference with the normal operations of the College.
 - b) Prevention of access to offices, buildings or other College facilities.
 - c) Threat of physical harm to persons or damage to College facilities.

If any of these conditions exist, notify the President or designee.
2. Peaceful, non-obstructive demonstration.
 - a) Generally, demonstrations of this kind should not be interrupted, obstructed or provoked and efforts should be made to conduct College business as normally as possible. If demonstrators are asked to leave, but refuse to do so by regular facility closing time, the President or designee should be notified. The President or his/her designee will determine whether to treat the violation of regular closing procedures as a disruptive demonstration (see item 3, below).
 - b) Arrangements should be made by Park Police and or Security to monitor the situation during non-business hours.
3. Non-Violent, Disruptive Demonstration
 - a) In the event a demonstration blocks normal access to College facilities or interferes with the operation of the College, demonstrators will be asked by the President or designee to terminate the activity.

- b) The President or designee should have a photographer available to document the incident.
- c) College personnel and student leaders may be asked by the President or designee to go to the area and persuade the demonstrators to cease and desist.
- d) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action, within a determined length of time, may result in disciplinary action to include suspension, expulsion, or possible intervention by civil authorities. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- e) Efforts should be made to secure positive identification of demonstrators in violation. In order to facilitate later testimony, photographs are advisable.
- f) The President or designee will determine the need for an injunction or intervention by civil authorities.
- g) If a determination is made to seek the intervention of law enforcement authorities, the demonstrators should be so informed. Upon arrival of the police, the remaining demonstrators will be warned of the intention to arrest.

H. Hostile or Irate Demonstrator or Suspected Criminal Behavior

1. If you are a victim or witness to any campus offense:
 - a) **Avoid risks.**
 - b) **Promptly** notify the Park Police at Ext. 4250, and report the incident including the following:
 - 1) Nature of incident.
 - 2) Location of incident.
 - 3) Description of person(s) involved.
 - 4) Description of property involved.
 - c) If you observe a criminal act or a suspicious person, immediately notify the Security Office, Ext. 4250, and report the incident.
 - d) Assist the officers when they arrive by supplying them with additional information or ask witnesses to cooperate.
 - e) Should gunfire or discharged explosives cause a hazard, take cover immediately using all available cover or concealment. Seek emergency first aid if necessary.
2. If you are taken hostage:
 - a) Do not panic. Time is on your side. Avoid drastic action.
 - b) The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. Remember, the captor may be emotionally unbalanced.

- c) Don't speak unless spoken to and then only when necessary. Avoid appearing hostile. Maintain eye contact with the captor when communicating, if possible, but do not stare. Treat the captor with respect.
- d) Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments.
- e) Expect the unexpected.
- f) Be observant. You may be released or be able to escape. The safety of others may depend on your memory.
- g) Be prepared to answer the police on the phone. Remain calm.
- h) Attempt to establish a rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so.
- i) In all probability, the captor does not want to harm persons he/she is holding as such direct action further implicates the captor in additional offenses.

I. Active Shooter

Quickly determine the most reasonable way to protect your own life. Students and visitors are likely to follow the lead of employees during an active shooter situation.

1. Run
 - a) Have an escape route and plan in mind.
 - b) Leave your belongings behind.
 - c) Keep your hands visible.
2. Hide
 - a) Hide in an area out of the active shooter's view.
 - b) Block entry to your building place and lock the doors.
3. Fight
 - a) As a last resort and only when your life is in imminent danger.
 - b) Attempt to incapacitate the active shooter.
 - c) Act with physical aggression and throw items at the active shooter.

Call 911 when it is safe to do so.

4. When law enforcement arrives:
 - a) Remain calm and follow officers' instructions.
 - b) Immediately raise hands and spread fingers.
 - c) Keep hands visible at all times.
 - d) Avoid making quick movements toward officers such as attempting to hold on to them for safety.
 - e) Avoid pointing, screaming, and/or yelling.
 - f) Do not stop to ask officers for help or direction when evacuating. Just proceed in the direction from which officers are entering the premises.

5. Information you should provide to law enforcement or 911 operators:
 - a) Location of the victims and the active shooter.
 - b) Number of shooters, if more than one.
 - c) Physical description of shooter(s).
 - d) Number and type of weapons held by the shooter(s).
 - e) Number of potential victims at the location.

6. Recognizing signs of potential workplace violence: Any active shooter may be a current or former employee. Alert your Human Resources Department if you believe an employee exhibits potentially violent behavior. Indications of potentially violent behavior may include or more of the following:
 - a) Increased use of alcohol and/or illegal drugs
 - b) Unexplained increase in absenteeism and/or vague physical complaints
 - c) Depression/withdrawal
 - d) Increased severe mood swings and noticeably unstable or emotional responses
 - e) Increasingly talks of problems at home
 - f) Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

III. Evacuation and Protection of Individuals with Disabilities

The Federal Americans with Disabilities Act of 1990 has involved the College in the elimination of physical barriers to our facilities and programs. Unfortunately, as mobility impaired individuals travel upward in a structure, their ability to evacuate quickly lessens with each ascending level. The College community should be aware of this situation and take the following steps for protection and evacuation of disabled individuals.

- A. The elevator is not to be used for fire evacuation. The elevator power may fail in transit or a door may open upon leveling and stop on a floor where smoke, fumes or fire are present, exposing elevator car occupants to lethal conditions.

- B. If there is a fire on the floor where a disabled individual is located, that person should be moved away from the fire and down a safe stairwell as quickly as possible. People assisting may or may not have previous training or be familiar with emergency handling of disabled individuals. Therefore, each disabled individual should have several persons available to assist them in the event of such a contingency and all persons should be made aware of the plight of the individual in an emergency.

IV. Campus Emergency Response Team/Operations Responsibilities

A. Team Members

In addition to establishing an Emergency Command Post as necessary, the Facilities Office shall immediately begin contacting all necessary members of the Campus Emergency Response Team, which consists of the following personnel:

1. Emergency Director; President of the College or designee
2. Emergency Coordinator; Vice President, Administrative Services
3. Campus Operations Coordinator; Director of Facilities
4. Campus Safety and Communications Representatives
 - a) Park Police/Security
 - b) Switchboard Operator
5. Communications Member; Director of Communications

Team members may coordinate, as necessary, with the Public Safety Emergency Coordinator for implementation and coordination of the campus operation plan and support as it pertains to their areas. Team members are to be in constant communication with the Emergency Command Post.

B. General Responsibilities of Team Members

1. Emergency Director

- a) Responsible for the overall direction of the College emergency response.
- b) Works with the Public Safety Emergency Coordinator and Campus Operations Coordinator in assessing the emergency and preparing the College's specific response.
- c) Declares and terminates, when appropriate, the Campus State of Emergency.
- d) Notifies College administrative personnel, governmental agencies, Emergency Response Team members, and others as necessary and conducts liaison activities.

2. Emergency Coordinator

- a) Responsible for the overall coordination of the College emergency response.
- b) Determines the origination and magnitude of the emergency and establishes the appropriate emergency command post.
- c) Initiates immediate contact with the President and College administrative personnel and begins assessment of College's condition.
- d) Notifies and utilizes police, security officer, and if necessary, other College employees in order to maintain safety and order.
- e) Notifies the members of the Emergency Response Team and advises them of the nature of the emergency.

- f) Notifies and conducts liaison activities with all appropriate outside organizations, such as fire, police, ambulance, emergency services, etc.
- g) Insures that appropriate notification is made to campus staff as necessary.
- h) Performs related duties as may be directed by virtue of the nature of the emergency.
- i) Prepares and submits a report to the President appraising the final outcome of the emergency.

3. Campus Operations Coordinator -Director of Facilities

- a) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection or removal.
- b) Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles to the Emergency Response Team for emergency use, as required.
- c) Obtains the assistance of utility companies as required for emergency operations.
- d) Provides portable, two-way radios for team use.
- e) Furnishes emergency power and lighting systems as required.
- f) Surveys habitable space and relocates essential services and functions.
- g) Provides for emergency generator fuel during emergency or disaster periods.
- h) Provides for storage of vital records at an alternate site; coordinates with the building and area coordinators for liaison and necessary support.
- i) Directs Maintenance staff to help mitigate damages to College property.

4. Campus Safety and Communication Representatives

a) Switchboard Operator

- 1) Maintains open lines of communication.
- 2) Notifies the President or designee of emergencies/disasters.

b) Park Police/Security

- 1) Takes immediate and appropriate action to protect life, property and to safeguard records as necessary.
- 2) Notifies the President or designee of emergencies/disasters.
- 3) Obtains assistance from the Municipal, County, and Commonwealth for first aid and other required needs.
- 4) Provides traffic control, access control, perimeter and internal security patrols, and fire prevention as needed.

5. Communications Member

- a) Establishes liaison with the news media for dissemination of information as requested by the President or designee.
- b) Establishes liaison with local radio and television services for public announcements.
- c) Arranges for photographic and audio-visual services.
- d) Advises the President or designee of all news concerning the extent of the disaster affecting the College.
- e) Prepares news releases for approval by the President or designee and releases it to media concerning the emergency.

V. Youngwood Campus Assistance Sources

A. Security Personnel

1. Park Police and/or a security guard can be reached by calling Ext. 4250 from an on-campus phone. An outside phone is located outside Founders Hall by the employee parking lot.
2. Additional police help is available from the Pennsylvania State Police by calling 911 or 724-832-3288.

B. Director of Facilities

Assistance for facilities support can be requested by calling Ext. 4237 between the hours of 8:00 a.m. and 5:00 p.m. Assistance can be requested after hours by calling Ext. 4250.

VI. Reporting Emergencies/Disasters at Sites Other Than the Youngwood Campus

The most important thing to remember in the event of an emergency or disaster is to **remain calm**.

- A. In case of fire, immediately pull the fire alarm. This will automatically notify the 911 operator.
- B. In any other situation involving a medical or other emergency, call 911 immediately. Be sure to give the exact location of the incident, crime in progress, or medical problem.
Do not hang up until told to do so.

Then immediately notify the President or designee of the disaster/emergency. Notify Facilities at 724-925-4237 between the hours of 8:00 a.m. and 5:00 p.m. Before or after hours call Security/Park Police at 724-925-4250.

VII. Off-Campus Assistance Sources

A.	Pennsylvania State Police	911 or 724-832-3288
B.	Fire Department	911
C.	Ambulance	911
D.	Excelsa Health Westmoreland	724-832-4000
E.	Excelsa Health Frick	724-547-1500
F.	Excelsa Health Latrobe	724-537-1000
G.	Pennsylvania Department of Health	724-832-5315
H.	American Red Cross	724-834-6510
I.	PA Dept. of Transportation (Maintenance)	724-832-5387
J.	Salvation Anny	724-523-3120
K.	Pennsylvania National Guard	724-832-5398
L.	Westmoreland Co. Emergency Management	724-600-7300
M.	Hempfield Township Supervisors	724-834-7232
N.	Hempfield Township Emergency Management	724-834-1486
O.	Pennsylvania Governor's Office	800-932-0784
P.	Poison Control Center	412-681-6669
Q.	Toxic Chemical and Oil Spills	800-424-8802
R.	National Weather Service	800-462-2894
S.	Municipal Water Authority	724-834-6500
T.	Dominion/Peoples Gas Company	724-832-2833
U.	Allegheny Power	800-255-3443

Emergency Response Manual

ADDENDA

Addendum No. 1.

Incident Reporting Form

Addendum No. 2.

Bomb Threat Reporting Form

Addendum No. 1

	Report # _____ <small>(Report # for Human Resources Use Only)</small> <h3 style="text-align: center; margin: 0;">INJURY - ILLNESS AND INCIDENT REPORTING FORM</h3>
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This form is **NOT** to be completed for criminal offenses and/or automobile accidents. Please contact WCCC campus security at extension 4250 for appropriate reporting procedures.

Section A: Individual's Information Status of Individual: Employee NCOA/AAA Security Student Visitor Vendor

Name: _____ Phone #: _____
(PRINT - First Name, Middle Initial, Last Name)

Address: _____
(Street Address, City, Zip Code, County)

Name of Person Completing Report: _____ Signature of Person Completing Report: _____
(PRINT - First Name, Middle Initial, Last Name)

Date Completed: _____ Status of Person Completing Report: Employee NCOA/AAA Security Student Visitor Vendor

Section B: Injury-Illness/Incident Information

Date of injury-illness/incident: _____ Time: _____ AM or PM

Specific location of injury-illness/incident: Building: _____ Room: _____
 Other: _____

Injuries/Damages Sustained: YES or NO Please describe: _____

Medical Attention Required: YES or NO Please describe: _____

Cost or estimate to repair/replace damaged items: _____ Date first reported: _____

Description of injury-illness/incident: _____

Section C: Injury-Illness/Incident Witness Information

Name: _____ Phone #: _____
(PRINT - First Name, Middle Initial, Last Name)

Address: _____
(Street Address, City, Zip Code, County)

Witness description of injury-illness/incident: _____

Witness Signature: _____ Date Completed: _____

Section D: Refusal of Medical Treatment (If Applicable)

I, (PRINT - First Name, Middle Initial, Last Name) _____ acknowledge & understand that by signing this document that I am refusing medical treatment associated with the injury-illness/incident which has been reported above. I personally assume the risks and consequences of my refusal and release Westmoreland County Community College and its representatives from any and all liability for ill effects which may result from my refusal to consent to medical treatment.

Signature: _____ Date: _____

Witness Name: _____ Witness Status: Employee NCOA/AAA Security Student Visitor Vendor
(PRINT - First Name, Middle Initial, Last Name)

Witness Signature: _____ Date: _____

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Online form located on the College portal, under Human Resources, Safety.

<https://westmoreland.edu/about/pdfs/pstc/injury-illness-and-incident-reporting-form.pdf>

THE FOLLOWING IS TO BE COMPLETED BY COLLEGE PERSONNEL ONLY

Section E: Facilities

Date Director/Facilities Operations & Construction notified: _____ Time Notified: _____ AM or PM
Date administrative employee notified: _____ Time Notified: _____ AM or PM
Security notified: Yes or No Police notified: Yes or No
Follow-up action taken: _____

Section F: Complete if WCCC Employee ONLY, if injury or illness involved

Department/Division: _____ Supervisor: _____
Position Title: _____ Original date of hire: _____
Primary location of employment: _____
Regular work schedule: _____ # of hours worked/week: _____
Lost time due to injury-illness/incident? _____ Last day worked: _____ Date disability began: _____
Marital Status: Single Married Divorced Widowed Unknown

Section G: Supervisor Information

Supervisor Name: _____ Position Title: _____
Date notified of injury-illness/incident: _____ Time notified: _____ AM or PM
Recommendation to prevent similar injury-illness/incident in the future: _____

Section H: Safety Committee Review

Date Safety Committee reviewed injury-illness/incident: _____
Recommendation to prevent similar injury-illness/incident in the future: _____

Section I: Additional Comments

For Human Resources Use Only:

For Employee Injury or Illness Reporting:

Record Only Medical Only Lost Time Fatality

Reviewed By: _____ Date: _____

cc:

- Director/Facilities Operations & Construction
- Vice President/Academic Affairs
- Vice President/Administrative Services
- Vice President/Continuing Education, Workforce & Community Development
- Vice President/Enrollment Management
- Security

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Westmoreland College - Bomb Threat Reporting Form

Addendum No. 2

Threatening Phone Call	Description of Caller's Voice			
Time call was received: _____	Male _____ or Female _____			
Exact words of person placing call:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 30px; vertical-align: top;">Young _____</td> <td style="width: 33%; height: 30px; vertical-align: top;">Middle-Aged _____</td> <td style="width: 33%; height: 30px; vertical-align: top;">Old _____</td> </tr> </table>	Young _____	Middle-Aged _____	Old _____
Young _____	Middle-Aged _____	Old _____		
	Tone of Voice:			
	Accent:			
	Background Noise:			
	Is voice familiar?			
	If so, whom does it sound like?			
Questions to ask:	Remarks:			
1. When is the bomb going to explode?				
2. Where is the bomb right now?				
3. What kind of bomb is it?				
4. What does the bomb look like?				
Name of person receiving/monitoring call:				
Department:				
Telephone No.:				
Home Address:				
Date:				