

Northeast Regional Center

Emergency Response Plan

## **Contents**

PREFACE.....	3
Mission Statement.....	4
Prevention/Preparedness for Emergencies .....	4
Levels of Emergencies:.....	5
Response plan/procedures.....	7
Science Laboratories and Classrooms.....	9

## Preface

This Emergency Response Plan is an addendum to the college's master Emergency Operations Plan (EOP). The NERC emergency operations will be conducted within the framework of the college's guidelines with responsibilities shared by the Center Director (or 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.

## 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

- Conduct site specific team meetings and tabletop exercises on a regular basis
- Identify potential hazards or threats for emergencies
- Define roles and responsibilities of staff and faculty
- Conduct fire drills and emergency response training sessions
- Communicate plan to all building occupants
- Check emergency communication tools/resources on a regular basis
- Provide evacuation route signs throughout the building
- Establish contact with neighboring organization (Steamfitters' Union) for shelter alternative
- Consult local police district officials in reviewing emergency plan
- Review emergency plan on a regular basis
- Update Emergency Kit contents each semester (Building Plan, Chemical Storage, Classroom Schedule, Master Schedule, Faculty and Staff Office Locations, Pen, Notepad, Flashlight, Extra Batteries, Contact List).

## Emergency Assessment

Emergency response 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 within the framework of the overall Campus Emergency Operations Plan.

In the event an emergency occurs, or is eminent, it shall be the responsibility of the Center Director (or Chief Administrator on duty) and Security Captain (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 Northeast Regional Center will be located at the Security desk. The secondary location will be located in the Enrollment Service Suite, room #102A-Records & Registration Work Room.

The Director (or Chief Administrator on duty) and Security Officer in charge (O.I.C) 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 NERC staff
- College authorities are notified and placed on alert
- Contact police and/or utility authorities when necessary
- No interruption of normal operations with the exception of power outage
- No injuries
- No evacuation or shelter in place required

## Level 2 - Major Emergency

EXAMPLES: Fight in the cafeteria, 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

Emergency situation is communicated between Director (or Chief Administrator on duty) and Security Officer in charge (O.I.C) on duty will assess the situation, determine the emergency. Refer to Emergency Kits located at Security Desk and the Administration Office.

- I. 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
  
- II. 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
  
- III. 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
  
- IV. Contact proper internal and external authorities (Internal - Security main campus

x8111, Director of Facilities, VP of Planning and Finance, VP of Academic

Affairs) (External- 911)

- V. Follow instructions given by authorities
- VI. Follow-up with emergency status
- VII. Convene NERC Emergency Response Team if required (major emergency or disaster) at designated Command Post
  - a. Responsibilities are distributed among ERT
    - crowd control assist disabled (communicate location of disabled to security)
    - evacuation posts covered
    - communicate with command post and disseminate approved information
- VIII. Account for building occupants-staff members, faculty, students and visitors
- IX. Direct media to Marketing and Government Relations Officer



## Science Laboratories and Classrooms

This plan is in compliance with the College's Plan and is specific to the Science Laboratories at the Northeast Regional Center.

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

### I. Uncontrollable Fire (chemical or other):

- a. Pull Fire Alarms (on wall next to Fire Escape). NOTE: this will alert Security and they will contact Fire Department
- b. Evacuate area (Evacuate building through the nearest fire tower, outside Room 319)
- c. Heat activated ceiling sprinkler system should engage
- d. SHUT OFF GAS LINES AT CUTOFF- red button on side of Instructor's Lab bench.
- e. Seal off area as much as possible...close doors, shut down the hoods to decrease oxygen flow
- f. Inform Security (215-972-6219) 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 x6219

### II. Electrical Fire

- a. Pull Fire Alarms (on wall next to Fire Escape) NOTE: This will alert Security and they will contact the fire department.
- b. 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. Room 314

### III. Loss of Electrical Service (extended blackout)

- a. Notify Security (x6219 or 215.972.6219)
- 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 (215-972-6219) 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.
- V. Hot & Cold Water line Rupture (Found in all areas)
  - a. Notify Security (215-972-6219) and Facilities (215-751-8800) 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. Natural Gas Line Rupture or Gas Leak
  - a. Notify Security (215-972-6219) and Facilities (215-751-8800) to take appropriate action
  - b. Shut emergency gas cut-off..... Red button on side of instructor's bench.
  - c. Evacuate room
    - NOTE: If necessary, Security can access circuit breaker for main gas cut off located in Room 314.
- VII. 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 at x6219 or 215-972-6219
  - 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 take your personal items of value.
  - f. Evacuate building through the nearest Fire Tower (outside Room 319)

At any time, should an incident occur in the absence of lab personnel, one should notify security immediately. (ext. 6219

Internally and 215-972 -6219 externally) security should notify the necessary personnel and the following personnel: contact tree:

Omitted from Public View