

**MANOR COLLEGE**  
**JENKINTOWN, PA**

**EMERGENCY RESPONSE PLAN**



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## **I. PREFACE**

The goal in the development of the Emergency Response Plan is to provide for the efficient and effective mobilization and allocation of college personnel, government officials, and other resources to provide for the protection of life and property, orderly response to emergencies, and early resumption of normal activities on the Manor College campus.

Emergency response efforts shall be conducted in conformity with the Mission, Core Values, and Policies of Manor College, and under the authority of its President.

Due to the unpredictable nature of emergencies, the Emergency Response Plan will be organized according to *general* detection, notification, and response guidelines, followed by sections containing specific response strategies pertinent to different kinds of emergencies where appropriate.

Emergency response shall generally be directed by the President and Emergency Response Officer or his/her designees.

It is recognized that no plan can cover all contingencies and that the Emergency Response Officer, and members of the Emergency Response Team, possess authority commensurate with their responsibility to protect life and property, to employ strategies not specified in the Emergency Response Plan.

Key to the effectiveness of the Emergency Response Plan is the quality of resource information contained therein. The maintenance of resource information in the Emergency Response Plan shall be the responsibility of the Emergency Response Officer and shall be done no less frequently than on an annual basis.



## **II. GENERAL PROVISIONS**

### **A. Notice of Emergency**

Information received by any person connected with the College that an emergency has occurred or is likely to occur shall be immediately forwarded to any member of the Security Department.

### **B. Report to Emergency Response Team**

A security officer receiving information about an occurring or likely emergency shall gather as much information as possible and immediately report the information to the Security Manager, Information (Emergency Response Officer), or any member of the Emergency Response Team.

### **C. Evaluation and Response**

The Emergency Response Officer, or Emergency Response Team member, shall direct the immediate response of emergency assistance based on the circumstances of the emergency (Police, Fire, Ambulance); direct the deployment of all appropriate College resources; and evaluate the need for additional assistance from outside private and governmental entities based on the circumstances of the emergency conditions (housing, transportation, environmental hazard, etc).

### **D. Emergency Management**

The Emergency Response Team, under the direction of the President, shall manage the ongoing actions taken in response to the emergency, utilizing the Emergency Resources Directory and other available resources, and shall make periodic progress reports to other constituencies, as appropriate.

**E. Key Secondary Factors**

In addition to those obvious responses to emergencies such as aiding the injured, summoning police/fire/ambulance services, or enlisting the aid of other outside agencies, the Emergency Response Team shall implement additional operations. These shall include but not be limited to:

- 1- The processing of calls from family and friends of students, faculty, and staff.
- 2- Establishing a centralized liaison function to deal with outside agencies (hospitals and other governmental agencies) providing them with necessary information and other assistance such as next-of-kin notifications.
- 3- Establishing a public information function to disseminate information to the news media and to document emergency response activities.
- 4- Provide for the protection of essential business records and computer equipment. Timely notification of computer operations administrators is essential.
- 5- Establish mechanism to provide for extraordinary financial demands, and seek assistance of insurance carriers.
- 6- Set up emergency procurement operation to address extraordinary material needs.
- 7- Ensure the continuation of food service operations.



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### III.

#### DEFINITIONS

- A. Emergency** - Any event, natural or man made, that endangers the health and welfare of the student body, faculty, and staff of Manor College; causes or threatens substantial damage to real or personal property on campus; or significantly disrupts the normal academic and business affairs of the College, and causes an extraordinary demand on the resources of the College, and supporting agencies.
- B. Emergency Response Officer** – The Security Manager, Information or other person assigned by the President.
- C. Emergency Response Team** –President; Vice President of Academic Affairs; Dean of Students; Emergency Response Officer; Resident Hall Coordinator; Director of Marketing / Public Relations; Director of Finance & Facilities; and Maintenance Supervisor.
- D. Command Post** - A room or rooms on campus, selected by the Emergency Response Team, from which management of emergency operations shall be conducted. It is understood that due to the nature of an emergency, it may be appropriate for administrators to remain in their pre-emergency locations and conduct the team’s activities via conference call, radio or other means.
- E. Additional Resources** - Administrators not listed above and other staff members of Manor College.

#### **IV. EMERGENCY RESPONSE TEAM MEMBERS**

A. President

Convenes and directs the Emergency Response Team.

B. Vice President of Academic Affairs

1. Make decisions as appropriate regarding academic Programs.

C. Dean of Students

1. Medical Facility and Supplies
  - a. Maintain 24-hour operation of the student health center.
  - b. Maintain adequate emergency medical supplies.
  - c. Act as a liaison with the Red Cross and/or other medical agencies.
  - d. Arrange for Crisis Counseling to offer immediate group and individual Counseling, as necessary.

D. Emergency Response Officer

1. Issue emergency text messages, emails and/or other communications to notify college community of appropriate actions to take.
2. Maintains direct communication with Emergency Response Team members, and liaisons with other key college personnel, as well as extra-campus agencies, i.e., police, civil defense and other governmental agencies.

E. Residence Hall Coordinator

1. Evacuation of Residence Halls and emergency housing
  - a. Arrange for the evacuation of College residents from vulnerable areas.

- b. Reassign resident students in threatened or affected areas to College Cafeteria or Auditorium.
- c. If the College campus needs to be evacuated, re-assign resident students to an established temporary sheltering facility.
- d. Arrange housing for stand-by crews, if necessary.

F. Director Marketing / Public Relations

1. Coordinate and manage office, which serves as a clearing house for all news and public information emanating from the campus.
2. Answer all questions asked by reporters or prepare appropriate individuals for same.
3. Oversee press conference, if necessary.
4. Advise the College community concerning damage, progress and recovery.
5. Respond to outside requests for information. Prepare written statement(s) and prepare individuals for interaction with media.
6. Respond to questions by members of the internal College Community.
7. Direct messages on the College's web site (if up and running), in addition to other means of communication.
8. Provide pictorial coverage of the campus and the vicinity for historical and public information purposes.

G. Director of Finance & Facilities

1. Establish emergency meal hours, if necessary.
2. Secure emergency food supplies.
3. Directs Maintenance Supervisor.

H. Maintenance Supervisor

1. Supervise student, staff, faculty, and non-College volunteers in the removal of contents from affected buildings.
2. Shut off gas, steam, electricity and other utilities in affected areas, as required.
3. Remove containers of hydrogen, oxygen, acetylene, propane, and other dangerous or toxic gases and hazardous materials from affected areas, as required.
4. Provide physical barriers, barricades to safeguard hazardous areas.
5. Provide purification agents.
6. Determine emergency water locations.
7. Post signs on water fountains and sinks in affected buildings indicating:  

***“DO NOT USE ---  
NEAREST SAFE WATER POINT (location)”***
8. Instruct personnel to fuel all vehicles and gasoline operated equipment.
9. Insure for the availability/operation of emergency generators.
10. Arrange switching for alternate power feeds and distributions.
11. Dispatch portable power units and operators to provide essential power to meet special demands.

I. Main Reception Area

1. Establish 24-hour service at switchboard.
2. Establish a dedicated line with taped updates on the situation, as well as an 800 telephone number, so people can inquire about family members.

## **V. COMMAND POST LOCATIONS**

The key element in selecting the Command Post is that it be a safe location, unlikely to be affected by any subsequent events related to an initial disaster/emergency episode. The location should be centrally located, have sufficient room for 6 to 8 people, and be convenient to all utilities if possible. It is understood that due to the nature of an emergency, it may be appropriate for administrators to remain in their pre-emergency locations and conduct the team's activities via conference call, radio or other means.

### **Potential Sites**

The Emergency Response Officer shall periodically verify the proper functioning of utilities and communication equipment and connections at each of the following, suggested sites.

- Basileiad Library Building
  - President's Office
  - President's Conference Room
  
- Mother of Perpetual Help Academic Building
  - Cafeteria
  - Student Life Office
  
- St. Josaphat Residence Hall Building
  - Student Lounge
  - Security Office

## **VI. COMMUNICATIONS**

### **A. Crisis Management Requirements at Command Post**

1. EMERGENCY LIGHTING
2. EMERGENCY ELECTRICAL POWERED OUTLETS
3. COMPUTER DATA LINES (2 MINIMUM)
4. DEDICATED TELEPHONE LINE (LINE THAT BY-PASSES THE TELEPHONE SWITCHING SYSTEM)
5. TELEVISION CABLE OUTLET
6. CELLULAR TELEPHONES
7. WALKIE TALKIE RADIOS (TO BE DELIVERED TO COMMAND POST AS SOON AS COMMAND POST IS IDENTIFIED; DELIVERY SHOULD BE MADE BY THE ASSISTANT DIRECTOR OF SECURITY OR HIS/HER DESIGNEE)
8. FOOD AND WATER
9. EMERGENCY RESPONSE KIT: (TO BE DELIVERED BY THE ASSISTANT DIRECTOR OF SECURITY OR HIS/HER DESIGNEE TO COMMAND POST AS SOON AS COMMAND POST IS IDENTIFIED)
  - a. Aerial maps of the campus
  - b. Local area maps of the surrounding streets
  - c. Campus layout
  - d. Phone books
  - e. Building floor plans

- f. Employee and faculty roster with phone
- g. Building keys
- h. Alarm and sprinkler suppression procedures
- i. Utility shut off locations
- j. Key responder emergency contact numbers
- k. Designated Command and Staging Areas
- l. Emergency Resource List with phone numbers
- m. Evacuation sites and routes(to be determined by local authorities)
- n. First Aid supplies and their locations
- o. Student photos or the ability to retrieve them from the computer

**B. Police, Fire, and Medical Emergencies –**

These services will always be summoned in the event of:

- a. Fire,
- b. flood,
- c. earthquake,
- d. valid bomb threat,
- e. environmental hazard,
- f. serious multiple injury accidents,
- g. civil disorder or mass demonstrations,
- h. aircraft crash,
- i. chemical spill, and the like.

Police, Fire, and other government related agencies are required to have emergency response strategies in place and are usually well equipped to provide immediate assistance as well as knowledge of appropriate resources for secondary assistance.

**C. Large Scale Health or Injury Problems –**



The area of Manor College is well-served by a number of hospitals within a 15-minute drive. These facilities are listed on the resource page. Triage is usually the function of First Responder Medical Emergency personnel. Follow up coordination of medical care shall be the responsibility of the Student Health Services Department.

**D. Utility and Mechanical Service Loss –**

The handling of utility and mechanical service losses shall be coordinated by the Director of Finance. The Maintenance Department Supervisor maintains an up-to-date list of private contractors to correct those problems beyond the ability of College personnel.

**E. Public Information –**

An emergency or disaster is likely to present a need for the organized and sensitive dissemination of information for public consumption, as well as maintaining control of the media who might disrupt emergency response activities. This function shall be the responsibility of the Director Public Relations and his/her staff.

## **VII. EVACUATION OF BUILDINGS**

Fire, flood, earthquake, suspected explosives, environmental accidents, and utility failures are among the reasons that a building should be evacuated. Regardless of the reason for the emergency, any condition in or near a building that threatens the health, safety, or welfare of any member of the Community shall be cause to direct an evacuation.

1. Buildings shall be evacuated by activating the fire alarm or, in the event that the alarm is not functioning, by word of mouth among the occupants, by portable loudspeaker, or by PA system. In the case of evacuation, members of the Security Department will enter into rooms to ensure everyone has left the building.
2. Occupants should exit by way of marked emergency exits and be directed to safe locations at least 500 feet or 1/10<sup>th</sup> of a mile from the building.
3. Keep roads and paths open to facilitate the response of emergency personnel and assist with emergency operations if needed.
4. Do not permit re-entry into a building until it has been declared safe to do so by a competent authority.
5. If safe re-entry is unlikely within a reasonable time, non-essential faculty and staff, and non-resident students shall be directed to leave the campus if it is safe to do so. Temporary housing of resident students shall be managed by the Residence Hall Coordinator.



## **VIII. ESTABLISHING ALTERNATE FACILITIES**

### **A. Resident Student Housing**

Establishing alternate quarters for resident students due to the temporary loss of a residence hall shall be the responsibility of the Residence Hall Coordinator.

Resident students may be temporarily housed with other resident students or in the lounges of unaffected buildings until such time as repairs to damaged housing facilities are completed, except that no such temporary arrangements shall last more than four weeks.

If a residence hall facility is unusable for more than four weeks, alternate arrangements for housing shall be made.

### **B. Classrooms**

Temporary use of large common areas in buildings on campus may be considered for use as classrooms on a temporary basis, including meeting rooms and lounges, if they exceed 500 square feet in usable area and do not unduly disrupt other necessary operations.

Very large areas such as the Gymnasium, Cafeteria and Library may be considered for multiple uses by segmenting with portable partitions.

The temporary use of available space at nearby area schools, office buildings, and rental halls shall be considered for possible classroom use on a temporary basis.

### **C. Food Service**

Should the Cafeteria and Kitchen be rendered unusable, the Director of Finance shall coordinate food service to be provided on a temporary basis in the gymnasium. The food service contractor shall be responsible to provide meals to the campus community in the alternate location. Alternate use of the Gymnasium will require suspension of some athletic activities.

**D. Administrative Operations**

Where possible, when an administrative function cannot be performed at its usual location, attempts shall be made to find alternate space on campus. Otherwise, outside office, hotel, social halls, or other space shall be rented until such time as the regular operations can be restored.

## **IX. EMERGENCY RESOURCES DIRECTORY**

### **Police**

- *Abington Township Police*

Emergency 911/ (215) 884-2700

Non-Emergency (267) 536-1100

Administrative Township Bldg. /Animal Control – (267) 536-1000

- Pennsylvania State Police Troop K HQ (215) 560-6200

### **Fire Department**

- *McKinley Fire Company*

Emergency 911

Non-Emergency (215) 884-3200

### **Ambulance**

- Burholme Ambulance – (215) 745-1550

- Emergency 911

### **Emergency Management**

- Abington Twp Emergency Management Administrator (267) 536-1087

- Department of Health for Montgomery County (610) 728-5117

- Montgomery County Dept. of Public Safety (610) 631-6500

### **Other Law Enforcement**

- Montgomery County Sheriff's Office (215) 784-5411

- Montgomery County Emergency Dispatch Center (610)279-6100

- Philadelphia Police Ordinance Disposal Unit (215) 685-8013

- Montgomery County Ordinance Disposal Unit (215) 685-8013

- F.B.I. (215) 641-8910

- U.S. Secret Service (215) 861-3300

- Montgomery County District Attorney (610) 278-3090

### **Hospitals**

- Abington Hospital (215) 481-2000
- Holy Redeemer Hospital (215) 947-3000
- Jeannes Hospital (215) 728-2273
- Einstein Medical Center Elkins Park (215) 663-6000

### **Utilities**

- PECO - Electric & Gas (general emergency #) (800) 220-7326
- Aqua Water Company (general emergency #) (800) 711-4779
- Verizon -Telephone Repairs (800) 275-2355

### **Other Government Offices – State**

- PA Attorney General (215) 560-2402
- EPA (Region 3) (800) 438-2474
- State Government Information (800) 932-0784
- Pa. National Guard (Bomb Disposal) (717) 861-2811

### **Food, Clothing, & Shelter Assistance**

- American Red Cross -Willow Grove (215) 659-3113

### **Area Schools**

- Abington School District (215) 884-4701
- Jenkintown School District (215) 885-3722
- St. Basil Academy (215) 885-3771
- Abington Friends School (215) 576-3996
- St. Hilary of Poitiers School (215) 887-4520
- St. Cecilia School (215) 725-8588
- McKinley School (215) 663-0430

### **News - Electronic & Print**

- Radio (KYW) (215) 238-1060
- 6 (ABC) - TV (215) 878-9700
- 10 (NBC) – TV (610) 668-5510
- 3 (CBS) – TV (215) 977-5300
- 15 (FOX) – TV (215) 925-2929
- Philadelphia Inquirer (215) 854-4500
- Associated Press (215) 561-1188

### **Miscellaneous**

- Poison Information Center (215) 386-2100 /800-222-1222/  
800-722-7112
- Toxic Chemical & Oil Spills (Nat'l Response Ctr) (800) 424-8802/911
- Philadelphia Airport Operations Manager (215) 492-4129
- Montgomery County Coroner's Office (610) 278-3000