



**MANOR**  
COLLEGE

**DEPARTMENT OF PUBLIC SAFETY**

# **EMERGENCY PROCEDURES**

**Revised and Updated**

**April 20, 2022**

**Department of Public Safety**

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## **INFORMATION / NUMBERS TO KNOW**

**For all Police, Fire and Emergency Medical  
Services**

**DIAL 911**

**from a Manor phone or from all other phones**

**Manor College is located at 700 Fox Chase Road, Abington  
Township, Montgomery County.**

**The cross streets are Forrest Avenue and Cedar Road.**

**To contact the Manor College Department of Public Safety  
dial extension 3292 from any campus phone or call direct at  
215-780-1175.**

**The Department of Public Safety is available 24/7**

**To sign up for the Campus Emergency Alert System, text the  
word MANOR to 79516 or visit [https://manor.edu/student-  
life/campus-alerts/](https://manor.edu/student-life/campus-alerts/)**

## **FIRE**

- **Notify occupants and help those needing assistance in your immediate area.**
- **Quickly turn off and / or secure any hazardous equipment or chemicals.**
- **Confine the fire by closing doors as you exit.**
- **Activate the closest fire alarm pull station.**
- **Evacuate the building from the nearest exit and dial 911 to report the fire.**
- **Do NOT reenter the building until authorized by emergency personnel.**
- **Once outside all evacuees must proceed to the left of the basketball courts for accountability.**

## **EVACUATION**

- **When the fire alarm is activated, building evacuation is MANDATORY.**
- **DO NOT use elevators.**
- **Quickly turn off / secure any hazardous equipment or chemicals.**
- **Upon exiting, follow instructions of first responders to the evacuation site or proceed to the area left of the basketball courts for accountability.**

## **SHELTER IN PLACE**

**Purpose: To shelter occupants inside a building in the event of a hazardous material or emergency incident located outside the building.**

- **When notified, go into the nearest building.**
- **Close and lock all windows and doors.**
- **Do not exit the building until notified by Public Safety or First Responders.**
- **Follow any and all instructions provided by Public Safety or First Responders**

## **SUSPICIOUS PACKAGE**

- **Characteristics of a suspicious package may include:**
  - **Oily stains, discoloration or odor**
  - **Powdery substances on the outside or inside the letter or package**
  - **Excessive postage**
  - **Lopsided or uneven envelope**
  - **Protruding wires or aluminum foil**
  - **Excessive security material such as masking tape, string, etc.**
  - **Sounds from within the package**
- **DO NOT touch or disturb the package. Only allow emergency personnel to handle the package.**
- **Isolate the package and evacuate the immediate area.**
- **Dial 911 from a Manor phone or from all other phones and Public Safety at ext. 3292 or 215-780-1175**

## **SUSPICIOUS BEHAVIOR**

- **DO NOT physically confront any person exhibiting suspicious behavior.**
- **DO NOT let the suspicious person into a locked building or room.**
- **DO NOT block the person's access to an exit.**
- **Immediately call Public Safety at extension 3292 or 215-780-1175 OR the Police at 911 from a Manor phone or from all other phones.**



# **ACTIVE SHOOTER**

## **REPORTED GUNMAN IN YOUR**

### **BUILDING**

- **RUN-HIDE-FIGHT.**
- **If possible, exit the building immediately and call 911. Tell the dispatcher you are in Abington Township, Montgomery County. Follow up with a call to Public Safety at 215-780-1175 if possible.**
- **If you cannot exit safely, go to the closest room, close the door and lock it or barricade it and call 911.**
- **Remain quiet and calm. Turn the lights off and cover any motion sensors. Turn cell phones to silent.**
- **DO NOT OPEN THE DOOR TO ANYONE until the police have secured the scene.**
- **DO NOT attempt to confront the shooter EXCEPT as a last resort. As a last resort use any improvised weapons available.**
- **NEVER assume someone else called the police. Dial 911 from a Manor phone or from all other phones.**

# **ACTIVE SHOOTER**

## **REPORTED GUNMAN ELSEWHERE**

### **ON CAMPUS**

- **If you are inside a building, lock or barricade yourself inside the closest room.**
- **Remain quiet and calm. Turn the lights out and cover any motion sensors. Turn cell phone to silent.**
- **Follow the instructions provided via the Campus Alert System and / or official Manor College social media sites.**
- **DO NOT OPEN THE DOOR TO ANYONE until the police have secured the scene.**

# **BOMB THREAT**

**When receiving a call threatening a bomb or explosive on campus:**

- **Remain calm.**
- **Get as much information as possible from the threatening caller.**
  - Location and type of bomb
  - Planted time of detonation
  - Why the bomb was planted
  - Listen for clues of the caller's age, gender, mental state.
- **DO NOT hang up the phone after the call**
- **To avoid risk of detonation, immediately turn off cellular devices and radios.**
- **Dial 911 from a Manor phone or from all other phones and Public Safety at extension 3292 or 215-780-1175.**
  - Due to the danger of possible bomb detonation from radio transmission, all radios at the scene will be turned off (unless otherwise instructed). All communications will be through the use of the telephone or some other alternate method.
- **Follow all instructions from the dispatcher and emergency personnel.**

# PSYCHOLOGICAL EMERGENCIES

Anytime there is concern about a student's physical safety (suicide risk, risk taking, etc.) or threat to the safety of others (aggressive behavior, threats, etc.) the situation should be treated as an emergency.

## **PROCEDURES FOR IMMEDIATE SUICIDE CRISIS**

- Call 911 immediately.
- Contact Public Safety and the Campus Emergency Coordinator either by radio or phone at extension 3292 or 215-780-1175
- Contact the Campus Counseling Office at ext. 2258 and alert the counselor of the situation.
- If the situation occurs in the Residence Hall or involves a student resident, notify the Residence Hall Coordinator.

## **IMPORTANT**

**Follow these procedures with or without the student's permission. Normal rules of confidentiality do not apply under emergency situations, however no information can be disseminated to anyone other than police, medical or Manor College personnel listed above.**

## **WARNING SIGNS OF PSYCHOLOGICAL / POTENTIAL SUICIDE EVENTS**

- Written or verbal expression of the wish to die or description of planned or past attempt
- Preoccupation with death or dying.
- Family member or close friend has committed suicide.
- Expressing feelings of hopelessness about one's situation or future.
- Prolonged and severe depression.
- Giving away possessions, especially valuables.
- Major recent loss or shift in circumstances, such as the end of a relationship, parents divorcing or leaving the area, loss of job or income, loss of custody of child, school expulsion or failure, homelessness.
- Risk-taking behaviors.
- Signs of intense stress, such as crying episodes, anger outbursts, irritability, difficulty concentrating, and agitation.
- Incoherence (not making sense, impaired speech, delusions, hallucinations).
- Deterioration in personal grooming.
- Repeated or excessive absences.
- Plummeting grades and performance.
- Dramatic weight loss or gain.
- Social withdrawal or isolation.
- Expressions of hostility or threat or harm toward another.
- Anti-social behavior.
- Lethargy, insomnia, or sleeping too much.

# **MEDICAL EMERGENCIES**

The following procedures should be followed in case of a medical emergency:

1. If you can safely leave the injured person, call Manor College Department of Public Safety at ext. 3292 or 215-780-1175. A Public Safety officer is stationed at the Public Safety office in Residence Hall 24/7.

When notifying Public Safety:

- Identify yourself.
  - Identify where you are calling from.
  - Provide the location of the emergency.
  - Give the name of the injured person and type of injury.
2. If you CANNOT safely leave the injured person:
    - Yell for someone to call Public Safety at ext. 3292 or 215-780-1175.
    - Have them provide the above information.

## **FIRST AID KITS**

First Aid kits for minor injuries are available:

- Public Safety Office inside St. Josaphat Hall (Residence Hall)
- Student Life office, Mother of Perpetual Help Hall (Academic Building)
- Mother of Perpetual Help Hall (Academic Building) Food Pantry
- Basileiad Manor (Library Building) at the Librarian Circulation Desk.

## **AUTOMATIC EXTERNAL DEFIBRILLATORS (AED) and NARCAN**

AED's and Narcan spray can be found in the following locations:

- Public Safety Office inside St. Josaphat Hall (Residence Hall)
- Dental Center, St. Josaphat Hall (Residence Hall), left of the copy machine.
- Basileiad Manor (Library Building) near the Librarian Circulation Desk
- Mother of Perpetual Help Hall (Academic Building) on the wall across from the Counseling Center (between Room 20 and the gym).

**NOTE:** An alarm will sound when the AED door is opened. It will shut off once the door is closed.

# MISSING STUDENT NOTIFICATION

Any individual on Campus who has information that a student may be missing from Manor College must notify the Department of Public Safety at ext. 3292 or 215-780-1175. You may also report a missing student in person to the Public Safety office located inside St. Josaphat Residence Hall, Room 103.

The Department of Public Safety may open an investigation and utilize campus resources, including Residence Assistants, in an effort to locate the student. The Manager of Public Safety will notify the appropriate law enforcement agency depending on information received and any search results. The Manager of Public Safety will also notify the student's emergency contact (for students 18 and over) or the parent guardian (under the age of 18 and not emancipated).

If a member of the Manor College community believes a student who resides on campus is missing, they should immediately notify the Department of Public Safety. Public Safety will generate a missing person's report, initiate an investigation, and upon determination that the student is missing notify the Abington Township Police Department.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the Manor Security Department in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual Manor Security Department will notify that individual no later than 24 hours after the student is determined to be missing. Resident Students who wish to identify a confidential contact can do so at the Manor College Security Department, Security Information Office.

# **FIRE EXTINGUISHER LOCATIONS**

## **MOTHER OF PERPETUAL HELP HALL (ACADEMIC BUILDING)**

### **Ground / First Floor**

- Hallway (two)
- Boiler Room (two)
- Kitchen (two)
- Student Lounge in Dining Hall (two)
- Rear of dining hall
- Room 15
- Room 17
- Room 18

### **Second Floor**

- Hallway (two)
- Rear of gym (two)
- IT room

### **Third Floor**

- Hallway (two)
- Chemistry Lab
- Storage Room between labs
- Biology Lab

## **BASILEIAD MANOR (LIBRARY BUILDING)**

### **Ground floor**

- Hallway (two)
- Boiler Room

### **Second Floor**

- Hallway (two)

### **Third Floor**

- Hallway (two)

## **ST. JOSAPHAT HALL (RESIDENCE HALL)**

### **Ground Floor**

- Outside Room 51
- Hallway East Wing
- Boiler Room (on wall by light switch)
- Maintenance Shop
- Student mail boxes
- Main Entrance Dental Center
- Dental Center Hallway
- Dental near Room 53
- Rear Door Dental Center 9under West Wing)

### **First Floor**

- 1<sup>st</sup> Floor landing outside Public Safety window
- East hallway
- Kitchen
- Public Safety Office
- USHC near door
- Rear stairwell
- West Wing kitchen
- West Wing rear (door number 7)

### **Second Floor**

- Front stairwell
- Hallway (left of Room 206)
- Hallway (left of Room 204)
- Kitchen
- Rear stairwell

### **Third Floor**

- Front stairwell
- Hallway (left of lounge)
- Hallway (left of RC apartment)
- Kitchen
- Rear stairwell



# **FIRE ALARM PULL STATIONS**

## **MOTHER OF PERPETUAL**

### **HELP HALL**

#### **(ACADEMIC BUILDING)**

##### **Ground Floor**

- End of hallway facing soccer field
- Boiler Room
- Double Kitchen Doors
- End of hall main stairwell
- Rear of cafeteria right side
- Rear of cafeteria left side

##### **Second Floor**

- Rear of gym, double doors on right
- Rear of gym, double doors on left
- Outside metal door of gym
- End of hallway main stairwell
- Glass doors, center of building
- End of hallway stairwell facing soccer field

##### **Third Floor**

- Main stairwell balcony door
- End of hallway stairwell facing soccer field

## **BASILEIAD MANOR**

### **(LIBRARY BUILDING)**

##### **Ground Floor**

- Main stairwell across from receptionist
- End of hall stairwell facing convent
- End of hall facing dorm

##### **Second Floor**

- Main stairwell
- End of hall facing convent
- End of hall facing dorm

##### **Third Floor (Library Building)**

- End of hallway facing convent
- End of hallway facing dorm

## **ST. JOSAPHAT HALL**

### **(RESIDENCE HALL)**

##### **Ground Floor**

- Main door maintenance shop
- Main dorm stairwell
- Dental Clinic main doors
- Dental Clinic rear stairwell
- Dental clinic rear door

##### **First Floor**

- Main stairwell next to Public Safety
- Student Lounge (near West Wing door)
- Rear dorm staircase UHC (West Wing)
- West Wing door (door number 7)

##### **Second Floor**

- Main dorm stairwell
- Rear dorm stairwell

##### **Third Floor**

- Main dorm stairwell
- Rear dorm stairwell



**MANOR**  
COLLEGE

# **EMERGENCY RESPONSE PLAN**

**Updated and Revised: April 20, 2022**

**Department of Public Safety**

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**XI. LIST OF PERTINENT EMPLOYEE CELL PHONE NUMBERS:**

## **I. PREFACE**

The goal in the development of the Emergency Response Plan is to provide for the safe, 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 be directed by the President and the 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, and to employ strategies not specified in the Emergency Response Plan.

The 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 Department of Public Safety.
- B. Report to Emergency Response Team-** A Public Safety officer receiving information about an occurring or likely emergency shall gather as much information as possible and immediately report the information to the Manager of Public Safety (Emergency Response Officer) or any member of the Emergency Response Team.
- C. Evaluation and Response-** The Emergency Response Officer 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 government entities based on the circumstances of the existing 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 shall make periodic progress reports to appropriate agencies.
- E. 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.

### **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 Manager of Public Safety, or other person assigned by the President.
- C. **Emergency Response Team** –President; Provost and Vice President of Academic Affairs; Vice President and Dean of Student Affairs; Emergency Response Officer; Assistant Director of Residence Life; Vice President of Marketing Communications and Advancement; Vice President of Finance and 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. Provost and Vice President of Academic Affairs**-Make decisions as appropriate regarding academic Programs.
- C. Vice President and Dean of Student Affairs**-Medical Facility and Supplies
1. Maintain 24-hour operation of the student health center.
  2. Maintain adequate emergency medical supplies.
  3. Act as a liaison with the Red Cross and/or other medical agencies.
  4. 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. Assistant Director of Residence Life-Evacuation of Residence Halls and emergency housing**

1. Arrange for the evacuation of College residents from vulnerable areas.
2. Reassign resident students in threatened or affected areas to College Cafeteria or Auditorium.
3. If the College campus needs to be evacuated, re-assign resident students to an established temporary sheltering facility.
4. Arrange housing for stand-by crews, if necessary.

**F. Vice President of Finance and Facilities**

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

**G. 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'** and provide location of nearest safe water point if possible.
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.

#### **H. 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:

- Department of Public Safety office (St. Josaphat Residence Hall).
- President's office (Basileiad Manor - Library Building).
- President's Conference Room (Basileiad Manor - Library Building).
- VP & Dean of Student Affairs' office (Mother of Perpetual Help Hall - Academic Building).
- Student Life office (Mother of Perpetual Help Hall - Academic Building).

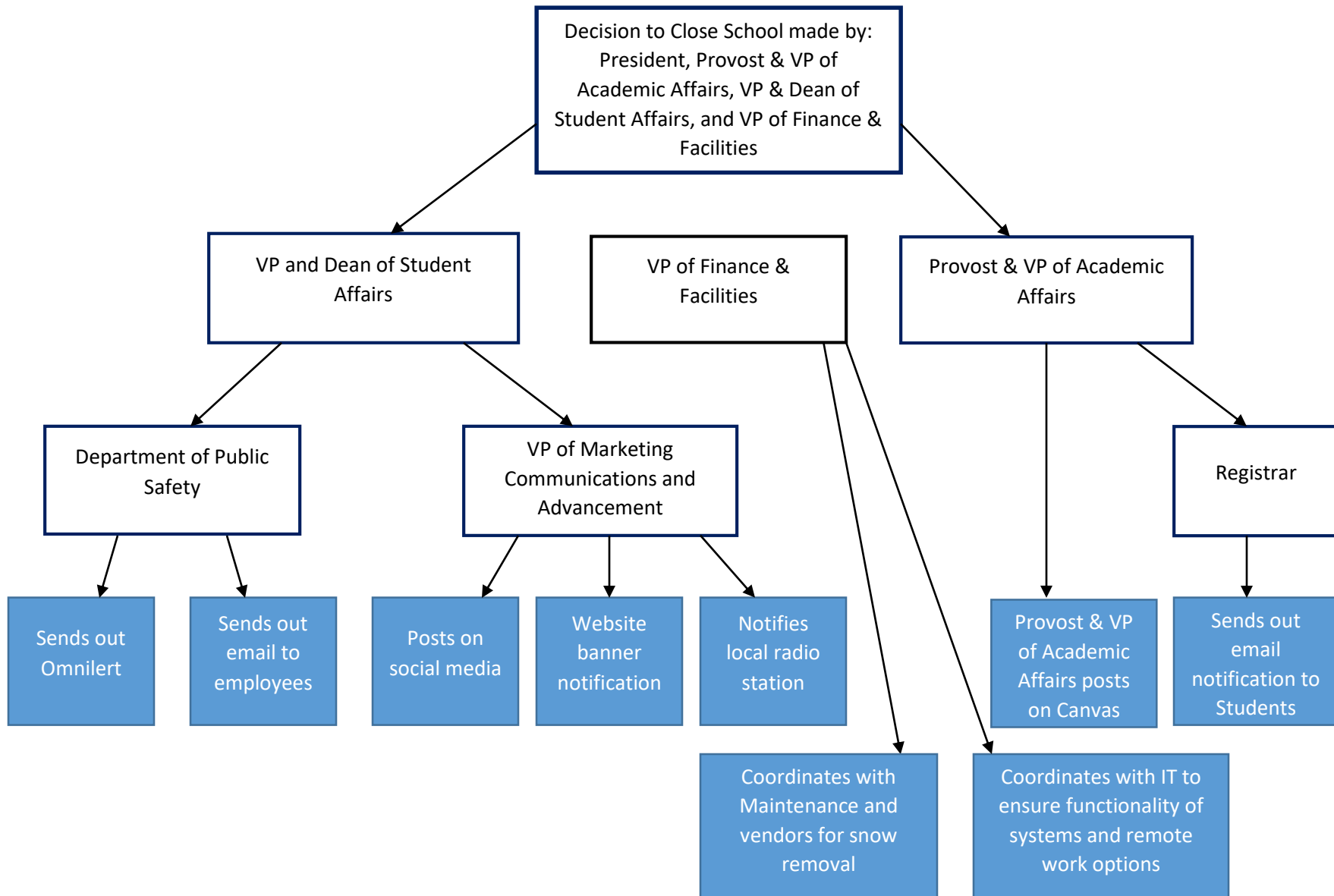
## **VI. COMMUNICATIONS**

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

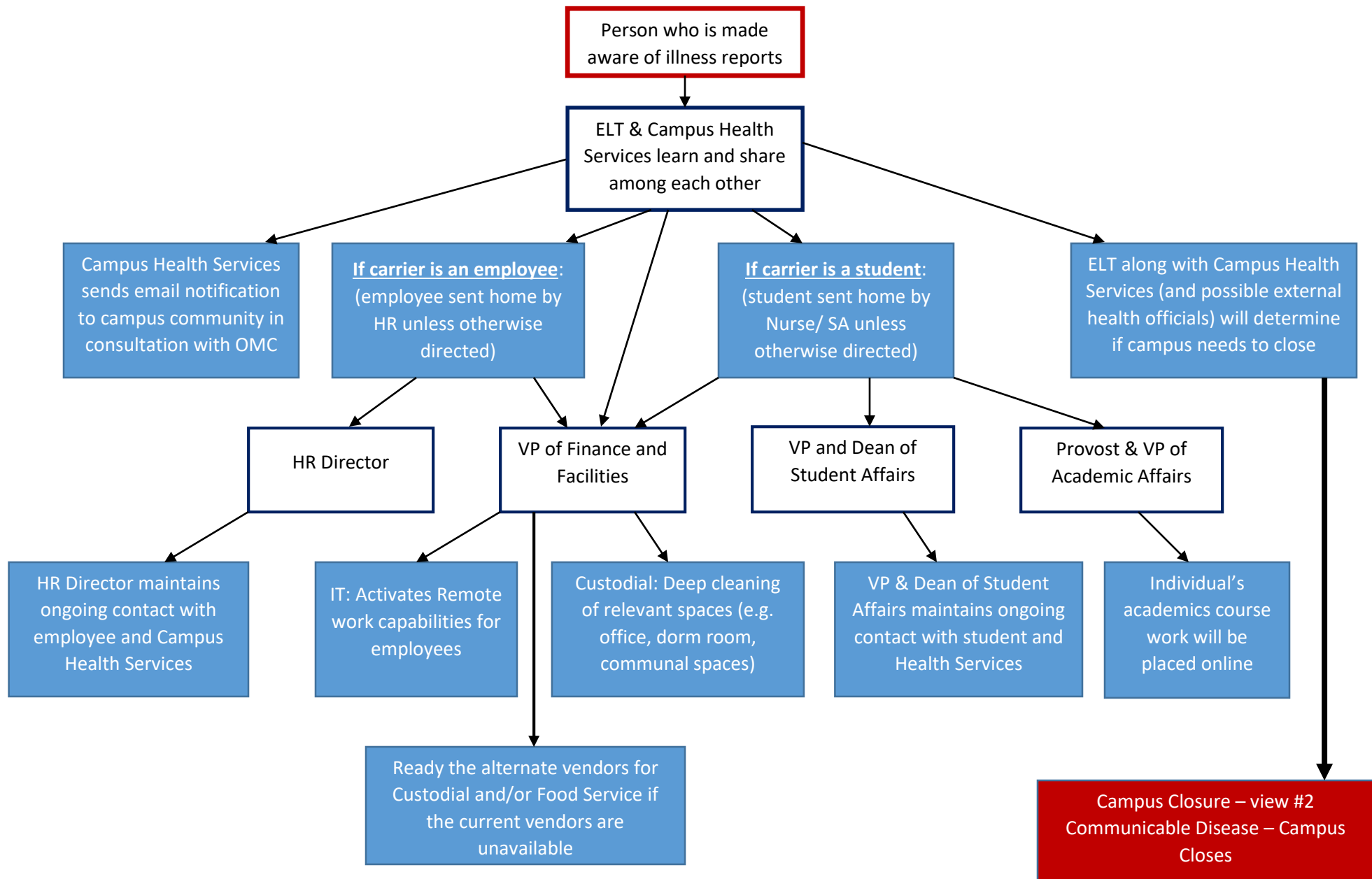
1. Emergency Lighting.
2. Emergency electrical powered outlets.
3. Computer data lines (2 at minimum).
4. Dedicated telephone line (Line that bypasses the telephone switching system).
5. Television cable outlet
6. Cellular telephones
7. Portable radios- to be delivered to command post as soon as command post is identified; delivery should be made by the Manager of Public Safety or his/her designee)
8. Food and water
9. Emergency response kit: - to be delivered by the Manager of Public Safety or his/her designee to command post as soon as command post is identified, which will include:
  - a. Aerial maps of the campus
  - b. Local area maps of the surrounding streets

- c. Campus layout
  - d. List of emergency phone numbers
  - 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. Communication Flow Charts (Next 5 pages)
- 1. Weather
  - 2. Communicable Disease (Pandemics)
    - a. Campus Remains Open
    - b. Campus Closes
    - c. Campus Quarantined
  - 3. De-escalation/active shooter

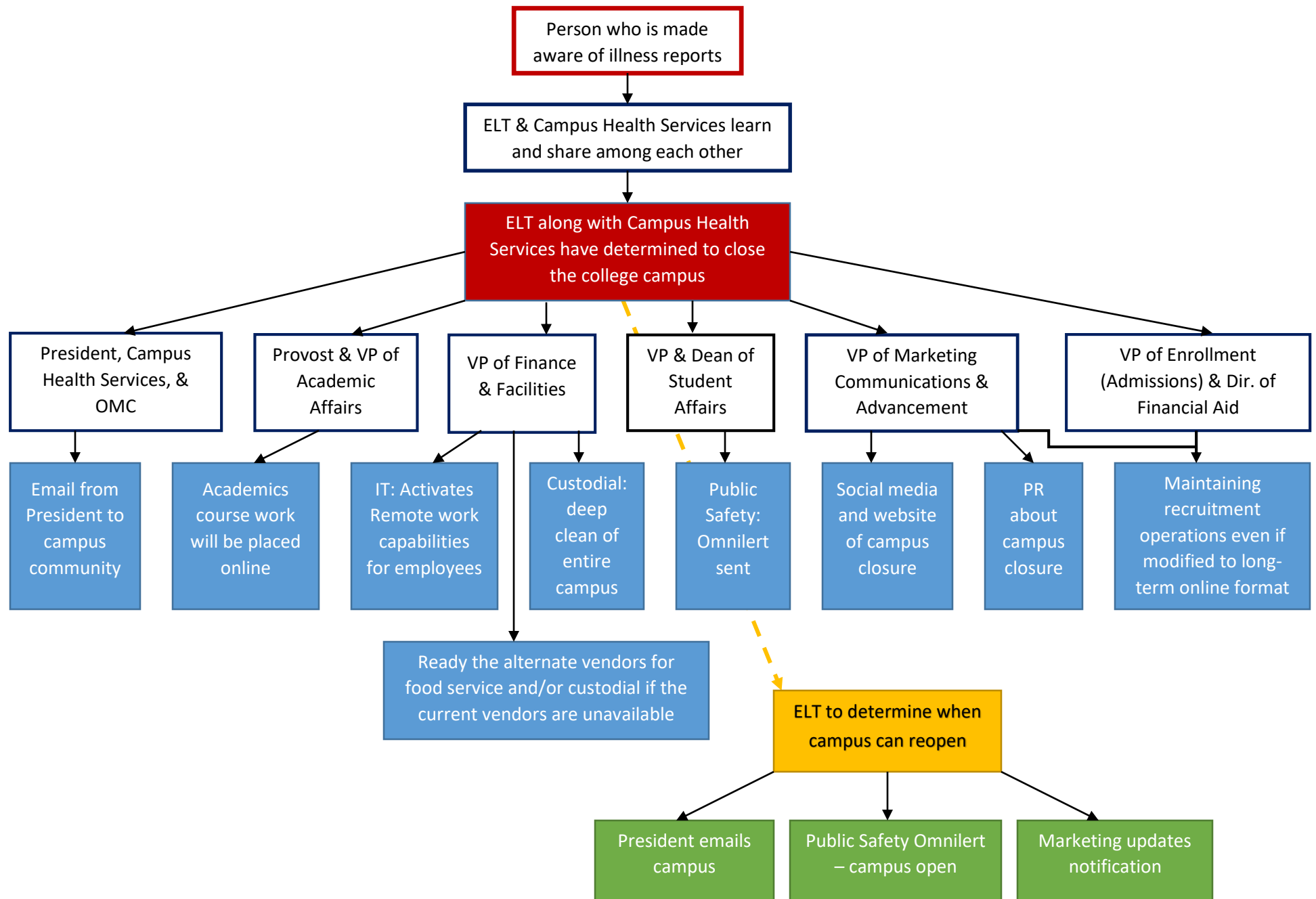
# Inclement Weather



# 1. Communicable Disease (Pandemics) – Campus remains open

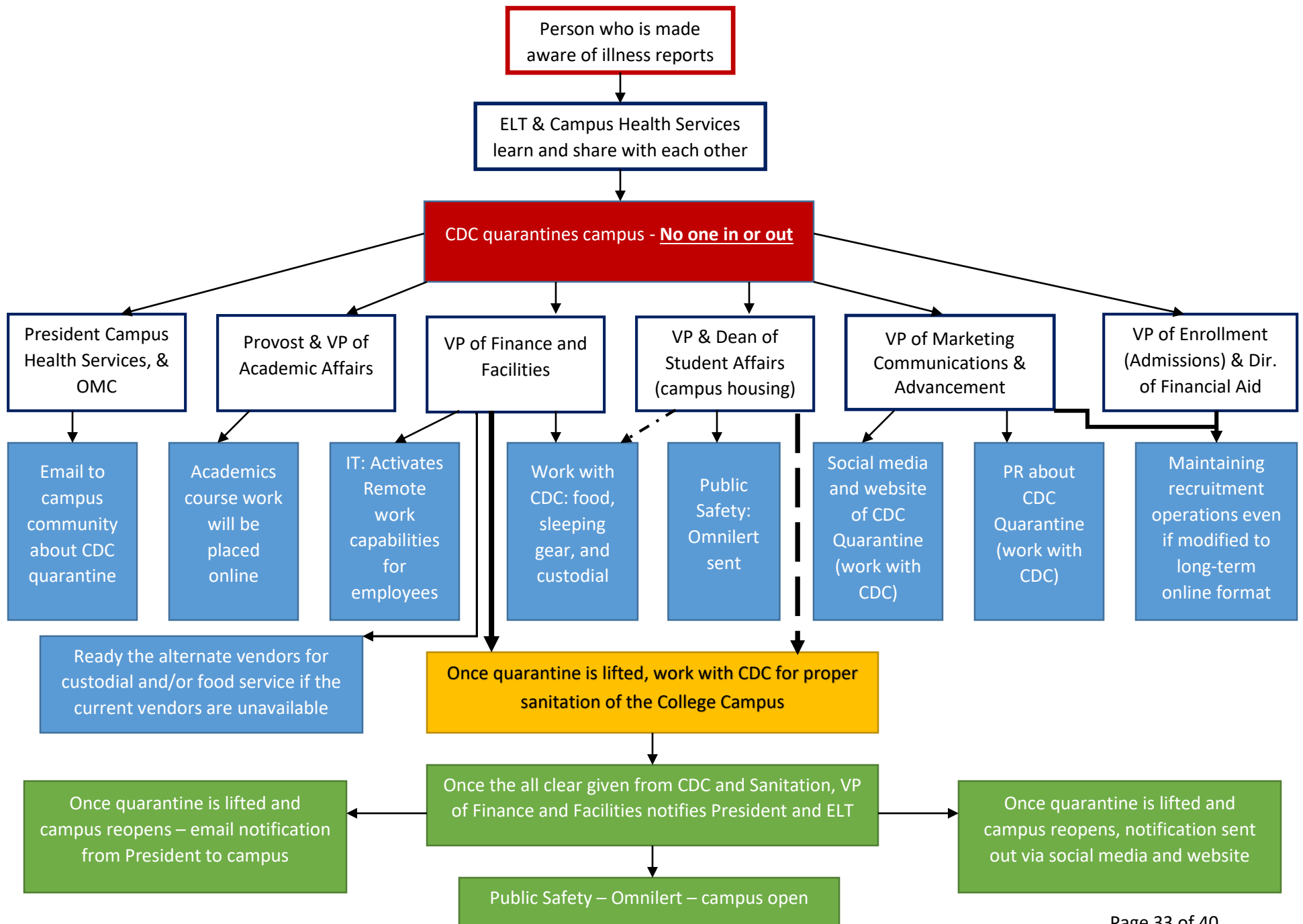


## 2. Communicable Disease (Pandemics) – Campus closes

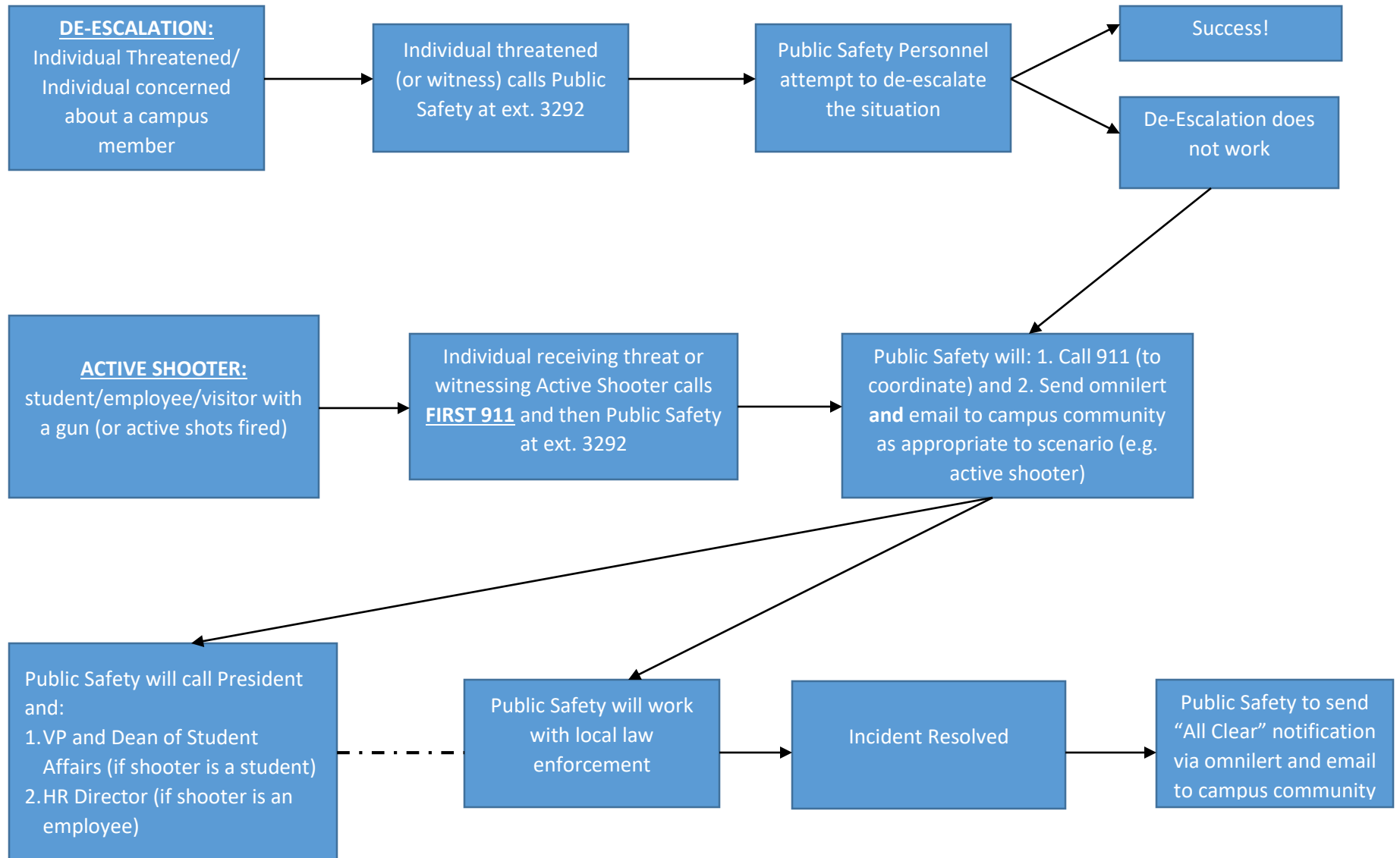




### 3. Communicable Disease (Pandemics) – Campus quarantined



# De-Escalation/Active Shooter



## **VII. POLICE, FIRE AND MEDICAL EMERGENCIES**

These services will always be summoned in the event of:

- Fire,
- flood,
- earthquake,
- valid bomb threat,
- environmental hazard,
- serious multiple injury accidents,
- civil disorder or mass demonstrations,
- aircraft crash,
- chemical spill, and the like.

### **A. 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.

See Policy SA 0207 – Communicable Disease Protocol

### **B. 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.

### **C. 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 of Public Relations / Marketing and his/her staff.

## **VIII. 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.

- A. 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 Public Safety Department will enter into rooms to ensure everyone has left the building.
- B. Occupants should exit by way of marked emergency exits and be directed to safe locations at least 500 feet or 1/10th of a mile from the building.
- C. Keep roads and paths open to facilitate the response of emergency personnel and assist with emergency operations if needed.
- D. Do not permit re-entry into a building until it has been declared safe to do so by a competent authority.
- E. 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 Assistant Director of Residence Life.

## **IX. 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 Assistant Director of Residence Life.

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 Vice President of Finance and Facilities 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.

## **X. EMERGENCY RESOURCES DIRECTORY**

### **Police**

Abington Township Police Department

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**

Second Alarmer's Rescue Squad

Emergency 911

Non-emergency (215) 659-1885 ext. 106

24 hour on-duty supervisor (215) 392-0895

### **Emergency Management**

Abington Township Emergency Management Administrator (267) 536-1087

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

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

Montgomery County School Safety Coordinator, Matthew Roberto (610)

278-3500 ext. 6629

### **Other Law Enforcement**

Montgomery County Sheriff's Office (610) 278-3331  
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) 418-4000  
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) 728-2000  
Einstein Medical Center Elkins Park (215) 663-6000

### **Utilities**

PECO - Electric & Gas (general emergency #) (800) 494-4000  
Aqua Water Company (general emergency #) (610) 525-1402  
Verizon -Telephone Repairs Monday – Friday (610) 048-6977 /  
After hours (800) 379-0254

### **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) 884-4700  
Jenkintown School District (215) 885-3722  
Abington Friends School (215) 886-4350  
St. Hilary of Poitiers School (215) 887-4520

St. Cecilia School (215) 725-8588  
McKinley School (215) 663-0430

**News - Electronic & Print**

Radio (KYW) (855)-599-6397  
6 (ABC) - TV (215) 878-9700  
10 (NBC) – TV (215) 201-5000  
3 (CBS) – TV (215) 977-5333  
15 (FOX) – TV (215) 925-2929  
Philadelphia Inquirer (215) 854-4500  
Associated Press (215) 561-1133

**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  
Philadelphia International Airport Division of Aviation (215) 937-5499  
Montgomery County Coroner's Office (610) 278-3000