



DEPARTMENT OF PUBLIC SAFETY

EMERGENCY PROCEDURES

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1. INFORMATION / NUMBERS TO KNOW

- **To contact the Manor College Department of Public Safety dial extension 3292 from any campus phone or call direct at 215-780-1175. Manor Public Safety is a 24/7/365 operation.**
- **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%20life/campus-alerts/)**
- **For all Police, Fire and Emergency Medical Services dial 911 from a Manor phone or from all other phones**
- **For Counseling Services, contact the Campus Counseling Office at ext. 2258**
- **For issues involving Maintenance, email maintenance@manor.edu**
- **For IT issues email helpdesk@manor.edu . In case of emergency, contact ext. 2320**
- **For Residence related issues, contact ext. 2234 between 09:00 am-04:00 pm.**
- **Manor College is located at 700 Fox Chase Road, Abington Township, Montgomery County.**
 - **Adjacent streets are Cedar Rd. and Forrest Ave.**

2. FIRE

- Activate the closest fire alarm pull station.
- Call 911 AND Manor Public Safety
- Notify occupants and help those needing assistance in your immediate area.
- If possible, quickly turn off and / or secure any hazardous equipment or chemicals.
- Confine the fire by closing doors as you exit.
- After exiting the building, keep on-lookers as far back from the fire as possible. Direct everybody to the basketball courts.
- Halt/clear traffic so first responders accessing campus can get to the fire as swiftly as possible.

3. EVACUATION

- Evacuate the building from the nearest exit and dial 911 to report the fire.
- DO NOT re-enter the building until authorized by emergency personnel.
- Upon exiting, follow instructions of first responders to the evacuation site or proceed to the area left of the basketball courts for accountability.
- When the fire alarm is activated, building evacuation is MANDATORY.
- Failure to evacuate the building will result in further resident sanctions.
- DO NOT use elevators.

4. SHELTER IN PLACE

Examples of when the Shelter-in-Place protocol may be used are:

Hazardous Incident (Chemical, Biological, Radiological)

- To the best of your ability, move to a room that has no windows and no ventilation. If not applicable, secure the windows as tightly as possible and block any ventilation from the outside.
- Only come out when you are told that it is safe by Public Safety or First Responders.

Violent Person

- Stay in your rooms/ offices/ classrooms.
- Lock the doors, cover the door window, pull down the blinds, turn off the lights and stay calm.
- Keep quiet and hide from plain sight inside your room
- Only come out when you recognize the authority directing you to do so.

Severe Weather

- Move to the basement of the building
- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in place until the danger has passed.
- Have your cell phone with you in case a search and rescue is required. First responders can locate you in a timely manner.

5. 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.
- Evacuate the area.
- Call Manor Public Safety at ext. 3292 or 215-780-1175
- Call 911

6. SUSPICIOUS BEHAVIOR

Students, Faculty, and Staff should always be diligent in knowing who belongs or does not belong on our campus. In the event you encounter a suspicious person, follow the protocols below:

- 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.
- **Observe: DO NOT** physically confront any person exhibiting suspicious behavior. When you call Public Safety or 911, give specific details about what you saw:
 - Location
 - Description of the Individual:
Gender/Race/Clothing
 - Car: Make/Model/Color/License Plate
 - What were they doing?
- **DO NOT** let the suspicious person into a locked building or room.
- **DO NOT** block the person's access to an exit.

7. ACTIVE SHOOTER: REPORTED GUNMAN IN YOUR BUILDING

RUN-HIDE-FIGHT!

RUN: Evacuate If Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical such as: number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

HIDE: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights
- Silence phones and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- Remain in place until you've been given an "all clear."

- **FIGHT: Take action to disrupt or incapacitate the shooter**

- **AS A LAST RESORT, FIGHT!**
- If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

8. BOMB THREAT

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

- Remain calm. Ask questions. Keep conversation.
 - 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.
- Signal to the closest bystander to call 911.
- Radios and cellular devices should be turned off.
- Alert Public Safety/College Officials/Local Law Enforcement so they can clear the area.

9. 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.

- Call 911 immediately.
- Contact Public Safety by phone at ext. 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 Director of Student Engagement and Residence Life.
- **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.**

How to respond to individuals showing signs of psychological distress?

- **If you see something, say something!**
- Report your concerns (can be done anonymously) to Public Safety, Counseling Services, and/or 911.
- If comfortable, speak privately with the individual. Ask if they are Ok? Ask if they need help?
- Speak in a soft tone. Express your concerns and observations of their behavior.
- Offer the individual support and assistance to get them help by contacting Public Safety, Counseling Services, or 911.

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.

10. MEDICAL EMERGENCIES

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

- 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.
- 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

AEDs 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

11. 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, the 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.

12. 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

First Floor

- 1st 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

13. 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 (West Wing door)
- Rear dorm staircase UHC (WW)
- West Wing door (door number 7)

Second Floor

- Main dorm stairwell
- Rear dorm stairwell

Third Floor

- Main dorm stairwell
- Rear dorm stairwell