



MANOR
COLLEGE

EMERGENCY PROCEDURES

Numbers to Know

POLICE, FIRE, & EMS
DIAL 911

PUBLIC SAFETY
DIAL ext. 3292 from any campus phone
or 215-780-1175

Manor College is located at 700 FOX CHASE RD. JENKINTOWN, PA. 19046
Abington Township, Montgomery County
The closest cross streets are Forrest Avenue & Cedar Road.

IN CASE OF:

FIRE

- Notify occupants and help those needing assistance in your immediate area.
- Quickly turn off and/or secure any hazardous equipment of chemicals.
- Confine the fire by closing doors as you exit.
- Activate the closest alarm pull station.
- Evacuate the building from the nearest exit and call 911 to report the fire.
- Do not reenter the building until authorized by emergency personnel.

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.

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 instructions provided by first responders or Public Safety.

SUSPICIOUS PACKAGE

- DO NOT touch or disturb the package.
- Isolate the package and evacuate the immediate area.
- Call 911 or Public Safety.

SUSPICIOUS BEHAVIOR

- Do not physically confront the person exhibiting the behavior.
- Do not let that person into a locked building or room.
- Do not block that person's access to an exit.
- Call Public Safety at x3292 or call 911 immediately.

ACTIVE SHOOTER/REPORTED GUNMAN (in your building)

- Remember: Run, Hide, Fight.
If possible, exit the building immediately and call 911. Tell the dispatcher you are in Abington Township, Montgomery County. Follow with a call to Public Safety at 215-780-1175.
- 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 the motion sensor. Turn cell phone to vibrate.
- DO NOT OPEN THE DOOR FOR ANYONE until police have secured the scene.
- DO NOT attempt to confront the shooter unless as a last resort. Use any improvised weapons available.
- DO NOT assume someone else will call the police.

ACTIVE SHOOTER/REPORTED GUNMAN (elsewhere on campus)

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

BOMB THREAT

- Remain calm.
- Get as much information as possible from the threatening caller.
- Call 911 and Public Safety.
- Follow the instructions from Emergency Personnel.

REGISTER FOR CAMPUS ALERTS:

Text the word **manor** to 79516 –or visit
manor.edu/student-life/security-and-safety/campus-alerts/
TO SIGN UP & RECEIVE TIMELY
AND ACCURATE NOTIFICATIONS.