

EMERGENCY PROCEDURES

Lockdown Alerts



The lockdown alert/mass notification system will be utilized in the event of an emergency situation involving serious threat to human life. If threatening behavior by an individual is observed/encountered, pull a yellow lockdown alarm if not already activated. Once the system is activated:

- If in a classroom, your instructor will lock the door and turn off the lights.
- Once the door is locked, no one else should be allowed to enter.
- Move to an area away from doors and windows.
- If you are in a common area, run to the nearest safe area (i.e. open classroom, restroom, etc.)
- The Department of Public Safety and Security and police will automatically be notified. Do not call either unless you have pertinent information relating to the suspect.
- Remain in lockdown.
- Await further instructions via the audible notification system and/or Omnilert notification.

Fire Procedures



In case of fire:

- If not already activated, pull a red fire alarm.
- Follow the evacuation route posted in your area in a calm, orderly manner and proceed to a safe location away from the building.
- If you had been in a classroom, verify with your instructor once outside that you have exited the building safely.
- Await further instructions.

Medical Emergencies/ Accidents/Injuries

- Call 911 immediately if an ambulance is required for a serious injury/illness.
- Notify the Department of Public Safety and Security immediately to respond.
- Provide assistance as capable until officers and/or emergency services arrive.



Lehigh Carbon
COMMUNITY COLLEGE

DEPARTMENT OF
PUBLIC SAFETY AND SECURITY

To report a problem in person:

LCCC Main Campus: SSC 1

LCCC Allentown: Front Desk Receptionist

LCCC Tamaqua: Front Desk Receptionist



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**CAMPUS
SAFETY
INFORMATION**

Contact Information:

LCCC Main Campus:
610-799-1169 or 610-799-1911

LCCC Allentown: **610-799-1264**

LCCC Tamaqua: **610-769-1331**

CAMPUS SAFETY AT LCCC

The LCCC Department of Public Safety and Security is committed to providing a safe and secure environment for students, faculty, staff and visitors. The primary concerns of the department are to protect and serve the campus community in a professional and accessible manner.

The Department of Public Safety and Security provides the following services:

- Respond to calls for assistance
- Leadership in emergency situations
- Coordination with responding emergency services
- Lockouts and jump starts of vehicles on college property
- Parking enforcement
- Smoking policy enforcement
- Safety education
- Other services as appropriate

In addition to the department efforts, the most effective component of any safety program is you!

EMERGENCY NOTIFICATION

The college provides a mass notification system for LCCC students and employees. You are encouraged to opt-in to the Omnilert notification system to receive emergency information and updates regarding school closings, delays, and emergency evacuation information. Enrollment can be completed through the **myLCCC** link from the college homepage by clicking on “**Connect to Bannerweb**,” select “**Personal Information**” and select your option. Messages can be received via text message, email and/or voicemail. Text messaging rates through your wireless carrier may apply.

For additional emergency procedures information visit <http://www.lccc.edu/about/safety-and-security/fire-building-evacuation-and-campus-lockdown-procedures>. Step-by-step instructions for Omnilert enrollment are also included in the brief safety procedure video on the site.

SAFETY TIPS

- Be alert and focus on your surroundings.
- Whenever possible, carry a cell phone with emergency numbers programmed in it.
- Trust your instincts. If you feel uncomfortable in a situation, get out of it.
- Never leave purses, backpacks or other valuables unattended.
- Do not leave valuables in plain view in vehicles.
- Always lock your vehicle.
- If arriving or leaving after dark park in a well-lit, public area.
- Walk with others after dark.
- Report all suspicious behavior including erratic or irregular individual behavior by notifying the Department of Public Safety and Security.