

# EMERGENCY PROCEDURES



# Quick Reference Guide



## ACTIVE SHOOTER/ATTACKER

An active shooter/attacker is a person whose activity is immediately causing death or serious injury and the threat is not contained.

- CALL 911 and Public Safety 484-661-6232.
- Or, pull the yellow Active Shooter Alarm that is located in hallways at all campuses and call Public Safety if circumstances allow.

The following will occur:

- An alarm signal (audible and visible) will begin along with a broadcast message that will be heard both in and outside of the buildings, instructing:
- Active attacker on campus; **Keep alert**; **Run** if able; **Hide** if no escape; **Fight** if in immediate danger

If such an event occurs, here is additional guidance:

### RUN

Have an escape route and plan in mind.  
Make sure it is safe to leave the area.  
Leave your belongings behind.  
Keep your hands visible.  
Once in a safe place, call police and give detailed information.

### HIDE

If unable to run from the danger, your second option is to hide. Find a place that's out of the attacker's sight and remain quiet. Do not huddle together (it makes an easier target). Silence your cell phone.

### FIGHT

Turn off any lights (room, hallway, computer, etc.).  
Lock and barricade doors with whatever is available, such as desks, chairs or door wedges.  
Fighting is a last resort to be used only when your life is in imminent danger. (However, sometimes fighting may be the first and only option.) Find an object to use as a weapon, such as a fire extinguisher, backpack, book or chair.  
Attempt to incapacitate the attacker, commit to your actions; work with others to disable the assailant.



## LOCKDOWN

A lockdown takes place to secure a building from an external threat.

- Doors will be locked and no one will be allowed into the building.
- Occupants of the building may opt to leave, but it is not advised. **There will be no re-entry.**
- All normal business activities and classes are halted.
- An alert through the audible public address system will provide further guidance.



## FIRE

If an emergency exists, activate the red building alarm and CALL 911.

- Building evacuation will occur when an alarm sounds or an emergency exists.
- Do NOT use elevators.
- If unable to use stairs, go to area of rescue.
- When outside, move to a clear area at least 500 feet from building.
- DO NOT RE-ENTER THE BUILDING.



## WEATHER EMERGENCIES

- Alerts will be sent through emergency notification system. Register for Omnilert at [www.lccc.edu/weather-alerts](http://www.lccc.edu/weather-alerts).
- For updates, monitor the college website, social media and local television and radio stations.



## MEDICAL EMERGENCIES

- If serious injury or illness occurs on campus, call 911 or Public Safety at 484-661-6232.
- For a minor injury or illness, trained personnel should provide basic first aid care. All Public Safety officers are trained in first aid and CPR/AEDS.



## PSYCHOLOGICAL CRISIS

A psychological crisis may exist when a person is threatening harm to themselves, or others.

- In extreme emergencies, CALL 911.
- Never try to handle a dangerous situation on your own.
- Contact Public Safety at 484-661-6232 or Counseling at 610-799-1895.



## BOMB THREATS

- If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE OBJECT.
- Make a visual inspection of areas for suspicious objects and report the location to Public Safety.
- Evacuate the area and CALL 911. Alert Public Safety at 484-661-6232.
- Take personal items with you.
- DO NOT RE-ENTER THE BUILDING.

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**Know your surroundings!**  
**Notice anomalies.**

**Rehearse: Where would I run? Where can I hide?**  
**How would I fight?**

**If you see something of concern, contact the Office of Public Safety, 484-661-6232 or call 911 in case of emergency.**