

# Emergency Operations Plan (EOP)

Version 2.1, April 2018

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# Emergency Operations Plan (EOP)

Version 2.1, April 2018

## Executive Summary

### Preface

The Gratz College Emergency Operations Plan outlines protocols that may be used in the event of specific campus emergencies. This Plan is a working document, which is expected to be supplemented and amended from time to time, as the needs arise. While the document outlines recommended actions to be taken in specific emergencies, nothing in this Plan should be constructed to limit the use of good judgment and common sense in matters not foreseen or covered by the Plan. The framework of this Plan provides a reference to bringing an immediate action to resolve emergency circumstances.

This Plan will be reviewed as necessary, but at least annually in order to keep it current and fully functional as a resource document. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Information Technology/Campus Security Department for technical review.

# Introduction

## Purpose

The purpose of the Gratz College Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to major emergencies occurring on campus. Gratz College is committed to providing a safe and secure environment for its students, employees, and visitors to learn, work, and enjoy campus facilities. As part of that commitment, the College has developed a comprehensive Emergency Operations Plan to prepare for and respond to both man-made and natural emergencies occurring on campuses or in the local community.

The response actions of emergency personnel are guided by the College's commitment to:

- Preventing or minimizing harm or injury to individuals
- Minimizing damage to College assets
- Effectively communicating to the College community information concerning a potential emergency, during an emergency, and after an emergency
- Restoring normal operations in the shortest possible timeframe

## Scope

This Emergency Operations Plan (EOP) is a campus-level plan that guides the emergency response of appropriate Gratz College personnel and resources during an emergency. It is the official Emergency Operations Plan for Gratz College and supersedes previous plans and precludes employee actions, not in concert with the intent of this plan, or emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices and annexes hereto.

The Plan and organization shall be subordinate to the State and Federal plans during a disaster declaration by those authorities.

This EOP applies to all activities conducted by Gratz College personnel, students, and visitors. The emergency management programs and procedures for specific building/facilities and areas are consistent in the framework but vary in scope based on the individual building activities, operations, and hazards.

## Types of Emergencies

Types of emergencies covered by this Plan are:

1. Active Shooter Protocol
2. Avian Influenza or Similar Pandemic
3. Biological Terrorism (Actual or Threat)
4. Bomb Threat
5. Campus Disturbance, Disruption, or Civil Protest
6. Crimes of Violence/Sexual Victimization
7. Campus-Related Death (On-campus)
8. Weather Emergencies; tornadoes, severe snows, severe rain/flooding, hurricanes, etc.
9. Fires
10. Suspicious Packages
11. Hazardous Materials Incident
12. Utility Failure
13. Violent or Criminal Behavior
14. Psychological crises

In addition, there are sections on how to report all emergencies, building evacuations, and first responder instructions.

### Minor Emergency

Any incident, potential or actual, which will not seriously affect the overall functional capacity of Gratz College, should be immediately reported to the Gratz College Operator by pressing “0” or 215-635-7300 ext. 0, (from an off-campus location).

### Major Emergency

Any incident, potential or actual, which affects an entire building or buildings, and which emergency relocation will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crises. Report to the Department of Information Technology/Campus Security at 215-635-7310, (from an off-campus location) or call extension 213 (on-campus).

The President of the College or his/her designate(s) serve as the overall Emergency Director during any major emergency or disaster.

## Disaster

Any event or occurrence that has taken place and has seriously impaired or halted the operation of the College. In some cases, mass personnel casualties and severe property damaged may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center (ECO) will be activated and the appropriate support and operational plans will be executed.

## Assumptions

Gratz College's Emergency Operations Plan is predicated on a realistic approach to the problem likely to be encountered on campus during a major emergency or disaster.

If encountered, the following are General Guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday with little or no warning.
- The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the College. Therefore, Borough, County, and Federal emergency services may not be available, or a delay in off-campus emergency services may be expected.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

## Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the College President and the Director of Information Technology/Camps Security or their designate(s). During the period of any campus major emergency, the Director of Information Technology/Campus Security, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency needs to maintain educational facilities with the primary concern being the safety of personnel. The Director of Information Technology/Campus Security shall immediately consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only authorized persons will be permitted to be on campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Crimes Code of the Commonwealth of Pennsylvania.

In addition, only those faculty, administrators, and staff members who have been assigned to the Campus Emergency Response Team (CERT) or issued an emergency pass by the Department of Information Technology/Campus Security will be permitted to enter the immediate disaster site.

In the event of earthquakes, aftershocks, fires, storms, hazardous materials incidents or major disasters occurring in or about the campus or which invoke Gratz College property, the Director of Information Technology/Campus Security and/or his/her designate and assigned Maintenance personnel will be dispatched to determine the extent of any damage to College property.

## Direction and Coordination

### Emergency Director

All emergency operations shall be directed by the President or their designee as listed below:

1. President's Assistance
2. Dean of College
3. Director of Finance and Administration
4. Director of Enrollment and Educational Services
5. Director for College Relations

In the absence of the President or their designee, the Director of Information Technology/Campus Security officer shall assume operational control of the emergency until properly relieved. This person shall also be responsible for contacting the appropriate local emergency response personnel during emergency operations and maintain communications with the various emergency management agencies to ensure that coordinated efforts flow smoothly for emergency operations.

### Emergency Coordinator

All emergency operations shall be coordinated by the Director of Information Technology/Campus Security or delegated alternate. The direct operational control of the campus major emergency or disaster is the sole responsibility of the College Emergency Coordinator (i.e., the Director of Information Technology/Campus Security) or their designate. The coordinator of the Campus Emergency Response Team (CERT) is the responsibility of the President's Assistant or delegated alternate who will coordinate all non-campus emergency functions as directed.

## Emergency Command Center

### Responsibilities

When a major emergency occurs or is imminent, it shall be the responsibility of the Department of Information Technology/Campus Security or his/her designate to set-up, officially establish, and staff an appropriate Emergency Command Center as directed.

## Command Center

- 1) A command center is defined as the location from a response to an unusual occurrence is planned and controlled. The command center focuses authority and command at an identifiable location.
- 2) The first officer on the scene is responsible for establishing at least a temporary command center, which may be nothing more than the Officer's vehicle. However after the incident is initially stabilized, the command center may be moved to a more advantageous location.
- 3) Although the location of, and the facilities required by, a command center will be governed by the nature of the unusual occurrence; desirable characteristics of a command center include:
  - Telephone service with multi-line capabilities
  - Electricity
  - Restroom facilities
  - Climate Control
  - Adequate space
  - Proximity to the scene
  - Adequate parking
  - Cell Phones
- 4) Mobilization Center – Mobilization centers will be established when it appears an unusual occurrence will reach major proportions and a large amount of outside assistance and equipment will be required. The purpose of the mobilization center is to serve the command center in fulfilling requests for personnel, equipment supplies, etc., and allowing the command center to devote all of its resources to controlling the incident.

## Emergency Communication

- A. During unusual occurrence situations, the Department of Information Technology/Campus Security's communications center will serve as the focal point for the communications needs of all College personnel involved. These needs may include:
  1. Notification of key College officials.
  2. Dispatch of emergency personnel and equipment as requested by on-scene personnel.
  3. Dedication of radio frequencies for the exclusive use of those involved in the occurrence.
  4. Dissemination of additional, pertinent information as it is received.
  5. Serve as the contact point for other agencies.
- B. In major incidents where the unusual occurrence plan of another jurisdiction has been implemented, that agency's communications center may take over primary responsibility for communications equipment to the Department of Information Technology/Campus Security or may request the Department of Information Technology/Campus Security to provide the same to the command post or mobile communications center to ensure communication is maintained by all on-scene personnel.

## Emergency Response Team (CERT)

In addition to establishing an Emergency Command Center as necessary, the Department of Information Technology/Campus Security shall immediately begin contacting all necessary members of the Campus Emergency Response (CERT), which consists of the following personnel:

### Core Incident Command

Emergency Director: President of Gratz College or designee

President's Council: Provost; Dean of the College; Director of Finance and Administration; Director for College Relations; Director of Enrollment and Educational Services

Emergency Coordinator: Director of Information Technology/Campus Security

Public Information Officer: Director of Public Relations (President or designee)

### Advisory Group

Assistant Emergency Coordinator: Associate Director of Information Technology/Campus Security

Damage Control: Director of Facilities Management

Communications Officer: Director of Information Technology/Campus Security

Personnel Officer: Director of Human Resources and Risk Management

Online Campus Coordinator: Director of Online Studies

Counseling/Religious Services Coordinator: Campus Rabbi

Faculty/Academic Coordinator: Provost

Team members will coordinate as necessary with the Emergency Coordinator for implementation and coordination of campus operation planning and support as it pertains to their areas.

If a situation, incident, emergency or a crisis dictates, the Emergency Coordinator in conjunction with the Emergency Director will convene CERT. The Core Incident Command is responsible for planning and policy decisions as they relate to emergencies affecting the campus and its community.

The Advisory Group provides the Core Incident Command with the information necessary to make proper decisions during campus emergency situations.

The Advisory Group is also responsible for carrying out the policies and plans set-forth by this Emergency Operations Plan and the Core Incident Command. Such responsibilities may include the planning, operations, logistics, and financial obligations set-forth by implemented emergency plans and policies, as directed by the Core Incident Command.

Team members are to be kept in constant communication with the Emergency Command Center. General responsibilities of specific CERT Members are listed herein:

### Emergency Director: President (or designate)

1. The President or designate is responsible for the overall direction of the College Emergency Response.
2. Works with the Director of Information Technology/Campus Security and others in assessing the emergency and preparing the College's specific response;
3. Declares and ends, when appropriate, the campus state of emergency as provided for in the introduction of this plan;
4. Notifies and conducts liaison activities with the College administration, governmental agencies, CERT and others as necessary.

### Emergency Coordinator & Communications: Director of Information Technology (IT)/Campus Security

1. The Coordinator is responsible for the overall implementation of the College Emergency Response and EOP;
2. Determines the type and magnitude of the emergency and establishes the appropriate emergency command center;
3. Initiates immediate contact with the President and College Administration, and begins an assessment of the College's condition;
4. Notifies and utilizes police, security personnel, maintenance personnel, if necessary, College Staff in order to maintain safety and order;
5. Notifies and conducts liaison activities with appropriate outside organizations such as fire, police, Emergency Management, etc.;
6. Ensures that appropriate notification is made to off-campus staff and students when necessary;
7. Performs and directs other related duties as may be directed by virtue of the campus emergency;
8. In conjunction with the Director of Finance and Administration, prepares and submits a report to the President appraising the final outcome of the emergency.
9. Notifies College administrators of major emergencies;
10. Monitors campus warning and evacuation systems;
11. Takes immediate and appropriate action to protect life, property and to safeguard records, as necessary;
12. Obtains assistance from the borough, county and federal government for radiological monitoring and necessary first aid;
13. Provides and equips an alternate site for the Emergency Command Center;
14. Maintains liaison with both on & off-campus agencies for telecommunications support as necessary;
15. Maintains complete functions in the Information Technology/Campus Security Office in conjunction with the Emergency Command Center;
16. May be required to maintain operation of the Emergency Command Center.



## Damage Control Officer: Director of Facilities Management

1. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection;
2. Provides vehicles, equipment, and operators for movement of personnel and supplies, assigned vehicles as required by the CERT for emergency use;
3. Obtains the assistance of utility companies as required for emergency operations;
4. Furnishes emergency power and lighting systems as required;
5. Surveys habitable space and relocates essential services and functions
6. Provides storage of vital records at an alternate site: coordinates with the building and area coordinators for liaison and necessary support.

## Public Information Officer: Director for Public Relations

1. Establishes liaison with the news media for dissemination of information as requested by the President;
2. Arranges for photographic and audio-visual services;
3. Advises the President or designate of all news concerning the extent of disaster affecting the campus;
4. Prepares news releases for approval and releases to media concerning the emergency;
5. Coordinates as necessary all press conferences, and counsels the President and Director of Information Technology/Campus Security prior to these press conferences.

## Director of Finance & Administration

1. Track all expenses related to the emergency;
2. Provide financial support (if needed) for emergency resources;
3. Provide and coordinate auxiliary services support.

## Personnel Officer: Director of Human Resources

1. Coordinate and track personnel/overtime expenses during the emergency;
2. Approve additional personnel (if needed) for the emergency;
3. Coordinate insurance issues.

## Dean of the College

1. Coordinate student evacuation and/or relocation;
2. Maintain accurate records of all student evacuees; to include locations where evacuees have been relocated, (i.e., mass care centers, home, other designated locations);
3. Maintain documentation accounting for entire student population during and immediately following the emergency;
4. Maintain accurate medical records of students treated and disposition of each case;
5. Coordinate insurance information with Director of Human Resources.

## Provost

1. Coordinate faculty evacuation and/or relocation;
2. Designate alternate locations for the continuation of academic process;
3. Maintain accurate medical records of faculty treated and disposition of each case;
4. Coordinate insurance information with Director of Human Resources;
5. Assign faculty representatives as building coordinators and alternates for academic buildings under their control.

## Responsibilities

### President

The College President or designated alternate as Campus Emergency Director is responsible for the overall direction of the campus emergency operations as outlined in the CERT section of this EOP.

### Administrators, Dean and Department Heads

Every administrator, dean or department head may appoint a specific person as Building/Facility Coordinator for every activity under their control and has the following general responsibilities prior to and during any emergency:

1. Emergency Preparedness
  - a) Building evaluation information shall be distributed to all employees with follow-up discussions, on-the-job or explanation as required at a staff meeting during the year.
  - b) Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact the Department of Information Technology/Campus Security for assistance. This training should be conducted on a regular basis.
2. Emergency Situations
  - a) Inform all employees under their direction of the emergency condition.
  - b) Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
  - c) Maintain emergency telephone communications with officials involved with an emergency from their own activity (or from an alternate site if necessary).
3. Organize and operate a system for transporting stranded students.

### Faculty and Supervisors

Each faculty and staff supervisor has the responsibility to

1. Educate their students and/or employees concerning College emergency procedures for their building and/or activity.
2. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this EOP.

3. Report all safety hazards to the Department of Information Technology/Campus Security. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Department of Facilities Management.
4. **Important:** Inform all students, staff, and faculty to confirm building evacuation guidelines prior to an emergency and to report to a designated campus assembly area outside the building where a headcount can be taken.

### Department of Information Technology/Campus Security

The Department of Information Technology/Campus Security is the focal point for two-way transmission of official emergency telecommunications to College Administrators. Each College administration, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction.

All emergency communications will be dispatched via ReadyMontco. ReadyMontco will send an E-mail or send a text message to a cell phone or other device. Subscribers have a choice in their means of receiving their emergency information.

**IMPORTANT:** During an emergency, campus phones must be restricted to College official notification only. In the absence of telephone services or other means of communication, the Department of Information Technology/Campus Security may provide runners for emergency notification (contingent on personnel availability).

### Facilities Services

Evaluate, and survey campus buildings, facilities or activities in order to determine the impact a fire or earthquake could have on a facility.

Personnel from the Department of Facilities Management are available at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

1. **UTILITIES:** Repairs to water, gas and electric systems.
2. **STRUCTURES:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
3. **EQUIPMENT:** Portable pumps, floodlights etc.
4. Emergency procurement of materials and services can be arranged in direct support of any contingency. (Should keep the Director of Finance and Administration informed of expenditures).

**IMPORTANT:** In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities: electricity and natural gas are of primary concern.

## Transportation Officer

In the event of a major emergency, he/she may be notified to make access to all transportation vehicles for emergency use by CERT. He/she will be responsible for monitoring location of vehicles and maintaining their readiness in the event of a campus-wide evacuation. Organize and operate a system for transporting stranded persons (staff or students).

## Emergency Contact Information

### Local Fire and EMS

- Fire department: 911
- Paramedic Unit: 911

### Local Hospitals

- Abington Hospital:
  - Main: 215-481-2000
- Holy Redeemer Hospital:
  - Emergency Room: 215-938-2100
- Albert Einstein Hospital:
  - Main: 215-456-7890

### Local Law Enforcement Agencies

- Local law enforcement agencies: 911
- Pennsylvania State Police:
  - King of Prussia: 610-279-1605
  - Skippack: 610-584-1250
- Pennsylvania Emergency Management: (Criminal/Terrorist Tips)
  - Toll-free: 1-888-292-1919
  - Email: [sp-intelligence@state.pa.us](mailto:sp-intelligence@state.pa.us)
- FBI:
  - Philadelphia Office: 215-418-4000
  - Call 1-800-CALLFBI (225-5324) for the Major Case Contact Center
  - Online Form for Internet Crime: <https://www.ic3.gov/complaint/default.aspx>

### Emergency Preparedness and Management

- American Association of Poison Control Centers: 1-800-222-1222
- Montgomery County Emergency Preparedness: 610-631-6530
- The American Red Cross: 215-299-4000

- Toll-free: 1-800-435-7669
  - Email: [www.redcross.org](http://www.redcross.org)
- Penn Dot Central Office: 717-787-2838
  - Penn DOT District and County Offices: 1-800-FIX-ROAD (for location-related Roadway and Traffic Concerns)
- National Weather Service: 609-261-6600
- Department of Environmental Resources:
  - Environmental Emergencies: 484-250-5900
- Pennsylvania Department of Health:
  - Toll-free: 1-877-PA-HEALTH
  - Website: [www.health.state.pa.us](http://www.health.state.pa.us)
- American Trauma Society: 717-766-1616
- PennSERVE: 717-787-1971
  - Website: <http://www.dli.pa.gov/Individuals/pennserve/>

## Specific Emergency Procedures

### Reporting Emergencies

1. In an emergency, contact the Department of Information Technology/Campus Security:
  - a. On-Campus: extension 213
  - b. Off-Campus: 215-635-7310
    - i. Toll free: 1-800 475-4635 x 213
2. If you cannot reach the Department of Information Technology/Campus Security: Dial 0 for the operator
3. If you still can't reach anyone to help you: Dial 911
4. When calling, stay calm and carefully explain the problem and location to the dispatcher.
5. **DO NOT HANG UP UNTIL TOLD TO DO SO.**

A member of the Information Technology/Campus Security department will answer extension 213 and will be prepared to dispatch appropriate emergency response units (Fire/Rescue or Ambulance) to any location on campus.

In order to assist the communications officer in processing the call quickly and efficiently, please be prepared to give the following information:

1. What did you see, hear, or find.
2. The exact location of the incident.
3. The phone number of the phone you are using.
4. Details of the situation.
5. Your name and address.
6. Stay on the line until you are told to hang-up.

**KEEP CALM...KEEP OTHERS CALM!**

# Emergency (All Campus) Evacuation Plan

## Objective

In the event of fire or other emergencies, at the sound of a fire alarm, occupants of the building need to evacuate the building quickly and safely and once outside, go to a pre-designated location so it can be determined that everyone is out of the building, and await further instructions from designated Gratz College personnel. You must keep a safe distance from the building for personal safety and so as not to impede the work of the firefighters.

This plan describes procedures to be followed in the event of an Emergency ALL-CAMPUS Evacuation EXCEPT for Active Shootings. Please read the section on Active Shooting Protocol for important instructions.

The Emergency (All Campus) Evacuation Plan provides for prompt, orderly and CONTROLLED EVACUATION from campus under emergency conditions. Essentially, this plan makes provisions for three evacuation situations:

- Plan A. Normal Business Hours-w/Classes IN Session.
- Plan B. After Hours when Classes are NOT in Session.
- Plan C. Summer Session.

## Basis of Action

The need to implement evacuation from the campus shall be based upon information received or furnished to Gratz College. The information may be in the form of instructions or advice from the Montgomery County Emergency Management Agency, the Governor's Office or other official agency.

## Exercise of Judgment and Contingencies

The actions described are basically standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in this plan, responsible personnel will be expected to exercise good judgment, make appropriate decisions and provide any support necessitated by the situation.

## Notification

The recipient of a notification to evacuate the geographical area shall immediately relay that information to the President, Emergency Director and to the Director of Information Technology/Campus Security, Emergency Coordinator.

If the President and Director of Information Technology/Campus Security are not available at the time of receipt of the alert, the alert shall be relayed to the Director of Finance and Administration. The on-duty shift supervisor or senior officer shall take charge of the situation until relieved.

The President/Emergency Director makes the decision and provides a brief statement to the Director for Public Relations for distribution stating the reason for the evacuation.

### **The Department of Information Technology/Campus Security**

The Department of Information Technology/Campus Security will then stand by for orders to implement the plan.

Establish the Emergency Command Center (Office of Information Technology/Campus Security-or-alternate site).

The Department of Information Technology/Campus Security shall implement the emergency notification procedure as instructed by the President/Emergency Director.

## **Plan A (Normal Business Hours w/ Classes IN Session**

### **If an evacuation occurs during the workday**

Administrators, Faculty, and Supervisors are responsible for informing their employees of the evacuation. Except for those employees listed in this EOP, all others will be released at the discretion of their immediate supervisor. An emergency alert will be dispatched to the whole campus in order to address the situation.

All persons (students and staff) are to immediately vacate the site in question and to relocate to another part of the campus as directed and await further instructions.

When the evacuation is complete, all remaining personnel must be directed to leave the campus.

#### **Students in Class:** (*Upon notification **INSTRUCTORS** should*)

1. Inform students of the evacuation. The following announcement can be read by **INSTRUCTORS** to their class:
  - a. It has been determined that an evacuation of Gratz College is necessary at this time. After gathering a minimum of personal belongings, proceed to the nearest Emergency Exit. Further information will be made available from administrative personnel at that time.
  - b. *Instructors should read the announcement at least twice to the students while reminding the students to remain calm and proceed carefully but quickly!*
2. Proceed to the nearest emergency exit.

**Off-Campus Students:** Shall be notified following on-campus notifications. Personal contact will be made as directed by the Dean of the College's Office.

**Relocation:** WILL BE DETERMINED BASED ON THE MAGNITUDE AND URGENCY OF THE INCIDENT.

## Plan B (After Hours when Classes are **NOT** in Session)

1. Evacuation of all or part of the campus grounds will be announced by the Department of Facilities Management.
2. An emergency alert will be dispatched to the whole campus at this time, depending on the reasoning of the evacuation.
3. As designated emergency personnel (C.E.R.T. and other administrators as deemed necessary) arrive they should check in at the Command Center for assignments.
4. All persons (students and staff) are to immediately vacate the site in question and relocate to another part of campus and await further instructions.
5. When the evacuation is complete, all remaining personnel must be directed to leave the Campus.

## Plan C (Summer Conference Sessions)

1. Evacuation of all or part of the campus grounds will be announced by the Department of Information Technology/Campus Security.
2. An emergency alert will be dispatched to the whole campus at this time, depending on the reasoning of the evacuation.
3. If an evacuation occurs during a time when there is a Summer Conference Group on campus the Conference Staff and Group/Conference Leaders will be responsible for informing their groups of the evacuation order. The Department of Information Technology/Campus Security will assist as available.
4. All persons (staff and conference attendees) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed and await further directions.
5. As with many conference groups, transportation may pose a considerable problem; therefore, all-conference persons will assemble in the front of the building parking lot (unless otherwise directed).
6. Additional information can be obtained from Conference Staff or Department of Information Technology/Campus Security personnel at that time. Information should include, but not be limited to, transportation information and evacuation route information.
7. When the evacuation is complete, all remaining personnel must be directed to leave the Campus.

### Evacuation Process

**Conference Attendees:** will be notified by conference staff employees, who should begin with the conference group leaders who should assist with the evacuation. IT/Campus Security personnel will assist as available.

### Relocation

**Relocation:** will be determined, based on the magnitude and urgency of the situation.



An emergency notification list should be submitted and updated annually at the beginning of the conference season.

## Building Evacuation

1. All building evacuations will occur when an alarm sounds and/or upon notification by Gratz College personnel.
2. When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same.
3. Assist the Physically Challenged in exiting the building. **DO NOT PANIC!** Remember that elevators are reserved for physically challenged persons. **DO NOT USE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.**
4. Once outside proceed to a clear area (parking lot) that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants areas, and walkways clear for emergency vehicles and personnel. Know your area assembly point.
5. **DO NOT** return to an evacuated building unless told to do so by a Gratz College Official.

## Active Shooter Protocol

The Active Shooter Protocol is similar to the Emergency (All Campus) Evacuation Plan in the sense that it makes sure that everyone evacuates the premises in a safe manner. However, the Active Shooter Protocol follows the protocol of Run, Hide, Fight.

### What is an Active Shooter

An active shooter is an individual aggressively engaged in killing or attempting to kill in a confined and populated area.

The situation occurs rapidly and without warning. The shooter's objective may be a specific target such as an estranged spouse or former boss or may just be all persons present. In either case, anyone within weapon range is a probable victim.

### Preparation

1. Be aware of your surroundings at all times along with any possible dangers.
  - Blocked Exits
  - Broken Locks
  - Unlighted Areas
2. Know the exact address of your location.
3. Have an escape plan, same as in a fire.
  - Look for at least two exits for any facility you visit or attend work or school.

**DON'T ASSUME IT WILL NEVER HAPPEN TO YOU!**

## Indicators of Potential Workplace Violence by Employees, Students, & Others

- Increased drug or alcohol use
- Increased unexplained absenteeism
- Decreased attention to appearance & hygiene
- Depression / Withdrawal
- Resistance/overreaction to policy changes
- Repeated policy violations
- Increased severe mood swings
- Unstable emotional responses
- Explosive unprovoked outbursts
- Suicidal comments; Desire “to put things in order”
- Paranoid type behavior. “Everyone is against me”
- Increased talk of problems
- Domestic problems escalation into the workplace or classroom
- Severe financial problems
- Talk of past incidents of violence
- Empathy with individuals who commit violent acts
- Increased interest in firearms and other weapons

## Response to an Active Shooter

### RUN!

- Use your escape plan! Get out at the first sign of danger.
  - Evacuate whether others agree to or not
- Leave belongings behind
- Take others with you **if possible, it is YOUR choice**
  - You may need to leave wounded behind
  - You cannot help others if you become a victim yourself
- Try to prevent others from entering the area
- Keep your hands visible for the safety of yourself and Law Enforcement.
- Call 911 when safe to do so

### HIDE!

If evacuation is not possible, find a place to hide, somewhere the shooter is not likely to find you.  
If possible determine a place that will not trap you.

- Stay out of the shooter’s view
- Lock and/or blockade the door with heavy furniture if possible
- Remain quiet. Silence your cell phone ringer and other sources of noise
- Hide behind large objects if possible (desks, file cabinets, etc.). This helps if the shooter decides to fire into doors or walls

- Dial 911 if possible
  - If you cannot talk just leave the line open

## **Fight!**

Use this method as a last resort and only if your life is in danger.

- Attempt to incapacitate the shooter
  - An attack by a group is more effective than by a single person
- Act with physical aggression
- Improvise weapons (chairs, laptop, paperweights, sharp objects)
- Throw things
- Yell and shout, try to disorient the shooter
- Commit to your actions

## **If You Reach 911 before Law Enforcement Arrives**

If you reach a 911 dispatcher before Law Enforcement arrives on the scene, provide the following information, if known:

- The exact address of the incident location (**Critical**)
- Number of shooters, descriptions, their location
- Number and type of weapons seen
- Number and location of potential victims

## **When Law Enforcement Arrives**

When Law Enforcement arrives, they will probably enter in teams. They may be in standard uniform or SWAT-style attire. They may be armed with rifles and shotguns.

Please remember Law Enforcement won't usually know what the shooter looks like. Be prepared for them to be shouting orders and pushing people to the ground. Keep your hands empty and in plain sight. Follow their orders to the letter. Save your questions for later.

Understand that rescue of the wounded **WILL NOT** occur until the scene is secured. Law Enforcement is not there to tend to the wounded.

Once the scene has been secured and victims have been cared for, expect to be taken to a safe location and held there for identification and debriefing. You should expect to have a long wait and be interviewed before being released to go home.

### **Remember:**

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way

## Emergency Response Team Responsibilities

The Director of Human Resources or their designee(s) at the assembly point/safe location will perform an accountability check of all employees to determine anyone is missing and potentially injured. Inform Law Enforcement of any person unaccounted for.

He or she will determine a means for those who are safe to notify their families. In addition, he or she will coordinate with Law Enforcement address notification to families of casualties.

The Dean of the College or their designee(s) will provide physical and psychological care for all involved (including themselves!).

The President of the College or their designee(s) will oversee the all overall direction of the college emergency response.

## Run, Hide, Fight Video

If you want to review the procedures of Run, Hide and Fight you can watch the Run, Hide, Fight video at <http://www.readyhouston.tx.gov/> courtesy of the City of Houston, Texas.

For more information about active shooters, you can visit <https://www.fbi.gov/file-repository/active-shooter-508.pdf/view> or <https://www.fbi.gov/file-repository/active-shooter-event-quick-reference-guide-2015.pdf/view> .

## Other Safety Protocols

### Lockdown

A lockdown is a process to secure an area from a threat. It can include containing an incident in its area of origin through the movement of people.

If a lockdown is announced all exterior doors are secured. Law Enforcement may be called to assist. Movement of those inside is restricted and visitors are prevented from entering. Allowing an employee with proper photo ID to enter is situational based and will be determined by the Incident Commander.

Actions to be taken during a lockdown:

- Cease normal operations
- Clear all hallways
- Secure doors
- Turn out lights
- Shelter in place until directed otherwise by those in authority or “All Clear” is announced.
- Make sure to remain silent.

## Lockout

A lockout is used to safeguard students, faculty, and staff within the building. In a lockout situation, all exterior doors will be locked and no visitors or unauthorized personnel will be allowed to enter the building until the lockout has been lifted.

Usually, during a lockout, the educational day continues uninterrupted and with little to no student knowledge of events that are occurring.

## Pandemic Influenza

A local or regional outbreak of a pandemic influenza will be closely monitored by College staff. Information and directions provided by the county, state, and federal agencies will determine the College's response to the outbreak. If warranted, the College will implement a pandemic education and prevention program which will include these action items.

- Provide students and employees with online access to pandemic notices or flyers.
- Post Center for Disease Control and Prevention (CDC) posters in the building.
- Continue to provide hand sanitizer dispensers in building common areas.
- Increase frequencies of cleaning building entry door handles and push plates; restroom fixtures; handrails; and elevator buttons.
- Expand monitoring of restroom cleanliness and supplies.
- Plan for possible cancellation of large public gatherings.

If the College, in consultation with the county's health department, determines operational changes need to be made, the College will use its communication protocols to notify the College community.

## General Influenza Information

- Influenza virus is contagious and is spread from human to human through coughing, sneezing, and sometimes by touching something with the flu viruses on it and then touching mouth or nose.
- Tamiflu, an antiviral medication, is effective in treating the symptoms. It will not prevent or cure the flu.
- Symptoms include fever, cough, sore throat, body aches, headache, chills, and fatigue. Other symptoms may include nausea, vomiting, or diarrhea.
- Studies have shown that people may be contagious from one day before they develop symptoms to up to 7 days after they get sick.
- The county's Department of Health and Human Services (HHS) regularly monitors hospitals, pharmacies, and other agencies for trends.
- According to CDC guidelines, persons with flu-like symptoms should stay home until at least 24 hours after you are fever free (without the use of fever-reducing medications).

## Tips for Preventing the Flu

- Cover your nose and mouth with a tissue when you cough or sneeze.
- Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water (for at least 15 seconds), especially after a cough or sneeze.
- Alcohol-based hand cleaners are also effective, but only if they are at least 60% alcohol.
- Rub hand cleaner into hands until hands are dry. Apply more hand cleaner if hands dry in less than 15 seconds.
- Avoid close contact with sick people.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- If you get flu-like illness symptoms, stay home from work or school, except to seek medical care, and limit contact with others to keep from infecting them.

## Biological Terrorism (Actual or Threat)

Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. A biological attack is the deliberate release of germs or other biological substances that can make you sick.

The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses, and toxins. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived. Biological agents can be dispersed by spraying them into the air, by infecting animals that carry the disease to humans and by contaminating food and water.

## Delivery Methods

- **Aerosols** - biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- **Animals** - some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes, and livestock.
- **Food and water contamination** - some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Most microbes are killed by boiling water for one minute, but some require longer. Follow official instructions.
- **Person-to-person** – The spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

Specific information on biological agents is available through the [Centers for Disease Control and Prevention](#)

## Guidelines during a Biological Threat

The first evidence of an attack may be when you notice symptoms of the disease caused by exposure to an agent.

- In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger.
- If you become aware of an unusual and suspicious substance, **quickly get away**.
- **Protect yourself.** Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help.
- There may be times when you would want to consider wearing a face mask to reduce spreading germs if you yourself are sick, or to avoid coming in contact with contagious germs if others around you are sick.
- If you have been exposed to a biological agent, remove and bag your clothes and personal items. Follow official instructions for disposal of contaminated items.
- Wash with soap and water and put on clean clothes right away, if possible.
- Contact the Department of Information Technology/Campus Security at 215-635-7310 or within the building dial extension 213 and seek medical assistance. You may be advised to stay away from others or even quarantined.
- Do not assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap.
- Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.
- Follow instructions of doctors and other public health officials.
- **In a declared biological emergency or developing epidemic**, Gratz College will send out an emergency alert to the Gratz Community.

### Cover Your Nose and Mouth

Be prepared to improvise with what you have on hand to protect your nose, mouth, eyes, and cuts on your skin. Anything that fits snugly over your nose and mouth, including any dense-weave cotton material, can help filter contaminants in an emergency. It is very important that most of the air you breathe comes through the mask or cloth, not around it. Simple cloth face masks can filter some of the airborne "junk" or germs you might breathe into your body, but will probably not protect you from chemical gases.

## Symptoms and Hygiene

### *Symptoms*

If you have any of the symptoms below, please keep yourself separated from others if possible. Practice good hygiene and cleanliness to avoid spreading germs and seek medical advice.

- A temperature of more than 100 degrees
- Nausea and vomiting
- Stomachache
- Diarrhea
- Pale or flushed face
- Headache
- Cough
- Earache
- Thick discharge from nose
- Sore throat
- Rash or infection of the skin
- Red or pink eyes
- Loss of appetite
- Loss of energy or decreases in activity

### *Hygiene*

Practice good hygiene and cleanliness to avoid spreading germs.

- Wash your hands with soap and water frequently.
- Do not share food or utensils.
- Cover your mouth and nose when coughing or sneezing.
- Consider wearing a face mask to avoid spreading germs.
- Plan to share health-related information with others, especially those who may need help understanding the situation and what specific actions to take.

## Bomb Threat Policy

The purpose of this policy is to provide immediate direction to any person who may receive a bomb or similar threat or observe a suspicious article which may be associated with a bomb or similar threat involving the college.

This policy applies to all faculty, staff, and students of Gratz College.

All bomb and similar threats involving the university will be appropriately assessed and responded to in order to protect persons and property. It is important that all threats are carefully assessed and properly evaluated to determine the most appropriate course of action.



## Bomb Threat Procedures

Bomb threats are rare, but should always be taken seriously. Bomb Threats are serious until proven otherwise. Most bomb threats are received by phone, however, may be received by other means as well. It is important to act quickly, but remain calm and obtain as much information as possible.

How quickly and safely you react to a bomb threat could save lives, including your own. What should you do?

1. **Remain calm.**
2. Call 9-1-1 immediately and report a bomb threat to local law enforcement providing as much detail as you can.
3. Follow law enforcement instructions.
4. Evacuate the area and seek protective cover from the bomb and potential debris—these are the best ways to avoid injury.
5. Do NOT approach or inspect suspicious items or unattended packages.
6. Do NOT congregate near the incident scene as onlookers may impede first responders and law enforcement.

### Bomb Threat Call

If a bomb threat is received by phone, please follow these instructions provided by Homeland Security:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately (Please see Appendix). Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, **DO NOT HANG UP**, avoid touching any switches or buttons. From a different phone (*if possible avoid using a cell phone in case it may detonate the bomb*), contact authorities immediately with information and await instructions.

If you want to review the procedures of taking a bomb threat call please go to <https://youtu.be/pg7yVTBciWg> . This video was developed by the University of Central Florida and in conjunction with the International Association of Chiefs of Police (IACP) and the Office for Bombing Preventions within the National Protection and Programs Directorate's Office of Infrastructure Protection.

## Written Threats

- Save all materials received.
- Once it is established that you have a threat, do **NOT** handle the document anymore.
- Where possible, place the item into a plastic bag to preserve any physical evidence. This will allow the item to be processed for latent fingerprints, once the police take custody of the item.
- Call Campus Security right away at extension 213 (within the building) first, if no one answers please dial “0” for the operator and he/she will notify authorized personnel.
- If you still can’t get a hold of someone or you are outside of the building, please contact local law enforcement.

## Civil Disturbance or Demonstrations

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as result of the demonstration:

1. **Interference** with the normal operation of the College.
2. **Prevention** of access to offices, buildings or other College facilities.
3. **Threat** of physical harm to persons or damage to College facilities.

If any of these conditions exist, the Department of Information Technology/Campus Security should be notified and will be responsible for contacting and informing the President and the Dean of the College. Depending on the nature of the demonstrations, the appropriate procedures listed below should be followed:

### Peaceful Non-Obstructive Demonstrations

1. Generally, demonstrations of this kind should **not** be interrupted. Demonstrations should **not** be obstructed or provoked, efforts should be made to conduct College business as normal as possible.
2. If demonstrations are asked to leave but refuse to leave by regular facility closing time:
  - a. Arrangements will be made by the Director of Information Technology/Campus Security or the President of the Gratz College to monitor the situation during non-business hours or determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

### Non-Violent, Disruptive Demonstrations

In the event that a demonstration blocks access to Gratz College facilities or interferes with the operation of the College:

1. Demonstrators will be asked to terminate the disruptive activity by the Dean of the College, Dean of High School or designate.
2. The Dean or designate will consider having a photographer available to document the incident and participants.

3. Key College personnel and student leaders will be asked by the Dean to go to the area and persuade the demonstration to cease and desist.
4. The Dean or designate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
5. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion or possible intervention by civil authorities. Except in extreme emergencies, the President, Dean, and Director of Information Technology/Campus Security will be consulted before such actions are taken.
6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
7. After consultation with the President by the Dean and the Director of Information Technology/Campus Security, the need for an injunction and intervention by civil authorities will be determined.
8. If the determination is made to seek the intervention of civil authorities, the demonstrators should be informed. Upon the arrival of the Police Department, the remaining demonstrators will be warned of the intentions to arrest.

**Note: The Director of Information Technology/Campus Security reserves the right to call police assistance without counsel from others if it is deemed to be of paramount importance to the safety of the persons involved.**

## Crimes of Violence/Sexual Victimization

### Types of Victimization

A victim is a person who suffers direct or threatened physical, emotional or financial harm as a result of an act by someone else, which is a crime.

#### **Sexual Misconduct:**

Sexual Misconduct is an umbrella term that includes any non-consensual sexual activity that is committed by force or fear or mental or physical incapacitation, including through the use of alcohol or drugs. Sexual misconduct can vary in its severity and consists of a range of behavior, including rape, statutory rape (sexual contact with a person under 18 years old), sexual touching, sexual exploitation, sexual harassment, and conduct suggestive of attempting to commit any of the aforementioned acts.

*Engaging in any sexual activity, clear consent must be given.*

## **Rape (Defined by Federal Bureau of Investigation (FBI))**

### **Rape (except Statutory Rape)**

The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

### **Sodomy**

Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

### **Sexual Assault with an Object**

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

## **Sexual Touching**

Sexual touching, also known as sexual battery, is the act of making unwanted and sexually offensive contact (clothed or unclothed) with an intimate body part of another person or action, which causes immediate apprehension that sexual touch will occur. Intimate body parts include sexual organs, the anus, the groin, breasts or buttocks of any person. Sexual touching includes situations in which the accused engages in the contacts described with a person who is incapable of giving consent.

## **Sexual Exploitation**

Sexual exploitation is the taking advantage of a non-consenting person or situation for personal benefit or gratification or for the benefit of anyone other than the alleged victim; and the behavior does not constitute rape, sexual touching or sexual harassment. Sexual exploitation includes, but is not limited to:

1. Photographing or making audio or video recordings of sexual activity without consent;
2. Dissemination of images or recordings without consent of the participant(s);
3. Allowing others to observe sexual activity without the knowledge or consent of the partner;
4. Voyeurism (peeping tom);
5. Knowingly transmitting a sexually transmitted infection or HIV to another student;
6. Prostituting another person;
7. Giving alcohol or other drugs to another student with the intention of rendering him or her incapable of giving consent.

## **Sexual Harassment**

Sexual Harassment is any unwelcome sexual conduct or behavior that creates an intimidating, hostile or offensive working or educational environment. Quid pro quo sexual harassment exists when there are:

1. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
2. Submission to or rejection of such conduct results in adverse educational or employment action.

## **Stalking**

Stalking is prohibited. It is willful, malicious and repeated following of a person or harassing behaviors against another person, putting the person in reasonable fear for his or her personal safety, or the safety of his or her family. This includes use of notes, mail, gifts, communication technology (e.g. voicemail, text messages, internet and social networking sites - using any electronic or telecommunication is also known as cyber-stalking) to harass or convey a threat. This offense may also be treated as a type of sexual misconduct in certain situations.

## **Physical Assault/Battery**

Physical assault or battery is prohibited. It is to touch or strike a person against his or her will or to threaten violence against that person.

## **Dating/Relationship/Domestic Violence**

Dating/Relationship/Domestic Violence is prohibited. This type of violence may be emotional, verbal, physical and/or sexual abuse by an intimate partner, family members or parties in a dating relationship. Designer or date rape drugs can be placed in any drink, not just alcohol. Effects of such drugs may range from general illness to a feeling of euphoria, short-term memory loss, to an intoxication or aphrodisiac effect. Persons who have ingested such drugs have also reported anxiety, hallucinations, and loss of muscle control, nausea, and amnesia lasting up to 24 or more hours.

## **Theft**

Theft is the unlawful and unauthorized removal of any personal property for one's own use.

## **Threat of Harm**

Conveyances of threats, which result in, or may result in, harm to any person by willful and deliberate means is prohibited.

## Victimization Procedures

- Whenever the Department of Information Technology/Campus Security and/or the Title IX Officer receives a report of an alleged sexual assault or an attempted sexual assault, the Director of Information Technology/Campus Security and/or the Title IX Officer (or his/her designee in his/her absence) will be notified immediately. Upon receiving a complaint that a rape or sexual assault has occurred, the President of the College shall dispatch a supervisor and/or officer to the scene. All communications concerning the incident should be kept to a minimum, and if practical, communications should be made either in person or via telephone. At no time should the name of the victim be broadcast over the radio or Internet.
- In addition to the above notifications. The Director of Information Technology/Campus Security and/or the Title IX Officer will ensure the following College Officials are notified:
  - The on-call Dean
  - The on-call Student Life Staff Member
  - President of College

**NOTE:** Depending upon the recency of the alleged assault, nature of the alleged assault, the location of the alleged perpetrator, and a potential threat to the College community as a whole, police intervention may be necessary regardless of the victim's wishes or desires. The decision to involve the police in sexual assault incidents, wherein the victim does not wish to pursue the incident with the police, will be made by either the Dean of the College, the Dean on-call, and/or the Director of Information Technology/Campus Security. If the victim desires to involve law enforcement, then the responding personnel will notify them immediately.

- The primary concern of law enforcement on the scene shall be the medical needs of the victim and the preservation of evidence. If the victim is seriously injured, hysterical, or in a state of shock, the victim shall immediately be transported to the nearest hospital. Any special requests made by the victim at this time, such as having a friend present, should be honored whenever practical. Responding personnel must be tactful, professional, and supportive.
- Depending on the condition of the victim and the probability of affecting the apprehension of the alleged actor(s) if still in the vicinity, but with full recognition that the mental and emotional well-being of the victim is paramount, the personnel on the scene may secure some preliminary information from the victim regarding the physical description of the alleged actor(s), time of occurrence, location of occurrence, wounds, type of weapon used or mentioned, vehicle description (if any), suspect's direction of flight, and the victim's desires with regard to the notification of local law enforcement authorities, etc. may all be obtained.
- The personnel on the scene shall also be responsible for preserving the scene of the crime and await the arrival of law enforcement authorities if notified. If the victim does not wish to have the local authorities notified and the incident/situation does not warrant immediate police intervention, the personnel on the scene should attempt to retrieve personal identifying information of any and all witnesses. All witnesses should be requested not to discuss the incident with anyone prior to being interviewed, and if practical, these witnesses should be kept separate from each other during this waiting period. The crime scene should be properly sectioned off and secured, any and all physical evidence should be identified and secured, and all personnel and onlookers

kept back until the scene has been examined for evidence by the Department of Information Technology/Campus Security or law enforcement authorities.

**NOTE:** If the local law enforcement authorities are going to be summoned to the crime scene, then responding Safety and Security Officers should do nothing more than to ensure the victim's safety and well-being, preserve the crime scene, secure physical evidence, identify witnesses for future questioning, and keep onlookers away from the scene. Once the local law enforcement authorities are summoned and become involved with the investigation of the crime, all subsequent interviews and law enforcement functions shall be conducted by the local authorities. The preservation of the crime scene includes the victim's clothing and body. Victims should be encouraged not to change clothing or shower in order to preserve evidence that may be obtained from the victim's person.

- If the personnel from the Director of Information Technology/Campus Security and/or the Title IX Officer (or his/her designee in his/her absence) is witness to the commission of a sexual assault, or the Director of Information Technology/Campus Security and/or the Title IX Officer (or his/her designee in his/her absence) has probable cause to believe that the suspect(s) committed the crime and will escape if an immediate arrest is not made, then the local law enforcement authorities should be contacted immediately and requested to respond and intervene.
- Regardless of the victim's desires to involve or not involve local law enforcement authorities, the responding personnel from the Department of Information Technology/Campus Security should encourage the victim to seek medical attention at the nearest hospital and have the medical professionals examine them using a rape kit for the purpose of preserving evidence for possible future prosecution.

## Reporting Options for Sexual Misconduct

Gratz College does not discriminate on the basis of sex or gender in any phase of its educational or employment programs; Gratz College is required by Title IX and other laws to not discriminate. If the Gratz College knows or reasonably should know of possible sexual misconduct, a thorough, impartial, and confidential investigation will be conducted as promptly as possible to determine if there has been a violation of NIU's Title IX Policy. Sexual misconduct includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Victims are not required to file a complaint but are encouraged to do so. Regardless if a victim chooses to report sexual misconduct, reasonable available accommodations or protective measures will be provided to the victim upon request.

### File a Title IX Complaint

In addition to or instead of filing a criminal complaint, students who feel they have been a victim of sexual misconduct have the right to file a complaint with Gratz College at any time, even if the police concluded there is not sufficient evidence for a criminal charge.

A complaint of this nature against a student, employee, or other person connected to Gratz College may be filed with Rosalie Guzofsky, Title IX Officer, by calling (215) 635-7300 x137 or emailing [rguzofsky@gratz.edu](mailto:rguzofsky@gratz.edu).

## **File a Criminal Complaint**

Victims of sexual assault may file a criminal complaint by contacting Cheltenham Police Department at 215-885-1600 or in person at 8230 Old York Rd., Elkins Park, PA 19027.

## **Results of Disciplinary Proceedings**

Appropriate legal, disciplinary or remedial actions may be taken against any persons or groups alleged to have or found to be responsible for engaging in crimes of interpersonal violence, to include rape, acquaintance rape or other forcible or non-forcible sex offenses. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and the accuser and accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense or crime of violence (as that term is defined Appendix A to Part 99 Title 34, United States Code of Federal Regulations). If the alleged victim is deceased as a result of the crime or offense, Gratz College will, upon written request, provide the results of the disciplinary hearing to the victim's next of kin.

## **How to Assist Survivors of a Crime**

### **Helping Someone Who Has Been Assaulted**

Whether you are a friend, family member, or part of the Gratz College Community, you may be the first to notice that someone you care about begins to act in a different way. NEVER be afraid to ask, "Are you okay?" You may be the first person to respond to someone, and in the event that the problem centers on a sexual assault or other sexual abuse, this might be the question that helps begin recovery. First and foremost, obtain immediate help from a CSA or Cheltenham Township Police if the survivor is injured or unsafe in any way.

### **Helpful Strategies for Talking with a Survivor\***

- Believe them. Believing someone when the person tells you he or she has been sexually assaulted is the most important thing you can do. Your immediate reaction can have a powerful impact on their healing, especially if you happen to be the first person the survivor has disclosed to. Always believe them.
- Listen non-judgmentally. Use active listening skills and allow the survivor tell as much or as little of their story as they feel comfortable with. It is not up to you to "figure out what happened" or even understand all of the circumstances or details of the assault. Simply listening is enough.
- Assure them that they are not to blame for the assault in any way. Survivors of sexual assault often blame themselves for what has happened. It is important to assure survivors that no matter what happened - it was not their fault.
- Protect their privacy. It is up to the survivor to decide who knows about the assault. Do not tell others, even if you think the survivor should or would "want them to know." Of course, if you are worried about the survivor's immediate physical safety you should contact Cheltenham Township Police and the Office of Academic Affairs.



- Assure them they are not alone. Survivors of sexual assault often feel isolated, scared, and powerless. Tell the survivor that you are there for them; then follow through by being there to listen and support.
- Use all available resources. Assist the survivor to get connected to campus resources or other professionals who can help. Say “There are people on campus who are experts in this, who know what to do and who can be trusted.”
- Assure them they can and will recover in time. This has been a traumatic disruption in their life but they will feel differently about things in the future.
- Get help for yourself. Even those with the best intentions can become over-involved with the survivor’s recovery, possibly hurting both of you. Seek advice if you have any concerns about how to help.

### Things to Avoid when Helping a Survivor\*

- We often want to respond to violence with aggressive action. The worst thing to do is act aggressively around someone with trauma. Avoid saying - “I will hurt the person who did this to you!”
- Don’t ask the survivor to tell every detail about the assault. Survivors often experience additional trauma when asked to repeat their story.
- Don’t say that you know how they feel.
- Don’t evaluate their behavior or feelings by saying “You shouldn’t feel, you ought to feel, you’re wrong.”
- Don’t ridicule or shame by saying “Why didn’t you fight?” or “This wouldn’t have happened if you...”
- Don’t give unwanted advice by saying “I would have...”
- Don’t interpret, analyze, diagnose by saying “You’re doing that now because...”
- Don’t order or threaten by saying “If you don’t do \_\_\_\_\_, you’ll regret it.”
- Don’t give too positive evaluations by saying “I’m sure you’ll be fine, it will all work out.”
- Don’t distract or divert the conversation by saying “It isn’t that bad, let’s talk about something else.”
- Don’t discourage the survivor from going to the police if they choose to report the assault.

*\*Portions adapted from Bently College “Helping Someone Who Has Been Assaulted”*

## Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Prevention Act, Gratz College’s local law enforcement agency and state website where registered sex offender information may be obtained are listed below. All sex offenders are required to register under state law where they live, and with the state of any institutions of higher education where the offender is a student, is employed, or carries on a vocation.

**Cheltenham Police Department**

**8230 Old York Rd.**

**Elkins Park, PA 19027**

**215-885-1600**

**[www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us)**

## **Sexual Assault Information**

According to the U.S. Justice Department, crimes of sexual assault are the most under-reported of all crimes. This is especially true on a College campus. To encourage reporting and to provide appropriate survivor support, we have established a framework of sexual violence awareness programming and survivor support services. The following is a summary of relevant information.

In an effort to reach students with a variety of concerns and interests, professional staff members and students plan, advertise and implement programs on sexual violence, developing positive relationships, effective communication, and related topics. Programs are offered during new student orientation and supplement in the residence halls and with commuter students. We also invite guest speakers and representatives of local agencies from the greater Philadelphia area and surrounding communities.

Educational programming and victim/survivor support services can be initiated by contacting any of a number of Counseling Centers, contact one of the CSAs and/or the local Cheltenham Police.

***Don't be afraid or reluctant to get help.***

### **Victim Services Center of Montgomery County, Inc.**

- 24 hr. Crisis Hotline: 1-888-521-0983
- Sexual Violence Hotline: 610-277-5200
- Other Crimes: 610-ASSIST-1

### **Women's Center of Montgomery County's 24/7 Hotline**

8080 Old York Road, Suite 200

Elkins Park, PA 19027

1-800-773-2424

[www.wcmontco.org](http://www.wcmontco.org)

### **Laurel House (Montgomery County)**

[laurel-house.org](http://laurel-house.org)

Hotline: (800) 642-3150

## State and National Domestic Abuse Resources

### **Domestic Violence Awareness Project**

[dvam.vawnet.org](http://dvam.vawnet.org)

### **National Coalition Against Domestic Violence**

[ncadv.org](http://ncadv.org)

Hotline: (800) 799-7233

### **National Resource Center on Domestic Violence**

[nrcdv.org](http://nrcdv.org)

(800) 537-2238, ext. 5

### **Pennsylvania Coalition Against Domestic Violence**

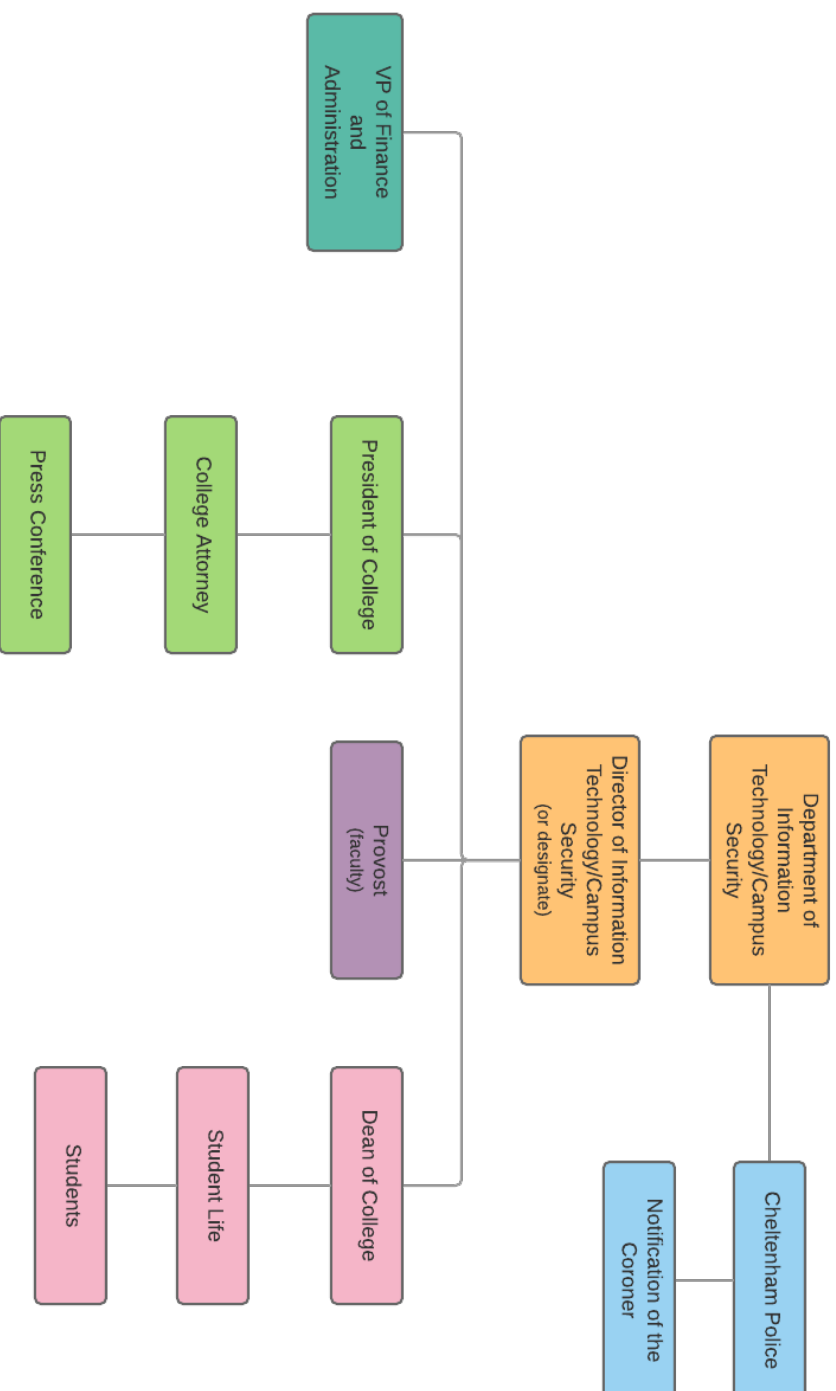
[pcadv.org](http://pcadv.org)

(800) 932-463

## Campus-Related Death

The purpose is to clarify and establish by College policies and procedures for responding to a campus-related death or serious injury. The role of everyone involved is to be as helpful to the family of the deceased as possible. Even if there is a chance that the institution could be held liable due to the nature of the death, be as consoling and helpful as possible. Just be careful not to offer comments, which might indicate the event is our fault. The family may be very angry (how could you let this happen?) and hard to deal with, but remember the surprise and stress they are under and try to be as accommodating as possible.

## CAMPUS RELATED DEATH: CHAIN OF NOTIFICATION



## Disclosing Information

The following information is provided by the U.S. Department of Education and should be taken seriously.

**Exhibit 1: Illustrative Examples of Sharing Information for Specific Incidents**

Circumstance	Can Share	Should Share	Cannot Share	Should Not Share
Suicide	<ul style="list-style-type: none"><li>▪ Directory information*</li></ul>		<ul style="list-style-type: none"><li>▪ Circumstances of death</li><li>▪ Information about grades, friends, coursework</li></ul>	<ul style="list-style-type: none"><li>▪ Anything about the student</li><li>▪ Funeral arrangements</li></ul>
Death by Accident (if no violation of the law)	<ul style="list-style-type: none"><li>▪ Directory information</li><li>▪ Funeral arrangements*</li></ul>	<ul style="list-style-type: none"><li>▪ Directory information*</li></ul>	<ul style="list-style-type: none"><li>▪ Cause of accident (refer to law enforcement)</li><li>▪ Information about grades, friends, coursework</li></ul>	
Perpetrator in a Crime	<ul style="list-style-type: none"><li>▪ Directory information*</li></ul>		<ul style="list-style-type: none"><li>▪ Details of crime, any subsequent criminal or legal action (refer to law enforcement)</li><li>▪ Information about grades, friends, coursework</li></ul>	<ul style="list-style-type: none"><li>▪ Anything about the student</li><li>▪ Funeral arrangements</li></ul>
Death by illness or disease	<ul style="list-style-type: none"><li>▪ Directory information</li><li>▪ Funeral arrangements *</li></ul>	<ul style="list-style-type: none"><li>▪ Directory information *</li></ul>	<ul style="list-style-type: none"><li>▪ Circumstances of death</li><li>▪ Information about grades, friends, coursework</li></ul>	
* Only after consultation with the family				

**Exhibit 2: Legislative Authorities for Releasing Student Information**

Who Is Protected	What Information Is Protected	What Information Can Be Released	Illustrative Circumstances When Information Can Be Released Without Permission
<b>FERPA</b>			
<p>Privacy interests of students, of any age, enrolled in a public (and some private) elementary, secondary, or postsecondary institution</p> <p>Parents* have:</p> <ol style="list-style-type: none"> <li>1. Right to access and amend children's education records; and</li> <li>2. Some control over the disclosure of these records.</li> </ol> <p>Education agencies and institutions cannot share without the parents' consent:</p> <ol style="list-style-type: none"> <li>1. Student records; and</li> <li>2. Personally identifiable information in the record.</li> </ol>	<p>Education records that contain:</p> <ul style="list-style-type: none"> <li>■ Grades</li> <li>■ Classes</li> <li>■ Class schedules</li> <li>■ Teachers</li> </ul>	<p>Personal notes made by teachers or staff if:</p> <ul style="list-style-type: none"> <li>■ Kept in sole possession of the maker</li> <li>■ Not accessible to any other person, except a substitute</li> <li>■ Used as a memory aide</li> </ul> <p>Directory information:</p> <ul style="list-style-type: none"> <li>■ Student's name</li> <li>■ Student's address</li> <li>■ Telephone number</li> <li>■ Date and place of birth</li> <li>■ Honors and awards</li> <li>■ Dates of attendance</li> <li>■ Family members' names</li> <li>■ School activities</li> <li>■ Height and weight of athletes</li> </ul> <p>Records created and maintained by a law enforcement unit for law enforcement purposes</p>	<p>Judicial orders or lawfully issued subpoenas:</p> <ul style="list-style-type: none"> <li>■ Schools must make a reasonable effort to notify the parent or student in advance.</li> </ul> <p>Health and safety emergencies:</p> <ul style="list-style-type: none"> <li>■ Can be released to appropriate officials if information contained in the record is needed to protect the health or safety of the student or other individuals.</li> </ul> <p>State and local authorities within a juvenile justice system, pursuant to a specific state law:</p> <ul style="list-style-type: none"> <li>■ Can be released to state and local juvenile justice authorities after the school receives written certification that information will not be disclosed to any other agency, organization, or third party without the parent's permission, except as allowed in state law.</li> </ul>



## Exhibit 2 (Con't.): Legislative Authorities for Releasing Student Information

Who Is Protected	What Information Is Protected	What Information Can Be Released	Illustrative Circumstances When Information Can Be Released Without Permission
<b>HIPAA</b>			
<ul style="list-style-type: none"> <li>Covered entities, such as health care workers, which include school nurses, only if they transmit health information electronically in connection with a HIPAA transaction.</li> </ul>	<p>Protected information is any information held by the school nurse or school that:</p> <ul style="list-style-type: none"> <li>Identifies an individual.</li> </ul> <p>Relates to:</p> <ul style="list-style-type: none"> <li>Past, present, or future physical or mental health or condition; or</li> <li>Past, present, or future payment for the provision of health care to the individual.</li> </ul>	<ul style="list-style-type: none"> <li>Information considered "education records" under FERPA is exempt from HIPAA requirements as long as the information is in the <i>aggregate</i> and does not include personally identifiable information such as the 'directory' information stated above, or any information that could easily be traced to a student's identity.</li> </ul>	<ul style="list-style-type: none"> <li>Information considered "education records" under FERPA as long as the information is in the <i>aggregate</i> and does not include personally identifiable information.</li> </ul>
<p>Source: National Forum on Education Statistics. (2006). <i>Forum Guide to the Privacy of Student Information: A Resource for Schools</i> (NFES 2006-805). U.S. Department of Education. Washington, DC: National Center for Education Statistics.</p>			
<p>* Parent is defined as: natural or adoptive parent, a legal guardian, or an individual acting as a parent in absence of a parent of guardian</p>			

## On-Campus Death Procedure

1. **Do Not enter** the scene: Secure Area
2. Establish perimeter: **DO NOT** permit entry until the Police and Coroner arrive.
3. Secure scene for Police and Coroner. **Do Not Move Anything!!**
4. Assign one primary contact person in the department for the duration.

## Off-Campus Death Procedure

1. Identify and establish contact with the appropriate law enforcement agency.
2. Obtain any information possible.

## Incident Information

All information should be compiled and given to the designated department contact person, who shall be prepared to share information/investigation with:

- Director of Information Technology/Campus Security
- Dean of College
- Family through Designated Division Representative
- Media through Public Relations/President's Office
- Insurance Investigators through Office of Finance and Administration

## After Actions Report

1. An after actions report shall be completed by ALL involved personnel.
2. These reports shall be compiled and maintained on file under the advisement of the College Attorney.

### General Information

**Responsibility.** Overall responsibility for coordinating the College's efforts to respond to a campus death rests with the designated division contact, who may delegate duties to other College personnel.

- The Dean of the College shall be the primary College contact in the event of a student death, whether on campus or off campus.
- All inquiries relating to the death shall be referred to the Office of Public Relations which will consult with College Security or local police to determine standard information to be released.
- Questions regarding liability or other legal concerns shall be referred to the appropriate College officials who shall consult with College Legal Counsel for advice.

## Notification of the Family

Thoughts for the designated division contact person:

1. Call (if long distance) or personally deliver the information to the family. Consider calling a member of the family's local clergy to assist the family's reaction to the news. (Check the student's permanent record file for the name of this person.)
2. **Speak clearly and concisely.** Rehearse and write out what you are going to say to the family. Identify yourself by name and title and get right to the point. After you are sure that the basic information has been received, explain that a second call will be made within the hour to confirm the first call and discuss arrangements.
3. **Call the family a second time.** After approximately one hour, call to confirm earlier call and be ready to discuss:
  - a. The exact location of the deceased student;
  - b. Anything known about the cause of death;
  - c. Making the trip to campus (or alternative arrangements, if they come). Offer assistance in making travel or lodging arrangements, if desired.
4. **Manage the media through the Office of Public Relations.** Turn all details over to him/her. Just stay in consultation.
5. **Meet the family.** Even if the institution may be liable as a result of the nature of the death, meet the relatives and assist them in whatever way possible. Always stay within easy reach of the family.



## Administrative Procedures for Death of a Student

Any action taken in the event of a student death should follow the guidelines noted above and hereafter.

- **Counseling.** The Office of Student Life will coordinate grief work for students. If the death has occurred on campus, the Office of Student Life will make themselves available immediately to individuals or groups of students who might want to talk. Other counseling resources including religious leaders and specialists in grief work from the local community may be invited to participate in counseling efforts. Immediately, the schedules of the Office of Student Life's staff should be cleared to facilitate walk-ins and to respond to staff and student concerns.
- **Memorial Services.** The Dean of the College/High School in consultation with the College Rabbi will coordinate plans for conducting memorial services as appropriate following consultation with parents, friends of the deceased, College officials, and Residence Life staff.
- **Media Inquiries.** All press inquiries shall be referred to the Office of Public Relations for a response.
- **Stop Routine Mailings Home.** Initiate proper correspondence with the Office of Finance and Administration, Academic Affairs Office, and every possible office to prevent routine correspondence from going home. Use the special withdrawal form to help this.
- **Draft a Letter of Sympathy to the Family for the President.** Send tuition, refunds, etc., under separate cover from the Dean of the College/High School at a later date (payable to parent), offer condolences, etc.

## Deceased Students Withdrawal Form

Please see Appendix.

## Severe/Extreme Weather Conditions

### Meaning of Weather Conditions

- **Watch:** Indicates conditions are right for the storm to develop.
- **Warning:** Indicates a storm has actually been detected by radar and contact is imminent.

### Blizzards/Heavy Snow

Blizzards produce winds of 35 mph or more with temperatures below 20 degrees and dry blowing snow creating zero visibility.

Blizzards usually only last a couple of hours. If it is not necessary, **do not go out**. If you get caught in a blizzard or blizzard-like conditions look for a place to go inside out of the weather or stay in your vehicle.

## Flooding/Heavy Rainstorms

Be prepared to move out of low-lying areas if a flood crest is expected. Be aware that flooding may occur along rivers and even small tributaries. If you are traveling during heavy/severe rainstorms, you should drive slower than normal and avoid areas where the roadway is not visible. Flooding may cause washed out roads and bridges, while deep water may obstruct the view of fallen trees and washed out manhole covers.

During severe storms, if possible its best to stay indoors. Secure enough provisions for several days and do not forget to obtain prescriptions and other items of personal need.

## Thunderstorms

Stay indoors and away from electrical appliances while the storm is overhead. If lightning catches you outside, keep yourself lower than and a safe distance from the nearest high conductive object.

## Tornadoes

### Defining a Tornado Watch and Warning

1. **Watch:** Means that conditions exist for a tornado to develop.
2. **Warning:** Means that a tornado has actually been sighted or indicated on radar.

### When a Tornado is Announced

1. Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.
2. If you are unable to access an underground shelter (or basement), take cover under heavy furniture on the ground floor in the center of the building, or in small rooms on the ground floor that are away from outside walls and windows.
3. Stay away from windows to avoid flying debris.
4. If you are outside and there isn't time to get into a building, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.
5. Avoid Auditoriums and Gymnasiums with large, poorly supported roofs. If you are in one of these buildings, evacuate to a safer location.
6. Administrative or classrooms – Go to an interior hallway on the lowest floor. Stay away from windows.

## Emergency Weather Policy

The following policy will be implemented under severe/hazardous weather conditions. Severe/hazardous weather conditions are defined as any weather condition that endangers our students, faculty members, or employees' en route to the classroom or workplace. The President of the College and the Director of Information Technology/Campus Security will decide if

severe/hazardous weather conditions exist and warrant a delayed opening or a closing of the College.

1. In the absence of the President, the decision will be made by the Director of Finance and Administration and the Director of Information Technology/Campus Security. In the absence of the Director of Information Technology/Campus Security, the Dean of the College and the Dean of the High School will assist with the decision.
2. Once a decision has been determined, Gratz College will notify their students, faculty members and their employees using one or all of the following:
  - a. The Emergency Texting System,
  - b. Gratz College Website
  - c. Message on the Main Phone System
  - d. Local radio and Television Stations:
  - e. KYW Channel 3
  - f. KYW Newsradio 1060AM
  - g. Fox Channel 29

## Determination of a Delay or Closing of the College

A delay or closing of the College includes both classes and offices. The decision to alter normal operations will be made based on the following information:

- The conditions of the College roadways and parking lots and the ability of Facilities Services staff to keep up with the storm.
- The conditions of local roadways and the ability of the state and county to keep the roads passable.
- The weather forecasts for the next 12 hours (according to the National Weather Service)
- Lastly, the state and/or county restrictions.

## FIRE

Procedures for a fire:

1. **Know** the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available through the Department of Facilities Management at extension 166.
2. **If a minor fire appears controllable**, immediately contact the Department of Facilities Management at extension 166 or the Department of Facilities at extension 166. Then, if trained, promptly direct the charge of the fire extinguisher toward the base of the flame.
3. **In the case of a large fire that does not appear controllable**, immediately notify the Department of Facilities Management at extension 166 or the Department of Campus Security at extension 213. If that is not possible, pull the closest Fire Alarm to alert everyone in the building of the situation. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen available to it.
4. **Do not lock doors!**
5. **If an emergency exists**, activate the building alarm (fire alarm).

6. **When the building evacuation alarm is sounded**, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. **In the event of an explosion**, immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
8. **Assist the physically challenged when exiting the building!**
9. **Do not use the Elevators during a fire!**
10. **REMEMBER**: Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
11. **Once outside**, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, and hydrants and walkways clear for emergency vehicles and crews. **IMPORTANT**: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The Department of Information Technology/Campus Security will collect the attendance count from the faculty and/or Supervisors in order to account for all building
12. **If requested**, assist Emergency crews as necessary.
13. **A Campus Emergency Command Center** may be set up near the emergency site. Keep clear of the Command Center unless you have official business.
14. **Do not return to an evacuated building** unless told to do so by a College Official.

## Procedures if Trapped During a Fire

If you become trapped in a building during a fire please do the following:

1. **If a window is available**, place an article of clothing/or sheet outside the window as a marker for rescue crews.
2. **If there is no window**, stay near the floor where the air will be less toxic. Place towels (wet if possible) under the door.
3. **Shout at regular intervals** to alert emergency crews of your location (shout a room number if available: “*Help! I’m in Room 115!*”).
4. **Do not panic**.

## Fire Extinguishers

There are five primary types of fire extinguishers; each is designed to put out different kinds of fires.



For use with **ordinary materials like cloth, wood, and paper**.



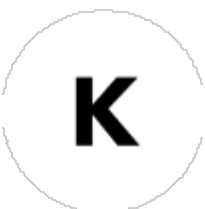
For use with **combustible and flammable liquids like grease, gasoline, oil and oil-based paints.**



For use with **electrical equipment like appliances, tools, or other equipment that is plugged in.**



For use with **flammable metals**



For use with **vegetable oils, animal oils and fats in cooking appliances.**

**Please note:** All of Gratz College's fire extinguishers are type ABC.

### **P.A.S.S.**

Most fire extinguishers operate using the following P.A.S.S. technique:

1. **PULL...** Pull the pin. This will also break the tamper seal.
2. **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

**NOTE:** Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.

3. **SQUEEZE...** Squeeze the handle to release the extinguishing agent.

4. *SWEEP...* Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.

**If you have the slightest doubt about your ability to fight a fire...EVACUATE IMMEDIATELY!**



## Suspicious Mail and Packages

According to Homeland Security, a suspicious item is defined as any item (e.g., package, vehicle) identified as potentially containing explosives, an IED, or other hazardous material that requires bomb technician diagnostic skills and specialized equipment for further evaluate. Suspicious indicators are based on the prevailing and/or communicated threat, placement, and proximity of the item to people and valuable assets. More tangible aspects include, but are not limited to, unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors.

### Ways to Recognize a Suspicious Mail Item

- Excessive postage.
- Handwritten or poorly typed address.
- Misspelling of the name.
- Incorrect titles or misspelled titles.
- Title, but no name.
- No return address.
- Shows a city or state in the postmark that does not match the return address.
- Misspellings of common words.
- Excessive weight.
- Lopsided, rigid or uneven packaging.

- Oily stains, discolorations or strange odor.
- Protruding wires or tin foil.
- Ticking sound.
- Excessive securing - tape or string.
- Restrictive markings - Confidential or Personal.

## Handling a Suspicious Unopened Mail Item

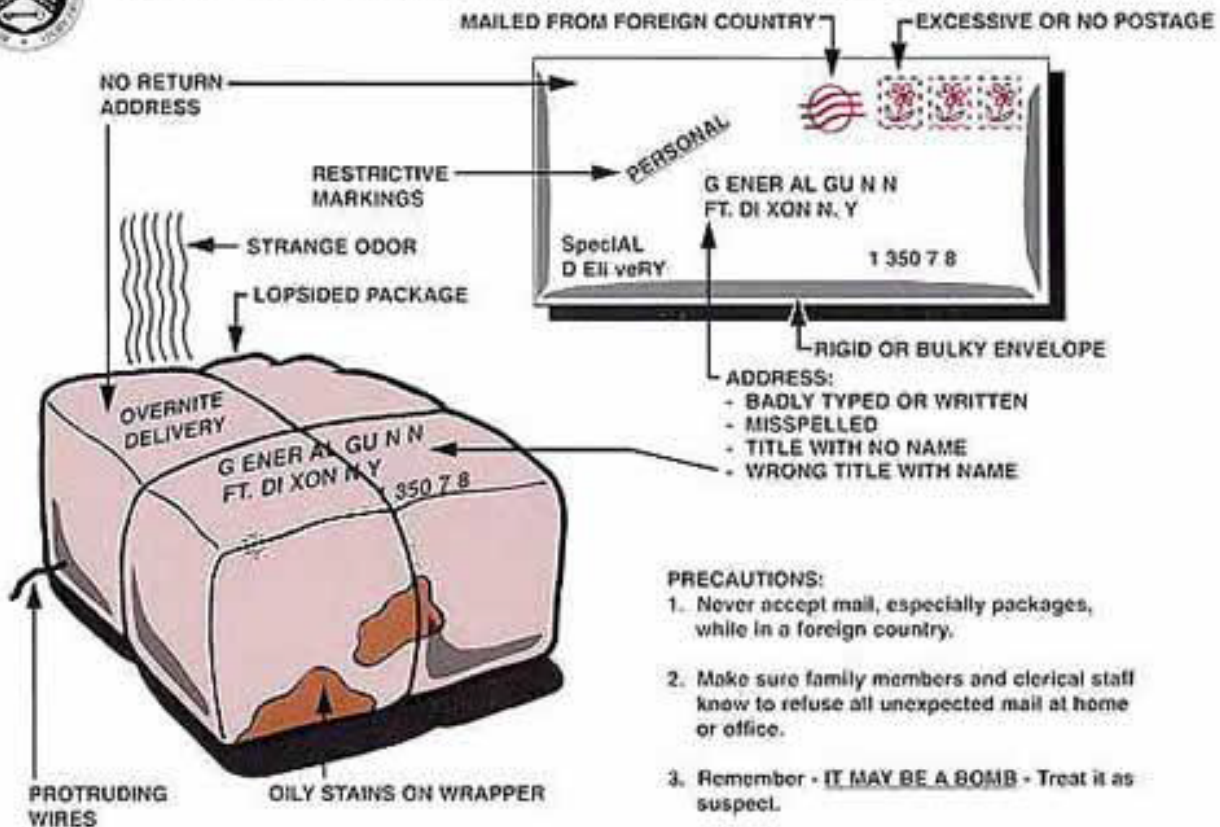
- Remain calm.
- Stay away from the package.
- DO NOT allow anyone to handle or go near the package.
- If a suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt movement; gently set the package down in a secluded area that has been evacuated.
- DO NOT use any cell phones, radios, or other wireless devices around the package.
- MOVE AWAY FROM THE PACKAGE and contact Campus Security immediately at extension 213, if no one is available, call the President of Gratz College at extension 131 or 133 and request for them to respond.
- State the location of the package and provide a description.
- List all persons who were in the room or area when this suspicious mail item was recognized. Give this list to either Campus Security or to any member of the Emergency Response Team.
- If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes.

## Mail item with Power or Powdery Substance Spills

- **Do not try to clean up the powder.** Cover the spilled contents immediately with anything to prevent the spreading of the powder (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the area and close any doors, or section off the area to prevent others from entering.
- Call Campus Security immediately at 215.635.7300 ext.213, if no one is available, call the President of Gratz College at extension 131 or 133 and request for them to respond.
- Wash your hands with soap and water to prevent spreading the powder to your face.
- Remove any contaminated clothing as soon as possible and place them in a plastic bag or container that can be sealed. This bag or container should be given to the emergency responders for proper handling.
- Shower with soap and water as soon as possible.
- If possible, list all the people who were in the room or area, especially those who had actual contact with the substance. Give the list to the emergency responders.



## WARNING! Suspect Letter and Package Indicators



FOR MORE INFORMATION ON BOMB SECURITY OR BOMB THREATS, CONTACT YOUR LOCAL ATF OFFICE.

ATF 1 3324.1 (6/95)





# If you receive a suspicious letter or package What should you do?

1. Avoid handling Don't shake or bump
2. Isolate and look for indicators
3. Don't Open, Smell, or Taste
4. Treat it as Suspect! Call 911

**If you suspect a letter or package contains a bomb, radiological, biological, or chemical threat:  
Isolate area immediately, Call 911, Wash your hands with soap and water.**

## Indicators:

Addressed to title only or incorrect title with name.  
Lopsided or uneven.  
Rigid or bulky.

No return address, or restrictive markings.  
Unknown powder or suspicious substance.  
Possibly mailed from a foreign country.



Protruding wires.  
Strange odor.  
Oily stains, discolorations, or crystallization on wrapper.  
Excessive tape or string.



Poorly typed or written.  
Excessive postage.  
Misspelled words.

**Police Department:** \_\_\_\_\_  
**Fire Department:** \_\_\_\_\_  
**Local FBI Office:** \_\_\_\_\_

(ask for the duty agent, special agent bomb technician, or weapons of mass destruction coordinator)

GENERAL INFORMATION BULLETIN 2000-3 (revised 6/11/2010)  
Produced by Bomb Data Center  
Weapons of Mass Destruction Operations Unit

## Hazardous Materials Incidents

When a spill occurs, you and others should move well away from the area when determining the appropriate response. The appropriate response depends on whether the spill is a simple spill, which you can clean up yourself, or a complex spill, which requires outside assistance. For outside assistance, contact the Department of Facilities Management at 215.635.7300 extension 166.

### Defining a Simple Spill

- **Does not spread rapidly:** Spills or toxic vapors are not spreading beyond the immediate area.
- **Does not endanger people or property except by direct contact:**
  - A person has not been injured in the incident.
  - A fire is not present or an explosion has not occurred.
  - Flammable vapors and ignition sources are not present.
  - Toxic vapors or dust, i.e. inhalation hazards, are not present.
  - The spilled chemical is not air, water, or otherwise highly reactive.
  - The spilled chemical is not a strong oxidizer.
  - The identity of the spilled chemical is known.
- **Does not endanger the environment:** There is no risk of the spilled chemical entering a sewer or contaminating soil.

### Complex Spill

If the spill does not meet the characteristics of a simple spill, get assistance immediately and follow the below-listed guidelines:

1. Any spillage of a Hazardous Chemical or Radioactive Material: Must be reported immediately to the Department of Facilities Management at 215.635.7300 extension 166 whom will be in contact with the Department of Information Technology/Campus Security.
2. When reporting, be specific about the nature of the involved materials and exact location. The Department of Information Technology/Campus Security will contact the necessary specialized authorities and medical personnel.
3. The key person on site should evacuate the affected area (get those exposed to fresh air as soon as possible) at once and seal it off to prevent further contamination of other areas until the arrival of Department of Facilities Management personnel.
4. **Anyone who may be contaminated by the spill** is to avoid contact with others (confine contaminated employees) as much as possible, remain in the vicinity and give their names to Department of Information Technology/Campus Security personnel upon their arrival. Required first aid and cleanup by specialized authorities should be identified at once.
5. **If an emergency condition exists**, activate the building alarm. Do not assume the alarm was reported. You must report the emergency to the Department of Facilities Management by calling 215.635.7300 extension 166 whom will then notify the Department of Information Technology/Campus Security.

6. **When the building evacuation alarm is sounded**, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. **Assist the physically challenged when exiting the building.**
8. **Do not use elevators in case of fire.**
9. **Once outside**, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.  
**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until either a Faculty member or a Supervisor for your department takes an accurate HEADCOUNT. A member of the Department of Information Technology/Campus Security will take attendance and assist in the accounting for all building occupants.
10. **If requested**, assist Emergency crews as necessary.
11. **A Campus Emergency Command Center** may be set up near the emergency site/incident. Keep clear of the Command Post unless you have official business.
12. **Do not return to an evacuated building**, unless told to do so by a College Official.

## Haz-Mat Incident Operations Checklist/Registry

- Incident Type & Details
- Incident Location
- Incident Operations Started (Time)
- Campus Emergency Command Center Location
- Support Command Center Location
- Area(s) Evacuated
- Number of People Evacuated
- Evacuees Sent To –List Landmarks
- Evacuees Relocated To
- Hospital(s) Utilized
- Other Details

## Chemical Emergency Contact Information

For Chemical emergencies, please contact the local police at 911 and/or the Centers for Disease Control and Prevention at 1-800-CDC-INFO (800-232-4636).

## Utility Failure

### Procedure

In the event of a major utility failure occurring during regular working hours (9:00am-5:30 pm, Monday-Thursday and Friday 9:00am-3:00 pm), immediately notify the Department of Facilities Management at 215.635.7300 extension 166 or at [ecollins@gratz.edu](mailto:ecollins@gratz.edu).

If there is potential danger to the building occupants or if the utility failure occurs after hours, weekends, or holidays, notify the Director of Facilities Management, Ernest Collins at 215.917.2049, who will take control over the situation and contact the appropriate parties.

If requested, assist the emergency crews as necessary.

Depending on the nature of the major utility failure, a Campus Emergency Command Center may be set up near the emergency site. Keep clear of the command post unless you have official business.

The Facilities Services Department should provide other Emergency Shutdown Procedures.

### Additional Information and Procedures

- **Electric Failure:** At present, campus building may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight available for use.
- **Elevator Failure:** If you are trapped in the elevator, use the emergency telephone to notify the Department of Facilities Management. If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the front panel) which will signal for help.
- **Plumbing Failure/Flooding:** Cease using all electrical equipment. Notify the Department of Facilities Management at 215.635.7300 extension 166 or at [ecollins@gratz.edu](mailto:ecollins@gratz.edu), who will take control over the situation.
- **Serious Gas Leak:** Cease all operations. Do not switch lights or any electrical equipment on, remember, Electrical Arcing can/may trigger an explosion. Open windows if possible and then you should vacate the area. Notify the Department of Facilities Management at 215.635.7300 extension 166 or at [ecollins@gratz.edu](mailto:ecollins@gratz.edu), who will take control over the situation.

## Violent or Criminal Behavior

The entire Gratz College community shares the concern that our campus is safe and secure. You should be alert to suspicious situations and promptly report threatening, violent or criminal behavior to the Department of Information Technology/Campus Security.

### Reporting an Incident

- If on campus, contact the Department of Information Technology/Campus Security at 215.635.7300 extension 213 or at [helpdesk@gratz.edu](mailto:helpdesk@gratz.edu).
- If off campus, but in the local area, contact local law enforcement at 911.
- Provide the dispatcher with as much information as possible: nature and location of the incident, description of the person(s) and property involved, and whether any weapons were involved.

### Crime in Progress

- Do not attempt to apprehend except for self-protection.
- Note the criminal's description.
- Go to a safe location and call the police at 911.

### Victim of a Robbery or Assault

- Cooperate to the fullest extent possible.
- Give the person exactly what is asked for.
- Do not negotiate over jewelry or money.
- Do not attempt to apprehend or fight back except for self-protection.
- Note the criminal's description.
- As soon as possible go to a safe place and call the police at 911 immediately.

### Hostage Situation

- Be patient. Time is on your side. Avoid drastic action. The initial few minutes are the most dangerous.
- Follow instructions, be alert, and stay alive.
- The captor is emotionally unbalanced. Don't make mistakes which could be hazardous to your well-being.
- Don't speak unless spoken to and then only when necessary.
- Don't talk down to the captor, who may be in an agitated state.
- Avoid appearing hostile; avoid arguments; expect the unexpected.
- Maintain eye contact with the captor at all times, but do not stare.
- Try to rest.
- Comply with instructions as best as you can.
- Be observant. You may be released or have an opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone.
- Be patient; wait.

- Attempt to establish rapport with the captor.

## Gunfire

Should you hear or witness any gunfire or discharged explosive on campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary. Immediately notify the Department of Information Technology/Campus Security at 215.635.7310 or extension 213. If no one is available, contact the Gratz College Operator by dialing 215-635-7300 extension 0 or within the building by pressing “0”.

## Explosion on Campus

In the event of an explosion on campus, take the following actions:

1. **Immediately** take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. After the immediate effects of the explosion and or fire have subsided, notify the Department of Information Technology/Campus Security at 215.635.7310 or within the building extension 213. If no one is available, contact the Gratz College Operator by dialing 215-635-7300 extension 0 or within the building by pressing “0”. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm (fire alarm). When the building evacuation alarm is sounded or when you are told by College officials to leave, walk quickly to the nearest marked exit and advise others to do the same.
4. **Assist the Physically Challenged in exiting the building!!** Remember that elevators are reserved for physically challenged person(s). However, do not use the elevators in case of fire.
5. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
6. If requested, assist emergency crews as necessary.
7. **Do not return** to an Evacuated Building!! Unless told to do so by a College official.

## Psychological crises

Crisis counseling is designed to address the difficult transition that some disaster survivors may suffer between the immediate aftermath and the long road ahead to recovery.

If you or someone you support is in need of emergency services, please call the Montgomery County Emergency Services (MCES) hotline at (610) 279-6100 and ask to speak to one of the mental health delegates.

Montgomery County Adult Mobile Crisis Support is provided by Access Services, and includes the following services:

- 24 hour telephone counseling
- Services provided in the individual’s home

- Assistance with developing strategies for reducing recurring crisis
- Support for drug/alcohol use or addiction
- Help coping with past traumatic experiences
- Emergency respite
- Peer support
- Assistance connecting to local community resources

If you support someone who requires emergency assistance due to imminent risk of harm to him/herself or others, please call Magellan Health Services at (877) 769-9782. For TTY users, please call (877) 769-9783. The line is open 24 hours a day and seven days a week.

## If You See Something, Say Something

Gratz College is in partnership with Homeland Security's "If You See Something, Say Something™" campaign.

"If You See Something, Say Something™" is a national campaign that raises public awareness of the indicators of terrorism and terrorism-related crime, as well as the importance of reporting suspicious activity to state and local law enforcement.

We want everyone in the Gratz College Community to speak up and report suspicious activity.

If you see something, contact your local law enforcement agency and describe specifically what you observed, including:

- Who or what you saw;
- When you saw it;
- Where it occurred; and
- Why it's suspicious.

If there is an emergency, call 911.

For more information about "If You See Something, Say Something™" please go to

[https://www.dhs.gov/xlibrary/videos/see-something-say-something/16\\_03\\_30\\_protect-your-every-day-english-90.mp4](https://www.dhs.gov/xlibrary/videos/see-something-say-something/16_03_30_protect-your-every-day-english-90.mp4)

## Appendix

### Campus Emergency Response Team (CERT)

#### Planning

- President of College
- Information Technology/Campus Security
- Facilities Management
- Dean of College
- Human Resources
- Finance

#### Operations

- Information Technology/Campus Security
- Facilities Management

#### Logistics

- Information Technology/Campus Security
- Facilities Management

#### Finance

- Department of Finance



# Bomb Threat Form

## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



**Homeland Security**

2014

## BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

### Ask Caller:

- Where is the bomb located?  
(building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

### Exact Words of Threat:

### Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

## Deceased Student Withdrawal Form

This form must be completed to remove a deceased student from matriculation status. Copies will be sent to offices of Financial Services, Registrar, Financial Aid, as well as the student's academic dean and other appropriate officials.

Student ID#: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Date of last class attended: \_\_\_\_\_

Check all appropriate categories:

☐ Full Time Student ☐ Cont'd ED

☐ Part Time Student ☐ MAED

☐ RTC

☐ BRA

☐ JCHS

☐ Other \_\_\_\_\_

I authorize the Office of Financial Services to refund 100% of tuition (based on the date of last class attended) paid this semester.

Check should be made payable to: \_\_\_\_\_  
and forwarded to the Dean of the College to be included with his/her letter to the next of kin.