



FIRE / FIRE ALARM

1. Evacuate the building using the nearest safest exit (or alternate if nearest exit is blocked).
2. Do NOT use elevators.
3. Persons with disabilities: On upper floors, contact LBC Public Safety and proceed to evacuation areas of refuge (stairwells). Responding rescue personnel will assist you in evacuation.
4. If safe to do so close doors & windows along your way to the closest safest exit. Evacuate people along your path.

From outside the building;

1. Assemble at assigned location a minimum of 500ft from the building and remain until dismissed by authorities.
2. If signs of a fire: Call 911 & LBC Public Safety. If no signs of a fire: Call LBC Public Safety.
3. Report any missing people or people waiting at interior areas of refuge to LBC Public Safety &/or the Fire Department as soon as possible.
4. Do NOT reenter the building or allow others to until the Fire Department or LBC Public Safety says it is safe to do so.

MEDICAL EMERGENCIES

- If serious life threatening injury or illness occurs on campus, CALL 911, & then LBC Public Safety (717.560.8247) & LBC Health Services (717.560.8215 M-F 8am-4pm)
- For a minor injury or illness, trained personnel should provide basic first aid care. Contact LBC Health Services (717.560.8215 M-F 8am-4pm) & then LBC Public Safety if necessary (717.560.8247)

SECURE IN PLACE EVENT

A secure in place event is used to isolate persons from a danger and involves locking a building and barring admission to outsiders.

- If you hear gunfire, immediately seek refuge, preferably in an area that can be locked from the inside.
- Lock, wedge, or barricade doors.
- Turn off lights. Remain still and quiet. Do not answer the door.
- If it is safe to do so, use any available phone to call 911 & LBC Public Safety.
- Monitor your surroundings & wait for Police to assist you out of the building.
- Silence & use your cell phone for receipt of text messages updating instructions and information.
- Should you be confronted by the shooter(s) YOU must decide on your action:
 - * If you hide, minimize all movement.
 - * If you run, zigzag as you move. When you exit a building, run as fast as you can to safety with your hands in clear view.
- Be aware that you might be perceived as an attacker by responding law enforcement personnel. Do not make furtive or sudden moves when confronted by a responder.

TORNADOES

- Evacuate buildings with large, weakly supported roofs and seek shelter in lower areas of more substantial structures.
- Do not leave shelter until it is deemed safe to do so.

Campus Storm Shelter Locations:

- | | |
|---------------------------------|--|
| ◇ Lower Miller Hall | ◇ Weber Hall interior hallways on ground level |
| ◇ Lower KOB | ◇ Weber East Apts. Ground level away from windows |
| ◇ Ebshade lower level | ◇ ODC main hallway away from windows & doors |
| ◇ TLC Basement | |
| ◇ Peterson Hall Basement | |

SUSPICIOUS PERSON

1. Do not physically confront the person
2. Do not let anyone into a locked building/office. If the individual is inside, do not block the person's access to an exit.
3. Call LBC Public Safety (717.560.8247) &/or Police (911) as soon as possible. Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

1. Do not touch or disturb object.
2. Call LBC Public Safety (717.560.8247) or Police (911)
3. Keep others away from the area and be prepared to evacuate.

HAZARDOUS MATERIALS ACCIDENT

1. Evacuate personnel from the spill area and alert all people in the vicinity of the spill.
2. Call 911 & LBC Public Safety from a safe location. Be specific about the nature and location of the spilled material, if known.
3. Isolate the spill area and close doors to the room, if it is safe to do so.
4. Keep everyone away from the spill area. (If outside, move up wind away.)
5. Notify emergency personnel if you have been exposed.
6. Do not re-enter the area until LBC Public Safety or Emergency Responders declare it safe for reoccupation.

MISSING STUDENT

If a student is missing from the college or a parent reports that a student has not returned home, follow these steps:

1. Notify Student Services—717.560.8240.
2. Notify LBC Public Safety—717.560.8247. The Director will notify the appropriate college administrators and authorities.
3. Provide as much detail as possible including names and contact information of anyone with further information on last known whereabouts or applicable information.

SEVERE WEATHER

During severe storms, minimize your exposure outside, seek indoors shelter immediately. Stay alert for local weather updates.

- Weather cancellations & delays are decided upon by a team lead by the Vice President of Academic Affairs.
- Any weather cancellations or delays are communicated via ALERT LBC. (See Below).
- If there have been no notifications sent out via one of the ALERT LBC modes, then classes & activities are as regularly scheduled.

MEDIA PROCEDURE DURING EMERGENCIES

- The President &/or assigned Vice President will be the official voice of the college, and are the only people authorized to provide crisis or emergency information to the media.
- Do not attempt to answer media questions about campus emergencies either in person, email, or by phone. Refer all media inquiries to the President's office at 717.560.8278. Refrain from individual responses.

EMERGENCY NOTIFICATIONS—ALERT LBC

LBC has a variety of emergency communication methods available. One or multiple will be used during an emergency depending on the situation. These include:

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|----------------------------|-------------------------------|
| ◇ Text Messages | ◇ Web site (www.lbc.edu) |
| ◇ Voice Mail & Voice Calls | ◇ College social media |
| ◇ Exterior siren | ◇ Outside media announcements |
| ◇ Email | |

TO REPORT A CAMPUS EMERGENCY:

FIRE, POLICE, AMBULANCE—

Campus Landline Phone—9-911

Cell Phone—911

LBC PUBLIC SAFETY—

Campus Landline Phone—8247

Cell Phone—717.560.8247

EMAIL (non-emergency) —

publicsafety@lbc.edu | alert@lbc.edu

LBC HEALTH SERVICES—

Campus Landline Phone—8215

Cell Phone—717.560.8215

Contact LBC Public Safety with any questions, concerns, feedback or requests for training.