

EMERGENCY HAVERFORD COLLEGE PROCEDURES



HAVERFORD

SAFETY & SECURITY: 610-896-1111

LOCKDOWN - SHELTER IN PLACE

For armed suspect.

- If outside, run from threat as fast as you can.
- If inside, go to the nearest room or office.
- SHELTER YOURSELF IN YOUR ROOM. Close the door, lock if possible. Close and cover windows, remain quiet.
- If possible call 610-896-1111. Provide as much information as possible about the incident:
 - Your name.
 - Your location (be as specific as possible).
 - Number of shooters (if known) .
 - Identification of shooter (if known).

- Do not let anyone into a locked room until area is deemed clear by authorities.
- DO NOT answer the door.
- Wait for the Police to assist you out of the building.
 - Obey all police commands.
 - Keeps hands visible.

FIRES

- Evacuate the building IMMEDIATELY using the nearest exit (or alternate if nearest exit is blocked).
- Check hallway for smoke or fire before leaving your room.
- Pull fire alarm on your way out (located by every exit door).

- Call Safety & Security at 610-896-1111 (from outside the building).
- Do NOT use the elevators.
- If you encounter smoke - STAY LOW.
- Do not re-enter building until authorized by emergency personnel.

SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Call 610-896-1111 and Provide as much information as possible. Describe object and location.
- Leave the area.

BOMB THREAT

- Write down:
 - Date and time of call.
 - Location of device
 - Time device is set to go off.
 - Type of device.
- Note gender, age, emotional state, background noise.
- Call 610-896-1111

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off computers and other voltage sensitive equipment.
- For information about a prolonged outage, call Safety & Security at 610-896-1111

HAZARDOUS MATERIALS

RELEASE

- Call Safety & Security at 610-896-1111.
- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do NOT use the elevators.
- Take personal belongings (keys, wallet/purse, etc.) Move away from the site of the hazard to a safe location. Stay upwind of the incident.

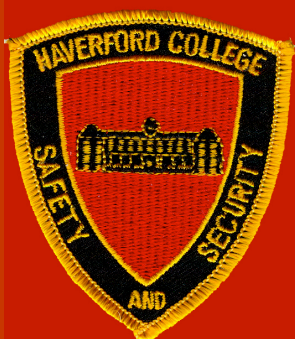
SEVERE STORM

WARNING

- If you are outside, seek shelter (if you can hear thunder, lightning could be nearby).
- Evacuate buildings with large, weakly supported roofs (e.g. the Field House) and seek shelter in lower areas of more substantial structures.

PERSONS WITH DISABILITIES

- Assist persons with disabilities.
- Develop a “buddy” system to help in your evacuation.
- On upper floors, contact Safety & Security and proceed to evacuation refuge areas (stairwells).



SAFETY & SECURITY

610-896-1111

x1111 from any campus phone

Emergency Weather Hotline:

610-896-4299

<http://www.haverford.edu/security/emergency.html>



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