

CAMPUS EMERGENCY NOTIFICATION PROCEDURE

PURPOSE

This policy authorizes use of the WENS system for immediate alerts and notifications to the campus community, prior to and during a potentially catastrophic life-threatening emergency. It was developed to furnish information and direction so that campus community members may immediately protect themselves in an emergency situation. The protocols include the activation of an immediate emergency alert on campus and the use of other messaging systems to provide specific instructions when the crisis alert and notification protocol is activated.

POLICY

In the event of an emergency situation requiring immediate campus-wide precautions and actions, the Director of Public Safety and his/her designees are authorized to activate the crisis alert notification system. Immediately prior to activating the system, members of the Public Safety Department will evaluate the situation and notify the appropriate jurisdictional first-responder authority.

The activation will be the first part of an integrated communication system, using a variety of vehicles, to notify the campus community. The notification will contain simple, clear instructions intended to minimize risk of serious physical injury or death.

The initiation of the crisis alert will be immediately followed by notification of the appropriate College officials to activate our internal disaster plan.

Such emergency situations shall include only those catastrophic events or dangerous incidents where there is an immediate threat of physical harm or death to community members and there is no time to prepare or otherwise warn them of the crisis in advance. Examples of such events or incidents, include, but are not limited to, an active shooter incident, a "gunman" at large, an immediate life-threatening and wide spread hazardous material incident, a bomb located, or other serious in-progress potentially deadly incidents. Such threats may either be on-campus or off-campus in the immediate area of College owned, operated, and/or controlled property. Only those threats requiring immediate action by community members may result in the activation of the crisis alert and notification protocol.

The emergency notification system will send simple, clear pre-established messages to members of the campus community through a variety of designated systems including, but not limited to, cell phone text messaging, voice messages, Falcon e-mail accounts, supervisor notifications, and door-to-door notifications.

A typical message will identify the type of crisis, the location, and the action to take to minimize risk. Examples are:

- “There is (type of crisis) on campus at (a specific location), seek shelter, lock the door if possible, and remain in place.”
- “There is a (type of crisis) on campus (location) evacuate the area immediately and remain away (from the area) until further notice.”

PROTOCOLS

In the event of an emergency situation as defined in the policy, the Director of Public Safety and /or designee will activate the alert notification protocol and, based on the nature of the emergency, choose the appropriate pre-established message for immediate notification to the College community.

Further instructions and information necessary to minimize risk of physical injury or death to community members may be transmitted through the same notification system as necessary until there is no longer an immediate threat. This will be done at the discretion of the Director of Public Safety, with the concurrence of the Dean of Students.

PROPOSED SCRIPTS FOR NOTIFICATION

SHOTS FIRED

“Gunshots have been fired at (location) Seek shelter, lock door and remain in place wait for further instructions.”

GUNMAN AT LARGE

“A person with a gun has been seen at (location). Seek shelter, lock the door, remain in place.”

HAZARDOUS MATERIAL INCIDENT

“A potentially hazardous material event has occurred that may affect campus. Stay indoors close windows/doors, remain in place

BOMB LOCATED

An explosive device was located at (location) Evacuate immediate area. Stay away from (location) until further instructions.”

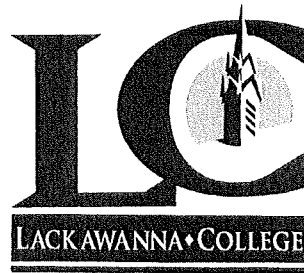
MISCELLANEOUS- STAY IN PLACE

“There is a (name crisis) on campus (location), seek shelter, lock door, and remain in place.”

MISCELLANEOUS- EVACUATE

“There is a (name crisis) on campus (location), evacuate the area immediately, remain away from the area until further instructions.”

Lackawanna College
Disaster Plan
Lackawanna County Campus



Tomorrow starts here.

PREFACE

Attached is a copy of the Lackawanna College Disaster Plan. Please note, no student/employee is requested to do more than follow all posted evacuation routes. If a disaster strikes, our primary concern is the safety of all students/employees of Lackawanna College. Handling the evacuation in the safest manner, protecting any records and securing the areas are vital. Escape routes, alternate routes and procedures for evacuating building(s) are posted throughout campus and should be clear to all students, faculty, employees and visitors.

All students and staff members should be familiar with the layout of each building they use and of any possible danger areas. If an individual detects an unsafe or hazardous condition existing in a building, he/she should immediately report the condition to the Department of Public Safety at 961-7899.

LACKAWANNA COLLEGE DISASTER PLAN

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EMERGENCY TELEPHONE NUMBERS

For fire or any other life threatening emergency 911

After emergency personnel are contacted, call Disaster Team Leader and at least one additional member of the Disaster team. Team members will complete the calling chain.

Disaster Team Members	Phone Nos.	Cell Phone
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Executive Vice President		
Vice President for Administration		
Director of Public Safety		
Director of Facilities		

To activate the Disaster Team, contact the Department of Public Safety at: 961-7899.

Additional Telephone Numbers of Interest

Scranton Police
Lacka. County Comm. Center
The Scranton Times
The America Red Cross
Lackawanna County EMA

Television:
WYOU
WBRE
WNEP
FOX

Radio:
WEZX

DISASTER PREVENTION

Natural disasters such as floods, storms, mine subsidence and earthquakes can not be prevented; however, the severity of their effects can be lessened by preparing for them. Man-made disasters often can be prevented. Routine inspections of the college are conducted by the Facility Department and the Department of Public Safety to identify conditions which invite disaster.

Leaky pipes, frayed electrical wires, unattended machinery, open windows and structural damage can result in unnecessary destruction of materials and possible loss of life. Machinery should be unplugged when not in use. Aisles and work areas should be kept free of unprocessed materials and trash. Cleaning and spraying for insects and rodents should be performed on a regular basis.

Materials should be properly stored and protected from dirt, dust and light. Rules regarding food, beverages, smoking and unauthorized access should be established and enforced.

Lackawanna College staff members should be familiar with the layout of the building and of possible danger areas. If an employee detects an unsafe or hazardous condition existing in a building, he/she should immediately report the condition to the Department of Public Safety at 570 961-7899. Employees should know the location of all fire extinguishers and alarms and how to operate them. Fire exits and alternate routes should be clearly marked. Evacuation procedures should be established and practiced regularly.

THE DISASTER PLAN

Disasters can happen anywhere. Knowing what to do and what not to do before, during and after a disaster will prevent panic, lessen the severity of damage, and enable Lackawanna College to implement an organized emergency plan after the dust settles, the smoke dissipates or the water subsides.

The Lackawanna College Disaster Plan is designed to provide procedures and information in the event of an emergency. Techniques and procedures for dealing with emergencies are detailed in the following sections. Names and telephone numbers of individuals crucial to the success of the disaster plan are listed in each building at the Public Safety Office or Desk. Copies of the disaster plan are provided to each member of the disaster team. One copy of the disaster plan is also provided to each department and building. The disaster plan should be reviewed annually, with updates to telephone lists made as needed throughout the year.

All staff members should read and have access to the disaster plan. The Emergency Telephone numbers list should be posted near a phone in each department and building. Training in procedures and techniques in the event of an emergency is available to all staff.

All sources of supplies and services should be contacted in advance to explain the College's needs and purpose. Sources should then be contacted annually to determine whether those supplies and services are still available, to remind the suppliers of their commitment and to confirm the name of the contact persons. Keep in mind that in a wide-spread disaster, the sources contacted may not be available because they have their own damage or are assisting someone else. Outside help may not be available so it is recommended that emergency materials be kept on site whenever possible.

If disaster strikes, the first concern is for the safety of Lackawanna College's students and employees. Handling the students in the safest manner, protecting any records and securing the areas are the primary concerns. Escape routes, alternate routes and procedures for evacuating building(s) should be clear to all students, faculty and visitors. Practice drills should be conducted on a regular basis to eliminate panic during "the real thing". Drills should be timed. Individuals should be assigned the task of determining whether the building has been evacuated. This is currently done through the work of the Department of Housing, in conjunction with the Department of Public Safety.

The following steps are recommended for effective emergency response:

1) Assess the damage

What kind of damage is it (fire, smoke, soot, chemical, clean water, dirty water, heat, humidity)? Is it confined to one area or is the entire building damaged? How much damage has occurred? Are the students safe? What types of materials have been damaged (personal items, documents, clothing photographs, and computer tapes/backup systems)? Are the damaged items easily replaced or are they irreplaceable? Can any of the material be protected from further damage?

Walk through the entire area and take extensive notes. Photographs should be taken to document the damages. Contracts should be made at this time with the source of supplies and service.

2) Stabilize the environment

Stabilize the affected area to minimize the effects of the disaster. The following equipment should be readily accessible to help stabilize the environment:

- (A) Fire extinguishers, flashlights, mops, brooms, buckets and personal protective equipment.
- (B) Pumps to remove water.
- (C) Fans to circulate the air.

The air should be circulated in the damaged area. This may be accomplished by running fans constantly. If possible, they should expel the humid air from the area. Any standing water should be pumped from the area. Extreme caution must be taken, as standing water can conceal hazards.

3) Activate the in-house disaster area.

Disaster team members and all other staff should ensure safety of students on their respective floors. Handling students safely is the primary concern.

4) Restore the area

After the damaged items have been removed and the environment has been stabilized, the team-leader will determine if the areas are safe to occupy.

DISASTER TEAM RESPONSIBILITIES

The members of the in-house disaster team consist of one representative from each department responsible for each building on campus. Each member of the team should choose an alternate to assist in handling the student's safety, protecting any records and securing the area in his/her absence. Each member of the disaster team should have two copies of the disaster plan. One copy should be retained at the member's work site and the second copy available when off campus. Members will ensure that replacement pages are inserted in a timely fashion as they become available.

The Director of Public Safety will serve as the disaster team leader. In the absence of this individual, the Director of the Facilities served as team leader.

DISASTER TEAM LEADER

- 1) Report to the College and evaluate the situation.
- 2) Act as a liaison between outside resources and College personnel.
- 3) Ensure all emergency procedures are followed.
- 4) Contact Public Relations to act as a spokesperson to the press and public. In the absence of an individual from Public Relation, the team leader will act as a spokesperson.

Additional duties include coordination with the administrative office. (E.g. wages, supplies, transportation and services) Coordinate training of new employees and overall management of the disaster plan operations.

PUBLIC SAFETY

- 1) Assign/call in additional staff as needed.
- 2) Notify medical assistance and local law enforcement as needed.
- 3) Act as liaison between outside medical assistance, available physicians and local law enforcement staff.
- 4) Coordinate and delegate duties to Public Safety staff as required.
- 5) Coordinate evacuation efforts, provide supervision and assistance.
- 6) Address building security issues.

FACILITIES DEPARTMENT

- 1) Assign staff as needed
- 2) Stock food, water, paper items as needed.
- 3) Coordinate emergency meals if necessary.
- 4) Shut down machines and fans as necessary.

STUDENT AFFAIRS

- 1) Assign staff as needed
- 2) Liaison between families, students and administration.
- 3) Ensure medical records accompany any student discharged.

BUSINESS OFFICE

- 1) Assign staff as needed
- 2) Prepare records for transfer to a safe area.
- 3) Handle incoming phone calls.
- 4) Set up emergency evacuation routes based on the College's assessment.
- 5) Provide information regarding the College to outside assistance.

EMERGENCY EVACUATION PROCEDURES

Evacuation is the removal of students and or employees (including faculty) from a dangerous or potentially dangerous area to a safe one. The need to move students or employees (including faculty) from a dangerous area is determined by the seriousness of the emergency. In some cases, areas of safety within the College or affected building can be created by closing of doors that open into the hallways and all smoke barrier doors. If a decision has been reached to evacuate personnel, they will be notified by activation of fire alarms, if this had not already happened.

Types of Evacuation

- 1) Partial evacuation -- removing students and or employees (including faculty) in the immediate danger areas to positions of temporary safety.
- 2) Horizontal evacuation -- removing students and or employees (including faculty) via horizontal corridors to a point of safety, preferably behind a fire door.
- 3) Vertical evacuation -- removing students and or employees (including faculty) from floor to floor.
- 4) Total evacuation -- complete evacuation of the College or building by students and personnel.

Methods of evacuation based on available equipment (Non-Ambulatory Students)

- 1) Wheel chair -- students/employees should be pushed to a safe area behind a fire door.
- 2) Blanket drag -- students/employees can be moved easily and the blanket provides protection and warmth.
- 3) Under arm drag -- to be used only where a blanket can not be obtained or the emergency calls for a quick evacuation.
- 4) Backpack carry -- to be used when floor conditions may prohibit use of other methods.

The Director of Student Affairs, in conjunction with the local Department of Health and/or the Lackawanna County Emergency Management Agency, will determine if Lackawanna College needs to be evacuated. In case evacuation is required, students/employees will be notified by activation of the fire alarm system or word of mouth. In the event of an evacuation, please follow the following steps:

- 1) Student evacuation will utilize the following order:
 - a. Those nearest the danger.
 - b. Ambulatory students.
 - c. Non-Ambulatory students.
- 2) Remain calm, the students will be inclined to remain calm if each employee or faculty member is calm.
- 3) If students must be led, have them clasp hands (when possible) and proceed in single file to the stairwells or exists; one or two faculty members can readily lead a number of students using this method.
- 4) Safely assist the students on your floor to a safe area. In the event of a total evacuation, the students will be led to the end of the parking lot which is furthest away from the building using the posted evacuation routes. Please keep driveways accessible for emergency vehicle use. If necessary, arrangements will be made to transport students to a temporary offsite location. The Director of Housing will make the determination as to the location of the off campus location. The American Red Cross can be contacted for assistance.
- 5) Attempt to make the student's as comfortable s possible providing blankets, etc.
- 6) After all students have been evacuated, secure all areas without subjecting yourself to personal injury.
- 7) Records, Security supplies, equipment and food supplies should be transported to the designated shelter.
- 8) Disaster Team Members and Faculty will be responsible for accounting for all students on their respective floors.

DISASTER SCENARIOS

UTILITY FAILURE

***Please note: The backup generator should automatically start when a utility failure occurs. If the generators do not start, the Facilities Staff should be notified immediately.

In the event of a power outage at Lackawanna College:

- 1) Remain calm.
- 2) Remain where you are and open all blind/shades/curtains to receive more outside light.
- 3) If you are in an unlighted area, go cautiously to an area that has emergency lights.
- 4) If telephones are working, a team leader will call and report the outage to the electric company within the first half of an hour and identify the expected length of time the outage will last,
- 5) All electricity should be conserved and used for essential purposes only.
- 6) Wait for further instructions from the authorities.
- 7) Keep students as comfortable as possible.
- 8) If directed to evacuate, follow the evacuation plan procedures.
- 9) If you are in an elevator, stay calm. Use the intercom or emergency button to alert emergency personnel. Note: There is a separate policy relative to Elevator Emergencies.

In the event of a water line/sewer failure:

- 1) Remain calm.
- 2) A team leader will notify utility company immediately. Advise them of the severity and location of the problem. Indicate if any objects are in imminent danger.
- 3) Contact the On Duty Public Safety Officer at 961-7899.

*****Inform Public Safety of the electrical hazard*****

- 4) Use extreme caution if any electrical appliances/outlets are near water.
- 5) If the source of the water is known and you are confident you can stop it safely, (i.e. unclog the drain, turn off water), do so cautiously.
- 6) Assist with protecting objects and securing area.

Water Supply

If a reduction or loss of water is anticipated:

- 1) Store drinking water and cooking water in kettles, pans and pitchers.
- 2) Store water for cleaning and toilet flushing.
- 3) Food Service provider will switch to disposable plates, utensils, etc.

If a reduction or loss of water is anticipated for an extended period of time, the City of Scranton will be contacted to assist in securing a water buffalo. If this option is not available, bottled water will be purchased.

Bomb Threat

If you receive a bomb threat telephone call:

- 1) Remain calm.
- 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 coworker to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- 5) Write down as much detail as you can remember.
 - A. Time of Call.
 - B. Exact wording of caller.
 - C. Did the caller ask for someone specific?
 - D. Note gender and approximate age.
 - E. Voice characteristics (fast, slow, soft, nasal, accent)
 - F. Note background noises (traffic, people, music)
 - G. Note the manner (calm, irrational, intoxicated)
- 6) Ask the caller where the bomb is located, what it looks like and what kind of bomb it is.

After the caller hangs up:

- 1) Contact Director of Public Safety, or in his absence, the Senior On Duty Public Safety Officer, so he can notify police and fire departments.
- 2) Do not discuss the threat with other staff.
- 3) Evacuate if directed assisting with student evacuation.
- 4) Do not spread rumors.

If you discover a bomb:

- 1) DO NOT TOUCH the suspected bomb.
- 2) Contact the Director of Public Safety or,
- 3) in his absence, the Senior On Duty Public Safety Officer, and inform him of the discovery and the exact location, he then will notify the Police and Fire Departments.
- 4) Secure and clear the area of all students/personnel; evacuate horizontally and/or vertically to a safe distance behind closed doors.
- 5) Leave windows and doors in the immediate area open to allow for venting of explosion.

If you receive a letter or package bomb:

Employees should be alert for the following package characteristics:

- 1) Balance -- contents may shift or tend to be unbalanced, usually heavy on one side.
- 2) Sweating -- chemicals used in explosives may sweat leaving greasy marks on the wrapping.
- 3) Odors -- chemicals used in explosives give off unusual odors.
- 4) Feel -- letter bombs tend to feel stiff, indicating metallic components.
- 5) Packaging -- be cautious of envelope or packages found within a package; this may be an attempt to hide the actual explosive device.
- 6) Addressing -- be cautious of items marked "to be opened only by" or one that carries a strange place of origin, script, obvious misspelling or altering of words in the address, or lack of return address.

***If unsure about a particular package, contact the Director of Public Safety or, in his absence, the On Duty Public Safety Officer, and follow steps 2-4 in the Discovery of a bomb section.**

Fires:

Fire is one of the most common disasters. Fire causes more deaths than any other type of disaster. To effectively control a fire, personnel must recognize the role time plays in their fire control efforts. A disaster plan, that is well planned and practiced, can make the difference in effectively controlling a fire in a timely manner. Although Lackawanna College has taken many steps to prevent this type of emergency, a fire can still occur. It is extremely important to all students/employees know where the posted evacuation routes are and know where all exits are.

Goals:

- Avoid personal injury
- Protect all students/employees
- Involve responsible persons
- Extinguish or contain fire
- Protect property

If a fire occurs, the following steps should be followed:

- 1) Remain calm.
- 2) If a fire may exist, personnel must identify if and where the problem exists.
- 3) Once the fire is detected, the other personnel and students must be alerted through an alarm. This will be accomplished through the integrated fire alarm system at Lackawanna College.
- 4) Alert the fire department and, if possible, the team leader of the disaster plans.
- 5) Determine if the fire can be put out or contained with the use of a proper type of extinguisher or other method. **Do not jeopardize personal safety.** If so, keep the escape route open and attack the fire cautiously to contain or extinguish, **get back.**
- 6) Disconnect electrical equipment if it is on fire if it is safe to do so.

- 7) Retreat when:
 - A. Fire Department is set up to fight the fire.
 - B. Whenever you feel you are at risk.
 - C. Whenever ordered away from the fire area.

- 8) If you can not extinguish the fire, stabilize the area to prevent the fire from further spreading. Assist in the evacuation of students in a safe manner.

- 9) Do not break windows.

- 10) Do not open a hot door. (Before opening a door, touch it near the top. If it is hot or if smoke is visible, do not open.)

- 11) Do not use elevators.

- 12) Do not attempt to save possessions.

- 13) Immediate evacuate the building to the assembly area where transportation will move all students to a temporary off-site location, as directed by the Director of Housing and/or the Dean of Student Affairs.

- 14) Do not return to the affected area until granted permission by the appropriate authorities.

- 15) Do not spread rumors.

In case of fire, all burned or charred materials will have to be removed from the area before ventilation of smoke and air cleaning can be effective. Those items, which can be salvaged, can be moved to a designated recovery area.

Severe storms:

(These first procedures apply to thunderstorms, tornados, winter storms, etc.)

In the event of a severe storm what within the surrounding area:

- 1) Listen to the local radio/TV for instructions (see list)
- 2) Use the college's wireless emergency notification system and/or the college's web based information system (the portal).
- 3) Plan ahead before the storm arrives.
- 4) Tie down loose items located outside or move them indoors.
- 5) Open windows slightly; time permitting, on the side away from the direction of the storm's approach.
- 6) Check battery-powered equipment and back-up power sources.
- 7) Fill vehicles with gas.

In the event of a severe storm warning within the surrounding area:

- 1) Disconnect electrical equipment and appliances not required for emergency use.
- 2) Do not use the telephone except for an emergency or absolutely essential business.
- 3) Store drinking water in clean containers (e.g. jugs, bottles, sinks)
- 4) Take cover.

Tornado Warning:

- 1) Move all students to the hallway close the doors and stay away from all windows.
- 2) If time permits, move to the lowest floor. If there is no time to descent, go to a closet, a small room with strong walls, or an inside hallway.
- 3) Open a few windows on each floor in vacant rooms to equalize the outside barometric pressure with the indoor pressure. Please note – in several of the college's buildings, some windows are not designed to be open.
- 4) Remove all outdoor furniture, trash receptacles and other equipment to prevent them from acting as windblown missiles. Shield windows with plywood. Close and latch exterior doors and windows.
- 5) Shut off all unnecessary utilities.
- 6) Store records in a safe place.
- 7) Be prepared for fire and/or evacuation if necessary.
- 8) If students are in process of being transported, all efforts should be made to find shelter.
- 9) Do not remain inside a vehicle. As a last resort, and if no ditch or ravine is nearby, crawl under the vehicle.

Post-storm procedures:

- 1) Check students for injuries.
- 2) Assess the campus for damage.
- 3) Return students to rooms.

Gas Leaks:

Natural gas is lighter than air. When not confined, escaping gas will rise and quickly dissipate. In a closed-up room, however it will accumulate near the ceiling and gradually displace the air, starting at the top and continuing downward. In this latter case, an explosive mixture of air and gas could be produced, creating a dangerous condition. Natural gas is colorless and, in its natural state, has no smell.

If you smell a gas odor on the campus, you need to act quickly and notify the individual in charge. In the event of a gas leak, the following procedures shall be followed:

- 1) Contact the On Duty Public Safety Officer.
- 2) Call 911 and follow the directions they provide.
- 3) Notify the College not to use matches, candles, cigarette lighters or to activate any electrical appliances including flashlights and light switches.
- 4) If the gas odor is strong, administration will notify employees if an evacuation is required. If an evacuation is required due to a gas leak:
 - a. Remove all occupants from the area.
 - b. Follow the evacuation procedures.
 - c. Isolate the affected area by closing fire doors in the immediate area.
 - d. Open the windows, from the top if possible, as you leave the College.
 - e. If you can, shut off the supply of gas at the meter. **Only attempt this if you know where the meter is located, can reach it quickly, and know how to turn the valve off.**

If you smell a strong gas odor outside of the College:

- 1) Contact Public Safety immediately.
- 2) Advise others of the potential danger so they will leave the immediate area.
- 3) Extinguish all open flames; do not light matches and do not smoke.
- 4) Caution others against the use of engines or motors (autos, lawn mowers, construction machinery, power tools, etc.) in the area where the gas leak is suspected.
- 5) Be sure to remain available to help the emergency personnel locate the problem.
- 6) If necessary, contact the police and fire departments to help keep the area clear and protect nearby property.

Civil Disturbance:

In case of a civil disturbance:

- 1) Secure the College's buildings, locking all exterior doors and close all windows.
- 2) Call 911 to notify the police. Contact the Department of Public Safety.
- 3) Contact the Director of Public Safety or in his absence the senior on Duty Public Safety Officer.
- 4) Monitor the local radio/TV for further information.
- 5) Use the college's wireless emergency notification system and/or the college's web based information system (the portal).
- 6) Prepare emergency sources of supplies.
- 7) If necessary, prepare to relocate students.

MAGNETIC MEDIA STORAGE

Water is especially damaging to magnetic media. The longer they have been wet, the greater the damage will be. Success rates for salvage of magnetic media are extremely low and the process is labor-intensive. If media are dried and saved, they can still cause damage to play-back equipment.

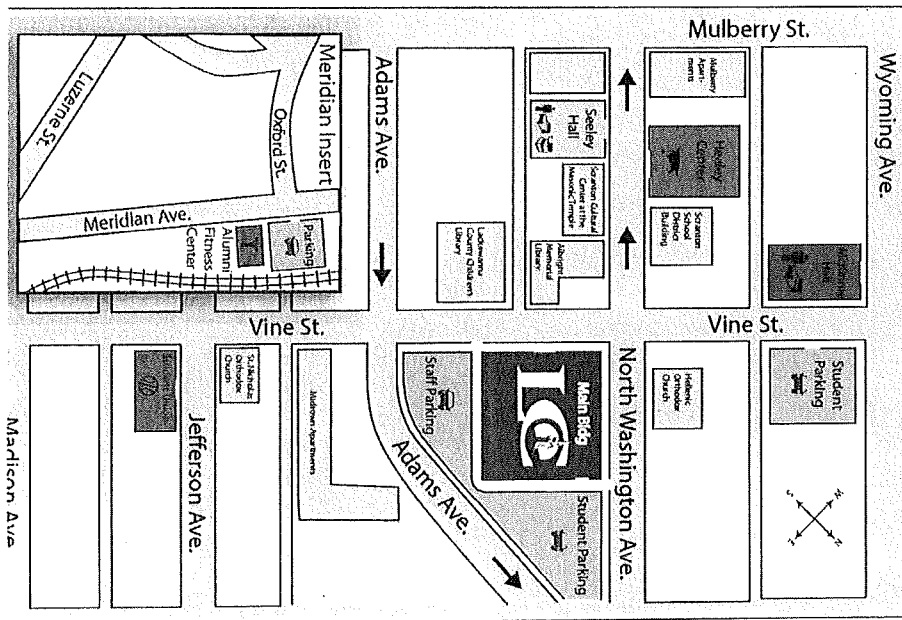
The best salvage procedure for all magnetic materials is to make nightly backup copies of all important information and store them, off site if possible. If backup data is stored off site, the data needs to be easily accessible. If the backup data is stored at Lackawanna College, always store the data in a water-tight, fire proof container.

DISASTER PLAN CHECKLIST

	YES	NO
1. In the event of a disaster, does your building allow for safe exit of all occupants?	___	___
2. Are exits clear of any and all obstructions?	___	___
3. Do you have the following inspection procedures to assure they are in operating order?		
* Proper exit and emergency illumination	___	___
* Proper egress passageway illumination	___	___
* Fire Detection and alarm system	___	___
* Automatic sprinkler system, if so, properly maintained	___	___
* Fire doors, are they operable?	___	___
4. Do all exits signs meet required specifications?	___	___
5. Are all exits marked with easy visibility?	___	___
6. Is there at least an exit or exit directional sign visible from "any and everywhere" in the College?	___	___
7. Do you have a written emergency plan?	___	___
8. Do you have an evacuation plan for all types of emergencies?	___	___
9. Do you have the means of reporting fire and emergencies?	___	___
10. Is the plan accessible to employees/students?	___	___

Attachment # 1

LACKAWANNA COLLEGE CAMPUS MAP



- Main Building**
 - Ground Floor
 - Bookstore
 - GED
 - Maintenance
 - Lobby
 - Theater Offices
 - TCMC
 - First Floor
 - Administrative Offices
 - Mellow Theater
 - Business Office
 - Financial Aid
 - Registrar
 - Student Affairs
 - Second Floor
 - Technology Classrooms
 - Third Floor
 - Cafeteria / Reception Hall
 - TCMC
- Sealey Hall**
 - Lower Level
 - Sealey Memorial Library
 - First Floor
 - Public-Safety
 - Developmental Education
 - ACT 101
 - Career Coordinator
 - Student Activities Director
 - Math & Reading Lab
 - Second / Third / Fourth Floor
 - Dorm
 - Fifth Floor
 - Police Academy (ACT120)
 - Laundry Room
- Healey Center**
 - Lower Level
 - Continuing Education
 - First Floor
 - Admissions
 - Classrooms
 - Second Floor
 - Academic Offices
 - Faculty Offices
- Student Union**
 - Athletic Facilities
 - Fitness Center
 - Spinning Room
 - Student Lounge
 - Training Room
 - Multipurpose Room (Lyceum)
- Mckinnite Hall**
 - Athletic Dorm
 - Housing Director Office
- Parking**
 - Alumni Fitness Center
 - Fitness Facilities

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