



LACKAWANNA COLLEGE

PUBLIC SAFETY



LCPS Important Phone Numbers

EMERGENCY PROCEDURES Quick Reference Guide

Public Safety
570-961-7899
Wright Center
570-955-1474
Student Assistance Program
570-955-1466

This quick reference guide is designed to provide you with suggested responses to various situations based on best practices established by reputable college and non-college organizations and entities.

This information is only to be used as a guide. Situational judgment is always necessary.

For additional information please consult your employee handbook

Top 3 Emergency Tips

- **Common Sense:** Good judgment and logic lead to good decisions
- **Stay Calm:** Panic only leads to confusion and inactivity
- **Call Public Safety:** Do not hesitate

Suspicious Persons

- Note specific characteristics of the person
- Notify Public Safety
- DO NOT attempt to confront, stop or apprehend the person

Suspicious Object

- DO NOT touch the object
- Evacuate the area
- Call Public Safety

Sick or Injured Persons

- Determine the basic nature of the sickness or injury
- Notify Public Safety immediately
- Stay with the person until Public Safety arrives

Fires

- Activate the nearest fire alarm
- Evacuate the building at the nearest exit
- Close doors as you leave
- DO NOT use the elevator
- DO NOT reenter the building

Bomb Threat

If you receive a telephoned bomb threat: Capture the phone number.**

Try to obtain as much information as possible. Such as:

- When is the bomb going to explode?
- Where is the bomb?

Weather Emergency

- Seek a safe shelter
- DO NOT attempt to leave the sheltered area until it is safe.
- Visit www.Lackawanna.edu for more information

Hostile Intruder

If you see or are informed of an active shooter situation via text message or other communication:

- Move immediately to a securable area; close/lock/barricade the door
- Turn off lights, stay away from windows and remain calm and quiet
- DO NOT open the doors or windows to see "what's going on"
- Seek further information via web, telephone, text message, etc.

** After you hang up with the caller, dial *57 and wait for confirmation that the call was captured. Then hang up the phone again and call Public Safety at 961-7899, from a different phone if possible.

Sign up for the WENS system at www.lackawanna.edu