

Introduction

The Department of Public Safety is responsible for the safety of the campus community, buildings and property. For an in-depth version of the Emergency Guidelines, visit our website at www.fandm.edu

Emergency Contact Information

Public Safety Dispatch/ Emergency Command Center	717-291-3939
24 hours/7 days a week	
Facilities & Operations, Service Response Center	717-291-3900
8 a.m.–4:30 p.m.	
After Hours Emergency Only	717-291-3939
Counseling Services	717-291-4083
8:30 a.m.–noon & 1 p.m.–4 p.m. (M–F)	
Walk in hours 3 p.m.–4 p.m. (M–F)	
After Hours Emergencies call Counseling Services and listen to instruction to reach the answering service	717-291-4083
Appel Health Services	717-291-4082
8 a.m.–5:30 p.m. (M–F)	
10 a.m.–noon (Sat.)	
After Hours Emergency Only	717-291-3939
Environmental, Health & Safety	717-291-4153
8:30 a.m.–4:30 p.m. (M–F)	
After Hours Emergency Only	717-291-3939



Medical Emergency

If someone becomes ill or is injured and requires immediate assistance:

- Call Public Safety at 717-291-3939 or call 911. Provide detailed information about the location of the ill or injured person.

Psychological Emergencies

A psychological emergency is a situation in which a person is:

- Threatening or has attempted suicide or other self harm
- Threatening to harm other people
- Misperceiving reality (experiencing hallucinations or paranoid thoughts)
- Exhibiting a loss of emotional control

If someone requires immediate medical attention or psychological evaluation and assistance:

- Call Public Safety at 717-291-3939 or dial 911

Sexual Assault

If you or a friend has been sexually assaulted:

- Call the 24 hr. *confidential* F&M Sexual Assault Response Line at 717-560-7311

Campus Violence

Campus violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence.

Threats, direct or implied:

- Physical conduct such as pushing, shoving, or striking that harms or has the potential to harm people or property.
- Conduct that harasses, disrupts, or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive, or hostile environment.

Potential warning signs:

- Verbal, nonverbal, or written threats
- Fascination with weapons or violence
- New or increased stress at home, work or school
- Expressions of hopelessness or anxiety
- Defiant or insubordinate behavior
- Dramatic change in work or academic performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

If violence occurs or there is an immediate threat of violence:

- Leave the area immediately if possible. If this is not possible, try to lock yourself in a secure area.
- If possible, call Public Safety at 717-291-3939 or dial 911 and give as many details as possible.

Active Shooter Situation

If you hear shots or see weapons:

- Stay low to the ground and away from windows and doors. Remain in a safe location until you receive instructions from police.
- Call Public Safety at 717-291-3939 or dial 911, if possible, and supply as many details as possible about your location, the location of the individual with the weapon or the direction in which the shots came from. Include the number of persons involved, description of armed subject(s), weapons displayed, threats made, etc.
- Try to remain calm.

Hostage Situation

If you are involved in a hostage situation:

- Call Public Safety at 717-291-3939 or dial 911, if possible, and supply as many details as possible, including number of persons involved, description of hostage takers, weapons displayed, threats made, etc.
- Do not attempt to negotiate or argue with the hostage taker.
- Remain calm
- Encourage others to remain calm and to do what they are told.

Hazardous Material Spill Response

A hazardous material spill is a spill in which there is a significant amount of a hazardous material released or one in which the release of the substance cannot be controlled. Examples of hazardous materials in quantities that would be considered a spill are: more than one gallon of bleach, more than 100 ml of sulfuric acid, greater than one gallon of gasoline, and any quantity of mercury. Examples of infectious materials include blood and other body fluid.

Hazardous material spill response

- If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, then seek medical attention.
- Call Public Safety at 717-291-3939 or dial 911.

Franklin & Marshall Emergency Siren Warning System

Siren activation:

The siren system is designed to warn the college community about an emergency that is happening on campus. The warning siren is strategically located to cover the main campus and adjacent campus facilities and will be used to initiate "Shelter-In-Place" protection. When you hear the siren, please stay where you are, lock doors, shut windows and stay low. The siren will sound for a period of 5 seconds on and 5 seconds off for 3 minutes.

Upon hearing a siren, or in any campus-wide emergency, individuals should access one of the following information resources to obtain information relating to the situation:

If you are indoors:

- Stay in a safe location, close windows and lock doors.
- Do not use elevators.
- Stay low in the room.
- Remain in your location until advised otherwise.

If you are outdoors:

- Seek a safe location.
- If an indoor shelter is not available and there is not time for escape, seek cover.

Information resources:

- Your cell phone for a text message from the automated college system
- Your Franklin & Marshall e-mail
- Franklin & Marshall main Web site: www.fandm.edu
- Informational message phone line—717-291-4003

Bomb Threat/Suspicious Object

If you receive a telephone bomb threat:

- Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller. Listen carefully for background noises.
- Note the phone number of the caller if your telephone has a display.
- Gather as much information as possible.
- Refer to the Public Safety Bomb Threat Card, if available.
- Upon completion of the call, immediately call Public Safety at 717-291-3939 or dial 911.

If you find a suspicious object:

- A suspicious object is defined as any package, parcel, container, or other object out of place or unusual for that location and cannot be accounted for, or because a threat has been received.
- Do not touch the object.
- Move people away from the object.
- Do not use portable radio equipment or cell phones within 100 feet of the suspicious object.
- Dial Public Safety at 717-291-3939 or 911 from a land line immediately.
- Follow police instructions precisely.

Suspicious Mail or Package

Characteristics of suspicious letter or package

Some typical characteristics that in combination may trigger suspicion are:

- Restricted marking such as "Personal" or "Special Delivery"
- No return address or one that cannot be verified as legitimate
- A city or state in the postmark that does not match the return address
- Unusual weight based on size
- Lopsided or oddly shaped, strange odors, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string, or if the package is making a noise

If you receive a suspicious letter or package:

- Do not try to open it.
- Isolate it.
- Call Public Safety at 717-291-3939.

Explosion

Chemicals, leaking gas, faulty boilers or falling aircraft are some possible causes of life-threatening explosions.

If you hear or are in the area of an explosion:

- Call Public Safety at 717-291-3939 or dial 911.

General Population Evacuation

To be prepared for an emergency, you should:

- Recognize the sound of the evacuation alarm.
- Know at least two ways out of the building and use nearest stairway. Do not use elevator.
- Know the predetermined meeting location for your group.
- Evacuate as quickly as possible but in an orderly manner. Do not push or shove.

FRANKLIN & MARSHALL

Campus Emergency Information Guide



www.fandm.edu/prepare

For emergency help
while on campus

**DIAL 717-291-3939
for Public Safety**

**Or 911
Police-Fire-Medical**