

## **Working Relationship with Local Law Enforcement Authorities**

The working relationship with local police departments is limited to the reporting of crimes and information sharing. The working relationship with the Pennsylvania State Police is limited to an annual report submitted by the College for inclusion in the Pennsylvania state publication, Annual Uniform Crime Report. Crime statistic information is requested on a monthly basis from the various police departments with respect to crimes that may have occurred on public property contiguous to DCCC sites. Letters are sent annually to the appropriate police departments with jurisdiction over College sites. Police departments are not mandated to provide crime statistic information to the College.

## **Department of Safety and Security Scope of Authority**

The Safety and Security Department is not a police agency. Its authority is the same as any other private citizen. Security officers do not have the authority to make arrests. Security officers who have valid Pennsylvania State Act 235 certification can detain persons observed committing criminal offenses until the local police arrive. Security officers are not permitted to carry or use weapons of any kind.

## **How to Report On-Campus Crime**

The victim of a crime may bring charges through the local police department and criminal justice system, the College disciplinary system or both. The decision whether or not to notify police rests solely with the victim. The Department of Security and Safety staff will assist any member of the College community with the filing of a criminal complaint with the proper authority. In addition, the **Department of Security and Safety staff encourages victims of crimes and persons involved in personal property accidents to report these incidents to the police department within that jurisdiction.**

## **Emergency Notification System**

In the event there is a threat to life or property at Delaware County Community College, the College's primary responsibility is to ensure the safety and security of the entire College community. Once the College recognizes that there is a threat to life or property, the College will notify the College community by instituting its "Emergency Notification System." All College Campuses and Centers will follow the same emergency procedures regardless if the emergency is at another Campus or Center.

In the event of a threat to life or property, the following Senior Management Members along with College Administrators and Support Staff are trained to institute the “Emergency Notification System.”

- Vice President for Administration and Treasurer
- Vice President for Enrollment Management
- Director of Plant Operations and Construction Services
- Lead Maintenance Supervisor
- Deans on Duty (Evening Hours)
- Selected Members of Plant Operations
- Selected Members of the IT Department
- Selected members of the Security staff

## **Procedures for Immediate Notification of the Campus Community**

### **Instituting the Emergency Notification System**

Once information is received from a person and confirmed by a security officer that there is a threat to life on any Delaware County Community College Campus or Center, the security officer will by radio, inform the selected College staff (see selected staff list below) to activate the Emergency Notification System.

*The College Emergency Notification System is tested at least twice a year.*

When the Emergency Notification System is activated, instructions will be communicated to the College community by the following means:

- **Flash Traffic over all College Computers (including an audible alarm on the computer)**

Definition of Flash Traffic:

**1.** All College computers shall be turned on and the audio sound turned up. When the Emergency Notification System is instituted, an emergency notification screen will interrupt the activities on the current screen and the emergency notification screen will appear with instructions. Also an audible alarm will sound on the computer.

## **Emergency Notification System Message**

*If there is an emergency on our campus. Lock all classrooms and office doors immediately. Follow emergency procedures plan. Do not unlock your door unless you receive an all clear message and it is safe to leave the campus.*

- **Classroom Telephones**

All classrooms have a telephone located on the wall. In the event of an emergency, the phone will ring giving you specific instructions to follow. Also in each classroom, there is a telephone tag on every telephone with directions how to notify the police and the Security Department during an emergency.

If you fear that bodily harm may occur to you or to others, or any type of threat to the College community, you are encouraged to immediately contact the police by calling 9-1-1.

There are also telephone tags posted on the wall in each classroom with instructions of how to notify the Security Department by using a cell phone.

Each Classroom room has a “Shelter in Place” instructional card posted on the wall by the instructor’s podium. These instructions will be followed when the “Emergency Notification System” has been activated.

- **Cell Phone Notifications**

Faculty, students and staff are strongly encouraged to sign-up to receive “Emergency Notification’s” over their cell phones. You may sign-up for the service on the College portal delaGATE.

- **Text Message Notifications**

Faculty, students and staff are strongly encouraged to sign-up to receive “Emergency Notification’s” over their cell phones. You may sign-up for the service on the College portal delaGATE.

## **Faculty and Students in Classrooms Shall:**

### **The faculty instructor shall:**

- Immediately lock all doors and exits to the classroom
- Instruct all students to move to the far end of the classroom ensuring no one can be seen through the classroom door window
- Instruct students to sit on the floor
- Stay away from all windows
- Once everyone is in position, shut-off overhead classroom lights
- Instruct all students not to talk or make noise and remain calm
- Do not telephone security or call the main lobby of the building
- Do not unlock the door for any reason until you receive an “All Clear” alert from the Emergency Notification System
- Follow the instructions you receive from the Emergency Notification System.

## **Building Evacuations**

All College Campuses and Centers are evacuated every semester to ensure faculty, staff and students know where fire exits are located and the location of the closest safe areas during an evacuation. County and local emergency responders are notified prior to each drill and are welcome to attend these evacuations. These evacuations are conducted once during the day and once during the evening hours.

The College has over 40 staff/student volunteers that assist individuals during a building evacuation. They direct individuals to designated parking lot safe areas ensuring a smooth flow of pedestrian traffic on paths and walkways.

### **When a Fire Alarm is Activated**

- Students, faculty, administration and staff will immediately evacuate the building by the closest fire exit.
- Faculty, administration and staff will help direct students to the closest exit. Do not use elevators during a fire alarm activation.
- The class instructor will be the last person to leave the classroom ensuring all students are evacuated. When leaving the classroom, the instructor will close the door (do not lock the door except in Computer Classrooms and Labs). If the lights are on, leave them on. If the lights are out, leave them out (by turning lights out/on may cause an electrical discharge which could be dangerous if a gas leak is present).
- Volunteers will be positioned outside, along paths leading to various safe areas to ensure a smooth flow of pedestrian traffic while leaving the buildings.

**Designated Safe Areas**

Staff parking lots 1, 2 and 3 are designated as a safe area as well as the Service Road in the rear of Founder's Hall. Rear exits of the Academic Building, STEM and the Tech Building will be utilized during a fire alarm activation. When using these exits, everyone must remain at least 50 yards (or as directed by emergency responders) from the building.

**Persons with Special Needs**

Individuals with special needs in the Academic Building and Founders Hall will report to the Evacu-trac Stations. Person with Special needs in the STEM and Tech Building will report to the closest stairwell and push the emergency button located in a box inside the stairwell. In the event that there is an actual emergency, persons with special needs will be escorted out of the building by emergency responders.