



# MORAVIAN COLLEGE

## INDIVIDUAL EMERGENCY PREPAREDNESS

Office of Student Affairs 1301 Main Street 610-861-1503

### MAKE A PLAN

Depending on the emergency and your circumstances, one of the first steps is to decide whether to shelter-in-place, secure-in-place or evacuate. You should understand and have a plan for all three possibilities. Have a specific plan for work, home, and other areas that you frequent often.

### SHELTER-IN-PLACE



Shelter-in-place events are usually weather-related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from danger.

Move inside a sturdy building. Leave doors unlocked so others can seek shelter as well. Stay away from windows, glass and objects that could fall on you.

### SECURE-IN-PLACE



You should secure-in-place during violence, threat of violence, when an active assailant has been reported or is nearby, or when otherwise instructed to do so. **DO NOT SOUND FIRE ALARM.** Secure the room or building by locking or barricading the door. Close blinds/curtains, block windows, silence cell phones, and stay quiet. Call 911, tell them your location and indicate what is happening. Stay away from windows and get behind solid heavy objects such as a desk or table. Stay out of open areas. Do not respond to any voice commands unless you are certain they are coming from a police officer.

### FIRE or BUILDING EVACUATION



Evacuation routes are posted in hallways, usually near stairwells or exits. If there is a fire, activate the nearest fire alarm on your way out. If there are no fire alarms, knock on the doors and yell "Fire!" as you exit. Call 911. If you hear a fire alarm, you must evacuate. Close doors as you leave. Know two evacuation routes from your room and look for illuminated exit signs. Do not use elevators. Assist individuals with disabilities if possible. If a person cannot evacuate, report their location to emergency personnel.

### WEATHER DEFINITIONS



**Watch:** Conditions are favorable for development of severe weather. Closely monitor the situation in case it gets worse.

**Warning:** Severe weather has actually been observed. Listen closely to instructions provided by weather radios and/or emergency officials.



### SAFETY REMINDERS

#### FROM THE OFFICE OF CAMPUS POLICE

*Adapted from guidelines provided by the PA Crime Prevention Practitioners Association*

#### ON THE STREET

- Cross streets at the crosswalks. The crosswalk at Elizabeth Ave and Monocacy St features push-button access to warning lights in the roadway.
- Do not text when walking, especially when crossing the roadway.
- Stay in well-lit areas. Walk at the mid-point between curbs and buildings. Stay away from alleys, entries, and bushes.
- Walk with someone whenever possible. Participate in the buddy system. Use our escort service after dark—it is worth the wait.
- When walking during darkness, do not walk with ear buds or headphones on. This prevents you from hearing someone approaching you from the rear.
- If you are followed, keep looking behind you. This may discourage the follower.
- If someone is following you on foot, cross the street, change directions, or vary your pace.
- If you are followed by someone in a car, turn around and walk in the opposite direction. If the follower persists, record the car's license and call the police. There are blue-light callboxes all over campus.

#### ON CAMPUS

- In the event of an emergency, call 610-861-1421 or dial 911 from any campus phone.
- If you are a victim of a crime, report it immediately to Campus Police; doing so may assist in the apprehension of the perpetrator and help prevent others from becoming victims.
- An unlocked door, night or day, is an invitation to trouble. Keep doors locked even if you are away only for a few minutes. Don't leave notes on your door saying that you are out. Double lock your door before you go to sleep.
- Always keep your keys and access card in your possession. Never place them under mats, over doors, or in any other obvious "hiding place."
- Close and lock all windows when you leave your room, especially if you're on the first floor or off a fire escape.
- If you should return to your residence and suspect it has been illegally entered, do not go in. Call Campus Police at 610-861-1421.
- If you see a suspicious person in a hallway or lounge, or if someone knocks on your door to solicit, call Campus Police. Never confront a stranger, but never ignore one either.
- In a residence hall, screams could sound like horseplay. Therefore, in an emergency, be specific. Shout "help!," "police!," or "fire!"

### MORAVIAN COLLEGE ALERTS

Moravian College uses several information delivery methods to reach you because, at any given time, one form of communication might be better to reach you than another. We may use one or more of the following channels:

- Siren
- E2campus
- Office phone message
- Email message to @moravian.edu accounts
- Computer screen
- Internet post at [www.moravian.edu](http://www.moravian.edu)
- Phone message at 610-861-1300

### BUILD A KIT



Everyone should have some basic supplies (a kit) on hand, ready to sustain them in an emergency. Prepare a large, fully stocked kit for home and a smaller portable kit for your workplace, residence hall, car and other places where you ordinarily spend time. At the very least, your kit should contain:

- Non-perishable and high-energy food items
- Water in bottles or other sealed containers
- Medications (must be properly safeguarded)
- First aid kit
- Warm clothes
- Comfortable shoes and socks
- Flashlight and extra batteries
- Battery operated radio and extra batteries
- Cash (about \$20)
- Sunscreen
- Books, packs of cards, etc.

Contents can be kept in a backpack, plastic storage box, or a five gallon pail. Check your kits at least once every six months to ensure that everything is in good order.

### GET INVOLVED

If you are interested in learning more about free resources available on campus, please contact:

Campus Police: 610-861-1421  
Office of Student Affairs : 610-861-1503

To anonymously report suspicious activity, hate crime or incident involving bias.

Anonymous Tip & Bias Incident Line: 610-861-1539 or go to:

[www.moravian.edu/diversity/bias-response](http://www.moravian.edu/diversity/bias-response)

