



EMERGENCY RESPONSE PROTOCOL

IMPORTANT NUMBERS

Dial 911 for police, fire, and all life-threatening emergencies

Campus Safety: (717)361-1111

MEDICAL EMERGENCY

- Avoid leaving injured person, except to get help.
- Do not move the injured person.
- Administer first aid or CPR if trained.
- Call 911 and Campus Safety (717) 361-1111.

SEIZURE HELP

- **STAY CALM.**
- **GUIDE INDIVIDUAL TO GROUND** if standing.
- **MOVE AWAY FROM OBJECTS** that may injure the individual during the seizure.
- **TIME THE SEIZURE.** Seizures do not typically last longer than 60 to 120 seconds.
- **CALL CAMPUS SAFETY.** Be sure to communicate with Campus Security about the seizure incident even if it is less than 3 minutes.
- **CUSHION** their head with something soft.
- **DO NOT HOLD THE PERSON DOWN.**
- **DO NOT PUT ANYTHING IN THEIR MOUTH.**
- **TURN THE INDIVIDUAL ON THEIR SIDE** after the convulsions stop.
- **TALK CALMLY AND SOFTLY.**

FIRE

- Only use stairs to leave the building.
- Pull the fire alarm if passed on the way out if needed.
- Go to the assembly point for your building.
- Do not re-enter the building until approved.

HAZARDOUS MATERIALS

- **CHEMICAL SPILL.** Leave the area and notify Campus Safety, (717) 361-1111, immediately and wait for instructions.
- **GAS LEAK.** Call Campus Safety, (717) 361-1111.
- Be sure to provide your name, location, and nature of the incident.

FACILITIES EMERGENCY

- In the event of a facilities emergency contact (717) 361-1408, during business hours or call Campus Safety, (717) 361-1111, after hours.

MENTAL HEALTH CONCERN

- **STUDENT RESPONSE PROTOCOL.** See inside of the folder for response protocol.
- **EMPLOYEE ASSISTANCE PROGRAM (EAP).** If an employee needs assistance or is concerned about another employee, call EAP (800) 386-7055, to speak with a counselor.

ACTIVE SHOOTER: ALICE

- **ALERT.** First notification of danger.
- **LOCKDOWN.** Barricade the room. Prepare to evacuate or counter.
- **INFORM.** Communicate the shooter's and victim's location by calling 911, Campus Safety, or by using the LiveSafe app.
- **COUNTER.** Create noise, movement, distance, and distraction with the intent of reducing the shooter's ability to shoot accurately.
- **EVACUATE.** When safe to do so, remove yourself from the danger zone.
- If you encounter the police, keep your hands raised and follow instructions from the police.

WEATHER EMERGENCY

- In the event of a life-threatening or potentially catastrophic situation, the College will distribute notices through the EC Alert system.

EMERGENCY MANAGEMENT GROUP

- EMG directs activities relating to the emergency, communication, property conservation issues, community outreach, recovery and restoration activities, and administration and logistics.
- Go to the assembly point for your building.
- Do not re-enter the building until approved.



The campus community will be notified, in a timely manner, through a variety of communication delivery channels when crimes or other incidents that threaten health and safety occur. All employees and students are automatically enrolled in EC Alert.



LiveSafe is a mobile safety app provided to all students, faculty, and staff for their personal well-being and the overall safety of Elizabethtown College. LiveSafe allows you to quickly and easily communicate directly with Campus Safety, you can report tips via text, photo, or video; stay informed with alerts; and stay safe through location sharing options.

Nichole Gonzalez

Dean of Students, Title IX Coordinator gonzaleznichole@etown.edu or (717) 361-1179

Baughers Student Center 247 - <https://www.etown.edu/offices/diversity/titleix>

Gabrielle Reed Deputy Title IX Coordinator reedg@etown.edu office: 717-361-3727

Baughers Student Center (BSC) 208

College Policy

Elizabethtown College Sexual Harassment Policies and Procedures can be found here: <https://www.etown.edu/offices/diversity/titleix>

Anytime a student discloses information to an employee about potential sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the employee is obligated to report this disclosure immediately to the Title IX Coordinator. Supervisors who receive disclosures of workplace sexual harassment and sexual misconduct are also obligated to report such harassment through the Title IX Coordinator or through Human Resources. Any workplace harassment involving only employees reported to the Title IX Coordinator would be referred to Human Resources for resolution.

Making a Report

Elizabethtown College strongly encourages anyone who has information about a potential violation of this Policy to provide a Report to the Title IX Coordinator.

A Report is defined as a disclosure and does not constitute a Formal Complaint. The procedure for filing a Formal Complaint is described in the Policy.

Any person may provide a Report of a potential violation to the Title IX Coordinator in person, by mail, by telephone or by electronic mail.

Reports by mail, telephone or electronic mail may be made at any time, including outside of regular business hours. An electronic report may also be made here:

https://elizabethtown-advocate.symplicity.com/public_report

A person may also file an anonymous report, which will be routed directly to the Title IX Coordinator. Anonymous reports may be submitted here: https://elizabethtown-advocate.symplicity.com/public_report. An anonymous report is defined as a disclosure, and does not constitute a Formal Complaint. All employees must report disclosures they receive immediately to the Title IX Coordinator, and follow up with an electronic report

here: https://elizabethtown-advocate.symplicity.com/public_report.

Responding to a Disclosure of Sexual Harassment

- Express care and concern for safety of reporting party. Remember, only the individual knows what is best for themselves.
- Help individual identify a safe space if they do not currently have one.
- Ensure individual understands you are a private, but not confidential resource. Inform individual that you will be sharing the information they have disclosed with the Title IX Coordinator.
- Remain calm and thank the individual for trusting you to help.
- Avoid judgmental language, including but not limited to language that shows outrage, doubt, dismay, confusion, disgust, or fear.
- Do not request or require the individual tell you details. It is not your role to investigate or determine whether a disclosure is or is not violation of law or policy. You do not need **all** information to connect someone with resources.
- Recommend, but do not insist, the individual receive medical attention as soon as possible.
- Provide individual a Written Notification of Resources.
- Immediately contact the Title IX Coordinator and submit a written report.
- Do not discuss the disclosure with anyone other than the Title IX Coordinator, unless called upon as part of an investigation.

Student Intervention Protocol

Is the student a danger to self or others or in need of immediate assistance for another reason?

YES

The student's conduct is clearly and imminently reckless, disorderly, dangerous, or threatening, including thoughts of suicide and utilizing self-harm mechanisms.

Call Campus Safety, (717) 361-1111 or 911

NOT SURE

The student shows signs of distress, but I'm unsure whether it is serious. I feel uneasy about the interaction and concerned about the well-being of the student.

Call Counseling Services, (717) 361-1405, during business hours. After hours, call Campus Safety (717) 361-1111

NO

I am not immediately concerned for the student, but the student is having difficulties and needs support

Call the Dean of Students (717) 361-1179, to connect student with appropriate resources.

REQUIRES IMMEDIATE ASSISTANCE

Sample Indicators of Distress

- Erratic behavior
- Threatening language
- Hearing voices/hallucinations/delusions
- Imminently suicidal
- Paralyzing anxiety
- Seizures
- Aggression
- Confused thinking
- Physical violence
- Implying or making threats
- Unprovoked anger or activity
- Dramatic changes in personality

REQUIRES TIMELY ASSISTANCE

Sample Indicators of Distress

- Behavior reflects increased hopelessness
- Suicidal or self-harm thoughts
- Social withdrawal and severe discomfort
- Expressed paranoia/mistrust in others
- Bizarre content in assignments
- Indicators of an eating disorder
- Impulse control problems
- Disclosure of personal distress
- Discussing a recent traumatic event
- Excessive absences from class
- Marked changes in appearance
- Increased irritability

REQUIRES CARE AND REFERRAL

Sample Indicators of Distress

- Sudden decline in academic performance
- Failure to participate in class
- Signs of alcohol or drug use
- Unusual changes in personality/sleep pattern
- Increased isolation and withdrawal
- Inability to focus and concentrate
- Lack of motivation
- Low energy
- Decline in self-care
- Appearing anxious
- Showing signs of depression
- Asking for help

The Division of Student Life supports students 24 hours a day, 7 days a week through an on call team consisting of:

1. Campus Safety Dispatch and Officers
2. Student Life Administrator on call (AOC)
3. Back-up Administrator on call (BAOC)
4. Counselor on call
5. Resident Assistant on call

To request emergency assistance, any member of the campus community should contact Campus Security.

Student Amnesty Provision Students should be encouraged to take immediate action if they are aware of any health or safety emergency. The reporting student and the individual needing assistance will not be subject to the student conduct process if they call Campus Safety, remain with the individual who needs help, and participate in the response by providing the medical team or Campus Safety with all essential information for an effective and timely intervention.

RESOURCES & TIPS

TIPS

Consider the tips below to help refer students to the appropriate resources.

✓ Safety First

The top priority is always the welfare of the campus community. Do not hesitate to call for help if someone is displaying threatening or violent behavior or you feel uncomfortable in a situation.

✓ Use Active Listening Skills

Use a calm voice and a non-confrontational approach. Be sure to listen to the individual when they are sharing their story. Avoid threatening, humiliating, and intimidating responses.

✓ Be Proactive

Engage students early on and set limits on disruptive behavior.

✓ Be Direct

Don't be afraid to ask students if they are under the influence of alcohol/drugs, feeling confused, or having thoughts of suicide or harming themselves or others.

✓ Follow Through

Ensure the student knows the physical location of the identified resource.

✓ Consult & Document

Always document your interactions with distressed students. Be sure to consult with the Campus Wellness Network through the Dean in Student Life, (717) 361-1179.

DO...

- ✓ Make yourself available to students
- ✓ Use empathy and active listening
- ✓ Connect students with resources
- ✓ Acknowledge feelings of the student
- ✓ Set limits
- ✓ Focus on what you can do to help
- ✓ Ask for help if needed

DO NOT...

- ✗ Make promises you can't keep
- ✗ Try to "fix" everything
- ✗ Interrupt in the peak of anger
- ✗ Blame, ridicule, or use sarcasm
- ✗ Ignore warning signs of distress
- ✗ Dismiss or judge student needs
- ✗ Ignore your own limitations
- ✗ Wait to refer if you are concerned
- ✗ Make assumptions about the student

CAMPUS RESOURCES

Student Wellness	(717) 361-1405
After Hours Counselor After Hours Nurse Triage Line	(717) 361-1111
Campus Wellness Network	(717) 361-1569
Campus Safety 24/7	(717) 361-1111 (emergency) (717) 361-1264 (non-emergency)
Residence Life	(717) 361-1197
Student Life	(717) 361-1196
Facilities	(717) 361-1408
Deputy Title IX Coordinator	(717) 361-3727
ECTipline: Anonymous reporting	(855) 696-1899
Mental Health Crisis	(717) 361-1405 (student) (800) 386-7055 (employee)

COMMUNITY RESOURCES

Elizabethtown Police	Dial 911 (emergency) (717) 367-6540 (non-emergency)
Suicide Prevention Lifeline	1 (800) 273-8255
Crisis Text Line	741-741 (text start or hello)
Lancaster County Crisis Intervention Services	(717) 394-2631
Lancaster YWCA Sexual Assault Counseling & Prevention Hotline	(717) 392-7273
Domestic Violence Services of Lancaster County	(717) 299-1249