

Medical Emergency

- Notify**
- Use campus **RED PHONE** or dial **351-2911**.
 - Call **911**.
 - Give your name, the nature of the emergency, the exact location and any other pertinent information.

Stay with victim. If you must leave to call for help, return and stay with the victim until help arrives.

Don't move victim unless in danger.

If unconscious, look for medical identification jewelry.

Render aid to your level of training.

Gather information on victim.

Brief responders when they arrive.



Emergency Pocket Guide



Fire or Explosion

- Alert**
- Activate the closest fire alarm pull box.
- Notify**
- Use campus **RED PHONE** or dial **351-2911**.
 - Call **911**.
 - Give your name, the nature of the emergency, the exact location and any other pertinent information.

Close all doors and turn off lights as you leave the room.

Walk quickly to the nearest fire exit and tell others to do the same.

Leave the building and go to the designated rally point. **Do not go to your vehicle or leave the campus** until told to do so by security or other authority.

Keep roadways, fire lanes, fire hydrants and walkways clear for emergency vehicles and personnel.

SCC Alert - Sign up at www.salemcc.edu to receive **emergency** text messages on your cell phone. Click on the e2Campus icon.

Closings are announced by 6 a.m. and 3 p.m.

Radio Stations

KYW (1060 AM) Philadelphia
 WDEL (1150 AM) Wilmington
 WSTW (93.7 FM) Wilmington
 WJBR (99.5 FM) Wilmington

TV Stations

FOX 29 Philadelphia
 KYW 3 Philadelphia
 NBC 10 Philadelphia

Web Sites

www.salemcc.edu
www.fox29.com
www.kyw1060.com
www.nbc10.com
www.wdel.com
www.wjbr.com
www.wstw.com

Open for more information.

Evacuation

Leave the building **immediately** from the closest fire exit as soon as the fire alarm sounds. Stay with your group, if possible.

Close all doors and turn off lights as you leave the room.

Do not use elevators.

Assist others with special needs and follow staff members' instructions.

Leave the building and go to the designated rally point. **Do not go to your vehicle or leave the campus** until told to do so by security or other authority.

Keep roadways, fire lanes, fire hydrants and walkways clear for emergency vehicles and personnel.

Do not go back into the building until advised to do so by Campus Safety & Security personnel.

College Map



Important Phone Numbers

College Receptionist	299-2100	Nursing Department	351-2649
Bookstore	351-2630	Salem Center	351-2900
Campus Safety & Security	351-2911	Student Accounts	351-2625
Center for Student Success	351-2709	Student Affairs	351-2716
EOF Program	351-2709	Police-Fire-Ambulance	911
Financial Aid	351-2699	Poison Control Center	800-222-1222
Glass Education Center	935-3606	Suicide Prevention Lifeline	800-273-8255
Library	351-2681		

In a hostage or gunfire situation, call **911** or **351-2911**, or pick up any **RED PHONE**. Give your location, the nature of the emergency, a description of the suspect and weapons, the number of potential hostages and their location, along with any other information asked.

Only if it is safe to do so, exit the building by moving quickly away from the sound of the gunfire. If it is not safe to exit, take cover immediately by going to the nearest room. Close and lock the door behind you. Turn off the lights and move to an area where you cannot be seen from the door.

Only move when confronted by uniformed law enforcement personnel. You may be searched and restrained as a precaution. Be cooperative.

If taken hostage:

- Be calm, be patient and avoid drastic actions or argumentative behavior.
- Follow instructions.
- Don't speak unless spoken to.
- Expect the unexpected and be prepared to act quickly.

Gunfire/Shooting

Emergencies

In the event of a severe weather emergency, other natural disaster, or an act of terrorism, the College may be closed or evacuated as the event will dictate.

Remain calm.

Avoid unnecessary talking.

If time allows, gather your belongings and take them with you.

Emotionally Disturbed Person

A mental health crisis becomes an emergent and public crisis when an individual is threatening to harm him/herself or others. If possible, attempt to contact authorities without being in close proximity to the person. *In all events, protect yourself first!*

Notify

- Use campus **RED PHONE** or dial **351-2911**.
- Call **911**.
- Give your name, the nature of the emergency, the exact location and a description of the behavior.

Maintain an avenue of escape at all times.

Keep calm and pleasant.

Do not attempt to confront or detain the individual.

Brief responders when they arrive.

Inappropriate Behavior

Inappropriate behavior may consist of:

- disruptive outbursts or any behavior potentially harmful to self, others or property;
- any demonstration which interferes with normal College operations;
- suspicious person(s) or loitering; or
- unsupervised children.

Notify

- Use campus **RED PHONE** or dial **351-2911**.
- Call **911**.
- Give your name, the nature of the emergency, the exact location and a description of the behavior.

Do not attempt to intervene.

Get a description of the subject(s).

Do not attempt to confront or detain the individual.

Brief responders when they arrive.

Sexual Assault

Notify

- Use campus **RED PHONE** or dial **351-2911**.
- Call **911**.
- Give your name, the nature of the emergency, the exact location and any other pertinent information.

The rights of the victim are to be protected and honored. However, SCC is obligated to report the incident to law enforcement.

Attempt to get a description of the suspect and report the description immediately as he/she may still be in the area.

Do not allow the victim to change clothing, eat or drink, or shower as this will destroy physical evidence.

Follow instructions from Campus Safety & Security and law enforcement.

Suspicious Packages

All members of the College community should be aware of any suspicious or unattended packages. If you discover a suspicious or unattended package:

Do not handle or look into the package!

Notify

- Use campus **RED PHONE** or dial **351-2911**.
- Call **911**.
- Give your name, the nature of the emergency, the exact location and a description of the package.

Don't use two-way radios or cell phones.

Don't turn the lights on or off.

Leave the area immediately and brief responders when they arrive.

Follow instructions from Campus Safety & Security and law enforcement.

Death on Campus

An unconscious/unresponsive person with signs of morbidity is still considered a medical emergency until pronounced dead.

Notify

- Use campus **RED PHONE** or dial **351-2911**.
- Call **911**.
- Give your name, the nature of the emergency, the exact location and any other pertinent information.

Render first aid to your level of training.

Stay with victim. Do not move the victim.

Secure the scene:

- Do not disturb the scene.
- Keep the area clear of on-lookers.
- Gather information on victim.
- Document lifesaving efforts.
- Brief responders when they arrive.

Follow instructions from Campus Safety & Security and law enforcement.

Handling Traumatic Events

Part of a traumatic incident is also dealing with the aftermath and getting yourself back into a safe and secure environment. Signs of emotional stress may occur immediately or take days or weeks to develop.

Initial signs may include:

- fatigue
- dizziness
- chest pain
- shortness of breath
- headache
- nausea
- vomiting
- shock symptoms

In addition, cognitive, emotional and behavioral changes may be experienced.

If you are experiencing any of these conditions, seek help through your physician or mental health professional. The College can help you get a referral if needed.

Campus Regulations

Parking

All vehicles on SCC property must clearly display, in the proper location, a current SCC parking permit at all times.

All vehicles must be legally parked in only designated parking spaces.

There is no parking at any time on the Klinker Green driveway, any Fire Lane, or any location other than a designated parking space.

Students are not allowed to park in "Visitor" or "Employee Parking" areas.

Smoking

Effective August 15, 2010, SCC became smoke- and tobacco-free. Smoking also is prohibited in vehicles. Violations of the smoking guidelines are punishable as follows:

- 1st Offense - \$25
- 2nd Offense - \$50
- 3rd Offense - \$75