SAFETY AND SECURITY PLAN

In the event of an emergency – call 911

Evacuation

Athletic Building Complex (Billera Hall)
- Since Billera Hall will be the primary building for this event, the following procedure should be followed subsequent to an evacuation order of Billera Hall:
  - Follow instructions from the Visiplex Mass Notification System installed throughout Billera Hall (blue strobe lights, LED signboards and speakers).
  - Individuals will find the nearest safe exit out of the building or act as directed by emergency responders.
  - The Director of Emergency Services will determine a safe assembly location and direct evacuees to that point.
  - At the discretion of the Director of Emergency Services, evacuees may be directed to leave campus or seek shelter in another building. The DeSales University Center will be the primary shelter location, if necessary.

Outdoor Venue Evacuation

DeSales University Field (Soccer Venue)
- Indoor Evacuation – University Center (DUC) or Billera Hall
- Outdoor Evacuation – Intramural Field (next to Conmy and Tocik)

Baseball, Softball and Turf Venue
- Indoor Evacuation – Billera Hall or DeSales University Center
- Outdoor Evacuation – DeSales Drive Hill, Township Park or Track

Track and Grass Practice Fields
- Indoor Evacuation – Gambet or Billera Hall
- Outdoor Evacuation – Turf Field, Missionary of the Sacred Heart (MSC) or the cornfield

Cross Country Course
- Indoor Evacuation – LaBuda, University Center (DUC), Billera Hall or Dooling
- Outdoor Evacuation – Nearest safe space
Campus Evacuation

- Should the entire campus need to be evacuated for any reason, the following guidelines shall be followed:
  - Police will direct traffic exiting Billera Hall (Preston Lane side) out Preston Lane toward SR 378. Tennis Court Lot traffic will be directed toward SR 309 on Station Avenue and vehicles exiting Billera (Landis Mill side) will be directed off campus via Landis Mill Road.
  - Vehicles exiting via DeSales Drive at Station Avenue will be directed out Station Avenue toward SR 412.
  - Vehicles exiting the DeSales University Center parking lot will be directed out Station Avenue, then southbound on Landis Mill Road.
  - Vehicles exiting DeSales Drive at Landis Mill Road will be directed Northbound on Landis Mill Road.

Severe Weather

- All non-life threatening weather decisions will be made by the athletic administration pursuant to their policy, working in collaboration with the University Liaison, DSUPD and the Director of Emergency Services; however, DeSales University officials have the right to determine when a weather situation becomes life threatening, and thus, are authorized to take all actions necessary to preserve life and protect property.

- Athletic Department announcements, including weather-related changes, will be posted on the University website homepage and at (610) 282-1989. (if necessary)

- The University currently utilizes the WXSentry weather monitoring program from Telvent DTN.

Medical Emergencies

- In case of a medical emergency please call 911 and then contact the University Police at ext. 1250 or 610-282-1002. Please be very explicit about your location. At the NCAA Championships there will be a certified athletic trainer and EMT on site.

- **While you are waiting for assistance:**
  - Administer CPR/AED as the situation warrants.
  - Do not leave the victim alone.
  - Clear the area of unnecessary spectators.
  - Send someone to watch for and direct emergency personnel.
- Stay Calm
- Protect the victim from further harm.

- **Remember**
  - Do not move the victim unless his/her life is threatened.
  - Avoid contact with blood/bodily fluids.
  - Protect the victim’s privacy by not discussing the situation in public.

- **Location of Automated External Defibrillator (AED)**
  - University Police squad car.
  - DeSales Athletic Trainers (finish line and on gator).
  - Billera Hall – front hallway by vending area, in fitness center, outside hallway of fitness center.
  - Gambet Center – 1st floor main lounge.
  - LaBuda – Outside the dance studio by the side entrance.
  - DeSales University Center – main hallway outside of Auxiliary Services Office.

**Local Authorities and Critical Incident Response Team**

- **Local Authorities**
  - Upper Saucon Township Police Department
    a. Call 911 or (610) 437-5252
  - Upper Saucon Township Fire Department
    a. Call 911 or (610) 437-5252
  - Lehigh County Emergency Management Agency
    a. Call 911 or (610) 437-5252

- **Critical Incident Response Team**
  - Chief Steve Marshall, DSUPD
    Cell: (484) 892-2424
  - Dennis Rasley, Director of Emergency Services
    Cell: (484) 357-2368
  - Gracia Perilli, Facility Manager
    Cell: (610) 737-7557

Revised: September 12, 2016
CAMPUS EMERGENCY INSTRUCTIONS

Building Evacuation:
- Stay Calm, do not rush and do not panic
- Use the nearest safe stairs and proceed to the nearest exit. DO NOT the elevator
- Evacuate a minimum distance of 50 feet from the building.
- Do not re-enter the building until directed by University Police

Lockdown:
- Close and lock all doors
- Move away from and out of site of the door
- Turn off all lights sources and switch cell phone to silent mode
- Remain quiet
- Seek concealment underneath a desk or behind another piece of furniture
- Stay away from windows and remain as low to the floor as possible
- Remain in your area until directed by University Police

Shelter In Place:
- Remain at your current location
- Close all windows and doors
- Turn off all heating and air conditioning units in your area if possible
- Stay calm and wait for further instructions via the Campus Emergency Alert System

Severe Weather:
- Move to the center of an interior room with no windows, or a hallway on the lowest floor possible
- Move to an interior stairwell if all rooms have windows
- Stay in place until the danger has passed
- Stay calm and wait for further instructions via the Campus Emergency Alert System