

# EMERGENCY PROCEDURES

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## Evacuation Routes

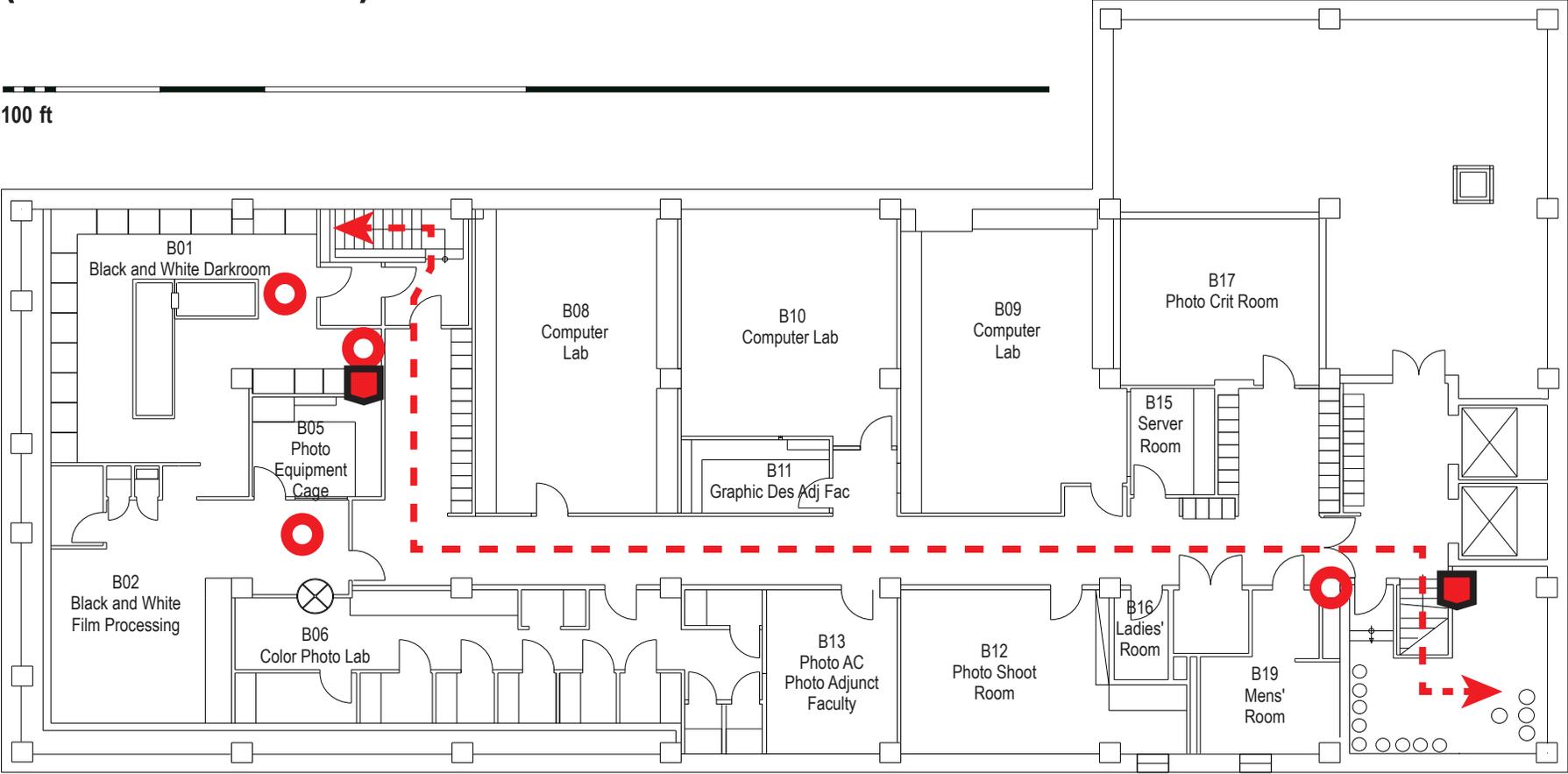
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### Contents

Emergency Procedures Guidelines	1
Accident or Medical Emergency	2
Fire / Explosion Procedures	3
Natural Disasters	4
Shooting Incident or Other Violence	5
Bomb Threat	6
Suspicious Package	7
Natural Gas Leak / Hazardous Materials	8
Demonstrations and Civil Disturbance	9
Problem Visitor	10
Suspected Theft	11
Power Failure	12
Flood Procedures	13
Lock Down guidelines	14
Evacuation Guidelines	15
Weather Emergency / Shelter in Place	16
Notification Methods	17

# ING DESIGN TECHNOLOGY CENTER (LOWER LEVEL)

100 ft



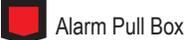
In case of fire do not use elevators. Use exit stairs.



Evacuation Route



Fire Extinguisher

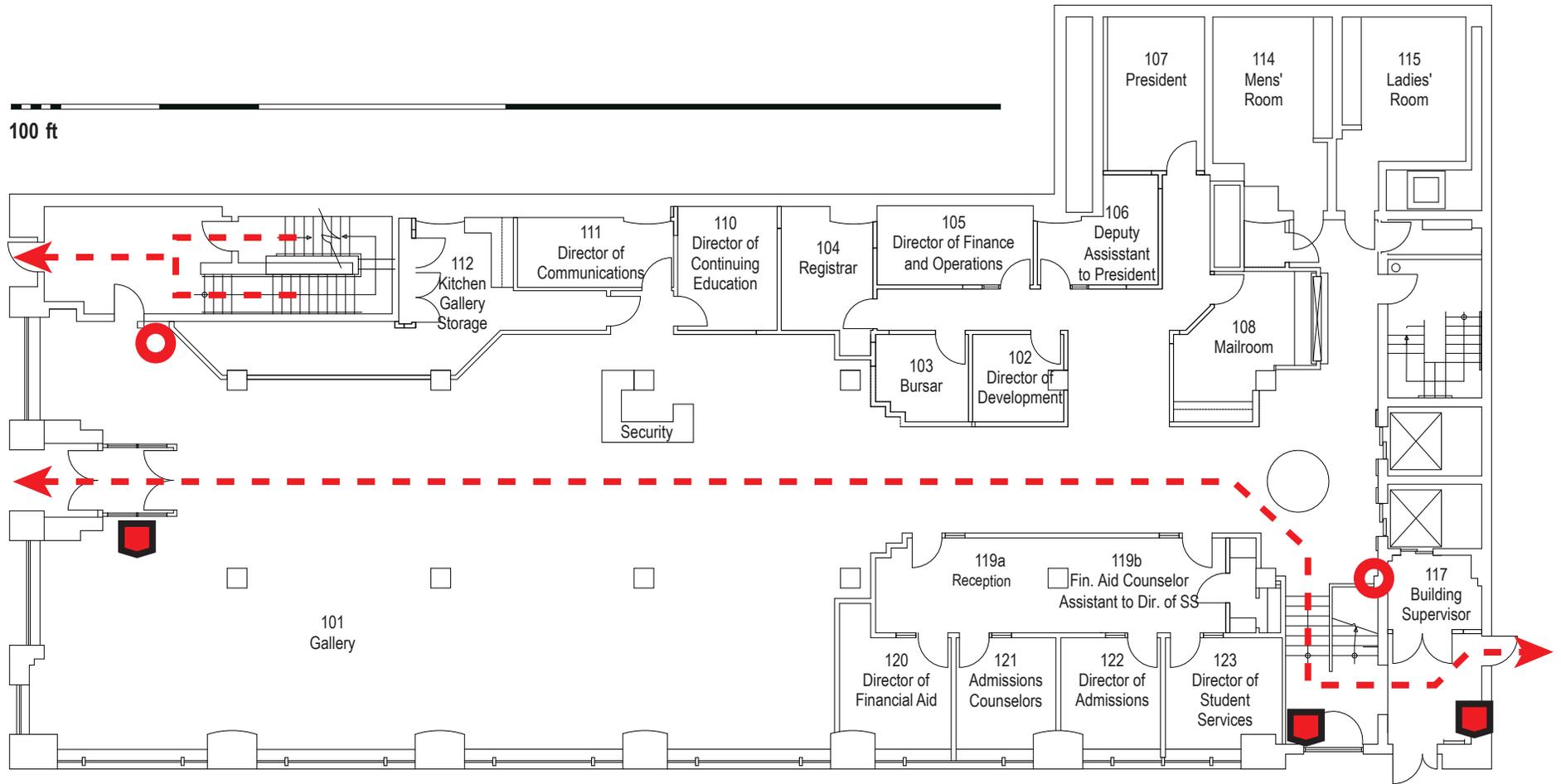


Alarm Pull Box



DELAWARE  
COLLEGE OF ART  
AND DESIGN

# FIRST FLOOR



In case of fire do not use elevators. Use exit stairs.



Evacuation Route

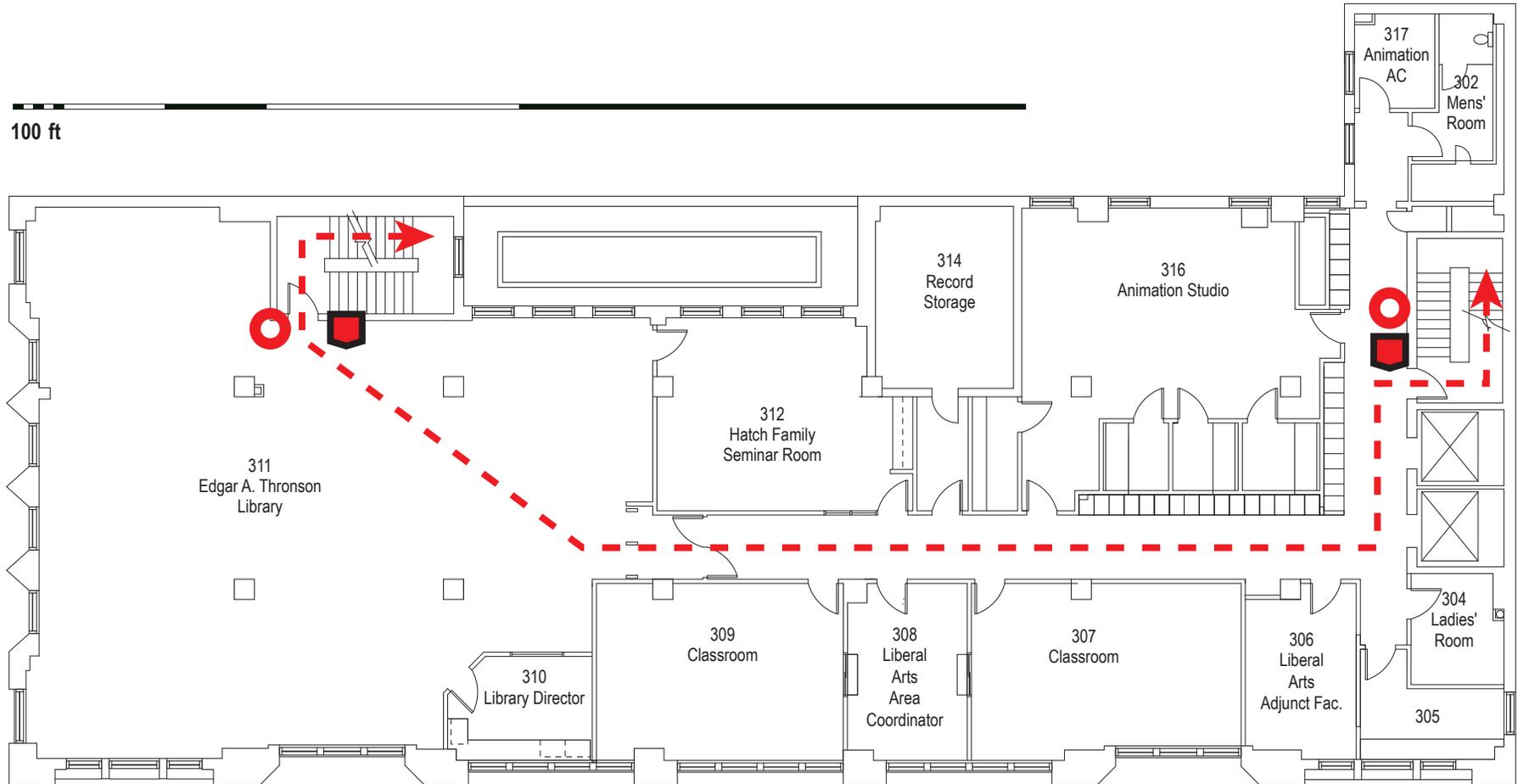


Fire Extinguisher



Alarm Pull Box

# THIRD FLOOR



In case of fire do not use elevators. Use exit stairs.



Evacuation Route

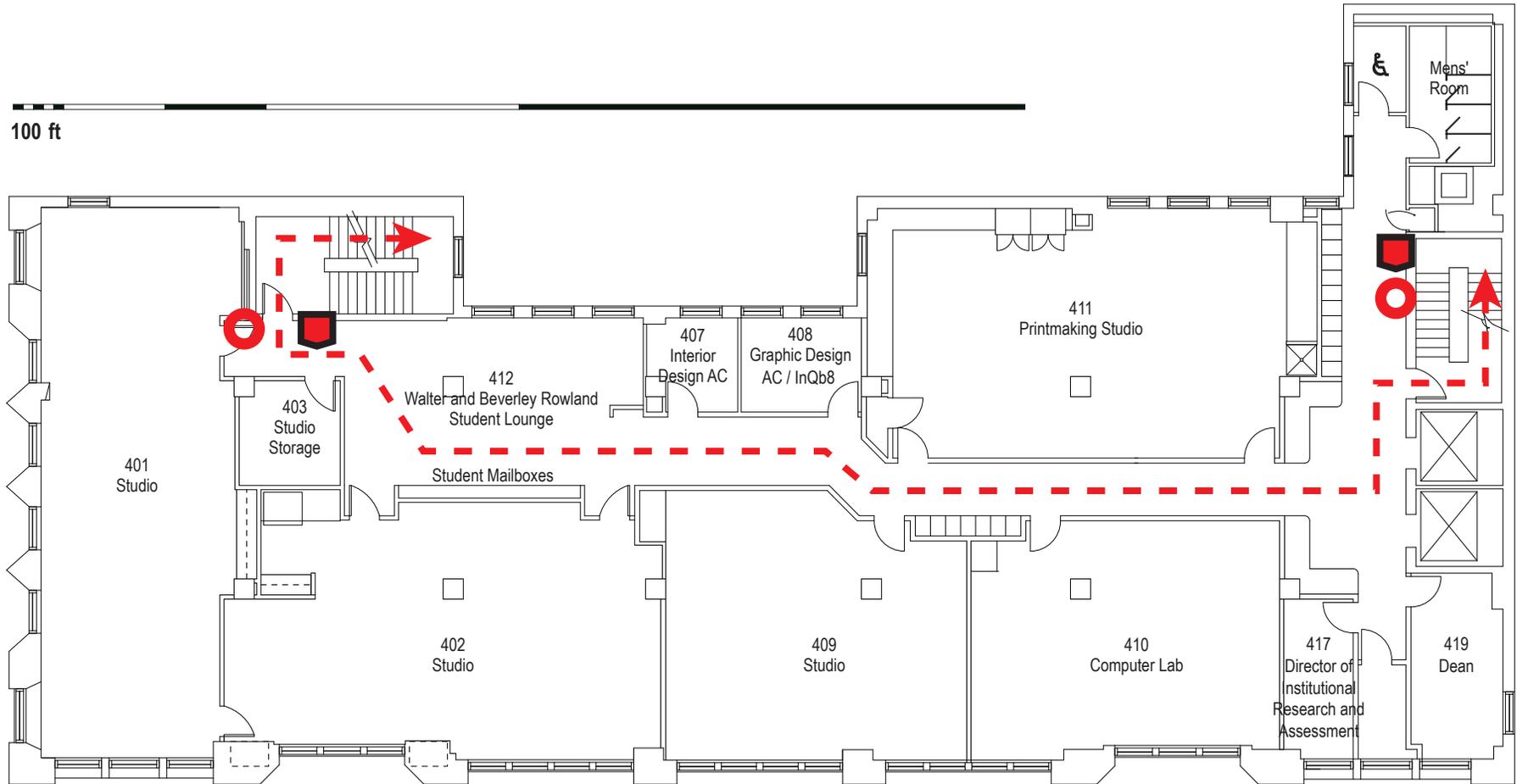


Fire Extinguisher



Alarm Pull Box

# FOURTH FLOOR



In case of fire do not use elevators. Use exit stairs.



Evacuation Route

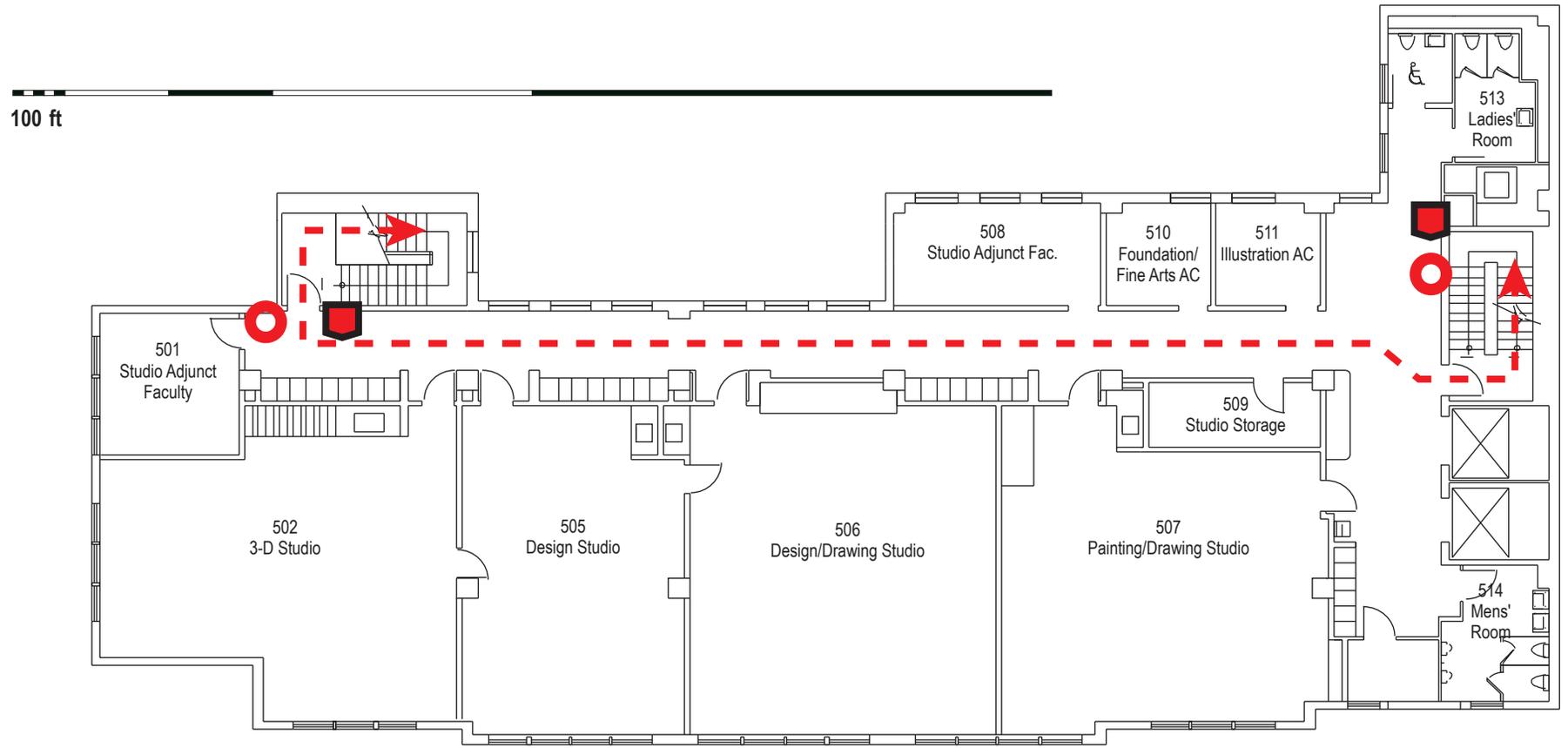


Fire Extinguisher



Alarm Pull Box

# FIFTH FLOOR



In case of fire do not use elevators. Use exit stairs.



Evacuation Route



Fire Extinguisher



Alarm Pull Box



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# EMERGENCY PROCEDURES GUIDELINES

1

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This manual is immediate required reading for all DCAD faculty and staff. This manual must be reviewed each semester.

In order to minimize danger to life and property during emergency conditions, it is critical to establish and utilize predefined action and operating plans. These Emergency Procedures provide the predefined courses of action for when an emergency condition arises.

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## EMERGENCY CONTACTS

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Security (from campus phone)	ext. 101
Security (from outside phone)	(302) 622-8867 x 101
Maintenance	(302) 521-4177
Chief Administrative Officer	ext. 121
Fire, Ambulance, Police	911

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## PRIMARY CONTROL CENTER

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The Primary Control Center for the College is the Security Desk located in the gallery by the Market St. entrance. This center serves as the focal point for all emergency operations. When school is in session the Security Officer is on duty from:

Monday – Thursday	7:30 am - 11:00 pm*
Friday	7:30 am - 9:00 pm
Saturday – Sunday	8:00 am - 9:00 pm

\* Hours may change during holidays and semester breaks

# ACCIDENT OR MEDICAL EMERGENCY 2

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## Minor Accidents (slight lacerations, minor burns, bumps, etc.)

First Aid Kits are located in the following rooms:

502.....3-D Studio  
411.....Printmaking Studio  
B02 .....Photography Lab  
First Floor Kitchen.....by refrigerator

For minor injuries that need medical attention, contact the guard who can provide cab fare or a map to Wilmington Medical Center.

## Major Accidents (deep lacerations, broken bones, severe burns, suspected concussion, etc.)

1. Contact **SECURITY (ext. 101)** immediately. If the security guard cannot be reached, contact administration (ext. 118), OR if the situation is life-threatening or if you are here after hours, **call 911 immediately**.
2. Do not render medical assistance unless the person is clearly in a life-threatening situation (stops breathing, no heartbeat, excessive bleeding, choking, etc.) If such a situation occurs, administer first aid **ONLY** if you are familiar with life-saving techniques.
3. Do not move the victim unless the victim is in imminent danger from his/her surroundings.
4. Turn off any power tools or equipment that may still be in operation.
5. Keep the victim quiet and cover him/her, if possible, to retain body heat – this will help prevent shock. Calm the victim. Keep spectators at a distance. The victim may be badly frightened, so speak quietly and confidently to the person. Above all, keep the victim from moving around, as shock may be delayed.
6. Please keep in mind that all students are covered under DCAD's Student Accident Insurance policy, and all staff are covered under DCAD's Worker's Compensation policy. When in doubt, have an injury checked by a medical professional.

This building is equipped with a state-of-the-art fire detection system, designed to mechanically detect fire and smoke through numerous smoke and heat detectors throughout the building. Upon detecting smoke or fire, the system will automatically sound an internal audible and visual (strobe light) alarm, and notify the local fire company.

1. When the alarm is sounded, evacuate the building immediately. Use the stairwells at the front and back of the building to exit the building (see Evacuation Plans)  
**DO NOT USE ELEVATORS.** They will automatically be returned to the first floor, or an alternate floor, if necessary. Remain calm and exit in an orderly fashion. *Except for being outside the building*, the stairwells are the safest place inside the building during a fire.
2. After exiting the building, move away from the exits, gather together as a group at the designated meeting points and wait for further instructions.

**Back exit meeting point: the sidewalk between the parking lot and King St.**  
**Front exit meeting point: across Market St., directly in front of DCAD.**

3. All physically challenged or disabled persons may remain in the stairwell for assistance from the fire department, unless they can exit on their own. The stairwells are equipped with emergency phones on each floor and are pressurized to keep smoke from entering them.
4. If smoke appears to be coming from a door **DO NOT OPEN THE DOOR.** Also, do not open any door that feels warm to the touch.
5. Do not attempt to save furniture, equipment, art objects, personal belongings, etc. No object is worth your life.

In the event that you encounter smoke or any suspicious smell and the alarm has **not** sounded, call **SECURITY (ext. 101)** immediately, if the security guard cannot be reached and you suspect a fire, pull the nearest fire alarm to evacuate the building.

1. Fire extinguishers of the proper type have been distributed throughout the facility. See the cover of this manual for the location of an extinguisher nearest you. The recommended action is to call security or pull the nearest fire alarm. **ONLY** if a fire is wastebasket size should you decide to fight it with an extinguisher.
2. Evacuate the area immediately. Close any doors and windows in your area. Use the stairwells at the front and back of the building to exit the building. **DO NOT USE ELEVATORS.** They will automatically be returned to the first floor, or an alternate floor, if necessary.

# FIRE / EXPLOSION PROCEDURES CONTINUED

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## If an EXPLOSION occurs:

1. Immediately seek shelter under a desk or table and wait there until debris stops falling. Wait until notification is received from fire or rescue personnel, OR, if you are in the building after hours, evacuate the building as soon as is safely possible.
2. When you can, pull the nearest fire alarm pull station and contact **SECURITY (ext. 101)** or **911** if you're able to do so.
3. Provide the following information to security or 911:
  - Injured Persons
  - Electric lines exposed
  - Odor of Gas
  - Doors blocked
  - Other extraordinary conditions
4. Follow all instructions from Security. It may be more hazardous to try to leave your area than remain.

## EARTHQUAKES

During an earthquake, anyone inside a campus building is advised to “duck, cover and hold.”

1. Take cover in safe areas, such as under sturdy desks or tables near the center of the building.
2. Avoid and move away from outside walls and windows.
3. Do not use matches, candles, cigarette lighters or other open flame devices during or after the shock due to possible gas line leaks.

### Post-Earthquake Procedures

When the initial shock is over, follow Evacuation Procedures. Do not go back into the building until it is cleared for re-entry.

1. Use the enclosed stairwells at the front and back of the building to exit (see Evacuation Routes). **DO NOT USE ELEVATORS**. The elevators will automatically be returned to the first floor, or an alternate floor, if necessary.
2. Remain calm and exit in an orderly fashion.
3. After exiting the building, move away from the exits, gather together as a group at the designated meeting points and wait for further instructions.  
Back exit meeting point: the sidewalk between the parking lot and King St.  
Front exit meeting point: across Market St., directly in front of DCAD.
4. All physically-challenged or disabled persons may remain in the stairwell for assistance unless they can exit on their own.

## THUNDERSTORM / HURRICANE

In the case of an imminent thunderstorm / hurricane:

1. Security will try to provide advanced warning and information on approaching storms.
2. Discontinue all outside activities. Seek shelter inside as soon as possible.
3. If severe lightning is experienced or imminent, electric and electronic equipment should be shut down and unplugged if possible. This is particularly important for computer equipment.
4. Close all windows and doors.

# NATURAL DISASTURES CONTINUED

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During a thunderstorm/hurricane:

1. Stay inside for 30 minutes after the last rumble of thunder
2. Stay away from windows, doors or exposed areas. If possible, move to a room without outside windows such as the mailroom, a storage closet, restroom, etc.
3. DO NOT USE THE ELEVATORS.
4. Do not use any electronic equipment.

Report all cases of leaks, flooding, sinks backing up, broken windows and doors, etc. to **Security (ext. 101)** or Maintenance, (302) 521-4177) if possible.

## TORNADO

In the case of a tornado watch:

1. Security will try to provide advanced warning and information on approaching tornados.
2. Discontinue all outside activities. Seek shelter inside as soon as possible.
3. Plan what you will do and where to go if a tornado warning is issued.

During a tornado:

1. Take shelter in a basement. If you are unable to go to the basement, go to the center of an interior room on the lowest level accessible, away from corners, windows, doors and outside walls.
2. Get under a sturdy table and use your arms to protect your head and neck.
3. DO NOT open windows.

If you cannot reach a stable shelter:

1. Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
2. Do not get under an overpass or bridge. You are safer in a low, flat location.
3. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately and seek safe shelter.
4. Beware of flying debris. Flying debris from tornadoes causes most fatalities and injuries.

# SHOOTING INCIDENT / OTHER VIOLENCE 5

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In the event an armed person with unknown intent or an active shooter presents a threat to the campus/campus community:

## **Call 911 as soon as it is safe to do so**

- Tell the operator what you have seen or heard to include number of suspects, location, description, clothing worn and activity of the armed person(s), and the type of weaponry if you can tell.
- If it is safe to leave the building or area do so immediately and find a safe place to wait.
- If you do not believe it is safe to leave, go to a lockable room in the building (see lockdown guidelines).

## **If you can only find a room that cannot be locked**

- Use whatever is available to block the door. Jam chairs, podiums, tables and cabinets against the door.
- Check to see if any windows can be used to make an emergency exit.
- Turn out the lights, remain quiet and hide under tables and chairs or away from sight line from the door.

## **If a shooter enters your room**

- If you can run from the room and away from the shooter, do so.
- If there is no escape route, you will have to assess the situation and make a difficult decision:
- Lie as still as possible beneath the tables and chairs; or,
- With anything you can use as weapons, physically attack the shooter until you can make an escape or the shooter is unable to continue the attack.

## **When exiting the building or area do not be mistaken as a dangerous threat**

- Keep your hands fully visible to the police at all times.
- Follow the officer's instructions and let them approach you. Do not reach or grab for an officer.
- Expect to be escorted to and detained at an assembly area. For your safety, stay put until police identify and release you.

**If a bomb threat is received by telephone:**

1. DO NOT PLACE THE CALLER ON HOLD.  
DO NOT LEAVE THE PHONE.  
If possible, try to give a note to someone to inform security of the situation.
2. Pay close attention to the caller's exact words, voice, and any background noises. If possible, write everything down.

Upon receipt of the call ASK:

- The EXACT LOCATION of the bomb.
- The TIME SET for DETONATION.
- WHAT does it LOOK like?
- WHAT is the EXPLOSIVE?
- WHY was it placed?

Obtain as much detail about the bomb and its location as possible.

3. Record the call in the format below:

Date & time of call: \_\_\_\_\_

Exact wordage: \_\_\_\_\_

\_\_\_\_\_

Male/Female: \_\_\_\_\_ Adult/Child: \_\_\_\_\_

Manner of speech: \_\_\_\_\_

(slow, excited, disguised, rapid, loud, soft, normal, sincere, high-pitched, deep raspy, nasal, intoxicated, pleasant, stutter, foul or abusive language)

Demeanor on telephone: \_\_\_\_\_

(calm, angry, rational, irrational, coherent, incoherent, deliberate, emotional, righteous, nervous laugh, accent)

Background noises: \_\_\_\_\_

Person receiving the call: \_\_\_\_\_

**UPON RECEIPT OF A BOMB THREAT, CALL SECURITY (ext. 101)**

**DO NOT DISCUSS THE CALL WITH FELLOW EMPLOYEES EXCEPT YOUR SUPERVISOR**

Letters and packages of most any shape and size can be made into lethal weapons using hazardous biological, chemical, energetic or incendiary materials.

If a package appears suspicious or contains suspicious materials:

1. Contact Security (ext. 101) immediately. If Security cannot be reached, call 911. Follow instructions from Security or the Police.
2. UNDER NO CIRCUMSTANCES SHOULD THE PACKAGE OR DEVICE BE TOUCHED OR MOVED BY UNTRAINED HANDS!!
3. Do not use a portable radio, mobile phones, walkie-talkie or other signal generating appliances within 300 feet of the package.
4. Write down everything you can remember about its receipt.

Letter and Parcel Bomb Recognition Points (from the FBI Bomb Data Center)

- Excessive Postage
- Incorrect Titles
- Titles but No Names
- Misspellings of Common Words
- Oily Stains or Discoloration
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Visual Distractions
- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, etc.
- Hand Written or Poorly Typed Addresses
- Excessive Securing Material such as Masking Tape, String, etc.

# NATURAL GAS LEAK / HAZARDOUS MATERIALS

8

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## NATURAL GAS LEAK

If you smell natural gas or any other fumes or vapors, contact **Security (ext. 101)** immediately, notifying them of the location of the odor. If Security cannot be reached, call the Admissions Administrative Assistant (ext. 118) or **call 911**.

If you are instructed to evacuate

1. Leave the area as soon as possible. If you can help others who require assistance to evacuate. If you are not able to assist, tell rescuers where you last saw them. When possible, use enclosed stairways to exit if you not on the building entrance level. Go to your designated gathering point.
2. Quickly turn off all flame and spark producing equipment in the area.
3. Leave any ventilation systems running unless instructed by fire or safety officials to shut them off.

## HAZARDOUS MATERIALS

- Do not attempt to clean up a spill or release unless you are fully trained and have the proper equipment.
  - Contact Security (ext. 101) immediately, notifying them of the location of the spill, the type of chemicals spilled, and whether anyone is injured. If Security cannot be reached, call the Administrative Offices (ext. 118) or call 911.

Try to have the following information about the spill or leak:

- You are at DCAD, 600 N. Market Street, Wilmington 19801
- Name of material
- Quantity of material released
- Time of incident
- Location of the incident
- If anyone was injured by, or exposed to the material
- If a fire or explosion was involved
- Your name, number and current location

# DEMONSTRATIONS AND CIVIL DISTURBANCE

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## CIVIL DISTURBANCE

A civil disturbance includes sit ins, illegal parades, any form of obstructions, riots, sabotage, non-peaceful assemblies and any other form of crime.

If you suspect or witness a civil disturbance, contact **Security (ext. 101)**

1. If the disturbance is in the immediate area, close and lock all windows; close blinds.
2. Do not open exterior doors, stay away from doors and windows.
3. Wait for instructions from Security or Administration.
4. Log off computers and secure all sensitive information if the disturbance is in your work area.

## DEMONSTRATIONS

1. Employees should not become involved, either directly or as a spectator.
2. Any employee who observes any form of demonstration directed at the College, or in the immediate area, should contact Security (ext. 101) immediately, providing as much information as possible.
3. Do nothing to interrupt, obstruct or provoke the demonstrators.
4. During open building hours, remain inside the building. If the demonstration becomes violent, move to a protected area of the building. Stay away from windows and doors.
5. Security and Administration will assess the situation and take necessary steps to protect the College and its occupants.
6. Only if deemed absolutely necessary to protect the College will the facility be closed during normal public hours.

## SUSPICIOUS PERSON

1. Do not physically confront the person or block the person's access to an exit.
2. **Call Security (ext. 101)** and provide as much information as possible and their direction of travel.
3. Do not touch the person in any way, stay at a safe distance in case they become violent. Do not attempt to remove the visitor yourself.

## DANGEROUS PERSON

1. If a disruptive visitor does not respond to requests to calm down, or to leave the building, contact Security (ext. 101) immediately. If you are unable to contact Security, and you need police assistance, call 911.
2. Avoid getting into an argument with the visitor, say as little as possible. Listen carefully to the person and attempt to calm them down.
3. Remove yourself from the person/area if possible. If safe to do so, leave the building.
4. If remaining in the building, lock and barricade the room door.
5. Try to remember the following characteristics of the person:
  - Sex
  - Height
  - Weight
  - Age
  - Hair color
  - Clothes
  - Any other distinguishing features

# SUSPECTED THEFT

11

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1. If there has been or is suspected to have been a theft, contact Security (ext. 101) immediately, or the Administration (ext. 118).
2. Fill in as much information on *Appendix A: Criminal Description Sheet* as you can.

# POWER FAILURE

12

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If possible, contact **Security (ext. 101)**. If they cannot be reached, contact the Administration (ext. 118).

1. Remain calm and move cautiously to a lighted area while assisting persons with special needs. Exits may be indicated by lighted signs if the emergency power is operating.
2. Turn off equipment, unplug computers or any other voltage sensitive equipment.
3. DO NOT tamper with or reset tripped fuses or switches, unless authorized to do so.
4. DO NOT use candles during power outages.
5. If you are in an elevator, remain calm. Activate emergency call button to notify someone of your situation.

# FLOOD PROCEDURES

13

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1. Contact **Security (ext. 101)** immediately. If Security cannot be reached, contact either Maintenance (Mike Bender, 302-521-4177) or the Administration (ext. 118)
2. Notify Security or Maintenance if a leak or flooded area is near electrical appliances or outlets. Do not touch or use any electrical device near a flooded area.
3. Evacuate area around water and/or leak to prevent any unnecessary accidents.

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Under lock down, the College has determined that if you are on campus under an emergency that it is safest to stay where you are and follow these basic rules:

1. Remain calm
2. If safe, check halls and clear them of students and staff
3. Lock all doors and/or barricade with furniture if necessary
4. Lock windows and close blinds
5. Turn the lights off and remain quiet
6. Turn off radios, computer monitors and silence cell phones
7. After securing the room, everyone should be positioned out of sight and behind items that might offer additional protection.
8. Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities.

If you find yourself in an open area:

1. Immediately seek protection
2. Put something between you and the shooter
3. Is escape your best option? Do you know where the shooter is? Is escape immediately available?

If you are not on campus when you receive the alert message, do not come to the College until the "ALL CLEAR" Message is sent

No college or university can be completely locked down

In the event of campus or local emergency that requires the evacuation of the College campus at 600 N Market St, the Emergency Notification System will be utilized. Resident students will be directed to return to their residence halls or will receive instructions to report to one of the evacuation sites listed below. Students with vehicles on campus are encouraged to car pool with those without transportation. Students without means of transportation from campus will be directed to report to the evacuation site until the College can provide transportation off campus. Commuter students and staff will be directed to secure their offices and work areas and evacuate the campus. If you are not on campus when you receive the emergency notification, do not report to the campus.

# WEATHER EMERGENCY SHELTER IN PLACE

Should the Delaware College of Art and Design be advised that a weather emergency such as a tornado, hurricane, severe thunderstorm, flood or other condition will pose an imminent threat to the campus community, the Emergency Notification System will be utilized. In these circumstances, students, staff and faculty will be directed to shelter in place. It is safer to keep everyone inside a building rather than expose them to possible harm by allowing them to leave.

## **Shelter in Place**

- If you are inside, remain in the building, do not attempt to leave.
- If you are outside, seek shelter in the nearest building available.
- Discourage others from leaving the building while keeping it open for entry.
- Stay away from windows and exterior doors.
- Seek refuge in interior hallways on the lower floors of the building.
- Remain in your sheltered location until the 'All Clear' message is sent.

The College's emergency communication procedures uses a variety of notification strategies to communicate to students, staff and faculty about impending threats or emergencies as well as throughout the duration and recovery from the event. These strategies include:

- 1) The College's Emergency Notification System sends emergency alerts and instructions. Students, staff and faculty provide emergency contact information that is used during an emergency to communicate critical information.
- 2) DCAD email is used as a secondary strategy to send emergency alerts and instructions.
- 3) DCAD's website is updated with the most current alerts and instructions.
- 4) The College's main phone message is also updated with the status of an emergency situation.
- 5) An on-campus staff or faculty member will be appointed to notify classes that are in-session of an emergency.