

EMERGENCY PREPAREDNESS



Walnut Hill College

Founded in 1974 as The Restaurant School

WALNUT HILL COLLEGE 4207 Walnut Street, Philadelphia, PA 19104



Emergency Response and Evacuation Procedure

The objective of this plan is to reduce the possibility of harm to the students, staff and visitors of Walnut Hill College in the event of an emergency.

The following should provide guidance for any emergency level. It will also show key staff members, plan ahead for safe building evacuations, effective emergency communications and for resuming normal functions after emergency conditions subside. The plan is available on the College's website. Students receive the information during orientation, staff and faculty during mandatory meetings.

Fire and Incendiary-based events

Each building on campus is assigned an Emergency Coordinator that is familiar with the physical facilities of that building, fire safety and emergency exits. All alarm systems and fire safety equipment is inspected annually. Each Emergency Coordinator has access to emergency contacts and supplies as they deem necessary for their assigned building. The emergency hotline (extension 3333), Schoology, website and email will be updated with any announcements or instructions.

A building evacuation is mandatory whenever a fire alarm sounds, and all building occupants will exit immediately. In some events (such as extended power outages), evacuations may not be necessary unless the incident has generated a hazardous situation.

The following tips can prevent emergencies from happening:

- ✓ Know the location of alarm stations and extinguishers. Know how to use them
- ✓ Leave fire doors closed at all times
- ✓ Clear obstructed hallways and room exits
- ✓ Use only grounded electrical plugs
- ✓ Limit use of extension cords and multiple outlets
- ✓ Do not overload power strips
- ✓ Do not use mechanical rooms or fire towers for storage
- ✓ No smoking in any of the buildings

- ✓ Know how and where to take cover during an earthquake
- ✓ Do not stack furniture
- ✓ Keep tall furniture away from exits
- ✓ Store heavy items at floor level
- ✓ Back up data or sensitive information should be stored off-site

The designated Emergency Assembly Point (EAP) in a campus wide evacuation is the southwest corner of 42nd and Walnut Streets.

Everyone in a college facility – students, staff and visitors – must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or the entire campus community. Immediately evacuate the building upon hearing an alarm, e-mail blast, notice to Schoology, voicemail broadcast or notification by an Emergency Coordinator, administrator or security.

Call and report the emergency immediately or as soon as it is safe to do so. If you do not have the number for security or one of the Vice Presidents, dial 911. Communicate clearly and succinctly. “We have a _____ emergency. Evacuate the building.” Keep calm and help others. Use communication tools that are appropriate – alarms, phone, voicemail broadcast. When you call to report an emergency to 911, tell the operator the type of emergency, if there are victims, the locations of the emergency, your name, location and phone number. Stay on the phone until the operator ends the call. If necessary, proceed to the EAP.

After a major emergency or disaster, many people in our community will be distressed by personal and professional difficulties. It is likely that affected students and staff may need some scheduling flexibility or other temporary help in order to return to their customary activities. Be sure to check the hotline and the website for updates. The college community will be notified of a safe return through the administration and college-wide e-mail.

Weather Based Events

In the event of a weather emergency, the College may need to close. If the weather is predictable, such as a snow storm, the administration may close the College. This information is placed on the College Hotline at 215-222-4200 ext. 3333. The information is also sent through Schoology, email, and on the College website to all students and staff. In the case of resident students, the Culinary Operations Director will see to dining options.

Should an unforeseen weather emergency occur, the College will use the same practice to put in place a shelter and stay order until the College Administrators can issue an all clear.

Visitor Protocol/Active Shooter

The College has several retail outlets which are open to the public. Visitor's from the outside are often in the building.

Effective response to an Intruder requires effective planning and role reinforcement through training for personnel caught in the event, as well as for leaders and managers coordinating the response to the event. Personnel in the vicinity of an Intruder may need to evacuate or shelter in place depending upon circumstances unique to that event. The College's leadership and managers coordinating the response to an Intruder event need to be able to provide effective direction to personnel in the vicinity of the Intruder, provide clear situation information to first responders, and inform the public.

An Intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated place; in most cases, Intruders use firearms and there is no pattern or method to their selection of victims. Intruder situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because Intruder situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an Intruder situation.

Employees:

- Report the incident:
 - If possible, call **911** or facility/organizational security.
- Evacuate if possible
 - Determine an escape route based on where an Intruder may be located.
 - Leave your belongings behind. Keep your hands empty and visible at all times.
 - Help others evacuate, if possible, but do not attempt to move the wounded. Evacuate even if others do not agree to follow.
 - Move quickly to a safe place far from the shooter and take cover. Remain there until police arrive and give instructions.
 - Remain calm. Avoid screaming or yelling as you evacuate.
 - Follow all instructions of law enforcement.
- Shelter if necessary
 - Go to the nearest room or office and lock the door(s). If the door does not lock, wedge the door shut or use heavy furniture to barricade it.
 - Identify an escape route in the event you are directed to evacuate.
 - Close blinds, turn off lights, and cover windows.

- Silence all noise, including cell phones, radios, and computers.
 - Have one person call 911, if it is safe to do so. Be prepared to answer the dispatcher's questions.
 - If it is not safe to talk, keep the phone on so it can be monitored by the dispatcher.
 - Stay out of sight and take cover behind large, thick items or furniture.
 - Do not open the door until the person can provide an identification badge.
 - Remain under cover until law enforcement advises it is safe to evacuate.
 - Positively verify the identity of law enforcement as an unfamiliar voice may be the shooter attempting to lure victims from a safe place.
- Take action, if you must
 - If there is no opportunity for escape or hiding, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the intruder.
- Respond Appropriately When Law Enforcement Arrives
 - Remain calm and follow officers' instructions.
 - Raise your hands, spread your fingers, and keep hands visible at all times.
 - Do not run when police enter the vicinity. Drop to the floor, if you are told to do so, or move calmly out of the area or building.
 - Do not make quick moves toward officers or hold on to them for safety.
 - Avoid pointing, screaming, or yelling.
 - Do not stop officers to ask for help or directions. Evacuate the building in the direction the officers arrived while keeping your hands above your head.
 - For your own safety, do not get upset or argue if an officer questions whether you are a shooter or a victim. Do not resist, even if you are handcuffed and searched.

Remember *ALICE*

A – Alert
 L – Lockdown
 I – Inform
 C – Counter
 E – Evacuate

Medical Emergencies

In the event of a serious medical emergency, call 911 immediately.

In the event of a non-serious emergency, contact a Vice President or Director and the Director of Facilities. Once the emergency is addressed and determined non-serious or not in need of 911, the following steps can be used:

- Make the injured party comfortable as possible.
- Get transportation to emergency if needed.
- Contact parent or the injured party's contact preference.

If the injured party wishes to be removed from the premises, take them to an area to relax and either wait for them to compose themselves or wait for assistance.

Cyber Threats

The College uses Mimecast for email protection. Mimecast safeguards employee communication and reduces risk with targeted threat protection, **data leak prevention**, and enforced email security controls. Office 365 requires an added layer of protection. More than 17,000 Office 365 customers worldwide rely on Mimecast for pervasive email security across three distinct zones: at the email perimeter, inside the network and the organization, and beyond the perimeter.

For all other computer use, the College has installed CB Defense.

Cyberattackers are innovating faster than traditional defenses can keep up. CBDefense uses advanced predictive models to analyze complete endpoint data and uncover malicious behavior to stop all types of attacks before they compromise your system.

- Stop malware, ransomware, and non-malware attacks
- Prevent attacks automatically, online and offline
- Block emerging, never-before-seen attacks that other solutions may miss

Acts of Violence

It is the policy of the College and the responsibility of its managers and all of its employees to maintain a workplace free from threats and acts of violence. The College will work to provide a safe workplace for employee, students, and visitors to the workplace. Everyone in our community deserves to be treated with courtesy and respect. The College does not tolerate any type of workplace violence committed by or against employees, students, and visitors. Examples would be:

- Causing physical injury to another person.
- Making threatening remarks.

- Acting out in an aggressive or hostile manner that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging property
- Possessing a weapon while on the College campus or while on College business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be reported immediately to your supervisor, Director or a Vice President. Reports of violence may be made anonymously and investigated accordingly. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be advised and the results of investigations will be discussed with them. The College will take appropriate action at any indication of a potentially hostile or violent situation.

While the College does not expect staff and faculty to be skilled at identifying potentially dangerous persons, they are expected to exercise good judgment and to inform the Administration if any employee, student, customer or vendor exhibits behavior which could lead to a potentially dangerous situation. Such behavior includes, but is not limited to, the following:

- Discussing dangerous weapons and/or bringing such weapons into the workplace.
- Displaying overt signs or extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Exhibiting sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Epidemic or Pandemic Outbreak

Introduction

Walnut Hill College is an accredited, independent, degree-granting institution dedicated to education those who wish to pursue careers in the hospitality industry. In the fight against COVID-19, Walnut Hill College brings many resources to the table: expertise in sanitation, a dedicated staff of hospitality professionals and a network of talented and experienced practitioners. As a College, we are determined in our fight against this pandemic. Walnut Hill College is prepared to mitigate risks, provide a quality education and offer safe housing to our students. This plan outlines our approach to providing a safe work environment for Walnut Hill College employees, including staff and faculty.

Purpose

This document is intended to prepare the Walnut Hill College community for a return to on-campus operations, which includes a safe environment for our students to learn and our employees to work. We can assume that our operations must continue into the foreseeable future

with a strong emphasis on public health measures such as wearing facial coverings, hand hygiene, health monitoring and physical distancing. Walnut Hill College will also be working with the Philadelphia Department of Public Health (PDPH) on tracking and containment measures to curb the risks inherent in a pandemic. Together, we will safeguard lives, safeguard WHC and continue to provide a quality education to our students.

Authorities and References

Directives and guidance from public health professionals and local, state and federal government authorities will steer our planning for a gradual return to in-person campus operations. Walnut Hill College leadership will constantly review the guidelines and directives issued by the Pennsylvania Department of Education (PDE) along with information from the Center for Disease Control (CDC). As we follow the guidance of our nation’s experts, we will be resilient throughout this crisis.

Local Partnerships

Walnut Hill College is aligned with the Philadelphia Department of Public Health in developing the protocols in identifying any close contacts of positive test results and plans for containment. The College’s goal is complete transparency between the College and our public health agencies.

Walnut Hill College Health and Safety Committee

A Health and Safety committee was formed by the College’s leadership in March 2020. The team consists of eleven college administrators and will consistently meet to research, develop best-practices and protocols. The committee will evaluate documentation, provided by authorities noted in previous sections, to develop new policies, communication strategies and action steps. In addition to creating policy the committee was charged with identifying alternate instructional models should on-ground operations need to be limited or cancelled? As noted above, Walnut Hill College intends to resume classes under the “On-Ground New Normal” as listed below.

On-Ground “New Normal”

- In-person classes
- Face Coverings
- Residents in RL
- Full Meal Plan
- Limit Mass Gatherings
- Social Distancing
- Cleaning/Sanitati on

Hybrid Term

- In-person classes (portion)
- Face Coverings on Campus
- On-Line Courses (portion)
- Restricted Housing
- Altered Meal

Remote Learning

- On-Line Classes only
- Essential employees
- Housing Closed
- Meal Plans Cancelled
- Limited access to campus

The Walnut Hill College Community

The College's leadership will identify the keys to controlling the challenges brought on by a pandemic. These keys are identification, prevention, education and communication. As members of the Walnut Hill College community, we must rely on one another to create a safe environment and protect those who are most at risk. The Walnut Hill College Health and Safety Committee have developed internal directives to mitigate risks based on four (4) public health pillars listed below. These standards will be the personal responsibility of each individual on our campus to minimize the spread of an epidemic or pandemic outbreak. All staff, faculty, students and visitors are expected to full comply with the policies, protocols and guidelines outlined in this document.

Four Public Health Pillars



If an epidemic or pandemic outbreak occurs in the immediate area

- Try to avoid contamination by taking the following general precautions:
 - Avoid public transportation
 - Eliminate all unnecessary travel
 - Eliminate shopping, entertainment, etc.
 - Do not allow guests or visitors
- Try to avoid contamination by taking the following medical precautions:
 - Wash hands frequently with soap and water
 - Wash sheets and clothes in hot water
 - Do not touch your face with your hands (eyes, nose and mouth are the most likely points of virus entry into the body)
 - Coughs and sneezes:
 - Into tissue and dispose of tissue
 - Into your elbow
 - Wear face masks, eye goggles and other personal protection equipment
 - Dispose of all used face masks, tissue, etc., and afterwards wash hands

- Stop smoking
 - Stay away from others as much as possible, in particular:
 - People with symptoms
 - Children
 - Chronically ill people
 - Limit any touching or face contact with others
 - Keep children out of school
- If infected
 - Do not report to work
 - Quarantine yourself
 - Wear a face mask

Communicate this information to all family members