



**KING'S
COLLEGE**
TRANSFORMATION. COMMUNITY. HOLY CROSS.

EMERGENCY RESPONSE GUIDE



**FOR KING'S COLLEGE
EMPLOYEES AND STUDENTS**



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Disclaimer: This document describes the efforts currently being made by King's College to offer a guide for responding to emergency situations. Nothing in this document is a guarantee that any specific action will be taken in any given situation. This document does not constitute a contract between King's College and any individual participant. King's College reserves the right to change these plans at any time.

EMERGENCY CONTACTS

College Switchboard for all on campus emergencies: 570.208.5900

Wilkes-Barre Police, Fire and Ambulance: 911

***office numbers for weekdays, 8:30 a.m. to 4:30 p.m., excluding holidays,
all other times call the College switchboard at 570.208.5900.**

Emergency contacts:

- Campus Safety and Security – Off Campus: 570.208.5900
- Campus Safety and Security – On Campus: “0” or 5900
- Care Team - careteam@kings.edu; voicemail-570.208.5900, ext. 4444 or 570.208.8011
- College Switchboard: 570.208.5900, from on campus “0”, switchboard emergency line 570.208.5953
- Associate Vice President and Dean of Students: 570.208.5875*
- Executive Director of Campus Safety and Security: 570.208.8103*
- Director, Counseling Services: 570.208.5873*
- Director, Residence Life: 570.208.5856*
- Director, Student Health Center: 570.208.5852*
- Campus Ministry: 570.208.5890*
- Student Affairs Professional on Call (during the fall/spring semester): 570.208.5900
- Snowline: 570.208.5979
- Wilkes-Barre Police, Fire and Ambulance: 911
- Website: www.kings.edu/mykings
- Victims Assistance: 570.208.5856

Off Campus Resources:

- Community Counseling Services: 570.552.6000
- Geisinger Wyoming Valley Medical Center (Wilkes-Barre): 570.808.7300
- Helpline: 570.829.1341
- Luzerne County Emergency Management: 570.820.4400
- Pennsylvania State Police: 570.697.2000
- Victims Resource Center: 570.823.0765
- Wilkes-Barre General Hospital (Commonwealth Health): 570.829.8111
- Wyoming Valley Drug and Alcohol: 570.820.8888

EMERGENCY NOTIFICATION

King's College has a variety of modalities it can use in the event of an emergency. These include:

- King's College Emergency Notification System: allows King's College to send time sensitive messages to registrants' mobile phones, email, and/or pages. The benefits of this service are only available to those who register. If you are a King's College student, faculty or staff member, please go to the King's College home page, MyKing's and register for the King's College Emergency Notification System/ e2campus Alert system.
- Plasma screens located in selected areas across campus
- Person-to-person contact
- King's College Email
- Postings on campus

ACTIVE SHOOTER

Call 911 first Wilkes-Barre Police and then Campus Safety and Security 570.208.5900

If there is an active shooter:

- Barricade the door with large objects if possible.
- Remain in place until the police tell you it is all clear. Unfamiliar voices may be the criminal attempting to lure victims from safety; do not respond to any voice commands unless it is safe to do so.
- If there are several people in the area, spread out (huddling together makes a larger target).
- If the shooter leaves the area, either "play dead" until help arrives or proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

BEHAVIORAL CONCERNS

If a person's actions or words make you feel uneasy, but don't pose an immediate danger to you or others, you may wish to contact the Student Affairs Office at 570.208.5875, the Counseling Center at 570.208.5873 or Campus Security and Safety (College switchboard) at 570.208.5900.

Some types of behavior that would be addressed are:

- Threats against others
- Indications of depression and/or suicide
- Disruptive behavior in the classroom/workplace
- Inappropriate behavior toward others
- If the behavior involves sexual harassment by an employee, the Associate Vice President for Human Resources (570.208.5968) is to be notified. If the behavior is by a student, the Dean of Students is to be notified (570.208.5875).

Workplace violence is defined as any physical assault, threatening, or intimidating behavior perpetrated by an individual towards another. Should you be threatened while at work:

- Notify a supervisor
- Document the threat

If the threat is immediate:

- Remove yourself from harm's way
- Notify your supervisor
- Call Campus Safety and Security by dialing ext. 5900, call "0" from a college telephone, from a non-college telephone 570.208.5900 or for police 911.
- Document the threat

For non-emergency students only:

- Care Team at careteam@kings.edu or 570.208.5900, ext. 4444 (voicemail)

BLOOD OR BODILY FLUID SPILL

- Notify the College switchboard on campus at “0” or 5900 or from a non-college phone dial 570.208.5900 who will notify Facilities staff.
- Close off the area from public use.
- Do not clean the spill yourself.

BOMB THREAT

If there is a bomb threat by phone:

- Make sure you are safe. If you are not safe, and you can leave safely, do so. Alert others to leave too.
- Once in a safe area, call Campus Safety and Security immediately: 570.208.5900 or “0”.

If you are on the phone with someone and they make a bomb threat:

- Record the time of the call and the number if Caller ID is available. Ask questions and take notes: When will the bomb go off? What does it look like? What kind of bomb is it? What will cause it to explode? Did you place the bomb? Why? Who is calling?
- Keep talking to the caller as long as possible. Listen carefully and try to determine the caller’s gender and approximate age. Is the voice familiar? Accent or unique speech attribute? What is the emotional state of the caller? Can you describe any background noises during the call?

If there is a written bomb threat:

- Call Campus Safety and Security at ext. 5900 on campus or non-college telephone 570.208.5900 immediately.
- Make a note of all persons that you know who handled the note.
- Avoid excessive handling of the note. The police will want to check for fingerprints.
- Follow all instructions from responding emergency personnel. Evacuate if ordered to do so.

CHEMICAL SPILL

Should a chemical spill occur indoors:

- Notify Campus Safety and Security at “0” from an on campus phone or 570.208.5900 of the location of the chemical spill.
- Any person splashed with dangerous chemicals should follow the procedures in the lab area. They should decontaminate using an eye flush or shower for 15 minutes and seek medical attention.
- Immediately notify your supervisor.
- Remove yourself from the area.
- Call 911 if warranted.
- Immediately leave the area if it is SAFE to do so, and go to a safe area.
- If you or another person needs medical assistance, or need to use the decontamination facilities in another building and it will not affect your safety, please do this first.
- Provide as much information as possible including identity of hazardous material involved, the location, and how many people may be affected.

Should a chemical spill occur outdoors:

- Notify Campus Safety and Security at 570.208.5900 or from on campus dial “0”. Tell the nature and location of the spill.
- Let the Campus Safety and Security know if the spill is still active.
- If you are outside, proceed immediately upwind from the spill location.
- If you are inside, remain where you are, DO NOT walk outside of the building unless instructed to do so by emergency personnel.

Reported

DEATH OR SERIOUS INJURY OF A STUDENT

- Notify the Student Affairs Person On Call or the Associate Vice President for Student Affairs and Dean of Students through the College switchboard. Let the switchboard operator know this is an emergency. To contact Campus Safety and Security or the Student Affairs Person on Call, dial “0” or extension 5900 from an on campus phone or from a non-college phone 570.208.5900.
- Let the Student Affairs Person on Call or Associate Vice President for Student Affairs and Dean of Students know the information you have available; for example, the name of the student, information regarding the student’s death or serious injury, how did you become aware of this information and if you are aware the family has been informed.
- Provide support to students and employees who know the student.
- For support contact the King’s College Counseling Center at 570.208.5873

EVACUATION

Building Evacuation:

- When the building evacuation or fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Do not use the elevators during any emergency, use stairs.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building.
- For residence hall evacuation residents are to gather at the location designated by the Resident Life staff.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel on the scene.

Evacuation of individuals with disabilities: If you have disabled persons in your work area, you should designate volunteers to assist these persons during the evacuation. The type of assistance necessary can vary by the disability.

In-chair evacuation (only for non-motorized wheelchairs): Unlock brake, gently lean chair backward, and move to the edge of the first step. The helper in front steadies the chair by the rods attached to the footrests. The helper at the rear of the chair controls the descent and takes most of the weight of the chair.

Office chair evacuation: Transfer the disabled person into a sturdy office chair. One helper gently leans the chair backward. The other helper faces the chair and holds on to the front legs. Helpers control the descent by bending their legs slowly and keeping their backs erect.

EXPLOSION

If there is an explosion:

- Take immediate cover under tables, desks or other objects that will give you protection from falling glass and debris.
- Remain calm. Once it is SAFE to do so, evacuate the building.
- If others around you need assistance and you can SAFELY do so, assist them in exiting the building.
- Use caution when opening doors or exiting the windows of the building.
- Contact police and fire departments at 911
- As soon as possible, contact Campus Safety and Security by dialing from a college telephone “0”, extension 5900 or from a non-college telephone 570.208.5900 and tell them as much information as possible including the location of the explosion, other locations of the building where injured people may be, and any injuries you have observed.
- Once in your safe meeting area, do not leave until you have been given instructions to do so. Follow all instructions given to you by Campus Safety and Security and/or other authorized personnel.

FIRE

If the fire alarm sounds, or if you observe smoke or fire:

Remain calm and immediately evacuate the building by the nearest exit, if the fire alarm is not sounding.

- While leaving, attempt to find the nearest pull station and activate the fire alarm if it is safe to do so.
- Close doors behind you if it is possible and safe to do so.
- Shut down any hazardous operations quickly if it is safe to do so.
- If it is not safe to use the nearest exit, go to the nearest available exit. Do not use elevators.
- If you can do so safely, assist any person(s) with disabilities with their evacuation.
- Contact Campus Safety and Security by dialing “0”, extension 5900 or from a cell phone 570.208.5900 as soon as possible.
- If you know of anyone who may be trapped inside the building, provide their last known location to Campus Safety and Security and/or other authorized personnel.

FLOOD

In the event of an evacuation of the College campus due to flooding of the Susquehanna River the following process will be used:

- The College Emergency Management Team will work with local authorities, the Luzerne County Emergency Management and the City of Wilkes-Barre to determine if the college campus will be evacuated.
- Once the College is informed that an evacuation is likely, we will prepare to close the campus facilities and prepare the off campus shelter for resident students living outside of the area.
- The College community will be informed via email, posting and text message on information that is available to College officials.
- Once the College decides to evacuate the campus, the shelter will be open for resident students who reside outside of the area and transportation provided. Students who can travel home will be encouraged to do so.
- Students who travel home or seek shelter not provided by the College are required to inform the Residence Life staff of their name, contact information and where they will be staying. Students are also to inform their parents or guardians of their location in the shelter or if they are staying in another location.
- Resident students in the shelter will be permitted to bring only the minimal required belongings with them; blanket, pillow, toiletries, change of clothes. It is expected that people in the shelter will sleep on the floor.
- Once the campus deadline for evacuation takes place, only authorized College personnel will be permitted on campus. Any unauthorized person on campus will be considered trespassing and will be referred to the local police.
- Students and employees will need to check College email, the College website and the emergency notification for updates and information on when the campus will re-open. Once the evacuation order is lifted by the local authorities, the College will announce when the campus will re-open. Until the College announcement is made no unauthorized people are permitted on campus.

In the event of interior flooding from a broken water line:

- If possible and if it's safe to do so, secure any vital equipment or records and other important documents.
- Shut off all electrical equipment only if you can do so without standing in water.
- Calmly evacuate the affected area.

HARASSMENT

- Incidents of harassment are to be reported to Campus Safety and Security (24 hours a day), Residence Life staff, the Student Affairs Person on Call or the Associate Vice President for Student Affairs and Dean of Students. To contact Campus Safety and Security or the Student Affairs Person on Call dial “0” or extension 5900 from an on campus phone, from a non-college phone 570.208.5900.
- Incidents of sexual harassment may be reported to any of the above people or to the College’s Title IX Coordinator - Associate Vice President for Human Resources.
- Keep a record of the harassment, if available, including text messages, email, notes, voicemail messages, etc.
- For harassment by telephone keep a record of the calls with date, time, caller ID information and nature of the call. Try to describe the caller’s voice and background noise.
- Create a written record of the harassment of time, date, place and nature of harassment including times the victim has indicated the behavior is to be terminated. Include the names of witnesses to the harassment.

HOSTAGE

If you see or hear of a possible hostage situation:

- Immediately remove yourself from any danger.
- Call the police at 911
- Remain calm and contact Campus Safety and Security by dialing “0”, extension 5900 or from a non-college phone 570.208.5900 as soon as you can do so SAFELY.
- Be prepared to give as much information as possible to Campus Safety and Security including your name and phone number, the location, number of possible hostages, number of possible hostage takers, physical descriptions of the hostage takers, any possible injuries, and the types of weapon(s) being used.

If you are taken hostage:

- Remain calm and cooperate with your captors.
- Do not attempt to escape unless there is no danger in doing so.
- Call the police at 911
- If possible, call Campus Safety and Security by dialing “0”, extension 5900 or from a non-college phone 570.208.5900 and leave the line open.
- Do not draw attention to yourself. Do what you are told to do. Do not speak unless spoken to and do not try to intimidate the captors.
- Stay low below windows and behind cover if possible.
- If the hostage taker engages you in conversation be polite and courteous, if the hostage taker develops an emotional connection to a hostage it decreases the probability of harm to the hostage.

LOCKDOWN

A lockdown may be required during an actual or potential threat:

- Clear hallways, restrooms, and other rooms that cannot be secure.
- Lock all office doors and windows and pull down shades. If you cannot lock the door, barricade with furniture.
- Move people away from windows and doors.
- Turn off lights
- Keep out of sight. Take cover behind a solid object, if possible.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Remain in place until the police or other official gives the “all clear”.
- If outside when lockdown takes place, proceed to the nearest building.

MEDIA POLICY

If members of the media are on campus covering an emergency of any kind, the Director of Public Relations (telephone 570.208.5958) or other staff member assigned will be the College’s spokesperson and will answer all questions from the media. Please direct all questions from the media to the communications office.

MEDICAL EMERGENCY

If there is a medical emergency:

- Remain calm
- Contact Campus Safety and Security by dialing from a College telephone “0”, extension 5900, from a non-college telephone 570.208.5900 or for an ambulance 911.
- Do not move the injured/ill person. If it is SAFE to do so, comfort them and reassure them that help is on the way.
- Do not touch the person if you are not certified in first aid and/or do not have personal protection gear if there is danger of coming into contact with bodily fluids.
- If you are certified in first aid and it is SAFE to do so, provide care to the person to the extent that you are capable.
- Follow all directions given to you by Campus Safety and Security and/or other authorized personnel.

Off Campus Resources:

- Geisinger Wyoming Valley Medical Center (Wilkes-Barre): 570.808.7300
- Wilkes-Barre General Hospital (Commonwealth Health): 570.829.8111

MISSING PERSON

If there is a Student, Faculty, Staff or other person missing:

- Immediately contact Campus Safety and Security by dialing from a college telephone “0”, extension 5900 or from a non-college phone 570.208.5900.
- Be prepared to give your name and phone number as well as provide all information regarding the missing person; including a physical description, what they were wearing, where and when they were last seen, what physical condition they were in when last seen, if they are driving or have a vehicle and its description and who they were with.
- Be prepared to provide information on any medical or other special conditions that you know about.

NATURAL DISASTER

Tornado or Hurricane:

- Remain calm and immediately take cover in the lower section of a building including basement, tunnels, and lower covered stairwells.
- Contact Campus Safety and Security by dialing on campus “0”, ext. 5900 or from a non-college telephone 570.208.5900 and report the possible disaster.
- If there are others who need assistance getting to the safer areas and you can assist them safely, please do so.
- Do not leave the safe area until you are instructed to do so by Campus Safety and Security and/or other authorized personnel.

Tornado Warning

A **tornado warning** occurs when a tornado funnel has been sighted or identified by radar in the area. Take shelter immediately. Remember that tornadoes can form and move quickly; therefore, there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado and be prepared.

When a tornado warning is issued by the National Weather Service, an Emergency Notification will be issued which will include instructions, generally to move indoors and to a lower level in a building away from windows.

Residence Life Staff, Faculty Members, Campus Safety and Security Officers should:

- Direct occupants to proceed in a quick and orderly manner to the nearest designated shelter area in the building.
- Instruct occupants not to leave the building.
- Turn off all lights and electronic equipment in the room.
- Provide assistance to persons with disabilities.
- Accompany occupants to the lower levels of the building away from windows.

Occupants should:

- Proceed to the lowest level in the building away from windows.
- Move quickly but in an orderly manner so that all may arrive safely.
- Take a seat in the shelter area.
- Residence hall residents will follow the specific residence hall guidelines for a tornado warning.
- Persons with a weather alert radio will monitor for an “all clear.”

Areas and Places to Avoid During a Tornado

- All outside walls, elevators, and windows of buildings.
- Any low-lying area that could flood.
- Vehicles---do not use for shelter.
- Building areas with a large roof span.

Remain sheltered until the tornado warning is over. Campus officials will advise when it is safe to resume normal activities.

NATURAL DISASTER

Tornado Evacuation Locations

- **Holy Cross Hall** - Proceed to the basement area (laundry room) via the stairwell. Overflow to utilize lower portion of stairwell.
- **Esseff Hall** - Proceed to the basement area (laundry room) via the stairwell. Overflow to utilize lower portion of stairwell.
- **Alumni Hall** - Proceed to the basement area (common area near elevators) via the stairwell. Overflow to utilize lower portion of stairwell.
- **O'Hara Hall** - Proceed to main floor near restroom area via stairwell. Overflow to continue into the Education Department and lower portion of stairwell.
- **Flood Hall** - Proceed to the basement area (laundry room) via stairwell.
- **Luksic Hall** - Proceed to the basement area (dayroom area) via stairwell.
- **King's On The Square / Chick-Fil-A** - Proceed to Lecture Rooms in KOTS (rooms 161 or 162) via stairwell if needed or public bathrooms on first floor.
- **Scandlon Gymnasium / Recreation Center** - Proceed to the basement area (hallway area near locker rooms to include locker rooms for overflow) via stairwell.
- **Corgan Library** - Proceed to the basement area via stairwell.
- **Sheehy-Farmer Campus Center** - Proceed to basement areas via stairwell. Seek shelter AWAY from windows (hallway area near game room).
- **Chapel** - office lobby and bathrooms
- **Hessel Hall** - Proceed to basement area. Overflow to utilize lower portion of stairwell.
- **Administration Building** - Proceed to Susquehanna Room area via stairwell.
- **Mulligan Physical Science Center** - Proceed to Susquehanna Room via stairwell.
- **Parente Life Sciences Center** - Proceed to Susquehanna Room via stairwell.
- **McGowan School of Business** - Proceed to the Burke Auditorium via stairwell if needed.
- **Hafey-Marian Hall** - Proceed to hallway area in basement via stairwell.
- **Betzler Field** - Proceed to the Field House.
- **John Lane C.S.C. House, Kilburn House, Sherrer House, other houses and townhouses:** basements

Designated Location

If you are in a structure not listed above and an Emergency Notification is issued, proceed to the basement of that structure/building. If the structure does not have a basement, proceed to the Corgan Library- if you can safely, proceed to the basement area via stairwell.

NATURAL DISASTER

Flood:

- Remain calm and immediately get to a safe area that is above the flooding. If outside, seek higher ground.
- If inside a building, go to the upper levels.
- If there are others who need assistance getting to the safer areas and you can assist them safely, please do so.
- Contact Campus Safety and Security by dialing on campus “0”, ext. 5900 or from a non-college telephone 570.208.5900 if they are not aware of the situation.
- Do not leave the safe area until you are instructed to do so by Campus Safety and Security and/or other authorized personnel.

Earthquake:

If there is an earthquake and you are indoors:

- Seek refuge in a doorway or under a desk or table.
- Stay away from glass, windows, shelves, and heavy equipment.
- Drop to your knees, clasp both hands behind your neck, bury your face in your arms and make your body as small as possible.
- Close your eyes and cover your ears.
- After the initial shock, evaluate the situation. If emergency help is necessary, call 911 or activate the building fire alarm. Protect yourself at all times and be prepared for aftershocks.
- Walk to the nearest marked exit and tell others to do the same. Do not use elevators as they may be damaged.
- Once outside, move to a clear area at least 500 feet away from any structure. Keep streets, fire lanes, hydrants, and walkways clear for emergency responders.
- Damaged facilities should be reported to the Facilities Director.

If you're outdoors:

- Move quickly away from buildings, utility poles, and other structures. Always avoid power or utility lines as they may be energized.

If you're in an automobile:

- Stop as soon as possible in the safest place available, preferably away from structures, power lines, and trees.
- Stay in the vehicle for shelter.

POWER FAILURE

If there is a power failure on campus:

- Report it to Campus Safety and Security by dialing “0”, extension 5900 or the switchboard emergency line at 570.208.5953
- Follow all instructions given to you by Campus Safety and Security and/or other authorized personnel.
- If the power failure is expected to be of long duration, you will be informed of this once it is known.
- You may be requested to assist in helping others to safely proceed to appropriate meeting areas if leaving campus is not possible.

SEXUAL ASSAULT/RAPE

- Provide support to the victim. Listen to them.
- Make sure they are in a physically safe place.
- The victim should not change their clothes or clean the area where the assault took place.
- If on campus, contact the College Switchboard at “0” and inform the operator that you need a security officer and the Student Affairs Professional on Call. You only need to inform them that you are with a student or employee who has been a victim of a crime. You do not need to provide the victim’s name. Provide your name and your location to meet the officer and staff member.
- The victim should go to the hospital for an exam as soon as possible. They should bring a change of clothes. Transportation can be provided by a security officer or friend.
- At the hospital, the victim will have the option of talking to the Wilkes-Barre Police and a counselor from the Victims Resource Center.
- If the assault took place on campus, the area should not be cleaned until the police and campus security complete their examination of the area.
- All victims of sexual assault are encouraged, but not required, to file a police report along with reporting the incident to the College authorities through Campus Safety and Security and the Student Affairs staff. To contact Campus Safety and Security or the Student Affairs Person on Call dial “0”, extension 5900 from an on campus phone, or from a non-college phone 570.208.5900.
- Victims may also file reports of sexual assault, rape or sexual harassment with the College’s Title IX Coordinator.
- Victims may receive confidential counseling through the College’s Counseling Center, Student Health Center and priests on staff in Campus Ministry.

Title IX Coordinators

- For complaints against employees or non-students: Associate Vice President for Human Resources/ Title IX- EEO Coordinator: Ms. Kristin Fino, Office: 181 North Franklin Street, telephone number: 570.208.5968, email address: kristinfino@kings.edu
- For complaints against students: Title IX Assistant Coordinator: Associate Vice President for Student Affairs and Dean of Students: Mr. Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: 570.208.5875, email address: rbmcgoni@kings.edu

SEXUAL ASSAULT/RAPE

Medical Treatment

- Student Health Center, Andre Hall, Monday through Friday: 8:30 a.m. - 4:30 p.m. 570.208.5852
- Wilkes-Barre General Hospital: 24-hours 570.829.8111, 575 North River Street, Wilkes-Barre, PA 18764
- Geisinger Wyoming Valley: 24-hours 570.808.7300, 1000 East Mountain Blvd., Wilkes-Barre, PA 18711

Police and College Security

- King's College Campus Safety and Security Department, Non-Emergency, Director's Office: 570.208.8103 or 570.208.5900
- Wilkes-Barre Police, Phone 911, 15 North Washington Street, Wilkes-Barre, PA 18701
- District Attorney's Office 570.825.1674, Luzerne County Courthouse, N. River Street, Wilkes-Barre, PA

Emotional Support

- Counseling Center 570.208.5873, Administration Building, Sixth Floor
- Residence Life Staff 570.208.5856, Sheehy-Farmer Campus Center
- Campus Ministry 570.208.5890, Chapel of Christ the King
- Victim's Resource Center 570.823.0765, 71 North Franklin Street, Wilkes-Barre, PA 18701
- 24 Hour Victims Hotline 800.206.9050
- Domestic Violence Center 570.829.1341
- National Center for Victims of Crime: www.victimsofcrime.org

Student Affairs Office

- Associate Vice President for Student Affairs and Dean of Students/Title IX Assistant Coordinator/Administrative Hearing Officer 570.208.5875

SUICIDE

If someone is possibly considering suicide:

- Remain calm
- Do not leave the person alone if you can remain with them SAFELY.
- Notify Campus Safety and Security: 570.208.5900, from on campus ext. 5900 or “0”.
- If weapons are present, leave the area immediately. Do not touch any weapons or other items that the person may consider using, or has used. Advise a Campus Safety and Security Officer of all possible weapons or other items if you can do so SAFELY.
- Show support to the person without being judgmental. Follow all directions given to you by Campus Safety and Security staff and/or other authorized personnel.

If there is a possible suicide:

- Do not touch anything in the area.
- Immediately notify Campus Safety and Security: 570.208.5900 or on campus dial “0” or call 911. Be prepared to give all information possible including your name, phone number, location, and name of victim if known. Remember the police are in charge of the scene until it has been released.
- People must not disrupt or touch anything in the area, and the scene should be kept clear. Do not enter, conduct any searches, or touch the victim or property. If someone does inadvertently enter the scene, it should be reported to the police when they arrive.

Resources:

- Community Counseling Services: 570.552.6000
- Geisinger Wyoming Valley Medical Center (Wilkes-Barre): 570.808.7300
- Wilkes-Barre General Hospital (Commonwealth Health): 570.829.8111
- King’s College Counseling Center: 570.208.5873

SUSPICIOUS PACKAGE

If you discover a suspicious package or substance:

- Do not touch the item.
- Remain calm and immediately leave the area, and warn others of possible danger.
- Do not use a cell phone near the area.
- Once away from the area, and when it is safe to do so, notify Campus Safety and Security: 570.208.5900 or on campus dial ext. 5900, or “0”.
- If physical contact was made with the package or substance, wash all affected areas of the body as soon as possible.
- Create a list of persons in the room where the package was received.
- Be sure to provide Campus Safety and Security with any information you can recall regarding the location of the item, size, description, etc.

Signs that a package may be suspicious: Foreign mail, Air Mail, and special deliveries; restrictive markings such as “CONFIDENTIAL” or “PERSONAL”; excessive postage; handwritten or a poorly typed address; incorrect titles; misspellings of common words; oily stains or discoloration on package; excessive weight; rigid, lopsided, or uneven envelopes; excessive tape or string; visual distractions; or no return address.

WEAPONS ON CAMPUS

If you observe a weapon on campus:

Remain calm and immediately contact Campus Safety and Security: 570.208.5900 or from an on campus ext. 5900, or “0”.

- Do not touch the weapon.
- If you can do so safely, remove yourself from the area in which the weapon is located.
- Advise Campus Safety and Security of a description of the weapon and its exact location.

If you observe a person(s) with a weapon on campus:

- Do not approach the person(s) with the weapon.
- If you can do so safely, contact Campus Safety and Security: 570.208.5900 or from an on campus ext. 5900, or “0”.
- Provide all available information to Campus Safety and Security including your name, phone number, and a description of yourself, a description of the person with the weapon, the types of weapon, and the number of weapons you have observed.

WEATHER ALERT/SNOW BIRD

In the event of severe weather, including snow and ice storms, students and employees will be notified of college closures or compressed schedules through:

- King's College Emergency Notification System (register on-line at MyKings)
- King's College email
- Postings on campus
- Snowline at 570.208.5979
- Please do not call the switchboard.
- Staff considered to be essential personnel must work unless their absence is approved by their supervisor.
- Weather alerts can include, but are not limited to, ice storms, snowstorms, or thunderstorms.
- If possible, stay inside your building, away from windows and other areas with glass.
- Do not use your cell phone or any type of portable phone during a thunderstorm.
- If you are outside, immediately go into a building to avoid possible falling tree limbs and other debris. Stay inside your building and await further instructions from Campus Safety and Security or other authorized personnel.

SEXUAL MISCONDUCT (TITLE IX)

King's College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sexual misconduct violates an individual's fundamental rights and personal dignity. King's College considers sexual misconduct, in all its forms, to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sexual misconduct in all of its forms. The College complies with the Commonwealth of Pennsylvania law on Sexual Violence.

TITLE IX/SEXUAL MISCONDUCT POLICY COORDINATORS

- For complaints against employees or non-students: Associate Vice President for Human Resources/ Title IX- EEO Coordinator: Ms. Kristin Fino, Office: 181 North Franklin Street, telephone number: (570) 208-5968, email address: kristinfino@kings.edu. The coordinator has ultimate oversight of the Sexual Misconduct Policy.
- For complaints against students: Title IX Assistant Coordinator: Associate Vice President for Student Affairs and Dean of Students: Mr. Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: rbmcgoni@kings.edu
- Information about Title IX requirements is available from the Department of Education, Office of Civil Rights at their website www2.ed.gov/ocr. The website has information on Title IX and how to file a complaint on-line. The regional office can be contacted at U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323. Telephone: (215) 656-8541. Facsimile: (215) 656-8605. Email: OCR.Philadelphia@ed.gov The College reserves the right to alter and/or modify the contents of the student handbook, including, but not limited to, the College's rules, regulations services, policies, and calendar without prior notice.

A Catholic College Sponsored by the Congregation of Holy Cross