

Reading Area Community College recently completed a test of the emergency response and evacuation plans. The test included two components, a drill and an exercise. The exercise was held on September 18, 2024 @ 2PM. The exercise consisted of a tabletop exercise was held in the Berks Hall room 152 to discuss the exercise scenario involved an event that would utilize components of the Emergency Response Plan, sectionalized building evacuations. The second component of the test was the drill, which was conducted on Sept 25, 2024 at 1010. A message was sent to the community via the Omnilert Application for a building evacuation in certain buildings on campus. This message was sent at roughly 800AM. The test messages went to everyone in the community who has signed up for the system and all messages were received by the recipients. If you have not signed up to receive emergency messages through the Omnilert System, you can do so by going to the following website [Subscriber Portal - User Log in \(omnilert.net\)](#)

Summary of the Emergency Response Plan

The College's Emergency Operations Plan includes information about Incident Teams; College operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. College departments Leads are responsible for knowing their responsibility in an event. The college conducts a complete test once a year. Allied Supervisors and Director and Assist Manager of Facilities safety and security have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually RACC Security, RPD and the Reading Fire and Emergency, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other RACC departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for RACC are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the RACC website.

Summary of Emergency Evacuation Procedures

A drill is coordinated by RACC each semester for all or part of the campus this may be in the form of an evacuation drill or a campus lock. Thus, the emergency response and evacuation procedures are tested at least twice each year and, for some of the buildings. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At RACC, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by RACC Security to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made

immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Shelter-in-Place Procedures –

What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including RACC Security , Emergency Management Team or the Emergency Responses team .Through Omnilert , Fire System Messages or any other communication deemed appropriate based on the decision.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should be:

- An interior room;

- Above ground level; and

- Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.

3. Shut and lock all windows (tighter seal) and close exterior doors.

4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able.
6. Make a list of the people with you and ask someone to call RACC Security at 610-607-
7. Make yourself comfortable.