



# THE ACADEMY OF THE NEW CHURCH BRYN ATHYN COLLEGE PUBLIC SAFETY DEPARTMENT



## FREQUENTLY ASKED QUESTIONS

The mission of the Academy of the New Church/Bryn Athyn College, Department of Public Safety, is to provide a safe and secure environment that is conducive to the various educational, religious, and secular activities undertaken on the Bryn Athyn College campus and adjoining properties. The priorities of the Department are protection of life, property, enforcement of applicable laws, institutional policies, rules and regulations, and preservation of New Church ideals.

### **How to Contact Us:**

**24/7 On-Duty Phone:** (Calls Only) 267-502-2424

**24/7 On-Duty Phone:** (Texts Only) 215-852-4551

**Business Phone:** 267-502-2550

**Public Safety Department Email:** [publicsafety@anc-gc.org](mailto:publicsafety@anc-gc.org)

**Address:** 801 Tomlinson Road, P.O. Box 699, Bryn Athyn, PA 19009

**Director:** Joseph F. Metzinger

Email: [Joe.Metzinger@anc-gc.org](mailto:Joe.Metzinger@anc-gc.org)

**Assistant Director:** Traci Barney

Email: [Traci.Barney@anc-gc.org](mailto:Traci.Barney@anc-gc.org)

**Patrol Manager:** Ivan Rose  
Email: [Ivan.Rose@anc-gc.org](mailto:Ivan.Rose@anc-gc.org)

### **Emergencies:**

In the event of any emergency such as a fire, life-threatening situation, or any other emergency call **911**. If there is any situation where you need the **immediate** assistance of the Department of Public Safety call the 24/7 On-Duty Phone **267-502-2424**. You can also text message the On-Duty Officer at 215-852-4551.

You can also Email Public Safety with any questions or concerns at [publicsafety@anc-gc.org](mailto:publicsafety@anc-gc.org)

Below is a link to Bryn Athyn College's Crisis Management information site. This site provides information on all Crisis Response matters.

<https://brynathyn.edu/student-life/campus-services/department-of-public-safety/crisis-response.html>

### **When should you call 911?**

You should call **911** any time you feel that there is an immediate threat to life or property. If you see or smell smoke or fire and you cannot immediately determine its threat call **911**. If you hear a smoke detector or fire alarm ringing call **911**. If you feel threatened or if you see someone being threatened or assaulted in any way call **911**. If you would like to speak to a Bryn Athyn Borough Police Officer and your situation is **not an emergency or urgent**, call the Bryn Athyn Police Department at 610-635-4300.

### **What to do if you need Public Safety assistance?**

You can reach a Public Safety Officer at any time by calling the 24/7 On-Duty phone number 267-502-2424. You can also text message the On-Duty Officer at 215-852-4551. For other assistance click on the link to Bryn Athyn College's Public Safety webpage. This webpage provides information on parking, emergency notifications, crisis response, and public safety policies.

<https://brynathyn.edu/student-life/campus-services/department-of-public-safety/>

### **Who do you contact if you are injured on Academy or General Church property?**

If the injury is serious, life-threatening, or if immediate Police/EMS assistance is needed call **911**.

Bryn Athyn College students should report to the College Health Center for non-urgent medical assistance. For more information go to: <https://brynathyn.edu/student-life/student-health-services/>

Employees injured while at work or during an off-site work-related activity should notify the Human Resources Office of the injury as soon as possible so the Workers' Compensation carrier can be notified, and protocols reviewed for treatment by a panel provider. Emergency treatment should be sought by/from the closest emergency provider, with any follow-up treatment provided by a panel provider. The employee's supervisor should be notified, and an Accident/Incident Report filed by the next business day following the injury.

If the injury does not involve either a student or employee and is not serious the individual should

contact the Academy of the New Church Business Office.

### **Who do you contact if you have an accident in an Academy of the New Church vehicle?**

If someone is in an accident while operating an Academy of the New Church vehicle call **911**. Exchange insurance information and driver's license information with the other driver(s) involved and write a description of what occurred. Take pictures. By the next business day contact your supervisor to complete an incident report which is on the Projects Drive in the Campus Information folder. Fax or scan it to Cara Hyatt-Nelson at 267-502-2631, or email: [cara.hyatt-nelson@anc-gc.org](mailto:cara.hyatt-nelson@anc-gc.org). If you have any questions call Cara Hyatt-Nelson's phone 267-502-2631.

### **What are the fire safety procedures on campus?**

Any response to a fire or any type of hazardous emergency should include calling **911**. Evacuate the area and, if possible, limit the spread of the fire without endangering yourself or others. Fire prevention efforts and procedures vary from building to building. The Department of Public Safety can provide more detailed information and training in these areas. You can also obtain specific crisis response information at the Public Safety webpage: <https://brynathyn.edu/student-life/campus-services/department-of-public-safety/crisis-response.html>

### **What should you do if there is a toxic spill?**

Any response to any type of hazardous emergency should include calling **911**. Evacuate the area and, if possible, limit the spread of the hazard within the limits of your training. Accident prevention efforts and procedures vary from building to building. The Department of Public Safety can provide more detailed information and training in these areas. You can also obtain specific crisis response information at the Public Safety webpage: <https://brynathyn.edu/student-life/campus-services/department-of-public-safety/crisis-response.html>

### **When an alarm goes off on campus what should you do?**

If you do not know the reason for an alarm call **911** then contact the Department of Public Safety at the 24/7 On-Duty phone number 267-502-2424. You can also text message the On-Duty Officer at 215-852-4551. If for any reason you believe an alarm is false contact the Department of Public Safety at the 24/7 On-Duty phone number 267-502-2424. You can also text message the On-Duty Officer at 215-852-4551. A Public Safety Officer will respond to verify the alarm and assist in resetting the system.

### **How do you receive campus alerts?**

To receive campus alerts for weather-related conditions, campus closures or delayed openings, campus drills or exercises, or other incidents, you must subscribe to the Omnilert Mass Notification System at <https://brynathyn.edu/student-life/campus-services/department-of-public-safety/e2campus-login.html>

### **Academy of the New Church/Bryn Athyn College Parking Regulations**

Parking regulations provide safe, adequate parking for employees, students, and visitors and provide safe routes of travel for pedestrians, other drivers, and emergency vehicles.

Parking regulations apply to the College and Secondary and Elementary School campuses, and the Historic District. Regulations apply to all motorized vehicles – cars, trucks, motorcycles, and club carts.

Parking decals will be issued each year to employees, students, contractors, and vendors. Parking decals are NOT required for vehicles marked as institutional vehicles.

### **Parking Space Designations**

Most parking lots and locations are open and available to anyone. Exceptions listed below are for individual spaces or entire lots.

#### **Disabled/Handicapped Spaces:**

Marked by painted emblem or striping on ground, by sign, or both. Vehicles using these spaces must display an appropriate handicapped license plate or windshield tag. Public Safety may issue temporary windshield tags for short-term cases.

#### **Visitors Spaces:**

Any vehicle with a campus parking decal is NOT a visitor, regardless of where they may usually park on campus.

#### **Reserved Spaces:**

Marked by specific signs as reserved for the following:

- Health Center staff and/or clients
- Residence Hall Directors, staff, and Resident Assistants (RAs)
- Municipal Building employees, volunteers, and visitors (Borough, Police, Fire)
- Motorcycles, low emission, and car-pool vehicles
- Campus support vehicles (IT, Security, CPO, Health)
- Time-limit or drop-off/pick-up scenarios
- Other designations as needed.

#### **Restricted Spaces:**

Marked by specific signs as restricted for certain groups such as the following:

- Faculty/Staff
- Students Only

#### **Open Spaces:**

Spaces in paved or gravel parking lots are available for any vehicle with or without a parking decal.

#### **No Parking Spaces:**

Parking is prohibited at the following locations:

- Roadways and parking lot aisles.
- Fire lanes and loading dock areas.
- Grass and other non-paved/non-gravel surfaces.
- Exceptions may be granted for short-term load/unload scenarios.
- Exceptions may be granted for service vehicles (delivery, landscapers, contractors)

## **Parking Enforcement**

Parking Violations will be provided as a “WARNING” or as a “\$25 FINE”. Public Safety Officers have discretion when determining which violation to issue. Parking Violations may be appealed to the Director of Public Safety. Building managers, such as those in the Historic District, may define specific exceptions to parking and enforcement in consultation with the Department of Public Safety.

### **Enforcement will be based on the designation of the parking space:**

#### **Disabled/Handicapped Spaces:**

Enforced on a 24-hour basis. Bryn Athyn Borough Police may ticket offenders as well as Public Safety if signage is compliant with state regulations.

#### **Visitors Spaces:**

Enforced between 6am and 6pm Monday through Friday when schools are in session. No enforcement during evenings, weekends, and school breaks.

#### **Reserved Spaces:**

Enforced on a 24-hour basis.

#### **Restricted Spaces:**

Enforced between 6am and 6pm Monday through Friday when schools are in session. No enforcement during evenings, weekends, and school breaks.

#### **Open Spaces:**

Vehicles parked overnight (12:00am to 6:00 am) must display a campus permit.

#### **No Parking Spaces:**

Enforced on a 24-hour basis.

Exceptions may be granted for short-term load/unload (15 minutes maximum) in front of buildings if roadways are not obstructed. Drivers should turn on hazard flashers and move their vehicle as soon as possible.

Exceptions are granted for deliveries and service vehicles such as contractors and landscapers. If roadways are not obstructed vehicles may be parked in front of buildings or in roadways when needed for active work. Otherwise, vehicles should be parked in appropriate parking spaces.