

# **EMERGENCY RESPONSE PLAN**

## **University of Pittsburgh at Bradford**

07/27/07 Approved by the President

04/03/08 Updated

03/01/09 Updated

05/27/09 Approved by the President

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|--|-----------|
| <b>INTRODUCTION.....</b>   | <b>3</b>  |
| <b>I. ORGANIZATION .....</b>   | <b>4</b>  |
| <b>II. EXECUTION .....</b>   | <b>5</b>  |
| 1. Pre-Disaster Phase .....  | 5         |
| 2. Disaster Phase.....   | 5         |
| 3. Recovery Phase.....   | 6         |
| <b>III. REPORTING AND COMMUNICATION.....</b>                               | <b>7</b>  |
| <b>Reporting .....</b>   | <b>7</b>  |
| 1. Initial Situation Report.....   | 7         |
| 2. The Initial Damage Assessment Report (Part I) .....                     | 7         |
| 3. The Initial Damage Assessment Report (Part II).....                     | 7         |
| 4. The Initial Damage Assessment Report (Part III).....                    | 7         |
| 5. Daily Situation Reports .....   | 7         |
| 6. After Action Report .....   | 8         |
| <b>Communication .....</b>   | <b>8</b>  |
| 1. Internal communication between EPG and EOG .....                        | 8         |
| 2. Internal communication to faculty, staff and students.....              | 8         |
| 3. Communication with external constituencies.....                         | 9         |
| <b>IV. RESPONSIBILITIES .....</b>  | <b>10</b> |
| <b>Emergency Policy Group .....</b>  | <b>10</b> |
| 1. The President.....  | 10        |
| 2. The Vice President and Dean for Academic Affairs.....                   | 10        |
| 3. The Vice President for Business Affairs .....                           | 10        |
| 4. The Vice President for Student Affairs.....                             | 11        |
| 5. The Director of Communications and Marketing .....                      | 11        |
| <b>Emergency Operations Group.....</b>                                     | <b>12</b> |
| 6. The Director of Campus Police and Safety.....                           | 12        |
| 7. The Director of Facilities Management .....                             | 12        |
| 8. The Director of Housing and Residence Life .....                        | 13        |
| 9. The Director of Student Health .....                                    | 13        |
| 10. The Director of Counseling Services .....                              | 14        |
| 11. The Director of Computing, Telecommunications and Media Services ..... | 14        |
| 12. The Director of Dining Services.....                                   | 15        |
| 13. The Director of Auxiliary Services .....                               | 15        |
| 14. The Senior Accountant.....   | 15        |
| <b>V. DISASTER SPECIFIC PLANS.....</b>                                     | <b>16</b> |
| A. Fire .....  | 16        |
| B. Weather/Natural Disaster .....  | 20        |
| C. Violence/Criminal Activity.....   | 23        |
| D. Medical Emergency, Health Crisis or Pandemic .....                      | 25        |
| E. Other Emergencies.....  | 26        |

## INTRODUCTION

By their nature emergencies significantly disrupt customary operations and create chaotic conditions which threaten the safety and well-being of life, as well as physical resources and facilities. Pitt-Bradford is vulnerable to a wide spectrum of natural and man-made disasters, including but not limited to storms and natural disasters, fire and explosions, violence and criminal activity and medical emergencies.

**It is the goal of the University of Pittsburgh at Bradford to protect life, minimize injury and conserve facilities during a disaster while preserving continuity in the mission of the institution and operations of campus services.**

Clearly the nature of that continuity will change during an emergency because of the disruption a disaster causes. Therefore, the purpose of this plan is to outline the structure by which information is gathered, channeled and assessed, by which decisions are made and communicated, and by which essential operations are maintained. Leaders of each administrative unit should review the Emergency Response plan regularly with all employees in the unit.

This plan provides clarity about the responsibility and authority for making decisions and taking action among the various individuals whose interconnected roles are inherently reliant on one another as the campus rallies a response to an emergency situation. In short, the policy is based on the assumption people will make good decisions when equipped with good information, adequate resources and clarity about the scope of their authority and responsibility.

The plan seeks to be clear in the delineation of responsibility while maintaining flexibility to accommodate emergencies of various types, magnitudes and durations. It contains five sections:

- I. Organization
- II. Execution
- III. Reporting and Communication
- IV. Responsibilities
- V. Disaster Specific Plans: fire, weather/natural disasters, violence/criminal activity, medical emergencies, other emergencies

**Standard operating policies and procedures guide emergency response until the President (or designee) declares a major disaster, at which point the following command and response plan applies.**

It is understood that while Pitt-Bradford maintains initial responsibility for emergency response and relief, the University may require the assistance of local, state and federal agencies, as needed, depending on the magnitude of the disaster. In kind, Pitt-Bradford is included in the McKean County Emergency Preparedness Plan and recognizes a reciprocal relationship with the neighboring communities in accordance with standard operating procedures.

## I. ORGANIZATION

**The President or his designee has the ultimate responsibility and final authority for declaring a MAJOR DISASTER and overseeing all emergency operations.**

The President relies heavily on a variety of individuals for information, advice and implementation of the response plan. Because of the variety of people who perform essential roles, the President will designate a parallel command and control structure for emergency response that will take effect upon declaration of a major disaster. The parallel structure is as follows:

An Emergency Policy Group (EPG) serves as an advisory board for the President and provides strategic guidance during a major disaster. Overall emergency operations will be directed from the EPG by the President or his designee and communicated to the Director of Campus Police and Safety.

An Emergency Operations Group (EOG) serves as an implementation team at the direction of the Director of Campus Police and Safety, and implements emergency response and crisis management. Emergency field operations will be directed from the EOG by the Director of Campus Police and Safety or his designee.

### **Emergency Policy Group**

President  
Vice President for Academic Affairs  
Vice President for Business Affairs  
Vice President for Student Affairs  
Director of Communications and Marketing  
Assistant Dean of Academic Affairs  
Executive Assistant to the President  
University Counsel

### **Emergency Operations Group**

Director of Campus Police and Safety  
Director of Facilities Management  
Associate Dean of Student Affairs/Interim Director of Auxiliary Services  
Director of Student Health  
Director of Counseling Services  
Director of CTM  
Director of Dining Services  
Director of Auxiliary Services  
Senior Accountant

**\* Refer to Appendix A for names and contact information of persons holding the positions listed above, as well as their designees should they be unavailable.**

**\* Representatives of local emergency response providers will be included in the EOG, as appropriate and determined by the Director of Campus Police and Safety. Refer to Appendix C for a resource list of emergency service providers.**

## II. EXECUTION

1. Pre-Disaster Phase: Activities in this phase are designed to develop a strong Pitt-Bradford emergency response capability and to organize all levels of administration to assure full utilization of all resources by completing the following:
  - a. Conducting public training and education programs to assure a continuing capability to accomplish disaster response objectives, including evacuation drills, which should occur bi-annually;
  - b. developing a procedure for alerting, notifying, and mobilizing key officials and emergency response personnel in the event of a disaster;
  - c. establishing mutual support agreements, as necessary with other local adjacent governments;
  - d. preparing plans for disaster recovery phases from disasters; and
  - e. establishing the necessary emergency powers, to include a line of succession, in order to maintain a continuity of administration during any type of disaster.
2. Disaster Phase: During this phase, the operational activities of Pitt-Bradford will be accelerated to increase the state of preparedness of the campus population to meet and cope with an impending or immediate disaster – if warning is sufficient. The disaster phase shall include the following:
  - a. In the event of a disaster with little or no warning – operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster;
  - b. the Director of Campus Police and Safety, or designee, shall notify the President – or the appropriate line of succession from the President – as to the nature of the disaster;
  - c. the President or designee -- shall use his/her Presidential discretion to declare a major disaster;
  - d. the declaration of a major emergency automatically triggers the implementation of the plan;
  - e. Emergency Operations Centers (EOC) will be established as soon as possible after the declaration of a major emergency;
    - i. The EPG will convene at Hanley Library, Office of the President. The Facilities Management Building will be the alternate location to convene the EPG.

- ii. The EOG will convene at the Office of Campus Police and Safety which is desirable because it is centrally located and maintains full functionality during a power outage. If the Office of Campus Police and Safety is deemed not appropriate, the Facilities Management Building will be the alternate location to convene the EOG.
  - f. necessary emergency operations will be initiated and maintained in accordance with the plan.
3. Recovery Phase: The President, or his/her designees, will be responsible for declaring the major disaster over and signaling the initiation of the recovery phase. At his point, the President will be responsible for determining priorities of the recovery effort, allocating resources to high priority objectives, assisting the affected population toward recovery, and overseeing the restoration of normal University functions. During this phase, University administration, departments and divisions will undertake operations necessary to restore normal functioning.

### III. REPORTING AND COMMUNICATION

#### **Reporting**

Reports are required consistently when a disaster has occurred to provide the President with information to use in determining the appropriate ongoing responses to the disaster. The Vice President for Business Affairs will act as a liaison between the EPG and EOG. The reporting cycle will begin with the initial situation report which the Director of Campus Police and Safety will make to the President. As soon as feasible, the Director of Campus Police and Safety and appropriate representatives from the EOG will make initial damage assessment reports to the EPG, and maintain ongoing communication. Reports will include the following:

#### **1. Initial Situation Report**

- a. type of disaster;
- b. date and time of disaster;
- c. status of mobilization of University resources;
- d. initial casualty, damage assessment; and
- e. immediate support needed from off-campus agencies to bring incident under control.

#### **2. The Initial Damage Assessment Report (Part I)**

- a. geographic estimate of damaged area; and
- b. injury and fatality report.

#### **3. The Initial Damage Assessment Report (Part II)**

- a. listing of damaged facilities; and
- b. resources necessary to return the facilities to normal operations.

#### **4. The Initial Damage Assessment Report (Part III)**

- a. time and expense to return damaged facilities to normal operations; and
- b. estimate of off-campus resources needed immediately to initiate the recovery process.

#### **5. Daily Situation Reports** will be made by the Director of Campus Police and Safety to the President at or around 4:00 PM. This report shall include:

- a. Updates on emergency activities related to mitigation of the disaster; and
- b. Updates on restoring campus from state of emergency to normal operations.

6. **After Action Report** will be submitted to the President as soon as possible after the termination of the Disaster Phase by all affected departments. The report will be a narrative summary describing:
  - a. Overall combined efforts of all involved agencies and departments;
  - b. deficiencies observed; and
  - c. recommended actions that should be taken to improve effectiveness.

## **Communication**

### **1. Internal communication between EPG and EOG**

The Director of Campus Police and Safety will maintain communication with the President by telephone. If the telephone system is inoperable, two-way radio devices will serve as the back-up system for communication. The Office of the President will be equipped with a portable radio device.

### **2. Internal communication to faculty, staff and students**

The following mechanisms for communication will be used as deemed appropriate depending on the nature of the emergency situation:

- a. Face to Face – Designated Emergency Assistants (Appendix B) and Resident Advisors will move through assigned buildings as trained to deliver verbal instructions, including evacuation orders. The Director of Campus Police and Safety will direct the Emergency Assistants and Resident Advisors into action.
- b. E-mail – E-mail messages will be sent to campus-wide distribution lists which provide the following information: the nature of the emergency, instructions advising safety procedures, and an estimated time when further updates will be posted. The Director of Campus Police will provide the Director of Communications and Marketing with information that should be included in an e-mail communication which the Director of Communications and Marketing will write and send. The President will approve dissemination.
- c. Web – A posting on the homepage of [www.upb.pitt.edu](http://www.upb.pitt.edu) will provide the following information: the nature of the emergency, instructions advising safety procedures, and an estimated time when further updates will be posted. The Director of Campus Police will provide the Director of Communications and Marketing with information that should be included in the web posting which the Director of Communications and Marketing will write and post. The President will approve dissemination.
- d. Voice and Text Messaging – The University of Pittsburgh Emergency Notification

System will be used to communicate emergency instructions to registered subscribers by voice, text messaging or both, depending on the subscriber's preference.

The President, the Director of Facilities Management and the Campus Police Chief have authorization to activate the system by calling the password-protected system at the Communications Center at the University of Pittsburgh. Any message disseminated through the Emergency Notification System must be approved by the President and the Director of Communications and Marketing.

The system may be utilized for the following types of emergencies: bomb threat, bomb on premises, active shooter, hazmat/biological, fire, major criminal incident, natural disaster.

- e. Phone Tree – Beginning with the President, the designated phone tree will be used to communicate the nature of the emergency and instructions for next actions. The Director of Campus Police and Safety will recommend phone tree communication to the President who will initiate the action.
- f. Mass Media – In the case of a campus closing or other eventuality, alerts will be sent to regional radio and TV stations advising faculty, staff and students should not report to campus. All communication with mass media will occur through the Director of Communication or Marketing and/or the President.

### **3. Communication with external constituencies**

The Director of Communications and Marketing and/or the President will be the official spokesperson for the University of Pittsburgh at Bradford and will handle all media relations, as necessary, from the designated press staging area.

In the event of a major disaster, an Information Call Center will be established in the Office of the President with toll-free access to facilitate external communication with parents, alumni and friends of the University. The Office of the President will be equipped with a toll-free access number. The number will be placed on the University web site and communicated through the media during an emergency.

Additionally, the website will be used as another outlet to post updates as described above.

## IV. RESPONSIBILITIES

### Emergency Policy Group

1. The **President** directs and supervises all activities of the University administration during the pre-disaster and recovery phase operations. The President is responsible for the following:
  - a. Declaring a major disaster that will initiate this plan;
  - b. responding to the recommendations of the EOG.
  
2. The **Vice President and Dean for Academic Affairs** with the assistance of the Assistant Dean of Academic Affairs will be responsible for the following:
  - a. Serving as the designee for the President if the President is unavailable;
  - b. maintaining emergency contact information for students on a portable laptop which can be utilized if electronic record systems are not available;
  - c. providing information to the EPG concerning the impact of the disaster on the academic mission of the University;
  - d. assessing detailed reports from the academic division chairs concerning the restoration of the University's normal academic status;
  - e. locating and operating temporary academic facilities to replace those lost in a disaster for an extended period of time.
  
3. The **Vice President for Business Affairs** implements emergency orders of the President or designee, relating to the disaster. Additional responsibilities include the following:
  - a. Developing a business recovery plan for Pitt-Bradford business resources during the pre-disaster phase;
  - b. providing leadership support, as needed, to EOG, especially ensuring communications systems are operational during the emergency;
  - c. ensuring appropriate communication systems are installed and operational prior to and during emergencies;
  - d. being a liaison between emergency services and other expert services that may be necessary during the pre-disaster, disaster, and post-disaster phase.

- e. requesting other University agencies, as necessary, to respond to their predetermined disaster staging area.
4. The **Vice President for Student Affairs** is responsible for all student life and non-academic facilities associated with student life on campus. The individual shall be responsible for the following:
- a. Providing information to the EPG concerning the impact of the disaster on all aspects of student life, including health, housing, counseling needs, food, safety and recreation of affected population;
  - b. coordinating with the appropriate governmental agencies regarding care of mass casualty victims, if necessary;
  - c. coordinating with the EPG and Director of Communications and Marketing to establish and staff an Information Call Center with special attentiveness to calls from parents and relatives of students.
5. The **Director of Communications and Marketing** will maintain close communication with the President during emergencies. The Director, in consultation with the President, is responsible for the assembly, preparation, and dissemination of public information concerning the disaster, including the following and shall be responsible for the following:
- a. Establishing media staging areas remote from the disaster area for media briefing purposes,
  - b. serving as designated spokesperson to media;
  - c. ordering the opening of the Information Call Center, including toll-free phone access, to handle incoming requests for information.
  - d. staffing telephones of the Information Call Center, which will serve as the screening center for incoming inquiry type telephone calls.
6. The **Executive Assistant to the President** will provide clerical support to the EPG during the course of the disaster and coordinate updates to the Emergency Response Plan. The individual shall be responsible for the following:
- a. Providing clerical support to the EPG,
  - b. Serving as a University representative in the Information Call Center;

- c. Coordinating updates to the Emergency Response Plan and ensuring the updated plan is disseminated to the EPG, EOG, and posted on the website.

### **Emergency Operations Group**

7. The **Director of Campus Police and Safety** is responsible for maintaining the safety and security of the campus, and leading the response of the EOG. Responsibilities include but are not limited to the following:
  - a. Leading and coordinating the activities of the EOG;
  - b. serving as or delegating a representative to provide regular reports to the EPG;
  - c. maintaining law and order throughout campus;
  - d. maintaining traffic control on evacuation routes;
  - e. coordinating all law enforcement resources made available to the University;
  - f. providing security at the EPG and EOG;
  - g. establishing a system for issuing security passes to authorized personnel in the disaster affected areas;
  - h. coordinating all law enforcement resources made available to the University;
  - i. ordering evacuations, as needed;
  - j. coordinating all search and rescue missions;
  - k. extinguishing fires;
  - l. maintaining an adequate reserve force for additional simultaneous emergencies;
  - m. coordinating with appropriate external agencies in the event of death or critical injuries.
  
8. The **Director of Facilities Management** is responsible for safely maintaining the operating plant and facilities so as to allow the University to return to performing its normal mission as quickly as possible after the disaster. Responsibilities include but are not limited to the

following:

- a. Assessment of damage to campus facilities, including conditions and functionality of residence halls, and report to EPG;
  - b. removing debris and obstructions from transportation routes;
  - c. repairing and restoring utilities -- including electrical, potable water, and sewer systems on campus;
  - d. assisting the EOC and/or departments with obtaining drivers for requested vehicles;
  - e. providing emergency fuel and maintenance for all vehicles operating on behalf of Pitt-Bradford.
9. The Associate Dean of Student Affairs/Interim Director of Auxiliary Services is responsible for services primarily related to the safety and well-being of campus and commuter students, including the following:
- a. Providing students with educational material for appropriate response to disaster related situations that are possible at Pitt-Bradford;
  - b. staffing of the designated site in the event of a campus-wide evacuation;
  - c. coordinating the delivery of or access to food and medical supplies for resident and remaining commuter students;
  - d. providing temporary relocation facilities for displaced residents and maintaining records as to the location of students who have been displaced;
  - e. providing bedding materials for the EOC and emergency workers on campus during the emergency;
  - f. maintaining a hard copy of contact information for resident students which can be utilized if electronic record systems are not available.

10. The **Director of Student Health** will be responsible for the following:

07/27/07 Approved by the President  
04/03/08 Updated  
03/01/09 Updated  
05/27/09 Approved by the President

- a. Coordinating the pre-hospital triage, treatment, and transportation of the sick and injured;
- b. providing limited care facilities for treatment of minor injuries upon request from the EOG;
- c. providing field support for paramedics in triage and emergency treatment of the sick and injured.

11. The **Director of Counseling Services** will be responsible for the following:

- a. Providing Psychological First Aid;
- b. offering technical assistance and consultation;
- c. distributing educational information appropriate to the event;
- d. assessing usefulness of individual and group defusing and debriefing, and providing, as appropriate.

12. The **Director of Computing, Telecommunications and Media Services** is responsible for maintaining telephone, cellular and live two-way communication services for Pitt-Bradford based on the following priorities:

- a. Emergency dispatch center located at the Office of Campus Police and Safety and the command center for EOG;
- b. Emergency Policy Group and Information Call Center;
- c. Office of Computing, Telecommunications and Media Services;
- d. facilities, maintenance & operations;
- e. residence halls;
- f. administrative functions as dictated by the nature and scope of the disaster;
- g. residential customers.

13. The **Director of Dining Services** is responsible for the following:

- a. Ensuring meals are provided to those persons remaining on campus during the duration of the disaster, in a manner as normal as possible.

14. The **Director of Auxiliary Services** will be responsible for the following:

- a. Providing eating facilities as may be needed by emergency workers;
- b. providing as normal as possible food services to the student population;
- c. managing designated shelter(s) on campus, as necessary.

15. The **Senior Accountant** shall be responsible for advising the EPG concerning financial matters in support of disaster management including the following:

- a. Providing continuity of business services to internal and external customers during disaster and post-disaster phases;
- b. emergency requisitioning, procuring and issuing of specialized equipment and supplies as may be needed from external sources;
- c. maintaining expenditure and claim forms for the acquisition of supplies and materials required during the disaster response and post-disaster phases;
- d. determining need for and operation of an on-campus commissary for disaster and post-disaster supplies.

## V. **DISASTER SPECIFIC PLANS**

The following section of the plan details the general steps that should be taken in response to various kinds of emergencies, including fire, weather/natural disasters, violence/criminal activity, medical emergencies and other emergencies.

Depending on the scope of the emergency, the situation may or may not be declared a major disaster by the President. Reorganization into the EPG/EOG structure described in Section I happens only upon declaration of a major disaster.

The purpose of the procedures listed in this plan is to provide a skeletal overview of the key activities which need to be addressed. Areas of the University may have additional procedures concerning steps or considerations relevant to the specific area. These procedures should be consistent with this plan. In every case, the primary focus of emergency response is always on the following priorities:

- a. Attending to the safety of people
- b. Reorganizing into an emergency operations mode
- c. Operating in emergency mode
- d. Restoring normal functioning

### Jurisdictional Issues

Campus Police can be reached by dialing **1033** from any campus phone extension. If a caller dials 911, the 911 dispatch center will immediately route the caller to Campus Police.

University personnel in the Seneca Building or the Outreach Center in St. Marys should first call the respective city police force which holds jurisdiction over the site. Campus Police will serve as a back-up in a supporting role.

#### A. **Fire**

Faculty/staff and students should know the location of fire extinguishers, exits and the alarm stations. When a fire is observed, the nearest fire alarm should be pulled and everyone should evacuate to safe areas outside the building. Precautions should be made to ensure that all students and staff have left the building. Campus Police should always be called.

Faculty, staff and students should follow the following steps during a fire emergency:

1. Pull fire alarm no matter how minor.
2. Call Campus Police and Safety to report the location of the fire. Stay on the line to provide important information.
3. In the case of a small fire, a trained individual should remove the nearest fire

- extinguisher and attempt to put the fire out. Never try to extinguish a fire for longer than 30 seconds; evacuate immediately.
4. For larger fires, quickly evacuate all rooms, closing doors to confine the fire and reduce the oxygen supply. Do not lock doors. Do not attempt to fight the fire.

Faculty, staff and students should follow the following steps during a fire evacuation:

- A. Students, faculty and staff should leave a building in which a fire alarm sounds following the posted evacuation routes. The areas listed below are the designated assembly areas for each campus building:

**SPORTS & FITNESS CENTER  
HANGER BUILDING  
BLAISDELL HALL-BROMELEY  
HANLEY LIBRARY  
FISHER HALL  
FRAME-WESTERBERG COMMONS  
SWARTS HALL  
CONTROL TOWER  
WHITE HOUSE  
GREY HOUSE  
CSI HOUSE  
CERAMICS STUDIO  
FACILITIES MANAGEMENT  
CAMPUS POLICE & LAUNDRY  
SENECA BUILDING  
RESIDENCE HALLS:  
WHITMAN**

**HURSTON**

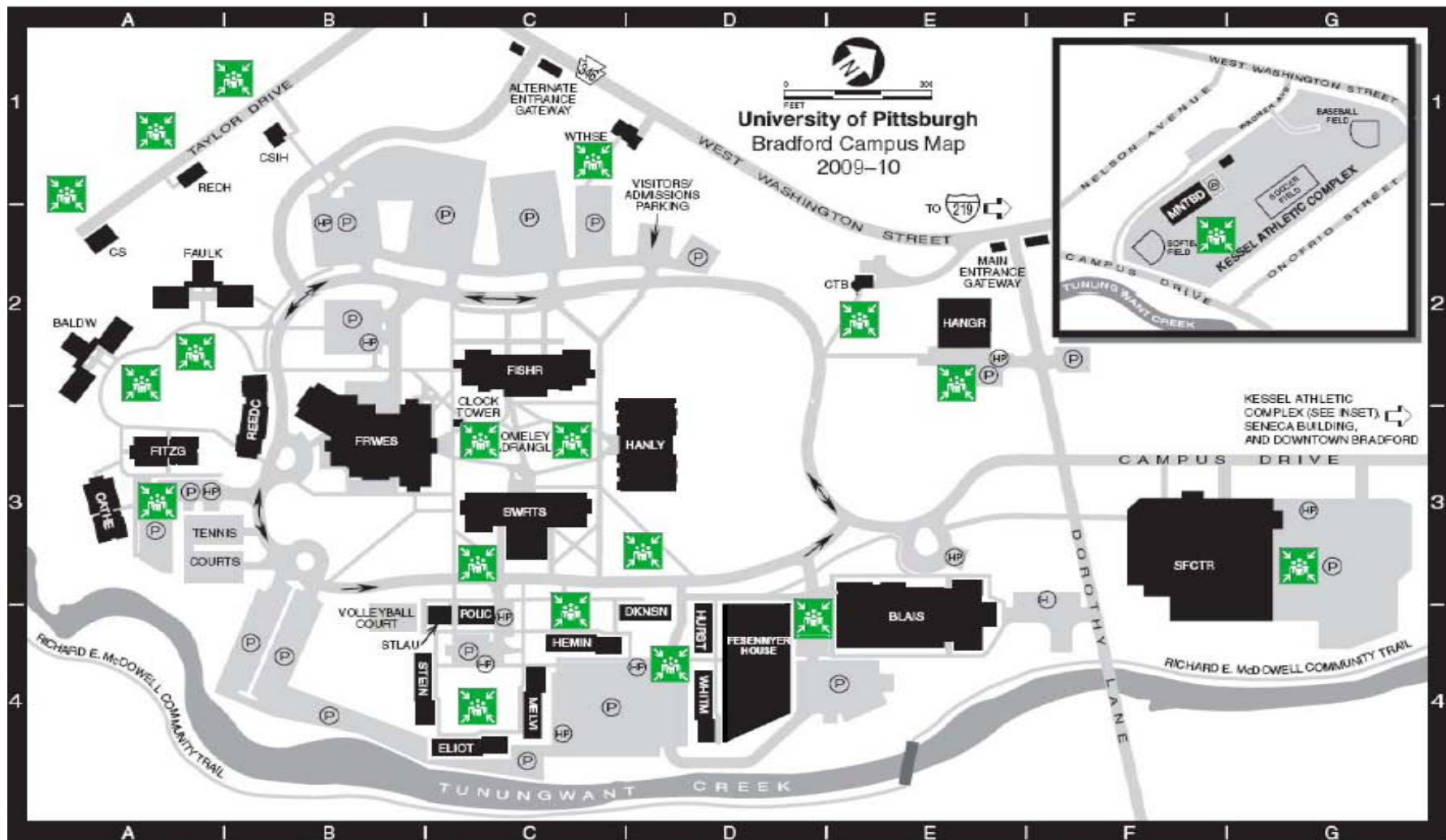
**DICKINSON  
HEMINGWAY  
BALDWIN & FAULKNER  
FITZGERALD  
CATHER  
REED-COIT**

**MELVILLE, ELIOT, STEIN  
FESENMYER**

**PARKING LOT NEAR TRAIL  
LAWN IN FRONT OF BUILDING  
PARKING LOT #14  
QUAD AREA  
QUAD AREA  
QUAD AREA  
QUAD AREA  
LAWN AREA TO THE REAR  
PARKING LOT #3  
LAWN TO THE REAR  
LAWN TO THE REAR  
LAWN TO THE REAR  
SOCCER FIELD  
SIDEWALK IN FRONT OF SWARTS  
VETRANS' SQUARE**

**LAWN BETWEEN WHITMAN AND  
FESENMYER  
LAWN BETWEEN WHITMAN AND  
FESENMYER  
LAWN IN FRONT OF SWARTS  
LAWN IN FRONT OF SWARTS  
LAWN BEHIND REED-COIT  
SIDEWALK IN FRONT OF CATHER  
SIDEWALK IN FRONT OF  
IN FRONT OF FRAME-WESTERBEG  
COMMONS  
LAWN OUTSIDE OF EACH  
PARKING LOT #1**


07/27/07 Approved by the President  
04/03/08 Updated  
03/01/09 Updated  
05/27/09 Approved by the President



**Admissions and Financial Aid Offices**  
 Admissions located in Hanley Library .....HANLY D3  
 Financial Aid located in Hangar Building ..... HANGR E2  
**Blaisdell Hall (Communication Arts, Fine Arts).....BLAIS E4**  
**Campus Police Building.....POLIC C4**  
**Willa Cather House (residence hall).....CATHE A3**  
**Ceramic Studio.....CS A2**  
**Control Tower Building.....CTB E2**  
 (Human Resources, Payroll, Grants Administration)  
**Crime Scene Investigation (CSI) House..... CSH B1**  
**Howard Fesenmyer House.....D4**  
**Fisher Hall (Natural Sciences, Engineering,....FISHR C2**  
 Computer Center, RICE Auditorium)

**F. Scott Fitzgerald House (residence hall).....FITZG A3**  
**Frame-Westerberg Commons.....FRWES B3**  
 (Student Union, Book Store,  
 Student Affairs, dining halls)  
**Hangar Building (Business Office, .....HANGR E2**  
 Financial Aid, Registration, Student Accounts)  
**Hanley Library (Library, President's Office, ..HANLY D3**  
 Institutional Advancement, Admissions,  
 Communications and Marketing)  
**Kendall Residence Halls**  
 James Baldwin House.....BALDW A2  
 William Faulkner House.....FAULK A2

**Kessel Athletic Complex (see inset)..... F2**  
**Maintenance Building (see inset).....MNTBD F1**  
**McKean Residence Halls**  
 Emily Dickinson House.....DKNSN D4  
 Ernest Hemingway House.....HEMIN C4  
 Zora Neale Hurston House.....HUPST D4  
 Walt Whitman House.....WHITM D4  
 T.S. Eliot House.....ELIOT C4  
 Herman Melville House.....MELVI C4  
 Gertrude Stein House.....STEIN B4  
**Red House (Psychology offices and labs)..... REDH A1**  
**Reed-Coit House (residence hall).....REEDC B3**

**Seneca Building (off map).....SNECA G3**  
**Sport and Fitness Center.....SFCTR F3**  
**Student Laundry Building.....STLAU C4**  
**Swarts Hall (Humanities, .....SWRTS C3**  
 Social Sciences, Nursing)  
**White House (Science in Motion program).....WTHSE C1**  
 (P) Parking (HP) Handicap Parking  
 Evacuation Assembly Point

07/27/07 Approved by the President  
 04/03/08 Updated  
 03/01/09 Updated  
 05/27/09 Approved by the President

- B. OSHA and fire safety regulations require that specific employees in each building be appointed as floor marshals to ensure a safe and orderly evacuation in the event of an emergency. For the purpose of this plan, these individuals are identified as Emergency Assistants, and will be considered an extension of the larger emergency operations group. Emergency Assistants are designated for all campus buildings and are named in Appendix B.

## B. Weather/Natural Disaster

### Severe Weather Policy

Pitt-Bradford's general severe weather policy is to remain open, except in the most extreme circumstances. University faculty, staff and students are urged to use their own discretion in deciding whether they can safely commute to class or to work. Faculty are advised to be as accommodating as is reasonable when students miss class because of severe weather conditions.

Public announcements will be communicated to area radio stations for broadcast regarding any official closures or delays no later than 6:15 a.m. If severe weather commences later in the day, public announcements of class cancellations or campus closure will be made as quickly as possible. Information on weather-related cancellations will be placed on the University home page ([www.upb.pitt.edu](http://www.upb.pitt.edu)).

When conditions appear to be extreme, the following procedures will be followed:

- By 4:00 a.m., the Campus Police and Safety duty officer (who will have monitored the weather conditions during the night) will call the Director of Campus Police (Chief) at home to advise him/her of the extreme conditions. The duty officer will also monitor reports throughout the area in order to assess the conditions. The Chief will come to campus to observe the situation and review the officer's report.
- By 4:30 a.m., the Chief will call the Director of Facilities Management and advise him/her of the conditions. If required, a crew will be called in at that time for snow removal (unless they have already been contacted earlier).
- By 5:00 a.m., the Director of Facilities Management will advise the President of the severity of the weather and conditions of area roads.
- The President will then notify all cabinet officers, including the Director of Communications and Marketing, regarding a decision to (a) remain open; (b) cancel morning classes only; (c) cancel morning and afternoon classes; (d) cancel all classes, including evening; (e) in the most severe situation, close the university.
- The Director of Communications and Marketing will call area radio and television stations to make announcement of closing public by 6:00 a.m.

Radio stations are:

- WESB/WBRR-FM Bradford
- WQKY-FM/WLEM Emporium/St. Marys

07/27/07 Approved by the President

04/03/08 Updated

03/01/09 Updated

05/27/09 Approved by the President

- WJTN,WKSN, WHUG Jamestown
- WWSE-FM,WXFX-FM Jamestown
- KISS-FM Jamestown
- WFRM - Coudersport
- WLMI-FM Kane
- WHKS-FM Port Allegany
- WDDH-FM Ridgway
- WQRM-FM Smethport
- WKBI St. Marys
- WRRN Warren
- WPIG-FM/WHDL Olean
- WMNS/WMXO-FM Olean
- WQRT-FM/WGGO Salamanca
- WPSU-FM – State College/Bradford patch (Information is passed to their TV station)

Television stations are:

- WGRZ – Ch. 2 – NBC – Buffalo
- WIVB – Ch. 4 – CBS – Buffalo
- WKBW – Ch. 7 – ABC – Buffalo
- WICU – Ch. 12 (35) – Erie
- WPSX – Ch. 3 – PBS – State College
- WSEE – Ch. 35 – CBS – Erie

- Sample announcement:

Scenario #1: regular class cancellation

“All classes at the University of Pittsburgh at Bradford are canceled for today, Tuesday, February 1. Students are not required to be on campus. All offices and buildings are open, however, and employees are expected to report to work if possible.”

Scenario #2: campus closure: state of emergency, roads closed, very severe situation

“The University of Pittsburgh at Bradford is closed today, Tuesday, February 1. Students, faculty, and NON-ESSENTIAL staff are not required to be on campus. All offices are closed. However, ESSENTIAL staff are expected to report to work.”

- In the event the Director of Communications and Marketing is unreachable, the President will call the Assistant Director of Communications and Marketing.
- Essential services, which are comprised of dining services, facilities management, campus safety and security, should report to work unless otherwise advised.
- In the event of severe weather conditions moving in during the day, a similar, timely decision making and notification process will be followed.
- The Communications and Marketing Office will provide Campus Police and Safety with standard written advisories for such occasions, which they may use for phone calls they receive.
- For information on weather-related cancellations at off-campus sites, calls should be made to the Office of Outreach Services or to the local community education council.

07/27/07 Approved by the President

04/03/08 Updated

03/01/09 Updated

05/27/09 Approved by the President

Important procedural considerations for other kinds of natural disasters are listed below.

### Floods

Floods are a natural and inevitable part of life along any waterway, and the campus is located along the Tunagawant Creek and is below the dam for the Marilla Reservoir.

In the event flood conditions develop, students living in housing that will be in danger of flooding will be evacuated to a safe location. The evacuation will be coordinated by Campus Police and Safety with the help of staff from Facilities Management and Housing. Any buildings that could come in contact with flooding conditions also will be evacuated and the building sealed off to prevent damage to the interior.

Faculty, staff and students should avoid wading in the flood waters which may be deeper than they appear. Faculty, staff and students should never try to cross a flooded stream because dangerous unseen currents often occur during a flash flood.

### Tornadoes and Severe Storms

When anticipating a severe storm, faculty, staff and students should remain alert to the warning system broadcast by the weather service for a broad area of Northwestern Pennsylvania. These warnings can be heard on local radio stations.

*A tornado watch* means that tornadoes or severe thunderstorms are possible. *A tornado warning* means a tornado has actually been sighted in the area. In case of a tornado warning, faculty, staff and students should seek shelter immediately. Campus Police and Safety and the Emergency Assistants will attempt to make face-to-face contact, phone calls and email to direct people to the safety zones for the various buildings on campus.

The best protection is to go to the most interior part of the lowest level of any building and stay away from glass/windows. Faculty, staff and students should not remain in the Sports Center, Bromley Theater, O’Kain Auditorium, Rice Auditorium, the Dining Hall, or the Library. General safe areas would be in any hallways close to the brick walls and away from any windows. In the student apartments, the safe area would be in hallways on the lower floors. In case of a tornado warning, the fire alarms should not be pulled since this will send people outside and into danger.

### Wild Animals

In the case a wild animal is in close proximity to campus facilities, faculty, staff and students

07/27/07 Approved by the President

22

04/03/08 Updated

03/01/09 Updated

05/27/09 Approved by the President

should go inside the nearest building and call Campus Police. Faculty, staff and students should not attempt to approach the animal.

### C. Violence/Criminal Activity

#### Crime Occurrence

If a crime has occurred or is in progress, Campus Police should be called immediately. The officers on duty will take appropriate action and investigate the situation. If need be, the officers may call on the Bradford Township Police Department, the City of Bradford Police Department or the Pennsylvania State Police for assistance. All criminal activity will be investigated by the Campus Police.

#### Threatening Call or Bomb Threat

It is possible for any student or staff to become the receiver of a threatening call or bomb threat. In such a case, the person who receives such a call should treat the incident with the utmost seriousness and should follow the steps listed below:

1. The person who receives such a call should remain calm and try to keep the caller on the line as long as possible to obtain information, including estimates of the caller's sex and age, tone of voice, background sounds, motivation and content of the caller's speech. If possible, specific information about when the bomb will explode, its location, its appearance and its mechanisms should be gathered. The caller may reveal his/her name and address if asked.
2. After hanging up, Campus Police should be called immediately. Campus Police will notify the appropriate administrators.
3. Campus Police will direct the evacuation procedures. Often it is advisable to follow normal fire evacuation procedures. Buildings should be evacuated to a safe distance and should not be re-entered until receiving a clearance from local authorities.
4. Portable radios and cell phones should **NOT** be used during a bomb threat.

#### Hostage Situation

In the event that a hostage situation occurs on campus, the following procedures should be followed:

1. Notify Campus Police immediately.
2. All people should be moved away from the hostage situation as quickly and quietly as possible. Common areas should remain evacuated.

3. Gather together all pertinent information to give to police on their arrival. Notes should be made on the timing of what has occurred as well as any communication from the one holding the hostage. Keep witnesses available to answer questions for police.
4. Under no circumstance should communication be initiated with the individual holding the hostage. Only Campus Police should initiate communication.
5. Law enforcement should have total command of the situation. They will advise on other steps that should be taken.

### Suspicious Persons on Campus

Faculty, staff and students need to be sensitive to those who appear to be strangers on campus. If someone seems suspicious, s/he should be asked if s/he needs any directions or assistance. If no apparent risk seems evident, there is no need for further response.

If, however, there seems some reason to be suspicious, Campus Police should be notified.

If an act of violence is occurring or there is an obvious risk of danger, proceed to the steps below under Potential Violent Activity.

### Potential Violent Activity

If an act of violence has occurred, Campus Police should be called immediately. If there is no threat of further danger, seek to give assistance and support to any victims until emergency officials arrive. If there is a continued threat of danger, individuals should:

1. If in an office or classroom, lock the door, turn off the lights and get on the floor.
2. Move quickly to a safe location at direction of Campus Police. Do not stand still in a public area (ie. hallway) or outside.

### Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. Interference with the normal operations of the college.
2. Prevention of access to office, buildings or other campus facilities.

3. Threat of physical harm to persons or damage to campus facilities.

In the case that such conditions are present, Campus Police will follow departmental procedures for responding to such an event.

#### Exposure to a Potential Contamination, Including Contamination of Water Supply or Suspected Anthrax Exposure

Suspected exposure should be reported to Campus Police immediately. In cases of suspected exposure, the Campus Police & Safety Department will contact the McKean County EMS and a team will be dispatched.

The President will receive consultation from the appropriate external agencies regarding testing, treatment, and the dissemination of information to the campus community. The President will involve the respective areas of the University for consultation and response, as appropriate.

Faculty, staff and students should follow the following steps if anthrax contamination is suspect:

1. Avoid breathing any dust.
2. Contact Campus Police & Safety immediately.
3. Use standard universal precautions, such as gloves, respiratory and eye protection.
4. Immediately put the letter/package/article in a garbage bag and tie it off. Leave the package sealed at the worksite and leave the area and immediately wash hands with hot water and soap.
5. Isolate others from the area.
6. Alternate mail delivery responsibilities, including a temporary post office and mail sorting will be created if the Mailroom is off-line for an indeterminate time.
7. Campus Police will assist and cooperate with the McKean County EMS and the FBI to facilitate the inspection and decontamination of the affected area.

#### **D. Medical Emergency, Health Crisis or Pandemic**

Health Services may be contacted during normal office hours for medical emergencies. During times when Health Services is not open, resident students are asked to notify their RA or Campus

07/27/07 Approved by the President

25

04/03/08 Updated

03/01/09 Updated

05/27/09 Approved by the President

Police. If an ambulance and paramedic crew is needed, Campus Police will notify McKean County Control and the ambulance will be dispatched. Students or Resident Advisors may be asked to assist with directing the ambulance to the scene.

In the case of a possible pandemic, the President and EPG will closely monitor the situation according to the following response levels. The University of Pittsburgh's Pandemic Preparedness Plan will be used as a supplement to the Major Disaster Response Plan.

**Response Level A – Planning Level.** The University remains engaged in pandemic planning, which has been triggered by circumstances and events that have prompted international experts to anticipate human-to-human transmission of an emerging or re-emerging pathogen.

**Response Level B – High Alert.** This response level (B) is likely to be necessitated by confirmed reports of efficient and sustained human-to-human transmission of an emerging or re-emerging virulent pathogen anywhere in the world.

**Response Level C – Full Alert (Social Distancing).** This response level is associated with confirmed reports that there has been human-to-human transmission of an emerging or re-emerging pathogen anywhere in the vicinity of a University of Pittsburgh campus. The vicinity of a University of Pittsburgh campus is defined by an area that encompasses all locales that are within a typical daily commuting distance by automobile from any University of Pittsburgh campus.

**Response Level D – Pandemic Period.** The response level (D) entitled Pandemic Period is self-evident and is associated with widespread, efficient, and virulent disease that is entrenched throughout the region of Western Pennsylvania.

**Response Level E – Management of Pandemic Cases on Campus**

## **E. Other Emergencies**

### Utility Failure & Gas Leaks

In the case of utility failure, faculty, staff and students should call Campus Police. Campus Police will work with Facilities Management to contact the appropriate utility service provider.

In the case of a gas leak, all areas that could be in possible risk should be evacuated. This may be achieved by activating a fire alarm and following the standard procedures for fire evacuation.

### Chemical Leak or Hazardous Materials Incident

Campus Police should be notified immediately. If in a particular location, such as a scientific lab,

every effort should be made to communicate with the staff or faculty member who is responsible to oversee this area. Details should be provided to Campus Police on the incident and information on the chemicals involved. Campus Police will determine whether to evacuate the building and/or call 911 and a HazMat team.

### Major Transportation Accident

Since a major state highway passes by campus, there is always the potential for an accident. In such cases 911 should be called immediately. As a general rule, no one should approach the accident because vehicles such as tractor trailers frequently carry hazardous materials that could be leaking into the air. Local law enforcement and safety officials will give directions on the appropriate response.