



## **Emergency Preparedness Plan – May 2010**

Updates should be requested from the Administrative Services Department

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### **Part III – Influenza Pandemic Preparedness Plan & Guidelines**

#### **Introduction**

It is the intent of the University to assure its students, faculty, staff and employees a safe and healthy environment. Accordingly, this plan has been developed to provide mechanisms for emergency planning to help minimize injury to persons and damage to property in the event of fire or other emergency situations.

Faculty members, Staff and Administrators have direct responsibility for implementing emergency procedures in their respective buildings or areas. In addition, each laboratory is required to have specific guidelines prepared and maintained. It is essential that all staff and faculty members are familiar with potential emergency situations and know how to implement this plan in the event of an emergency. Annual training and information sessions will be offered to the SJU community by the Department of Public Safety.

This plan will serve as a reference for University personnel. It presents a summary of emergency procedures and guidelines to follow for the most commonly encountered emergencies.

## **SECTION 1. General Scope and Purpose**

The following Emergency Preparedness Plan applies to all buildings and grounds on the Saint Joseph's University campus. The purpose of this Plan is to create mechanisms to minimize the hazards to personal health or the environment from fire, or any unplanned event that could cause injury to students, faculty, staff or the general public. The provisions of this plan should be set in motion to:

- \* Reduce the probability of serious injury or death due to inadequate response during emergencies.
- \* Protect Saint Joseph's University from losses occurring from fire or other emergencies and to effect an orderly transition from normal operations to emergency operations when conditions necessitate partial or total evacuation of the facility.

This emergency action plan is designed to accomplish the following:

- A. Create a policy and establish a plan to be followed in case of emergency.
- B. Create and sustain student, faculty and employee interest and participation.
- C. Plan safe evacuation of buildings and/or premises.
- D. Plan for safe shut down of equipment and processes.
- E. Reduce the possibility of fire, explosion, and other losses through proper education, supervision, housekeeping, and maintenance.
- F. Organize and train employees for emergency action to facilitate the safe evacuation of all employees during an emergency.
- G. Ensure the rapid recovery of normal University functions following an emergency.

**During any emergency situation the safety and welfare of personnel shall take precedence over the protection of physical assets.**

## UNIVERSITY INFORMATION

<http://www.sju.edu/emergency/>

I. Facility:

Saint Joseph's University  
Address: 5600 City Avenue  
Philadelphia, PA 19131

II. Incident Command - Emergency Preparedness and Contingency Plan Coordinator

**Name: John Henfey, (610 660 1164) Title: Director, Public Safety**  
**Backup: Ernest Hospedale (610 660 1110)**  
**Department: Public Safety**  
**Telephone Number: 610-660-1164**

III Preferred means of in-house reporting of fires and other emergencies:

**911**  
**610-660-1111**  
or **1111** from on-campus telephones

IV. Emergency Notification Status

**610 660 3333**

V. Evacuation Planning Maps are published on the Web

<http://www.sju.edu/emergency>

VI. Cabinet members

Cabinet members will report to Regis Hall Large Conference Room in the case of an Evacuation. The Vice President for Administrative Services will remain in Claver House.

## **SECTION 2. Preferred Means of Reporting Fires and Emergencies**

In the event of any fire or other emergency, a report shall be made immediately by **calling 911 and 610-660-1111 (or 1111 from an on-campus telephone)**. This report shall include the type and location of the emergency. Once the emergency has been reported, the person receiving the report shall set into motion the emergency action plan to deal with the particular 911 emergency. The presence of smoke or a visible fire provides sufficient cause to evacuate a building. For other emergencies the decision whether to or not to evacuate the facility or a specific area of the campus will be made by the Incident Commander or such persons as he/she designates.

When an emergency requires the assistance of an outside agency, the Incident Commander or his/her designee will call the needed outside emergency organization as the situation dictates. The caller shall identify him/herself as a representative of the Public Safety Department at Saint Joseph's University and provide all relevant information regarding the emergency. This person shall also advise the outside emergency organization that a member of the Public Safety Department will be posted at the campus entrance closest to the emergency site to direct the emergency organization personnel to the emergency site.

## **SECTION 3. Emergency Fire Alarm System**

Most buildings on the campus are linked to a central fire alarm system which triggers an alarm in the Public Safety Department when activated. When an alarm is activated the Public Safety Dispatcher will immediately investigate and if necessary call 911 to report the alarm activation and dispatch an officer and the Facilities Services duty person to the location of the alarm. Upon verification of a fire or other emergency the duty dispatcher will re-notify the Philadelphia/Lower Merion Fire Department of the fire,(or emergency), the fire location and the campus entrance closest to the fire.

Notification by telephone to the Public Safety Department of a fire shall be treated as a confirmed fire.

If a Public Safety Officer on duty discovers smoke, the odor of fire or an actual fire, he/she will notify the Public Safety Dispatcher via two way radio or telephone. The dispatcher will notify the Philadelphia/Lower Merion Fire Department as required above.

In the event of the discovery of a fire on the common grounds, or in a non-alarmed building the person discovering the fire shall notify **911 and** the Public Safety Department at **610-660-1111 (or 1111 from an on campus telephone)**. The dispatcher will notify the Philadelphia/Lower Merion Fire Department and the Facilities Management duty person as required above.

Pending the arrival of the Philadelphia/Lower Merion Fire Department, Public Safety Department personnel shall undertake only those immediate and reasonable actions in which they have been trained to evacuate the building, contain, minimize or extinguish the fire. Any attempts to shut down energized equipment, if applicable, should be performed by personnel knowledgeable of and familiar with the energy source(s).

In the event of a failure of the audible local fire alarm system during an alarm condition, Public Safety Department personnel will attempt to make contact via telephone, or in person if practical and safe, with the occupants of the building(s) so affected to advise them of the alarm condition or emergency.

#### **Section 4. Communications During Emergency Operations**

During an emergency it may be necessary to evacuate, or partially evacuate, the University campus. Also, normal services, such as electricity, water and telephones may be nonexistent. Under these conditions, it is desirable to have an alternate location that can serve as a focal point for communication among emergency responders and through which incoming and outgoing calls can be routed.

If the nature of an emergency so dictates, the Incident Commander, or his/her designee, shall establish a Command Center from which he/she will supervise and coordinate communications, evacuation orders, notifications, search and rescue activities and traffic control. The Incident Commander has the full responsibility for directing the activities of emergency operations until the emergency is under control or an outside emergency agency assumes control.

A Command Center for all emergencies shall be located close enough to the emergency to permit effective management, yet far enough from the emergency to assure the safety of all persons involved in staffing the Command Center.

Communications with the emergency responders will be maintained by telephone, 2- way radio, where available, or designated messenger. Calls relating to the emergency will be routed to the Public Safety Department at **610-660-1111**.

No information concerning the nature of the emergency will be provided to anyone other than University officials or responding outside emergency agencies. Any media contact will be made by the Director of University Communications.

## **Section 5. Emergency Evacuation Procedures**

Fire is only one of the possible emergency conditions which could require the evacuation of a building. Chemical spills, the release of toxic or corrosive gases, civil unrest or a bomb threat are all emergencies that could create an immediate need to evacuate a building or area.

Where possible, after reviewing the situation with the cognizant senior official, the Incident Commander or his/her designee will make the determination if evacuation is necessary. If a building (or buildings) must be evacuated, the building fire alarm shall be used as the signal to evacuate. When the alarm sounds, all occupants must promptly vacate the building. The occupants shall calmly evacuate the building following the exit signs. Do not use elevators. If time permits, the occupants should turn off all machinery, equipment and lights and close doors.

Individuals who use a wheel chair or are otherwise unable to descend stairs should proceed immediately to the nearest exit if they are on the ground floor, or to the nearest set of fire stairs. If unable to descend the stairs, persons with a disability should wait calmly on a fire stair landing, preferably with an able-bodied evacuee. Another able-bodied evacuee must be advised to immediately notify emergency personnel of the exact location of the handicapped individual and his/her companion.

After evacuating the building all evacuees must report to an assembly designated by the Public Safety Department. Such assembly areas shall be located at least 100 yards from the emergency and in a location that will not interfere with emergency response personnel. To the extent possible, faculty members and supervisors shall account for students or staff under their charge and report any individual known or presumed to be missing to the Public Safety Department shift supervisor, or the Command Center, if one has been established.

Re-entry into an evacuated building or area is prohibited until permission is granted by the Public Safety Department.

## **Section 6. Hazardous Material Spills and Leaks**

This Emergency Preparedness and Contingency Plan shall be placed into operation in the event of a chemical fire, incompatible materials reaction, explosion, leak, spill or other release including toxic vapors and radiation which could threaten human health and/or the environment.

In the event of a hazardous material spill or leak the person who observes the incident must notify the Public Safety Department at **610-660-1111** (or **1111** from an on campus telephone). The person making this notification should, if possible, provide the following information:

1. The exact location of the spill or leak.
2. The identification of the chemical.
3. The hazard status of the chemical (i.e., hazardous, extremely hazardous, corrosive, toxic, etc.)
4. Estimated quantity of the material spilled or leaked.
5. Time the spill or leak occurred or was discovered.
6. The number of people, if any, who have been exposed to the chemical.

## 7. Status of the people who have been exposed to the chemical.

Upon notification of a spill or leak, the Public Safety Department will dispatch personnel to the scene and notify 911 of the reported emergency. If safe to do so the dispatched personnel will investigate and provide follow up reports, secure the area and render assistance. The Incident Commander or his/her designee shall make a determination if evacuation of the building or area is necessary. The expertise of the governing body having jurisdiction or other knowledgeable personnel will assist in a review of the applicable Material Safety Data Sheet and/or observation shall be used as aides in making this determination.

Only employees who have received special training may respond to spills of chemicals or hazardous materials. If it has been reported that a chemical spill, a spill of a hazardous material, or an oil spill has occurred, the Incident Commander or his/her designee shall implement the appropriate spill remediation process listed in the Saint Joseph's Emergency Response Procedure. In the event of an oil spill, the information contained within the Spill Prevention Control and Countermeasure Plan (SPCC) must be followed.

If it is determined that a spill or leak has the potential to cause fire or explosion, or could threaten human health or the environment, the Incident Commander, or designee, will immediately notify The Philadelphia/Lower Merion Fire Department, the Director of Health Safety and Environmental Compliance and the waste disposal company listed in Appendix E. If the spilled material is flammable, turn off ignition and heat sources, avoid generating sparks, extinguish smoking materials, and do not turn light switches on or off.

Following a hazardous material or chemical spill and the subsequent remediation, that did not require an emergency response, the Director of Health Safety and Environmental compliance, the expertise of the governing body having jurisdiction or other knowledgeable personnel, shall assure that the required regulatory agencies are notified including the Philadelphia/Lower Merion Fire Township Emergency Coordinator.

### **Section 7. Reaction to Civil Unrest**

In the event of civil unrest, the primary goal of the University is to provide for the safety of students and employees, protect University property, when and where practical, and to disperse persons involved in the civil unrest.

At the first indication that an assembly or demonstration is in progress, the person making this observation shall notify the Public Safety Department at **610-660-1111** (or **1111** from an on-campus telephone). The Public Safety Department shall conduct an inquiry to determine the cause of the disturbance and/or the identity of the parties involved.

After conducting the above cursory inquiry, the Public Safety Department shall notify the appropriate University Vice President with jurisdiction of the situation and provide to him/her all available information relevant to the situation. The cognizant Vice President, in consultation with the General Counsel's Office, will determine from the information provided if the assembly or demonstration is within the University's regulations (see Appendix B).

In the event of an incident during which the Vice President with jurisdiction is inaccessible, the Incident Commander or his/her designee shall take such actions as are reasonable and prudent to preserve order.

The Philadelphia/Lower Merion Police Departments shall, at a minimum, be provided with an advisory notice of the situation.

All requests for information or other inquiries from the media or public regarding the situation will be directed to the Director for University Communications at **610-660-1532** or by fax at **610-660-1992**.

### **Section 8. Reaction to Bomb Threats**

In the event of a telephoned bomb threat, notify the Public Safety Department of the threat at **610-660-1111** (or **1111** from an on-campus telephone). The attached checklist must be filled out as completely as possible. The information requested could be of great help to the police authorities in their investigation as well as determining the validity of the call.

When notified of a bomb threat, the Public Safety Department will immediately notify the Philadelphia/Lower Merion Fire Police Department and the Incident Commander or his/her designee. The Incident Commander (or his/her designee) will advise the Senior Administrator of the affected building or area referenced in the telephoned bomb threat. When possible and practical, the Incident Commander and the affected Senior Administrator will jointly make the determination as to whether an evacuation is warranted. The procedures in Section IV and V shall be utilized for evacuation and communication. If time permits, Facilities Management personnel shall shut off the natural gas main valve, the fuel oil main valve and the electricity not required for emergency equipment. Water is to remain on.

If it has been determined that an evacuation is warranted, all students, faculty and staff located in the affected building(s) shall be evacuated to a building not affected that is at least 100 yards from the building receiving the threat. If the Philadelphia/Lower Merion Fire Police Department determines that sufficient time remains before the bomb is to explode, an area search should be made. The Public Safety Department and Facilities Management shall assist the police as they can provide access to locked areas and identify objects foreign to the area. If an object suspected to be a bomb is found, **do not touch the object**. Leave it for the experts. Open all doors and windows in the area to minimize primary damage from a blast and secondary damage from fragments.

**Review Bomb Threat Checklist.**

### Bomb Threat Site Specific Checklist

Report by Person Receiving Call:

Exact words of the Caller/Threat:

If possible, ask the caller the following questions:

1. Where is the bomb (building, location)?
2. What time is it set to go off?
3. What kind of bomb is it? What does it look like?
4. Who set the bomb? Why was the bomb set?
5. Where are you calling from?
6. What is your name?
7. How old are you?

Evaluate the voice of the caller and check the applicable spaces:

Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Teen \_\_\_\_\_ Elem. Age Child \_\_\_\_\_ Old \_\_\_\_\_

Accent \_\_\_\_\_ Speech Impediment \_\_\_\_\_ Intoxicated \_\_\_\_\_ Slow \_\_\_\_\_ Rapid \_\_\_\_\_

Normal \_\_\_\_\_ Excited \_\_\_\_\_ Loud \_\_\_\_\_ Disguised \_\_\_\_\_ Broken \_\_\_\_\_ Sincere \_\_\_\_\_

Voice is familiar? \_\_\_\_\_ (If so, sounds like: \_\_\_\_\_)

Background noise (check the applicable spaces):

Music \_\_\_\_\_ (Type: \_\_\_\_\_) Conversation \_\_\_\_\_ Typing \_\_\_\_\_

Babies or children \_\_\_\_\_ Airplane \_\_\_\_\_ Cars or trucks \_\_\_\_\_ Machine noise \_\_\_\_\_ Other \_\_\_\_\_

Time caller hung up \_\_\_\_\_ a.m./p.m. Remarks:

## **Section 9. Reaction to Active Shooting**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

### **Guidance to faculty, staff, and students**

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the all clear. Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer. If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below. If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

### **What to expect from responding police officers**

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers from either the Philadelphia or Lower Merion police departments will be either in uniform or in plainclothes. Their secondary responsibility is to verify and evaluate the incident. If

shots are still being fired, they will proceed to the shooter. If not, they will need as much information as possible so that responding highly trained SWAT officers are aware of the situation. Throughout any emergency, try to remain calm, do as the officers tell you and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know who the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that once you have escaped to a safe location, the entire area is still a crime scene; police will not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point school authorities designate.

[http://www.loyno.edu/police/crime\\_prevention/active\\_shooter.html](http://www.loyno.edu/police/crime_prevention/active_shooter.html)

## **Section 10. Reaction to Severe Work Accidents**

When a work-related accident occurs that results in a severe injury to one or more employees, do not move the injured employee(s) unless it is absolutely necessary to protect them from further injury. Shut down any machine or equipment in the area that could present a hazard to the injured employee(s) or potential rescue personnel. Where possible, and reasonable under the circumstances, persons possessing the necessary training should administer first aid to the injured person pending the arrival of emergency personnel at the scene.

Notify **911** and the Public Safety Department at **610-660-1111** (or **1111** from an on-campus telephone) of the accident and provide the specific location of the accident and the nature of the injury. The Public Safety shift supervisor will make the required contacts. The Public Safety Department will notify the Vice President for Administrative Services, the General Counsel and the Director of Facilities Management and advise them of the incident, the condition of the injured employee(s) and provide as many details of the incident as are available at the time.

After the injured employee(s) has been transported to the nearest hospital, assist the Public Safety Department, as needed, in securing the area. Take photographs if possible, or make sketches of the location of any machines or equipment involved in the accident as well as the location of the injured employee(s) when discovered. Question everyone who was a witness and obtain the names of anyone who has any information concerning the accident.

All records related to the incident should be factual and should not attempt to fix blame. No admission of liability should be made by anyone until all the facts have been collected and reviewed. Written records should never speculate relative to facts that have not been confirmed. During the investigation, do not allow anyone other than authorized University personnel or appropriately identified Philadelphia/Lower Merion Township investigators in the area of the incident unless permission has been granted by the General Counsel's Office. The General Counsel's Office should be consulted as to the appropriate handling of investigative reports and the protection of evidence gathered.

If a work-related accident involves any type of equipment, machinery, mechanical device or tool, the item must be removed from service and stored in a secure location under the direction and control of the Director of Facilities Management. The item must not be adjusted, altered, repaired or modified in any way prior to an inspection by an authorized representative of the University. The Director of Facilities Management shall ensure that the purchasing, maintenance, inspection and reconditioning records of such relevant equipment is located and preserved. Regular reporting procedures for work-related injuries should be followed in accordance with the University's Workers Compensation procedures and reports are to be submitted to Human Resources as soon as incident is documented.

If a work-related accident results in a fatal injury or the hospitalization of three or more employees for the same incident, the Occupational Safety and Health Administration must be notified within eight hours of the incident. This notification is the responsibility of the General Counsel. In his/her absence the Vice President for Administrative Services or the Director of Environmental Health and Safety shall ensure that this notification is made.

## **Section 11. Reaction to Injuries or Medical Emergencies**

### **A. Student**

In the event of an injury or medical emergency involving a Saint Joseph's University student, the Public Safety Department should be notified immediately at **610-660-1111** (or **1111** from an on-campus telephone) and **911** if warranted. Provide a brief description of the injury or medical emergency and the location of the student involved. Where possible, and reasonable under the circumstances, persons possessing the necessary training should administer first aid to the injured student pending the arrival of emergency personnel at the scene. The Public Safety Department shall file an incident report documenting the incident. A copy of this incident report shall be sent to the Vice President for Student Life and to the person responsible for the location in which the student was injured.

### **B. General Public**

In the event of an injury or medical emergency to someone other than a University student or staff member, the Public Safety Department should be notified at **610-660-1111** (or **1111** from an on-campus telephone), and **911** if warranted, provide the particulars of the incident, a brief description of the situation and the location of the person involved. If necessary, the Public Safety Department will make arrangements for the transportation of the person to the nearest hospital. Where possible, and reasonable under the circumstances, persons possessing the necessary training should administer first aid to the person involved pending the arrival of emergency personnel at the scene. The Public Safety Department shall file an incident report documenting the incident. A copy of this report should be forwarded to the office of the Vice President for Administrative Services and the Office of the General Counsel.

### **C. University Employees**

In the event of an injury to a University employee, no matter how insignificant, an investigation must be conducted and an accident report filed. The accident report should be distributed utilizing normal means. Normally, it is the responsibility of the immediate supervisor of the injured party to conduct the investigation; however, a staff member of the department in which the injury occurred should assist in this investigation. A copy of this report should be forwarded to the office of the Vice President for Administrative Services and the Office of the General Counsel.

In the event of a medical emergency, the cognizant staff member shall assess the situation and determine if the involvement of Public Safety is required. If so, the Public Safety Department should be notified at **610-660-1111** (or **1111** from an on-campus telephone) and provided with a brief description of the emergency and the location of the employee involved. The Public Safety Department will make the determination if medical care is required and arrange for transportation if necessary. Where possible and reasonable under the circumstances, persons possessing the necessary training should administer first aid to the party involved pending the arrival of emergency personnel at the scene.

## **Section 12. Reaction to Severe Weather Conditions**

If the National Weather Bureau is predicting flood, hurricane, tornadoes, or a severe winter storm, the Director of Facilities Management will maintain a check on weather conditions by the best means available. The suggestions made below provide responses for the reasonably anticipated effects of the emergency. These are not all inclusive and each situation will warrant individual response. It is impossible to state exactly what will need to be done at each area to give optimum protection since each situation will be different. In most situations, common sense will play a large part. Remember to utilize the state and township's emergency response organizations as a resource.

### **\* Floods**

When flash floods are predicted, the Director of Facilities Management will closely observe and monitor local radio stations for updates on changing conditions. If the water level raises high enough to warrant the evacuation of a building or area, the Director of Facilities Management will issue the order to evacuate. The facility emergency procedures will be followed (see Section 5). If equipment or vehicles need to be moved to higher locations or to other facility locations, action should be taken as soon as possible. Delay can cause loss of valuable property.

### **\* Hurricanes**

The Director of Facilities Management will stay abreast of changing weather conditions as in flood conditions and, if necessary for the safety of students and employees, will evacuate the facility using the facility emergency procedures (see Section 5). Hurricanes can produce heavy rains and strong winds. Follow guidelines for floods and be prepared to handle damaged property from winds and fallen trees, power lines, etc.

### **\* Tornadoes**

If a tornado warning is in effect for this location, the Director of Facilities Management will stay abreast of changing weather conditions (Warning means a tornado has been sighted and describes areas that might be affected). If a tornado is sighted in the vicinity of the facility all personnel should be moved to an interior hallway or area or the lowest floor below ground level if possible. Stay away from windows, glass walls, or doors. Do not evacuate any personnel to the outside of the building. They are safer inside the building.

### **\* Earthquakes**

The Director of Facilities Management and Public Safety Director will jointly assess any damage to the facility and prioritize the needed response. As with other emergencies, the state and township emergency organizations should be utilized, as needed.

\* Severe Winter Storms

The Vice President for Administrative Services, in consultation with the Provost, will determine when to close the University by monitoring weather conditions by radio and personal observation. This information is communicated to students, staff and the general public via KYW Radio (1060AM). (See Identification numbers below.) Additionally, students and staff can obtain information relative to the severe weather status of the University by dialing **610-660-3333**, or from their individual voice mail number. **Do not call the Public Safety Department regarding the open/closed status of the University as it ties up telephone lines.** In the event a severe winter storm occurs during normal business hours of the University, Director of Facilities Management will arrange for students and staff to be dismissed before the normal close of business when warranted. The facility and equipment will be readied for severe temperature drops and possible power outages. As in hurricanes, the potential for fallen trees from strong winds is possible. During a severe winter storm, heavy snow accumulations may exist, and roofs may be damaged which could result in water damage inside the buildings.

**Identification Numbers for University Programs**

**216** College of Arts and Sciences, the College of Business and Administration, and Administrative offices

**2104** University College and graduate courses

**CBS3** Name of School will be scrolled across the bottom of the television screen.

## **Appendix A**

### **Saint Joseph's University Regulations For Assemblies And Demonstrations**

#### **Basic Principles**

Essential to the survival of a free society are a sincere, mutual respect for the rights of all members, and acceptance of the responsibilities and obligations associated with these rights, and a mutual agreement to function within the framework of rules designed to ensure orderly function.

Saint Joseph's University appreciates the fact that the academic community is deeply concerned with many current issues, and this concern may occasion inquiry and debate as well as expression of views in a variety of ways, including demonstrations. In fact, Saint Joseph's officially recognizes the right and even the responsibility, at times, of the University community to express their collective or individual voices for or against a given issue. The fundamental rights of freedom of inquiry, speech, and lawful assembly both ensure and limit this right to demonstrate. Saint Joseph's, to be true to its university status, must foster investigation, concern, and the essential elements which make academic freedom a viable reality.

## Appendix B

### Fire Drill Reporting Locations

Building to be Evacuated	Outdoor Gathering Location	Indoor Gathering Location #1	Indoor Gathering Location If #1 is evacuated. #2
Area 1	Finnesey Field	Hagan Arena	Mandeville
Area 2	Claver Lawn	McShain	Campion
Area 3	Gest Lawn	Chapel	Campion
Area 4	Sullivan Garage Lot	Sullivan	Hogan
Area 5	Mandeville Lot	Mandeville	Barbelin/Lonergan
Area 6	Merion Gardens Lot	Merion Gardens	Wynnewood
Area 7	Moore Hall Lot	Moore Hall	Ashwood
Boathouse	Boathouse Lot		
Area 8	Quinn Hall Lot	Upper Sports Complex	Campus Commons
Area 9	Merion Hall Lot	Upper Sports Complex	Campus Commons
Area 10	Fine Arts East Lot	Upper Sports Complex	Campus Commons
Area 11	Gabriel Hall Lot	Upper Sports Complex	Campus Commons

[Link to Maps](#)

## Appendix C

### How to find the MSDS site online Public Safety Central Repository

#### ACCESSING MSDS'S AT SJU

The following procedure will allow access to any Material Safety Data Sheet (MSDS), either from the SJU library or on-line. You will also be able to add MSDS's not included in the SJU library into a database for easy reference. A hard copy should be retained by the department as an alternate for employee use. You may want to save these instructions before proceeding:

1) Click on the Health, Safety and Environmental Compliance link:

<https://www.sju.edu/resources/hse/msds/index.html>

2) When prompted, enter your SJU username and password. You will then be allowed to access the site.

3) Enter Chemical name at **product name** and **manufacturer** (if known) in the top section. Select **search**. Chemicals in the SJU MSDS library will be displayed. If the MSDS you are seeking is not one shown in the SJU library, enter the product name and manufacturer (if known) in the **Search MSDS on line** section and select search.

4) If there are no matches with the SJU MSDS library and your product description, a message will be displayed with the option to display all matching MSDS's on line (item #2). Select **click here** on item #2; this displays all MSDS's on line meeting the product description.

5) Access required MSDS from SJU or on-line inventory by selecting adjacent MSDS icon. MSDS will appear. View and print as required.

6) **To add MSDS's to SJU library:**

\* Go to previous screen and check the box under “select” adjacent to MSDS you wish to add to SJU library

\* Click “add to e-binder” box above select

\* Fill in the information requested on the next screen. Select **Location** which best describes your department

\*The MSDS will be added by the administrator to the SJU library.

For a full users guide on the MSDSonline system, select: **MSDS online**

## **Appendix D**

### **Chemical Emergency Response Plan**

#### **15.0 CHEMICAL EMERGENCY RESPONSE PLAN**

The purpose of a chemical emergency response plan is to identify areas where there is a potential for a chemical spill or explosive reaction that may cause injuries, illnesses, property damage or a significant contamination of the environment. The department's emergency response plan must meet the criteria listed below. (From the SJU Chemical Hygiene Plan.)

#### **15.1 REQUIREMENTS**

- \* Identify all areas which have the potential for a spill.
- \* Inventory hazardous materials in area to include quantities.
- \* Identify principal hazards of materials e.g., corrosive, flammable, etc.
- \* State method of storage of materials in area.
- \* List spill prevention procedures.
- \* List contact person(s) in each area for emergencies.
- \* Identify drainage systems in area.
- \* List spill control equipment.

#### **15.2 SPILL AND RESPONSE EQUIPMENT**

- \* Personal protective equipment
- \* Absorbents
- \* Neutralizing agents
- \* Brooms
- \* Shovels
- \* Recovery containers

#### **15.3 EVACUATION PROCEDURES**

- \* Evacuate all personnel and visitors by establishing exit routes.
- \* Reroute outdoor traffic in escape route area.
- \* Establish designated assembly points.
- \* Check head count.
- \* Provide security for the area and arrange orderly re-entry.

#### **15.4 PLAN FOR MINOR CHEMICAL SPILL**

##### **1. A minor chemical spill is defined as follows:**

- \* Spill is contained within the area.
- \* The chemical has a low level of toxicity.
- \* The chemical does not generate toxic vapors.
- \* No threat of fire or explosion.

- \* No threat of discharge to drain/sewer.
- \* Exposures do not exceed short term exposure limits.
- \* No threat to the community.

## **2. Response to a minor chemical spill**

- \* Obtain the MSDS and assess the scope of the hazard.
- \* Notify employee and others in the immediate area on the spill and evacuate if necessary.
- \* Verify identity of material.
- \* Secure appropriate equipment and supplies to contain spill.
- \* Use protective equipment and clean up spill.
- \* Transfer spilled material to a proper disposal container and label for waste disposal.
- \* Decontaminate spill area.
- \* Store and dispose of spilled material as waste.
- \* Review incident for prevention in the future.

## **15.6 PLAN FOR A MAJOR CHEMICAL SPILL**

### **1. A major chemical spill may be defined by any one of the following:**

- \* Spill affects several areas.
- \* Material has moderate to high toxicity or is flammable.
- \* Material has a potential for causing exposures exceeding short term exposure limit.
- \* Threat of discharge to drain/sewer.
- \* Potential threat to community.

### **2. Response to a major chemical spill:**

- \* Assess hazard - identify volume of spilled material.
- \* Obtain MSDS.
- \* Contact area supervisor.
- \* Evacuate area.
- \* In case of injury, get medical help.
- \* Contact Public Safety at the emergency response telephone number  
**610-660-1111** (or **1111** from a campus telephone), **911** and the General Counsel's Office.
- \* Determine if the spill can be handled with available equipment and resources:

If YES - Verify identity of material and clean up.

If NO - Immediately summon off-site assistance and initiate full scale evacuation.

### **After spill is under control:**

- \* Decontaminate area before re-entry.
- \* Label, store and dispose of waste.
- \* Restore spill supplies.
- \* Prepare a written incident report.
- \* Review execution of emergency response.
- \* Review for prevention in the future.

## **Appendix E**

### **Emergency Spill Contact Information Sheet**

#### **Primary**

John Longo  
Chemical Hygiene Officer  
Office: 610-660-1789

Howard Heim  
Environmental Compliance Officer  
Office: 610-660-3037

#### **Secondary**

John Henfey  
Director of Public Safety  
Office: 610-660-1164

Kevin Kane  
Director of Facilities Management  
Office: 610-660-3025

Alex Oleykowski  
Associate Director of Facilities Management  
Facilities Management  
Office: 610-660-3020

Beverly Owsik  
Assistant to the Vice President  
Administrative Services  
Office: 610-660-1051

Public Safety  
Dispatcher 610-660-1111

## **Appendix F**

### SPILL CLEANUP

1. Evacuate personnel from immediate area.
2. Identify spilled chemical
3. Notify the designated Spill Response Team.
4. Barricade spill area and notify others in surrounding areas.
5. Extinguish all sources of ignition and contact Fire Department if chemical is flammable. Avoid operating electrical equipment, leave all electrical switches, including light switches, as found.
6. Ventilate spill area.
7. Wear appropriate respiratory protection, protective clothing, chemical-splash shield, goggles and gloves.
8. Place sorbents in desired position to absorb, divert or contain the spill as needed.
9. Once the spill is diked to control its spread, additional sorbents can be used to finish cleanup. For neutralizing, see instructions on neutralizer bottle.
10. Document spill cleanup activities, identify cause and determine remedial action.

**WARNING:** Disposal of all spill cleanup materials that are either saturated or contaminated with hazardous materials is governed by code.

# **CRISIS MANAGEMENT PLAN SAINT JOSEPH'S UNIVERSITY**

## **In Any Emergency, Call Police @911 and Security @610-660-1111**

- All emergencies should first be reported to the Police @ 911 and to the Security Operations Desk @ 610-660-1111, or by picking up auto-dial red phones, or pushing help buttons.
- Upon receipt of the call, the Operations Room Security Officer will arrange for the appropriate assistance according to the procedures outlined in the manual. Please become familiar with these procedures so that in an emergency you will know how to proceed and be aware of the steps others will be taking to provide assistance.
- Administrative Services will declare nature of emergency condition.
- It should be noted that in any disaster, municipal, state or federal emergency services control the incident scene. SJU officials only assist when needed.

**PURPOSE:** To identify and communicate response and recovery procedures in the case of an emergency / disaster. This plan will establish a command post and alternative emergency locations for employee and students; identify key personnel to handle such an emergency and establish the right type of internal and external communication to keep the situation in control. This plan will be coordinated with key internal and external response teams and administration. The plan must be communicated to the SJU community for their awareness when necessary to relocate personnel to other sites. Evacuation locations are posted in each building and on the web at <http://www.sju.edu/emergency/>.

### **EMERGENCY CONDITIONS:**

In order to provide warnings and a comprehensive means to disseminate information, Emergency situations will be assigned a condition by color. "Emergency Conditions" increase as the risk of the threat increases; response would be as follows:

- |  |   |
|--|---|
| <b><u>BLUE</u></b> (Level 1 -low/guarded): | Protective measures.<br>Essential personnel will be called in as needed.  |
| <b><u>YELLOW</u></b> (Level 2 -elevated):  | Implement Emergency Response Plans.<br>Personnel will remain present on campus until relieved by Management and/or call in all essential personnel. |
| <b><u>RED</u></b> (Level 3 - high/severe): | Implement Crisis Management Plan.<br>Immediate response to call in and/or personnel will remain present on campus until relieved by Management.     |

**CRISIS MANAGEMENT / EMERGENCY RESPONSE PLAN PROCEDURES**  
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**SAINT JOSEPH'S UNIVERSITY  
EMERGENCY SERVICE PHONE NUMBERS**

➤	<b>Addiction Hotline</b>	<b>610-645-3610</b>
➤	<b>AIDS Hotline</b>	<b>800-342-2437</b>
➤	<b>Chemical Hygiene Officer</b>	<b>610-660-1784</b>
➤	<b>Counseling &amp; Personal Development Center</b>	<b>610-660-1090</b>
➤	<b>Facilities Management Department</b>	<b>610-660-3000</b>
➤	<b>Fire or Medical Emergencies</b>	<b>911</b>
➤	<b>Lower Merion Fire Department</b>	<b>610-649-4200</b>
➤	<b>Lower Merion Police Department</b>	<b>610-649-1000</b>
➤	<b>Philadelphia Fire Department</b>	<b>215-922-6000</b>
➤	<b>Philadelphia Police (19<sup>th</sup> District)</b>	<b>215-686-3190, 91, 92</b>
➤	<b>Poison Control</b>	<b>215-386-2100</b>
➤	<b>Public Safety and Security Office</b>	<b>610-660-1111</b>
➤	<b>SJU Rape Response Team Beeper</b>	<b>215-213-4700</b>
➤	<b>Student Health Services on Campus</b>	<b>610-660-1175</b>
➤	<b>Suicide &amp; Crisis Intervention</b>	<b>215-686-4420</b>
➤	<b>University Communications</b>	<b>610-660-1221</b>
➤	<b>Women Against Abuse</b>	<b>215-386-7777</b>
➤	<b>Women Organized Against Rape</b>	<b>215-985-3333</b>

**Critical Incident Response Team (C.I.R.T.) 2009-2010  
(CHAIR) Mary-Elaine Perry**

**DEPARTMENT/NAME**

**HAUB SCHOOL OF BUSINESS**

**ACADEMIC AFFAIRS**

Patrick O'Brien

Paul DeVito

**HUMAN RESOURCE**

Sharon Eisenmann

**ATHLETICS**

Don DiJulia

Allen Pendleton

Corey Shannon

**INSTITUTIONAL DIVERSITY**

Valerie Dudley

**AUXILIARY SERVICES**

Joe Browne

**MULTICULTURAL LIFE**

Shoshanna Edwards

**CAMPUS MINISTRY**

Tom Sheibley

Helen Stewart

**RESIDENCE LIFE**

City Ave

Associate Director

Merion Campus

Merion Gardens

Associate Director

Director

Overbrook

Central

Coordinator

**NAME**

Jason Bartlett

Marci Berney

Eddie Carreon

Courtney

Dombroski

Chris Heasley

John Jeffery

Sarah Jones

Shondrika Merritt

Jessica Moran

**CENTER FOR INTERNATIONAL PROGRAMS**

Tom Kesaris

**COLLEGE OF ARTS & SCIENCES**

Mike McCann

**On Call**

**Residence Life**

**COMMUNICATIONS**

Harriet Goodheart

Joe Lunardi

Carolyn Steigleman

Kelly Welsh

**PUBLIC SAFETY**

John Henfey

Ernest Hospedale

**STUDENT BODY PRESIDENT**

Elise Baker

**COUNSELING**

Greg Nicholls

Beverly Cutler

Ernie Hermosisima

**STUDENT HEALTH**

Laura Hurst

**FACILITIES MANAGEMENT**

Kevin Kane

**STUDENT LIFE**

Cary Anderson

Mary-Elaine Perry

**GENERAL COUNSEL**

Marianne Schimelfenig

**UNIVERSITY COLLEGE**

Judith Gallagher

## **EMERGENCY TEAM**

### **KEY PERSONNEL:**

### **Each area has its own procedure.**

Vice President For Administrative Services –

Decision maker and liaison with President and Cabinet Officials.

Vice Presidents and Cabinet Members –

Responds to needs of the President, VP for Administrative Services and other Cabinet Officials.

Director of Public Safety -

Relays on-site occurrences to VP of Administrative Services.

Assistant Director of Public Safety –

Document incident and maintain incident chronology log.

Director, Facilities Management –

Associate Directors

Assistant Directors

Coordinates facility requests  
Responds to internal campus needs  
Responds to external campus needs

Director of Auxiliary Services /

Manager, Special Events –

Supplies necessary bedding, set-up lounges, etc. Log and store any displaced personal belongings.

Director, University Communications –

Responsible for any media releases. Liaison with media.

Assistant Vice President, Student Development –  
Critical Incident Response Team

Responsible for necessary temporary housing and communication with parents and family members. Coordinates communication and services for students.

Assistant Vice President for Info Technology -

Responsible for IT needs.

Director of Health and Safety

Chemical Hygiene Officer –

Relay environmental exposure information to University officials for decision on municipalities.

Director, Purchasing -

Responds to purchasing needs.

## NATURAL DISASTERS

Flood – Snow – Lightning – Tornadoes – Hurricanes – Earthquakes

**Call Notifications: 911 and Director of Public Safety and Security**  
**VP for Administrative Services**  
**FM and RL on duty personnel**

**Kevin Robinson** Vice President for Administrative Services – **610-660-1357**

Notification of President and Cabinet Officials

**John Henfey** Director of Public Safety – **610-660-1164**

Notification of Vice President for Administrative Services  
Notification of Vice President for Student Affairs  
Assistant Director Public Safety - Operations

**Ernest Hospedale** Assistant Director Public Safety - Operations **610-660-1110**

Document incident and maintain incident chronology log.

Director, Facilities Management – **610 660 3025** Coordinates facility requests.

Assistant Director, Facilities Management **610 660 3003** Responds to internal campus needs.

Associate Director, Facilities Management **610 660 3005** Respond to external campus needs.

Director, Auxiliary Services – **610 660 1052** Supplies necessary food, etc.

Manager, Special Events – **610 660 1053** Supplies necessary bedding, set-up lounges, etc. Log and store any displaced personal belongings.

Director of Health and Safety **610 660 3037** Responsible for health and safety issues and ensuring corrective actions are taken as specified.

Director, University Communications – **610 660 1221** Responsible for any media releases. Liaison with media.

Assistant Vice President, Student Development – **610 660 1145** Chair, Critical Incident Response Team. Responsible for coordinating communication and services for students, communication with parents and family members.

Assistant Vice President for Info Technology -  
**610 660 1528**

Responsible for IT needs.

Chemical Hygiene Officer –  
**610 660 1784**

Relay environmental exposure  
Information to municipal and  
University officials.

Director, Purchasing -  
**610-660-1276**

Responds to purchasing needs

## LOCAL SCHOOL DISASTER

### Fire – Explosions – Chemical Spills – Vehicular Accidents – Bomb Scare

**Call Notifications:** **Director of Public Safety and Security**  
**VP for Administrative Services**  
**FM and RL on duty personnel**

**Kevin Robinson** Vice President for Administrative Services – **610-660-1357**  
  
Notification of President and Cabinet Officials

**John Henfey** Director of Public Safety– **610-660-1164**  
  
Notification of Vice President for Administrative Services  
Notification of Vice President for Student Affairs  
Assistant Director Public Safety - Operations

**Ernest Hospedale** Assistant Director Public Safety - Operations **610-660-1110**  
  
Document incident and maintain incident chronology log.

Director, Facilities Management – **610 660 3025** Coordinates facility requests.

Associate Director, Facilities Management – **610 660 3003** Responds to internal campus needs.

Assistant Director, Facilities Management **610 660 3005** Respond to external campus needs.

Assistant Vice President, Student Development – **610 660 1145** Chair, Critical Incident Response Team.  
Responsible for coordinating communication and services for students, communication with parents and family members.

Assistant Vice President for Info Technology - **610 660 1528** Responsible for IT needs.

Chemical Hygiene Officer – **610 660 1784** Relay environmental exposure Information to municipal and University officials.



## **CIVIL UNREST**

**Peaceful Demonstrations – Obstructions – Violence – Damage - Theft**

**Call Notifications: Director of Public Safety and Security  
VP for Administrative Services  
Philadelphia or Lower Merion Police Department (as required)**

**Kevin Robinson** Vice President for Administrative Services – **610-660-1357**

Notification of President and Cabinet Officials

**John Henfey** Director of Public Safety – **610-660-1164**

Notification of Vice President for Administrative Services  
Notification of Vice President for Student Affairs  
Assistant Director Public Safety - Operations

### **VIOLENCE / DAMAGE**

Director, Facilities Management – Coordinates facility requests.  
**610 660 3025**

Associate Director, Facilities Management – Responds to internal campus needs.  
**610 660 3005**

Assistant Director, Facilities Management Respond to external campus needs.  
**610 660 3005**

### **PEACEFUL DEMONSTRATION**

Director, University Communications – Responsible for any media releases.  
**610 660 1221** Liaison with media.

Assistant Vice President, Student Development – Chair, Critical Incident Response Team.  
**610 660 1145** Responsible for coordinating communication and services for students, communication with parents and family members.

**TERRORISM**  
**Explosion - Biological**

**Call Notifications:** 911 and Director of Public Safety and Security  
VP for Administrative Services  
FM and RL on duty personnel  
Philadelphia or Lower Merion Police Department (as required)

**Kevin Robinson** Vice President for Administrative Services – **610-660-1357**  
  
Notification of President and Cabinet Officials

**John Henfey** Director of Public Safety – **610-660-1164**  
  
Notification of Vice President for Administrative Services  
Notification of Vice President for Student Affairs  
Assistant Director Public Safety

**Ernest Hospedale** Assistant Director Public Safety - Operations **610-660-1110**  
  
Document incident and maintain incident chronology log.

Director, Facilities Management – Coordinates facility requests.  
**610 660 3025**

Associate Director, Facilities Management – Responds to internal campus needs.  
**610 660 3005**

Assistant Director, Facilities Management Respond to external campus needs.  
**610 660 3003**

Director, University Communications – Responsible for any media releases.  
**610 660 1221** Liaison with media.

Assistant Vice President, Student Development – Chair, Critical Incident Response Team.  
**610 660 1145** Responsible for coordinating communication and services for students, communication with parents and family members.

Assistant Vice President for Info Technology - Responsible for IT needs.  
**610 660 1528**

Chemical Hygiene Officer – Relay environmental exposure  
**610 660 1784** Information to municipal and University officials.

**BOMB THREAT/SCARE  
(Not Official Incident)**

**Refer to Bomb Threat Procedure – Security Operations Directive #5**

**Call Notifications:**   **Director of Public Safety and Security**  
                                  **VP for Administrative Services**  
                                  **FM and RL on duty personnel**  
                                  **Philadelphia or Lower Merion Police Department (as required)**

**Kevin Robinson**       Vice President for Administrative Services – **610-660-1357**  
  
Notification of President and Cabinet Officials

**John Henfey**           Director of Public Safety–   **610-660-1164**  
  
Notification of Vice President for Administrative Services  
Notification of Vice President for Student Affairs  
Assistant Director Public Safety - Operations

**Ernest Hospedale**   Assistant Director Public Safety - Operations       **610-660-1110**  
  
Document incident and maintain incident chronology log.

Director, Facilities Management –                   Coordinates facility requests.  
**610 660 3025**

Associate Director, Facilities Management –       Responds to internal campus needs.  
**610 660 3005**

Assistant Director, Facilities Management       Respond to external campus needs.  
**610 660 3003**

Director, University Communications –           Responsible for any media releases.  
**610 660 1221**                                       Liaison with media.

Assistant Vice President, Student Development –   Chair, Critical Incident Response Team.  
**610 660 1145**                                       Responsible for coordinating communication  
and services for students, communication with  
parents and family members.

Assistant Vice President for Info Technology -   Responsible for IT needs.  
**610 660 1528**

Chemical Hygiene Officer –                       Relay environmental exposure  
**610 660 1784**                                       Information to municipal and  
University officials.

**Pandemic  
Influenza**

**More specific information can be found in the Influenza Pandemic Preparedness Plan & Guidelines – Part III of this plan**

**Call Notifications:** **911 and Director of Public Safety and Security**  
**VP for Administrative Services**  
**CIRT Team**  
**FM and RL on duty personnel**

**Kevin Robinson** Vice President for Administrative Services – **610-660-1357**

Notification of President and Cabinet Officials

**John Henfey** Director of Public Safety – **610-660-1164**

Notification of Vice President for Administrative Services  
Notification of Vice President for Student Affairs  
Assistant Director Public Safety - Operations

**Dr. Mary-Elaine Perry** Chair, Critical Incident Response Team – **610-660-1145**

**Ernest Hospedale** Assistant Director Public Safety - Operations **610-660-1110**

Document incident and maintain incident chronology log.

Director, Facilities Management – Coordinates facility requests.  
**610 660 3025**

Associate Director, Facilities Management Responds to internal campus needs.  
**610 660 3005**

Assistant Director, Facilities Management Respond to external campus needs.  
**610 660 3003**

Director, Auxiliary Services – Supplies necessary food, etc.  
**610 660 1052**

Manager, Special Events – Supplies necessary bedding, set-up  
**610 660 1039** lounges, etc. Log and store any  
displaced personal belongings.

Director of Health and Safety Responsible for health and safety

**610 660 3037**

issues and ensuring corrective actions are taken as specified.

Director, University Communications –  
**610 660 1221**

Responsible for any media releases.  
Liaison with media.

Assistant Vice President, Student Development –  
**610 660 1145**

Chair, Critical Incident Response Team.  
Responsible for coordinating communication and services for students, communication with parents and family members.

Assistant Vice President for Info Technology -  
**610 660 1528**

Responsible for IT needs.

Chemical Hygiene Officer –  
**610 660 3037**

Relay environmental exposure  
Information to municipal and  
University officials. Coordinate with VP for  
Administrative Services and DHS /  
Environmental Compliance.

Director, Purchasing -  
**610-660-1276**

Responds to purchasing needs

**ADMINISTRATIVE SERVICES  
CRISIS/DISASTER RESPONSE SYSTEM  
EMERGENCY ACTION PLAN – 29CFR 1910.38**

**COMMAND LOCATIONS**

<u>Vice President for Administrative Services</u>	-	(Claver House, Moore Hall) or designated location
<u>Vice Presidents and Cabinet Members</u>	-	(Regis Hall, Large Conference Room) or designated location
<u>Director of Public Safety</u>	-	(At Incident Scene)
<u>Assist. Director of Public Safety</u>	-	(Security Office – B/L 13)
<u>Director, Facilities Management</u>	-	(At Incident Scene)
<u>Associate Directors, Facilities Management</u>	-	(Moore Hall and at incident scene to dispatch Facility Personnel)
<u>Assist. VP, Information Technology</u>		Barbelin/Lonergan

**DUTIES AND RESPONSIBILITIES**

**Vice President for Administrative Services** – Claver House or Command Center Site.

Incident location command personnel will relay current and up-to-date information to this location. Command Center will coordinate communication with Cabinet level officials.

**Vice Presidents and Cabinet Members – Regis Hall or designated location**

VP for Administrative Services will relay current and up-to-date information to this location. Command Center will coordinate communication with Cabinet level officials. These persons will remain at Regis until all available resources and needs are evaluated or unless relieved by the President and the VP for Administrative Services.

### **Director of Public Safety – Incident Site as On-Site Coordinator/Incident Commander**

Declare an emergency condition exists. Establishes an on-site mobile incident center. Supervises on-site evacuation and establishes a safety zone until arrival of municipal, state or federal emergency services. Accurately relays information to both the Vice President for Administrative Services and the Assistant Director of Public Safety for incident documentation. This person will remain at the scene unless relieved by the Vice President for Administrative Services. Evaluate available resources and needs.

### **Assistant Director of Public Safety – B/L 13 as Assistant Site Coordinator.**

Will maintain an ongoing incident control log listing all information received from on-site or off-site personnel. Will maintain public safety by using barricades, caution tape, etc. Record any criminal situations and damage reports. Distribute emergency equipment as needed. i.e., flashlights, rubber gloves, masks, light. Dispatch officers as needed. Store and maintain emergency communications devices (i.e. walkie talkies) to be used by Emergency Response Teams.

### **Director, Facilities Management – On Site Support**

May declare that an emergency situation exists. Will inspect the incident site for damages. Take photographs or videotape all damage during and after event. Will immediately check utilities and determine immediate dangers and work to be done; include noted structural and non-structural damage and report findings to Remote Facilities Management Support location for detailed record keeping and ordering of necessary outside contractors. Will assist Security in evacuation if required. Will communicate with Remote Support personnel who will make contacts with necessary outside consultants, contractors, structural engineer, architect, or others for disaster inspection and post disaster inspection. Will set up an emergency sanitation system or procedure – be sure to avoid the use of water or toilets until after a check of lines for breakage. Monitor the use of emergency water supplies (including water from hot-water heaters) and equipment.

### **Associate Directors, Facilities Management – Headquarters, Moore Hall – Remote Support.**

Will document incident and make contacts with necessary outside consultants, contractors, structural engineer, architect, or others for disaster inspection and post disaster inspection. Will coordinate and document purchases and repair work. Contact the school's insurance company and keep good records including receipts. Contact a debris removal company. Conduct salvage operations. Take inventory of damaged property. Keep damaged property and goods on hand until the insurance adjuster assesses the damages. Assist with Post Incident remediation. Separate damaged from undamaged property. Make temporary repairs to protect undamaged property. Assess remaining hazards and maintain property security.

### **Assistant Vice President, Information Technology – Headquarters, Barbelin/Lonergan or McShain**

Will inspect computer technology equipment, report outages to command center. Information Technology support location will make necessary corrections/repairs to assure both telephone, Nextel and computer communication.

**Director for Auxiliary Services and Manager, Special Events** – General Support.

Communicate with Public Safety, Facilities Management and Residence Life and determine needs as prescribed by the incident. I.e., barricades, furniture, beds, clothing, blankets, etc.

**Director, University Communications – Claver or 215 City Avenue, Media Liaison.**

Director of Communications and his/her staff should accurately obtain information from the Vice President for Administrative Services, who will be informed of each occurrence as it unfolds.

**Assistant Vice President, Student Development – Student Support**

Immediately assist security in finding shelter for any displaced students, (i.e., cafeteria, Fieldhouse). Make initial contact with Red Cross and others for outside assistance. Contact parents and family members as needed. Coordinate Critical Incident Response Team and trained and experienced professionals when needed. Evaluate immediate short-term student needs.

Note: Residence Life should then follow their prescribed disaster procedures as maintained by the Residence Life office.

**Chemical Hygiene Officer – Hazmat Support – At Incident Site**

Coordinate with on-site commander and be guided by requests for information by fire and police personnel. Follow up on all Hazmat documentation including State and Federal Reporting requirements as necessary. Work with Assistant Director of Facilities #2 to have Hazmat supplies on hand and maintained. Should maintain a list of material suppliers with Director of Purchasing.

**Director Health, Safety and Environmental Compliance –At incident site**

Coordinate with Vice President for Administrative Services on incidents that may require regulatory reporting, including releases, within the time frame specified by applicable laws. Serve with the Vice President as the primary reporting contact with agencies such as the US EPA, OSHA and the Pennsylvania DEP. Coordinate activities with the Chemical Hygiene Officer.

**Director of Purchasing – Merion Place**

Liaison with vendors for immediate purchasing needs.