### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section/Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proclamation by SRU President Robert M. Smith</td>
<td>x</td>
</tr>
<tr>
<td>Proclamation by Pennsylvania Governor Edward G. Rendell</td>
<td>xi</td>
</tr>
<tr>
<td>Forward</td>
<td>xii</td>
</tr>
<tr>
<td>Promulgation</td>
<td>xiv</td>
</tr>
<tr>
<td>Declaration of Disaster Emergency</td>
<td>xv</td>
</tr>
<tr>
<td>Record of Change</td>
<td>xvi</td>
</tr>
<tr>
<td>Certification of Review</td>
<td>xvii</td>
</tr>
<tr>
<td>Distribution of EOP Copies</td>
<td>xviii</td>
</tr>
<tr>
<td>National Incident Management System</td>
<td>xx</td>
</tr>
<tr>
<td>Section 1: Basic Plan</td>
<td>1</td>
</tr>
<tr>
<td>1. Purpose</td>
<td>2</td>
</tr>
<tr>
<td>2. Scope</td>
<td>2</td>
</tr>
<tr>
<td>3. Implementation</td>
<td>2</td>
</tr>
<tr>
<td>4. Situation and Assumptions</td>
<td>3</td>
</tr>
<tr>
<td>5. Concept of Operations</td>
<td>5</td>
</tr>
<tr>
<td>Chain of Command Chart</td>
<td>7</td>
</tr>
<tr>
<td>6. University Notification System</td>
<td>8</td>
</tr>
<tr>
<td>7. Incident Management</td>
<td>11</td>
</tr>
<tr>
<td>SRU Emergency Command Structure Chart</td>
<td>12</td>
</tr>
<tr>
<td>8. Organization and Responsibilities</td>
<td>18</td>
</tr>
<tr>
<td>9. Administration and Logistics</td>
<td>26</td>
</tr>
<tr>
<td>10. Authority and References</td>
<td>29</td>
</tr>
<tr>
<td>11. Definition of Terms</td>
<td>30</td>
</tr>
<tr>
<td>12. Education, Training, Drills, and Exercises</td>
<td>30</td>
</tr>
<tr>
<td>13. Plan Requirements, Development, Maintenance, and Distribution</td>
<td>34</td>
</tr>
<tr>
<td>14. Acronyms and Abbreviations</td>
<td>35</td>
</tr>
<tr>
<td>Section 2: Emergency Support Functions</td>
<td>37</td>
</tr>
<tr>
<td>1. ESF#1 – Transportation</td>
<td>38</td>
</tr>
<tr>
<td>Introduction</td>
<td>38</td>
</tr>
<tr>
<td>Situation and Assumptions</td>
<td>38</td>
</tr>
<tr>
<td>Concept of Operations</td>
<td>39</td>
</tr>
<tr>
<td>ESF#2 – Communications</td>
<td>41</td>
</tr>
<tr>
<td>------------------------</td>
<td>----</td>
</tr>
<tr>
<td>Introduction</td>
<td>41</td>
</tr>
<tr>
<td>Situation and Assumptions</td>
<td>41</td>
</tr>
<tr>
<td>Concept of Operation</td>
<td>42</td>
</tr>
<tr>
<td>Organization and Responsibilities</td>
<td>42</td>
</tr>
<tr>
<td>Administration and Logistics</td>
<td>43</td>
</tr>
<tr>
<td>Authority and References</td>
<td>43</td>
</tr>
<tr>
<td>Definition of Terms</td>
<td>43</td>
</tr>
<tr>
<td>Training and Exercises</td>
<td>43</td>
</tr>
<tr>
<td>Maintenance</td>
<td>43</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESF#3 – Public Works and Engineering</th>
<th>44</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>44</td>
</tr>
<tr>
<td>Situation and Assumptions</td>
<td>44</td>
</tr>
<tr>
<td>Concept of Operations</td>
<td>45</td>
</tr>
<tr>
<td>Organization and Responsibilities</td>
<td>45</td>
</tr>
<tr>
<td>Administration and Logistics</td>
<td>46</td>
</tr>
<tr>
<td>Authority and References</td>
<td>46</td>
</tr>
<tr>
<td>Definition of Terms</td>
<td>46</td>
</tr>
<tr>
<td>Training and Exercises</td>
<td>46</td>
</tr>
<tr>
<td>Maintenance</td>
<td>46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESF#4 – Fire Services</th>
<th>47</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>47</td>
</tr>
<tr>
<td>Situation and Assumptions</td>
<td>47</td>
</tr>
<tr>
<td>Concept of Operations</td>
<td>48</td>
</tr>
<tr>
<td>Organization and Responsibilities</td>
<td>48</td>
</tr>
<tr>
<td>Administration and Logistics</td>
<td>49</td>
</tr>
<tr>
<td>Authority and References</td>
<td>49</td>
</tr>
<tr>
<td>Definition of Terms</td>
<td>49</td>
</tr>
<tr>
<td>Training and Exercises</td>
<td>49</td>
</tr>
<tr>
<td>Maintenance</td>
<td>49</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESF#5 – Emergency Management</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>50</td>
</tr>
<tr>
<td>Situation and Assumptions</td>
<td>50</td>
</tr>
<tr>
<td>Concept of Operations</td>
<td>51</td>
</tr>
<tr>
<td>Organization and Responsibilities</td>
<td>51</td>
</tr>
<tr>
<td>Administration and Logistics</td>
<td>52</td>
</tr>
</tbody>
</table>
Introduction

Authority and References ................................................................. 52
Definition of Terms........................................................................... 52
Training and Exercises................................................................. 52
Maintenance.................................................................................... 52

6. ESF#6 – Mass Care, Housing and Human Services.......................... 53
   Introduction.................................................................................. 53
   Situation and Assumptions......................................................... 54
   Concept of Operations............................................................... 55
   Organization and Responsibilities............................................. 55
   Administration and Logistics................................................... 56
   Authority and Reference............................................................ 56
   Definition of Terms..................................................................... 56
   Training and Exercises............................................................... 56
   Maintenance................................................................................ 56

7. EFS#7 – Resource Support............................................................ 57
   Introduction................................................................................ 57
   Situation and Assumptions......................................................... 58
   Concept of Operations............................................................... 58
   Organizations and Responsibilities.......................................... 59
   Administration and Logistics................................................... 59
   Authority and References........................................................ 59
   Definition of Terms..................................................................... 59
   Training and Exercises............................................................... 60
   Maintenance................................................................................ 60

8. EFS#8 – Public Health & Medical Services...................................... 61
   Introduction................................................................................ 61
   Situation and Assumptions......................................................... 62
   Concept of Operations............................................................... 63
   Organization and Responsibilities............................................. 63
   Administration and Logistics................................................... 64
   Authority and References........................................................ 64
   Definition of Terms..................................................................... 64
   Training and Exercises............................................................... 64
   Maintenance................................................................................ 64

9. ESF#9 – Campus Search & Rescue.................................................. 65
   Introduction................................................................................ 65
   Situation and Assumptions......................................................... 65
   Concept of Operations............................................................... 66
   Organization and Responsibilities............................................. 66
   Administration and Logistics................................................... 67
   Authority and References........................................................ 68
   Definition of Terms..................................................................... 68
Introduction

Training and Exercises.................................................................68
Maintenance .................................................................................68

10. ESF#10 – Oil and Hazardous Materials Response ..................69
   Introduction..................................................................................69
   Situation and Assumptions ..........................................................70
   Concept of Operations ................................................................70
   Organization and Responsibilities ..............................................71
   Administration and Logistics ......................................................72
   Authority and References ..........................................................72
   Definition of Terms ....................................................................72
   Training and Exercises ...............................................................72
   Maintenance ...............................................................................72

11. ESF#11 – Agriculture and Natural Resources .........................73
   Introduction..................................................................................73
   Situation and Assumptions ..........................................................73
   Concept of Operations ................................................................74
   Organization and Responsibilities ..............................................75
   Administration and Logistics ......................................................76
   Authority and References ..........................................................76
   Definition of Terms ....................................................................76
   Training and Exercises ...............................................................76
   Maintenance ...............................................................................76

12. ESF#12 – Energy .....................................................................77
   Introduction..................................................................................77
   Situation and Assumptions ..........................................................77
   Concept of Operations ................................................................78
   Organization and Responsibilities ..............................................79
   Administration and Logistics ......................................................79
   Authority and References ..........................................................79
   Definition of Terms ....................................................................80
   Training and Exercises ...............................................................80
   Maintenance ...............................................................................80

13. ESF#13 – Law Enforcement .....................................................81
   Introduction..................................................................................81
   Situation and Assumptions ..........................................................81
   Concept of Operations ................................................................82
   Organization and Responsibilities ..............................................83
   Administration and Logistics ......................................................83
   Authority and References ..........................................................83
   Definition of Terms ....................................................................84
   Training and Exercises ...............................................................84
   Maintenance ...............................................................................84
## Slippery Rock University Emergency Operations Plan

### Introduction

#### Section 3: Incident Specific Plans

<table>
<thead>
<tr>
<th>Plan Number</th>
<th>Plan Name</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>ESF#14 – Long Term Recovery and Mitigation</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td>Introduction</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td>Situation and Assumptions</td>
<td>86</td>
</tr>
<tr>
<td></td>
<td>Concept of Operations</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>Organization and Responsibilities</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>Administration and Logistics</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Authority and References</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Definition of Terms</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Training and Exercises</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Maintenance</td>
<td>88</td>
</tr>
<tr>
<td>15</td>
<td>ESF#15 – Public Information</td>
<td>89</td>
</tr>
<tr>
<td></td>
<td>Introduction</td>
<td>89</td>
</tr>
<tr>
<td></td>
<td>Situation and Assumptions</td>
<td>89</td>
</tr>
<tr>
<td></td>
<td>Concept of Operations</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Organization and Responsibilities</td>
<td>91</td>
</tr>
<tr>
<td></td>
<td>Administration and Logistics</td>
<td>91</td>
</tr>
<tr>
<td></td>
<td>Authority and References</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Definition of Terms</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Training and Exercises</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Maintenance</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td><strong>Section 3: Incident Specific Plans</strong></td>
<td>94</td>
</tr>
<tr>
<td>1</td>
<td>Introduction</td>
<td>94</td>
</tr>
<tr>
<td>2</td>
<td>Reporting Incidents, Emergencies, or Disasters</td>
<td>95</td>
</tr>
<tr>
<td>3</td>
<td>Evacuation Procedures</td>
<td>96</td>
</tr>
<tr>
<td>4</td>
<td>Biological, Chemical, or Radiation Incident</td>
<td>99</td>
</tr>
<tr>
<td>5</td>
<td>Bomb Threat, Hostage Situation</td>
<td>101</td>
</tr>
<tr>
<td>6</td>
<td>Civil Disturbance or Demonstrations</td>
<td>105</td>
</tr>
<tr>
<td>7</td>
<td>Directive to Immediately Terminate Demonstration</td>
<td>107</td>
</tr>
<tr>
<td>8</td>
<td>Earthquake</td>
<td>108</td>
</tr>
<tr>
<td>9</td>
<td>Emergency Warnings</td>
<td>110</td>
</tr>
<tr>
<td>10</td>
<td>Explosion, Aircraft down (crash), on Campus</td>
<td>111</td>
</tr>
<tr>
<td>11</td>
<td>Fire</td>
<td>112</td>
</tr>
<tr>
<td>12</td>
<td>Floods</td>
<td>114</td>
</tr>
<tr>
<td>13</td>
<td>Inclement Weather</td>
<td>117</td>
</tr>
<tr>
<td>14</td>
<td>Snow/Ice Storm</td>
<td>119</td>
</tr>
<tr>
<td>15</td>
<td>Medical and First Aid</td>
<td>120</td>
</tr>
<tr>
<td>16</td>
<td>Psychological Emergency</td>
<td>122</td>
</tr>
<tr>
<td>17</td>
<td>Student Death/Serious Injury/Illness</td>
<td>123</td>
</tr>
<tr>
<td>18</td>
<td>Procedure for the Script of Notification to Family (first call)</td>
<td>128</td>
</tr>
<tr>
<td>19</td>
<td>Script to Notify Family of a Student Death (first call)</td>
<td>130</td>
</tr>
<tr>
<td>20</td>
<td>Procedure for the Notification to Family, follow-up call</td>
<td>131</td>
</tr>
<tr>
<td>21</td>
<td>Substance Abuse</td>
<td>132</td>
</tr>
<tr>
<td>22</td>
<td>Terrorism</td>
<td>134</td>
</tr>
</tbody>
</table>
23. Tornado..............................................................................................................137
24. Utility Failure ....................................................................................................141
25. Violent and Criminal Behavior .......................................................................144
26. Public Communication ......................................................................................145
27. Miscellaneous Emergency Procedures ............................................................146
28. Emergency Incidents Involving International Students ....................................148

Section 4: Resources ..........................................................................................149
1. Introduction..........................................................................................................150
2. On-Campus Resources ......................................................................................150
3. Off-Campus Resources ....................................................................................154
4. Parking Arrangements during Emergencies or Disasters ....................................154
5. Parking Map .......................................................................................................156

Section 5: Common Forms and Documents ..........................................................157
1. EOC Action Log ................................................................................................158
2. EOC Message Log .............................................................................................159
3. Security Sign-In/Out Log..................................................................................160

Section 6: National Incident Management System (NIMS) ................................161

Section 7: Appendices ..........................................................................................165

Grid 1 ...................................................................................................................... TAB 29
   Carruth-Rizza Hall
   Hickory Corner School
   Lowry Center
   Maltby Hall
   McKay Education Building
   Miller Auditorium
   North Hall
   Old Main Administration Building

Grid 2 ...................................................................................................................... TAB 30
   Kraus Hall
   Strain Behavioral Strain Science Building
   Stoner Instructional Complex
   • East Gym
   • West Gym
   • West Hall
   Wright Alumni House
   Weisenfluh Dining Hall
Grid 3 ...................................................................................................................... TAB 31
Art Building I
Art Building III
Patterson Hall
President’s Residence
Rhoads Hall

Grid 4 ...................................................................................................................... TAB 32
Dinger Special Education
Morrow Field House
SRU Physical/Heating Plant

Grid 5 ...................................................................................................................... TAB 33
SRU Maintenance Complex
Martha Gault Art Gallery
SRU Police/Public Safety Building

Grid 6 ...................................................................................................................... TAB 34
Advanced Technology and Science Building

Grid 7 ...................................................................................................................... TAB 35
Bailey Library
Eisenberg Hall
Spotts World Culture Hall
School of Physical Therapy
Vincent Science Hall

Grid 8 ...................................................................................................................... TAB 36
Suite Style Residence Halls:
Building A
Building B
Watson Hall – Building C
Building D

Grid 9 ...................................................................................................................... TAB 37
Aebersold Student Recreation Center (ARC)
Swope Music Hall
University Union

Grid 10 .................................................................................................................... TAB 38
Boozel Dining Hall

Grid 11 .................................................................................................................... TAB 39
Rock Apartments
SRU Ski Lodge
Introduction

Grid 12 .............................................................................................................................. TAB 40

Gail Rose Lodge
Kerr Stadium
Jack Critchfield Park
Macoskey Center
Softball Office
May 31, 2007

Dear Colleagues

As we've seen far too often in the past several years, universities are not immune to natural and human caused disasters. In literally a blink of the eye, these disasters can produce a significant number of deaths, injuries and property damage. The time, cost and efforts to recover from these disasters are enormous. Recognizing the potential impact a disaster could have on our campus, we have developed this Emergency Operations Plan to help prepare, mitigate, respond and recover from such an event. This plan will provide realistic approaches to hazards likely encountered during an emergency.

The potential for loss of life, and a significant number of casualties, makes it imperative that these emergency plans be implemented. I encourage you to become familiar with them, and continue to assist in providing for the safety and security of our university.

Best wishes,

Robert M. Smith
President
WHEREAS, in Homeland Security Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, Pursuant to the authority vested in me by the Constitution and the provisions of the Emergency Management Services Code (35 Pa. C.S. Section 7103 et seq., as amended), I do hereby mandate the National Incident Management System be utilized for all incident management in the Commonwealth.

I further proclaim this to take effect immediately.

GIVEN under my hand and the Seal of the Governor, at the City of Harrisburg, this twentieth day of December in the year of our Lord two thousand four and of the Commonwealth the two hundred and twenty-ninth.

EDWARD G. RENDELL
Governor
Forward

Since an emergency is, by definition, an incident that may occur suddenly, without warning, at any time, or any place, Slippery Rock University (SRU) has developed this Emergency Operations Plan (EOP) and Training Manual. It is designed to provide the basic administrative structure and procedures necessary to cope with emergency situations.

Slippery Rock University’s EOP was created to address emergencies that may happen on campus or at a SRU facility. The EOP is designed to assist SRU management with coordinating emergency response to minimize the effect on employees, students, visitors, and facilities. SRU is committed to providing continuous education and research opportunities to all of its staff and students. This plan recognizes that any interruption of service to staff or students is a potential emergency and that SRU will use all resources to quickly and safely mitigate the emergency.

SRU and its operations are susceptible to emergencies such as natural disasters, severe weather, and other hazards. Because an almost limitless number of emergencies may be encountered, the EOP was designed to serve as a template for the many possible responses. Procedures have been designed to comply with applicable regulations posed by the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA).

The EOP is the foundation for the SRU Comprehensive Emergency Management Program. This program consists of plans, procedures, training, drills and exercises, to acquire resources and equip facilities. It has been developed to coordinate with Butler County, Slippery Rock Borough, Slippery Rock Township, and West Liberty Borough Emergency Operations Plans and to maintain emergency response capabilities. It is designed to interface with community response organizations and anticipate potential emergencies which may affect any operation or service.

This document will detail the key elements of the Emergency Operations Plan of Slippery Rock University with an emphasis on three goals:

- to protect life
- to protect property
- to resume normal operations
These three goals can only be achieved when SRU administrators, faculty, maintenance personnel or staff, support staff, students, government entities, and all other outside resources become involved in the development and implementation of the EOP. This meticulous preparation, through education, and training, and the systematic implementation during an emergency, will allow SRU to survive an emergency or disaster so it can resume normal operations.

The three goals of the plan are strengthened by a framework of four fundamental phases:

- **preparedness**—planning for an emergency or disaster event
- **response**—the planned response to an emergency or disaster event
- **recovery**—the process of returning to normal operations
- **mitigation**—steps taken to prevent the effects of an emergency or disaster.

These four phases, when used together, will lessen the impact of an emergency and its latent effects that could disrupt SRU’s operations more than the actual emergency or disaster itself.

To facilitate an understanding of this EOP, a section has been devoted to *Appendices*. They contain information that may be vital during an emergency such as, campus specific protocols for emergency communications and crisis response teams, campus maps, floor plans, evacuation routes; contact numbers for contractors, government officials, and the media; and forms for tracking the status of the campus populations and facilities. These Appendices are intended to facilitate a common understanding, provide useful tools, serve as a resource, and assist professional emergency responders.

**All staff should be familiar with the contents of the Emergency Operations Plan, the roles and responsibilities, as well as the functions outlined. Individuals with designated emergency leadership roles must know and understand their responsibilities.**
Promulgation

This plan is promulgated as the Slippery Rock University Emergency Operations Plan (EOP). This plan is an integral part of the Comprehensive Emergency Management Program at SRU. It was designed to comply with all applicable state and county regulations and provides the policies and procedures to be followed in dealing with emergencies, disasters and terrorism events.

This plan supersedes all previous plans.

[Signatures]
President, Slippery Rock University
Emergency Administrative Director
WHEREAS, on or about ______________________________ a (disaster) caused or threatens to cause injury, damage, and suffering to the persons and property of Slippery Rock University, and

WHEREAS, the (disaster) has endangered the health, safety and welfare of a substantial number of persons residing on the SRU campus and surrounding community, and threatens to create problems greater in scope than Slippery Rock University may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents on the SRU campus,

NOW, THEREFORE, we the undersigned Senior Administrators of Slippery Rock University, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code (35 PA CS), as amended, do hereby declare the existence of a disaster emergency at Slippery Rock University;

FURTHER, we direct the Slippery Rock University Emergency Operations Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential university and public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, we authorize officials of Slippery Rock University to act as necessary to meet the current exigencies of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the immediate purchase of supplies and materials, and by entering into such contracts and agreements for the performance of university and public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by State, and Federal law, mandatory constitutional requirements excepted.

This Declaration shall take effect immediately.

SENior ADMINISTRATORS (Those available should sign)

SRU President
SRU Provost/Vice President for Academic Affairs
SRU Vice President for Student Life
SRU Vice President for Finance & Administrative Affairs
SRU Vice President for University Advancement
SRU Emergency Administrative Director

DATE:
<table>
<thead>
<tr>
<th>Change Number</th>
<th>Date of Change</th>
<th>Nature of Change/Revision</th>
<th>Change Made By (Signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
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Introduction

Slippery Rock University developed this plan to facilitate the National Incident Management System (NIMS) format. The National Incident Management System is designed to provide a consistent, flexible and adjustable national framework for government and private entities to work within in order to manage emergencies and/or disasters. This set of standardized organizational structures provides the flexibility needed to manage any situation regardless of cause, size, location, and complexity. This flexibility is crucial to a college or university when trying to effectively maximize all the resources needed to manage an emergency or disaster. These structures provide all the local, state, and federal entities that may be required to assist the college or university a common, understood base to work within.

A copy of the NIMS plan is housed in the office of the Emergency Administrative Director and is available for review upon formal written request, or by visiting the FEMA website at www.fema.gov.
Section 1: Basic Plan

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Section 1: Basic Plan

1. Purpose

The EOP, along with its education and training components, outlined in this manual are intended to enhance the protection of lives and property through effective use of University and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President, or Designee, Emergency Administrative Director, or the University Chief of Police, may declare a state of emergency and engage these procedures. Since an emergency may be sudden and without warning, these policies and procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

2. Scope

The policies and procedures described in this document apply to all personnel, students, and support staff of Slippery Rock University. These policies and procedures also apply to all on and off campus buildings and grounds owned or operated by Slippery Rock University (SRU).

NOTE: Any incident that has the potential for adverse publicity should be reported promptly to the President or the Emergency Administrative Director, the University Public Relations Office (ext. 2091) and University Police (ext. 3333). Outside of regular business hours, the appropriate individual(s) should be contacted by alternative means.

3. Implementation

This Emergency Operations Plan is in effect immediately; it takes precedence over any EOP documents previously written and implemented by Slippery Rock University. This document is to be incorporated with and compliment existing documents already in place. The EOP is activated utilizing a three-part process:

- Education-Classroom style
- Training-Hands-on drills
- Scheduled Review sessions

Each section of the EOP will be explored to show the procedures required to effectively implement and maintain the EOP in order to achieve maximum efficiency. A grouping of the University into three smaller divisions will support the individual segments of the plan: Academic Halls, Residence Halls, and other Facilities. This will
enable SRU's Emergency Administrative Director to maximize all resources to educate, train, and review the components of the plan itself with all students and personnel.

4. Situation and Assumptions

A. University Location and Description

Slippery Rock University is located in the Northwestern portion of Butler County in the Commonwealth of Pennsylvania. The campus encompasses a land area of over 600 acres in 48 buildings, and is located just 50 minutes north of downtown Pittsburgh. Located just five (5) miles from Interstate I-79 and seven (7) miles from I-80 provides easy access to and from campus. The University has over 8,000 full and part-time students supported by over 800 faculty and support staff when in full session. SRU is comprised of students and faculty from all over the United States and the World. The student body is represented by citizens from over thirty-nine (39) countries across the globe.

B. University Capabilities and Resources

Slippery Rock University operates a full-time police force along with a campus emergency center (ext.3333) twenty-four hours a day, seven days a week. The University also has a Critical Incident Command Center located in the University Police / Public Safety Building on the third (3rd) floor. This building is located on Kiester Road at the front of the Maintenance Complex.

C. University Hazard Vulnerability

Slippery Rock University is subject to a variety of hazards. The most damaging of these are:

- Civil disturbance/Demonstration
- Explosion, (e.g. boiler, chemical, bomb, aircraft down on campus)
- Psychological emergency
- Tornados/Severe Storms/Snow storms
- Medical emergency
- Fire
- Biological/chemical/or radiation
- Utility/communication failure
- Water supply contamination
- Terrorism
- Off-campus emergencies
Therefore, training and response checklists and other accompanying documents are based primarily upon this assessment.

D. Planning Assumptions

1. A major disaster, emergency or terrorism event will cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems, and will have an impact on the University’s economic, physical, and social infrastructures.

2. The extent of casualties and damage will reflect factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of secondary events such as fires, explosions, structural collapse, contamination issues, and loss of critical infrastructure.

3. The large number of casualties, heavy damage to structures and basic capabilities infrastructure, and disruption of essential services have the potential to overwhelm the University to meet the needs of the situation.

4. Within a short time following the occurrence of a major emergency / disaster, the University may need to request the local governments and/or county agencies to coordinate and support the activities in accordance with the provisions of the Pennsylvania Emergency Management Code (Pa C.S. Title 35 Sections 7101 – 7707). The local governments and Butler County Emergency Management Agency (BCEMA) will respond on short notice to provide timely and effective assistance.

5. In the event of a terrorist act on, or near campus, the University may request governmental assistance. By the utilization of the tiered response system, the resources and capabilities of the regional counter-terrorism task force will be requested by BCEMA to provide additional coordination and support activities in accordance with The Counter-Terrorism Planning, Preparedness and Response Act (ACT 2002-227).

6. Due to the limited capabilities at the University, county and regional counter-terrorism task force levels, and upon a determination that resource requests exceed those resources, the BCEMA will request assistance from the Pennsylvania Emergency Management Agency (PEMA).

7. The occurrence of a major disaster or emergency may result in the declaration of an emergency by the Governor. Such a declaration, depending upon the severity, may result in the declaration of an emergency by the President of the United States.
5. Concept of Operations

A. General

For minor emergencies and disasters, Slippery Rock University and local responders will handle the appropriate response. The county may be called upon to provide supplemental assistance and coordination whenever the consequences of a disaster or emergency exceed University and local capabilities and as identified within the Pennsylvania Emergency Management Code (Pa. C.S. 35 Sections 7101-7701).

If the disaster, emergency, or terrorism incident exceeds the capabilities of the BCEMA resources, the regional counter-terrorism task forces can provide assistance in the form of specialized response teams. Additionally, the Commonwealth (PEMA) will be requested to provide assistance. If needed, the Commonwealth can mobilize an array of resources including, specialized response teams, support personnel, and specialized equipment to support disaster or emergency affairs.

B. Inter-municipal Assistance

Slippery Rock University has mutual aid agreements with adjacent Townships and Boroughs for reciprocal emergency assistance. Additionally, as provided for in Act 2002-227 (The Counter-Terrorism Planning, Preparedness and Response Act) Butler County is a member of the Regional Counter Terrorism Task Force 13 and may obtain assistance in the form of specialized support teams, materials and equipment. The adjacent municipalities will provide assistance in accordance with the provisions of the agreements reached with the University.

C. Direction and Control

1. Incident Management: The Slippery Rock University Emergency Operations Plan, like the Butler County Emergency Operations / Response Plan, Commonwealth Emergency Operations Plan (CEOP) and the National Response Plan (NRP), employs a multi-agency operational structure based upon the National Incident Management System (NIMS).

2. An Emergency Management Administrator (EMA) has been designated and may act on behalf of the Slippery Rock University administration. A Campus Incident Command Center (CICC) has been identified, and may be activated by the EAD, or Designee, the University President, or Designee, or Emergency Command Team during an emergency.
3. This plan embraces an “all-hazards” principle that most emergency response functions are similar, regardless of the hazard. The University will mobilize functions and personnel as required by the emergency situation.

4. Overall emergency operations will be directed from the Campus Incident Command Center. The emergency field operations will be directed from an established Emergency Site Command Post staffed by the appropriate emergency agency department heads.

By approval of Slippery Rock University, the Emergency Operations Plan delegates the implementation of the plan to the Chain-of-Command listed below:

1. President
2. Provost/Vice President of Academic Affairs
3. Vice President for Student Life
4. Vice President for Finance and Administrative Affairs
5. Vice President for University Advancement
6. University Notification System

The telephone and Internet are the primary systems of emergency notification at Slippery Rock University. These systems are intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus and for the awareness of the campus community.

A. University Police

The University Police Department is the focal point for two-way transmission of official emergency telephone communications to university administrators. Senior administrators also may have two-way communication devices and can be reached via that system. Each university administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction.

The police officers on duty will notify the Administrative Duty Officer of any campus incident, emergency, or disaster who will initiate University notifications and the Emergency Command Team.

B. Sources of Assistance

ON-CAMPUS

A. University Police

University Police Emergency from an ON-CAMPUS phone:

ext. 3333

Uniformed University Police officers are on duty twenty-four hours per day. Additionally, help is readily available from the Slippery Rock Borough Police Department and the Pennsylvania State Police who can be reached via:

911
B. Blue Light Emergency Phones

Push Button to Activate

Push button to activate communication with University Police desk personnel (blue strobe light will also come on). For a map and listing of blue phone locations see Blue Light Locator Map in the Appendices.

C. Student Health Services

Student Health Services from an ON-CAMPUS phone:

ext. 2052

Student Health Services is located on the first (1st) floor of Rhoads Hall and is open 24 hours per day when school is in session. Urgent care is available including epinephrine for allergic reactions and CPR/AED.

D. Facilities and Planning: Trouble/Service

Facilities and Planning from an ON-CAMPUS phone via University Police:

ext. 3333

Off Campus – (724) 738-3333

Skilled workers are available from Facilities and Planning at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

UTILITIES: Repairs to water, gas, electric and sewage systems.

STRUCTURES: Repairs to structures and mechanical equipment therein, including heating and cooling systems.

EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.

TRANSPORTATION: Sedans, light trucks, dump trucks and tractors.
EMERGENCY SHUT DOWN ASSISTANCE: In the event of a natural disaster, in which major structural damage is sustained, it is advisable to turn off hazardous utilities. Electricity and natural gas are of primary concern. If you need help, notify Facilities and Planning who can assist the shut down process.

E. Purchasing Department

Purchasing Department from an ON-CAMPUS phone:

**ext. 2079**

Emergency procurement of materials and services can be arranged in direct support of any contingency.

F. Receiving (located near the Facilities and Planning Department)

Maintain an inventory of supplies which can be accessed during an emergency.

OFF-CAMPUS

If you are involved in an emergency or disaster at an off-campus site or on a Slippery Rock University sponsored trip, the following procedures should be followed in order.

1. **Dial 911** – Inform the operator of the emergency or contact local police or fire emergency personnel.

2. **Contact** Slippery Rock University Police at [724-738-3333](tel:+17247383333). Inform University Police of the emergency.
7. Incident Management

A. Chain of Command

It is of the utmost importance to define the chain of command and decision-making process in an emergency incident. A chain of command should be established to minimize confusion so employees will have no doubt about who has authority for making decisions.

Slippery Rock University has altered the normal chain of command during an emergency situation in order to maximize the leadership’s ability to manage a crisis and provide the employees and students with the most stable environment possible. In an effort to clarify and reduce any confusion, the emergency chain of command will refer to positions rather than individuals to account for possible staff turnover or any absences from post. It is important to clearly detail agreements and understandings with respect to the coordination of communication, movement, leadership and command with other agencies and governments. The functions and responsibilities of each staff member should be clearly defined.

The National Incident Management System (NIMS) structure includes the categories of Command, Operations, Planning, Logistics and Finance along with command staff including Public Information, Safety and Liaison. The IMS structure delineated herein is consistent with the NIMS and the Pennsylvania Fire Academy training programs.

The Slippery Rock University Emergency Management structure based on the NIMS configuration is presented on the following page.
Slippery Rock University Emergency Command Structure

President

Director
Univ. Public Relations

Director
Env. Health and Safety

EOC
SRU Chief of Police

EAD
Asst. VP for Student Services

EMAT
Emer. Mgmt. Team

Operations

Emergency Operations
University Chief of Police

Police/University Security
University Police

Health Services
Director of Health Services

Food and Water
Asst. to the VP for Student Life

Communication Services
Dir. of Information Technology

Planning

VP for Student Life

Provost / VP For Academic Affairs

VP for University Advancement

Logistics

Asst. VP for Student Services

Damage/Repair/Control,
Asst. VP for Facilities and Planning

Student Life Issues
Asst. VP Student Development

Human Resources
Director of Human Resources

Housing
Director of Residence Life

Finance

VP for Finance and Administrative Affairs

Asst. VP for Finance

Building/s with incident
Building Facility Manager
B. Emergency Command Team (ECT)

This group provides overall leadership and guidance to the University community during an emergency or disaster. They may meet as a separate entity or elect to assemble the Campus Emergency Resource Team to assess the greater effect of the incident on the University.

The ECT will meet at the Critical Incident Command Center to better assess the emergency and determine if, and when, the Campus Emergency Resource Team should be assembled. The ECT may call in any/all necessary members of the Resource Team needed to effectively handle the emergency incident.

During this time of assessment the ECT shall also be in contact with the Director of Environmental Health and Safety and the University Police. This group will decide any appropriate immediate action deemed necessary to help stabilize the University during the emergency and future operations during the course of the emergency.

The ECT will receive constant and current updated status reports from the EOC, University Police, and the Director of Environmental Health and Safety at regular intervals or at the request for any additional information needed.

The SRU Emergency Command Team consists of the following:

- **President**
- **Emergency Administrative Director**
  Asst. Vice President for Student Services
- **Emergency Operations Coordinator**
  University Chief of Police
- **Senior Administrators**
  Provost/Vice President of Academic Affairs
  Vice President for Finance and Administrative Affairs
  Vice President for Student Life
  Assistant Vice President for Student Services
  Vice President for University Advancement

C. Levels of Emergencies

**Introduction**

In all incidents, emergency or disaster situations individual interpretation to the size, scope, and severity of the situation will differ. Slippery Rock University will integrate a classification system for all incident, emergency or disaster situations providing a universally consistent system to assess; communicate; report; or relay information pertaining to a situation affecting the SRU campus or community.
Classification System

All incidents, emergency or disaster situations will be classified into a grading level system to assist the appropriate personnel in quickly communicating the type, size and scope of the emergency to the appropriate personnel. The following are a list and definition of the communication levels to be utilized by Slippery Rock University:

**LEVEL 1 - Yellow**

**LEVEL 1:** Any incident, potential or actual, which will not seriously affect the overall functioning of the University.

**LEVEL 2 - Orange**

**LEVEL 2:** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services may be required, as well as significant efforts from campus support services.

**LEVEL 3 - Red**

**LEVEL 3:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency support services will be required.

D. Campus State of Emergency

**Declaration**

The Authority to declare a state of emergency on the SRU campus rests with the University President or the Emergency Administrative Director after an evaluation of the emergency and the current state of the University. However, the University Chief of Police may also declare a state of emergency if an incident requires an *immediate response for the security and control of the incident site*.

Upon the declaration of a campus state of emergency the members of the Emergency Command Team will be notified and will assemble at the Critical Incident Command Center. In the event that one of the members is unavailable, his/her alternate will be notified and report to the CICC.
The alternate will be “on duty” from the time of notification until the time the regular member of the team arrives. At that time the alternate may go off duty or remain on duty at the request of the team.

**Termination**

The authority to down grade the state of emergency to a Guarded Condition (non-emergency status) rests with the University President or the Emergency Administrative Director. In the absence of the officials listed previously, the decision will shift to the University Chief of Police.

The CICC may remain open until the incident has been fully resolved or reduced. This determination will be by a consensus of the Emergency Command Team (ECT). The CICC may also serve as the headquarters for the recovery operations and any incident investigation needed.

**E. Campus Emergency Resource Team (CERT)**

The University Police, as necessary, shall notify the Administrative Duty Officer (ADO) of any emergency or serious incident. The ADO will then initiate the notification process of the appropriate members of the Campus Emergency Resource Team.

Team members will coordinate as necessary with the Emergency Operations Coordinator for the implementation and coordination of the campus operation plan and its support, as it pertains to their respective area(s). Team members shall be in contact and maintain communication with the ESCP throughout the emergency.

The Campus Emergency Resource Team shall *consist* of the following personnel:

- **President**
- **Emergency Administrative Director**
  Asst. Vice President for Student Services
- **Emergency Operations Coordinator**
  University Chief of Police
- **Senior Administrators**
  Provost/Vice President for Academic Affairs
  Vice President for Finance and Administrative Affairs
  Vice President for Student Life
  Assistant Vice President for Student Services
  Vice President for University Advancement
- **Emergency Operations**
  Emergency Management Administrative Team
  University Police Captain
F. Initial Emergency On-Site Operations

When a major emergency or disaster occurs, or is imminent, it shall be the responsibility of the University Police to activate and staff an appropriate Emergency Site Coordination Post (ESCP) and/or Critical Incident Command Center (CICC) as directed. The regular department facilities in the University Police building are to be kept fully operational at all times.

In an emergency, a University Police vehicle is to be placed as near to the emergency incident location as possible to provide for the Initial Emergency Site Coordination Post and to secure the location as soon as possible.

Security of the site is crucial in the initial stages after an incident has occurred, and throughout the duration of the emergency itself. At least one (1) university police officer is to staff the Initial Emergency Site at all times until the ESCP has been established. The ESCP shall be staffed by at least one (1) university police officer at all times until shut down.

Following the initial university police response to the incident the Emergency Response Trailer (ERT) shall be deployed and located at the initial emergency site.
The trailer will provide support materials needed to secure and manage the incident site. Once the ESCP has been established, the ERT shall remain at the ESCP location unless otherwise directed by the Emergency Administrative Director (EAD).

The Emergency Response Trailer is equipped with materials needed to help in the initial securing and possible management of the emergency site. **The ERT is not meant to be an all-inclusive inventory of materials needed to secure and manage an emergency site.** Its sole purpose is to provide a quick access of materials to anyone in the process of initially responding to an emergency incident.

**The authority to deploy the ERT to an emergency incident shall be with the University Police, Director of Environmental Health and Safety, EAD, or the University President.**

The inventory of the ERT must be maintained at its appropriate levels at all times. Following deployment, the materials in the ERT must be replaced and returned to the pre-deployment levels. It is the responsibility of the Environmental Health and Safety Office to maintain and review on a regular monthly basis the material list, quantities, and readiness of the ERT. The material list of the ERT is subject to change. Adjustments may be needed based on material availability, practicality, and usefulness in a deployment phase.

G. Concurrent Implementation of Other Emergency Plans

A.) An incident involving hazardous substances, weapons of mass destruction or other lethal agents, or a nuclear power plant incident may involve “Incident Specific” response activity (Counter-Terrorism Plan, SARA Plan, Radiological Emergency Response Plan, etc.).

B.) If the incident involves concurrent implementation of multiple response plans of the adjoining municipalities and other various levels, the Pennsylvania Emergency Management Agency (PEMA) shall be asked for assistance under the direction of the University President or designee.

H. Integration of Response, Recovery and Mitigation Actions

A.) Following an emergency or disaster, immediate response operations to save lives, protect property, and meet basic human needs are the priority. Recovery and mitigation are secondary functions. Recovery actions will be coordinated and based upon availability of resources.

B.) Mitigation opportunities will be considered throughout disaster operations.
8. Organization and Responsibilities

A. Organization

This plan has been developed based upon the structure of emergency management within the Commonwealth of Pennsylvania. This plan serves as an emergency management link between Slippery Rock University, the municipalities, and the Commonwealth; and also coincides with the concepts of the National Response Plan. This plan employs a functional approach that groups the types of assistance that the University, Butler County and/or its municipalities are likely to need based upon the twelve (12) federal Emergency Support Functions (ESFs). The functional areas have been grouped according to the categories of the National Incident Management System (NIMS). Because differences exist between the capabilities and resources at the federal level and the needs at the University, county, and local levels, the 12 federal ESFs do not fully address all of the needs. Therefore, additional functional annexes, also grouped according to the NIMS categories, have been developed and included. All the ESFs have been grouped within the Functional Annex section.

To further facilitate response actions/activities of the Campus Incident Command Center staff, Standing Operating Checklists have been developed and grouped by NIMS category within the Checklist section. Training and exercises are also addressed in this plan.

B. Responsibilities

1. Primary Agencies. Each emergency function has been listed according to the appropriate incident management category and the appropriate agency has been identified as the “Primary Agency” for each function. The primary agency provides expertise and management for the designated function.

2. Support Agencies. Each emergency function typically has at least one “Support Agency” identified. These departments serve to provide support for the mission assigned to the primary agency.
C. Emergency Command Structure

**COMMAND**

A. Senior Administrators:
   *(President, Provost, and Vice Presidents or Designee)*
   
a. Responsible for establishing a University Emergency Management
   Organization.
b. Provide for continuity of operations.
c. Establish lines of succession for key positions.
d. Prepare and maintain this EMP in consonance with the Commonwealth
   Emergency Operations Plan.
e. Establish, equip and staff a CICC.
f. Issue declarations of disaster emergency if the situation warrants.
g. Apply for federal post-disaster funds, as available.

B. Emergency Administrative Director
   *(Asst. Vice President for Student Services)*
   
a. In the absence of the President, declares and terminates, when appropriate,
   the campus state of emergency.
b. Directs the overall University response.
c. Works with the Emergency Operations Coordinator and others in assessing
   the emergency and preparing the University’s specific response.
d. Assumes the senior administrative responsibilities of the Emergency
   Management Program at Slippery Rock University.

C. Emergency Operations Coordinator
   *(University Chief of Police)*
   
a. Coordinates the overall University emergency response.
b. Determines the type and magnitude of the emergency and implements the
   appropriate emergency response.
c. Initiates immediate contact with the Administrative Duty Officer and
   University administration, and begins assessment of the University’s
   condition.
d. Notifies University Police, Director of Environmental Health and Safety
   and, if necessary, student aides in order to maintain safety and order.
e. Notifies and conducts liaison activities with appropriate outside
   organizations such as fire, police, state, and federal officials, etc.
f. Obtains the assistance of utility companies as required for emergency
   operations.
g. Ensures that appropriate notification is made to off-campus staff when
   necessary.
h. Performs other related duties as indicated by the campus emergency.

i. In conjunction with the Incident Investigation Team, Assistant Vice President for Facilities and Planning, Directors of Facilities and Planning, Environmental Health and Safety, and University Public Relations, prepares and submits a report to the President assessing the emergency and final outcome.

D. Emergency Management Administrative Team:

a. Prepare and maintain an EMP for the University;

b. Maintain coordination with the local municipal and Butler County EMA, PEMA, FEMA, and provides prompt information in emergencies, as available.

c. Identify hazards and vulnerabilities that may affect the University, and municipalities in coordination with the municipal EMAs.

d. Identify resources within Butler and adjoining counties that can be used to respond to a major emergency or disaster situation and requests needed resources from the various County, and Commonwealth EM.

e. Develop and maintain a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.

f. Develop and maintain an on-going training program for emergency policies and procedures for the students, faculty, staff, and administration of Slippery Rock University.

g. Institute and perform the training program to the students, faculty, staff, and administration of Slippery Rock University.

h. Mobilize the CICC and assists the President, EAD and EOC during an emergency.

i. In conjunction with the Vice President for Administration and Finance, compile cost figures for the conduct of emergency operations above the normal costs.

j. Attend training and workshops provided by the county, state, and federal municipalities to maintain proficiency in emergency management and emergency response planning and procedures.

E. Director Environmental Health and Safety

a. Provide direct assistance to the President in the areas of damage assessment, communicating with needed resource providers, coordinating recovery and restoration strategies in affected areas.

b. Assist in the development, review, and maintenance of the EMP.

c. Identify spin-off hazards and vulnerabilities that may affect the University and its ability to effectively address the emergency or disaster.
d. Coordinate with all responders to ensure that all personnel are equipped with the appropriate Personnel Protective Equipment (PPE) necessary and are following safe working procedures in accordance to all State and Federal guidelines.

F. Executive Director of University Public Relations

a. Advises the President of all news reports concerning the emergency.
b. Establishes liaison with the news media for dissemination of information as requested by the President.
c. Establishes liaison with local radio and TV services for public information.
d. Prepares news releases for approval and release to the media concerning the emergency.
e. Establishes press conferences and news release information on a regularly scheduled basis during the emergency.
f. Establishes a press center and briefing room for all media in the Multi-purpose room located in the University Union. If the Union is unavailable or involved in the emergency the briefing room shall be established in the auditorium located in the Strain Behavioral Science Building (BSB).
g. Updates the status of the campus emergency on the SRU website under the emergency update section.
h. Arranges for photographic and audio-visual services.

OPERATIONS

A. Emergency Operations

(University Chief of Police)

a. Coordinate and oversee all emergency field operations.
b. Maintain the University Police in a state of appropriate readiness.
c. Serve as coordinator of all activities categorized under the Operations Section.
d. Function as the interface between the Operations Section and Command.
e. Ensure that all personnel operating within the Operations Section receive up to date information regarding the situation and the event.
f. Solicit periodic update briefings from the individual staff of the Operations functions.
g. Provide periodic updates and briefings to Command.
B. Police / University Security  
(University Police Captain)

a. Ensure that the University Police are in an appropriate state of readiness.
b. Notify the University Administrative Duty Officer of emergencies or disasters.
c. Take immediate and appropriate action to protect life, property, and to safeguard records.
d. Coordinate security and law enforcement services.
e. Establish security and protection of critical facilities, including the CICC.
f. Coordinate traffic and access control in and around affected areas.
g. Assist as appropriate with route alerting and notification of threatened populations.
h. Assist as appropriate with the evacuation of affected citizens, especially those who are immobilized or injured.
i. Coordinate the installation of traffic signs and other traffic movement devices.
j. Assist with appropriate search and rescue operations.
k. Assist in the review and development of the SRU EMP.
l. Conduct training exercises (Table-top, Advanced table-top, and controlled drills) for police force in emergency management techniques, policies and procedures.

C. Health Services  
(Director of Health Services)

a. Develop and maintain the checklist for the Health Services function.
b. Assist in the development, and review and maintenance of the EMP.
c. Respond to the EOC or the field, as needed.
d. Maintain a listing of hearing impaired, handicapped and special needs students, based upon input from the Office for Students with Disabilities.
e. Coordinate medical activities within campus, including triage.
f. Coordinate medical services as needed to support shelter operations.
g. Coordinate mortuary services if needed.
h. Communicate with Butler Memorial Hospital, Grove City Medical Center, and Jameson Health System for patient transfer and condition.

D. Food and Water  
(Asst. to the Vice President for Student Life)

a. Maintain an emergency inventory for a minimum of three days of food and water for SRU resident students.
b. Develop and maintain the checklist for the food function.
c. Assist in the development, review and maintenance of the EMP.
d. Respond to the EOC in the field, as needed.
e. Maintain a listing of food assets within the University and its suppliers.

f. Develop and maintain written agreements on emergency food and water delivery by the University’s suppliers. These agreements will call for a minimum of one (1) truckload each of individual bottles of drinking water, gallon size bottled water, and non-perishable foods. These are to be delivered to the University upon request by the University during an emergency or disaster.

g. Coordinate the dissemination of information and supplies to the food community within the surrounding communities.

h. Coordinate the distribution of food to emergency workers and emergency/disaster victims.

E. Communications Services
   (Director of Information Technology)

   a. Coordinate the University website to post updates regarding the campus emergency or disaster.

   b. Coordinate staffing to complement all equipment utilized during the emergency or disaster.

   c. Develop and maintain an Emergency Action Plan for the University computer system, and other information technology on campus.

   d. Develop and maintain an emergency plan in case of cyber attack on the SRU campus.

   e. Arrange for separate lines of communication (computer, TV, and phone) to be fully operational at all times at the CICC. These lines of communication shall not be connected to, or in conjunction with, existing forms of communication on campus.

   f. Arrange for any additional communication equipment needed at the CICC.

   g. Coordinate SRU computer technicians in their effort to re-establish computer service on campus, if lost.

PLANNING

A. Vice President for Student Life

   a. Oversees all areas of assessment, planning, and the collection and dissemination of information as it pertains to the students and their families.

B. Assistant Vice President for Student Services

   a. Provides any assistance to the Vice President for student needs.

   b. Assembles and disseminates information pertaining to the students to the Vice President.
C. Provost / Vice President for Academic Affairs

a. Oversees the effort to collect, assemble, analyze, and disseminate information in regards to available resources and their respective participation in relation to the restoration or continuation of academic functions.
b. Reviews resources available during the emergency or disaster and allocates accordingly to the needs of the University in effectively managing the emergency or disaster.

D. Vice President for University Advancement

c. Coordinates the effort to collect, assemble, analyze, and disseminate information about an emergency and the necessary response and recovery operations, particularly to facilitate the provision of disaster assistance.
d. Reviews and ensures that the resource list and contact information is available for the EOC.
e. Tracks all resource participation and all available records incurred during the emergency or disaster.

LOGISTICS

A. Damage, Repair, and Control

(Principal Vice President for Facilities and Planning)

a. Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
b. Provide vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required.
c. Furnish emergency power and lighting systems as required.
d. Survey habitable space and relocates essential services and functions.
e. Provide facilities for emergency generator fuel.
f. Provide storage of vital records at an alternate site.
g. Coordinate with building and area EMAs for liaison and necessary support.
h. Work in conjunction with others in writing a report assessing the emergency and final outcome.

B. Student Life Issues

(Principal Vice President for Student Development)

a. Develop and maintain trained managers and staff who shall be available on short notice to assist with emergency and work in emergency or disaster situations, especially when students are directly involved in the emergency or disaster.
b. Develop and maintain a team of student staff to be available for tasks such as posting information, running errands, driving shuttles, taking head counts in evacuations, and other duties as the emergency or disaster dictates.
c. Ensure that managers are available to coordinate residence hall evacuations if necessary.
d. Develop and maintain a housing staff designated to locate off-campus or on-campus housing for affected students in conjunction with the reciprocal agreements already in place with Westminster and Grove City Colleges respectively.
e. Ensure that Coordinators of Residence Education are available to assist with staffing phones and speaking with concerned parents.
f. Develop and maintain a team of counselors that shall be available to assist any and all students / staff with processing the incident.

C. Human Resources

(Director of Human Resources)

a. Compile information on all employees affected by the emergency or disaster incident.
b. Develop and maintain a support mechanism for all affected employees.
c. Coordinate the labor force, overtime costs, and obtain any temporary labor force, etc.
d. Provide any necessary counseling services.

D. Housing

(Director of Residence Life)

a. Develop and maintain an emergency plan for relocation of students displaced from their living quarters by the emergency or disaster.
b. Develop and maintain a plan of housing for emergency workers who are required to remain on campus to provide assistance during the emergency or disaster.
c. Develop and maintain a list of resources for tents and cots, etc. to erect a tent city for emergency personnel required to remain on campus to assist in the emergency or disaster, if needed. The tent city should be housed at either the intramural fields or soccer fields along with medical and counseling facilities for emergency personnel as needed.

E. Building/s with incident

(Building Facility Manager)

a. Provide assessment of all structural and non structural damage to the building(s).
b. Coordinate emergency repairs to mitigate damage to the facility.
Basic Plan

c. Safely salvage all capital assets (files and equipment) and relocate to a safe location.
d. Shut off all utilities to the facility.
e. Assist with the furnishing of emergency power and utility service to facility as practical.
f. Secure the facility as best as the emergency or disaster will allow.

FINANCE

A. Vice President for Finance and Administrative Affairs
   a. Assess any and all financial damage, if any, immediately affecting the University. This is especially important in a cyber attack on the campus.
   b. Facilitate, allocate, and release funding for the emergency procurement of materials and supplies as needed.
   c. Develop and maintain a list of all state contracts that may be needed in the event of an emergency or disaster.

B. Assistant Vice President for Finance
   a. Provide assistance to the Vice President and coordinate all activities with relation to all financial affairs of the University during the emergency or disaster.
   b. Assess any and all financial damage, if any, immediately affecting the University. This is especially important instance of a cyber attack on the campus.
   c. Facilitate, allocate, and release funding for the emergency procurement of materials and supplies as needed.
   d. Develop and maintain a list of all state contracts that may be needed in the event of an emergency or disaster.

9. Administration and Logistics

A. Administration

University Reports

1. The University Administration may decide to submit situation reports, request(s) for assistance and damage assessment reports to the Butler County EMA, or directly to the appropriate PEMA regional office.
2. The Butler County EMA shall provide requested assistance and forward reports and requests for additional assistance to the appropriate PEMA regional office.

3. Slippery Rock University, surrounding municipalities, and the county and state governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

4. Narrative and written log-type records of response actions may be kept by University, municipal, and county emergency management agencies. The logs and records will form the basis for status reports which may be forwarded to PEMA.

5. The University EMAT may request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.

6. The Butler County EMA may make reports to PEMA by the most practical means, generally within one (1) hour of the notification of the incident. Reports will be constructed in accordance with PEMA requirements; namely, the Pennsylvania Emergency Incident Reporting System (PEIRS).

B. Deans and Department Heads

1. Emergency Preparedness
   a. Distribute building evacuation information to all employees with follow-up discussions, on-the-job training or explanation as required. Contact Health and Safety Office for assistance.
   b. Schedule time that can be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact the Environmental Health and Safety Office for assistance.
   c. Consider alternative means of communication in the event of a utility failure.

2. Emergency Situations
   a. Inform all employees under their direction of the emergency condition.
   b. Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
   c. Maintain emergency communications with officials from their own area/department (from an alternate site if necessary).
C. Faculty and Supervisors

Each faculty and staff supervisor has the responsibility to:

1. Survey and evaluate their assigned building facility or activity in order to determine the impact a fire, earthquake, etc. could have on their facility. Report all safety hazards (prior to an emergency) to the Environmental Health and Safety Office. Submit work orders promptly to Facilities and Planning to reduce hazards and to minimize incidents.

2. Educate students and/or staff concerning University emergency evacuation procedures for their building and/or activity (possibly during first class period – including, fire exits; assembly point, etc.).

3. Inform students and/or staff in the event of an emergency and initiate appropriate emergency procedures as outlined in this guide and/or as directed.

4. Evaluate their assigned area of responsibility regarding damages and/or safety concerns should an emergency occur, and report these to University Police immediately.

5. IMPORTANT: Should an emergency occur, stress to all students, staff and faculty that it is important to follow building evacuation guidelines and to report to the designated assembly area.

LOGISTICS

Coordination of unmet needs:

When University resources are overwhelmed, the Butler County Emergency Management Agency (BCEMA) is available to coordinate assistance and satisfy unmet needs.

Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Counter-Terrorism Task Force (RCTTF), or from the Pennsylvania Emergency Management Agency (PEMA). Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major emergency or disaster.
10. Authority and References

A. Authority

Authority for this plan and specific actions is the Pennsylvania Emergency Management Services Code 35 Pa CS Sections 7101-7707 and the Counterterrorism Planning, Preparedness and Response Act (Act 2002-227).

1. Under the Stafford Act, the Governor may request the President of the United States to declare a major disaster or emergency if the event is beyond the combined response capabilities of the County(ies) involved and the State.

2. Under the Emergency Management Services Code of Pennsylvania (Title 35), the County may request assistance from the Commonwealth of Pennsylvania when all appropriate locally available forces and resources are fully committed.

3. Pennsylvania Consolidated Statutes Title 35, Section 7504 (a) states that when two (2) or more political subdivisions within a county are affected, the county organization shall exercise responsibility for coordination and support to the area of operations. Additionally, when two (2) or more counties are involved, coordination shall be provided by the Pennsylvania Emergency Management Agency.

4. Through the authority of the Pennsylvania Emergency Management Services Code (35 Pa C.S.), this plan assigns functions necessary to support a comprehensive emergency management program.

B. References


6. Title III, Superfund Amendments and Reauthorization Act (SARA), October 17, 1986, Section 301-305, 311, and 312.


11. Definition of Terms

A complete set of definitions and terms appears within the Appendix Section of this plan (Appendix 1).

12. Education, Training, Drills and Exercises

Education

The education component of the EOP for the employees of Slippery Rock University will be offered as needed and consist of classroom style formats. Employees who choose to attend will be formed into small group divisions, creating a team environment, ensuring participation and complete understanding of the plan. This also provides that the productivity of the University is not compromised during the implementation process of the EOP.

The initial classroom discussions are designed to stimulate any concerns, possible corrections, and the practicality of the components in accordance with “real time” situations. This setting is also designed to create any special duties required during an emergency, and the personnel required to effectively perform them. The complete understanding of the role(s) for each person at the University is vital to the safe and successful egress in an emergency situation.

To fortify this plan there will be three individual sections that compose the educational format itself. Each component will have written documentation of each individual’s participation and acknowledgement confirming their understanding of the EOP. The individual components of the educational format with a brief description are as follows:
Orientation

This event will familiarize employees of SRU with the components of the new plan and procedures that encompass the EOP. During this discussion, the initial review of the EOP will take place and any major plan revisions will be covered. The formation of any special duties, personnel required to complete specified duties, and training required for these duties will be discussed and determined (i.e. assisting special needs students or employees with egress, operation of fire extinguishers, first-aid response teams, sweep teams) by the SRU President.

This phase will be conducted using several groupings divided into morning and afternoon sessions over multiple days, as to accommodate all employees. This phase of the plan carries a very Low Degree of realism and should be set with a specific end time.

Important Note:

There will also be a separate orientation conducted with the Mutual Aid organizations in order to familiarize themselves with Slippery Rock University and the EOP. During this meeting any concerns, needs, suggestions, or corrections from the agencies will be discussed, considered, and implemented as necessary.

Tabletop

This is a simulated emergency scenario that is presented by narrative form. The narrative scenario is in open format enabling all parties to interact and participate in the discussion as a “team”. All responses to the scenario will be evaluated and discussed with each person being able to critique and provide any suggestions beneficial to the success of the exercise. This exercise is primarily designed to evaluate the managers and employees’ performance of the EOP through group discussions, ensuring each person has a total understanding of the plan, and their own responsibility as it relates to the EOP. This scenario will end when all the objectives have been met or satisfied for the EOP, unless the discussions continue on to a set end time without conclusion. This exercise does take more time than the orientation, however all objectives do not have to be satisfied at this time.

Advanced Tabletop

This exercise is exactly the same set-up as the Tabletop except that props (i.e. maps, photos, displays, and other needed visuals) will be added to increase the realism of the discussions. This is a narrative style in a classroom setting. As each scenario is being addressed, new scenarios will be introduced to challenge and test the managers, employees, and any mutual aid representatives taking part in these exercises. The resolutions to all emergency scenarios discussed at the Advanced Tabletop must be completed before the session is to end. The coordinator must keep a close eye on the flow of the exercise and immediately address any concerns.
Training

Three (3) segments designed to give employees of SRU the opportunity to practice and fine-tune the emergency preparation in a “real life” setting make-up the training portion of this Education and Training segment. This also provides a unique opportunity for the employees of SRU to work directly with, and coordinate their efforts with selected Mutual-Aid organizations (i.e. Law Enforcement, Fire, Rescue, and Media) that would be needed in case of an emergency incident. This is a mutually very important event for all involved and can only help in the added effectiveness of all parties involved.

The three segments are as follows:

Emergency Evacuation Drills

This is a basic drill that requires everyone in the building to egress as fast as possible. The main purpose of this drill is to familiarize everyone with the primary and secondary egress routes, mustering point, and any special duties (i.e. assisting any special needs employees with egress), via hands-on training. Individual components need to be evaluated, and training skills tested. This is a realistic simulation with a Medium degree of realism.

Review the drill with all participants as well as the successes and failures of the drill and take any corrective action necessary to ensure a correct egress. This drill could be done on a monthly schedule. Students and employees should be notified the day of the exercise that it will take place, however should not be notified of the time that it will commence.

Since this drill has a heightened sense of realism, egress times should be documented, recorded, and reviewed with all participants. This drill can be divided into smaller units, and commenced in multiple venues. This feature will help enhance the focus for each area of the facility.

Important Note:
This drill must be completed with full documentation for the entire facility at SRU on a scheduled routine.

Functional Drills

This drill is designed to focus on single areas of choice in the EOP. Selecting different facets of the plan enables SRU to enhance the execution of the plan without interrupting the entire production process and profit performance of the facility. The reduction of size allows for more enhanced realism and multiple scenarios to be dramatized out in order to improve performance.
These drills can be combined to allow multiple responsibilities and duties to interact in a ‘live’ setting with each other. This combination will increase the confidence of the students and employees to complete a successful egress, while building a lasting frame of teamwork.

The size and scope of the drills will be determined by the results of the Education and Emergency Drills of the Training section. There will be a predetermined end time on the exercise, however the planner must allow for a reasonable amount of time and for completion of all the objectives that need to be met during the drill.

This drill requires all types of relative props, materials, and mutual aid needed to bring this to a high degree of realism. This drill must be completed with full documentation including: drill type, scenarios, participants, and results of the exercise.

This drill can be completed on an annual basis. Poor performance of prior drills may dictate a quarterly schedule, if determined by the personnel on the Emergency Operations Team.

**Full Scale Drill**

This drill encompasses all components of the EOP, including the coordination of all Mutual-Aid. This is the highest degree of realism possible and requires all props, actors (i.e. victims), equipment, media, and SRU personnel needed to achieve the realism desired. This drill can only be conducted after all previous drills have been completed successfully. This will be a full-scale dramatization of an emergency event with all facets responding accordingly. There is no timetable and is completed only when the emergency situation has been successfully handled by all parties involved. This drill needs to be completed at least once after the initial EOP is in place and the implementation process has been completed. Due to the scope of the drill this exercise should be completed at a minimum of every three (3) years.

**Important Note:**
Due to the degree of realism in this drill the media will need to be informed of the drill, its scope, and the proposed time of its occurrence. This will help ensure against any possible panic from worried families and friends of students and employees of Slippery Rock University.

Possible Scheduled Review Sessions

**New Hire Orientation**

New hire employees will first be exposed to the emergency evacuation plan during their initial orientation. The plan will be completely reviewed during this time with some topics carrying more emphasis as they are thoroughly discussed to give new employees
and students a perspective of where the University’s policies and procedures stand in reference to emergency management.

**Education and Training**

The emergency evacuation plan is a topic to be discussed in our refresher training sessions. Slippery Rock University feels it is important to the efficacy of our employees, students, and property to review our emergency policies periodically to be prepared for what may occur.

### 13. Plan Requirements, Development, Maintenance and Distribution

#### A. Requirements

1. **State Law.** The Pennsylvania Emergency Management Services Code, 35 PA C.S. Sections 7701-7707, as amended, requires each publicly funded institution of Higher Learning to prepare, maintain and keep current an emergency operations plan (EOP). Further, the plan must be available for inspection in the Butler County EOC, along with applicable emergency management plans, procedures and directives of PEMA and the Commonwealth.

2. **Slippery Rock University Adoption.** The University Emergency Management Administrative Team (EMAT) will develop the County EOP and coordinate the preparation of supporting standard operating checklists.

3. **County Adoption.** The County Emergency Management Coordinator (EMC) will develop the SRU EOP into the County’s EOP and coordinate the preparation of supporting standard operating checklists.

4. **Pennsylvania Emergency Management Agency (PEMA):** The plan conforms to various Federal agency requirements and the format prescribed by PEMA to facilitate review and cross reference to PEMA, FEMA and Department of Homeland Security Documents.

#### B. Development and Maintenance Responsibilities

1. **EMAT Responsibilities.** The University EMAT will coordinate development and maintenance of the plan. Plan components will be reviewed and updated consistently. Incident Specific Annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
2. NIMS Section Coordinators and Staff Members are responsible for the development and maintenance of their respective segments of this plan. Written reviews will be provided to the Emergency Management Administrative Team annually indicating concurrence or comments. They will recommend changes, as necessary, and keep the EMAT and Resource Manager abreast of changes in personnel, information and available resources.

3. Enforceability. This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code and Butler County Resolution.

4. Execution. This plan will be executed, altered, or rescinded upon order of the President of Slippery Rock University, or their authorized representative.

5. Distribution: This plan and its supporting materials is a controlled document. This plan, by its very nature, is not considered to be available for public consumption. Distribution is based upon regulatory or functional “need to know” basis. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMAT. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” details in the Revision policy. A receipt system will be used to verify the process. A detailed distribution list is presented in Section 4: Appendices.

### 14. Acronyms and Abbreviations

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADO</td>
<td>Administrative Duty Officer</td>
</tr>
<tr>
<td>BCEMA</td>
<td>Butler County Emergency Management Agency</td>
</tr>
<tr>
<td>BSB</td>
<td>Strain Behavior Science Building</td>
</tr>
<tr>
<td>CEOP</td>
<td>Commonwealth Emergency Operations Plan</td>
</tr>
<tr>
<td>CERT</td>
<td>Campus Emergency Resource Team</td>
</tr>
<tr>
<td>CICC</td>
<td>Critical Incident Command Center</td>
</tr>
<tr>
<td>EAD</td>
<td>Emergency Administrative Director</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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</tr>
<tr>
<td>ECT</td>
<td>Emergency Command Team</td>
</tr>
<tr>
<td>EMA</td>
<td>Emergency Management Administrator</td>
</tr>
<tr>
<td>EMAT</td>
<td>Emergency Management Administrative Team</td>
</tr>
<tr>
<td>EMP</td>
<td>Emergency Management Plan</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Coordinator</td>
</tr>
<tr>
<td>EOP</td>
<td>Emergency Operation Plan</td>
</tr>
<tr>
<td>ERT</td>
<td>Emergency Response Trailer</td>
</tr>
<tr>
<td>ESCP</td>
<td>Emergency Site Coordinator Post</td>
</tr>
<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>IMS</td>
<td>Incident Management System</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>NRP</td>
<td>National Response Plan</td>
</tr>
<tr>
<td>OSHA</td>
<td>Occupational Safety and Health Administration</td>
</tr>
<tr>
<td>PEIRS</td>
<td>Pennsylvania Emergency Incident Reporting System</td>
</tr>
<tr>
<td>PEMA</td>
<td>Pennsylvania Emergency Management Agency</td>
</tr>
<tr>
<td>PPE</td>
<td>Personnel Protective Equipment</td>
</tr>
<tr>
<td>RCTTF</td>
<td>Regional Counter-Terrorism Task Force</td>
</tr>
<tr>
<td>SRU</td>
<td>Slippery Rock University</td>
</tr>
<tr>
<td>University</td>
<td>Slippery Rock University</td>
</tr>
</tbody>
</table>
Section 2: Emergency Support Functions

ESF #1 – Transportation ................................................................. 38
ESF #2 – Communication and Warning ............................................ 41
ESF #3 – Public Works and Engineering .......................................... 44
ESF #4 – Fire Services ................................................................... 47
ESF #5 – Emergency Management ................................................ 50
ESF #6 – Mass Care, Housing and Human Services ....................... 53
ESF #7 – Resource Support ............................................................. 57
ESF #8 – Public Health and Medical Services .................................. 61
ESF #9 – Campus Search and Rescue .............................................. 65
ESF #10 – Oil and Hazardous Materials Response ......................... 69
ESF #11 – Agriculture and Natural Resources ............................... 73
ESF #12 – Energy .......................................................................... 77
ESF #13 – Law Enforcement ........................................................... 81
ESF #14 – Long-Term Recovery and Mitigation ............................. 85
ESF #15 – Public Information ......................................................... 89
Introduction

A. Purpose

Emergency Support Function (ESF) # 1 - Transportation assists SRU and other entities as well as volunteer organizations with the ability to perform response missions associated with major disasters or emergencies. Transportation (ESF # 1) also serves as a coordination point between response operations and restoration of the transportation infrastructure.

B. Scope

1. Transportation support includes the provision or utilization of transportation methods / modes (land, air or other) for emergency response, or operations, as well as coordinating the use of the resources to facilitate an effective, efficient and appropriate result.

2. Potential Operations include:
   - Providing resources or personnel that aid in traffic control, relocation and evacuation efforts.
   - Conducting damage assessment.
   - Performing aerial reconnaissance or photography.
   - Transporting patients or medical professionals.
   - Restoring roads, bridges, and transit systems or establishing a similar temporary structure.

3. The transportation ESF Team, or its individual members, may participate in debris management activities when appropriate. For information regarding debris management operations please refer to the Debris Management Plan.

Situations & Assumptions

A. The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the strategy or pattern of assistance available and offered by transportation providers.
B. The ESF Team Leader, in conjunction with team members, may appoint a supplemental staff member as a Resource Coordinator to manage the deployment of one or more resources.

C. The resources of any particular department or agency may be under the command of an individual not associated with that department or agency.

D. Immediately following an emergency, there may be a heavy demand for transportation to move people, supplies, records and equipment, to minimize loss of life and property. During emergency, transportation resources may be in short supply. Transportation routes may be damaged or destroyed requiring close coordination with PennDOT, State Police, municipal police and SRU police.

**Concept of Operations**

A. General

1. An assessment of the SRU transportation network will be conducted and the information analyzed to determine the feasibility of air and road travel.

2. Information will be shared with appropriate traffic control agencies to aid in the effort to regulate the use of the transportation infrastructure in the affected area.

3. Resource needs and requests will be obtained from SRU departments and agencies, other ESFs and Butler county.

4. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.

5. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

6. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

**Organization & Responsibilities**

A. Primary Department or Agency

1. Act as the Team Leader, as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.
3. Act as the coordinating agent for all related resources, develop operations, assignments, and direct deployment, in cooperation with team members.

4. Ensure team members will receive shift-relief from their organizations at appropriate intervals, and as additional personnel are available.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for food missions.

2. Provide supplemental staff to support the team.

3. Track the use of resources from their organizations and share that information with the Team Leader.

**Administration & Logistics**

Resource Lists - SRU maintains a current list of resources with contact information. Records – SRU maintains records of all emergency services activities.

**Authority & References**

Authority and references are outlines within the Basic Plan at Section 10.

**Definition of Terms**

Definitions are available within Section 5 of the appendices.

**Training & Exercises**

Training and exercise authority, requirements and policies are described within the Basic Plan at Section 12.

**Maintenance**

The primary agency is responsible for the review and maintenance of the plan.
Communication & Warning – ESF # 2

NIMS Category: LOGISTICS

Primary Agencies: SRU Information Technology
                 SRU Police Department

Support Agencies: Butler County Emergency Services / 9-1-1 Center

Introduction

A. Purpose

Emergency Support Function (ESF) # 2 – Communications, provides for SRU telecommunications resources and services necessary to support emergency response, or recovery operations, or other disaster assistance initiatives.

B. Scope

Communications support includes providing land-line, modem, cellular and radio assistance, or resources, for emergency response or assistance missions, as well as coordinating the use of resources to facilitate an effective, efficient and appropriate result.

Potential Operations include:

- Receiving and transmitting messages.
- Issuing alerts and warning messages or notifications.
- Ensuring technical support.
- Ensuring equipment exists that enable functional communications systems.
- Implementing lease agreements for commercial services or equipment.
- Identifying government or private sources that can render communications assistance from outside the affected area.

Situations & Assumptions

A. The SRU emergency management department maintains an open, reliable and redundant communication system.

B. The SRU Police Department monitors the national reporting services that provide information on weather conditions.

C. The extent of the damage to the communication infrastructure of the affected area, in addition to the peculiarities of the telecommunications network in the area, will influence the strategy for assistance offered by service providers.
D. Butler County, via PEMA, has the ability to activate the Emergency Alert System for local, regional or countywide public announcements.

**Concept of Operations**

A. General

1. An assessment of the SRU communications network will be conducted and the information analyzed to determine the condition of landline, cellular and electronic communications in the affected area(s).

2. The status of communications technology and resources will be disseminated widely among emergency response agencies.

3. Threatened areas and immediate response agencies will be notified as soon as possible.

4. Warnings and notifications will be made through the Butler County Emergency Operations Center when activated and emergency information is disseminated from that facility.

5. University announcements, will be disseminated in the most appropriate and effective manner to reach the largest audiences, consistent with the technology or resources available for use.

6. Resource needs and requests will be obtained from SRU departments and agencies, other ESFs and Butler county.

7. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.

8. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

9. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

**Organization & Responsibilities**

A. Primary Department or Agency

1. Act as the Team Leader, as well as the team’s representative, in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.
3. Act as the coordinating agent for all related resources, develop operations, assignments, and direct deployment, in cooperation with team members.

4. Ensure team members receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for food missions, as possible.

2. Provide supplemental staff to support the team, as necessary.

3. Track the use of resources from their organizations and share that information with the Team Leader.

**Administration & Logistics**

A. Resource Lists - SRU maintains a current list of resources with contact information.
B. Records – SRU maintains records of all emergency services activities.

**Authority & References**

Authority and references are outlines within the Basic Plan at Section 10.

**Definition of Terms**

Definitions are available within Section 5 of the appendices.

**Training & Exercises**

Training and exercise authority, requirements and policies are described within the Basic Plan at Section 12.

**Maintenance**

The primary agency is responsible for the review and maintenance of the plan.
Public Works and Engineering - ESF #3

NIMS Category: LOGISTICS
Primary Agency: SRU Facilities & Planning
Support Agencies: County Facilities Department
                 County Agricultural Department
                 County Sewer Authority

Introduction

A. Purpose

Emergency Support Function (ESF) #3 – Public Works & Engineering provides technical advice and/or coordination for evaluation, engineering services, contracting for construction management and inspection; contracting for emergency repair of water and wastewater facilities, portable water and ice; and emergency power to assist SRU in meeting goals related to lifesaving and life sustaining actions, damage mitigation, and recovery activities following a major disaster emergency.

B. Scope

Public Works and Engineering support includes providing engineering, construction management, and building inspection services and providing contracting services.

Potential operations include: construction or restoration of buildings, repair or restoration of structures, repair or restoration of water supply systems and wastewater or solid waste treatment facilities, emergency demolitions or stabilization of facilities or structures, and damage assessment or inspection of damaged buildings and facilities.

The Public Works & Engineering ESF team, or its individual members, may participate in debris management activities when appropriate and as necessary. For more detail of debris management operations, please refer to the Debris Management Plan.

Situations & Assumptions

A. The extent of the damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy for assessment and restoration operations.

B. The ESF Team Leader, in conjunction with team members, may appoint a supplemental staff member as Resource Coordinator to manage the deployment of one or more resources.
C. The resources of any particular department or agency may be under the command of an individual not associated with that department or agency.

Concept of Operations

A. General

1. An assessment of the condition of the public infrastructure will be conducted and the information analyzed to determine the need for immediate repair, restoration, or demolition of any structure or facility.

2. Resource needs and requests will be obtained from SRU departments and agencies, other ESFs and the county.

3. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.

4. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

5. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

Organization & Responsibilities

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Act as the coordinating agent for all related resources, develop operations, assignments, and direct deployment in cooperation with team members.

4. Ensure team members receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data, as appropriate.
B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for public works operations.

2. Provide supplemental staff to support the team.

3. Track the use of resources from their organizations and share that information with the team leader.

**Administration & Logistics**

Resource Lists - SRU maintains a current list of resources with contact information. Records – SRU maintains records of all emergency services activities.

**Authority & References**

Authority and references are outlined within the Basic Plan at Section 10.

**Definition of Terms**

Definitions are available within Section 5 of the appendices.

**Training & Exercises**

Training and exercise authority, requirements and policies are described within the Basic Plan at Section 12.

**Maintenance**

The primary agency is responsible for the review and maintenance of the plan.
Fire Services – ESF # 4

**NIMS Category:** OPERATIONS

<table>
<thead>
<tr>
<th>Primary Agency:</th>
<th>Slippery Rock Volunteer Fire Department</th>
</tr>
</thead>
</table>
| Support Agencies: | Butler County Emergency Services  
|                 | County Fire Departments  
|                 | Simplex Grinnell |

**Introduction**

**A. Purpose**

Emergency Support Function (ESF) # 4 – Firefighting, coordinates fire suppression resources and services necessary to support an emergency response, or recovery effort, or other disaster assistance initiative.

**B. Scope**

1. Firefighting support entails managing firefighting activities in buildings, wild lands or forests and providing personnel, equipment and supplies for emergency response or assistance when such resources can be useful in urban firefighting operations.

2. Potential Operations include:
   - Performing fire suppression operations
   - Providing water delivery capability
   - Providing supplemental resources
   - Conducting damage assessment

3. The firefighting ESF team, or its individual members, may participate in debris management activities when appropriate. For more information on Debris Management please refer to the Debris Management Plan.

**Situations & Assumptions**

**A.** University fire incidents typically can be managed by the Slippery Rock Fire Department; however, management support and resources are available for those instances in which either is necessary.

**B.** After certain disaster events, University water systems may be inoperable or sufficiently damaged so that some conventional fire suppression techniques are severely challenged.
C. The extent of damage to the transportation infrastructure after some disaster events will influence the firefighting strategy, as well as the ability of wheeled-vehicle firefighting apparatus to gain access to an active fire site.

D. The ESF Team Leader, in conjunction with team members, may appoint a supplemental staff member as Resource Coordinator to coordinate the deployment of one or more resources.

E. The resources of any particular department of agency may be under the command of an individual not associated with that department or agency.

F. Support and assistance from outside the University can be obtained through Butler County Emergency Services or PEMA.

**Concept of Operations**

A. General

1. An assessment of the regional transportation network will be obtained and the information analyzed to determine the feasibility of travel throughout the affected area.

2. Information will be shared with municipalities to aid in the effort to regulate the use of firefighting resources in the affected area.

3. Weather forecasting information will be obtained and disseminated to proper authorities.

4. Resource needs and requests will be obtained from SRU departments and agencies, other ESFs and Butler county.

5. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.

6. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

7. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

**Organization & Responsibilities**

A. Primary Department or Agency
Emergency Support Functions

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Act as the coordinating agent for all firefighting resources, develop operations assignments, and direct deployment, in cooperation with team members.

4. Ensure team members will receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader and make resources of their respective organizations available for food missions.

2. Provide supplemental staff to support the team, as necessary.

3. Track the use of resources from their organizations and share that information with the Team Leader.

Administration & Logistics
Resource Lists - SRU maintains a current list of resources with contact information.
Records – SRU maintains records of all emergency services activities.

Authority & References
Authority and references are outlines within the Basic Plan at Section 10.

Definition of Terms
Definitions are available within Section 5 of the appendices.

Training & Exercises
Training and exercise authority, requirements and policies are described within the Basic Plan at Section 12.

Maintenance
The primary agency is responsible for the review and maintenance of the plan.
**Emergency Management – ESF # 5**

**NIMS Category:** PLANNING  
**Primary Agency:** SRU Emergency Management Administrative Team  
**Support Agencies:**  
- Butler County Emergency Management Agency  
- County Fire Departments  
- County Planning Commission  
- County Information Services  
- County Facilities & Operations  
- Slippery Rock Area Emergency Planning Agency  
- PEMA  
- FEMA

**Introduction**

A. Purpose

Emergency Support Function (ESF) # 5 – Emergency Management, coordinates the effort to collect, assemble, analyze, and disseminate information about an emergency and the necessary response and recovery operations, particularly to facilitate the provisions of disaster assistance.

B. Scope

1. Emergency Management support includes collecting, processing and disseminating information to SRU, county, local and elected officials involved in emergency response and recovery operations, as well as the State and Federal government when state and federal representatives are involved in response and recovery activities.

2. Potential Operations include:

   - Obtaining damage assessments from affected areas.
   - Gathering data and information and developing reports.
   - Collecting deployment information from ESF teams.
   - Producing status reports.
   - Creating strategic operations plans.

**Situations & Assumptions**

A. The extent of damage to both the transportation and communication infrastructures of the affected area will influence the strategy or pattern of data collection practiced by the ESF team.
B. The ESF Team will rely on local reports and damage assessments, as well as information from other ESF teams to develop a summary of events, damages and response operations. The fundamental information the ESF team will seek to gather includes:

- Geographic boundaries of the affected area.
- Social, physical, economic, and political impacts of the disaster.
- Status of transportation systems in the affected area.
- Status of communications in the affected area.
- Access/entry points to the affected area.
- Hazard – specific data and information regarding the disaster.
- Current and forecast weather conditions for the affected area.
- Status of critical facilities in the affected area.
- Scope of emergency activation by SRU and local governments in the affected area.
- Decisions regarding emergency declarations by appropriate jurisdictions.
- Major concerns, activities, and deployments of all ESF teams.
- Resource needs and unmet “service” needs.
- Response and recovery priorities in specific areas.
- Status of pending ESF operations.
- Parameters of the donations management strategy for the incident.
- Relevant historical information regarding affected areas.

C. Documents developed by the ESF team will not be released to the public.

**Concept of Operations**

A. General

1. Data and information will be obtained continuously from SRU departments and agencies, other ESFs and municipalities, and the findings will be summarized in reports that discuss the event, damages and operations.

2. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

**Organization & Responsibilities**

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions and negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.
3. Act as the coordinating agent for all related resources, develop operations assignments, and direct deployment, in cooperation with team members.

4. Ensure team members receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.

5. Collect, compile and report information and data.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for emergency operations.

2. Provide supplemental staff to support the team, as necessary.

3. Track the use of resources from their organizations and share that information with the Team Leader.

Administration & Logistics

A. Resource Lists - SRU maintains a current list of resources with contact information.

B. Records – SRU maintains records of all emergency services activities.

Authority & References

Authority and references are outlines within the Basic Plan at Section 10.

Definition of Terms

Definitions are available within Section 5 of the Appendices.

Training & Exercises

Training and exercise authority, requirements and policies are described within the Basic Plan at Section 12.

Maintenance

The primary agency is responsible for the review and maintenance of the plan.
Mass Care, Housing and Human Services – ESF # 6

NIMS Category: LOGISTICS

Primary Agency: SRU Residence Life

Support Agencies:
- SRU Food Services Office
- SRU Student Health Services
- SRU Counseling Center
- American Red Cross
- School Districts
- Fire Services
- County Emergency Medical Services
- Police Services
- County Volunteer Organizations Active in Disasters (VOAD)

Introduction

A. Purpose

Emergency Support Function (ESF) # 6 - Mass Care coordinates the effort to meet the basic needs of surviving victims following a disaster, as well as to collect, assemble and report information about victims and assist with reunification of families.

B. Scope

1. Mass Care and Sheltering support includes providing temporary shelter, basic medical care and food to victims and their families, as well as assisting families in their efforts to reunite.

2. Potential Operations include

   • Providing food to responders and emergency workers.
   • Administering basic medical care.
   • Providing vouchers for clothes and certain other expenses.
   • Offering counseling to surviving victims.
   • Managing temporary shelters and keeping shelter records.
   • Serving meals to displaced families or individuals.
   • Operating a Disaster Welfare Inquiry program.
   • Collecting damage assessment information.
Situations & Assumptions

A. A significant disaster event may deny a population access to food and water, may spoil food and ruin clothing, and may displace a population from their residence halls or homes and create a widespread need for shelter, food, drink and other basic human needs.

B. The extent of damage to the infrastructure of the affected area will influence the demand for shelter.

C. The extent of the damage to the shelters in the area and the availability of shelter space in the area will influence the strategy for assistance offered by service providers.

D. Shelter sites may consist of existing, pre-identified facilities, temporary, built-to-demand structures or tent cities.

E. It is most desirable to have communications capabilities between each shelter facility and the emergency operations center.

F. Some individuals with special needs may require transportation assistance to enable them to reach a shelter facility.

G. Shelter and feeding activities will continue as long as the need persists.

H. Close cooperation will be maintained with the ESF #11 team, to ensure an efficient food service system is employed that satisfies the needs of the greatest number of people.

I. Emergency Medical assistance is intended to address only basic ailments and maladies and is supplemental to the public health and medical services for which ESF #8 team is responsible.

J. A donations plan for SRU exists, which can be helpful in organizing volunteer resources as well as donated goods. For more details of donations management operations refer to the Donations Management Plan.

K. The External Affairs team will be a critical partner to mass care, housing and human services activities. For more detail of external affairs operations, refer to the External Affairs Function (ESF #15).

L. Following hazardous materials or radiological incidents, no individual will be allowed entry to a shelter facility unless fully decontaminated.
Concept of Operations

A. General

1. Sheltering operations will begin prior to a disaster event when information and data suggest large-scale displacement of citizens is inevitable.

2. An assessment of event data and the regional transportation network will be obtained and the information analyzed to determine the most effective strategy for opening shelters.

3. Staff and management assistance will be made available to aid in the effort to establish a Family Assistance Center, in cooperation with the appropriate local jurisdiction and private entities.

4. Resource needs and requests will be obtained from SRU departments and agencies, other ESFs and the county.

5. Shelter, food and other assistance will be available until the need for emergency relief in the affected area has dissipated sufficiently so that individuals and families can return to their homes, or are able to receive assistance from traditional personal, private and government sources.

6. Shelter occupancy records will be maintained and shared with emergency management officials of SRU and in appropriate local jurisdictions.

7. Disaster Welfare Inquiry data and resources will be summarized and shared with SRU emergency management officials.

8. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

Organization & Responsibilities

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Act as the coordinating agent for all related resources, develop operations assignments, and direct deployment, in cooperation with team members.
4. Ensure team members will receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for food missions, as possible.

2. Provide supplemental staff to support the team, as necessary.

3. Track the use of resources from their organizations and share that information with the Team Leader.

Administration & Logistics

A. Resource Lists - SRU maintains a current list of resources with contact information.

B. Records – SRU maintains records of all emergency services activities.

Authority & References

Authority and references are outlined within the Basic Plan at Section 10.

Definition of Terms

Definitions are available within Section 5 of the appendices.

Training & Exercises

Training and exercise authority, requirements and policies are described within the Basic Plan at Section 12.

Maintenance

The primary agency is responsible for the review and maintenance of the plan.
Resource Support – ESF # 7

NIMS Category: LOGISTICS

Primary Agency: SRU Purchasing Office

Support Agencies: Butler County Emergency Management Agency
                       County Emergency Medical Services
                       Pennsylvania Department of Transportation
                       County Fire Services
                       Police Services
                       PEMA
                       FEMA

Introduction

A. Purpose

   Emergency Support Function (ESF) # 7 – Resource Support provides operational assistance / coordination of supplemental resources and performs logistical operations necessary to support an emergency response and recovery effort or other disaster assistance initiative.

B. Scope

   1. Resource Support includes providing or obtaining goods or services and executing logistical or administrative activities for emergency response operations as well as coordinating the use of the resources to facilitate an effective, efficient and appropriate result.

   2. Potential Operations include:

      • Procuring equipment or supplies.
      • Leasing temporary office space or mobile office units.
      • Performing printing of photographic reproduction services.
      • Initiating contracting agreements.

   3. Resource Support ESF team or its individual members may participate in debris management activities when appropriate and as necessary. For more information on Debris Management please refer to the Debris Management Plan.
Situations & Assumptions

A. The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the strategy or ability to provide support.

B. Supplies and equipment will be provided from existing inventories whenever possible.

C. Supplies and items of equipment obtained from commercial providers will not be stockpiled; however, the scope of procurement operations will be consistent with the severity of the event.

D. Procurement will be conducted in accordance with Federal, State and County laws and regulations, including provisions for emergency procurement.

E. A donations plan for SRU exists, which can be helpful in the effort to obtain resources under some circumstances. For more details of donations management operations refer to the Donations Management Plan.

Concept of Operations

A. General

1. An assessment of event data and the regional transportation network will be obtained and the information analyzed to determine the most effective strategy for accessing existing supply storage locations.

2. Resource needs and requests will be obtained from SRU departments and agencies, other ESFs and the county.

3. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.

4. Contracts with commercial vendors will be initiated to obtain supplies and equipment unavailable in existing inventories.

5. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

6. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.
Organization & Responsibilities

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Act as the coordinating agent for all related resources, develop operations assignments, and direct deployment, in cooperation with team members.

4. Ensure team member will receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, and make resources of their organizations available for resource operations.

2. Provide supplemental staff to support the team.

3. Track the use of resources from their organizations and share that information with the Team Leader.

Administration & Logistics

A. Resource Lists - SRU maintains a current list of resources with contact information.

B. Records – SRU maintains records of all emergency services activities.

Authority & References

Authority and references are outlined within the Basic Plan at Section 10.

Definition of Terms

Definitions are available within Section 5 of the appendices.
Training & Exercises

Training and exercise authority, requirements and policies are described within the Basic Plan at Section 12.

Maintenance
The primary agency is responsible for the review and maintenance of the plan.
Public Health and Medical Services - ESF # 8

NIMS Category: OPERATIONS

Primary Agency: SRU Student Health Services

Support Agencies:
- County Coroner
- Borough Emergency Medical Services
- Township Emergency Medical Services
- County Emergency Medical Service
- American Red Cross
- SRU Counseling Center (if the need exceeds our resources we will refer to the county for assistance)

Introduction

A. Purpose

Emergency Support Function (ESF) # 8 – Health and Medical Services coordinates the provision of medical care and the dissemination of public health information necessary to support an emergency response or recovery effort or other disaster assistance initiative.

B. Scope

1. Health & Medical support includes coordinating health and medical professionals and their disposition of care and treatment, as well as managing medical supplies and resources, to facilitate an effective, efficient, and appropriate result.

2. Potential operations include:
   - Identifying health hazards.
   - Disseminating public health information.
   - Managing vector control.
   - Conducting triage and providing treatment.
   - Operating field hospitals.
   - Controlling patient loads at hospitals.
   - Importing medicines, medical professionals, or supplies into the affected area.
   - Establishing temporary morgues, performing forensic examinations and completing victim identifications.
   - Coordinating mortuary services and the disposition of remains.
   - Offering crisis counseling.
   - Organizing disaster assistance teams.
   - Attending to victims rights issues.
3. The Health and Medical Services ESF team or its individual members may participate in debris management activities when appropriate and as necessary. For more information on Debris Management refer to the Debris Management Plan.

4. For information on animal care refer to the head of the department where the animals were being kept.

**Situations & Assumptions**

A. A significant disaster event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and create widespread need for medical care or public health guidance.

B. The extent of damage to the infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.

C. The extent of damage to medical, mental health, and outside care facilities within the affected area will influence the strategy and ability to coordinate care and provide appropriate treatment.

D. Collateral damage to industrial facilities, laboratories, water systems, and pipelines may generate secondary casualties, cause fires, or create a toxic or contaminated environment for all people including emergency responders.

E. The incapacitation of solid waste disposal facilities and water treatment systems as well as the disruption of electrical power services may foster the need for long-term relief.

F. Appropriate information about patients will be shared with the ESF #15 team for inclusion in the Disaster Welfare Inquiry Database.

G. General information only, or aggregate data regarding patients will be provided to public information officials to share with the media.

H. Medicines and supplies will be provided from existing inventories whenever possible.

I. Procurement will be conducted in accordance with Federal, State and Local laws and regulations, including provisions for emergency procurement.
J. The ESF Team leader, in conjunction with team members, may appoint a supplemental staff member as resource coordinator to coordinate the deployment of a specific resource.

**Concept of Operations**

A. General

1. An assessment of the regional transportation network will be available at treatment sites.

2. A continuous assessment will be conducted to determine the supply of essential and appropriate medicines as well as the level of need.

3. Assessments will be conducted to determine the threat posed by vermin or other health hazards, and actions will be taken to eradicate such threats.

4. Water supplies in the affected area will be evaluated and designated safe or unsafe for consumption.

5. Requests for assistance will be prioritized, and resources will be allocated and deployed in mission assignments.

6. Public service announcements will be broadcast, offering health and safety guidance directions.

7. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

**Organization & Responsibilities**

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Act as the coordinating agent for all health related and medical resources, develop operations assignments, and direct deployment, in cooperation with team members.

4. Ensure team member will receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.
5. Establish liaison with ESF #5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for food missions, as possible.

2. Provide supplemental staff to support the team, as necessary.

3. Track the use of resources from their organizations and share that information with the Team Leader.

**Administration & Logistics**

A. Resource Lists - SRU maintains a current list of resources with contact information.

B. Records – SRU maintains records of all emergency services activities.

**Authority & References**

Authority and references are outlined within the Basic Plan at Section 10.

**Definition of Terms**

Definitions are available within Section 5 of the appendices.

**Training & Exercises**

Training and Exercise authority, requirements and policies are described within the Basic Plan at Section 12.

**Maintenance**

The primary agency is responsible for the review and maintenance of the plan.
Slippery Rock University Emergency Operations Plan

Emergency Support Functions

Campus Search and Rescue - ESF # 9

NIMS Category: OPERATIONS

Primary Agency: SRU

Support Agencies: Butler County Emergency Services
Borough Emergency Medical Services
County Emergency Medical Services
County Fire Departments
Commonwealth, County, and local Police Departments

Introduction

A. Purpose

Emergency Support Function (ESF) # 9 – Campus Search & Rescue coordinates the elements of specialized lifesaving search and rescue operations in the event of a major disaster or emergency. Operational activities include locating, extracting and providing on-site medical assistance to victims trapped in collapsed structures.

B. Scope

1. Search and rescue operations include local fire and rescue personnel who are trained and experienced in collapsed structures, search and rescue operations. ESF # 9 coordinates with PEMA Urban Search & Rescue personnel in the event of a County based situation, which requires the activation and deployment of PA Task Force One.

2. Potential operations include:
   - Conducting needs assessments.
   - Conducting searches of collapsed structures.
   - Providing technical advice and assistance to County, State and Federal teams.

3. The Campus Search & Rescue ESF team, or its individual members, may participate in debris management activities. For more information on debris management please refer to the Debris Management Plan.

Situations & Assumptions

A. In situations that involve structural collapse, large numbers of people may require rescue and medical care.
B. Because the mortality rate among trapped victims rises dramatically after 72 hours, Search and Rescue must be initiated without delay.

C. In the course of response, rescue personnel may encounter extensive damage to the local infrastructure, such as buildings, roadways, public works, communications, and utilities.

D. Weather conditions such as temperature extremes, snow, rain and high winds may pose additional hazards for disaster victims and rescue personnel.

E. In some circumstances, rescue personnel may be at risk from terrorism, civil disorder or crime.

**Concept of Operations**

A. General

1. Information regarding the extent of the incident will be collected to enable the team to develop an appropriate response strategy.

2. An assessment of the regional transportation network will be conducted and the information analyzed to determine the feasibility of access to the incident site or zone.

3. Weather forecast information will be obtained and disseminated to municipalities and the disaster site(s) to aid in local planning or response operations.

4. The National Urban Search and Rescue Response System (US&R) consists of Urban Search and Rescue Task Forces, incident support teams and technical specialists. Each task force is comprised of 62 individuals organized in 31 positions. The positions are organized into five functional teams (management, search, rescue, medical and technical), with each team staffed to permit around the clock operations.

5. Incident Support Teams are organized, trained and mobilized by FEMA Headquarters. In disasters, one or more Incident Support Teams may be dispatched to the affected area to:

   - Conduct a comprehensive US&R needs assessment.
   - Provide technical US&R assistance, support and advice to Federal, State and Local officials.
   - Provide US&R management and coordination assistance and expertise to the ESF # 9 Leader and the Federal Coordinating Team Officer at the Disaster Field Office.
• Under the direction of the ESF #9 Leader, provide coordination of the operation of multiple task forces in the field.
• Coordinate logistical support of deployed task forces beyond their initial 72 hour period of self-sufficiency with the Regional Operations Center and Logistics sections, ensuring compliance with FEMA property management procedures.
• Re-entry decisions and actions will be coordinated with the affected local area.
• Resource needs and requests will be obtained from County departments and mission assignments.
• Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.
• All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

Organization & Responsibilities

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.
2. Develop team procedures and policies, as needed, in cooperation with team members.
3. Act as the coordinating agent for all related resources, develop operations assignments, and direct deployment, in cooperation with team members.
4. Ensure team member will receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.
5. Establish liaison with ESF #5 to facilitate the sharing of information and data.
6. Collect, compile and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for food missions, as possible.
2. Provide supplemental staff to support the team, as necessary.
3. Track the use of resources from their organizations and share that information with the Team Leader.
Administration & Logistics

A. Resource Lists - SRU maintains a current list of resources with contact information.
B. Records – SRU maintains records of all emergency services activities.

Authority & References

Authority and references are outlined within the Basic Plan at Section 10.

Definition of Terms

Definitions are available within Section 5 of the appendices.

Training & Exercises

Training and exercise authority, requirements and policies are described within the Basic Plan at Section 12.

Maintenance

The primary agency is responsible for the review and maintenance of the plan.
Oil and Hazardous Materials Response - ESF # 10

**NIMS Category:** OPERATIONS

**Primary Agency:** SRU Environmental Health and Safety

**Support Agencies:**
- SRU Facilities and Planning
- SRU Emergency Planning Committee
- Butler County Fire Departments
- Borough Emergency Medical Services
- County Emergency Medical Services
- Police Departments
- Butler County Emergency Haz-Mat / 9-1-1 Center
- Department of Environmental Protection
- Environmental Protection Agency
- Private Contractors

**Introduction**

**A. Purpose**

Emergency Support Function (ESF) #10 – Hazardous Materials, coordinates the resources and services necessary to support an emergency response or recovery effort essential to the remediation of conditions caused by toxic chemicals or hazardous materials release.

**B. Scope**

1. Hazardous Materials support includes confining or containing accidental releases of hazardous materials and hazardous waste and taking actions that mitigate the effects of the leak.

2. Potential operations include:

   - Product identification.
   - Suppressing chemical fires.
   - Conducting soil tests or collecting air samples.
   - Constructing stabilizing berms or other barriers.
   - Applying retardant materials.
   - Collecting concentrated supplies of hazardous materials.
   - Removing contaminated soil.
   - Decontaminating a site or individual.
Emergency Support Functions

3. The Hazardous Materials ESF team or its individual members may participate in debris management activities. For more information on Debris Management please refer to the Debris Management Plan.

Situations & Assumptions

A. Hazardous materials include oil, fuels, chemicals, toxic debris and waste, chemical weapons, radioactive substances and other contaminants with properties capable of polluting soil, water tables or water bodies or harming humans or animals.

B. Fixed facilities, disposal sites, pipelines, truck systems, and water bodies are potential incident sites, all of which pose unique response challenges.

C. The extent of damage to the infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the response strategy.

D. A severe disaster may precipitate simultaneous incidents, and coordination with local hazardous materials response teams will become critical.

E. Local responders will act as incident commanders unless a formal request is made by SRU officials for Butler County personnel to assume command. The primary agency may provide an on-scene coordinator at the request of local responders.

F. The resources of any particular department or agency may under the command of an individual not associated with that department or agency.

Concept of Operations

A. General

1. Information regarding the extent of the incident will be collected to enable the team to develop an appropriate response strategy.

2. An assessment of event data and the regional transportation network will be obtained and the information analyzed to determine the feasibility of access to the incident site(s).

3. Weather forecasting information will be obtained and disseminated to municipalities to aid in local planning or response operations.

4. Re-entry decisions and actions will be coordinated with the affected local area.

5. Individuals subject to exposure will be decontaminated or otherwise treated with appropriate medical care.
6. Resource needs and requests will be obtained from SRU departments and agencies, other ESFs and Butler county.

7. Requests for assistance will be prioritized, and resources will be allocated and deployed in mission assignments.

8. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

9. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

Organization & Responsibilities

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Act as the coordinating agent for all related resources, develop operations assignments, and direct deployment, in cooperation with team members.

4. Ensure team member will receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for food missions.

2. Provide supplemental staff to support the team.

3. Track the use of resources from their organizations and share that information with the Team Leader.
Administration & Logistics

A. Resource Lists - SRU maintains a current list of resources with contact information.
B. Records – SRU maintains records of all emergency services activities.

Authority & References

Authority and references are outlined within the Basic Plan at Section 10.

Definition of Terms

Definitions are available within Section 5 of the appendices.

Training & Exercises

Training and Exercise authority, requirements and policies are described within the Basic Plan at Section 12.

Maintenance

The primary agency is responsible for the review and maintenance of the plan.
Agriculture and Natural Resources – ESF # 11

NIMS Category: LOGISTICS
Primary Agency: SRU Food Services
Support Agencies: SRU Facilities & Planning
SRU Purchasing Office
American Red Cross
County Volunteer Organizations Active in Disasters (VOAD)

Introduction

A. Purpose

Emergency Support Function (ESF) # 11 – Food: identifies, secures and coordinates the effort to provide bulk food resources necessary to support an emergency response, recovery effort, or other disaster initiative.

B. Scope

Food support includes identifying sources of food supplies, obtaining food resources, and arranging to transport food to designated staging sites in the affected area. A minimum of three days of food and water for all resident hall students is necessary.

Potential Operations include:

- Researching governmental food programs and stockpiles.
- Negotiating with food suppliers.
- Developing a food procurement strategy.
- Organizing a food transportation plan.
- Coordinating with private and volunteer groups.
- Analyzing staging sites.
- Establishing a temporary food assistance program.

Situations & Assumptions

A. A significant disaster event may deny human and animal populations access to food and water, may create conditions that prevent individuals with food supplies from preparing them, or may displace a population from their homes and create a widespread need for food and drink.

B. The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the strategy or pattern of assistance.
C. The ESF Team Leader, in conjunction with team members, may appoint a supplemental staff member as Resource Coordinator to coordinate the deployment of one or more resources.

D. Food supplies intended for human populations will be suitable for either household distribution or meal service.

E. Food supplies intended for animal populations will be addressed by the person responsible for the department.

F. Food supplies will be provided from existing managed inventories whenever possible.

G. Procurement will be conducted in accordance with Federal, State and County laws and regulations, including provisions for emergency procurement.

H. Close cooperation will be maintained with ESF # 6 team to ensure an efficient system is employed that satisfies the needs of the greatest number of people.

I. The normal food storage and service facilities may be inoperable as a result of widespread power failure; thus some private food suppliers may be available to donate goods.

J. A donations plan for SRU exists, which can be helpful in organizing food collection and distribution efforts. For more details of donations management operations refer to the Donations Management Plan.

Concept of Operations

A. General

1. An assessment of event data and the regional transportation network will be obtained and the information analyzed to determine the most effective strategy for providing assistance.

2. An assessment will be conducted to determine the nature of need and areas of critical need, both for human and animal populations.

3. Storage and staging sites will be identified and utilized as necessary.

4. Resource needs and requests will be obtained from SRU departments and agencies, other ESFs and the county.

5. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
6. A strategy for direct procurement of food supplies will be implemented to obtain products not available in current inventories.

7. Food supplies will be evaluated to ensure their suitability for consumption.

8. Food assistance programs will be available, in cooperation with ESF # 6, until the need for emergency relief in the affected area has dissipated sufficiently so that individuals can provide adequate food supplies for themselves through traditional methods and sources.

9. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

10. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

Organization & Responsibilities

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Act as the coordinating agent for all related resources, develop operations assignments, and direct deployment, in cooperation with team members.

4. Ensure team members will receive shift-relief from their organizations at appropriate intervals.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for food missions.

2. Provide supplemental staff to support the team, as necessary.

3. Track the use of resources from their organizations and share that information with the Team Leader.
Administration & Logistics

A. Resource Lists - SRU maintains a current list of resources with contact information.
B. Records – SRU maintains records of all emergency services activities.

Authority & References

Authority and references are outlined within the Basic Plan at Section 10.

Definition of Terms

Definitions are available within Section 5 of the appendices.

Training & Exercises

Training and Exercise authority, requirements and policies are described within the Basic Plan at Section 12.

Maintenance

The primary agency is responsible for the review and maintenance of the plan.
Energy – ESF # 12

NIMS Category: LOGISTICS
Primary Agency: SRU Facilities & Planning
Support Agencies: Allegheny Power
                 Gas Company

Introduction

A. Purpose

Emergency Support Function (ESF) # 12 – To provide a liaison to the utility and energy industries to facilitate a coordinated restoration of electric, gas and commodity fuels, as well as energy delivery systems in affected areas.

B. Scope

Energy support includes communicating with providers, coordinating restoration strategies, and reviewing emergency plans.

Potential Operations include:

- Coordinating restoration plans.
- Allocating fuel resources.
- Coordinating delivery schedules with wholesale providers.
- Locating supplemental resources and arranging for distribution or delivery.
- Participating in damage assessment operations.

The Energy ESF team or its individual members may participate in debris management activities. For more detail of debris management operations, please refer to the Debris Management Plan.

Situations & Assumptions

A. Energy resources include:

Electricity
Natural Gas
Water
Oil
Coal
Propane
Gasoline
Wood
B. The extent of damage to the energy infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the strategy for assessment and restoration operations.

C. Damaged or destroyed transmission lines, pipelines, or energy distribution equipment may pose significant public health hazards and may pose unique debris management challenges.

D. The ESF Team Leader, in conjunction with team members, may appoint a supplemental staff member as Resource Coordinator to coordinate the deployment of one or more resources.

E. The county has some authority to regulate energy services and commodities; however, providers remain private enterprises with whom the government usually must negotiate rather than unilaterally compel cooperation.

**Concept of Operations**

A. General

1. An assessment of event data and the regional energy network will be obtained and the information analyzed to determine the most effective strategy for providing assistance.

2. An assessment will be conducted to determine the scope of system damage, the supply of remaining resources, the capability of operable systems and equipment and the nature of immediate needs.

3. Elements of transmission and pipeline systems that can be salvaged will be repositioned; technical assistance and equipment will be provided to remove those elements that are non-recoverable debris.

4. Resource needs and requests will be obtained from SRU departments and agencies, other ESFs and the county.

5. Requests as well as restoration operations will be prioritized, and resources will be allocated and deployed in mission assignments.

6. Providers will be contacted to arrange deliveries or distribution of supplemental resources or equipment, as necessary.

7. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.
8. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.

**Organization & Responsibilities**

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters, for its areas of responsibility. Areas of responsibilities were previously detailed in situations and assumptions.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Monitor energy resources and coordinate strategic restoration or delivery solutions, in cooperation with team members.

4. Ensure team member will receive shift-relief from their organizations at appropriate intervals.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, and make resources of their organizations available for missions, as possible.

2. Provide supplemental staff to support the team, as necessary.

3. Track the use of resources from their organizations and share that information with the Team Leader.

**Administration & Logistics**

A. Resource Lists - SRU maintains a current list of resources with contact information.

B. Records – SRU maintains records of all emergency services activities.

**Authority & References**

Authority and references are outlined within the Basic Plan at Section 10.
**Definition of Terms**

Definitions are available within Section 5 of the Appendices.

**Training & Exercises**

Training and exercise authority, requirements and policies are described within the Basic Plan at Section 12.

**Maintenance**

The primary agency is responsible for the review and maintenance of the plan.
Law Enforcement - ESF # 13

NIMS Category: OPERATIONS
Primary Agency: SRU Police Department
Support Agencies: Municipal Police Departments
County Police Departments
Pennsylvania State Police
County District Attorney
Pennsylvania National Guard

Introduction

A. Purpose

Emergency Support Function (ESF) # 13 – Public Safety & Security assigns responsibilities and provides for coordination among law enforcement agencies during emergencies.

B. Scope

Public Safety & Security support includes coordination and deployment of uniformed personnel to assist local forces in field operations to ensure security, maintain stability and order within SRU and the surrounding community, and otherwise guard the public safety.

Potential operations include:

- Establishing perimeter security at the incident site.
- Managing traffic patterns.
- Patrolling the area.
- Implementing protective action orders.
- Apprehending offenders.

The Public Safety & Security ESF team or its individual members may participate in debris management activities. For more information on Debris Management refer to the Debris Management Plan.

Situations & Assumptions

A. During emergencies, police services must be expanded to provide the increased protection required by disaster conditions. Adequate public safety & security resources and services will often be available through existing mutual aid agreements.
and, if the incident exceeds our capabilities additional support will be provided by state and federal agencies.

B. The primary agency representative will coordinate mission assignments and the use of personnel; however, the forces of any particular department may be under the command of an individual not associated with that department.

C. SRU Police Department and surrounding law enforcement agencies share mutual aid agreements and will cooperate according to parameters set forth in such documents.

D. Upon the declaration of an emergency by the Governor, the Pennsylvania State Police and the National Guard may be available to augment University, municipal, and county police forces.

E. Immediately following an emergency there may be a heavy demand for police service. Anticipated demand for police service requires a coordinating agency to effectively allocate resources. During emergency operations, law enforcement resources may be in short supply. Transportation routes may be damaged or destroyed requiring close coordination between police agencies and PennDOT.

Concept of Operations

General

1. Emergency law enforcement operations may be expanded beyond normal functions and responsibilities and include maintenance of law and order, traffic control and crowd control.

2. The SRU Emergency Operations Coordinator, assisted by law enforcement officers, is responsible for coordinating law enforcement activities during emergency operations. Police service organizations are to keep SRU and the County Emergency Management Agency informed of changes in police resources available or police service requirements in their jurisdiction. Coordination among law enforcement units will be effected through the SRU-EOC.

3. Resource needs and requests will be obtained from SRU departments and agencies, other ESFs and the county.

4. Requests for assistance will be prioritized, and resources will be allocated and deployed in mission assignments.

5. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

6. All team members will monitor activities and deployment to ensure the core duties of their organizations can continue to be performed.
Organization & Responsibilities

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Act as the coordinating agent for all Public Safety & Security resources, develop operation assignments, and direct deployment, in cooperation with team members.

4. Ensure team member will receive shift-relief from their organizations at appropriate intervals.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for Public Safety & Security Operations, as possible.

2. Provide supplemental staff to support the team, as necessary.

3. Track the use of resources from their organizations and share that information with the Team Leader.

Administration & Logistics

Resource Lists - SRU maintains a current list of resources with contact information. Records – SRU maintains records of all emergency services activities.

Authority & References

Authority and references are outlined within the Basic Plan at Section 10.
Definition of Terms

Definitions are available within Section 5 of the appendices.

Training & Exercises

Training and Exercise authority, requirements and policies are described within the Basic Plan at Section 12.

Maintenance

The primary agency is responsible for the review and maintenance of the plan.
Long Term Recovery & Mitigation – ESF # 14

NIMS Category: FINANCE & ADMINISTRATION

Primary Agency: SRU Emergency Management Administrative Team

Support Agencies:
- SRU Finance and Administrative Affairs
- County Emergency Management Agency
- County Assessment Office
- SRU Police Department
- Municipal Police Department
- State Police Department
- American Red Cross
- PEMA
- FEMA

Introduction

A. Purpose

Emergency Support Function (ESF) # 14 – Long Term Recovery & Mitigation assigns responsibilities and provides for coordination during the recovery period following a disaster including providing assistance to affected individuals and families.

B. Scope

1. Long Term Recovery support entails the development of initial disaster situation reports, the coordination and deployment of the disaster assessment teams, and the interface of the county, state and federal teams. This process will be directed by the EAD.

2. Potential Operations include:
   - Identification of damaged property.
   - Rapid assessments.
   - Determination of the value of the damage.

3. The Commonwealth and its political subdivisions have available various governmental and volunteer emergency services, organizations and facilities to cope with limited, disruptive emergencies. The provision of the Robert T. Stafford Disaster Relief and Emergency Assistance Act are designed to supplement these efforts when the magnitude of the disaster is beyond the ability of the Commonwealth governments to meet these needs.
Situations & Assumptions

A. The extent of damage to the infrastructure of the affected area will influence the strategy or pattern of assistance.

B. SRU has primary response and recovery obligations, and the Municipality and County can provide supplemental support when requested. SRU may determine that additional resources are needed and may request assistance from the state. The state in turn may request assistance from the federal government.

C. Federal financial assistance is available through several grant programs, usually only after a declaration of emergency or major disaster by the President. Some federal grant programs require administrative plans as one element of a County’s eligibility. Introductions for each of three administrative plans for emergency relief programs appear in this section.

D. Federal emergency financial assistance is available to an applicant only if established criteria are met and only within the parameters established for each program disaster event.

E. The primary agency representative will coordinate mission assignments and the use of personnel; however, the forces of any particular department may be under the command of an individual associated with that department.

F. Comprehensive damage assessment information is essential as the basis of a request by the Governor for federal assistance.

G. Following a presidential declaration, a Disaster Field Office will be established and staffed with federal personnel assigned to manage the disposition of federal relief funds in cooperation with county personnel.

H. Disaster Recovery Centers may be established in the affected area to provide information and guidance to citizens affected by the emergency or disaster, which might include an individual’s potential eligibility for assistance.

I. The resources and services available from private disaster relief organizations often are offered in conjunction with similar relief efforts local, county, state and federal governments but such aid also is provided interdependently by its sponsors.

J. The ESF Team Leader, in conjunction with team members, may appoint a supplemental staff member as Resource Coordinator to coordinate the deployment of one or more resources.
Concept of Operations

A. General

1. A thorough assessment of damage will be conducted and the information will be analyzed to determine the immediate needs in affected communities. A determination will be made whether to seek further assistance.

2. Information will be shared with appropriate agencies and organizations to facilitate the ability of SRU, government, and private officials to render aid.

3. SRU Incident Command Center will remain activated until such time as it no longer is necessary to coordinate emergency response and recovery operations formally or actively.

4. In a request for federal assistance, the State will seek funds for designated areas from available programs based on the nature and scope.

5. Upon notification that the request for federal assistance has been granted, the State will organize a staff relative to the scope of the award.

6. Debris management and donations management operations begun and emergency response will continue as necessary.

Organization & Responsibilities

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Act as the coordinating agent for all long term recovery & mitigation resources.

4. Ensure team member will receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data, as appropriate.
B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for food missions, as possible.

2. Provide supplemental staff to support the team, as necessary.

3. Track the use of resources from their organizations and share that information with the Team Leader.

**Administration & Logistics**

Resource Lists - SRU maintains a current list of resources with contact information. Records – SRU maintains records of all emergency services activities.

**Authority & References**

Authority and references are outlined within the Basic Plan at Section 10.

**Definition of Terms**

Definitions are available within Section 5 of the appendices.

**Training & Exercises**

Training and Exercise authority, requirements and policies are described within the Basic Plan at Section 12.

**Maintenance**

The primary agency is responsible for the review and maintenance of the plan.
Public Information - ESF # 15

NIMS Category: OPERATIONS

Primary Agency: SRU Public Relations

Support Agencies: Butler County Emergency Management Agency
County News and Media Outlets
County Emergency Alert System Station
PEMA

Introduction

A. Purpose

Emergency Support Function (ESF) # 15 – ensures the coordination and dissemination of official SRU information. It is to support emergency response or recovery operations, or other disaster assistance initiatives, and to assure appropriate information and instructions are released to the public.

B. Scope

1. External Affairs includes providing accurate information to the media sources regarding the location, severity and magnitude of the emergency or disaster.

2. Potential operations include:

   - Formulation of media statements.
   - Scheduling and conduct of press briefings.
   - Development of pre-scripted media statements.
   - Preparation of press/media packages or the development of emergency public announcements.
   - Coordination and release of information with other involved agencies.
   - Transmission of timely messages to the various media outlets.

Situations & Assumptions

A. The Public Information Officer will coordinate information releases and provide accurate information to the public during emergencies so that the public can take appropriate precautionary or protective action. The Public Information Officer and team associates review and participate in exercises of the plan.

B. SRU emergency management personnel and Public Information Officer monitor local and national media to be aware of current information and to monitor the accuracy of statements related to the emergency or disaster.
C. The extent of damage to the communications infrastructure of the affected area, in addition to the requirements of the local and national media, will influence the strategy for information dissemination.

D. SRU is served by the Campus Warning System.

E. The County is served by the Emergency Alert System.

F. SRU via PEMA has the ability to activate the Emergency Alert System for local, regional, or countywide public announcements.

G. The Primary Agency Representative will coordinate information releases.

H. Each level of government (Municipal, County, State, Federal) will furnish timely information and coordinate news releases.

I. During periods of emergencies, there may be a heavy demand for public information.

**Concept of Operations**

A. General

1. All information released to the media will be through the Public Information Officer after clearance with the EAD.

2. No public information will be issued during emergency situations without the approval of the SRU President, the EOD or the Public Information Officer.

3. Whenever possible and time permitting, information will be coordinated with Public Information Officers of SRU and the involved municipalities. When two or more municipalities are involved, municipal public information actions are to be coordinated with the county Public Information Officer.

4. Timely briefings will be held to report information concerning emergency response efforts to reassure citizens that the situation is under control.

5. Rumor control is a part of the External Affairs function.

6. SRU will seek the cooperation of all local media prior to and during emergencies.

7. Information released will be made from the SRU’s designated Press Briefing Room when activated and emergency information is disseminated from that facility.
8. Public Service announcements, as well as warnings for the hearing impaired or other special needs populations, will be disseminated in the most appropriate and effective manner to reach the largest audience, consistent with the technology or resources available for use.

9. All External Affairs team members will monitor activities to ensure the core duties of their organizations can continue to be performed.

**Organization & Responsibilities**

A. Primary Department or Agency

1. Act as the Team Leader as well as the team’s representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop team procedures and policies, as needed, in cooperation with team members.

3. Act as the coordinating agent for all communication resources, develop operations assignments, and direct deployment, in cooperation with team members.

4. Ensure team members will receive shift-relief from their organizations at appropriate intervals, as additional personnel are available.

5. Establish liaison with ESF # 5 to facilitate the sharing of information and data.

6. Collect, compile and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Team Leader, as appropriate, and make resources of their organizations available for food missions.

2. Provide supplemental staff to support the team.

3. Track the use of resources from their organizations and share that information with the Team Leader.

**Administration & Logistics**

Resource Lists - SRU maintains a current list of resources with contact information. Records – SRU maintains records of all emergency services activities.
Authority & References

Authority and references are outlined within the Basic Plan at Section 10.

Definition of Terms

Definitions are available within Section 5 of the appendices.

Training & Exercises

Training and Exercise authority, requirements and policies are described within the Basic Plan at Section 12.

Maintenance

The primary agency is responsible for the review and maintenance of the plan.
# Section 3: Incident Specific Plans

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>94</td>
</tr>
<tr>
<td>2</td>
<td>Reporting Incidents, Emergencies, or Disasters</td>
<td>95</td>
</tr>
<tr>
<td>3</td>
<td>Evacuation Procedures</td>
<td>96</td>
</tr>
<tr>
<td>4</td>
<td>Biological, Chemical, or Radiation Incident</td>
<td>99</td>
</tr>
<tr>
<td>5</td>
<td>Bomb Threat, Hostage Situation</td>
<td>101</td>
</tr>
<tr>
<td>6</td>
<td>Civil Disturbance or Demonstrations</td>
<td>105</td>
</tr>
<tr>
<td>7</td>
<td>Directive to Immediately Terminate Demonstration</td>
<td>107</td>
</tr>
<tr>
<td>8</td>
<td>Earthquake</td>
<td>108</td>
</tr>
<tr>
<td>9</td>
<td>Emergency Warnings</td>
<td>110</td>
</tr>
<tr>
<td>10</td>
<td>Explosion, Aircraft down (Crash), on Campus</td>
<td>111</td>
</tr>
<tr>
<td>11</td>
<td>Fire</td>
<td>112</td>
</tr>
<tr>
<td>12</td>
<td>Floods</td>
<td>114</td>
</tr>
<tr>
<td>13</td>
<td>Inclement Weather</td>
<td>117</td>
</tr>
<tr>
<td>14</td>
<td>Snow/Ice Storm</td>
<td>119</td>
</tr>
<tr>
<td>15</td>
<td>Medical and First Aid</td>
<td>120</td>
</tr>
<tr>
<td>16</td>
<td>Psychological Emergency</td>
<td>122</td>
</tr>
<tr>
<td>17</td>
<td>Student Death/Serious Injury/Illness</td>
<td>123</td>
</tr>
<tr>
<td>18</td>
<td>Procedure for the Script of Notification to Family (first call)</td>
<td>128</td>
</tr>
<tr>
<td>19</td>
<td>Script to Notify Family of a Student Death (first call)</td>
<td>130</td>
</tr>
<tr>
<td>20</td>
<td>Procedure for the Notification to Family, Follow-up Call</td>
<td>131</td>
</tr>
<tr>
<td>21</td>
<td>Substance Abuse</td>
<td>132</td>
</tr>
<tr>
<td>22</td>
<td>Terrorism</td>
<td>134</td>
</tr>
<tr>
<td>23</td>
<td>Tornado</td>
<td>137</td>
</tr>
<tr>
<td>24</td>
<td>Utility Failure</td>
<td>141</td>
</tr>
<tr>
<td>25</td>
<td>Violent and Criminal Behavior</td>
<td>144</td>
</tr>
<tr>
<td>26</td>
<td>Public Communication</td>
<td>145</td>
</tr>
<tr>
<td>27</td>
<td>Miscellaneous Emergency Procedures</td>
<td>146</td>
</tr>
<tr>
<td>28</td>
<td>Emergency Incidents involving International Students</td>
<td>148</td>
</tr>
</tbody>
</table>
Incident Specific Plans

1. Introduction

A. Purpose

The Incident Specific Plans have been designed to address emergencies that could occur on the SRU campus or at any of SRU’s facilities. SRU and its operations are susceptible to emergencies such as natural disasters, severe weather, and man-made hazards. This section is to serve as a template for the many responses to the incidents, emergencies, or disasters that may occur at SRU.

The Incident Specific Plans contain information that may be vital during an emergency such as campus specific protocols for emergency communications and crisis response teams. The individual plans are intended to facilitate common understanding, provide useful tools, serve as a resource, and assist University personnel and professional emergency responders.

All personnel should become familiar with the contents of the Incident Specific Plans as they obtain to each individual’s location on campus, the roles, responsibilities, and functions outlined in the plans. It is imperative that individuals with designated leadership roles in times of emergencies know and understand their responsibilities.
2. Reporting Incidents, Emergencies, or Disasters

ON CAMPUS

1. In case of an incident, emergency, or disaster, contact the Slippery Rock University Police at:

   - Campus phone ext. 3333
   - Public phone 724-738-3333

2. For a health emergency, call the Student Health Services at:

   - Campus phone ext. 2052
   - Public phone 724-738-2052

3. When calling stay calm and carefully explain the problem and location to the university police dispatcher/student health services staff.

   **Important note:**
   Do NOT hang up until told, so that all pertinent information may be obtained and disseminated to the appropriate personnel.

OFF CAMPUS

1. In case of an incident, emergency, or disaster, contact:

   - 911

2. Notify Slippery Rock University Police at:

   - 724-738-3333
3. Evacuation Procedures

1. Policy

It is the policy of Slippery Rock University, that in the event of an emergency, which would require the evacuation of an SRU building, the following procedures will be utilized to ensure all students and staff exit the building in a safe, orderly and expeditious manner.

2. Procedure

A. There are two (2) reasons that can require the evacuation of a building on the SRU campus or one of its off-campus facilities.

1) An emergency situation that presents a serious threat of injury, or life to the students, staff, or visitors of SRU.

2) A planned operation, or drill for training, or for administrative purposes. In these cases, the Slippery Rock University President, or his designate, will be the authority to determine the time, date, and conditions for such an event.

3. Building Evacuation

A. Building evacuations will occur when a fire alarm sounds and/or upon notification by Slippery Rock Police.

B. When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same.

C. Take all personal belongings with you upon evacuation.

D. ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that elevators are reserved for disabled persons. In residence halls the elevators lock off when the alarm is activated.

Note: Do NOT use the elevators in cases of Fire, Earthquake, or Bomb Threat.

E. Once outside, proceed to a pre-determined mustering point (clear area) that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
F. **DO NOT** return to an evacuated building until told to do so by University Police.

**IMPORTANT:** After any evacuation, report to one of two (2) designated campus assembly points based on the emergency location/s **AFTER** you have been released from the individual buildings mustering point by the emergency coordinator at that site. The main assembly areas are as follows:

**UPPER CAMPUS**

- Main Site: Morrow Field House
- Alternate Site: Weisenfluh Dining Hall

**LOWER CAMPUS**

- Main Site: The University Union
- Alternate Site: N. Kerr Thompson Stadium

Stay there until an accurate headcount is taken. A University representative will take attendance and assist in accounting for all building occupants. Information and direction will be delivered about the incident, emergency, or disaster at that time.

4. **Child Care Center Evacuation in the McKay Education Building**

McKay Education building houses the SGA Child Care Center and therefore requires as many staff members as possible to respond. The children should be taken out of the building through the back door to the playground parking lot area.

*It is important to keep the children together and to know the exact number of children present to be accounted for at all times.*

The Child Care Center professional staff will provide for the number of children present and assist with the evacuation process.

5. **Campus Evacuation**

A. The following procedures will be utilized in both instances of a planned, and/or emergency evacuation:

1) Evacuation of all or part of the campus grounds will be announced by the University Police and the Director of Environmental Health and Safety.
2) All persons (students and staff) are to immediately vacate the site in question and relocate to the designated building mustering point. At that time they will be directed to the appropriate campus assembly point(s).

B. Evacuation Completion

1) Upon the completion of the evacuation procedure, and depending upon the situation, a determination will be made in regard to re-occupying the affected building(s) on campus.
4. Biological, Chemical, or Radiation Incident

A. Any exposure to a hazardous biological, chemical, or radioactive material must be reported immediately to the University Police at:

Campus phone ext. 3333

Public phone 724-738-3333

B. The followings procedures shall be as follows:

1) Any suspicious package received should be left untouched.

2) The location in which the package is located should be evacuated and the University Police notified.

It is important for anyone who comes in contact with the suspicious package not to be in contact with other people if at all possible. These individuals should remain isolated until cleared by the University Police or a campus safety officer.

3) When reporting, be specific about the nature of the involved material and exact location. University Police will contact the necessary specialized authorities* and medical personnel.

*All laboratories will have a primary person responsible for that lab listed on the lab door. A list of those names for initial emergency contact will be kept at the SRU Police desk.

4.) The key person on site should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the University Police / Environmental Health & Safety Personnel.

5.) Anyone who may be contaminated is to avoid contact with others as much as possible, remain in the vicinity and give their names to the University Police. Required first aid and cleanup by specialized authorities should be started at once.

6.) When the building evacuation alarm is sounded, an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
7.) **ASSIST THE DISABLED IN EXITING THE BUILDING!** Remember, that the elevators are reserved for handicapped persons. However, do not use the elevators in case of FIRE, EARTHQUAKE, or BOMB THREAT. DO NOT PANIC.

8.) Once outside, move to the designated building mustering point (assembly area). From that point after a headcount you will be directed to the appropriate campus assembly point. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

9.) A Campus Emergency Site Coordination Post may be set up near the emergency site. Keep clear of the Coordination Post unless you have official business.

10.) **DO NOT RETURN TO AN EVACUATED BUILDING** until told to do so by a Slippery Rock University Police Officer.

**IMPORTANT:**
After any evacuation all individuals shall report to the designated building mustering point. A head count will be taken by a designated University representative at that time. All individuals will then be directed to the designated campus assembly point. Stay at the building mustering point until an accurate HEADCOUNT is taken and you are directed to the campus wide mustering point.
5. Bomb Threat, Hostage Situation

This hazard is not limited to major universities, or those located in major metropolitan areas, all Universities are subject to this type of hazard. The stress and frustration that can mount on an individual(s) in a college atmosphere are fertile grounds for the development of this type of hazard and should not be dismissed. The effect of this type of hazard has far more reaching effects on a smaller college or university than a larger one, simply for the closeness of the people in the community itself.

It is imperative that all faculty, staff, and students of SRU know how to respond to a bomb threat or hostage situation in the event one or both should occur. These procedures are designed to educate and train that all faculty, staff, and students respond calmly, quickly, and appropriately to the hazard.

BOMB THREAT

The individual receiving the bomb threat is responsible for carefully recording the information and then immediately notifying their supervisor and the SRU Police Department.

RECEIVING THE THREAT

1.) In the event of a call, obtain all the information possible from the caller. Be firm, calm, speak quietly and request the following information:

   1.) Record as much information as possible.
   2.) Request the name of the building where the threat is located.
   3.) Request the exact location of the device.
      A.) What floor?
      B.) What part of the building; north, south, etc.
      C.) Type of device.
      D.) Detonation time.
      E.) Description of the package.

Important note:
It is crucial that you note the following information. These small details could very well be the ones that will save a life and bring a safe and successful conclusion to the hazard.

   1.) Gender of caller.
   2.) Accents.
   3.) Background noise.
   4.) Speech pattern.
   5.) Time of call
   6.) Age of caller.
Bomb Threat, Hostage Situation—(continued)

4.) Advise the caller that the building is occupied by people and the detonation of a bomb could result in the death or serious injury to many people.

5.) Call the Slippery Rock University Police at:

Campus phone ext. 3333

Public phone 724-738-3333

Should the threat be determined credible and outside the resource capability of the University, the Slippery Rock Police Department will notify the Butler County EMA through the 911 call center. The 911 call center will ensure that the appropriate support agencies will be dispatched to assist the University with the hazard.

HOSTAGE SITUATION

In the event of a hostage situation it is important that the University Police are quickly notified. Upon the receipt of notification, the following team will be assembled.

- **Slippery Rock University Police Chief**
  The Police Chief or a designated member of their staff will be responsible for serving as a liaison to the assisting Police Departments.

- **Director of Facilities and Planning**
  The Director of Facilities and Planning shall ensure that the Police Department(s) has access to accurate building plans or drawings.

- **Director of Human Resources**
  The Director of Human Resources shall be responsible for arranging counseling for the hostage(s) and affected faculty, staff, students, or rescue personnel.

The faculty, staff, or student who recognizes or is notified of a hostage situation will call the University Police at:

Campus phone ext. 3333

Public phone 724-738-3333
Bomb Threat, Hostage Situation—(continued)

The caller will need to provide the following information:

1.) The caller’s name, location, and telephone number.
2.) Number of persons being held hostage.
3.) Location of the hostages.
4.) Condition of the hostages.
5.) Demands of the hostage takers.
6.) Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type), if possible.
7.) Description of the hostage taker’s vehicle, if applicable.

1.) The Police dispatcher will initiate the Emergency notification procedure and make any additional calls as necessary.

2.) Faculty, staff, and/or students directly affected by the hostage situation should take their cue from the hostage takers. If the opportunity arises whereby escape can be accomplished without creating greater harm to themselves or others, then they should use their own discretion.

Slippery Rock University does not recommend, endorse, or imply that any hostage take matters onto their own that could endanger themselves or others.

3.) Faculty, staff, and/or students who have escaped or are not affected should remain away from the location and out of sight of the hostage takers.

4.) The Slippery Rock University Police will establish an Emergency Site Command Post (ESCP). The Directors of Facilities and Planning and Human Resources will report to the ESCP to provide immediate information about the facility.

5.) The University Police Chief may request the assistance of the Pennsylvania State Police (PSP) and its Hostage Crisis Team. Upon their arrival, the Pennsylvania State Police will in conjunction with the SRU Police Department resolve the situation. The SRU Police will then act in a supporting role to the PSP.

6.) The Director of Facilities and Planning will ensure the Police have accurate drawings or blueprints of the affected building(s).

7.) The Executive Director of Public Relations will provide the public notice as directed by the ECT.
8.) In coordination with the Commanding Police Department the University/designee/ or supervisor of the area effected will consider the following:

- Evacuating the entire facility to assembly areas or an offsite location.
- Conducting a media briefing offsite if the Commanding Police Department’s spokesperson cannot conduct one.
- Providing a location for the families of the hostages to congregate for counseling.

9.) The Director of Human Resources will provide or arrange counseling for faculty, staff, students, and their families if needed.
6. Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Facilities utilized for campus demonstrations must be reserved in accordance with applicable university policies and procedures. If any of the conditions stated below exist, University Police should be notified and will be responsible for contacting and informing the Administrative Duty Officer.

The following conduct will not be permitted:

1. **INTERFERENCE** with the normal operations of the University.

2. **PREVENTION** of access to, or egress from, offices, buildings or other University facilities including the use of facilities which have been reserved according to the University’s normal room or space scheduling system.

3. **THREAT** of physical harm to persons or damage to University facilities.

Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

1. **PEACEFUL, NON-OBSTRACTIVE DEMONSTRATIONS**
   A. Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct university business as normally as possible.
   B. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
      1) Arrangements will be made by the Slippery Rock University Chief of Police to monitor the situation during non-business hours, or
      2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Next Section, Non-Violent Disruptive Demonstrations)

2. **NON-VIOLENT DISRUPTIVE DEMONSTRATIONS**
   A. In the event that a demonstration blocks access to university facilities or interferes with the operation of the University:
      1) Consideration will be given to video taping the demonstration. Demonstrators may be asked by the President or his/her designee to terminate the disruptive activity. (See recommended script for the directive located at the end of section 6.)
2) The University Police will be informed that the demonstrators were directed to terminate the disruptive activity.

3) If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a specified length of time may result in disciplinary action or arrest including suspension, expulsion or possible intervention by civil authorities.

4) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including videotape and photographs if deemed advisable.

5) After consultation with the President or designee, the Chief of University Police, will take appropriate action.

6) If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Police Department, the remaining demonstrators will be warned of the intention of arrest.

3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

A. In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the Administrative Duty Officer will be notified immediately.

**During Business Hours**

1) Slippery Rock University Police will contact the Administrative Duty Officer.

2) The Vice President for Student Life or designee will advise the President.

If appropriate, a university photographer(s) will be contacted and/or video taping equipment obtained and used and/or surveillance

**After Business Hours**

1) University Police should be notified immediately of the disturbance.

2) University Police will investigate the disruption and notify the Chief of University Police and the Administrative Duty Officer.

**Note:**
The Slippery Rock University Police Chief or designee reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.
### 7. Directive to Immediately Terminate Demonstration

**Recommended Script**

(Identify Self)

This assembly and the conduct of each participant are seriously disrupting the operations of the University and are in clear violation of the law and University Policies, especially the Code of Conduct of the University. (You have been given the opportunity to discuss your grievances in the manner appropriate to the University.) (In no event will the Administration of the University accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Commonwealth of Pennsylvania, take whatever measures are necessary to restore order—including calling for police assistance. Any person who continues to participate in this demonstration is subject to possible arrest and students also will be subject to University disciplinary action, which could include suspension from the University.
8. Earthquake

1. During an Earthquake remain calm and quickly follow the steps outlined below.

2. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.

3. IF OUTDOORS, quickly move away from buildings, utility poles and other structures. CAUTION: Avoid power or utility lines as they may be energized.

4. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

5. After the initial shock, evaluate the situation and call University Police if emergency help is necessary at:

   Campus phone ext. 3333

   Public phone 724-738-3333

6. Protect yourself at all times and be prepared for aftershocks.

7. Damaged facilities should be reported to the University Police and the SRU Facilities and Planning Department.

   Note:
   Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.

8. If a building emergency exists, activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone to University Police at:

   Campus phone ext. 3333

   Public phone 724-738-3333
9. **ASSIST THE DISABLED IN EXITING THE BUILDING!** Remember that elevators are reserved for the handicapped person’s use. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.

10.) Once outside, move away from any building as rapidly as possible. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

11.) An Emergency Site Coordination Post (ESCP) may be set up near the location of the emergency. Keep clear of the Coordination Post unless you have official business.

12.) **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University Police Officer.

**IMPORTANT:**
After any evacuation all individuals shall report to the designated building mustering point. A head count will be taken by a designated University representative at that time. All individuals will then be directed to the designated campus assembly point. Stay at the building mustering point until an accurate HEADCOUNT is taken and you are directed to the campus wide mustering point.

**Note:**
The Incorporated Research Institutions for Seismology (IRIS) has developed an interactive Map of Seismic Events for the World Wide Web. The web page displays seismic activity in near real time and can be reached via [http://www.iris.edu/](http://www.iris.edu/).
9. Emergency Warnings

The following warnings are in place in the surrounding area:

**Slippery Rock Fire Siren** – Three (3) 1-minute steady blasts. This will be repeated by local media sources.

**Grove City** – No sirens. All warnings by local media sources.

**Butler** – No sirens. All warnings by local media sources.

For people living in other areas not mentioned, please check with your respective communities for this pertinent information needed.
In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.

2. After the effects of the explosion and/or fire have subsided, notify the University Police at extension 3333. Give your name and describe the location and nature of the emergency.

3. If necessary, or when directed to do so, activate the building alarm. CAUTION: if the alarm fails to go off, report the emergency by telephone.

4. When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same.

5. ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that elevators are reserved for the handicapped person’s use. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.

6. Once outside, move to a clear area that is at least 500 feet away from the affected building(s) as rapidly as possible. Keep streets and walkways clear for emergency vehicles and crews.

7. An Emergency Site Coordination Post may be set up near the disaster site. Keep clear of the Coordination Post unless you have official business.

8. DO NOT RETURN TO AN EVACUATED BUILDING until told to do so by a University Police Officer.

IMPORTANT:
After any evacuation all individuals shall report to the designated building mustering point. A head count will be taken by a designated University representative at that time. All individuals will then be directed to the designated campus assembly point. Stay at the building mustering point until an accurate HEADCOUNT is taken and you are directed to the campus wide mustering point.
11. Fire

IN ALL CASES OF FIRE THE SLIPPERY ROCK UNIVERSITY POLICE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

Contact the University Police at:

Campus phone ext. 3333

Public phone 724-738-3333

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area. Training and information is available through the University’s Environmental Health & Safety Office at ext.2055.

2. If a minor fire appears controllable, IMMEDIATELY contact the University Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame. Never let the fire get between you and an escape route.

3. If an emergency exists, activate the building alarm. CAUTION: IF THE ALARM FAILS TO GO OFF you must report the fire by phone.

4. On large fires that do not appear controllable, IMMEDIATELY notify University Police. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – DO NOT LOCK DOORS!

5. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

6. ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE THE ELEVATORS DURING A FIRE. Smoke and toxic fumes are the greatest danger in a fire, so stay near the floor where the air will be less toxic.

7. Once outside, move to a clear area at least 500 feet away from the affected building as rapidly as possible. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

8. If requested, assist emergency crews as necessary.

9. An Emergency Site Coordination Post may be set up near the emergency site. Keep clear of the Coordination Post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING UNTIL TOLD TO DO SO BY A UNIVERSITY POLICE OFFICER.**

**Note:**
If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

**DO NOT PANIC!**

**IMPORTANT:**
After any evacuation all individuals shall report to the designated building mustering point. A head count will be taken by a designated University representative at that time. All individuals will then be directed to the designated campus assembly point. Stay at the building mustering point until an accurate HEADCOUNT is taken and you are directed to the campus wide mustering point.
12. Floods

Floods are the most common and widespread of all natural disasters – except fire. Most communities in the United States can experience some kind of flooding after spring rains, heavy thunderstorms, or winter snow thaws. Floods can be slow rising (developing over several days) or fast rising (occurring in several minutes) depending on the situation and causes.

Flash floods usually result from intense storms dropping large amounts of rain within a brief period of time. They can occur with little or no warning and can reach full peak in only a few minutes. Almost three-quarters of the approximately 92 deaths per year from floods are due to flash floods (Source – Federal Emergency Management Agency).

Flood waters are powerful enough to roll boulders, tear out trees, and demolish houses. Even six inches of moving flood water can knock you off your feet, and at a depth of two feet will float a car downstream. Nearly half of all floods fatalities are auto related. (Source - U.S. Navy)

Terms as defined by the American Red Cross:

FLOOD WATCH OR FLASH FLOOD WATCH

Flooding is possible within the designated area – be alert and ready to evacuate if so informed.

FLOOD WARNING OR FLASH FLOOD WARNING

Flooding is occurring, or is imminent, in the designated area. Take necessary precautions at once. Depending on how close you are to the designated area you should act quickly. You may only have as little as a few seconds.

URBAN AND SMALL STREAM FLOODING

Flooding of small streams, streets, and low lying areas, such as railroad underpasses and urban storm drains is occurring in the designated area. You should act quickly and move out of the designated area to higher ground.

IF FLOODING OCCURS, OR THE CONDITIONS EXIST THAT COULD CAUSE FLOODING TO OCCUR, OBSERVE THE FOLLOWING:

1. Listen to the radio or watch television weather broadcasts to keep appraised of weather watches or warnings.
2. Listen to National Weather Service/National Oceanic and Atmospheric Administration (NOAA) radio broadcasts if a weather radio is available. Pittsburgh NOAA weather can be found at 162.500 MHz.

3. Go online to track the storm and be aware of weather alerts/warnings at http://www.nws.noaa.gov/nwr

4. If a flood watch or warning occurs for the area you are in, move to higher ground immediately. Do not delay if a warning is posted.

5. If you are in a campus building that begins to flood notify University Police immediately at:

   Campus phone ext. 3333

   Public phone 724-738-3333

   Then leave the building for a facility that is not flooding.

6. When traveling DO NOT drive through flooded roadways. Remember a relatively small amount of running water can sweep your car downstream. The depth of the water is not always obvious.

7. If a vehicle stalls in water, leave the vehicle immediately and move to higher ground.

8. Be extra cautious when driving at night, for it is more difficult to recognize flood signs, or the depth of water.

9. During heavy rains or flood alerts, etc., do not park a vehicle near any streams, rivers or flash flood areas.

10. If caught outdoors, climb to a high ground and stay there.

11. DO NOT walk through or drink flood water. Flood water may contain fecal matter from sewage, industrial chemicals, agricultural by-products and the like. If you must come into contact with flood water wash with soap and clean water as soon as possible after contact.

12. If told to evacuate, do so immediately.
AFTER THE FLOOD

1. Do not walk near flooded areas, buildings, etc., unseen dangers such as electrical lines may be present.

2. Be aware of abnormal animal activity, especially poisonous snakes that may have come into the area. Animals can be disoriented, displaced and/or carry rabies.

3. If walking into a building that has water damage be aware of loose plaster on ceilings, unstable door jams and floors, or walls that can cave in.

4. Be aware of broken or leaking gas lines, electrical lines, flammable materials, and explosive materials that have come from another area upstream.

5. Do not eat food, including canned goods that have come in contact with flood waters.

6. Be aware of cracked or damaged building foundations prior to entering any building.

7. Notify University Police of any hazardous situation you observe at:

   Campus phone ext. 3333

   Public phone 724-738-3333
13. Inclement Weather Policy

The University and its off-campus locations will remain open in all but the most extreme circumstances. On occasion, due to severe inclement weather or a lack of ability to provide essential services, the University may find it necessary to cancel classes. Cancellation of classes does not imply that the University is closed. Any class cancellations will apply to all University locations unless otherwise specified. Faculty members will be required to make up time for canceled classes.

In the event a University-sponsored program (concert, recital, lecture, sport competition, classes at off-campus locations or other individual events) is being cancelled due to weather, every effort will be made to have that information available by dialing 724-738-2998. As best is possible, local media will also be advised of the program/event cancellation. Please use caution in determining that while a specific event(s) may be cancelled, classes and other University programs may remain open.

During hazardous weather conditions, students, faculty and staff are urged to use their discretion in deciding whether they can safely commute to work or classes. Any University employee unable to reach campus is required to report off work and request leave, using established procedures. Faculty should not penalize students who miss class because of severe weather conditions. Students should discuss their absence with their professors.

Notification Procedures
Any change to normal University operation will be announced as early as possible through the media. The following radio and television stations will be notified:

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Frequency</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WKST</td>
<td>1280 AM</td>
<td>AM</td>
<td>New Castle</td>
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<td></td>
<td>92.1 FM</td>
<td>FM</td>
<td>New Castle</td>
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<tr>
<td>WBZY</td>
<td>1200 AM</td>
<td>AM</td>
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<tr>
<td>KDKA</td>
<td>1020 AM</td>
<td>AM</td>
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<tr>
<td>WISR</td>
<td>680 AM</td>
<td>AM</td>
<td>Butler</td>
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<tr>
<td>WBUT-LER</td>
<td>97.7 FM</td>
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<tr>
<td>WBBG</td>
<td>106.1 FM</td>
<td>FM</td>
<td>Youngstown</td>
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<tr>
<td>WPIC/Y103</td>
<td>103 FM</td>
<td>FM</td>
<td>Sharon/Youngstown</td>
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<tr>
<td>WHOT</td>
<td>101.1 FM</td>
<td>FM</td>
<td>Youngstown</td>
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<tr>
<td>WQXK</td>
<td>K105 FM</td>
<td>FM</td>
<td>Youngstown</td>
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<tr>
<td>WRSK</td>
<td>88.1 FM</td>
<td>FM</td>
<td>Slippery Rock University</td>
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<tr>
<td>WTAE</td>
<td>1250 AM</td>
<td>AM</td>
<td>Pittsburgh</td>
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Television Stations

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<td>WPXI</td>
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<td>WFMJ</td>
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<tr>
<td>WKBN</td>
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<tr>
<td>WYFX, Fox</td>
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<tr>
<td>WYTV</td>
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<tr>
<td>Channel 7</td>
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</tbody>
</table>

Pittsburgh Pittsburgh Youngstown Youngstown Youngstown

A voice mail will be distributed to all University telephones and a recorded message will be placed on 724-738-2998. Information also will be posted on our Web site, www.sru.edu, and Rock Talk.

The staff at the University's main number, 724-738-9000, will be notified so they can respond to inquiries. The main number greeting will inform callers of class cancellations when that number is not staffed.

Should the University be officially closed, essential functions must be maintained and certain personnel may be required to report to work. Provisions will be made to keep the following operations open to provide services for students:

- Bailey Library
- Recreation Center
- Dining Halls
- Residence Halls
- Student Health Services
- Switchboard
- Morrow Field House
- University Police
- University Union

For purpose of interpretation, the following statement which may be provided to the media pertains to cancellation of classes only. "Classes are canceled. All offices are open." - All support staff will be expected to report to work.

The University will be closed when the governor declares a statewide State of Emergency.
14. Snow, Ice Storm

In the event of a severe winter storm, the University President determines whether or not the university will cancel classes. All staff are notified through the appropriate divisional Vice-President, department heads, and through staff reporting lines.

Class cancellation is reported through the news media and a posting on the Slippery Rock University home page at http://www.sru.edu.

In the event that a severe and sudden storm strands the University’s commuter students from leaving campus, the University shall supply the basic needs for the students such as housing, and meals, any other needs deemed appropriate by the incident. Students may be housed in either Morrow Field House or the University Union, depending on the size and scope of need.
15. Medical and First Aid

CALL THE UNIVERSITY POLICE OFFICE IF YOU NEED ASSISTANCE

On Campus Emergency call:

ext. 3333

Off Campus Emergency call:

911

Student Health Services call:

Campus phone ext. 2052

Public phone 724-738-2052

1. If serious injury or illness occurs on campus, immediately dial the University Police at 3333. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.

2. Only certified/trained personnel* should perform the following steps:

   • Keep the victim still and comfortable. DO NOT MOVE THE VICTIM
   • Ask victim, “Are you Okay?” and “What is wrong?”
   • Check breathing and assess the need for CPR and proceed as appropriate.
   • Control serious bleeding by direct pressure on the wound.
   • Continue to assist the victim until help arrives.
   • Look for emergency medical I.D., question witness(es) and give all information to the paramedics.

3. First Aid and CPR training is available through the local American Red Cross or can be coordinated through the University’s Department of Environmental Health & Safety.
4. In case of minor injury or sudden onset of illness:
   Student Health Services will provide assessment, first aid and referral to community providers for any student, employee, or guest on campus.

<table>
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<tr>
<th>Notes:</th>
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<tr>
<td>* Only trained personnel should provide first aid treatment (i.e.: first aid, CPR).</td>
</tr>
<tr>
<td>* An automatic external defibrillator (AED) is available for use at the Aebersold Recreation Center (ARC), Student Health Services and with the University Police. The AED device is used to reestablish regular heart rhythm after it has become irregular.</td>
</tr>
</tbody>
</table>
16. Psychological Emergency

A psychological emergency exists when an individual’s behavior is inappropriate and/or out of control to the extent that they may be a danger to themselves or others.

If a psychological emergency occurs:

1. Never try to handle a situation you believe is dangerous without appropriately trained assistance.

2. Notify University Police of the situation at:

   Campus phone ext. 3333

   Public phone 724-738-3333

3. When contacting the University Police state the following:

   - Clearly state that you need IMMEDIATE ASSISTANCE.
   - Give your name.
   - Your location.
   - The area involved.

4. The SRU Student Health Services may be used as a waiting area for the patient.

5. The student health services staff are able to contact a mental health delegate after hours if deemed necessary.

6. The Counseling Center staff will be contacted by the University Police for any incident.
17. Student Death, Serious Injury, or Illness

Purpose

To provide guidelines for an effective response and/or course of action on the part of the university in the event of a death, serious injury, or illness to a student.

Objective

For information to be channeled to the appropriate administrator(s) in a timely manner in order that the University may be prepared for media inquiries and responsive to the needs of the family and other students affected by the death, serious injury, or illness.

Procedure

1. The Vice President for Student Life will be notified by any University representative who becomes aware of the death, serious injury or illness of a student.

2. The Vice President for Student Life will:
   - Inform the University President, the Provost and Vice President for Academic Affairs, and the Executive Director of Public Relations. The Provost will attempt to resolve issues such as class attendance, withdrawal, refunds and other similar matters if appropriate.
   - Assemble a crisis management team to assist in handling the situation.
   - Attempt to provide appropriate notification of the situation to the family.

3. The Vice President for Student Life will attempt to coordinate follow-up activities such as:
   - Identifying possible available sources for survivors to contact (e.g. medical, psychological, legal, or family support).
   - Securing personal belongings of involved student(s), when appropriate.
   - Assistance to students planning campus memorial services, scholarships etc.
   - Other university responses, as appropriate.

4. The Executive Director of Public Relations is responsible for coordination of official University statements in the event of a student death, serious injury, or illness.
Guidelines

These guidelines are designed to assist the most senior administrator involved in the process of handling a student death or emergency.

- Most, if not all, contacts regarding a student death, injury, or illness begin with either the University Police or University Student Health Services.
- Be sure both the University Police and the Student Health Services are aware of the incident immediately. The may be reached at the following:

**Slippery Rock University Police**

- Campus phone ext. 3333
- Public phone 724-738-3333

**Slippery Rock University Student Health Services**

- Campus phone ext. 2052
- Public phone 724-738-2052

- As soon as possible access the University database report number R005 for all relevant information about the student victim.

1. Obtain the necessary information including:
   A. Students name.
   B. Social Security number if possible.
   C. Type and extent of injury/illness.
   D. If death occurs, be sure to obtain approximate time.
   E. Name of hospital where victim is taken.
   F. Phone numbers of emergency room where victim is taken.
   G. Are the injuries life threatening?
   H. Where does the student live? – Obtain the address.
   I. Obtain emergency contact information.

2. Be sure of a positive identification
   A. Check and double check name, address, emergency contact information, social security number.
3. Contact Parents/Guardian/Spouse.

   A. Provide parents with all known facts – specifics
   B. Nature/extent of injury/illness
   C. Name of hospital victim was taken to and how they were transported
   D. Phone number of emergency room in hospital
   E. Phone number of reporting agency (police, student health services)
   F. Time of injury/transportation to hospital
   G. Give your name and phone number at home and at work
   H. **NOTE:** If student is alive start by stating:
      1. Your son/daughter is alive but has been injured.
      2. Your son/daughter is **not** in a life threatening situation but has been transported to the hospital due to…

**REMEMBER –** receiving this information is shocking. People do not retain much of what you say. Be clear and ask them to write down the facts and your phone number and name.

4. If the student(s) has died it is appropriate for the police or hospital or medical examiner to notify the parents/guardian. Be sure to discover who has/will make the notification – death notification is difficult.

**If possible notify the family:**

   A. In person.
   B. In time – as soon as humanly possible.
   C. In pairs – two (2) people in person.
   D. In plain language – Be clear and direct and speak slowly.
   E. Be prepared with the specifics of the incident.
   F. With compassion – Do not try to be strong for the person, better to cry with them than come across cold/uncaring.
   G. Leave name and phone numbers both home and at work.

**Should you become aware that the police/medical examiner/hospital has notified the family, a Division of Student Life staff member should also contact the family.**

   A. Express your sympathy.
   B. Provide any information that family members request.
   C. Offer SRU services for anything we can provide.
   D. Inform the family you will call back in a few days to discuss the personal belongings of the student.
5. Inform the University President as soon as possible, as well as:
   
   A. Student Health Services.
   B. Executive Director of Public Relations.
   C. Student Life Directors via e-mail the next business day.

6. Identify a crisis management team if needed. Consider the following:
   
   A. Vice President for Student Life.
   B. Assistant Vice Presidents for Student Services and Student Development–Be sure to contact both individuals.
   C. Executive Director of Public Relations – who will function as the spokesperson.
   D. Director of Residence Life.
   E. Coordinator of Student Development.
   F. Others as the need arises.

7. If the student victim is a residence hall student notify Director of Residence Life.
   
   A. Be sure the roommate is informed in person, in time, with compassion, in plain language and be sure two professionals partner to make the notification.
   B. Be sure floor section is informed.
   C. If athletic team member, member of band, or any other close knit group – fraternity, sorority, etc. be sure they are informed – in person, in time, etc.

8. Monitor situation and student condition through SRU Student Health Services staff. They should be the only contact with the hospital.

9. If death occurs notify:
   
   A. Academic Affairs to send letter to faculty.
   B. Academic Records – Stop all mail to student victim.
   C. Computer Center – Stop all mail to the student victim.
   D. Clergy from the appropriate religious affiliation (such as the Newman Center, etc.)
   E. Counseling Center staff.
   F. Offer services of Counseling Center, Clergy to athletic team members, roommates, floor, section, band members, fraternity or sorority members, etc., - Meet with these groups personally to discuss what has happened and to process the situation.

10. Consider assisting students in planning a memorial on campus. Include Counseling Center staff and Newman Center staff in the planning process.
11. Be sure to follow-up with a phone call to the family a few days after the incident.

   A. Offer to make arrangements for them to come to campus **when they are ready**.
   B. Offer to pack the belongings and ship them to the family home if that is preferred.
   C. Offer SRU services to them and any information they may need.
   D. When the family comes to campus, meet them at a given location, stay with them, provide boxes for packing, etc.
   E. If the student resided off-campus provide for similar services at the off-campus location.

**NOTE:**
ALWAYS GO THE EXTRA MILE IN THESE CIRCUMSTANCES!
18. Procedure for the Script of Notification to Family (first call)

The following script, or similar, is appropriate. Four blank copies are also provided in this plan for the initial call. The caller should fill one out prior to making the call, and if a translator is needed, they should also complete the script beforehand.

Consider this conversation to be four (4) parts as below:

Part 1

“I am (your name and title) calling from Slippery Rock University where (Name of the deceased) has been enrolled as a student. Are you (name of deceased)’s parent?”

If so, proceed to part two (2), if not:

1. Ask to speak to the parent, if parent not available and you are speaking to another immediate family member, proceed to part 2.
2. If not, ask the following:

“Can you please tell me how I can contact them urgently?”

They will most likely try to get additional information at this time, but instead of disclosing why you called, say the following:

“It is very important that I speak with them directly and I hope that you can help me contact them.”

Part 2

“I am very sorry to inform you that your (son, daughter, brother, sister, etc.) (Name of deceased) has met with unfortunate circumstances and despite the very best efforts has died (when). The death was a result of (nature of incident).”

If the cause is certain.

Then state the medical reason if appropriate…for example if it appears to be a drug overdose but it’s not confirmed, then provide a more clinical description…such as poisoning (source not yet determined or heart stopped, etc.)
Follow with the following:

“We at Slippery Rock University are deeply sorrowed by this unfortunate tragedy.”

The deceased’s family will need time to recover from the initial shock of the news. Do not ask specifics just yet; allow the family a few moments to grieve and ask some questions. Do not be surprised by silence.

**Part 3**

When continuing the conversation, tell the family that you know the news comes as a shock, and give the family your office and home telephone numbers, fax numbers, and/or e-mail addresses where you can easily be reached.

**Part 4**

Arrange a time to call them back to make arrangements. Be sure to get any additional family contact information, if necessary. See also if there is a relative or trusted friend of the family in the nearby area, if needed.

**Be sure to take notes, including date, time, and the name of person(s) you spoke with and other details, in all conversations with the family.**
19. Script to Notify Family of a Student Death (first call)

1. “I am ____________________________, calling from Slippery Rock University where __________________________ has been enrolled as a student. Are you __________________________’s parent?”

(if parent not available and you are speaking to another immediate family member and if you feel it is appropriate to break the news to this person, proceed to part 2.

if not, ask, “Can you please tell me how I can contact them urgently? It is very important that I speak with them directly and I hope that you can help me contact them.”

2. “I am very sorry to inform you that your __________________________ has met with unfortunate circumstances and despite the very best efforts has died ________. The death was a result of ____________________. We at Slippery Rock University are deeply sorrowed by this unfortunate tragedy.”

3. “I realize that this news comes as a great shock to you and that you need to be with the other members of your family at this time. I also realize that after doing so that we will need to speak again. If you can get a paper and pencil, I can give you my contact information. My office phone number is __________. My office fax number is ____________. My home phone number is ____________. And my office e-mail address is ____________. Feel free to reach me at any time.”

4. “There are many arrangements that need to be made here. I suggest that we speak about these details at a later time, after you have had the chance to speak with your family, and after you have had a chance to gather your thoughts. Is there a specific time that I can reach you to have this conversation? Can you also provide me with any other phone or fax numbers, and e-mail addresses to reach you? And do you have any relatives or close friends who can assist, if needed? (if so, ask for their phone, fax & e-mail.)

“Again, please know that we are all saddened by this tragic circumstance and are here to assist you. I will speak to you again at __________________________. Good-bye.”
20. Procedure for the Notification to Family, Follow-up Call

This might be a different person than the one who made the initial or first call. In addition to reiterating your condolences on behalf of SRU, you should indicate the following points. Consider this call to have eight (8) parts as below, and re-write your script as necessary:

1) “While I recognize the tremendous shock and pain you must be feeling during this sad time, we need to request that you send your instructions and your wishes about the crucial and time sensitive repatriation arrangements, as well as the return of belongings to you.”

2) Inform that the medical facility where the student was taken, or “your government, via the embassy/consulate” will handle legal matters.

3) Mention the amounts of repatriation, and if available life insurance, coverage and provide information on how to access the policy.

4) Determine if the family will be coming to campus, and ask what type of assistance they may need if they opt to come. Let them know that you will have others assisting in this area as well.

5) Again, give them your name, address, phone, fax, and e-mail address. Let them know the hours of operation of the University. Provide them with your home phone number, or that of someone in the office willing to serve as an evening contact.

6) Again, confirm their name, address, phone & fax numbers, and e-mail address, and next of kin.

7) Ask what they need at this time.

8) Advise them of what your next step and/or contact with them will be.

Be sure to take notes, including date, time, name of person you spoke with and other details, in all conversations with family.
21. Substance Abuse

The most important technique in approaching or dealing with an intoxicated person is to communicate your genuine concern for them and their safety. Attempt to determine what and how much the person drank, over what period of time it was consumed and when drinking ended. Consider possible involvement of drugs other than alcohol including prescription drugs and illicit substances. The Student Health Services staff is available 24 hours a day during the academic year and 8:00 a.m. – 4:00 p.m. during the summer. Contact the medical staff with questions at:

- Campus phone ext. 2052
- Public phone 724-738-2052

1. An Emergency exists and Emergency Medical attention is immediately required if the person:
   - Is unable to stand or walk, or can do so only with difficulty.
   - Is only poorly aware of his/her surroundings.
   - Has difficulty breathing.
   - Is passed out.
   - Has fever or chills.
   - Has difficulty speaking or identifying him/herself.
   - Has an injury.
   - Is paranoid, confused or disoriented.
   - Is violent or threatening.
   - Appears to be a risk to him/herself or others.
   - Is obnoxious and unruly.
   - Is reported to have consumed a large quantity of alcohol, or “chugged”, or ingested other sedating or tranquilizing drugs within the last 30 minutes.
   - Is vomiting.

2. A Non-Emergency situation exists and the person can be cared for by a friend if the person:
   - Is conscious, alert and appears to understand the risks of the situation.
   - Can state his/her name, class and address.
   - Is able to stand or walk without assistance, even though speech may be slurred.
Incident Specific Plans

- Is accompanied by someone who understands and accepts the responsibility regarding the care of an intoxicated person.

IMPORTANT: If there is any doubt of the person’s condition contact the Student Health Services for advice at:

- Campus phone ext. 2052
- Public phone 724-738-2052
22. Terrorism

Introduction

It is difficult to imagine the possibility of terrorist activity on the campus of Slippery Rock University. However, the proximity of the local Middle School and High School to the SRU campus presents an extraordinary opportunity for terrorist to strike three (3) soft targets with one event, thus creating a new reign of terror in small town America.

Although this scenario seems highly unlikely and unimaginable, the possibility of terrorist-like activity on a campus setting has existed long before the events of September 11th, 2001. Additionally, our operations at SRU could be impacted by acts of terrorism elsewhere. For example, the SRU campus is an evacuation point in the event of a nuclear incident at the region’s power plant. In addition, a portion of our campus may need to be used to provide emergency services to the Western Pennsylvania community for another type of emergency, or incidents outside our immediate region could affect our communications or service vendors.

However, there is little a University can do to prevent or completely prepare for terrorist activity. The best preparation is to review the Emergency Operations Plan and make certain everyone is aware of proper policies and procedures. This can be obtained through the education, training, and exercises of the Comprehensive Emergency Management Program and ensuring that all faculty, staff, and students of SRU understand their responsibilities in a possible emergency.

Note: If you suspect a credible threat exists based on your own observations or conversations that you have overheard, contact the SRU Police Department or the local office of the FBI in Pittsburgh, Pennsylvania at the following:

Slippery Rock University Police

Campus phone ext. 3333

Public phone 724-738-3333

The United States Federal Bureau of Investigation

FBI, Pittsburgh 412-432-4000
Definition

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism can range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks (computer-based), to the use of chemical, biological and nuclear weapons. High-risk targets include military and civilian government facilities, international airports, large cities and high-profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers.

They are capable of spreading fear by sending explosives or chemical and biological agents through the mail. In the immediate area of a terrorist event, you would need to rely on police, fire and other officials for instructions. However, you can prepare in much the same way you would prepare for other crisis events described in this plan.

Precautionary Measures

- Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual behavior, suspicious packages and strange devices should be promptly reported to the police or security personnel.
- Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right.
- Learn where emergency exits are located in buildings you frequent. Notice where exits are when you enter unfamiliar buildings. Plan how to get out of a building, subway or congested public area or traffic. Note where staircases are located. Notice heavy or breakable objects that could move, fall or break in an explosion.
- Assemble a disaster supply kit at home and learn first aid. Separate the supplies you would take if you had to evacuate quickly, and put them in a backpack or container, ready to go.
- Be familiar with different types of fire extinguishers and how to locate them. Know the location and availability of hard hats in buildings in which you spend a lot of time.
Potential signals of Terrorism

The following are examples of items that should be considered a potentially legitimate threat. This list is NOT meant to be all-inclusive. Discretion and common sense should be employed when assessing these types of situations.

- An individual(s) makes a specific threat (says they have a device with a contaminate that they intend to, or have, disperse(d) into the area or into food/water being consumed.)

- An individual(s) in an area intentionally disperses something into the air using a mechanical device (with or without any communication or threat)

- A package or other article is discovered that has specific wording or other identification on it: identification of bomb or contaminate within; has threats or threatening wording on it; hate, or anti-American sentiments on it (e.g., Anthrax, explosives, “you will die . . .,” etc.). An abandoned package is discovered that is ticking or leaking a suspicious substance.

- People in an area begin to complain of similar symptoms that have come on them suddenly (may be a potential chemical assault or accidental release of chemical irritant).

- Telephoned threat of a chemical or biological assault. [This should be handled the same as a bomb threat and will not constitute an immediate evacuation of the building – follow bomb threat procedures and call University Police -- unless other indicators are present as well (i.e., coincides with one or more of the other conditions previously identified.)]

If any individual(s) encounters any one of these situations or something one deems a potential threat they must call the University Police or the Pittsburgh office of the FBI at:

**Slippery Rock University Police**

- Campus phone ext. 3333

- Public phone 724-738-3333

**The United States Federal Bureau of Investigation**

- FBI, Pittsburgh 412-432-4000
23.  Tornado

Introduction

A campus-wide outdoor tornado siren/warning system is installed on campus. It will be tested with a brief voice announcement followed by the warning siren for 15 to 30 seconds to develop recognition with the system. In the event of a tornado warning for anywhere in Butler County there will be a brief voice announcement followed by three (3) warning blasts, then sounded when any additional warnings are issued. A brief voice announcement and all clear signal will be sounded when all tornado warnings for the SRU campus, surrounding community, and Butler County have expired.

Tornado Facts

- A tornado is a violently rotating column of air extending from a thunderstorm to the ground.
- Tornadoes are capable of destroying dorms, homes, other structures, vehicles and can cause fatalities.
- Tornadoes may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel. The average tornado moves SW to NE but have been known to move in any direction.

Note:
It is crucial that all personnel know and understand their roles and responsibilities in the event of a tornado. Slippery Rock University is especially vulnerable to the typical tornado moving SW to NE, with most storms entering the SRU campus from the S to SW. The significance of this pattern lies in the fact that all SRU residence halls, along with the Rock Apartments, rest on this SW to NE path.

- The average forward speed is 30 mph but may vary from stationary to 70 mph and have rotating winds in excess of 250 mph.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.

Where and When they can Occur

- Tornadoes can occur at any time of year.
- Tornadoes have occurred in every state, but they are most frequent east of the Rocky Mountains during spring and summer months.
- In the southern states, peak tornado occurrence is March through May, while peak months in the northern states are during the late spring and early summer.
- Tornadoes are most likely to occur between 3 and 9 p.m. but can happen at any time.
Danger Signs

Occasionally, tornadoes develop so rapidly that an advance warning may not be possible.

**Look out for:**

- Dark, often greenish sky
- Large hail
- Wall cloud
- Loud roar, similar to a freight train

**Caution:**

- Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others.
- Before a tornado hits, the wind may die down and the air may become very still.
- A cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

Definitions

**Tornado Watch:**

A *tornado watch* is the first alert issued by the National Weather Service when tornadoes are possible in your area. This watch is issued when the conditions are favorable for the formation of a tornado. This specifies the potentially targeted area(s) and the time frame during which the formation of a tornado is possible. Remain alert for approaching storms, however you may continue with your routine or any activities. Turn on a battery-operated radio to stay alert of any developments.

**Tornado Warning:**

This warning is issued when a tornado has been sighted or indicated by weather radar. This warning will provide the location, time of detection, area of vulnerability, and the time period that the tornado will pass through. If a tornado warning has been issued and the sky becomes threatening, move to your pre-designated place of safety. If you actually see a tornado funnel, move to the nearest shelter immediately. Turn on a battery-operated radio and wait for further instructions.
Safety Procedures

1) The best protection is an underground shelter or basement, or a substantial steel-framed or reinforced concrete building. (If none are available, take refuge in other parts as indicated below.)

2) In any facility always go to the lowest floor possible.

3) If your residence has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows. (As a last resort, go outside to a nearby ditch, excavation, culvert or ravine.)

4) Stay away from windows to avoid flying debris.

5) If you are outside in open country, drive away from the tornado’s path, at a right angle to it. If there isn’t time to do this – or if you are walking – take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.

6) SCHOOLS – If the school building is a good steel framed or a reinforced concrete building, stay inside away from the windows and remain near an inside wall on the lower floors, if possible.

7) The large brick buildings on the Slippery Rock University campus are of reinforced construction and should provide adequate shelter. If in a smaller facility go to the basement or nearest brick facility.

8) AVOID AUDITORIUMS AND GYMNASIUMS or large metal buildings with large, poorly supported roofs.

9) OFFICE BUILDINGS – Go to an interior hallway on the lowest floor or to a designated shelter area. Stay away from windows.
Emergency Warnings

Emergency Evacuation:

**Three (3) 15-second blasts**

All-Clear:

**One (1) 30-second steady blast**

The following warnings are also in place in the surrounding area:

**Slippery Rock Fire Siren** – Three (3) 1-minute steady blasts. This will be repeated by local media sources.

**Grove City** – No sirens. All warnings are by local media sources.

**Butler** – No sirens. All warnings are by local media sources.

For people living in other areas not mentioned, please check with your respective communities for this pertinent information.
24. Utility Failure

Introduction

In the event of an electrical power outage, the Emergency Command Team (ECT) shall be assembled by the Administrative Duty Officer. All or portions of the Campus Emergency Resource Team (CERT) may be activated, depending on the duration, size, and scope of the outage.

In the event of partial power loss to a portion of the SRU campus, it may become necessary to shut down power to the entire SRU campus in order to restore power. It is important that all personnel that will be affected be notified of this procedure, should the need arise. The use of portable generators may need to be utilized for the protection of lab animals, freezers, or research projects that may be jeopardized by the loss of electrical power.

Procedures

In response to any electrical outage, regardless of the duration:

1) Facilities and Residence Hall staff will check all impacted buildings to ensure that there is no one trapped in any elevators.

2) Residence Life personnel will identify the possible location of all persons with known disabilities and/or other impairments in their respective building.

3) Residence Hall staff will check on all faculty, staff, and students who require the use of any electrical device for basic needs and mobility campus-wide.

4) During the outage Facilities personnel must provide timely updates and reports to the EOC as requested. These reports shall enable any affected faculty and researchers to adjust or cancel classes and protect any vulnerable research.

5) Upon the restoration of electrical power, Facilities personnel will conduct building inspections to verify that all systems are restored and functioning properly. They will also clear the building for re-entry by all persons.
Power Outage Notification

1) In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 4:00 p.m., Monday through Friday), immediately notify the University Police along with Facilities and Planning at:

Slippery Rock University Police

- Campus phone ext. 3333
- Public phone 724-738-3333

Facilities and Planning

- Campus phone ext. 6666
- Public phone 724-738-6666

If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify the University Police at:

- Campus phone ext. 3333
- Public phone 724-738-3333

2) In the event of an electrical power outage, be aware that all residence halls, the University Union, and Aebersold Recreation Center have emergency power and lighting and therefore can be used as a staging area for affected individuals.

3) If a vapor, fume, or gas leak is apparent, leave the area immediately. Post a DO NOT ENTER sign on all doors. Be sure police are aware of the situation.

4) If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by telephone.
5) All building(s) evacuations will occur when the alarm sounds continuously and/or when an emergency exists.

**ASSIST THE DISABLED IN EXITING THE BUILDING!** Remember that elevators are reserved for the handicapped person’s use. **DO NOT USE ELEVATORS IN CASE OF FIRE.**

6) If requested, assist the emergency crews as necessary.

7) An Emergency Site Command Post (ESCP) may be set up near the emergency site. Keep clear of the Coordination Post unless you have official business.

8) **DO NOT RETURN TO AN EVACUATED BUILDING** until told to do so by a University Police Officer.

9) If possible check elevators to be sure no one is trapped. If people are trapped, notify the University Police.
25. Violent and Criminal Behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you observe a criminal act or are a victim, immediately notify the University Police via phone or emergency call box at:

Slippery Rock University Police

Campus phone ext. 3333

Public phone 724-738-3333

Blue Light Emergency Phones

Push Button to Activate

The University Police headquarters is located at 145 Kiester Road, in the University Police/Public Safety Building and provides 24-hour help and protection. This service is provided seven days a week on a year-round basis.

1. When notifying the police of an incident provide the following information:
   - Nature of the incident.
   - Location of the incident.
   - Description of person(s) involved.
   - Description of property involved.

2. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

3. In the event of gunfire, or discharged explosives take cover immediately using all available cover.

4. After the disturbance, seek emergency first aid if necessary.
26. Public Communication

The University has two (2) basic guidelines to observe in crisis situations:

1) Only authorized spokespersons (University President, designee or the Executive Director of University Public Relations) will meet or talk with the media.

2) Only factual information is released; no speculation is to be offered.

Additional Guidelines

1) All executive and supervisory personnel are notified to report emergencies to the police. They also should be reminded not to discuss the situation and instruct their subordinates not to discuss the situation with anyone, especially the media, on behalf of Slippery Rock University.

2) The President, other senior administrators and the Executive Director of Public Relations are to be immediately informed of existing emergencies. Complete details are to be made available to them.

3) The President and the Executive Director of University Public Relations and any other appropriate personnel involved shall confer and decide on the appropriate action.

4) All calls from the news media are to be referred directly to the Executive Director of University Public Relations at:

- Campus phone ext. 2091
- Public phone 724-738-2091
27. Miscellaneous Emergency Procedures

In the event of the following emergencies, refer to the initial steps of the Utility Failure Procedure whenever one of these should occur.

- **ELEVATOR FAILURE:**
  
  If you are trapped in the elevator, use the emergency phone to notify University Police. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel of the elevator), which will signal for help.

- **PLUMBING FAILURE/FLOODING:**
  
  Cease using all electrical equipment. Notify University Police at:

  - Campus phone ext. 3333
  - Public phone 724-738-3333

  If necessary, evacuate the area.

- **SERIOUS GAS LEAK:**
  
  Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER** – electrical arcing can trigger an explosion!

- **STEAM LINE FAILURE:**
  
  Immediately notify University Police at:

  - Campus phone ext. 3333
  - Public phone 724-738-3333
Notify Facilities and Planning at:

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And if necessary, evacuate the area.

- **VENTILATION PROBLEM:**

  If smoke odors come from the ventilation system, and if necessary, cease all operations and vacate the area. Immediately notify University Police or Facilities and Planning at:

University Police

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Facilities and Planning

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28. Emergency Incidents Involving International Students

In the event of an emergency incident or disaster involving any or all of the students of Slippery Rock University the SRU Emergency Operations Plan will provide the appropriate guidelines to the response by the University. This will also apply to the University’s international student population. However, numerous issues of an international nature require specialized attention. These include cultural, religious, language, and legal concerns as well as complications associated with the distance between SRU and their families around the world.

To ensure appropriate and sensitive care, emergency/crisis coordination for international students shall be the responsibility of the International Services Office, and in particular, the International Student Advisor.

**Important Note:**
The primary responsibility for the international student(s) will reside under the Slippery Rock University Emergency Operations Plan until the ECT deems it appropriate to shift that responsibility to the IOC under the Emergency Preparedness Plan for International Students (EPPIS).

For any additional information please refer to the Emergency Preparedness Plan for International Students.

In the event an emergency incident or disaster involves an international student(s) notify the Office of International Services at:

- Campus phone ext. 2057
- Public phone 724-738-2057
Section 4: Resources

1. Introduction..............................................................................................................150
2. On-Campus Resources...........................................................................................150
3. Off-Campus Resources...........................................................................................154
4. Parking Arrangements During Emergencies or Disasters ......................................154
5. Parking Map............................................................................................................156
Section 4: Resources

1. Introduction

In the event of an emergency incident or disaster Slippery Rock University may need to utilize numerous resources to effectively address the event(s). The size, scope, and complexity of the emergency may require the University to request resources outside the available inventory that SRU has in its possession. In the event that outside resources are required the EOC may use the following contacts as a guide to securing any needed resources. They are to serve as a reference for securing any additional help the University may need before, during, or after an emergency or disaster.

It is important to note that all requests, agreements, donations, receipts, and any other documents pertaining to the emergency, must be documented and stored in a safe, secure place. It is the responsibility of the Emergency Administrative Team to ensure all forms, and other required documentation have been completed and authorized before allowing any outside resource access to the emergency site.

2. On-Campus Resources

The following is a list of the resources available to senior administrators and the EOC in the event of an emergency or disaster.

A. Facilities and Planning

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Staff available include the following:

- 6 Electricians
- 8 Carpenters
- 8 HVAC Mechanics
- 8 Plumbers
- 7 Equipment Operators
- 9 Laborers
- 37 Custodians
Resources

Equipment available includes the following:

1. Backhoe
2. Skid loaders
2. Compacting trash trucks
1. Large dump truck/plow
2. Small dump trucks/1 with plow
10. Pick up trucks/4 with plows
5. Box trucks
10. Passenger vans
10. Trade vans
4. Tractors with plows
3. Golf carts
1. Tow truck-light weight
1. Boom truck
1. 12” flat bed trailer
3. Portable generators
3. Portable compressors
1. Jackhammer
1. Welder
1. Chop saw
3. Portable pumps
3. Kerosene heaters
Chainsaws
Numerous hand tools

B. Student Health Services

Campus phone ext. 2052

Public phone 724-738-2052

Staff available includes the following:

12. Registered nurses
3. Nurse practitioners
2. Physicians available upon request
3. Clerical

Equipment available includes the following:

5. Inpatient beds
  - Numerous pillows, blankets, sheets, towels
  - Medicine, medical supplies and equipment for non-life threatening urgent health issues.
1. Van for transportation to health facility
1. I.D. Card reader
  - Emergency lighting
  - Outside lines not connected to the SRU phone system
C. Food Services

**Campus phone ext. 2840**

**Public phone 724-738-2840**

- 5-7 day food supply
  - Meal plan students
  - Emergency workers, etc.

- Soda
- Water
  - 20 cases at 24 bottles per case

- Pastries, donuts, rolls – Baked on site if possible
- I.D. Card system

D. Housing

**Campus phone ext. 2082**

**Public phone 724-738-2082**

- Rooms to house:
  - Emergency workers
  - Staff who remain on campus, etc.

E. University Police

**Campus phone ext. 3333**

**Public phone 724-738-3333**

- 16 Commissioned police officers
- 1 Security officer

- Campus Incident Command Center
  - Independent phone line
  - Independent Network and Internet access
  - Independent cable TV access

- Trained staff in First Aid, CPR, Haz Mat
- 3 Marked Police vehicles
Resources

Liaison with surrounding law enforcement and emergency agencies
  • Borough of Slippery Rock
    3 Officers
  • 911 Center Staff
  • BCEMA HazMat Team
  • Pennsylvania State Police
Directory of current students
Directory of current staff

F. Office of Student Life

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University Union for Emergency housing quarters
Food service availability

G. Telecommunications

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<td>Public phone 724-738-2800</td>
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Laptop computers and printers
Network and Internet access
E-mail access
Telephone communications
Voice Mail access
Campus cable television access

H. Computer Services

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Schedule of class meetings in any building for any day/time period
Listing of students by class
Listing of students in residence halls or off-campus addresses
Resources

Listing of faculty and staff by campus building or home address
Mailing labels for students, faculty, and staff
Listing of fixed assets by building

I. Morrow Field House

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<th>Campus phone ext. 2021</th>
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<tr>
<td>Public phone 724-738-2021</td>
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Locker rooms with showers.
Sweatshirt/pants and other clothing available from the cage.

3. Off – Campus Resources

The surrounding community may have resources that may be able to assist the University in the event of an emergency or disaster. The senior administrators or EOC are not bound by any obligation to use any specific contacts. Specific resources are situation dependant and will be provided during or after the emergency.

4. Parking Arrangements during Emergencies or Disasters

A. Emergency Command Team (ECT)

In the event of an emergency all members of the Emergency Command Team shall report to the Campus Incident Command Center (CICC). Upon reporting, all members are to park their vehicles in the staff parking lot at the main entrance of the Maintenance Complex adjacent to the CICC. This will be a protected lot with limited access to include only the members of the ECT. Access will be controlled by the University Police.

B. Campus Emergency Resource Team (CERT)

In the event of an emergency all members who have been requested to report to the CICC will park in the adjacent parking lot designated for the ECT. This lot is connected to the main lot in the Maintenance Complex and can only be accessed via
that lot. This will be a protected lot with limited access to include only the members of the CERT. Access will be controlled by the University Police.

C. Deans, Department Chairs, Faculty, and Staff

In the event of an emergency all Deans, Department Chairpersons, Faculty, and staff who have been requested to assist in the emergency or assemble for any meetings or updates are required to park in the West Lake parking lot located adjacent to the main entrance on Kiester Road. This will be a protected lot with limited access to include only the members of the SRU faculty and staff. Access will be controlled by the University Police.

D. Emergency, Rescue Personnel, Vehicles and Equipment

In the event of an emergency, all emergency and rescue personnel will park their personal, work vehicles, and equipment in the East Lake parking lot adjacent to the Jack Critchfield Park. This will be a protected lot with limited access to include only members assisting emergency and rescue personnel. Access will be controlled by the University Police. Permits will be issued to the designated personnel by the EOC or his designate in the Police/Public Safety building.

E. Rescue, Military, and Media Helicopter parking

In an emergency or disaster the need may arise for the use of rescue, or military helicopters during the emergency. The local media outlets may also dispatch helicopters to the scene. The staging area for these helicopters will be the Band Practice Field across from the Thompson Stadium Complex. This will be a protected area with limited access to afford some protection for the helicopters during landing and take-off. Access will be controlled by the University Police.

F. Media

The size and scope of the emergency will dictate the amount of media coverage and space needed for parking. All media will park in the lot adjacent to the Strain Behavioral Science Building (BSB), with the media overflow lot being housed at the East Lake parking lot. This will afford the media close access to the media briefing center at North Hall. The auditorium in BSB will serve as the alternate media briefing site.
Section 5: Common Forms and Documents

1. EOC Action Log .................................................................158
2. EOC Message Log ..............................................................159
3. Security Sign-In/Out ...........................................................160
**EOC ACTION LOG**

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<th>Staff Agency</th>
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**Notes:**

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## Message Log—Critical Incident Command Center (CICC)

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Security Sign-In/Out Log

SRU Emergency Operations Center Visitors and Staff

Please sign in and out

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Section 6: Resources

National Incident Management System (NIMS)
1. National Incident Management System (NIMS)

Introduction

Slippery Rock University developed this plan to facilitate the National Incident Management System (NIMS) format. The National Incident Management System is designed to provide a consistent, flexible and adjustable national framework for government and private entities to work within in order to manage emergencies and/or disasters. This set of standardized organizational structures provides the flexibility needed to manage any situation regardless of cause, size, location, and complexity. This flexibility is crucial to a college or university when trying to effectively maximize all the resources needed to manage an emergency or disaster. These structures provide all the local, state, and federal entities that may be required to assist the college or university a common, understood base to work within.

A copy of the NIMS plan is housed in the office of the Emergency Administrative Director and is available for review upon formal written request, or by visiting the FEMA website at www.fema.gov.