



ROCKREADY
IN AN EMERGENCY
Environmental Health and Safety
Emergency Management

Emergency Operations Plan

FOR PUBLIC VIEW

September 2012
Revised February 2026

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Letter of Promulgation

September 1, 2012 (Rev. July February 2026)

Slippery Rock University has incorporated its major emergency planning programs into this Emergency Operations Plan (EOP). Focusing on effective communication, the SRU EOP considers all phases of emergency management operations. Our goal is to minimize the impacts to academic instruction and campus operations in general, of emergencies originating from natural disasters and those resulting from human action. This plan includes response guidelines, procedures for activating and using an Emergency Operations Center, a Departmental Fire Safety & Evacuation Plan template, and our Emergency Notification processes. The EOP has been designed to ensure the University community is well prepared to react to emergencies affecting the Slippery Rock University campus.

SRU's plan embraces concepts set forth by National Incident Management System (NIMS) as promoted by the Federal Emergency Management Agency (FEMA), and the requirements and policies promulgated through federal regulations dealing with campus emergencies, fire safety, hate crimes and missing students published on October 29, 2008, by the U.S. Department of Education. University first responders adhere to the principles of an Incident Command System (ICS) as identified in NIMS should an ICS be established by public safety responders. Slippery Rock University has incorporated these concepts and procedures into this plan, which will enhance the University's ability to respond and recover from emergency incidents.

The EOP should be considered but one of a number of emergency preparedness tools developed by the University. Its success relies on employees and students practicing vigilance, embracing the concepts of preparation and planning, and ensuring the procedures become part of our campus' daily routine. We talk of collaboration and cooperation, clearly mainstays in successful institutional preparation and response at all levels. We must equally however be individually ready when asked that all important question – what are YOU prepared to do.

Paul M. Novak, M.P.H.
Executive Director
Emergency Management Administrator
Slippery Rock University

Authentication

This Emergency Operations Plan (EOP) is acknowledged as an integral component of Slippery Rock University's emergency preparedness initiatives.

This EOP has been reviewed and approved for implementation by the following University Officials:

Dr. Karen Riley
President

Date

Paul M. Novak
Emergency Management Administrator

Date

SECTION 1 – PLAN FUNDAMENTALS

Emergency preparedness is everyone's responsibility. Response to any emergency requires comprehensive planning involving all levels of campus personnel.

1.1 Mission

The mission of this plan is to emphasize advance preparation, highlighting the importance of the individual effort needed to successfully contribute as an effective team member, by internal and external stakeholders, establish and maintain effective lines of communication, and foster an environment of continuous improvement while providing leadership in preparing and responding to all emergency incidents.

1.2 Purpose

The Emergency Operations Plan (EOP) provides general guidance, organizational structure and direction on preparedness, response and communication methodologies. Successful preparation relies on the critical concept embraced by the Slippery Rock University community of getting ready to address something that has yet to happen.

This document outlines University procedures for managing major emergencies resulting in threats to the health and safety of the campus community.

The EOP identifies departments and individuals that are directly responsible and accountable for emergency response and critical support services. It also provides a structure for coordinating and deploying essential resources.

Planning ahead for emergencies is part of good business practice and campus life at Slippery Rock University. Everyone on campus shares a responsibility for preparedness.

With the knowledge that disasters can strike at anytime, emergencies will affect everyone when they occur. It is paramount that Slippery Rock University maintain an emergency preparedness and safety program that is as comprehensive as possible – to mitigate potential hazards and promote familiarization of employees and students with the plan.

Departmental fire safety and evacuation plans (FSEPs) shall be developed and maintained by every academic and administrative sector of campus, to ensure public safety, protect university personnel and equipment, and support campus recovery measures. The FSEP should identify department personnel and roles they may plan in emergency situations affecting the unit, and all critical operations of the department.

All employees and students should become familiar with the information contained in the Emergency Notification Methods (Attachment 7) and the Emergency Procedures Guidelines for Campus Emergencies (Attachment 8).

1.3 Scope

This EOP was developed using the concept of “all-hazards” incident management and mitigation. The plan identifies responsible positions and guides response and recovery. It applies to a broad range of emergency incidents affecting the campus, and may be activated during any of the following:

- Criminal Acts/Violence/Threats (Active Shooter, Bomb Threats/Explosion, Civil Disturbances, Physical Assaults, etc...)
- Facilities & Grounds Emergencies
 - Fires
 - Flooding in Building/on Grounds
 - Hazardous Materials Release (Chemical, Biological, Radioactive)
 - Utilities Outages (Unplanned)
- Loss of Power
- Loss of Steam (Building Heating)
- Loss of HVAC (Building Cooling)
- Public Health Emergencies
 - Epidemics
 - Outbreaks/Medical Issues
 - Pandemics
- Technology Emergencies
 - Cyberattack
 - Network Interruptions
- Weather Emergencies
 - Earthquakes
 - Extreme Cold/Heat
 - Flooding
 - Severe Storms
- High Winds, Ice, Heavy Snowfall
 - Tornadoes
- Student Emergencies
 - Fatalities

- Injuries
- Missing
- Employee Emergencies
 - Fatalities
 - Injuries
 - Missing

This EOP may be utilized during major emergencies that occur adjacent to campus but do not directly impact our physical facilities. The University would coordinate information and efforts with local communities and responding agencies, and provide support services (e.g. fires, hazardous materials spills on highways, etc...).

1.4 Laws and Authorities

- Homeland Security Presidential Directive (HSPD) 5, February 28, 2003, Management of Domestic Incidents
- Disaster Relief Act of 1974: Public law 93-288
- Emergency Planning and Community Right to Know Act (EPCRA), Superfund Amendments and Reauthorization Act (SARA) Title III
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 106390, as amended (USC Title 42, The Public Health and Welfare Chapter 68, Disaster Relief), 2000
- The Disaster Mitigation Act of 2000 (DMA 2000) (P.L. 106-390)
Department of Education 34 CFR Parts 600, 668, 675, et al.
3345.041 Agreements to provide police services to political subdivision or another state university or college – civil liability
Commonwealth of Pennsylvania Emergency Management Agency Directive
- The Jeanne Clery Act of 1990 (20 U.S.C. § 1092) 34 CFR 668.46.

1.5 Planning and Situational Data

Information provided in this section includes geographic footprint of the University, including number of buildings, utilities and utility sources, technology capabilities, updated enrollment and resident hall capacities, and special services provided by SRU for employees and students.

General Planning Concepts:

1. Emergencies may require cooperation/coordination of internal and external departments, organizations, and agencies to include university, city, county, state, and federal entities.
2. Local, state, and federal services may not be available.
3. Basic services, including electrical, water, natural gas, heat, telecommunications, and other information systems may be interrupted.
4. Buildings and other structures may be damaged.
5. Normal suppliers may not be able to deliver goods.
6. Employees and students may not be able report to the University or leave campus once here
7. The EOP is based on emergency events that are most likely to occur in our area.
8. Most emergency events will occur with little or no warning.
9. Periodic exercising of the EOP's response requirements is critical to ensure operational readiness and effectiveness of the plan.
10. There are other regulatory requirements for specific emergency plans that are incorporated herein.
11. Subsequent Continuity of Operations Plan (COOP) to address critical operations during an emergency situation will be developed and followed.

1.6 Mutual Assistance

Slippery Rock University Police Department provides mutual assistance to and with Slippery Rock Borough and the PA State Police for the Slippery Rock community.

1.7 Organizational Structure

The University President is the Chief Executive Officer of the University. Senior administration includes vice presidents and chief officers of the University and organizationally are referred to as the President's Cabinet. For purposes of this emergency operations plan, the President's Cabinet is referred to as the Executive Leadership Group (ELG).

The Senior Director of University Marketing & Communications is the University spokesperson and fulfills the role of Public Information Officer (PIO) as described in the National Incident Management System (NIMS) organizational structure.

During crises, the Executive Leadership Group is responsible for providing the University President strategic institutional recommendations for consideration and decision-making related to emergency incidents including but not limited to civil disturbance threats, suspension or modification of delivery of scheduled classes, building closings, communication releases, etc. The President and the ELG will hold emergency meetings, either face to face, virtually or by phone to evaluate status of emergency situations based on updates received and discuss and determine the University's strategic course of action.

1.8 Executive Leadership Group Activation

Levels of emergencies are defined in this EOP. University Police and local public safety departments shall provide immediate response to on-campus emergencies. The University Police Chief, Emergency Management Administrator or the Assistant Vice President of Facilities, Planning & Environmental Safety may request activation of the ELG through the Vice President of Finance and Administration.

1.9 Emergency Operations Plan Activation

Upon being made aware of an emergency situation affecting campus, the Emergency Management Administrator and/or SRU Police Chief, will notify both the Executive Leadership Group (ELG) and the Critical Response Team for Campus Operations and schedule meetings with both as soon as possible.

Meetings will take place either in-person or virtually.

The President and the ELG will hold emergency meetings, either face to face, virtually or by phone to evaluate status of emergency situations based on updates received and discuss and determine the University's strategic course of action.

Levels of emergencies are defined in this EOP. SRU Police and local public safety departments shall provide immediate response to on-campus emergencies.

1.10 Additional ELG Actions:

1. May designate a liaison to gather information and interface with outside agencies and/or organizations in support of the University spokesperson/PIO
2. Will inform the SRU Police Chief and Emergency Management Administrator with decisions and forthcoming directives for execution.
3. University Communications & Public Affairs will issue updates to the campus community as the emergency unfolds and will determine frequency of updates to campus
4. If the Incident Commander has called for involvement of a PIO, the ELG will work through the University spokesperson (PIO) to provide information for dissemination to the SRU community using the Campus Alert emergency notification system and other social media communication processes, as appropriate.
5. Will determine the need for campus closure, class suspension, moving classes to online technology, dismissal of employees and other “strategic” decisions.
6. Will determine frequency of updates to campus

1.11 Emergency Management Administrator

The Executive Director of Environmental Health & Safety is the Emergency Management Administrator for SRU and is assigned authority for administration of the University’s institutional emergency preparedness and management initiatives including this emergency operations plan.

1.12 Campus-Wide Safety & Emergency Preparedness Committee

Slippery Rock University has established a University Safety & Emergency Preparedness Committee, comprised of internal stakeholders from units across campus to provide recommendations on emergency planning, campus needs during an emergency and to support plan development, review and implementation. EHS/EM is responsible for day-to-day emergency management operations. The Safety & Emergency Preparedness Committee will meet during the academic year according to a schedule developed by the Emergency Management Administrator.

1.13 Critical Response Teams

SRU has established Critical Response Teams (CRT's) to come together during an emergency. CRT's represent campus leadership that prepares, addresses and initiates the coordination and response for emergency incidents involving physical facilities and infrastructure, events affecting a student or group of students in the non-academic setting, and situations impacting faculty and staff employees.

SRU's CRT Teams are further described below:

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|--|
| <p>Campus Emergencies – Physical Facilities & Grounds Operations EHS/Emergency Management Leadership (Paul M. Novak, Scott Albert)</p> |
|--|

- Executive Leadership Group Notification
 - Initial Notification
 - Situational Reports (Hourly)
- Critical Response Teams/Activation (Primary & Back-Up) *
- Campus Facilities & Grounds
 - Facilities (Scott Albert, Juan Perez, Steve Saylor)
 - Finance (John Simon, Kelly Robinson)
 - IATS (Henry Magusiak, Andrea Deramo)
 - SRU Police (Chief Sharkey, Officer-In-Charge On Shift)
 - Marketing & Communications (Ken Bach, Justin Zackal)

*During Classes
- Housing/Residence Life (Dan Brown, Brian Graham)
- Dining Services (Chris Cole, Suzanne Davis)

In recognition emergency situations arise affecting an individual or group of students and employees, critical response teams identified and acknowledged as set forth below. Protocols for handling these situations have been developed and will be followed.

Notification to the President and ELG will be made by the respective senior leader/administrator.

Campus Emergencies – Student Impact
(Including SRU/SGA Preschool & Childcare)
Student Affairs Leadership (David Wilmes/Karla Fonner)

- Executive Leadership Group Notification
 - Initial Notification
 - Situational Reports (Hourly)

- Critical Response Teams/Activation (Primary & Back-Up) *

- Student Emergencies
 - Student Affairs (Karla Fonner, Sunshine Mushrush)
 - Student Disability Services (Natalie Burick, Kim Caffaro)
 - Student Engagement (Patrick Beswick, Aubrey Rader)
 - Global Engagement (Jenny Kawata)
 - SRU Police (Chief Sharkey, Officer-In-Charge On Shift)
 - Marketing & Communications (Ken Bach, Justin Zackal)
 - SGA Preschool & Childcare (Wendy Leitera, Lisa Ringer)

*During Classes

- Academic Deans/Associate Deans Impacted

- Housing/Residence Life (Dan Brown, Brian Graham)

- Dining Services (Chris Cole, Suzanne Davis)

Campus Emergencies – Employee Impact
Human Resources Leadership
(Holly McCoy/Backup)

- Executive Leadership Group Notification
 - Initial Notification
 - Situational Reports (Hourly)
- Critical Response Teams/Activation (Primary & Back-Up) *
- Employee Emergencies
 - Human Resources (Brad Henry, Carrie Peluso)
 - EHS/Emergency Management (Paulz, Scott Albert)
 - Marketing & Communications (Ken Bach, Justin Zackal)

1.14 Emergency Preparedness Committee

Slippery Rock University has established a University Emergency Preparedness Committee, comprised of campus stakeholders from units across campus to provide recommendations on emergency planning, campus needs during an emergency and to support plan development, review and implementation. EHS/EM is responsible for day-to-day emergency management operations. The Emergency Preparedness Committee will meet during the academic year according to a schedule developed by the Emergency Management Administrator.

SECTION 2 – SLIPPERY ROCK UNIVERSITY EMERGENCY MANAGEMENT PROGRAMS

This Emergency Operations Plan (EOP) is comprised of practices, guidelines, and procedures to follow before, during and after an emergency. The EOP integrates emergency preparedness activities into one document. It is the focal point for University planning and preparedness procedures. As an attachment, the EOP includes many other university plans, handbooks, and other publications such as:

Emergency Preparedness Strategic Initiative (Attachment 1) – The Department of Environmental Health and Safety/Emergency Management will develop and annually review and update strategic initiatives for emergency preparedness and management activities.

Initial Emergency Administrative Notification Procedure (Attachment 2) – sets forth protocols for initial notification of the President and senior administration when a campus emergency occurs.

Fire Safety and Evacuation Plan Template - Departmental (Attachment 3) – The FSEP is intended to provide employees emergency information should an evacuation from their workplace be required due to fire or other emergency situations.

NIMS Training Recommendations (Attachment 6) – Recommendations for NIMS training coursework for those University employees who would be expected to respond to campus in the event of an emergency

Emergency Campus-Wide Notification Plan (Attachment 7) – The Emergency Notification Plan is comprised of multiple communication processes that formalize the University's emergency warning system.

Emergency Procedures Guidelines (Attachment 8) – provides employees, students and visitors to campus basic protocols to follow to keep themselves safe, and identifies procedures to follow for various emergency situations including but not limited to civil unrest, bomb, threats, fires, severe weather, etc...

SECTION 3 – SRU EOP – THE BASIC PLAN

3.1 Concept of Operations

With recommendations from the Emergency Preparedness Committee, the Emergency Management Administrator will lead the development, coordination and revision of this plan, and submit to the President through the appropriate organizational structure. The operations concept is designed to incorporate all areas of comprehensive emergency management- mitigation/prevention, preparedness, response and recovery. The EOP is based on an “all-hazards” approach and addresses multiple natural disasters and human-caused events.

3.2 Objectives

EOP critical goals are established as (in order of importance) preservation of life, protection of property, and continuity of academic and business operations. The overall objective of emergency preparedness is to provide strong leadership, effective management and defined and timely response to all emergency incidents and events.

To assist in meeting our goals and objectives, strategies will incorporate:

1. Utilize the federal National Incident Management System (NIMS) Incident Command protocol when implemented by on-scene Incident Command.
2. Develop and maintain effective mutual aid agreements with local agencies.
3. Partner with local, state and federal agencies and appropriate public and private sector organizations where possible.
4. Review and revise this EOP as needed
5. Periodically perform tabletop exercises and drills to evaluate this EOP and make changes as appropriate

3.3 Emergency Classification Levels

Emergency incidents are classified according to their severity and potential impact and set forth as follows:

LEVEL 1

A major disaster or imminent threat involving the entire campus and/or surrounding community. Immediate notification is mandatory during a Level 1 event. Normal University operations are reduced or suspended. The effects of the emergency are wide-ranging and complex. Timely and effective resolution of a disaster condition requires University-wide cooperation and extensive coordination with external agencies and jurisdictions.

A Level 1 incident normally requires activation of the University Emergency Operations Plan and the EOC.

- Examples of Level 1 Incidents include but are not limited to: tornado, multi-structure fire or major explosion, major hazardous materials release, major earthquake, or an act of terrorism.

LEVEL 2

A major incident or potential threat that disrupts a sizeable portion of the campus community. Timely notification for Clery Act compliance is determined by the SRU Police Chief. Emergency notifications for Clery Act compliance is determined by the Emergency Management Administrator. These officials shall make recommendations to the ELG for issuing timely notification and emergency notification Assistance from external agencies is likely for Level 2 incidents – they may escalate quickly, impact life safety and have serious consequences for operations considered as mission-critical for the University.

A Level 2 incident may require activation of the University Emergency Operations Plan and the EOC.

- Examples of Level 2 Incidents include but are not limited to: fire, structural collapse, extensive power or utility interruptions, severe flooding, a multi-facility fatality or pandemic illness.

LEVEL 3

Minor, localized department or building incident that is quickly resolved with existing University resources or with limited external assistance. Timeliness of required notification is determined by the Incident Commander or designated official – to be immediate or as time permits. A Level 3 incident has little or no impact to operations or personnel outside the affected area. Departments impacted interact directly with University Police, or the Departments of Environmental Health and Safety and Facilities & Planning directly.

A Level 3 incident does not require activation of the University Operations Plan or the EOC, or departmental emergency plans.

- Examples of Level 3 Incidents include but are not limited to: localized chemical spills, small fires, localized power or utility failures, or water leaks/intrusion.

3.4 Response Priorities

Response priorities are provided to include campus facilities and activities, including but not limited to academic classwork including lab sessions, athletic events, and other special University events.

3.5 Emergency Evacuation or Shelter-in-Place

Primary response focuses on three basic situations:

1. Fire Alarms

- Fire alarm activation means building occupants are to immediately evacuate the premises and proceed to their designated primary or secondary evacuation assembly area.

2. All-Hazard Notifications

- Emergency notifications indicating other hazardous conditions requiring evacuation will be via the Campus Alert emergency text notification system. Instructions as to whether to evacuate or shelter-in-place will be given.

3. Shelter-in-Place

- Not all emergencies warrant an evacuation. In fact, in some situations the safest course of action is to recommend building occupants stay in their current location. Shelter-in-place is defined as seeking immediate shelter by entering a building, including residence halls. Tornados, severe storms, earthquakes or civil disturbances including acts of violence on campus are situations where a shelter-in-place order may be given. Individuals who hear a shelter-in-place directive should immediately proceed to the nearest unaffected building as directed. Individuals should remain in place until notified by police, fire or other emergency service personnel who will provide information that it is safe to leave “all-clear” message.

3.6 Emergency Operations Center (EOC)

An emergency operations center (EOC) may be activated and will serve as a centralized location used to physically locate University personnel for coordination of SRU’s response and recovery efforts. Security will be provided to limit access to the EOC and provide for the safety and security of occupants.

SECTION 4 – PHASES OF EMERGENCY MANAGEMENT

Slippery Rock University subscribes to the Federal Emergency Management Administration's (FEMA's) Comprehensive Emergency Management Program Model, which addresses five phases of emergency management:



4.1 Prevention

Intended to eliminate vulnerabilities by reducing the probability of the hazards they can create, and to lessen the consequences of unavoidable hazards wherever possible. This will be accomplished by reviewing existing data, assessing facility and grounds information and training.

Emergency Management works with Facilities and Planning, and risk management/insurance partners at PASSHE and the Commonwealth Department of General Services to institute effective prevention measures.

4.2 Preparedness

Preparedness activities are conducted to develop response capabilities needed in the event of an emergency. Considering what may go wrong, developing effective responses, and facilitating preparation of resources are crucial in preparing for “the worst.”

Preparedness activities contained as part of this EOP are:

- Providing emergency equipment and facilities.
- Emergency planning, including developing and maintaining this EOP.

- Periodically reviewing and revising this EOP, and any attachments.
- Involving emergency responders, emergency management personnel, local officials, and volunteer groups who may assist SRU securing training opportunities and in the event of an actual emergency.
- Conducting periodic exercises and/or drills to test this Plan.
- Completing After-Action Reviews following exercises and actual emergencies as a foundation for continuous improvement of this EOP

4.3 Response

The most experienced emergency responders agree you cannot truly “script” a response to an event that has yet to happen, but you can plan. The primary focus of this EOP is planning for the response to emergencies. SRU will respond to all emergencies in a defined and efficient manner. Response operations are intended to resolve emergency situations quickly, while minimizing potential casualties and property damage. Campus emergency response departments (Police, EM FP&ES) have internal standard operating procedures (SOP) to effectively respond to emergencies. Individual departments will have developed their own procedures specific to their operations. SOPs are not maintained in this EOP but serve as the foundation for planning on which this EOP is based.

Additional examples of response strategies are providing the SRU community with guidelines for emergencies on campus, warning the campus of pending or potential emergencies (Campus Alerts), and the implementation of the Incident Command System (ICS) and/or activation of the EOC during an emergency as indicated by the National Incident Management System (NIMS).

Successful responses are rooted in informed decision making and identifying and maintaining clear lines of decision-making authority and communication.

4.4 Recovery

The vast majority of activities during an emergency involve recovery. In many emergencies, the response is accomplished quickly, within minutes or hours. What follows is the arduous task of assessing damage and restoring operations to normal. Recovery has short-term and long-term components. Short-term actions seek to provide for basic needs to the campus where long-term recovery focuses on restoring the University to normal operations. Many situations have the federal government providing disaster relief, however the University must be prepared to provide

timely recovery to its business operations, the education of our students and supporting operations.

Recovery processes include assistance to students, their families and University employees. Examples of recovery programs may include on-line faculty resource sites, temporary relocation of classes, debris removal, facility and utility restoration, academic technology and communication restoration, repair and reconstruction measures, and submission of requests for reimbursement through federal and state programs.

4.5 Mitigation

Mitigation is the action taken by SRU following an emergency to eliminate future loss of life and property during future crises, especially dealing with those events that cannot be prevented.

SECTION 5 – NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

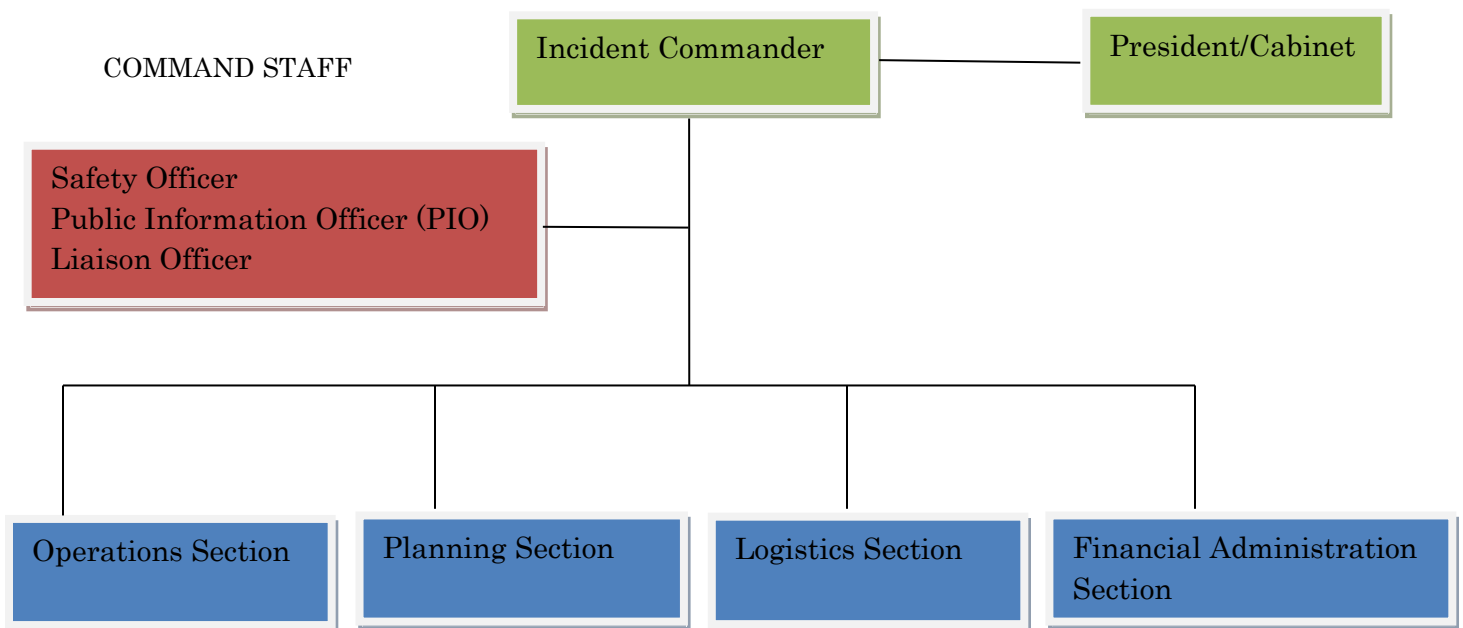
Slippery Rock University has adopted the National Incident Management System (NIMS) as set forth by FEMA. NIMS is considered a comprehensive national approach to incident management applicable to all jurisdictional levels and crosses all functional disciplines. The basis of NIMS is the Incident Command System (ICS) – a standardized, on-scene, all-hazards approach to incident management, regardless of size or complexity. NIMS is also designed to improve coordination and cooperation between public and private entities. SRU shall comply with NIMS training requirements and has set forth these requirements in Attachment 4 of this document.

5.1 Incident Command System (ICS)

The Incident Command System (ICS) is a field emergency management system designed for all hazards and levels of emergency response. Implementation of the ICS facilitates the ability for Slippery Rock University to communicate and coordinate response actions with other jurisdictions or external emergency response agencies through a standardized organizational structure of facilities, equipment, personnel, procedures and communication. ICS is characterized by:

- Common terminology to define organizational functions incident facilities, resource descriptions, and position titles.
- Organization based on the size and complexity of the incident.
- Development and reliance of an Incident Action Plan that contains strategies to meet objectives in the field and at the EOC level.
- Chain of command and unity of command. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives.
- Unified command in incidents involving multiple jurisdictions so organizational elements are united to form a single structure with clearly established control limits.
- Manageable span of control for those supervising personnel resources.
- Pre-designated incident locations and facilities (e.g EOC).
- Information and intelligence management
- Communication systems ensuring interoperable communication.

SRU Incident Command Staff



GENERAL STAFF

The above chart illustrates a basic Incident Command System (ICS) structure for managing a response. There are three functional areas in the ICS structure: Incident Commander (IC), Command Staff, and General Staff. The Incident Commander is the head of the Command Staff and General Staff and is responsible for emergency response activities and efforts.

Incident Commander (IC) – manages all emergency activities, including development, implementation, and review of strategic decisions, as well as post-event assessment. The IC functions as the authority for all emergency response efforts and functionally supervises the Public Information Officer, Liaison Officer and Safety Officer.

Safety Officer (SOFR) – monitors, evaluates and recommends procedures for all incident operations for hazards and unsafe conditions, including the health and safety of emergency response personnel.

Liaison Officer (LOFR) – responsible for coordinating University resources with external partners, such as borough, township, state and federal agencies, and public and private resource groups.

Public Information Officer (PIO) – responsible for relaying incident related information to the public and media with other agencies.

Operations Section Chief & Staff– is responsible for managing all incident specific operations of an emergency response in the ICS structure.

Planning Section Chief & Staff– responsible for collecting, monitoring, evaluating and disseminating information regarding the incident, and is responsible for the development, maintenance and distribution of the Incident Action Plan (IAP).

Logistics Section Chief & Staff – responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, additional medical support, etc...).

Financial Administration Chief & Staff – is responsible for purchasing, and cost accountability relating to the response effort. This section documents expenditures, purchase authorizations, damage to property, equipment usage, vendor contracting and for developing accurate documentation for submission to FEMA.

5.2 Slippery Rock ICS

An incident command structure will expand for Level 1 or Level 2 incidents, as needed. If the Incident Commander (IC) requires assistance in managing the incident, he/she may request the Emergency Operations Center (EOC) activation. If the EOC is activated the IC will inform the EOC personnel of the Incident Command Post (ICP) location.

The Incident Commander will typically be the University Police Chief, Executive Director of Safety, Risk & Emergency Management, Director of Emergency Management, or designated representative. The IC manages all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment. He/she will normally advise when Campus Alert Mass Notification System activation is indicated to warn faculty, staff, and students of an emergency and notify the PIO. The IC will also decide when the incident needs to be expanded to include a PIO, Liaison Officer, Safety Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance & Administration Section Chief, as applicable. The IC may serve as any or all of the positions in the Command and General Staff depending on the complexity of the event. He/she may also direct a staging area to be set up to support the incident operation. The IC or his designee (typically the PIO if participating) will keep the University President and/or designee up-to-date in a timely manner of all notable actions.

5.3 Unified Command System

Slippery Rock University recognizes the importance of embracing the concept of Unified Command in large incidents where multiple agencies respond to campus.

The Unified Command System is a collaborative process that allows all agencies with responsibility for an incident to establish a common set of incident objectives. The objectives are accomplished jointly in a cooperative manner without relinquishing any agency authority or responsibility.

The Incident Commanders within Unified Command make joint decisions and speak as one voice. Unified Command may be required in multi-jurisdictional or in multi-agency incident management situations. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

Details of incident command system at SRU

SECTION 6 – EMERGENCY OPERATIONS CENTER (EOC)

The purpose of the Emergency Operations Center (EOC) is to serve as the single focal point and command center for the management of information, decision-making, resource support and allocation during an emergency, and provide a recovery process and sharing of information with appropriate individuals. Primary functions of the EOC staff include:

- Provide support to the Incident Commander
- Determine policy directions as needed
- Provide resources needed for the campus responders
- Provide direction and support to field staff
- Address issues that are unable to be resolved in the field

Identification of primary and secondary EOC and media staging locations, including activation, use, and de-activation protocols.

SECTION 7 AFTER-ACTION REVIEWS

The Executive Director and Emergency Management Administrator will initiate an After-Action Review (AAR) after a major disaster or emergency incident. The AAR will be scheduled as soon as possible after the incident or event and shall include all appropriate participants. The AAR will focus documenting the impact an emergency event had on the campus, actions taken that were successful and as well as “lessons learned” reflecting measures either not taken or taken but without any positive outcome. Meetings will be followed by a written AAR report for the President and the ELG. The written report will be shared with all response participants and will contain recommendations for improvement/modification to better enhance emergency response and preparedness for the campus.

SECTION 8 EXERCISES

Exercises and drills are a crucial component for any EOP. Environmental Health & Safety/Emergency Management will conduct periodic tabletop exercises and will foster support for smaller departmental tabletops and even emergency drills on a more frequent basis. The ultimate goal is to work toward a full-scale campus-wide drill that mobilizes local and regional emergency service personnel and equipment in concert with University personnel.

SECTION 9 EMERGENCY PREPAREDNESS TRAINING

Environmental Health & Safety/Emergency Management is responsible for facilitating emergency planning and preparedness training for campus. In collaboration with Human Resources, safety and emergency preparedness information is made available via New Employee Safety Orientation Trainings (faculty and staff), and through a professional development series of trainings to include campus safety, risk and emergency management topics. Preparedness training is also made available to students in collaboration with Student Government during student orientation events and other student-related groups.

SECTION 10 EOP REVIEW AND DISTRIBUTION

The Slippery Rock University Emergency Operations Plan will be reviewed and amended as needed, but at least annually by the Executive Director and Emergency Management Administrator with input from the Emergency Preparedness Committee. The EOP may also be subject to revision based on the results of actual events, post-exercise drills and activities, and input from University units and departments.

Attachment 1

Slippery Rock University
Environmental Health and Safety
February 2012 (Revised July 2023)
Emergency Management Strategic Initiatives

1. Obtain senior administrative support for emergency preparedness initiatives.

Present emergency preparedness initiatives to the new President including Cabinet and request support i.e. communication to campus, most importantly participation by the President's Cabinet in emergency preparedness by participation in emergency training and exercises.

Engage the new University President within 3 – 6 months following appointment to provide an update on emergency planning, seek input and solicit support for training initiatives.

2. Evaluate and revise the University's Existing Emergency Operations Plan (EOP).

- Evaluation and revision of the current EOP, to include:
 - Basic Plan
 - Crisis Communication Plan
- Evaluation and revision to include development of Fire Safety & Evacuation Plan (departmental) template for use by Departments in developing emergency procedures applicable to their operations.
- Includes development of an inventory of locations for the following: emergency generators, emergency phones, duress alarms, Automated External Defibrillators (AED), Building Lockdown System, Areas of Refuge/Areas of Rescue Assistance.

3. Emergency Operations Center

- Establish locations of primary and secondary EOC

4. Develop and implement a Campus Workplace Violence Prevention Program for the University

- Establish a University Threat Assessment Team (TAT) and provide training to members. Recommended TAT membership includes representation by University Police, EHS/EM, Human Resources, Student Conflict Resolution, Diversity and Equal Opportunity, Student Life, Student Health Services, Counseling Center and Disability Services.

- Provide training for the University community on workplace violence issues and how to be alert and notify the University to potentially volatile situations before violent acts are realized. Focus is on preventing violent acts from occurring.
- Promote a campus-wide safety initiative of “See something...Say something”.

5. Emergency Preparedness Committee

- EHS/EM recommends an Emergency Preparedness Committee** be established comprised of representation (one member) from the following areas:
 - University Police
 - Environmental Health & Safety/Emergency Management
 - Facilities
 - Communications & Public Relations
 - IATS
 - Human Resources
 - Student Services
 - Faculty
 - Health Services
- Establish Regular Meeting Schedule – proposed quarterly at present. Meeting frequency to increase and/or decrease depending on business.

6. Campus Alert Periodic Testing.

Review strategies and procedures for performing a campus-wide test of the Campus Alert emergency notification technology

7. Emergency Response Equipment.

Review basic level of emergency equipment that should be made available to applicable parties.

8. NIMS Training for Campus Emergency Responders.

- Proposed Strategy for identifying and increasing number of emergency responders to go through on-line NIMS training sponsored by FEMA and the Emergency Management Institute (EMI). **There is no cost to the University for this Training Initiative.**
- Requires Senior Management/Cabinet buy-in and participation.
- Promote NIMS re-training (Emergency Planning for Campus Executives – G367) for the President & Cabinet members.

9. Tabletop Exercise for Campus

- A campus-wide active shooter drill was held on April 19, 2018. Develop, plan and conduct a tabletop exercise for the campus for the coming Fall semester and evaluate feasibility of conducting an emergency drill in Spring 2024.

10. Network with state and local emergency agencies.

- Agencies include but are not limited to PASSHE, Slippery Rock Fire Department and applicable hazardous materials team, Pennsylvania State Police, Butler County-Emergency Management Agency (BC-EMA), Pennsylvania Emergency Management Association (PEMA), Butler County Health Department and PA Department of Health.

11. Emergency Preparedness Website

- Facilitate emergency preparedness information availability through the EHS/EM website.

13. Pre-Plan with Fire Department

- Facilitate Slippery Rock Fire Department has toured the Performing Arts Buildings subsequent to their renovation to become familiar with locations of standpipes, water supplies and fire detection and suppression systems.
- Schedule periodic pre-plans in other campus buildings

Respectfully Submitted

Paul M. Novak, Executive Director
Emergency Management Administrator
Updated July 2023

Attachment 2

Slippery Rock University Initial Emergency Administrative Notification Procedure

This document contains procedures for initial emergency notification of SRU administrative personnel (Level 1, 2 and 3 emergencies).

1. University Police shall be the central unit to which all emergencies should be reported by calling 724-738-3333.

2. University Police Dispatch will notify SRU Police Chief and Emergency Management Administrator of all emergencies affecting the campus

SRU Police Chief will take the lead in making initial notifications of emergencies associated with criminal code violations, including violence on campus and those involving students.

SRU Emergency Management Administrator will take the in making initial notifications for emergencies impacting the campus, including University buildings including but not limited to fire, chemical spills, severe weather, power or other utility failures, technology and water intrusion/flooding issues upon

3. The Emergency Management Administrator and/or the Police Chief shall communicate and ensure the senior administration is notified. Senior administration (vice presidents/chief officers) shall ensure the University President is notified, or may instruct Executive Director of Safety, Risk & Emergency Management or the SRU Police Chief to notify the University President.

SRU Police Chief and/or the Emergency Management Administrator shall contact management representing campus offices affected by the emergency, either by cell phone, text message, or both

4. Where appropriate and in adherence with state system protocols, the Emergency Management Administrator and/or the Police Chief will notify the PASSHE liaison with the Pennsylvania Emergency Management Agency (PEMA).

5. The University President shall notify the SRU Council of Trustees in manner prescribed by the Council.



Emergency Communication Tree SRU Senior Administration



**SRU Police Dispatch
724-738-3333**

Notified of a Campus Emergency

| | |
|---|--|
| SRU Police Chief Kevin Sharkey 724-991-5971 (Cell) | Emergency Management Administrator Paul M. Novak 330-719-8228 (Cell) |
| Alternate Police Supervisor First, Last name XXX-XXX-XXXX (Cell) | Alternate AVP Facilities, EHS, Sust. Scott Albert 330-787-1341 (Cell) |

**University Spokesperson
Public Information Officer**
 Ken Bach
 917-426-4933 (Cell)

SRU President
 Dr. Karen Riley
 303-249-4620 (Cell)
 724-738-5500 (Home)

**PASSHE
Chancellor**

| | | |
|--|---|--|
| VP Finance & Adm Carrie Birckbichler 724-556-1104 (Cell) | VP Academic Affairs Dr. Michael Zieg 724-992-0271 (Cell) | VP Student Affairs Dr. David Wilmes 240-758-6191 (Cell) |
| SRU Alternate AVP Facilities, EHS, Sust. Scott Albert 330-719-8228 (Cell) | Interim Associate Provost Academic Finance Planning Dr. Ursula Payne 724-944-6978 (Cell) | SRU Alternate Dean of Students Karla Fonner 724-714-1554 (Cell) |

**Chair
SRU Council
of Trustees**

**PASSHE
Legal Counsel**

Vice Presidents/Chief Officers identified above shall notify the President, additional Cabinet members and their applicable reports based on the emergency situation and support needed:

Attachment 3

Slippery Rock University Department Fire Safety & Evacuation Plan

I. PURPOSE

This Fire Safety & Evacuation Plan (FSEP) is intended to communicate the policies and procedures for employees to follow in an emergency situation. **This written plan and attached worksheet should be completed by departments and made available to all employees.**

The department administrator shall review the FSEP for their department and provide updates as necessary (departmental moves, change in employees, etc.)

II. GENERAL GUIDELINES

All personnel in the department shall be provided with a copy of the most recent FSEP, and shall be trained in safe evacuation procedures upon initial employment and when any substantial changes to the FSEP are made.

1. The department administrator or their designee should provide EHS/Emergency Management documentation that their FSEP has been electronically communicated to employees by adding emergencymanagement@sru.edu to the email distribution list. This will be completed by October 15, 2023.
2. Stairwells are the primary means for building evacuation.
3. Elevators shall not be used unless so designated by a fire or police official.
4. No employee is permitted to re-enter the building unless so instructed by authorized SRU emergency personnel.

Department Responsibilities –Emergency Response Coordinator

Emergency Response Coordinator:

1. Assists in FSEP administration and may act as liaison with responding emergency services.
2. Obtaining and posting floor plans and evacuation routes.
3. Ensuring the FSEP is kept current and communicated to affected employees.
4. Relaying applicable emergency information pertaining to evacuations, fires or other emergency situations via a call tree when appropriate.
5. May assist in ensuring department spaces are vacated.
6. May volunteer to assist individuals with disabilities to appropriate refuge/rescue areas.
7. Keep written record of employees present at evacuation assembly points.
8. Maintains a list of personnel in their area in order to verify attendance at the designated meeting site.

Emergency Evacuation Routes

Evacuation floor plans identify primary and secondary evacuation routes leading to exits from the building. Evacuation routes are posted in readily visible areas of offices and classrooms. If the primary evacuation route/exit is obstructed, follow the secondary evacuation route to exit the building. For assistance obtaining floor plans or identifying evacuation routes, contact EHS/Emergency management at 724-738-2055.

Evacuation Procedures for Building Occupants

1. Fire Evacuation

1. In case of fire leave the building immediately using the primary or secondary evacuation route.
2. Remain calm. Stay low to the ground if smoke is present closing doors if possible and activate the nearest fire alarm pull station as you leave.
3. Do not use elevators.
4. Alert individuals there is a fire in the building and prompt them to leave also.
5. Inform individuals who have declared they have a disability to the location of areas of refuge/rescue assistance.
6. Upon exit, proceed directly to the evacuation assembly point designated in your FSEP.

NOTE: If unable to use evacuation routes due to fire or smoke, consider using the fire extinguishers to clear a path and proceed to evacuate. If trapped by smoke, look for the nearest room and close the door. Seal cracks under the door. Call University Police, identify yourself, report your location and let them know you are trapped and unable to evacuate.

2. General Evacuations

1. Remain Calm.
2. Gather personal items with the knowledge you may not be able to return for the day or longer.
3. Alert individuals in the area of the evacuation order and prompt them to leave also.
4. Inform individuals who have declared they have a disability to the location of areas of refuge/rescue assistance.
5. Upon exit, proceed directly to the evacuation assembly point designated in your FSEP.

3. Other Emergency Procedures

Refer to Emergency Procedures and Guidelines for Employees, Students and Visitors for more information on other emergency situations where evacuations may be necessary i.e. power failures, chemical spills, etc.

Areas of Refuge/Rescue Assistance

Building stairwells are designated as areas of refuge or areas of rescue assistance for persons with disabilities. During an evacuation order, persons with disabilities should proceed to the nearest stairwell and use the areas of rescue assistance communication system to alert first responders that they need to be evacuated. Stairwells without rescue assistance technology are referred to as areas of refuge. If evacuating to an area of refuge/rescue assistance is not possible, persons with disabilities may need to stay in their office or in classrooms and notify University Police directly of their location an inability to evacuate.

Department volunteers may choose to assist persons with disabilities in going to an area of refuge first and then evacuate themselves. Upon reaching the evacuation assembly point, employees should notify the emergency response coordinator or contact University Police directly and inform them there is a person with a disability that needs to be evacuated.

The information above is provided to address persons with a mobility disability. (Requests for American with Disabilities Act of 1990 (“ADA”) accommodations can be obtained by contacting the Human Resources and Compliance Office using this link: <https://www.sru.edu/offices/human-resources-and-compliance/policies-procedures-samples-and-forms>).

Critical Operations

Critical operations are those services and any associated equipment deemed critical to continue departmental operations and customer service. Examples of critical operations include but are not limited to technology needs for academic classes, lab experimentation involving chemicals, and continuing housing and dining services for students.

Identify those critical operations that need to be addressed and include any shutdown procedures or actions necessary, and which departmental personnel is responsible for these actions.

Include any hazardous materials or conditions that may pose a risk to emergency personnel and be sure to notify responders after evacuating the building.

Contact EHS/Emergency Management with questions or to request assistance.

Evacuation Assembly Points - Accountability

As soon as employees exit the building, they should move calmly but quickly to the designated evacuation assembly point for their department as identified in the FSEP. Evacuation assembly points should be no less than thirty (30) feet and may likely be further from the affected building. Emergency response coordinator should maintain a written record of employees present at the evacuation assembly point. Efforts should be made to identify the whereabouts of all department employees. Notify University Police of any employees unaccounted for that may still be inside the building.

For assistance in identifying appropriate evacuation routes and assembly points, contact EHS/Emergency Management for assistance.

Fire Safety & Evacuation Plan Worksheet / Communication

Department Administrators are responsible for ensuring their FSEP is completed, annually reviewed and updated. All employees should be provided with a copy of the department FSEP initially upon employment and annually thereafter. It is the responsibility of each department to ensure their employees are trained on the procedures within the FSEP, and to document this training. The department administrator or their designee should provide EHS/Emergency Management documentation that their FSEP has been electronically communicated to employees by adding emergencymanagement@sru.edu to the email distribution list. This will be completed by October 15, 2023.

Fire Evacuation Drills

The University conducts fire drills as emergency evacuation drills once each semester in all campus buildings, with the exception of residence halls where fire drills are conducted twice each academic semester in accordance with the Jeanne Clery Act requirements. While coordinated with department administrators, no advance notification of when fire drills will occur is provided to employees, students or visiting entities.

EHS/Emergency Management Department Staff

724-738-2055

**Paul M. Novak, Executive Director
Emergency Management Administrator**
paul.novak@sru.edu

**Joel Brown, Assistant Director EHS & Fire
Safety** joel.brown@sru.edu

Sandra Perez, Clerical Assistant 2
sandra.perez@sru.edu

Rev January 2026

Attachment 4

SRU Crisis Communication Plan

Purpose

The Slippery Rock University Crisis Communication Plan provides a procedural framework for the coordination of communications within the University, and between the University, the media and the public in the event of acute emergencies or controversial issues affecting Slippery Rock University.

The goal of this plan is to establish guidelines for addressing a variety of acute emergencies by developing and directing communications that minimize the impact to campus, maintain institutional reputation and ensure continuity of operations. A key component is ensuring campus leadership, officials and communicators are familiar with these procedures, and their roles in the event of a crisis.

This plan is one component of SRU's comprehensive, institutional Emergency Operations Plan.

Reporting Emergencies

All emergencies should be reported to University Police by calling or 724-738-3333 or 9-1-1.

Scope

The University's crisis communication plan focuses on a subset of emergency situations considered acute emergencies, that may include but are not limited to:

- Violence on Campus including but not limited to active shooter situations, bomb threats and terrorist attacks
- Missing person(s)
- Dangerous weather including but not limited to tornadoes, hurricanes and severe flooding
- Earthquakes
- Building collapses
- Public Health emergencies i.e. pandemics, epidemics and disease outbreaks
- Any other threat that poses imminent danger to students, faculty, staff or the general public

Crisis Communication – Critical Response Teams

Immediate notification of the Executive Leadership Group (defined in SRU's Emergency Operations Plan as being the University President and Cabinet members) shall occur.

SRU's EOP further identifies three Critical Response Teams (CRTs) to initially address reports of campus emergencies, and notify the ELG have been identified and described below:

- Physical Facilities and Grounds Operations (Infrastructure)
 - CRT Leader is the SRU Emergency Management Administrator and/or SRU Police Chief - immediately notifies the Executive Leadership Group of the emergency, and establishes a date/time for an in-person or virtual meeting with the ELG at which future meetings and situational reports to ELG will be provided.

- Student Impacts
 - CRT Leader is the Chief Student Affairs Officer or alternate – immediately notifies the ELG of the emergency and establishes a date/time for an in-person or virtual meeting with the ELG at which future meetings and situational reports to ELG will be provided.
- Employee Impacts
 - The CRT Leader is the Chief Human Resources Officer or alternate – immediately notifies the ELG of the emergency and establishes a date/time for an in-person or virtual meetings with the ELG at which future meetings and situational reports to ELG will be provided.

Critical Response Team Protocols and Activities

1. CRT Leader notifies the respective CRT via group text thread and sends message labeled URGENT EMERGENCY followed by a brief description of incident.
2. As soon as possible, the CRT Leader establishes a group phone call or a virtual meeting with the CRT.
3. CRT shares and evaluates available information towards validation actual conditions and circumstances of the emergency. CRT determines whether future interactions will be by phone, virtual or in-person. CRT Leader notifies the Executive Leadership Group (ELG) and provides updates to ELG at established intervals. CRT identifies additional University staff as team members based on initial assessment of the situation.

Initial Risk Assessment and Mobilization

1. CRT will evaluate and access lists of internal and external stakeholders. University Marketing and Communication (UMC) will begin crafting frameworks for communications to update and keep them informed throughout the course of the emergency. This includes determining when to update the ELG and what information needs to be provided.
2. UMC shall initiate monitoring of social and traditional media as soon as possible.

Initial CRT Meeting Tasks

- The first CRT meeting will focus on:
 - a. Sharing and analysis of information – what is known and not known – and will begin to establish emerging deadlines and anticipated milestones.
 - b. Identification of gaps in required knowledge.
 - c. Affirm personnel roles, responsibilities and reporting channels
 - d. If the Emergency Operations Center (EOC) is not activated, identify a physical location on campus where CRT members will gather for future meetings and a target schedule for those meetings.
 - e. Consider physical locations for sitting media and to hold press conferences if necessary.
 - f. Establish and maintain a standing Teams link for virtual meetings; update and use communication materials and holding statements as needed for immediate proactive response needs.
 - g. Identify and communicate to all team members the time and location of next CRT meeting to include additional identified stakeholders and notify the ELG.

- h. The University President shall determine if notification of PASSHE legal counsel, the Chair of the SRU Council of Trustees (COT), and the Office of the Chancellor is warranted and if so, shall make notification.
- i. CRT will document all actions taken at this first team meeting
- j. Determine what, if any, communication needs developed and distributed to key audiences, including:
 - i. Students and families
 - ii. On-campus community including employees (faculty and staff)
 - iii. SRU COT
 - iv. Elected and community members
 - v. General public
 - vi. Media

Response Planning & Activities

1. The expanded CRT meet and continue planning response and assessment activities, in consideration of the following guidelines:
 - a. Update information available – what is known at this point, what has changed from the time of the initial incident and is there still information that we do not have.
 - b. Re-evaluate timelines and deadlines.
 - c. Determine if escalation triggers are present and if so, how have they changed; identify gaps in knowledge at this point.
 - d. Identify any needs at this point and facilitate continued gathering of information
 - e. Determine if any external stakeholders or resources are needed and initiate contact to facilitate these needs.
 - f. Confirm location of press conferences and briefings, and where to direct media that come to campus.
 - g. Re-prioritize audiences for communications and re-evaluate what is factually know.
 - h. Consider risk to the institution (operational, situational, reputational, etc...) in crafting response actions. Include scenario planning, outlining potential pathways of crises and implications of each path.
 - i. Develop a Response Plan to include deliverables, deadlines and roles and responsibilities clarification.
 - j. Establish an escalation plan with defined triggers for external stakeholder involvement and/or communications.
 - k. Communicate response and escalation plans to ELG.

1. Establish a target operational period – a period of time scheduled for execution of response plans.
 - i. Initial stages of response may warrant a narrow operational period of between 2-4 hours.
 - ii. As the acute emergency incident evolves and is brought under control, the operational period may be extended up to a 12-hour span.
 - iii. Operational periods should not extend beyond a 24-hour period.
2. Develop and finalize necessary communication materials. Craft new or update existing holding statements and other materials required for outreach to prioritized audiences.
3. The Senior Director of University Marketing & Communications or alternate fulfills the role of University Spokesperson to news and media outlets, and serves as SRU's Public Information Officer (PIO) as part of the National Incident Management System (NIMS) structure for emergency response.
 - a. Proactive Communications – Develop key messages, Do's and Don'ts and difficult FAQs.
4. Expanded CRT will communicate response and escalation plans to ELG.
5. Expanded CRT will document all actions taken at this first team meeting.

Response Plan Implementation

1. Initiate response plan immediately.
2. Distribute key messages to audiences per the plan.
3. The University environment, including the physical campus and social media presence, will likely change as emergencies escalate.
 - a. It is highly likely the response plan will need to be modified as we implement initial activities based on public reaction to messaging.
 - b. It is also likely external factors may change, impacting the reality and parameters of crisis.
 - c. Review of the response plan should coincide with the operational period established for the incident.

Response Plan Maintenance

1. Regular meetings of the expanded CRT should coincide with operational periods established.
2. Continue to monitor status of the acute emergency and adjust response activities as warranted
3. Receive updates from all corners of the campus.
4. Implement escalation plan as needed.

5. Review and revise messaging, including holding statements, for students and parents, the on-campus community including employees (faculty and staff), the SRU COT, elected and community members, and the general public and media.

After Action Assessment – the “Hotwash”

As soon as feasible after the emergency has been mitigated:

- The CRT will meet to review the crisis communication process and response relative to the incident – what worked well and what did not with respect to campus communications and public relations.
- At least one CRT member should attend the campus-wide after-action incident evaluation (“hotwash”), organized and conducted by the Emergency Management Administrator, to provide any feedback from campus stakeholders on actions identifying both positive and negative actions taken, and recommendations for improvement to the University’s emergency response decisions and protocols.

Revised January 2026

Attachment 5

Slippery Rock University

After-Hours Protocol for Campus Incidents

| SRU Personnel | Action | Primary Contacts | Secondary Contacts (if primary unavailable) | Statement |
|---|--|---|---|--|
| Community member/ student/staff/faculty/ parent, etc. | Become aware of a student emergency and contacts the University police. | University Police – x3333 | | |
| Dispatch/Police Officer | <p>Is informed of the student incident, if considered an emergency, calls the Chief of Police</p> <p>Additional Information: *All requests for an ambulance shall be fulfilled by the dispatcher.</p> <p>*Dispatcher shall notify 911 to request an ambulance.</p> <p>Logs all attempts for contacts in CODY</p> | <p>Police Chief– Kevin Sharkey Office: x6139 Cell: 724-991-5971</p> | <p>On-Duty Supervisor Office: x3333</p> <p>(In the absence of both the Police Chief and On-Duty Supervisor, contact Chief Student Affairs Officer)</p> <p>Chief Student Affairs Officer – David Wilmes Office: x2727 Cell: 240-758-6191</p> | <p>Name and details of incident. (Leave message if no answer – Try all phones after hours.)</p> |
| Police Chief (or designee) | <p>Determines the level of emergency.</p> <p>Contacts:</p> <p>Dean of Students and/or Chief Student Affairs Officer</p> <ul style="list-style-type: none"> • Student death • Major campus emergency (i.e., bldg. down, residents displaced) • Critical medical emergency | <p>Chief Student Affairs Officer – David Wilmes Office: x2727 Cell: 240-758-6191</p> <p>Dean of Students – Karla Fonner Office : x2121 Cell : 724-714-1554</p> <p>Environmental Health & Safety</p> | | <p>If initial contact is by text message, all recipients will reply “received” to OIC.</p> <p>-----</p> <p>If employees are going to be impacted or displaced, EH&S contacts, AVP for HR- Holly McCoy Office: x2209 Cell: 724-504-0427</p> <p>-----</p> <p>If academic building, F&P contacts Steve Saylor</p> |

| SRU Personnel | Action | Primary Contacts | Secondary Contacts (if primary unavailable) | Statement |
|--|--|--|---|---|
| | <ul style="list-style-type: none"> • Potential threat to community/use of weapons on campus/major criminal activity impacting students/residents • Sexual Assault/Violence • Psych Transport/Suicidal Ideation or Attempt <p>Director of Safety (if needed)</p> <p>Executive Director of Communication and Public Affairs</p> <p>If facilities related issues, contacts AVP for Facilities & Planning</p> <p>Determines if an E-2 Campus Alert is required in consultation with Chief Student Affairs Officer</p> | <p>Executive Director – Paul Novak Office: x2465 Cell: 330-719-8228</p> <p>Communication and Public Affairs Assistant Director of Communication – Justin Zackal Office: x4854 Cell: 724-856-9150</p> <p>AVP Facilities & Planning- Scott Albert Office: x4342 Cell: 330-787-1341</p> | <p>Environmental Health & Safety Assistant Director – Joel Brown Office: x2466 Cell: 717-275-2509</p> <p>Communication and Public Affairs BCW Representative- Steve Radick Cell: 571-643-3211</p> <p>Scott Abrino Facilities & Planning, Director of Maintenance Office: x2974 Cell: 724-825-0363</p> | <p>Office: x2214 Cell: 407-436-2458</p> |
| <p>Chief Student Affairs Officer (or designee)</p> | <p>Determines if the President needs to be informed and contacts the President.</p> <p>Determines if any other staff need to be informed prior to next business day.</p> | <p>President – Karen Riley Office: x2169 Cell: 303-249-4620</p> | | |

Attachment 6

National Incident Management System Training Recommendations for Slippery Rock University personnel

February 2012 (revised July 2023)

Background

The Department of Homeland Security issued the National Incident Management System (NIMS) was designed to provide a comprehensive approach to incident management applicable to all jurisdictional levels across functional disciplines. NIMS establishes a consistent nationwide approach for Federal, state and local governments to work effectively together to prepare for, prevent and respond to, and recover from domestic incidents regardless of cause size or complexity¹.

Training Recommendations – Slippery Rock University

NIMS training is available on-line free of charge through the Federal Emergency Management Agency (FEMA) website: (<http://training.fema.gov/IS/crslist.asp>). The modules are straightforward and are designed to communicate responsibilities for all levels of response from first responders on scene and information officers to senior management officials. Upon completion, participants will be able to download certificates of training. EHS has developed a guidance document on taking the on-line courses and have included as part of this communication.

Recommended level of NIMS training courses are set forth below, followed by the SRU Departments identified to receive the training. As the courses identified are no-cost, employees are free and encouraged to take as many courses they so desire.

The President's Office and Senior Administrative Officials (President's cabinet) are recommended for the following NIMS training:

Course Name: Emergency Planning for Campus Executives Course Code: G367

Any departmental employee that will be assigned duties or potentially assigned duties in emergency response should at a minimum complete the following NIMS training courses:

IS-700 National Incident Management System – an Introduction

IS-100-HE Introduction to the Incident Command System (ICS) for Higher Education

Academic Administrators as identified appropriate by the Provost (Deans and/or Chairs are recommended)

Campus Safety:

Environmental Health & Safety/Emergency Management

University Police

Facilities:

Maintenance

Custodial

Information and Administrative Technology Services

Communications & Public Relations

Human Resources

Student Affairs, Services & Support Leadership

Includes Student Health Services

Student Counseling Center

Auxiliary Services**

**EHS recommends that appropriate management staff in auxiliary service buildings (Student Center, Dining Halls, Residence Halls and the Recreation Center) who would be expected to respond to emergency situations take the training).

NIMS Preparation Sessions

EHS recognizes employees possess varying computer skills and some may not be familiar with computer use as it relates to on-line coursework. The Department of Environmental Health and Safety will facilitate “course preparation” designed to familiarize employees with techniques and hints to take on-line courses successfully, as well as to provide a brief overview and introduction to emergency management as it relates to NIMS and the Incident Command System.

Certificates

Upon completion, employees will receive an electronic copy of their Certificates of training. Please make sure a copy is forwarded to the Department of Emergency Management.

EHS will monitor any changes in recommendations from the Department of Homeland Security regarding personnel training and pass these recommendations along to the University Administration.

Respectfully,

Paul M. Novak, Executive Director
Emergency Management Administrator

¹National Standard Curriculum Training Development Guidance Document, March 2007, National Incident Management System (NIMS), Federal Emergency Management Agency.

Attachment 7

Slippery Rock University

Environmental Health and Safety/Emergency Management Guide to taking NIMS Training – Interactive Web-Based Courses

Employees involved in emergency response activities and identified as needing to take NIMS training courses should follow the instructions below to take the NIMS courses online. If you have been identified as needing to take additional NIMS courses not listed below, be advised that all the NIMS online courses are available from the FEMA training site.

1. Go to the following website:

www.fema.gov/emergency/nims/nims_training.shtml

Gives you an overview of NIMS Training – scroll down and under heading Emergency Management Institute, click on: <http://training.fema.gov/IS/crslist.asp> to get to the course selection area.

Scroll down and choose IS-700 and IS-100 as follows:

Course Name: [National Incident Management System \(NIMS\) An Introduction](#)

Course Code: IS-700

There are downloads for the classroom you can look at for assistance as you go through the module.

Download the final exam – this likely won't be the actual final exam that you will be taking but it serves as a close guide.

Choose option #1 – Interactive Web-Based Course and follow directions to take the course

Course Name: [Introduction to the Incident Command System for Higher Education](#)

Course Code: IS-100 –HE

If the module allows you to download the exam first it likely will not be the actual exam you will be asked to take, but it will serve as a good guide to the types of questions asked.

There are downloads for the classroom you can look at for assistance as you go through the modules

Choose Option #1 – Interactive Web-Based Course and follow directions to take the course.
HINT: The more material they make available for you to download the better – it is recommended you download this information for reference as you go through the modules and exam.

Upon completion of the course, follow instructions to take the final exams and receive your certificates. Please forward copies of your training certificates to EHS.

Attachment 8

Emergency Notification Methods

This document has been developed to inform the Slippery Rock University (SRU) community of methods of disseminating information about emergency situations that may arise on campus.

Slippery Rock University maintains the following technologies for notifying the campus of emergency information:

Emergency Text Messaging System (Campus Alert)

This technology will alert students, faculty and staff during, and only during, a campus emergency or weather alert. This system is a mass notification system that will alert enrollees with a text message via mobile phone, e-mail, wireless PDA, as well as RSS feeds, personalized web pages from Google, My Yahoo and AOL, and the SRU Homepage.

The use of this service is voluntary and is limited to communicating emergency information only. Advertisements and non-emergency communications are not sent via this technology, but members of campus must be registered to receive alerts.

Individuals must enroll in the service to receive emergency information. To enroll for the service, click on the link below and follow directions:

<https://www.sru.edu/offices/university-communication-and-public-affairs/campus-alerts>

Voice Emergency Management System (VENS)

Emergency information is able to be broadcast through the fire alarm system to certain campus buildings

ATTACHMENT 9



ROCKREADY ✓
IN AN EMERGENCY

**Emergency Procedure Guidelines
for
Employees, Students, and Visitors**



**Developed by
Environmental Health and Safety
Emergency Management**

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Guide to emergencies on campus

The information contained in this booklet is meant to assist Slippery Rock University employees, students and visitors in a number of ways, including:

- Serving as a quick reference guide for employees, students and visitors during pending or actual serious emergencies.
- Educate and prepare University community members for emergencies.
- Provide reference links to additional sources; learn more about particular types of emergencies as well as general emergency planning and preparedness.

It is recommended that a copy of this booklet be maintained in a visible and accessible area by employees and students, including, but not limited to: office and department receiving areas; classrooms; and lunch and break rooms. The University Police Department is available on a 24/7 basis to respond to emergencies that may occur on campus.

**In the event of an emergency,
contact University Police
724.738.3333**

A. PREVENTION AND PREPARATION

Please review the following suggestions in an attempt to prevent possible emergency situations before they occur and to be prepared for them should they occur:

1. Read this booklet and keep it close to you (at workstations, in dorm rooms, etc.) for easy reference.
2. Cooperate and participate in all campus emergency exercises, practice drills and trainings.
3. Employees should fill out the Department Fire Safety and Evacuation Plan Worksheet .
4. Post evacuation routes and meeting sites near exits in all office suites, work areas and student residence rooms.
5. Become familiar with evacuation routes on your own, with other employees, and in conjunction with University-sponsored evacuation drills. Student residents should review evacuation routes with their community or resident assistants.
6. Persons with disabilities and/or special needs that require specialized evacuation measures in a classroom, work area or residence hall should make University Police aware of their needs.
7. Never attempt to move seriously injured persons unless they are in immediate danger from such situations as fire, explosion, toxic vapors, etc.
8. Contact the Department of Environmental Health and Safety to identify and list all potentially hazardous, explosive or otherwise dangerous chemical or items located in your work area, if appropriate.
9. Be aware of your surroundings at all times.
10. Keep your desk locked and your personal items secured at all times.
11. Make sure to keep vehicles locked at all times. Never leave personal items in plain view.
12. University Police are available to escort employees, students or visitors who don't want to walk across campus alone. To request this service, call 724.724.3333.

B. HOW TO REPORT AN EMERGENCY

Anyone requiring emergency assistance for any reason should contact University Police at:

724.738.3333

Save this number in your mobile device. If calling from a University phone, dial 3333.

Dialing 911 will connect callers to the Butler County 911 Center. If 911 is called inadvertently, request to be contacted SRU's University Police. When a dispatcher answers your call, calmly provide your **NAME**, **LOCATION**, and **BRIEF DESCRIPTION** of the emergency. Follow all directions provided by the dispatcher.

The university is equipped with emergency phones inside campus buildings and at strategic locations across campus.

C. EMERGENCY NOTIFICATION SYSTEM

Primary Notification – Campus Alerts

In an effort to better disseminate emergency information, SRU offers an emergency text messaging system that will alert students, parents, faculty and staff of a campus emergency or weather alert. This system is a mass notification system that can alert you with a notification to your smart phone and SRU email, as well as posting to University social media accounts.

Sign up now for this service to receive emergency and weather alerts. There will be no advertising or non-emergency alerts sent to you, but you must be registered to receive alerts. All members of the campus community are strongly urged to sign up to receive these alerts. Enrollment is voluntary, and enrollees may opt out at any time. Individuals are responsible for updating their enrollment information with changes to their wireless service providers.

Visit www.sru.edu and search "campus alerts" to learn more and enroll.

Secondary notification – Voice Emergency Notification Systems (VENS)

VENS is emergency notification technology that uses the fire alarm system to broadcast either pre-scripted or live emergency information throughout a building.

D. BASIC CONCEPTS TO REMEMBER IN ALL EMERGENCIES

1. **STAY CALM AND DO NOT PANIC.**
2. Never put yourself at risk.
3. Assess the situation.
4. Contact University Police as soon as possible by calling 724.738.3333

E. STANDARD RESPONSE PROTOCOL (STAFF/EMPLOYEES)

a. HOLD! HOLD IN YOUR ROOM OR AREA. CLEAR THE HALLS



- I. Hold is called when hallways or area need to be kept clear of people.
 1. Clear the hallways.
 2. Close and lock the door.
 3. Account for students and visitors.
 4. Remain in your area or room until the "All Clear" is announced.
 5. Do business as usual.

b. SECURE! GET INSIDE, LOCK OUTSIDE DOORS



- I. Secure is called to safeguard people within the building.
 1. Bring everyone indoors.
 2. Lock perimeter doors.
 3. Increase situational awareness.
 4. Business as usual.
 5. Account for all persons.

c. LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT



- I. Lockdown is called when there is a threat or hazard **INSIDE** the building.
 1. Recover people from hallway if possible.
 2. Close and lock interior doors.
 3. Move out of sight.
 4. Do not open the door and maintain silence.
 5. Prepare to evade or defend.

d. EVACUATE!



- I. Evacuate is called to move students and staff from one location to another.
 1. Lead evacuation to a safe location.
 2. Bring your phone but leave other belongings behind.
 3. Account for all students and visitors.
 4. Notify authorities of missing, extra or injured persons.

e. **SHELTER! (For a hazard using shelter strategy)**



- I. Shelter is called when the need for personal protection is necessary.
 1. Official communication with directions will be provided.
 2. Seek immediate refuge inside a classroom, office, residence hall or closest available facility.
 3. Notify authorities of missing, extra or injured people.
- II. Hazards.
 4. Tornado: Evacuate to shelter area.
 5. Hazmat: Seal the room.
 6. Earthquake: Drop, cover and hold.
 7. Tsunami – Get to high ground.

F. EMERGENCY SITUATIONS

a. **ACTIVE THREAT**

I. **EVACUATE IF YOU CAN DO IT SAFELY**

1. As you evacuate, notify anyone you encounter to leave the building immediately.
2. **DO NOT ACTIVATE THE FIRE ALARM IN AN ACTIVE SHOOTER SITUATION.**
3. Disperse individually. Do not congregate in groups.
4. Contact University Police by calling 724.738.3333 and provide as much information as you can.



II. **IF YOU'RE UNABLE TO EVACUATE SAFELY**

1. Lock yourself in the room if possible. If the door does not lock, barricade the door, if possible.
2. Turn off all lights, close the blinds and stay away from doors and windows.
3. Silence all electronic devices.
4. Remain calm, silent and out of sight.



b. **CIVIL DISTURBANCE**

In the event you become aware or involved in a situation that escalates to a civil disturbance, contact University Police at 724.738.3333 immediately and report the situation.

c. CRIME IN PROGRESS

If you are a victim or witness a crime in progress:

1. Do not resist if the crime is a robbery.
2. Contact University Police at 724.738.3333 as soon as possible and when you feel you can safely do so. Provide the police with your location; a description of the suspect's clothing and physical features; the suspect's direction of travel; and if possible, the description of any vehicle that may have been involved.
3. While police are en route, remain calm. Focus on any additional physical characteristics that may assist the police in their apprehension of the suspect(s) and their subsequent investigation.

d. Sexual Assault

The health and safety of our students is important to us. If you or someone you know has experienced sexual assault, rape, domestic violence, dating violence, stalking or harassment we recommend you consider the following options:

1. Seek medical attention.
 - A practitioner at Student Health Services can assess physical injuries, provide prevention of pregnancy and sexually transmitted infections, and offer transportation to local hospitals for an examination.
 - Student Health Services will also offer to contact a specially trained advocate to explain additional options.
 - Other nearby options for medical attention include Grove City Medical Center and Butler Memorial Hospital.
2. Preserving evidence
 - Collecting evidence may be helpful if an individual decides to press criminal charges; please note that your participation in evidence collection does not mean you must pursue charges at this time, but should you choose to do so in the future, there will be a record of what occurred.
 - Evidence is easier to obtain if the individual has:
 1. Refrained from showering or bathing.
 2. Placed clothing or sheets from the occurrence in a paper bag.

3. Talking with the Police
 - Where the incident occurred could change what police department has jurisdiction over the situation.
 - Local police departments include:
 1. University Police at 724.738.3333.
 2. Pennsylvania State Police at 724.284.8100.
 3. Slippery Rock Borough Police at 724.794.6388.
 - If you are unsure of the jurisdiction, please contact University Police at 724.738.3333. They are available 24/7.
 - You may choose not to notify the police.
4. Obtaining No Contact Orders/No Trespass Orders/Protection From Abuse Orders (PFAs)
 - No Contact Orders and No Trespass Orders are available through the Office of Student Conduct. Call 724.738.2121 to make an appointment.
 - Protections from Abuse (PFAs), Sexual Violence Protection Order (SVP) or Protection from Intimidation Order (PFI) may be obtained through the Butler County Court. A Victim Outreach Intervention Center (VOICE) advocate may assist you in this process. You can contact VOICE 24/7 by calling 1.800.400.8551.
5. Getting support
 - Having a strong support system, obtaining information about what you are experiencing and knowing your options and rights can go a long way in helping to recover from an incident.

Contact the Office of Student Support at 724.738.2121

e. **WORKPLACE VIOLENCE**

No threats, threatening behavior or acts of violence against Slippery Rock University students, employees or visitors will be tolerated.

Any individual receiving or witnessing disturbing, violent and/or aggressive behavior should report the incident to SRU Police by calling 724.738.3333.

If you are uncertain as to the seriousness or immediacy of the disturbing, violent and/or aggressive behavior, contact SRU Police by calling 724.738.3333.

For less immediate behavior, contact the Office of Human Resources at 724.738.2070.

f. MEDICAL ASSISTANCE

1. If someone becomes ill or requires medical assistance, contact University Police at 724.738.3333.
2. Do not hang up until instructed to do so by the University Police dispatcher.
3. Do not attempt to move the ill or injured individual.
4. If possible, provide the dispatcher with the following information:
 - a. Your name
 - b. Your location.
 - c. Description of the medical emergency.
 - d. Identity of the victim, if known, and description of symptoms.
 - e. Victim's allergies and medication if the victim is conscious and able provide information.
5. Automated external defibrillators are available for public use in all academic buildings. University Police vehicles are also equipped with AEDs.
6. Stay with the injured person until emergency personnel arrive and assure the injured person that help is on the way.
7. Avoid exposing yourself to hazardous materials or body fluids.
8. Minor injuries – sprains, strains, contusions, abrasions – are not considered medical emergencies.
9. Any employee who becomes injured while working should report the accident/injury to their supervisor immediately.
10. As soon as possible, injured employees should complete a University Accident Report Form and send a copy to Environmental Health and Safety. The employee's supervisor must sign the Accident Report Form. Accident Report Forms are available by calling EHS at 724.738.2055.

g. MENTAL HEALTH EMERGENCY

A mental health emergency occurs when a person is expressing a **direct** threat to one's self or others, or is acting in very disruptive, bizarre or highly irrational way. These behaviors may indicate that the person is in crisis and needs **immediate intervention**.

Highly disruptive behaviors that indicate an MHE include:

- Inability to communicate clearly (garbled or slurred speech, disjointed thoughts).
- Loss of contact with reality (seeing/hearing things that are not there, beliefs or actions at odds with reality).
- Overt suicidal thoughts (suicide is a current option).
- Homicidal threats.
- Individual being deficient in skills that regulate emotion, cognition, self, behavior and relationship.

Seek to de-escalate the situation while waiting for assistance:

- Stay calm.
- Immediately call University Police, 724.738.3333, or 911 for assistance and/or protection.
- Reassure the person that no harm will come to them.
- Keep a safe distance and do not corner the person.
- Remain consistent and genuine.
- Use the person's first name if known.
- Be respectful.
- Speak clearly, using soft tones, reassuring words and gestures.
- Await police to take control of the situation.

Non-emergency situations:

Students, faculty, staff and community members can submit a **Care referral** or contact the Office of Student Support at 724.738.2121 for the following situations:

- Student who has been or will be hospitalized.
- Student having trouble adjusting to campus life or having angry outbursts.
- Student who is isolating from friends/class/work.

- Student who has experienced or been accused of dating/ domestic violence, sexual misconduct (rape, sexual assault, sexual harassment), stalking or harassment.
- Student who is expressing suicidal thoughts or ideations or engaging in self harm.
- If your efforts to manage a significant classroom behavioral issue has not resolved the problem.
- If you are concerned about the welfare of a student, yourself and/or other students.
- If a student is asking for help in dealing with personal issues that are outside your role as a faculty or staff member.
- If you have referred the student for assistance in the past and there seems to be no improvement or things seem to be worsening.

Care referrals are not intended to be emergency services. If someone is in immediate danger, or is an immediate danger to themselves, please contact University Police at 724.738.3333.

h. BOMB THREATS/SUSPICIOUS PACKAGES

1. If your department or office receives a call and a bomb threat has been made, remain calm and obtain as much information from the caller as possible.
2. Try to keep the caller on the line
3. Write down all information you obtain and be as specific as you can, including the time and phone number the call was received from. Focus on details such as the caller's gender, if the caller has any accent or unique speech attribute and if you were able to detect any background noises.
4. Contact University Police at 724.738.3333. Give the dispatcher your name, your location and telephone number. Relay to the dispatcher any information you obtained from the caller who made the threat.
5. Notify your supervisor or department head immediately.
6. If you receive a suspicious package – including ones that are stained or discolored, have incorrect titles, handwritten or poorly typed address, excessive tape or string, rigid or lopsided envelope, excessive postage, etc., **DO NOT HANDLE.** Contact University Police at 724.738.3333 immediately.
7. **DO NOT ACTIVATE THE FIRE ALARM** for a bomb threat.



i. EVACUATIONS



1. Remain calm.
2. Gather any personal items understanding that you may not be able to return to the location in the coming days.
3. Leave quickly but calmly.
4. Alert coworkers and others to the situation as you are leaving. Prompt them to leave as well.
5. Inform any persons with disabilities as to the location of the designated "Area of Rescue Assistance" or "Area of Refuge." These are usually stairwells that are rated to withstand fire for certain lengths of time.
6. Go immediately to primary/secondary meeting site as identified in your department's fire safety and evacuation plan and make your presence known.
7. Do not re-enter the building unless the "all clear" message is given by the fire department or authorized University safety personnel.

j. SEVERE WEATHER/TORNADO



1. A tornado can develop at any time during severe weather. Pay attention to weather reports and be aware of predicted severe weather. Remain alert for rapidly changing weather conditions.
2. A tornado watch is issued when there is a forecast of severe weather that may produce tornadic activity. A tornado warning is issued when a tornado has been spotted and is believed to be approaching the area.
3. Seek shelter immediately, preferably in a basement if available. If no basement is available, move to the ground floor or lowest floor in the building along interior corridors or inside small rooms.
4. Avoid windows and glass if possible, as well as gymnasiums and other large, open, unsupported areas.
5. If you are outside and cannot reach shelter safely, seek out the nearest ditch or other low-lying area and lay flat, covering your head with your arms.

THE FOLLOWING UNIVERSITY BUILDINGS DO NOT HAVE BASEMENTS. OCCUPANTS SHOULD SEEK SHELTER ON THE LOWEST FLOOR OR IN THE BASEMENT OF AN ADJACENT BUILDING.

- Advanced Technology and Science Hall
- Alumni House
- Art Sculpture
- Critchfield Park (baseball stadium)
- Dinger Building
- Equestrian Center
- Field Hockey and Lacrosse Building
- Leadership Development Building
- Maintenance Center
- Maintenance shops/garages
- Mihalik Thompson Stadium
- Morrow Field House
- Residence Hall Buildings A-F
- Rhoads Hall
- Rock Apartments
- Stores I and II Buildings
- Smith Student Center

k. EARTHQUAKE

1. Most earthquakes are of short duration with injuries usually resulting from falling objects.
2. If you are inside a building when an earthquake occurs, stay inside.
3. Look for and take cover under a large sturdy object such as a desk, or against an interior wall away from windows, bookcases or other tall furniture that could fall on you.
4. Be alert for falling objects.
5. Stay indoors until shaking and tremors subside and you are positive that you can exit safely. While exiting, do so quickly and watch for falling objects. **DO NOT** use elevators when exiting a building.
6. If you are outside a building, stay outside of the building.
7. Go to an open area free of trees and power lines that is away from all buildings.
8. Get low to the ground, cover your head and watch for falling objects.



9. Following an earthquake, expect aftershocks. Be prepared.
10. Do not light matches or use your cell phone immediately following an earthquake. Sparks or static electricity could ignite natural gas or other flammable materials that may have begun leaking following an earthquake.
11. If you come across a seriously injured person, do not attempt to move them unless they are in serious danger of further injury due to building collapse, fire, etc.
12. If you can safely do so and are able, assist any other persons with reaching safety.

I. FIRE

I. PREPAREDNESS



1. Participate in all University-related fire drills.
2. Know your primary and secondary routes of evacuation as described in your departmental fire safety and evacuation plan.
3. Know the locations of fire alarm pull stations and emergency fire equipment.
4. Anyone willing or able to operate a fire extinguisher can contact Environmental Health and Safety for training. Only first responders or properly trained individuals are permitted to operate fire extinguishers.

II. IF YOU OBSERVE A FIRE OR SMOKE

1. If you observe fire, smoke or an explosion, immediately leave your workstation, close the door and activate the nearest fire alarm pull station.
2. Once the fire alarm is activated, all persons must exit the building immediately.
3. Only ESSENTIAL personal items should be taken with you, including keys, purses, phones, etc.
4. Leave calmly and quickly.
5. Do not activate or deactivate power switches and do not lock doors.
6. DO NOT use elevators. Walk, don't run, to the nearest staircase.
7. Alert coworkers and others to the situation as you are leaving. Prompt them to leave as well.
8. Inform any persons with disabilities as to the location of the designated "Area of Rescue Assistance" or "Area of Refuge."
9. Follow any directions from your department administrator or designee.

10. Immediately report to the primary or secondary meeting site as identified in your departmental fire safety and evacuation plan and make your presence known.
11. From a safe location, exterior to the building, contact University Police by calling 724.738.3333 and provide your name and location.
12. Report any injuries.
13. Keep roads and sidewalks clear for emergency responders
14. Do not re-enter the building unless the "all clear" message to do so is given by the fire department or authorized University safety personnel.

If the fire is small and you are a trained SRU first responder or have been trained in using a fire extinguisher, and you can do so safely, you may attempt to put out the fire.

REMEMBER THE WORD: PASS

P - Pull the pin.

A - Aim low at the base of the fire.

S - Squeeze the handle.

S - Sweep from side to side at the base of the fire.

m. HAZARDOUS SPILLS/RELEASE

(CHEMICAL, RADIOACTIVE, BIOLOGICAL)

FOR ALL HAZARDOUS MATERIALS SPILLS, INCLUDING MERCURY RELEASES, STOP WORK IMMEDIATELY AND EVACUATE THE LABORATORY OR OTHER APPLICABLE AREA.

CONTACT UNIVERSITY POLICE AT 724.738.3333



a. CHEMICAL SPILL/RELEASE

1. If a spill involves skin or eye exposure, remove applicable clothing and immediately flush the affected area using an eyewash station or safety shower. Call University Police at 724.738.3333 to request emergency medical attention.
2. For small spills and those not posing immediate danger to life or property, confine the spill if you can do so safely.
3. If immediate hazard exists, evacuate yourself to a safe distance outside the building.
4. Only **ESSENTIAL** personal items should be taken with you, including keys, purses, phones, etc.
5. Do not activate or deactivate power switches.
6. Alert coworkers and others in the area to the situation as you leave and close the door behind you.

7. Call University Police at 724.738.3333 and provide the dispatcher with the location (building, floor and room number), description of the material released, and whether there are any injuries or if medical assistance is needed.
8. Notify the lab or area supervisor.
9. If you were in the immediate area where the spill occurred, **DO NOT LEAVE THE PREMISES**. Wait for University Police to arrive and identify yourself to the responding officer. Provide a full account of what happened to the best of your ability.
10. For evacuation situations, do not re-enter the building unless the "all clear" signal is given by first responders or authorized University safety personnel.

b. VAPOR/FUME RELEASE

1. If you smell vapors or observe fume release and experience any irritation, coughing, burning eyes or difficulty breathing, evacuate the area immediately.
2. Call University Police at 724.738.3333 and request emergency assistance.
3. Notify the lab or area supervisor.
4. For evacuation situations, do not re-enter the building unless the "all clear" signal is given by first responders or authorized University safety personnel.

c. RADIOACTIVE SPILL/RELEASE

1. Limit the spread of the spill if you can do so safely.
2. Notify others in the immediate area.
3. Secure and remove yourself from the area of the spill.
4. Mark the room's entryway as to prevent anyone from entering.
5. Contact University Police at 724.738.3333 and request emergency assistance.
6. Notify the lab or area supervisor.
7. If skin contamination has occurred, **DO NOT LEAVE THE PREMISES**. Remain onsite and report to emergency medical services upon their arrival. Provide specific details of the incident.
8. For evacuation situations, do not re-enter the building unless the "all clear" signal is given by first responders or authorized University safety personnel.

d. BIOLOGICAL SPILL/RELEASE

1. Limit the spread of the spill if you can do so safely. If you have received blood borne pathogen training, and can safely do so, put on appropriate personal protective equipment and clean up the spill using proper techniques.
2. Notify others in the immediate area.
3. Secure and remove yourself from the area of the spill.
4. Mark the room's entryway as to prevent anyone from entering.
5. Contact University Police at 724.738.3333 and request emergency assistance.
6. Notify the lab or area supervisor.
7. For evacuation situations, do not re-enter the building unless the "all clear" signal is given by first responders or authorized University safety personnel.

n. WATER LEAKS/DAMAGES

1. Damage can occur from one of several sources, including: broken pipes, clogged drains, damaged fire sprinkler head, condensate that falls off a pipeline, etc.
2. If you discover water damage or a leak, contact Facilities at 724.738.2073, 8 a.m. to 4:30 p.m., Monday-Friday. Contact University Police at 724.738.3333 after normal business hours or on weekends.
3. Employees should notify their supervisor.
4. If there are electrical appliances or electrical outlets in the area of the leak, use extreme caution and leave the area immediately. Secure the room or if a large open area is involved, put up a sign notifying others of the potential hazard.
5. If you know the source of the leak is simply a faucet or a pipe valve and you feel you can safely turn off the faucet or pipe valve, do so. Do not place yourself in harms way or in danger at any time.
6. Report water damage or any issues involving possible insurance claims to Environmental Health and Safety as soon as possible by calling 724.738.2055.

o. UTILITY FAILURE

1. All utility failures should be reported to Facilities and Planning immediately. Call 724.738.2073, 8 a.m. to 4:30 p.m., Monday-Friday. Contact University Police at 724.738.3333 after normal business hours or on weekends.
2. Employees should notify their supervisors.
3. Check elevators for persons that may have been trapped at the time the utility failure occurred.
4. If instructed to leave the building, do so in a calm, orderly manner.
5. Report any property or equipment damage to a supervisor.

p. ELEVATOR SERVICE INTERRUPTION

I. If an elevator stops functioning while you are inside:

1. Remain calm.
2. Activate the emergency phone by picking up the receiver or activating the call button. You will be connected to the University Police dispatcher. Verify your location and a maintenance person will be sent to the area to facilitate your release and elevator repairs. If the interruption occurs after 4 p.m., University Police dispatch will notify the Slippery Rock Fire Department for response to extract the person(s) safely and also notify Facilities and Planning.
3. If there is no emergency phone or call button, push the emergency alarm button and sound the alarm. Continue to sound the alarm intermittently until someone responds.
4. If you have a cell phone, call University Police at 724.738.3333.
5. DO NOT attempt to pry open the elevator doors or leave the elevator car through a roof hatch as serious injury could occur.

II. If you are in a building and hear an elevator alarm being sounded:

6. Stay calm.
7. Go to the elevator door on the floor closest to where you hear the alarm and verify someone is present in the elevator car.
8. Reassure the person(s) you are aware of the alarm and will call for assistance.
9. Call University Police at 724.738.3333 and report the location (building and floor) of the alarm.
10. If possible, remain on site until emergency responders arrive at the location.

q. PERSON WITH DISABILITIES

1. If you are able and willing to do so, you are encouraged to develop a contingency plan to aid employees, students or visitors with disabilities in the event of an emergency, provided you can safely do so without putting yourself or others in danger.
2. It is helpful to ask the person with the disability how best to evacuate them. Assistance can vary from person to person.
3. If a blind person is in need of assistance, alert them you are standing next to them, and offer your elbow for them to hold on to as you guide them to a safe space. Never try to take their cane away from them.
4. You may solicit volunteers, at least three is recommended, to assist persons with disabilities in evacuating a building. This should be a last resort and only when an immediate threat is present.
5. If the individual cannot use the stairs, and you are unable to assist them, inform them about, and direct them to, the nearest Area of Rescue Assistance or Area of Refuge.
6. Areas of Rescue Assistance and Areas of Refuge are usually stairwells in buildings that are rated to withstand fire for a certain period of time. Areas of Rescue Assistance have a communication device* that allows a person with a disability to notify on-scene first responders of their location.
7. The fire department will perform the evacuation of persons with disabilities from Areas of Refuge/Areas of Rescue Assistance.
8. In classrooms, instructors are encouraged to establish a similar contingency plan for physically impaired individuals.
9. During the initial class session of each semester, the instructor should announce that any individuals who think they may require assistance in an emergency evacuation, to see that instructor privately to discuss a contingency plan.
10. The instructor may solicit volunteers, at least three are recommended, to assist persons with disabilities with leaving a building.
11. If a classroom is located in an area that makes evacuation of persons with disabilities difficult, the instructor may request relocation of the class. Make sure changes are done through the appropriate University.

***AREAS OF RESCUE ASSISTANCE COMMUNICATION DEVICES ARE ONLY MONITORED DURING EMERGENCY EVACUATIONS, OTHERWISE THEY ARE NOT OPERATIONAL AND DO NOT COMMUNICATE WITH UNIVERSITY POLICE.**

r. **MOTOR VEHICLE ACCIDENT**

I. If you are involved in a motor vehicle accident:

1. Stop your vehicle at once and turn off the ignition.
2. Activate the emergency flashers.
3. Report the accident by calling 911. If the accident occurs on campus, contact University Police at 724.738.3333.
4. Check for injuries to yourself or any passengers in your vehicle. Request medical assistance if needed.
5. Do not leave the scene of the accident.

II. If the accident involves a collision with damage to another vehicle,

1. Record the vehicle's license plate and obtain valid contact information (names, addresses and telephone numbers) of all occupants in the other vehicle. Do the same with any witnesses that are present.
2. Make no statements or comments except to proper authorities. Only sign official police reports.

III. If you are driving a University-owned vehicle, refer to the information contained in the accident kit, located in the visor or glove compartment.

1. Avoid discussing circumstances of the accident with anyone other than law enforcement or authorized University personnel.
2. Report the accident to EHS as soon as possible by calling 724.738.2055.

G. ADDITIONAL INFORMATION/SAFETY CONTACTS

If you would like more information on emergency management at Slippery Rock University, contact the Office of Emergency Management by calling 724.738.2055.

Additional Related Contacts:

University Police 724.738.3333
Student Counseling Center 724.738.2034
Facilities and Planning Department 724.738.2073
University Communication and Public Affairs 724.738.2091
Student Health Services..... 724.738.2052
Office of Disability Services..... 724.738.4877
Office of Student Support 724.738.2121

SlipperyRock UniversitySM

Emergency Management

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**Assistant Vice President of Human Resources
and Compliance/Title IX Coordinator**

008 Old Main Building
104 Maltby Avenue
Slippery Rock University
Slippery Rock, PA 16057
724.738.2016



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#16200 9-2022

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Attachment 10

Emergency Support Functions (ESF)

Emergency Support Functions (ESF) is the grouping of governmental and certain private sector capabilities into an organizational structure to provide support and resources most likely needed to protect life, property and restore essential services and critical infrastructure. Upon activation of the Emergency Operations Center, the Incident Action Plans developed under the Incident Command System during indicated emergency classification levels will reference their activities according to these groupings.

ESF#1 – Transportation

ESF#2 – Communication and Warning

ESF#3 – Public Works and Engineering

ESF#4 – Fire Services

ESF#5 – Emergency Management

ESF#6 – Mass Care, Emergency Assistance, Housing and Human Services

ESF#7 – Logistics Management and Resource Support

ESF#8 – Public Health and Medical Services

ESF#9 – Oil and Hazardous Materials

ESF#10 – Search and Rescue

ESF#11 – Public Safety & Security

ESF#12 – Long-Term Community Recovery

ESF#13 – External Affairs

Attachment 11

Definitions and Acronyms

The National Incident Management System (NIMS) has developed a set of definitions and acronyms for incorporation into EOPs.

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assessing or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis of decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in

the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: Agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need-to-know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as an Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not

necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section is responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another or request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operations periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for

service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: The section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualifications and Certification: The subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet the basic human needs.

Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be place while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: Set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualification.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

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| ALS | Advance Life Support |
| DOC | Department Operations Center |
| EMAC | Emergency Management Assistance Compact |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| FOG | Field Operations Guide |
| GIS | Geographic Information System |
| HAZMAT | Hazardous Material |
| HSPD-5 | Homeland Security Presidential Directive-5 |
| IAP | Incident Action Plan |
| IC | Incident Command |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| IC or UC | Incident Command or Unified Command |
| IMT | Incident Management Team |
| JIS | Joint Information System |
| JIC | Joint Information Center |
| LNO | Liaison Officer |
| NDMS | National Disaster Medical System |
| NGO | Nongovernmental Organization |
| NIMS | National Incident Management System |
| NRP | National Response Plan |
| POLREP | Pollution Report |
| PIO | Public Information Officer |
| PVO | Private Voluntary Organizations |
| R&D | Research and Development |
| RESTAT | Resources Status |
| ROSS | Resource Ordering and Status System |
| SDO | Standards Development Organizations |
| SITREP | Situation Report |
| SO | Safety Officer |
| SOP | Standard Operating Procedure |
| UC | Unified Command |
| US&R | Urban Search and Rescue |



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Environmental Health and Safety
Emergency Management