



Emergency Operations Plan

Effective: November 2017

IUP Department of Public Safety

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INTRODUCTORY MATERIALS

PLAN DEVELOPMENT AND ACKNOWLEDGEMENTS

The Emergency Operations Plan that follows was developed by the Indiana University of Pennsylvania (IUP) Department of Public Safety working in consultation with the Pennsylvania Emergency Management Agency (PEMA) Western Division Regional Office staff members William Spencer and Darlene Bracken. Prior to promulgation, the plan also received review and commentary from the former PEMA Director and current IUP Council of Trustee member, Mr. Glenn Cannon. Final review and suggestions for edits were provided by IUP President Michael Driscoll and Cabinet members.

PROMULGATION AND SIGNATURE:

The Indiana University of Pennsylvania (IUP) is committed to the safety and security of students, faculty, staff and visitors on its campuses. In order to support that commitment, IUP has thoroughly reviewed its emergency operations plans and prevention, protection, mitigation, response and recovery procedures relevant to natural, technological and human-caused disasters.

IUP's Emergency Operations Plan (EOP) that follows is the official plan of the Indiana University of Pennsylvania inclusive of the Indiana, Punxsutawney, Northpointe and IUP Pittsburgh East campuses. It is a result of a review and update of the existing University Emergency Operations plan in the context of its primary location in Indiana, Pennsylvania, the regional location of each IUP campus and in the current national and world situation.

The President's Cabinet and the Council of Trustees support its recommendation and commit the university's resources to the ongoing training, exercise and maintenance required to keep it current and viable. The EOP is a blueprint that relies on the commitment and expertise of individuals within and outside of the University community. Used properly and updated as substantial organizational changes occur or every two years, the EOP will assist university personnel in responding to and recovering from the effects of natural, technological and human-caused disasters. The EOP and its provisions become official when it has been signed and dated below by the concurring University officials.

Submitted by:

Vice President for Administration and Finance

President, IUP

Approval and Implementation

Contained in this document is the integrated Emergency Operations Plan (EOP) for all campuses of the Indiana University of Pennsylvania (IUP). This plan incorporates current institutional plans and therefore supersedes any previous emergency management plan(s) promulgated by any department, work unit or agency of IUP. **NOTE:** The Dixon University Center (DUC) in Harrisburg, PA utilizes a separate emergency response and evacuation process. Please visit the DUC webpage at: <http://www.dixonuniversitycenter.org/> for more information.

IUP is committed to ensuring the health, safety and welfare of persons and protection of property on IUP campuses in the event of an emergency situation, incident or disaster. The EOP has been developed as a guide for reacting to major emergencies and disasters that may have the potential to cause significant disruption to the normal operation of IUP campuses. The document and plan are not all-inclusive but are intended to provide for a systematic response to emergencies.

It is the practice and procedure of IUP that in the event of a major incident or disaster, IUP personnel and equipment will be utilized to respond to the emergency. The purpose of the response is to protect life, preserve the property and structures of IUP, restore requisite utilities to assure quality of life issues and restore IUP to full functionality.

The EOP provides a framework through which IUP and the Emergency Services providers of the surrounding jurisdictions of each campus can plan and perform their respective emergency functions during a disaster or national emergency. The EOP recognizes the need for ongoing emergency management planning. Emergency management planning is a dynamic action that occurs in conjunction with other local jurisdictions and state agencies to protect the safety of the students, faculty, staff, visitors and property of IUP.

The EOP complies with the National Incident Management System (NIMS) as required by the Federal Emergency Management Agency (FEMA). NIMS provides a nationwide template enabling federal, state and local governments as well as the private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to and recover from incidents regardless of cause, size or complexity. Use of NIMS at IUP facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Under NIMS compliance, IUP will respond to emergencies using the Incident Command System (ICS). ICS is the model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies as they work toward the common goal of protecting life, stabilizing an incident and protecting property and the environment. For IUP emergencies, an Incident Command Post may be set-up at the scene of the emergency or disaster and will be overseen by an Incident Commander or Unified Command.

DISTRIBUTION

Electronic copies of the official Indiana University of Pennsylvania (IUP) Emergency Operations Plan (EOP) will be distributed to all IUP Cabinet-level offices. Each IUP Cabinet official will keep a hard (printed) copy of the current EOP on file and available in their Division or Department.

Electronic copies of the official IUP EOP will be distributed to other government, non-profit organizations and private sector stakeholders with assigned responsibilities under this plan.

Pennsylvania Emergency Management Agency (PEMA)
Indiana County Emergency Management Agency (ICEMA)
Indiana Borough Emergency Management
Indiana Fire Association (IFA)
White Township Emergency Management
Jefferson County Emergency Management
Punxsutawney Borough Emergency Management
Allegheny County Emergency Management
Wilkins Township Emergency Management
Indiana Chapter American Red Cross

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SECTION 1

BASIC PLAN

INTRODUCTION

Incidents, emergencies or disasters can strike suddenly with little or no warning, creating an event where the normal operations of the Indiana University of Pennsylvania (IUP) campuses are interrupted. Proper planning will assist in allowing the University to reduce the effects of such an event. The Emergency Operations Plan (EOP) provides the University with guidelines to ensure a timely, effective, efficient, coordinated and safe response to incidents, emergencies or disasters that affect IUP campuses, their operations, or population.

PURPOSE

The purpose of the IUP EOP is to establish the management structure, key responsibilities, emergency assignments and general procedures needed before, during and after an incident or disaster. The University has developed this plan to address the immediate requirements associated with an imminent or actual incident or disaster that would interrupt normal operations or require special measures be taken to ensure:

1. Protection of Life

Save lives and protect the health and safety of students, faculty, staff, visitors, responders and recovery workers

2. Stabilization of the Incident

Bring the situation to a point of order; determine a course of action; prevent the incident from expanding; isolate the scene and deny entry; secure the University. If criminal in nature: conduct law enforcement investigations to resolve the incident, apprehend the perpetrators and collect / preserve evidence for prosecution and / or attribution

3. Protect the Environment

Confine, contain or neutralize hazardous materials that may be released; ensure, to the extent practical, that emergency response efforts do not adversely impact individuals, the environment or the community

4. Protect University Property

Protect and restore critical infrastructure and key resources; facilities used for shelter and care of students, emergency response, building maintenance / integrity and continuing the basic University mission are a high priority

5. Restoration of Critical Services, Education and Research Programs

Services critical to the well-being of students, faculty, staff, emergency response, the integrity of research project and educational services are a high priority.

The primary goal of this plan is to manage the incident or disaster and begin restoring normal campus operations as quickly as possible. All departments within the University community are required to become familiar with this plan. As appropriate, all Departments should develop their own action plans or emergency procedures to compliment this plan.

This plan does not supersede or replace existing procedures (such as safety protocols, hazardous materials handling, etc.) or other similar measures that are already in place at the University. It supplements those procedures and measures with an emergency management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

SCOPE

The IUP EOP is an institution-level plan covering property owned, operated and leased by IUP and the faculty, staff, students and visitors associated with any IUP campus. This EOP is designed to address a comprehensive range of natural and manmade incidents or disasters that could affect any IUP campus. The plan includes guidelines for responding to various levels of incidents, emergencies or disasters regardless of the size, type or complexity.

For purposes of this plan, the terms “incident,” “emergency,” or “disaster” may simply be referred to as an incident.

- **An incident will be described as:** an occurrence or impending occurrence, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and / or natural resources.
- **An emergency will be described as:** the threat or actual occurrence of a disaster that is of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby.
- **A disaster will be described as:** **Natural Disaster:** any hurricane, tornado, storm, flood, high water, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe that results in substantial damage to property, hardship, suffering or possible loss of life. **Human-caused disaster:** any condition, including an attack on the United States by a hostile foreign state or by a domestic or foreign terrorist, or any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition resulting from the failure of industrial or transportation systems such as oil spills and other injurious environmental

contamination, that threatens or causes substantial damage to property, human suffering, hardship or loss of life.

IUP campuses outside of Indiana either owned or leased by the University may have separate response plans based on property owner's obligations and / or the resources and requirements of the jurisdiction in which they operate. The IUP EOP remains the primary guidance document for regional campuses in these circumstances with the property or jurisdictional plan(s) being additional or supplemental information to be reviewed and followed so long as it does not conflict with the IUP EOP. It is anticipated the very design and nature of the IUP EOP will follow local jurisdictional plans for management structure, key responsibilities, emergency assignments and general procedures needed before, during and after an incident or disaster.

This EOP supersedes any previous plan and precludes employee actions not in concert with the intent of this plan or the emergency response groups created by it. This plan supersedes and rescinds all previous editions of IUP emergency plans. If any portion of this plan is held invalid by judicial or administrative ruling, such a ruling will not affect the validity of the remaining portions of the EOP.

Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan or its appendices.

Nothing in this plan is intended, or should be construed, as creating a duty on the part of the University toward any party for the purpose of creating a potential tort liability.

SITUATION OVERVIEW

The Indiana University of Pennsylvania can vary in the number of faculty, staff, students and visitors located on various campuses depending on the day of week, time of day, event(s) or academic year timing. For information on University demographics, population and building information, please see: www.iup.edu.

The majority of these students and staff may be on campus at any given time. In addition, the University draws large gatherings for athletic or special events at Miller Stadium, Kovalchick Convention and Athletic Center, Fisher Auditorium, Performing Arts Center, Memorial Field House and other venues around main campus that are vulnerable to incidents.

The Indiana University of Pennsylvania campuses, students, staff and visitors can be exposed to a number of hazards with the potential to disrupt the University, create damage and cause casualties. A number of hazards can affect IUP campuses and are addressed in specific annexes later in this plan. These include:

- Severe weather: blizzards, tornadoes, lightning, wind events, ice storms / long-term freeze events, hailstorms
- Floods, drought, pandemic / infectious disease, water supply contamination
- Threat of technological and biological hazards
- Transportation accidents, hazardous materials incidents or utility failures
- Civil disturbance or terrorism incident (University properties are considered “soft-targets” due to public access issues and are potential targets for terrorism incidents, as a result)
- The global nature of IUP’s business, educational programs and travel to and from other continents elevates the risk of exposure to communicable diseases

In response:

- IUP personnel and resources will respond to incidents, emergencies or disasters within the jurisdictional boundaries of IUP campuses within practical limitations and then will draw upon predetermined community resources to assist, as required
- IUP may provide assistance to or request assistance from other jurisdictions. The President of IUP or designee may authorize the response of IUP personnel and resources outside campus jurisdictional boundaries
- Mutual aid is provided or requested in accordance with established Memorandums of Agreement (MOA), Memorandums of Understanding (MOU) or Mutual Aid Agreements (MAA)
- IUP is authorized to enter into MOAs, MOUs or MAAs with private and public entities for purposes of supporting business continuity and recovery from emergency incidents

Local Entities

IUP campuses are situated within the incorporated boundaries of Indiana Borough, White Township, Punxsutawney Borough, Wilkins Township and South Buffalo Township. Each entity's emergency response organizations are active and provide emergency response and management assistance to IUP. In the case of IUP's Indiana and Punxsutawney campuses, IUP provides law enforcement emergency response; and, in the case of the Indiana campus, law enforcement response is available from IUP PD on a 24/7 basis.

County

IUP's Indiana campus is located in Indiana County. The IUP Northpointe campus is situated in Armstrong County. The IUP Punxsutawney campus is situated in Jefferson County. The IUP Pittsburgh East campus is situated in Allegheny County. In addition to the IUP and local jurisdiction response, each county provides emergency response and management assistance to IUP.

State

The Pennsylvania Emergency Management Agency (PEMA) is active at all times and available to provide emergency response and management operations upon request from the local and county level. The governor may request the President of the United States to declare a major disaster or emergency if the governor finds that effective response is beyond the combined response capabilities of the State and affected local governments. Based on the findings of a joint Federal-State-Local Preliminary Damage Assessment (PDA) indicating the damages are of sufficient severity and magnitude to warrant assistance under the act, the President may grant a major disaster or emergency declaration.

Federal

The Federal Government is active at all times and provides emergency response and management to the federal sites and facilities that may be nearby each IUP campus. Local jurisdictions may provide initial emergency response and management until the federal government can assume responsibility.

ASSUMPTIONS

Plan Assumptions

The operating philosophy behind this EOP is that it is active at all times and applies to all IUP campuses and departments. It is designed to be scalable and flexible to meet the needs and complexity of all incidents, emergencies and disasters. Each University department or unit through their respective Vice President will be responsible for maintaining a department-specific emergency preparedness and business continuity plan consistent with this EOP.

IUP departments are expected to act under their existing authorities and use their available on-duty (or, on-call) personnel and material resources for response and management of day-to-day emergencies. During incidents, emergencies or disasters, the EOP is used to organize, coordinate and manage the response and recovery operations of IUP departments and public and private sector stakeholders.

The role of personnel from University Departments or units involved in a major emergency or disaster response may generally parallel normal day-to-day functions; however, employees may be assigned to work in areas and perform duties outside their regular job assignments.

Day-to-day functions that do not contribute directly to an emergency response may be suspended for the duration of an incident, emergency or disaster. Efforts that would typically be required for normal daily functions will be redirected to accomplish emergency tasks following Incident Command System (ICS) protocols.

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a basic foundation for establishing protocols and procedures. The standard practice is to plan for worst-case scenarios, which will help us more easily identify emergency operation priorities and adapt to the needs of the emergency at hand.

These planning assumptions include:

- An emergency or disaster may occur at any time of day or night, weekend, or holiday, with little or no warning.
- Critical utilities may be interrupted, including: water delivery, electrical power, natural gas, ground-based and cellular communications, microwave and repeater based radio systems, and information technology systems
- Each campus of the University relies on local emergency and public services that may be delayed or not available (fire, EMS, utilities)
- Major roads, bridges, overpasses, and local streets may be damaged or impassable
- Buildings and structures may be damaged, as a result people may be injured or displaced
- Regular suppliers may not be able to make deliveries (fuel, food, other necessities)

- Roadways into any IUP campus may be blocked or impassible for extended periods of time causing people to become confined to campus, or essential personnel unable to report to assist with response and recovery operations
- Initially the University will need to conduct its own rapid damage assessment, situational analysis, and management of emergency operations from the Emergency Operation Center (EOC) while the emergency condition(s) exist. Depending on the severity of the event, these responsibilities may change upon the arrival of outside authorities.
- Communication and exchange of information, including public, will be one of the highest priorities of the EOC and the University

National Incident Management System (NIMS) and the Incident Command System (ICS)

The IUP EOP follows the requirements set forth by the National Incident Management System (NIMS). The University has adopted NIMS and the use of the Incident Command System (ICS) and, in accordance with the U.S. Department of Education (ED) guidance, has identified “key personnel” such as Executive Leaders, Command Staff, General Staff and Incident Managers to complete specific courses in order for individuals to meet organizational NIMS / ICS compliance.

NIMS provides a nationwide template enabling federal, state, local and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents regardless of cause, size or complexity. Using NIMS enables the University to communicate and coordinate response actions with other jurisdictions and emergency response agencies.

The IUP EOP follows the Incident Command System (ICS) which is the emergency management structure used by NIMS for emergency response. Using ICS (or Unified Command) at IUP allows for improved coordination among individual University departments / units and local agencies as they respond to an incident.

ICS is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

According to Homeland Security Presidential Directive 8 and the U.S. Department of Education, Institutions of Higher Education are among local agencies that **must adopt** the National Incident Management System (NIMS) if they receive Federal grant funds.

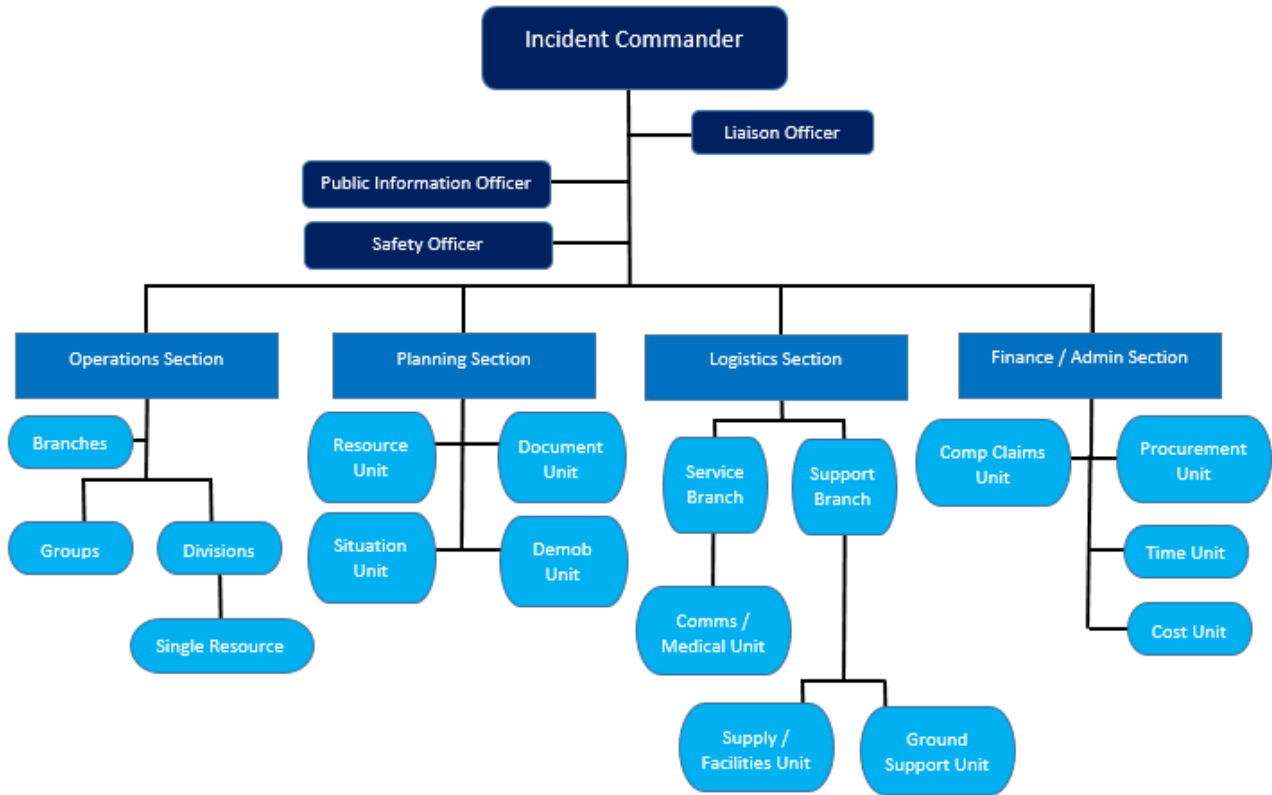
Additionally, the Pennsylvania Emergency Management Services Code **requires** the Pennsylvania State System of Higher Education (PASSHE) to participate in emergency operations impacting the University, PASSHE or the Commonwealth. The provisions of the code specify:

- University facilities may be designated as evacuation centers for mass sheltering of victims of disasters; and,
- University transportation equipment may be tasked to participate in the evacuation of victims or to assist in disaster recovery operations

The Commonwealth and political subdivisions in or around IUP follow the principles of and operate through NIMS / ICS.

The ICS Organizational Chart can be found on the following page.

ICS Organizational Components and Structure



Refer to Glossary for definitions of ICS Organizational Components. Further information on NIMS ICS structure and training courses is available from IUP DPS.

CONCEPT OF OPERATIONS

The Concept of Operations (CONOPS) section provides an overview of the Indiana University of Pennsylvania (IUP) emergency management structure and procedures for responding to an incident, emergency or disaster situation that impacts the University and / or the University community.

All officials and paid employees of IUP are subject to call-out should an incident, emergency or disaster occur requiring their services; and, all IUP-owned vehicles and equipment may be pressed into service to assist with prevention, protection, mitigation, response or recovery missions. The role of University Departments or units involved in emergency response may generally parallel normal day-to-day functions; however, employees may be assigned to work in areas and perform duties outside their regular job assignments.

Day-to-day functions that do not contribute directly to an emergency response may be suspended for the duration of an incident, emergency or disaster. Efforts that would typically be required for normal daily functions will be redirected to accomplish emergency tasks following the ICS protocols.

Plan Objectives

The five main objectives of this plan are to provide detailed information for organization, communication and information management, decision-making, response operations and recovery operations.

- ORGANIZATION
 - Provide clear and easy-to-follow checklist-based guidelines for the most critical functions and personnel during an incident or disaster response
 - Provide an easy-to-follow plan design in which users can quickly determine their role, responsibility and primary tasks
 - Link and coordinate processes, actions and exchange of critical information into an efficient and real-time overall response so that stakeholders are informed of the emergency response process; and, they have access to information about what is occurring at the University

- COMMUNICATIONS AND INFORMATION MANAGEMENT
 - Specify the central point of communications for both receipt and dissemination of urgent information and messages
 - Designate the official point-of-contact (POC) for the University during emergencies when normal communications channels are interrupted
 - Provide 24-hour communications services for voice, data and technical operational systems

- Collect and collate all disaster-related information for notification, public information, warning and notification, documentation, and post-incident analysis
- Provide a basis for training staff and organizations in emergency response management
- DECISION-MAKING
 - Determine, through a clear decision-making process, the level of response and the extent of emergency control and coordination that should be activated when incidents occur
- RESPONSE OPERATIONS
 - Utilize the resources at the University to implement a comprehensive and efficient emergency response operations team
 - Be prepared with a proactive emergency response management plan that anticipates the events and outcomes of emerging incidents
- RECOVERY OPERATIONS
 - Short Term
 - Restore vital services to the impacted campus
 - Provide for the basic needs of students, faculty, staff and visitors
 - Long Term
 - Transition from response operations to pre-incident status
 - Institute future mitigation measures (lessons learned from current incident)
 - Support business continuity plans during the restoration process
 - Continue support needs for students, faculty, staff and visitors
 - Provide documentation and information to support the Federal Emergency Management Agency (FEMA) disaster assistance program application, if applicable

Activation of the Emergency Operations Plan (EOP)

The EOP is active at all times and does not require a Declaration of a State of Emergency at the University, local or state level to be utilized as a reference or guidance document. IUP departments act under their existing authorities using their available on-duty (or, on-call) personnel and material resources to respond to incidents or disasters.

The EOP and required response is scalable and flexible. The various components of the EOP and departments within IUP are activated to match the needs and complexity of the incident. While the EOP is active at all times and available for reference or guidance, the use of the EOP is especially critical when Level 3, 2 and 1 incidents or disasters have occurred or are imminent.

Activation of the Emergency Operations Center (EOC)

The EOC is the centralized facility where emergency response and recovery activities to an incident or disaster on any IUP campus are planned, coordinated, assigned and monitored. During the response phase of an incident or disaster, the EOC will coordinate with and support the Incident Commander with obtaining personnel and resources and will provide updates to University administration as the situation warrants or as needed.

The operating philosophy behind activating and utilizing an EOC, as described above, is that the **EOC may, or should, be actuated when:** the hazard, incident or disaster is determined to be at a level that the “...*actual, probable or anticipated level of impact to life safety, health and / or University operations*” is significant and warrants implementation of an ICS structure. The President of IUP, the VP of Administration and Finance or the Director of DPS or any designee of these positions may activate the IUP EOC. As noted below, if the President has declared a campus State of Emergency, the EOC will be activated.

Additionally, the EOC may be activated during any situation that requires the immediate, or planned, coordination of multiple University departments and / or outside agencies (e.g., Level 3 planned or anticipated events such as high-impact weather conditions, demonstrations, Homecoming, St. Patrick’s Day weekend, etc.).

Finally, the EOC may be activated if a State of Emergency is declared by the Governor or PEMA impacting IUP or Region 13; or, if the Indiana County Commissioners or local EMA at any IUP campus declares an emergency for their county.

Any activation of the EOC will require notification to (or from) the President’s Office and, subsequently, the institutional personnel required to staff the operations according to the level of incident or event. DPS will be responsible for standing-up the EOC and assuring appropriate staffing for the level of incident or event is maintained.

Declaration of State of Emergency

In an effort to aid the response and recovery efforts to incidents or disasters, the President of IUP or designee has authority to authorize emergency use of all campus resources at their disposal. Once a campus emergency authorization is issued, it will be given the widest dissemination using a variety of communication methods by the University Communications and Marketing Department.

The exercise of emergency powers conferred by the declaration is limited to the duration of the emergency as determined according to law, policy or state or federal authority. A Declaration of State of Emergency by the President of IUP will activate the EOC with required staffing in accordance with the nature of the incident or disaster. (For additional information, see Functional Annex A: Declarations) Likewise, the cancellation of a declared State of Emergency on campus will allow for the mandatory activation of the EOC to be lifted; however, aspects of EOC coordination may be retained for purposes of recovery operations or other requirements.

Organization and Assignment of Responsibilities

EOC Organization

If activated, the EOC staff should be organized to ensure the following management activities or actions are performed (remember, ICS is flexible and adaptable to the size and complexity of an incident; therefore, all positions may not be required for each incident):

- **EOC Director** – responsible for coordination of EOC staff and support for the Incident Command. The EOC Director will typically be the Director of DPS or designee
- **Operations Section** – primarily responsible for managing the tactical operations of various elements involved in the response by crisis type
- **Planning Section** – responsible for the collection, analysis, display and dissemination of information related to incident operations including compiling the material into documents that can be used immediately by decision-makers and responders. This section develops alternative action plans, conducts planning meetings and prepares the EOC Action Plan for incidents requiring extended operational periods. The IUP Emergency Management Coordinator is primarily assigned to this position
- **Logistics Section** – ensures the acquisition, transportation and mobilization of resources to support the response effort at the incident impact site(s) and the EOC. For evacuation process, the Logistics Section will coordinate with necessary entities to ensure establishment of housing, shelters and mass feeding capabilities for victims, dependents and responders is available
- **Finance / Administration** – responsible for tracking spending, approves expenditures and purchasing, tracks staff hours and coordinates receipt of disaster financial assistance. Also responsible to coordinate with the Logistics Section for the negotiation and administration of vendor and supplier contracts and procedures

Emergency Support Functions

NIMS / ICS provides a framework of 15 basic Emergency Support Functions (ESFs) to group and describe the kinds of resources that are available for each of the critical operations of the University during an incident. They are responsible for ensuring that resources are being used effectively to achieve the goals of the operation.

ESFs are generally assigned to the following sections:

- **Operations**
 - ESF 2: Communications (DPS and Information Technology)

- Provide radio, telecommunications and data systems support to emergency responders during normal and emergency incident or disaster operations
 - Provide a multimodal warning system capable of disseminating adequate and timely warnings and notifications to the University community in the event of an emergency incident or disaster whether imminent or immediate
- ESF 4: Firefighting (Local Government Fire Departments or Agencies)
 - Coordination of firefighting activities affecting a local campus
- ESF 8: Health and Medical Services (Health Center, Student Affairs)
 - Provide on-campus guidance, prioritization and coordination of resources involved in the triage, treatment and medical evaluation of victims resulting from incidents or disasters
 - Establish liaisons with the local medical community and EMS providers to augment or supplement University resources that reach or exceed their capabilities
- ESF 9: Search and Rescue (Local or Regional USAR Teams)
 - Life-saving assistance, search and rescue operations
- ESF 10: Hazardous Material Response (Local / Regional HAZMAT Team, EH&S)
 - Provide support for response to actual or potential hazardous materials (chemical, biological, radiological, etc.) release
 - Facilitate environmental mitigation controls, short and long-term cleanup
- ESF 13: Law Enforcement (University Police)
 - Provide for orderly flow of on-campus vehicle and personnel traffic in and around incident impact areas
 - Initiate planning to ensure the security of areas impacted by the incident, including emergency response personnel working in those areas and the resources and equipment they are using. Provide a safe environment for the campus community with additional emphasis on victims of the incident or disaster
 - Implement and assist with the evacuation of students, faculty, staff and visitors in or around incident impact areas
 - Implement or assist with search and rescue efforts

- **Planning**

- ESF 5: Information and Planning (Incident Response Team – Operations Group)
 - Establish procedures for gathering and analyzing information required to determine the extent of an incident or disaster and to produce an action plan for resource prioritization
 - Provide guidance and procedures to implement dissemination of emergency information to the University community
 - Establish a framework for gathering and reporting damage assessment information to the EOC during or after incident response operations
- ESF 15: Recovery (IRT-OG, Facilities, IRT-PG)
 - Capture and prepare data to provide for the delivery of local, state and federal assistance to the University
 - Facilitate the development of long-range recovery and redevelopment plans; review and analyze the University’s Hazard Mitigation Plan following an incident or disaster
- ESF 12: Utilities (Facilities)
 - University energy infrastructure assessment, repair and restoration of service

- **Logistics**

- ESF 1: Transportation (Facilities, Parking Services)
 - Provide transportation strategies, resources, information
- ESF 3: Public Works and Engineering (Facilities)
 - Perform inspections of facilities damaged during an incident or disaster
 - Provide a contract for debris removal operations in impact area
 - Facilitate restoration of any utilities impacted by the incident or disaster
- ESF 6: Human Services (Mass Care, Sheltering – Health Center, Student Affairs)
 - Provide emergency sheltering for students, faculty, staff or visitors during incidents or disasters impacting campus (includes special needs persons)
 - Provide individualized crisis counseling and other similar support programs to individuals affected by the incident or disaster
- ESF 11: Emergency Food Assistance (Dining Services)
 - Identify and secure food sources, ensure delivery to impacted area(s) during Mass Care and Sheltering operations or other incidents or disasters as required

- **Finance and Administration**

- ESF 7: Resource Support (Facilities, Event and Business Services)
 - Provide incident resource planning, management and sustainment capability to the University
 - Provide resource support (facility space, office equipment and supplies, contracting services, etc.) to the University
 - Identify staging areas on campus to support emergency / disaster operations internally and externally if justified by conditions
- ESF 14: Donations, Volunteers (Alumni Relations, Student Affairs, Budget Office)
 - Establish procedures and protocol for accepting donations (goods, cash, food, etc.) during incidents or disasters from persons outside of the University
 - Establish a mechanism for coordinating the deployment of personnel or organizations offering services on a voluntary basis to the University during or after an incident or disaster

Each branch referenced above, as needed, is consolidated in the EOC to ensure coordination among various departments and organizations.

Direction, Control and Coordination

Leadership Framework for Incident Response

This leadership framework is based on the National Incident Management System (NIMS) and incorporates the Incident Command System (ICS), which is designed to provide an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. Because of this inherent flexibility:

- The leadership framework for incident response as defined in this plan does not resemble the day-to-day organizational structure of the University. University staff may report to other employees to whom they do not usually have a reporting relationship
- Further, assignments and reporting relationships may change as emergency conditions or hazards change

INCIDENT RESPONSE TEAM

The Incident Response Team (IRT) for IUP coordinates the campus response to, and recovery from Level III, Level II and Level I incidents and disasters. Each member of the IRT has a designated alternate or line of succession. For purposes of this plan and any references in its Annexes, the primary IRT member will be referenced by position title. However, if the primary IRT member is unavailable, their alternate will carry out the duties of the primary member.

The IRT is comprised of two distinct functional groups – the **Policy Group** and the **Operations Group**. Depending on the nature and magnitude of an incident, individuals and positions may be added to the lists below as required to accomplish necessary functions related to crisis response and / or consequence management.

IRT – POLICY GROUP

The IRT–Policy Group (IRT-PG) team is chaired by the President of Indiana University of Pennsylvania and generally consists of the President’s Cabinet; although, the President or designee may utilize additional or outside expertise as needed to assist with policy issues. An example would be use of the Indiana Area Collaborative Team (I-ACT) Executive Board membership during large-scale civil disorder. **NOTE:** Staff support for any or all of the positions listed below may be added or requested by the individual or designee filling the position during an incident.

The IRT- Policy Group consists of the following University leadership positions:

- President of the University
- Provost and Vice President for Academic Affairs (Provost)
- Vice President for Administration and Finance (VPAF)

- Vice President for Student Affairs (VPSA)
- Vice President for Enrollment Management (VPEM)
- Vice President for University Advancement (VPUA)
- Executive Assistant to the President for Government and Community Relations
- Director of Institutional Research, Planning and Assessment
- Assistant to the President for Social Equity
- Executive Staff Assistant, as needed
- PASSHE System (**NOTE:** Should emergency conditions exist wherein the IUP succession of authority has been significantly degraded, the Chancellor or designee will determine if control of the University reverts to the Office of the Chancellor in accordance with Board of Governor Policies. The Office of the Chancellor will then designate personnel to act temporarily as head of the University and / or on behalf of the University until normal operations can be restored)
- http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201983-14-A.pdf

Role of IRT – Policy Group

The IRT-PG provides direction in making strategic policy decisions for any incident that impacts the University’s ability to meet its mission of teaching, research and public service. The IRT-PG is responsible for:

- Policy direction
- Consequence Management
- Designating priorities and strategies
- Emergency Declaration(s), if needed
- Public Information, Instructions
- Communications, liaisons with local, state, federal government officials, as needed
- Issue de-confliction
- Ensuring resource allocation
- Plans, prioritizes long-term recovery

Depending on the specific emergency, the IRT-PG may discuss the economic, political, legal and social implications of hazard impact, response and recovery.

IRT – OPERATIONS GROUP

The IRT-Operations Group (IRT-OG) is chaired by the Director of the Department of Public Safety and generally consists of individuals who would serve as Incident Commanders, Command and General Staff in an ICS structure. IRT-OG members represent departments and units (direct reports) under the University's Vice-Presidents and may be used by the President as an alternate in the absence of an IRT-PG member.

The IRT- Operations Group consists of the following University leadership positions:

- Director of Public Safety
- Associate Vice President for Human Resources
- Associate Vice President for Finance
- Associate Vice President for Facilities Management
- Assistant Vice President for Administration
- Director of Procurement Services and Central Stores
- Associate Vice President for Academic Administration
- Director for Punxsutawney Regional Campus
- Director for Northpointe, IUP Pittsburgh East Campus
- Associate Vice President for Student Affairs, University and Community Engagement
- Associate Vice President for Student Affairs, Living-Learning & Well-Being
- Executive Director Housing, Residential Living & Dining
- IT – Chief Information Officer or designee
- University Marketing & Communications representative
- Chair - Counseling Center
- Director of Advancement Services
- Health Service Nurse Director
- Athletics Director
- University Police Lieutenant, as assigned
- Associate Vice President International Education and Global Engagement
- Environmental Health & Safety Coordinator
- Emergency Management Coordinator
- Other University personnel as may be required based on incident type

It is incumbent upon members of the IRT-OG to ensure they have a designated back-up(s) within their area of responsibility. Since many members of the IRT-OG may also be substitute members for the IRT-PG, an appropriate substitution to cover their vacancy must be available for the operations side, as well.

Role of IRT – Operations Group

The IRT-OG provides the command and control infrastructure that is required to manage the operational response, logistical, fiscal, planning, safety and campus issues related to any and all events, incidents or disasters. IRT-OG members will have the authority to commit resources and coordinate emergency response support on behalf of their respective University department. The level of an incident or the type of hazard will dictate whether all or some of the IRT-OG members are activated.

The IRT-OG is responsible for:

- Initial incident response and stabilization
- Determining the scope and impact of the incident
- Prioritizing life, health, safety and emergency actions
- Deployment and coordination of resources and equipment
- Communicating critical information and instructions
- Monitoring and evaluating conditions
- Coordination with government agencies (e.g., PSP, Local law enforcement, ICEMA, PEMA)
- Implementing and monitoring recovery operations

RESPONSE FRAMEWORK FOR INCIDENTS

IUP's commitment of resources in response to an incident will be dependent on the actual, probable or anticipated level of impact on life, health, safety and normal University operations.

Following the PEMA State Emergency Operations Plan model, the IUP EOP will designate and acknowledge there are four levels of incidents (Level I, II, III and IV), with Level I having the largest scale of impacts, requiring the most resources and demanding the greatest coordination effort.

Any given Incident Level may be bypassed if necessary (e.g. shifting an Incident from Level III directly to a Level I). As an incident progresses towards Level I, the stated activities of previous incident levels will continue to be performed (e.g. Level I Incidents include all activities of Level II incidents, and so on).

Community warning(s) and emergency alerts commensurate with the level of required notification and / or on-going threat may issue across all level of incidents in accordance with Department of Education Clery Act requirements. IUP will, upon confirmation of an ongoing incident or disaster that poses an imminent threat to the safety of any campus community, immediately issue emergency notifications to the campus community unless the notification will, or is likely to:

- Compromise the efforts of public safety first responders

- Compromise efforts to assist the victim(s)
- Compromise efforts to contain the emergency

The Incident level will be determined by the IUP Director of the Department of Public Safety and / or Incident Commander and the University President. In the absence of the President, the succession of authority as listed on page 78-79 of Functional Annex G: Emergency Management will apply. If required, reference the Board of Governors Succession Policy at:

- http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201983-14-A.pdf

These definitions are provided as guidelines to assist the University in determining the appropriate response. For further perspective, consider:

- **Level IV** incidents are routine events, relatively small, confined to campus and can be handled by University resources and capabilities. **Campus incidents** of this nature may involve minor or non-life threatening injuries and / or damage to facilities or operations. Necessary community resources such as Citizen's Ambulance or the Indiana Fire Association may be needed.

Incident Command System (ICS) Command and General Staff positions (other than designation of Incident Commander or person-in-charge) are not activated. No written Incident Action Plan (IAP) is required; and, the incident is contained within the first operational period (up to several hours) after resources are on scene. Examples may include: localized utility outage; trash can fire in residence hall, fight with injuries on campus.

- **Level III** incidents have noteworthy impacts to the University directly related to an incident or event on campus; or, possibly significant effects to the University directly stemming from a community / county incident, or both. Level III incidents may include known threats / events / incidents that require situational awareness and planning. **Community incidents** of this nature may exceed University response services and capabilities due to the demands and needs of the circumstance.

The University IRT-PG and IRT-OG, or portions thereof, may be activated. The University EOC may be activated for a coordinated response in support of the Incident or Event Commander; and, Commonwealth awareness at the State Emergency Operations Center (SEOC) is heightened through use of the Knowledge Center system.

The University may alter its operational status (closed, limited closure, delayed start, etc.). ICS Command and General Staff functions are activated only if needed. Several University resources are required to respond to the incident; and, the incident or event may extend across more than one operational period. A written IAP may not be required; but, at a minimum, a documented operational briefing or Event Action Plan (EAP) should be

completed for all resources. Examples may include: localized severe weather event, structure fire to student housing on / off campus or Homecoming / St. Patrick's Day weekend operations.

- **Level II** incidents have substantial impacts across multiple jurisdictions (perhaps including the University) and likely exceed local / county resources. Level II incidents may include threats that require implementation of CONOPS for planning 2-3 days out from inception of emergency event. **Regional incidents** of this nature exceed the University and community's response services and capabilities due to disastrous conditions, mass casualties and / or severe damage to property.

EOCs are activated and coordination and support from regional assets through MOU / MOAs, mobilization of SEOC and even federal entities may be requested and declarations of site area emergencies are likely. An altered operational status of the University is highly probable or recommended.

Some or all of the IRT-PG and IRT-OG are activated; ICS Command and General Staff positions may be activated; and, Division / Group Supervisors and / or Unit Leader-level positions may be filled to match the complexity of the event. Incidents or disasters of this level may extend into multiple operational periods and will likely involve a significant amount of resources. A written IAP will be required for each operational period and resource tracking and expenditures are critical functions. Examples may include: severe winter storm, tornado touchdown, mass utility failure or infectious disease or contamination event.

- **Level I** incidents involve catastrophic damage in a region (perhaps including the University) or across the Commonwealth requiring a heavy commitment of all available resources across jurisdictions. As with Level II emergencies, **State-level incidents** of this nature will require EOC activation and MOUs / MOAs / MAAs are implemented.

Coordination and support from federal entities and declarations of emergencies have occurred or will occur. University operations are restricted to life, health and safety responses, essential personnel only and academic related functions are suspended or severely restricted.

The University IRT-PG, IRT-OG and EOC is activated; ICS Command and General Staff positions are activated with required on-duty and on-call personnel assigned to designated operational periods. A written IAP is required for each operational period and resource tracking and expenditures are critical functions. Examples may include: severe winter storm or hurricane stalling over state for days, declaration of General Emergency at a Commonwealth Nuclear Power Plant with mass evacuations or a 9/11 – like event.

For declared **Level II and Level I** incidents, IRT members:

- Will report to their designated or assigned facility or impact area on campus; to the EOC; or, to a designated meeting place for IRT-PG personnel
- On-scene responders following ICS protocols are authorized to make essential operational decisions and to commit resources for control and mitigation purposes
- The Director of Public Safety or University Police Supervisors may detail staff from less critical assignments to support roles and request assistance from other area agencies on an emergency basis
- May assign access control to specific areas of a campus or the entire campus may be restricted to authorized personnel only, or denied. Only designated individuals with assigned crisis response duties or responsibilities will be allowed to enter a building or area impacted by an incident.
- Access restrictions will be communicated through appropriate channels. Failure to comply may result in disciplinary or legal action
- When crisis response conditions abate, the IRT-PG will work with the IRT-OG to recommend appropriate consequence management timetables and actions to return to normal operating conditions
- **Figure 2.1 Highlights of Incident Levels can be found on page 33.**
- **Figure 2.2 Highlights Emergency Response Protocol can be found on page 34-35**

Figure 2.1





Highlights of Incident Levels			
Phase	Event	Scope	Examples
<p>LEVEL IV</p> 	<p>Routine events; relatively small; confined to campus; minor injuries / damages</p>	<p>Normal staffing; handled with University resources and / or community resources (fire, ambulance services)</p>	<p>Localized utility outage; small fire in residence hall; fight with injuries; medical event in residence hall</p>
<p>LEVEL III</p> 	<p>Noteworthy impacts to University operations; may be community / county incident or both; may involve known or anticipated threats / events / incidents; moderate damage / multiple injuries of a significant nature</p>	<p>University staffing for various departments may be increased; IRT-PG and IRT-OG (or portions thereof) may be activated; EOC may be activated; IAP or EAP may be completed; operational status of University may be altered and awareness to PEMA SEOC through KC system probable</p>	<p>Localized severe weather threat or sustained event of significant magnitude; structure fire to residential housing forcing evacuation / sheltering operations; planned events of significant magnitude and resource allocation such as Homecoming or St. Patrick's Day celebration</p>
<p>LEVEL II</p> 	<p>Substantial impacts across multiple jurisdictions (perhaps including University) that exceeds local resources; may require CONOPS planning days ahead of situation; mass casualties and / or damage involved or anticipated</p>	<p>All essential personnel are either deployed or on standby to be deployed on extended shifts; operational status of University is highly probable or recommended; some or all of IRT-PG and IRT-OG are activated; IAP required, resource / finance tracking required for each operational period</p>	<p>Severe winter storm or flooding, tornadic activity; mass utility failure; hazardous material event; massive structure fire involving multiple facilities / or mass casualties; infectious disease or contamination event; mass sheltering event for university</p>
<p>LEVEL I</p> 	<p>Catastrophic damage in region (perhaps including University) that exceeds local resources or requires local resources to be committed across multiple jurisdictions; CONOPS planning required for multiple operational periods; mass casualties and / or damage probable or anticipated</p>	<p>All essential personnel are deployed or on standby to be deployed according to extended shift schedules; University operations are restricted to life, health, and safety responses and academic functions are suspended / restricted. IRT-PG and IRT-OG and EOC is activated; IAP resource/financing for each operational period required</p>	<p>Severe winter storm across Commonwealth; hurricane stalling across state for days; declaration of General Emergency at a Commonwealth Nuclear Power Plant; 9/11 like event; mass evacuations and sheltering requirements at University facilities; Point-of Distribution for infectious disease at University</p>

Figure 2.2

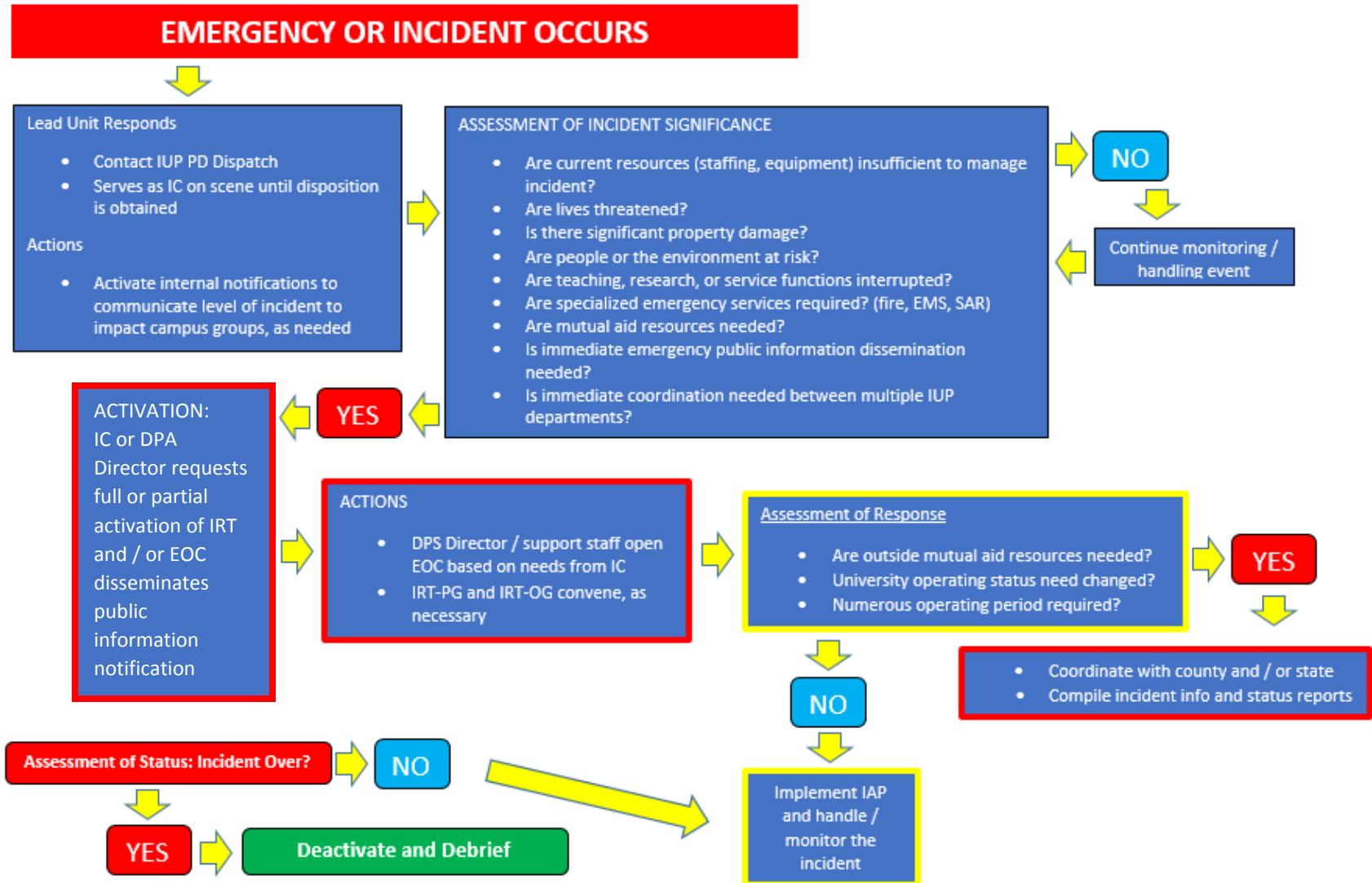


Figure 2.2 continued...

Response Actions: Operations Section Chief Overview: The following university positions will typically assume the Operations Section Chief position for the listed incidents.

<u>Incident Type</u>	<u>IUP Lead</u>
Law Enforcement / Fire / Public Safety Issue	IUP PD Lieutenant
Public Works / Power Loss / Storm Damage	AVP Facilities Management (FM)
Biohazard / Chemical / Radiological Hazard	AVP FM or EHS Director
Public Health / Infectious Disease / Student Death	AVP Student Affairs
Mass Sheltering / Evacuation	

Information Collection, Analysis and Dissemination

The collection, analysis and sharing of incident-related information is an important element of NIMS / ICS. This section describes the required critical or essential information common to all response and recovery operations. It identifies the type of information needed, where it is expected to come from, who uses the information, the format in which the information is shared and any specific times the information is needed. This information is used for situation assessments and to develop the common operating picture.

Disaster Assessment

Initial disaster assessment should include both physical and social impact assessment. Physical impact assessment should involve assessment of casualties, injuries and facility damage. Social impact assessment should examine the psychological, demographic and economic impacts of the disaster.

- Physical Impact Assessment
 - Estimated number of casualties provided by medical services provider(s) including the number of injured, number of persons in need of transport to a medical facility for enhanced or life-saving care, number of fatalities, etc.
 - Rapid Damage Assessment (RDA) is a process to determine the scope of the incident / disaster and the status and condition of critical facilities
 - Preliminary Damage Assessment (PDA) is a standardized process to determine the extent of damage and destruction to structures and the infrastructure from the hazard impact. This collaborative information is then used to request emergency status or disaster declarations
- Social Impact Assessment
 - Typically performed by a counseling services department, by a non-profit organization such as the American Red Cross or by personnel from Student Affairs to determine the needs of the victims (clothing, housing, food, psychological services, etc.)
 - Determination of adverse demographic impact, if any. Demographic standards can include: age, gender, ethnicity, race, religion, income, etc.
 - Preliminary determination of economic impacts, if anticipated, to the University and surrounding community. Short-term, long-term, mitigation strategies, etc. should all be considered

- Specialized Information
 - Operational information and situational intelligence are management functions located in the Planning Section, with a focus on three incident intelligence areas:
 - Situation status (what is the current state of affairs at the impact area(s); is the situation stabilized; is the situation contained; are there continuing threats related to the situation; danger of situation escalating, etc.)
 - Resource status (what resources are currently at the impact area(s); what resources are needed; what resources have been ordered; what is the estimated arrival time of the resources; how are resources to be replaced, etc.)
 - Anticipated incident status or escalation (e.g., weather forecasts; location of resources or supplies; threats to additional infrastructure or personnel; environmental concerns, etc.)
 - This information and intelligence is used for incident management decision-making. Technical specialists may be used in the Planning Section to provide specific information that may support tactical decisions on an incident
 - Appropriate responders and General Staff personnel must establish a system for the collection, analysis and sharing (need to know, right to know) of information developed during intelligence / investigation efforts
 - Some incidents require using intelligence and investigative information to support the process. This will be discussed in Functional Annex I: Public Safety and Security Annex
- General Information
 - Information may be released to the University community / public / media via the Emergency Operations Center, University Communications and Marketing or their designee. This may include threat and warning information or updates to the same

Information Sharing Process

Information is disseminated throughout the Incident Command structure and shared with the Area Command (if activated) and EOC Planning and Analysis Unit, as necessary. The EOC Planning and Analysis Unit:

- Collects, analyzes and disseminates incident information received from a variety of sources.
- Compiles a comprehensive common operating picture of the incident
- Disseminates information throughout the EOC organizational structure, as necessary
- Shares information with the Emergency Communications Center (ECC), Area Commands (AC), Incident Command (IC), Fusion Center and other stakeholders, as necessary

Clery

Timely warnings of emergency conditions are essential to preserve the safety and security of the University community and critical to an effective response and recovery. IUP DPS, University Communications and Marketing or designated personnel at any of the Indiana University of Pennsylvania satellite campuses may be used to release notification and warning messages utilizing a variety of messaging media to ensure delivery.

At all times, IUP will adhere to *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) of the Higher Education Act of 1965, as amended*, when providing members of the University community with timely warnings, emergency notification, direction and information necessary to make informed decisions about their health and safety.

Specifically, there are two types of alerts and warnings under the *Clery Act*:

- Timely warnings are issued for certain crimes that represent a continuing threat to the safety of students or employees
- Emergency notifications are issued upon the confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of students or employees

The IUP Emergency Operations Plan is established with the following notification and information sharing assumptions:

- Utilization of multiple notification methods is needed, as no single notification method will reach everyone, everywhere, every time
- 100 percent delivery of notification to each member of the campus community cannot be guaranteed
- Other information sources (such as social media) outside of the University's control may generate erroneous or conflicting information

- Regular testing of emergency notification systems is required to ensure proper functionality and operator skill
- Notification systems must account for communication impairments
- There is no mechanism to ensure campus community members that have registered for the IUP emergency notification alert system have updated their contact information
- Several notification methods rely on the functionality of third party vendors or businesses that are outside of the University's control (cellular phone service providers, electrical utility providers, local media outlets)

Emergency Public Information (EPI)

The Communications and Marketing Department has primary responsibility for communications efforts (in whatever media form they may take) during an incident, emergency or disaster; however, this responsibility may be shared with PIO's from other agencies with primary jurisdiction or operating under a Unified Command structure. Additional public information support may be coordinated through a Joint Information Center (JIC). Detailed information on emergency public information may be found in Functional Annex B: Communication, Warning and Notification.

Non-emergency University Communications

During an incident, emergency or disaster, the University expects to receive a high volume of calls seeking information as to the welfare of students, staff and faculty from concerned parents, relatives, spouses, friends and loved ones. The surge in volume of calls to the University's main numbers may quickly exceed the system's capabilities.

It is essential that establishment of call centers is considered and staffed as rapidly as practical to handle the anticipated volume of non-emergency calls related to the incident. Call centers may also be a resource in helping to control rumors.

Call centers, if established, will only release information that has been approved by the Incident Commander, the IRT-PG and University Communications and Marketing as the coordinator of the center.

Training and Exercises

The objective of the Emergency Operations Plan (EOP) is to provide the University with guidelines to ensure a timely, effective, efficient, coordinated and safe response to incidents, emergencies or disasters that affect IUP campuses, their operations, or population. Having a plan is the first step toward that objective. However, having a plan alone will not guarantee preparedness. The IRT-OG will provide training, conduct exercises and provide feedback and evaluation as to the adequacy of the EOP.

All members of the IRT are encouraged to take part in campus training events and exercises. Additionally, all members of the IRT are encouraged to take online independent study courses available from FEMA. At a minimum, the following FEMA courses are recommended and available at: <http://training.fema.gov/IS/NIMS.asp>

- IS-700: National Incident Management System, An Introduction
- IS-100.HE: Introduction to Incident Command for Higher Education
- IS-800.B: National Response Framework, An Introduction

IRT-OG department managers or supervisors who anticipate being first responders or Incident Commanders for University incidents will also need to complete higher level NIMS/ICS courses at the earliest opportunity:

- IS-200.b: ICS for Single Resources and Initial Action Incidents
- IS-200.HCA: Applying ICS to Healthcare Organizations (for University Health Services personnel)
- ICS-300 (E300): Intermediate ICS for Expanding Incidents
- ICS-400 (E400): Advanced ICS for Command and General Staff

Faculty or staff who could be assigned to the Emergency Operations Center are recommended to complete the following training courses online:

- IS-701.a: NIMS Multiagency Coordination System (MACS) course
- IS-702.a: NIMS Public Information Systems
- IS-703.a: NIMS Resource Management Course

The Director of Public Safety will be responsible for providing or making appropriate training available to those individuals expected to participate in the implementation of the EOP, function in the Incident Command System (ICS) and / or the Emergency Operations Center (EOC).

The University will host exercises annually involving response personnel, faculty, staff and students, as warranted. The type of exercise may include orientations, focused tabletops, drills, functional or full-scale.

After Action Reviews (AAR)

After-action reviews will be prepared following each exercise to Homeland Security Exercise and Evaluation Program (HSEEP) standards. The AAR occurs as soon as practical after the exercise is conducted. An AAR will be prepared following each incident designated as a Level III, II or I situation, as well (a Level III planned event may be debriefed without a formal AAR being authored).

The format of the AAR is the combination of a presentation of the events and actions taken during the event along with a group discussion about those events and actions. The IRT-OG will be responsible for development of the University exercises and AAR evaluations. The AAR serves as the basis for:

- Evaluating if the incident/exercise objectives were achieved
- Evaluating training, staffing and resource deficiencies
- Evaluating edits, corrections, deletions, additions to all plans, protocols and procedures
- Evaluating inter-agency coordination
- After Action Reports

AAR's are intended to be examinations of the emergency response effort and / or the ensuing recovery efforts. Investigations into the root cause of an incident are not the focus of this section.

Administration, Finance and Logistics

Administration

This plan is established as a supplement to the University's administrative policies and procedures. Under activation and implementation, it serves as an emergency manual setting for the authority to direct operations, direct staff assignments, procure and allocate resources, and take measures to restore normal services and operations.

Users are asked to follow and complete the checklists contained in this document during emergency response (and training activations and exercises). The forms are then retained on file as official records of the emergency response. Users are also encouraged to supplement this manual with additional departmental and / or individual materials and information required for emergency response and recovery.

Any personnel with on-site emergency responsibilities must be authorized by readily identifiable uniforms or credentials to include government issued identification. Incident information will be tracked in the Knowledge Center system as well as the IUP DPS authorized Record Management System.

This plan is designed to be updated after each activation or exercise. A debriefing session will be conducted to identify "lessons learned" and areas of improvement to the University's emergency plans and processes. The procedural checklists and forms are to be reviewed and revised each time they are reprinted for electronic update and distribution.

Finance

Finance personnel are responsible for purchasing and cost accountability relating to the response effort. This function documents expenditures, purchase authorizations, damage to property, equipment usage, vendor contracting and develops FEMA documentation.

Owners of private equipment that may be requisitioned for emergency operations be provided a tracking receipt for the property, to include compensation for use of the equipment, if necessary.

Time records on non-exempt and exempt employees during major emergencies and disaster coupled with IAPs and other reports can be used as documentation to apply for disaster reimbursement under the FEMA Public Assistance Program. If eligible under the program guidelines, these types of records are crucial to the University's recovery efforts.

Logistics

Logistics personnel are responsible for procuring supplies, securing personnel and material support necessary to conduct the emergency response (e.g. personnel call-outs, equipment acquisition, lodging, transportation, food, etc.), maintaining vendor agreements, contracts and

references to the locations of same in coordination with the Director of Procurement Services and Central Stores.

A Resource Unit may be established to further assist in maintaining summary information on critical equipment and personnel committed to the incident or disaster and recovery efforts within University boundaries. A Resource Unit would monitor resource needs as determined by the Incident Command(s).

Plan Development and Maintenance

The Indiana University of Pennsylvania Emergency Operations Plan (EOP) is a living document that will change according to situations and circumstances. To ensure that the EOP remains current and functional, the University has developed an Emergency Management Oversight Structure for non-incident planning and procedure development. This oversight structure is the primary plan development and maintenance structure for all emergency management planning activities at IUP.

The Vice President for Administration and Finance (VPAF) is the EOP Administrator and the primary liaison and representative of the Incident Response Team Policy Group (IRT-PG). The Director of the Department of Public Safety (DPS) is ultimately responsible for developing and maintaining the IUP EOP in collaboration with the VPAF and the entire IRT to ensure the plan remains current.

The IUP President may delegate authority to approve revisions to all or part of the EOP. The Adoption Date is the date the President adopts and approves the EOP or revisions therein.

The Director of DPS will coordinate IUP staff support in the development of the emergency management program, plans and activities. Emergency Management activities for the University will also be supported by the Emergency Management Coordinator position.

To facilitate the development of the emergency management program, plans, policies, procedures or activities, smaller subcommittees of the IRT can be formed as needed to conduct additional research and / or focus to plan, procedure or process development.

Review and Revision

The IUP IRT has been established to assist with planning and preparedness activities and to review proposed revisions to the EOP and its appendices and annexes. Revisions include additions of new or supplementary material and deletions.

No proposed change should contradict or override authorities or other plans contained in statute, Executive Order, University Policy or regulations.

Any IUP department or entity with assigned responsibilities under the EOP may propose changes to the plan. These proposed changes may emanate from lessons learned; best practices and improvement strategies identified during exercises and responses to actual events; or, incorporation of new information technologies.

The Director of DPS is responsible for coordinating the revision, review and approval process for proposed changes to the EOP. The IUP EOP is reviewed annually by the IRT.

If the IUP President or designee adopts a revision to the EOP, the Director of DPS will issue an official Notice of Change. The notice will provide the change language on one or more numbered

insert pages that will replace the existing pages to the EOP. Once published, the changes are considered part of the EOP.

The EOP is updated to incorporate all adopted revisions. The Director of DPS will distribute Notices of Change to all IUP departments, any organization with responsibilities under the EOP or listed for distribution.

Authorities and References

The University's Emergency Operations Plan (EOP) is promulgated under the authority of the President of the Indiana University of Pennsylvania (IUP) with support from the Council of Trustees and the President's Cabinet. Only the President of IUP, or designee, is authorized to declare an emergency status for the University and any associated alterations or restrictions of operations, as a result.

A. Federal Authority & References

- Robert T. Stafford Disaster Relief and Emergency Act; 42. U.S.C. § 5121 *et seq.*, (Federal Government disaster preparedness and assistance)
- Title 44 Code of Federal Regulations, Federal Emergency Management Agency, (rules and regulations on Federal disaster response and recovery)
- Homeland Security Presidential Directives / HSPD-5 – February, 2003 and HSPD-8 – December, 2003, as amended
- The National Incident Management System, August, 2014
- National Response Framework, July, 2014

B. State Authority & References

The Western Area Office of PEMA is located in Indiana County and serves 24 counties and the City of Pittsburgh in western Pennsylvania. This office serves as a partnership with state, county and municipal level emergency management entities; and, the PEMA staff is prepared to respond to local requests for assistance with damage assessments, assistance with unmet needs and liaison between local entities and other Commonwealth agencies.

- Constitution of the Commonwealth of Pennsylvania, as amended
- Emergency Management Services Code, 35 Pa. C.S.A. §§ 7101 *et seq.*, as amended
- Counter-Terrorism Planning, Preparedness and Response Act, 35 Pa. C.S.A. §§ 2140.101-2140.303 (Act 227 of 2002), as amended
- Public Safety Emergency Telephone Act, 35 Pa. C.S.A. §§ 7011-7023 (Act 78 of 1990), as amended
- Hazardous Material Emergency Planning and Response Act, 35 Pa. C.S.A. §§ 6022.101-6022.307 (Act 165 of 1990), as amended
- Responsibilities of Departments and Agencies During Emergencies, 4 P.S. Chapter 3 §§ 3.21 – 3.25, as amended
- Pennsylvania Emergency Management Agency, State Emergency Operations Plan, Appendix D – Prevention, Preparedness and Mitigation Responsibilities, XVIII (A)(B) Higher Educational Facilities Authority

C. Local Authority & References

This plan anticipates local external agencies responding to an incident near or on the Indiana University of Pennsylvania (IUP) campus will follow procedures in accordance with the Indiana County Emergency Management Agency (ICEMA) local plans for handling emergencies, disseminating public information, establishing emergency communications, assessing and reporting damage and implementing recovery actions. ICEMA is the repository for all local entity Emergency Operations Plans for Indiana County and serves as the county-wide coordination point for agencies and resources in prevention, protection, preparation, response and recovery from man-made or natural disasters.

SECTION 2: FUNCTIONAL ANNEXES

FUNCTIONAL ANNEX A: EMERGENCY OR DISASTER DECLARATION

Purpose

The purpose of the Emergency or Disaster Declaration Annex is to provide operational guidelines for the President of the University and the Incident Response Team Policy Group (IRT-PG) related to the available options and processes related to declarations before, during or in the aftermath of an incident or disaster.

Concept of Operations

The Emergency or Disaster Declaration Annex should be activated when, in the judgement of the President of the University, the threat or actual occurrence of an incident, emergency or disaster is of sufficient severity and magnitude to warrant extraordinary measures to be taken to protect the health, safety and welfare of the students, faculty, staff and visitors of the University.

Extraordinary measures may include a coordinated response of University personnel and resources along with local, state or federal responders to ensure protection of life and property; the maintenance of law and order; the mitigation of security risks; the provision of mass care and sheltering; the restoration of services; or, through the coordination of activities with various organizations in anticipation of or in response to a specific threat, hazard, incident or disaster.

Extraordinary measures may include the need to acquire emergency powers through declarations to order alterations of operating status for the University; to implement curfews or other access restrictions to the University; to facilitate or participate in public quarantines; to order evacuations or shelter-in-place restrictions; to alter facility use in support of mass care and sheltering needs; or, to compliment state and / or federal declarations that impact the University.

Incidents, emergencies or disasters that are imminent, have a community-wide impact or result in the declaration of an emergency or disaster by local, state or federal authorities would be cause to activate this annex.

As described in the Basic Plan, Concept of Operations, if the incident, emergency or disaster is determined to be at a level that the “...*actual, probable or anticipated level of impact to life safety, health and / or University operations*” is significant and warrants implementation of an ICS structure along with any of the aforementioned situations, this annex will be considered available for activation.

This annex will be functional for the duration of the incident, emergency or disaster which may be several hours, several operational periods or several days, weeks or months depending on the nature of the hazard or situation and recovery timeline.

The **primary** University Departments for activation and coordination of Emergency or Disaster Declarations before, during or in the aftermath of an emergency or disaster are:

- Office of the President for Indiana University of Pennsylvania
- Incident Response Team – Policy Group (IRT-PG) as defined in the EOP
- University Communications and Marketing Department

All University departments or groups are responsible for assisting these departments in support of Emergency and Disaster Declarations for incident response and recovery operations.

Considerations

Non-declared emergencies

Because the EOP is active at all times and recognizes Level IV situations as campus-level incidents or emergencies, the requirements for this type of routine emergency response by University assets may take place without an emergency declaration. Level III incidents or planned events may also fall into this category. The expectation is that University and local resources will be used, but not exhausted, to resolve this level of incident, emergency or event response within a single or designated operational period(s) as per normal operating or event planning protocols.

The University acknowledges that many emergencies, incidents or events are resolved in this manner and no reimbursement of expenses or costs are requested or expected unless circumstances such as criminal activity provide an avenue for court-ordered or other methods of restoration or reimbursement. IRT-OG members or designees are authorized to direct, re-direct or deploy University assets and resources as necessary to prepare for, adequately respond to and quickly recover from incidents, events or emergencies of this nature.

Declared emergencies

The authority to declare a state of emergency on an IUP campus rests with the University President or designee after an evaluation of the emergency situation and the current state of University operations. Nothing precludes the President from consulting with the IRT-PG prior to issuing an emergency declaration and / or notice of altered, restricted or limited University operating status.

The President of IUP and the IRT-PG are responsible for the construct of official documents in support of a declared campus emergency that describes any acquired emergency powers by the President and / or change in the University operating status. In addition, the President of IUP and the IRT-PG are responsible for notification to PASSHE officials, Council of Trustee members, and other state and local officials as deemed appropriate. Finally, the University Communications and Marketing Department will work with the President of IUP and the IRT-PG to disseminate messaging to the students, faculty, staff and visitors of IUP as to the declaration and any associated operational status restrictions or changes.

The President of IUP and the IRT-PG should also consider a declaration when different levels of local, state or federal incidents, emergencies or disasters occur that may, or will, impact University operations.

- A **local** emergency declaration for any county where IUP has campus operations and a subsequent declaration by the University should be considered to provide for the expeditious mobilization of resources and / or personnel in support of an incident or emergency impacting the county and potentially campus operations, as a result
- A **state** emergency declaration by the Governor that includes or impacts any county where IUP has campus operations should likewise be considered for a University declaration for the same reasons as a local declaration; and, it may also assist the University with acquiring access to the resources and assistance of the various departments and agencies of the state, including the National Guard, in the event University and / or local resources are insufficient to meet response needs
- A **federal** emergency declaration may be requested by the Governor on behalf of an impacted area of the state. Please note, many federal agencies also have independent authorities to declare disasters or emergencies. As examples of emergencies or disasters that may impact IUP, the Secretary of Health and Human Services may declare a public health emergency in the event of a significant outbreak of infectious disease or bioterrorism attack; and, the U.S. Army Corps of Engineers may issue a disaster declaration in response to flooding or storms.

In the event any county where IUP has campus operations is declared a federal disaster or emergency area, the resources of federal departments and agencies are available to provide assistance to and augment state and local efforts. In response, the President of IUP and the IRT-PG should consider the impact(s) of the federal declaration on campus operations and issue appropriate campus declarations.

IUP Communications and Marketing is responsible for dissemination of declaration material and any changes in operating status to an impacted IUP campus from, or on behalf of, the President and IRT-PG as discussed in Annex B: Communications, Warning & Notification.

FUNCTIONAL ANNEX B

COMMUNICATIONS, WARNING & NOTIFICATION

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of University departments providing **primary** communication, warning and notifications during emergency support and recovery operations. All University departments may be involved to a certain degree with providing information in support of the overarching communication, warning and notification responsibilities; however, for clarity and specificity, the departments listed below will be accountable for emergency messaging on behalf of IUP during emergency operations.

Concept of Operations

The Communications, Warning and Notifications Functional Annex may be activated for:

- Planned events or anticipated severe weather events
- Crime events
- When incidents of significance on campus change the operational status of the University
- As requested by the Incident / Event Commander or by the IRT-PG
- When the EOC is activated or any time a community or regional-level incident (Level III) or greater is occurring or is anticipated to occur

As described in the Basic Plan, Concept of Operations, if the incident or disaster is determined to be at a level that the “...*actual, probable or anticipated level of impact to life safety, health and / or University operations*” is significant and warrants implementation of an ICS structure, this annex will be considered activated.

The **primary** University Departments for Communications, Warning and Notification during a disaster or emergency are:

- University Communications and Marketing
- Information Technology (IT)
- Department of Public Safety (DPS)
- Office of the President of IUP

All University departments or groups are responsible for sharing timely information with these departments in support of emergency response and recovery operations.

Considerations

The Communications, Warning and Notifications Annex to the EOP encompasses the full-range of communications and information system services that may be required to support emergency response and recovery operations as well as providing timely information to the University community and public including, but not limited to:

- Mass notification system(s)
- Web pages
- Social media
- Media releases
- Public safety radio systems
- Alarms and Sirens
- Official email accounts
- WIUP-TV
- IUP students, faculty and staff

As a practical matter, the ability to communicate during an incident or disaster is one of the highest priorities for the University community and responders; however, all communications systems are vulnerable and may be damaged, degraded or destroyed during and / or following an incident, emergency or disaster.

In addition, emergency situations may overwhelm or exceed the capacity of standing systems and may require establishment of alternative means of communications. The use of privately owned facilities, equipment or expertise may be needed to maintain, repair or establish communications; or, an alternative form(s) of communications to existing University systems may be needed to carry messaging during an emergency.

During an incident, disaster or for a planned event that requires activation of this annex:

- As requested by the Incident Commander, IRT-PG or in response to the activation of the EOC, the **IUP Communications and Marketing Department** and the **Information Technology Department** will provide representation to (or for) the EOC to serve as the leads for Communications, Warning and Notification. **IUP DPS** will provide updates and information for messaging appropriate to the situation
- **IUP Communications and Marketing in coordination with the Office of the President** will be responsible for external community messaging and liaison with media utilizing all practical communications mediums; and, if required, participating in Joint Information Centers (JICs) on behalf of the University. Additionally, IUP Communications and

Marketing is responsible for coordination of media briefings and on-site media staging (as necessary) with the Incident Commander and EOC.

- **IUP Communications and Marketing** will serve as the “single, coordinated voice” of the University on behalf of the **Office of the President** to provide warnings, notifications and / or briefings to the students, faculty, staff and the public during incidents or disasters
- **IUP Communications and Marketing** will provide available staff, resources and facilities to support emergency response and recovery operations; and, they will provide assistance in communicating with, or through, county, state and federal officials in support of joint information operations
- **IUP Communications and Marketing** will be responsible for the coordination of call centers for public information, if required
- **IUP IT** will be responsible for providing, maintaining or establishing technology infrastructure for message delivery. **IUP IT** will supply a point-of-contact for checking the status of data lines, cellular phone towers and telephone lines following an incident / disaster
- **IUP IT** will provide available staff, resources and facilities to support emergency response and recovery operations; and, they will provide technical assistance to the EOC to activate and maintain communications and information systems in support of operations
- **IUP IT** will provide (or establish liaison to service providers for the) maintenance and repair of communications equipment and restoration of essential radio and telecommunication services during an incident or disaster
- **IUP DPS** are authorized users of the Indiana County Emergency Management Agency (ICEMA) 800 megahertz interoperable radio system. As such, **IUP DPS** can establish communications with Indiana Borough PD, the Pennsylvania State Police and various fire and medical service providers in the region, as required
- **IUP DPS** maintains access and control to the University Mass Notification System and will be utilized to air emergency messaging via this system as requested by the Incident Commander, the Director of DPS or designee.
- **IUP DPS and / or Communications and Marketing** only will be authorized to use the existing mass texting system for messaging the University community. **NOTE:** Pre-designated persons associated with IUP campuses in Punxsutawney, IUP Pittsburgh East and Northpointe are authorized to disseminate emergency messaging for students, faculty and staff under their operational and geographic control

- **IUP DPS** will maintain direct contact with the Communications and Marketing Department to provide up-to-date warning, notification and general messaging for delivery throughout the response and recovery phases
- **IUP DPS** will be responsible for monitoring, updating and providing information from national and regional reporting systems related to weather conditions, sharable material on developing critical incidents, attacks or other similar situations, Commonwealth Knowledge Center activities, any live video feeds from University video systems or other source material as necessary for the protection of the community and / or operational response
- **IUP IT** will task support groups as necessary to meet operational requirements. If necessary, private sector sources may be used to augment University resources
- **IUP IT** will notify the EOC of shortfalls in technology infrastructure support that may require outside assistance, including County, State or Federal assets. The EOC will be responsible for coordinating the response to identified needs from outside entities, including the tracking of costs and expenditures
- Requests for communications, warning and notification support from on-scene Incident Commander(s) and / or other University responders will be assigned to University Communications and Marketing, IT or DPS, as appropriate, through the Incident Commander or EOC, if activated
- In the event of a federal or state emergency or disaster declaration, communication resources and assistance may be available from federal or state sources. At this level, the University EOC will coordinate with Indiana County Emergency Management Agency (ICEMA) and the Pennsylvania Emergency Management Agency (PEMA) to fulfill requests and address any issues
- Communications, Warning and Notification operations will continue until the incident or disaster is concluded or as otherwise directed by the Incident Commander or the Policy Group
- All IUP entities involved in Communications, Warning and Notification operations during an incident or disaster and EOC activation will be required to provide input for an after-action review, as directed

Roles and Responsibilities – all IUP Departments

- Develop and maintain internal and external notification rosters and contact lists
- Participate in all hazards planning, training and exercises
- Train department staff for emergency assignments
- Develop and maintain a department-specific continuity of operations plan
- As appropriate, identify opportunities to mitigate the impact of or prevent incidents
- Share timely information with the primary departments for Communications, Warning and Notifications during an incident or disaster
- Maintain safety and situational awareness of the developing incident or disaster and ensure the core mission of your department to assist in the response and recovery can be, and is being, performed

FUNCTIONAL ANNEX C

EVACUATION

Purpose

The Evacuation Functional Annex describes the provisions that have been made to ensure the safe and orderly evacuation of students, faculty, staff and visitors of the Indiana University of Pennsylvania (IUP) when a facility, structure(s) or area of any campus is endangered or severely damaged by an incident or disaster.

Concept of Operations

The Evacuation Annex may be activated for any facility at the University or for geo-specific IUP campuses (or portions thereof) when:

- Fire alarms activate, an actual fire is underway or a nearby fire threatens the facility
- Flooding or other natural disaster threatens the area or specific facility
- Loss of utilities or utility-related threat (e.g., natural gas leak)
- Building damage or structural integrity issues exist or are identified
- Crime event either threatened or active in, or near, a facility or on campus grounds
- Hazardous material issues exist within the facility or are in close proximity
- Ordered by law enforcement or other public safety official (e.g., health department)
- Requested by the Incident Commander and / or Policy Group in anticipation of, or in response to, an incident or disaster
- Requested by Facilities Management or Building Manager for specific life, health or safety reason

As described in the Basic Plan, Concept of Operations, if the incident or disaster is determined to be at a level that the “...*actual, probable or anticipated level of impact to life safety, health and / or University operations*” is significant and warrants evacuation and implementation of an ICS structure, this annex will be considered activated.

The **primary** University Departments for activation and coordination of Evacuation operations during an incident or disaster are:

- Department of Public Safety (DPS)
- Facilities Management
- Student Affairs (Residential Life and Dining Services)

- University Communications and Marketing

All University departments or groups are responsible for assisting these departments in support of evacuation process during emergency response and recovery operations.

The Evacuation annex is intended to be functional from the moment a decision is authorized to evacuate a facility or campus until re-entry is authorized.

Considerations

- ◇ Evacuation is one means of protecting students, faculty, staff and visitors from the effects of a hazard; protection is achieved by moving people away from the hazard. When planning to evacuate, the characteristics of the hazard including the...
 - Magnitude
 - Intensity
 - Speed of onset
 - Anticipated duration...are all significant factors. The characteristics of the hazard will determine the
 - Number of people to be evacuated
 - The distance they must be moved to ensure their safety
 - The need for reception facilities
 - The extent of transportation services, traffic control and security

Panic is one of the most contagious of human emotions and, once evoked, it creates its own dangers and hazards. During evacuation operations, it is paramount that all involved staff members of IUP maintain a calm, but firm, demeanor to guide and assure evacuees that their well-being is a priority and that the activated plan is the best possible alternative to protect them from the identified hazard.

For all IUP personnel involved with the evacuation operation:

- Ensure those in the general vicinity of the facility or area being evacuated are aware of the evacuation and keep the immediate area clear
- Ensure persons evacuating the building proceed a safe distance from the building and DO NOT allow them to cluster near the exits
- Ensure persons with visible injuries or requiring medical assistance are provided a designated area away from the travel route used by evacuees for treatment. Notify IUP

DPS personnel or other first responders to ensure medical responders are aware of the location and a safe route to access this area

- If disabled persons are in the building, attempt to escort them to an area near the emergency exit and / or staircase. Always **ask** someone with a disability how you can help **before** attempting any assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them
- AFTER the emergency exit is clear of evacuating persons, move the disabled person onto the landing of the emergency stairwell (area of rescue)
- DO NOT attempt to move disabled persons down the stairs unless a significant and imminent threat to their life exists
- Immediately provide information regarding the location of any individuals unable to evacuate the facility or area due to injury or disability to emergency response personnel on-site or via 911

General Responsibilities

- Department of Public Safety
 - May serve as Incident Command lead for incident or disaster depending on nature of hazard; activation of EOC, if required
 - Authority to order evacuation of a facility or area of campus
 - Appropriate notifications to Director of DPS and others if after hours
 - Provide evacuation order details to University Communications and Marketing for dissemination
 - Determination of evacuee travel routes and methods
 - Guidance and assistance to evacuees; “clearing” of facility (if practical) to ensure all have evacuated
 - Traffic control and site access control
 - Provide access to facility receiving evacuees
 - Security of evacuated facility or area of campus until hazard is mitigated or resolved
 - Investigation of circumstances necessitating the evacuation for attribution and / or prosecution, if warranted

- Facilities Management
 - Damage assessments related to structures or utilities that may prompt evacuation
 - Authority to order evacuation of a facility or area of campus
 - Hazard assessment related to structures or utilities that may prompt evacuation
 - Code assessment related to structures or systems that may prompt evacuation
 - Repair and / or maintenance operations to structures or systems that may prompt evacuation
 - System(s) shut-down to mitigate hazard prompting evacuation Facility access and preparation to receive and sustain evacuees for duration of evacuation, short-term
 - Alternative facility access and preparation to receive and sustain evacuees for duration of evacuation, long-term
 - Transportation assistance, if practical and required

- Student Affairs (Residential Life and Dining Services)
 - Assist DPS or other departments in providing immediate staff guidance to evacuees
 - Authority to order evacuation of a facility or area of campus
 - Know the designated rally points for each Residence Hall
 - Have rosters and contact information available for occupants of each Residence Hall
 - Primary responsibility for ensuring accountability of evacuated students (if evacuated from academic facility, coordinate accountability with Academic Affairs)
 - Provision of food, water and basic hygiene needs for evacuated students until re-entry is authorized
 - Provision of alternative housing arrangements for students evacuated because of long-term hazard issue
 - Assist with medical care, counseling and disabled services for evacuated students, as needed

- Coordination with family members or others seeking information on evacuated students
- Coordination with Academic Affairs on course-of-study requirements or alternatives for evacuated students (remember, they may not have computers, books or other materials available due to evacuation)
- University Communications and Marketing
 - Assistance with emergency communications, warnings and notifications as per Functional Annex B
 - External communications to the public, Office of the President, Council of Trustees, Board of Governors, Office of the Chancellor, public officials or others as needed
 - Coordination of media briefings and media staging (if needed and authorized by the Incident Commander)
 - Other responsibilities as determined by the Incident Commander and / or the Policy Group
- All Faculty, Staff and Students
 - Learn locations of exit routes, exit stairwells and areas of rescue in any buildings you routinely use (areas of rescue are the landings located in a stairwell)
 - Know how to activate the fire alarm system
 - Participate in all Fire Drills – take them seriously and treat every alarm as an actual emergency
 - Learn in advance the needs of anyone for whom you are responsible (or aware) that may need assistance during an emergency
 - Know in advance where the pre-designated rally and assembly points are located
 - Know emergency phone numbers and keep them posted or readily accessible
 - If you notice an emergency situation or a hazard, notify University Police at (724) 357 – 2141 or call 911 immediately
 - During an emergency or disaster, remain as calm as possible and always follow the directions of public safety officials

- Ensure you are accounted for at the point-of-evacuation or rally area. Always check-in with IUP faculty, staff or fellow students
 - When evacuating your residence hall, work area or academic building, **if there is time**, turn off University computers to protect data from possible damage and shut-down other critical devices and equipment, as well
 - When evacuating, gather personal belongings such as identification, keys and prescription medication. If the weather is inclement, take appropriate outer wear
 - **If safe to do so**, close your office or academic building door but do not lock them. Residence hall doors should be closed and locked
 - Be alert for individuals with disabilities or injuries who may need assistance. If you can **safely** assist, do so. Otherwise, evacuate yourself and report the location of the disabled or injured person to University Police or 911 as soon as practical
- Primary Departments should use the following checklist for decision-making preparation and guidance related to evacuation operations involving IUP facilities and / or property:
 - ✓ What facilities or areas are at risk and should be evacuated?
 - ✓ Is there sufficient time to evacuate if hazard is imminent but not immediate?
 - ✓ How will the message to evacuate be communicated to IUP students, faculty and staff?
 - ✓ How will the public be warned? Is there a need to warn the public? Advise only?
 - ✓ What will evacuees be told to do? Rally points determined?
 - ✓ Are disabled person occupants or users of the building to be evacuated?
 - ✓ What are the current conditions outside of the facility or in the area?
 - ✓ What do evacuees need to take with them?
 - ✓ What travel routes will evacuees be told to use?
 - ✓ What travel method(s) will be available to evacuees?
 - ✓ Is sufficient IUP staff available to assist and guide evacuees?
 - ✓ How will the facility be “cleared” to ensure no one was left behind?
 - ✓ What transportation support will be needed?

- ✓ Have considerations been made to accommodate disabled persons in the evacuation facility or area?
- ✓ What traffic control will be needed?
- ✓ What facility (or facilities) needs to be available to receive evacuees?
- ✓ Are the receiving facilities on-campus or off-site?
- ✓ How will evacuees be provided for (food, water and basic hygiene) once they've arrived at the evacuation site?
- ✓ Will medical attention (including prescription assistance) be required at the evacuation site?
- ✓ Is there a need for outside assistance such as the American Red Cross or Salvation Army?
- ✓ How will evacuated facilities or areas be secured after evacuation?
- ✓ Who and how will evacuated persons be accounted for?
- ✓ Will the evacuation be of short- or long-term duration?
- ✓ If long-term, how soon will transition facilities be available for evacuees?

Designated Facilities for Sheltering Evacuees

At this time, the only facility associated with the Indiana University of Pennsylvania Campuses is formally designated as a shelter facility with local and state emergency management is:

Memorial Field House
660 South 11th Street
Indiana, PA 15705

FUNCTIONAL ANNEX D

Not available for public information

FUNCTIONAL ANNEX E

MASS CARE AND COUNSELING

Purpose

The purpose of this annex is to provide guidelines to ensure a full-range of Mass Care and Counseling (non-emergency medical) services are available to IUP students, faculty, staff or visitors impacted by an incident or disaster.

Mass Care and Counseling may necessarily include shelter, food service, collecting and providing information on victims to family members, confidential counseling and coordination of bulk emergency relief items to shelter sites and other designated locations, as appropriate.

The annex provides guidelines for shelter-in-place operations or the safe sheltering of victims and / or evacuated persons until release, re-entry or relocation can occur.

Concept of Operations

The Mass Care and Counseling Annex may be activated at any IUP campus when support for University, local or regional victims of an incident or disaster or evacuation require sheltering in place, immediate alternative sheltering, food service, emergency assistance and / or counseling.

As described in the Basic Plan, Concept of Operations, if the incident or disaster is determined to be at a level that the “...*actual, probable or anticipated level of impact to life safety, health and / or University operations*” is significant and warrants implementation of an ICS structure along with sheltering of IUP-affiliated persons or other victims of an incident or disaster, this annex will be considered activated.

See Functional Annex C: Evacuation for related guidelines as any evacuation process on campus may be reason to activate the Mass Care and Counseling annex.

The **primary** University Departments for activation and coordination of Mass Care and Counseling operations during an incident or disaster are:

- Student Affairs (Residential Living, Dining Services, Counseling Center; Health Services)
- Facilities Management
- University Communications and Marketing
- Department of Public Safety (DPS)
- Human Resources

All University departments or groups are responsible for assisting these departments in support of Mass Care and Counseling process during emergency response and recovery operations.

Considerations

This annex will be functional only for the duration of the sheltering emergency which may be several hours, several operational periods or several days depending on the nature of the hazard, incident or disaster. 96 hours of self-sufficient accommodation is the Federal Standard for Mass Care facilities.

In the event of a large disaster, the normal functions of the facility(s) used for Mass Care and Counseling may be delayed or abbreviated to accommodate additional temporary residents and, as such, meal delivery may be changed appropriately to feed more people.

Non-emergency medical care and counseling of temporary residents will need to function on best possible levels. Requests for additional accommodations or assistance with Mass Care or Counseling must be provided to the EOC for processing and coordination.

GENERAL RESPONSIBILITIES

- **STUDENT AFFAIRS (Residential Life / Dining Services)**
 - May serve as Incident Command lead for incident or disaster requiring Mass Care depending on nature of circumstances (e.g., request for sheltering for incident not involving University). Designate Shelter Manager if not an Incident Command role
 - Managing temporary shelters and keeping shelter records (intake, release, disability or other special needs, contacts, personal property, etc.)
 - Point of coordination for Department of Health and Human Services (DHHS) or other provider such as American Red Cross, Salvation Army, etc.
 - Serving meals to sheltered persons
 - Information collection and dissemination, call center or reception services, as needed
 - Coordinate non-emergency medical care as needed
 - Provide for counseling services, translators, spiritual care, legal referrals, etc. as needed, including requesting additional resources to meet identified needs through the EOC

- FACILITIES MANAGEMENT

- Maintain inventory of facilities for use as Mass Care and Counseling shelters, emergency service, temporary storage or staging facilities during incidents or disasters
- Assign Facility Manager for any designated Mass Care operation
- Ensure emergency generators are functional and available for use at facilities designated for use as shelters
- Conduct maintenance and facilities management during Mass Care operations at designated facilities, storage and staging areas
- Provide fuel for emergency vehicles serving the Mass Care facilities, any portable equipment and generators
- Assist with movement of provisions, including bulk deliveries, as needed
- Conduct debris removal and disposal operations for the Mass Care facilities, as needed

- UNIVERSITY COMMUNICATIONS AND MARKETING

- Responsible for community messaging and liaison with media utilizing all practical communications mediums; and, if required, participating in Joint Information Centers (JICs) on behalf of the University and the Mass Care facility
- Conduct media briefings and on-site media staging (as necessary) with the Incident Commander or Mass Care facility manager
- Serve as the “single, coordinated voice” of the University and Mass Care facility for briefings, warnings or notifications to the students, faculty, staff and the public during incidents or disasters
- Provide available staff, resources and facilities to support Mass Care operations
- Provide assistance in communicating with, or through, county, state and federal officials in support of joint information operations related to the Mass Care facility
- Provide coordination of call centers for public information about, or to, the Mass Care facility, if required

- DEPARTMENT OF PUBLIC SAFETY
 - Provide staff, resources and coordination assistance in support of Mass Care facility operations
 - Provide security for each designated Mass Care facility for the duration of the sheltering operations contingent on available resources
 - Coordinate security operations with outside vendors and other resources to ensure the orderly distribution of food, water, medicine, etc. at designated Mass Care facilities or distribution points
 - Assist with transportation needs, if practical and contingent on available resources
 - Assist with information coordination, warnings and notifications, as needed
 - Coordinate staging areas, logistical support and communications with non-profits, businesses, Regional Support operations, state and / or federal agencies, as needed

- HUMAN RESOURCES
 - Assist faculty and staff members that may be impacted by an incident or disaster with benefit or insurance needs, counseling services, referrals, call center or reception services, scheduling notifications and any associated record-keeping

- ALL FACULTY, STAFF AND STUDENTS
 - Learn in advance the needs of anyone for whom you are responsible (or aware) that may need assistance during an emergency
 - Know in advance where the pre-designated rally and assembly points are located for evacuations and monitor public messaging for Mass Care and Sheltering information
 - Know emergency phone numbers and family contact information and keep them posted or readily accessible
 - If you notice an emergency situation or a hazard, notify University Police at (724) 357 – 2141 or call 911 immediately
 - During an emergency or disaster, remain as calm as possible and always follow the directions of public safety officials

- Ensure you are accounted for at the point-of-evacuation, rally area or designated sheltering facility. Always check-in with IUP faculty, staff or fellow students
- When evacuating or reporting to a Mass Care sheltering facility, gather personal belongings such as identification, keys and prescription medication. If the weather is inclement, take appropriate outer wear
- **If safe to do so**, and you're relocating to a designated Mass Care facility, secure records and computers and close your office or academic building door but do not lock them. Residence hall doors should be closed and locked
- Be alert for individuals with disabilities or injuries who may need assistance. If you can **safely** assist, do so. Otherwise, evacuate yourself and report the location of the disabled or injured person to University Police or 911 as soon as practical

Primary Departments should use the following checklist for decision-making preparation and guidance related to Mass Care and Counseling operations in IUP facilities and / or property:

- ✓ What is the optimal number of persons that may be housed / fed in IUP designated shelter facilities? EOC aware of number?
- ✓ If a surge occurred or additional capacity is requested, can it be accommodated on a short-term (72 hours or less) basis? EOC aware? Sufficient kitchen staff, availability of food, availability of kitchen space?
- ✓ Do you have an intake plan to register and account for all persons in the facility? What is the staff composition and management structure for the facility? EOC aware?
- ✓ Do you have a screening plan (including medical) for all persons in the facility? Besides infectious outbreak, is there any other medical restriction(s) on allowing persons into the shelter? How is that decided?
- ✓ Is there a security plan for the temporary use of the facility as a shelter? Who implements? If IUP PD is tied up dealing with an incident or disaster, private security available?
- ✓ Will pets be allowed in the facility? If no, alternative pet housing nearby? If yes, how will they be fed?
- ✓ Can, or will, a group like the American Red Cross manage the shelter facility for the duration of the operation? Memorandum of Agreement or other contractual obligation required?
- ✓ If disabled or special needs persons are part of the sheltered population, can they be accommodated?

- ✓ Is there a special menu available for emergencies? Time available to order extra food or perhaps medical supplies?
- ✓ If not a regular facility for vendors (such as food delivery), how will materials be delivered to the facility? How will meals be delivered to the facility?
- ✓ Can IUP staff who are unable to return home or personnel working the incident or disaster be accommodated, as well?
- ✓ Is there a communications plan for the facility? How may sheltered persons reach family members or loved ones?
- ✓ How are expenses being tracked for the operation? Are other types of reports necessary or desired? Established a method of tracking all financial expenditures, including resource procurement and expenditure, personnel hours, and patient insurance billing requirements? (Assign accountability for the maintenance and safekeeping of these records during and after the mass care event. Include corporate, public, staff, utility providers, vendors, and other sources this facility may need or use)
- ✓ Are facility operations different for planned disasters (such as severe impact weather events) than ad-hoc incidents or disasters? What is different, missing or required for one or the other?
- ✓ If an emergency occurs in the shelter facility, where is a suitable back-up facility? Is there a back-up facility or evacuation plan?
- ✓ How is messaging to the public controlled about space availability or use of the facility? Is there a point-of-contact available to answer questions from the public?
- ✓ Is there a plan for reuniting families or messaging to shelter occupants?
- ✓ How will counseling services, if requested or required, be accomplished?
- ✓ If minors are present, how will they be accounted for?

FUNCTIONAL ANNEX F

FIRE

Purpose

The purpose of this annex is to outline roles and responsibilities of support departments of the University for firefighting operations should an incident or disaster occur in an Indiana University of Pennsylvania (IUP) facility.

IUP does not maintain a fire department and relies upon outside agencies for the provision of fire response, suppression and rescue operations at each campus location.

Concept of Operations

The Fire Annex may be activated at any IUP campus when firefighting activities for fires occurring separately or coincidentally with an incident or disaster causes a substantial disruption in normal operations in an academic, residential life or support facility of the University.

As described in the Basic Plan, Concept of Operations, if the incident or disaster is determined to be at a level that the “...*actual, probable or anticipated level of impact to life safety, health and / or University operations*” is significant and warrants implementation of an ICS structure along with evacuation, displacement or rescue of IUP-affiliated persons or other victims of an incident or disaster; or, there is significant damage to a University facility or the operational status of that building has changed because of a fire, this annex will be considered activated.

See functional Annex C: Evacuation for related guidelines as any evacuation process on campus should a fire create such a need.

The **primary** University Departments for activation and coordination of Fire operations during an incident or disaster are:

- Department of Public Safety (DPS)
- Student Affairs (Residential Living, Dining Services, Counseling Center; Health Services)
- Academic Affairs (if fire involved facility is primarily used for academic endeavors)
- Facilities Management (inclusive of Environmental Health and Safety)
- University Communications and Marketing

All University departments or groups are responsible for assisting these departments in support of Fire emergency response and recovery operations.

Considerations

The local fire department responsible for coverage at any IUP campus will likely be the Incident Command lead for any firefighting and associated suppression, rescue and support operations.

The local fire department may establish a Unified Command structure if a need exists to coordinate the evacuation and sheltering of persons from the involved facility. In this circumstance, refer to additional guidance in Functional Annex C: Evacuation; and, if needed, Functional Annex E: Mass Care and Counseling

GENERAL RESPONSIBILITIES

- DEPARTMENT OF PUBLIC SAFETY
 - Responding DPS Officers should immediately gather relevant information as to the status of the situation and then coordinate with the Incident Commander of the responding Fire Department to provide briefing information; notify Director of DPS
 - Immediately determine if evacuation of the involved facility is required; pass information to the Fire Department; organize evacuation operations
 - Determine if involved facility has hazardous materials of special note within the structure or nearby; pass information to Fire Department
 - Determine a safe route for inbound Fire Equipment, move any vehicles that may be obstructing access; create and control access and a staging area for Fire Department and / or Medical Response triage and equipment
 - Maintain perimeter control and restrict access to area; request additional assistance from outside agencies, if needed
 - Ensure notification is made to Facilities Management so that systems control for the involved facility may be altered as needed or required to assist with firefighting operations. Facilities Management may be required to control systems (such as HVAC) in nearby buildings for safety reasons, as well
 - Coordinate investigation of circumstances surrounding fire with appropriate agencies (or internal University Departments such as IT / Video services) to ascertain if origin is known, accidental, suspicious or criminal in nature
 - If death or serious bodily injury occurs whether as a result of the fire or the specific cause requires further investigation, notify the Director of DPS to request mutual aid from: Pennsylvania State Police Investigators and Crime Scene forensic

specialists; Indiana County District Attorney's Office; or, other specialist investigators as may be required

- Activate EOC if required to provide appropriate level of support for operations
- FACILITIES MANAGEMENT
 - Respond to Command Post and participate in Incident Command structure as requested or required to support firefighting, suppression, evacuation, sheltering, staging or other operations
 - Provide personnel, vehicles, equipment, site access, fuel, maintenance support, materials, supplies, services, debris removal or other support, as needed. Maintain inventory of department resources available to support emergency operations
 - Ensure facility support for displaced persons; administrative, academic or residential life functions; and, athletic department or other operations are provided within the capacity of University Facilities Management or through coordinated efforts with outside contractors or vendors
 - Coordinate, as necessary, with utility providers to ensure safety of firefighting operations, recovery operations, sheltering efforts or other associated emergency response is not compromised by utility-related hazards
 - Assist with damage assessments, structural safety assessments, system assessments or other functionality, code or occupancy reviews as may be necessary or required related to building occupancy and usability following a fire operation
- UNIVERSITY COMMUNICATIONS AND MARKETING
 - Follow guidelines for crisis communications and information sharing described in Functional Annex B: Communications, Warning and Notification and other relevant annexes according to applicability (e.g. Mass Care, Evacuation, etc.)
- STUDENT AFFAIRS (RESIDENTIAL LIFE / DINING SERVICES)
 - Following guidelines for evacuation and / or mass care and sheltering in relevant annexes according to applicability

- ACADEMIC AFFAIRS
 - If involved structure is primarily utilized for academic affairs, prepare alternative operations in appropriate facilities and coordinate dissemination of information with University Communications and Marketing
 - Prepare and maintain continuity of operations plan for each academic department and facility, including but not limited to use of alternative facilities, to support recovery from incidents or disasters and maintenance of academic programming with as little disruption as practical to faculty, staff and students

- ALL FACULTY, STAFF AND STUDENTS
 - Learn in advance the needs of anyone for whom you are responsible (or aware) that may need assistance during an emergency, especially fire situations
 - Know in advance where the pre-designated rally and assembly points are located for evacuations and monitor public messaging for Fire operations information
 - Know emergency phone numbers and family contact information and keep them posted or readily accessible
 - If you notice a fire or an emergency situation or a hazard, notify University Police at (724) 357 – 2141 or call 911 immediately
 - During a fire or an emergency or disaster, remain as calm as possible and always follow the directions of public safety officials
 - If you are required to evacuate due to a fire, ensure you are accounted for at the point-of-evacuation, rally area or designated sheltering facility. Always check-in with IUP faculty, staff or fellow students
 - When evacuating or reporting to a sheltering facility due to a fire, gather personal belongings such as identification, keys and prescription medication **if it's safe to do so**. If the weather is inclement, take appropriate outer wear
 - **If safe to do so**, and you're relocating to a designated Mass Care facility, close your office or academic building door but do not lock them. Residence hall doors should be closed and locked
 - Be alert for individuals with disabilities or injuries who may need assistance. If you can **safely** assist, do so. Otherwise, evacuate yourself and report the location of the disabled or injured person to University Police or 911 as soon as practical

FUNCTIONAL ANNEX G

EMERGENCY MANAGEMENT

PURPOSE

The purpose of this annex is to provide operational guidelines to the various University departments supporting response to an incident or disaster.

Emergency Management as a function is responsible for coordinating the support to Incident / Unified Command that have responded to an incident or disaster that may warrant activation of the EOC, declarations of emergency or disaster, and provisions of, or requests for, mutual aid and assistance from other local, state or federal authorities.

CONCEPT OF OPERATIONS

The Emergency Management Annex should be activated when support for University operations in response to an incident or disaster requires coordination of resources across various Departments and / or the required use of outside response agencies such as Fire, Emergency Medical Services, mutual aid assistance from Public Safety entities, technical assistance from Community Services providers, etc.

Incidents or disasters that have a community-wide impact, span multiple operational periods or result in the declaration of an emergency or disaster may also be cause to activate this annex.

As described in the Basic Plan, Concept of Operations, if the incident or disaster is determined to be at a level that the “...*actual, probable or anticipated level of impact to life safety, health and / or University operations*” is significant and warrants implementation of an ICS structure along with any of the aforementioned situations, this annex will be considered activated.

Emergency Management activities for the University will be accomplished through the Incident Response Team (IRT), if activated. The IRT will be provided guidance from the Policy Group (IRT-PG) and the incident response managed by the Operations Group (IRT-OG), as necessary.

The IRT-OG should focus on providing coordination of personnel, logistical and financial support; collection, analysis and interpretation of information; and, facilitation of operational planning in each operational period.

The IRT-PG should focus on policy issues such as operational status of the impacted campus; continuity of operations; short and long-term recovery strategies; and, the various impacts to the University and community.

CONSIDERATIONS

SUCCESSION

The **IRT- Policy Group** consists of the following University leadership positions and will follow this order of succession in the event of an incident or disaster requiring activation of the IRT:

- President of the University
- Provost and Vice President for Academic Affairs (Provost)
- Vice President for Administration and Finance (VPAF)
- Vice President for Student Affairs (VPSA)
- Vice President for Enrollment Management (VPEM)
- PASSHE System **NOTE:** Should emergency conditions exist wherein the succession of authority has been significantly degraded, contact with the Chancellor or designee to determine if control of the University reverts to the Office of the Chancellor or is otherwise assigned should be initiated. The Office of the Chancellor may then assume direct control of the University or designate personnel to act temporarily as head of the University and / or on behalf of the University until normal operations can be restored. See Board of Governors policy on succession:
- http://www.pashe.edu/inside/policies/BOG_Policies/Policy%201983-14-A.pdf

Each member of the IRT-PG may designate an alternate from the IRT Operations Group (IRT-OG) to act in their stead, or relief for a primary member, as well. As noted in the Basic Plan, the President of the University (or designee) may utilize additional or outside expertise during an incident or disaster as needed to assist with policy issues. An example would be use of the Indiana Area Collaborative Team (I-ACT) Executive Board membership during large-scale civil disorder.

The **IRT-Operations Group** consists of the following University leadership positions and will not have a predetermined order of succession; but, in the event of an incident or disaster requiring activation of the IRT-OG, each position listed below will have personnel internal to their specific area of operations that can serve as a primary member, or relief for a primary member, of the IRT-OG. As an example, if the Director of the Department of Public Safety was absent or required relief for an operational period, a designated Lieutenant of the University Police would serve in the stead of the Director.

The IRT- Operations Group consists of the following University leadership positions:

- Director of Public Safety
- Associate Vice President for Human Resources
- Associate Vice President for Finance

- Associate Vice President for Facilities Management
- Assistant Vice President for Administration
- Director of Procurement Services and Central Stores
- Associate Vice President for Academic Administration
- Dean or Assistant for Punxsutawney Campus Living and Learning
- Dean or Assistant for North Pointe, IUP Pittsburgh East
- Associate Dean Student Life and Community Engagement
- University Communications representative
- Chair - Counseling Center
- Associate Dean Health and Well-Being
- Athletics Director
- University Police Lieutenant, as assigned
- University Senate representative, as assigned
- Environmental Health & Safety Coordinator
- Emergency Management Coordinator
- Other University personnel as may be required based on incident type

EOC Operations

- The EOC will receive Incident Action Plans from Incident or Unified Command and will actively analyze, summarize and facilitate distribution of information on the situation to all departments, agencies and support functions including the PG
- IMT members assigned to EOC operations will be provided or will need to solicit information during the course of response and recovery operations. EOC information collection and sharing should focus on these essential elements (not exhaustive list):
 - Receipt of Incident Action Plan from IC or Unified Command
 - Receipt and processing of requests from IC or Unified Command
 - Geographic boundaries of incident or disaster area
 - Community warnings, notifications and advisories
 - MOUs and mutual aid agreements activated
 - Status of critical University facilities and systems infrastructure
 - Status of available University personnel
 - Security of and access to impacted area(s)
 - Hazard-specific information regarding the incident or disaster

- Current and forecasted weather
- Status of area transportation systems; availability to receive resources
- Resource shortfalls; acquisition of resources
- Response priorities
- IT support needs of Command Post, EOC and other campus functions
- Protective actions required (include system legal: preparation of declarations, exercise of emergency powers, waivers, etc.)
- Status of local public safety agencies and entities
- Status of designated mass care and sheltering facilities (include counseling services, call center requirements, accountability for evacuated persons, unmet human needs, etc.)
- Maintaining records on response costs, demobilization plans and after action reviews
- Social, physical and economic impacts of incident or disaster
- Media requests; media staging; media briefings
- Damage assessments

FUNCTIONAL ANNEX H

LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

PURPOSE

The purpose of this annex is to provide guidelines to the various University departments providing logistical management and resource support for operational response to an incident or disaster.

This includes deployment, maintenance and demobilization of University equipment, resource inventory and personnel as well as the ability to identify, procure and distribute critical resources in support of the operational response.

CONCEPT OF OPERATIONS

The Logistics Management and Resource Support Annex should be activated when support for University operations in response to an incident or disaster requires acquisition and coordination of resources outside of or exceeding existing University stores or normal response protocols.

Incidents or disasters that have a community-wide impact or result in the declaration of an emergency or disaster would be cause to activate this annex. For example, the Logistics Management and Resource Support Annex would be activated to support staging areas, use of storage facilities, points of distribution, sheltering operations and other facilities that may be needed to support response and recovery operations.

As described in the Basic Plan, Concept of Operations, if the incident or disaster is determined to be at a level that the “...*actual, probable or anticipated level of impact to life safety, health and / or University operations*” is significant and warrants implementation of an ICS structure along with any of the aforementioned situations, this annex will be considered activated.

This annex will be functional for the duration of the incident or disaster which may be several hours, several operational periods or several days, weeks or months depending on the nature of the hazard or situation and recovery timeline.

From a Human Resources, Facilities Management and Procurement Services standpoint, subject to collective bargaining agreements, all officials and paid employees of IUP are subject to call-out should an incident or disaster occur requiring their services. All IUP-owned vehicles, equipment and stores may be pressed into service to assist with response or recovery operations.

The role of University Departments / units involved in emergency response may generally parallel normal day-to-day functions; however, employees may be assigned to work in areas and perform duties outside their regular job assignments.

Day-to-day functions that do not contribute directly to an emergency response may be suspended for the duration of a situation. Efforts that would typically be required for normal daily functions may be redirected to accomplish emergency tasks following the ICS protocols.

The **primary** University Departments for activation and coordination of Logistics Management and Resource Support operations during an incident or disaster are:

- Facilities Management
- Student Affairs (Residential Life and Dining Services)
- Finance and Budget
- Procurement Services and Central Stores
- Human Resources

All University departments or groups are responsible for assisting these departments in support of Logistics Management and Resource Support for emergency response and recovery operations.

CONSIDERATIONS

The primary departments listed above will maintain an inventory of available material resources and a list of potential suppliers in order to more expeditiously acquire resources during an incident or disaster.

While the University maintains sufficient equipment and resources to respond to most emergencies, a Level II or I disaster may result in rapid depletion of some types of materials or resources. In response to this type of situation, it is the responsibility of the primary departments listed above to make the wisest, most effective use of available resources to protect the health, safety, welfare and facilities of the University.

Whenever practical, use of equipment or resources readily available from county, state, federal or other governmental or quasi-governmental entities will be used before supplies or services are acquired from private contractors.

This annex is NOT intended to supplant or replace purchasing authorities or standing contracts to the extent practical.

GENERAL RESPONSIBILITIES FOR ALL PRIMARY DEPARTMENTS

- Resource and material lists should be developed by each of the primary departments that details the type, location, contact arrangements and acquisition procedures of resources identified as being critical, including resources needed to support persons with disabilities or special needs

- Potential sites for resource collection, storage and distribution should be identified and strategically located to facilitate response and recovery operations
- Standard operating procedures should be developed to manage the processing, use, inspection and return of resources called into the area of operations
- Primary departments will provide representation to an EOC operation for planning and implementation of Logistics Management and Resource Support
- Primary departments will coordinate with the EOC and Department of Public Safety to provide transportation, traffic management, security and area control of delivery and distribution sites
- Emergency Management will provide technical assistance in identifying resources that may be available through mutual aid agreements or local, state or federal agencies
- In the event of a disaster or emergency declaration that includes the University, critical resources and logistical support may be available from state or federal sources. Under a standing declaration, primary departments identified under this annex will coordinate acquisition of resources through the EOC
- Primary departments are responsible for tracking expenditures and costs related to the incident or disaster; maintaining vendor files and bill payment information; costs associated with the implementation and operation of a donation management process; and, a management process for donations of cash or checks (except for relief organizations like the Red Cross) for incident or disaster relief
- Primary departments are responsible for coordination and supervision of volunteers that may be used to assist with loading, unloading, sorting, packaging and otherwise handling materials and resources
- Primary departments are responsible for appropriate provision of staff to assist with management of warehouse, distribution, resource and equipment movement or points of distribution as needed to fulfill response and recovery operation obligations
- ALL FACULTY AND STAFF
 - Learn in advance the Logistical and Resource Support needs of anyone for whom you are responsible (or aware) that may need assistance during an incident or disaster
 - Know in advance what Logistics Management and Resource Support your department may require in the event of an incident or disaster

- Know emergency phone numbers and family contact information and keep them posted or readily accessible. If you notice a fire, an emergency situation or a hazard, notify University Police at (724) 357 – 2141 or call 911 immediately
- During a fire, an incident or disaster, remain as calm as possible and always follow the directions of public safety officials
- Be prepared to provide assistance in the acquisition or distribution of logistical and / or resource support to the response and recovery operations
- If you are required to relocate or evacuate due to an incident or disaster, ensure you are accounted for at the point-of-evacuation, rally area or designated sheltering facility
- When evacuating or reporting to a sheltering facility due to an incident or disaster, gather personal belongings such as identification, keys and prescription medication **if it's safe to do so**. If the weather is inclement, take appropriate outer wear
- **If safe to do so**, and you're relocating to a designated shelter facility, close your office or academic building door but do not lock them. Residence hall doors should be closed and locked
- Be alert for individuals with disabilities or injuries who may need assistance. If you can **safely** assist, do so. Otherwise, evacuate yourself and report the location of the disabled or injured person to University Police or 911 as soon as practical

FUNCTIONAL ANNEX I

Not available for public information

FUNCTIONAL ANNEX J

Not available for public information

FUNCTIONAL ANNEX K

DAMAGE ASSESSMENT ANNEX

PURPOSE

The purpose of this annex is to outline the specific roles and responsibilities of primary and support departments, agencies and cooperating organizations in the damage assessment operations following an incident, emergency or disaster and to provide a concept of operations for conducting assessment operations. This annex may be applicable to all University departments that have assigned emergency response roles and responsibilities in this EOP.

CONCEPT OF OPERATIONS

The Damage Assessment Annex should be activated when incidents, emergencies or disasters due to technological failures, severe weather, terrorist attacks, fires, civil disorder or other hazards result in damage or destruction of buildings, roadways, utility or technology systems or other critical infrastructure. The prompt assessment of the impact area(s) is essential to determine resource requirements and the need to protect life, health and safety.

Incidents, emergencies or disasters that are imminent, have a community-wide impact or result in the declaration of an emergency or disaster may be cause to activate this annex.

As described in the Basic Plan, Concept of Operations, if the incident, emergency or disaster is determined to be at a level that the “...*actual, probable or anticipated level of impact to life safety, health and / or University operations*” is significant and warrants implementation of an ICS structure along with any of the aforementioned situations, this annex will be considered activated.

This annex will be functional for the duration of the incident or disaster which may be several hours, several operational periods or several days, weeks or months depending on the nature of the hazard or situation and recovery timeline.

The **primary** University Departments for activation and coordination of Damage Assessment operations during an incident or disaster are:

- Department of Public Safety (DPS)
- Facilities Management (EH&S)
- Information Technology
- Student Affairs (Health Services)
- Parking and Visitor Services

All University departments or groups are responsible for assisting these departments in support of Damage Assessments for emergency response and recovery operations.

Considerations

For purposes of this annex, damage assessment includes the collection of information on the status of critical infrastructure such as electric power generation and distribution, telecommunications, transportation access, medical services, water supply and distribution and sanitary services in addition to information on the number and types of facilities and structures damaged or destroyed.

Types of Assessments

If practical, and entry to the impact areas allows for a safe and relatively unrestricted approach, damage assessments should be conducted in phases, as described:

- **Rapid Assessment (RA) (also known as a “windshield survey):** a quick survey of the area impacted by an emergency or disaster to ascertain the scope of the event and to determine immediate life-threatening situations and imminent hazards. The RA is coordinated by the IC and supported by other public safety and / or facilities specialist personnel on-scene usually within the first operational period.
- **Initial Damage Assessment (IDA):** this is an initial and / or detailed evaluation and inspection of buildings and structures damaged by the event as well as an assessment of critical infrastructure including utilities, communications, medical services and transportation access and availability. Depending on the magnitude of the event, an IDA is commenced by subject matters experts in the various disciplines (engineers, IT specialists, medical clinicians, transportation department personnel, etc.) usually within 24 to 48 hours following the event onset and may take up to 7 days to complete.
- **Preliminary Damage Assessment (PDA):** this is an on-site survey of the impact area(s) by federal and state officials to determine the scope and magnitude of damages caused by the event to ascertain if federal assistance may be required. Generally, a PDA is conducted prior to an official request by the Governor for the declaration of an emergency or major disaster by the President. The PDA is conducted by FEMA and would be coordinated through the Indiana County Emergency Management Agency (ICEMA) and / or the Pennsylvania Emergency Management Agency (PEMA). Primary support for the PDA on an IUP campus will be coordinated through the EOC. The timeframe for initiation of a PDA is generally within the first 72 hours after an event.

Objectives of a Damage Assessment

- Determine the immediate needs and priorities of emergency or disaster victims
- Evaluate the damage to housing, academic and administrative structures, critical facilities and infrastructure
- Develop initial cost estimates of damage to housing, academic and administrative structures, critical facilities and infrastructure
- Identify obstacles or interruptions to emergency operations or impediments to relief efforts
- Identify secondary threats such as unsafe buildings still occupied or areas at risk to rising floodwaters
- Estimate economic impact of the emergency or disaster to the University
- Monitor public health
- Determine the resources needed to respond to the disaster and identify the gaps that need to be filled from contract or outside sources

Checklists and Considerations

While every emergency and disaster will have unique challenges and characteristics, personnel assigned to conducting RA damage assessments should minimally cover the following items:

- **Access:** are streets passable or closed due to debris, flooding, downed power lines, etc.?
- **Flooding:** is there flooding, water damage or the threat of either present?
- **Structural damage:** are structures damaged and, if so, to what extent?
- **Infrastructure and other related hazards:** are power lines down or damaged? Is electricity, water service, IT service or other utilities out in the area? Are there significant releases of hazardous materials? If yes, are they identifiable?
- **Roads, highways and access to the campus:** does the impact area extend outside of the campus? Are roads, highways or other access to the campus damaged or blocked?
- **Safety and Health:** are there damages or health situations that could pose a threat to others (including public safety responders) in the area?
- **Victim Assessment:** How many people are hurt and / or displaced? What are their major or immediate needs?

The RA will be provided to the IC and the EOC for coordination of response and resource requests and allocation. The RA will also be used to determine objectives for the current and upcoming operational periods.

Status Checklist Considerations

Other considerations outside of the RA or if University personnel are assigned to assist outside agencies or departments in conducting IDA or PDA assessments may include:

- **Communications**
 - Status of telecommunications service
 - Reliability of cellular service
 - Status of alert systems and ability to disseminate information
 - Estimated restoration timeline
 - Status of regional communications, if able to determine

- **Medical Services and Infrastructure**
 - Status of clinic or other medical facilities on campus (include designated PODs)
 - Status of medical facilities near to campus, if able to determine
 - Accessibility of medical facilities
 - Staffing access to facilities

- **Transportation**
 - Status of campus streets and access areas
 - Status of streets and roads to access campus
 - Status of railway through campus (or nearby)
 - Status of public transit systems
 - Is debris or felled utility lines a hazard
 - Estimated restoration of access or use timeline
 - Best and safe routes to campus
 - Access controls in place on or off campus
 - Credentials required or needed to access impact area

- **Hazardous or Toxic Materials, Radiologic Release**
 - Are there reported or suspected hazardous or toxic materials releases
 - What mitigation or follow-up actions are underway or planned
 - Are there actual or potential radiologic issues involved
 - Are there SARA Title III EHS sites impacted and what materials do they contain

- **Energy Systems**
 - What is the status of the electrical system
 - What area is impacted
 - How many and what type of facilities are impacted

- What is the estimated time for restoration
- What is the status of natural gas service

- **Facilities**
 - What is the status of residential, academic, administrative, athletic or other facilities
 - Estimated damages
 - Estimated time for restoration or temporary repairs
 - Boundaries of impact area
 - Damaged facilities still occupied and hazardous
 - Ability to secure damaged facilities from entry or access
 - Status of water distribution, treatment and availability of potable water
 - Status of waste water collection, treatment
 - Status of storm-water systems
 - Status of facilities used for sheltering, mass care, PODs

- **Public Safety**
 - Status of operational readiness for police / fire / medical
 - Status of public safety facilities and equipment
 - Status of personnel
 - Status of public safety communications equipment and personnel

- **Socio-economic Impacts**
 - Number of residential facilities impacted
 - Boundaries of impact area (off-campus students, personnel impacted)
 - Estimated population impacted
 - Demographics of population impacted

- **Safety Hazards / Resource Shortfalls**
 - Issues related to personal safety still present
 - Need for personal protective equipment
 - Safety hazards associated with current operations
 - Special vaccinations required
 - Environmental health hazards
 - Actual or potential resource shortfalls for responders
 - Actual or potential resource shortfalls for victims or persons in impact area

GENERAL RESPONSIBILITIES FOR PRIMARY DEPARTMENTS

All departments involved in damage assessments should be prepared to lead a RA process for their respective area of expertise, inclusive of recognition of life, health and safety priorities. All departments involved in damage assessments must monitor and update the changing or evolving dynamics of a post-event response to ensure the best, most current information is available to the IC and EOC. All departments involved in damage assessments must be prepared to provide technical assistance and guidance to damage assessments teams from state or federal agencies.

IRT (President's) Policy Group Responsibilities and Considerations

Not available for public information

SECTION 3: HAZARD-SPECIFIC ANNEXES

GENERAL INSTRUCTIONS FOR ALL EMERGENCY INCIDENTS: GET OUT OF IMMEDIATE DANGER

and then report the situation by dialing 911 from any telephone.

Provide your name, the location and type of incident, your phone number and if an evacuation is underway. Answer as many questions as possible and do not hang up the phone until the dispatcher is finished unless you need to keep moving to avoid immediate danger.

IMPORTANT PHONE NUMBERS:

- IUP POLICE DEPARTMENT:(724) 357-2141
- INDIANA COUNTY EMERGENCY MANAGEMENT AGENCY: 911 or
 - (724) 349-9300 NON-EMERGENCY
 - INDIANA BOROUGH PD: (724) 349-2121 NON EMERGENCY
- PENNSYLVANIA STATE POLICE – INDIANA BARRACKS: (724) 357-1960
- ENVIRONMENTAL HEALTH AND SAFETY: (724) 357-5705
- FACILITIES OPERATIONS AND MAINTENANCE: (724) 357-2710
- UNIVERSITY HEALTH SERVICES: (724) 357-9355
- UNIVERSITY COUNSELING SERVICES: (724) 357-2621
- PUNXSUTAWNEY BOROUGH POLICE: (814) 938-6220
- WILKINS TOWNSHIP POLICE: (412) 824-0032
- SOUTH BUFFALO TOWNSHIP POLICE: (724) 295-0466

WHAT TO DO IN AN EMERGENCY?

- Remain calm, use common sense and provide aid, if practical. Take time to think before acting.
- Pay attention to IUP warning and emergency notification messaging. Ensure you've registered your personal phone with the notification system.
- Stay away from the area of the emergency or crisis. The necessity of dealing with crowd control takes precious resources away from the first responders. Do not return to or be present in the area until you are notified it is safe to be there or an "all clear" message has been received.

- Evacuate the building immediately when you hear an audible alarm, see a visible alarm, when directed by authorities or when the environment in the building becomes life-threatening (e.g., smelling natural gas). Proceed to the designated assembly area for further instructions. (See alternative below)
- If it becomes apparent an armed intruder is on campus or an alarm was falsely triggered to create a mass crowd situation to further an active harming event, be prepared to divert and run, seek refuge or hide, or fight (only as a last resort).
- Do not use the telephone for reasons other than emergency purposes. Use of a cellular device for any communications other than alerting others only serves to overload the system.
- Do not enter elevators during an emergency. If stuck in an elevator, do not attempt to force open elevator doors. Use the emergency phone to contact University Police.
- Keep a flashlight handy if you are in an area that does not have emergency or natural lighting or if you reside or study on upper floors of University facilities.
- Know the location of all marked exits from your living, dining, study or work area. Be situationally aware of your surroundings.

REPORTING AN EMERGENCY

- Dial 911 to reach an emergency dispatcher who can summon medical, fire or police response. 911 Dispatchers may connect you to University Police Dispatchers who can contact emergency personnel that are not “first responders” but will often be needed to assist the first responders with incident resolution (example: Facilities Maintenance personnel to deal with utility disruption during a severe weather event).
- You can also reach an emergency dispatcher by activating one of the Blue Light phones around campus and in the parking garage.
- If phone service is out due to a utility disruption and cellular service is unavailable, you can deliver a message in person to the University Police located at 850 Maple Street on the Indiana Campus; IUP Punxsutawney Police (not 24-hour coverage) located at 1012 Winslow Street, Punxsutawney, PA 15767; Wilkins Township Police (IUP Pittsburgh East campus) located at 110 Peffer Road, Turtle Creek, PA 15145; or, the South Buffalo Township Police (North Pointe campus) located at 384 Iron Bridge Road, Freeport, PA 16229.
- Notify a University faculty or staff member of the situation. If practical, stay with the faculty or staff member as they make appropriate contacts to provide additional information and answer questions.

ACTIVE SHOOTER OR HOSTILE INTRUDER SITUATION

Active shooters or hostile intruder situations are very unpredictable and create chaos and panic at the location, thus making it difficult to establish one, specific plan of action: *you must be aware of certain options and guidelines when making your decisions; any action you take must be your own decision; develop a survival mindset!; be aware of your surroundings, environment and options before an emergency occurs; ask yourself, "what if?" questions and develop a plan.*

- IF CONFRONTED, DO NOT AGGRAVATE THE SUSPECT
- REMAIN CALM
- CREATE TIME AND DISTANCE

ACTIONS

CONSIDERATIONS

If an Active Shooter or Hostile Intruder is **OUTSIDE** your building:

- Get to a room that can be locked; close and lock doors and windows
- Turn off the lights
- Get everyone down on the floor so no one is visible from the outside of the room
- CALL 911 and answer the dispatcher's questions
- Stay in place; calls from unfamiliar voices may be the attacker attempting to lure you out
- DO NOT respond to any voice commands until you are sure they are from a Police Officer

If an Active Shooter or Hostile Intruder is **INSIDE** your building:

- If it is safe to do so, exit the building immediately
- Notify anyone you encounter that they should exit the building immediately. DO NOT wait for their decision!
- CALL 911 when it is safe to do so; answer the dispatcher's questions
- If exiting the building isn't possible, take the following actions:
 - Go to the nearest room or office
 - If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall, stand on the toilet and remain quiet
 - Close and lock the door and/or block it with furniture or heavy objects
 - Cover all windows

- CALL 911 and answer the dispatcher's questions; if you cannot speak, keep the line open. Only one person from the room should call
- Keep quiet and act as if no one is in the room. Silence all cell phones
- DO NOT answer the door
- Stay in place and do not respond to any voice commands until you are sure they are from a Police Officer

If an Active Shooter or Hostile Intruder ENTERS your classroom or office:

- Try to remain calm
- DIAL 911. If you cannot speak, keep the line open
- Try to escape if you are able
- If escape is impossible, you must take action to survive!
 - Try to hide
 - Attempt to overpower the attacker with force; use anything at your disposal and fight for your life
 - If someone other than yourself acts to overpower the attacker, it is recommended that you assist; the more people involved will increase the likelihood of success in overpowering the attacker
 - Play dead

If an Active Shooter or Hostile Intruder LEAVES your area:

- Close and lock the door and / or block it with furniture
- CALL 911 if you haven't already done so
- DO NOT answer the door
- Do not respond to voice commands until you are sure they are from a Police Officer

MAKE A DECISION, TRUSTING YOUR INSTINCTS, TO TAKE ACTION TO PROTECT YOURSELF TO SURVIVE THE SITUATION. YOU GENERALLY WILL HAVE THREE OPTIONS:

- **RUN: Can you safely escape?**
 - If you can and you deem it safe, get out and get to a safe place. You will have to rely partially on instinct; have an escape route and plan in mind
 - Leave belongings behind, but take your cell phone if it's handy. If you encounter police and they're giving you instructions to "SHOW YOUR HANDS," comply

immediately and empty your hands of everything; keep your hands up, high and visible

- Do not attempt to remove injured people
 - Move quickly
 - CALL 911 as soon as it's safe
 - Once out of harm's way, remain at whatever assembly point University or other authorities designate
 - Do not leave until you have been interviewed and released. Try not to discuss the situation with others as the police will need YOUR specific observations and recollections
-
- **HIDE: Is there a good, safe place to hide?**
 - Find a hidden location
 - Find protection behind furniture or equipment, if possible
 - Find a room that locks, if you can
 - Close and lock the outside door to the room, if possible
 - Blockade the door with furniture or other heavy objects
 - Close the blinds, turn out the lights, remain quiet, silence cell phones, spread out from other individuals and move behind available cover or concealment
 - Stay as close to the floor as possible, away from doors or windows and do not peek out to see what may be happening
-
- **FIGHT: Will you take out the shooter or harmer?**
 - Use as a last resort and only when your life is in imminent danger
 - Do everything you can to incapacitate the attacker
 - Act with physical aggression – this is NOT about fair fighting
 - Act with others in a planned, simultaneous, overwhelming fashion, if possible

REMEMBER

- If you have called 911, be prepared to identify yourself, give your exact location and, if safe to do so, provide a good description of the suspect(s). Note height, weight, sex, race, approximate age, clothing, method and direction of travel and, if you know the subject, provide their name. If the suspect has a vehicle, note the make and model, color, any outstanding characteristics and plate number, if safe and practical.
- When law enforcement arrives, DO NOT run at them or make sudden movements. DO NOT hold anything in your hands that could be mistaken for a weapon. Show the officers your empty hands and follow their instructions.
- Do not leave until you have been interviewed and released. Try not to discuss the situation with others as the police will need YOUR specific observations and recollections.
- Make use of the counseling resources available through the University. Make sure you encourage others to do the same

BOMB THREAT

It is incumbent upon a person receiving notification of a bomb threat to remain calm and to garner as much information as practical to help law enforcement and other decision-makers engage in a threat assessment to determine the best course of action. Be aware of your surroundings, environment and options before an emergency occurs. Ask yourself, “what if...?” questions and develop a plan.

- STAY CALM
- IF YOUR PHONE HAS CALLER ID, RECORD THE NUMBER DISPLAYED.
- TRY TO KEEP THE CALLER ON THE PHONE LONG ENOUGH TO COMPLETE THE BOMB THREAT PHONE CALL CHECKLIST

ACTIONS

IF A BOMB THREAT IS RECEIVED, REMAIN CALM AND:

- Write down the number from which the call is originating
- Write down the time of the call
- Capture as accurately as possible the statement(s) made by the caller
- Listen to the voice carefully to determine the sex, age, accent, speech impediments, tone, etc. Note any distinguishing features or phrases
- Listen for background noises
- Quietly signal or gain the attention of someone else to listen to the call with you or to Call 911 to alert law enforcement. If you can handle the threat call, have someone else call 911 out of hearing range from the caller
- DO NOT hang up; stay on the line as long as possible; wait for the caller to hang up. Place the handset on your desk if the caller disconnects
- Keep the caller talking and ask as many questions as you can, including:
 - When will the bomb go off? How much time remains?
 - Where is the bomb located?
 - What does it look like?
 - What kind of bomb is it?
 - How do you know about the bomb?
 - Why was it placed here?

- Who are you?
- What is your name?
- Stay in place and refrain from touching objects, opening doors or cabinets, or searching for the bomb. Have your notes ready for the officers when they arrive.
- Work with the arriving officers to evaluate the situation.
- Assist officers or other Emergency Responders with a search of the area only if requested.
- Provide for an orderly evacuation ONLY when ordered by Emergency Responders.
- DO NOT sound a fire or other alarm to evacuate the building unless told to do so by your building manager, the police or the Incident Commander.
- If ordered to evacuate, proceed calmly and safely to the assembly locations. DO NOT return to an evacuated building unless told to do so by the on-scene Incident Commander.

REMEMBER

- If you have received a bomb threat call, you are a key aspect of the threat assessment process
- Remain calm and gather as much information as practical to assist with the assessment.
- Caller and bomb details should be captured through questioning, if practical
- While a good percentage of bomb threats turn out to be a hoax, TREAT EVERY THREATENING CALL AS IF IT WERE REAL
- DO NOT begin a search or evacuation unless instructed to do so by a responding officer or other Emergency Response personnel
- If you are instructed to evacuate, DO NOT return to the building until you are advised to do so

FIRE AND EVACUATION

When alarms are activated or when ordered to evacuate, always leave immediately and do not use elevators! Use clear, safe escape routes and exits to proceed to the nearest evacuation assembly location. Be aware of your surroundings, environment and options before an emergency occurs. Ask yourself, “what if...?” questions and develop a plan.

- Treat all alarms as warning of an actual emergency situation
- Use designated escape routes and proceed to assembly locations
- Persons requiring evacuation assistance should move to areas of rescue

ACTIONS

In the event of a fire or an order to evacuate either by alarm or by authorized personnel, remain calm and consider the following:

FIRE

- Unless a fire is small and easily extinguished, alert others, **ACTIVATE THE FIRE ALARM** and evacuate the building. **CALL 911** from any phone to reach an emergency dispatcher and notify them of the situation.
- If possible, close doors on your way out to prevent spread of smoke or vapors to adjoining rooms and corridors.
- **NEVER** enter a smoke-filled room. Feel all doors for heat and **DO NOT** open a door that is hot to the touch.
- When smoke is present, stay close to the floor.
- If your clothing, or the clothing of another is on fire, **STOP, DROP** to the floor or other horizontal surface and **ROLL** to put out the flames. Seek medical assistance immediately upon evacuation to a safe location.
- Use a fire extinguisher only if:
 - You’ve been trained
 - You have your back to an unobstructed exit
 - You have a fully charged and proper type unit for the fire you’re fighting
 - The fire is contained and you have reported the fire by activating the fire alarm
 - Everyone else has left the area

- There is little smoke and flames
- NEVER fight a fire if:
 - You lack a safe way to escape should your efforts fail
 - It has already left its point of origin
 - You are unsure of the type of extinguisher you need
- If you cannot control the fire within 30 seconds, ABANDON your efforts, close the door and evacuate

EVACUATION

- If you are unable to evacuate, CALL UNIVERSITY POLICE at 724-357-2141 to report your location immediately
- Unless requested by Emergency Responders, designated Building Managers / Residential Life personnel or their alternates and emergency personnel should ensure, to the extent practical, that a safe personnel evacuation is conducted
- All Department heads, faculty, managers and supervisors must help direct employees, students, visitors and each other to obey evacuation instructions of Emergency Response personnel and / or the Building Managers
- Building Managers / Residential Life personnel or other University staff should notify emergency responders IMMEDIATELY upon their arrival the status of the evacuation, the EXACT LOCATION of any injured or trapped persons, those waiting in designated AREAS OF RESCUE, and any others who may remain anywhere in the building as well as any other relevant information related to the emergency situation
- DO NOT use elevators during an emergency. Elevators are typically called to the 1st floor when the fire alarm system is activated. Use only stairwells or other designated routes for evacuation
- Take only keys, wallets and appropriate clothing (if time allows) with you. DO NOT take time to go to lockers or offices for personal possessions
- If you are the last to leave your room or office, close the door and leave the building immediately
- DO NOT stop to “investigate” the source of the emergency
- As you make your way out, encourage others you may encounter to exit
- Follow the instructions of Emergency Responders and / or Building Managers

- Wait for instructions before returning to your building after an evacuation

PERSONS WITH DISABILITIES

- If a person is unable to evacuate a building due to a physical disability, the following steps should be taken:
 - If the building has designated areas of rescue, assist in moving the person to this area
 - If the building DOES NOT have a designated area of rescue, the person should be moved to a room or area that is as far away from the danger as practical. Close all doors and windows and ensure the room is equipped with a telephone or leave a phone with the person. CALL 911 or UNIVERSITY POLICE at 724-357-2141 to request help.
 - DO NOT attempt to move or carry the person down stairs or out other evacuation routes unless there is an imminent risk of injury or death

REMEMBER

- **BE SITUATIONALLY AWARE** of your surroundings and evacuation routes at all times
- **NEVER** assume an alarm is anything other than the threat warning it is intended to be
- In the event of a fire, pull the fire alarm and **ONLY** attempt to fight the fire if you've been trained in the use of an extinguisher; you have an escape route; you have the right extinguisher for the type of fire present; and, it hasn't escaped its point of origin
- If you've been ordered to evacuate by Emergency Responders, a Building Manager or an alarm is sounding, take only your keys, wallet and appropriate clothing if you can. **LEAVE PERSONAL POSSESSIONS** behind.
- **DO NOT** use elevators and **DO NOT** stop to investigate the source of the emergency
- **ASSIST** those with disabilities or injuries to a designated **AREA OF RESCUE**; but, **DO NOT** attempt to carry them out of the building unless an imminent risk of injury or death is present
- **MOVE SAFELY and RAPIDLY** to an assembly area and remain there until instructed to return to the building or relocate to another assembly area
- **ALWAYS** follow the directions of Emergency Responders and / or Building Managers and encourage others to do the same

FLOODING

Over the past four decades, flooding has been identified as one of the highest and most common threats to the Indiana University of Pennsylvania campuses. Floods can develop slowly over several days or be of the flash variety that develop from intense storms releasing vast amounts of rain in a brief period of time. Be aware of your surroundings, environment and options before an emergency occurs. Ask yourself, “what if..?” questions and develop a plan.

ACTIONS

DEFINITIONS:

- ***Flood Watch or Flash Flood Watch:*** Flooding is possible within the designated area. Be alert, situationally aware and ready to evacuate if so informed or ordered
- ***Flood Warning or Flash Flood Warning:*** Flooding is occurring or imminent in the designated area. Take necessary precautions at once. Depending on how close you are to the designated area you should act quickly. You may have as little as a few seconds to minutes to act.
- ***Urban and Small Stream Flooding:*** Flooding of small streams, streets and low lying areas such as railroad underpasses and urban storm drains is occurring in the designated area. You should act quickly and safely move out of the designated area to higher ground.

IN CASE OF IMMINENT OR ACTUAL FLOODING:

- Move yourself and others to a safe area, away from the building or area in danger
- Locate those persons with special needs and request or provide assistance, if possible
- DO NOT return to the building or area of danger until instructed to do so by the Incident Commander, Building Manager, Facilities Management or other Emergency Responder
- Listen to the radio or watch television broadcasts of current weather information for up-to-date information on watches, warnings and storm tracking
- DO NOT drive through flooded areas. Remember, a relatively small amount of fast moving water can sweep your car downstream. The depth of the water is not always obvious
- If you are in a vehicle that stalls in flood waters and you believe it is safe to do so, immediately leave the vehicle and move to higher ground. DO NOT park a vehicle near streams, rivers or flash flood areas and BE CAUTIOUS when driving at night as it is more difficult to recognize signs of flooding or realize the depth of water

- If caught outdoors, climb to higher ground and stay there
- DO NOT walk through or drink flood water, if possible. Flood water may contain many contaminants including industrial chemicals, fecal matter from sewage, agricultural by-products and the like. If you must come in contact with flood water, wash with soap and clean water as soon as practical after contact
- ONLY IF TIME ALLOWS, secure vital records, equipment and hazardous materials and move to higher ground. SHUT OFF all non-essential electrical equipment
- AVOID standing in floodwater due to the threat of electrocution

AFTER THE FLOOD

- DO NOT walk near flooded areas, buildings, etc., as unseen dangers such as downed electrical lines may be present
- BE AWARE of abnormal animal or reptile activity, especially poisonous snakes that may have been swept into the area. Animals can be disoriented, displaced and aggressive
- If walking into buildings that have water damage, be aware of loose plaster on ceilings, unstable door jams and floors or walls that are susceptible to cave-in
- BE AWARE of broken, leaking or damaged gas lines, electrical lines, flammable materials, explosive materials or other hazards that have come from another area upstream
- DO NOT eat food, including canned goods, that have come in contact with flood water
- NOTIFY IUP Police or Facilities Management of any hazardous situation you observe at: 724-357-2141

REMEMBER

- **FLOODING IS A COMMON THREAT** to all of the Indiana University of Pennsylvania campuses
- Be situationally aware and prepared to move immediately to a safe area upon notification of an imminent threat of flooding. ASSIST those with special needs or call for assistance immediately to secure assistance for them. EVACUATE when ordered to do so!!
- AVOID driving through flooded areas; driving at night during flood conditions; parking near streams, rivers or streets that are subject to flooding; and, ABANDON your vehicle and move to higher ground IMMEDIATELY if your vehicle stalls in flood waters and it is safe to do so

- IF TIME ALLOWS, secure vital records and equipment, hazardous materials, turn off non-essential electrical equipment and move to higher ground while it is safe to do so
- AVOID standing or walking through flood water as it is typically contaminated and the threat of electrocution is always high during a flood event; BE AWARE of damaged gas and utility structures and USE CAUTION entering flood-damaged buildings due to the threat from a weakened structure
- DO NOT eat food that has been in contact with flood water
- BE AWARE that flood waters may have moved reptiles and animals into the area that are a threat to your personal health and safety. Poisonous snakes and injured and / or disoriented animals may be active in the flood area for a substantial amount of time following a flood event
- REPORT hazardous situations you encounter on campus. Don't assume it is already a known threat to IUP Police, Facilities Management or other departments on the campus

NATURAL DISASTERS

A natural disaster is any storm, flood, hurricane, earthquake, snowstorm, drought, fire, landslide, mudslide or high water event that results in substantial damage to property, hardship, suffering or possible loss of life. Natural disasters are historically the most significant threat to the Indiana University of Pennsylvania campuses. Be aware of your surroundings, environment and options before an emergency occurs. Ask yourself, “what if..?” Questions and develop a plan.

- Maintain situational awareness of impending weather events and threats
- Prepare to sustain yourself for 72 hours in the event of a severe / catastrophic storm event
- Be prepared to evacuate upon orders or requirement to do so

2017 Indiana University of Pennsylvania Hazard Mitigation Plan

Number	Date	Incident	Declaration Type
340	6/23/1972	Tropical Storm Agnes	Major Disaster Declaration
355	9/28/1972	Heavy Rain, Flood (Indiana County was the only PA County declared)	Major Disaster Declaration
30262	1/29/1977	Snowstorms	Emergency Declaration
537	7/21/1977	Severe Storms, Flood	Major Disaster Declaration
3105	3/16/1993	Severe Snowfall and Winter Storm	Emergency Declaration
1087	1/13/1996	Blizzard	Major Disaster Declaration
1093	1/21/1996	Flood	Major Disaster Declaration
1130	7/26/1996	Flood	Major Disaster Declaration
1557	9/19/2004	Tropical Depression Ivan	Major Disaster Declaration
3235	9/20/2005	Hurricane Katrina Evacuation	Emergency Declaration
1649	6/30/2006	Severe Storms, Flooding, and Mudslides	Major Disaster Declaration
1898	4/16/2010	Severe Winter Storms	Major Disaster Declaration
3356	10/29/2012	Hurricane Sandy	Emergency Declaration

- Source: FEMA, 2014.

ACTIONS

SEVERE OR INCLEMENT WEATHER CONDITIONS GENERALLY

- Indiana University of Pennsylvania will remain open in all but the most extreme circumstances
- If essential services cannot be maintained or safety becomes a concern, the University may find it necessary to cancel or modify the academic and / or work schedules. Students, faculty and staff should monitor all available forms of media (email, text, television, radio, alert systems, etc.) for announcements
- Cancellation of classes does not imply the University is closed. Any class cancellations will apply to all University campuses unless otherwise specified
- During hazardous weather conditions, students, faculty and staff are urged to use discretion in determining whether it is safe to commute to work or attend classes. Essential personnel are required to be present; non-essential personnel that are unable to reach a campus will be required to report their absence and request the use of leave per established procedures
- Faculty should not penalize students for missing class due to severe weather conditions. Students should discuss their absence with their professors

Depending on the type of severe weather event, always consider:

- Remain calm and follow public safety instructions, warnings and announcements
- **IF INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass including windows and doors made of glass, unstable objects such as shelves or light furniture and heavy equipment. If equipment is in operation, shut it down
- **IF OUTDOORS**, move quickly away from buildings, utility poles and other structures that may be unstable during severe weather. **CAUTION:** Always avoid power or utility lines as they may be energized. **Know your designated assembly points**
- **IF YOU'RE IN AN AUTOMOBILE**, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits; but, depending on the weather event, stay in the vehicle for the shelter it offers (hail, yes; tornado/flood, no; etc.)
- **IF EMERGENCY HELP IS NECESSARY, CALL 911 or IUP PD at 724.357.2141**
- **DAMAGED FACILITIES, GAS LEAKS AND POWER FAILURES** create special hazards. Notify IUP PD immediately and **EVACUATE** the building or area if the threat is significant

- **ASSIST DISABLED PERSONS** to evacuate a building or area; or, assist them in reaching an Area of Rescue. **Always** report their location to **911** or University Police if they were unable to evacuate a building or threat area
- **MOVE AWAY** from a threat to an affected building or area a minimum of 500 feet. Keep streets and sidewalks clear for Emergency Responders. **GO** to your designated assembly area for accountability
- **DO NOT** return to a building or threat area once you've evacuated until you are authorized to do so. **STAY AWAY** from designated Command Post and Public Safety Operations areas unless you have official business or a need to be there.
- **BE RESPONSIBLE** with any social media information or pictures you may wish to share. Understand your commentary may induce unnecessary panic, disrupt Public Safety operations, cause University Communications or Information Officers to be distracted tracking down your claims or assertions; and, persons with family or friends in the impact area may ultimately be the untimely recipient of information or pictures of their loved ones

TORNADO

In the event severe weather capable of producing a tornado is detected in any of the counties where the Indiana University of Pennsylvania has a campus or designated operations, a message will be sent to the University community via an alert system, a Mass Notification System, email or text messages depending on the specific campus and type of system available at that location.

If a warning message is received, precautions must be undertaken immediately! Tornadoes are violent storms capable of moving at forward speeds upwards of 70 mph with rotating wind speeds in excess of 250 mph. **These are extremely dangerous storms and it is critical that all students, faculty and staff know and understand their roles and responsibilities in the event of a tornado.**

Definitions and General Tornado Information

Tornado Watch: A tornado watch is the first alert issued by the National Weather Service when tornadoes are possible in an area. This watch is issued when the conditions are favorable for the formation of a tornado. This type of watch will specify the targeted area(s) and the time frame during which the formation of a tornado is possible. Remain alert for approaching storms; however, you may continue your routine or any activities. Turn on a battery-operated radio to stay alert of any developments. Consider curtailing or delaying outside events. Emails or other types of notification may be sent to the University community.

Tornado Warning: This alert is issued when a tornado has been sighted or indicated by weather radar. This warning will provide the location, time of detection or observation, area of vulnerability and the time period that the tornado will pass through an area. If a tornado warning has been issued, move to your pre-designated place of safety and encourage others to do the same. If you actually see a tornado funnel, move to the nearest shelter immediately. Turn on a battery-operated radio and wait for further instructions.

- Tornadoes may develop so rapidly that advance warning is not possible. If you are in the area of a severe thunderstorm event, look and listen for:
 - Very dark, almost green skies
 - Large hail
 - A wall cloud
 - A loud roar, similar to a freight train
 - Clearly visible tornadoes; or, be aware heavy rain or clouds may obscure others. Use all senses!!
 - Before a tornado hits, the winds may die down and the air will become very still

- Look for a cloud of debris; this can be a tell-tale sign of a tornado even though the funnel itself is not visible
- Know that tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado
- **Seek shelter in a designated facility, if possible.** If no designated facility is nearby:
 - The best protection is an underground shelter or basement; a substantial steel-framed or reinforced concrete building.
 - Move to the lowest level of a building away from windows or glass; an interior hallway, stairwell or other room on the lowest floor or in the basement is preferred
 - If disabled persons cannot safely move to the lowest level of the building, assist in moving them to an interior hallway away from windows and areas with large expanses of glass
 - DO NOT attempt to flee or outrun a tornado by foot or automobile
 - DO NOT seek shelter in or under your car
 - DO NOT use elevators
 - AVOID sheltering in top floors of buildings, auditoriums, gymnasiums or large metal buildings with large, free-span roofs
 - If no buildings are available, lie face-down in the nearest depression, ditch, ravine or culvert; cover your head with your hands and stay there until the storm has passed
 - Monitor weather information transmitted over local radio and television stations
 - Remain in the shelter or building until an “all clear” is provided by the National Weather Service or authorized Public Safety official
 - If directed to evacuate the building you’re in, exit quickly and calmly by way of the nearest exit to a safe, designated assembly point away from the building
 - Leave sidewalks and roads clear for Emergency Responders

SEVERE THUNDERSTORM / LIGHTNING / HAIL

Indiana County is susceptible to the impacts of severe thunderstorms that produce lightning and large hail. Included in this section are the impacts from hurricanes and tropical storms that have extended inland in the recent past. Within Pennsylvania, the annual average number of thunder and lightning events in any given area is expected to range between 40 and 70 events per year. Hail is another potential damaging product of severe thunderstorms. Hailstorm events can occur in all areas of Pennsylvania, including the counties in which IUP's campuses are located. Hail precipitation is often produced at the front of a severe thunderstorm or in conjunction with a tornado event.

- Maintain situational awareness of impending weather events and threats
- Prepare to sustain yourself for 72 hours in the event of a severe / catastrophic storm event
- Be prepared to evacuate upon orders or requirement to do so
- Follow the general guidelines for severe storms on page 130

EXTREME TEMPERATURE EVENTS

Although often overlooked when compared against more dramatic natural hazard events, IUP campuses are equally vulnerable to the effects of extreme temperatures in the counties in which they are located. The campuses are vulnerable both to the direct health impacts of extreme heat and cold and the secondary impacts on the economy, infrastructure and energy expenditure. The vulnerability of IUP during an extreme heat event is lessened due to fewer students being on campus, less people utilizing the roadways and decreasing air conditioning costs. The worst case scenario for IUP would be extreme cold temperatures resulting in frostbite, hypothermia, influenza, pneumonia and frozen utility lines and infrastructure on campus.

- Maintain situational awareness of impending weather events and threats
- Prepare to sustain yourself for 72 hours in the event of a severe / catastrophic storm event
- Be prepared to evacuate upon orders or requirement to do so
- Follow the general guidelines for severe storms above
- Avoid outdoor exposure (including athletic events and training) for sustained periods of time
- Monitor health advisories and warnings related to the extreme temperature events. Follow the advice of health officials and ensure those around you are doing the same

PANDEMIC AND INFECTIOUS DISEASE

An epidemic occurs when infection from a new strain of disease, to which most humans have no immunity, substantially exceeds the number of expected cases over a given period of time. If an epidemic reaches global proportions, it becomes relabeled as a pandemic. The World Health Organization (WHO) defines an infectious disease as being caused by pathogenic microorganisms that can be spread directly or indirectly from one person to another. Examples of infectious diseases that may become pandemics are:

- Influenza
- Cholera
- Meningococcal meningitis
- Human Immunodeficiency Virus (HIV); Acquired Immune Deficiency Syndrome (AIDS); and, other sexually transmitted infections (STIs)
- Malaria
- Tuberculosis

During a pandemic or infectious disease outbreak, there is a potential for colleges and universities to become disease outbreak centers. Young adults living in close quarters and the tendency of young adults to not seek immediate medical attention contribute to this. Outbreak management is essential to reduce the impact in both the University and the surrounding community.

- Maintain situational awareness of impending health-related threats
- Follow the general guidelines for personal health protection as recommended by health officials
- Avoid exposure to persons that are or appear to be ill or symptomatic
- Monitor health advisories and warnings related to the disease. Follow the advice of health officials and ensure those around you are doing the same
- If you feel ill, seek medical attention as quickly as practical. Avoid close contact with others until you have received a diagnosis and / or treatment

EARTHQUAKE

Earthquakes are rare in Pennsylvania, do not typically impact areas greater than 100 kilometers from the epicenter and are usually mild in nature. Since 1724, only two earthquakes have been recorded in the Indiana area with a magnitude greater than or equal to three but less than four; and, both of the earthquakes were closer to the IUP Indiana campus than the auxiliary campuses. While there is a low probability of earthquakes events in the area, some guidelines should an earthquake hit the area include:

- Get under a desk, table or door arch and stay away from large windows, shelving systems or tall room partitions
- If none of these are available, move against an interior wall and cover your head with your arms. Stay in place until the movement subsides
- After the shaking stops, survey your immediate area for threats such as ruptured gas or water lines, downed power lines or potential building collapse. Quickly look for injured or trapped parties, as well
- If you're outside when the shaking begins, stay in an open area away from buildings, power lines and roadways. If you're in a vehicle, pull over and stop. DO NOT park under an overpass or near a building
- After the shaking has stopped, assist those with injuries and notify Emergency Responders of any threats or hazards you encounter. Be prepared for aftershocks
- Cooperate with Emergency Responders and be prepared to evacuate your building if structural issues render it unsafe

HUMAN-CAUSED DISASTERS and CRIME EVENTS

A human-caused disaster is any condition, including an attack on the United States by a hostile foreign state or by a domestic or foreign terrorist, or any industrial, nuclear or transportation accident, explosion, conflagration, power failure, civil disorder or natural resource shortage or other condition resulting from failure of industrial or transportation systems (such as oil spills and other injurious environmental contamination), that threatens or causes substantial damage to property, human suffering, hardship or loss of life.

- Maintain situational awareness of impending conditions, events, threats and reactions
- Prepare to sustain yourself for 72 hours in the event of a severe / catastrophic / prolonged condition, attack, threat or event
- Be prepared to evacuate upon orders or requirement to do so
- Monitor public safety warnings, notifications and instructions and avoid areas of conflict. Protect yourself at all times

APPENDIX A – ACRONYMS AND DEFINITIONS

AAR – AFTER ACTION REVIEW: A review of activities after an exercise or actual event to determine lessons learned, performance and functional areas of success and areas needing improvement. This will result in a written After Action Report with recommendations for improvement.

ACP – Access Control Point

AHEP - All-Hazard Emergency Planning: A system of planning for response to an emergency that is based on emergency support function(s), not the emergency itself thus allowing one plan to be applicable to all hazards.

ALS – Advanced Life Support

ARC – American Red Cross

CAP – Civil Air Patrol

CBRNE – Chemical, Biological, Radiological, Nuclear, Explosive

CDC – Center for Disease Control

COG – Continuity of Government

COOP – Continuity of Operations Planning

Declaration of Disaster Emergency:

Local Disaster Emergency: The condition declared by the governing body of a political subdivision when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused nearby.

Governor’s proclamation of disaster emergency: The Governor is empowered to declare a state of disaster emergency when finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation or declaration authorizes State agencies and political subdivisions to exercise vested powers without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements.)

Presidential declaration of emergency: Emergency means any occasion or instance when in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of a severe disaster.

Presidential declaration of a major disaster: Major disaster means any natural catastrophe in any part of the United States, that in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act to supplement the efforts and available resources of States, local governments and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.

Decontamination: The process of making any individual, object or area safe for unprotected personnel; the process of rendering any chemical or biological agents harmless; or, the process of removing chemical or radiation agents.

DFO – Disaster Field Office

DHHS – U.S. Department of Health and Human Services

DHS – Department of Homeland Security

DOD – Department of Defense

DOH – Department of Health

DOJ – Department of Justice

EAS – Emergency Alert System: A voluntary program of the broadcast industry which allows the use of its facilities to transmit emergency information to the public as prescribed by the President, the Governor or authorized state or municipal officials.

Emergency Management: The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, preparedness, response and recovery for emergencies of any kind, whether from human-caused or natural sources.

EMS – Emergency Medical Services: The services utilized in responding to the needs of an individual for immediate medical care to prevent loss of life or aggravation of physiological or psychological illness or injury.

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

EPI – Emergency Public Information

ES – Emergency Services: Services provided for the protection or preservation of persons or property in circumstances of immediate and significant threat of injury or harm, including firefighting, law enforcement, ambulance and medical.

ESF – Emergency Support Function

Evacuation: Evacuation is a protective action – moving people from a place of danger to a place of relative safety. During an emergency, spontaneous evacuations involve a temporary mass movement of people that collectively emerges in coping with community threats, damages or disruptions.

FEMA – Federal Emergency Management Agency

HAZMAT – Hazardous Material: A hazardous material is a substance or material which is capable of posing an unreasonable risk to health, safety and property when transported in commerce.

Hazardous Substance: A substance identified as hazardous and meeting the reporting requirements under CERCLA (Comprehensive Environmental Response, Compensation and Liability Act).

Hazardous Waste: Any garbage, refuse, sludge from an industrial or other waste treatment plant, sludge from a water supply treatment plant or air pollution control facility and other discarded material which, because of its quantity, concentration, or physical, chemical or infectious characteristics, may cause or significantly contribute to an increase in mortality or morbidity in either an individual or the total population; or, pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.

HSEEP – Homeland Security Exercise Evaluation Program: A program developed by the Department of Homeland Security (DHS) to design, evaluate and follow-up on exercises of a variety of emergency services and functions.

ICEMA – Indiana County Emergency Management Agency

ICS – Incident Command System: An organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident or event.

IC – Incident Commander: The person designated to manage on-scene operations during a response effort.

IM - Incident Manager: The PEMA Director or designee who assumes command and control over all statewide emergency operations during an emergency disaster situation. The IM reports directly to, speaks for, and in some situations, is a representative from, the Office of the Governor.

IMT – Incident Management Team: A multi-agency/multi-jurisdiction team formed and managed at the State, regional and metropolitan level, comprised of trained personnel from different departments, organizations, agencies and jurisdictions within a state or region, activated to support incident management at incidents that extend beyond one operational period.

IST - Incident Support Team: A specially trained part of an Urban Search and Rescue (USAR) Task Force that provides federal, state and local officials with technical assistance in the acquisition and utilization of ESF 9 (Search and Rescue) resources.

IRT – Incident Response Team

IRT-PG: Incident Response Team, Policy Group

IRT-OG: Incident Response Team, Operations Group

JFO – Joint Field Office

JIC – Joint Information Center

LNO – Liaison Officer

Mass Care Centers: Fixed facilities that are used for short-term emergency supply of life essentials to people who are rendered temporarily homeless. In addition to lodging, food and clothing, they should make provision for home care and social needs.

MOU – Memorandum of Understanding (MOA – Memorandum of Agreement; MAA – Mutual Aid Agreement)

NAWAS – National Warning System: Federal portion of the emergency management warning system used to disseminate warning and other emergency information from the warning centers or regions to warning points in the state.

NG – National Guard

NIMS – National Incident Management System: A system to standardize management, communications equipment, training, certification and maintenance of all emergency response. The criteria and principles are published by the National Integration Center of DHS.

NRC – National Response Center

NRF – National Response Framework

NRT – National Response Team

NWS – National Weather Service: An agency within the National Oceanic and Atmospheric Administration (NOAA) that is responsible for the forecasting, observation and dissemination of weather information.

PaANG – Pennsylvania Air National Guard

PaCIC – Pennsylvania Criminal Intelligence Center

PaSTAR – Pennsylvania Statewide Telecommunications Alerting and Reporting System: PaSTAR is a data component of the PEMA Emergency Warning and Notification System that provides a

data communications path from the state to county emergency management agencies via satellite. PEMA routes NWS weather, operational and routine administrative messages through the system.

PDA – Preliminary Damage Assessment

PEIRS – Pennsylvania Emergency Incident Reporting System: A uniform emergency situation reporting system that consolidates reporting requirements and identifies PEMA as the single point of contact.

PEMA – Pennsylvania Emergency Management Agency

PennDOT – Pennsylvania Department of Transportation

PIO – Public Information Officer

POC – Point of Contact

POD – Point of Distribution (usually, but not always, a site designated for deployment of prophylaxis treatment)

Protective Action: Action taken to avoid or reduce the effects of a hazard. (The two major categories are evacuation or shelter.)

PSA – Public Safety Agency: A subdivision of Commonwealth government, public authority or municipal authority located in whole or in part within the Commonwealth that provides or has the authority to provide firefighting, law enforcement, ambulance, emergency medical or other emergency services.

PSP – Pennsylvania State Police

RACES – Radio Amateur Civil Emergency Services: An organization of licensed amateur radio operators that provide radio communications for federal, state and municipal governments in time of emergency. (***ARES*** – Amateur Radio Emergency Services, also used by public safety)

Reentry: The return to the normal community dwelling and operating sites of families, individuals, governments and business once the evacuated area has been declared safe for occupancy.

Release: Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment of any hazardous chemical, extremely hazardous substance or toxic chemical.

RCTTF – Regional Counterterrorism Task Force

RRCC – Regional Response Coordination Center

S&R – Search and Rescue

SEOC – State Emergency Operations Center

SEOP – State Emergency Operations Plan

Spill: An accident that allows material to flow or escape from a containment vessel or area.

Staging Area: A pre-selected location that provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to host jurisdictions, a rally point for mutual aid and a debarking area for returning evacuees.

TCP – Traffic Control Point

Terrorism: The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

UCS – Unified Command System

Unmet Needs: Capabilities and / or resources required to support emergency operations, but are either unavailable or not provided for at the respective levels of government.

US&R – Urban Search and Rescue

VOAD – Volunteer Organizations Active in Disaster

Warning: The dissemination to government officials and the general public of a forecast of impending disaster or emergency. It includes the signal, or attention aspects, as well as the notification message describing the nature of the hazard and the actions to be taken. The warning signal means to turn on EAS to receive instructions.

Weather Warning: When issued by NWS, a warning means that the hazardous weather phenomenon has been sighted, is imminent or has occurred in the specified area.

Weather Watch: When issued by NWS, a watch means that the conditions are present for the occurrence of the hazardous weather phenomenon in the specified area.

APPENDIX B – EMERGENCY SUPPORT FUNCTIONS

Emergency Support Function (ESF) #1 – Transportation: provides support by assisting local, state, tribal, territorial, insular area, and Federal governmental entities, voluntary organizations, nongovernmental organizations, and the private sector in the management of transportation systems and infrastructure during domestic threats or in response to actual or potential incidents.

Emergency Support Function (ESF) #2 – Communications: supports the restoration of communications infrastructure, coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision makers, and assists in the stabilization and reestablishment of systems and applications during incidents.

Emergency Support Function (ESF) #3 – Public Works and Engineering: coordinates and organizes resources to facilitate the delivery of multiple core capabilities. Activities within the scope of this function include conducting pre- and post-incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise and construction management; contracting and real estate services; and providing emergency repair of damaged public infrastructure and critical facilities.

Emergency Support Function (ESF) #4 – Firefighting: provides support for the detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with, an all-hazard incident requiring a coordinated national response for assistance.

Emergency Support Function (ESF) #5 – Information and Planning: collects, analyzes, processes, and disseminates information about a potential or actual incident, and conducts deliberate and crisis action planning activities to facilitate the overall activities in providing assistance to the whole community.

Emergency Support Function (ESF) #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services: coordinates and provides life-sustaining resources, essential services, and statutory programs when the needs of disaster survivors exceed local, state, tribal, territorial, and insular area government capabilities.

Emergency Support Function (ESF) #7 – Logistics: integrates whole community logistics incident planning and support for timely and efficient delivery of supplies, equipment, services, and facilities. It also facilitates comprehensive logistics planning, technical assistance, training, education, exercise, incident response, and sustainment that leverage the capability and resources of Federal logistics partners, public and private stakeholders, and nongovernmental organizations (NGOs) in support of both responders and disaster survivors.

Emergency Support Function (ESF) #8 – Public Health and Medical Services: provides the mechanism for assistance to supplement local, state, tribal, territorial, and insular area resources

in response to a disaster, emergency, or incident that may lead to a public health, medical, behavioral, or human service emergency, including those that have international implications.

Emergency Support Function (ESF) #9 – Search and Rescue (SAR): deploys SAR resources to provide lifesaving assistance to local, state, tribal, territorial, and insular area authorities, including local SAR Coordinators and Mission Coordinators, when there is an actual or anticipated request for SAR assistance.

Emergency Support Function (ESF) #10 – Oil and Hazardous Materials Response: provides support in response to an actual or potential discharge and/or release of oil or hazardous materials when activated.

Emergency Support Function (ESF) #11 – Agriculture and Natural Resources: organizes and coordinates support for the protection of agricultural and natural and cultural resources during national emergencies. ESF #11 works during actual and potential incidents to provide nutrition assistance; respond to animal and agricultural health issues; provide technical expertise, coordination and support of animal and agricultural emergency management; ensure the safety and defense of the Nation’s supply of meat, poultry, and processed egg products; and ensure the protection of natural and cultural resources and historic properties.

Emergency Support Function (ESF) #12 – Energy: provides support to the Department of Homeland Security (DHS) by assisting local, state, tribal, territorial, and Federal government entities, nongovernmental organizations (NGO), and the private sector by coordinating government capabilities, services, technical assistance, and engineering expertise during disasters and incidents that require a coordinated Federal response. The term “energy” includes producing, storing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and system components.

Emergency Support Function (ESF) #13 – Public Safety and Security: provides public safety and security assistance to local, state, tribal, territorial, and Federal organizations overwhelmed by the results of an actual or anticipated natural/manmade disaster or an act of terrorism.

Emergency Support Function (ESF) #14 – Long Term Community Recovery: provides a mechanism for coordinating support to State, tribal, regional, and local governments, nongovernmental organizations (NGOs), and the private sector to enable community recovery from the long-term consequences of extraordinary disasters.

Emergency Support Function (ESF) #15 – External Affairs: provides accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including children; those with disabilities and others with access and functional needs; and, individuals with limited English proficiency.