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## CAMPUS EMERGENCY RESPONSE GUIDELINE

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a supplement to the

# **West Chester University**

## Emergency Operations Plan

West Chester University Emergency Management Agency

Revised:  
January, 2007

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## PREFACE

The purpose of the Campus Emergency Response Guideline is to outline protocols that may be used in the event of specific campus emergencies. This Guideline is a working document which is expected to be supplemented and amended from time to time, as the needs arise. While the document delineates recommended actions to be taken in specific emergencies, nothing in this Guideline should be construed to limit the use of good judgment and common sense in matters not foreseen or covered by the Guideline.

This Guideline will be reviewed as necessary, but at least annually in order to keep it current and fully functional as a resource document. Changes will be reviewed and approved by Cabinet at the request of the Vice President for Administration and Finance who will serve as the University Emergency Management Director.

*Individuals with disabilities who need special assistance or accommodation when reporting an emergency should call (610) 436-1000 or the Pennsylvania TDD Relay Service at (800) 654-5984 in advance to discuss their needs.*

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# 1. INTRODUCTION

## 1.1 - PURPOSE

The basic emergency procedures outlined in this guideline are to enhance the protection of lives and property through effective use of University and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or his/her designee may declare an emergency and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate the University's unique needs presented by a particular emergency scenario.

## 1.2 - SCOPE

The Campus Emergency Response Guideline is a campus-level plan which outlines institutional emergency planning activities and response measures to be utilized in time of emergency. It identifies assets, resources, personnel and tasking assignments to manage and mitigate campus emergencies.

## 1.3 - TYPES OF EMERGENCIES

The types of emergencies covered by this Plan are:

1. Fire
2. Hurricane; tornado; earthquake
3. Chemical spill or radiation release
4. Explosion
5. Downed aircraft (crash) on campus
6. Civil disturbances, strikes, or demonstrations
7. Bomb threat
8. Utility failure
9. Accidental injury or death
10. Drinking water shortage
11. Violent or criminal behavior
12. Medical emergency
13. Mental health crisis
14. Loss of major facilities
15. Evacuation
16. Communications failure
17. Snow and ice emergency
18. Emergency shutdown

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## 1.4 - REPORTING PROCEDURES

The procedure for reporting all emergencies is contained in Section 8.2 Reporting Emergencies and Section 8.8 Medical Emergency. To report an emergency, telephone Public Safety at **(610) 436-3311** or on campus dial **3311**.

## 1.5 - DEFINITIONS OF TERMS

The following definitions of an emergency terminology are provided as guidelines to assist building coordinators in determining the appropriate response:

### 1. Emergency Management

The judicious planning, assignment and coordination of all available resources in an integrated program of mitigation, preparedness, response and recovery for emergencies of all kinds, whether from man-made or natural sources of acts of terrorism.

### 2. Emergency Services

The preparation for and the carrying out of functions to prevent, minimize and provide emergency response to injury and damage resulting from an emergency or disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, fire fighting services; police services; medical and health services; rescue; engineering; disaster warning services; communications; radiological, shelter, chemical, and other special welfare services; emergency transportation; emergency resources management; existing or properly assigned functions of plant protection; temporary restoration of public utility services; and other functions related to civilian protection.

### 3. Minor Emergency

Any incident which will not seriously affect the overall functional capabilities of the University. Report incidents immediately to the Department of Public Safety by dialing **(610) 436-3311** or on campus dial **3311**.

### 4. Major Emergency

Any incident which affects an entire building or buildings and which may disrupt the overall operations of the University. Outside resources may be required as well as major efforts from campus support services. Report incidents immediately to the Department of Public Safety by dialing **(610) 436-3311** or on campus dial **3311**.

### 5. Disaster

Any event or occurrence which has taken place that has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources along with the appropriate outside municipal mutual aid resources is required to effectively control the situation. In all cases of disaster, the University Emergency Operations Plan will be activated and appropriate support and operational plans will be executed.

Report incidents immediately to the Department of Public Safety by dialing **(610) 436-3311** or on campus dial **3311**.

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## **6. Emergency Operations Center (EOC)**

The Peoples Building, located at University Avenue and South Church Street, will serve as the primary Emergency Operations Center (EOC). This facility has rest rooms, a generator, a large conference room and computer networking. Sufficient food and water capabilities could be implemented should it become necessary to sustain operations for a period of days. This facility will also maintain the communication network to monitor fire and security alarms, as well as communicate with all police, security, environmental health and safety and maintenance personnel. In the event of a local or county emergency, this area may also serve as a secondary Operating Center for external Emergency Management Agencies.

## **7. Temporary Emergency Command Center (ECC)**

Any temporary operations area established at the scene of an emergency or disaster from which immediate supervision and instruction will be coordinated and disseminated. This post is independent of the Emergency Operation Center (EOC). At the discretion of the Incident Commander (IC), an Emergency Command Center will be established as close to the scene as is feasible. It may consist of a University Police vehicle and will be staffed by a Public Safety officer at all times. The Emergency Management Coordinator or his/her designee will operate from the Emergency Command Center (ECC) while on the scene. Immediately upon arrival, the ranking person of each responding emergency unit will report to the Emergency Command Center for response instructions.

## **8. Emergency Broadcast System (EBS) Announcements**

Official announcements made for the specific purpose of providing information, instructions, or directions from the University President or designated official representative, to the faculty, staff and students of WCU and the University community. Announcements may be made by building public address systems, by bullhorn, and/or from police cars with broadcast capabilities.

## **9. Hazardous Materials (HAZMAT)**

Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, or explosive.

## **10. Incident Commander (IC)**

The highest ranking person on scene who has ultimate control of the emergency response operations until the arrival of the Emergency Management Director or designee is the Incident Commander. Normally, the Incident Commander would be the highest ranking officer from the Department of Public Safety.

## **11. Mass Care Centers (MCC)**

Fixed facilities suitable for providing temporary emergency lodging and capable of providing all essential social services for victims of disaster left temporarily homeless. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.

## **1.6 - ASSUMPTIONS**

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The Campus Emergency Response Guidelines are predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Hence the following are general guidelines:

1. An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency are not predictable, hence published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency.
3. A disaster may affect residents in geographical locations both inside and outside of the University and Borough, Township, County, State and Federal emergency services may not be immediately available.
4. An emergency may be declared in preparation of a incident if information indicates that such a condition is developing or is probable.
5. The University must be capable of dealing with certain emergencies even when assistance from local emergency services is not available.
6. The operational priorities which should be observed in making decisions relating to campus emergencies are as follows: a) the protection of human life; b) the protection of the campus' critical infrastructure and facilities; and c) the safe, prompt resumption of normal campus operations.

## **1.7 - DETERMINATION OF EMERGENCY**

The authority to declare a campus state of emergency rests with the President or his/her designee. Generally this decision will be made subsequent to a recommendation from or in consultation with the campus Emergency Management Director and/or Emergency Management Coordinator. Typically the Department of Public Safety will be the initial responder to a campus emergency. Since the campus Emergency Management Coordinator is the Public Safety Director, first notice and evaluation of the incident will be routed through the Emergency Management Coordinator to the Emergency Management Director to the President or designee. There may also be occasions when sufficient warning allows for the declaration of an emergency prior to an actual emergency.

## **2. DIRECTION AND COORDINATION**

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## 2.1 - EMERGENCY MANAGEMENT DIRECTOR (EMD)

The Vice President for Administration and Finance oversees the direction of the University's emergency operations and activates the number of University Emergency Management Team members required to manage the emergency. The EMD will also be the primary liaison and briefing officer for the President and Cabinet and will plan and delegate assignments. In the event of non-availability of the EMD, the Emergency Management Coordinator (EMC) will assume the responsibilities.

## 2.2 - EMERGENCY MANAGEMENT COORDINATOR (EMC)

The Director of Public Safety oversees the activities of the Emergency Operations Center (EOC), advises the EMD of the presenting circumstances and takes control of the incident scene. Subsequent to instructions from the EMD, the EMC will facilitate the preparation of the Emergency Operations Center for use and begin to manage the incident in accordance with the University Emergency Operations Plan and instructions of the EMD. If the Emergency Management Coordinator must serve temporarily as the Emergency Management Director, he/she will appoint someone to function as the Emergency Management Coordinator.

## 2.3 - ORGANIZATIONAL CHART FOR EMERGENCY MANAGEMENT

**The Organizational Chart is contained within the University EOP and is not for public release**

## 2.4 - TELEPHONE/COMMUNICATION CHAIN

**Various telephone/communication chains are contained within the University EOP and are not for public release**

## 3. EMERGENCY OPERATIONS CENTER (EOC)

### 3.1 - EMERGENCY OPERATIONS CENTER (EOC)

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The Emergency Operations Center (EOC) will serve as a centralized command, communication and support center for management of the emergency. University Community Emergency Response Team (CERT) members will report to the EOC when the team is activated. The Emergency Operations Center will be located in the Peoples Building with the Department of Public Safety and will serve as the primary Emergency Operations Center. This room is designed to accommodate multiple telephone and/or electrical appliances. If this site is unavailable, a secondary Emergency Operations Center will be determined by the Emergency Management Director. At least one uniformed officer is to staff the EOC at all times, until the emergency situation is declared over. In addition, a marshaling area for outside and local agency assistance may need to be established.

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## 4. CAMPUS EMERGENCY MANAGEMENT TEAM AND ITS RESPONSIBILITIES

### 4.1 – COMMUNITY EMERGENCY RESPONSE TEAM MEMBERS

The University Community Emergency Response Team (CERT) will represent the following areas of expertise in an emergency: Administration, Public Safety, Environmental Health and Safety, Public Health, Student Affairs, Finance, Public Relations, Legal/Risk Management, Academic Affairs, and Facilities. The designated members are as follows:

- **Administration:** Executive Deputy to the President
- **Public Safety:** Director of Public Safety (EMC)
- **Environmental Health and Safety:** Director of Environmental Health and Safety
- **Public Health:** WCU Health Department Faculty
- **Students:** Dean of Students or Designee
- **Finance:** Vice President for Administration and Finance (EMD)
- **Public Relations:** Director of Public Relations and Marketing
- **Legal/Labor/Risk Management:** Associate Vice President for Human Resources
- **Academic Affairs:** Provost or designee
- **Facilities:** Executive Director of Facilities Management

Activated team members must maintain constant communication with the Emergency Command Center.

### 4.2 - COMMUNITY EMERGENCY RESPONSE TEAM RESPONSIBILITIES

The role of the CERT is to provide resources, recommendations and area-specific expertise to the EMD/EMC in managing the emergency. Those responsibilities include:

- Determine the initial and ongoing scope, conditions and impact of the emergency
- Define objectives and priorities for emergency action
- Formulate specific plans to respond to, mitigate and recover from emergency incidents
- Deploy emergency resources and equipment
- Identify and allocate resources as they become necessary and available.
- Ensure proper notifications of local, state and federal authorities as required by law
- Request additional services from local, state and federal emergency management organizations and assist in the coordination and integration of those services once on-scene.
- Communicate information and instructions to responders and affected constituencies.

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## **5. ADMINISTRATIVE RESPONSIBILITIES**

### **5.1 - PRESIDENT**

The President will serve as the University's chief spokesperson in an emergency and will serve as the principal liaison between the University, the PA State System of Higher Education and the Commonwealth.

### **5.2 - VICE PRESIDENTS AND DEANS**

The Vice Presidents and Deans will be responsible for the following:

1. Emergency Preparedness:
  - a) Building evacuation information shall be posted and distributed to all employees with follow-up discussions as necessary.
  - b) Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR/AED and building evacuation procedures.
2. Emergency Situations:
  - a) Inform all persons under his/her direction of the emergency condition.
  - b) Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
  - c) Maintain emergency communications availability.

### **5.3 - DIRECTORS AND DEPARTMENT CHAIRPERSONS**

All Directors and Department Chairpersons have the responsibility to:

1. Educate their faculty and/or staff concerning University emergency procedures and evacuation procedures for their building.
2. Be aware of and inform faculty/staff/students/visitors of evacuation assembly points for their respective areas.
3. Inform their staff of an emergency and initiate emergency procedures as outlined in this guideline.
4. Report all safety risks to the Department of Public Safety. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Facilities Division.
5. Direct all students, staff and faculty to follow all building evacuation plans during any emergency and to report to a designated campus assembly area outside the building. Evacuation plans are posted in all corridors or lobbies.

### **5.4 - PUBLIC RELATIONS DIRECTOR**

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1. Act as the university authorized spokesperson.
  2. Through coordination with the EMD and EMC, provide information and guidance to the campus community, public, and/or media as appropriate.
  3. Make emergency public information materials available to persons with disabilities, the hearing impaired, the non-English speaking population, and the general population.
  4. Authenticate all sources of information that is received and verify for accuracy.
  5. Coordinate rumor control.

## 6. UNIVERSITY NOTIFICATION SYSTEM

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It is essential to have a system in place to inform students, faculty and staff when the University is closed, individual classes are altered or canceled completely, or other pertinent information needs to be disseminated as a result of an emergency or disaster.

The University President, Vice Presidents, Deans, Directors, Department Chairpersons or any of their designees, each student, and individual faculty and staff members share the responsibility for disseminating and retrieving class cancellation information.

As specified by the Public Relations Director, area radio and television stations, the West Chester University Web page, and West Chester University All Users e-mail are to be utilized to provide University closing, class cancellation, and emergency notification information.

The telephone is the primary means of emergency notification at West Chester University. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. The Telecommunications Coordinator is responsible for establishing a specified telephone line to transmit and receive special emergency or disaster information. This line may be accessed on-campus by dialing ext. 1000 or off-campus at (610) 436-1000.

## **6.1 - CAMPUS CLOSING**

The President or designee is responsible for issuing an emergency closing order for the WCU campus canceling all classes and/or activities. The closing order should be communicated to the Public Relations Director or designee and to the Telecommunications Coordinator or designee.

The Public Relations Director or designee is responsible for notifying area radio and television stations, according to established procedures, and for placing the appropriate closing message on the phone line, (610) 436-1000. Such notification should include a special statement to the effect that "The West Chester University campus is closed and all classes and activities (from specified time to specified time) are canceled."

The Telecommunications Coordinator or designee will make the necessary phone programming adjustment for the University's main number (610) 436-1000.

The notifications will occur as soon as a decision has been made, and updated at least daily. Upon notification by the President or designee, the Public Relations Director will cause the "closed" message to be removed from the phone system, and the Telecommunications Coordinator will be responsible for returning the phone system to the normal mode.

## **6.2 - EMERGENCY CLOSING, CLASS CANCELLATION AND DELAY OF OPENING**

The President, or designee, in consultation with senior administrative officers and appropriate off-campus personnel as necessary, is responsible for canceling classes or delaying the opening of the University.

If University facilities become unavailable or are closed by the administration, off-campus organizations using University facilities are responsible for canceling or delaying their activities or events and notifying their constituents.

Decisions affecting morning functions will usually be announced by 6:00 am; those affecting afternoon functions usually by 11:00 am; and those affecting evening functions usually by 3:30 pm.

Utilizing appropriate communication media, notification of members of the academic community of the decisions concerning cancellation, delay and closing will take place as soon as decisions are made.

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### University Closed

All University functions, including functions that may be sponsored by other organizations but held on campus, are expected to be cancelled. Only essential employees, as defined by Deans and Directors, are expected to continue and/or report for work at the usual times.

### Delay of University Opening

University classes and offices open at a specified time. Only essential employees, as defined by Deans and Directors, are expected to continue and/or report for work at the usual times.

### Cancellation of Classes

Classes are canceled, but other activities and functions on campus will continue as scheduled. Offices and services, etc., remain open. Employees who choose to leave work early, or who elect to remain at home, are expected to submit annual or personal leave forms.

### Procedures

The President, or designee, notifies the various Vice Presidents, who in turn notify Deans/Departments within their division using a telephone tree notification process (See **Appendix M**).

The Vice President for Administrative & Fiscal Affairs, or designee, records the appropriate message on the phone system as per this section.

The Public Relations Director, or designee, notifies the various radio and television media and also updates the West Chester University Information (WCU) number (610) 436-1000 with the following messages:

a) **SAMPLE MESSAGES INFORMATION CENTER/1000 LINE FOR INCLEMENT WEATHER**

**#1 - Normal Class Schedule**

The University will be operating according to the normal schedule today, *Insert Date*.

**#2 – 1 Hour Delay**

The University is operating on a 1-hour delay this morning, *Insert Date*. That means that all 8:00 am classes are cancelled. The 9:00 am class will be the first class today. All essential personnel should report on their regular schedule. All other personnel should report at 9:00 AM. The decision regarding evening classes (those starting after 4:00 pm) may be made as early as 12:00 noon but no later than 3:30 pm. *(On Tuesday/Thursday, there is no option for a 1 hour delay. Either a 2-hour delay or a class cancellation will be called. See note below re delay on Tuesday/Thursday)*

**#3 – 2 Hour Delay**

The University is operating on a 2-hour delay this morning, *Insert Date*. That means that both the 8:00 am and 9:00 am classes are cancelled. The 10:00 am class will be the first class today. All essential personnel should report on their regular schedule. All other personnel should report at 10:00 am. The decision regarding evening classes (those starting after 4 PM) may be made as early as 12:00 noon but no later than 3:30 pm.

**#4 – Day Classes cancelled**

Day classes for *Insert Date* have been cancelled. A decision regarding evening classes (those starting at 4 pm or after) may be made as early as 12:00 noon but no later than 3:30 pm. All essential personnel should report to work on their regular schedule.

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#### #5 – Early Class Dismissals

The University is canceling classes starting at 11:00 a.m. and afterwards today, Insert Date. All evening classes are also cancelled. Essential personnel should remain or report to work on their regular schedule unless otherwise directed by their supervisor. The Library will remain open until 9:00 pm. The Academic Computing Center will remain open until 10:00 p.m. today and open again tomorrow at 8:00 a.m.

(If possible, we should add tomorrow's status: E.g. - Additionally, on Insert Date the University is operating on a 2-hour delay. That means that both the 8:00 a.m. and 9:00 a.m. classes are cancelled. The 10:00 a.m. class will be the first class of the day. All essential personnel should report on their regular schedule. All other University personnel should report at 10:00 a.m. on Insert Date.

#### #6 - Maintain Evening Class Schedule

All evening classes scheduled to start at 4:00 pm or later are operating on their regular schedule this evening, Insert Date.

#### #7 - Cancel Evening Class Schedule

Evening classes (those starting at 4:00 pm or after) have been cancelled for Insert Date. All essential personnel should report to work on their regular schedule. The decision for tomorrow's classes will be broadcast by 6:00 am.

#### #8 - Cancel Day and Evening Class Schedule

The University has cancelled both day and evening classes for Insert Date. All essential personnel should report on their regular schedule.

#### #9 - Resume Class Schedule

The University will resume its normal schedule for both day and evening classes on Insert Date.

#### #10 - University CLOSED (Caution – only used in rare occurrences IF the University is closed)

The University will be closed Insert Date. (A large snowstorm could require the University to be closed multiple days) Only essential personnel required by their supervisor should report to work on Insert Date. All University-related events have been cancelled. Persons attending events scheduled to occur at the University by non-University organizations should contact their event organizer for cancellation information. The Library's schedule is \_\_\_\_\_. The ACC's schedule is \_\_\_\_\_. The Bus schedule is: \_\_\_\_\_

To determine whether the University has canceled classes and activities, students, faculty, and staff may use the following procedures:

- a) Listen to radio/television stations in the area (WCU's code is 853)
- b) Dial the University's main number (610) 436-1000.
- c) WCU Web Page: <http://www.wcupa.edu>

Vice Presidents, Deans, Directors and Chairpersons or any of their designees, are responsible for disseminating the above procedures to all faculty and staff using appropriate means.

The Vice President for Student Affairs is responsible for disseminating the above procedures to students, via the Student Handbook, bulletin board postings, general mailings, WCU web page (<http://www.wcupa.edu>), or other appropriate means. Students are expected to utilize the communication systems and procedures described above to obtain University closing and class cancellation information, as the result of an emergency or disaster.

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The Director of Telecommunications will provide training, guidance and/or assistance to those who are responsible for using the phone system to post class cancellation or emergency information, and to periodically monitor the system to assure that the system is working properly.

#### TDD Relay Service

Individuals with disabilities who need special assistance or accommodation when reporting an emergency should call (610) 436-1000 or the Pennsylvania TDD Relay Service at (800) 654-5984 in advance to discuss their needs.

### 6.3 - PUBLIC SAFETY OFFICER ON DUTY

The Public Safety Department is the focal point for two-way transmission of official emergency telephone communications to University administrators. Each University administrator, upon receiving notification of a campus emergency, shall pass the same information along to those departments/offices under his or her direction.

As necessary, the officer on duty will notify the Director of Public Safety or designee in accordance with established emergency call procedures, of any campus emergency and will initiate the notification system by calling the following University administrators:

1. The President or designee.
2. The Director of Public Safety.
3. The Vice President for Administration and Finance.
4. The Provost and Vice President for Academic Affairs.
5. The Vice President for Student Affairs.
6. The Vice President of Advancement.
7. The Vice President for Information Services
8. The Environmental Health and Safety Director.
9. The Public Information Director.

**Note:** During an emergency, Campus phones may be restricted or inoperative. In the absence of phone services, Public Safety should provide runners for emergency notification, as necessary, contingent on available staff or student personnel.

### 6.4 - GOVERNOR'S CLOSING OF STATE ROADS

(Insert West Chester University's Administrative Policy, when available.)

## 7. SOURCES OF ASSISTANCE DURING EMERGENCIES

### 7.1 - ON-CAMPUS ASSISTANCE

1. Public Safety emergency dispatcher phone: **(610) 436-3311** or on campus dial **3311**. Uniformed Officers are on duty twenty four hours a day, seven days per week.

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2. Maintenance Operations: Trouble/service required after 4:30 pm. contact Public Safety at **(610) 436-3311** or on campus dial **3311**. Skilled workers are available from the Facilities Management Department (610) 436-2444 weekdays between 7:00 am and 3:30 pm and on short notice through Public Safety at all other times. They are capable of providing the following emergency services:

- a) UTILITIES: Repairs to water, gas, electric, steam and sewage systems.
- b) STRUCTURES: Repairs to structures and mechanical equipment therein, including heat and cooling.
- c) EQUIPMENT: Emergency procurement of materials and services can be arranged in direct support of any contingency. This includes a water shortage or water ban.
- d) TRANSPORTATION: Sedans, vans, trucks and tractors.

## **7.2 - RESOURCE AND EQUIPMENT LIST**

**The Resource and Equipment list is contained within the University EOP and is not for public release**

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## 8. PROCEDURES, REVIEW, PRACTICE AND NOTIFICATION

### 8.1 EMERGENCY PROCEDURES GUIDE

This section contains the procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

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### 8.2 - REPORTING EMERGENCIES

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Report all emergencies immediately to the Department of Public Safety using the following procedures

1. Go to a safe place and contact Public Safety by dialing **(610) 436-3311** or on campus dial **3311**.
2. In any EMERGENCY in which Public Safety CANNOT be reached, dial 911.
3. When calling, stay calm and carefully explain the problem and location to the police.
4. Provide the following information: nature of incident, location, number of people involved, need for medical assistance, etc.
5. DO NOT HANG UP UNTIL INSTRUCTED TO DO SO.

### 8.3 - EVACUATION PROCEDURES

In an emergency (Police, Fire, Ambulance) **(610) 436-3311** or on campus dial **3311**. In an EMERGENCY when Public Safety CANNOT be reached, dial 911.

1. Building Evacuation - All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety Personnel or the Building Administrator.
  - a) When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit or in accordance with the posted evacuation plan and alert others to do the same.
  - b) ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING. IN SOME BUILDINGS, AN AREA OF RESCUE ASSISTANCE FOR THE DISABLED HAS BEEN PROVIDED AND SHOULD BE USED. DO NOT USE THE ELEVATORS IF THERE IS A FIRE. DO NOT PANIC.
  - c) Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
  - d) DO NOT return to an evacuated building unless told to do so by Public Safety Personnel.

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until the Building Evacuation Team Member, Public Safety, or a designated Community Emergency Response Team member authorizes you to return or directs you otherwise. The Building Evacuation Team Member will assist in the accounting for building occupants.

2. Campus Evacuation
  - a) Evacuation of all or part of the campus grounds will be announced by the Department of Public Safety as described.
  - b) All persons (students and employees) are to immediately vacate the area in question and relocate to another location as directed.

### 8.3 (a) - BUILDING EVACUATION FORM

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The following Building Evacuation Form should be conspicuously posted in all departmental offices and on the building's informational bulletin board. This form identifies the Facility Administrator, the Building Evacuation Team Members, and the Evacuation Assembly Point.

Building: \_\_\_\_\_

Street Address: \_\_\_\_\_

**KEEPING CALM..... KEEPS OTHERS CALM**

Facility Administrator: \_\_\_\_\_

Location: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Building Evacuation Team Members:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Evacuation Assembly Point(s):

Primary \_\_\_\_\_

Secondary \_\_\_\_\_

As Directed \_\_\_\_\_

**IMPORTANT:** After evacuating the building, report to the above designated assembly point. Stay there until the Facility Administrator, Public Safety, or a designated Community Emergency Response Team member authorizes you to return or directs you otherwise.

**NOTE:** Facility Administrators will be responsible for their building during an emergency and will make sure that this form is completed and distributed to all building occupants, as well as post and maintain an up-to-date copy on all building bulletin boards.

#### 8.4 - MEDIA RELATIONS

The University has two basic guidelines to observe in crisis situations regarding releasing information to the press or general public:

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1. Only an authorized spokesperson (President or Director of Public Relations) will meet or talk with the media.
  2. Only factual information will be released; no speculation is to be offered.

Notification Procedures:

1. The President, other senior administrators, and the Director of Public Relations are to be informed immediately of existing emergencies. Complete details are made available to them, including what the emergency is, how it began, who is involved, what is happening now, and what help has been requested.
2. The President, Director of Public Relations, and any other person involved shall confer and decide on the appropriate action.
3. All calls from the media shall be referred directly to the Office of Public Relations: (610) 436-3383.

### **8.5 - CIVIL DISTURBANCES, STRIKES, OR DEMONSTRATIONS**

Most campus demonstrations such as marches, meetings, strikes, off-campus groups, picketing and rallies will be peaceful and non-obstructive. A student demonstration is registered in advance of the event through the Dean of Students Office and should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

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

**PREVENTION** of access to office, building, or other University facilities.

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

If any of these conditions exist:

- a) Avoid interacting with the individual or group
- b) Notify Public Safety, who will be responsible for contacting and informing the President or designee.

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

#### **1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS**

- a) Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.
- b) If demonstrators are asked to leave but refuse to leave by regular facility closing time:
  - 1) Arrangements will be made by the Director of Public Safety to monitor the situation, or
  - 2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2)

#### **2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS**

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

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- a) Depending upon the type of demonstration and the people involved, one of the University's Vice Presidents, or designee, will ask demonstrators to terminate the disruptive activity.
  - b) Key University personnel and/or student leaders will be asked by the appropriate Vice President or designee to go to the area and persuade the demonstrators to desist.
  - c) The appropriate Vice President or designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities (second warning).
  - d) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may be subject to:
    - 1) Possible arrest.
    - 2) If WCU students, disciplinary process under the University Code of Conduct, such as immediate interim suspension for "life safety" violations. (See **Appendix H**). The President or designee will be consulted before such disciplinary actions are taken.
  - e) To facilitate later testimony, efforts should be made to secure positive identification, including photographs and videotapes if deemed advisable, of demonstrators in violation.
  - f) The need for an injunction and the intervention of Public Safety will be determined by the appropriate Vice President after consultation with the President and Director of Public Safety, or in their absence, their appropriate designees.
  - g) If determination is made to proceed with the intervention of civil authorities, the demonstrators should be so informed. Upon the arrival of Public Safety, the remaining demonstrators will be warned of the intention to arrest (See **Appendix I**). The President, or designee, will be consulted before civil authority intervention is conducted by Public Safety.

### 3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the appropriate Vice President, or their designees, will be notified:

- a) During Business Hours
  - 1) In coordination with the appropriate Vice President, Public Safety will coordinate as needed with other police agencies and the University's Director of Public Relations.
  - 2) If advisable, the appropriate Vice President will alert the President, who may then direct photography at advantageous locations for photographing the demonstrators.
  - 3) The President, in consultation with the appropriate Vice President and the Director of Public Safety, will determine the possible need for an injunction.
- b) After Business Hours
  - 1) Public Safety should be immediately notified of the disturbance.

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- 2) Public Safety will investigate the disruption and notify the Director of Public Safety, the Vice President for Administration and Finance, the Vice President for Student Affairs (if student related), and the University Public Relations Office.
  - 3) In coordination with the appropriate Vice President, Public Safety will contact the appropriate mutual aid police agencies and if advisable, call for a photographer to report to an advantageous location for photographing the demonstrators.
  - 4) The Vice President for Administration and Finance will:
    - a) Report the circumstances to the President.
    - b) Notify key administrators and, if appropriate, the administrator responsible for the building area.
    - c) If necessary, the President or the Vice President of Administration and Finance or their designees, in consultation with the Director of Public Safety will call for Police assistance.

**NOTE:** The Director of Public Safety reserves the right to call for Police assistance without counsel from others, if it is deemed to be of paramount importance to the safety of person(s) involved.

## **8.6 - EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS**

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks or other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify Public Safety by dialing **(610) 436-3311** or on campus dial **3311**. If you cannot reach Public Safety, dial 911. Give your name and describe your location and the location of the emergency.
3. If necessary, or when directed to do so, activate the building fire alarm.
4. If the building evacuation alarm is sounded, or when told to leave by University officials, walk quickly to the nearest available marked exit and ask others to do the same.
5. ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING. IN SOME BUILDINGS, AN AREA OF RESCUE ASSISTANCE FOR THE DISABLED HAS BEEN PROVIDED AND SHOULD BE USED. DO NOT USE THE ELEVATORS IF THERE IS A FIRE. STAY CALM.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building or crash area. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. Follow any directions provided by emergency crews.
8. A Campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center, unless you have official business.
9. DO NOT return to an evacuated building without the proper authorization.

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**IMPORTANT:** After any evacuation, report to your designated campus area assembly point and wait for further direction. As directed by Public Safety, the Building Evacuation Team Member or a designated Community Emergency Response Team member may authorize you to return to the building or direct you otherwise. The Building Evacuation Team Member will assist in the accounting for building occupants.

### 8.7.1 – EARTHQUAKE

Remain calm and quickly follow the steps outlined below:

#### 1. If inside the Building:

1. Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
2. If you are standing in a doorway, brace yourself against the frame and watch out for a swinging door or other people. Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
3. Stay under cover until the shaking stops, then leave the building.
4. If it is safe to do so, stabilize any laboratory procedure or machinery that could lead to further danger. (For instance, turn off Bunsen burners or electrical equipment.)

#### 2. If outside the Building

1. Move away from trees, signs, buildings, electrical poles and wires.
2. With your arms, protect your head from falling bricks, glass, plaster, and other debris.
3. Move away from fire and smoke.
4. Once outside, move to a clear area that is at least 500 feet from affected buildings. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
5. Follow any directions provided by emergency crews.
6. A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center, unless you have official business.
7. **DO NOT RETURN TO AN EVACUATED BUILDING** without the proper authorization.

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point and wait for further direction. As directed by Public Safety, the Building Evacuation Team Member or a designated Community Emergency Response Team member may authorize you to return to the building or direct you otherwise. The Building Evacuation Team Member will assist in the accounting for building occupants.

### 8.7.2 - HURRICANE

Remain calm and quickly follow the steps outlined below.

When a **Hurricane Watch** is issued for the West Chester Area, the following steps must be taken:

1. Unplug all electrical/electronic equipment.

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2. Disconnect data cable(s) to the computer equipment.
  3. Move books, files, and equipment away from doors and windows. Elevate books, files and equipment above floors.
  4. Move vulnerable items from the floor to table tops or higher.
  5. Close drapes or blinds to help protect room contents.
  6. Remove perishables from refrigerators, coolers, and freezers.

**Hurricane Warning** - issued when hurricane conditions are expected within 24 hours. The warning will identify the coastal area where hurricane conditions are expected to occur. The warning may also describe coastal areas where dangerously high tides or large waves could occur.

1. If **INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If **OUTDOORS**, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines, as they may be energized. Know your assembly points.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. Evaluate the situation and, if emergency help is necessary, call Public Safety at **(610) 436-3311** or on campus dial **3311**, or if you cannot reach Public Safety, call 911.
5. Follow any directions provided by emergency crews.
6. A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center, unless you have official business.

### 8.7.3 - TORNADO

Remain calm and quickly follow the steps outlined below

1. If a tornado warning is issued, a tornado has actually been sighted. Proceed to the basement, to the lowest floor in your building, or to the interior hallway of a middle floor. Move in an orderly manner (do not run).
2. Do not use the elevators. Avoid gymnasiums, auditoriums, cafeterias, and windows (large open spaces with many windows or areas covered with a flat, wide-span roof are not considered safe).
3. Crouch down on the floor and cover your head with your arms and/or get under sturdy furniture like a heavy desk or table and hold on to it. Stay away from corners (they attract debris).
4. Do not leave the campus in your vehicle or on foot if a tornado is imminent. If you are in your car or outdoors, enter the nearest building. If you can not make it to a building, find a ditch or depression in the ground to lie in. Cover your head with your arms. Do not remain in your car!

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5. **Do not** sound the building alarm to warn occupants of a tornado. Your building or department should have an established plan for communicating emergency information like the issuance of a tornado warning without sounding the building alarm.
  6. There is no city-wide audio warning system or emergency siren in West Chester. Stay tuned to local radio stations to receive the best source for updates on emergency information during an actual tornado emergency.
  7. The basement of your building is generally considered the shelter for your area. Take a radio to the shelter if you have it (this will allow you to check weather updates). Also bring along water bottles, coats, snacks or any food you have available, and a first aid kit if you have one. You may end up stuck there for some time. If you are in a small structure (mobile home-size building or a small building without a basement), you should move to a larger building if possible. The time to arrange your evacuation site or shelter location for emergencies is before an actual emergency. You should not automatically assume there will be room for your department in an adjacent building's emergency shelter area. Coordinate these efforts in advance.
  8. Specific departments/programs might want to consider assigning a spotter responsible for looking out for approaching storms when a warning has been issued. These individuals should be trained.
  9. Follow any directions provided by emergency crews.
  10. A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center, unless you have official business.

## 8.8 - MEDICAL EMERGENCY

1. If serious injury or illness occurs on campus, immediately dial **(610) 436-3311** or on campus dial **3311**. Give your name, describe the nature and severity of the medical problem, and give the campus location of the victim.
2. In case of minor injury or illness, provide first aid care.\* Use only sterile first aid materials.
3. In case of serious injury or illness, certified or appropriately trained personnel should quickly perform the following steps:
  - a) Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
  - b) Ask the victim, "Are you okay?" and "What is wrong?"
  - c) Check victim's breathing and begin CPR if necessary. Send someone to get help.
  - d) Control serious bleeding by direct pressure on the wound.
  - e) Continue to assist the victim until help arrives.
  - f) Look for emergency medical ID, question witness(es) and give all information to the paramedics.

The University provides on-going training programs in CPR/AED, first aid and emergency care through its Professional Staff Development Program and allows release time for those desiring to enroll in the program. Eventually, the University hopes to have trained personnel in each University building.

**\*Only trained personnel should provide first aid treatment (i.e., first aid, CPR/AED, etc.)**

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## 8.9 - CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material must be reported immediately to Public Safety at (610) 436-3311 or on campus dial 3311, and the Environmental Health & Safety Department at (610) 436-3333. Any radiation spill also requires the notification of the Radiation Safety Officer (RSO) at (610) 436-2319.
  - a) When reporting, be specific about the nature of the involved material and the exact location.
  - b) Determine as many details regarding the spill as possible **without** endangering your safety.
  - c) Spilled material may be airborne; **DO NOT STAY IN THE VICINITY LONGER THAN NEEDED.**
  - d) Public Safety or Environmental Health and Safety personnel will contact the necessary specialized authorities and medical personnel.
2. The first person on site should evacuate the affected area at once, and seal it off to prevent further contamination of other areas until the arrival of Public Safety or Environmental Health & Safety Personnel.
3. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give his or her name to Public Safety. Required first aid and cleanup by specialized authorities should be started at once. Consult the specific MSDS or contact the Environmental Health and Safety Department for correct decontamination procedures.
4. If an emergency exists, activate the building fire alarm and report the emergency by phone.
5. If the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
6. ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING. IN SOME BUILDINGS, AN AREA OF RESCUE ASSISTANCE FOR THE DISABLED HAS BEEN PROVIDED AND SHOULD BE USED. DO NOT USE THE ELEVATORS IF THERE IS A FIRE. STAY CALM.
7. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walk ways clear for emergency vehicles and crews. Know your area assembly points.
8. Follow any directions provided by emergency crews.
9. A Campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center, unless you have official business.
10. DO NOT return to an evacuated building without the proper authorization.  
**IMPORTANT:** After any evacuation, report to your designated campus area assembly point and wait for further direction. As directed by Public Safety, the Building Evacuation Team Member or a designated Emergency Response Team member may authorize you to return to the building or direct you otherwise. The Building Evacuation Team Member will assist in the accounting for building occupants.

## 8.10 - BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Public Safety at (610) 436-3311 or on campus dial 3311.

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- a) Any person receiving a phone call bomb threat should refer to the Bomb Threat Checklist and ask the questions listed.

**NOTE: DO NOT ASK THE CALLER'S NAME!** No name will be given and if an actual bomber is calling, he/she will usually hang up when this question is asked.

- b) Keep talking to the caller as long as possible and record the information on the Bomb Threat Checklist (Appendix L).
  - c) Immediately notify Public Safety, by dialing **(610) 436-3311** or on campus dial **3311**. Report the incident.
2. Public Safety will immediately contact the Telecommunications Coordinator to see if a trace could be put on the telephone line for further calls or determine if the calls reside on any other telephone service that is traceable.
  3. Public Safety will conduct a "cursory search" for the bomb, which is a quick search for any unusual objects. Public Safety should not use two-way radios while searching, as this might activate the bomb.
  4. Police should be accompanied by someone familiar with the area to know what is unusual. Employees should not search on their own. **DO NOT TOUCH THE UNUSUAL OBJECT!** Do not open drawers or cabinets or turn lights on or off. If an emergency exists, Public Safety will evacuate the building.
  5. **DO NOT activate the building fire alarm, or use cell phones inside the building.**
  6. When the building evacuation is announced or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
  7. ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING. IN SOME BUILDINGS, AN AREA OF RESCUE ASSISTANCE FOR THE DISABLED HAS BEEN PROVIDED AND SHOULD BE USED. DO NOT USE THE ELEVATORS IF THERE IS A FIRE. STAY CALM.
  8. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walk ways clear for emergency vehicles and crews. Know your area assembly points.
  9. DO NOT return to an evacuated building without the proper authorization.

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point and wait for further direction. As directed by Public Safety, the Building Evacuation Team Member or a designated Community Emergency Response Team member may authorize you to return to the building or direct you otherwise. The Building Evacuation Team Member will assist in the accounting for building occupants.

### **Bomb Threat Checklist**

***NOTIFY PUBLIC SAFETY IMMEDIATELY (610) 436-3311***

NUMBER AT WHICH CALL IS RECEIVED \_\_\_\_\_ DATE \_\_\_\_\_

TIME CALL RECEIVED \_\_\_\_\_ A.M. P.M. TIME CALLER HUNG UP \_\_\_\_\_ A.M. P.M.

EXACT WORDS OF CALLER:

\_\_\_\_\_

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QUESTIONS TO ASK:

1. WHEN IS THE BOMB GOING TO EXPLODE? \_\_\_\_\_
2. WHERE IS THE BOMB RIGHT NOW? \_\_\_\_\_
3. WHAT KIND OF BOMB IS IT? \_\_\_\_\_
4. WHAT DOES THE BOMB LOOK LIKE? \_\_\_\_\_
5. WHAT WILL CAUSE IT TO EXPLODE? \_\_\_\_\_
6. WHY WAS THE BOMB PLACED THERE? \_\_\_\_\_
7. WHO CLAIMS RESPONSIBILITY FOR THE BOMB? \_\_\_\_\_

DESCRIPTION OF CALLER'S VOICE:

SEX \_\_\_\_\_ AGE RANGE \_\_\_\_\_

ACCENT \_\_\_\_\_

WAS THE VOICE FAMILIAR? \_\_\_\_\_

IF SO, WHO DID IT SOUND LIKE? \_\_\_\_\_

ON THE BACK OF THIS SHEET, PLEASE CHECK APPROPRIATE CATEGORIES CONCERNING CALLER'S VOICE, BACKGROUND NOISES AND THREAT LANGUAGE.

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**CHECK OFF ANY/ALL DESCRIPTIONS OF CALLER'S VOICE THAT MAY APPLY:**

- |                                 |                                   |  |   |
|---------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> SOFT   | <input type="checkbox"/> LOUD     | <input type="checkbox"/> SLURRED         | <input type="checkbox"/> STUTTER        |
| <input type="checkbox"/> SLOW   | <input type="checkbox"/> RAPID    | <input type="checkbox"/> NASAL           | <input type="checkbox"/> RASPY          |
| <input type="checkbox"/> ANGRY  | <input type="checkbox"/> CALM     | <input type="checkbox"/> LISP            | <input type="checkbox"/> CRACKING VOICE |
| <input type="checkbox"/> CRYING | <input type="checkbox"/> LAUGHTER | <input type="checkbox"/> DISGUISED       | <input type="checkbox"/> DISTINCT       |
| <input type="checkbox"/> NORMAL | <input type="checkbox"/> EXCITED  | <input type="checkbox"/> CLEARING THROAT | <input type="checkbox"/> DEEP BREATHING |

**CHECK OFF ANY/ALL BACKGROUND AND/OR UNUSUAL SOUNDS THAT MAY APPLY:**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> CLEAR       | <input type="checkbox"/> STREET NOISES     |
| <input type="checkbox"/> STATIC      | <input type="checkbox"/> HOUSE NOISES      |
| <input type="checkbox"/> VOICES      | <input type="checkbox"/> RESTAURANT NOISES |
| <input type="checkbox"/> MOTOR       | <input type="checkbox"/> FACTORY MACHINERY |
| <input type="checkbox"/> MUSIC       | <input type="checkbox"/> OFFICE MACHINERY  |
| <input type="checkbox"/> P.A. SYSTEM | <input type="checkbox"/> LONG DISTANCE     |

**CHECK OFF ANY/ALL THAT MAY APPLY TO THE THREAT LANGUAGE:**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> WELL SPOKEN (EDUCATED)       | <input type="checkbox"/> FOUL       |
| <input type="checkbox"/> INCOHERENT                   | <input type="checkbox"/> IRRATIONAL |
| <input type="checkbox"/> MESSAGE READ BY THREAT MAKER | <input type="checkbox"/> TAPED      |

REMARKS: \_\_\_\_\_

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***REPORT CALL TO PUBLIC SAFETY IMMEDIATELY (610) 436-3311***

Name \_\_\_\_\_ Campus Phone Number \_\_\_\_\_

Department/Position \_\_\_\_\_

**8.11 - VIOLENT OR CRIMINAL BEHAVIOR**

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The Department of Public Safety is located at South Church Street & University Avenue in the Peoples Building and provides you with 24-hour help and protection. This service is provided seven days a week on a year-round basis. Emergency phones identifiable by an overhead blue light are located outside University residence halls and other central locations for contacting Public Safety directly.

For On-campus Emergencies, dial **(610) 436-3311** or on campus dial **3311**. If using a campus emergency phone designated by an overhead blue light, just punch the emergency button and you will be connected automatically to the Public Safety Dispatch Center. For off-campus emergencies, DIAL 911.

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense, promptly notify Public Safety at **(610) 436-3311** or on campus dial **3311**. as soon as possible and report the incident, including the following:
  - a) Nature of the incident.
  - b) Location of the incident.
  - c) Description of person(s) involved.
  - d) Description of property involved.
3. If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify Public Safety and report the incident.
4. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
5. Should a weapon or explosive be discharged on campus, you should take cover immediately. After the disturbance, seek emergency first aid if necessary.
6. WHAT TO DO IF TAKEN HOSTAGE:
  - a) Stay calm and alert, avoid any drastic action
  - b) Avoid appearing hostile
  - c) Inform captor of needs for first aid, medications, rest room privileges
  - d) Be aware and able to describe captors' physical characteristics (scars, tattoos, height, weight, hair, and eye color) and what the captor is wearing (colors and types of clothing)

## **8.12 - FIRE**

**IN ALL CASES OF FIRE, PUBLIC SAFETY MUST BE NOTIFIED IMMEDIATELY BY DIALING (610) 436-3311 or on campus dial 3311!**

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through the Office of Environmental Health and Safety at (610) 436-3315.
2. Activate the building fire alarm and report the fire by phone IMMEDIATELY to Public Safety by dialing **(610) 436-3311** or on campus dial **3311**.
3. If the fire is confined to a small area, attempt to extinguish it using the proper fire extinguisher. If it is not extinguished within thirty seconds, stop further attempts and immediately evacuate the building. The fire should now be fought by only qualified fire fighting personnel.

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4. Evacuate all rooms, closing all doors to confine the fire and reduce oxygen, **DO NOT LOCK DOORS!** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
  5. If the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
  6. ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING. IN SOME BUILDINGS, AN AREA OF RESCUE ASSISTANCE FOR THE DISABLED HAS BEEN PROVIDED AND SHOULD BE USED. DO NOT USE THE ELEVATORS IF THERE IS A FIRE. STAY CALM.
  7. Once outside, move to a clear area that is at least 500 feet away and upwind from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
  8. Follows all directions provided by emergency crews.
  9. A Campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center, unless you have official business.
  10. DO NOT return to an evacuated building without the proper authorization.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) on the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **STAY CALM.**

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point and wait for further direction. As directed by Public Safety, the Building Evacuation Team Member or a designated Community Emergency Response Team member may authorize you to return to the building or direct you otherwise. The Building Evacuation Team Member will assist in the accounting for building occupants.

### **8.13 - UTILITY FAILURE**

1. In the event of a major utility failure occurring during regular working hours (7:00 a.m. through 4:30 p.m., Monday through Friday), immediately notify the Facilities Management Department at (610) 436-2444 or extension 2444. If no answer, immediately contact Public Safety at **(610) 436-3311** or on campus dial **3311**.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours or on a weekend or holiday, notify Public Safety at **(610) 436-3311** or on campus dial **3311**.
3. If an emergency exists, activate the building fire alarm and report the emergency by phone. However, **if a gas leak is suspected do not activate the fire alarm, simply evacuate the building immediately.**
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING. IN SOME BUILDINGS, AN AREA OF RESCUE ASSISTANCE FOR THE DISABLED HAS BEEN PROVIDED AND SHOULD BE USED. DO NOT USE THE ELEVATORS IF THERE IS A FIRE. STAY CALM.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. Follows all directions provided by emergency crews.

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8. A Campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center, unless you have official business.
  9. DO NOT return to an evacuated building without the proper authorization.

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point and wait for further direction. As directed by Public Safety, the Building Evacuation Team Member or a designated Community Emergency Response Team member may authorize you to return to the building or direct you otherwise. The Building Evacuation Team Member will assist in the accounting for building occupants.

### **ADDITIONAL UTILITY FAILURE INFORMATION AND PROCEDURES**

Always observe the preceding steps "1" and "2" whenever the following utility emergencies arise:

#### **ELECTRICAL / LIGHT FAILURE:**

Immediately notify Public Safety at **(610) 436-3311** or on campus dial **3311**. Campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight and portable radios available for emergencies.

#### **ELEVATOR FAILURE:**

If you are trapped in the elevator, activate the elevator emergency alarm (located on the front panel) which will signal for help. Remain calm. Shout for help. Avoid using the escape hatch door, which if ajar or opened may automatically shut down the elevator and hinder the efforts of campus police and rescue.

If you hear or observe someone trapped in an elevator, immediately contact Public Safety at **(610) 436-3311** or on campus dial **3311**. for help. Do not try to open the elevator doors yourself because this could put you and others at risk.

#### **PLUMBING FAILURE / FLOODING:**

Cease using all electrical equipment. **Do not stand** in flooded areas. Go to a safe area and immediately notify Public Safety at **(610) 436-3311** or on campus dial **3311**. If necessary, vacate the area.

#### **GAS LEAK:**

1. If you smell gas and know the source and can safely shut it off, do so.
2. Cease all operations, inform others in the area, and immediately vacate the area.
3. **DO NOT SOUND THE FIRE ALARM OR TURN ON/OFF ANY LIGHTS OR ELECTRICAL EQUIPMENT OR USE CELL PHONES. REMEMBER, electrical arcing can trigger an explosion!**
4. Immediately notify Public Safety at **(610) 436-3311** or on campus dial **3311**.

#### **STEAM LINE FAILURE:**

Immediately notify Public Safety at **(610) 436-3311** or on campus dial **3311** and, if necessary, vacate the area. Keep clear to avoid burns.

#### **SPRINKLER SYSTEM FAILURE OR ACCIDENTAL DISCHARGES:**

Cease using all electrical equipment. Do not stand in flooded areas. Building fire alarms may require you to evacuate. Go to a safe area and immediately notify Public Safety at **(610) 436-3311** or on campus dial **3311**.

#### **VENTILATION PROBLEM:**

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If smoke odors come from the ventilation system, immediately notify Public Safety at **(610) 436-3311** or on campus dial **3311** and, if necessary, vacate the area.

Emergency shutdown procedures for gas, electrical, chlorine, water and other utilities are specific to a given situation. Should an emergency develop in an area which might require emergency shutdown procedures, contact Public Safety at **(610) 436-3311** or on campus dial **3311**. Public Safety will notify Facilities Management personnel according to the *Emergency Call Procedure* guidelines maintained in the Public Safety facility. The Director of Physical Plant is responsible for making sure the *Emergency Call Procedures* are kept current with his/her personnel and their phone numbers.

#### **8.14 - DRINKING WATER BAN OR SHORTAGE**

If there is a problem with the drinking water, Public Safety should be immediately notified. This contact could be directly from Aqua America, as in the case of a boil-water advisory. Once Public Safety has been notified and has determined that a drinking water emergency exists, they will immediately contact the following people, or in their absence, their appropriate designee: The President, all Vice Presidents, the Director of Public Safety, the Executive Director of Facilities, and the Director of Environmental Health and Safety.

The Vice President for Student Affairs, or in his/her absence the Director of Residence Life and Housing, will be notified by Public Safety or the Director of Environmental Health and Safety regarding the drinking water ban or shortage in order for him/her to take appropriate action and notify the student residents. He/she and his/her student life staff will assist Public Safety in posting signs in conspicuous areas and any other tasks necessary to quickly and efficiently notify people of the water ban and appropriate guidelines necessary during this ban. This may include posting of signs in areas other than residence halls. The University Radio and TV stations will also be notified to broadcast pertinent information and instructions regarding the ban.

Once notified, the Executive Director of Facilities, or designee, will take appropriate and immediate action to provide drinking water in accessible locations and shut off water supplies to buildings as needed or required. Depending on the nature of the drinking water problem, use of alternative water supplies may be required to be coordinated with local municipalities, other governmental agencies, and/or Philadelphia Suburban. Instructions will be given to Facility Administrators, Residence Hall Directors, and the Emergency Management Team Members by the Director of Environmental Health and Safety and/or the Director of Public Safety regarding the time and use of the alternative water supplies.

#### **8.15 - MENTAL HEALTH CRISIS**

A mental health crisis exists when an individual engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others, would cause significant property damage, and is out of touch with reality due to a severe substance abuse problem or a severe psychological dysfunction.

If a mental health crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify Public Safety of the situation, by dialing **(610) 436-3311** or on campus dial **3311**. Clearly state that you need immediate assistance. Give your name, your location, and the area involved.
3. Counseling Services and/or Crisis Intervention Personnel will be contacted by Public Safety for assistance.

#### **8.16 - ACCIDENTAL INJURY OR DEATH NOTIFICATION PROCEDURES**

In the event of an accident, injury, or death on the premises of WCU property, the following procedures will be followed:

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1. Go to a safe and secure place and call Public Safety by dialing **(610) 436-3311** or on campus dial **3311**. Remain calm and provide the following information: Nature of incident, location, number of individuals involved and if medical assistance is needed.
  2. Public Safety will summon or administer medical assistance, as needed, and will verify the identity of the injured person(s).
  3. If the injured person(s) is/are an employee(s), the employee's manager will notify the person's appropriate kin, as designated in the employee's personnel file.
  4. If the injured person(s) is/are a university student, the Vice President for Student Affairs, or designee, will notify the student's appropriate kin, as designated in the student's records.
  5. If the injured person(s) is/are a university contractor employee(s), the Executive Director of Facilities will notify the Vice President for Administration and Finance. The Executive Director of Facilities will gather information regarding the incident and details as known, including the extent of the person's injuries and where he/she is being treated.
  6. If the injured person(s) is/are a visitor, the Public Safety Director will notify the person's next of kin.
  7. The Director of Public Relations, after consulting with the President, will determine whether information related to the accident, injury or death should be released to the public and/or the WCU community. If so, the Director of Public Relations will be responsible for disseminating the information to the press and radio stations according to established university guidelines.
  8. The Director of Environmental Health and Safety, with cooperation of Public Safety, will conduct a formal investigation of the incident and provide copies of the investigative report to the Vice President for Administrative and Fiscal Affairs and the Director of Human Resource Services.

#### **8.17 - EMERGENCY SHUTDOWN PROCEDURES:**

##### **1. EMERGENCY SHUTDOWN PROCEDURES:**

In the event of a natural disaster in which major structural damage is sustained, hazardous utilities should be turned off. **Electric and natural gas are of primary concern.** The pool houses located in Sturzebecker HSC and Hollinger do not contain chlorine gas cylinders; however, they do contain containers of hypo-calcium chlorite and muriatic (hydrochloric) acid, which form a poisonous gas if mixed together. If there is a possibility that damage could have caused this chemical mixing, any work to be performed in that vicinity should be only performed utilizing an approved level of personal protection equipment after consulting with the Environmental Health and Safety Office.

##### **2. EMERGENCY SHUTDOWN DETAILS:**

Details of emergency shutdown procedures are maintained by the Facilities Management Department. An "Emergency Call List" is maintained by Public Safety and serves as the basis for contacting Facility Management personnel whenever any type of emergency shutdown of facilities or services is needed. This list is updated monthly.

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## APPENDIX A DIRECTION AND CONTROL

### 1. PURPOSE

To establish policies and procedures for direction and control during emergency operations and continuity of operations in response to emergency situations occurring at West Chester University.

### 2. SITUATION

#### a) The Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is the central point for coordination, communication, warning and for direction and control of emergency response forces. The EOC has a 24-hour staffing capability.

#### b) Location

The EOC is located in Peoples Building.

#### c) Dispatch

Dispatch of emergency services is controlled by West Chester University Public Safety, 24 hours a day, 7 days a week.

### 3. CONCEPT OF OPERATIONS

#### a) General

##### 1) Responsibility

Responsibility for emergency Management rests with the President of the University, or designee, usually the Emergency Management Director.

##### 2) Coordination

All direction and control activities will be coordinated through one central facility, the EOC. It will provide the most efficient response to every potential emergency. Coordination of activities will ensure that all tasks are accomplished with little or no duplication.

#### b) Emergency Phases

##### 1) Preparedness

- a) Analyze the hazard and situation.
- b) Check the Emergency Operating Center (EOC) equipment and supplies.
- c) Check communication network and auxiliary power.
- d) Review public information procedures.
- e) Review emergency operation plans and procedures.

##### 2) Response

- a) Make EOC operational and mobilize staff.
- b) Coordinate all operations through the Emergency Operating Center (EOC).

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- c) Report Disaster Status to the Emergency Management Coordinator, or Department of Public Safety.
  - d) Establish contact with other involved agencies, if necessary.
  - e) Conduct initial staff situation analysis briefings.
  - f) Alert support organizations, including County, and the public as necessary.
  - g) Activate the Emergency Broadcast System (EBS) as necessary.
- 3) Recovery
- a) Phase down the Emergency Operating Center (EOC) as appropriate.
  - b) Prepare damage assessment reports.
  - c) Conduct critiques of emergency operations:
    - (1) Review parts of the plan implemented.
    - (2) Revise plan, as necessary.
    - (3) Revert to normal status.
4. ADMINISTRATION AND LOGISTICS
- a) Primary and Alternate Emergency Operating Center (EOC)

The primary Emergency Operating Center (EOC) will attempt to remain operational until no longer possible. The Emergency Coordinator or his/her designee will determine when to relocate to the alternate EOC, if necessary.
  - b) Security

Security procedures will be in effect during emergency situations; badges, sign in/out sheets, etc. are to be stored in a cabinet in the Operations Room at the Emergency Operations Center (EOC). The Emergency Coordinator, in coordination with the University Police Supervisor, will establish a 24-hour-a-day security desk at the entrance to the EOC during disaster operations.

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APPENDIX B  
EOC STAFFING ROSTER/CALL LIST

Position

Name (Principal/Deputy)

Phone\* (Home/Work)

The EOC Staff Roster is contained within the Emergency Operations Plan and is not for public release

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APPENDIX C  
STATEMENT OF DISASTER EMERGENCY

The Disaster Declaration is contained within the Emergency Operations Plan and is not for public release

APPENDIX D

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## COMMUNICATIONS

### 1. PURPOSE

To describe the communications systems and capabilities that are available for emergency operations at West Chester University and to provide procedures for the establishment and maintenance of essential and effective University communications, to include communications with mutual aid agencies during periods of emergency.

### 2. SITUATION

#### a) Emergency Operations Center (EOC) and Communications Warning Center

- 1) The Primary emergency operations center is located in the Peoples Building located at South Church Street & University Ave. It is staffed on a 24-hour basis by Public Safety personnel. Sufficient communication equipment capability is available to provide service in most emergencies.
- 2) If the primary emergency operations center is not available, then a secondary emergency operations center will be determined by the Emergency Management Coordinator (EMC). It is only staffed during emergencies.

#### b) Communications Available

The EOC has the following types of communications available:

##### 1) Telephone

There are four (4) direct telephone lines in the primary EOC and two emergency telephone lines on standby that can be activated in the secondary EOC.

##### 2) Radio

The primary EOC maintains a base two-way radio system and portable two-way radios manned by field Officers.

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**APPENDIX E**  
**OFF CAMPUS DISASTER RESOURCES**

The EOC Resources list is contained within the Emergency Operations Plan and is not for public release

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**APPENDIX F**

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## EMERGENCY PUBLIC INFORMATION

### 1. PURPOSE

To outline procedures for dissemination of official information and instructions in order to facilitate timely and appropriate public response in an emergency. To assure coordination of information and instructions released to the public.

### 2. SITUATION

Accurate information for the public is extremely important during emergencies so that University personnel, and possibly the general public, can take appropriate precautionary or protective action. Misinformation or lack of information may cost lives and cause unnecessary property damage and confusion.

### 3. CONCEPT OF OPERATIONS

#### a) General

##### 1) Responsibilities

The responsibilities of the public information personnel in disaster situations are basically the same as in daily operations. Their primary responsibility is the dissemination of information to all University personnel and to the general public.

##### 2) Clearance

All information released to the media will be through the Public Relations Director or his designee.

##### 3) Focus

West Chester University emergency information efforts will focus on specific, event-related information.

##### 4) Briefings

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

##### 5) Emergency Information

Emergency information related to a specific emergency will be available on WCU's home web page. This information may be in a question and answer (Q&A) format.  
WCU's Web Site: <http://www.wcupa.edu>

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## APPENDIX G PUBLIC SAFETY

### 1. PURPOSE

To assign responsibilities and provide for coordination among law enforcement agencies during emergencies.

### 2. SITUATION

During emergencies, police services must be expanded to provide the increased protection required by emergency conditions. Adequate law enforcement resources and services will often be available through existing mutual aid agreements and, if municipal capabilities become overtaxed, then support can be provided by the county and augmented by state and federal law enforcement agencies.

### 3. CONCEPT OF OPERATIONS

#### a) General

Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control and crowd control.

The Emergency Management Coordinator, assisted by the Public Safety Emergency Operations Coordinator, is responsible for coordinating law enforcement activities during emergency operations. All Public Safety Officers, if not presently working at the onset of an emergency, can be expected to be called in to work during the emergency. Any additional police services necessary from outside the Public Safety Department will be requested through Public Safety.

#### b) Emergency Phases

##### 1) Preparedness

###### a) Review plans and standard operation procedures (SOPs).

Review plans and standard operating procedures (SOPs) to include traffic control and security during emergencies.

###### b) Contingency Plans

Prepare or review contingency plans for anticipated situations.

##### 2) Response

###### a) Provide mobile units to conduct warning.

###### b) Report observed damage and secure evacuated areas.

###### c) Coordinate Security Of Vital Facilities

Coordinate with the Emergency Management Director to ensure the security of the Emergency Operations Center (EOC) and other vital facilities and to control traffic around these facilities.

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- d) Traffic Control  
Coordinate with the Emergency Operations Center (EOC) to control traffic for evacuations, if necessary.
  - e) Reception and Mass Care  
Maintain law and order in reception and mass care centers as necessary.
  - f) Control access to restricted areas.
  - g) Information on Disaster Effects  
Request any information on significant disaster effects and problems including, particularly, facts relating to human deaths, missing persons, injuries, loss of electric power, highway traffic disruption, maintenance of law and order and unusual occurrences or dangers.
  - h) Status of Injured and Missing  
Coordinate responses to inquiries and inform families, if directed by the Emergency Management Director, on the status of individuals injured or missing.
  - i) If necessary, coordinate with other county and municipal aid staff groups.
  - j) If necessary, protect and secure property from occupancy, looting, etc.
- 3) Recovery
- a) Emergency Law Enforcement Services  
Continue emergency law enforcement services as long as necessary.
  - b) Phase down operations as requirements decrease.
  - c) Assist in damage assessment activities.
  - d) Mutual Aid and Augmentation (Red Cross, Food Services) Forces.  
Release mutual aid and augmentation forces to home jurisdictions as soon as possible.
  - e) Assist in return of evacuees to their respective facilities or vehicles.
  - f) Review and revise Appendix.  
  
The Emergency Management Coordinator will review and revise, as necessary, the Police Services Appendix after emergencies or exercises.

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**APPENDIX H**  
**DIRECTIVE TO IMMEDIATELY TERMINATE**  
**DEMONSTRATION**

(Identify Self)

This assembly and the conduct of each participant is seriously disrupting the operations of the University and is in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the University.) (In no event will the Administration of this University accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Council of Trustees, take whatever measures are necessary to restore order--including calling for police assistance. Any participant who continues to participate in this demonstration is subject to possible arrest and (1) the person may be subject to suspension, or (2) the person may be subject to the disciplinary process under the University Code of Conduct.

**APPENDIX I**  
**DIRECTIVE TO IMMEDIATELY TERMINATE**  
**(Employees) DEMONSTRATION WITH THE**  
**ASSISTANCE OF POLICE**

(Identify Self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University, those of you who fail to leave immediately will be subject to arrest and subsequent disciplinary action.

**APPENDIX J**  
**DIRECTIVE TO IMMEDIATELY TERMINATE**  
**(Non-employees) DEMONSTRATION WITH THE**  
**ASSISTANCE OF POLICE**

(Identify Self)

This assembly and the conduct of each participant is seriously disrupting the operations of the University. You have previously been called upon to disperse and terminate this demonstration. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will call for police assistance to disperse this assembly. Any participant who continues to participate in this demonstration and fails to leave immediately is subject to possible arrest for trespassing.

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## APPENDIX K

### FIRE AND RESCUE SERVICES

#### 1. PURPOSE

- a) To establish policies and procedures for fire and rescue service operations in a disaster situation at West Chester University.
- b) To promote a program of fire prevention, protection and suppression.
- c) To establish policies and procedures for incidents where search and rescue operations are necessary.

#### 2. SITUATION

- a) Fire Prevention, Protection and Suppression

A comprehensive program of fire prevention, protection, and suppression is managed by the University Environmental Health & Safety Director. Prevention and protection are promoted through public education, code enforcement, monthly fire drills and inspections, and special projects on a continual basis throughout the University.

- b) Disaster Situations

In disaster situations, the problems of protection and suppression are magnified. Fire and rescue services responsibilities are expanded requiring augmentation of resources and a coordinated effort to ensure the best possible use of the available resources outside the University.

#### 3. CONCEPT OF OPERATIONS

- a) General

- 1) Responsibilities of Fire Service Personnel

The responsibilities of fire service personnel in disaster situations at the University are critical since the University maintains no permanent fire fighting equipment or personnel. Consequently, the West Chester Fire Department, and possible other surrounding fire departments, are called upon during a disaster situation. Their primary responsibility is fire protection and fire suppression, but they are also involved on a regular basis with rescue operations and hazardous materials control.

- 2) Fire Communications Network

The fire communications network is coordinated through Chester County Department of Emergency Services. The County maintains and operates a central dispatching service for firefighting and rescue units.

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b) Emergency Phases

1) Response

a) During a fire or disaster emergency, the Environmental Health and Safety and Public Safety Department will be notified of the emergency and assist the Emergency Coordinator at the scene.

b) Upon arrival of responding fire and rescue personnel, the Environmental Health and Safety Coordinator, or the Emergency Coordinator, will inform the senior responding fire or rescue officer of the situation and take whatever appropriate steps are necessary to support their activities in resolving the fire/rescue emergency.

c) Fire Hazards

The Environmental Health and Safety personnel, or the Emergency Coordinator, will alert all support services of any dangers of fire, hazardous, or radiological materials during an emergency. Appropriate Material Safety Data Sheets (MSDS's) will be supplied by Environmental Health and Safety Personnel to the on-site commander of firefighting forces when necessary.

2) Recovery

a) Conduct Fire Inspection

At the conclusion of the emergency and after the removal of all firefighting and rescue personnel, an inspection of the area will be performed by the appropriate university personnel (Facilities Management, Environmental Health & Safety, Public Safety, Residence Life) and determine whether or not additional steps will be necessary before the area can be reoccupied and used.

b) Post Notice

The Emergency Management Director will determine what notification, if any, is necessary to inform University personnel regarding when the facility or area may be re-occupied and under what conditions.

c) Review and Revise Appendix

The Environmental Health and Safety Director will coordinate the review and revise, as necessary, the Fire and Rescue Services Appendix after emergencies or exercises.

