
EMERGENCY RESPONSE GUIDELINE

a supplement to the



Emergency Operations Plan

West Chester University Emergency Management Agency

Revised:

January 2020

West Chester University Emergency Response Guideline

PREFACE

The purpose of this 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 need arises. 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 by the Campus Emergency Response Team and approved by the University Emergency 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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RECORD OF CHANGES/UPDATES

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1	December 5, 2016	J. Brill
2	January 21, 2020	J. Brill
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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 both University and 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 occur suddenly 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 specific campus emergencies. This document is intended to be a supplement to the "All Hazards" Emergency Operations Plan for the University.

1.3 - TYPES OF EMERGENCIES

The types of emergencies covered by this Plan are:

1. Weather related emergency
2. Fire
3. Hazardous Materials release
4. Medical emergency
5. Bomb threat
6. Utility failure
7. Explosion
8. Accidental injury or death
9. Civil disturbance, strike, or demonstration
10. Drinking water shortage
11. Violent or criminal behavior
12. Active Shooter Incident
13. Mental health crisis
14. Loss of major facilities
15. Evacuation
16. Downed aircraft (crash) on campus
17. Communications failure
18. Emergency shutdown

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1.4 - REPORTING PROCEDURES

The procedure for reporting incidents that occur on campus is to contact the campus Department of Public Safety at **911** (emergency) or **(610) 436-3311** (non-emergency). Dialing **911** by cell phone will place the caller in direct contact with the Chester County Department of Emergency Services who will disseminate the call to WCU Public Safety.

1.5 - DEFINITIONS OF TERMS

The following definitions are provided as guidelines;

1. Emergency

An emergency is an unexpected situation that poses an immediate risk to health, life, property or environment. Most emergencies require urgent intervention to prevent the situation from worsening, but they will not usually have a significant impact on the overall operations of the University. Depending on the scope of the emergency, mitigation may be accomplished through the use of a single resource provided from within the University or it may require specific external resources from local municipal partners in addition to those provided by the University to bring the emergency under control. Emergencies usually are handled within a single operational period and will only use those Command and General Staff ICS positions that are necessary. Development of an Incident Action Plan is not necessary in most cases and the Emergency Operations Center would not be required in most cases.

2. Disaster

A disaster is an unexpected natural or man-made catastrophe of substantial extent that may cause significant physical damage or destruction, loss of life or permanent change to the natural environment; Disasters will have a significant impact on the overall operations of the University. Managing a disaster will normally exceed the resource capabilities of the University, therefore external resources will be required to bring the disaster under control in addition to those resources provided by the University. Disasters will normally exceed a single operational period and will require the expansion and contraction of Command and General Staff ICS positions and the creation of an Incident Action Plan. The Emergency Operations Center will always be open during the management of a disaster.

3. Emergency Services

The carrying out of functions to minimize the impact and that 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. These functions include but are not limited to, firefighting; rescue, haz-mat response, law enforcement intervention; emergency medical services; engineering; disaster warning services; communications; radiological monitoring, sheltering and other special welfare services; emergency transportation; emergency resources management; existing or properly assigned functions of plant protection; restoration of public utility services; and other functions related to civilian protection.

4. 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 or acts of terrorism.

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5. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment. The NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks.

6. Incident Command System (ICS)

The Incident Command System (ICS) is a standardized on-scene incident management concept designed specifically to allow responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

7. Emergency Operations Center (EOC)

An Emergency Operations Center may be activated to support operations at the scene of a disaster/emergency. The Peoples Building, located at University Avenue and South Church Street, will serve as the primary Emergency Operations Center (EOC) for the University. 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 Emergency Operations Center option for external Emergency Management Agencies.

8. Emergency Management Coordinator (EMC)

The Emergency Management Coordinator has overall coordination responsibility for campus emergency management planning, documentation and training. The Emergency Management Coordinator oversees all activities at the Emergency Operations Center (EOC). He/she advises the Emergency Director of the circumstances involved in the incident. Subsequent to instructions from the Emergency Director, the Emergency Management Coordinator will facilitate the preparation of the Emergency Operations Center for use and coordinate the operations to be conducted there while the Emergency Operations Center is activated.

9. Incident Command Post (ICP)

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

10. Incident Commander (IC)

The Incident Commander has ultimate control of the overall response operation at the scene of an emergency. The first emergency responder arriving at the scene of an emergency will initially assume the role of Incident Commander until relieved by a higher ranking or more qualified person. The role of Incident Commander will be designated for every emergency incident even if the Command and General Staff positions in the Incident Command System are not filled.

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11. Unified Command (UC)

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations, and maximizing the use of all assigned resources.

12. Campus Emergency Notification System – WCU Alert

These are official announcements made for the specific purpose of providing emergency 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 text messaging, email, web site, interior and exterior public-address systems, portable bullhorn, police vehicle public address systems and electronic message board signs.

13. Hazardous Materials (HAZMAT)

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

14. 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.

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1.6 - ASSUMPTIONS

These 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 or disaster are not predictable, hence published support and operational plans will serve only as a guide and may require field modification in order to meet the requirements of the emergency response.
3. An emergency or disaster may affect residents in geographical locations both inside and outside of the University. Municipal, County, State and Federal emergency services may or may not be immediately available. The University must be capable of dealing with certain emergencies even when assistance from local emergency services is not available.
4. An emergency or disaster may be declared in preparation of an incident if information indicates that such a condition is developing or is probable.
5. 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 OR DISASTER

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 Emergency Director, the Associate Vice President for Public Safety and Risk Management and the Emergency Management Coordinator.

Typically, the Department of Public Safety will be the initial responder to a campus emergency. Upon initial assessment of the incident, notice should be provided by the responding officers to the Associate Vice President of Public Safety and Risk Management or designee who will then notify the Emergency Director and then the Emergency Management Coordinator if warranted. There may also be occasions when sufficient warning allows for the declaration of an emergency prior to the incident occurring.

2. DIRECTION AND COORDINATION

2.1 - EMERGENCY DIRECTOR (ED)

The Vice President for Finance and Administration is the designated campus Emergency Director. The Emergency Director oversees the direction of the University's emergency operations and authorizes the activation of the Emergency Operations Plan along with the personnel required to manage the emergency. The Emergency Director will also be the primary liaison and briefing officer for the President and Cabinet and will plan and delegate assignments. In the event of that the Emergency Director is unavailable the Emergency Management Coordinator (EMC) will assume these responsibilities.

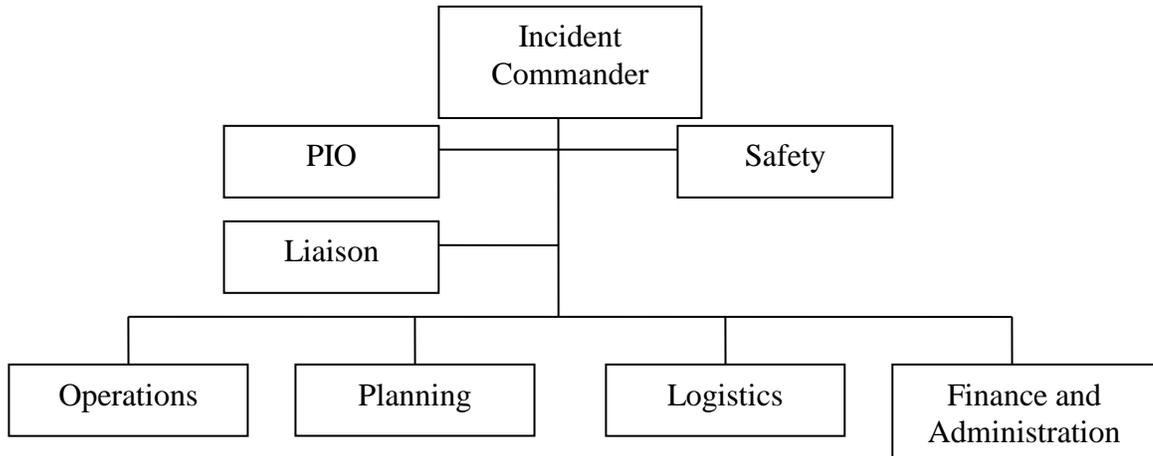
2.2 - EMERGENCY MANAGEMENT COORDINATOR (EMC)

The Emergency Management Coordinator will be selected by the Emergency Director. The Emergency Management Coordinator oversees the activities of the Emergency Operations Center (EOC), advises the Emergency Director of the presenting circumstances. Subsequent to instructions from the Emergency Director, the Emergency Management Coordinator will facilitate the preparation of the Emergency Operations Center for use and coordinate the operations to be conducted there while the Emergency Operations Center is activated. If

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the Emergency Management Coordinator must serve temporarily as the Emergency Director, he/she will appoint a Deputy to function as the Emergency Management Coordinator.

2.3 - ORGANIZATIONAL CHART FOR EMERGENCY MANAGEMENT



2.4- TELEPHONE/COMMUNICATION CHAIN

Various communication chains are contained within the University EOP and are not for public release.

3. EMERGENCY OPERATIONS CENTER

3.1 - EMERGENCY OPERATIONS CENTER FACILITY

The Emergency Operations Center (EOC) will serve as a centralized communication and support center for the management of an emergency or disaster. The Emergency Operations Center will be located in the Peoples Building with the Department of Public Safety. This room will be designed to accommodate multiple telephone and electronic appliances. If this site is unavailable, a secondary location for the Emergency Operations Center will be determined by the Emergency Management Coordinator. Personnel designated by the Emergency Management Coordinator to serve in Command or General Staff positions will either report to the Emergency Operations Center or be available to respond to the Emergency Operations Center as directed. During a declared emergency, at least one uniformed Public Safety officer is to staff the Emergency Operations Center 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.

4. CAMPUS EMERGENCY TEAM ASSIGNMENTS

4.1 - EMERGENCY RESPONSE TEAM - RESPONSIBILITIES

The members of the Emergency Response Team will represent the following areas of expertise: Administration, Emergency Management, Public Safety, Public Health, Environmental Health and Safety, Facilities, Student Affairs, Public Information, Communications and Legal / Risk Management. Activated team members must maintain constant communication with the Emergency Operations Center. Members of the Emergency Response Team will also assist in the review the various Emergency Management Plans annually and make recommendations for revisions. Members of the Emergency Response Team may be called upon during emergency incidents to act in the capacity of Subject Matter Experts for their specific fields.

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4.1.1 - EMERGENCY RESPONSE TEAM MEMBERS

Finance and Administration Division

- VP for Finance and Administration
- Associate VP for Public Safety and Risk Management
- Emergency Management Coordinator
- Director Environmental Health and Safety
- AVP Human Resources
- AVP Facilities
- AVP Finance and Business Services

Academic Affairs Division

- Deputy Provost
- AVP for Campus Planning and Outreach

University Affairs Division

- VP for University Affairs
- Office of Communications Representative

Student Affairs Division

- Office of Residence Life and Housing Services Representative
- Health and Wellness Center Representative

Information Services

- Networking and Telecommunications Representative
- Webmaster Representative

Emergency Response Team personnel involvement during an emergency can be altered depending on the size and scope of the incident and availability of the members. Appropriate designees may also be appointed.

4.2 – THREAT ASSESSMENT TEAM - RESPONSIBILITIES

When information is received about a potential threat of violence to the campus community, the information will be investigated and a probability will be identified. It is understood that no one can assess a threat with 100 percent accuracy. The investigation will be conducted and probabilities determined by the Threat Assessment Team. The Threat Assessment Team will consist of the members with expertise in human resources and employee assistance programming, medical background, law enforcement and threat assessment, law enforcement tactical applications, psychology or counseling or writing interpretations, physical plant, and student concerns. Other individuals may be consulted as needed.

4.2.1 – THREAT ASSESSMENT TEAM MEMBERS

- VP for Finance and Administration
- VP for University Affairs and Chief of Staff
- Assistant VP for Communications
- VP for Student Affairs
- Associate VP for Human Resources
- Assistant VP for Student Affairs (responsible for Student Health Services)
- Deputy Provost
- Associate VP for Public Safety and Risk Management
- Chief of Police

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- Special Investigator DPS
- Assistant Dean Student Conduct

The Threat Assessment Team personnel involvement during an investigation can be amended depending on size and scope of the investigation, and availability of the members. Appropriate designees may also be appointed.

5. ADMINISTRATIVE RESPONSIBILITIES

5.1 - PRESIDENT

The President or his/her designee will have overall responsibility for the safety and security of the campus community.

5.2 – CHIEF OF STAFF

The Chief of Staff to the President or his/her designee will serve as the principal liaison between the University and Elected Officials, PASSHE and the Commonwealth.

5.3 - VICE PRESIDENTS

The Vice Presidents or their designee will be responsible for the following within their division:

- 1 Preparedness:
 - a) Ensure that emergency preparedness and building/campus evacuation information is distributed to all employees. Follow-up discussions within each department will be conducted as necessary.
 - b) Development and maintenance of a Continuity of Operations Plan for the Division.
 - c) Provide opportunities for the training of employees in emergency operations such as fire extinguisher usage, basic first aid and CPR/AED.
2. Response:
 - a) Maintain communication regarding the emergency within the division.
 - b) Evaluate the impact the emergency has on their division and work with the EOC and IC to mitigate the impact. This may include everything from resuming normal operations to ceasing operations and initiating evacuations.
3. Recovery:
 - a) Implementation of the Continuity of Operations Plan for the division.

5.4 – FACILITY ADMINISTRATORS

All Facility Administrators have the responsibility to:

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1. Ensure that the faculty and/or staff are aware of emergency preparation protocols and evacuation procedures for their assigned building. All Facility Administrators will be responsible providing the WCU Emergency Management Agency with contact information for the Emergency Operations Center for use during an emergency or disaster.
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 Environmental Health and 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.

5.5 – OFFICE OF COMMUNICATIONS

1. Responsible for acting in the role as the University's authorized spokesperson.
2. Select and establish the location for all media releases for an incident.
3. Through coordination with the Incident Commander and Emergency Director, provide information to the campus community, general public, and media as appropriate. Authenticate all sources of information that are received and verify for accuracy
4. Make emergency information available to persons with disabilities, the sight impaired, the hearing impaired, and the non-English speaking population.
5. Coordinate rumor control.

6. UNIVERSITY EMERGENCY NOTIFICATION SYSTEM

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 emergency information. Notifications to the campus community will be conducted as outlined in the University Mass Communications Policy (Appendix M) or the University Emergency Notification and Timely Warning Policy (Appendix N).

6.1 - CAMPUS CLOSING

The President or his/her designee is responsible for issuing an emergency closing order for the WCU campus canceling all classes and/or activities. The Office of Communications is responsible for notifying area radio and television stations, according to established procedures. The campus community will also be notified as designated by the University Mass Communications Policy. The notifications will occur as soon as a decision has been made, and updated at least daily.

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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.

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.

To determine whether the University has canceled classes and activities, students, faculty, and staff have access to the following methods to obtain information:

- a) Listen to radio/television stations in the area (WCU's code is 853 (day) or 2853(evening))
- b) Dial the University's main number (610) 436-1000
- c) Review the 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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Individuals with disabilities who need special assistance or accommodation when reporting an emergency should call;

Employees – Human Resources (610) 436-2800

Students – Office of Services for Students with Disabilities (610) 436-2564

6.3 - PUBLIC SAFETY OFFICER ON DUTY

In cases where the Emergency Operations Center has not been activated, the Public Safety Dispatch Center will be the focal point for two-way transmission of official emergency 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 Police supervisor on duty will notify the Associate Vice President for Public Safety and Risk Management or his/her designee in accordance with established emergency on-call procedures, of any campus emergency and upon receiving authorization will initiate the notification system by calling the following University administrators:

1. The Vice President for Finance and Administration
2. The Vice President for Student Affairs
3. The Vice President for University Affairs
4. The Assistant Vice President for Communications
5. The Chief of Police
6. The Director of Environmental Health and Safety
7. The Emergency Management Coordinator

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

The Governor of the Commonwealth has the authority to declare an emergency that will close all or certain state roadways. Once this declaration is in effect, only those who are considered essential personnel are permitted to travel on these roadways. Information on roadway closures can be found at <https://www.511pa.com/>.

7. SOURCES OF ASSISTANCE DURING EMERGENCIES

7.1 - ON-CAMPUS ASSISTANCE

1. Police and Security
 - a. Police and Security services can be obtained by contacting the Public Safety Dispatch Center: **911** (emergency) or **(610) 436-3311** (non-emergency). University Police Officers are on duty twenty-four hours a day, seven days per week.

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2. Fire and Rescue

- a. Fire and Rescue services can be obtained by contacting the Public Safety Emergency Dispatch Center: **911** (emergency) or **(610) 436-3311** (non-emergency). Fire and Rescue Services are provided by off campus community agencies.

3. Emergency Medical Services

- a. Emergency Medical Services can be obtained by contacting the Public Safety Dispatch Center: **911** (emergency) or **(610) 436-3311** (non-emergency). Emergency Medical Services are provided by both on campus and off campus agencies.

4. Hazardous Materials

- a. Response for Hazardous Materials can be obtained by contacting the Public Safety Dispatch Center: **911** (emergency) or **(610) 436-3311** (non-emergency).
- b. Assistance for minor spills can be obtained by contacting the Department of Environmental Health and Safety by dialing **(610) 436-3333**.

5. Maintenance Operations:

- a. Trouble/service required after 4:30 pm. contact Public Safety at **(610) 436-3311** (non-emergency). 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:
 1. UTILITIES: Repairs to water, gas, electric, steam and sewage systems.
 2. STRUCTURES: Repairs to structures and mechanical equipment, including heat and cooling.
 3. EQUIPMENT: Emergency procurement of materials and services can be arranged in direct support of any contingency. This includes a water shortage or water ban.
 4. TRANSPORTATION: Sedans, vans, trucks and tractors.

7.2- RESOURCE AND EQUIPMENT LIST

The Resource and Equipment list is contained within the University Notification and Resource Manual and is not for public release

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8. PROCEDURES, REVIEW, PRACTICE AND NOTIFICATION

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8.2 - REPORTING EMERGENCIES

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

1. Go to a safe place and contact Public Safety for emergency response by dialing **911**.
2. When calling, stay calm and carefully explain the problem and location to the police.
3. Provide the following information: nature of incident, location, number of people involved, need for medical assistance, etc.
4. Do not hang up with the dispatcher until instructed to do so.

8.3 - EVACUATION PROCEDURES

In an emergency dial **911**.

1. Building Evacuation - Building evacuations will occur when the automatic alarm system sounds or upon verbal notification by Public Safety Personnel or other University Officials.
 - 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. Alert others to do the same.
 - b) Assist persons with disabilities in exiting the building. Areas of rescue assistance have been provided and should be used by those who cannot exit the building without assistance. Do not use the elevators if there is a fire. Stay calm and avoid panic.
 - c) Once outside, proceed to the designated meeting place. 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 or other University Officials.

IMPORTANT: After any evacuation, report to your designated assembly point. Stay there until Public Safety authorizes you to return or directs you otherwise. Facility Administrators or their designee(s) will assist in the accounting for building occupants.

1. Campus Evacuation
 - a) Campus evacuation plans (partial and full) are included in the Campus EOP documents. Evacuation of all or part of the campus grounds will be announced by the Department of Public Safety as required.
 - b) All persons (students and employees) are to immediately vacate the area in question and relocate to another location as directed.

8.4 - MEDIA RELATIONS

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

West Chester University Emergency Response Guideline

1. Only an authorized University spokesperson 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 Office of Communications 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, Office of Communications 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 Communications: (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:

1. Avoid interacting with the individual or group
2. 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:

PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

1. 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.
2. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - a. Arrangements will be made by the Chief of Police to monitor the situation, or
 - b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Next Section)

NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

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

West Chester University Emergency Response Guideline

1. 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.
2. Key University personnel and/or student leaders may be asked by the appropriate Vice President or designee to go to the area and persuade the demonstrators to desist.
3. 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).
4. 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:
 - a. Possible arrest.
 - b. 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.
5. To facilitate later testimony, efforts should be made to secure positive identification, including photographs and videotapes if deemed advisable, of demonstrators in violation.
6. 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 Associate Vice President for Public Safety and Risk Management, or in their absence, their appropriate designees. If an injunction is received, the Chester County Sheriff's office will provide Deputies to serve the injunction on the demonstrators.
7. 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.

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:

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

West Chester University Emergency Response Guideline

- b. Public Safety will investigate the disruption and notify the Associate Vice President for Public Safety and Risk Management, who will in turn notify the Vice President for Finance and Administration, the Vice President for Student Affairs (if student related), and the University Office of Communications.
- c. In coordination with the appropriate Vice President, the Chief of Police 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.
- d. The Vice President for Finance and Administration will:
 - i. Report the circumstances to the President.
 - ii. Notify key administrators and, if appropriate, the administrator responsible for the building area.
 - iii. If necessary, the President or the Vice President of Finance and Administration or their designees, in consultation with the Chief of Police will call for Police assistance.

NOTE: The Chief of Police 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 ON CAMPUS

In the event an explosion occurs on campus, take the following action:

1. Immediately take cover which will give protection against falling glass or other debris.
2. After the initial effects of the explosion and/or fire have subsided, get to a safe place and notify Public Safety by dialing **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. Area of rescue assistance have been provided and should be used by those who cannot evacuate themselves without assistance. Stay calm and avoid panic.
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.

West Chester University Emergency Response Guideline

IMPORTANT: After any evacuation, report to your designated campus area assembly point and wait for further direction. Public Safety or the Building Administrator may authorize you to return to the building or direct you otherwise. The Building Administrator will assist in the accounting for building occupants.

8.7 – WEATHER RELATED INCIDENTS

8.7.1 – EARTHQUAKE

Remain calm and quickly follow the steps outlined below:

1. If inside the Building:
 - a. 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.
 - b. 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.
 - c. Stay under cover until the shaking stops, then leave the building.
 - d. 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:
 - a. Move away from trees, signs, buildings, electrical poles and wires.
 - b. With your arms, protect your head from falling bricks, glass, plaster, and other debris.
 - c. Move away from fire and smoke.
 - d. 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.
 - e. Follow any directions provided by emergency crews.
 - f. A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center, unless you have official business.
 - g. DO NOT return to an evacuated building without the proper authorization.

IMPORTANT: After any evacuation, report to your designated assembly point and wait for further direction. Public Safety may authorize you to return to the building or direct you otherwise. The Facility Administrator or Designee will assist in the accounting for building occupants.

8.7.2 – HURRICANE-LIKE CONDITIONS

While as an inland location it is unlikely that we would experience an actual Hurricane, we may experience hurricane like conditions to include high winds and heavy precipitation often referred to as Tropical Storms or Depressions, depending on the existing conditions.

West Chester University Emergency Response Guideline

Remain calm and quickly follow the steps outlined below. When a **Warning** for hurricane-like conditions is issued for the West Chester Area, the following steps should be taken:

1. Unplug all electrical/electronic equipment.
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 **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, the lowest floor in your building, or to the interior hallway of a middle floor. Move in an orderly manner.
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!

West Chester University Emergency Response Guideline

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. 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 best shelter for your area. Another option is an interior hallway. 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 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. 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.

8.8 - MEDICAL EMERGENCY

1. If serious injury or illness occurs on campus, immediately dial **911**. 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, if you are trained 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.)**

8.9 - CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material must be reported immediately to Public Safety at **911** 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**.

West Chester University Emergency Response Guideline

- 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. Assist persons with disabilities in exiting the building. In some buildings, an area of rescue assistance has been provided and should be used. Do not use the elevators if there is a fire. Stay calm and avoid panic.
 6. 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.
 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.

IMPORTANT: After any evacuation, report to your designated campus area assembly point and wait for further direction. Public Safety or the Building Administrator may authorize you to return to the building or direct you otherwise. The Building Administrator 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 **911**.
2. 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.

3. Keep talking to the caller as long as possible and record the information on the Bomb Threat Checklist.

West Chester University Emergency Response Guideline

4. Immediately notify Public Safety, by dialing **911**. Report the incident.
5. 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.
6. 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.
7. 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.

DO NOT activate the building fire alarm, or use cell phones inside the building.

8. When the building evacuation is announced or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
9. Assist persons with disabilities in exiting the building. In some buildings, an area of rescue assistance has been provided and should be used. Do not use the elevators if there is a fire. Stay calm and avoid panic.
10. 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.
11. 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. Public Safety may authorize you to return to the building or direct you otherwise.

West Chester University Emergency Response Guideline

Bomb Threat Checklist

NOTIFY PUBLIC SAFETY IMMEDIATELY (911)

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:

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.

West Chester University Emergency Response Guideline

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: _____

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

Name _____ Campus Phone Number _____

Department/Position _____

West Chester University Emergency Response Guideline

8.11 - VIOLENT OR CRIMINAL BEHAVIOR

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. 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 **911**. 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 dial **911**. 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.

WHAT TO DO IF TAKEN HOSTAGE:

1. Stay calm and alert, avoid any drastic action
 - a. Avoid appearing hostile
 - b. Inform captor of needs for first aid, medications, rest room privileges
 - c. 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 – ACTIVE SHOOTER

1. Evacuate away from the danger and remain calm
 - a. Follow the instructions of a faculty member, university employee or emergency personnel
 - b. Evacuate to the nearest exit

West Chester University Emergency Response Guideline

- c. Notify anyone you may encounter to exit the building immediately
 - d. Evacuate to an area at least 500 yards from the danger
 - e. Stay together
 - f. Once you reach an area of safety, call the Police at 911
 - g. Notify the police of your group size and location and a contact number
 - h. Remain in the reported location until you are released by police
2. If you cannot evacuate, remain calm – Shelter in place
 - a. Lock or barricade the door
 - b. If the door opens out and cannot be barricaded, evacuate or move to another room
 - c. Stay out of sight, away from windows and doors
 - d. Turn off the lights
 - e. Remain quiet, silence cell phones
 - f. Once secure NEVER open the door
 - g. Have one person call the Police at 911
 - h. Let emergency personnel know you are inside by placing a large note or article of clothing out or on the window; however, do not announce to anyone inside the building that the room is occupied.
 3. If the shooter enters your room
 - a. Be prepared to attempt to overtake the individual with greater numbers
 - b. If the individual is overtaken, hold that person down
 - c. Call police at **911** and report the situation

8.13 - FIRE

IN ALL CASES OF FIRE, PUBLIC SAFETY MUST BE NOTIFIED IMMEDIATELY BY DIALING 911!

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 Department of Environmental Health and Safety at (610) 436-3333.
2. Activate the building fire alarm and report the fire by phone IMMEDIATELY to Public Safety by dialing **911**.

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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 firefighting personnel.
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 or the Building Administrator may authorize you to return to the building or direct you otherwise. The Building Administrator will assist in the accounting for building occupants.

8.14 - 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 **911**.
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. Assist persons with disabilities in exiting the building when possible to do safely. Areas of Rescue Assistance are available for those who are not on an exit level and who cannot ascend or descend stairs without assistance. Do not use elevators during a fire emergency.

West Chester University Emergency Response Guideline

5. 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.
6. Follows all directions provided by emergency crews.
7. 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. 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. Public Safety or the Building Administrator may authorize you to return to the building or direct you otherwise. The Building Administrator 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 **911** or dial **(610) 436-3311**. 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 **911** or dial **(610) 436-3311** 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**. If necessary, vacate the area.

GAS LEAK:

1. Cease all operations, inform others in the area, and immediately vacate the area.
2. Do not activate the fire alarm or turn lights or other electrical equipment on or off as electrical arcing can trigger an explosion.
3. Immediately notify Public Safety at **911**.

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STEAM LINE FAILURE:

Immediately notify Public Safety at **911** or dial **(610) 436-3311** 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 will require you to evacuate. Go to a safe area and immediately notify Public Safety at **911** or dial **(610) 436-3311**.

VENTILATION PROBLEM:

If smoke odors come from the ventilation system immediately notify Public Safety at **911** or dial **(610) 436-3311**. 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 **911** or dial **(610) 436-3311**. Public Safety will notify Facilities Management personnel according to the *Emergency Call Procedure* guidelines maintained at Public Safety. The Director of Plant Operations is responsible for making sure the *Emergency Call Procedures* are kept current with his/her personnel and their phone numbers.

8.15 - 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 as requested: The President, all Vice Presidents, the Associate Vice President for Public Safety and Risk Management, the Associate VP 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 Associate VP 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 Emergency Management Coordinator regarding the time and use of the alternative water supplies.

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8.16 - 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 at **911**. 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.

8.17 - 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:

1. Go to a safe and secure place and call Public Safety at **911**. Remain calm and provide the following information: Nature of incident, location of incident, 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 Associate VP of Facilities will notify the Vice President for Finance and Administration. The Associate VP 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 Associate Vice President for Public Safety and Risk Management will notify the person's next of kin.
7. The Office of Communications, 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 Office of Communications 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 Finance and Administration and the Associate Vice President for Human Resource Services.

8.18 - 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 Department of Facilities Management. 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 regularly.

8.19 – SHELTERING IN PLACE FOR HAZARDOUS CONDITION OUTSIDE:

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by campus authorities on how best to respond to the incident. The campus community will be notified through the WCU Alert System and information will be provided on the WCU website. Additional information may be available via television and radio, so it is important to have a TV or radio available. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

In the Residence Halls:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems when possible.
- Have your [disaster supplies kit](#) available and make sure the radio/television is working.
- Go to an interior room without windows that's above ground level when possible. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.

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- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Refer to the WCU website and listen to your radio or television until you are told all is safe or you are told to evacuate. WCU officials may call for evacuation in specific areas at greatest risk on campus.

In other campus facilities:

- Bring everyone into the room(s). Shut and lock the door(s).
- If there are students, customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When WCU authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask students, employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with the building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Write down the names of everyone in the room, and call your building's designated emergency contact to report who is in the room with you, and their affiliation with your office (employee, visitor, client, customer.)

8.20 – SUSPICIOUS PACKAGES:

How to Spot Suspicious Letters or Packages:

A letter or package is suspicious if one or more of the following is true:

- Has any powdery substance on the outside
- It is unexpected or from someone unfamiliar to you
- Has excessive postage
- It is addressed using incorrect titles or titles with no name, or has misspellings of common words
- The writing or typing is sloppy or uneven

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- Is addressed to someone no longer with your organization or are otherwise outdated
- Have no return address, or has one that can't be verified as legitimate
- Is of unusual weight, given their size, or are lopsided or oddly shaped
- Has an unusual amount of tape
- Is marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or location in the postmark that does not match the return address
- Has strange odors or stains.

What to Do with a Suspicious Letter

General Mail Handling;

- Do not touch the letter or package further or move it to another location.
- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination.
- Switch off any room air conditioning/ventilation system.
- Notify your Manager clearly stating why you think it is suspicious.

Your manager should make arrangements to;

- Notify Public Safety at **911**.
- Evacuate the immediate area or the building if necessary.
- Switch off building air conditioning/ventilation systems.
- Close all fire doors
- Close all windows.
- If there has been a suspected biological contamination, ensure that staff in the contaminated room are evacuated to an adjacent unoccupied room away from the hazard.
- If there has been a suspected chemical incident, ensure staff leave the room as quickly as possible. Possible signs that people have been exposed will be streaming eyes, coughs and irritated skin. Seek immediate medical advice.

What to Do with Suspicious Packages

If you find a suspicious package either inside or outside a building

- Do not touch it or move it.
- Inform your manager, clearly stating why you believe it to be a suspicious package.
- Notify Public Safety at **911**.
- Switch of building air conditioning/ventilation systems.
- Close all fire doors.
- Close all windows.

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- Move staff away from the hazard and await instructions from the emergency services.

If you believe that you have been exposed to Biological/chemical material

- Remain calm.
- Do not touch eyes, nose or any other part of your body. Wash your hands and any other exposed parts of your body in ordinary soap where facilities are provided, but movement outside your room should be avoided as much as possible.
- Notify Public Safety at **911**.

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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, and direction 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 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) Mitigation

a)

2) 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.

3) Response

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- a) Manage response through Incident Command Post.
 - b) Make EOC operational and mobilize staff.
 - c) Coordinate operations through the Emergency Operations Center (EOC).
 - d) Report Disaster Status to the Emergency Management Coordinator.
 - e) Establish contact with other involved agencies, if necessary.
 - f) Conduct initial staff situation analysis briefings.
 - g) Alert support organizations, including County, and the public as necessary.
 - h) Activate the Emergency Broadcast System (EBS) as necessary.
- 4) 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 Management 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 Management 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

APPENDIX C
STATEMENT OF DISASTER EMERGENCY

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

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APPENDIX D **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 Communications 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. 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.

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 **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) Release

All information released to the media will be through the Public Relations Director or his/her 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 Law Enforcement Branch Director 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 operating procedures (SOPs) to include traffic control and security during emergencies.
- b) 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
- d) Coordinate with the Emergency Management Coordinator 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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- e) Coordinate with the Emergency Operations Center (EOC) to control traffic for evacuations, if necessary.
 - f) Maintain law and order in reception and mass care centers as necessary.
 - g) Control access to restricted areas.
 - h) 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.
 - i) Coordinate responses to inquiries and inform families, if directed by the Emergency Management Coordinator, on the status of individuals injured or missing.
 - j) If necessary, coordinate with other county and municipal aid staff groups.
 - k) If necessary, protect and secure property from occupancy, looting, etc.
- 3) Recovery
- a) Continue emergency law enforcement services as long as necessary.
 - b) Phase down operations as requirements decrease.
 - c) Assist in damage assessment activities.
 - d) 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) The Director of Public Safety will review and revise, as necessary, the Police Services Appendix after emergencies or exercises.

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.

APPENDIX K FIRE RESCUE AND HAZ-MAT SERVICES

1. PURPOSE

- a) To establish policies and procedures for fire, rescue and haz-mat service operations in an emergency / disaster situation at West Chester University.
- b) To promote a program of fire prevention, protection, detection and suppression..

2. SITUATION

- a) A comprehensive program of fire prevention, protection, detection and suppression is managed by the EHS Assistant 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) In disaster situations, the problems of protection and suppression are magnified. Fire service 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) Fire Service Personnel

Community based fire service in disaster situations at the University is critical since the University maintains no permanent fire fighting equipment or personnel. Consequently, the West Chester Fire Department, along with other surrounding fire departments will be called upon during an emergency / disaster situation. Their primary responsibility is 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.

b) Emergency Phases

1) Response

- a) During a fire or disaster emergency, the Public Safety and Environmental Health and Safety personnel will be notified of the emergency and they will assist the Incident Commander at the scene.

- b) Upon arrival of responding emergency services personnel, University personnel will inform the senior responding fire officer of the situation and take whatever

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appropriate steps are necessary to support their activities in resolving the fire/rescue/hazt-mat emergency.

c) Fire Hazards

Environmental Health and Safety personnel 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 Incident 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 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 of the Fire and Rescue Services Appendix after emergencies or exercises.

APPENDIX L
WCU Mass Communications Policy

APPENDIX M
Emergency Notification and Timely Warning Policy