



University of  
**Pittsburgh** | Bradford

## **EMERGENCY RESPONSE PLAN**

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## INTRODUCTION

Emergencies significantly disrupt operations and create chaotic conditions which threaten the safety and well-being of life, as well as physical resources and facilities. Such events could include inclement weather/storms, natural disasters, fires, explosions, acts of violence, criminal activity, medical, and other types of emergencies.

**It is the goal of the Pitt-Bradford administration to protect life, minimize injury and conserve facilities during a natural disaster or emergency while preserving continuity in the mission of the institution and operations of campus services.**

Clearly the nature of that continuity will change during an emergency. The purpose of this plan is to outline the structure by which information is gathered, channeled and assessed, by which decisions are made and communicated, and by which essential operations are maintained. Leaders of each administrative unit should review the Emergency Response plan regularly with all employees in their unit.

This plan provides clarity about the responsibility and authority for making decisions and acting among the various individuals whose interconnected roles are inherently reliant on one another as the campus rallies a response to an emergency. In short, the policy assumes people will make good decisions when equipped with valuable information, adequate resources, and clarity about the scope of their authority and responsibility.

The plan seeks to be clear in the delineation of responsibility while maintaining flexibility to accommodate emergencies. It contains five sections:

- I. Organization
- II. Execution
- III. Reporting and Communication
- IV. Responsibilities
- V. Disaster Specific Plans: fire, weather/natural disasters, violence/criminal activity, medical emergencies, other emergencies

**Standard operating policies and procedures guide emergency response until the President declares a major disaster, at which point the following command and response plan applies.**

It is understood that while Pitt-Bradford maintains initial responsibility for emergency response and relief, the campus may require the assistance of local, state and federal agencies, as needed, depending on the magnitude of an emergency. Pitt-Bradford is included in the McKean County Emergency Preparedness Plan and recognizes a reciprocal relationship with the neighboring communities in accordance with standard operating procedures.

## I ORGANIZATION

**The President has the ultimate responsibility and final authority for declaring a MAJOR DISASTER and overseeing all emergency operations.**

The President relies heavily on a variety of individuals for information, advice and implementation of the response plan. Because of the variety of people who perform essential roles, the President will designate a parallel command and control structure for emergency response that will take effect upon declaration of a major disaster. The parallel structure is as follows:

An Emergency Policy Group (EPG) serves as an advisory group for the President and provides strategic guidance during a major emergency. Overall emergency operations will be directed from the EPG by the President and communicated to the Director of Campus Police and Safety.

An Emergency Operations Group (EOG) serves as an implementation team at the direction of the President and implements emergency response and crisis management. EOG operations will be coordinated by the Vice President of Institutional Integration & Community Engagement. Representatives of local emergency response providers will be included in the EOG as needed.

### **Emergency Policy Group**

President  
Cabinet  
University Counsel

### **Emergency Operations Group**

VP Institutional Integration & Community Engagement  
Associate Dean of Academic Affairs  
Director of Campus Police & Safety  
Director of Facilities Management  
Associate Dean/Director of Residential Life & Housing  
Director of Health Services  
Director of Counseling Services  
Director of CTM Services  
Director of Dining Services  
Associate VP/Director of Auxiliary Services  
Director of Business Affairs

### **Information Call Center**

Enrollment Services and Financial Aid Staff  
Philanthropic & Alumni Engagement Staff  
Office of the President Staff

## II. EXECUTION

1. Pre-Disaster Phase: Activities in this phase are designed to develop a strong Pitt-Bradford emergency response capability and to organize all levels of administration to assure full utilization of all resources by completing the following:
  - a. Conducting public training and education programs to assure a continuing capability to accomplish disaster response objectives, including tests of the emergency response system, which should occur annually.
  - b. Developing a procedure for alerting, notifying, and mobilizing key officials and emergency response personnel in the event of a disaster.
  - c. Establishing mutual support agreements, as necessary with other local adjacent governments.
  - d. Convening a weekly meeting of representatives from various administrative areas to monitor unusual student behavior, assess risk, and plan intervention strategy.
  - e. Preparing plans for disaster recovery phases from disasters; and
  - f. Establishing the necessary emergency powers, to include a line of succession, to maintain a continuity of administration during any type of disaster.
  
2. Disaster Phase: During this phase, the operational activities of Pitt-Bradford will be accelerated to increase the state of preparedness of the campus population to meet and cope with an impending or immediate disaster – if warning is sufficient. The disaster phase shall include the following:
  - a. In the event of a disaster with little or no warning – operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage, and estimating requirements for restoring and recovering from the results of a disaster.
  - b. The Director of Campus Police and Safety shall notify the President of the emergency.
  - c. The President shall use their discretion to declare a major emergency and communicate action to the Vice Chancellor for Public Safety and Emergency Management at Pitt.
  - d. The declaration of a major emergency automatically triggers the implementation of the plan.
  - e. Emergency Operations Centers (EOC), will be established as soon as possible after the declaration of a major emergency:
    - i. The **Chief of Staff** will notify the EPG and EOG via Rave Guardian that an emergency was declared and direct the groups to assemble.
    - ii. If needed, a media staging area will be used where the **Executive Director of Communications and Marketing** will disseminate information to the media. Each area will provide media representatives with necessary equipment and wireless Internet access. Depending on the nature of the emergency, the media will be assembled in Room 162 Swarts Hall. Alternate locations will be Room 158 Sport and Fitness Center or the first-floor assembly room in Marilyn Horne Hall.
  - f. Emergency operations will be initiated and maintained in accordance with the plan.
  
3. Recovery Phase: The **President** will be responsible for declaring the major emergency is over, signaling the initiation of the recovery phase. At this point, the President will be responsible for determining priorities of the recovery effort, allocating resources to high priority objectives, assisting the affected population toward recovery, and overseeing the restoration of normal Pitt-Bradford functions. During this phase, Pitt-Bradford administration, departments and divisions will undertake operations necessary to restore normal functioning.

### III REPORTING AND COMMUNICATION

#### **Reporting**

Reports are required consistently when an emergency has occurred to provide the President with information to use in determining the appropriate ongoing responses to the emergency. The **Vice President of Institutional Integration & Community** will function as the liaison between the EPG and EOG. The reporting cycle will begin with the initial situation report which the Director of Campus Police and Safety will make to the President. As soon as feasible, the Director of Campus Police and Safety and appropriate representatives from the EOG will make initial damage assessment reports to the EPG and maintain ongoing communication. Reports will include the following:

4. **Initial Situation Report**
  - a. Type of disaster.
  - b. Date and time of disaster.
  - c. Status of mobilization of university resources.
  - d. Initial casualty, damage assessment; and
  - e. Determine if immediate support is needed from other agencies.
5. **The Initial Damage Assessment Report (Part I)**
  - a. Geographic estimate of damaged area; and
  - b. Injury and fatality report.
6. **The Initial Damage Assessment Report (Part II)**
  - a. Listing of damaged facilities; and
  - b. Resources necessary to return the facilities to normal operations.
7. **The Initial Damage Assessment Report (Part III)**
  - a. Time and expense to return damaged facilities to normal operations; and
  - b. Estimate of off-campus resources needed immediately to initiate the recovery process.
8. **Daily Situation Reports**
  - a. The Director of Campus Police and Safety will notify the President at or around 4:00 PM and when additional information becomes available.
  - b. Report to include updates emergency activities related to mitigation of the situation and restoring campus from state of emergency to normal operations.
9. **After Action Report** will be submitted to the President as soon as possible after the termination of the Disaster Phase by all affected departments. The report will be a narrative summary describing:
  - a. Overall combined efforts of all involved agencies and departments.
  - b. Deficiencies observed; and
  - c. Recommended actions that should be taken to improve effectiveness.

#### **Communication**

1. **Communication between EPG and EOG**

The President and the Vice President of Institutional Integration & Community will maintain

communication by phone. If phone service is unavailable, portable radio devices will serve as the back-up system for communication.

2. **Communication to faculty, staff, students, parents, the public and University of Pittsburgh officials.**

The following mechanisms for communication will be used as deemed appropriate depending on the nature of the emergency:

Voice and Text Messaging: The **President, Vice President of Enrollment Management, Director of Campus Police and Safety, or the Campus Police and Safety Sergeant** each have authorization to activate ENS by calling the password-protected number for the Communications Center at the University of Pittsburgh. They will utilize ENS to communicate emergency instructions.

ENS may be utilized in the event of severe weather emergencies/closings/cancellations, a bomb threat(s), a bomb(s) on premises, an active killer situation, a hazmat/biological incident, a fire, a major criminal incident, and/or a natural disaster(s).

When an emergency is declared ended, the **President, Vice President of Enrollment Management, Director of Campus Police and Safety, or the Campus Police and Safety Sergeant** will send an ENS message, advising the emergency is ended.

- a. Email: The **Director of Campus Police and Safety** will provide the Executive Director of Communications and Marketing with the information to include in the email communication. The **Executive Director of Communications and Marketing** will write and send the email as soon as possible following the emergency declaration. Email messages will be sent to faculty, staff, students, and parents providing the nature of the emergency, instructions advising safety procedures, and an estimated time when further updates will be posted.
- b. Information Call Center: The **Executive Director of Communications and Marketing** will activate the Information Call Center and contact designated staff via Rave Guardian.
- c. Face to Face: The **Vice President of Institutional Integration and Community Engagement** will notify the Emergency Assistants and the Associate Dean of Student Affairs/Director of Resident Life & Housing via Rave Guardian, informing them of the emergency and directing them to follow the protocols for their specific roles. Designated Emergency Assistants and Resident Advisors will move through their assigned buildings to deliver verbal instructions as directed by the EOG.
- d. Website: The **Director of Campus Police and Safety** will provide the **Executive Director of Communications and Marketing** with the information to include on the website. The Executive Director of Communications and Marketing will write and post. A posting on the homepage of [www.upb.pitt.edu](http://www.upb.pitt.edu) will provide the nature of the emergency, instructions advising safety procedures, and an estimated time when further updates will be posted.
- e. Mass Media: The **Executive Director of Communications and Marketing** will communicate with mass media in the case of a campus closing or other eventuality,

notifications will be sent to regional radio and TV stations advising faculty, staff and students not to report to campus and directing them where to report if they are currently off campus.

- f. Social Media – The **Executive Director of Communications and Marketing** will distribute emergency information through the University’s social media accounts: Facebook; X, formerly known as Twitter; and Instagram.

### 3. **Communication with external constituencies**

The **President** and/or the **Executive Director of Communications and Marketing** will be the official spokesperson and will manage all media relations, as necessary, from the designated press staging area if needed.

In the event of a major emergency, an Information Call Center will be activated with toll-free access to facilitate external communications. The toll-free access number will be placed on the University website and communicated through the media and social media during an emergency.

## III. **RESPONSIBILITIES**

### **Emergency Policy Group (EPG)**

1. The **President** directs and supervises all activities of the University administration during the pre-disaster and recovery phase operations. The President is responsible for the following:
  - a. Declaring a major disaster will initiate this plan.
  - b. Responding to the recommendations of the EOG.
2. The **Vice President and Dean for Academic Affairs**, with the assistance of the Associate Dean of Academic Affairs will be responsible for the following:
  - a. Providing information to the EPG concerning the impact of the disaster on the academic mission of the University.
  - b. Assessing detailed reports from the academic division chairs concerning the restoration of the University’s normal academic status (e.g., faculty availability, class modalities).
  - c. Locating and operating temporary academic facilities to replace those lost in a disaster for an extended period.
3. The **Vice President for Business Affairs**, with the assistance of the department heads, implements emergency orders of the President relating to the disaster including:
  - a. Developing a business recovery plan for Pitt-Bradford business resources during the pre-disaster phase.
  - b. Providing leadership support, as needed, to EOG, especially ensuring communications systems are operational during the emergency.
  - c. Ensuring appropriate communication systems are installed and operational prior to and during emergencies.
  - d. Serving as a liaison between emergency services and other expert services that may be necessary during the pre-disaster, disaster, and post-disaster phase.
  - e. Requesting other University agencies, as necessary, to respond to their predetermined disaster staging area.



4. The **Vice President for Student Affairs** is responsible for all student life and non-academic facilities associated with student life on campus. The individual shall be responsible for the following:
  - a. Providing information to the EPG concerning the impact of the disaster on all aspects of student life, including health, housing, counseling needs, food, safety and recreation of affected population.
  - b. Coordinating with the appropriate governmental agencies regarding care of mass casualty victims, if necessary.
  - c. Notifying parents or next of kin in the event of a student injury or death.
5. The **Vice President for Enrollment Management** is responsible for the Office of Enrollment Management, which includes the Offices of Admissions, Financial Aid, Registrar and Enrollment Services. The individual shall be responsible for the following:
  - a. Maintaining emergency contact information for students on a portable laptop, which can be utilized if electronic record systems are not available. Collaborate with the Vice President and Dean of Students to compile the information. Copies will be provided to the Vice President and Dean of Academic Affairs.
  - b. Serving as the designee for the President if the President is unavailable.
  - c. Assisting in emergency response, especially related to the Hangar Building and the offices of Admissions, Financial Aid, Registrar and Enrollment Services.
6. The **Vice President of Institutional Integration & Community** is responsible for the following:
  - a. Coordinating the activities of the EOG.
  - b. Serving as the liaison between the EPG and EOG.
  - c. Assisting in emergency response, especially related to Marilyn Horne Hall.
7. The **Executive Director of Communications and Marketing** will maintain close communication with the President during emergencies. The Executive Director, in consultation with the President, is responsible for the assembly, preparation, and dissemination of public information concerning the emergency, and shall be responsible for the following:
  - a. Establishing, if needed, media staging areas remote from the disaster area for media briefing purposes.
  - b. Serving as university spokesperson when so designated by the President.
  - c. Activating the Information Call Center, (if needed) and providing incident information.
  - d. In conjunction with the President, keeping the University Marketing & Communications Office in Pittsburgh apprised of the emergency.
8. The **Chief of Staff** is responsible for aiding the President in the executive oversight and management of the operations of the President's Office, and shall be responsible for the following:
  - a. Notifying the EPG and EOG via Rave Guardian that an emergency was declared and direct the groups to assemble via Teams.
  - b. Providing leadership support, as needed, to the EOG.
  - c. Serving as designee for the Vice President of Institutional Integration & Community.
9. The **Executive Director of Philanthropic & Alumni Engagement** is responsible for the oversight of the Office of Philanthropic & Alumni Engagement (PAE), and shall be responsible for the following:
  - a. Providing leadership support, as needed, to the EOG.
  - b. Assisting in emergency response, especially related to the Hanley Library and the Office of

- Philanthropic and Alumni Engagement.
- c. Coordinating volunteer aid relief.

10. The **Director of Intercollegiate Athletics and Recreation** is responsible for the oversight of athletics and recreational sports. This individual shall remain in close communication with the EPG and shall be responsible for the following:
  - a. Providing leadership support, as needed, to the EOG.
  - b. Assisting in emergency response, especially related to the McDowell Sport and Fitness Center.

### **Emergency Operations Group (EOG)**

11. The **Vice President of Institutional Integration & Community** is responsible for coordinating the activities of the EOG and providing regular reports to the EPG.
12. The **Director of Campus Police and Safety** is responsible for maintaining the safety and security of the campus including:
  - a. Maintaining law and order throughout campus.
  - b. Maintaining traffic control on evacuation routes.
  - c. Coordinating all law enforcement resources made available to the University.
  - d. Ensuring building lockdown procedures/integrated security protocols are implemented.
  - e. Implementing the system to issue security passes to authorized personnel in the disaster affected areas.
  - f. Coordinating all law enforcement resources made available to the University.
  - g. Ordering evacuations, as needed.
  - h. Coordinating all search and rescue missions.
  - i. Extinguishing fires.
  - j. Maintaining an adequate reserve force for additional simultaneous emergencies.
  - k. Coordinating with appropriate external agencies in the event of death or critical injuries.
13. The **Director of Facilities Management** is responsible for safely maintaining the operating plant and facilities to allow the University to return to performing its normal mission as quickly as possible after the disaster. Responsibilities include:
  - a. Assessing damage to campus facilities, including conditions and functionality of residence halls, and reporting to EPG.
  - b. Removing debris and obstructions from transportation routes.
  - c. Repairing and restoring utilities -- including electrical, potable water, and sewer systems on campus.
  - d. Assisting the EOG and/or departments with obtaining drivers for requested vehicles.
  - e. Providing emergency diesel fuel and maintenance for all vehicles operating on behalf of Pitt-Bradford.
  - f. Ensuring emergency generator is moved to the Frame-Westerberg Commons and started.
14. The **Associate Dean of Student Affairs/Director of Residence Life & Housing** is responsible for services primarily related to the safety and well-being of resident and commuter students, including the following:
  - a. Providing students with educational material for appropriate response to disaster-related situations that are possible at Pitt-Bradford.
  - b. Staffing of the designated site in the event of a campus-wide evacuation.

- c. Coordinating the delivery of or access to food and medical supplies for resident and remaining commuter students.
  - d. Providing temporary relocation facilities for displaced residents and maintaining records as to the location of students who have been displaced.
  - e. Maintaining a hard copy of contact information for students to be utilized if electronic record systems are not available.
  - f. Maintaining a list of students with mobility impairments and their residence hall locations, updating the list each semester and as needed, and providing the list to Campus Police and Resident Advisors.
15. The **Director of Health Services** will be responsible for the following:
- a. Coordinating the pre-hospital triage, treatment, and transportation of the sick and injured.
  - b. Providing limited care facilities for treatment of minor injuries upon request from the EOG.
  - c. Providing field support for paramedics in triage and emergency treatment of the sick and injured.
16. The **Director of Counseling Services** will be responsible for the following:
- a. Providing psychological first aid.
  - b. Coordinating off-campus resources.
  - c. Distributing educational information appropriate to the event.
  - d. Providing individual and group defusing and debriefing.
17. The **Director of Computing, Telecommunications and Media Services** is responsible for maintaining telephone, cellular and live two-way communication services for Pitt-Bradford based on the following priorities:
- a. Emergency dispatch in Campus Police.
  - b. Emergency Policy Group and Information Call Center.
  - c. Office of Computing, Telecommunications and Media Services.
  - d. Facilities, maintenance & operations.
  - e. Residence halls.
  - f. Administrative functions as dictated by the nature and scope of the disaster.
  - g. Residential customers.
18. The **Director of Dining Services** is responsible for the following:
- a. Ensuring meals are provided to students during the duration of the disaster, in a manner as normal as possible.
19. The **Associate Vice President of Business Affairs & Director of Auxiliary Services** is responsible for the following:
- a. Providing food services to students in a manner as normal as possible.
  - b. Providing eating facilities that may be needed by emergency workers.
  - c. Managing designated shelter(s) on campus, as necessary.
  - d. Communicating with tenants in the Marilyn Horne Hall, as appropriate.
  - e. Providing bedding and essential materials, as needed, for the EOG and emergency workers on campus during the emergency.
20. The **Director of Business Affairs** shall be responsible for advising the EPG concerning financial matters in support of disaster management including the following:

- a. Providing continuity of business services to internal and external customers during disaster and post-disaster phases.
- b. Providing emergency requisitioning, procuring and issuing of specialized equipment and supplies as may be needed from external sources.
- c. Maintaining expenditure and claim forms for the acquisition of supplies and materials required during the disaster response and post-disaster phases.
- d. Determining need for and operation of an on-campus commissary for disaster and post-disaster supplies.

21. The **Associate Dean of Academic Affairs** shall be responsible for serving as the point of contact between the EPG and EOG on matters related to Academic Affairs including the following:

- a. Maintaining emergency contact information on division chairs, full and part-time faculty, and Academic Affairs staff both on a portable laptop and hard copy, which can be utilized if electronic record systems are not available.
- b. Coordinating the availability of division chairs, faculty, classroom space, and the delivery of instructional platform (in-person or remote).

### c. **DISASTER SPECIFIC PLANS**

The following section of the plan details the general steps that should be taken in response to various kinds of emergencies, including fire, weather/natural disasters, violence/criminal activity, medical emergencies and other emergencies.

Depending on the scope of the emergency, the situation may or may not be declared a major emergency by the President. Reorganization into the EPG/EOG structure described in Section I happens only upon declaration of a major emergency.

The purpose of the procedures listed in this plan is to provide a skeletal overview of the key activities that need to be addressed. Individual departments and units within Pitt-Bradford may have additional procedures concerning relevant to their specific area. These procedures should be consistent with this plan. In every case, the primary focus of emergency response is always on the following priorities:

- a. Attending to the safety of people
- b. Reorganizing into an emergency operations mode
- c. Operating in emergency mode
- d. Restoring normal functioning

#### Evacuation of Individuals with Mobility Impairments

Individuals who require assistance evacuating from a university building should call or text 911 and proceed to the nearest evacuation refuge area (stairwell). Campus Police and/or responding emergency personnel will assist in evacuation.

Evacuation chairs are in the Hanley Library (2<sup>nd</sup> floor - top of the stairs inside the library) and in the Frame-Westerberg Commons (2<sup>nd</sup> floor – near the stairwell past the student affairs wing).

#### A. **Fire**

Call or text 911 immediately. When a fire is observed, the nearest fire alarm should be pulled, and occupants evacuated from the building.

Faculty, staff, and students should follow the following steps during a fire emergency:

- a. Pull the fire alarm no matter how minor.
- b. **Call or text 911 immediately.** Stay on the line to provide valuable information.
- c. In the case of a small fire, a trained individual should remove the nearest fire extinguisher and attempt to put the fire out. Never try to extinguish a fire for longer than 30 seconds; evacuate immediately.
- d. For larger fires, quickly evacuate all rooms, closing doors to confine the fire and reduce the oxygen supply. Do not lock doors. Do not attempt to fight the fire.

Faculty, staff and students should follow the following steps during a fire evacuation:

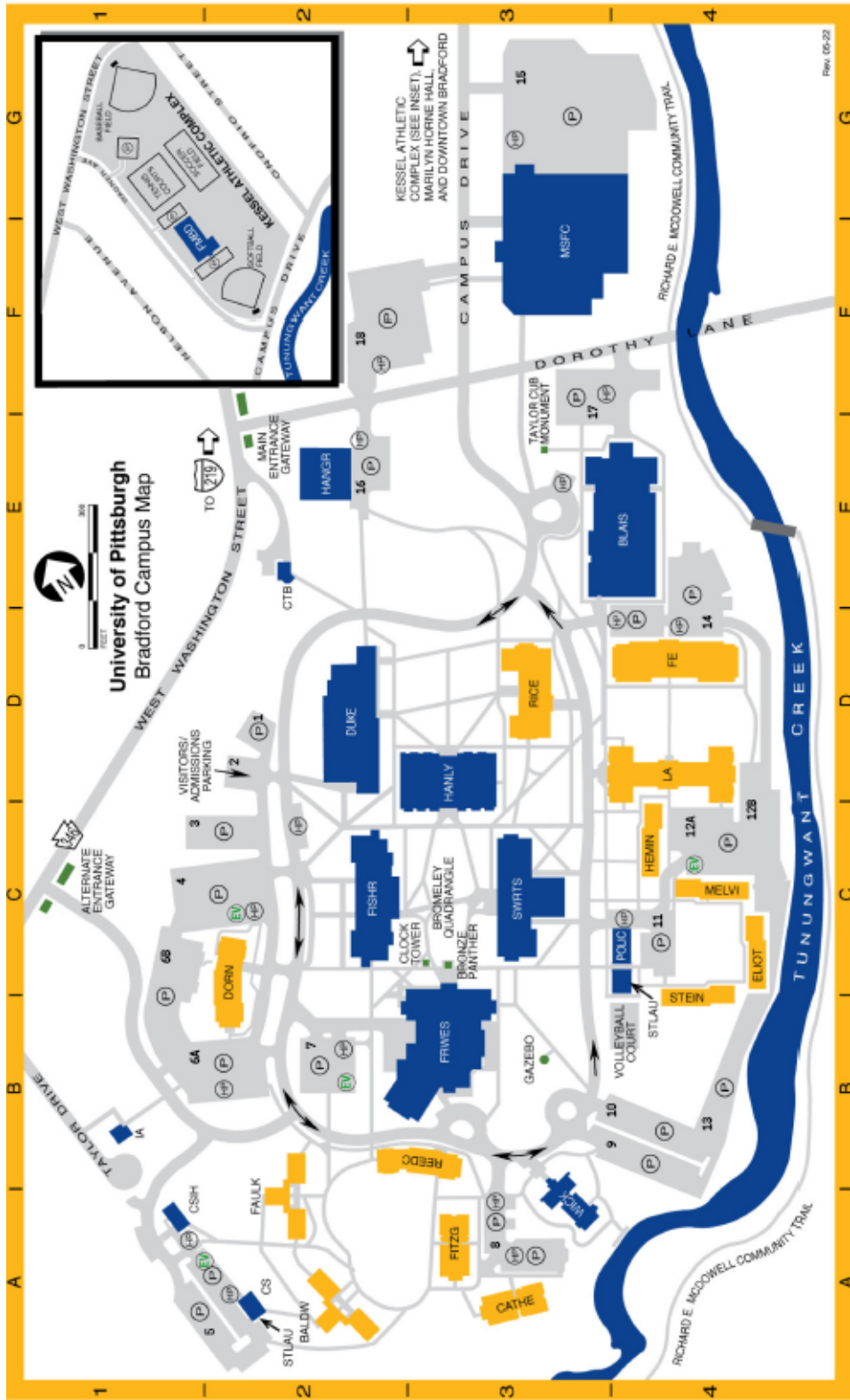
- a. OSHA and fire safety regulations require that specific employees in each building be appointed as floor marshals to ensure a safe and orderly evacuation in the event of an emergency. These individuals are identified as **Emergency Assistants**.

- b. Students, faculty and staff should leave a building in which a fire alarm sounds following the posted evacuation routes. The areas listed below are the designated assembly areas for each campus building:

**SPORT & FITNESS CENTER  
HANGAR BUILDING  
BLAISDELL HALL-BROMELEY  
HANLEY LIBRARY  
FISHER HALL  
FRAME-WESTERBERG COMMONS  
SWARTS HALL  
DUKE BUILDING  
CONTROL TOWER  
GRAY/INTERNATIONAL HOUSE  
CSI HOUSE  
CERAMICS STUDIO & LAUNDRY  
FACILITIES MANAGEMENT  
CAMPUS POLICE & LAUNDRY  
WICK CHAPEL  
MARILYN HORNE HALL  
LIVINGSTON ALEXANDER HOUSE  
HEMINGWAY  
BALDWIN & FAULKNER  
FITZGERALD  
CATHER  
REED-COIT**

**MELVILLE, ELIOT, STEIN  
DORN HOUSE  
FESENMYER  
RICE HOUSE  
PRESIDENT'S HOUSE – 120 SCHOOL ST.**

**PARKING LOT NEAR TRAIL  
LAWN IN FRONT OF BUILDING  
PARKING LOT #14  
QUAD AREA  
QUAD AREA  
QUAD AREA  
QUAD AREA  
PARKING LOT 1 OR 2  
LAWN AREA TO THE REAR  
LAWN TO THE REAR  
LAWN TO THE REAR  
LAWN TO THE REAR  
SOCCER FIELD  
SIDEWALK IN FRONT OF SWARTS  
PARKING LOT #9  
VETERANS' SQUARE  
LAWN TO THE SIDE  
LAWN IN FRONT OF SWARTS  
LAWN BEHIND REED-COIT  
SIDEWALK IN FRONT OF CATHER  
SIDEWALK IN FRONT OF  
IN FRONT OF FRAME-WESTERBEG  
COMMONS  
LAWN OUTSIDE OF EACH  
PARKING LOT #4  
PARKING LOT #14  
IN FRONT OF FESENMYER  
IN FRONT OF BUILDING**



**Admissions and Financial Aid Offices**  
 Admissions located in Hanly Library ..... HANLY D3  
 Financial Aid located in Hangar Building ..... HANGR E2  
 Basileid Hall (Communication Arts, Fine Arts) ..... BLAIS E4  
 Campus Police Building ..... POLIC C4  
 Ceramic Studio ..... CS A2  
 Control Tower Building ..... CTB E2  
 (Human Resources, Payroll)  
 Crime Scene Investigation (CSI) House ..... CSIH A1  
 Fisher Hall ..... FISHR C2  
 (Natural Sciences, Rice Auditorium)

**Frame-Westerberg Commons** ..... FRWES B3  
 (Student Union, Book Store,  
 Student Affairs, Dining Halls)  
 George B. Duke Engineering and  
 Information Technologies Building ..... ETB D2  
 (Engineering and Information  
 Technology, Engineering)  
 Hangar Building ..... HANGR E2  
 (Business Affairs, Financial Aid,  
 Registration, Student Accounts)

**Frame-Westerberg Commons** ..... FRWES B3  
 Hanly Library ..... HANLY D3  
 (Library, President's Office, Philanthropic  
 and Alumni Engagement, Admissions,  
 Communications and Marketing)  
 Harriett B. Wick Chapel ..... WICK A3  
 International House ..... IA B1  
 Residence Halls  
 Ernest Hemingway House ..... HEMIN C4  
 F. Scott Fitzgerald House ..... FITZG A3  
 Gertrude Stein House ..... STEIN B4  
 Herman Melville House ..... MELVI C4  
 Howard L. Fessenden House ..... FE D4  
 James Baldwin House ..... BALDW A2

**Lester and Barbara Rice House** ..... RICE D3  
 Livingston Alexander House ..... LA D4  
 Reed-Coit House ..... REEDC B3  
 Sarah B. Dorn House ..... DORN C2  
 T. S. Eliot House ..... ELIOT C4  
 Willa Cather House ..... CATHE A3  
 William Faulkner House ..... FAULK A2  
 Richard E. and Ruth McDowell  
 Sport and Fitness Center ..... MSFC F3  
 Student Laundry Building ..... STLAW A2  
 Swarts Hall ..... SWRTS C3  
 (Humanities, Social Sciences, Nursing)

**Legend:**  
 (P) Parking (H) Handicap Parking (EV) Electric Vehicle Parking

## **Weather/Natural Disaster**

### **Severe Weather Policy**

Pitt-Bradford's general severe weather policy is to remain open, except in the most extreme circumstances. University faculty, staff and students are urged to use their own discretion in deciding whether they can safely commute to class or work. Faculty are advised to be as accommodating as is reasonable when students miss class because of severe weather conditions.

Public announcements will be communicated to area radio and TV stations for broadcast regarding any official closures or delays no later than 6:15 a.m. If severe weather commences later in the day, public announcements of class cancellations or campus closure will be made as quickly as possible. Information on weather-related cancellations will be placed on the University home page at [www.upb.pitt.edu](http://www.upb.pitt.edu). Information on weather-related cancellations will also be communicated to registered subscribers of the University's Emergency Notification System by voice messaging, text messaging, or both, depending on the subscriber's preference.

When conditions are extreme, the following procedures will be followed:

- By 4:00 a.m., the Campus Police and Safety duty officer (who will have monitored the weather conditions during the night) will call the Director of Campus Police and Safety at home to advise them of the extreme conditions. The duty officer will also monitor reports throughout the area to assess the conditions. The Chief will come to campus to observe the situation and review the officer's report.
- By 4:30 a.m., the Director of Campus Police and Safety will call the Director of Facilities Management and advise them of the conditions. If required, a crew will be called in at that time for snow removal (unless they have already been contacted earlier).
- By 5:00 a.m., the Director of Facilities Management will advise the President of the severity of the weather and conditions of area roads.
- The President will then notify all cabinet officers, including the Executive Director of Communications and Marketing, regarding a decision to (a) remain open; (b) cancel morning classes only; (c) cancel morning and afternoon classes; (d) cancel all classes, including evening; (e) in the most severe situation, close the university.
- The Executive Director of Communications and Marketing will send an email to campus faculty, staff and student distribution lists to announce the closing and cancellation decisions.
- The Executive Director of Communications and Marketing will also announce a closing and/or cancellation on the University's website; and Facebook; X, formerly known as Twitter; and Instagram accounts.
- The Executive Director of Communications and Marketing will call area radio and television stations to make an announcement of closing to the public no later than 6:15 a.m.

Radio stations:

- WESB/WBRR-FM Bradford
- WQKY-FM/WLEM Emporium/St. Marys
- WJTN, WKSN, WHUG, WWSE-FM and WAFX-FM Jamestown
- KISS-FM Jamestown



- WFRM - Coudersport
- WHKS-FM Port Allegany
- WDDH-FM Ridgway
- WXMT-FM Smethport and Olean
- WKBI St. Marys
- WRRN/WNAE/WKNB Warren
- WPIG-FM/WHDL Hot 102.1 Olean
- WQRS/WMXO-FM Olean
- WOEN-FM/WGGO Salamanca
- WQRW Wellsville

Television stations:

- WGRZ – Ch. 2 – NBC – Buffalo
- WIVB – Ch. 4 – CBS – Buffalo
- WKBW – Ch. 7 – ABC – Buffalo
- WICU – Ch. 12 – NBC – Erie
- WSEE – Ch. 35 – CBS – Erie

▪ Sample announcement:

Scenario #1: regular class cancellation

“All classes at the University of Pittsburgh at Bradford are canceled for today, Tuesday, February 1. All offices and buildings are open, however, and employees are expected to report to work if possible.”

Scenario #2: remote work due to cancellation

“All classes at the University of Pittsburgh at Bradford are canceled for today, Tuesday, February 1. However, all offices and buildings are open. Employees are expected to either work on campus or from a remote location.”

Scenario #3: campus closure: state of emergency, roads closed, very severe situation.

“The University of Pittsburgh at Bradford is closed today, Tuesday, February 1. Students, faculty, and NON-ESSENTIAL staff are not required to be on campus. All offices are closed. However, ESSENTIAL staff are expected to report to work.”

- In the event the Executive Director of Communications and Marketing is unreachable, the President will call the Assistant Director of Communications and Marketing.
- Essential services, which are comprised of dining services, facilities management, student affairs, and campus safety and security, should report to work unless otherwise advised.
- In the event of severe weather conditions moving in during the day, a similar, timely decision-making and notification process will be followed.
- The Communications and Marketing Office will provide Campus Police and Safety with standard written advisories for such occasions, which they may use for phone calls they receive.

Important procedural considerations for other kinds of natural disasters are listed below.

### Floods

Floods are a natural and inevitable part of life along any waterway, and the campus is located along the West Tunungwant Creek and is below the dam for the Marilla Reservoir. In the event flood conditions develop, students living in housing that are in danger of flooding will be evacuated to a safe location. The evacuation will be coordinated by Campus Police and Safety with the help of staff from Facilities Management and Housing. Any other campus buildings in danger of flooding will also be evacuated, and the building sealed off to prevent damage to the interior. The flood map is included on page 19.

If flooding is forecasted to be imminent, activate the Flood Response Plan:

1. The **Director of Campus Police and Safety** will monitor elevation of the water level in the West Tunungwant Creek.
2. The **Campus Police and Safety** and the **Vice President and Dean of Students** will contact owners of vehicles parked in lots 9-10-12-13-14 to have them move their vehicles.
3. The **Director of Campus Police and Safety and the Director of Facilities Management** will arrange for towing vehicles not moved.
4. The **Director of Facilities Management** will direct maintenance staff to place sandbags in identified locations.

Faculty, staff and students should avoid wading in the flood waters, which may be deeper than they appear. Faculty, staff and students should never try to cross a flooded stream as dangerous unseen currents often occur during a flash flood.



### Tornadoes and Severe Storms

When anticipating a severe storm, faculty, staff and students should remain alert to the warning system broadcast by the weather service for a broad area of Northwestern Pennsylvania. These warnings can be heard on local radio stations.

A *tornado watch* means that tornadoes or severe thunderstorms are possible. A *tornado warning* means a tornado has been sighted in the area. In case of a tornado warning, faculty, staff and students should seek shelter immediately. Campus Police and Safety and the Emergency Assistants will attempt to make face-to-face contact, phone calls and email to direct people to the safety zones for the various buildings on campus.

The best protection is to go to the interior of the lowest level of any building and stay away from glass/windows. Faculty, staff and students should not remain in the Sport & Fitness Center, Bromeley Family Theater, Rice Auditorium, the Dining Hall, or the library. If you find yourself in one of these locations and do not have time to relocate, then remain in the building and shelter in place under the following conditions:

- Stay away from windows,
- Avoid large open rooms,
- Go to an inner hallway, a room without windows, or the restrooms.

General safe areas would be in any hallways close to the brick walls and away from any windows. In the student apartments, the safe area would be in hallways on the lower floors. In case of a tornado warning, the fire alarms should not be pulled since this will send people outside and into danger.

### Wild Animals

In the case a wild animal is near campus facilities, faculty, staff and students should go inside the nearest building and call Campus Police. Faculty, staff and students should not attempt to approach the animal.

- Black Bears – If you encounter a black bear on campus, do not attempt to chase the bear or get close to it. If you can, go into the nearest campus building. If you are not able to enter a building, remain calm and avoid sudden movements. Slowly back away from the animal while maintaining eye contact. If the bear approaches or exhibits aggressive behavior, make loud noises and wave your arms.

## **B. Violence/Criminal Activity**

### Crime Occurrence

If a crime has occurred or is in progress, call or text 911 immediately.

### Active Threat Incident

In the event of an active threat incident occurring on campus, the following procedures should be followed:

1. Secure Immediate Area
  - a. Lock and barricade doors
  - b. Turn off lights
  - c. Close blinds and curtains

- d. Block windows and doors
- e. Keep calm and quiet and out of sight as much as possible
- f. Take adequate cover, i.e., concrete walls, thick desks, filing cabinets
- g. Silence cell phones
- 2. Contact Authorities
  - a. Police Emergency call or text 911
  - b. Follow directions of law enforcement authorities
- 3. What to report
  - a. Say “Emergency” and report your specific building and room number
  - b. Report what is occurring including the assailant’s location, number of suspects, race/gender, physical features, clothing description, types of weapons, assailant’s identity if known.
  - c. Report the number of injuries if known and types
- 4. Remain in a safe location
  - a. Consider the risks before leaving a secured room
  - b. Remember that the threat may be in the vicinity
  - c. Attempts to rescue persons should only be attempted if it can be accomplished without endangering others. If doubt exists for the safety of the individuals inside the room, remain inside until advised that the area is cleared.
- 5. Police Response
  - a. Police will act first to neutralize the threat.
  - b. Police will then evacuate victims and tend to the injured.
  - c. Police will conduct investigations and Student Affairs will make counseling services available.

Active Killer

Recommended safety measures for on-going and immediate life-threatening incidents involving hostile suspects:

1. Identification

- a. Pay attention to:
  - Someone who is acting in an unusual way.
  - Someone who is carrying a suspicious-looking package or wearing clothing that may conceal weapons.
  - What may be an improvised explosive device.
  - The kind of weapon and/or the number of weapons being used.
  - Anyone else who is there may or may not be taking any action.
  - The direction the person or people are moving.
  - The number of potential victims and where they are located.
  - Where you can safely evacuate to or barricade yourself until help arrives.
  - Any other information you can safely obtain.

2. Communication

- a. As soon as safely possible, contact the police. Call or text 911.
- b. Warn others in the area if it is safe to do so.
- c. Resist the urge to yell or shout. Speak in a clear, calm voice.
- d. Be aware that a loud voice may alert the actor of your location.
- e. Provide updated information as necessary to the police.

3. Evaluation:

- a. Quickly determine the most reasonable way to protect yourself. Remember that if you act others are likely to follow your lead during a shooting. Assist others in your immediate area if you can do so safely.
- b. If there is a safely accessible escape path, evacuate the premises. Be sure to:
  - Have an escape route and plan in mind.
  - Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Help others escape if possible.
  - Attempt to prevent people from entering an area where the shooter may be.
  - Keep your hands visible.
  - Follow the instructions of any police officers.
  - Do not attempt to move wounded people.
  - Avoid long hallways or other open areas when you are exposed while moving for extended periods.
  - Move in a nonlinear manner. Most untrained shooters cannot effectively shoot at a moving target at a distance.
  - Stay low to the ground; use any concealment available.
  - Notify police when you are safe.

4. Shelter in Place: Shelter in place means that you should find a safe location indoors and stay there until you are given an “all clear” or told to evacuate. You may be asked to shelter in place during severe weather, an act of violence, or another type of emergency.

5. Lockdown: Lockdown means that you should stay where you are if you are indoors. If you are outside and cannot enter a building, move in a direction away from the incident.

- a. Integrated Building Security Lockdown:
  - Director of Campus Policy and Safety will launch the AccessIT application and follow procedures.
- b. Stay where you are! **All exterior doors to campus buildings in lockdown will not allow people to ENTER the building.** You can exit doors during lockdown but staying in place is strongly advised UNLESS you are in immediate danger inside the building. Do not open doors for others during lockdown. Providing access for unknown people puts you and others at risk.
- c. If you believe you are in the building with an active killer: Run, Hide, Fight.
- d. If you believe the active killer is in a different building: Remain in the building, find a location to barricade and prepare to fight. Silence devices. Be quiet. Do not congregate.
- e. Find a place to hide where the active killer is less likely to find you. If you are in a hallway attempt to enter a room. The location should be out of the shooter’s view. Stay out of the area and away from doors and windows and provide protection if shots are fired in your direction.
- f. To prevent the active killer from entering the area:
  - Lock the door.
  - Barricade the entryway with any heavy object such as a piece of furniture.
  - Turn off lights as well as any device that may make noise.

5. If confronted by a shooter and no other options exist:
  - a. Using swift, violent force against the shooter may end the situation by incapacitating them.
  - b. Consider using any available objects as weapons, which may stop the person.
  
6. When the police respond:
  - a. During an active killer incident, the police's foremost objective is to find the active killer and stop they/them.
  - b. The police arriving on scene will not stop to aid injured persons. A rescue team will follow for this purpose.
  - c. The rescue team may ask people for help in moving the wounded.
  
7. What you should do when the police respond:
  - a. Remain calm and follow officers' instructions.
  - b. Identify yourself immediately. Do not assume officers will know who you are and that you are not the suspect.
  - c. Put down any items in your hands. Raise your hands and spread your fingers and always keep them visible.
  - d. Avoid making quick movements toward officers.
  - e. Avoid pointing, screaming or yelling.
  - f. Do not ask officers for help or directions when evacuating. Just proceed in the direction the officers used to enter the premises.
  - g. Once in a safe location provide officers with any information you have.
  - h. Do not leave the safe location until directed to do so by officers.

#### Threatening Call or Bomb Threat

It is possible for any student or staff to become the receiver of a threatening call or bomb threat. In such a case, the person who receives such a call should treat the incident with the utmost seriousness and should follow the steps listed below:

1. The person who receives such a call should remain calm and try to keep the caller on the line, if possible, to obtain information, including estimates of the caller's sex and age, tone of voice, background sounds, motivation and content of the caller's speech. If possible, specific information about when the bomb will explode, its location, its appearance and its mechanisms should be gathered. The caller may reveal their name and address if asked. After hanging up, Campus Police should be called immediately. Campus Police will notify the appropriate administrators.
2. If the threat is received via email or other electronic communication, the recipient should call Campus Police, report the threat and forward the communication to Campus Police.
3. Campus Police will direct the evacuation procedures. Often it is advisable to follow normal fire evacuation procedures. Buildings should be evacuated to a safe distance and should not be re-entered until receiving a clearance from local authorities.
4. Using portable radios for communication is NOT recommended until the area has been searched and cleared.

#### Hostage Situation

If a hostage situation occurs on campus, the following procedures should be followed:

1. Call or text 911 immediately.
2. All people should be moved away from the hostage situation as quickly and quietly as

possible. Areas close by should remain evacuated.

3. Gather all pertinent information to give to the police on their arrival. Notes should be made on the timing of what has occurred as well as any communication from the one holding the hostage. Keep witnesses available to answer questions for police.
4. Under no circumstance should communication be initiated with the individual holding the hostage. Only Campus Police should initiate communication.
5. Law enforcement should have total command of the situation. They will advise on other steps that should be taken.

### Suspicious Persons on Campus

If someone is acting suspicious, they should be asked if they need any directions or assistance. If no apparent risk seems evident, there is no need for further response.

If, however, there is further reason to be suspicious, call Campus Police immediately.

If an act of violence is occurring or there is an obvious risk of danger, proceed to the steps below under Potential Violent Activity.

### Potential Violent Activity

If an act of violence has occurred, call or text 911 immediately. If there is no threat of further danger, seek to give assistance and support to any victims until emergency officials arrive. If there is a continued threat of danger, individuals should:

1. If in an office or classroom, lock the door, turn off the lights and get on the floor.
2. Move quickly to a safe location away from the danger.

### Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists because of the demonstration:

1. Interference with the normal operations of the college.
2. Prevention of access to office, buildings or other campus facilities.
3. The threat of physical harm to persons or damage to campus facilities.

If the conditions above are present, contact Campus Police immediately.

### Exposure to a Potential Contamination, Including Contamination of Water Supply or Suspected Dangerous Chemical Exposure

Faculty, staff and students should follow the following steps if a dangerous chemical contamination is suspect:

1. Contact 911 immediately.
2. Evacuate the area.
3. Campus Police will assist and cooperate with the McKean County EMS to facilitate the inspection and decontamination of the affected area.

The President will receive consultation from the appropriate external agencies regarding testing, treatment, and the dissemination of information to the campus community. The President will consult with the Vice Chancellor for Public Safety and Emergency Management at Pitt.



### Cyber Security Threat/Attack

In the event of an active cyber security threat or incident that compromises student, faculty, and staff data, disrupts classes, and hinders essential campus system, the following procedures should be followed:

1. Contact the Director of CTM Services immediately.
2. The Director of CTM Services will communicate with the President and Executive Director of Communications and Marketing on the nature and extent of the incident.
3. As required, the Director of CTM Services will collaborate with the Executive Director of Communications and Marketing to notify faculty, staff, or students of immediate actions/steps.
4. The Director of CTM Services will immediately contact the Help Desk at 412.624.4357 and collaborate with Pitt IT Security to restore systems or take appropriate actions.
5. The Executive Director of Communications and Marketing will direct communications to keep students, faculty, staff and other stakeholders informed.
6. Following the incident, the Director of CTM Services and Pitt IT will conduct a comprehensive review of the incident response and identify areas for improvement.

### **C. Medical Emergency, Health Crisis or Pandemic**

Medical Emergency: In the case of a medical emergency, call or text 911 immediately.

Medical non-emergency: Students contact Health Services during normal office hours, after hours students contact resident assistants or resident advisors for assistance.

In the case of a pandemic, the President and EPG will closely monitor the situation according to the following response levels. The University of Pittsburgh's Pandemic Preparedness Plan will be used as a supplement to the Emergency Response Plan.

### **D. Other Emergencies**

#### Power Outage

In the case of utility failure, faculty, staff and students are to call Campus Police. Campus Police will work with Facilities Management to contact the appropriate utility service provider. In the case an electrical power outage occurs that is longer than one hour in duration, the Frame-Westerberg Commons, which can operate on generator power, will be open and staffed on a 24-hour basis until full power is restored to the campus.

#### Utility Failure & Gas Leaks

In the case of utility failure, faculty, staff and students are to call Campus Police. Campus Police will work with Facilities Management to contact the appropriate utility service provider. In the case of a gas leak, all areas that could be at risk should be evacuated. This may be achieved by activating a fire alarm and following the standard procedures for fire evacuation.

#### Motor Vehicle Accident

Call or text 911 immediately.