

Millersville University Emergency Operations Plan

Millersville University of Pennsylvania
1 South George Street, Millersville, PA 17551



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List of Acronyms

BRFR	Blue Rock Fire Rescue
CCP	Crisis Communication Plan
CDRE	Center for Disaster Research and Education
CERT	Campus Emergency Response Team
CECC	Campus Emergency Command Center
EC	Emergency Coordinator
ECV	Emergency Command Vehicle
EAD	Emergency Administrative Director
EAT	Emergency Administrative Team
EM	Emergency Manager
EMA	Emergency Management Agency
EOC	Emergency Operations Center
EOP	Emergency Operation Plan
ESF	Emergency Support Function
FAC	Family Assistance Center
FEMA	Federal Emergency Management Agency
HWP	Hazardous Weather Plan
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert Warning System
LEMA	Lancaster County Emergency Management Agency
LEMSA	Lancaster Emergency Medical Services Association
LO	Liaison Officer
MCC	Mobile Command Center
MU	Millersville University (of Pennsylvania)
MUEANS	Millersville University Emergency Alert Notification System
MUPD	Millersville University Police Department
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Association
NRP	National Response Plan
NWS	National Weather Service
OSC	Operations Sections Chief
PEIRS	Pennsylvania Emergency Incident Reporting System
PEMA	Pennsylvania Emergency Management Agency
PIO	Public Information Officer
RTF	Regional Task Force
SCTF	South Central Task Force
SERT	Lancaster County Special Emergency Response Team

SO Safety Officer
SVEMS Susquehanna Valley Emergency Medical Services

List of Definitions

Activate: To start or place into action an activity or system.

Alert: Gaining public's attention by sirens or other means.

Control: To exercise authority with the ability to influence actions, compel or hold in restraint.

Coordination: Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies.)

Deploy: To move to the assigned location in order to start operations.

Direction: Providing authoritative guidance, supervision and management of activities/operations along a prescribed course to reach an attainable goal.

Disaster: A man-made, natural or war-caused catastrophe.

Man-Made Disaster: Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, except enemy action, resulting from man-made causes, such as oil spills and other injurious environmental contamination, which threatens or causes substantial damage to property, human suffering, hardship or loss of life.

Natural Disaster: Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mud slide, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.

Disaster Emergency: Those conditions which upon investigation may be found, actually or likely to:

Affect Safety: Affect seriously the safety, health or welfare of a substantial number of the MU community or preclude the operation or use of essential facilities.

Require State Assistance: Be of such magnitude or severity as to render essential state supplementation of county and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.

Have Causes Not Covered by Law: Have been caused by forces beyond the control of man, by reason of civil disorder, riot or disturbance, or by factor not foreseen.

Emergency Management: The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all kinds, whether from enemy attack, man-made or natural sources.

Emergency Services: The preparation for and the carrying out of functions to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, rescue, engineering, disaster warning services, communications, radiological, shelter, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, temporary restoration of utility services and other related functions .

Hazardous Substance: A substance identified as hazardous and meeting certain other non-SARA federal reporting requirements.

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

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

Mobilize: To augment staff and resources in order to accomplish the mission at an indicated location on a 24-hour/day basis

Notification: To make known or inform. For use in context with this document: to transmit emergency information and instructions: to the University public immediately.

Notify: To inform about a condition, event or situation.

Operational: Capable of accepting mission assignments at an indicated location with partial staff and resources.

Protective Action: Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.

Psychological Crisis: When an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break (where one is out of touch with reality) may be manifested by

hallucinations, uncontrollable behavior, or the person could be a hospital walkaway. Examples may include students with Serious Psychological Problems, such as severe emotional or psychotic episodes, abuse of drugs and alcohol, and/or attempted suicide.

Public Information Statements: Public announcements made by official spokespersons via newspapers, radio or television to explain actions being taken in the event of any emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors.

Reentry: The return to the normal operating sites by individuals and businesses once the evacuated area has been declared safe for occupancy.

Route Alerting: Route alerting is a supplement to siren systems accomplished by predesignated teams traveling in vehicles along preassigned routes delivering an alert/warning message.

Shelter in Place: Remain in building and get away from windows. Depending on the nature of the event, get to the lowest possible level. If outside, seek shelter in the closest, safe building. Monitor communications for further instructions and updates. Close all windows and turn off ventilation system if advised to do so.

Standby: To be ready to perform but waiting at home or other location for further instructions.

Succession: The process established to list the order, line or interim personnel entitled to succeed one another under emergency conditions.

Support: To act in a secondary or subordinate role to a primary activity by providing a means of maintenance or subsistence to keep the activity from failing under stress. (For use in context to this document: providing "unmet" needs, unforeseen requirements for supplies, equipment, services, training, etc.)

Terrorism: The threat or use of violence, often against the civilian population, to achieve political ends. Terrorism involves activities such as assassinations, bombings, use of nuclear, chemical, or biological (NBC) weapons of mass destruction (WMD), random killings, hijackings, and skyjackings. Terrorism is used for political, not military, purposes. Terrorist acts can be committed by individuals acting alone, or by groups too weak or small to mount open assaults.

Traffic Control Point: Manned posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.

Vital Records: Those documents, electronic databases, and files that are deemed essential to continued government functioning in a disaster situation. These records include, but are not limited to, the following: official proceedings, vital statistics, land and tax records,

license registers, payroll records, utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, lists of succession, and other pertinent legal and financial records.

Warning: Notifying the public with a specific message regarding a threat and actions to be taken.

Weather Warning: Issued when the designated weather hazard is occurring or imminent.

Weather Watch: Gives advanced notice that conditions are favorable for hazardous weather.

Introduction

Since an emergency is, by definition, an incident that may occur suddenly, without warning, at any time, or any place, Millersville University of Pennsylvania (MU) has developed this Emergency Operations Plan (EOP). It is designed to provide the basic administrative structure and procedures necessary to cope with emergency situations.

MU's EOP was created to address emergencies that may happen on campus or at a MU facility. The EOP is designed to assist MU management with coordinating emergency response to minimize the effect on employees, students, visitors, and facilities. MU is committed to providing continuous education and research opportunities to all of its staff and students. This plan recognizes that any interruption of service to staff or students is a potential emergency and that MU will use all resources to quickly and safely mitigate the emergency.

MU and its operations are susceptible to emergencies such as natural disasters, severe weather, and other hazards. Because an almost limitless number of emergencies may be encountered, the EOP was designed to serve as a template for the many possible responses. Procedures have been designed to comply with applicable regulations posed by the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA).

The EOP is the foundation for the MU Comprehensive Emergency Management Program. This program consists of plans, procedures, training, drills and exercises, to acquire resources and equip facilities. It has been developed to coordinate with Lancaster County, Millersville Borough, and Manor Township Emergency Operations Plans and to maintain emergency response capabilities. It is designed to interface with community response organizations and anticipate potential emergencies which may affect any operation or service.

This document will detail the key elements of the EOP of MU with an emphasis on three goals:

- To protect life
- To protect property
- To resume normal operations

These three goals can only be achieved when MU administrators, faculty, maintenance personnel or staff, support staff, students, government entities, and all other outside resources become involved in the development and implementation of the EOP. This meticulous preparation, through education, and training, and the systematic implementation during an emergency, will allow MU to survive an emergency or disaster so it can resume normal operations.

The three goals of the plan are strengthened by a framework of five fundamental phases:

- Preparedness - planning for an emergency or disaster event
- Protection/Prevention – planning for the prevention of terrorism events
- Response - the planned response to an emergency or disaster event
- Recovery - the process of returning to normal operations
- Mitigation - steps taken to prevent the effects of an emergency or disaster.

These five mission areas, when used together, will lessen the impact of an emergency and its latent effects that could disrupt MU's operations more than the actual emergency or disaster itself.

All staff should be familiar with the contents of the EOP, the roles and responsibilities, as well as the functions outlined. Individuals with designated emergency leadership roles must know and understand their responsibilities.

MU developed this plan to facilitate the National Incident Management System (NIMS) format. The NIMS is designed to provide a consistent, flexible, and adjustable national framework for government and private entities to work within in order to manage emergencies and/or disasters. This set of standardized organizational structures provides the flexibility needed to manage any situation regardless of cause, size, location, and complexity. This flexibility is crucial to a college or university when trying to effectively maximize all the resources needed to manage an emergency or disaster. These structures provide all the local, state, and federal entities that may be required to assist the college or university a common, understood base to work within.

Promulgation

This plan is promulgated as the MU Emergency Operations Plan (EOP). This plan is an integral part of the Comprehensive Emergency Management Program at MU. It was designed to comply with all applicable state and county regulations and provides the policies and procedures to be followed in dealing with emergencies, disasters and terrorism events.

This plan supersedes all previous plans.

Promulgated this 8th day of September, 2015

John M. Anderson
President, Millersville University

Declaration of Disaster Emergency

WHEREAS, on or about _____ a (disaster) caused or threatens to cause injury, damage, and suffering to the persons and property of MU, and

WHEREAS, the (disaster) has endangered the health, safety and welfare of a substantial number of persons residing on the MU campus and surrounding community, and threatens to create problems greater in scope than MU may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents on the MU campus,

NOW, THEREFORE, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code (35 PA CS), as amended, I do hereby declare the existence of a disaster emergency at MU;

FURTHER, I direct the MU Police Chief to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential university and public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, I authorize officials of MU to act as necessary to meet the current exigencies of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the immediate purchase of supplies and materials, and by entering into such contracts and agreements for the performance of university and public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by State, and Federal law, mandatory constitutional requirements excepted.

This Declaration shall take effect immediately.

MU President

Date

Record of Changes

Change Number	Date of Change	Nature of Change/Revision	Change Made By (Signature)
001	11/11/2013	Update EOP – add items to plan including HWP	PCW
002	2/6/2014	Update EOP – revision of entire document	PCW
003	10/21/2014	Update EOP – Add changes identified by CERT members after their review	PCW
004	3/3/2015	Add Crisis Communication Plan	PCW
005	3/3/2015	Document formatted and marked sections removed	PCW
006	7/1/2015	Document Formatted	PCW
007	8/25/15	Document approved by Cabinet	PCW
008	9/3/15	Document formatted for Internet	PCW
009	9/11/15	Added Presidents Promulgation	PCW

Distribution of EOP Copies

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