

## 3.0 Incident Specific Plans

### 3.1 Introduction

These Incident Specific Plans have been designed to address emergencies that could occur on the MU campus or at any of MU's facilities. These plans will be distributed to all personnel who should become familiar with the contents of these Incident Specific Plans as they pertain to each individual's location on campus, the roles, responsibilities, and functions outlined in the plans.

### 3.2 Evacuation Procedures

It is the policy of Millersville University, that in the event of an emergency, which would require the evacuation of a Millersville University building, the following procedures will be utilized to ensure all students and university staff exit the building in a safe, orderly and expeditious manner.

#### 3.2.1 Building

Building evacuations will occur when a fire alarm sounds, in the event of another emergency, and/or upon notification by Millersville University Police.

When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same.

Assist those with disabilities if able and if asked.

Note: Do NOT use the elevators

Once outside, move at least 100 feet away from the building. If you have a predetermined meeting place, go there; otherwise keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

DO NOT return to an evacuated building until told to do so by University Police or official in charge.

#### 3.2.2 Stadium/Mass Assembly

##### Biemesderfer Stadium

If an alert or notification is issued to evacuate the stadium, all in attendance at the stadium should calmly and carefully make their way to the nearest exit and if told to do so, move to one of the evacuation shelter buildings. The alert will be made using the

public address announcement system and/or using one or more of the MU emergency communication systems.

If the alert is weather-based (i.e. tornado warning), it is recommended for attendees to shelter in place in one of the nearby campus buildings such as Byerly or Osburn Halls. During evacuation, all police and event staff available will be positioned near the exits to assist in the orderly evacuation into the temporary shelter of the campus buildings. It is highly advised that those evacuating do not seek refuge in their automobiles or under some other temporary shelter.

MU buildings near the stadium to be used as emergency shelters are labeled as such with signage.

Once an all-clear notification or message is broadcasted or provided by the event staff, all persons may return to their desired activities.

### 3.2.3 Campus

The following procedures will be utilized in both instances of a planned, and/or emergency evacuation:

- Notification of the need to evacuate all or part of the campus grounds will be made using MU Alert or other emergency notification system(s). All persons (students, faculty, staff and visitors) are to immediately evacuate the area of campus or the entire campus as directed. If necessary, evacuees will be directed to designated campus assembly point(s).
- If a portion of the campus needs to be evacuated, the specific buildings and areas will be designated in the Emergency Message. People should evacuate the buildings and grounds in that area and move to another area of campus outside the evacuation zone. The safe areas (campus area/buildings) to evacuate to will also be designated in the Emergency Message.
- If the entire campus needs to be evacuated, this will also be announced in the Emergency Message. If possible, off campus evacuation sites for people to move to will also be designated in the Emergency Message.

#### Evacuation Completion

When the emergency situation has been controlled or eliminated and the portion of campus or entire campus can be safely reoccupied, this will be announced using MU Emergency Communication. People should then return to campus and campus buildings. Normal or modified campus activities will be announced.

#### Evacuation Procedures

In the event of a campus-wide evacuation, each individual is responsible for their own means of evacuation. We encourage students, faculty and staff to plan ahead for this eventuality.

Measures which can be taken include:

- Prepare an emergency evacuation kit with the necessary supplies and keep it available in your office, car, dorm, etc.
- Identify two (2) possible locations away from Millersville Borough and the campus to which you will evacuate. It is suggested that these two locations be in opposite locations/directions.
- Let others (family, friends, coworkers, etc.) know of your planned evacuation destinations.
- If you do not have the means to self-evacuate, make plans to carpool or have the buddy system to catch a ride with someone else. Plan Ahead!
- Know or familiarize yourself with the route and backup routes you will take to evacuate campus to your designated meeting points. Assume GPS and cell phone operations will be out of service. Maps with alternate routes are recommended.
- For those not familiar with the Millersville and Lancaster area and roadways, it is recommended to familiarize yourself and keep maps of the local area

### 3.3 Sheltering-In-Place Procedures

To shelter-in-place inside a building – remain in the building and move away from windows. Get to the lowest possible level of the building. If outside, move into the closest and safest building. Monitor communications for further instructions and updates. Close all windows and turn off ventilation systems if advised to do so.

#### 3.3.1 Students

If your building needs to be evacuated and you need to move to another building:

- Follow the directions announced in the emergency communication message and move to the designated building or evacuation site.
- Move quickly in a safe and orderly fashion to the evacuation shelter.
- Remain at the shelter until you are told you may return to your building, or that you may leave.

#### 3.3.2 Evacuation to a facility located on campus

If a campus building needs to be evacuated, temporary shelter can be obtained at the following on-campus buildings:

- Pucillo Gymnasium
- Brooks Gymnasium
- Student Memorial Center (SMC) multi-purpose room (MPR)
- Student Memorial Center (SMC) – Marauder Court
- Student Memorial Center (SMC) – Fitness Center
- Winter Center – Auditoriums

- Ware Center - Auditorium

If these evacuation shelters are not available, or already used, Millersville University has agreements with the Penn Manor School District and Millersville Borough to use other off-campus sites for temporary shelters. On campus shelters will be used first. Emergency communication will be used to announce that the building is being evacuated and where to go for temporary shelter. All persons (students, faculty, and staff) are to immediately evacuate the area in question and relocate to the temporary shelter as directed.

If possible, ahead of the evacuation, food, water, cots, internet access, and other amenities will be set up before the evacuees arrive. If not, these services and supplies will be brought to the shelter.

University Police will provide security for the evacuees at the temporary shelter location. Only authorized people may enter the temporary shelter.

### 3.3.3 All (Tornado/Severe Weather)

In the event of a weather hazard requiring immediate shelter such as a tornado or severe thunderstorm, the following guidelines will be used:

**In the open outdoors:** If possible, seek shelter in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.

**In Student Housing:** Avoid windows. Go to the lowest floor, small center room (like a bathroom or closet), under a stairwell or in an interior hallway with no windows. Crouch as low as possible to the floor, facing down; and cover your head with your hands. Even in an interior room, you should cover yourself with some sort of thick padding (mattress blankets, etc.), to protect against falling debris in case the roof and ceiling fail. A helmet can offer some protection against head injury.

**In Non-Student Housed Building:** Go directly to an enclosed, windowless area in the center of the building -- away from glass and on the lowest floor possible. Then, crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly. Stay off the elevators; you could be trapped in them if the power is lost.

**In a car or truck:** Vehicles are extremely risky in a tornado. There is no safe option when caught in a tornado in a car, just slightly less-dangerous ones. If the tornado is visible, far away, and the traffic is light, you may be able to drive out of its path by moving at right angles to the tornado. Seek shelter in a sturdy building, or underground if possible. If you are caught by extreme winds or flying debris, park the car as quickly and safely as possible -- out of the traffic lanes. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your

hands and a blanket, coat, or other cushion if possible. If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands.

### 3.4 Biological, Chemical, or Radiation Incident

Any exposure to a hazardous biological, chemical, or radioactive material must be reported immediately by calling 9-1-1!

#### 3.4.1 Chemical Spill

Move a safe distance away from the spill  
If possible, close the room/lab door, keep others from entering the area  
From a safe location call 911.

Provide the dispatcher with as much information as possible (where the spill occurred, what spilled, how much, etc.)

If you are injured or have become contaminated, inform the dispatcher and remain at the building to await medical assistance and decontamination.

If there is a fire or if you have spilled a highly flammable material (such as acetone, carbon disulfide, ether, etc.) activate the fire alarm to evacuate the building.

If it is safe to do so, remain at the building to provide additional information to the emergency responders when they arrive

If it is safe to do so, retrieve any SDS's, chemical labels, shipping papers or other documentation that may assist emergency responders.

#### 3.4.2 Radiation Incident

Move a safe distance away from the spill  
Contact the Radiation Safety Officer (RSO) at 872-3715 or call University Police at 872-3433 or call 911.

Provide the dispatcher with as much information as possible (where the spill occurred, what spilled, how much, etc.)

Remain at the building to provide additional information to the emergency responders

#### 3.4.3 Housekeeper, Facility Employee, Police Safety Procedures

If it is safe to do so, shut down the buildings Heating Ventilation and Air-Conditioning (HVAC) system to prevent the spread of airborne chemicals

University staff should not attempt to clean up a hazardous material leak, release, or spill without the proper training and equipment.

Police Officers must take special precautions not to enter unsafe areas as part of search and discovery or rescue efforts.

### 3.5 Threats

#### 3.5.1 Phone Call Bomb Threat

In the event of a call, try to obtain all the information possible from the caller. Be firm, calm, speak quietly, and request the following information:

What building or general area is the device located?

What floor?

What part of the building?

North/South/East/West, wing, etc.

Are they with the device now?

Type of device

Detonation Time

Description of package

It is crucial that you note the following information as you speak with the caller. These small details could very well be the ones that will save a life and bring a successful conclusion to the threat.

Gender of caller

Accents

Background noise

Time of call

Age of caller

Speech pattern

Frantic, calm, stuttered, out of breath, angered, etc.

After the call remain calm and call 911 to report what you have received.

#### 3.5.2 Suspicious Package

A good rule of thumb to use when evaluating a package would be “Is it unusual, considering normal incoming mail and packages?” The following are some indicators that may help you in this evaluation:

Grease stains or discoloration on paper

Strange odors

Lopsided wires or tinfoil

Excessive securing material, such as masking tape, string, etc.  
No return address  
Insufficient or excessive postage  
Restrictive markings such as Confidential, Personal, or Hand Deliver  
Incorrect titles  
Titles but no names  
Misspellings of common words

#### DO NOT TOUCH IT

If you have accidentally touched it or opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of or bleeding through:

Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne. Do not shake or empty the contents of the package. Do not move the package from its current location.

If possible, wash your hands with soap and water to prevent spreading any powder to your face.

Call 911

### 3.6 Terrorism

A terrorist attack or deployment of a weapon of mass destruction (WMD) is an unlikely event at Millersville University, but could occur, especially in the Lancaster/Southeast Pennsylvania, Metropolitan East Coast region. Therefore, within available resources, the following measures can be taken to prevent, deter or effectively respond to a weapons of mass destruction and/or terrorist attack. These measures will almost certainly be taken in conjunction with other actions at the local, state or national levels.

#### 3.6.1 Prevention

Millersville University will establish a working relationship with local emergency responders including representatives of Millersville Borough, Blue Rock Fire Rescue, Manor Township, Lancaster City, and the Penn Manor School District. In addition, the South Central Task Force (SCTF) and other state and local emergency preparedness and response agencies and individuals may put forth (a) representative(s).

#### 3.6.2 Deterrence

The following measures, many of which are detailed in this EOP, will help to deter the likelihood of a terrorist attack or at least help to mitigate the aftermath:

- Establish a campus structure directing the implementation of campus emergency operations.

- Review and update MU emergency operations plans
- Review EOP's and share resources with Millersville Borough, Blue Rock Fire Rescue, Manor Township, Lancaster City, and the Penn Manor School District.
- Establish and maintain mutual aid agreements
- Conduct training
- Conduct campus education
- Utilize the education, training, experience, skills and resources available through the MU Center for Disaster Research and Education (CDRE)
- Operate and maintain a comprehensive threat assessment process
- Provide Timely Alert communication to the campus community
- Conduct practice emergency drills and tabletop exercises
- Develop and maintain a Hazard Mitigation Plan
- Increase physical checks of critical facilities during periods of increased alert
- Limit public access to critical infrastructure and facilities
- Implement, maintain, and assess the adequacy of security cameras and video monitoring
- Maintain and test emergency alert and communication systems
- Have plans to evacuate portions of, or the entire campus area and coordinate such plans with the Millersville area community

These measures are designed to guide and inform and assist in emergency operations planning efforts. They are not intended to be exhaustive, or to supersede federal, state, local or campus statutes, regulations or policies.

Preparing for a terrorism event is not mutually exclusive from other types of disaster preparedness. All preparation measures are beneficial no matter what the disaster. If you see something that appears to you to be unusual, report it to campus authorities.

### 3.7 Violent and Criminal Behavior

#### 3.7.1 Hostage Situation

Be patient. Time is on your side. Avoid drastic action.

The initial few minutes are the most dangerous.

Follow instructions, be alert and stay alive.

The captor is emotionally unbalanced. Don't make mistakes, which could hazard your well-being.

Don't speak unless spoken to and then only when necessary.

Don't talk down to the captor, who may be in an agitated state.

Avoid appearing hostile.

Maintain eye contact with the captor at all times, if possible, but do not stare.

Treat the captor like royalty.

Try to rest. Avoid speculating, be patient and wait.

Comply with instructions as best you can.

Avoid arguments; expect the unexpected.  
Be observant. You may be released or have an opportunity to escape. The personal safety of others may depend on your memory.  
Be prepared to answer the police on the phone.  
Attempt to establish rapport with the captor.  
If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

Remember, most people do not act out without earlier, showing indications of violent behavior. If you have someone in your area who is showing signs of “acting out,” which are early warning signs of future violent behavior, report this to your supervisor and/or the police right away.

### 3.7.2 Immediate Psychological Crisis

If you observe students or employees who you feel may be in need of care due to a psychological crisis:

Never try to handle a psychological crisis on your own if you feel the situation is dangerous

For an immediate crisis, call 9-1-1 or Lancaster Crisis Intervention (717-394-2631 or 1-800-SUICIDE).

Clearly state that you need immediate assistance; give your name, your location and the area involved. Describe what is taking place and any information that may be helpful. Remain on the line with the dispatcher until you are instructed to hang up. Follow the dispatcher’s instructions.

If you feel you are threatened or in danger, contact the police from a safe location.

Emergency call boxes (“Blue Phones”) are located on campus for this purpose, or use a cell phone or a campus phone in a safe location.

If necessary, the campus police will contact the University Counseling Center or other mental health care professionals for assistance.

Definition: A psychological crisis exists 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.

### 3.7.3 Threat Assessment Team (TAT)

#### A. Objective

The Threat Assessment Team was established to help identify persons whose behaviors potentially endanger their own or others health and safety. Any person may observe behavior that would raise concern for a rational person for their own safety, or that of the troubled individual or the community. If you observe behavior or observe other information (such as writing, text, drawings, etc.) that rises to the level of concern, this information should be provided to the Threat Assessment Team immediately. Call to report a threat at (717) 872-3717.

## B. Purpose

The purpose of the TAT and threat assessment process is to identify members of the community that may be a threat, and to get the individual(s) help/intercede early and before they do harm to themselves or others. The TAT and the threat assessment process will take into consideration individual rights but will err on the side of protecting the campus community from harm. The TAT and the threat assessment process is confidential. It is a way to try to “connect the dots” across a large and varied campus community with the goal of providing a central repository for threat information so it can be quickly attended to.

Once the TAT is notified of a threat whether explicit or implied the TAT will recommend actions to the appropriate vice president(s) in order to protect the student, employee, and University. Such involvement of the team will be to: Respond to the incidents of violence, threatening behavior, unwanted pursuit, harassment, and behavior indicating a student, faculty, visitor, or staff member poses a risk to self or others.

Coordinate and assess information from faculty, administrators, students and local authorities.

Investigate the incident(s) and recommend appropriate actions, which may include suspension, expulsion, involuntary leave of absence, filing criminal charges, or ongoing monitoring for follow-up and observation of behavior patterns.

Recommendations are made as appropriate to the Vice President for Student Affairs, the Vice President for Finance and Administration and/or the Provost/Vice President for Academic Affairs, who shall sign off on the action to be taken.

Identify resources for troubled students and personnel and make referrals to the appropriate campus and off-campus agencies; help secure therapeutic actions that are appropriate, such as treatment or counseling, which may include psychiatric or psychological evaluations.

Authorize notifications, within FERPA guidelines, of parents, guardians and/or next of kin.

Periodically assess outcomes of actions taken

## Procedure

If you witness or overhear conversation that is of a disturbing nature, and would lead you to believe a person may do harm to themselves and/or to others, these writings

and conversations are not protected or confidential. If you feel as a reasonable person that what you saw or overheard rises to the level for the need of investigative action by the Threat Assessment Team, you should report this to TAT. If an immediate threat, call 9-1-1.

Threat related information should be forwarded to the Threat Assessment Team by calling (717) 872-3717. In emergency situations call 911 directly. The executive committee members of the team will evaluate the report and if appropriate convene. Once a report is received, preliminary investigation information will be collected by the MUPD and/or other members of the executive committee as appropriate/necessary to complete the preliminary investigation as expeditiously as possible:

Interviews to determine the existence of corroborating evidence,  
Student disciplinary/judicial Millersville University history,  
Relevant employment records under the custody of the chief human resources officer,  
Other relevant information as deemed appropriate to assure the safety of the University community.

#### 3.7.4 Crime in Progress

If violent criminal behavior is underway, or if you are the victim of a crime, promptly dial 9-1-1 as soon as possible to report the incident. Provide the police with the following information:

Nature of the Incident.  
Location of the incident.  
Description of persons involved.  
Description of property involved.  
Are any weapons involved?

In the event of a physical attack on your person or that of a friend or family member, try to remain passive; defend yourself or others if necessary to protect human life. Submission may be the only viable option. Resort to physical force only if absolutely necessary to save lives.

As soon as possible and when you feel safe call 9-1-1!

While the police are in route, try to remain calm, render any assistance you are qualified to perform. Be alert and observant. Details about the crime and the perpetrators can help police apprehend the criminal and help to protect others. Try to recall, and provide the responding police officer with information such as:

Sex, Age, Race, Height, Weight, Hair.  
Clothing (shoes, shirt, pants, jacket, hat, gloves, etc.).  
Weapon (knife, gun, mace, other).  
Glasses, scars, tattoos, other discerning markings.

Type, year, make, model, license plate number of car.  
What to Do With a Violent Intruder in Your Office/Room

If a person enters your room or office and begins to act out in a violent or potential dangerous and threatening manner, take these following steps:  
If you have one, activate the silent panic alarm button to notify police.  
Have a friend or coworker contact police from another room or area.  
Try to avoid being alone with the intruder, leave yourself a way to escape if possible.  
Move the conversation/argument to a more public area where others can see/hear you and possibly call for the police and render aid. Do not enter a room alone with the intruder.  
Offices should work out “code words” or signs they can use to say to coworkers letting them know you need help and they should call the police.

#### 3.7.5 Civil Disturbance or Demonstration

### 3.8 Explosion, Aircraft down (Crash) on Campus

In the event of an explosion or downed aircraft on campus take the following action:  
Immediately take cover under tables, desk, and other solid objects that will give protection against falling glass or debris.

After the effects of the explosion have subsided and you can do so safely, activate the fire alarm, evacuate the building, and call 9-1-1. Move a safe distance from the buildings effected (more than 500 feet).

Refrain from using elevators. Assist those with disabilities in evacuating the building.

### 3.9 Fire

In the event of a fire, activate the building alarm, evacuate the building, and notify emergency personnel by dialing 911

#### 3.9.1 Fire Evacuation Procedure

Leave the building immediately; activate the building alarm as you leave if you are able to do so.  
Do not waste time looking for personal belongings. Everything can be replaced, you cannot. Seconds count in a fire – get out right away. Know the location of the nearest fire exit and know an alternate exit if it is blocked by smoke or flame.  
When the building alarm sounds, walk quickly to the nearest market exit. If possible, assist individuals with disabilities in exiting the building.

If the person with disabilities cannot be moved out of the building, get the person to a safe location such as a stair tower, and contact authorities to let the emergency responders know where the person is located.

When evacuating rooms, close the door behind you but do not lock it.

Do not use the elevators.

Once outside, move a safe distance away from the building (at least 100 feet).

Firefighters will be arriving as you are evacuating. Be aware of emergency vehicles as you exit the building.

Do not return to an evacuated building until the “all clear” is provided by the fire Chief, a Police Officer, or the EHS Director, or other official.

If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.

### 3.9.2 What to do if trapped in a Room

Feel the door and doorknob. If hot, do not open the door.

If they are not hot slowly open the door a crack. If you feel it is safe to leave the room, crawl out staying low to the ground under the smoke to the nearest exit. Use a shirt, towel or any material to breathe through to lessen smoke inhalation. If able, wet the material before leaving the room. Breathe in through your nose.

If it is not safe to leave, stay in the room and place a towel or clothing (best if wet) underneath the door to lessen the smoke entering the room. Stay low to the floor close to the window if there is one.

If you become trapped in a building during a fire and a window is available, open the window and place an article of clothing (shirt, coat, towel, etc.) outside the window as a marker for rescue crews. They will be looking for such markers. If you cannot open the window and you are trapped in your room use any means necessary (throw something through the window, etc.) to break the window to gain egress.

## 3.10 Medical Emergency

### 3.10.1 General

The medical emergency component fills two key roles. One is external; the management of patients generated by responding to the incident/event. The other is internal; the management of responders requiring medical attention.

The Medical Group is responsible for managing patients generated by the incident/event hazard. This includes the Triage Unit, Treatment Unit, and (patient) Transportation Unit (local EMS.) The Minor Treatment Area, Delayed Treatment Area, and Immediate Treatment Area are locations managed within the Treatment Unit for larger patient-count incidents/events. For even larger incidents/events, a Medical Branch may be established to allow for multiple groups or divisions with patient

care/management responsibilities. “Larger” may be defined by physical size or by patient-count size of the incident/event.

B. Preferred site of medical operations is the Witmer Building, Health Services. Will move to scene of emergency if it is deemed safe and it is necessary. Emergency medical care will be rendered to victims and responders within the capability of personnel on hand.

C. Maintain adequate supplies of materials and personnel throughout the emergency. Coordinate with Purchasing for procurement of supplies as needed. Maintain a workable list of medical supplies on campus that might be used for a medical emergency. Review Personal Protective Equipment needs and inventory.

D. Communicate as per EOP with the Public Information Officer with state, local, or other authorities regarding the emergency, communicable diseases, infection control, etc. Command of the medical unit will be transferred to local EMS, Trauma Center as indicated.

E. Safety Precautions include staying a safe distance from the emergency. Provide Personal Protective Equipment for staff and all responders.

F. Assist other emergency responders in provision of health care and management.

G. Record keeping – Document all medical care and provide for the transfer of information for tertiary care. Paper triage forms to prioritize treatment interventions and provide for transitioning care to tertiary facilities.

### 3.10.2 Infectious Disease (Meningitis, Seasonal Flu, MRSA, MERS, etc.)

A. In the event of serious public health threat as a result of the presence of communicable disease on campus, Health Services will work in conjunction with the Pennsylvania Department of Health in the provision of care and management of communicable disease. The response to communicable disease includes all actions necessary to reduce the risk of further cases. Students or staff who may be at increased risk are removed/kept away from close contact and provided with accurate information and prophylactic treatment. The prompt effective dissemination of information to quell unnecessary anxiety is mandatory.

The actions required will vary according to the particular circumstances of any case. Four different scenarios:

- A single case of confirmed or probable serious communicable disease.
- Two or more un-related cases of disease.
- Two or more related cases of disease.
- Communicable disease in a member of staff or non-resident student.

B. Medical Director will inform the VP of Student Affairs or designee at the first sign of outbreak. Increasing occurrence of seasonal flu/MRSA/VRE/etc. that would have an impact on the college community will be communicated to the VP of Student affairs and the Director of Safety and Environmental Health.

C. Maintain complete medical documentation of all cases of communicable disease. In conjunction with the PA Dept. of Health – notify all close contacts for prophylactic measures including preventative antibiotics and/or vaccine.

D. Provide information with Public Information Officer (PIO) to prepare statements for parents and public. Work with communications/PIO to provide adequate phone lines and personnel to handle phone inquiries. Assist with training of call center personnel and other personnel to provide accurate and concise information to the campus community including parents and students.

E. Maintain adequate supplies of materials and personnel throughout the emergency including Personal Protective Equipment.

F. Communicate as per EOP with Public Information Officer with state, local, or other authorities regarding the emergency, communicable diseases, etc.

G. Assist public health officials as needed.

#### Student Health Services – Director and Staff of Student Health Services

- Serve as the medical expert for IC
- Identify essential MUHS personnel and inform them of their responsibilities.
- Assess PPE needs of essential personnel; obtain PPE stock.
- Continue surveillance of patients with relevant infectious disease symptoms that present to MUHS.
- Determine instructions for students who are seeking care at MUHS.
- Promote appropriate health education and prevention program that includes importance of preventing communicable disease through timely vaccination.
- Provide in-service training on infectious diseases for MUHS staff and the campus community.
- Determine appropriate levels of staffing and actions to take for managing phones, triage, and patient care at Levels 1 and 2 for communicable disease.
- Develop means of counseling services other than face to face.
- Plan for expansion of telephone counseling and triage.
- Plan for temporary clinic modification to isolate potential cases that can spread infection. (Consider Negative Pressure room for isolation.)
- Develop system to: triage and prioritize treatment interventions; surveillance documentation; ordering of relevant medications/vaccines; adequate medical supplies and consent to treatment/vaccination forms.
- Obtain stock for self-care kits for students.
- Develop scenarios and prepare list of volunteers and provide training.

- Keep abreast of status of new and emergent pandemics and localized infectious diseases as indicated by the CDC, WHO and PA Department of Health.

### 3.10.3 Influenza Incident (Bird Flu/Pandemic/SARS)

Consistent with the World Health Organization (WHO) Pandemic Response Alert Phases, MU will implement the following actions based on the following response levels:

- Pre-Level 1 – No or very limited human-to-human transmission. – The campus will operate as usual but there will be ongoing planning and monitoring.
- Level 1 – First cases of efficient human-to-human transmission internationally – Campus open, business as usual, enhanced planning. – At Level 1, the incident response team will meet on a regular basis to fine-tune all plans for responding to the impending pandemic. All campus operations will continue as usual but there will be increase communication with health agencies.

Point of Distribution (POD) Site – Somewhere between Level 1 and Level 2 a POD site may be set up on campus (possibly at the Student Memorial Center or other large campus building) for the distribution of anti-viral medicines and vaccines as coordinated through state and federal health agencies. These medications are designated for MU students and employees. You will be notified where and when to go to the POD site for the medications if a POD site is activated.

- Level 2 – First verified case in North America AND one or more triggering events. Implemented social distancing measures; cancel classes and other scheduled activities; prepare for closing. – At Level 2, social distancing measures will be implemented, including the cancellation of classes and other scheduled activities. All emergency response units will implement their planned response procedures. Administrative departments, student service units and all academic programs will begin to shut down. Individuals will be responsible for leaving campus on their own (see Evacuation Procedures – Campus Evacuations for more details).
- Level 3 – Within 1-5 days of declaring Level 2 and depending on national and local conditions, all residence halls will close; most administrative offices and academic buildings will close. – At Level 3, efforts will rapidly proceed to shut down all university residence halls. Services will continue at health services in the Witmer Building and the counseling center as needed but will decrease as students leave campus. All administrative and academic support units will be shut down and until the campus reopens.
- Level 4 – As soon as practical following Level 3 – Campus closed; all facilities closed except skeletal services at the health center/health services, or other essential buildings, if needed. The campus will be closed. Only essential employees will be allowed on campus.

- Recovery Level – Recovery level once pandemic is under control – Campus to reopen.

### 3.11 Utility Failure

#### 3.11.1 Electrical/Light Failure

All on campus housing, buildings with classrooms, and main administrative buildings are equipped with emergency generators to provide emergency lighting to hallways and areas of public egress so that you can find your way out of a dark building. However, normal building activities will not be functional (computers, HVAC, standard electrical outlets, IT functions etc.). Most backup generators have a finite operation run time and some buildings will eventually lose even emergency backup power, at which time they will be closed to occupancy. Some essential building functions may be maintained using higher capacity and portable generators, but this will be minimal.

University administration will communicate with facilities, contractor, utility and other support agencies/services to determine the extent and expected timeframe of the power outage (all or part of campus impacted and how long will power be out?). The MU Mobile Command Center (MCC) will be activated and incident command will monitor and manage the emergency in the field and communicate with university administration through backup communication means. University administration will decide on the necessity of closing all or parts of the campus due to the power outage and the estimated timeframe for this closure. This will be communicated to the campus community through MU Alert and other emergency communication means. As buildings or the entire campus have power restored, and can reopen for normal school activities, this too will be communicated through MU Alert or other emergency communication.

#### 3.11.2 Elevator Failure

If trapped in the elevator use the emergency phone or a cell phone to notify University Police at 9-1-1.

If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal for help.

If you hear an elevator alarm or someone trapped in an elevator, send someone for help, call 911 for emergency responders and try to remain with the person to reassure them that help is on the way.

#### 3.11.3 Plumbing Failure/Flooding (Significant water in building)

Cease using all electrical equipment.

If flooding is extensive and causing a dangerous condition in the building, evacuate and call 9-1-1.

If the flooding is not creating an immediately dangerous situation contact University Facilities and/or University Police to respond at 717-872-3433.

Examples of excessive water in a building could be caused by a sprinkler or other plumbing pipe break, floodwaters entering a building, or significant roof leaks.

#### 3.11.4 Gas leak

If you smell natural gas or another chemical odor that is out of the ordinary in the building, cease all operations and evacuate the building. Avoid activating electrical equipment. Put out any open flames. Once outside the building from a safe location, call 9-1-1 and report the building and nature of the emergency to the dispatcher. Do not try to reenter the building; remain outside until the “all-clear” is given by the emergency responders.

#### 3.11.5 Ventilation Problem

If ventilation (HVAC) ceases to operate or function in the building, call Facilities at 872-3433.

If you see smoke coming from the ventilation equipment, vents, or from any HVAC system call 9-1-1 and evacuate the building. From a safe location, tell arriving emergency responders where you saw the smoke.

#### 3.11.6 Chlorine Gas Leak

In the event of a leak from the chlorine gas cylinder stored at the pump house:

The chlorine gas sensor in the pump house will alarm and signal to the dispatchers. Dispatchers will notify campus police, Blue Rock Fire and Rescue, and County Haz Mat, through County dispatch, to respond to a possible chlorine gas leak.

The sensor will activate the automatic shut off on the cylinder to stop the flow of gas. The sensor will activate the automatic shut offs on all ventilation systems (shut off the air intakes) for Boyer building.

The sensor will activate an automatic emergency alert/notification system to occupants of Boyer building, warning them that there may be a gas leak.

Boyer building occupants will shelter-in-place; they will not activate the building fire alarm or evacuate the building. Instead, they will move to a central location in the

building away from exterior windows and doors and remain there until the all clear sign is provided by emergency response personnel.

Boyer building incident commanders will coordinate the shelter-in-place procedures, seal off doors and windows, and take other emergency procedures as necessary to safeguard building occupants.

Campus police, assisted by Borough police, if possible, will shut off all traffic (vehicle and pedestrian) to West Frederick Street and evacuate occupants of houses near the pump house.

Millersville University emergency response personnel must remain a safe distance (preferably at least 200 feet) from the pump house while County Haz Mat safely approaches and determine if there is a leak and if so, neutralizes the threat. Other emergency response protocols will be implemented including campus notification procedures.

#### 3.11.7 General

During regular working hours (8:00 a.m. through 4:30 p.m., Monday through Friday), immediately notify Facilities Management at extension 872-3275 or 872-3282. During their off hours contact the SMC Help Desk at 872-3433 who will contact the on call Facilities Department representative. If it is an emergency, call 9-1-1.

In the event of a utility failure that jeopardizes the health and safety of building occupants (example – a natural gas leak), activate the fire alarm, evacuate the building and call 9-1-1.

### 3.12 Building Collapse

#### Process

If you see a building that has collapsed and people are trapped inside: Dial 9-1-1. Tell the dispatcher that there has been a structural (building) collapse and assistance is needed immediately. Stay on the line to provide as much information as possible.

Assist others in moving people as far away from the building as possible.

Help to treat the injured if you have the appropriate level of medical training and experience. If not, stay with the victim to provide comfort and wait for medical professionals to arrive.

Do not try to enter the building to rescue others

Stay at the scene to provide emergency responders with as much information about the emergency as possible.

Emergency responders will coordinate search and rescue efforts with Blue Rock Fire Rescue, Regional Task Force 36 (Collapse Team) and other responding agencies.

Facilities will provide any necessary equipment and manpower to aid in the rescue and extraction efforts, under the coordination and guidance of Regional Task Force 36 and Blue Rock Fire Rescue.

### 3.13 Family Assistance Center/Student Death/Serious Injury

The Vice President for Student Affairs will be notified by any University representative who becomes aware of the death(s), serious injury or illness of a student

The Vice President for Student Affairs will:

Inform the University President, the Provost, and the Vice President for Academic Affairs, and the Director of Communications. The Provost will attempt to resolve issues such as class attendance, withdrawal, refunds and other similar matters if appropriate.

Attempt to provide appropriate notification of the situation to the family.

Coordinate the establishment of the Family Assistance Center and determine the appropriate location for the Center.

Identify a crisis management team if needed:

Vice President for Student Affairs

Director for Public Relations – who will function as the spokesperson

Director of Housing

Director of Counseling and Human Development

Millersville University Police Chief

Others as needed

If the student is a residence hall student notify the Director of Housing:

Be sure the roommate(s) is informed in person, in time, with compassion, in plain language and be sure two professionals partner up to make the notification.

Be sure the wing is informed and that counseling services are available to them

The Vice President for Student Affairs will attempt to coordinate follow-up activities such as: Securing personal belongings of the involved student(s), when appropriate.

Assist students planning campus memorial services, scholarships, etc.

Other university responses, as appropriate.

A Family Assistance Center (FAC) will be established. The FAC will create support systems for the families with information and assistance such as:

Create a central point of contact for family members, the University and the Medical Examiner's office for proper identification.

Allow families a private place to grieve and insulate them from the media.

Address family's needs (psychological, spiritual, medical and logistical).

Provide death notifications and facilitate the processing of death certificates and the release of human remains for disposition.

For large-scale disasters (many fatalities or over a long period of time) measures must be implemented to further serve the families.

Dining services to provide food for the families.

An appropriate location for the families to stay during the identification and grieving process.

The Family Assistant Center will require detailed planning and set up as well as coordination:  
A proper location must be selected

If off campus locations are selected in preplanning the owner of the facilities must be contacted prior to using the facilities.

Define the role of the Medical Examiner/Coroner in terms of providing information to family members.

Other professionals can also be used for this function such as Millersville University counseling staff, Medical Doctors, clergy, or Funeral Directors

A security plan which can deflect non-essential personal from the FAC such as the media.

Define the roles and responsibilities of local government, non-government organizations (Salvation Army, American Red Cross), and community organizations.

Identify organizations/volunteers/staff to help provide child care services.

Identify organizations/volunteers/staff to help provide call center support.

Identify groups, organizations, and Millersville University departments that could provide supplies and accommodations to the families.

Identify procedures for human remains and personal effects release.

Identify a place for the media to gather and set up areas for press inquiries.

Identify a mental and spiritual health care plan.

The Director of Communications is responsible for coordination of official University statements in the event of a student death, serious injury, or illness.

Guidelines for assisting the most senior administrator involved in the process of handling these situations

Most contacts regarding a student death, injury or illness begin with either Millersville University Police Department or Health Services.

Be sure both the Millersville University Police Department and Health Services are aware of the incident immediately

As soon as possible access the University database for all relevant information about the student victim.

If student is being treated at the hospital the Health Services Staff should be the only contact with the hospital concerning the student(s) status.

Obtain the necessary information:

- Student's name.
- Social Security Number, if possible.
- Type and extent of injury/illness.
- If death occurs, be sure to obtain approximate time.
- Name of hospital where victim is transported.

- Phone numbers of emergency room where victim is taken.
- If death has not occurred, are the injuries life-threatening?
- Where does the student live? Obtain the address.
- Obtain emergency contact information.

Be sure of a positive identification

Check and double check the name, address, emergency contact information, social security number.

Be careful with common names such as Jane Smith, etc.

Contact Parents/Guardian/Spouse

NOTE: If student is alive, start by stating:

- Your (relation) is alive, but has been injured.
- Your (relation) is not in a life threatening situation but has been transported to the hospital
- Provide parents with all known facts – specifics
- Nature/extent of injury/illness
- Name of hospital where victim was transported to and by what means
- Phone number of emergency room in hospital
- Phone number of reporting agency (police, health services, etc.)
- Time of injury and time of transportation to hospital
- Your name and phone number at home and at work

Remember- receiving this information is shocking. People do not retain much of what you say. Be clear and ask them to write down the facts and your phone number and name

If the student(s) has died, it is appropriate for the police, hospital, or medical examiner to notify the parents/guardian/spouse. Be sure to discover who will handle the notification. Death notification is very difficult.

For incidents with multiple fatalities (active shooter, hazmat incident, fire, etc.) where families are coming to campus regardless of notification. This situation can be especially difficult.

If possible notify the family:

- In person
- As soon as humanly possible
- In pairs, two people in person in the room with the family
- In plain language

Be clear and direct, speak slowly. Be prepared to repeat information and allow for the family to absorb what has happened.

Be prepared with specifics of the incident. They will want to know.

Speak with compassion.

Do not try to be strong for them, it is better to cry with them than to come across as cold/uncaring.

Leave name and phone numbers (both home) and at work for them to contact you if need be.

Should you become aware that the police/medical examiner/hospital has notified the family, a staff member of Student Affairs should also contact the family.

Express your sympathy.

Provide any information that family member's request.

Offer services for anything the university can provide

If they do not request information about their loved ones personal belongings, inform the family you will call back to discuss.

If death occurs, notify (on campus):

- Academic Affairs to send a letter to faculty.
- Academic Records – stop all mail to student(s).
- IT Department – stop all email to student(s)
- Clergy from the appropriate religious affiliation
- Counseling Center staff

Offer services of Counseling Center and Clergy to athletic team members, roommates, floor and section (if living in a residence hall), club/fraternity/sorority members to discuss what has happened and to process the situation.

### 3.13.1 Procedure for Notification of Family for Death of a Student

The following script, or similar, is appropriate for if the university is calling the family and this is the first they will hear about the student's death. The caller should fill out the needed information for this script prior to making the call. If a translator is needed, have the script completed beforehand. This call will be very difficult. Along with these guidelines there is a fully complete script that can be read verbatim.

Consider this conversation to be in four (4) parts as below:

#### Part 1

"I am (your name and title) calling from Millersville University where (Name of the deceased) has been enrolled as a student. Are you (name of the deceased's) parent (guardian/spouse)?"

If so (yes) , proceed to part two (2), if not, ask the family:

"Can you please tell me how I can reach them urgently?"

They will most likely try to get additional information at this time, but instead of disclosing why you called, say the following:

“It is very important that I speak with them directly and I hope that you can help me contact them.”

#### Part 2

“I am very sorry to inform you that your (relation to student) (Name of deceased) has met with unfortunate circumstances and despite the very best efforts has died (when). The death was a result of (nature of incident).”

If the cause is certain:

Then state the medical reason if appropriate – for example if it appears to be a drug overdose but it’s not confirmed, then provide a more clinical description – such as a poisoning (source not yet determined if heart stopped, etc.)

Follow with:

“We at Millersville University are deeply sorrowed by this unfortunate tragedy.”

The deceased’s family will need time to recover from the initial shock of the news. Do not ask specific questions just yet; allow the family a few moments to grieve and ask some questions. Do not be surprised by silence.

#### Part 3

When continuing the conversation, tell the family that you know the news comes as a shock, and give the family your office and home/cell phone numbers and/or email address where you can easily be reached.

#### Part 4

Arrange a time to call back to make arrangements. Be sure to get any additional family contact information, if necessary. Also, see if there is a relative or trusted friend of the family in the nearby area, if needed.

Note: Be sure to take notes, including date, time, and the name of the person(s) you spoke with and other details, in all conversations with the family.

#### Script to Notify Family of a Student Death

“I am \_\_\_\_\_, calling from Millersville University where \_\_\_\_\_ has been enrolled as a student. Are you \_\_\_\_\_’s parent (guardian/spouse)?”

(If parent not available and you are speaking with another immediate family member and if you feel it is appropriate to break the news to this person, proceed to part 2.)

If not, ask:

“Can you please tell me how I can contact them urgently? It is very important that I speak to them directly and I hope that you can help me contact them.”

“I am very sorry to inform you that your \_\_\_\_\_ has met with unfortunate circumstances and despite the very best efforts has died. The death was a result of \_\_\_\_\_. We at Millersville University are deeply sorrowed by this unfortunate tragedy”.

“I realize that this news comes as a great shock to you and that you need to be with loved ones. I also realize that after doing so that we will need to speak again. If you can get a paper and pencil, I can give you my contact information. My office phone number is \_\_\_\_\_. My home/cell phone number is \_\_\_\_\_ and my office email address is \_\_\_\_\_. Feel free to reach out to me at any time.”

“There are many arrangements that need to be made here. I suggest that we speak about these details at a later time, after you have had the chance to speak with your family, and after you have had a chance to gather your thoughts. Is there a specific time that I can reach you to have this conversation? Can you also provide me with any other phone numbers and email address to reach you? And do you have any relatives or close friends who can assist if needed?”

If so ask them for their phone number and email.

“Again, please know that we are all saddened by this tragic circumstance and are here to assist you. I will speak to you again at \_\_\_\_\_. Good-bye.

### 3.14 Emergency Communication

#### 3.14.1 General

It is the requirement of the university that, in the event of a hazardous situation that has the potential to affect life and property of the campus or those people in the area, there is some means of communication established that thereby alerts the campus and member community of the danger and aids in moving those affected to safety. The university’s emergency notification system utilizes many different and overlapping mechanisms to provide time-critical information to the Millersville community, as no single mechanism is sufficient to provide blanket notification. In addition to MU Alert, the outdoor mass notification (siren) system, and web alerts, the

following may be used to push out emergency information to users and the community:

- Social media such as Twitter and Facebook
- TV, radio (including MU TV and radio stations)
- Electronic signs or message boards
- Bullhorns or police car public address systems
- Stadium or athletic facility public address systems

The key goal is to notify as many subscribers as possible in as short a time as possible. MU students, faculty, staff and members of the MU community are urged to keep their emergency information up to date and current. To update your personal emergency notification information, go to the MU Alert home page.

During an emergency, campus status pages will feature important information and updates about the campus status (e.g., class cancellations, delays, evacuations, etc.) for Millersville and the Ware Center and will also be available through:

WJTL 90.3 FM  
WLCH 91.3 FM  
WIXQ 91.7 FM  
WLAN 96.9 FM  
WSOX 99.1 FM

WGAL News 8 TV  
WPMT FOX 43 News  
WHTM ABC 27  
WHPTV CBS 21 News

The MU Alert text and email message system may also be used to send out information on weather delays and/or cancellations. The media outlets listed above may also provide information regarding MU school closing, cancellations, or delays. Please note that these announcements are for classes only and usually will not include specific times. These announcements do not refer to office closings unless specified. Please do not telephone the stations as they will not give out information over the phone. Please do not call the Millersville Police regarding possible weather related delays, cancellations, or closures. During inclement weather conditions, it is vitally important that they be able to receive emergency calls.

The above listed media sources may also be utilized to push out emergency information, alerts, and updates to the Millersville University, Millersville Borough, and Lancaster County community.

The MU Alert and other emergency notification systems will be utilized only for emergency communication, as well as information on weather delays, postponements, cancellations and closings.

Only authorized and trained MU personnel will draft and send out emergency alert messages using the alert technologies described.

Where possible, authorized users will utilize pre-written (i.e., “canned”) emergency scripts to speed up communication of emergency information.

However, most emergencies are unique and scripted messages are not possible.

Therefore, authorized users must be able to quickly and accurately draft emergency communication messages that focus on communicating three pieces of essential information:

- What is the emergency (describe the emergency)
- Where is it taking place (place the emergency in space and time)
- What action should a person take to protect themselves?

#### 3.14.2 MU Alert

MU Alert is the campus cell phone text messaging and email alert system. If there is a campus emergency, or a weather-related delay or cancellation, those who are signed up for this service will receive a text message on their phone and/or an email.

#### Webpage Alerts

When emergency communication systems are activated, the same alert message will be posted on the MU home page. More information about the emergency will be posted on the web page than can be sent via the other communication technologies. The web page will also offer frequent updates. Only basic campus information and services will be accessible through the web portal as long as the emergency is in effect. This allows more traffic to come to the home page so more people can read the alert messages. When the emergency is over, the web site will return to its normal appearance.

#### 3.14.3 Responsibility/Authority

University Administration delegates the task of creating and sending emergency communication, using the various emergency communication technologies, to authorized and trained MU personnel. Where time allows, emergency messages should be reviewed by University Communications and Marketing staff and/or the appropriate University Administration.

### 3.15 Emergency Command Vehicle

The Mobile Command Center (MCC) is a vehicle that is to be operated solely for the purposes deemed necessary or appropriate by the University Police. The vehicle is to serve as a central command post or on-scene emergency operations center for responding emergency personnel.

#### 3.15.1 Equipment

Onboard the MCC is a bank of supplies, communications technology, and amenities to aid or assist those working directly within the unit itself.

Before the vehicle is put into service, the user should conduct a walk-around inspection and do a thorough examination of the vehicle to ensure it is in proper operating condition. This should include checking the tires for proper inflation, ensuring all lights are working including emergency lights, ensuring all fluids in the engine are at the proper levels, making sure all necessary equipment and supplies are onboard and adequately stocked/functioning, etc.

After the conclusion of its use, any items that were used must be cleaned or restocked as necessary. Use the Mobile Command Center checklist (a checklist located inside the vehicle) to inspect the entire vehicle to make sure any used supplies/equipment are replaced.

### 3.15.2 Function

In the event of an emergency large enough to establish a field command post to manage the emergency, the MCC will be dispatched to manage the scene. University police or designated and approved drivers are the only ones authorized to drive the MCC to the emergency scene. Once on site, the MCC vehicle will be activated and serve as the ICP to manage emergency services, coordinate emergency response team activities, and interact through the ICS with other emergency responders through unified command. Those operating the MCC will also communicate with university administration through mobile communication technologies to provide real-time information and status updates concerning the emergency. The MCC can also be used as needed by the PIO as a media center to control and coordinate media interaction during the emergency.

As directed by the Emergency Coordinator/Incident Commander - Millersville personnel who should report to the MCC include:

Members of the ICS (emergency coordinator, PIO, SO, and LA)

Other university police on duty or who may be called in on an emergency basis

Members of the MU CERT (designated representatives for: IT, Dining, Purchasing, Health Services, Facilities, Housing and Residential Programs, Counseling Center)

Facilities and trade employees who may be able to provide assistance to manage the emergency (HVAC, Electrical, Plumbing, Carpentry, etc.)

The IC, who is usually the Emergency Coordinator, or his/her designee, will be in charge of the ICS, Emergency Response effort at the MCC. He or she will give directions to others in the ICS, Police, and members of the MU CERT, or tradespeople as needed to manage and control the emergency. The IC and his/her designee will also be responsible for communication with university administration as necessary.

Where possible, other university constituents (students and other nonessential MU faculty and staff, as well as members of the community) should avoid the MCC vehicle for their own safety and to minimize disruptions.

The IC will attempt to communicate and coordinate emergency response actions to the other members of the ICS, Police, MU CERT members, and tradespeople as necessary using a variety of communication technologies (2-way radios, cell phones, and satellite phones). All MU emergency responders who report to the MCC will be provided with reflective vests to be worn notifying civilians they are part of the overall MU emergency response effort. If they do not have a 2-way radio, several radios are available at the MCC and will be handed out as necessary.

### 3.16 Active Shooter Situation

#### 3.16.1 Policy

The following information was cited from the Ready Houston Project and Department of Homeland Security Grand Funded Project. If you ever find yourself in the middle of an active shooter event, your survival may depend upon whether or not you have a plan. The plan does not have to be complicated. There are three things you can do that make a difference:

Run

Hide

Fight

#### 3.16.2 Procedure

Run

First and foremost, if you can get out, do so as quickly and safely as possible. Always try to escape or evacuate, even when others insist on staying. Encourage others to leave with you but don't let them slow you down with indecision. Remember what's important – you, not your stuff. Leave your belongings behind and try to find a way to get out safely. Trying to get yourself out of harm's way needs to be your number one priority. This may include exiting through windows. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 9-1-1.

Hide

If you can't get out safely, you need to find a place to hide. Act quickly and quietly. Try to secure your hiding place the best you can. Turn out lights and if possible, remember to lock doors. Silence your ringer and vibration mode on your cell phone and if you can't find a safe room or closet, try to conceal yourself behind large objects that may protect you; do your best to remain quiet and calm.

Fight

As a last resort, if your life is at risk, whether you are alone or working together as a group, fight! Act with aggression, improvise weapons, disarm, and commit to taking the shooter down no matter what!

#### Additional Information

Try to be aware of your environment. Always have an exit plan. Know that in an incident like this, victims are generally chosen randomly. The event is unpredictable

and may evolve quickly. The first responders on the scene are not there to evacuate or tend to the injured, they are well trained and are there to stop the shooter.

When law enforcement arrives, remain calm and follow instructions. Keep your hands visible at all times. Avoid pointing or yelling and know that help for the injured is on its way. If you gain access to the shooter's weapon, do not hold it out for arriving law enforcement. For your protection, place the weapon in a trash can or on the ground and move away from it. Then tell law enforcement where it is located.

Your actions can make a difference for your safety and survival. Be aware and be prepared. And if you find yourself in an active shooter situation, remember: Run, Hide, Fight!

### 3.17 Hazardous Weather

#### 3.17.1 Introduction and Purpose

For detailed information regarding emergency procedures during specific weather-related emergencies, refer to section 3.10: Natural Disasters. The University President, or his/her designee, is solely responsible for authorizing the closing of the University when severe weather and/or emergency conditions warrant either a partial or full-day closing. The purpose of advanced weather forecasts is so advanced planning for severe weather events and possible campus cancellations or delays can be made. The purpose of this hazardous weather plan is to provide a specific course of action during a severe weather event affecting the University either directly or indirectly by affecting surrounding communities. The intended course of action through this plan is to minimize the potential for injury and loss of life due to severe weather.

#### 3.17.2 StormReady University

Millersville University is in the process of becoming recognized by the National Weather Service as a StormReady University. The StormReady University program helps prepare universities to protect the university community and university property from the effects of severe weather. StormReady Universities are better prepared through planning, training, and awareness. It is intended to improve the timeliness and effectiveness of hazardous weather warnings for the university and to encourage the enhancement of hazardous weather preparedness programs in jurisdictions surrounding StormReady communities/universities.

The StormReady Program is a voluntary program offered to provide guidance and incentives to officials interested in improving their hazardous weather operations. StormReady guidelines should not be construed as being state or federal mandates.

To be recognized as StormReady, a university must:

Establish a 24-hour warning point and emergency operations center  
Have more than one way to receive severe weather warnings and forecasts  
Have more than one way to alert the university community of severe weather conditions  
Create a system that monitors weather conditions locally  
Promote the importance of university readiness through campus seminars and training programs  
Develop a formal hazardous weather plan, which includes training severe weather spotters and holding emergency exercises.

### 3.17.3 Scope

This plan is intended to address the University's response to severe weather situations

The information contained in this plan has been obtained from the StormReady guidelines as set by the National Weather Service (NWS) and the National Oceanic and Atmospheric Administration (NOAA)

This plan will be a part of the Millersville University Emergency Operations Plan

This plan includes:

- Purpose
- StormReady guidelines
- University weather risks
- Weather safety
- A differentiation of weather watches and warnings
- Official sources of weather information available to university decision makers
- Official sources of weather and university information available to the university community
- Ongoing weather monitoring system on campus
- Training, awareness, and preparedness programs on campus
- Advanced measures and protocols for severe weather emergencies

### 3.17.4 Millersville Area Severe/Inclement Weather Risks

#### **Flash Flooding**

Flash flooding is very likely given the campus' close proximity to the Conestoga River and the pond on campus. Other low-lying roads in the surround areas also pose hazards. Driving across these flooded low-lying roads can result in deaths, injuries, and rescues.

#### **Lightning**

Lightning is a dangerous atmospheric hazard, especially for those involved in school and recreational outdoor sports and activities. Because lightning can strike up to 15

miles away from its parent thunderstorm, these outdoor activities need to receive special consideration.

### **Severe Thunderstorms with Straight-line winds**

Damage tends to cover a larger area from thunderstorms with straight-line winds because of the wind's diverging nature. Most wind damage associated with thunderstorms comes from straight-line winds rather than tornadoes because winds inside tornadoes converge. In stronger straight-line thunderstorm events, wind gusts can reach as high as 50-100 mph.

A severe thunderstorm has hail that is at least 0.75 inches in diameter (dime sized) and/or wind gusts of 58 mph or greater.

Severe thunderstorms can produce tornadoes with little-to-no warning.

### **Hail**

Fatalities and injuries associated with hail are rare, however; hail can cause serious property damage

Hailstones with a diameter of 0.75 inches or larger is considered severe

### **Tornadoes**

Though most common in the central and southern plains, Pennsylvania can average around 15 tornadoes per year. Except in the most severe cases, tornadoes cause a relatively narrow path of damages, compared to straight-line winds, due to the converging wind pattern. However, tornadoes can be very unpredictable. They are often produced with little-to-no warning and can have very unpredictable paths.

### **Freezing Precipitation/ Winter Weather/ Blizzards**

Freezing rain, sleet, and snow are very common to Pennsylvania and the Lancaster area. These forms of frozen precipitation can cause downed power lines, producing a further hazard, and can cause dangerous driving conditions.

### **Hurricanes**

A tropical cyclone in the Atlantic, Caribbean Sea, Gulf of Mexico, or eastern Pacific, in which the maximum 1-minute sustained surface wind is 74 mph or greater. Will coincide with heavy rain and possible flooding

Saffir – Simpson scale

A 1 to 5 categorization based on the hurricane's intensity at the indicated time.

The category only depends on the maximum sustained surface wind speed.

The scale does not address the potential for other hurricane-related impacts, such as storm surge, rainfall-induced flooding, and tornadoes.

The Saffir – Simpson Wind Hurricane Scale

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	<b>Very dangerous winds will produce some damage:</b> Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	<b>Extremely dangerous winds will cause extensive damage:</b> Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	<b>Devastating damage will occur:</b> Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	<b>Catastrophic damage will occur:</b> Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	<b>Catastrophic damage will occur:</b> A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

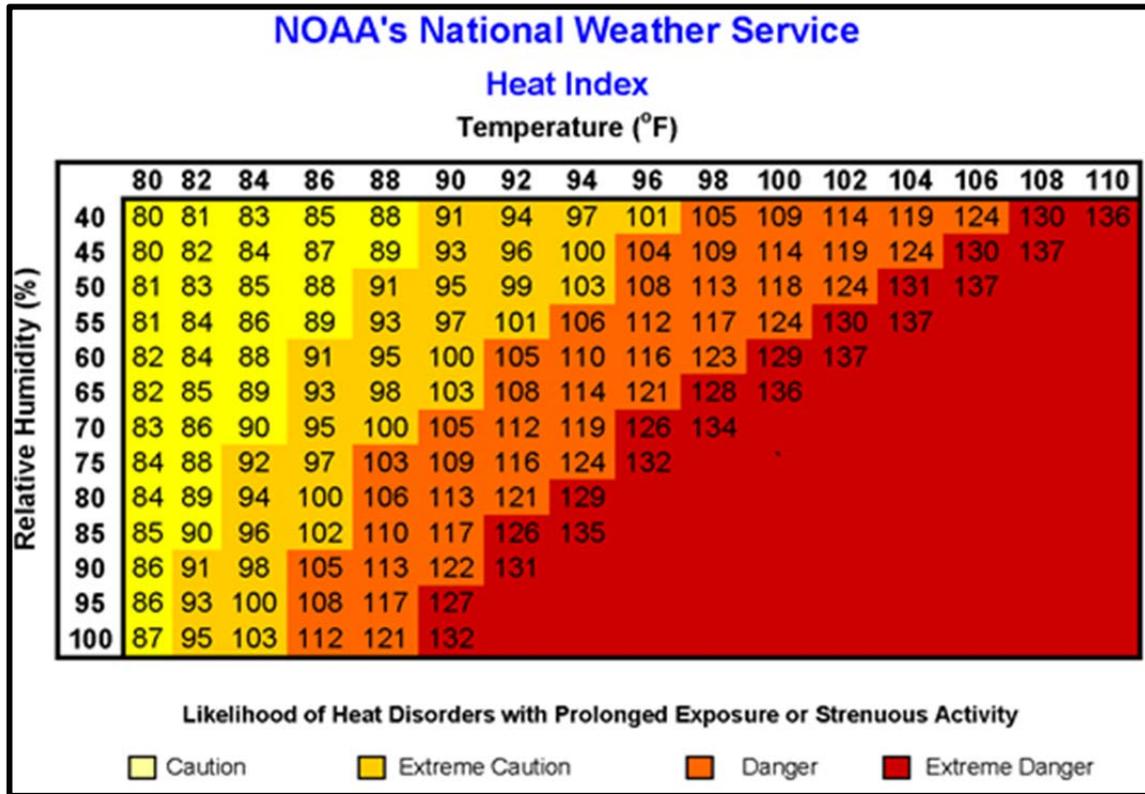
**Unseasonably Hot Temperatures**

Heat Index

Hot temperatures and high humidity can make the air feel much hotter than it actually is. A high heat index can cause a body to heat to rapidly. This can lead to dehydration and ultimately heat stress or heat strokes.

The threshold for issuing an Excessive Heat Warning is 105 Degrees Fahrenheit for at least 3 hours a day or 2 consecutive days or 115 degrees Fahrenheit for any period of time

Heat Index Chart



### Unseasonably Cold Temperatures

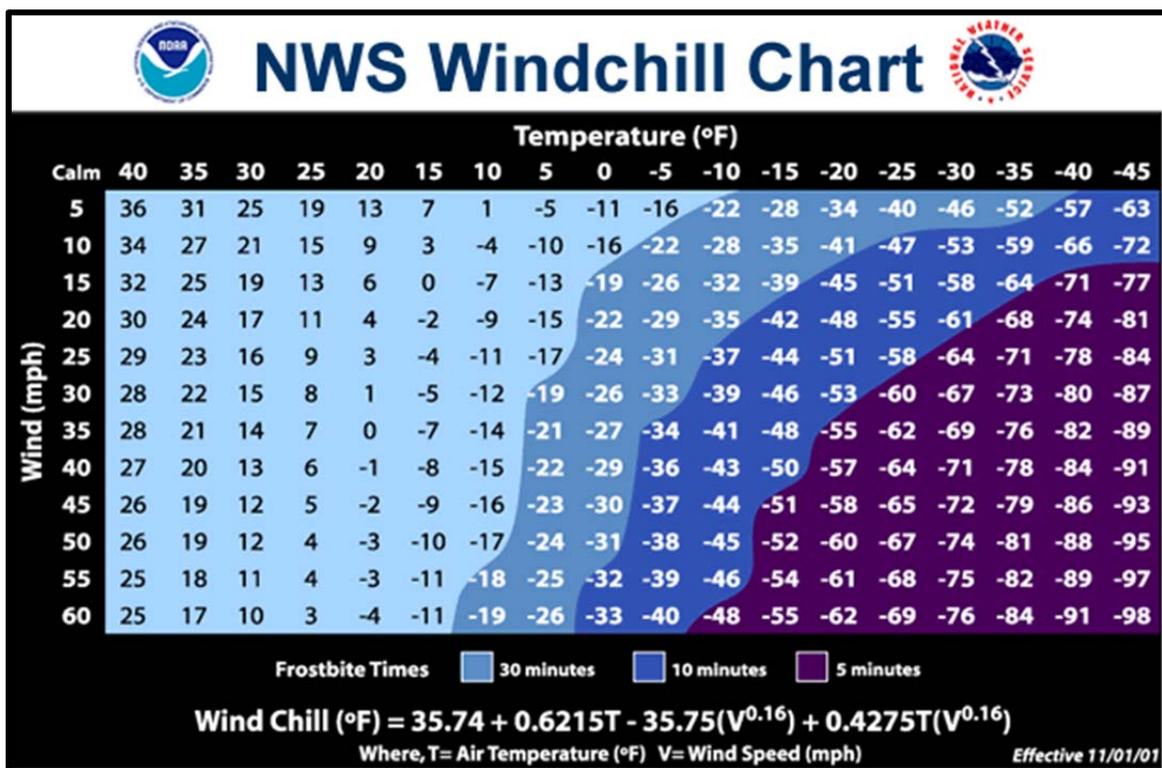
#### Wind Chill

Cold temperatures combined with wind can make the air feel much cooler than it actually is. As the wind increases, the body is cooled rapidly and the skin can become cold. This can lead to frostbite and/or hypothermia.

Thresholds for life-threatening temperatures vary by state

The threshold for Pennsylvania is -25 degrees Fahrenheit or lower

#### Wind Chill Chart



### 3.17.5 Weather Safety

#### **Lightning**

If you hear thunder, you are close enough to a thunderstorm to be struck by lightning. Seek shelter immediately.

A safe shelter would be a sturdy building or automobile.

If shelter is not available, find a low-lying area. Stay away from trees and other tall objects such as fences, telephone poles, and metal pipes.

Stay out of boats and away from water. Do not take a bath or shower.

Avoid using electrical devices that are not being used to gather weather information.

#### **Flash Flooding**

During heavy rain event, avoid areas that are subject to flooding.

Do not camp or park near stream, creeks, or rivers during severe weather events

Avoid already flooded areas, especially areas with a high velocity flow.

Do not cross-floodwaters on foot or in a vehicle. You can lose control of your vehicle with only 6 inches of water on the road.

If a vehicle stalls in floodwater, leave vehicle immediately and seek higher ground if safe to do so.

Be vigilant at night, when flooded areas may be harder to see.

#### **Tornadoes**

When in a tornado watch or warning, seek sturdy shelter immediately.

Leave vehicles and mobile homes for sturdier shelter.

Put as many walls as you can between you and the outside and stay away from windows. Move to the most interior room of the shelter.

If available, seek a below ground shelter, such as a basement.

Do not attempt to outrun a tornado with your vehicle

If caught outside or in a vehicle with no shelter nearby, get away from your vehicle and lie flat in a ditch or depression nearby.

#### **Hurricanes**

High winds and heavy rainfall will be a serious threat

Be prepared to shelter-in-place or evacuated as directed by local officials

Prepare buildings, housing units, and apartments by boarding up windows, if time permits and it is possible to do so.

#### **Extreme Cold and Winter Weather**

Dress warmly. Most body heat is lost through the head and extremities.

Wear a hat, earmuffs, gloves, and heavy socks.

Slow down on roadways to avoid skidding and slipping.

When breaking, do not lock the breaks or push brakes too hard. Allow time for car to stop gradually.

If you start to skid, turn your wheel in the direction that you want to go.

### **Extreme Heat and Summer Weather**

Stay adequately hydrated.

Remember, caffeinated and/or alcoholic beverages can dehydrate the body.

Drink a sports drink if available. If not, drink plain water.

Do not over exert your body, especially at outdoor functions

Wear lightweight, light colored and loose-fitting clothing.

Wear sunscreen, a hat, and sunglasses when possible.

Heatstroke develops with little-to-no warning. Heed your body's warnings and slow down activities and hydrate often.

#### 3.17.6 Watches vs. Warnings

### **Flash Flooding**

#### *Watch*

A Flash Flood Watch is issued by the National Weather Service when conditions are favorable for rapid flooding, river flooding, or widespread areal flooding.

The occurrence of flooding is neither certain nor imminent.

Persons in the watch area are advised to have flood action plans, keep informed, and be ready to take necessary actions if a warning is issued or flooding is observed.

#### *Warning*

A Flash Flood Warning is issued by the National Weather Service when flooding is imminent or in progress in specific areas, counties, communities, and streams.

Flash Flood Warnings are usually issued for flooding that occurs within 6 hours of heavy rain.

#### *Advisory*

A Flood Advisory is issued by the National Weather Service when flooding that is not considered a significant threat to life or property is expected or occurring and may be issued days in advance.

This could indicate flooding in low-lying areas and areas with poor drainage, as well as minor flooding of streets and roadways.

Advisories do not alert weather radios.

Persons in the advisory area should remain alert to possible flooding or the possibility of a flood warning.

### **Severe Thunderstorms**

#### *Watch*

A Severe Thunderstorm Watch is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms.

Severe thunderstorms have hail that is at least 0.75 inches in diameter (dime sized) and/or wind gusts of 58 mph or greater.

Severe Thunderstorm Watches are normally issued well in advance of the actual occurrence of severe weather and typically last for 4 to 8 hours depending on the situation.

Persons in the watch area should review severe thunderstorm safety rules and be prepared to take necessary actions if a warning is issued or if a severe thunderstorm is observed.

#### *Warning*

A Severe Thunderstorm Warning is issued by the National Weather Service when either a severe thunderstorm is indicated by radar or if observed by a spotter.

Severe Thunderstorm Warnings are typically issued for a period of one hour or less.

They can be issued without a Severe Thunderstorm Watch in effect.

Lightning frequency is not criteria for the issuance of a Severe Thunderstorm Warning; however, it is an imminent and dangerous threat.

Persons in the warning area should seek shelter immediately.

### **Tornadoes**

#### *Watch*

A Tornado Watch is issued by the National Weather Service when conditions are favorable for tornado development. They are typically issued for a period of 4 to 8 hours, but may vary based on the situation.

Persons in the watch area should review tornado safety rules and be prepared to move to a safe place if a warning is issued or if a tornado is observed.

#### *Warning*

A Tornado Warning is issued by the National Weather Service when a tornado is indicated by radar or is observed by a spotter.

Tornado Warnings can be issued without a Tornado Watch being already in effect and are typically issued for a period of 30-45 minutes.

Persons in the warning area should seek shelter immediately.

### **Winter Weather/Blizzards**

#### *Winter Storm Watch*

A Winter Storm Watch is issued by the National Weather Service when conditions, such as heavy snow and/or ice, may affect your area; however its occurrence, location, and timing are still uncertain.

Provides 12 to 36 hours of notice of the possibility of severe winter weather.

#### *Winter Storm Warning*

A Winter Storm Warning is issued by the National Weather Service when: 4 or more inches of snow or sleet is expected in 12 hours,

6 or more inches of snow or sleet is expected in 24 hours, or, 0.25 inches or more of ice accretion is expected.

*Blizzard Warning*

A blizzard warning is issued by the National Weather Service when winds are expected to exceed 35 mph combined with less than 0.25 miles of visibility for at least 3 hours and dangerous wind chills.

Persons in warning area should seek shelter.

**Hurricanes and Tropical Storms**

*Tropical Storm Watch*

A tropical storm watch is issued by the National Weather Service when tropical conditions and sustained wind speeds of 39 – 73 mph are possible within the next 48 hours.

Stay tuned to university and media news sources for updates of conditions

Be prepared to shelter-in-place or evacuated as directed by local officials.

*Tropical Storm Warning*

A tropical storm warning is issued by the National Weather Service when tropical conditions and sustained wind speeds of 39 – 73 mph are expected within 36 hours.

Persons in warning area should seek shelter or leave threatened area as directed by local officials.

*Hurricane Watch*

A hurricane watch is issued by the National Weather Service when hurricane conditions with sustained wind speeds of 74 mph and greater are possible within the next 48 hours.

Stay tuned to university and media news sources for updates of conditions

Be prepared to shelter-in-place or evacuated as directed by local officials.

*Hurricane Warning*

A hurricane warning is issued by the National Weather Service when hurricane conditions with sustained wind speeds of 74 mph or greater are expected in 36 hours or less.

Persons in warning area should seek shelter or leave threatened area as directed by local officials.

*Extreme Wind Warning*

An extreme wind warning is issued by the National Weather Service when sustained winds, associated with a major hurricane, are 115 mph or greater and are expected to occur within 1 hour.

This warning is to be treated as severely as a tornado warning

Persons in warning area should seek sturdy shelter immediately.

## Extreme Temperatures

### *Excessive Heat Watch*

An Excessive Heat Watch is issued by the National Weather Service when the following conditions are favorable within the next 24 – 48 hours:

A heat index in excess of 105 degrees Fahrenheit during the day combined with nighttime low temperatures of 80 degrees Fahrenheit or higher

Watches are issued to notify that the risk for the event has increased, but the timing is still uncertain. Those in the watch area should stay hydrated and seek cool shelter.

### *Excessive Heat Warnings*

An Excessive Heat Warning is issued by the National Weather Service when the following conditions are expected within the next 12 hours:

A heat index of at least 105 degrees Fahrenheit for more than 3 hours for 2 consecutive days.

A heat index more than 115 degrees Fahrenheit for any period of time

These conditions cause a significant threat to life or property

Persons in warning area should stay hydrated and in cool shelter.

### *Wind Chill Warning*

A wind chill warning is issued by the National Weather Service when wind chill values are -25 degrees Fahrenheit or lower.

Persons in warning area should seek warm shelter

### 3.17.7 Official Sources of Weather Information for University Decision-Makers

Advanced weather forecasts will be communicated to the Provost, the Vice President for Finance and Administration, as well as the Facilities Management, University Police, and Environmental Health and Safety Offices. In order to promote redundancy and to ensure these key decision makers can receive important weather information, there are several ways for these departments can receive information:

- NOAA Weather Radio: 162.550 MHz
  - Each decision maker has received a NOAA Weather Radio
- The National Weather Service website: [www.weather.gov/ctp](http://www.weather.gov/ctp)
- The Millersville University Weather Information Center Director
- Meteorologists within the Millersville Meteorology Department
- Local TV media sources
- WGAL 8
- Fox 43

### 3.17.8 Ongoing Weather Monitoring System

The Weather Information Center (WIC) at Millersville University provides a constant source of weather information. Forecasts are routinely updated by meteorology students and approved by the WIC Director.

**Link to WIC short-term forecasts:** <http://www.atmos.millersville.edu/~wic/>

In addition to the frequently updated forecasts, the WIC also provides Special Weather Discussions, issued directly by the WIC Director. These Special Weather Discussions are issued twice weekly, or when significant weather events warrant additional postings. Daily updates are more common during severe weather events.

**Link to Special Weather Discussions:**  
<http://snowball.millersville.edu/~cws/SpecialWeatherDiscussion.html>

Furthermore, The WIC also remains a constant source for current weather conditions and 18-hour observations. These current conditions are constantly updating as the conditions outside change. This source provides the time, date, temperature, dew point, atmospheric pressure, wind direction, and wind speed. The instruments that sense and record these data are located outside of Caputo Hall.

Link to Current Conditions: <http://snowball.millersville.edu/~cws/obs-fly-mega.cgi>

### 3.17.9 Official Sources of Weather Information for the University Community

#### **University Website**

It is assumed that each member of the University community has access to information regarding events on campus and within the community. Many of these sources will be the media and local government. The official source for university communications in the event of an emergency is:

[www.millersville.edu/emergency](http://www.millersville.edu/emergency) and [www.mualert.com](http://www.mualert.com)

#### **MU Alert**

Millersville University will also distribute information via the MU|Alert system. In the event of an emergency, authorized senders will instantly notify the university community using this system. The Vice President for Finance and Administration will communicate with the Director of Communications or others in the Communications and Marketing department to send out an MU|Alert message notifying the university community of the delay/cancellation/closing and referring them to mualert.com for updates and more information. The Director of Communications or others in the Communications and Marketing department will activate the MU|Alerts and post

updates as necessary. MU|Alert is intended to provide real-time updates, instructions, and other important information. Types of instructions will include:

- Where to go
- What to do or what not to do
- Who to report to
- When the situation has changed
- When it is safe to return to normal operations
- MU|Alert delivers important emergency alerts, notifications, and updates via:
  - Email account (school, personal, or other)
  - Cell phone (via SMS)
  - Pager
  - And Smartphone/PDA

The following link is the official link to register for the MU|Alert System:

[https://millersville.omnilert.net/subscriber.php?command=show\\_signup](https://millersville.omnilert.net/subscriber.php?command=show_signup)

### **Local Media Sources**

The Director of Communications or others in the Communications and Marketing department will notify both radio and television media of the details of the University delay/cancellation/closing, including:

WGAL 8 – TV

Fox 43 – TV

### **3.17.10 Campus Training/Awareness Programs**

Campus training programs are in place to educate the University community about severe weather and also about emergency preparedness. These include:

- Storm Spotter Training
- The American Meteorological Society on Campus holds periodic Storm Spotter Training
- Community Emergency Response Team Training (CERT Training)
- The Center for Disaster Research and Educations provides CERT Training to interested members of the University community
- Residential Assistant and Graduate Residential Assistant Orientation Training
- The Center for Disaster Research and Education provides severe weather and weather safety training to Residential Assistants and Graduate Residential Assistance as part of their job orientation
- Residence Hall Training
- The Center for Disaster Research and Education provides emergency preparedness training to residence halls
- Public Weather Awareness Day
- The Millersville University American Meteorological Society holds a weather awareness day every year to promote the understanding of weather, severe

weather, and weather safety to the University and surrounding communities

### 3.17.11 Advanced Measures and Protocols during Severe Weather Emergencies

The University President, or his/her designee, is solely responsible for authorizing the closing of the University when severe weather and/or emergency conditions warrant either a partial or full-day closing.

The University will be closed when the Governor declares a statewide State of Emergency. Advanced weather forecasts will be communicated to the Provost, the Vice President for Finance and Administration, as well as the Facilities Management, University Police, and Environmental Health and Safety Offices.

If severe weather conditions have the potential for creating hazardous conditions, the recommendation to cancel or delay classes and/or close the campus will be made to the president or their designee by the Vice President for Finance and Administration. Once the decision to close or delay is made, the President, or his/her designee, notifies the Vice President who, in turn, activates their respective plans for notification of personnel in their retrospective areas.

Essential employees shall be advised of their statuses and when to report to work. Non-essential personnel will be instructed not to report to work.

Examples of advanced measures that may be taken, if possible, given the severity and likelihood of the weather forecast include:

- Parking restrictions, especially in flood-prone areas, may be placed in effect
- Facilities Management employees may be authorized to work extended hours/weekends to do advance road, parking lot, and walkway treatment
- Extra staff may be added to the Facilities Management department as needed.
- Food deliveries may be made early and in increased quantity
- Grounds staff may trim or cut down trees near exposed utilities
- Grounds staff will be positioned in flood-prone areas to keep storm drains clean of leaves and debris
- Health Services staff may be placed on extended hours of operation
- Resident Life staff may put into effect programs to encourage students to remain indoors and keep them active during the weather event
- Outdoor lighting and other electrical services near the flood-prone areas may be depowered until the weather event is over
- Facilities employees will do advanced checks to ensure sump pumps and other flood control equipment is operational
- Facilities employees will check fuel sources to emergency backup power generators and test the backup power systems to make sure they are operational
- Outdoor contractor equipment and materials will be secured in advance

- construction sites
- Additional police will be on duty
- Scheduled campus events that may bring large amounts of traffic to campus may be cancelled or postponed

The Millersville University Incident Commander and members of the Emergency Response Team will communicate with, plan, and share resources with the Penn Manor School District, Millersville Borough, Manor Township, and Lancaster County emergency planners as necessary, to better coordinate shared emergency preparedness and response measures

### 3.18 Nuclear Power Plant Incident

In the event of an attack on one of the local nuclear power plants, or a leak of radioactive material from the nuclear power plants, do the following:  
Stay Alert – tune to local radio and TV broadcasts, MU Homepage updates, watch campus email for guidance and further steps.

If it is mandated by federal, state, or local emergency officials, evacuate the campus and Millersville area (see Campus Evacuation and Evacuation Maps)

Follow the evacuation procedures – focus on moving away from the location of the nuclear power plant incident.

Have a pre-arranged meeting location identified for your friends and family.

If you cannot self-evacuate from the campus or Millersville area, seek other assistance such as obtaining a ride with a friend or call a friend or family.

If emergency officials mandate the distribution of medications (such as potassium iodide pills) watch for information on where to go to receive these medications. Watch for public announcements concerning the status of university operations.

### Nuclear Facilities in Pennsylvania - Location Map

