

4.0 Notification and Resources

4.1 Introduction

In the event of an emergency incident or disaster MU may need to utilize numerous resources to effectively address the event(s). The size, scope, and complexity of the emergency may require the University to request resources outside its available inventory. In the event that outside resources are required the CECC may use the following contacts as a guide to securing any needed resources.

4.2 On-Campus Resources

The following departments, organizations, individuals, and committees at Millersville University will render assistance in the event of an emergency.

University Police

University Police officers are available 24 hours per day, 7 days per week and are always on duty. They can be reached by dialing ext. 3433, or ext. 3911. In addition, other police assistance is available from local, state, and federal agencies when needed.

Facilities Management

Facilities Management can provide skilled workers at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

Utilities: Repairs to water, gas, electric and sewage systems.

Structures: Repairs to structures and mechanical equipment therein, including heating and cooling systems.

Equipment: Portable pumps, generators, floodlights, welding machines, air compressors, tractors, backhoes, forklifts, etc.

Transportation: Sedans, light trucks, dump trucks and tractors.

Emergency Procurement (Purchasing): In the event of a Level 2 Emergency the campus will utilize the Commonwealth Emergency Procurement system to quickly purchase necessary resources to restore services, make repairs, or obtain emergency contract services, as required.

The Purchasing Department will work closely with the EC and the CERT members to obtain the necessary resources.

Health Services: The Health Services department is located at the Witmer Infirmary.

Environmental Health & Safety (EHS): In an emergency, the EHS Director can be reached on his cell phone or at home by contacting the Information Desk.

Emergency Counseling Team: Millersville University has a team of professionals who can act as counselors in the event of a severe emergency or disaster on campus. The emergency response team members will communicate with, and coordinate with the critical incident response team, if it is deemed necessary.

Information Technology: Disasters such as tornadoes or hurricanes can damage or destroy communication, technology, and information systems. The Millersville University Information Technology department has multi-disciplinary professionals who can assist the emergency response team members, or others, in the event of a disaster or severe emergency. The emergency response team members will communicate with, and coordinate with the information and technology department personnel, if it is deemed necessary.

Food Services: The Dining and Conference Services department can provide food and water to those affected by an emergency, including emergency responders. Dining can mobilize the Marauder Express food truck and bring it to the site of an emergency (if safe) and/or the site of the field command post (Campus Mobile Command Center).

Center for Disaster Research and Education (CDRE). The CDRE has trained staff and students who can assist with coordination and operation of the Emergency Operations Center and other tasks as necessary and as designated by the Incident Commander.

4.3 Off-Campus Resources

Millersville University will establish verbal agreements of understanding with local vendors and service providers to quickly obtain necessary resources in the event of a Level 2 Emergency or disaster. Emergency response and support agencies listed in Section 4.4 may need to be called in during a campus emergency.

In the event of a fire or the need for rescue on campus, Blue Rock Fire Rescue will be the primary source of assistance. The Fire Department is located less than one mile from the campus; typical response time to a fire or other emergency on campus is less than eight minutes.

The Fire Department has approximately 100 volunteer firefighters. Their firefighting equipment includes five Class A pumpers, three water pumpers, two collapse units, a quick response medical unit and other support and rescue equipment. The fire department also operates as the Lancaster County Rescue Task Force.

If additional transportation vehicles and heavy equipment are needed, the University has an agreement with the adjacent school district (Penn Manor) and Millersville Borough to share

equipment and resources. In the event of a campus evacuation, local bus service providers will supply emergency transportation for those who cannot self-evacuate the Millersville area.

4.4 Emergency Notification List

Administration

<i>President</i>	717-871-7001
<i>Provost and Vice President for Academic Affairs</i>	717-871-7555
<i>Vice President for University Advancement</i>	717-871-7500
<i>Vice President for Finance and Administration</i>	717-871-4087
<i>Vice President for Student Affairs</i>	717-871-5714
<i>Vice President for Enrollment Management</i>	717-871-5714

Air Disaster

<i>Lancaster Airport</i>	717-569-9231
<i>FAA – Harrisburg Airport – PA Coordinator</i>	717-948-9180 or 948-8271

Ambulance

<i>Local Ambulance Services</i>	911
<i>Community Right to Know & Superfund: US EPA EPCRA/RCRA & Superfund Hotline</i>	1-800-424-9346
<i>Crisis Intervention: Lancaster County Crisis Intervention:</i>	394-2631 (for mental health emergencies)

Disaster Assistance

<i>Lancaster Emergency Management Agency (LEMA)</i>	717-664-1200
<i>PA Emergency Management Agency (PEMA) Harrisburg</i>	717-651-2001
<i>Federal Emergency Management Agency (FEMA) Philadelphia</i>	215-931-5621

Environment

<i>Environmental Resources – Pennsylvania (Reading)</i>	717-378-4175
<i>Lancaster DEP Office</i>	717-299-7601
<i>South Central PA DEP Office</i>	717-705-4700
<i>US EPA Region III</i>	1-800-438-2474
<i>US EPA</i>	800-438-8724

Fire

<i>Blue Rock Fire Rescue</i>	717-872-9345
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Hazardous Materials

<i>Lancaster County HazMat Team</i>	911
<i>National Response Center</i>	1-800-424-8802

Hospitals and Health Departments

<i>Lancaster General Hospital</i>	717-544-5511
<i>Lancaster Regional Medical Center</i>	717-291-8211
<i>The American Red Cross - Lancaster</i>	717-299-5561
<i>Salvation Army - Lancaster</i>	717-397-7565
<i>State Health Department – Lancaster Office</i>	717-299-7597
<i>Center for Disease Control (CDC)</i>	404-639-3311

Law Enforcement

<i>Manor Township Police Department</i>	717-299-5231
<i>Millersville Borough Police Department</i>	717-8714657
<i>Millersville University Police</i>	717-871-4357
<i>Lancaster Police Department</i>	717-291-4911
<i>Lancaster County Sheriff’s Department</i>	717-299-8200
<i>PA State Police – Lancaster</i>	717-299-7650
<i>PA National Guard – Lancaster</i>	717-299-7588
<i>Bureau of Alcohol, Tobacco, and Firearms (BATF)</i>	1-800-808-3372
<i>Federal Bureau of Investigation (FBI) – Philadelphia</i>	215-418-4000

Municipalities and School Districts

<i>Manor Township</i>	717-397-4769
<i>Lancaster Township</i>	717-291-1213
<i>Millersville Borough</i>	717-872-4645
<i>Penn Manor School District</i>	717-872-9500

Radiation

<i>University Radiation Safety Officer</i>	717-871-4240
<i>PA Bureau of Radiation Protection</i>	717-783-2480
<i>US NRC Regional Office</i>	610-337-5000

Traffic

<i>State Governor’s Office</i>	800-932-0784
<i>PennDOT (Allentown)</i>	215-821-4100
<i>PennDOT (Manheim District Office)</i>	717-665-7107

Utility

<i>UGI</i>	1-800-609-4844
<i>PPL</i>	1-800-342-5575
<i>Verizon</i>	1-800-479-1919

Water Quality & Weather

<i>Lancaster City Public Works – Water Emergency</i>	717-291-4816
<i>PA DEP – Water Quality Protection</i>	717-787-2666
<i>National Weather Service</i>	813-645-2323

4.5 Media Notification List

WLAN	AM 1390	717-295-9700
WITF	FM 89.5 OR 99.7	800-366-9483
WJTL	FM 90.3	717-392-3690
WIXQ	FM 91.7	717-872-3518
WDAC	FM 94.5	717-284-4123
WROZ	FM 101	717-653-0800
WARM	FM 103	717-393-1155
WGAL	TV 8 Lancaster (NBC)	717-393-5851
WHP	TV 21 Harrisburg (CBS)	717-283-2100
WHTM	TV 27 Harrisburg (ABC)	717-236-2727
WITF	TV 33 Harrisburg	800-366-9483
WPMT	TV 43 York (FOX)	717-843-9320

5.0 Checklists and Logs

Standing Operating Checklists
CECC Action Log

Staff Agency _____ Date: ____ ____ ____

Event No	Time	Name	Event	Action

Notes:

Message Log — CECC

Date	Time	In	Out	Method	Subject	To	From	Distribution

Security Sign-In/Out Log

CECC Visitors and Staff: Please sign in and out

Date	Time In	Name	Section/Agency	Time Out

Checklist A: Direction and Control		
Alert	Send out emergency alert message and follow up information.	<input type="checkbox"/>
Communication	Make all necessary communications: Emergency Administrative Team (EAT)? Campus Emergency Response Team (CERT)? Penn Manor and Millersville Borough? Local authorities? State authorities? CERT Team? HazMat?	<input type="checkbox"/>
Incident Command	Assemble the Incident Command Team comprised of: Incident Commander, Liaison Officer, Safety Officer, Public Information Officer	<input type="checkbox"/>
Command Center	Establish the Campus Emergency Command Center at the scene or at a remote location (if necessary).	<input type="checkbox"/>
Area Control	Establish a secure perimeter around the disaster area.	<input type="checkbox"/>
Evacuation	Buildings and/or areas of the campus have been evacuated.	<input type="checkbox"/>
Media Staging	An area has been designated for the media to occupy.	<input type="checkbox"/>
Academic Affairs	Make necessary adjustments to class schedule, academic calendar, building usage, etc., as needed.	<input type="checkbox"/>
Family Care	A family care center has been established (if needed).	<input type="checkbox"/>
Housekeeping	Provide emergency shelter and supplies for evacuees (if needed).	<input type="checkbox"/>
Facilities	Bring Facilities resources to the emergency site for damage repair and control.	<input type="checkbox"/>
Health Services	Health Services staff are on-site and have established emergency medical care facilities and operations.	<input type="checkbox"/>
Counseling	Counseling Center staff are on-site to provide counseling, assisting with the FAC, etc.	<input type="checkbox"/>
Food	Food Services staff are on-site providing food and water.	<input type="checkbox"/>
Resident Life	Resident Life staff are on-site caring for student needs	<input type="checkbox"/>
Information Technology	IT staff are on-site helping with communication, support of technology and information logistics.	<input type="checkbox"/>
Human Resources	Make necessary employee notifications, adjustments to payroll, work schedules, etc.	<input type="checkbox"/>
Student Services	Student Services Inc. coordinates with MU emergency response activities as necessary to protect life and health of SSI constituents/property.	<input type="checkbox"/>
Purchasing	Purchasing ready to implement emergency procurement.	<input type="checkbox"/>
Transportation	Emergency transportation established (if necessary)	<input type="checkbox"/>

Checklist B: Building or Campus Evacuation		
Alert	Send out emergency alert message and follow up information.	<input type="checkbox"/>
Communication	Make all necessary communications: Emergency Administrative Team (EAT)? Campus Emergency Response Team (CERT)? Penn Manor and Millersville Borough? Local authorities? State authorities? CERT Team? HazMat?	<input type="checkbox"/>
Incident Command	Assemble the Incident Command Team comprised of: Incident Commander, Liaison Officer, Safety Officer, Public Information Officer	<input type="checkbox"/>
Command Center	Establish the Campus Mobile Command Center at the scene or at a remote location (if necessary).	<input type="checkbox"/>
Evacuate Bldg.	Ensure the building(s) have been evacuated and people relocated to a safe location away from the hazard	<input type="checkbox"/>
Evacuation Campus	Ensure everyone has left all campus buildings. Perform a sweep of all buildings. Close down non-essential operations. Shut down (moth ball) buildings as needed.	<input type="checkbox"/>
Media Staging	An area has been designated for the media to occupy.	<input type="checkbox"/>
Family Care	If there are fatalities, establish the family care center at a safe location	<input type="checkbox"/>
Academic Affairs	Make necessary adjustments to class schedule, academic calendar, building usage, etc., as needed.	<input type="checkbox"/>
Housekeeping	Provide emergency shelter for evacuees.	<input type="checkbox"/>
Facilities	Bring Facilities resources to the emergency site for damage repair and control.	<input type="checkbox"/>
Health Services	Health Services staff are on-site and have established emergency medical care facilities and operations.	<input type="checkbox"/>
Counseling	Counseling Center staff are on-site to provide counseling.	<input type="checkbox"/>
Food	Food services staff are on-site providing food and water.	<input type="checkbox"/>
Resident Life	Resident Life staff are on-site caring for student needs, clearing RL buildings	<input type="checkbox"/>
Information Technology	IT staff are on-site helping with communication and information logistics.	<input type="checkbox"/>
Human Resources	Make necessary employee notifications, adjustments to payroll, work schedules, etc.	<input type="checkbox"/>
Student Services	Evacuate SSI property if necessary.	<input type="checkbox"/>
Purchasing	Purchasing ready to implement emergency procurement.	<input type="checkbox"/>
Transportation	Emergency transportation established (if necessary)	<input type="checkbox"/>

Checklist C: Shelter in Place		
Alert	Send out emergency alert message and follow up information. Notify occupants to seek shelter inside the building. Do not evacuate the building.	<input type="checkbox"/>
Communication	Make all necessary communications: Emergency Administrative Team (EAT)? Campus Emergency Response Team (CERT)? Penn Manor and Millersville Borough? Local authorities? State authorities? CERT Team? HazMat?	<input type="checkbox"/>
Incident Command	Assemble the Incident Command Team comprised of: Incident Commander, Liaison Officer, Safety Officer, Public Information Officer	<input type="checkbox"/>
Command Center	Establish the Campus Mobile Command Center at the scene or at a remote location (if necessary).	<input type="checkbox"/>
Media Staging	An area has been designated for the media to occupy.	<input type="checkbox"/>
Family Care	If there are fatalities, establish the family care center at a safe location	<input type="checkbox"/>
Housekeeping	Provide emergency shelter for evacuees.	<input type="checkbox"/>
Facilities	Bring Facilities resources to the emergency site for damage repair and control.	<input type="checkbox"/>
Health Services	Health Services staff are on-site and have established emergency medical care facilities and operations.	<input type="checkbox"/>
Counseling	Counseling Center staff are on-site to provide counseling.	<input type="checkbox"/>
Food	Food services staff are on-site providing food and water.	<input type="checkbox"/>
Resident Life	Resident Life staff are on-site caring for student needs, clearing RL buildings	<input type="checkbox"/>
Information Technology	IT staff are on-site helping with communication and information logistics.	<input type="checkbox"/>
Student Services	Use SSI property for temporary shelters as needed.	<input type="checkbox"/>
Purchasing	Purchasing ready to implement emergency procurement.	<input type="checkbox"/>
Transportation	NA	<input type="checkbox"/>

Checklist D: Public Information		
Alert	Send out emergency alert message and follow up information.	
Communication	Make all necessary communications: Emergency Administrative Team (EAT)? Campus Emergency Response Team (CERT)? Penn Manor and Millersville Borough? Local authorities? State authorities? CERT Team? HazMat?	
MU Alert	Draft message, get approval (if time permits), send out to MU Alert subscribers, send follow up alert messages as needed	
Web Alert	Place the emergency alert information on the MU Home Page.	
Updates	Provide updates including notification of the end of the emergency	
Media Control and Information	PIO will establish media information center and communicate to the media	
Ware Center	In a campus emergency, notify MU Lancaster (Ware Center)	

Checklist E: Warning and Communications		
Alert	Send out emergency alert message and follow up information.	<input type="checkbox"/>
Communication	Make all necessary communications: Emergency Administrative Team (EAT)? Campus Emergency Response Team (CERT)? Penn Manor and Millersville Borough? Local authorities? State authorities? CERT Team? HazMat?	<input type="checkbox"/>
MU Alert	Draft message, get approval (if time permits), send out to MU Alert subscribers, send follow up alert messages as needed	<input type="checkbox"/>
Timely Warning	Post timely warnings as needed.	<input type="checkbox"/>
Updates	Provide updates including notification of the end of the emergency	<input type="checkbox"/>
Media Control and Information	PIO will establish media information center and communicate to the media	<input type="checkbox"/>
Ware Center	If a campus emergency, notify MU Lancaster (Ware Center)	<input type="checkbox"/>

Checklist F: Security & Police Services		
Alert	Send out emergency alert message and follow up information.	<input type="checkbox"/>
Communication	Make all necessary communications: Emergency Administrative Team (EAT)? Campus Emergency Response Team (CERT)? Penn Manor and Millersville Borough? Local authorities? State authorities? CERT Team? HazMat?	<input type="checkbox"/>
MU Alert	Draft message, get approval (if time permits), send out to MU Alert subscribers, send follow up alert messages as needed	<input type="checkbox"/>
Timely Warning	Post timely warnings as needed.	<input type="checkbox"/>
Updates	Provide updates including notification of the end of the emergency	<input type="checkbox"/>
MCC	Activate the Mobile Command Center vehicle	<input type="checkbox"/>
Perimeter	Control the perimeter of the emergency scene	<input type="checkbox"/>
Access	Restrict access to the emergency scene to authorized personnel only	<input type="checkbox"/>
Security	Provide necessary security at FAC and other locations as needed	<input type="checkbox"/>
Assist	Assist other emergency responders as needed	<input type="checkbox"/>

Checklist G: Health and Medical Services		
Supplies	Gather necessary medical supplies and equipment	<input type="checkbox"/>
Mobilize	Move to scene of emergency if it is deemed safe and it is necessary.	<input type="checkbox"/>
Set Up Base	Establish a base of operations to render emergency medical care to victims. Come to the Mobile Command Center vehicle if required.	<input type="checkbox"/>
Maintain	Maintain adequate supplies of materials and personnel throughout the emergency	<input type="checkbox"/>
Communicate	Communicate with state, local, or other authorities regarding the emergency, communicable diseases, etc.	<input type="checkbox"/>
Safety	Stay a safe distance from the emergency. Relocate as needed.	<input type="checkbox"/>
Assist	Assist other emergency responders and the FAC as needed	<input type="checkbox"/>

Checklist H: Transportation		
Mobilize	Fuel and equip vehicles as needed. Obtain drivers	<input type="checkbox"/>
Move	Move vehicles to staging area to prepare to transport	<input type="checkbox"/>
Communicate	Communicate with Incident Commander, others as needed	<input type="checkbox"/>
Safety	Stay a safe distance from the emergency. Relocate as needed.	<input type="checkbox"/>

Checklist I: Facilities and Services		
Supplies	Gather necessary tools and equipment	<input type="checkbox"/>
Mobilize	Move to scene of emergency if it is deemed safe and it is necessary.	<input type="checkbox"/>
Set Up Base	Establish a base of operations to render assistance. Come to the Mobile Command Center vehicle if required.	<input type="checkbox"/>
Repair/Control	Repair or maintain essential services, buildings, grounds as necessary and as the emergency unfolds	<input type="checkbox"/>
Communicate	Communicate with the Incident Commander and the MCC	<input type="checkbox"/>
Safety	Stay a safe distance from the emergency. Do not enter emergency area unless instructed by the Incident Commander to do so and after the area has been deemed safe for entrance.	<input type="checkbox"/>
Assist	Assist other emergency responders as needed	<input type="checkbox"/>
Restore	Restore utilities and services as needed.	

Checklist J: Records Management		
Forms	Obtain necessary emergency forms and documents	<input type="checkbox"/>
Organize and Control	Maintain completed records and documents	<input type="checkbox"/>
Communicate	Communicate with the Incident Commander and the MCC	<input type="checkbox"/>
Safety	Stay a safe distance from the emergency.	<input type="checkbox"/>