

1.0 Basic Plan

1.1 Purpose

The emergency procedures outlined in this guide are intended to enhance the protection of lives and property through effective response by the University and campus community. This Emergency Operations Plan (EOP) defines a response mechanism, assigns responsibilities, and identifies actions to be taken prior to, during, and after emergency situations that may impact the university.

1.2 This EOP establishes procedures to:

Prepare the University to respond to a wide range of potential emergency events;
Alert University personnel to the pending emergency;
Alert the Millersville Borough, Manor Township, and Penn Manor School District emergency managers to the pending emergency;
Coordinate emergency preparedness and response actions between and among University and local (Millersville Borough/Manor Township/Penn Manor School District) activities;
Coordinate the use of available University and/or Millersville Borough/Manor Township/Penn Manor School District resources (evacuation shelters, equipment, supplies, etc.); and
Coordinate emergency response procedures with local, state, and federal emergency management agencies and other emergency responders.

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or his/her designee may declare a state of emergency (a Level 2 Emergency), and these contingency guidelines may be implemented.

There are three types of incidents that may result in the implementation of this plan:

Crisis
Emergency
Disaster

Since an emergency or a disaster may be sudden and come without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

1.3 Scope

The policies and procedures described in this document apply to all personnel, students, and support staff of Millersville University of Pennsylvania (MU). These policies and procedures also apply to all on- and off-campus buildings and grounds owned or operated by MU.

NOTE: Any incident that has the potential for adverse publicity should be reported promptly to the University Communications (ext. 3586), University Police (ext. 3433), and Environmental Health and Safety (ext. 3715). Outside of regular business hours, the appropriate individual(s) should be contacted by alternative means such as personal cell phone.

Implementation

This EOP is in effect immediately; it takes precedence over any EOP documents previously written and implemented by MU. This document is to be incorporated with and complement existing documents.

1.4 Situation and Assumptions

1.4.1 University Location and Description

MU is located in Millersville Borough, three miles from Lancaster City in the Commonwealth of Pennsylvania. The campus encompasses a land area of over 250 acres in 87 buildings, and is located just 90 minutes from Philadelphia. The University has over 8,000 full and part-time students supported by over 1,000 faculty and support staff when in full session.

1.4.2 University Capabilities and Resources

The University Police department will provide the primary source of police services in the event of emergencies on campus. The department is located on campus in Lebanon House and can be reached at 872-3433. The department has approximately 20 full- and part-time officers and support staff.

1.4.3 University Hazard Vulnerability

MU is subject to a variety of hazards. The following are the most potentially damaging of these and are covered by this manual:

- Active shooter
- Anthrax and other biological agents (suspicious packages or letters)
- Bomb threat
- Communicable disease, e.g., Ebola, medical emergencies, pandemic
- Death or fatality
- Demonstrations (civil disturbances)
- Explosion on or near campus
- Faculty/staff accused of child pornography/child molestation/child abuse
- Fire
- Hazardous material release
- Hazardous weather
- Severe cutback in state budget

- Sexual assault
- Theft – faculty/staff steals significant amount of money from University
- Threat detection – Threat Assessment Team
- Utility failure
- Violent or criminal behavior

1.4.4 Planning Assumptions

The University EOP is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. The following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not predictable; therefore, published support and operational plans will serve only as a guide and checklist.
- Emergencies may affect residents in the geographical location of the University; therefore, assistance from the Borough, Township, County, and State emergency services may not be available immediately.

1.5 Concept of Operations

1.5.1 Local Emergency Response

For minor emergencies, MU staff will handle the appropriate response. MU has mutual aid agreements with adjacent Townships and Boroughs for reciprocal emergency assistance. The adjacent municipalities will provide assistance in accordance with the provisions of the agreements reached with the University. Therefore, this EOP has been designed to focus emergency response efforts at the Millersville Borough level. Towards that goal, Millersville University has partnered with the Millersville Borough, Manor Township, and the Penn Manor School District to develop a local (Millersville area) emergency response effort.

1.5.2 County, State and Federal Emergency Response

When a disaster or emergency affects two or more counties within Pennsylvania, the Pennsylvania Emergency Management Agency (PEMA) will coordinate and communicate with local emergency management agencies down to the lowest level of state government (i.e., Millersville Borough). All emergency response efforts are designed to take place at the local level.

The Lancaster County Commissioners are empowered to exercise coordination and control of their response to any countywide emergency through the Lancaster County Emergency Management Agency (LEMA). In Lancaster County, if LEMA decides to communicate with Millersville University regarding a countywide or

statewide emergency, LEMA will do so through the Blue Rock emergency manager. As a Commonwealth, PEMA delegates the actual emergency response activity to the lowest level of state government, in this case, Millersville Borough.

PEMA and/or LEMA will contact the Millersville Borough Manager to declare states of emergency, evacuations, etc. At that point, the local (Regional) EOP will be activated.

LEMA may be called upon to provide supplemental assistance and coordination whenever the consequences of a disaster or emergency exceed University and local capabilities and as identified within the Pennsylvania Emergency Management Code (Pa. C.S. 35 Sections 7101-7701). Additionally, as provided for in Act 2002-227 (The Counter-Terrorism Planning, Preparedness, and Response Act), Lancaster County is a member of the Regional Task Force (RTF) and may obtain assistance in the form of specialized support teams, materials, and equipment. If the disaster, emergency, or terrorism incident exceeds the capabilities of LEMA resources, the RTF can provide assistance in the form of specialized response teams.

Additionally, PEMA may be requested by LEMA to provide assistance. If needed, the Commonwealth can mobilize an array of resources including, specialized response teams, support personnel, and specialized equipment to support disaster or emergency affairs. The occurrence of a major disaster or emergency may result in the declaration of an emergency by the Governor. Such a declaration, depending upon the severity, may result in the declaration of an emergency by the President of the United States.

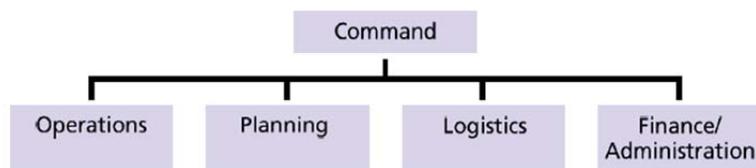
1.5.3 Direction and Control

In all emergencies, it is essential that there be a planned, and predetermined command structure to take control of the scene, maintain control, and direct emergency response operations. The Incident Command System (ICS) will be followed at the scene of the emergency.

Millersville University has designated the Chief of University Police as the Emergency Coordinator (EC).

The ICS is the tool for command, control, and coordination during emergency response actions. ICS is used to coordinate the efforts of individual agencies as they work towards the common goal of stabilizing the incident, protecting life, property, and the environment. The ICS organization is built around five major components:

Command
Planning
Operations
Logistics



Finance/Administration

The focal point of the ICS is the Incident Commander. The ICS organization has the capability to expand or contract to meet the needs of the incident, but all emergency incidents, regardless of size or complexity, will have one Incident Commander. Initially, the Incident Commander will be the senior first responder to arrive at the scene (e.g., the local fire chief). The Incident Commander is responsible for on-scene management until command authority is transferred to another person, who then becomes the Incident Commander. Unified Command allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies.

For minor emergencies, the Incident Commander may be the MU EC. However, off-campus emergency responders (fire, police, hazmat, etc.) may arrive at the scene of the incident prior to the MU EC and assume the role of Incident Commander. The Incident Commander will have operational control of the emergency until relieved by a higher authority within the ICS. All other emergency responders (EAT members, University Police officers, Health Service workers, Facilities Management employees, etc.) will take directions from the Incident Commander.

The Incident Command Post (ICP) is the location at which the primary command functions take place. The Incident Commander is located at the ICP, and there is only one ICP for each incident. The ICP should be located:

Away from the general noise and confusion associated with the incident,
Outside the area of present and potential hazards within view of the incident, when possible.

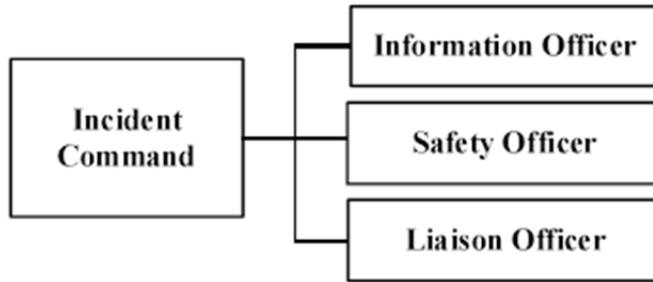
The ICP will be established using the MU Mobile Command Center vehicle as dictated by the emergency and the by the decision of the Incident Commander.

The Mobile Command Center 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. 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.

Command Staff. The Incident Commander has three primary aides to help control the emergency:



Liaison Officer – This is a police officer, or other individual, which may (at the discretion of the Incident Commander) be chose to act as the go-between for other emergency responders and agencies and the Incident Commander.

Safety Officer – The Director of Environmental Health and Safety (EHS) is the Safety Officer and acts as a resource to provide the Incident Commander with health and safety related information pertaining to the emergency. The Safety Officer makes determinations as to whether it is safe to approach the scene of the emergency, whether emergency responders may be putting themselves at risk by responding to the emergency, and offers recommendations on how to protect the health and safety of emergency responders during the response.

Public Information Officer (PIO) – The Director of Communications is the PIO and acts as the go-between for the Incident Commander and the media. All information coming from the scene of the emergency goes through the Incident Commander to the PIO before it is disseminated to the public or the media.

The President, or designee, will be the Emergency Administrative Director (EAD) and will be responsible for the direction of the University emergency administrative operations.

As of 2014, in the event of an emergency in the absence of the President, the chain of executive responsibility at Millersville University is as follows:

1. Provost and Vice President for Academic Affairs - Dr. Vilas A. Prabhu
2. Executive Deputy to the President – Vacant (September 2015)
3. Vice President for Finance and Administration – Mr. Roger V. Bruszewski
4. Vice President for Advancement – Dr. Aminta H. Breaux

5. Vice President for Enrollment Management – Mr. Brian Hazlett

Circumstances may arise wherein the succession of authority has been significantly degraded. The Chancellor or his/her designee will decide at what level control of the university reverts to the Office of the Chancellor. The Office of the Chancellor will then designate personnel to act temporarily as head of the institution until normal operations can be restored.

1.6 University Notification System

1.6.1 Emergency Communications

In an emergency, timely and accurate communication of information to those who need it is critical. Effective emergency alerts should alert people to, describe the emergency, and tell them what they need to do to protect themselves. 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

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.



Web Page 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.



What to Do After Receiving Emergency Communications

- React immediately – never assume the alert is a mistake or a drill. Tests and emergency drills will be specifically noted as such.
- Follow the instructions that are provided – when you see or hear an alert message, listen and follow directions.

- Listen for follow up messages and further instructions
- Visit the MU web site for updates and more information

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, 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	WGAL News 8 TV
WLCH 91.3 FM	WPMT FOX 43 News
WIXQ 91.7 FM	WHTM ABC 27
WLAN 96.9 FM	WHPTV CBS 21

News

WSOX 99.1 FM

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, Manor Township, 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. On occasion, MU Alert may also be utilized to push out information related to IT outages.

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

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.

MU emergency communication systems will be periodically tested to ensure proper operation.

Campus telephones can be utilized to call for emergency responders during an emergency. Dial 911.

If the campus telephones are inoperative, individuals should utilize their own cellular phones to dial 911.

1.6.2 University Police Officer on Duty

The University Police department is the focal point for two-way transmission of official emergency telephone communications to University administrators. The officer on duty will notify the University Police Chief, or designee, of any campus emergency, who in turn will initiate the appropriate level of response and determine the level of the emergency. If necessary, the EC will notify the members of the Campus Emergency Response Team (CERT). In the absence of phone services, University Police will use two-way radios or provide runners for emergency notification.

1.6.3 University Administrator Call List

Each University administrator, upon receiving notification of a campus emergency, shall pass the information along to those departments/offices under his/her direction.

1.6.4 Outdoor Emergency Campus Phones

MU has over 40 emergency phones strategically placed around the campus grounds for students, faculty, or staff to use. In an emergency the person should press the “Push for Help” button. This will activate the blue emergency light (strobe light that is on top of the emergency light pole) to let others know the emergency phone has been activated. At that time the user will be connected directly to Lancaster County dispatch to notify them of the emergency. Tell the dispatcher your emergency. Dispatch will send the appropriate emergency service and/or police to the site of the emergency phone call.

1.7 Incident Management

1.7.1 Chain of Command

It is of the utmost importance to define the chain of command and decision-making process in an emergency incident. A chain of command should be established to minimize confusion so employees will have no doubt about who has authority for making decisions.

MU has altered the normal chain of command during an emergency situation in order to maximize the leadership’s ability to manage a crisis and provide the employees and students with the most stable environment possible. In an effort to clarify and reduce any confusion, the emergency chain of command will refer to positions rather than individuals to account for possible staff turnover or any absences from post. It is important to clearly detail agreements and understandings with respect to the coordination of communication, movement, leadership, and command with other agencies and governments. The functions and responsibilities of each staff member should be clearly defined.

The NIMS structure includes the categories of Command, Operations, Planning, Logistics, and Finance along with command staff including Public Information, Safety, and Liaison. The ICS structure delineated herein is consistent with the NIMS and the Pennsylvania Fire Academy training programs. The MU Emergency Management structure based on the NIMS configuration is presented in Figures 1-1 and 1-2.

1.7.2 Emergency Administrative Team (EAT)

This group provides overall leadership and guidance to the University community during an emergency or disaster. They may meet as a separate entity or elect to assemble the CERT to assess the effect of the incident on the University. The EAT will meet at the Campus Emergency Command Center (CECC), or an off-campus emergency command center (such as the Borough Fire Hall) to better assess the emergency and consists of the following:

- President
- Provost and Vice President for Academic Affairs
- Vice President for University Advancement
- Vice President for Finance and Administration
- Vice President for Student Affairs
- Vice President for Enrollment Management

If the emergency should close the campus and Borough (i.e. the EAT members cannot meet on campus or at the off-campus command center), then the EAT will convene at one of the member's houses (outside the Borough limits). If one or more members of the EAT cannot physically attend the meeting, assuming Internet service is active, they can utilize campus online collaborative technology to attend virtually. This is especially important for emergencies which may isolate individuals or groups of individuals (such as a Pandemic Flu outbreak).

1.7.3 Levels of Emergency

There are three levels of campus emergencies:

Crises: A crisis situation is defined as an event or an issue that threatens to create an unusually high level of harshly negative media coverage and external criticism. It requires a quick, authoritative and reliable response to reduce the chance of harm to the institution's reputation and its resources. There are many examples of what constitutes a crisis, including, but not limited to:

- Severe acts of vandalism
- A computer-related security breach involving the possible revelation of Social Security numbers
- A foodborne illness outbreak in a dining hall
- A sudden impending threat to important funding sources
- Negative social media situation
- Volatile personnel situation

Emergencies: An emergency is defined as a serious, unexpected and often dangerous situation requiring immediate action. In these situations, personnel should first contact the appropriate emergency authorities. Once officials have been able to assess the situation and have determined the severity of the emergency and safety of those on campus, Millersville University's Crisis Communications Plan should be put into effect. Examples of emergencies include, but are not limited to:

- Fire

- Flooding of streets and buildings on campus
- Violent crime
- Fatality
- Chemical spill or other accidental release of a toxin

Disasters: A disaster is a sudden, calamitous event that seriously disrupts the functioning of campus and causes human, material and economic or environmental losses that exceed the University's ability to cope using its own resources. Though often caused by nature, disasters can have human origins. Examples of disasters include, but are not limited to:

- Severe damage from a tornado
- Extensive damage from fire or flooding to multiple buildings
- Interruption of business due to pandemic illness

In many cases there is overlap between a crisis, emergency and disaster depending on the timing and duration of the events. Examples that have historically impacted Millersville University include, but are not limited to:

- Active shooter
- Anthrax and other biological agents (suspicious packages or letters)
- Bomb threat
- Communicable disease, e.g., Ebola, medical emergencies, pandemic
- Death or fatality
- Demonstrations (civil disturbances)
- Explosion on or near campus
- Faculty/staff accused of child pornography/child molestation/child abuse
- Fire
- Hazardous material release
- Hazardous weather
- Severe cutback in state budget
- Sexual assault
- Theft – faculty/staff steals significant amount of money from University
- Threat detection – Threat Assessment Team
- Utility failure

1.7.4 Campus State of Emergency

Declaration

Emergency operations will be conducted if an emergency or disaster is declared.

Conditions under which an emergency or disaster may be declared include:

The Governor or PEMA declares a state of emergency.

The Lancaster County Commissioners or LEMA declares a county-wide emergency.

A localized emergency or disaster occurs in or near the university and/or Millersville Borough/Manor Township that will significantly impact campus operations.

An emergency or disaster occurs at the University endangering students, faculty, staff, or property, requiring significant modifications of normal operating procedures, or having the potential for significant disruptions in campus operations.

The authority to declare a campus state of emergency rests with the University President or his/her designee as follows:

During the period of any campus emergency, University Police should activate the appropriate procedures to manage the emergency, safeguard persons and property, and maintain educational facilities.

University Police will immediately consult with the President, or his/her designee, regarding the emergency and the possible need for a declaration of a campus state of emergency.

Access Control during Emergency

During a campus state of emergency, only students, faculty, staff, and emergency responders are authorized to be present on campus.

Those who cannot present proper identification (registration or employee identification card, or other legal ID) showing their legitimate business on campus may be asked to leave.

Unauthorized persons remaining on campus may be subject to arrest in accordance with the Pennsylvania Crimes Code.

Only those faculty and staff members who have been assigned CERT duties or issued an emergency pass by the University Police will be allowed to enter the immediate disaster site.

Termination

The authority to downgrade the state of emergency to non-emergency status rests with the University President or the EAT. In the absence of these officials, the decision will shift to the University Chief of Police.

The CECC may remain open until the incident has been fully resolved or reduced. This determination will be by a consensus of the EAT. The CECC may also serve as the headquarters for the recovery operations and any incident investigation needed.

1.7.5 Campus Emergency Response Team (CERT)

In addition to establishing the emergency response, University Police will begin contacting all necessary members of the CERT:

- Incident Commander: Chief of University Police
- Liaison Officer: University Police Officer
- PIO: Director of Communications

- Safety Officer: EHS Director
- Academic Affairs: Dean College Science and Technology and Associate Provost
- Damage Control: Director of Facilities Management
- Residence Life and On Campus Housing: Assistant Vice President for Student Affairs and Director for Housing/Residential Programs
- Medical Services: Health Services representative
- Food Services: Director of Dining & Conference Services
- Communication: Information Technology representative
- Counseling: Director of Counseling and Human Development
- Human Resources and Payroll: Director Human Resources
- Purchasing: Director of Purchasing and Procurement
- Student Services, Inc.: CEO/GM – Student Services, Inc.
- Trained faculty and staff of the Center for Disaster Research and Education (CDRE)
- Others as directed by the EAT

Team members will work with the EC to maintain or re-establish campus operations and will stay in communication with the CECC.

Name	Office/Department
<i>Dean</i>	Academic Affairs
<i>Jeff Adams</i>	Academic Affairs
<i>Cheryl Batdorf</i>	Academic Affairs
<i>Adam Owenz</i>	Marketing/Enrollment
<i>Janet Kacskos</i>	Communications/Media
<i>Sepi Yalda</i>	CDRE
<i>Duane Hagelgans</i>	CDRE
<i>Kelsey Backels</i>	Counseling Center
<i>Dan O'Neill</i>	Counseling Center
<i>Tom Waltz</i>	Facilities
<i>Lenny Aurand</i>	Facilities
<i>Steve Strock</i>	Facilities
<i>Bill Good</i>	Facilities
<i>Ed Nase</i>	Food Services
<i>Gerry Shehan</i>	Food Services
<i>Rich Yednock</i>	Food Services
<i>Pat Weidinger</i>	Health & Safety
<i>Health Services representative</i>	Health Services
<i>Joanne Ocasio</i>	Health Services
<i>Chris Rooney</i>	Health Services
<i>Melanie DeSantis</i>	Human Resources
<i>Jeanie Pflugrad</i>	Human

	Resources/Payroll
<i>IT representative</i>	Information Technology
<i>Mike Dulay</i>	Information Technology
<i>Mike McDowell</i>	Information Technology
<i>Pete Anders</i>	Police
<i>Howard Bauman</i>	Police
<i>Art White</i>	Police
<i>David Errickson</i>	Purchasing
<i>Ryan Bonafair</i>	Purchasing
<i>Tom Richardson</i>	Resident Life
<i>Cleo Blackston</i>	Resident Life
<i>Rita Miller</i>	Resident Life
<i>Geoff Beers</i>	Student Services Inc.
<i>Bob Sempsey</i>	Student Services Inc.

1.7.6 Campus Emergency Command Center (CECC)

When an emergency occurs, or is threatening, it is the responsibility of University Police to set up and staff an appropriate CECC. Possible locations for the CECC include:

- Lebanon House
- Millersville Borough Blue Rock Fire Department Building
- The Millersville Mobile Command Center vehicle
- Other locations either on or off campus

In the event the campus cannot accommodate a CECC, an off-campus site will be selected (e.g., Borough Blue Rock Fire Department Building or some other off-site facility). The CECC should be equipped with:

A staging area for combined internal/outside agency coordination.

- Emergency back-up power.
- A conference room with facilities for emergency teams, media crews, and accommodations for multiple telephones and/or electrical appliances.
- If all face-to-face meeting options are not possible, a virtual operation center can be set up using campus collaborative technology or similar conference call technology.

Information Technologies will arrange set-up of communication infrastructure for the CECC. At least one University Police officer or dispatcher is to staff the CECC for the duration of the emergency. The University Police Department is to be kept fully operational, whenever possible. At the discretion of the Incident Commander

1.8 Organization and Responsibilities

1.8.1 Organization

This plan has been developed based upon the structure of emergency management within the Commonwealth of Pennsylvania. This plan serves as an emergency management link between MU, the municipalities, and the Commonwealth; it also coincides with the concepts of the National Response Framework. This Framework employs a functional approach that groups the types of assistance that the University, Lancaster County and/or its municipalities are likely to need, based upon the 15 federal Emergency Support Functions (ESFs). The functional areas have been grouped according to the categories of NIMS. All the ESFs have been grouped within Section 2. Section 3 provides incident-specific plans, and Section 4 provides notification and resource lists. Standard operating checklists have been developed and grouped by NIMS category within Section 5.

1.8.2 Responsibilities

Command

Emergency Director (President)

Works with the EC and others in assessing the emergency and preparing the University's specific response.

Declares the beginning and ending of a campus state of emergency.

Determines if a campus evacuation is required based on information provided by the EC.

Moves to the CECC or an off-campus emergency command center to coordinate the emergency response efforts.

EC (University Chief of Police)

In charge of the emergency response at the scene of the emergency (i.e., Incident Commander) unless command is delegated or transferred.

Coordinates creation and daily updates to the Incident Action Plan as per ICS policies and procedures.

Performs necessary command decisions to protect life and health and property, Controls necessary personnel, equipment, and resources to respond to the emergency.

Assigns task to the CERT members and other emergency responders.

Determines the type and magnitude of the emergency and establishes the CECC; provides and equips an alternate site for the CECC.

If an evacuation is necessary, defines the location of the off-campus evacuation site and communicates this to the President, the CERT, and other parties as necessary.

Maintains the University Police control office in a state of constant readiness.

Notifies (through dispatch) the EAT and CERT and provides updates to them.

Coordinates traffic controls, access control, perimeter and internal security patrols, emergency medical services, and fire prevention services as needed.

In conjunction with appropriate persons, prepares and submits an after-action report to the President on the emergency.

Liaison Officer (University Police Officer or other designee)

Notifies and conducts liaison activities with appropriate outside organizations such as local fire, police, and Millersville Borough/Manor Township officials, LEMA officials and local emergency response coordinators.

Coordinates resources with Millersville Borough/Manor Township and/or other local agencies, upon specific request for these resources, as appropriate.

Safety Officer (EHS Director or designee)

Monitors safety conditions and develops measures to ensure the safety of all emergency responders.

Develops daily safety plan in coordination with ICS policies and procedures for the Incident Action Plan.

Ensures compliance with EHS standards.

Keeps track of injuries, assesses the level of potential hazard, advises and files necessary EHS reports.

Acts as the liaison for responding to campus hazardous materials incidents.

Takes appropriate precautions to safeguard the radioactive materials on campus.

Public Information Officer (Director of Communications)

Coordinates press releases and briefings with the EC and EAT.

Establishes a press center and briefing room for all media at a Joint Information Center (JIC).

Establishes a Joint Information System (JIS) as required.

Handles all media inquiries and coordinates all news releases to the media.

Arranges for audio-visual services for documenting damages.

Updates the status of the campus emergency on the MU website.

EAT

Ensure that appropriate notification is made to off-campus staff when necessary. Contact the members of the CERT and utilize their expertise and resources in the overall emergency response.

Assist the EAD and CECC during an emergency.

Operations

University Police

Assist with traffic control and notification of threatened populations.
Manage evacuation (when applicable), especially for those who are immobilized or injured.
Accounts for all known vulnerable populations.
Assist with search and rescue operations where appropriate.
Provide periodic updates and briefings to Incident Commander.
Secures building doors (where possible).

Health Services

Implements a field health service team and equipment, if necessary.
Coordinates efforts with outside emergency health services, i.e., hospitals, ambulances, etc.
Maintains the current health facilities to be fully operational whenever possible.
Coordinates with local and state public health agencies as required.

Counseling Services

Provide counseling services when required.

Communications Services

Ensure information and technology and communication systems remain operational during the emergency/disaster, and are repaired and restored as soon as possible if communication is disrupted.
Coordinate with local information companies and vendors (Verizon, D&E, etc.) to restore or repair systems as needed.
Help to set up and maintain communication equipment for the CECC.

Administrators, Deans, Faculty and Supervisors

Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this EOP.
IMPORTANT: Inform all students, staff and faculty to conform to building evacuation, emergency or preventive lock down, or shelter in place guidelines during any emergency.

Planning

Vice President for Student Affairs

Oversee all areas of assessment, planning, and the collection and dissemination of information as it pertains to the students and their families.

Provost/Vice President for Academic Affairs

Analyze information in regards to restoration or continuation of academic functions. Conduct briefings of all situational status updates to the EAT and CERT at designated intervals.

Human Resources

Compile information on all employees affected by the emergency or disaster incident.

Coordinate the labor force, overtime costs, and obtain any temporary labor force, etc.

Continue payroll operations.

Maintain all incident and illness reports.

Other Staff

Identify hazards and vulnerabilities that may affect the University and municipalities in coordination with the municipal EMAs.

Identify resources within Lancaster and adjoining counties that can be used to respond to a major emergency or disaster situation.

Develop and maintain a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.

Develop and maintain an on-going training program for emergency policies and procedures for the students, faculty, staff, and administration of MU.

Institute and perform the training program to the students, faculty, staff, and administration of MU.

Attend training and workshops provided by the county, state, and federal municipalities to maintain proficiency in emergency management and emergency response planning and procedures.

Educate students and/or employees concerning University emergency procedures, including evacuation and shelter-in-place.

Logistics

Damage, Repair, and Control

Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, debris clearance, emergency repairs, and equipment protection (so long as these operations can be conducted safely).

Provides vehicles, equipment, and operators for movement of personnel and supplies.

Provide assessment of all structural and non-structural damage to affected building(s).

Shut off all utilities to damaged facilities; obtain the assistance of utility companies as required.

Furnishes emergency power and lighting systems as required.

Student Life Issues

Develop and maintain a team of student staff to be available for tasks such as running errands and driving shuttles.

Ensure that managers are available to coordinate residence hall evacuations if necessary.

Ensure that Residence Life staff are available to assist with staffing phones and speaking with concerned parents.

Work with University counseling services to assist any and all students/staff.

Food and Water

Ensure essential food services remain operational during the emergency/disaster, and are repaired and restored as soon as possible if disrupted.

Provide sheltered students with essential food and water, possibly for extended time periods, at temporary shelters, or other campus locations.

Provide emergency responders with food and water, if necessary.

Coordinate with local food service companies and vendors to obtain emergency food supplies if necessary. Have contingency plans for food supplies if normal food providers are unable to supply MU.

Housing

Locate off-campus or on-campus housing for affected students if required.

Work with Facilities Management and Housekeeping staff to develop and maintain a list of resources for tents and cots, etc. for emergency personnel required to remain on campus to assist in the emergency/disaster, if needed.

Purchasing

Coordinate emergency repairs with Logistics to mitigate damage to the facility.

Safely salvage capital assets (files and equipment) and relocate to a safe location.

Make emergency procurements as required.

Prepare and submit necessary paperwork for insurance reimbursement or other risk management purposes.

Secure the facility as best as the emergency or disaster will allow.

Finance

Vice President for Finance and Administration

Assess any and all financial damage, if any, immediately affecting the University. Facilitate, allocate, and release funding for the emergency procurement of materials and supplies as needed.

Develop and maintain a list of all state contracts that may be needed in the event of an emergency or disaster.

Compile cost figures for the conduct of emergency operations above the normal costs.

Administration and Logistics

The University Administration may submit requests for assistance and damage assessment reports to LEMA. LEMA will provide requested assistance or forward reports and requests for additional assistance to the appropriate PEMA regional office.

In the event of an emergency, there may be significant loss to property, structures, equipment, and materials. Therefore, a damage assessment may need to be conducted to determine the extent of the damage and the approximate dollar figure attached to that assessment. Damage assessments are necessary to provide LEMA with information needed to ask for state or federal disaster aid or assistance. Having baseline figures for all property and assets will expedite this process. All records should be kept in duplicate at an offsite location in the event the campus is not habitable or mass destruction has taken place.

When University resources are overwhelmed, LEMA is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, its RTF, or from PEMA. Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major emergency or disaster.

1.9 Authority and References

1.9.1 Authority

Authority for this plan and specific actions is the Pennsylvania Emergency Management Services Code 35 Pa CS Sections 7101-7707 and the Counterterrorism Planning, Preparedness, and Response Act (Act 2002-227).

1.9.2 References

Homeland Security Presidential Directive – 5 (HSPD-5).

The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7107-7707, as amended.

The Presidential Policy Directive – 8 (PPD-8).

PEMA, “Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment,” July, 2000.

Lancaster County, Emergency Operations Plan.

Commonwealth of Pennsylvania, Emergency Operations Plan, as amended.

Counterterrorism Planning, Preparedness and Response Act (Act 2002-227).

1.10 Definition of Terms

A complete set of definitions and terms appears within the introduction of this plan.

Education, Training, Drills, and Exercises

Millersville University recognizes that the best EOP is one, which is practiced. Therefore, training and education of those taking part in emergency operations is critical to the success of the EOP. The University will provide ongoing training and education for the general campus population, and/or specified groups within the campus population, on emergency topics such as:

- How to recognize and diffuse violence in the workplace.
- Threat Assessment Team (TAT) training and education.
- How to deal with a violent individual (crisis management and intervention).
- Active shooter training, education, and drills in specific campus buildings.
- How to respond to bomb threats.
- How to recognize suspicious packages and envelopes.
- Campus-wide (preventive) emergency drills.
- Dealing with severe weather situations.
- How to respond to chemical and other hazardous material spills.
- Tabletop emergency exercises.
- How to safely evacuate a building.
- How to use a fire extinguisher.
- Other topics relating to emergency operations.

Members of the CERT will participate in tabletop exercises to test their ability to deal with emergencies, and the fast-changing nature of emergency operations. The CERT will conduct periodic mock disasters on campus to test their ability to respond to real-life emergencies in the field, based upon possible events that may occur on campus, and those with the greatest likelihood of occurring. These mock disasters will replicate incidents or emergencies that could actually occur on campus and significantly disrupt or damage campus operations. Other training and exercises may include orientation seminars, tabletop exercises, drills (such as fire drills), and full-scale exercises. Members, when possible, should also attend emergency

1.11 Plan Requirements, Development, Maintenance, and Distribution

1.11.1 Requirements

The Pennsylvania Emergency Management Services Code, 35 PA C.S. Sections 7701-7707, as amended, requires each publicly funded institution of higher learning to prepare, maintain, and keep current an EOP.

1.11.2 Development and Maintenance Responsibilities

The University EAT will coordinate development and maintenance of the plan. Plan components will be reviewed and updated annually. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.

1.11.3 Distribution

This plan is a controlled document and is not considered to be available for public review. Distribution is based upon regulatory or functional “need to know” basis. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EAT. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” details in the Revision policy. A receipt system will be used to verify the process. A detailed distribution list is presented in the introduction to this plan.

Figure 1-1. MU Institutional Command Structure

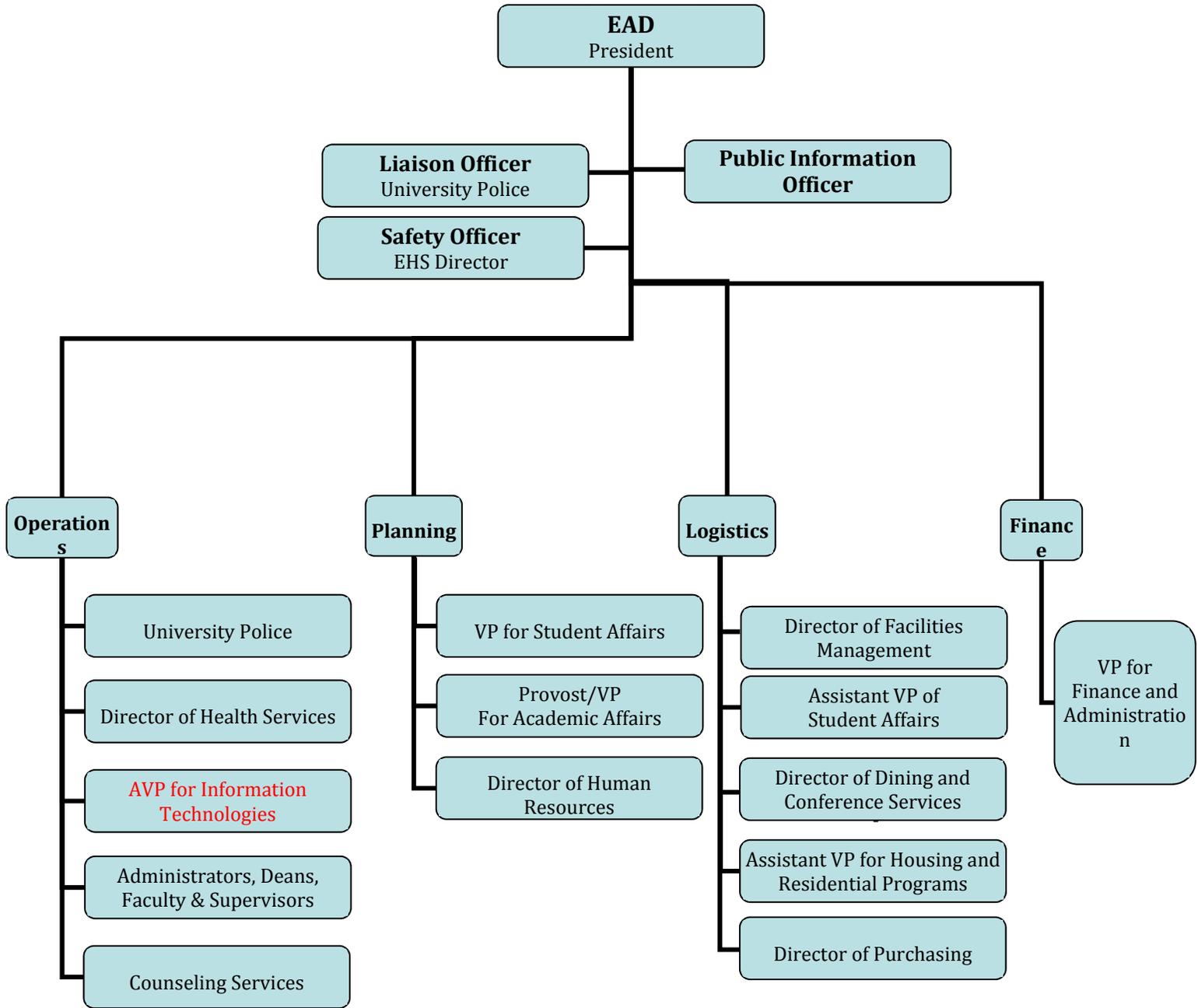


Figure 1-2. MU Incident Command Structure

