

EMERGENCY RESPONSE PLAN

WASHINGTON & JEFFERSON COLLEGE

Updated 2012

INTRODUCTION

Washington & Jefferson College has developed an emergency preparedness plan to provide for advanced readiness for a crisis situation. Although not every crisis can be anticipated and planned for, this plan was developed from a broad perspective to allow flexibility for any situation.

The Vice Presidents for Business and Finance and the Vice President and Dean of Student Life share overall responsibility for the plan. They will keep the plan current through review, updates, and revisions. Direct any comments, questions, and suggestions to the Vice President and Dean of Student Life.

**WASHINGTON & JEFFERSON COLLEGE
EMERGENCY PREPAREDNESS PLAN
SUMMARY**

Emergency priorities:

Protect life safety
Secure critical infrastructure and facilities
Resume the teaching program

Terms

ERT. Emergency Response Team
EOC. Emergency Operations Center
Emergency Response Team Leader. In consultation with the President, the Emergency Response Team Leader makes the emergency level designation and acts as “incident commander” for the emergency response process.

Emergency Event Levels:

The Emergency Response Team Leader in consultation with the President makes emergency level designation.

- LEVEL 1:** A minor incident that is quickly resolved with internal resources or limited help. *The Emergency Plan is not activated.*
- LEVEL 2:** A major emergency that impacts sizable portions of the campus and that may affect mission-critical functions or life safety. *The Emergency Plan is activated and a subset of the Emergency Response Team (ERT) determines the magnitude of the emergency. The Emergency Operations Center (EOC) may be opened.*
- LEVEL 3:** A disaster that involves the entire campus and surrounding community. *The Emergency Plan is activated and the entire ERT mobilizes at the EOC.*

EMERGENCY RESPONSE TEAM – Primary responders:

Vice President for Business & Finance
Vice President for Academic Affairs
Vice President and Dean of Student Life
Vice President of Enrollment
Director of Protection Services
Director of Facilities

The ERT Leader and “Incident Commander” is the Vice President for Business and Finance. If the VP for Business and Finance is unavailable, the President may designate another ERT Leader. Otherwise, the ERT Leader succession order is as follows: Vice President and Dean of Student Life, Vice President for Enrollment, Vice President for Academic Affairs, Director of Protection Services, and Vice President for Development & Alumni Relations.

EMERGENCY OPERATIONS CENTER locations:

Primary Location – Office of the President

Alternate Location – Admission Building

EMERGENCY RESPONSE TEAM – Secondary Responders:

(to be involved as necessary, at the discretion of the ERT Leader or the President)

Director of Campus Safety

Vice President of Development & Alumni Relations

Assistant Director of Facilities Management

Associate Dean of Student Life

Director of Counseling Services

ADDITIONAL RESPONDERS

(to be involved as necessary, at the discretion of the ERT Leader or the President)

President

Legal Counsel

Director of Athletics

Director of Dining Services

TABLE OF CONTENTS

	Title	Page
Chapter 1	Overview.....	7
Chapter 2	General Emergency Response Plan.....	8
	Identification of Emergency.....	9
	Immediate Action.....	9
	Assessment and Priorities.....	10
	Organizational Recovery.....	12
Chapter 3	Specific Emergency Response Plans.....	13
	Natural Disasters	
	Flood	14
	Tornado	15
	Earthquake	16
	Public Safety	
	Fire/explosion	17
	Evacuation	18
	Active Threat	19
	Bomb Threat	21
	Medical Epidemics	23
	Hazardous Materials Spill	24
	Power Failure.....	25
	Death of a Student.....	26
	Serious Self-Injury.....	28
	Fleet Vehicle Breakdown.....	29
	Missing Student Policy.....	30
	Emergency Text Message System.....	31

OVERVIEW

This document provides a framework for responding to major emergencies or disruptions that may threaten the health and safety of the College community or disrupt its programs and operations. This plan address tornadoes, earthquakes, fires or explosions, hazardous material releases, extended power outages, floods and other major and serious events.

The Emergency Response Plan established an **Emergency Response Team (ERT)** that ascertains the scope of an incident and advises the College’s President. The Emergency Response Team establishes response strategies and tactics, deploys resources and initiates the emergency recovery process. The **ERT leader** and “incident commander” is the Vice President for Business and Finance.

ERT emergency response actions are guided by Washington & Jefferson’s overriding emergency priorities:

Protect life safety
Secure our critical infrastructure and facilities
Resume the teaching program

An emergency event at Washington & Jefferson may be designated as a Level 1, Level 2, or Level 3 situation:

Level 1: A minor incident that is quickly resolved with internal resources or limited help.

The Emergency Plan in not activated.

Level 2: A major emergency that impacts sizable portions of the campus and that may affect mission-critical functions or life safety.

The Emergency Plan is activated and a subset of the ERT determines the magnitude of the emergency. The Emergency Operations Center (EOC) may be opened.

Level 3: A disaster that involves the entire campus and surrounding community.

The Emergency Plan is activated and the entire ERT mobilizes at the EOC.

Department Emergency Plans are developed by Washington & Jefferson’s separate administrative and academic units. These documents outline strategies for protecting department personnel and programs and for coordinating with the EOC. Emergency Plans in specialized service units indicate how they will provide specific emergency aid for the campus – such as safety assessments, search & rescue, repairs, sheltering, counseling and other support.

GENERAL EMERGENCY RESPONSE PLAN

The Washington & Jefferson Emergency Response Plan outlines the College's procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt its programs and activities. The Plan identifies departments and individuals that are directly responsible for emergency response and critical support services and it provides a management structure for coordinating and deploying essential resources.

SCOPE

The Washington & Jefferson Emergency Response Plan guides preparedness, response and recovery actions. The Emergency Response Plan applies to a broad range of incidents and may be activated during:

- Earthquakes
- Hazardous material releases
- Floods
- Tornadoes
- Fire or explosions
- Extended power outages
- Medical epidemics

The Emergency Plan may also be activated when an evacuation is required or during a crowd situation. The plan may be used during major emergencies that occur adjacent to campus, but do not necessarily impact our physical facilities, to coordinate emergency information and support services. (Examples: a major toxic spill on an adjacent roadway or railroad, tornado in the surrounding neighborhood). Washington & Jefferson College maintains that a major emergency in the community that affects our students, faculty and staff is a College emergency.

GENERAL EMERGENCY PLAN

Identification of the emergency

Immediate actions and notifications

- Provide assistance to injured persons
- Take action to minimize property damage
- Notify Emergency Response Team if level 2 or 3 emergency exists

Assessment and Priorities

- ERT Leader, in conjunction with the President, determines the level of emergency and notifies ERT personnel if necessary.
- ERT personnel assemble and coordinate the overall response to the emergency.

Organizational Recovery

- Detailed discussion of damage; what was done; what needs to be done.
- Documentation – videos, pictures, lists, records of damage and recovery.
- Debriefing and review

Critique

1. IDENTIFICATION OF EMERGENCY and IMMEDIATE ACTIONS:

At Washington & Jefferson College, emergency incidents are classified according to their severity and potential impact so that emergency response operations can be calibrated for actual conditions.

LEVEL 1:

A minor, localized department or building incident that is quickly resolved with existing College resources or limited outside help. A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area.

Level I incidents do not require activation of the College Emergency Plan. Impacted personnel or departments coordinate directly with the Department of Protection Services, Physical Plan or other campus groups to resolve Level 1 conditions. In some incidents, College Relations will be asked to activate public information systems to provide necessary bulletins.

Examples: Odor complaint localized chemical spill, plumbing failure or water leak.

LEVEL 2:

A major emergency that disrupts sizable portions of the campus community. Level 2 emergencies may require assistance from external organizations. These events may escalate quickly and have serious consequences for mission-critical functions or may threaten life safety.

The ERT Leader receives reports from responding operational departments, determines plan activation and may convene as assessment team drawn from ERT membership. The team evaluates the scope of the incident, coordinates essential services, and provides emergency information. Members of this assessment team may include:

Vice Presidents
Director of Protection Services
Director, Physical Plant

Examples: Building fire, major chemical spill, extensive power or utility outage, severe flooding or an existing or imminent external emergency that may affect W&J personnel or operations.

LEVEL 3:

A disaster involving the entire campus and surrounding community. Normal College operations are suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires College-wide cooperation and extensive coordination with external jurisdictions.

The Emergency Plan is automatically activated and all Emergency Response Team members report to the Emergency Operations Center (EOC).

Examples: Tornado hits campus, major earthquake.

IMPORTANT NOTES:

- The College Emergency Plan pertains to Level 2 and Level 3 emergencies only.
- The ERT Leader in consultation with the President makes the designation of a major incident's emergency level.
- The designated level for an incident may change as conditions intensify or ease.
- Evacuations or campus closures are authorized by the Emergency Response Team and are announced from the EOC.

ASSESSMENT AND PRIORITIES:

EMERGENCY RESPONSE PRIORITIES

In an emergency situation, Washington & Jefferson College's overriding mission is to:

- Protect life safety
- Secure our critical infrastructure and facilities
- Resume the teaching program

General emergency response priorities follow from these goals. Naturally, the contextual characteristics of a particular emergency event (such as the time of day when an incident occurs) may require some adjustments within the following priority categories:

RESPONSE PRIORITIES:

Buildings used by dependent population
Residences
Occupied classrooms, auditoriums, work areas
Occupied arenas, special events venues
Buildings critical to health and safety
Potential shelters, food supplies
Sites containing potential hazards
Facilities that sustain the emergency response
Energy systems
Computer installations
Communications services
Transportation systems
Classroom and research buildings
Administrative buildings

EMERGENCY RESPONSE LEADERSHIP

A Washington & Jefferson Emergency Response Team (ERT), drawn from the College's senior administrative and academic management, coordinates the campus response to major incidents. The President provides executive supervision for the entire emergency response process. The Vice President for Business and Finance is responsible for the operational direction of the response and serves as the Emergency Response Team Leader and Incident Commander.

If the Vice President for Business and Finance is unavailable, the succession order for the role of Emergency Response Team Leader and Incident Commander is Vice President and Dean of Student Life, Vice President for Enrollment, Vice President for Academic Affairs, Director of Protection Services, Vice President of Development & Alumni Relations.

The ERT Leader determines whether to activate the emergency plan and whether to convene all or part of the ERT after emergency conditions have been verified by the Department of Protection Services and/or Physical Plant and, if necessary, after consulting with the President.

The ERT Leader alerts the team and informs them that a mobilization is required.

When the Emergency Response Team assembles, its responsibilities are to:

- Determine the scope and impact of the incident
- Make appropriate emergency notifications
- Prioritize emergency actions
- Communicate information and instructions
- Monitor and re-evaluate conditions

When emergency conditions abate, the ERT Leader and the College President determine the appropriate time to de-activate the Emergency Plan.

THE EMERGENCY OPERATIONS CENTER (EOC)

Emergency Response Team members report to a central Emergency Operations Center to coordinate decisions and resources.

Primary EOC location: Office of the President

Alternate EOC sites: Admission House

EOC equipment and supplies are maintained and stored by the Department of Protection Services.

The Department of Protection Services is responsible for planning and general management of the EOC facility and its resources. They will assemble appropriate data, equipment and supplies. They will prepare an EOC Resources Directory, containing critical internal and external contact information and emergency action checklists. Copies are kept at the EOC and are available for relocation to an alternative site.

As soon as possible, The Department of Protection Services is responsible for providing a scribe/historian to record incident events.

- Scribe/historian – primary – To be determined by team leader
alternate – To be determined by team leader

4. ORGANIZATION RECOVERY

RECOVERY DOCUMENTATION

Lists of damaged and destroyed equipment
 Equipment usage records
 Vendor purchase orders, invoices and payments
 Materials usage records
 Contractor contracts, invoices and payments
 Insurance information/settlements
 Police, fire and medical response logs
 College scribe/historian report

PLAN DE-ACTIVATION

When emergency conditions are stabilized and normal College operations resume, the Emergency Response Plan will be de-activated by the Emergency Response Team. A formal announcement will be disseminated using all emergency information and notification systems.

If the nature of the incident requires an extension of some emergency services, special ERT work groups may be appointed to coordinate those continuing activities. These groups may need to consider:

Academic or administrative space reallocations
 Support services for impacted students, faculty or staff
 Community relief assistance

COST RECOVERY

One of the final ERT actions may be to appoint an Emergency Cost Recovery Work Group. The composition of the Work Group will be related to the nature and magnitude of the emergency, but will include a core membership representing:

VP Business and Finance	Legal Counsel
Director, Physical Plant	Controller

PLAN EVALUATION

Immediately following the cessation of emergency operations, a survey of the ERT members, departments and the general campus community will be conducted to evaluate the effectiveness of the response effort. Results of the survey will determine whether areas of the Emergency Response Plan should be modified as a result of the emergency experience. A written “After-Action Report” will be presented to the President.

Chapter 3

SPECIFIC EMERGENCY RESPONSE PLANS (Levels 2 & 3)

Natural Disasters:

- Flood
- Tornado
- Earthquake

Public Safety:

- Fire/explosion
- Evacuations Procedures
- Traffic/Crowd Control
- Armed Threat
- Bomb Threat
- Medical Epidemics

Hazardous Materials

Utility Problems

- Power failure

Death of a Student

Suicide Attempt

Vehicle Breakdown

Missing Persons Policy

Emergency Text Message System

Emergency Response Plan: FLOOD

When flooding conditions are present, there is generally time for advanced warning. If flooding of the Washington & Jefferson campus is imminent, notification shall be made to the campus community. The best protection during a flood is to leave the area and go to shelter on higher ground. Upon notification, individuals will move to higher locations around the campus.

Flash flood conditions can develop with little or no warning. During periods of heavy rain, flooding or the possibility of flooding, all must be aware of the flash flood potential. Avoid low-lying areas if at all possible and move to higher ground.

If a flash flood strikes the campus area, notification is to be made to the campus community. Upon notification, individuals must move to high locations around campus.

NOTIFICATIONS:

When there is a risk of flooding to the campus, specific notifications are to be made as follows:

Academic Technology
Protection Services
Physical Plant
Vice President for Business & Finance

Emergency Response Plan: TORNADO

Tornado Watch: A “watch” means the conditions are favorable for a tornado to occur. No specific action is needed.

Tornado Warning: A “warning” is issued when a tornado has actually been sighted in the area or observed by radar. **When a tornado warning is issued, take immediate shelter.**

The College is prepared to notify the campus community via the Text Messaging System, Email, and Voicemail.

If you are indoors:

1. Move to a safe location within the building. This can be a basement or a ground floor hallway or room with no windows.
2. If you are unable to go to a room with no windows try to get under a desk or a table for additional protection.
3. Remain in a protected area until the threat has ceased or the potential danger has passed. Protection Services will notify you it is safe to leave the protected area.
4. Call the Office of Protection Services using 6032 from any campus phone or 724-223-6032 from a cell phone to report any injuries.

If you are outside:

1. Try to seek shelter indoors.
2. If you cannot safely get into a building, try to get to a protected or safe area away from buildings, windows and glass, telephone or light poles or where there could be falling debris.
3. A low area such as a ditch or a ravine may be suitable.
4. Lie face down and cover your head and face with your arms.
5. Avoid any downed power lines. Always consider down wires of any kind to be dangerous.
6. Call the Office of Protection Services using 6032 from any campus phone or 724-223-6032 from any cell phone to report any injuries and damage.

Emergency Response Plan: EARTHQUAKE

General:

- Inside – Take cover immediately
 - Under a sturdy desk, table or chair
 - Between seating rows in lecture halls or theaters
 - Against a corridor wall (cover head and neck)
- Outside – proceed to open areas away from objects that could fall on you (trees, buildings, towers)
- Be alert for **aftershocks**. Avoid items with the potential to fall.

Post earthquake procedures:

Minor quake: (brief rolling motion)

Restore calm
Examine your area for damage and hazardous materials releases
Report damage and hazardous materials releases
Await further instructions – evacuations are unlikely

Major quake: (violent shaking)

Restore calm
Assist others
Report injuries to Protection Services (x6032) or Health Services (x6047) or emergency services (911)
Report damage to department head and/or Protection Services
Evacuate carefully – be alert for unstable footing and danger from falling items – remain alert for aftershocks
Do not use elevators
Meet at an emergency assembly point
Try to account for all individuals
Report unaccounted for individuals to department head/and or Protection Services
DO NOT REENTER A BUILDING until it is examined and approved
Report status to the Emergency Operations Center
Await further instructions, be patient, help others

Emergency Response Plan: FIRE

IF YOU DISCOVER A FIRE:

Activate the fire alarm.

Call Protection Services at x6032 and report the type and location of the fire.

Use a fire extinguisher only on small (waster basket-sized) fires and only if safe to do so.

Never attempt to fight a fire larger than waste basket-sized. Even a small fire can generate enough smoke to cause serious injuries. Use the appropriate type of fire extinguisher. Always stay between the fire and the exit.

Fire extinguisher instructions:

- P – PULL safety pin from handle.
- A – AIM at base of fire.
- S – SQUEEZE the trigger handle.
- S – SWEEP from side to side.

Alert others and GET OUT.

Move everyone away from the area of the fire; close all doors as you move in order to slow down the spread of fire.

Walk, do not run – keep noise to a minimum.

Do not use elevators. On stairways, use the handrails and keep to the right.

Check all doors for heat (top and bottom) with the back of the hand. If hot, do not open.

Assist people with disabilities.

If you are caught in heavy smoke, drop to hands and knees and crawl; hold breath as much as possible, breathe shallowly through nose and use a cloth object as a filter. If your clothes catch on fire, **DO NOT RUN! STOP, DROP AND ROLL.** If you are trapped by a fire in a room call Protection Services, if possible, to report you are trapped. Place cloth material around/under the door to prevent smoke from entering.

Retreat & close as many doors as possible between you and the fire. Be prepared to signal from a window, but do not break glass unless absolutely necessary (outside smoke may be drawn in).

Following evacuation, relocate away from the building and do not return until notified by Protection Services that it is safe to do so.

ALL ALARMS SHOULD BE TAKEN SERIOUSLY. If you hear a fire alarm, evacuate. Thoroughly familiarize yourself with all possible exit routes in advance.

Emergency Response Plan: EVACUATION

Establish an emergency assembly point

Keep calm and conduct the evacuation carefully

Alert the Emergency Response Team to assist in the evacuation

Use communication tools that are appropriate for the type of incident and the time of the occurrence:

Voice

Public address system

Alarms

Phone

- Communicate the need to evacuate clearly and succinctly:
 - “We have _____ emergency.”
 - “Remain calm and evacuate to _____ (emergency assemble point)”
 - “Do not use elevators.”
- Check offices, classrooms, labs, restrooms
- Turn equipment off, if possible
- Take emergency supplies and staff rosters, if possible
- Keep exiting group together
- Account for personnel
- Wait at the emergency assembly point for further instructions

Emergency Response Plan: CROWD CONTROL

Peaceful crowd:

If advanced notice is received, a plan will be developed to ensure the crowd can function safely. The plan includes route or location, purpose, size, duration, traffic control needs and anticipated counter demonstrations.

The crowd is monitored to ensure overall safety.

Hostile crowd:

Non-student/faculty/staff:

- Notify the Office of Protection Services
- Observe and gather intelligence information
- Video tape crowd activity
- Determine if on public or College property
- Alert senior administration
- Alert sworn law enforcement
- If no imminent danger, allow to run its course
- If there is an imminent danger, summons sworn law enforcement

Students/faculty/staff or combination with non-students/faculty/staff:

- Notify the Office of Protection Services.
- Unless there is imminent danger of personal injury or serious property damage, sworn law enforcement will not be called unless authorized by the ERT Leader or President.
- While awaiting the arrival of the on-call Protection Services administrator or Director observe the situation from a safe distance in a non-threatening posture.
- Keep the Protection Services on-call administrator and Director updated via radio.
- Upon arrival, the Protection Services on-call administrator or Director will assume command of the incident.

Available options to mitigate or end this type of situation:

- Exhaust all College resources before utilizing sworn law enforcement
- Observe and let it wear itself out
- Video taping
- Use administrative staff to identify offending individuals, remove their anonymity and seek voluntary compliance

Emergency Response Plan: ACTIVE THREAT

Active threats may include fights, physical assaults, robbery or attempted robbery, or an individual acting in extremely aggressive, hostile or belligerent manner. If you witness an assault or harassment in progress, please contact Protection Services immediately.

If you witness an armed individual on campus who appears to be posing a threat to the safety of students, faculty, staff and others in the campus community, please contact the Office of Protection Services immediately by calling 724-223-6032.

In the event an armed individual (or “active shooter”) is threatening campus safety, please adhere to following procedures:

Secure your immediate area:

- Lock and/or barricade doors with any available object(s) (chairs, tables, desks, etc)
- Turn off lights
- Close blinds
- Block windows
- Turn off computer monitors
- Keep occupants calm, quiet, and out of sight by laying low to the ground
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, desks, chairs, tables, filing cabinets, etc.). Such cover may protect you from injury
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

What to report:

- If you are able to contact Protection Services or local police via phone, please provide your specific location, including the building name and office/room number
- Number of people at your specific location
- Injuries, including the number injured, types of injuries
- Assailant(s), including the number of suspects, race/gender, clothing, physical description and features, type of weapon(s) (long gun or hand gun), whether the individual has a backpack or other material, shooter’s identity if known, if there are separate explosions from gunfire, the assailant(s) last location, etc.

If the armed individual is outside the building

- Turn off all the lights, close and lock all the windows and doors.
- If you can do so, safely get all occupants on the floor and out of the line of sight/out of the line of fire.
- Move to a core area of the building, if safe to do so, and remain there until an “ALL CLEAR” instruction is given by an authorized college official or law enforcement official in person.
- If instructions are not provided in person and the faculty, staff, or students do not recognize the voice that is giving the instructions, faculty, staff and students should not change their location.
- Please be aware that unknown or unfamiliar voices may be false and designed to give false assurance.

If the shooter is inside the building

- Contact Protection Services at 724-223-6032.
- If it is possible to flee the area safely and avoid danger, do so.
- If you are not able to flee the building, lock and barricade the doors.
- Get down on the floor or under the desk and remain silent. Stay clear of all windows.
- Get students or occupants on the floor and out of sight and out of the line of fire.
- Silence mobile phones.
- Wait for the “ALL CLEAR” instruction which will be provided via voice-mail, e-mail, or in person by Protection Services, administrative staff, and/or law enforcement.

If the armed individual/active shooter comes into your class or office

- Attempt to get word out to others if possible and call Protection Services at 724 223 6032 or call 911 if it seems practical and possible to do so.
- Use common sense. If hiding or flight is impossible, attempt to either negotiate with the individual or attempt to overcome the intruder.
- Attempting to overcome the individual with force is a last resort that should be initiated only in the most extreme circumstances.

Points to Remember

- When fleeing, get as far away from the shooting scene as quickly and as safely as possible – **DO NOT CARRY ANYTHING WITH YOU!**
- There may be more than one active shooter.
- Do not touch anything in the area, as it is a crime scene.

Police response

- Police will quickly respond to the area where shots were last heard and attempt to immediately engage/contain the armed individual and/or active shooter(s).
- First arriving officers will not stop to assist the injured or evacuate personnel.
- Do exactly as police tell you. Remain calm.
- Keep your hands empty and visible at all times.
- If you know where the shooter is, quickly tell the officers.
- **DO NOT** get in the way of officers.

Emergency Response Plan: BOMB THREAT

Bomb threats usually come on the telephone. All bomb threats should be assumed to pose a legitimate danger to the campus and surrounding area.

By telephone:

1. Take the caller seriously, but remain calm.
2. Ask a lot of questions. Use the checklist below as a guide.
3. Take notes of everything said and on your observations about background noise, voice characteristics, etc.
4. If possible, get a co-worker to call Protection Services while you continue talking to the caller.
5. Call Protection Services at x6032 immediately after the call.
6. Notify your supervisor/department head.
7. Protection Services will investigate, evaluate and provide further direction.

Questions to ask (in order of importance):

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your name, address?

Information to obtain:

Exact wording of the threat

Sex of caller

Approximate age

Speech pattern/accent

Background noises

Phone number where the call was received

Date and time call was received

Receipt of suspicious package/object:

If you receive or discover a suspicious package or foreign device, **DO NOT TOUCH, TAMPER OR MOVE IT!**

Report it immediately to Protection Services – x6032

Actions to Take with a Potential Suspicious Package

1. Remain calm – do not panic.
2. Do not move or handle a suspicious package.
3. Call the Office of Campus Safety and Security using x6032 from any campus phone or 724-223-6032 from a cell phone.

4. If there is reason to suspect that a package may contain an explosive device based on characteristics described above, do not handle the package. Leave the area and contact the Office of Protection Services.
5. If the suspicious letter or package is marked with a threatening message (such as “anthrax”) or if a suspicious powder or substance spills out of the package or envelope, follow these guidelines:
 - Do not clean up a suspicious powder.
 - Turn off area fans or request Facilities Management to turn off the ventilation system for the building.
 - Leave the room and close the door to prevent others from entering the area. Again, immediately notify Protection Services and keep others away from the area.
 - Wash your hands with soap and water to prevent spreading any powder.
 - Remove any possibly contaminated clothing as soon as possible and place them in a plastic bag, or some other type of container that can be sealed. Leave container with clothing to be handled by emergency responders.
 - Shower with soap and water as soon as possible, if contaminated. Do not use bleach or other disinfectant on your skin.
 - Provide a list of all persons in the area of the suspicious package to Protection Services to follow-up their investigation.
 - Protection Services will coordinate the response of the Washington Police Department and other law enforcement authorities.
 - Health Services will coordinate the recommended response from local public health authorities.

Protection Services procedures:

- Call the Washington Fire Department
- Call the Washington Police Department
- Respond to scene
- Access overall situation
- Order and facilitate evacuation
- Coordinate further action with fire department.

Emergency Response Plan: MEDICAL EPIDEMIC

The following is a guide to assist someone who thinks there may be an epidemic of disease on campus.

Notify the College Nurse at Health Services x6047. The Nurse will determine the facts of the situation and advise college administration of measures to be taken to contain the problem.

If the situation is urgent, call Protection Services at x6032. Protection Services will notify Health Services and the ERT Leader if necessary.

Emergency Response Plan: HAZARDOUS MATERIAL SPILLS

Material Safety Data Sheets (MSDS) are maintained for all chemicals on campus. MSDS sheets are available at Right to Know Stations in the immediate area of the chemical or in the dispatch center of the Department of Protection Services. MSDS sheets contain first aid instructions.

MINOR release:

- Refer to the appropriate MSDS sheet and follow the first aid instructions
- Advise supervisor/department administrator/Professor
- Notify Protection Services – x6032
- Vacate persons in the immediate area if necessary
- Clean spill if you have suitable training
- Wear protective equipment
- Use appropriate kit to contain, neutralize and absorb
- Collect, containerize and label waste
- Make arrangements for pick-up and storage

MAJOR release:

- Call Protection Services - x6032
- Report your name, location, phone number, the material spilled and injuries
- Assist the injured
- Isolate contaminated persons
- Avoid contamination or chemical exposure
- Close doors or control access to spill site
- Alert supervisor, department head, and College Safety Officer
- Communicate critical spill information to responders
- Follow evacuation instructions precisely

Protection Services procedures – MAJOR release:

- Call Washington Fire Department
- Dispatch officers
- Alert supervisor
- Call Washington Police Department
- Alert College Safety Officer
- Alert Director, Protection Services
- Prepare to locate and retrieve MSDS sheets
- Keep precise time records of events

Emergency Response Plan: POWER FAILURE

Power failure can disrupt work and study activities throughout individual buildings or large areas of the campus. In order to ensure employee, student and visitor safety, the following procedures should be followed:

- Building managers, department chairs, resident directors, or resident assistants notify Protection Services x6032 and Physical Plant x6086 to facilitate assistance and repair as necessary.
- If evacuation of the building is necessary, do not re-enter the building until instructed to do so by Protection Services. (If necessary, Protection Services will arrange for and announce an alternative building to proceed to.)
- If an evacuation of the building is not necessary, restrict movement to areas that are adequately illuminated.
- Building managers, department chairs, area coordinators or resident assistants should check their building's elevators and, if necessary, initiate rescue efforts by notifying Protection Services. Only trained rescue personnel assist persons stranded in elevators.
- Battery-powered flashlights should be kept at known locations, readily accessible during outages. Candles and other open flame devices must not be used. (Batteries in flashlights should be checked periodically to ensure freshness.)
- Surge protectors should be used on all computers. Computers should be turned off during the power outage. Routine manual and programmed backup should be performed.

Emergency Response Plan: DEATH OF A STUDENT

1. Medical and Legal Notification. If medical responders or the police have not been contacted, the ERT Leader, with the assistance of the ERT, will immediately notify the appropriate medical and police authorities. If the death occurred on campus, the ERT Leader, with the assistance of the ERT, will secure and limit access to the area so that an effective police investigation can occur.
2. Notification of President (and other Senior Staff and ERT members).
3. Parental Notification. The ERT and ERT Leader should consult with the appropriate authorities (e.g., coroner, police) before a decision about parental notification is made.
4. Establish campus point of contact for family (note: the family's point of contact with the College is likely to be a sibling or aunt/uncle). The ERT will coordinate with Student Life staff to provide family members, and/or other individuals designated by the family, access to the student's room to pack and remove the student's belongings and personal items.
5. The ERT will consult the Legal Guidelines for Emergency Communications section of this Emergency Plan. After conferring with legal counsel and with the deceased student's family, the ERT Leader or her/his designee will notify roommates or suitemates of the student's death. If given permission, the College may also notify teammates, faculty, and/or coaches. The ERT will make a determination about when and how to communicate with students, faculty and staff about the incident (e.g. campus email message or other means of informing the campus).
6. Counseling. The ERT will appoint members to determine availability of counseling services to meet with students, student groups, advisors or coaches, etc.; determine availability of walk-in counseling or extended hours (note: the College will provide funding for additional counselors on campus for emergency crisis counseling).
7. The ERT will designate someone to contact the student's faculty advisor and place a courtesy call to professors (if the student is currently enrolled, call professors s/he was taking; if student is abroad or on leave, call professors student last took). Any recommendations for students to be aware of or reach out to will be referred to Vice President and Dean of Student Life.
8. The ERT Leader and/or the Vice President and Dean of Student Life will convene small, discrete crisis management team that can assist with communication, information gathering, and follow through (e.g., pulling the student's schedule, creating a brief bio of the student, contacting others on campus as directed, arranging meetings with roommates/teammates, etc.) – crisis management team should include Student Life (central office), Academic Affairs, and Communications (at least in its earliest iteration); others to consider, based on the circumstances: Protection Services, Counseling Services, Housing & Residence Life.
9. The ERT will coordinate the following activities: produce a final student account statement or bill with Student Accounts, work with the Registrar to change the student's

status in official College databases and records, and make a notation in the student's file in Student Life. The ERT may determine the student's file should be archived. The ERT will also identify and follow up on small details such as closing the student's email account, deactivating the student's ID card, ensuring the student has been removed from mailing and billing databases, etc.

10. The ERT will designate an office or an individual to whom inquiries about condolences or memorial services should be directed. This may be the Office of Communications or another office or individual, per the discretion of the ERT.
11. All press calls should be directed to the Communications Manager. All external communication should be coordinated by Communications Manager, who should also assist with the campus-wide email notification. Work with Bob Reid (and Sports Information Director if appropriate) to develop prepared comments for the press from an advisor, coach, etc. Press may call coaches, advisors, etc. directly. Use only the prepared "talking points" developed by the Communications Manager and Sports Information Director, and refer all calls to Bob.
12. Repatriation arrangements may be handled directly by the ERT Leader or her/his designee in the Business and Finance area. Other matters pertaining to the death of an international student may necessitate the involvement of the Director of International Programs, who may serve on the ERT at the request of the President or Vice President for Academic Affairs, or at the discretion of the ERT Leader.
13. Consult with the Vice President and Dean of Student Life on how to deal with sensitive information and rumors. The College's prioritizes are the family's right to privacy and dignity and matters of public health, student health and safety, and student support.

Emergency Response Plan: **SERIOUS SELF INJURY/ATTEMPTED SUICIDE**

1. Medical and Legal Notification. If medical responders or the police have not been contacted, the ERT Leader, with the assistance of the ERT, will immediately notify the appropriate medical and police authorities. If the student's self-injury or suicide attempt occurred on campus, the ERT Leader, with the assistance of the ERT, will secure and limit access to the area so that an effective police investigation can occur. The Director of Counseling Services will be consulted if a mental health emergency is suspected.
2. The ERT and ERT Leader should consult with the appropriate authorities (e.g., police, treating physician at a hospital, etc.) about parental notification. Responsibility for parental notification will be assigned by the ERT Leader or the President.
3. The College may require an after-care plan or treatment plan in order for the student to return to campus housing or return to classes. The College may also require that the student give his or her treating physician or mental health clinician permission to speak with a representative of the College. The ERT may designate an office or individual to serve as a liaison with the student and/or the student's family regarding these matters.
4. If it seems the student will be taking a Leave of Absence or withdrawing, the ERT will coordinate with Protection Services and Student Life staff to provide family members, and/or other individuals designated by the family, access to the student's room to pack and remove the student's belongings and personal items.
5. The ERT will consult with Academic Affairs on any relevant considerations for the student's intended course of study. Any academic accommodations or agreements about the student's course of study should be formally recorded.
6. If a Leave of Absence or Withdrawal is approved, the standard operating procedure for notifying roommates, faculty, and staff will be enacted.
7. The ERT will coordinate the following activities: ask Student Accounts to produce a student account statement or bill, work with the Registrar to record the student's status in official College databases and records, and make a notation in the student's file in Student Life.
8. Ongoing case management responsibilities may be assigned by the ERT Leader so that the student and student's family are directed to communicate with Academic Affairs or Student Life, rather than with faculty directly.
9. The student may be required to have a meeting or formal assessment with the Director of Counseling Services before reenrolling or before returning to student housing or to classes.

FLEET VEHICLE EMERGENCY PROCEDURES

HAVE YOU BEEN INVOLVED IN AN ACCIDENT?

Your vehicle's storage compartment has an accident reporting pamphlet provided by the insurance company. Fill out all sections as completely as possible. This includes: information about all involved parties, witness contact information, police reports (if applicable), etcetera. Do not leave the scene until you have collected as much information as possible.

DO YOU NEED TOWING SERVICES DUE TO MECHANICAL PROBLEMS OR AN ACCIDENT?

Do not abandon the vehicle along the highway, except for a medical emergency.

(Recommended):

On the fleet card/gas card provided by W&J College there is a toll free number (1-888-WEX-TOWS) for roadside assistance issues like: a dead battery, flat tire, or vehicle lockouts. They will also tow you to a nearby garage for more serious repairs. Please request transport to the nearest Pep Boys or NTB. Service agreements are in place with these providers and additional account information is in your vehicle's emergency procedures packet.

If you are within 50 miles of Washington & Jefferson College:

Contact Pancake Towing Service at 724-222-4313. Provide the exact location of the vehicle and Pancake Towing will pick it up and deliver it our preferred mechanics in Washington, PA.

DO YOU NEED A RENTAL CAR IN ORDER TO RETURN TO CAMPUS?

Contact Enterprise Rent-A-Car at 724-225-0999 and provide Customer # G31817 between 9am-6pm M-F or until 12pm on Saturday. If it is not during these hours, call 800-261-7331.

IF YOU ARE LEAVING A VEHICLE FOR ANY REASON OR HAVE BEEN INVOLVED IN AN ACCIDENT, YOU MUST CONTACT W&J PROTECTION SERVICES IMMEDIATELY AT: 724-223-6032.

MISSING PERSON POLICY AND PROCEDURE

Faculty and staff are instructed to contact the Office of Protection Services if a student living in on-campus housing has been missing for more than 24 hours. The College encourages any student or member of the faculty or staff to contact the Office of Protection Services with any concerns about missing students.

The Office of Protection Services investigates missing person reports and will involve or assist local law enforcement agencies in such an investigation as necessary. If an investigation shows the student has been missing for more than 24 hours, the Office of Protection Services or Office of Student Life will inform the student's emergency contact or custodial parent or legal guardian.

The College collects from each student during her or his first year the name, phone number and additional information for emergency contacts. Students are asked to keep this information current by contacting the Office of Protection Services or Office of Student Life and providing correct, updated contact information for whom to call in the event of an emergency.

If a student has been missing for more than 24 hours and he or she is over the age of 18 and has provided an emergency contact, the Office of Protection Services will inform the student's registered contact. If the student is under 18 years of age, the Office of Protection Services will contact the student's custodial parent or legal guardian. If a student who has been missing for more than 24 hours is over 18 years of age or emancipated and has registered no emergency contact, the Office of Protection Services will inform an appropriate law enforcement agency.

The Missing Persons Policy and Procedure is included in the Student Handbook, on the Safety First website, and emailed to faculty and staff each year.

EMERGENCY TEXT MESSAGE SYSTEM

In the event of a significant emergency or threat to student, faculty, staff safety, the President or ERT Leader may authorize that Emergency Text Message System be enacted. The ERT Leader may work with or authorize the Vice President and Dean of Student Life and Director of Information and Technology Services to author and send emergency text message, with approval from the President, or the ERT Leader in the absence of the President.

Text messages should be sent from the Office of Protection Services. An emergency text message can be no longer than 162 characters, however, due to the current text header and other information beginning any emergency text message, the substance of the message can be no longer than 133 characters.

A number of stock messages should be created that will take little or no time to produce. Examples of these messages may be:

- Tornado confirmed in the area, take cover immediately in the nearest interior of buildings.
- Wash PD reports that an armed individual was headed towards campus, move to a secure location. (95 characters)
- We have lost water on campus, please go to the Ski Lodge or check the internet for more information.

Additionally, "all clear" text messages should be developed:

- The threat of tornadoes has ended.
- An individual who was armed has been apprehended off campus.
- Water has been restored to campus

Because no one can determine the many ways this may need to be used, approved authors for this system include:

VP and Dean of Student Life
VP for Business and Finance
Director of Protection Services
Associate Dean of Student Life
Director of Informational and Technology Services

Prior to an emergency message being sent, it must be approved by the President. If the President is unavailable, the ERT Leader has approval authority.

The Emergency Text Messaging System should be tested at least once each academic year. A three part test is best:

- a) All campus email- "We will test the system on ___(date)___. If you are not registered, please refer to <https://www.washjeff.edu/EmergencyNotification/> in order to register. "
- b) Test text message sent

- c) All campus email- “A test of the Emergency Text System was held on ____ (date) _____. If you did not receive it and you wish to, please refer to <https://www.washjeff.edu/EmergencyNotification/> in order to register.”

To create an emergency text message:

Logging into the system:

<http://www.e2campus.com/my/washjeff/admin/index.htm>

Sending a message to all subscribers:

Click ‘Messages’ on the orange dashboard bar.

Enter a message subject into the ‘Subject’ box.

Enter the message text into the ‘Message’ box (160 character maximum).

Verify that the maximum length of the message does not exceed 160 characters (see the SMS info box on right of screen).

Select the “ALL USERS” group (‘Send Message Now’ button will appear below the message text box).

Click the “Send Message Now” button.

Click the ‘Logout’ option on the top right side of the window to end the session.