



# Ursinus College

## Emergency Operations Plan

## **I. General Information**

### **A. Purpose**

The purpose of the Ursinus College Emergency Operations Plan (EOP) is to provide a management structure, key responsibility, assignments and general procedures to follow in preparing, responding to, and recovering from emergency situations with the primary purpose of providing life safety first and the protection of property second. This plan should enable College personnel to respond to all types of hazards whether large or small and incorporate the operating procedures outlined in the Incident Command System (ICS) and the national Incident Management System (NIMS), for decisions in response to contingencies or conditions that may confront the College because of unusual circumstances, either natural or man-made.

The Ursinus College EOP is a living document that grows and develops with the College. The EOP will be reviewed and updated on an annual basis and revised as needed. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

### **B. Scope**

These procedures apply to all personnel, buildings and grounds owned and operated by Ursinus College.

### **C. Mission**

Ursinus College will respond to each emergency situation in a safe, effective and timely manner. The College will provide personnel and equipment to accomplish the following goals and priorities:

1. Protection of human life
2. Preservation of health, safety and basic care
3. Protection of College Assets
4. Maintenance of College Services
5. Assessment of Damages
6. Restoration of Campus Operations

## D. Definitions

**Emergency:** Any incident, whether natural or manmade, that requires responsive action to protect life and property.<sup>i</sup>

**Disaster:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to effectively control the situation. Outside emergency services will be essential. In all cases, an Emergency Operations Center (EOC) will be activated, and the EOP will be followed.

**Major disaster:** Any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm or drought), or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this chapter to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffer caused thereby.<sup>ii</sup>

**E. Assumptions:** The Ursinus College EOP is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following guidelines:

1. An emergency or disaster may occur any time of the day or night.
2. The succession of events in an emergency is not predictable; hence, published plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the situation.
3. Disasters may affect residents of the surrounding community as well as the college; therefore, delays of up to 72 hours for off-campus services may be expected.
4. There are generally two types of emergencies.  
General emergency that does not require a specific tactical response by first responder personnel, police, fire or emergency medical services. Severe weather and pandemics are examples of general emergencies. Specific emergencies are incidents that require tactical response by first responders. Examples of specific emergencies

include fires, active shooters, and hazardous materials incidents to name a few. Determination of Incident Commander will be based upon whether an incident is general or specific in nature.

5. A major emergency may be declared if information indicates that such a condition is developing or is possible.

**F. Types of Emergencies Include but not limited to:**

1. Civil disturbance or demonstrations
2. Explosions or aircraft accidents
3. Earthquake
4. Weather
5. Hazardous materials incidents
6. Nuclear preparedness
7. Bomb threat
8. Fire
9. Power/utility outage
10. Active shooter
11. Medical emergency
12. Public health emergency

**G. Declaration of Campus State of Emergency**

The authority to declare a campus state of emergency rests with the President of the College or designee.

During the period of any campus emergency, the Vice President of Student Affairs or designee shall serve as the **Incident Commander (IC)**., The IC, after consultation with the President, shall place into immediate effect the measures necessary to meet the emergency, safeguard persons and property, and maintain the educational facilities. If deemed by the President or designee, a state of campus emergency may be declared.

When such a declaration is made, only registered students, faculty, staff and contract employees are authorized to be on campus. Those who cannot present proper identification (College photo identification card) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with local regulations. In addition, only faculty and staff members who have been assigned emergency response team duties or issued an emergency pass by Campus Safety will be allowed to enter the immediate disaster site.

When necessary, individual buildings may be locked down, either electronically or manually. All doors with magnetic locks will immediately release when an alarm is activated, providing emergency egress.

In case of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus, or involves College property, Campus Safety or Facilities personnel will be dispatched to determine the extent of damage.

## **II. Direction and Coordination**

The Vice President of Student Affairs or designee representative will serve as the **Incident Commander (IC)** during any major emergency or disaster.

The Director of Campus Safety or designee shall serve as the **Operations Sector Chief** to coordinate all emergency operations which include, but are not limited to, the direct operational control of the campus during the emergency or disaster and the coordination of the on-campus emergency response teams.

### **A. Emergency operations**

When an emergency occurs, or is imminent, it shall be the responsibility of the Director of Campus Safety or designee to set up and staff an appropriate field command post (CP) or Emergency Operations Center (EOC) based on the type and location of the incident. The Campus Safety Office in Wismer is also to be kept fully operational.

#### **1. Field Command Post (CP)**

If the emergency involves only one building or a small part of campus, a Campus Safety vehicle is to be placed as near the emergency as reasonably possible. At least one uniformed Campus Safety Officer is to staff the CP at all times until the emergency ends.

The CP equipment should include:

- a.** Barricades, cones and barrier tape – located in the pole barn.
- b.** Two portable radios and a Montgomery County Public Safety radio – located in the Campus Safety Office.
- c.** Portable public address system – in a container marked “Field Emergency Supplies” located in the Campus Safety Office

- d. First aid kit and provisions for CPR and blood borne pathogens - in a container marked "Field Emergency Supplies" located in the Campus Safety Office
- e. Campus directory and building manual - in a container marked "Field Emergency Supplies" located in the Campus Safety Office
- f. 3 battery operated flash lights with spare batteries in a container marked "Field Emergency Supplies" located in the Campus Safety Office

## **2. Emergency Operations Center (EOC)**

If the emergency involves a large part of the campus, the EOC shall be set up in the Boardroom in Corson Hall. If this is not available, the IC shall select an alternate location. Possibilities include: Facilities Services, Bomberger 206, Olin 104 and Wismer Bears Den. A staging area for outside and local agency assistance shall be established by Campus Safety for operations on-site emergency response team.

## **B. Campus Emergency Response Team – (CERT)**

In addition to directing the establishment of an EOC, the Vice President of Student Affairs shall begin contacting the remaining members of the CERT. This group consists of the President, the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Director of Campus Safety, the Director of Facilities Services, the Chief Communications Officer, the Associate Dean of Students, and the Duty Deans. Team members may coordinate, as necessary with the Operations Sector Chief for implementation and coordination of the campus EOP as it pertains to their areas. In addition, the Associate Dean of Students (or designee) shall coordinate communication with the Crisis Response Team, consisting of all Residence Life professional staff.

### **1. CERT Members and Responsibilities**

- a. **Incident Commander:** The Vice President of Student Affairs or designee.
  - 1) Responsible for the overall direction of the College EOP.
  - 2) Works with the Operations Sector Chief and others in assessing the emergency and preparing the College's specific response.

- 3) Declares and ends, when appropriate, the campus state of emergency as provided for in the introduction of the plan.
  - 4) Notifies and conducts liaison activities with the College Administration, governmental agencies, CERT, and others as necessary.
- b. **Operations Sector Chief:** the Director of Campus Safety or designee
- 1) Assumes responsibility for the overall direction of the College Emergency.
  - 2) Determines the type and magnitude of the emergency and establishes the appropriate EOC.
  - 3) Initiates immediate contact with the President's Cabinet; begins assessment of the College's situation.
  - 4) Notifies and utilizes Ursinus College Safety Officers and Assistant Directors of Residence Life in order to maintain safety, security, and order.
  - 5) Contacts members of the CERT and apprise them of the emergency.
  - 6) Notifies and conducts liaison activities with appropriate outside organizations, such as fire, police, etc.
  - 7) Coordinates appropriate notification to off-campus personnel, when necessary.
  - 8) Performs other related duties as may be directed by virtue of the campus emergency.
  - 9) With the Damage Control Officer prepares and submits a report to the President appraising the final outcome of the emergency.
- c. **Logistics Sector Chief:** Director of Facilities or designee.
- 1) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
  - 2) Provides vehicles, equipment and operators for the movement of personnel and supplies, assigns vehicles as required to the EOC for emergency use.
  - 3) Obtains the assistance of utility companies as required for emergency operations.
  - 4) Furnishes emergency power as required.

- 5) Surveys habitable space and relocate essential services and functions.
- 6) Provides for storage of vital records at an alternative site; coordinates with other CERT members and lends support as necessary.

d. **Public Information Officer:** Chief Information Officer or designee.

- 1) Establishes liaison with the news media for dissemination of information as requested by the President.
- 2) Establishes liaison with local radio and TV services for public announcements.
- 3) Arranges for photographic and audiovisual services as needed.
- 4) Advises the President or his designee of all news concerning the extent of disaster affecting the campus.
- 5) Prepares news releases for approval and releases to the medial information concerning the emergency.
- 6) Updates College website.

e. **Finance and Administration:** Vice President for Finance and Administration or designee.

- 1) Responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.
- 2) Responsible for tracking costs, analyzing cost data, making estimates, and recommending cost savings measures.
- 3) Responsible for financial matters concerning vendor contracts.
- 4) Responsible for recording time for incident personnel and use of rental equipment.

2. **Other College Personnel and Responsibilities:**

a. **President**

The President or designee shall declare a campus state of emergency when a disaster occurs or when urgent response is required to safeguard members of the campus community.

b. **Administrators, Deans, and Department Heads**



Each administrator, dean and department head may appoint a specific person as building/facility coordinator for every activity under his/her control, and for the following general responsibilities prior to and during an emergency.

- 1) Emergency Preparedness
  - a. Building evaluation information shall be distributed to all employees with follow-up discussions, on the job training, or explanation as required.
  - b. Time shall be allowed for training employees in emergency techniques such as fire extinguisher use and building evacuation procedures.
- 2) Emergency Situations
  - a. Inform all employees under his/her direction of emergency conditions.
  - b. Evaluate the impact the emergency has on the activity in the building or facility and take appropriate action. This may include ceasing operations and initiating building evacuation.
  - c. Maintain emergency telephone with officials from their own activity (or from an alternate site if necessary).

**c. Faculty and Supervisors**

- 1) Educate their students and/or employees concerning College emergency procedures as well as evacuation procedures for their building activity.
- 2) Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this plan.
- 3) Inform all students, staff and faculty to conform to the building evacuation guidelines during any emergency and to report to a designated assembly area outside of the building where a personnel count can be taken.

**III. Emergency Communication**

Email, SMS messaging and website postings are the primary means of emergency notification at Ursinus College. This system is intended for the

immediate transmission of specific information regarding an emergency to all campus community members.

The Emergency Operations Center is the focal point for two-way transmission of official emergency communication to College Administrators. The Director of Campus Safety will notify the Director of Facilities of any campus emergency, as necessary, and will initiate the notification system to be sure the President and the Cabinet are notified..

During an emergency, campus phones must be restricted to college business only. In the absence of phone and internet services, CERT members may use emergency powered two-way radios or provide runners for emergency notification. A full charged supply of back-up radios is maintained in Campus Safety at all times. Officers will circulate radios to CERT members, as needed.

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<sup>i</sup> IS-230.b Fundamentals of Emergency Management pg. 2.3

<sup>ii</sup> IS-230.b Fundamentals of Emergency Management pg. 2.4