

Grove City College



Emergency Response Plan

August 2008

TABLE OF CONTENTS

<i>Introduction</i>	4
Purpose	4
Scope	4
Concept of Operation (How and when to invoke the “plan”)	4
<i>Levels of Emergencies</i>	4
Accident/Incident	4
Minor Emergency	5
Major Emergency	5
Disaster	5
<i>Emergency Management Team</i>	5
Facilitators	5
Decision Makers	5
Task Groups	6
Frontline Staff	6
Initiators	6
Officer-in-Charge	6
<i>Chain of Command and Departmental Responsibilities</i>	6
Decision Makers Chain of Command	6
Decision Makers Departmental Oversight & Responsibilities	7
Facilitators Chain of Command	9
Facilitators Departmental Oversight & Responsibilities	9
<i>Activation of Plan – Emergency Management Team</i>	10
Accident/Incident	10
Minor Emergency	10
Major Emergency	11
Disaster	11
<i>Activation of the Decision Makers Group</i>	11
<i>Sources of Assistance During an Emergency – Departmental Resources</i>	11
Provost’s and Deans Offices	11
Chapel.	11
Communications Office	11
College Counseling Center	12
Food Service	12
Grounds	12
Housekeeping	12
Information Technology Services	12
Maintenance	12
Safety	12

Student Life & Learning	13
Zerbe Health & Wellness Center	13
Auxiliary Offices	13
<i>Methods of Communication During an Emergency</i>	13
Campus Siren	14
Voice/Text Messaging System	14
Email	14
Website	14
<i>On-Campus Evacuation & Assembly</i>	14
Table 1 – Fire Alarm Assembly Areas	16
Table 2 – Severe Weather/Tornado Shelter Areas	17
<i>Off-Campus Evacuation</i>	18
Short-Term Evacuation	18
Long-Term Evacuation	18
Logistical Information	19
<i>Incident Plans</i>	20
Biological Spills	20
Bomb Threat	20
Chemical Spills	21
Civil Disturbance or Demonstrations	21
Earthquake	22
Explosion, Aircraft Crash on Campus	23
Fire	24
Food Poisoning	25
Gunman/Shooting	25
Hostage Situation	26
Inclement Weather	26
Medical and First Aid	28
Psychological Emergency	28
Radiological Spills	29
Terrorism	29
Tornado	30
Violent & Criminal Behavior	31
Utility Failures	32

Grove City College Emergency Response Plan

INTRODUCTION

Purpose

The Emergency Response Plan provides the guidelines to describe the incident preparedness and emergency response programs for Grove City College. The purpose of this document is to provide clear and effective coordination and communication for the efforts of various College departments responsible for responding to emergencies that affect the campus community. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President (or his/her designee) or Lead Facilitator may declare an emergency and engage these guidelines. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitude.

Scope

The procedures encompass institutional response to any emergency and apply to all personnel, on and off campus buildings/grounds owned or operated by Grove City College.

Concept of Operation (How and When to Invoke this Plan)

The Emergency Response Plan will be in effect when activated by the Lead Facilitator, other members of the Facilitator Group, or Campus Safety. Smaller incidents may require only partial activation of these resources or personnel.

LEVELS OF EMERGENCIES

Accident/Incident: Any minor accident or incident, potential or actual, which will not seriously affect the well-being of a person or function of normal campus operations. This type of occurrence is a relatively minor event and can be resolved by campus safety with assistance from trades personnel, other College staff, or emergency services (ambulance, police, etc.). This

situation may require contact with a Vice President or department head, but will normally not require that person to respond to the scene.

Examples: Minor car accident, minor injuries, minor criminal activity etc.

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functioning of the College; however, may cause or holds potential to cause disruption of a campus service, injury, or affect normal operations of a significant part of a building.

Examples: Power outage to a building, severe weather watch/warning, etc.

Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, disrupts the overall operations of the campus, or poses a potential threat to the safety and well-being of campus constituents. Outside services may be required, as well as significant efforts from campus support services.

Examples: Fire, bomb threat, ongoing violent criminal activity, etc.

Disaster: Any event or occurrence that has taken place which requires evacuation of the campus 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-wide resources is required to effectively control the situation. Outside emergency support services will be required.

Examples: Explosion in a building, mass injuries or casualties, etc.

EMERGENCY MANAGEMENT TEAM

Facilitators: This group is responsible for responding to and assessing the situation. Primary responsibilities include the logistical management of the situation and providing necessary information to the decision-makers group.

Members: Vice President of Operations, Director of Human Resources & Operations, Director of Physical Plant, Director of Environmental Safety, Director of Campus Safety, Assistant Dean of Students.

Decision Makers: Senior administrators who have the responsibility and oversight over one of the seven operating units of the College. These individuals have the

authority to make decisions regarding the course of actions affecting their particular operating unit.

Members: President, Provost & Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Operations, Vice President for Student Life & Learning, Vice President for Institutional Advancement, Vice President & Chief Information Officer.

Task Groups: Designated employees identified to provide support to Campus Safety in the event of an incident, allowing Campus Safety to concentration on core competencies. Examples include traffic control at entrances, securing perimeters for crowd control purposes, and providing assistance in the Dispatch Center. Four task groups cover the day, afternoon, midnight, and weekend shifts.

Frontline Staff: These employees are called upon to carry out specific tasks that arise in response to an incident/situation.

Initiators: This can be any campus constituent that comes upon a potential accident/incident on campus. This person should immediately contact Campus Safety via the designated emergency telephone line, x3000 or 724-458-3000.

**Officer in Charge:
(OIC):** The lead campus safety officer on duty who is responsible for supervising other officers and coordinating a response to an emergency until the arrival of the “Facilitators” group.

CHAIN OF COMMAND AND DEPARTMENT RESPONSIBILITIES

Decision Makers Chain Of Command:

- President
- Provost & VP for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Operations
- Vice President for Student Life & Learning
- Vice President for Institutional Advancement
- Vice President & Chief Information Officer

Decision Makers Departmental Oversight & Responsibilities:

President:

- The President of the College is ultimately responsible for the decisions made during emergency situations.
- The President may delegate the implementation of these decisions to the Provost & Vice President for Academic Affairs, Vice President for Operations, Vice President for Financial Affairs, Vice President for Student Life & Learning, Vice President for Institutional Advancement, and Vice President & Chief Information Officer.

Provost & VP for Academic Affairs:

- Advising the President on matters that relate to faculty members and classes.
- Delaying or canceling classes due to an emergency.
- Notifying the faculty of the emergency and whether or not classes will be cancelled.
- If the Vice President & Provost is unable to respond to the emergency, the Dean of The Hopeman School of Science and Engineering will act on his/her behalf.
- If both are unavailable, the Dean of the Calderwood School of Arts and Letters shall assume the Vice President & Provost's responsibilities.

VP for Operations:

- The Vice President for Operations is responsible for overseeing the implementation of the Facilitators Group, for monitoring activities, and serving as the liaison between the Facilitator and Decision Maker groups.
- Activates the Facilitator Group and is responsible for notifying the President of the status of the emergency.
- Assumes responsibility for and disseminates all instructions for the Operations division during emergencies.
- Responsible for establishing an alternative Chain of Command for emergency activities in the absence of key participants.

- Assesses the emergency through direct observation and information provided by other College responders (e.g., Department of Campus Safety, Operations, etc.) including direct and indirect hazards to human health and/or the environment, determining necessity for evacuation, and approving requests for assistance from resources such as emergency response contractors, and/or local emergency response agencies.
- The Vice President for Operations should take reasonable measures given the facts and circumstances known at the time to stabilize the situation and to minimize the potential that the emergency conditions may not spread to other areas of the College or outside the College boundaries.

VP for Financial Affairs:

- Responsible for making critical decisions concerning campus safety, financial or accounting services, human resources, risk management, workers compensation, potential liability and insurance claims in the aftermath of an emergency.
- The Vice President for Financial Affairs or his/her designee will review and approve all information or reports regarding the possible cause of accidents, emergencies, potential liability for accidents or injuries, and all other legal concerns or problems.
- Seek external legal advice or counsel at his/her discretion.
- If the Vice President for Financial Affairs is unable to respond to the emergency, the Director of Human Resources & Business Operations will act on his/her behalf.

VP for Student Life & Learning:

- The Vice President for Student Life & Learning is responsible for the following:
 - Coordinating the response to a serious incident involving a student.
 - Coordinating residence life, food service and mental health support services during an emergency.
 - Coordinating shelter operations including identifying usable housing resources, organizing student personnel moves, and providing for essential needs of displaced/evacuated students or staff, including crisis counseling and related services.
 - Advising the President on matters that relate to the students.

- Provide pertinent student information including student housing and home addresses, phone numbers, and personal information to the President or other emergency responders as needed.
- If the Vice President for Student Life & Learning is unable to respond to the emergency, the Assistant Dean of Students will act on his/her behalf.

VP for Institutional Advancement:

- The Vice President for Institutional Advancement is responsible for overseeing all press releases, and matters related to College publicity during and after an emergency situation.
- If the Vice President for Institutional Advancement is unable to respond to the emergency, the Director of Communications will act on his/her behalf.

VP & CIO:

- The CIO will oversee the technical requirements related to communication of information, phone, data and other electronic systems necessary for emergency situations, including the recovery and return to normal operations.
- The CIO will be responsible for setting up and maintaining an Inquiry Answering Center if needed.

Facilitators Chain Of Command:

Vice President for Operations
 Director of Human Resource & Business Operations
 Director of Environmental Safety

Facilitators Departmental Oversight & Responsibilities:

The responsibility of a Facilitator is to respond to and assess an incident/emergency situation. The Facilitator's responsibilities include the logistical coordination and management of the situation. The goal is to properly coordinate the activities of internal departments and staff, as well as external parties in the handling of the situation. In addition, Facilitators assess and disseminate the appropriate information to the Decision Makers group.

In the event of activation, the following provides a general overview of oversight responsibilities and roles the individual Facilitators may play. Depending upon the type of situation, a subset of

the Facilitators will remain at the meeting location point to coordinate the incident and to ensure that all aspects of the incident are being addressed:

VP for Operations: Responsible for making the decision to activate the Facilitator's group and/or contact the President. This position will also serve as the liaison between the Facilitators and the Decision Makers.

Director of HR & Business Operations: Depending upon the situation, provides initial contact to the Director of Communications. In the event of a short-term evacuation, contacts the short-term evacuations sites. Serves as the back-up lead facilitator. Provides overview of staffing and departmental structure.

Director of Env. Safety: Serves as the back-up for the Director of HR & Business Operations in his/her absence. Serves as the lead facilitator in the absence of the VP for Operations and Director of HR & Business Operations. Responsible for any chemical, biological, or radiological release threatening human health and/or the environment.

Director of Physical Plant: Responsible for all activities involving utilities, building plans and activating additional staff to assist where deemed appropriate.

Director of Campus Safety: Responsible for securing site perimeters, traffic control, crowd control, and evacuation of buildings. Liaison with outside emergency services.

Assistant Dean of Students: Responsible for identifying any needs that relate to the student population (e.g. housing, food, physical & mental health services etc.).

ACTIVATION OF PLAN - EMERGENCY MANAGEMENT TEAM

The categorization level of an emergency will determine the need to activate the Emergency Management Team.

Accident/Incident: No formal involvement of the Emergency Management Team required.

Minor Emergency: May or may not require involvement of the Facilitator's Group. Contact the Vice President for Operations to determine what level of response is appropriate.

Major Emergency: Will require activation of the Facilitator and Decision Maker groups. Task Group and front line staff will be called upon as needed to address the situation.

Disaster: Will require activation of the Facilitator and Decision Maker groups. Task Group and front line staff will be called upon as needed to address the situation.

When incidents occur which fall into the Minor Emergency, Major Emergency and Disaster categories, the Vice President for Operations will be contacted in order to activate the Facilitator's Group. This should be done immediately after contacting any first responders for the emergency. If the Vice President for Operations is not available, then the Director of Human Resources & Business Operations should be contacted next, etc.

ACTIVATION OF THE DECISION MAKERS GROUP

Incidents falling into the Major Emergency and Disaster categories will require the activation of the Decision Makers Group. The Vice President for Operations will contact and apprise the President of the situation. If the President deems it necessary to assemble the Decision Makers Group, the Lead Facilitator will instruct Campus Safety Dispatch to notify the Decision Makers Group via the IRIS Voice/Text Message System.

SOURCES OF ASSISTANCE DURING AN EMERGENCY – DEPARTMENTAL RESOURCES

Provost's and Deans Offices :

- Dissemination of information that affects faculty (e.g. class cancellations, relocations, etc.)

Chapel:

- Spiritual support
- General/group counseling as needed

Communications Office:

- Responsible for the coordination of media relations during an emergency situation

College Counseling Center:

- Individual support/counseling needs
- General/group counseling as needed

Food Service:

- Provide food and beverage as required based on the emergency situation

Grounds:

- Assist to secure exterior areas during situations
- Clean up exterior debris on grounds as required
- Remove snow, trees or tree limbs that may pose risk for pedestrians or vehicles
- Provide road and sidewalk barricades as directed by emergency authorities
- Provide assistance to other departments, as directed, during emergency situations

Housekeeping:

- Consult with emergency personnel regarding the location of equipment and various items within buildings
- Clean up interior debris when directed to do so by emergency authorities
- Secure additional supplies for clean-up as directed by emergency authorities
- Provide assistance to other departments, as directed, during emergency situations

Information Technology Services:

- Provide assistance with telephone, computer, card access control, video cameras, public announcement systems, and related needs
- Mass notification will be done by one or more of the following methods: text message, outdoor siren, website, and email
- Relocation of telephones in an emergency situation

Maintenance:

- Repair minor damage from situations
- Secure facilities if significant damage has occurred
- Provide consultation on building systems, floor layouts, etc. when required
- Service emergency generators when operating during a power outage
- Provide assistance to other departments, as directed, during emergency situations

Safety:

- Provide initial assessment in any emergency situation and categorize the situation into one of the four emergency categories
- Activate the Facilitators group as required

- Interface with outside emergency agencies and personnel
- Provide initial securing of the emergency site
- Coordinate site evacuation as required
- Document activity associated with the incident
- Maintain Emergency Communications Center
- Establish and maintain Incident Command Post
- Provide direction to the Task Force members

Student Life & Learning:

- Responsible for student accountability and ongoing communication updates throughout an incident for on-campus evacuation or short-term off-campus evacuation.
- Direct and coordinate housing and relocation needs of students
- Ongoing communications with students and/or parents during an emergency situation
- Coordination of activities for students during an emergency situation

Zerbe Health & Wellness Center:

- Provide initial assessment and/or treatment in any emergency situation
- Provide interface with outside medical emergency agencies and personnel as required
- Provide assessment of any illness/health concern that may affect a significant portion of the student body
- Provide medical records as required
- Communicate with Department of Health and CDC regarding communicable and other diseases

Auxiliary Offices:

Staff from these offices can be called upon and utilized for various staffing needs (e.g., staff to support a telephone information hotline, etc.)

- | | | |
|-----------------|-------------------|----------------------|
| ◆ Admissions | ◆ Career Services | ◆ Financial Services |
| ◆ Alumni Office | ◆ Development | ◆ Library |
| ◆ Bookstore | ◆ Financial Aid | ◆ Registrar |

METHODS OF COMMUNICATION DURING AN EMERGENCY

The following methods of communication are available and may be utilized in the event of a campus emergency. The usage of these tools will be dependent upon the particular set of circumstances present in the situation or incident. Not every communication tool will be utilized in every situation.

Campus Siren:

An outdoor audible siren has been installed on campus and may be used for notifying the campus community of weather-related situations or other emergency situations as deemed necessary by the emergency management team. The siren has four programmed tones: weather-related, dangerous situation, all-clear, and weekly test signal. Each of these tones are different. The tone for the weather-related incidents is a high-pitched siren with intermittent voice instructions indicating the need to seek shelter. The tone for dangerous situations has a modulated tone with intermittent voice instructions. The all-clear signal will be sounded after the situation has been resolved (e.g. The all-clear signal would be sounded once a tornado warning has been lifted for the area.) . A weekly test of the siren will occur every Sunday at 6:00 p.m. This test tone will be the Westminster Chimes and will be sounded for 15 seconds. If the siren is sounded for a weather-related situation, campus constituents who are outdoors need to seek indoor shelter.

Voice/Text Messaging System:

A voice/text messaging system is available and will be used in situations as deemed necessary and appropriate. There will be times where this system will be used in conjunction with the campus siren and other times where it will be used with other communication methods or as the sole method of communications.

Email

There will be times where the campus email system will be used as a mode of communication.

Website

There will be a link on the Grove City College website's (www.gcc.edu) homepage for the Emergency Response Plan. This website will contain information about the plan such as an abbreviated version of the plan, evacuation procedures, and fire alarm assembly locations. There will be a predominately displayed text box on the webpage. If there is not an active emergency, the textbox will indicate that there is not a current emergency. If in the event there is an active emergency, this box will provide updated information concerning the situation

ON CAMPUS EVACUATION & ASSEMBLY

During an emergency there may be occasions when a building or portion of the Campus must be evacuated. Examples of these times may be a fire alarm, actual fire, chemical release, etc. For a fire alarm, the affected members are required to assemble in the designated area (see Table 1).

Campus Safety will either declare the building safe to re-enter or activate the “on-campus evacuation” plan.

If necessary, campus constituents that have exited a building will be directed to the proper staging location by Campus Safety, staff members of Student Life & Learning, or other designated individuals such as the Task Group.

The staging locations for an on campus evacuation & assembly are Harbison Chapel (primary location) or the IM Room in the Physical Learning Center (secondary location).

Once assembled at the designated staging location, a member of the Student Life & Learning staff will provide instructions to the affected members of the campus community. It is imperative that all of the affected constituents report to the staging area to be accounted for and for the distribution of pertinent information.

Tools to aid the Emergency Management Team in making the proper location decision(s):

Table 1 – Fire Alarm Assembly Areas

Table 2 – Recommendations for Severe Weather/Tornado Shelter

**TABLE 1
FIRE ALARM ASSEMBLY AREAS**

Building	Primary Assembly Area
Alumni Hall	Grassy area around Professor of the Year rock
Buhl Library	Main quad west side of building
Carnegie Alumni Center	Grassy area near Tower Church
Central Heating/Cooling Plant	PLC parking lot
Colonial Hall Apartments	Tennis Courts
Crawford Hall	Main Quad
Hall of Arts and Letters (HAL)	Courtyard
Harbison Chapel	Main Quad
Harker Dormitory	Upper Quad
Hicks Dormitory	Grassy area in front of dining hall (south side)
Hopeman Dormitory	North sidewalk quad side
Hoyt Hall of Engineering	Grassy area around Professor of the Year rock
Ketler Dormitory	Main quad (north side)
Lincoln Dormitory	West side of Lincoln Dormitory
Maintenance Building	Sidewalk east of soccer field
Maintenance Warehouse/Central Receiving	Sidewalk east of soccer field
Mary Anderson Pew Annex	Main Quad
Mary Anderson Pew North Hall	Baseball Field
Mary Anderson Pew South Hall	Main Quad
Mary Anderson Pew West Hall	Baseball Field
Mary Ethel Pew Dormitory	Baseball Field
Memorial Dormitory	Grassy area east of building
Pew Fine Arts Center (PFAC)	Grass in front of Hicks Dormitory
Phillips Field House	Parking lot north of field house
Physical Learning Center (PLC)	Grassy area around Professor of the Year rock
President's House	Parking area west of house
Rockwell Hall of Science	Main Quad
Student Union (STU)	Grassy area around Professor of the Year rock
Technological Learning Center (TLC)	Grassy area south of building
Zerbe Health Center	Parking area on west side

Consider the following when choosing the Assembly Areas:

- Wind Direction (keep people UPWIND)
- Probable direction of arrival of first responders (stay out of the way)

**TABLE 2
RECOMMENDATIONS FOR SEVERE WEATHER/TORNADO SHELTER**

Building	Shelter Location
Athletic and IM Playing fields	Evacuate and seek shelter in nearest accessible building. If unable to reach the safety of a building, lay flat on the ground in any available depression or at the base of field terrace. Stay away from telephone poles, trees, fences or metal bleachers. Storage sheds, equipment boxes and guard sheds may not provide safety during severe weather
Boiler House	Evacuate building and seek shelter in nearest accessible building
Carnegie Alumni Center	Basement hallways, Basement storage rooms, Basement conference room
Central Receiving	Evacuate and use Maintenance building shelter areas
Harbison Chapel	The College recommends that occupants evacuate the chapel and seek shelter in the nearest accessible building during a severe thunderstorm or tornado warning
Colonial Hall Apartments	Basement, 1 st floor Hallways (close doors & stay away from windows).
Crawford Hall	Basement hallways, Male & Female Restrooms near vending machines, Hallway behind Campus Safety/Operations, OB Cage & Crawford Social Room
Cunningham Hall	Basement
Field House	Any interior hallway, Locker rooms and restrooms
Ketler Residence Hall	Ketler Kitchen, Housekeeping Lounge, Bathroom in back hallway Radio Stations Studio's A thru D (back hallway)
Harker Residence Hall	1 st floor hallways (close doors & stay away from windows).
Hall of Arts and Letters (HAL)	1 st Floor bathrooms, 1 st floor hallway away from atrium or other windows, Classrooms # 114 & 116, Stair towers, Tunnel from HAL to STU if accessible.
Hicks Residence Hall	Bon Appetit Kitchen (no other areas on 1 st floor), 2 nd (close doors &, away from windows), 2 lounges on each floor (one at the east end and one at the west end).
Hopeman Residence Hall	Exterior Mechanical Room (West end of building, No interior access), Basement hallway. Shut all room doors.
Hoyt Hall of Engineering	Interior offices or restrooms, Close classroom and office doors to use 1 st floor hallways, Stair Towers
Buhl Library	Basement, Library Instruction Class Room (basement), Hallway near elevator (basement), Staff Lounge, basement restrooms
Lincoln Residence Hall	1 st floor hallways Laundry Room (basement), Resident Directors Apartment (basement), All 1 st floor bathrooms/Shower Room's
Maintenance Building	Welding area, Mechanics office, Restroom, Break room
MAP Residence Hall	Mole Hole, South Rec, Hallway from South Rec to MAP Dock, including Bon Appetit's 2 Storage Rooms, 1 st floor hallways (close doors & away from windows)
Memorial Residence Hall	1 st floor hallways, 1 st floor bathroom/shower rooms
MEP Residence Hall	1 st floor hallway, 1 st Floor Restrooms/Shower near rooms 22 & 18.
Pew Fine Arts Center (PFAC)	Little Theater, Rooms 22,24, & 25 all near the Little Theater, Back hallway from Set Shop to the Little Theater, men's & women's dressing rooms back hallway, Instrument Storage Room #27 and Practice Rooms on 1 st floor near the elevator, Men's & Women's restrooms on the 1 st floor near the elevator, Practice Rooms 51-61 in hallway near the pottery rooms, Rooms #48 & 62 in hallway near pottery rooms, Rehearsal room hallway
Physical Learning Center (PLC)	Men's Locker Rooms # 106 (Main Locker Room), Men's # 102 thru 105 (varsity sports & visitors locker rooms) hallway between main locker room and coach's hallway. Women's locker room #152 near comp pool, Women's locker rooms # 138, 108, visiting women's, 107 & 107 A, Women's staff room, all rooms in hallway near old racquetball courts., Athletic Laundry Room, Student Laundry Room, Athletic Trainers room, Old Weight Room (Not fitness room), Rooms 116 & 117, Bowling alley back towards the pin machines
President's House	Basement
Rockwell Hall of Science	Shut classroom and office doors to use basement hallway
Student Union	Bookstore ground level, Mailroom,Service Tunnel from STU to HAL if open.
Technological Learning Center	KC 1, KC 2, Training Room, Hallway near KC1, KC2, and training room, Auditorium, Bathrooms, basement, near elevators
Zerbe Health Center	Hallways, Emergency Rm, Exam Rooms #2 & #3, Nursing Supervisors Office/lounge, Storage Closet

OFF-CAMPUS EVACUATION

There are 2 types of off-campus evacuations. In the event of an off-campus evacuation, it will be conveyed to the campus community which evacuation plan would be implemented as described below.

Short Term Evacuation - 12 Hours or Less

The student body will be divided into four groups based on their residence hall. Each group, as directed below, will proceed to their designated shelter. The Resident Directors and Resident Assistants will accompany the students and are expected to serve in the same capacity as they do in their respective residence halls. All communications with the students will be conveyed to the students at these shelter locations.

- Colonial, Memorial, and Ketler to East Main Presbyterian Church
- Hopeman, Lincoln, Hicks and Alumni to YMCA and Hillview Elementary School
- MAP to Tower Presbyterian Church
- MEP and Harker to Grace Methodist Church

Commuter students and employees are directed to go home immediately. If a specific service of an employee is required, the employee will be contacted at their residence.

Long Term Evacuation - 12 Hours or Longer

Students who live within a 6 hour drive and have transportation will be required to go home. These students will be encouraged to take friends home with them. All students are to check-in with Student Life & Learning at the following email address (studentlife@gcc.edu) upon arriving home to confirm their safe evacuation.

Students with transportation and live farther than a 6 hour drive or students that do not have transportation should do the following:

- Students without transportation should proceed to Harbison Chapel for transportation and travel arrangements.
- Students with transportation should meet in the MAP West parking lot with their vehicle to pick up the students without transportation.
- Students will proceed to the Grove City Alliance Church or Church of the Beloved Disciple parking lot where they will be met by College officials.

Logistical Information:

- Student Life & Learning personnel will be stationed at Harbison Chapel to aid in the evacuation and to direct students to the designated off-campus church parking locations.
- Campus Safety will be at campus entry and exit points to assist in traffic flow.
- College officials will be present at the designated off-campus church parking lots. The officials will perform a head count and pair these students with faculty or staff for housing purposes.
- A designee will be responsible for enacting the Employee Calling-Tree for purposes of housing students with employees who have volunteer to house students.

INCIDENT PLANS

The following incidence plans outline general procedures that should be followed in the event of any of the emergencies. The specifics of the plans will be carried out on a case by case basis depending on the situation.

BIOLOGICAL SPILLS

A biological spill would involve the release of microorganisms into the environment. If this incident occurs, the following steps should be followed.

- Alert the faculty member in-charge of the laboratory and all other people in the laboratory.
- If the faculty member is not available or located, immediately contact Campus Safety (x3000) for assistance.
- Isolate the area. Close doors leading to the affected area.
- Remove contaminated clothing.
- Wash skin with soap and water.
- Spill containment and clean-up should be performed by trained personnel.

BOMB THREAT

The individual receiving the bomb threat is responsible for carefully recording the information and then immediately notifying the Campus Safety Department and then their supervisor.

Receiving the Threat:

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

- Request the name of the building where the threat is located
- Request the exact location of the device
 - What floor
 - What part of the building (north, south, etc.)
 - Type of device
 - Detonation time
 - Description of the package
- Advise the caller that the building is occupied by people and the detonation of a bomb could result in the death or serious injury to many people
- Call the Campus Safety Department at x3000 (724-458-3000)

It is crucial that you note the following information. These small details could very well be the ones that will save a life and bring a safe and successful conclusion to the hazard.

- Gender of caller
- Accents
- Background noise
- Speech pattern
- Time of call
- Age of caller

CHEMICAL SPILLS

In case of a chemical spill and/or injured/contaminated person(s):

- Alert others in the area of the spill.
- In cases where corrosive chemical exposure to the eyes or body of an individual occurs, carefully assist the injured person to an eyewash or shower station. Remove contaminated clothing/shoes while in shower.
- Flush eyes and exposed skin for at least 15 minutes or until emergency personnel take over care of the exposed person.
- If the material is flammable, turn off open flames and isolate other ignition sources if it can be done safely.
- Notify the faculty member in-charge of the laboratory followed by Campus Safety.
- If the faculty member is not available or located, immediately contact Campus Safety (x3000) for assistance.
- Isolate the area. Close doors leading to the affected area.
- Spill containment and clean-up should be performed by trained personnel.
- The MSDS (Material Safety Data Sheet) should accompany the injured person for medical treatment if possible.
- The Center for Disease Control (CDC) maintains copies of MSDS if one cannot be located or assessed at the scene.

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. If a campus demonstration creates one of the following conditions, Campus Safety should be notified and the response plan will be activated.

- Interference with the normal operations of the College
- Prevention of access to offices, buildings or other College facilities including the use of facilities which have been reserved using the College's normal room or space scheduling system
- Threat of physical harm to persons or damage to College facilities

Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible. If demonstrators are not interrupting the regular facility closing time, Campus Safety will monitor the situation during non-business hours.

Non-Violent, Disruptive Demonstrations

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College, Campus Safety will monitor the situation and activate the emergency response plan. The facilitators will implement the plan and call upon the appropriate departmental heads whose assistance may be needed to address/resolve the situation.

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, Campus Safety will be contacted immediately. Campus Safety will contact necessary assistance (e.g. police) and activate the emergency response plan.

EARTHQUAKE

- During an earthquake remain calm and quickly follow the steps outlined below.
- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, quickly move away from buildings, utility poles and other structures. CAUTION: Avoid power or utility lines as they may be energized.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and call Campus Safety if emergency help is required.
- Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to the Campus Safety Department.

- If a building emergency exists (i.e., fire, building collapse, etc.), activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone to Campus Safety.
- Assist the disabled in exiting the building.
- Do not use elevators.
- Once outside, move away from any building as rapidly as possible. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Emergency personnel will likely coordinate their efforts from a central post near the emergency. Keep clear of this area unless you have relevant information to the situation (i.e., person trapped in the building, gas leak, etc.).
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a Campus Safety Officer.
- After any evacuation, all individuals shall report to the designated building assembly point. All individuals will then be directed to the designated campus assembly point. Stay at the building assembly point until directed to do otherwise.

EXPLOSION, AIRCRAFT CRASH ON CAMPUS

In the event of an accident such as an explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
- After the initial effects of the explosion have subsided, evacuate the area and notify Campus Safety. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm. **CAUTION:** if the alarm fails to go off, report the emergency by telephone.
- When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building.
- Do not use elevators.

- Once outside, move to a clear area that is at least 300 feet away and upwind from the affected building(s) as quickly as possible. Keep streets and walkways clear for emergency vehicles and crews.
- Emergency personnel will likely coordinate their efforts from a central post near the emergency. Keep clear of this area unless you have relevant information to the situation (i.e., person trapped in the building).
- **DO NOT RETURN TO AN EVACUATED BUILDING** until told to do so by a Campus Safety Officer.
- After any evacuation, all individuals shall report to the designated building assembly point. All individuals will then be directed to the designated campus assembly point. Stay at the building assembly point until directed to do otherwise.

FIRE

Grove City College maintains audible and visual fire alarm systems in most campus buildings. When an alarm is activated, occupants of the building are expected to evacuate immediately. Table 1 presents the meeting locations for all buildings on campus. Occupants of these buildings should be made aware of the meeting location and should direct others to this location.

The following “RACE” guidelines should be followed during a fire:

Remove or Rescue – Remove everyone from the immediate area of the fire. Rescue anyone who needs assistance getting out.

Activate an alarm to notify others of the fire - Activate the fire alarm and call Campus Safety at x3000. Tell them everything you know. Details are important.

Confine and contain the fire - Close all doors/windows. This slows the spread of fire and smoke giving people more time to evacuate safely.

Evacuate or extinguish – Decide whether the fire is small enough to fight, and whether you can do so safely. Make sure you have an escape route at all times.

People are not permitted to re-enter the building until notified by Campus Safety. Silencing of the audible alarm is not a signal to re-enter the building.

If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc) outside the window as a marker for rescue crews. If there is no window, stay near the floor, where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

FOOD POISONING

In case of food poisoning involving multiple students:

- Notify Campus Safety at x3000 or 724-458-3000 and Zerbe Health Center x3850 or 724-458-3850.
- If it is suspected or determined that the food poisoning resulted from food prepared and served by Bon Appetit, the Director of Health Services or Director of Campus Safety will contact the Food Service Manager at Bon Appetit, the VP of Operations, and the VP of Student Life and Learning.
- Upon direction of the VP of Operations or the VP of Student Life and Learning, the Director of Health Services will contact the Mercer County Department of Health.

GUNMAN/SHOOTING

In the event of the presence of a gunman situation or shooting on campus, it is important that Campus Safety is notified immediately. Upon the receipt of notification, the following actions will be taken.

- Campus Safety will contact local law enforcement authorities and activate the ERP.
- Faculty, staff, and/or students who have escaped or are not affected should stay away from the location and indoors out of sight.
- All entrances to the College will be restricted to the extent possible.
- Grove City College has the ability to restrict access to the majority of buildings on campus. Based on an evaluation of each situation, the campus or building “lock down” mode can be implemented.
- If you are reporting a shooting situation, attempt to provide the following information:
 - ◆ Your name, location, and telephone number
 - ◆ Location of the shooter, if known
 - ◆ Number of persons injured
 - ◆ Location of the injured
 - ◆ Condition of the injured
 - ◆ Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type), if possible
 - ◆ Description of the shooter’s vehicle, if applicable
 - ◆ Description of the shooter’s weapons, if possible

- The Director of Physical Plant will ensure the Police have accurate drawings or blueprints of the affected building(s).
- The Director of Communications will provide the public notice as directed by the Decision Makers.

HOSTAGE SITUATION

In event of a hostage situation, it is important that the Campus Safety is quickly notified. Upon the receipt of notification, the following actions will be taken.

- Campus Safety will contact local law authorities and activate the ERP.
- Faculty, staff, and/or students who have escaped or are not affected should stay away from the location and indoors out of sight of the hostage takers.
- In coordination with the Pennsylvania State Police, the College will consider the following:
 - ◆ Evacuate the entire facility to assembly areas or an offsite location
 - ◆ Conduct a media briefing offsite if the State Police spokesperson cannot conduct one
 - ◆ Provide a location for the families of the hostages to congregate for counseling
- If you are reporting a hostage situation, attempt to provide the following information if known:
 - ◆ Your name, location, and telephone number
 - ◆ Number of persons being held hostage
 - ◆ Location of the hostages
 - ◆ Condition of the hostages
 - ◆ Demands of the hostage takers
 - ◆ Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type), if possible
 - ◆ Description of the hostage taker's vehicle and weapon, if possible
- The Director of Physical Plant will ensure the Police have accurate drawings or blueprints of the affected building(s).
- The Director of Communications will provide the public notice as directed by the Decision Makers.

INCLEMENT WEATHER (Snow, Ice, Rain, Flood, Wind, etc.)

Grove City College will remain open in all but the most extreme circumstances. On occasion, due to severe inclement weather, or a lack of ability to provide essential services, the College may find it necessary to cancel classes. **Cancellation of classes does not imply that the**

College is closed. Housing, food services, and other essential services will be maintained unless specifically publicized otherwise.

During hazardous weather conditions, students, faculty and staff are urged to use their discretion in deciding whether they can safely commute to work or classes.

National Weather Service Classifications:

Familiarize yourself with the following definitions from the National Weather Service so you know what conditions to expect for the various watches or warnings.

- A weather warning generally means that hazardous conditions are imminent. Measures should be taken to safeguard lives and property.
- A weather watch or advisory means that conditions are favorable for the development of hazardous conditions. Actual conditions and weather information should be monitored for changes.

Notification Procedures:

Any change to normal College operation will be announced as early as possible through the media. The following radio and television stations will be notified:

Radio Stations:	KDKA	1020 AM	Pittsburgh
	WWGY	95.1 FM	Hermitage
Television Stations:	KDKA		Pittsburgh
	WFMJ		Youngstown
Website:	www.gcc.edu		

Should the College cancel classes, essential functions must be maintained and certain personnel may be required to report to work. Provisions will be made to keep the following operations open to provide services for students:

- | | |
|------------------------|------------------------|
| Buhl Library | Residence Halls |
| Dining Halls | Switchboard |
| Health Services | Campus Safety |
| PLC | Student Union |

MEDICAL AND FIRST AID

CALL CAMPUS SAFETY IF YOU NEED ASSISTANCE

On-Campus Emergency Telephone Number: x3000
From Cell Phones Dial: 724-458-3000

- If serious injury or illness occurs on campus, immediately call Campus Safety at x3000 or 724-458-3000. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.
- If trained, assist the victim. Only trained personnel should provide first aid treatment (i.e., first aid, CPR). AED units are available at the following locations and can be used by anyone by following the automated commands.
 - ◆ Physical Learning Center (PLC) – in front of the fitness center
 - ◆ Campus Safety Vehicles
 - ◆ Phillips Field House
 - ◆ Zerbe Health and Wellness Center
 - ◆ Hall of Arts and Letters (HAL) – center of second floor
 - ◆ Harbison Chapel
 - ◆ J. Howard Pew Fine Arts Center (PFAC) – right of auditorium lobby
 - ◆ Rockwell Hall of Science
 - ◆ Crawford Hall – 1st Floor – auditorium lobby
- In case of minor injury or sudden onset of illness, Zerbe Health and Wellness Center is able to provide assessment, first aid and referral to community providers for students, employees or guests on campus when school is in session (x3850 or 724-458-3850).

Hours: Monday through Friday: 8:00 am to 6:00 pm
Saturday: 8:00 am to 4:00 pm

PSYCHOLOGICAL EMERGENCY

A psychological emergency exists when an individual's behavior is inappropriate and/or out of control to the extent that they may be a danger to themselves or others.

If a psychological emergency occurs:

- Never try to handle a situation you believe is dangerous without appropriately trained assistance.
- Notify Campus Safety of the situation at x3000 or (724) 458-3000.

- When contacting Campus Safety state the following:
 - ◆ Clearly state that you need **IMMEDIATE ASSISTANCE**
 - ◆ Give your name
 - ◆ Your location
 - ◆ Explain the situation
- The Campus Safety or Zerbe Health and Wellness Center may be used as a waiting area for the patient.
- Campus Safety is able to contact staff from the Counseling Center after hours if deemed necessary.
- All incidents involving psychological emergencies will be reported to the Counseling Center.

RADIOLOGICAL SPILLS

In the event of a radiological spill, the procedures listed below should be followed:

- Alert all persons in the area of the incident.
- Report the incident to the faculty member in charge of the laboratory and Campus Safety at x3000 or (724) 458-3000.
- Isolate the spill area to prevent further contamination.
- Assemble all potentially contaminated people in a safe area and carefully monitor each person before allowing them to leave the area.
- Remove contaminated clothing and begin decontamination of exposed skin. Continue to wash exposed skin until all contamination is removed or no further reduction in contamination levels is achieved.

TERRORISM

Acts of terrorism can range from threats of terrorism, murder, kidnappings, hijackings, bomb scares and bombings, cyber attacks (computer-based), to the use of chemical, biological and nuclear weapons. In the immediate area of a terrorist event, you would need to rely on police, fire and other officials for instructions. However, you can prepare in much the same way you would prepare for other crisis events described in this plan.

Precautionary Measures:

- Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual

behavior, suspicious packages and strange devices should be promptly reported to the police or security personnel.

- Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right.
- Learn where emergency exits are located in buildings you frequent. Notice where exits are when you enter unfamiliar buildings. Plan how to get out of a building, subway or congested public area or traffic. Note where staircases are located.
- Be familiar with different types of fire extinguishers and how to use them.

Potential Signals of Terrorism:

The following are examples of items that should be considered a potentially legitimate threat. This list is **NOT** meant to be all-inclusive. Discretion and common sense should be employed when assessing these types of situations.

- An individual makes a specific threat.
- An individual in an area intentionally disperses something into the air using a mechanical device (with or without any communication or threat).
- A package or other article is discovered that has specific threatening wording or other identification on it. An abandoned package is discovered that is ticking or leaking a suspicious substance.
- People in an area begin to complain of similar symptoms that have come on them suddenly (may be a potential chemical assault or accidental release of chemical irritant).
- A chemical or biological assault has been made.

If any individual encounters any one of these situations or any other potential threat, Campus Safety must be notified at x3000.

TORNADO

The communication system will be sounded upon notification of a tornado watch or warning. All persons are expected to seek shelter.

Tornado Watch: A tornado watch is the first alert issued by the National Weather Service when tornadoes are possible in your area. This watch is issued when the conditions are favorable for the formation of a tornado. This specifies the potentially targeted area(s) and the time frame during which the formation of a tornado is possible. Remain alert for approaching storms, however you may continue with your routine or any activities. Turn on a battery-operated radio to stay alert of any developments.

Tornado Warning: This warning is issued when a tornado has been sighted or indicated by weather radar. This warning will provide the location, time of detection, area of vulnerability, and the time period that the tornado will pass through. If a tornado warning has been issued and the sky becomes

threatening, move to your pre-designated place of safety. If you actually see a tornado funnel, move to the nearest shelter immediately. Turn on a battery-operated radio and wait for further instructions.

In the event that a tornado warning is issued, the guidelines listed below should be followed.

- The best protection is an underground shelter or basement, or a substantial steel-framed or reinforced concrete building. (If none are available, take refuge in other parts as indicated below.)
- In any facility always go to the lowest floor possible.
- If your residence has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows.
- Stay away from windows to avoid flying debris.
- If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this – or if you are walking – take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.
- AVOID AUDITORIUMS AND GYMNASIUMS or other large open areas.

VIOLENT AND CRIMINAL BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Weapon possession on campus is prohibited and should be reported. If you observe a criminal act or are a victim, immediately notify Campus Safety via phone at x3000 or emergency call box.

- When notifying Campus Safety of an incident, provide as much of the following information as possible:
 - ◆ Nature of the incident
 - ◆ Location of the incident
 - ◆ Description of person(s) involved
 - ◆ Description of property involved
- Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- In the event of gunfire or discharged explosives seek cover immediately. After the disturbance, seek emergency first aid if necessary.

Should the threat be determined credible and outside the resource capability of the College, Campus Safety will notify the Mercer County EMA through the 911 call center. The 911 call center will ensure that the appropriate support agencies will be dispatched to assist the College with the threat.

UTILITY FAILURES

Utility failures on campus can include: natural gas, electricity, boilerhouse (heat) and water.

Gas Leak: Cease all activity. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. Electrical arcing can trigger an explosion! Go to a safe location away from the leak and notify Campus Safety at x3000.

If there was a loss of gas service on campus, the following services would be lost:

- ◆ Emergency generators (all with the exception of the Boilerhouse and Colonial Hall)
- ◆ Domestic hot water in the summer
- ◆ Heat in lower campus buildings
- ◆ Dining hall cooking capabilities

Electricity: Loss of electricity would affect the campus in the following ways.

- ◆ It would place the College in an emergency lighting mode. All buildings on campus with the exception of Cunningham House, Maintenance Building, McMillen Press Box, Soccer Field Press Box and Phillips Field House have emergency lighting.
- ◆ Heat would only be able to be maintained in HAL, MEP, PLC, and the Student Union.
- ◆ Card access would be operational as long as the emergency generators were running. If electricity and the generators were compromised, the card access system would default to the “unlock” mode.
- ◆ In the event of electrical loss all elevators, swimming pools, locker rooms, bowling alley, Rockwell Hall of Science building and the tunnel should be checked.

Boilerhouse: In the event that the heating source was lost across campus, heat would only be able to be provided to the PFAC, Memorial Hall, and Hicks Hall.

Water: The campus would be required to evacuate if water service was interrupted for an extended period of time.

Last updated: 08/01/08