

# Emergency Management Plan (EMP)

## -Introduction -

The Emergency Management Plan (EMP) has been created to provide practical guidelines and procedures for Penn State Abington in the event of an emergency. For the purposes of this document, emergency is defined as a serious situation or occurrence that happens unexpectedly and demands immediate action. In any emergency situation, Penn State Abington's core responsibilities include: **Stabilization, Isolation, Notification** and, after the emergency situation has subsided, **Evaluation**. This document covers what should be done on campus in such a situation.

Certainly worth noting is the fact that Penn State Abington has an excellent emergency-response relationship with our Abington Township's highly trained and sophisticated police, fire, and EMS forces. These teams, along with the trauma center at Abington Memorial Hospital are located less than one mile from campus. Penn State Abington is well located to take full advantage of the very best emergency management response that is available in our region.

This plan has integrated consistent language, procedures and principles outlined and mandated by The National Incident Management System (NIMS).

The EMP will be reviewed biannually and updated in order to ensure that all information is accurate and current.

# Emergency Reporting Instructions for Campus Community

In the event of an emergency, follow these steps.

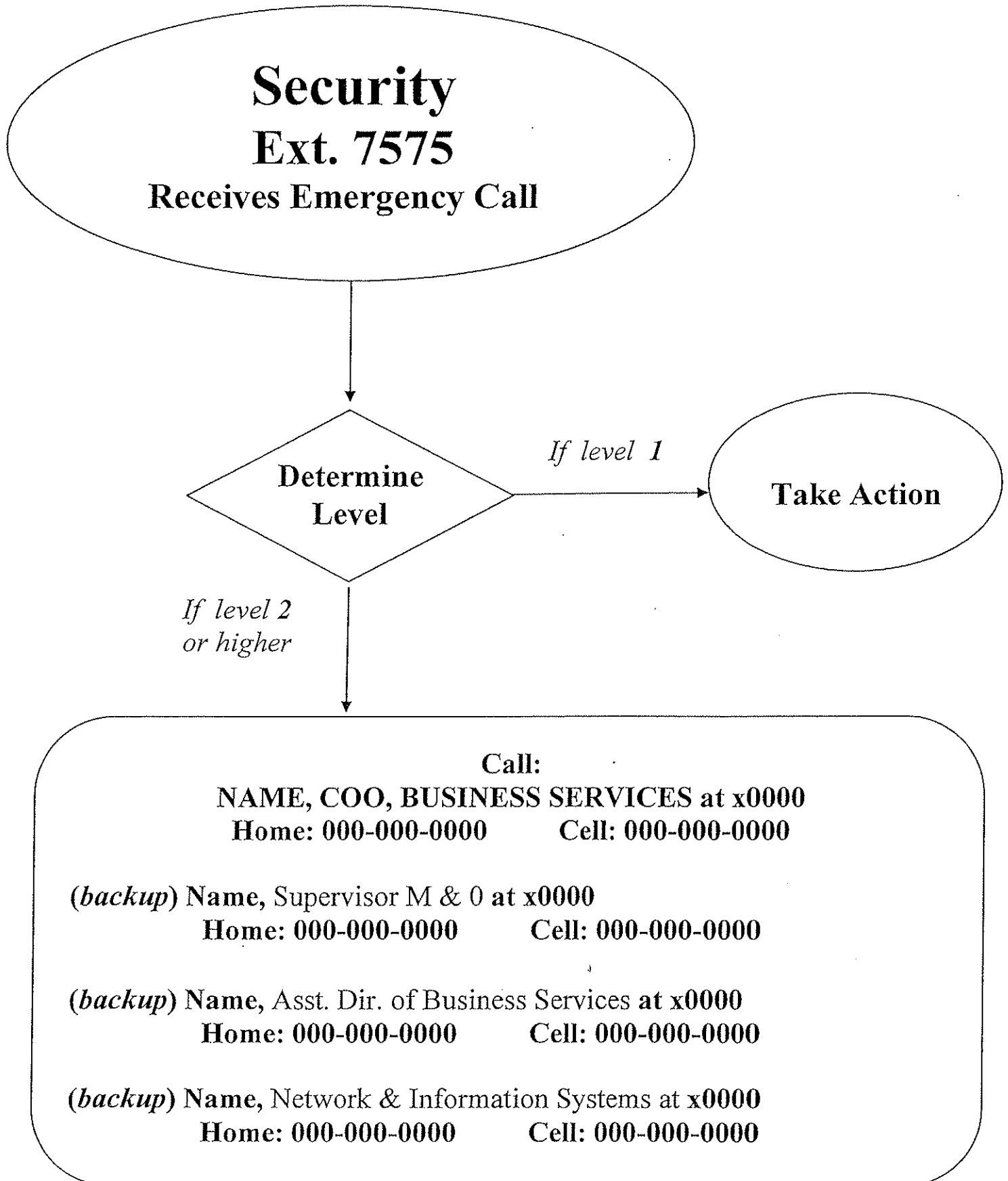
## **If near an emergency call box:**

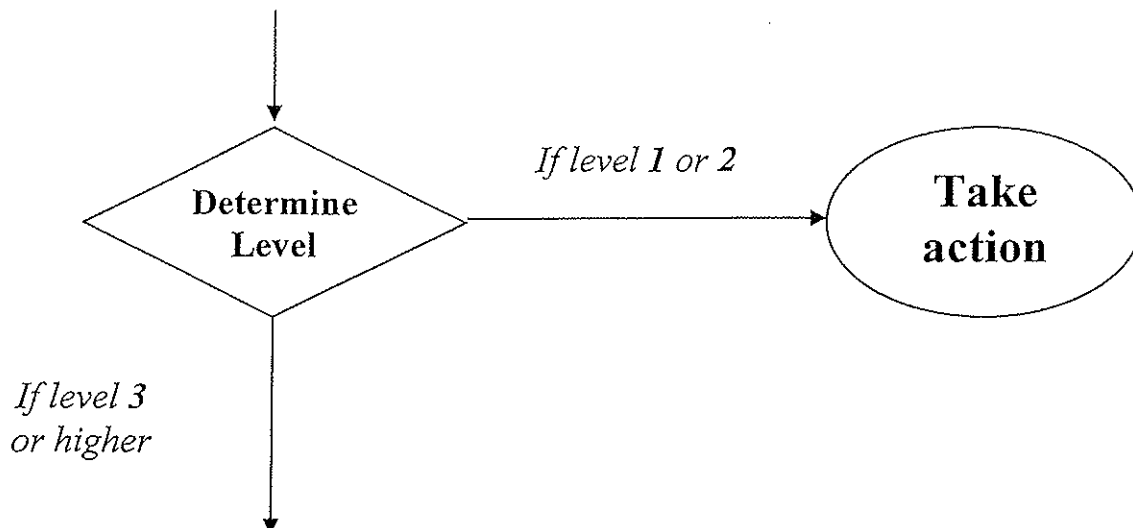
1. Use call box to report the details of the emergency situation-
  - select red button (911) if situation is life threatening, and
  - select blue button (extension 7575) to reach campus security
2. Follow instructions as advised

## **If anywhere else on campus:**

1. Dial 911 if situation is life threatening, and identify your location as "Penn State Abington TOWNSHIP" if using a cell phone
2. Dial ext. 7575 and report the details of the emergency situation *or*  
Dial 215-881-7575 if using a cell phone
3. Follow instructions as advised

# Emergency Management Plan Flow Chart





**Call:**

**CHANCELLOR at x0000**

**Home: 000-000-0000      Cell: 000-000-0000**

*(backup)* **Interim Associate Dean at x0000**

**Home: 000-000-0000      Cell: 000-000-0000**

*(backup)* **COO, Business Services at x0000**

**Home: 000-000-0000      Cell: 000-000-0000**

**DIR. of UNIV. RELATIONS at x0000**

**Home: 000-000-0000      Cell: 000-000-0000**

*(backup)* **Web Marketing Mgr. at x0000**

**Home: 000-000-0000      Cell: 000-000-0000**

*(backup)* **Special Events Coordinator at x0000**

**Home: NA      Cell: 000-000-0000**

**NURSE at x0000**

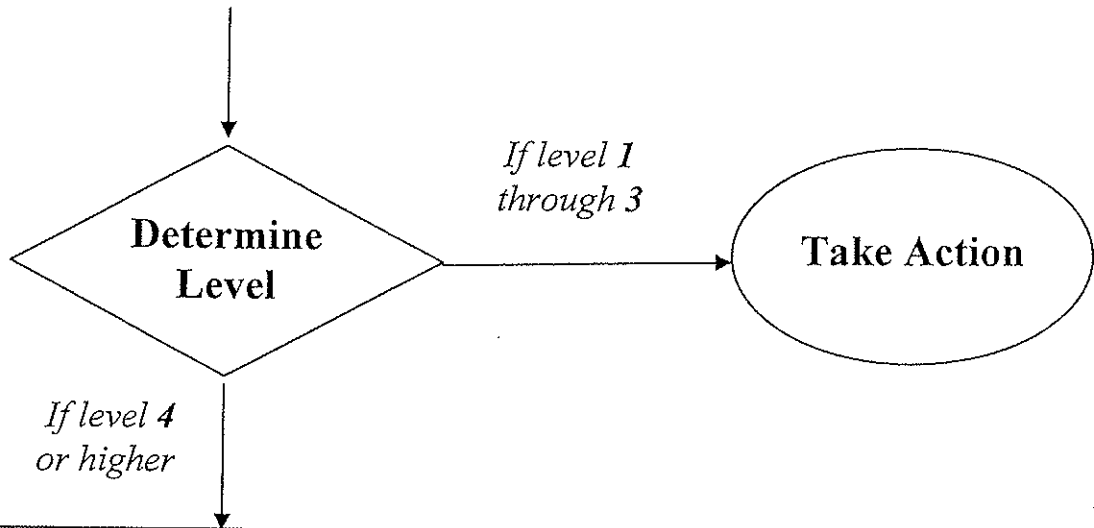
**Home: 000-000-0000      Cell: 000-000-0000**

*(backup)* **Sr. Dir. of Student Affairs at x0000**

**Home: 000-000-0000      Cell: 000-000-0000**

*(backup)* **Assoc. Dir. of Student Affairs at x0000**

**Home: 000-000-0000      Cell: 000-000-0000**



**Determine Level**

*If level 1 through 3*

**Take Action**

*If level 4 or higher*

**Call:**

**Name , Interim ASSOCIATE DEAN at x0000**

*(backup)*Name, Division Head- Engineering & Science at x0000

*(backup)*Name, Staff Assistant, Academic Affairs at x0000

**Name, SR. DIR. of STUDENT AFFAIRS at x0000**

*(backup)*Name, Assoc. Dir. of Student Affairs at x0000

*(backup)*Name, Dir of Enrollment Mgmt & Retention at x0000

**Take Action**

**Emergency Management Plan**  
**Modes of Communication in an Emergency Situation – Non-Confidential**

The following modes of communication are available in an emergency situation.

**Primary (Push) Modes**

<b>Modes</b>	<b>Responsible Personnel</b>	<b>Contact Information</b>
PSUTXT	Director of University Relations	O – XXX-XXX-XXXX H – XXX-XXX-XXXX C – XXX-XXX-XXXX
	Manager, Network and Information Systems	O – XXX-XXX-XXXX H – XXX-XXX-XXXX C – XXX-XXX-XXXX
Campus voicemail	Staff Assistant for telephone communications	O – XXX-XXX-XXXX H – XXX-XXX-XXXX C – XXX-XXX-XXXX
Listserv	Anyone in emergency chain of command	N/A
Local Media	Director of University Relations	O – XXX-XXX-XXXX H – XXX-XXX-XXXX C – XXX-XXX-XXXX
Bullhorns (located in each building)	Building Emergency Coordinators	See separate list of Building Emergency Coordinators

**Secondary (Passive) Modes**

<b>Modes</b>	<b>Responsible Personnel</b>	<b>Contact Information</b>
Campus Emergency Telephone Number (215-881-SNOW / 215-881-7669)	Chief Operating Officer	O – XXX-XXX-XXXX H – XXX-XXX-XXXX C – XXX-XXX-XXXX
Web site	Web Marketing Manager	O – XXX-XXX-XXXX H – XXX-XXX-XXXX C – XXX-XXX-XXXX
Internal TV Monitors	Communications and Community Events Coordinator	O – XXX-XXX-XXXX H – XXX-XXX-XXXX C – XXX-XXX-XXXX

## **Levels of Emergency**

### **LEVEL 1 NON-EMERGENCY/ADMINISTRATIVE**

- Moderate to heavy snowfall
- Moderate to heavy rain with flooding
- Fire alarm tests or drills
- Gas or oil spill of a small amount
- Routine criminal incidents handled by Campus Security
- Localized power outages on campus
- Loss of HVAC to buildings during temperate weather
- Computer or phone disruptions on campus
- Planned special events or protests
- Increased level of national security
- Stolen article (e.g. watch, wallet, etc.)

### **LEVEL 2 MONITORING/STANDBY**

- Heavy snowfall requiring outside assistance
- Flooding requiring outside assistance
- Large oil or gas spill with threat of environmental contamination
- Small HAZMAT spill capable of being managed by M&O
- Criminal incident requiring outside assistance
- Loss of HVAC during periods of intemperate weather
- Wide-spread power outages involving campus
- Computer or phone disruption due to hacker/virus/terrorist activity
- Planned special events involving sensitive or controversial material or persons
- Fire alarms of unknown nature
- Natural gas leak in sparsely populated area

## **Levels of Emergency (continued)**

### **LEVEL 2 MONITORING/STANDBY**

- Identification of virulent/infectious disease within campus population
- Increased level of national security with Pennsylvania in threat area

### **LEVEL 3 ALERT**

- Flooding requiring evacuation/relocation to area on campus
- Deteriorating situation requiring evacuation of campus
- HAZMAT spill of NBC material on campus or nearby
- Fire alarm with active fire in building
- Bomb threats
- Civil disruption with large amount of people
- Downed power lines
- Outbreak of serious communicable disease on campus involving many
- Natural gas leak in dangerous area
- Terrorist incident within area
- Gunman or hostage situation in the area
- Life threatening medical emergency

### **LEVEL 4 EMERGENCY**

- Large fire with probability of spreading or affecting lives
- Bomb detonation
- Natural gas explosion
- HAZMAT spill requiring evacuation of campus
- Outbreak of disease/illness related to terrorist
- Terrorist attack on campus
- Gunman or hostage situation on campus

## **Emergency Management Plan**

### **Chain of Command**

Created: 8/11/08, Revised: 11/3/08

Responsibilities of the Campus Coordinator of Logistics:

- Primary oversight of campus Emergency Response  
(if an Incident Commander from an external agency is not present)
- Greets all incoming responders (or sends a designee to greet)
- Serves as liaison to the Incident Commander

Chain of Command for the Campus Coordinator of Logistics:

1. Confidential
2. Confidential
3. Confidential
4. Confidential
5. Confidential
6. Confidential
7. Confidential

## Primary Contacts

	Extension
<b>Campus Security</b>	<b>7575</b>
<b>Name</b>	<b>0000</b>
COO, Business Services	
(Backup): Name	0000
Maintenance Supervisor	
(Backup): Name	0000
Asst. Dir. of Business Services	
(Backup): Name	0000
Manager Network & Info Systems	
<b>Name</b>	<b>0000</b>
Interim Associate Dean	
(Backup): Name	0000
Assistant Dean of Academic Affairs	
(Backup): Name	0000
Staff Assistant, Academic Affairs	
<b>Name</b>	<b>0000</b>
Director of University Relations	
(Backup): Name	0000
Web Marketing Manager	
(Backup): Name	0000
Com and Community Events Coor.	

## Primary Contacts (continued)

	Extension
<b>Name</b>	<b>0000</b>
Nurse	
<i>(Backup): Name</i>	0000
Sr. Director of Student Affairs	
<i>(Backup): Name</i>	0000
Associate Director of Student Affairs	
<b>Name</b>	<b>0000</b>
Chancellor	
<i>(Backup): Name</i>	0000
Interim Associate Dean	
<i>(Backup): Name</i>	0000
COO, Business Services	
<b>Name</b>	<b>0000</b>
Sr. Director of Student Affairs	
<i>(Backup): Name</i>	0000
Associate Director of Student Affairs	
<i>(Backup): Name</i>	0000
Dir. of Enrollment Mgmt & Retention	

## Primary Contacts- Outside of Campus

Police	911(emergency) all others: 267-884-2700
Fire	911
Abington Memorial Hospital	215-481-2000 (press #2 for emergency)
Poison Control Center	800-222-1222
Mont. County Bomb Squad	911

American Red Cross	215-299-4000
Gas/Electric Emergencies	800-841-4141

### Vendors:

**Water damage/interior restoration**  
JMS Enterprises Inc.  
2255 Wyandotte Rd., Suite E  
Willow Grove, PA 19090  
215- 416- 0616  
Jan Sandler

**Next Course Food services**  
748 N. Bethlehem Pike  
Springhouse, PA 19477  
610- 656- 9192  
Paul Sheridan

**Barnes & Noble bookstore**  
120 Mountain View Blvd.  
Basking Ridge, NJ 07920  
609 -560- 7680  
Mary Jo Hui

**HVAC/Plumbing Contractor**  
Industrial Mechanical Inc.  
240 Tanner Ave.  
Hatboro, PA 19040  
215- 442- 0900  
Dave Lindenmuth

**Electrical contractors-**  
Mulhern Electrical Inc.  
1828 Eckard Ave.  
Abington, PA 19001  
215- 572- 1224 ext. 18  
Jerry Mulhern  
**OR**  
Frank Duff Electrical Service  
813 E. Abington rd  
Wyndmoor, PA 19038  
215- 233- 0598  
Frank Duff

**Snow removal**  
Caddick Construction Inc.  
254 S. Main Street  
Ambler, PA 19002  
215- 653- 0260  
Dave Caddick Sr. or Jr.

## INTERNET RESOURCE WEB SITES

Valuable information and resources are available on the Internet to assist in the management of emergency situations. Following are basic sites from which links are available to other sites with additional information.

### Federal and Local Internet Sites

Name of Web Site	Web Site Address
Federal Emergency Management Agency	<a href="http://www.fema.gov">http://www.fema.gov</a>
Center for Disease Control	<a href="http://www.cdc.gov">http://www.cdc.gov</a>
National Weather Service	<a href="http://www.erh.noaa.gov">http://www.erh.noaa.gov</a>
Homeland Security	<a href="http://www.homelandsecurity.state.pa.us">http://www.homelandsecurity.state.pa.us</a>
Environmental Protection Agency	<a href="http://www.epa.gov">http://www.epa.gov</a>
Federal Bureau of Investigation	<a href="http://www.fbi.gov">http://www.fbi.gov</a>
Pennsylvania State Police	<a href="http://www.state.pa.us/psp">http://www.state.pa.us/psp</a>
Red Cross	<a href="http://www.redcross.org">http://www.redcross.org</a>
Pennsylvania Fire Commission	<a href="http://www.osfc.state.pa.us">http://www.osfc.state.pa.us</a>
World Health Organization	<a href="http://www.who.int">http://www.who.int</a>

### Regional and/or Community Based Plans

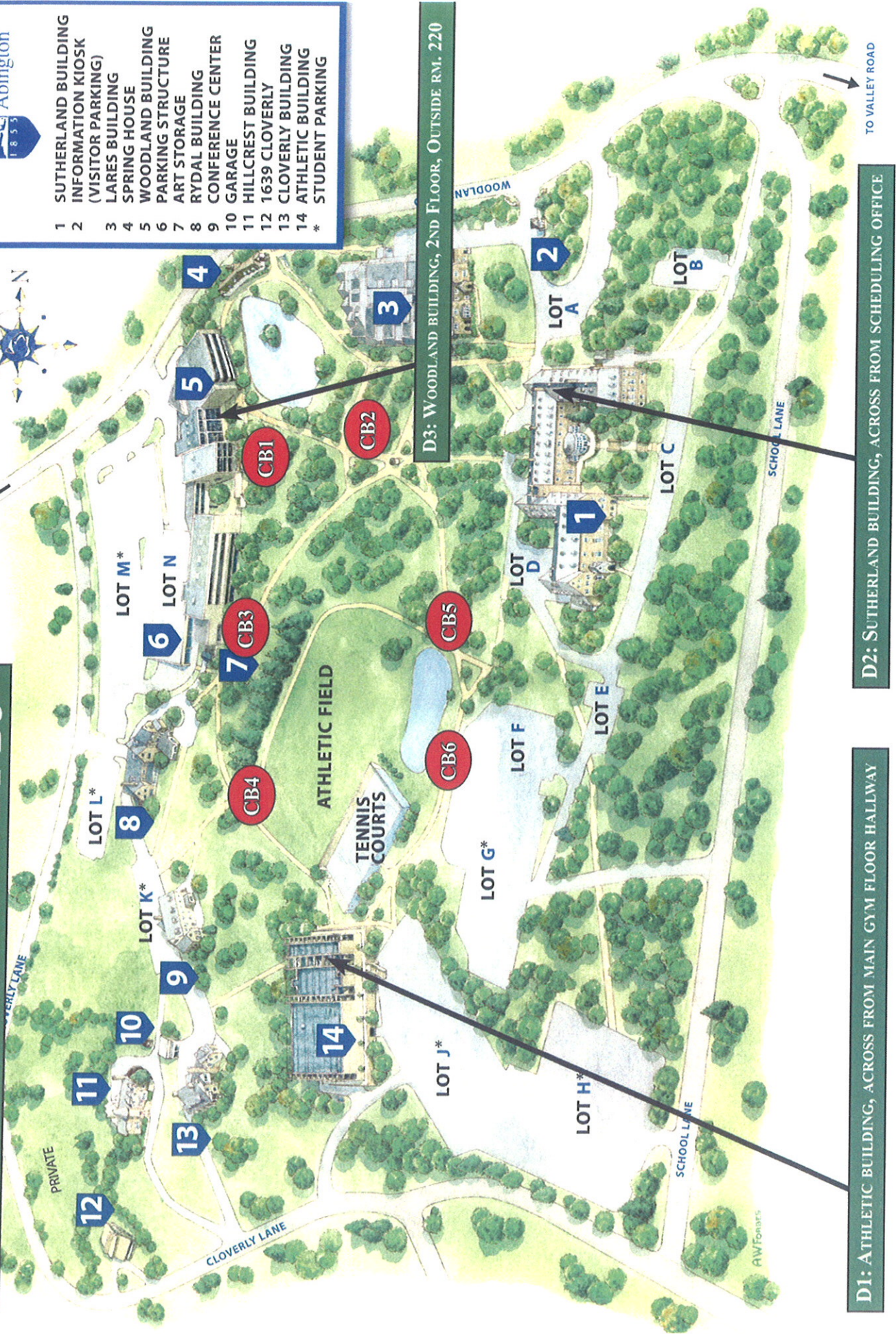
Name of Community or Regional Plan	Web Site Address of the Plan
PEMA	<a href="http://www.pema.state.pa.us/">http://www.pema.state.pa.us/</a>
Federal Response Plan	<a href="http://www.fema.gov/">http://www.fema.gov/</a>
PA Homeland Security	<a href="http://www.oit.state.pa.us/homelandsecurity">http://www.oit.state.pa.us/homelandsecurity</a>
EPA	<a href="http://www.epa.gov/">http://www.epa.gov/</a>
CDC Emergency Preparedness and Response	<a href="http://www.bt.cdc.gov">http://www.bt.cdc.gov</a>
FBI	<a href="http://www.fbi.gov/">http://www.fbi.gov/</a>
US Health and Human Services	<a href="http://www.hhs.gov/">http://www.hhs.gov/</a>

**CALL BOX LOCATIONS: CB1-CB6**

**DEFIBRILLATOR LOCATIONS: D1-D3**

**PENNSTATE**  
1855 Abington

- 1 SUTHERLAND BUILDING
- 2 INFORMATION KIOSK (VISITOR PARKING)
- 3 LARES BUILDING
- 4 SPRING HOUSE
- 5 WOODLAND BUILDING
- 6 PARKING STRUCTURE
- 7 ART STORAGE
- 8 RYDAL BUILDING
- 9 CONFERENCE CENTER
- 10 GARAGE
- 11 HILLCREST BUILDING
- 12 1639 CLOVERLY
- 13 CLOVERLY BUILDING
- 14 ATHLETIC BUILDING
- \* STUDENT PARKING



D1: ATHLETIC BUILDING, ACROSS FROM MAIN GYM FLOOR HALLWAY

D2: SUTHERLAND BUILDING, ACROSS FROM SCHEDULING OFFICE

D3: WOODLAND BUILDING, 2ND FLOOR, OUTSIDE RM. 220

TO VALLEY ROAD

AWForakes

## DIRECTORY

### SUTHERLAND BUILDING

- Executive Office — 122
- Resident Instruction — 119
- Registrar — 121
- Bursar — 122a
- Student Affairs — 106
- Public Information — 106
- Business Office — 125
- Maintenance and Operations — 19
- Counseling — 104
- Theatre — 9
- Post Office — 117
- Division of Undergraduate Studies — 224

### LARES STUDENT UNION BUILDING

- Student Activities — 205
- Information — 101
- Bookstore — 104
- Cafeteria — 109
- Health Services — 102
- Student Activities and Organizations — 208
- Career Development Center — 201

### WOODLAND BUILDING

- Information — 216
- Library — 101
- Lecture Hall — 112
- Computer Rooms — 331, 333, 334, 335

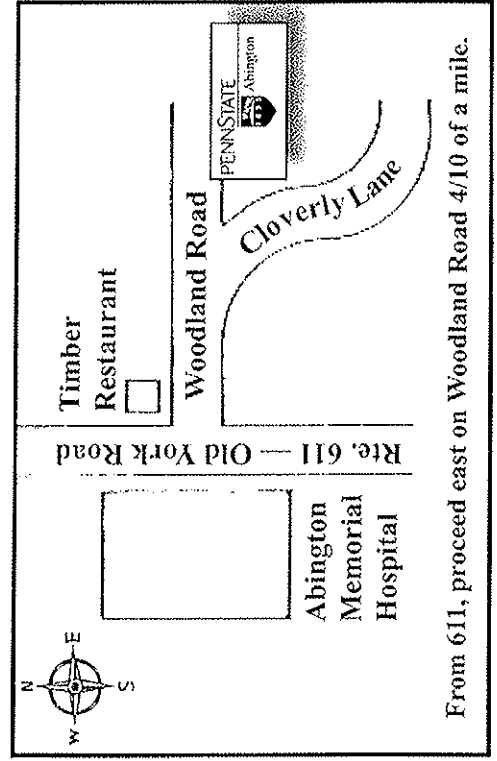
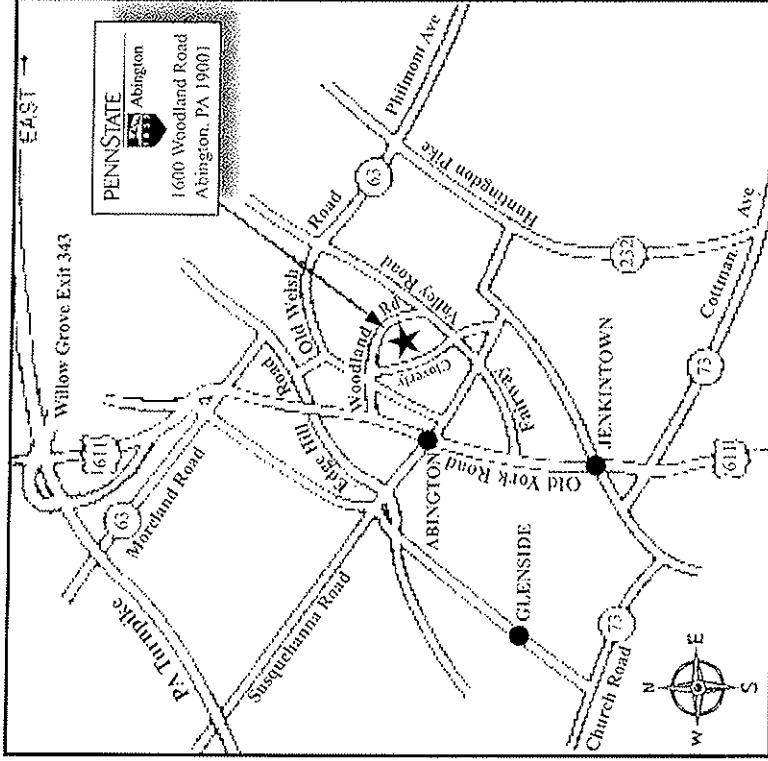
### RYDAL BUILDING

- ROTC — 217
- Safety/Police Services — 106

### CLOVERLY BUILDING

- Continuing Education Offices
- University Relations

## HOW TO GET TO PENN STATE ABINGTON



Building Photos

available only in

confidential

Penn State Abington  
Emergency Management Plan

Building Floor Plans

available only in

confidential

Penn State Abington  
Emergency Management Plan

# Campus Phone Directory

available only in

confidential

Penn State Abington  
Emergency Management Plan

**Emergency Management Plan  
Post Event Communications Checklist**

After immediate emergency notifications have been made, use this list to determine if all necessary and appropriate parties have been informed of the circumstances of the event.

**Penn State Abington**

Group	How Contacted (e-mail, telephone call, etc.)	Date
Directors		
Division Heads		
Students		
Faulty/Staff		

**University Park**

Group	How Contacted (e-mail, telephone call, etc.)	Date
Office of VP of Commonwealth Campuses		
University Administration		
University Relations		
University Security		
Nursing Manager 804-863-2058		
Director of UHS 1-814-865-6555		
Director of CAPS 1-814-865-0966		

**External**

Group	How Contacted (e-mail, telephone call, etc.)	Date
Parents		
Neighbors		
Township Officials		
Police Department		
Advisory Board		
Alumni		

## Emergency Management Plan Building Emergency Coordinators

The volunteers identified below are responsible for the ongoing maintenance of the emergency supply kit for their building. They must review the contents once each month to confirm that all items are accounted for and in working condition. The kit shall be kept in the Coordinator's office.

Each emergency supply kit will contain:

- Flashlight (wind-up, no batteries needed)
- Radio (wind-up, no batteries needed)
- Bullhorn with extra batteries
- First aid kit
- Monthly check list for Building Emergency Coordinators

<b>Building</b>	<b>Coordinator</b>
Athletic Building	XXXX XXXX
Cloverly	XXXX XXXX
Conference Center	XXXX XXXX
Lares	XXXX XXXX
Rydal	XXXX XXXX
Springhouse	XXXX XXXX
Sutherland	XXXX XXXX
Woodland	XXXX XXXX
Woodland Library	XXXX XXXX