Gettysburg College

EMERGENCY OPERATIONS PLAN

AND

EMERGENCY RESPONSE MANUAL

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RAC/WJL
Gettysburg College

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EMERGENCY RESPONSE MANUAL, Dickinson College

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PREFACE

This manual has been developed to provide guidelines in responding to emergencies on campus. Policies and procedures are written with the understanding that each extreme event has many variables. Planning is done as a general concept, considering factors that most often will be present. The framework provides a reference to begin immediate action to resolve the emergency circumstances. The establishment of order and direction are the objectives of this guide.

The policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational agenda found in this manual.

Campus emergency operations will be conducted within the framework of Gettysburg College's mission and philosophy. Those administrators directing and/or coordinating the crisis management effort will make decisions that may be exceptional.

All requests for procedural changes, suggestions or recommendations should be submitted, in writing, to the Director of Safety & Security for technical review. All changes recommended by the Director of Safety & Security will be submitted in writing to the Campus Emergency Response Team for evaluation and adoption.

INTRODUCTION

Emergency: an unforeseen combination of circumstances resulting in a state that calls for immediate action.

Disaster: a sudden or great misfortune; unforeseen mischance bringing with it a destruction of life or property or utter defeat.

Catastrophe: generally a disastrous conclusion to a series of events.

-------- Implications from Webster

To handle any such incident, it will take a COORDINATED EFFORT. The existence of a well thought-out and documented emergency plan will provide a greater measure of safety for the college community and provide immeasurable relief in the event of an extreme emergency situation.
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600.00 PURPOSE:

TO DEFINE GENERAL RESPONSIBILITIES OF COLLEGE PERSONNEL AND RESPONDING AGENCIES, DURING AN EXTREME EMERGENCY SITUATION.

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of Gettysburg College and mutual-aid community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President in conjunction with the Director of Safety and Security or their designate may declare a state of emergency and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan:

1. Large-scale Natural or Man-Made Disaster.
2. Large-scale Unrest/Disorder.

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 magnitudes.

600.01 SCOPE:

These procedures apply to all personnel, buildings and grounds owned and operated by Gettysburg College to include those peripheral areas adjoining the college.

600.02 TYPES OF EMERGENCIES:

Types of emergencies covered by this manual are:

1. Emergency Evacuation Plan
2. Bomb Threat Procedures
3. Sexual Victimization Emergency
4. Campus Related Death Procedure
5. Natural/Man-Made Incidents including:
   Fire.
   Weather Emergencies; tornadoes, severe snow, severe rain/flooding, hurricanes, etc.
   Hazardous Materials Incident; chemical or radiation spill @ adjoining industrial sites(Agway-Musselmans-TMI) transportation facilities(RR-common-carriers).
   Explosion, downed aircraft (crash) on campus.
   Civil/Student Disturbances or Demonstrations
   Utility Failure
   Medical Emergencies (epidemic-poisoning)
6. Psychological crises
   Guidelines for use of the Counseling Center

In addition there are sections on how to report all emergencies, building evacuations, and first responder instructions.

600.03 DEFINITIONS OF AN EMERGENCY:
The President of the College or his designate serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response:

600.04 **MINOR EMERGENCY:**

Any incident, potential or actual, which will not seriously affect the overall functional capacity of Gettysburg College should be immediately reported to the Department of Safety and Security at extension 6911 or 337-6911, (from an off-campus location).

600.05 **MAJOR EMERGENCY:**

Any incident, potential or actual, which affects an entire building or buildings, and which emergency relocation will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crises. Report to Safety & Security at extension 6911.

600.06 **DISASTER:**

Any event or occurrence that has taken place and has seriously impaired or halted the operation of the College. In some cases, mass personnel 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 services will be essential. In all cases of disaster, an Emergency Operations Center (EOC) will be activated and the appropriate support and operational plans will be executed.

In addition, any incident that has the potential for adverse publicity concerning Gettysburg College should be promptly reported to the Safety & Security Office during non-business hours.

600.07 **ASSUMPTIONS:**

The Gettysburg College Emergency Contingency Plan is predicated on a realistic approach to the problem likely to be encountered on campus during a major emergency or disaster.

If encountered, the following are General Guidelines:

1) An emergency or a disaster may occur at any time of the day or night, weekend or holiday with little or no warning.

2) The succession of events in an emergency are not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency.

3) Disasters may affect residents in the geographical location of the College. Therefore Borough, County and Federal emergency services may not be available, or a delay in off-campus emergency services may be expected.

4) A major emergency may be declared if information indicates that such a condition is
developing or is probable.

601.00 DECLARATION OF CAMPUS STATE OF EMERGENCY:

The authority to declare a campus state of emergency rests with the College President and the Director of Safety & Security or their designates. During the period of any campus major emergency, the Safety & Security Office, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency needs to maintain educational facilities with the primary concern being the safety of personnel. Safety & Security shall immediately consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only authorized persons will be permitted to be on campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Crimes Code of the Commonwealth of Pennsylvania.

In addition, only those faculty, administrators, and staff members who have been assigned to the Campus Emergency Response Team (CERT) or issued an emergency pass by the Department of Safety and Security will be permitted to enter the immediate disaster site.

In the event of earthquakes, after shocks, fires, storms, hazardous materials incidents or major disasters occurring in or about the campus or which invoke Gettysburg College property, Security Officers and assigned Maintenance personnel will be dispatched to determine the extent of any damage to College property.

602.00 DIRECTION AND COORDINATION:

602.01 EMERGENCY DIRECTOR:

All emergency operations shall be directed by the President or his designee as listed below:

1. Provost
2. Dean of the College
3. Vice President for Finance and Administration
4. Vice President of Enrollment and Educational Services
5. Vice President for College Relations

In the absence of the President or his designee, the senior Department of Safety and Security patrol officer shall assume operational control of the emergency until properly relieved. This person shall also be responsible for contacting the appropriate local emergency response personnel during emergency operations and maintaining communications with the various emergency management agencies to insure that coordinated efforts flow smoothly for emergency operations.

602.02 EMERGENCY COORDINATOR:

All emergency operations shall be coordinated by the Director of Safety & Security or delegated alternate. The direct operational control of the campus major emergency or disaster is the sole responsibility of the College Emergency Coordinator (i.e., the Director of Safety and Security) or
his designate. The coordination of the Campus Emergency Response Team {CERT} is the responsibility of the Director of Safety & Security who will coordinate all non-campus emergency functions as directed.

603.00 EMERGENCY COMMAND CENTER:

When a major emergency occurs or is imminent, it shall be the responsibility of the Department of Safety and Security to set-up, officially establish, and staff an appropriate Emergency Command Center; as directed. Normal Department of Safety and Security operations are also required to be kept fully functional at all times.

Command Centers:

A. A command center is defined as the location from which a response to an unusual occurrence is planned and controlled. The command center focuses authority and command at an identifiable location.

B. The first officer on the scene is responsible for establishing at least a temporary command center, which may be nothing more than the officer’s vehicle. However, after the incident is initially stabilized, the command center may be moved to a more advantageous location.

C. Although the location of, and the facilities required by, a command center will be governed by the nature of the unusual occurrence; desirable characteristics of a command center include:

1. Telephone service with multi-line capabilities.
2. Electricity.
3. Restroom facilities.
4. Climate control.
5. Adequate space.
6. Proximity to the scene.
7. Adequate parking.
8. Cell Phones

D. Mobilization Center - Mobilization centers will be established when it appears an unusual occurrence will reach major proportions and a large amount of outside assistance and equipment will be required. The purpose of the mobilization center is to serve the command center in fulfilling requests for personnel, equipment, supplies, etc., and allowing the command center to devote all of its resources to controlling the incident.

Emergency Communications:

A. During unusual occurrence situations, the Department of Safety and Security’s communications center will serve as the focal point for the communications needs of all College personnel involved. These needs may include:

1. Notification of key College officials.
2. Dispatch of emergency personnel and equipment as requested by on-scene personnel.

3. Dedication of radio frequencies for the exclusive use of those involved in the occurrence.

4. Dissemination of additional, pertinent information as it is received.

5. Serve as the contact point for other agencies.

B. In major incidents where the unusual occurrence plan of another jurisdiction has been implemented, that agency's communications center may take over primary responsibility for communications needs. The assisting agency may provide communications personnel and portable communications equipment to the Department of Safety and Security, or may request Safety and Security to provide the same to the command post or mobile communications center to insure communication is maintained by all on-scene personnel.

603.01 FIELD EMERGENCY COMMAND CENTER:

If the emergency involves only one building or a small part of campus, the Security vehicle (which may serve as the on-scene command center) is to be placed near the scene as is reasonably possible, but allowing clear and easy access for possible fire or other emergency vehicles that may be responding. At least one uniformed officer or security dispatcher is to staff the command center at all times or until the emergency ends. Normal office equipment (clipboard, note-pads, pencils etc.) may be needed at the scene.

603.02 FIELD EMERGENCY COMMAND CENTER EQUIPMENT: (As a minimum, the field emergency command center must include the following):

   a) Barricades, barrier tape & signs;
   b) Two portable hand-held radios;
   c) Portable public address system-bullhorn;
   d) First-Aid kit;
   e) Campus telephone directory, including the campus emergency notifications list and local telephone directory to include the Yellow Pages.

603.03 GENERAL EMERGENCY COMMAND CENTER:

If the emergency involves a large part of the campus, the Command Center is to be set up in the Career Planning Office. If this site is unavailable or not feasible, the Emergency Coordinator is to designate an alternate location. At least one uniformed security officer or safety dispatcher is to staff the Command Center at all times until the emergency situation ends. The Emergency Coordinator shall establish a marshalling area for outside and local agency assistance for operations of the combined on-site emergency response team. A conference room with the facilities for emergency teams or media crews and which is designed to accommodate multiple telephone and electrical appliances is desirable.

604.00 CAMPUS EMERGENCY RESPONSE TEAM (CERT):
In addition to establishing an Emergency Command Post as necessary, the Department of Safety and Security shall immediately begin contacting all necessary members of the Campus Emergency Response (CERT), which consists of the following personnel:

**Core Incident Command:**

- **Emergency Director:** President of Gettysburg College or designee
- **President’s Council:** Provost; Dean of the College; Vice President for Finance and Administration; Vice President for College Relations; Vice President of Enrollment and Educational Services
- **Emergency Coordinator:** Director of Safety & Security
- **Public Information Officer:** Associate Vice President for Public Relations

**Advisory Group:**

- **Assistant Emergency Coordinator:** Associate Director of Safety & Security
- **Damage Control:** Director of Facilities Management
- **Communications Officer:** Vice Provost for Information Technology
- **Personnel Officer:** Director of Human Resources and Risk Management
- **Residential Facility Coordinator:** Director of Residence Life
- **International Studies Coordinator:** Director of the Office for Off-Campus Studies
- **Support Functions:** Director of Auxiliary Services
- **Counseling/Religious Services Coordinator:** Campus Chaplain
- **Faculty/Academic Coordinator:** Vice Provost
- **PC Liaison:** Executive Assistant to the President
- **Health Services:** Director of Health Center Services

Team members will coordinate as necessary with the Emergency Coordinator for implementation.
and coordination of campus operation planning and support as it pertains to their areas.

If a situation, incident, emergency, or crises dictates, the Emergency Coordinator in conjunction with the Emergency Director will convene the CERT. The Core Incident Command is responsible for planning and policy decisions as they relate to emergencies impacting the campus and its community.

The Advisory Group provides the Core Incident Command with the information necessary to make proper decisions during campus emergency situations.

The Advisory Group is also responsible for carrying out the policies and plans set-forth by this Emergency Operations Plan and the Core Incident Command. Such responsibilities may include the planning, operations, logistics, and financial obligations set-forth by implemented emergency plans and policies, as directed by the Core Incident Command.

Team members are to be kept in constant communication with the Emergency Command Center. General responsibilities of specific CERT members are listed herein:

604.01 **EMERGENCY DIRECTOR: President** (or designate)

a.) The President or designate is responsible for the overall direction of the College Emergency Response.
b.) Works with the Director of Safety and Security and others in assessing the emergency and preparing the College’s specific response;
c.) Declares and ends, when appropriate, the campus state of emergency as provided for in the introduction of this plan;
d.) Notifies and conducts liaison activities with the College administration, governmental agencies, CERT and others as necessary.

604.02 **EMERGENCY COORDINATOR: Director of Safety & Security**

a.) The Coordinator is responsible for the overall implementation of the College Emergency Response and EOP;
b.) Determines the type and magnitude of the emergency and establishes the appropriate emergency command center;
c.) Initiates immediate contact with the President and College Administration, begins assessment of the College's condition;
d.) Notifies and utilizes police, security personnel, maintenance personnel, and if necessary, College Staff in order to maintain safety and order;
e.) Notifies the members of CERT and others as appropriate, advises them of the nature of the emergency.
f.) Notifies and conducts liaison activities with appropriate outside organizations such as fire, police, Emergency Management etc.;
g.) Insures that appropriate notification is made to off-campus staff and students when necessary;
h.) Performs and directs other related duties as may be directed by virtue of the campus emergency;
i.) In conjunction with the Treasurer, prepares and submits a report to the President appraising the final outcome of the emergency.
604.03 **DAMAGE CONTROL OFFICER: Director of Facilities Management**

a.) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection;
b.) Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the CERT for emergency use;
c.) Obtains the assistance of utility companies as required for emergency operations;
d.) Furnishes emergency power and lighting systems as required;
e.) Surveys habitable space and relocates essential services and functions;
f.) Provides for storage of vital records at an alternate site: coordinates with the building and area coordinators for liaison and necessary support.

604.04 **CAMPUS SAFETY & SECURITY AND COMMUNICATIONS:**

**On duty Officer & On duty Dispatchers**

a.) Maintains the Safety & Security Office in a state of constant readiness;
b.) Notifies College administrators of major emergencies;
c.) Monitors campus warning and evacuation systems;
d.) Takes immediate and appropriate action to protect life, property and to safeguard records, as necessary;
e.) Obtains assistance from the borough, county and federal government for radiological monitoring and necessary first aid;
f.) Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed;
g.) Provides and equips an alternate site for the Emergency Command Center;
h.) Maintains liaison with both on & off-campus agencies for telecommunications support as necessary;
i.) Maintains complete functions in the Safety & Security Office in conjunction with the Emergency Command Center;
j.) May be required to maintain operation of the Emergency Command Center.

604.05 **PUBLIC INFORMATION OFFICER: Associate Vice President for Public Relations**

a.) Establishes liaison with the news media for dissemination of information as requested by the President;
b.) Arranges for photographic and audio-visual services;
c.) Advises the President or designate of all news concerning the extent of disaster affecting the campus;
d.) Prepares news releases for approval and releases to media concerning the emergency;
e.) Coordinates as necessary all press conferences, and advises the President and Director of Safety & Security prior to these press conferences.

604.06 **V.P. for Finance & Administration:**

a.) Track all expenses related to the emergency;
b.) Provide financial support (if needed) for emergency resources;
c.) Provide and coordinate auxiliary services support.
604.07 **Personnel Officer: Director of Human Resources**

a.) Coordinate and track personnel/overtime expenses during the emergency;
b.) Approve additional personnel (if needed) for the emergency;
c.) Coordinate insurance issues.

604.08 **Dean of the College:**

a.) Coordinate student evacuation and/or re-location;
b.) Maintain accurate records of all student evacuees; to include locations where evacuees have been relocated, (ie, mass care centers, home, other designated locations);
c.) Maintain documentation accounting for entire student population during and immediately following the emergency;
d.) Maintain accurate medical records of students treated and disposition of each case;
e.) Coordinate insurance information with Director of Human Resources.

604.09 **Provost:**

a.) Coordinate faculty evacuation and/or re-location;
b.) Designate alternate locations for continuation of academic process;
c.) Maintain accurate medical records of faculty treated and disposition of each case;
d.) Coordinate insurance information with Director of Human Resources;
e.) Assign faculty representatives as building coordinators and alternates for academic buildings under their control.

605.00 **RESPONSIBILITIES**

605.01 **PRESIDENT**

The College president or designated alternate as Campus Emergency Director, is responsible for the overall direction of the campus emergency operations as outlined in the CERT section of this EOP.

605.02 **ADMINISTRATORS, DEAN and DEPARTMENT HEADS**

Every administrator, dean or department head may appoint a specific person as Building/Facility Coordinator for every activity under their control and has the following general responsibilities prior to and during any emergency:

1.) **Emergency Preparedness**

a.) Building evaluation information shall be distributed to all employees with follow-up discussions, on-the-job or explanation as required at a staff meeting during the year.
b.) Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact the Department of Safety and Security for assistance. This training should be conducted on a regular basis.
2.) **Emergency Situations**
   a.) Inform all employees under their direction of the emergency condition.
   b.) Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
   c.) Maintain emergency telephone communications with officials involved with emergency from their own activity (or from an alternate site if necessary).

3.) **Organize and operate a system for transporting stranded residents.**

**605.03 FACULTY and SUPERVISORS**

Each faculty and staff supervisor has the responsibility to:

1.) Educate their students and/or employees concerning College emergency procedures for their building and/or activity.

2.) Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this EOP.

3.) Report all safety hazards to the Department of Safety and Security. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Department of facilities Management.

4.) **IMPORTANT:** Inform all students, staff and faculty to confirm building evacuation guidelines prior to an emergency and to report to a designated campus assembly area outside the building where a head count can be taken.

**605.04 DEPARTMENT of SAFETY and SECURITY:**

**Communications Dispatcher**

The Department of Safety and Security is the focal point for two-way transmission of official emergency telecommunications to College administrators. Each College administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction.

The Dispatcher shall notify the Telecommunications Manager for set-up of the multi-line phone system in the CUB.

The telephone is the primary means of emergency notification at Gettysburg College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of this campus.

**Security Officer On Duty**

The officer on duty will notify the Director of Safety & Security of any campus emergency as
necessary and will initiate the notification system to assist the College dispatcher.

**IMPORTANT:** During an emergency, campus phones **must be restricted** to College official notification only. In the absence of telephone services, the Department of Safety and Security may provide runners for emergency notification (contingent on personnel availability).

605.05 **Facilities Services**

Evaluate, and survey campus buildings, facilities or activities in order to determine the impact a fire or earthquake could have on a facility.

Skilled workers are available from the Facilities Management Department at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

1.) **UTILITIES:** Repairs to water, gas and electric systems.

2.) **STRUCTURES:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.

3.) **EQUIPMENT:** Portable pumps, floodlights etc.

4.) Emergency procurement of materials and services can be arranged in direct support of any contingency. (Should keep the Treasurer informed of expenditures).

**Transportation Officer**

In the event of a major emergency, he/she may be notified to make access to all transportation vehicles for emergency use by the CERT. Will be responsible for monitoring location of vehicles and maintaining their readiness in the event of a campus-wide evacuation. Organize and operate a system for transporting stranded persons (staff or students).

**IMPORTANT:** In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities: electricity and natural gas are of primary concern.

606.0 **OFF CAMPUS MUTUAL AID - DISASTER RESOURCES**

1.) Local law enforcement agencies: 911

2.) Local fire department and ambulance: 911

3.) Paramedic Units: 911

4.) Adams County Emergency Preparedness: 334-8603

5.) Gettysburg Hospital:
   - Emergency Room: 337-4357

6.) The American Red Cross: 334-1814
7.) Penn DOT: 334-3155
8.) POISON CONTROL Central Pa. Center: 531-6111
   Toll free: 1-800-521-6110
9.) Gettysburg Fire Department: 911
10.) Gettysburg Police Department: 911
11.) Pennsylvania State Police: 334-8111
12.) Pennsylvania Emergency Management: 783-8150
13.) National Weather Service: 532-8941
14.) Department of Environmental Resources: 787-1323
   Environmental Emergencies: 1-800-424-8802
15.) Life Lion Aeromedical: (helicopter) 1-800-225-4837

606.01 HOSPITALS

1.) Gettysburg Hospital:(emergency room) 337-4357
2.) Carlisle Hospital:(emergency dept.) 245-5500
3.) Carroll County General Hospital: 301-848-3000
4.) Chambersburg Hospital:(emergency room) 267-7146
5.) Hanover Hospital:(emergency dept.) 633-2000
   (Psychiatric center): 633-2169
6.) Polyclinic: 782-4141
7.) University Medical Center:[Hershey] 531-8521
8.) York Hospital: 771-2345

607.01 REPORTING EMERGENCIES

1.) IN AN EMERGENCY CONTACT SAFETY & SECURITY -Dial:ext.6911
2.) If you CANNOT REACH Safety & Security -Dial:911
3.) When calling, stay calm and carefully explain the problem and location to the dispatcher.
4.) DO NOT HANG UP UNTIL TOLD TO DO SO.

A Safety and Security communications officer will answer the Campus Emergency Number 6911, and will be prepared to dispatch Department of Safety and Security officers and appropriate emergency response units (Fire/Rescue or Ambulance) to any location on campus.

In order to assist the communications officer in processing the call quickly and efficiently, please be prepared to give the following information:
1. What you see, hear, or found.
2. Exact location of the incident.
3. The phone number of the phone you are using.
4. Details of the situation.
5. Your name and address.
6. Stay on the line until you are told to hang-up.

**KEEP CALM.....KEEP OTHERS CALM!**

608.00 **EMERGENCY (ALL CAMPUS) EVACUATION PLAN**

1.) **OBJECTIVE:** This plan describes procedures to be followed in the event of an Emergency ALL-CAMPUS Evacuation. It provides for prompt, orderly and CONTROLLED EVACUATION from campus under emergency conditions. Essentially, this plan makes provisions for three evacuation situations:

   - Plan A. Normal Business Hours-w/Classes IN Session.
   - Plan B. After Hours when Classes are NOT in Session.
   - Plan C. Summer Conference Session.

2.) **BASIS for ACTION:** The need to implement evacuation from the campus shall be based upon information received or furnished to Gettysburg College. The information may be in the form of instructions or advice from the Adams County Emergency Management Agency, the Governor's Office or other official agency.

3.) **EXERCISE of JUDGEMENT and CONTINGENCIES:** The actions described are basically standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in this plan, responsible personnel will be expected to exercise good judgment, make appropriate decisions and provide any support necessitated by the situation.

4.) **NOTIFICATION:** The recipient of a notification to evacuate the geographical area shall immediately relay that information to the President-Emergency Director and to the Director of Safety & Security-Emergency Coordinator.

If the President and Director of Safety & Security are not available at the time of receipt of the alert, the alert shall be relayed to the Department of Safety and Security. The on-duty shift supervisor or senior officer shall take charge of the situation until relieved.

The President/Emergency Director makes the decision, and provides a brief statement to the Associate Vice President for Public Relations for distribution stating the reason for the evacuation.

5.) **The DEPARTMENT of SAFETY and SECURITY:** will then stand by for orders to implement the plan. Establish Emergency Command Center (Safety & Security Office-or-alternate site).

6.) **Dispatcher:** Shall implement the emergency notification procedure as instructed by the
Director of Safety and Security.

**608.01 GENERAL INFORMATION**

**Dispatcher:**

1.) Completes Emergency Notifications List.
2.) Notifies all off duty Safety & Security Officers to report to duty as soon as possible.
3.) Notifies all full-time Dispatchers to report to duty as soon as possible.
4.) Notifies Facilities Services person (if not on duty) to begin “shut down” procedures -
   Established by the Director of Facilities Services
5.) First arriving off-duty Dispatcher: shall assume the duties as the telephone operator
   (if none on-duty). This will relieve the primary dispatcher to handle radio traffic from
   the command center. The dispatcher will answer the telephones and direct emergency calls
   to proper locations and will disconnect all non-emergency calls.

**Safety & Security Operations Officer:**

1.) Senior On-Duty Supervisor or Officer responds to incident site and begins to set up Command
   Center.
2.) As Off-duty Officers arrive; begin traffic control and then physically check residence halls for
   evacuation. {maintain list of those buildings evacuated and secured}
3.) When ALL campus buildings are cleared (except command center) they should be re-checked,
   secured and reported as "Cleared & Secured" to the dispatch center who will maintain a list for
   the command center.
4.) When the campus has been completely evacuated, establish a patrol system that will insure the
   safety of personnel and real property on campus. This patrol shall be maintained until the
   Department of Safety & Security is ordered to evacuate the campus.
6.) Report to Command Center and await further instructions.

**Physical Facilities**

1.) On-duty or First arriving person should insure that all campus facilities are in "shut down" status.

**608.02 PLAN - A**

Normal Business Hours w/Classes IN Session.

**If an evacuation occurs during the workday:**

1.) Administrators, Faculty and Supervisors are responsible for informing their employees of the 
   evacuation. Except for those employees listed in this EOP, all others will be released at the 
   discretion of their immediate supervisor. An all campus voice-mail will also be made to address 
   the situation.
2.) All persons (students and staff) are to immediately vacate the site in question and to relocate to another part of the campus as directed and await further instructions.

3.) When the evacuation is complete, all remaining personnel must be directed to leave the campus.

**Evacuation Process:**

**Students in Class:** Upon notification: INSTRUCTORS should:

1.) Take Roll Immediately.
2.) Inform students of the evacuation.
3.) Evacuation IN-CLASS Announcement - (should be posted in each classroom)
4.) Take completed roll to command center.

**STUDENTS in RESIDENCE HALLS:** College Life Staff and Security Officers (as available) will notify students in the residence halls, POST NOTICES, and notify the College dispatch center as they proceed.

**FRATERNITIES:** Greek Life staff and Maintenance personnel as available with radio communications will notify the fraternities, POST NOTICES, and notify the College dispatch center as they proceed.

**EMPLOYEES:** Administrators are responsible for notification of their staff of the evacuation. Employees are to be released at the discretion of the administrator. In the absence of an administrator, the supervisor or senior employee will assume the responsibility.

**OFF CAMPUS STUDENTS:** (Located w/in the Gettysburg Community) Shall be notified following on campus notifications. College Life office staff should attempt telephone notification and document those contacted. Personal contact will be made as directed by the Dean of the College’s Office.

**RELOCATION:** WILL BE DETERMINED BASED ON THE MAGNITUDE AND URGENCY OF THE INCIDENT.

608.02.01 **EVACUATION ANNOUNCEMENTS:**

The following announcement is to be read by INSTRUCTORS to their class: (Announcements should be posted in each classroom)

It has been determined that an evacuation of Gettysburg College is necessary at this time.

After gathering a minimum of personal belongings, proceed to the Sports Complex.

Further information, transportation evacuation route information and other instructions will be made available from administrative personnel at that time.

READ THIS ANNOUNCEMENT AGAIN Remind the students to remain calm and proceed carefully but quickly!
EVACUATION POSTER INFORMATION:

The following information should be placed on posters for distribution in the event of an All Campus Evacuation.

IT HAS BEEN DETERMINED THAT IT IS NECESSARY TO EVACUATE THE CAMPUS OF GETTYSBURG COLLEGE IMMEDIATELY!

TAKE ONLY MINIMUM PERSONAL BELONGINGS, AND REPORT TO THE SPORTS COMPLEX.

FURTHER INFORMATION, TRANSPORTATION, EVACUATION ROUTE INFORMATION AND OTHER INSTRUCTIONS WILL BE MADE AVAILABLE FROM ADMINISTRATIVE PERSONNEL AT THAT TIME.

PLEASE REMAIN CALM, BUT MOVE CAREFULLY AND QUICKLY!

PLAN - B
AFTER HOURS WHEN CLASSES ARE NOT IN SESSION

1.) Evacuation of all or part of the campus grounds will be announced by the Safety & Security Department.

2.) An all-campus bulletin by voice-mail will be initiated at this time, to assist in alerting the campus community.

3.) As designated emergency personnel (C.E.R.T. and other administrators as deemed necessary) arrive they should check in at the Command Center for assignments.

4.) All persons (students and staff) are to immediately vacate the site in question and relocate to another part of campus and await further instructions.

5.) When the evacuation is complete, all remaining personnel must be directed to leave the Campus.
EVACUATION PROCESS:

**STUDENTS IN RESIDENCE HALLS:** will be notified by College Life Staff (RC's & RA's etc.) and Safety & Security Officers shall assist upon arrival. The Dispatch Center shall be notified as residence halls are evacuated and secured.

**STUDENTS IN ACADEMIC BUILDINGS:** Safety and Security Officers and administrative personnel will notify (Library, computer center etc.) as they arrive.

**FRATERNITIES:** As Greek life and business office personnel arrive they should begin evacuation of the fraternities. Safety & Security Officers will assist as available.

**OFF CAMPUS HOUSING STUDENTS:** shall be notified following on campus notifications. This effort shall be coordinated by the Command Center. As individuals free up from present assignments they will be directed to off campus housing units, as identified by College Life personnel.

**RELOCATION:** WILL BE DETERMINED, BASED ON THE MAGNITUDE AND URGENCY OF THE SITUATION.

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608.04

**PLAN - C**

**SUMMER CONFERENCE SESSIONS**

1.) Evacuation of all or part of the campus grounds will be announced by the Safety & Security Department.

2.) An all-campus bulletin by voice-mail will be accomplished to assist in alerting the entire campus community.

3.) If an evacuation occurs during a time when there is a summer conference group on campus the Conference Staff and Group/Conference Leaders will be responsible for informing their groups of the evacuation order. Safety & Security Officers will assist as available.

4.) All persons (staff and conference attendees) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed and await further directions.

5.) Campus Evacuations Posters should be distributed during the actual evacuation process.

6.) As with many conference groups, transportation may pose a considerable problem; therefore, all conference persons will assemble in the Sports Complex (unless otherwise directed).

7.) Additional information can be obtained from Conference Staff or Safety & Security Officers at that time. Information should include, but not be limited to, transportation information and evacuation route information.

8.) When the evacuation is complete, all remaining personnel must be directed to leave the Campus.
EVACUATION PROCESS

CONFERENCE ATTENDEES: will be notified by conference staff employees, who should begin with the conference group leaders who should assist with the evacuation. Safety & Security Officers will assist as available.

RELOCATION: WILL BE DETERMINED, BASED ON THE MAGNITUDE AND URGENCY OF THE SITUATION.

An emergency notification list should be submitted and updated annually at the beginning of the conference season.

608.05 Evacuation Form

This form will be completed when the below information is available, and then will be posted and distributed in the Sports Complex information area.

Evacuation Information

1.) Where to go for safety:

2.) Routes to be taken [directions]:

3.) For further information: {radio station etc}:

4.) Remember: When you arrive at your destination, inform your parents of your location and phone number.

608.06 BUILDING EVACUATION

1.) All building evacuations will occur when an alarm sounds and/or upon notification by Safety & Security or the Resident Advisor or Coordinator.

2.) When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same.

3.) Assist the Physically Challenged in exiting the building! DO NOT PANIC! Remember that elevators are reserved for physically challenged persons. DO NOT USE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.

4.) Once outside proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly point.

5.) DO NOT return to an evacuated building unless told to do so by a College Official.
IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. Your most senior RC/RA will take attendance and assist in accounting for all the building occupants.

609.00 BOMB THREAT POLICY: The primary goal of this bomb threat procedure is to minimize injury to people, damage to the facility, and avoid disrupting normal schedules. The purpose of this policy is to establish procedures for handling bomb threats and actual bomb emergencies.

609.01 INTRODUCTION

1. Persons performing functions on-campus who are likely to receive information of a bomb threat should familiarize themselves with the enclosed procedure so they may carry them out safely and expeditiously.

2. Bomb threats are usually received by telephone. The enclosed bomb threat procedures are to be initiated and carried out until modified or canceled by the responsible College Authority.

3. These procedures and instructions are intended to accomplish the following:
   A. Accurate receiving of the Bomb Threat Information.
   B. Alert all persons in the threatened area to evacuate.
   C. Relaying pertinent information to proper authorities.
   D. The on-site Department of Safety and Security senior officer is the designated person in charge of the incident until relieved by an authorized supervisor or authorized administrator.

4. All bomb threats should be taken seriously and any employee receiving a telephone bomb threat should attempt to remember all details of the conversation. Employees should never take safety for granted.

ALL BOMB THREATS ARE TO BE CONSIDERED REAL AND BONAFIDE!

609.02 PROCEDURES:

A. COMMUNICATIONS:
The duties and responsibilities of the Communications Officer/Dispatcher receiving a bomb/bomb threat call include:

1. Obtain as much information as possible.
   a. When is the bomb going to explode?
   b. Where is the bomb right now?
   c. What does the bomb look like?
   d. What kind of bomb is it?
   e. What will cause the bomb to explode?
f. Did you place the bomb?
g. Why?

Keep talking to the caller as long as possible and record the following:

a. Time of the call.
b. Age and gender of caller.
c. Speech pattern, accent, etc.
d. Emotional state of the caller.
e. Background noise.
f. Any other characteristics of the caller that you noted.

2. If the caller is a Second Party caller. (They received the threat and are forwarding
the information to the dispatch center),
   a. What is your name?
   b. Where are you calling from?
   c. Have you left the threat area? (If not do so and call from a different area)
   d. Has the threat site been evacuated?
   e. Where are you located now? Instruct them to wait and meet the responding
   officer.

3. Notify and dispatch the on-duty Security Supervisor or Officer to the scene.

4. Notify and dispatch the Director of Safety and Security to the scene.

5. Notify the selected Gettysburg College Administrators:
   a. President @ 6010
   b. Dean of the College (if a residence hall is involved) @ 6921.
   c. Public Relations @ 6800.
   d. Vice President for Finance & Administration @ 6200.
   e. Provost @ 6820

D. SECURITY OFFICER:

The duties and responsibilities of the Security Officer(s) receiving a bomb threat call
include:

1. Immediately respond to the scene.

2. Radios shall be turned off.

3. Upon arrival at the scene the on-duty Security Officer shall assume command of
the scene until relieved by a senior officer/official.

E. OFFICER IN CHARGE (OIC)

Duties and responsibilities of the OIC include:

1. Immediately respond to the scene.

2. Radios shall be turned off.
3. Assess the situation and call additional officers if necessary.

4. Determine what (if any) outside agencies shall be called: FBI, police, fire, rescue, and/or the explosive ordinance disposal team.

5. If an explosive devise is found: have the dispatcher contact the explosive ordinance disposal team:
   56th Ordinance Detachment—Fort Indiantown Gap: 717-861-2811
   or
   53rd Ordinance Detachment—Fort Dix, NJ: 609-562-5940 or 3542

6. Interview the person who received the original call. All details, such as caller's voice mannerisms, background noises and the time shall be gathered. The time the call was received is most important since a watch or clock that restricts the “bomber” to a 12-hour period or less activates most bombs. Play back tape recording of the bomb call, if one was made.

7. Establish a security perimeter around the scene.

8. Coordinate activities with outside agencies that have been called.

F. EVACUATION

1. Physically and verbally evacuate the building and any adjacent buildings that are within 500 feet of the effected building.

2. Be sure all individuals are evacuated beyond 500 feet of the building.

3. During the evacuation procedure, pay attention to any type of unusual objects or anything that looks out of the ordinary.

4. If there is a search team in the building and you have a detonation time, be clear of the building one half hour before that time and do not reenter the building until one hour after detonation time.

5. Typically, Department of Safety and Security Officers and local law enforcement personnel will conduct a detailed bomb search of the affected building and/or site. College staff members are requested to make a cursory inspection of their area for suspicious objects and to report the location to Safety and Security. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.

G. SEARCHING THE PREMISES:

1. When the decision to search a building has been made, the Security Director will designate search teams as needed.
2. Officers shall coordinate the search to avoid repetition. Care should be exercised however, to impress upon the searchers the importance of not disturbing any suspected bombs that may be located. A floor plan of the building should be obtained and be available for immediate reference.

3. All areas open to the public shall be given special attention; restrooms, trash receptacles, stairwells, elevator shafts, closets, storage areas, etc.

4. Nothing should be done to change the environment of the area searched, such as turning light switches on or off, moving furniture or other items. Leave everything intact until the areas have been thoroughly searched.

5. If the search reveals an unusual device or a bomb, officers shall not attempt to disarm or move it in any manner. The explosive may contain an anti-disturbance device and should be approached only by explosives experts. The main concern is to safeguard lives by isolating the area. If a suspected bomb is found, contact the explosives ordinance disposal team.

6. If the search reveals nothing, NEVER say that everything is all clear. Let the college administrators make the decision concerning the re-occupation of a building or area.

H. COMMUNICATIONS:

Due to the danger of possible bomb detonation from radio transmissions, all radios at the scene will be turned off (unless otherwise instructed). All communications will be through the use of the telephone or some other alternate method.

I. ON-SITE [If a devise is located:]

1. Evacuate the area immediately; maximize the distance between the site of the suspected device and the civilians. Civilian areas should be at least 500 feet away to prevent injuries due to the explosions and its effects, including harmful toxic vapors. When possible, the evacuation route should be a safe distance from glass windows and doors and other materials that shatter easily.

2. **Never** attempt to move, disarm, or otherwise tamper with an explosive or incendiary device unless you have been trained to handle these dangerous items. Spend as little time as possible in the vicinity of the device. Any imprudent action may unexpectedly detonates, ignite or activate a device.

3. Vent by opening doors, windows, and other structural areas such as roof vents, skylights and hatch covers. Less confinement = Less damage.

4. Be aware that more than one bomb or incendiary device may be present and that safety hazards for emergency responders exist.

5. Call in trained professionals to conduct the search or to provide guidance.
J. SCENE PROTECTION/EVIDENCE COLLECTION

If an explosive devise has been detonated, the scene will remain protected until an outside agency arrives to begin the scene processing.

K. AFTER-ACTIONS REPORT

Incident reports will be completed on each bomb threat emergency. Additionally, an after-actions report will be completed relating all facts of the incident and recommendations, if appropriate.

609.03 GENERAL INSTRUCTIONS

1.) If you observe a suspicious object or potential bomb on campus DO NOT HANDLE THE OBJECT! Clear the area and immediately notify Safety & Security - Dial:6911.

2.) RECEIVING a Bomb Threat:

a.) Obtain as much information about the call and the caller as possible.

b.) If YOUR building is the OBJECT OF THE THREAT, alert all persons in the threatened area to evacuate the building. Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to Safety & Security Personnel. DO NOT TOUCH THE OBJECT! Evacuate to a safe location, notify the College Dispatch Center of your location and phone number and await further instructions.

3.) REPORTING A Bomb Threat:

a.) Notify the College Dispatch Center-ext.6911.**
   **-If the threat is for your building, make the notification from a phone in a different building.

b.) If you receive a call for a threat to another building/area, inform the College Dispatch Center and the Dispatcher will send a Safety & Security Officer to handle the evacuation.

d.) Make yourself available to responding authorities in the event they need additional information. You may want to go to the Safety & Security Building to wait.

d.) Use the Bomb Threat Report Form (whenever possible) to record as much information about the call as possible.

4.) WHAT NOT TO DO!

   a.) Do NOT panic!
   b.) Do NOT go looking for the bomb! DO EVACUATE THE AREA!
   c.) Do NOT give any information about the bomb threat to anyone except authorized College Personnel.
d.) Do **NOT** give any statement to the media. Press releases will be coordinated from the College Public Relations Department.

The Safety & Security Officer on the scene is the College Official in charge at the scene and all communications should go through him/her.

609.04 **BOMB THREAT REPORT FORM**

Instructions: BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT THE CALLER.
**IF POSSIBLE: NOTIFY THE COLLEGE DISPATCH CENTER** while the caller is on the line.

Date:_______________ Time started_______________ Time Hung

Exact words of person placing the call:_______________________________________________
______________________________________________________________________________
______________________________________________________________________________

QUESTIONS TO ASK?
1. When is the bomb going to explode?_______________________________________________
2. Where is the bomb right now?____________________________________________________
3. What kind of bomb is it?________________________________________________________
4. What does it look like?_________________________________________________________
5. Why did you place the bomb?____________________________________________________

Try to determine the following: [circle as appropriate]

Caller's Identity: Male Female Adult Juvenile Age___yrs.

Voice: Loud Soft High Pitch Deep Raspy Pleasant Quiet
Intoxicated Other:_______________________________________________

Accent: Local Not Local Foreign Region/Nationality

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp
Other:_______________________________________________

Language: Excellent Good Fair Poor Foul Other:____________________

Manner: Calm Angry Rational Irrational Coherent Laughing Incoherent
Deliberate Emotional Righteous Intoxicated

Background noises: Office Machines Factory Machines Bedlam Music Trains
Animals Quiet Voices Mixed Street Traffic Airplanes
Party Laughing in Background

Action to take after the Caller hangs up: Notify your supervisor, and the College Dispatch Center. TALK TO NO ONE other than instructed by Safety & Security.

Receiving Telephone Number ______________________ Person Receiving the Threat
610.00 CIVIL DISTURBANCE OR DEMONSTRATIONS:

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as result of the demonstration:

1.) INTERFERENCE with the normal operation of the College.

2.) PREVENTION of access to offices, buildings or other College facilities.

3.) THREAT of physical harm to persons or damage to College facilities.

If any of these conditions exist, the Safety & Security Department should be notified and will be responsible for contacting and informing the President and the Deans. Depending on the nature of the demonstrations, the appropriate procedures listed below should be followed:

A. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

1.) Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked, efforts should be made to conduct College business as normal as possible.

2.) If demonstrators are asked to leave but refuse to leave by regular facility closing time:
   a.] Arrangements will be made by the Director of Safety & Security to monitor the situation during non-business hours or determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

B. NON VIOLENT, DISRUPTIVE DEMONSTRATIONS

1.) In the event that a demonstration blocks accesses to College facilities or interferes with the operation of the College:
   a.] Demonstrators will be asked to terminate the disruptive activity by the DEAN OF THE COLLEGE or designate.
   b.] The Dean of the College will consider having a photographer available to document the incident and participants.
      or
   c.] Key College personnel and student leaders will be asked by the Dean of the College to go to the area and persuade the demonstration to cease and desist.
   d.] The Dean of the College or designate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
   e.] If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion or possible intervention by civil authorities. {Except in extreme emergencies, the President, Dean of the College and Director of Safety & Security will be consulted before such actions are taken}.
   f.] Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
   g.] After consultation with the President by the Director of Safety & Security and the Dean of the College, the need for an injunction and intervention by civil authorities will be determined.
h. If determination is made to seek the intervention of civil authorities, the demonstrators should be informed. Upon the arrival of the Police Department, the remaining demonstrators will be warned of the intention to arrest.

C. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President, Dean of the College and Director of Safety & Security will be notified:

PLAN - A - During Normal Business Hours

a.) In coordination with the Dean of the College, Safety & Security will notify the President's Office.

b.) If advisable and safe, the Dean of the College will alert the President and Public Relations who will then call a photographer to report to an advantageous location for photographing the demonstrators.

Or

c.) The President, in conjunction with the Dean of the College and Director of Safety & Security, will determine the possible need for an injunction.

d.) Safety & Security will provide an Officer with radio communications between the College and the Gettysburg Borough and Pennsylvania State Police as needed.

VIOLENT, DISRUPTIVE DEMONSTRATIONS

PLAN - B - After Business Hours:

a.) Safety & Security/College Dispatch Center should be immediately notified of the disturbance.
b.) The Officer on duty will investigate, report and notify the Director of Safety & Security and the Dean of the College.
c.) The Dean of the College will:
   1.) Report the circumstance to the President.
   2.) Notify key administrators.
   3.) If appropriate notify the administrator for the building or area involved.
   4.) Notify the College Public Relations Officer.
   5.) Arrange for a photographer.
   6.) After consultation with the President, Director of Safety and Security, and the Public Relations office, a determination will be made to notify the Gettysburg Borough and Pennsylvania State Police. If so the following should occur:

   1.) The responding agencies should come to the established College Command Center.
   2.) A Plan-Of-Action should be discussed with the OIC of responding agencies.

** NOTE: The Director of Safety & Security reserves the right to call police assistance without counsel from others if it is deemed to be of paramount importance to the safety of the persons involved.

610.01 Attachment "A"
DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self --First)

This assembly and the conduct of each participant is seriously disrupting the operations of Gettysburg College and is in clear violation of the rule of the College. You have previously been called upon to disperse and terminate this demonstration.

{You have been given the opportunity to discuss your grievance in the manner appropriate to the College}. {In no event will the administration of this College accede to demands backed by force}. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will under the authority of the College[*], take whatever measures are necessary to restore order, including calling for Police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

[*]-or Designated Authority.

610.02 ATTACHMENT "B"

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

(Identify Self --First)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of Gettysburg College, each of you is hereby suspended, subject to later review.

The Police agencies will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

611.00 PROCEDURES FOR RESPONDING TO A CAMPUS RELATED DEATH

Introduction

Purpose: To clarify and establish by College policies and procedures for responding to a campus related death or serious injury.

The role of everyone involved is to be as helpful to the family of the deceased as possible. Even if there is a chance that the institution could be held liable due to the nature of the death, be as consoling and helpful as possible. Just be careful not to offer comments, which might indicate the event is our fault. The family may be very angry (how could you let this happen?) and hard to deal with, but remember the surprise and stress they are under and try to be as accommodating as possible.
Resources. A member of the designated division may be responsible for notification of the immediate family.

**Procedures**

Immediately upon knowledge of a campus death, the following chain of notification shall be activated:

**Campus Related Death Chain of Notification**

1. Get the Facts: (refer to Death Information Form)
   
   a. What has happened?
   b. To Whom?
   c. Where? How? (if known)
   d. Are there any other participants? If Yes: Extent of Injuries.
   e. Are there any witnesses? Identify them.
   f. Has positive identification been made? How? By Whom?
   g. Obtain Next of Kin information – (Name, Address, Telephone) Make available for College Life – who will handle notification
   h. Obtain all incident related information.

>>> The name of the deceased (especially student) should be verified to make sure the correct identification of the deceased is in hand. (Due to common practice of students carrying false ID’s and common first and last names) this step is of utmost importance.

**611.02 On-Campus Death**
a. DO NOT enter scene – SECURE AREA  
b. Establish perimeter – DO NOT permit entry until the Police and Coroner arrive.  
c. Secure scene for Police and Coroner. *DO NOT MOVE ANYTHING  
d. Assign one primary contact person in the department for the duration.  

611.03 Off-Campus Death  

a. Identify and establish contact with appropriate law enforcement agency.  
b. Obtain any information possible.  

611.04 Incident Information  

a. All information should be compiled and given to the designated department contact person, who shall be prepared to share information/investigation with:  
   - Director of Safety and Security  
   - College Senior Administrators with a need to know.  
   - Family THROUGH Designated Division Representative.  
   - Media THROUGH Public Relations.  
   - Insurance Investigators THROUGH Office of Finance and Administration.  

611.05 Gettysburg Hospital  

a. College Security (open 24 hours) is identified as initial College contact for the Hospital.  
b. The Hospital will normally make next of kin notifications.  
c. The Hospital will hold the deceased until funeral arrangements are made.  
d. The Hospital DOES NOT decide on a funeral home.  

611.06 After Actions Report  

a. An after actions report shall be completed by ALL involved personnel.  
b. These reports shall be compiled and maintained on file under the advisement of the College Attorney.  

General Information  

1. Responsibility. Overall responsibility for coordinating the College’s efforts to respond to a campus death rests with the designated division contact, who may delegate duties to other College personnel.  

a. The Dean of the College shall be the primary College contact in the event of a student death, whether on campus or off campus. [Provost-Faculty, Dir.H.R.-Staff]  
b. All inquiries relating to the death shall be referred to the Office of Public Relations which will consult with College Security or local police to determine standard information to be released.  
c. Questions regarding liability or other legal concerns shall be referred to the appropriate College officials who shall consult with College Legal Counsel for advice.  

611.07 On-Campus Death of Student
In the event of a student death on Campus, College Security shall be notified immediately.

a. College Security shall notify the Director of Safety & Security. The Director will notify the President, Dean of the College, Vice President for Finance and Administration, and Public Relations. Other notifications will follow designated chain (see above).
b. College Security will conduct an investigation and contact local authorities as deemed necessary; ie. Coroner, police, etc.
c. The designated division contact shall be responsible for notification of next of kin following consultation with the President and Director of Safety & Security.
d. After parents have been notified, the Dean of the College contact will notify the Finance and Administration Office to alert them to pending changes in the student’s account; Admissions, (withdrawal form attached) due to their potential interaction with other students and applicants; and eventually Development, pending the parents’ request for a memorial fund.

611.08 Off-Campus Death of a Student

The Department of Safety and Security is identified to the Gettysburg Hospital as the first contact in the event of a death of a student. The Dispatcher will set into motion the procedures outlined above for notification of campus community and next of kin.

Administrative Procedures. Any action taken in the event of a student death should follow the guidelines noted above and hereafter.

a. Counseling. The Counseling Center staff will coordinate grief work efforts for students. If the death has occurred in a residence hall, counselors will make themselves available immediately to individuals or groups of students who might want to talk. Other counseling resources including net-workers and specialists in grief work from the local community may be invited to participate in counseling efforts. Insofar as possible, the schedules of Counseling Center staff should be cleared to facilitate walk-ins and to respond to staff and student concerns.

b. Memorial Services. The Dean of the College in consultation with the College Chaplain will coordinate plans for conducting memorial services as appropriate following consultation with parents, friends of the deceased, College officials, and Residence Life staff.

c. Media Inquiries. All press inquiries shall be referred to the Office of Public Relations for response.

d. Stop Routine Mailings Home. Initiate proper correspondence with the Office of Finance and Administration, Academic Advising Office, Accounting Office, and every possible office to prevent routine correspondence from going home. Use the special withdrawal form to help this.

e. Draft a Letter of Sympathy to the Family for the President. Send tuition, room and board refunds, etc., under separate cover from the Dean of the College at a later date (payable to parent), offer condolences, etc.
NOTES: In notification of the family – thoughts for the designated division contact person:

a. Call (if long distance) or personally deliver the information to the family. Consider calling a member of the family’s local clergy to assist the family’s reaction to the news. (Check the student’s permanent record file for the name of this person.)

b. **Speak clearly and concisely.** Rehearse and write out what you are going to say to the family. Identify yourself by name and title and get right to the point. After you are sure that basic information has been received, explain that a second call will be made within the hour to confirm the first call and discuss arrangements.

c. **Call the family a second time.** After approximately one hour, call to confirm earlier call and be ready to discuss:
   1.) the exact location of the deceased student;
   2.) anything known about the cause of death;
   3.) making the trip to campus (or alternative arrangements, if they come). Offer assistance in making travel or lodging arrangements, if desired.

d. **Manage the media through the Office of Public Relations.** Turn all details over to him/her. Just stay in consultation.

e. **Meet the family.** Even if the institution may be liable as a result of the nature of the death, meet relatives and assist them in whatever ways possible. Always stay within easy reach of the family.
This form must be completed to remove a deceased student from matriculation status. Copies will be sent to offices of Counseling, Registrar, Financial Services, Residence Life, Dining Services, Financial Aid, as well as the student’s academic dean and other appropriate officials.

1. Name (print):______________________________

2. Student ID #:____________________________________

3. Home Address:__________________________________________

4. Home Telephone:________________________________________

5. Date of last class attended:______________________________
   Month                          Day                          Year

6. Check all appropriate categories:
   ___-Full Time Student       ___-Special Student/Commuter
   ___-Room in Greek Housing   ___-Room in College Housing
   ___-Senior standing; possible posthumous degree

I authorize the Office of Financial Services to refund 100 percent of tuition and prorated housing and dining fees (based on item #5 above) paid this semester. Check should be made payable to:__________________________
and forwarded to the Dean of the College to be included with his/her letter to the next of kin.

Finance and Administration Office       College Life Office
Date_________________________                  Date:_________________________
1. During an earthquake, remain calm and quickly follow the steps outlined below.

2. **IF INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.

3. **IF OUTDOORS**: move quickly away from buildings, utility poles and other structures. **Caution**: Always avoid power or utility lines as they may be energized. Know your assembly points.

4. **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.

5. **AFTER** the initial shock, evaluate the situation and if emergency help is necessary, call the Department of Safety and Security Dispatch Center dial-(6911). Protect yourself at all times and be prepared for after-shocks.

6. Damaged facilities should be reported to the Department of Safety and Security Dispatch Center and the Department of Facilities Management. **NOTE**: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.

7. If an emergency exists, notify the Department of Safety and Security Dispatch Center. You must report the emergency by telephone--DO NOT ASSUME THE BUILDING ALARM HAS DONE SO, some buildings are not on the system.

8. **IF EVACUATION OF A BUILDING** has been determined, the building evacuation alarm will be sounded, walk to the nearest marked exit and ask others to do the same.

9. **ASSIST** the Physically Challenged in exiting the building. **DO NOT USE THE ELEVATORS. DO NOT PANIC.**

10. Once outside, move to a clear area **at least 500 feet** away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College Official.

12. If requested, assist Emergency crews as necessary.

13. **A CAMPUS EMERGENCY COMMAND CENTER** may be set up near the emergency site. Keep clear of the Command Center unless you have official business.

14. Official announcements will be made as information is available. The College Public Relations Department will make these announcements.

**IMPORTANT**: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The Senior Building Emergency Coordinator will take attendance and assist in accounting for all building occupants.
1.) Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available through the Department of Safety and Security at extension 6912.

2.) If a minor fire appears controllable, IMMEDIATELY contact the Department of Safety and Security at extension 6911. Then, if trained, promptly direct the charge of the fire extinguisher toward the base of the flame.

3.) If an emergency exists, activate the building alarm (fire alarm).

4.) In the case of large fires that do not appear controllable, IMMEDIATELY notify the Department of Safety and Security at 6911. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen available to it. DO NOT LOCK DOORS.

5.) When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

6.) In the event of an EXPLOSION; immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.

7.) ASSIST the physically challenged in exiting the building! DO NOT USE THE ELEVATORS DURING A FIRE! REMEMBER: Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

8.) Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

9.) If requested, assist Emergency crews as necessary.

10.) A Campus Emergency Command Center may be set up near the emergency site. Keep clear of the Command Center unless you have official business.

11.) DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College Official.

**Note: IF YOU BECOME TRAPPED in a building during a fire and a window is available, place an article of clothing/or sheet 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. Place towels (wet if possible) under the door. Shout at regular intervals to alert emergency crews of your location (shout a room number if available: "HELP! I'm in Room 10"). DO NOT PANIC!

IMPORTANT: After an evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The Senior Emergency Coordinator will take attendance and assist in the accounting of all building occupants.
614.00 HAZARDOUS MATERIALS INCIDENTS (Chemical or Radiation Spill)

When a spill occurs, you and others should move well away from the area when determining the appropriate response. The appropriate response depends on whether the spill is a simple spill, which you can clean up yourself, or a complex spill, which requires outside assistance. For outside assistance contact the Department of Safety and Security at extension 6911.

A simple spill has three characteristics. It:

**Does not spread rapidly;**
Spills or toxic vapors are not spreading beyond the immediate area.

**Does not endanger people or property except by direct contact;**
A person has not been injured in the incident.
A fire is not present or an explosion has not occurred.
Flammable vapors and ignition sources are not present.
Toxic vapors or dusts, i.e., inhalation hazards, are not present.
The spilled chemical is not air, water, or otherwise highly reactive.
The spilled chemical is not a strong oxidizer.
The identity of the spilled chemical is known.

**Does not endanger the environment;**
There is no risk of the spilled chemical entering a sewer or contaminating soil.

**You can clean up a simple spill yourself if:**
You have been properly trained and are comfortable doing it;
Spill cleanup equipment is available;
Personal protective equipment is available, and you have been trained to use it;
You can complete the cleanup in a normal workday.

After cleaning up a simple spill, a brief write-up should be prepared to document what happened, why it happened, what was done, and what was learned. A copy of this documentation should be forwarded to the Director of Safety and Security.

If the spill does not meet all three characteristics of a simple spill, get assistance immediately and follow the below listed guidelines:

1. ] ANY spillage of a **Hazardous Chemical** or **Radioactive Material** MUST be reported IMMEDIATELY to the Department of Safety and Security at extension 6911.

2. ] When reporting, be specific about the nature of the involved materials and exact location. Safety and Security will contact the necessary specialized authorities and medical personnel.

3. ] The key person on site should evacuate the affected area (**get those exposed to fresh air a.s.a.p.**) at once and seal it off to prevent further contamination of other areas until the arrival of Safety & Security personnel.

4. ] Anyone who may be contaminated by the spill is to avoid contact with others (**confine contaminated employees**) as much as possible, remain in the vicinity and give their names to Safety & Security. Required first aid and cleanup by specialized authorities should be identified at once.
5. If an emergency condition exists, activate the building alarm. Do not assume the alarm was reported. You must report the emergency to the Department of Safety and Security by calling extension 6911.

6. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

7. ASSIST the physically challenged in exiting the building! DO NOT USE ELEVATORS IN CASE OF FIRE!

8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

9. If requested, assist Emergency crews as necessary.

10. A Campus Emergency Command Center may be set up near the emergency site/incident. Keep clear of the Command Post unless you have official business.

11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College Official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

614.01 HAZ-MAT INCIDENT OPERATIONS CHECK LIST/REGISTRY

1. Incident Type & Details:

2. Incident Location:

3. Incident Operations Started (Time):

4. Campus Emergency Command Center Location:

5. Support Command Center Location:

6. Area(s) Evacuated:

7. Number of People Evacuated:

8. Evacuees Sent To - List Landmarks:

9. Evacuees RELOCATED To:

10. Hospital(s) Utilized:

11. Other Details:

For Chemical Emergencies Call: CHEMTREC: * 800-424-9300 DAY or night

CHEMical TRANsportation Emergency Center, provides information and assistance to those in or
responding to a chemical or hazardous material emergencies.

615.00 MEDIA RELATIONS

A.} The College has two basic guidelines to observe in crisis situations when dealing with the MEDIA.

1.] Only authorized spokes-persons (Public Relations/PIO, President/Emergency Director, Director of Safety & Security/Emergency Coordinator) will meet or talk to the media.

2.] Only factual information is to be released; no speculation is to be offered.

OTHER GUIDELINES

3.] All executive and supervisory personnel are to be notified to report emergencies to the authorized spokes-person(s). They should also be reminded not to speak to outsiders, especially the media, on behalf of the College.

4.] The authorized spokes-persons are to be informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now and what help(if any) has been called for.

5.] The President, Associate Vice President of Public Relations, Director of Safety & Security and any other person involved shall confer and decide on the appropriate action.

For: President, Public Relations, and Director of Safety and Security

Suggestions for Press Release:

a.) Assign spokes-person(s) to interact with the media - calm and knowledgeable.

b.) Talk from notes, be factual, and if possible give a written statement.

c.) Talk in simple/lay terms. Be Direct(the media is very smart).

d.) Inform the news media when news/press conferences will be held or statements made and make them periodically.

e.) Provide the Safety and Security Dispatch Center with the same basic news in a written condensed version. BUT they do not make statements or give the information out to the public.

f.) YOU DO NOT HAVE TO ANSWER ALL QUESTIONS.

g.) Utilize the News Media to your own advantage.

h.) Consider statements such as: "We are taking precautions.." "It is in the best interest...", "In some cases..", "It is possible that...", and "It is believed...", etc.

i.) Provide training for a spoke person team.

616.00 MEDICAL EMERGENCY/First Aid

1.] If serious injury or illness occurs on campus immediately notify the Department of Safety and Security at extension 6911. Give YOUR name, describe the nature and severity of the medical problem and the campus location of the victim.

2.] In cases of minor injury or illness, provide first aid care if certified to do so. Use only sterile first aid materials.
3.] During normal business hours if possible and without causing further complications, you may first, contact the Health Center and then transport to that facility if recommended.

4.] In case of serious injury or illness, Certified Trained Personnel*##* should quickly perform the following steps:

**Note: BE SURE "HELP" HAS BEEN NOTIFIED AND IS RESPONDING.**

a.) Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.

b.) Ask the victim; "Are you ok?" and "What is wrong?"

c.) Check for breathing and give artificial respiration if necessary.

d.) Control serious bleeding by direct pressure on the wound.

e.) Continue to assist the victim until help arrives.

f.) Look for emergency medical I.D., question the victim (history of problem), question witness(es) and give all information to responding emergency personnel.

5.] Every building should have a person trained in first aid and CPR. Training is available through your local Red Cross and the Gettysburg College Department of Safety & Security (Dial 6912 or 6999).

*** Only CERTIFIED TRAINED PERSONNEL should provide first aid treatment.

617.00 **PSYCHOLOGICAL CRISIS**

A.) A psychological crisis exists when an individual is threatening harm to himself/herself or to others or is out of touch with reality due to severe drug reactions or a psychotic episode. Hallucinations or uncontrollable behavior may manifest a psychotic episode.

**If a psychological crisis occurs:**

1.] **Never** try to handle a situation you feel is dangerous on your own.

2.] Notify the Department of Safety and Security at extension 6911 of the situation. Clearly state that you need assistance; give your name, your location and the area involved.

617.01 **GUIDELINES FOR USE OF COUNSELING SERVICES STAFF**

**When in doubt, CALL** if only for consultation.

**A.) CALL** when any of the following conditions or situations exists:

1.] When it can be determined that the student in crisis is currently a client of the Counseling Services or a student at Gettysburg College.

2.] When the student in crisis requests psychological assistance.
3.] When medical, law enforcement, or Gettysburg College personnel deem that psychological support for the student in crisis would be helpful to the performance of medical, police or College procedures.

4.] When the student is engaging in homicidal or suicidal threats or gestures (but after dangerous weapons have been removed or medical assistance has been administered for any injury incurred).

5.] When it appears to the officer/person on the scene that the student in crisis is manifesting emotionally disordered behaviors (i.e., hearing voices, catatonic state) while in non-drugged or non-alcoholic conditions.

6.] When it is deemed that a student victim of sexual assault requires psychological, emotional, or social support.

**DO NOT CALL COUNSELING SERVICES:**

1.] When it can be determined that the person is not a Gettysburg College Student.

2.] When a student in crisis is so severely drugged or alcohol impaired that they CANNOT communicate effectively.

3.] When a student is uncontrollably violent.

4.] When another psychologically oriented agency (i.e., Crisis Intervention) has been previously contacted to intervene.

Of course, judgment will always play a role in these decisions, but we hope that the above guidelines will be useful in making such decisions.

618.00 SEVERE/EXTREME WEATHER CONDITIONS

**Weather Conditions:**

**WATCH:** indicates conditions are right for the storm to develop.

**WARNING:** indicates a storm has actually been detected by radar and contact is imminent.

618.01- Blizzards/Heavy Snows

Blizzards produce winds of 35 mph or more with temperatures below 20 degrees and dry blowing snow creating zero visibility.

Blizzards usually only last a couple of hours. If it is not absolutely necessary DO NOT go out. If you get caught in a blizzard or blizzard-like conditions look for a place to go inside out of the weather or stay in your vehicle.

Suggestions for a Winter Emergency Road Kit:
-traction mat or snow chains -flashlight
-snow shovel -wool blanket
-call for help sign -jumper cables

618.02 **Flooding: heavy rainstorms**

a.) Be prepared to move out of low-lying areas if a flood crest is expected.

b.) Be aware that flooding may occur along rivers and even small tributaries.

c.) If you are traveling during heavy/severe rainstorms you should drive slower than normal and avoid areas where the roadway is not visible. Flooding may cause washed out roads and bridges, while deep water may obstruct the view of fallen trees and washed out manhole covers.

d.) During severe storms if possible it's best to stay indoors.

e.) Secure enough provisions for several days and do not forget to obtain prescriptions and other items of personal need.

618.03 **Hurricane:**

a.) Once the hurricane winds begin, DO NOT VENTURE OUTSIDE.

b.) Be aware of the "eye" of the hurricane- do not be fooled and venture outside until advised that the hurricane has passed from the area. During the "eye", winds will suddenly die away and the sky may clear as the "eye" passes over. The **highest winds** in a hurricane **come after the eye has passed.** SO STAY INSIDE.

c.) Tornadoes often form along the edge of hurricanes. (see tornadoes).

d.) Be aware of possible contaminated water following a hurricane.

e.) Be prepared for possible isolation conditions.

618.04 **Thunderstorms:**

a.) Stay indoors and away from electrical appliances while the storm is overhead.

b.) If lightning catches you OUTSIDE, keep yourself lower than, and a safe distance from the nearest high conductive object.

618.04 **Tornadoes:**

**Definitions:**

Tornado Watch – Means that conditions exist for a tornado to develop.

Tornado Warning – Means that a tornado has actually been sighted or indicated on radar.

NOTE: One clue that a tornado could develop is when a thunder storm produces hail. The larger the hail stone, the more likely that a tornado will occur.
When a tornado is announced:

1. Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.
2. If you residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in small rooms on the ground floor that are away from outside walls and windows.
3. Stay away from windows to avoid flying debris.
4. If you are outside and there isn’t time to get into a building, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.
5. AVOID AUDITORIUMS AND GYMNASIUMS with large, poorly supported roofs. If you are in one of the all wood buildings, evacuate to a safer location.
6. ADMINISTRATIVE OR CLASS ROOM BUILDINGS – Go to an interior hallway on the lowest floor. Stay away from windows.

Emergency warnings regarding tornadoes may be issued by:

- Department of Safety and Security Staff.
- Faculty Members.
- Residence Life Staff.
- Local radio and television stations.
- Via voice-mail and e-mail messages.

618.06 SEVERE WEATHER PLANNING CHECKLIST:

1. Keep informed by listening to local stations for official advisories and bulletins.
2. Fill fuel tanks of all vehicles.
3. Save Dry Goods; eat perishables first.
4. Obtain items from this checklist:
   - fresh batteries  - prescription drugs
   - flashlight  - candles & Matches
   - transistor radio  - first aid kit
   - dry goods  - fire extinguisher
   - drinking water

618.07 Emergency Weather Policy

The following policy will be implemented under severe/ hazardous weather conditions. Severe/ hazardous weather conditions are defined as any weather condition that endangers our students, faculty members, or employees enroute to the classroom or workplace.

1. The President of the College and Director of Safety and Security will decide if severe/hazardous weather conditions exist and warrant a delayed opening or a closing of the College.

**Note: In the absence of the President, the decision will be made by the Vice President for Finance and Administration, the Provost, and the Director of Safety and Security. In the absence of the Director of Safety and Security, the Senior Supervisor or designate will assist with the decision.
A delay or closing of the College includes both classes and offices.

The decision to alter normal operations will be made based on the following information:

* conditions of the College roadways and parking lots and the ability of Facilities Services staff to keep up with the storm
* conditions of local roadways and the ability of the state and county to keep the roads passable
* weather forecasts for the next 12 hours (according to the National Weather Service)
* State and/or county restrictions

As a convenience to those with long commutes, the decision about whether to close the College will be made as early as possible, as conditions dictate.

2. Following a decision to delay or close the College, an emergency status will be immediately implemented. College delays, closings, and cancellations will be announced on local and campus radio stations. A list of radio stations notified of College delays or closings include: WRVV (FM 97.3); WHVR (AM 1280); WYCR (FM 98.5); WITF (FM 89.5); WGTY (FM 108); WGET (AM1320); WNNK (AM 1400 and FM 104.1); WSBA (AM 910); WZBT (FM 91.1), and campus voice mail. Television stations WGAL/Ch. 8; WHP/Ch. 21; and WHTM/Ch. 27

3. In the event of a College delay or closing, only **Designated Emergency Personnel (DEP)** should report to work. Such employees designated are expected to report to work at their regularly scheduled times. Dining Services, the Health Center, Safety and Security, and the Facilities Services are all considered essential services. (Emergency staff employees will be paid in accordance to the Employee Handbook For Staff.) **Non-DEP** employees should not report to work during a College closing without the expressed consent of the Director of Human Resources or the Vice President for Finance and Administration.

4. Although not considered emergency personnel, Information Resources should have developed contingency plans so that limited services can be offered during a College closing except during the most extreme of weather conditions. The Post Office, College Store, and all other offices and services are considered non-essential and will not open when the College is declared closed.

5. The decision to lift the emergency status and reopen the College will be made by the President and the Director of Safety and Security (and will be based on the conditions of local and College roadways).

6. The College Information Line 337-6896 may also be utilized for information on weather delays/cancellations.

7. Commuter students are encouraged to listen to the radio/TV for reports. Commuter students will be permitted liberal leave in the case of severe weather conditions and will not be penalized for missing classes.

8. A liberal leave policy will be recognized for employees who cannot get to work because of hazardous weather conditions. Liberal leave means an employee may use his/her vacation, sick leave, floating holiday or compensatory time for work missed. Vacation time or sick time will not be adjusted because a snow day was declared if an individual has arranged vacation or sick leave prior to the snow day.
9. No College vehicle will be dispatched to any College employee or student during a Snow Emergency declared by the Commonwealth of Pennsylvania. Other transport of DEP will be at the discretion of the Director of Safety and Security.

10. Transportation trips and transportation vehicle use may be postponed or may be canceled at the discretion of the Director of Safety and Security. Mass transit carriers should be contacted by the individual or offices requesting transportation and will not be the responsibility of the transportation department. If a person is delivered at the mass transit site and their mode of transport is canceled, a special trip will not be made to return for the individual. The individual or office will be responsible for his or her own accommodations and arrangements.

SAFETY AND SECURITY OPERATIONS

DESIGNATED EMERGENCY PERSONNEL for extreme Weather Conditions.

1. Full-time Safety & Security Officers
2. Full-time Dispatchers
3. Permanent Part-time Safety & Security Officers
4. Casual Part-time Officers and Dispatchers as may be needed (if approved by the Director).
5. Additional personnel only as approved by the Director of Safety and Security.
6. Facilities Services personnel (as approved by the Director of Facilities Management).

SEXUAL VICTIMIZATION EMERGENCY

1.] Anyone who alleges that a sexual assault has taken place should be assumed to be a victim of sexual assault and treated as described below. Any College community member aware that a sexual assault has occurred, should contact the Department of Safety and Security immediately at extension 6911.

2.] Telephone Notification List:

IMMEDIATELY ask the victim if they should like to have someone join them--a friend, someone from the Counseling Office, or someone from Survivors, Inc. If in addition to a friend, they request no one in particular, call either the Counseling Service or Health Services. If neither can be reached, then call Survivors and ask for someone from their center.

Notify ONLY the persons listed below:

**Director of Safety & Security**

The Director will notify the Dean of the College.

In order listed:
Frances Parker...Counseling Services.ext.6960...home-334-6823
Harriett Marritz..Counseling Services.ext.6960...home-334-7156
William Jones....Counseling Services.ext.6960...home-677-9442
Survivors, Inc.......................................334-9777

**NOTE:** The dual mission of the Department of Safety and Security with regard to incidents of sexual assaults will be the safety and emotional well-being of the victim and the employment of proper investigatory techniques in order to preserve evidence and obtain information that may lead to the apprehension of a suspect should the victim decide to prosecute.
General:

1. Whenever the Department of Safety and Security receives a report of an alleged sexual assault or an attempted sexual assault, the Director of Safety and Security (or his/her designee in his/her absence) will be notified immediately. Upon receiving a complaint that a rape or sexual assault has occurred, the communications officer shall dispatch a supervisor and/or officer to the scene. Radio communications concerning the incident should be kept to a minimum, and if practical, communications should be made either in person or via telephone. At no time should the name of the victim be broadcast over the radio.

2. In addition to the above notifications, The Director of Safety and Security will ensure the following College Officials are notified:

   the on-call Dean.
   the on-call Residence Life Staff Member.
   a staff member from Survivors, Inc.; if necessary.

NOTE: Depending upon the recency of the alleged assault, nature of the alleged assault, location of the alleged perpetrator, and potential threat to the College community as a whole, police intervention may be necessary regardless of the victim’s wishes or desires. The decision to involve the police in sexual assault incidents, wherein the victim does not wish to pursue the incident with the police, will be made by either the Dean of the College, the Dean on-call, and/or the Director of Safety and Security. If the victim desires to involve the police, then they will be notified immediately by the responding officer(s).

3. The primary concern of the officer(s) on the scene shall be the medical needs of the victim and the preservation of evidence. If the victim is seriously injured, hysterical, or in a state of shock, the victim shall immediately be transported to the Gettysburg hospital. Any special requests made by the victim at this time, such as having a friend present, should be honored whenever practical. Responding officers must be tactful, professional, and supportive.

4. Depending on the condition of the victim and the probability of affecting the apprehension of the alleged actor(s) if still in the vicinity, but with full recognition that the mental and emotional well-being of the victim is paramount, the officer on the scene may secure some preliminary information from the victim regarding the physical description of the alleged actor(s), time of occurrence, location of occurrence, wounds, type of weapon used or mentioned, vehicle description (if any), suspect’s direction of flight, and the victim’s desires with regard to the notification of local law enforcement authorities, etc. may all be obtained.

5. The officer(s) on the scene shall also preserve the scene of the crime and await the arrival of local law enforcement authorities, if notified. If the victim does not wish to have the local authorities notified and the incident/situation does not warrant immediate police intervention as outlined in paragraph (2) above, the
officer(s) on scene should attempt to retrieve personal identifying information of any and all witnesses. All witnesses should be requested not to discuss the incident with anyone prior to being interviewed, and if practical, these witnesses should be kept separate from each other during this waiting period. The crime scene should be properly sectioned off and secured, and all physical evidence should be identified and secured, and all personnel and onlookers kept back until the scene has been examined for evidence by the Department of Safety and Security or the local law enforcement authorities. The officer shall take a preliminary report and immediately alert other units of pertinent information, should a suspect be at large.

NOTE: If the local law enforcement authorities are going to be summoned to the crime scene, then responding Safety and Security Officers should do nothing more than to ensure the victim’s safety and well being, preserve the crime scene, secure physical evidence, identify witnesses for future questioning, and keep onlookers away from the scene. Once the local law enforcement authorities are summoned and become involved with the investigation of the crime, all subsequent interviews and law enforcement functions shall be conducted by the local authorities. The preservation of the crime scene includes the victim’s clothing and body. Victims should be encouraged not to change clothing or shower in order to preserve evidence that may be obtained from the victim’s person.

6. If a Department of Safety and Security officer is witness to the commission of a sexual assault, or the officer has probable cause to believe that the suspect(s) committed the crime and will escape if an immediate arrest is not made, then the local law enforcement authorities should be contacted immediately and requested to respond and intervene.

7. Regardless of the victim’s desires to involve or not involve local law enforcement authorities, the responding officer(s) should encourage the victim to seek medical attention at the Gettysburg Hospital and have the medical professionals examine them using a rape kit for the purpose of preserving evidence for possible future prosecution.

620.00 UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00 am-5:00 p.m., Monday-Friday), immediately notify the Department of Facilities Management at Ext. 6700.

2. If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify the Department of Safety and Security at extension 6911, who will notify the proper person on duty or on call.

3. If requested, assist the emergency crews as necessary.

4. The Emergency Notifications List should be activated.

5. Depending on the nature of the major utility failure a Campus Emergency Command Center may be set up near the emergency site. Keep clear of the command post unless you have official business.
6.

The Facilities Services Department should provide other EMERGENCY SHUTDOWN PROCEDURES.

620.01 ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps '1' and '2' above whenever the following utility emergencies arise:

1. ELECTRICAL FAILURE;
   At present, campus buildings may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight available for use.

2. ELEVATOR FAILURE;
   If you are trapped in the elevator, use the emergency telephone to notify the Department of Safety and Security. If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the front panel) which will signal for help.

3. PLUMBING FAILURE/FLOODING;
   Cease using all electrical equipment. Notify the Department of Safety and Security at extension 6911. If necessary, vacate the area.

4. SERIOUS GAS LEAK;
   Cease all operations. DO NOT SWITCH LIGHTS OR ANY ELECTRICAL EQUIPMENT ON, remember, Electrical Arcing can/may trigger an Explosion. Open windows if possible and then you should vacate the area. Notify the Department of Safety and Security Dispatch Center at extension 6911.

621.00 VIOLENT OR CRIMINAL BEHAVIOR

1.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

2. If you are a victim or a witness to any on-campus offense, promptly notify the Department of Safety and Security at extension 6911, as soon as possible and report the incident, including the following:

   A.] NATURE OF INCIDENT.
   B.] LOCATION OF INCIDENT.
   C.] DESCRIPTION OF PERSON(S) INVOLVED.
   D.] DESCRIPTION OF PROPERTY INVOLVED.

3. Assist the Officers when they arrive by supplying them with all additional information and ask others to cooperate.

621.01 GUNFIRE

Should you hear or witness any gunfire or discharged explosive on campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary. Immediately notify the Department of Safety and Security at extension 6911.
621.02 **WHAT TO DO IF TAKEN HOSTAGE:**

1. Be patient. Time is on your side. **Avoid** drastic action.

2. The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor is emotionally imbalanced. Do not make mistakes that could hazard your well being.

3. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. **Avoid** appearing hostile. Maintain eye contact with the captor at all times, if possible, but don't stare. Treat the captor like royalty.

4. Try to rest. **Avoid** speculating. Comply with instructions as best you can. **Avoid** arguments. **Expect** the unexpected.

5. Be observant. You may be released or escape. The personal safety of others may depend on your memory.

6. Be prepared to answer the police on the phone. Be patient, wait. **Attempt** to establish a rapport with the captor. If medications, first aid or rest room privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. **Such** direct actions further implicate the captor in additional offenses

7. **DO NOT PANIC. STAY AS CALM AS POSSIBLE.**

622.0 **EXPLOSION ON CAMPUS**

**IN THE EVENT OF AN EXPLOSION ON CAMPUS, TAKE THE FOLLOWING ACTIONS:**

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.

2. After the immediate effects of the explosion and or fire have subsided, notify the Department of Safety and Security. Give your name and describe the location and nature of the emergency.

3. If necessary, or when directed to do so, activate the building alarm (fire alarm).

4. When the building evacuation alarm is sounded or when you are told by College officials to leave, walk quickly to the nearest marked exit and advise others to do the same.

5. **ASSIST THE PHYSICALLY CHALLENGED IN EXITING THE BUILDING!** Remember that elevators are reserved for physically challenged persons. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**

6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.

7. If requested, assist emergency crews as necessary.

8. A Campus Emergency Command Center may be set-up near the disaster site. Keep clear of the Command Center unless you have official business.

9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

623.00 **CRISIS MANAGEMENT FOR INTERNATIONAL PROGRAMS**

Definitions
In "Coping with Perceived Emergencies" (1989), Diane Snell draws a distinction between "real" and "perceived" emergencies.
**Real emergencies** are those that pose a genuine and sometimes immediate risk to, or that have already disturbed, the health, safety, and well-being of participants. These include such occurrences as coups and other civil disturbances; natural and man-made disasters; incarcerations; serious illness; accidents; physical assaults; disappearances or kidnappings; and terrorist threats and attacks.

**Perceived emergencies** are those which pose no significant risks to the health, safety, and security of participants, but which are seen as threatening by family members in the U.S. or by others, including, at times, students and colleagues at Gettysburg College. Perceptions of threat can arise out of a number of things, including the sensationalized reporting of an event abroad, the distortion of information provided by a participant in a telephone call or letter home, or simply out of the nervousness of a family member or student with little or no international experience. Such perceptions will sometimes affect family members and others in the U.S. more strongly than will real emergencies.

**Operating Principles**

In managing emergencies, real or perceived, the Office for Off-Campus Studies will be guided in its decision-making, before, during and after a crisis, by the following operating principles:

1. All responses to a crisis will be informed by the highest concern for the health, safety and well-being of Program participants and staff.

2. All reasonable and prudent measures will be taken to limit the College's legal liabilities, while at the same time conforming to the standards of ethical practice for Education Abroad as described in the Code of Ethics of NAFSA: Association of International Educators.

3. The Office for Off-Campus Studies will exercise caution and restraint in deciding when, and with whom, information about an emergency should be shared, and will operate according to the procedures outlined under “Procedures” below and the College’s emergency plan in deciding how information should be shared.

4. The Office for Off-Campus Studies will respond to emergencies by closely following the procedures outlined below, except when otherwise directed by circumstances or agencies outside the College's control.

Whether an emergency, real or perceived, it must be dealt with in a timely and appropriate manner. Perceived emergencies can yield as much, if not more negative press comments, parent reactions, and other consequences as real ones.

**Emergency Procedures**

**Definition:** An emergency is any event or situation that poses a threat to the health, safety, security and/or well-being of Gettysburg College students, faculty, or staff abroad. Emergencies may be real or perceived.

**I. NOTIFICATION:**

Whoever is first notified of an emergency will contact the Safety and Security Office (337-6912) who will notify the on-call Residence Life Professional Staff Member. The on-call Residence Life member will, in-turn contact the Dean on Call.

The Dean on Call will notify the Director of Off Campus Studies (337-6866 or 6855; home number
In the absence of the Director of Off Campus Studies, the Dean on Call will notify the Provost (337-6820; home number 717-338-0620).

II. DISCOVERY

Gather Facts.
Contact relevant personnel abroad and in the US. (These may include the Resident Director, Director of the International Office of the host university, US Ambassador or designate, USIS advisor, local press, alumni, Country desk officer at the US state department, other US based programs in that particular country)
Monitor news sources (CNN TV and Web, AP, Reuters, NPR, and foreign sources)
Determine nature and extent of threat(s).
Ascertain all pertinent details (location, time, identity, etc.)
Contact relevant experts locally and abroad to aid in the interpretation of the situation and the facts.

Use the following Worksheet to gather facts and to determine the extent of the emergency.

Worksheet Determine the extent of the emergency

Off Campus Studies should ascertain the following:
See the general contact numbers and web addresses in the Appendix to this section. Individual Program managers should assemble specific numbers for each of their programs.

___ the physical and psychological condition of participant(s)
___ the imminent risk to participant(s) if they remain where they are
___ the precise location and telephone numbers of participant(s)
___ if Faculty Director is in close contact with participant(s)
___ whether food, water and adequate medical attention is available
___ the precise nature of medical treatment participant(s) have received/are receiving
___ the names, addresses, telephone and fax numbers of the attending physician(s), clinic(s) and/or other health professionals involved
___ whether adequate and secure housing is available
___ if a participant has been injured, assaulted or raped, the precise details of the accident or attack, and the on-site response and subsequent follow-up to the emergency
___ if the participant is seriously ill or injured, what the diagnosis is and whether airlift is a viable and desirable option
___ if a participant is missing, for how long, and whether search and rescue operations are available or already being used
___ if a student has been arrested, whether the U.S. Embassy has been notified, what charges have been filed, and what legal counsel is available or has been consulted.
___ if a student has been taken hostage, what negotiation support is available
___ if the emergency is political, or if a disaster has occurred, whether the U.S. Embassy has advised participants to take appropriate action
___ what the proximity of the event is to participant(s)
___ if the event is political, what the target of the unrest is
___ whether there is a curfew, or if travel is in any way being restricted in the country
___ what kind of military or other security personnel are present, and how they are behaving
___ whether classes have been disrupted, and for how long

On the basis of this and other relevant information, make an initial determination as to whether the emergency is:
PERCEIVED: There is no significant risk to the health, safety, and security of program participants or staff overseas.

REAL: There is indeed a significant risk to the health, safety, and security of program participants or staff overseas.

III. Determine a course of action.

A. If the emergency is PERCEIVED:

The Director of the Office for Off-Campus Studies or his/her designate, will write a brief description of the nature and extent of emergency and description of action(s) being taken (to be forwarded to PR, President, Dean of the College, Director of Residence Life, Provost, and Director of Safety and Security)

The Director, or his/her designate, will advise the President or the Provost as to whether scope and/or potential impact of the situation warrants that the College’s Campus Emergency response Team (CERT) be convened.

IF THE CERT IS NOT CONVENED,

The Director, or his/her designate, will contact all affected parties. These may include:
- A student (or the entire group)
- A student’s parents (or all of the parents of a group)
- Personnel on site
- Campus faculty, administrators, and/or students
- Alumni

In all communication beyond the Office for Off-Campus Studies and CERT, care should be taken to prevent the reinforcing of rumors or other false stories or perceptions.

IF THE CERT IS CONVENED,

Although all further actions will be guided by established College procedure and emergency plans, the College should continue to consult regularly and often with the Faculty Director and other appropriate people abroad to decide what specific measures should be taken in responding to the perceived crisis.

B. If the Emergency is REAL:

The Director of the Office for Off-Campus Studies, or his/her designate, will write a brief description of nature and extent of emergency and description of action(s) being taken (to be forwarded to PR, President, Dean of the College, Provost, Director of Safety and Security, and the Director of Residence Life)

The Director, or his/her designate, will advise the President or Provost as to whether scope and/or potential impact of the situation warrants that the CERT be convened.

IF THE CERT IS NOT CONVENED,

The Director, or his/her designate, will write a brief statement of the situation to be given to all
appropriate campus personnel with instructions as to whether this can be shared when there are
inquiries or whether such inquiries shall be directed to public relations or the CERT.

The Director, or his/her designate, will contact all affected parties. These may include:
- A student (or the entire group)
- A student’s parents (or all of the parents of a group)
- Personnel on site
- Campus faculty, administrators, and/or students
- Alumni

In all communication beyond the Office for Off-Campus Studies and the CERT, care should be
taken to prevent the reinforcing of rumors or other false stories or perceptions.

IF THE CERT IS CONVENED
All further actions will be guided by established College procedure and emergency plans.
However special attention should be paid to the following:

WHETHER OR NOT THE CERT IS CONVENED, the College should continue to consult
regularly and often with the Faculty Director and other appropriate people abroad to decide what
specific measures should be taken in responding to the crisis.

- all emergency measures and responses should be communicated as clearly, and in as
  much detail, as possible.
- participants should be reassured that everything is being done to assure their security and
  well-being, and that we are counting on their cooperation in responding to the crisis;
- participants should be told that the College has had experience dealing with emergencies
  in the past, and that we will work with them in order to respond effectively and
  appropriately.
- participants should be told that the College is or will be in contact with their families, if
  this is an appropriate course of action
- participants should be directed to stay in close contact with the Faculty Director, to let
  him or her know of their precise whereabouts throughout the crisis, and to report any
  suspicious persons or packages to him or her;
- if appropriate, the Faculty Director and participants should be directed to establish and
  maintain contact with the nearest U.S. Embassy or Consulate throughout the crisis,
  registering the students as necessary.
- participants should be directed to exercise common sense in responding to the crisis, and
  to avoid contact with or travel to the affected area;
- the Faculty Director and participants should be directed to remove all signs or any other
  objects, at the academic center or at the homestays, that would call attention to them or to
  the Program, as warranted
- participants should be directed to keep a low profile, to avoid dress and behavior, which
  will attract attention, to avoid using luggage tags, and to avoid places where Americans
  are known to congregate.

- if evacuation of a participant or participants is necessary, or if it could become necessary,
  an evacuation plan should be devised, in as much detail as possible. **This plan should be
  transmitted in confidence to the Faculty Director.** To be considered:
  1. the safety of various routes and modes of travel;
  2. how to meet the costs of evacuation;
3. the advisability of reducing risk to participants by separating them into smaller groups;
4. the availability of in-country resources.

If evacuation is to be by air, direct flights should be scheduled whenever possible.

**REMEMBER TO WRITE EVERYTHING DOWN EVERY STEP OF THE WAY**

**IV. Evaluate the process when it’s over and make changes in the plan for the next time.**

**Appendix:**

**Contact numbers:**

a. **The U.S. State Department**
   Citizens Emergency Center deals with serious illness, death, financial crisis due to theft, or arrest; call (202) 647-5226 8:15 a.m.-5:00 p.m. M-F and 9:00 a.m.-3:00 p.m. Saturdays; call (202) 647-1512 from 10:00 p.m.-8:00 a.m. and ask for the Citizen Emergency Center Duty Officer.
   For long-standing crises, the U.S. State Department sometimes creates special Task Forces to monitor them; for background information on such crises, call the State Department's Operations Center: Office of Crisis Management at (202) 647-0900.
   For information concerning a terrorist threat or action, call the State Department's Counterterrorist Office at (202) 647-9892.
   Country Desks (use main number and ask for the appropriate country desk officer)
   OSAC
   Web addresses:
   travel.state.gov
   www.ds-osac.gov

d. Reuters News Service often has information about events abroad before the State Department does; call New York (646-223-4300) or London +44 20 7250 1122. Web address www.reuters.com

e. CNN; cnn.com

g. CIEE may also have useful information, because of their extensive international networks; call (212) 661-1414.

g. International Program Offices of colleges and universities with programs in the same city or country may be useful; consult Academic Year Abroad for program listings. (program managers should identify those with whom they have already established a relationship.)

Contact numbers for each program and staff (especially home numbers.)

Contact numbers for all Off Campus Studies and the officers of the college.

**CAMPUS EMERGENCY RESPONSE TEAM (CERT):** (Recommended Departmental/Organizational representation on the various CERT Advisory Group Subcommittees).
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Appendix Two