Gettysburg College

2017/2018

Campus Emergency Operations Plan (EOP)

Prepared by the Department of Public Safety
This Emergency Operations Plan is dated:
2017/2018

This Emergency Operations Plan supersedes all previous versions or documents.
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Introduction

Members of the Gettysburg College Community,

I am pleased to present the updated Gettysburg College Emergency Operations Plan (EOP), which outlines the College’s emergency preparedness, response, and recovery organization and procedures. This document, along with the supporting guidelines within individual divisions and departments, reflects lessons learned following the many recent campus crisis and conclusions drawn from the College’s experiences over the years and the assistance from the Campus Emergency Response Team (CERT). The EOP is applicable to a broad range of potential emergency or disaster situations.

Please review this critical safety information to ensure that you understand the respective preparedness roles and responsibilities. Every division and department is expected to have a proactive emergency plan in place to protect the safety of their staff and the continuity of their programs. Each individual in the Gettysburg College community should also plan ahead to know what they must do before, during, and after an emergency.

For additional information, training, and/or assistance, please contact the Department of Public Safety. President’s Council and CERT have approved this plan.

Thank you very much for your continuing support and tireless efforts toward making the campus safer for our community members to work, live, and pursue their academic and professional endeavors.

Sincerely,

[Signature]

William Lafferty
Assistant Vice President for College Life and
Executive Director of Public Safety
Gettysburg College
Campus Emergency Operations Plan (EOP)

Acknowledgments

Approved by: President’s Council/CERT Core Committee

Background training and reference material used as a source include:

  BOWMAC SOFTWARE INC, REDI for Campus Incident Management
  National Incident Management System (NIMS)- Department of Homeland Security

Revised and updated by:

  William Lafferty, Executive Director, Gettysburg College Department of Public Safety
  David G Taylor, Associate Director, Gettysburg College Department of Public Safety
  Members of the CERT Advisory Committee
EMERGENCY OPERATIONS PLAN

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 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 the exception. This plan allows a guide for administrators to operate during those times.

All requests for procedural changes, suggestions, or recommendations should be submitted, in writing, to the Director of Public Safety for technical review. All changes recommended by the Director of Public Safety will be submitted in writing to the CERT for evaluation and adoption.

INTRODUCTION

The Emergency Operations Plan (EOP) is a multi-hazards plan based on the National Incident Management System (NIMS) and the Incident Command System (ICS). This plan identifies the command structure and emergency responsibilities of the College administration. The plan is intended to give a consistent level of response from one emergency to the next, as well as to offer a base location of resources to guide emergency personnel.

Today’s technology allows emergency management the ability to respond quickly to the campus community, to keep them informed and out of potentially dangerous situations by using an Emergency Mass Notification System (EMNS). Crisis Communications must be able to address multiple forms of communication in a timely fashion and an effective manner. Business continuity is also part of the planning process within the EOP.

This plan is reviewed annually by the Campus Emergency Response Team (CERT) Advisory Committee and updated as deemed necessary and appropriate.
PURPOSE

The EOP outlines the College’s procedures for managing major emergencies that may threaten the health and safety of members of the campus community or disrupt its programs and activities. The plan identifies departments and individuals that are directly responsible for emergency response and critical support services, and it provides a management structure for coordinating and deploying essential resources.

Planning ahead for emergencies is part of normal business planning and campus life, and all members of the campus community share a responsibility for preparedness. An emergency can strike at any time or anywhere, and a disaster will affect everyone. Therefore:

• The College maintains a comprehensive emergency preparedness education and training program to mitigate potential hazards and to familiarize students and employees with emergency procedures;

• All employees and students have a personal responsibility for knowing what to do before, during, and after an emergency to protect their safety and their work.

• All administrative and academic units are expected to maintain a Department Emergency Plan that is in supplement to the campus plan to ensure the safety and wellbeing of people, ensure program continuity, and to support the campus emergency response and recovery effort.

The EOP is written, reviewed, and amended by CERT. The CERT provides general oversight for the entire emergency planning process and meets regularly to address ongoing preparedness, response, and recovery issues.
SCOPE

The EOP guides preparedness, response, and recovery actions. It applies to a broad range of emergency incidents, and may be activated during any threat or hazard that impacts the Gettysburg College Community or its resources.

<table>
<thead>
<tr>
<th>Threat/Hazard Type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Hazards</td>
<td>• Earthquakes • Tornadoes • Lightning • Severe wind • Hurricanes • Floods • Extreme temperatures • Landslides or mudslides • Winter precipitation • Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <em>Staphylococcus aureus</em>, and meningitis • Contaminated food outbreaks, including salmonella, botulism, and <em>E. coli</em></td>
</tr>
<tr>
<td>Technological Hazards</td>
<td>• Explosions or accidental release of toxins • Accidental release of hazardous materials from within the College, such as gas leaks or laboratory spills • Hazardous materials releases from major highways or railroads • Radiological releases from nuclear power stations • Power failure • Water failure • Fire</td>
</tr>
<tr>
<td>Adversarial and Human-caused Threats</td>
<td>• Arson • Active shooters • Criminal threats, violence, or actions • Gang violence • Bomb threats • Domestic violence and abuse • Cyber attacks • Suicide</td>
</tr>
</tbody>
</table>
GLOSSARY OF TERMS

Campus Emergency Response Team (CERT): Provides general oversight for the entire planning process and meets regularly to address emergency preparedness, response, and recovery issues. This team is drawn from the College’s senior administrative and academic management and is responsible for coordinating the campus’ emergency response to major incidents.

CERT Incident Review Group (IRG): IRG is comprised of the President, Executive Vice President/Equity and Integrity Officer, Vice President for College Life and Dean of Students, Provost, and Executive Director of Public Safety. The IRG would convene following a high-profile sensitive or critical incident that has not yet reached the level of an emergency, as defined by the emergency operations plan, but has the potential of reaching the magnitude of a crisis or emergency. The IRG would determine the threshold for wider consultation with the broader CERT. The IRG is chaired by the President or designee.

CERT Core Group: Primarily comprised of the President and members of the President’s Council, the core group is responsible for policy review and development as it relates to emergency operations, and is ultimately responsible for the oversight of the EOP and accompanying procedures. The CERT Core is chaired by the President or designee.

CERT Advisory Group: Comprised of key department heads from throughout campus, the advisory group advises the core group with respect to emergency operations and plans, and implements policies as directed by the core group. The advisory group prepares, distributes, and advises about emergency operations plans and procedures. The advisory group is chaired by the Director of Public Safety or designee.

Emergency Levels: A ranking that classifies Gettysburg College emergencies according to their severity and potential impact:

- **Level 1**: minor, localized emergency
- **Level 2**: major incident that disrupts operations
- **Level 3**: disaster involving the campus and community

Emergency Operations Center (EOC): A management center where the CERT coordinates the College’s emergency decisions and resources.

National Incident Management System (NIMS): Developed by the federal government so that responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism. NIMS benefits include a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid, and resource management.

Incident Command System (ICS): An emergency management model used by the Pennsylvania and Federal government that has been adapted for use at Gettysburg College.

Satellite Operations Center (SOC): Emergency management centers in areas that interface between the College’s main EOC and various campus departments.
Incident Command Post (ICP): Signifies the location of the tactical-level, on-scene incident command and management organization.

Emergency Operations Plan (EOP): Plan designed to assist the College in responding to likely emergency situations that could negatively impact the campus community and College resources.

SUMMARY OF THE EOP

The EOP and supporting documents provide guidance for responding to major emergencies that could threaten the health and safety of the campus community or disrupt College programs and operations. The plan is an all-hazards approach and can address any kind of emergency. At Gettysburg College, emergency preparedness responsibilities are shared throughout the College, with primary responsibility for plan development being assigned to the Department of Public Safety.

When an emergency occurs, response actions are guided by overriding emergency goals:

- Protect life
- Secure our critical infrastructure and facilities
- Resume business operations

An emergency may be designated as a Level 1, Level 2, or Level 3 situation:

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

**Level 2**  
An emergency that impacts sizable portions of the campus and may potentially affect life safety or mission-critical functions. The EOP is activated, and the CERT Advisory Group determines the magnitude of the emergency and coordinates its resolution.

**Level 3**  
An emergency that involves the entire campus and surrounding community. The EOP is activated, and the entire CERT mobilizes.

During a Level 3 Emergency: CERT mobilizes at a central Emergency Operations Center (EOC), located in the College Union Building; the primary alternate EOC is in Pennsylvania Hall. Additional spaces may be considered as EOCs when power is out, due to their generator capabilities; these include Specialty Dining, the Central Energy Plant, and/or the Department of Public Safety Building. Offsite locations may be considered, depending upon the size, scope, and impact of the emergency. These may include use of the Majestic Theatre; a separate owned, controlled, or leased off-campus administrative space; or a totally separate, but relatively close, campus (e.g., the Lutheran Seminary, 33 West Middle St., etc.).

At the EOC, the CERT ascertains the scope of a disaster and advises the College President. The EOC gathers emergency intelligence from Satellite Operations Centers (SOCs) and/or Incident Command Posts (ICPs) managed by CERT.

The CERT Advisory Group reviews emergency operation procedures and plans annually, and meets regularly to provide general oversight for related programs, policies and procedures. Gettysburg College practices its emergency plans each year by holding an Emergency Management Exercise, typically in the form of a tabletop exercise. The Director of Public Safety, in coordination with the Office of the President,
is responsible for scheduling and conducting these tabletop exercises. A minimum of one tabletop exercise per academic year occurs with the entire CERT. Once each year, representatives from our local emergency responder community are also invited to participate in a campus exercise. Invitees typically include a representative from the Gettysburg Fire Department, Gettysburg Police Department, and Adams County Emergency Management Agency. Each year during at least one CERT tabletop exercise, the campus’ emergency evacuation plan is either exercised as part of the active scenario or, at minimum, discussed and reviewed for clarity. Additionally, at minimum, Public Safety personnel will conduct practicable application exercises specific to the EOP on a regular basis (typically during in-service training).

Succession
During emergency situations, the President has assigned the responsibility of managing and coordinating the EOP in his/her absence as follows:

1. Vice President for College Life and Dean of Students
2. Executive Vice President
3.Provost
4. Vice President of Finance and Administration
5. Vice President for Enrollment and Educational Services
6. Vice President of Development
7. Vice President for Information Technology
8. Chief Diversity Officer

Comprehensive Approach
The following are acknowledged as basic phases of emergency management and are commonly referred to as its Life Cycle:

- Preparedness: Developing policies and protocols, incident command systems, training, planning, coordination, and exercise for potential crises.
- Response: Action taken to effectively contain and resolve the crisis or emergency
- Recovery: The process of assisting students and staff in the healing process and restoring educational operations.
- Mitigation: Action taken to eliminate or reduce the loss of life and property related to an act that cannot be prevented.
- Prevention: Action taken to decrease the likelihood of an emergency occurring.

By addressing all of these elements in an emergency management plan, the College will lessen the intensity and duration of any unusual event.

Management Responsibilities
The EOP assigns responsibilities for emergency management to existing College departments and organizations. The assignments are made within the framework of the existing management organization of the various departments. Each department, as deemed necessary by individual department heads in consultation with the CERT Advisory Committee, should maintain standard operating procedures for special situations, and those procedures are considered part of this plan.
Gettysburg College is responsible for managing and coordinating, along with local public safety officials, all phases of a disaster that occurs on campus. Assistance may be requested from Adams County to provide assistance for prevention, mitigation, planning, preparedness, response, and recovery to incidents.

The EOP describes how centralized requests for assistance are to be handled and documented. The following emergency response plans are in supplement to this EOP and are maintained by the Departments of Human Resources & Risk Management and Public Safety, and can be found online at: http://www.gettysburg.edu/about/offices/president/hr/ehs/. They include:

- Chemical Hygiene Plan
- Blood-borne Pathogens Exposure Plan
- Radioactive Material Safety
- Emergency Building Evacuation
- Spill Prevention Control & Countermeasures
- Hazard Communications Plan

Incident Classifications

Incidents are classified into four (4) categories. Authority is provided to a limited number of individuals to classify incidents. Certain automatic actions are initiated based on the incident classification. It is recognized that for an emergency plan to be successful, first responders must have authority to activate the response plan and initiate critical actions to manage the situation.

Incident Management System

All incidents will be managed by using the Incident Command System (ICS) and the National Incident Management System (NIMS), as outlined by federal and state agencies. This EOP is intended to provide general all-hazards management guidance, using existing organizations and lines of authority to allow the College to meet its responsibilities before, during, and after an emergency occurs.

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Policy Regarding Comprehensive Emergency Management

A wide variety of emergencies caused by acts of nature or mankind’s own acts result in loss of life, property, and income; disrupt the normal functions of academic institutions, government, communities, and families; and cause human suffering. Based on accepted business practices, Gettysburg College has developed a comprehensive emergency management program to prevent, mitigate, respond to, and recover from emergencies and disasters. To meet this responsibility, the College has developed this comprehensive emergency operations plan (comprehensive meaning all aspects of a situation; emergency meaning an extraordinary happening; and management meaning overall coordination, direction, and control). The plan considers each management function from an all-hazards perspective. Attachments that may be part of this plan will be hazard-specific.
This concept of comprehensive emergency management includes five interrelated phases, which interact in an ongoing cycle:

- **Preparedness**
  - refers to those short- or long-term planning and preparedness activities that eliminate or reduce the number and/or severity of emergencies and disasters;
  - includes contingency planning for critical services and incident recovery, including cleanup. In preparing the plan, cooperation, advice, and assistance has been sought from the jurisdiction(s) that would be called upon for support;
  - activities include the periodic risk assessment of potential hazards, including a historical review of emergency situations in the area, leading to the development of an all-encompassing strategic College response plan and an assessment of College department capabilities to meet the needs of the plan. Business continuity is a critical element of preparedness.

- **Response**
  - Response operations may start before the emergency or disaster takes place, such as upon receipt of advisories that floods, blizzards, or ice storms could impact the jurisdiction. This increased readiness response phase may include such pre-impact operations and activities as:
    - assessing and monitoring the hazard;
    - implementing the crisis communications plan;
    - alerting and warning endangered populations;
    - alerting response forces to stand by;
    - evacuating or special sheltering of threatened populations;
    - dispensing and/or relocating critical equipment and resources;
    - if necessary, implementing the business continuity process.

- **Recovery**
  - Business recovery activities are those following an emergency or disaster to correct adverse conditions, and to protect and return the quality of life to the College community.
  - Recovery activities will include measures to:
    - prevent or mitigate a reoccurrence of the emergency responsible for the impact on the College community;
    - implement contingency plans;
    - reinstate campus services;
    - permanently restore property;
    - repopulate evacuated areas.

- **Mitigation**
  - refers to all activities that reduce the effects of emergencies and disasters when they do occur. Taking steps after an emergency to prevent a reoccurrence and/or reduce the impact of a future occurrence completes the Life Cycle of emergency management, as described in the NIMS.

- **Prevention**
  - action taken to decrease the likelihood an emergency will occur.
Concept of Operations

The primary responsibility for responding to emergencies on Gettysburg College’s campus rests with the Department of Public Safety (DPS), local emergency services, and the President of the College. The Campus Incident Management System is the established protocol for managing all aspects of an incident.

DPS, along with other College departments, and the emergency services organizations play an essential role as the first line of defense.

In responding to an emergency or disaster, Gettysburg College will make full use of the facilities, equipment, supplies, personnel, and resources.

The President has the authority to direct and coordinate disaster operations and may delegate this authority to an emergency manager.

Incident Command is established when an authorized individual (usually a DPS officer or supervisor, fire chief, or police officer) is on site and communicates their authority with all personnel involved.

There is one Incident Commander (IC) for an incident. When more than one jurisdiction or one agency is involved, a Unified Command structure will be established. Command will function from an Incident Command Post (ICP). Certain "triggering" conditions may dictate a broader institutional response; this broader response will be managed from an Emergency Operations Center (EOC) by the CERT. When an EOC is established, CERT will assume a policy, direction, and coordination role over the institution’s response and recovery. The EOC will act as an umbrella organization that brings together all of the elements necessary to support the incident and maintain ongoing operations. Command will remain with the IC or Unified Command group. Depending upon the size and scope of the emergency, individual divisions, at the direction of the President, may implement separate divisional satellite operations centers (SOCs) in support of the campus’ EOC and CERT.

The following represent typical incident types and the designated lead agency:

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Lead Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Gettysburg Fire Department</td>
</tr>
<tr>
<td>Hazardous Material Spills</td>
<td>DPS/Life Safety Services</td>
</tr>
<tr>
<td>Hazardous Material Reaction</td>
<td>DPS/Life Safety Services</td>
</tr>
<tr>
<td>Hazardous Material Vandalism</td>
<td>DPS/Life Safety Services</td>
</tr>
<tr>
<td>Aircraft (off the airport)</td>
<td>Federal Authorities (FBI, FEMA, ATF, FAA)</td>
</tr>
<tr>
<td>Railroad</td>
<td>Federal Authorities (FBI, FEMA, ATF, FAA)</td>
</tr>
<tr>
<td>Criminal Incidents</td>
<td>DPS/Local Police</td>
</tr>
<tr>
<td>Terrorist Incident</td>
<td>DPS/Local Police</td>
</tr>
<tr>
<td>Mass Casualty Incident</td>
<td>DPS/Local Police</td>
</tr>
<tr>
<td>Weather/Nature</td>
<td>DPS</td>
</tr>
<tr>
<td>Facility Utility Failure</td>
<td>Facilities Department</td>
</tr>
<tr>
<td>Health Related Outbreak</td>
<td>Health Services</td>
</tr>
<tr>
<td>Research/Technology Accident</td>
<td>DPS Life Safety Services/Risk Management</td>
</tr>
<tr>
<td>Catastrophic Computer Failure</td>
<td>Information Technology</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Weapons of Mass Destruction (WMD)</td>
<td>Federal Authorities (FBI, FEMA, ATF, FAA)</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>DPS/Local Police</td>
</tr>
<tr>
<td>Mail Handling Procedures</td>
<td>Federal Authorities (FBI, FEMA, ATF, FAA)</td>
</tr>
</tbody>
</table>

**Assumptions**

The Gettysburg College Emergency Operations Plan is predicated on a realistic approach to the problem likely to be encountered on campus during a major emergency or disaster. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday with little or no warning.

If encountered, the following are general guidelines:

- The successions 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.
- 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.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

**DECLARATION OF CAMPUS STATE OF EMERGENCY**

The authority to declare a campus state of emergency rests with the College President and the Director of Public Safety or their designees. During the period of any campus major emergency, the Department of Public Safety, 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 students. DPS 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. In addition, only those faculty, administrators, and staff members who have been assigned to the CERT or issued an emergency pass by the Department of Public Safety will be permitted to enter the immediate disaster site.

In the event of earthquakes, aftershocks, fires, storms, hazardous materials incidents, or major disasters occurring in or about the campus or which involve Gettysburg College property, Public Safety officers and assigned Facilities personnel will be dispatched to determine the extent of any damage to College property.

**Campus Emergency Response Team (CERT)**

- Core Incident Command
Emergency Director/Manager: President of Gettysburg College or designee

President’s Council:
- Vice President for College Life & Dean of Students
- Executive Vice President
- Provost
- Vice President for Finance and Administration
- Vice President of Enrollment and Educational Services
- Vice President for Development, Alumni and Parent Relations
- Vice President of Information Technology
- Chief Diversity Officer
- General Council (as needed)

Emergency Coordinator: Executive Director of Public Safety
Public Information Officer: Executive Director of Communications and Marketing

• Advisory Group
  - Assistant Emergency Coordinator: Associate Director of Public Safety
  - Damage Control: Director of Facilities Management
  - Communications Officer: Director of Communications and Media Relations
  - Personnel Officer: Co-Director of Human Resources
  - Risk Manager/Insurances: Co-Director of Human Resources and Risk Management
  - Residential Facility Coordinator: Director of Residence Life
  - Support Functions: Director of Auxiliary Services
  - Faculty/Academic Coordinator: Vice Provost
  - Health Services: Director of Health Services
  - Information Technology: Director of Infrastructure and Computing
  - Logistics Officer: Director of Auxiliary Services
  - Safety Officer/Environmental Issues: Associate Director of Public Safety
  - Students Abroad: Director of the Center for Global Education
  - Alumni Relations: Executive Director of Alumni Relations
  - Student Activities/Greek Life: Director of Student Activities and Greek Life
  - Athletics: Assistant Vice President of Athletics and Development Office
  - Experimental Education: Assistant Dean and Director of Experimental Education

Team members will coordinate as necessary with the Emergency Coordinator for implementation and coordination of campus operations 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.

CERT Incident Review Group (IRG)
The IRG would convene following a high-profile sensitive or critical incident that has not yet reached the level of an emergency, as defined by the EOP, but has the potential of reaching the magnitude of a crisis or emergency. The IRG would determine the threshold for wider consultation with the broader CERT.

Chair: President of Gettysburg College or designee
Group Members: Executive Vice President and Compliance Officer
Vice President for College Life and Dean of Students
Provost
Executive Director of Public Safety

General Responsibilities of Specific CERT Members

EMERGENCY DIRECTOR: President (or designee), the President is the chief executive officer and:

• may request a declaration of a local state of emergency through the Borough of Gettysburg, who then may promulgate local emergency orders and may waive local laws, ordinances, and regulations;
• may request assistance from Adams County and neighboring jurisdictions when the situation escalates beyond the capabilities of Gettysburg College;
• may provide assistance at the request of other local governments or mutual aid institutions;
• works with the Director of Public Safety and others in assessing the emergency and preparing the College’s specific response;
• declares and ends, when appropriate, the campus state of emergency as provided for within this EOP;
• notifies and conducts liaison activities with the College administration, governmental agencies, CERT, and others as necessary.

EMERGENCY COORDINATOR: Director of Public Safety (or designee)

• serves as the chief of staff to the chief executive (or designee) to coordinate emergency response and recovery operations;
• establishes and manages the Emergency Operations Center or on-scene Incident Command activities;
• recommends the declaration of a local state of emergency, based on the severity of the situation and the necessity to use additional resources;
• recommends de-escalation and de-mobilization, based on reliable intelligence and information from the campus planning and analysis section and/or the operations supervisor;
• responsible for the overall implementation of the College Emergency Response and EOP;
• determines the type and magnitude of the emergency, and establishes the appropriate emergency command center;
• initiates immediate contact with the President and College Administration; begins assessment of the College's condition;
• notifies and utilizes police, public safety personnel, maintenance personnel, and, if necessary, other College staff to maintain safety and order;
• notifies the members of CERT and others, as appropriate; advises them of the nature of the emergency. Works closely with, and seeks policy decisions from, the CERT Core group;
• notifies and conducts liaison activities with appropriate outside organizations such as fire, police, County Emergency Management;
• ensures that appropriate notification is made to off-campus staff and students when necessary;
• performs and directs other related duties as may be directed by virtue of the campus emergency;
• in conjunction with the Treasurer, prepares and submits a report to the President appraising the final outcome of the emergency.

PUBLIC INFORMATION OFFICER: Executive Director of Communications & Marketing (or designee)
• advises the President or designee with regards to all communications concerning the extent of the disaster or crisis affecting the campus;
• establishes a liaison with the media for dissemination of information as requested by the President;
• coordinates interaction and response between the College and the media, including press conference if necessary;
• responsible for communicating using the Emergency Mass Notification System;
• disseminate pertinent information before, during, and after regarding the crisis or emergency.

DAMAGE CONTROL & RESOURCE OFFICER: Director of Facilities Services (or designee)
• acts as the damage control and resource officer for the campus, providing equipment and personnel to perform shutdown procedures, hazardous area control, barricade closures, damage assessment, debris clearance, emergency repairs and equipment protection;
• provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the CERT for emergency use;
• obtains the assistance of utility companies as required for emergency operations; acts as liaison
between the college and the utility companies;

• furnishes emergency power and lighting systems as required;
• provides climate control measures;
• supplies extra furniture, beds and bedding;
• supplies fresh drinking water;
• supplies fuel for vehicles and service to vehicles;
• provides housekeeping and clean-up services as needed;
• surveys habitable space, and relocates essential services and functions;
• provides for storage of vital records at an alternate site;
• coordinates with the building and area coordinators for liaison and necessary support.

**Facilities Services Department**

• evaluates and surveys 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:

  **Utilities:** repairs to water, gas and electric systems.

  **Structures:** repairs to structures and mechanical equipment therein, including heating and cooling systems.

  **Equipment:** portable generators, portable pumps, floodlights etc.; snow removal equipment; backhoe

*Note:* Emergency procurement of materials and services can be arranged in direct support of any contingency (should keep the Treasurer informed of expenditures)

*Important:* In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities (i.e., electricity and natural gas systems)

**Transportation Officer**

• in the event of a major emergency, may be notified to make all transportation vehicles accessible to CERT members for emergency use;
• in the event of a campus-wide evacuation, responsible for:
  - monitoring the location of vehicles and maintaining their readiness;
  - assisting in the coordination of an immediate campus-wide evacuation requiring the use of College-owned vehicles; and,
  - organizing and operating a system for transporting stranded persons (staff or students)
Department of Public Safety (DPS)

- is the focal point for two-way transmission of official emergency communications 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 their direction.
- cell phone/text/email 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;
- the officer on duty will notify the Director of Public Safety of any campus emergency as necessary.

**IMPORTANT:** During an emergency, campus phones must be restricted to College official notification only. In the absence of telephone services, the Department of Public Safety may: provide runners for emergency notification (contingent on personnel availability); use text/voice messaging; and/or utilize email notifications, as deemed necessary and appropriate.

- On-duty DPS Patrol and Communications Officers:
  - maintain the Public Safety Office in a state of constant readiness;
  - notify College administrators of major emergencies;
  - monitor campus warning and evacuation systems;
  - take immediate and appropriate action to protect life, property, and to safeguard records, as necessary;
  - initiate building evacuations and identify relocation sites for occupants;
  - obtain assistance from the borough, county, and federal government, dependent upon the specific emergency and as needed;
  - provide traffic control, access control, perimeter, and internal security patrols and fire prevention services as needed;
  - provide and equip an alternate site for the Emergency Operations Center;
  - maintain liaison with both on- and off-campus agencies for telecommunications support as necessary;
  - maintain complete functions in the Public Safety office, in conjunction with the Emergency Operations Center;
  - may be required to maintain operation of the Emergency Operations Center.

College Life Division: Vice President for College Life and Dean of Students

- coordinates student evacuation and/or re-location;
- maintains accurate records of all student evacuees, to include locations where evacuees have been relocated (e.g., mass care centers, homes, and other designated locations);
- maintains documentation accounting for entire student population during and immediately following the emergency;
- maintains accurate medical records of students treated and disposition of each case;
- coordinates insurance information with Director of Human Resources & Risk Management.

Provost Division: Provost

- coordinates faculty evacuation and/or re-location;
• designates alternate locations for continuation of academic process;
• maintains accurate medical records of faculty treated, and disposition of each case;
• coordinates insurance information with Director of Human Resources;
• assigns faculty representatives as building coordinators and alternates for academic buildings under their control.

Finance & Administration Division: Vice President of Finance and Administration
• tracks all expenses related to the emergency;
• provides financial support (if needed) for emergency resources;
• provides and coordinates auxiliary services support.

Personnel Officer: Co-Director of Human Resources & Risk Management
• coordinates and tracks personnel/overtime expenses during the emergency;
• approves additional personnel (if needed) for the emergency;
• coordinates insurance claim processing and reporting.

Faculty and Supervisors; each faculty and staff supervisor has the responsibility to:
• educate their students and/or employees concerning College emergency procedures for their building and/or activity;
• inform their students and/or staff of an emergency, and initiate emergency procedures as outlined in this EOP. This could result in the need for an evacuation, shelter-in-place, or similar immediate emergency response;
• report all safety hazards to the Department of Public Safety;
• submit work orders promptly to reduce hazards and to minimize accidents to the Facilities Services Department.

IMPORTANT: Inform all students, staff, and faculty to confirm building evacuation guidelines prior to an emergency, and to report to a safe location outside the building where a headcount can be taken. Safe locations and distances will be determined by the type, size, context, and scope of the emergency.

Administrators, Deans and Department Heads
• Every administrator, dean, or department head may appoint a specific person as a Building/ Faculty Coordinator for every activity under their control and who has the following general responsibilities prior to and during any emergency: P

  - Emergency Preparedness:
    • building evacuation information shall be distributed to all employees with follow-up discussions, on-the-job training, or explanations as required at a staff meeting during the year.
    • 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 Public Safety for assistance. This training should be conducted on a regular basis.

- **Emergency Situations**
  • inform all employees under their direction of the emergency condition.
  • evaluate the impact the emergency has on their activity and take appropriate action; this may include ceasing operations and initiating building evacuation.

- **Communications**
  • maintain emergency telephone communications with officials involved with emergency from their own location (or from an alternate site if necessary).

- **Transportation**
  • organize and operate a system for transporting stranded residents as determined by CERT; this could involve relocating students to another campus or other off campus site during an all-campus evacuation.

## EMERGENCY OPERATIONS PLANNING

### Steps in the Planning Process

Members of the CERT Advisory Committee also act as the emergency operations core planning team. Lessons learned indicate that operational planning is best performed by a team. Gettysburg College’s core planning team is diverse in thought, function, experience, tenure, and position.
Contributions of the planning team include the following:

<table>
<thead>
<tr>
<th>Department</th>
<th>Illustrative Contributions to the Planning Team</th>
</tr>
</thead>
</table>
| **Academic Affairs/Provost**             | 1. Develop procedures to communicate with and account for teaching faculty in an emergency situation  
2. Develop plans to identify alternate facilities where institutional activities can be conducted in the event of the destruction, disablement, denial or lack of access to existing facilities  
3. Identify and prioritize critical support services and systems  
4. Identify and help ensure recovery of critical assets and information  
5. Participate in the threat assessment team processes  |  
| **Health Services/Counseling**           | 1. Identify and train appropriate staff to provide developmentally and culturally appropriate mental health services  
2. Train mental health staff on specific interventions  
3. Provide basic training on available resources and common reactions to trauma for all staff (including administrators)  
4. Train faculty and other staff on early warning signs of individuals who pose a potential danger  
5. Identify both internal and external partners (consider local mental health agencies that may be able to assist, and develop a structure for support) and develop partnership agreements  
6. Participate in the threat assessment teams and processes  
7. Develop procedures to determine if there are adequate supplies and equipment to triage for an emergency and to support community health partners  
8. Develop procedures for mobilizing personnel on campus and at external sites  
9. Develop procedures for developing mutual aid agreements  
10. Develop pandemic flu and infectious disease plans  
11. Develop a system for disease surveillance and tracking  
12. Coordinate with local and state public health partners  |  
| **Life and Fire Safety Services**        | 1. Participate in vulnerability and hazard assessments  
2. Review and update office standard operating procedures to align with federal guidelines  
3. Develop procedures for pre-positioning resources and equipment  
4. Review and update processes and procedures for state and federal disaster declaration requests  
5. Develop, review, and update state and federally required environmental emergency response plans, including management procedures for the plans  
6. Coordinate with public safety operations to develop the process and procedures for increasing public information  
7. Provide warning system information  |
<table>
<thead>
<tr>
<th>Department</th>
<th>Illustrative Contributions to the Planning Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Services</td>
<td>1. Participate in vulnerability and hazard assessments&lt;br&gt;2. Identify sources for mutual aid agreements and assistance&lt;br&gt;3. Provide floor plans with room layout, electrical sources, and entrance and exit points for all campus buildings&lt;br&gt;4. Develop procedures for pre-positioning resources and equipment</td>
</tr>
<tr>
<td>Food Services/Auxiliary Services</td>
<td>1. Identify possible threats and mitigation strategies relating to food safety&lt;br&gt;2. Develop procedures for providing food to students, staff, faculty, and community partners during a major emergency&lt;br&gt;3. Develop mutual aid agreements for obtaining, preparing, and distributing food</td>
</tr>
<tr>
<td>Health Services/Counseling</td>
<td>1. Identify and train appropriate staff to provide developmentally and culturally appropriate mental health services&lt;br&gt;2. Train mental health staff on specific interventions&lt;br&gt;3. Provide basic training on available resources and common reactions to trauma for all staff (including administrators)&lt;br&gt;4. Train faculty and other staff on early warning signs of individuals who pose a potential danger&lt;br&gt;5. Identify both internal and external partners (consider local mental health agencies that may be able to assist, and develop a structure for support) and develop partnership agreements&lt;br&gt;6. Participate in the threat assessment teams and processes&lt;br&gt;7. Develop procedures to determine if there are adequate supplies and equipment to triage for an emergency and to support community health partners&lt;br&gt;8. Develop procedures for mobilizing personnel on campus and at external sites&lt;br&gt;9. Develop procedures for developing mutual aid agreements&lt;br&gt;10. Develop pandemic flu and infectious disease plans&lt;br&gt;11. Develop a system for disease surveillance and tracking&lt;br&gt;12. Coordinate with local and state public health partners</td>
</tr>
<tr>
<td>Communications and Marketing</td>
<td>1. Develop, maintain, and implement as necessary a clear crisis communications plan&lt;br&gt;2. Coordinate beforehand with all departments to provide unified and factual messages to students, staff, faculty, families, and the media using multiple modalities&lt;br&gt;3. Coordinate beforehand with all departments to provide unified and factual messages to students, staff, faculty, families, and the media using multiple modalities, and in consideration of different language needs or accommodations, including effective communication with individuals with disabilities and others with access and functional needs, such as those who are blind or deaf&lt;br&gt;4. Develop pre-agreements with the media concerning debriefings and media holding areas during an emergency&lt;br&gt;5. Designate a campus spokesperson</td>
</tr>
<tr>
<td>Department</td>
<td>Illustrative Contributions to the Planning Team</td>
</tr>
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</tbody>
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| Public Safety Operations | 1. Develop procedures for reviewing and updating EOP  
2. Develop procedures for facilities and equipment, including testing systems  
3. Develop procedures for mobilizing department of public safety personnel, and pre-positioning resources and equipment  
4. Develop a process for managing incidents at the field level using the ICS  
5. Develop a process for communicating with and directing the central dispatch center, including the activation of the emergency contact list and/or EMNS  
6. Develop procedures to warn threatened elements of the population, including those individuals with different language needs or accommodations needs, including effective communication with individuals with disabilities and others with access and functional needs (e.g., those who are deaf or blind)  
7. Ensure that hazardous material procedures are consistent with the state and local environmental safety hazardous materials plans  
8. Participate in the threat assessment team and processes  
9. Become proficient in the understanding and use of the NIMS and ICS structures referenced in this document |
| Residence Life      | 1. Develop procedures to coordinate the need for on-campus housing, temporary shelters, and temporary off-campus housing locations, including consideration of physical accessibility for individuals with disabilities and others with access and functional needs  
2. Develop procedures for mobilizing residential life personnel and pre-positioning resources  
3. Develop an on-call staffing system to ensure staff are available at all times  
4. Develop procedures for identifying resident students in need of emergency evacuation assistance  
5. Develop procedures for the evacuation and temporary shelter accommodations for resident students  
6. Develop procedures for checking residential facilities and equipment  
7. Participate on threat assessment team |
| Transportation      | 1. Develop procedures for mobilizing campus wide transportation for an emergency and for maintaining control of traffic from private vehicles  
2. Develop procedures for College-sponsored transportation (e.g., buses) |

Plan Fundamentals

In addition to the natural and man-made disasters outlined, the EOP may also be activated during a community or regional crisis that may impact Gettysburg personnel or business operations. For example, a utility outage in nearby areas, a serious toxic spill on a major highway, or a brushfire in a local area may necessitate an EOP activation to coordinate safety precautions or emergency information and support services for personnel.
Gettysburg College maintains that a major emergency in the community that affects our students, faculty, and staff is a College emergency.

Emergency Response Mission and Priorities
In any emergency situation, Gettysburg College’s overriding mission is to:

- Protecting life safety
- Securing our critical infrastructure and facilities
- Resuming business operations

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

- **Buildings used by dependent populations**: Populations dependent upon the institution for evacuation and safe harbor; Residences, academic, athletic, dining, and administrative buildings; Childcare center (Gettysburg GrowingPlace); Auxiliary spaces.

- **Buildings critical to health and safety**: Medical facilities/Health Center, emergency shelters, food supplies, sites containing potential hazards.

- **Facilities that sustain the emergency response**: Energy systems and utilities, communications services, computer installations, transportation systems.

Presidents Council (PC), members of CERT, DPS Officers, facilities personnel, some laboratory and facility managers, and others so designated by Division and Department Heads are considered “emergency personnel” during major emergencies or disasters, and their emergency roles and responsibilities are specified by this plan or by CERT.

**EMERGENCY RESPONSE LEADERSHIP**

CERT draws from the College’s senior administrative and academic leadership, and coordinates the campus response to major incidents.

- The **President** and the **Provost** provide executive supervision for the entire emergency response process.
  - The President determines whether to activate the Emergency Plan and whether to convene all or part of the CERT, after emergency conditions have been verified by the Director of Public Safety or designee.

- The **Incident Commander** in most instances will be the Director of Public Safety or a senior member from the Department of Public Safety.
  - The Incident Commander, after receiving approval from the President, instructs the Public Safety Communications Center and/or other members of the CERT Advisory Group to alert the CERT to inform them that a mobilization is required; and the Center notifies Team members.
When the CERT assembles, its responsibilities are to:
- Determine the scope and impact of the incident;
- Prioritize emergency actions;
- Deploy and coordinate resources and equipment;
- Communicate critical information and instructions;
- Monitor and re-evaluate conditions;
- Coordinate with government agencies; if applicable.

When emergency conditions abate, the College President and Incident Commander determine the appropriate time to deactivate the Emergency Plan.

The Emergency Operations Center (EOC)
CERT members report to a central Emergency Operations Center (EOC) to coordinate decisions and resources.
- The primary main EOC is located in the College Union Building, Room 260;
- The primary alternate EOC site (if conditions are unsafe at CUB) is Pennsylvania Hall, second floor, administrative area/boardroom;
- Dining Hall is the primary EOC during a loss of power on campus.
- Additional alternate EOC sites are, if conditions are unsafe at Pennsylvania Hall and the College Union Building or power and other parts of the campus infrastructure are negatively impacted:
  - Central Energy Plant;
  - the Department of Public Safety headquarters building;
  - Majestic Theatre; or,
  - other designated off-site location.

EOC equipment and supplies are maintained at the primary EOC location. Supplementary materials are also stored at Public Safety, which can be transported to any appropriate location if emergency conditions affect the functionality of the primary designated EOC site.
- Designated administrative staff from the Department of Public Safety manage the College Union Building EOC site and ensure its organization. Public Safety administrative staff ensure that appropriate data, contact information, equipment, and supplies are maintained.
- When the President activates the EOP and convenes CERT, the senior Public Safety officer on duty (or an appropriate designee) opens the EOC facility, arranges its equipment and supplies, and coordinates its continued operation.

Satellite Operations Centers (SOCs)
Satellite Operations Centers may be located within the administrative functional areas of various Division heads and can serve as the pivotal communications interface between the Emergency Operations Center and the campus community during a major emergency or disaster.
- Gather emergency impact data from their areas and account for their personnel, transmit reports to the EOC, and disseminate emergency instructions to constituents.
• SOCs are activated at the discretion of the President or designee.
• SOCs also have oversight for department preparedness, response, and recovery planning and training.

Emergency Levels

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

• **LEVEL 1:** A minor, localized department or building incident that is quickly resolved with existing College resources or limited outside help.
  - Has little or no impact on personnel or normal operations outside the locally affected area;
  - Does not require activation of the EOP. Impacted personnel or departments coordinate directly with operational department personnel from Public Safety, Facilities Operations, or other units to resolve Level 1 conditions.
  - In some incidents, the Executive Director of Communications & Marketing will be asked to activate public information systems to provide necessary bulletins.
  - Examples: Gas odor complaint, localized chemical spill, plumbing failure, or water leak.

• **LEVEL 2:** A major emergency that disrupts sizable portions of the campus community.
  - May require assistance from external organizations.
  - These events may escalate quickly and have serious consequences for mission-critical functions, and/or life safety.
  - The Incident Commander receives intelligence from responding operational departments or from the Public Safety Communications Center, determines plan activation, and confers with the President regarding full or partial activation of CERT and the EOC.
  - The Incident Commander evaluates the scope of the incident, coordinates incident response and recovery, and provides emergency announcements and information through communications and marketing.
  - The President will decide who should be alerted and whether the full CERT or partial CERT should be activated, depending on the nature of the emergency.
  - Examples: Building fire or explosion, bioterrorism threat incident, major chemical spill, extensive power or utility outage, severe flooding, or an existing/imminent external emergency that may affect Gettysburg College personnel or operations.

• **LEVEL 3:** A disaster involving the entire campus and surrounding community.
  - Normal College operations are suspended; the effects of the emergency are wide-ranging and complex.
  - A timely resolution of disaster conditions requires College-wide cooperation and extensive coordination with external jurisdictions.
- The EOP is automatically activated, and all CERT Team members report to campus and to the activated EOC.
- SOCs will most probably be engaged in the College’s emergency response.
- Field Command Posts may be set up to support the distribution of resources, personnel, or information.
- Examples: Mass casualty incident; Tornado touchdown with campus assets and infrastructure damages.

**IMPORTANT NOTES:**

> This EOP pertains to Level 2 and Level 3 emergencies only.
> The designation of a major incident’s emergency level is made by the Incident Commander, in consultation with and approval from the President of the College.
> The designated level for an incident may change as emergency conditions intensify or ease.
> Evacuations or campus closures are authorized by the CERT and are announced from the College EOC.

**EMERGENCY RESPONSE**

**EOC Command Structure**

The College coordinates its emergency preparedness planning with the Borough of Gettysburg, Adams County, and other agencies and organizations to ensure that campus procedures are consistent with current government practice, and that Gettysburg College is able to maintain effective emergency communications and coordination during an incident.

The organization of the campus Emergency Operations Center is based on the Incident Command System as outlined and described by the National Incident Management System (NIMS). NIMS is an emergency management model used by federal, state, county, and municipal agencies that assigns personnel at an EOC to functional working groups to maximize efficiency.

**Emergency Operations**

During an emergency it is vital that a command structure be quickly established to coordinate resources and communicate effectively to other agencies and the campus community. When an emergency situation happens at the College, the Public Safety on-duty supervisor or senior officer will immediately notify the on-call Director. The on-call Director will then be responsible for determining the initial response needed for that particular situation. The on-call Director will use the
THREAT RESPONSE MATRIX to determine any emergency mass notification needs, establish an on-scene incident command post, and contact the President of the College or designee and determine the appropriate response level. If the President activates CERT, then an Emergency Operations Center will be identified and established (typically the College Union Bldg., Room 260). The on-call Director and Public Safety Communications Center will notify all CERT members by the best method available (typically through the EMNS text messaging system) and inform them to report to the identified EOC; this notification process may be delegated to another member of CERT to allow DPS to manage and respond to the emergency incident.

Emergency Communications

- During unusual occurrence situations, the Department of Public Safety Communications Center will serve as the focal point for the communications needs of all College personnel involved. These needs may include:
  - notification of key College officials;
  - dispatch of emergency personnel and equipment as requested by on-scene personnel;
  - dedication of radio frequencies for the exclusive use of those involved in the occurrence;
  - dissemination of additional, pertinent information as it is received;
  - serving as the contact point for other responding or inquiring external agencies.
- 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 DPS, or may request DPS to provide the same to the command post or mobile communications center to ensure communication needs are adequately maintained by all on-scene personnel.

Emergency Operations Center (EOC)

When a major emergency occurs or is imminent, it shall be the responsibility of Public Safety and CERT to set up and officially establish an appropriate Emergency Operations Center to deal with the situation. The primary and alternate EOCs have already been designated (as previous noted).

In some cases, a remote EOC may be needed if the incident involves the entire campus and CERT members cannot access the EOC locations. In addition to locations already identified, the Gettysburg Hotel, Gettysburg Fire Station, or Adams County Emergency Services Building may serve as appropriate alternative sites, depending upon their availability.
Emergency Operations Center Protocols:

- Emergency Director and Coordinator will conduct incident briefing;
- Emergency Coordinator will assign Command and general staff positions;
- Command and General Staff Meeting held after initial briefing, and then every half hour;
  - status of College/Emergency incident or situation
  - identify crisis communication needs
  - develop an overview of actions taken and needed
- Command and General Staff consist of
  - Emergency Director
  - Emergency Coordinator
  - Public Information Officer
  - Safety Officer
  - Liaison Officer
  - Operations Sector Chief
  - Planning Sector Chief
  - Logistics/Finance Sector Chief
- Emergency Director must approve all messages and the status of the College before such information leaves the EOC.
- Any CERT member who is unable to respond to the EOC should send their respective primary or secondary backup persons.

National Incident Management System (NIMS)

NIMS is the first-ever standardized approach to incident management and response. Developed by the Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

Developed by the Secretary of Homeland Security at the request of the President, the National Incident Management System (NIMS) integrates effective practices of emergency services response into a comprehensive national framework for incident management.

NIMS will enable responders at all levels to work together more effectively and efficiently in order to successfully manage domestic incidents, no matter what the cause, size, or complexity; including catastrophic acts of terrorism and disasters. Federal agencies are also required to use the NIMS framework in domestic incident management and in support of state and local incident response and recovery activities.

The Benefits of NIMS:

- standardized organizational structures, processes and procedures;
- standards for planning, training and exercising;
- personnel qualification standards;
- equipment acquisition and certification standards;
• interoperable communications processes, procedures, and systems;
• information management systems with a commonly accepted architecture;
• supporting technologies – voice and data communications systems, information systems, data display systems, specialized technologies; and
• publication management processes and activities.

**NIMS Training Requirements:**

CERT members will be periodically given a basic introduction course on NIMS – as deemed appropriate and dependent upon CERT membership turn-over, etc. This basic course has been developed by certified NIMS instructors, but modified for a higher education environment. CERT members will be asked to complete the online NIMS certification course(s) as an additional certification opportunity. Public Safety personnel are required to complete on-line NIMS and LE (law enforcement) courses. Public Safety Supervisors and Administrators are required to complete the NIMS multi-hazards management course. Some members of CERT may be asked to complete advanced NIMS courses, programs, and certifications.

**NIMS Response Kit:**

Public Safety will maintain a NIMS Response Kit. This kit will contain four portable work stations for each of the NIMS branches: Operations, Planning, Logistics and Administration/Finance. When CERT is activated, members will be assigned by the President/Emergency Director to one of those branches with Vice Presidents typically assigned as the Branch Leaders. Depending upon the size, scope, and complexity of the emergency being managed, some of these NIMS branches/positions may be combined for greater efficiency and effectiveness – for example, logistics combined with finance and administration and planning combined with operations.

The kit will also contain maps, building layouts, visual aid tools and normal office accessories. The kit has a complete inventory of all pertinent NIMS forms.

An on-line/electronic emergency response bulletin board has been developed that contains all applicable policies, procedures, checklists, maps, building plans, and response protocols for CERT to use as part of an active EOC. Additionally, the local police and fire departments have thumb drives containing campus building plans and response protocols for their use in the event of a campus emergency requiring their response and mitigation.

**Incident Command System (ICS)**

ICS is a standardized on-scene incident management concept designed specifically to allow emergency responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

In the early 1970s, ICS was developed to manage rapidly moving wildfires and to address the following problems:

• too many people reporting to one supervisor (span of control concerns);
• different emergency response organizational structures;
• lack of reliable incident information;
• inadequate and incompatible communications (lack of interoperability);
• lack of structure for coordinated planning, among agencies;
• unclear lines of authority (chain of command issues/concerns);
• terminology differences among agencies, and unclear or unspecified incident objectives.

In 1980, federal officials transitioned ICS into a national program called the National Interagency Incident Management System (NIIMS), which became the basis of a response management system for all federal agencies with wildfire management responsibilities. Since then, many federal agencies have endorsed the use of ICS, and several have mandated its use.

An ICS enables integrated communication and planning by establishing a manageable span of control. An ICS divides an emergency response into five manageable functions essential for emergency response operations: Command, Operations, Planning, Logistics, and Finance and Administration.

The figure below demonstrates a typical ICS structure:

![Incident Command System Diagram]

The Incident Command System (ICS) is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, including acts of catastrophic terrorism.

ICS is used by all levels of government—Federal, State, local, and tribal, as well as by many private-sector and non-governmental organizations. ICS is usually organized around five major functional areas: command, operations, planning, logistics, and finance and administration. A sixth functional area, Intelligence, may be established if deemed necessary by the Incident Commander, depending on the requirements of the situation at hand.

Some of the more important “transitional steps” that are necessary to apply ICS in a field incident environment include the following:

• recognizing and anticipating the requirement that organizational elements will be activated and taking the necessary steps to delegate authority as appropriate;
• establishing incident facilities as needed, strategically located to support field operations;
• establishing the use of common terminology for organizational functional elements, position titles, facilities, and resources; and

• rapidly evolving from providing oral direction to the development of a written Incident Action Plan.

Incident Command Post (ICP)

The ICP signifies the location of the tactical-level, on-scene incident command and management organization. It typically comprises the Incident Commander and immediate staff and may include other designated incident management officials and responders from Federal, State, local, and tribal agencies, as well as private-sector and non-governmental organizations. Typically, the ICP is located at or in the immediate vicinity of the incident site and is the locus for the conduct of direct, on-scene control of tactical operations. Incident planning is also conducted at the ICP; an incident communications center also would normally be established at this location. The ICP may perform local EOC-like functions in the context of smaller jurisdictions or less complex incident scenarios.

If the emergency involves only one building or a small part of campus, a DPS patrol or utility 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 Public Safety 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.

• An Incident Command Post is defined as the location from which a response to an unusual occurrence is planned and controlled. The ICP focuses authority and command at an identifiable location.

• The first officer on the scene is responsible for establishing at least a temporary ICP, which may be nothing more than the officer’s vehicle. After the incident is initially stabilized, however, the ICP may be moved to a more advantageous location.

• DPS is considered a primary site for an IPC as it has a conference room for incident commanders to make decisions, adequate kitchen and restrooms, as well as multiple computers and office equipment.

• Although the location of, and the facilities required by, an ICP will be governed by the nature and location of the unusual occurrence, desirable characteristics of a command post include:
  - telephone service with multi-line capabilities
  - electricity
  - restroom facilities
  - climate control
  - adequate space
  - proximity to the scene
  - adequate parking
  - cell phones
Staging Areas:

Staging Areas are established for temporary location of available resources, and will be established by the Operations Section Chief to enable positioning of and accounting for resources not immediately assigned.

- A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment. They may include temporary feeding, fueling, and sanitation services.
- Staging areas 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 staging area is to serve the EOC in fulfilling requests for personnel, equipment, supplies, etc., and allowing the EOC to devote all of its resources to managing the emergency situation along with determining business continuity needs, etc.
- The Operations Section Chief assigns a manager for each Staging Area, who checks in all incoming resources, dispatches resources at the Operations Section Chief’s request, and requests Logistics Section Support, as necessary, for resources located in the Staging Area.
  - Personnel check in with the Resources Unit at the Staging Area, while supplies and equipment are checked in with the Supply Unit.
  - If neither of these functions is activated, resources report to the staging area manager for direction.
- Staging areas will be identified based on the size, scope, nature, location, and magnitude of the emergency.
  - Staging areas are properly positioned and placed depending upon a particular group’s mission and responsibility to the emergency.
  - Examples: a staging area for emergency response personnel or medical triage personnel would need to be positioned close to the ICP or incident scene; however, a media staging area, logistics/support staging area, or “student/parent pick-up” staging area may need to be farther away from the immediate scene to ensure or enhance community safety.

EOC and ICS Equipment

- CERT-NIMS Mobile Response Kit
- Barricades, barrier tape & signs
- Portable public address system (i.e., bullhorn)
- First-Aid kit
- Campus telephone directory, including the campus emergency notifications list; and local telephone directory, including the Yellow Pages
- Maps of the campus and surrounding communities
- Portable battery-powered AM radio (with extra batteries)
- Portable chalk/white board, chalk/dry erase markers
- Standard office supplies (pencils, pens, paper, steno pads, scotch tape, masking tape, felt markers, stapler, staples, telephone message pads, legal pads, rubber bands, paper clips, binder clips, highlighter pens, rulers, post-it notes, three-hole punch, etc.)
- Name tags
- Easel with flip charts
- Clipboards
• Copy of the EOP
• Copier w/copy paper
• Fax machine
• Flashlights
• Folding tables
• Multiple telephone lines, with cords for portability
• Portable radios and batteries
• Television set
• Cell phone w/extra batteries and charger
• Wall clock
• Three-ring binders
• Laptop portable computers and wireless kit

Incident Action Plan

Sound, timely planning provides the foundation for effective domestic incident management. The NIMS planning process represents a template for strategic, operational, and tactical planning that includes all steps an Incident Commander and other members of the CERT should take to develop and disseminate an Incident Action Plan (IAP).

The planning process may begin with the scheduling of a planned event, the identification of a credible threat, or with the initial response to an actual or impending event. The process continues with the implementation of the formalized steps and staffing required in the development of a written IAP.

A clear, concise IAP template is essential to guide the initial incident management decision process and the continuing collective planning activities of incident management teams. The planning process should provide the following:

• current information that accurately describes the incident situation and resource status;
• predictions of the probable course of events;
• alternative strategies to attain critical incident objectives; and
• an accurate, realistic, IAP for the next operational period.

Five primary phases must be followed, in sequence, to ensure a comprehensive IAP. These phases are designed to enable the accomplishment of incident objectives within a specified timeframe. The IAP must provide clear strategic direction and include a comprehensive listing of the tactical objectives, resources, reserves, and support required to accomplish each overarching incident objective. The comprehensive IAP will state the sequence of events in a coordinated way for achieving multiple incident objectives.

The primary phases of the planning process are essentially the same for the Incident Commander who develops the initial plan; for the Incident Commander and Operations Section Chief, revising the initial plan for extended operations; and for the Incident Management Team developing a formal IAP; each following a similar process. During the initial stages of incident management, planners must develop a simple plan that can be communicated through concise oral briefings. Frequently, this plan must be developed very quickly and with incomplete situation information. As the incident management effort evolves over time, additional lead-time, staff, information systems, and technologies enable more detailed planning and cataloging of events and “lessons learned.”
The five primary phases in the planning process are:

1. **Understand the Situation.** The first phase includes gathering, recording, analyzing, and displaying situation and resource information in a manner that will ensure a clear picture of the magnitude, complexity, and potential impact of the incident; and the ability to determine the resources required to develop and implement an effective IAP.

2. **Establish Incident Objectives and Strategy.** The second phase includes formulating and prioritizing incident objectives and identifying an appropriate strategy. The incident objectives and strategy must conform to the legal obligations and management objectives of all affected agencies. Reasonable alternative strategies that will accomplish overall incident objectives are identified, analyzed, and evaluated to determine the most appropriate strategy for the situation at hand. Evaluation criteria include public health and safety factors; estimated costs; and various environmental, legal, and political considerations.

3. **Develop the Plan.** The third phase involves determining the tactical direction and the specific resources, reserves, and support requirements for implementing the selected strategy for one operational period. This phase is usually the responsibility of the Incident Commander, who bases decisions on resources allocated, to enable a sustained response. After determining the availability of resources, the Incident Commander develops a plan that makes the best use of these resources.

Prior to the formal planning meetings, each member of the Command Staff and each functional Section Chief are responsible for gathering certain information to support these decisions. During the Planning Meeting, the Section Chiefs develop the plan collectively.

4. **Prepare and Disseminate the Plan.** The fourth phase involves preparing the plan in a format that is appropriate for the level of complexity of the incident. For the initial response, the format is a well-prepared outline for an oral briefing. For most incidents that will span multiple operational periods, the plan will be developed in writing according to ICS procedures.

5. **Evaluate and Revise the Plan.** The planning process includes the requirement to evaluate planned events and check the accuracy of information to be used in planning for subsequent operational periods. The General Staff should regularly compare planned progress with actual progress. When deviations occur and when new information emerges, that information should be included in the first step of the process used for modifying the current plan or developing the plan for the subsequent operational period.

**EMERGENCY INFORMATION AND CRISIS COMMUNICATIONS**

In any emergency, notifications to affected students, faculty, staff, and the public must begin at once, as the emergency response itself begins.

- During a limited **Level 1** incident, response units simply alert key Department managers of the situation and provide updates throughout the course of the event. In some cases, the CERT Public Information Officer may issue bulletins to affected units.
- Making timely internal and external emergency announcements during **Level 2** or **Level 3** emergencies requires a much broader approach involving many participants. Students, faculty, staff, and the public must know what happened, where it happened, and what to do next.
Crisis communications are coordinated and executed by the Office of Communications & Marketing.

- The Executive Director is a member of the CERT Core Group, runs the EOC Public Information Section, and is responsible for serving as, or designating, a Public Information Officer (PIO).
- The Director of Communications & Media Relations is a member of the CERT Advisory Group.
- The Executive Director and the Director of Communications & Media Relations are supported by other applicable members from the office and work in conjunction with the EOC Incident Commander and/or President to determine how often and to what extent to issue communications.
- During a crisis, communications to and with the campus community are vital for saving lives and reducing risks and fear. Once an emergency incident is identified, the PIO, along with designated staff from the crisis communications team, will be responsible for addressing further communications to the campus community and managing the media. This team uses a multitude of communications tools (see THREAT RESPONSE MATRIX).

The Crisis Communications Team

- Executive Director of Communications & Marketing
- Director of Communications & Media Relations
- Senior Assistant Director of Communications
- Director of Web Communications
- Assistant Director of Communications
- others staff members may be pulled in as necessary from Communications & Marketing

The Crisis Communications Team will form either in the EOC or within close proximity. This group will gather information about the incident and disseminate the information through agreed upon methods.

The same communications tools will be used throughout the incident, until the incident is rendered safe, in order to streamline the communications and ensure the consistent delivery of important messages. This coordinated approach to disseminating crisis communications will provide critical, reliable, and consistent information.

Responsibilities of the Crisis Communications Team:

- Provide recommendations of crisis communications to the President and/or Incident Commander;
- Coordinate all College crisis communications response efforts;
- Review and approve information to be communicated, relative to the crisis, to all appropriate constituencies: students, parents, alumni, community, media, etc.
- PIO is responsible for communicating and managing the media;
- Assess and collect feedback on the College’s communications efforts during the crisis, and provide recommendations to the President and/or IC moving forward.

The Crisis Communications Team will adhere to the following guidelines and principles

- The safety and security of individuals is to be considered of paramount importance;
- The President, PIO, Incident Commander, or designee will serve as spokesperson(s) for the College. Information from the institution will flow from one source during the crisis. That source
can change depending on the nature of the crisis.

- Information will be provided as fully and rapidly as possible to the appropriate outlets, consistent with safety, accuracy, and privacy concerns. Release of information must be approved by the President, PIO, Incident Commander, or designee.

- Information flow in time of crisis may include: faculty and staff, student housing leaders, trustees, alumni leaders, and appropriate governmental or other external agencies. As deemed appropriate by CERT, the College will also communicate directly with students, parents, alumni, and trustees, depending on the nature and rhythm of the crisis.

- The Crisis Communications Team assignments will take precedence over ordinary tasks. The Crisis Communications Team decisions will be relayed through the highest appropriate organizational level consistent with the need to implement crisis decisions promptly and effectively.

TIMELY WARNING CAMPUS SAFETY ALERTS - NOTIFYING THE GETTYSBURG COLLEGE COMMUNITY ABOUT CRIMES

In an effort to provide timely notice to the Gettysburg College community in the event of a serious incident that may pose a serious or ongoing threat to members of the campus community, a Campus Safety Alert (Timely Warning Notice) that withholds the names of victims as confidential and that will aid in the prevention of similar crimes, is sent primarily by blast email to all students and employees on campus. Alerts can also be communicated via Gettysburg’s text/voice messaging system and a variety of other notification methods, as outlined in the Emergency Mass Communications page 40.

Campus Safety Alerts are generally written and distributed to the campus community by the Executive Director of Public Safety or one of the Associate Directors of Public Safety, and they are routinely reviewed and approved by the Vice President for College Life and Dean of Students or Associate Vice President for College Life prior to distribution. The Executive Director of Public Safety has the authority to issue a Campus Safety Alert without such consultation if consultation time is not available.

Timely Warning and Campus Safety Alerts are sent to the college community to notify members of the community about specific Clery Act crimes that have been reported to DPS and that have occurred on campus or on non-campus property or public property, where it is determined that the incident may pose a serious or ongoing threat to members of the College community. Such timely warnings provide an opportunity for individuals to take reasonable precautions for their own safety.

Crimes that occur outside the campus’ Clery geography as stipulated or other non-Clery specific crimes will be evaluated on a case-by-case basis. Information related to these crimes may be distributed to the campus as a Public Safety Notice. Updates to the campus community about any particular case resulting in a Campus Safety Alert may be distributed via blast email, may be posted on the college website, may be shared with the Gettysburgian newspaper for a follow-up story, and may be distributed by the Executive Director of Public Safety or other member of the campus emergency response team (CERT), as deemed necessary and appropriate. Campus Safety Alert posters may also be posted by DPS in campus buildings when deemed necessary. When Campus Safety Alerts are posted in campus buildings, they are printed on red paper and posted in lobby/entrance areas of key buildings for a time period determined by the Executive Director of Public Safety or designee.
Campus Safety Alerts (Timely Warnings) may be distributed for the following Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) classifications: murder and non-negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, arson, hate crimes, and motor vehicle theft.

Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, and stalking are considered on a case-by-case basis and depend upon a number of factors. These factors include the nature of the crime, the timeliness of the report, and the continuing danger to the campus community—such as whether the perpetrator was apprehended—and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Gettysburg College community members, and a timely warning Campus Safety Alert would not be distributed.

In cases involving sexual assault that can be typically reported long after the incident occurred, there is no ability to distribute a timely warning Campus Safety alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety.

Typically, alerts or warnings are not issued for any incidents reported that are older than two weeks or 14 days from the date of occurrence as such a delay in reporting has not afforded the College an opportunity to react or respond in a timely manner.

The Executive Director of Public Safety or an Associate Director of Public Safety reviews all criminal and/or serious incidents to determine if there is an ongoing threat to the community and if the distribution of a Campus Safety Alert is warranted. Campus Safety Alerts may be issued for other crime classifications, as deemed necessary.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim, such as pastoral counselors and professional/certified counselors.

**Emergency Mass Notification System**

Gettysburg College maintains an emergency mass notification system that was created to reach the campus community in a reasonable manner, informing them of a possible threat to their personnel safety. It has been proven that if people are provided with an appropriate advanced warning, they then can respond to a threat, thereby increasing likelihood of reduced injuries and deaths from the threat.

There is a complete package of communications tools and methodologies used to inform the campus community of an impending threat, including the following:

- department phone chains
- an external audio alert warning siren
- cell phone text and voice messaging
- electronic and voicemail messaging
- College cable all-channels alert
- main web page
- specifically designed emergency main webpage
- network alert pop-ups
• campus telephone hotline
• campus radio station (dependent upon the timing of the incident, as the station is not always open)
• leaflets
• bullhorns and public address systems installed in Public Safety vehicles
• on-foot personal notifications by Public Safety and College staff

A THREAT RESPONSE MATRIX has been developed to identify the correct form of communication tool to be used for a variety of possible threats. The audible siren has been installed in the bell tower of Glatfelter Hall, with auxiliary speakers located at Huber Hall and Dining Services.

The sirens are used in conjunction with the cell phone text messaging system and related notification processes to ensure community members are made aware of serious emergency situations occurring on or near campus that may impact their personal safety. The siren emits a very unique and distinctive alarm for a timeframe of up to four minutes that is easy to recognize and difficult to be confused with the fire and emergency response services siren and notification system.

The cell phone text messaging system is designed to immediately and simultaneously notify participating members of the campus community of serious emergency situations that may have a direct impact on their personal safety. The Director of Public Safety, or designee in the Director’s absence, has been authorized by the President to implement a campus-wide emergency mass notification for all incidents that pose an immediate threat to campus community members wherein time is critical and an immediate, quick notification to the campus may result in keeping community members away from a crisis area, thereby reducing victimizations and/or casualties. The Director of Public Safety and other CERT members have the authority and capability to send emergency messages from on or off campus.

Follow-up communications or continuing emergency communications are coordinated through the PIO, as previously stipulated.

When the emergency mass notification system is activated to notify the campus community of an actual campus emergency, community members may be instructed to “shelter-in-place.”

Shelter-in-Place During a Campus Emergency

If you cannot evacuate or it is unsafe to evacuate:

• “shelter-in-place” means to take immediate shelter wherever you happen to be at the time of a shelter-in-place notification: in campus housing, in privately owned housing near campus, in an academic or administrative building, etc.

• Community members should remain in a “shelter-in-place” status until the all-clear is communicated by emergency response personnel, via an emergency rapid communications system(s).

• College authorities may instruct you to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include but not limited to: active shooter incidents, mass violent acts, tornadoes, earthquakes, terrorist attacks, and hazardous materials incidents.

• Every “Shelter-in-Place” notification to the campus community will be communicated by sounding
the Emergency Warning Siren and activation of the Emergency Mass Notification System, which includes voice and text messaging to cell phones, campus voicemail notifications, and electronic mail messages.

If you are Indoors:

- Stay in a safe location, close windows and lock doors
- Do not use elevators
- Stay low in the room
- Remain in your location until advised otherwise
- Keep quite
- Silence cell phones and other electronics.

If you are Outdoors:

- If possible, seek indoor shelter
- If an indoor shelter is not available and there is not time for escape, seek cover.

How to Shelter-in-Place:

- If you can safely evacuate a potentially dangerous or hazardous situation, do so immediately. If you cannot safely evacuate and you are inside: stay where you are. Collect any emergency shelter-in-place supplies and a telephone, to be used in case of emergency. If you are outdoors, proceed into the closest building quickly, or follow instructions from emergency personnel.
- Locate a room to shelter inside; it should be:
  - an interior room;
  - above ground level; and
  - without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock, if possible, all windows (tighter seal) and close exterior doors. Doors and windows may need to be barricaded, if possible.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems, as you are able.
- Make a list of people with you and ask someone to call the list into DPS to inform them where you are sheltering.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

All student cell phone numbers are regularly collected and included as part of the emergency notification process. Employees are encouraged to sign up for the service through CNAV, as it has been offered to them as an option rather than a requirement.
INCIDENT PREPAREDNESS DRILLS AND TABLETOP EXERCISES

The Emergency Mass Notification System (EMNS) will be tested each academic semester to ensure that all systems are working properly and that emergency managers maintain a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system does exist and that it is a working and functioning system that they can rely upon.

CERT will perform periodic tabletop exercises in order to practice the implementation of the campus’ Emergency Operations Plan and supplement emergency policies and procedures. The Executive Director of Public Safety, in coordination with the Office of the President, will be responsible for scheduling and conducting these tabletop exercises. One CERT tabletop exercise per academic year will occur with the entire CERT group, along with invited members from off-campus emergency services; e.g., local police, hospital, county EMA, fire department, etc.

EMERGENCY EVACUATION DRILLS AND FIRE PREVENTION PROGRAMMING

Fire/emergency evacuation drills are conducted twice per semester in residence halls and fraternities, and one per semester in academic and administrative buildings. Emergency evacuation drills are conducted to familiarize occupants with emergency egress from a building and to establish conduct of the drill to a matter of routine.

Drills will include suitable procedures, such as room-to-room checks, to ensure that all persons subject to the drill participate. Any person who fails to participate in a drill will be subject to disciplinary action by the appropriate authority. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed. Drills shall be held at expected and unexpected times, and under varying conditions to simulate the unusual conditions that can occur in an actual emergency.

Participants shall relocate to a safe location outside the building and remain at such location until a recall signal is given or further instruction and information are provided. Additional fire safety prevention training/programming occurs at the end of each fire/evacuation drill; at first-year orientation; during RA, RC, and CL training; and during special campus events throughout the year.

THREAT ASSESSMENT

Gettysburg College regularly and periodically conducts campus threat and vulnerability assessments as part of its institutional risk management strategy. These assessments consider the full spectrum of threats (e.g., natural, criminal, terrorist, accidental, etc.) for the campus. Threat assessments are typically conducted by the CERT Advisory group, and/or sub-committees of that group. The results of these assessments help guide Gettysburg College’s application of protective measures and emergency planning assumptions.
BEHAVIORAL ASSESSMENT

The Division of College Life has established a behavioral assessment group (called CARE) in response to incidents of violence on college campuses throughout the nation. The purpose of CARE is two-fold:

- to identify and centrally manage a caseload of specific students that may be showing signs of distress or other issues, and ensure that they are getting the support and resources that they need in order to succeed academically and socially at Gettysburg College. This includes having a comprehensive conversation about how specific students should be supported and/or held accountable, by connecting them with the appropriate resources in the College and greater community.
- to coordinate education and develop communication protocols for all members of our community, to address and refer students that there might be concerns about.

Primarily, the group will work with the community to refer all students of concern to the Dean of Students office at (717) 337-6921. Exceptions include cases where someone may suffer imminent harm; in which case, members of the community are directed to immediately contact the Department of Public Safety at (717) 337-6911.

CARE Team:

- Associate Vice President for College Life
- Director of Residence Life
- Associate Dean for College Life
- Assistant Vice President and Executive Director of Public Safety
- Associate Dean for Academic Advising
- Vice President for College Life and Dean of Students (on an as-needed basis)
- Director of Student Rights and Responsibilities
- Director of International Student Services
- Title IX Officer
- Director of Counseling Services (in an advisory role)
- Other persons as deemed necessary and appropriate

CRIME/EMERGENCY REPORTING AND COLLEGE RESPONSE

Campus community members - students, faculty, staff, and guests - are encouraged to report all criminal actions, emergencies, or other public safety related incidents occurring within the College’s Clery geography to the Gettysburg College Department of Public Safety (DPS) in an accurate, prompt, and timely manner. The College’s Clery geography includes: on campus property including campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent to or contiguous to on campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities. The Department of Public Safety has been designated by Gettysburg College as the official office for campus crime reporting. DPS strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures Public Safety is able to evaluate, consider and send timely warning reports and accurately document reportable crimes in its annual statistical disclosure. Gettysburg College further encourages accurate and prompt reporting to DPS and/or the local police when the victim of a crime elects to, or is unable to, make such a report. This publication focuses on DPS because it has primary responsibility for patrolling the Gettysburg College
To report a crime or emergency, members of the community should:

- Call the Department of Public Safety by dialing (717) 337-6911 or on campus extension 6911
- Report in person to the Department of Public Safety at the Public Safety office located at 51 West Stevens Street
- Crimes or emergency situations can be reported to the Gettysburg Borough Police or local emergency services by dialing 911
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to the college’s Title IX Officer, Jennifer McCary, by calling (717) 337-6907, or in person at the College Life Office Suite located in the College Union Building (CUB), Room 220
- Complete the online “community concern” reporting form at: http://www.gettysburg.edu/reportconcern/

(This form should only be used for non-emergency or non-urgent reporting)

Dispatchers are available 24 hours a day to answer campus community calls. DPS procedures require an immediate response to emergency calls. DPS works closely with a full range of borough and county resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. The Department of Public Safety responds to all reports of crimes and/or emergencies that occur on-campus, adjacent to campus within its public property reporting area, or within a campus-controlled, -owned, -operated, and/or -recognized facility, building, residence hall, or area. Public Safety personnel also have the ability to notify Adams County emergency dispatchers of emergency situations occurring on-campus via portable, mobile, and fixed two-way radio communications systems, and transferring telephone calls to the 911 emergency center. This system allows Public Safety to summon assistance from emergency responders if deemed necessary and appropriate. Incidents occurring on-campus, within residence halls or non-campus buildings, or on recognized private property adjacent to or contiguous to College-owned, -controlled, -operated, or -recognized facilities, buildings, or areas are documented and processed for further investigation and review by the Director of Student Rights and Responsibilities and/or the local Gettysburg Borough Police depending upon the nature of the crime or emergency and the involvement of the local Gettysburg Borough Police. Additional information obtained via any investigation will also be forwarded to the Office of Student Rights and Responsibilities.

To obtain information or request any public safety or safety escort services, community members should call (717) 337-6912 or extension 6912. Located throughout campus are well-marked exterior phones. These phones access the campus phone system and can be used like any campus extension, for example, to obtain emergency assistance (extension 6911), contact community members, or obtain general information. When placing an emergency call, remember to stay on the line and wait for the dispatcher to end the call. These exterior phones should be used when seeking information and/or reporting activities – to include criminal incidents. If a member of the community finds any of these phones inoperative or vandalized, they should call the DPS so that the phone can be repaired or replaced as quickly as possible. If assistance is required from the local Gettysburg Borough Police or Gettysburg Fire Department, DPS will contact the appropriate unit.

If a sexual assault or rape should occur on campus, staff on scene, including DPS, will offer the victim a wide variety of resources and services. This EOP contains information about on- and off-campus resources and services and is made available to the Gettysburg College community. The information
regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Gettysburg College.

Crimes should be reported to DPS to ensure inclusion in the annual crime statistics and to aid in providing timely warning Campus Safety Alert notices to the community, when appropriate. For example, a crime that was reported only to the Gettysburg College counseling center would not be known to DPS, a campus security authority (CSA), or other College official.

PUBLIC SAFETY ENFORCEMENT AUTHORITY

The Department of Public Safety is responsible for providing security services for the Gettysburg College Campus. Public Safety Officers and staff are responsible to Gettysburg College for the enforcement of College policies and Federal and State laws for campus administrative purposes only. Public Safety investigates campus criminal incidents for administrative purposes as they relate to its campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by the local Gettysburg Borough Police Department or other law enforcement agency with jurisdiction. The Director of Student Rights and Responsibilities, in conjunction with the Vice President for College Life and Dean of Students, Title IX Officer, and Associate Vice President for College Life, coordinate disciplinary action for matters that are violations of College rules.

Public Safety Arrest Authority

Department of Public Safety (DPS) personnel are unsworn security personnel for Gettysburg College and have no official powers of arrest authority. DPS will summon support from the Gettysburg Police or other applicable law enforcement entities to effect an arrest on or within campus-owned, -controlled, -leased, or -recognized property.

Public Safety Jurisdiction

Public Safety’s jurisdiction encompasses on-campus property that includes campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent to or contiguous to on-campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities. Public Safety has no jurisdiction or enforcement authority outside of its identified Clery reporting geography – this includes areas and/or properties that are not owned, rented, leased, recognized, or otherwise controlled by the College.

CAMPUS AWARENESS AND EDUCATION

Several different methods have been established of educating employees, students, and visitors to the campus about the Emergency Mass Notification System. The Crisis Communications Management Team and Department of Public Safety are responsible for the ongoing education and maintenance of these awareness methods.

• **Academic Emergency Response Guide Posters:** All lecture hall, seminar and conference rooms, laboratories, and general classrooms display these posters to quickly provide quick tips to any occupant regarding emergencies on campus.
• **Academic Response Guides**: Every campus department is provided a response guide to keep by the central office area for each department, to act as a quick reference guide in response to an emergency. Public Safety will distribute these to each department and replace on an as-needed basis.

• **New Employee Orientation**: Human Resources conducts New Employee Orientation throughout the year to inform new employees about different departments and policies on campus. Emergency information is distributed to new faculty, and periodically to current faculty as determined by the Provost. DPS is part of these orientations and provides needed information on emergency response.

• **Residence Life Professional and Student Staff Orientation**: The Residence Life Office conducts professional and student staff orientation programs before each fall semester. Public Safety participates in this program, which includes Emergency Response information.

• **New Student Orientation**: The College Life Division provides all new students with an initial orientation program upon their arrival to campus in the fall semester. Public Safety participates in this program, which includes Emergency Response information.

• **Training of Residential Life Student Staff Members**: Training for resident assistants and others on applicable Emergency Mass Notification, evacuation, and shelter-in-place protocols.

• **Public Safety Web Pages**: Emergency response information can be found on the Public Safety website: [http://www.gettysburg.edu/safety/](http://www.gettysburg.edu/safety/)

• **Emergency Mass Communication System Testing**: During each semester, the Emergency Mass Notification System will be tested. Public Safety will send out mass email notifications to the campus community and post flyers throughout campus buildings, providing advance notice of the upcoming quarterly test and reminding community members of the notification system and common protocols associated with this notification system/process.
THREAT RESPONSE MATRIX

The Threat Matrix allows emergency managers to quickly make proper notification using the appropriate communications tools to the campus community without delay. This system has developed prepared messages, known as canned messages. The canned messages allow emergency managers the ability to provide some instructions to the campus community when activating this system. The messages are intended to be brief and give enough information for a person to make sound reasonable decisions regarding the pending threat.

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<th>Crisis Communications Incident Matrix</th>
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<td>Ambushed/Assaulted w/Weapon Present</td>
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<td>Terrorist Hoarding</td>
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<td>Terrorist Watch</td>
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<td>Unintentional Hoarding /storage of weapons</td>
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EMERGENCY RESPONSE

This coordinated approach to disseminating critical emergency announcements provides quick, reliable and consistent information to our community and reduces general demand on vital emergency communications lines.

In the event that emergency conditions disrupt power, cellular, and/or telephone service, emergency information, along with all emergency communications, will be profoundly impaired. Messengers and radios will be used until systems can be restored.
EARTHQUAKE RESPONSE

Earthquake impact assessment during a Level 3 disaster is managed from the central College EOC, which works closely with any established Satellite Operations Centers, using a variety of resources to determine whether buildings will be open for full or restricted use, or closed for repairs or remediation of specific conditions.

The first step in the building inspection process consists of immediate visual inspections of building exteriors; these are performed by:

- Public Safety and responding EOC team personnel, who survey conditions at key buildings from their vehicles.
- Building Assessment Teams (BATs), based in local Satellite Operations Centers, will be designated by division and/or department heads to examine building exteriors in their assigned jurisdiction. The BATs will be primarily comprised of Facilities Management personnel, or teamed with Facilities personnel who have some knowledge on structural issues as they relate to a post-earthquake inspection process. BATs do not enter buildings, but send reports on exterior damage characteristics to their SOCs and to the central EOC.

Detailed safety inspections are performed by:

- structural engineers contracted specifically for disaster response
- Public Safety Life and Fire Safety Personnel
- Facilities Operations utilities and systems personnel

DISASTER MEDICAL OPERATIONS

The Student Health Services Center will be designated the Satellite Operations Center (SOC) for disaster medical operations, and Health Services staff personnel will be responsible for coordinating disaster medical operations on campus.

During a disaster, the Student Health Services Center expands its regular mission within College Life to:

- Provide medical service to both students and employees on campus;
- Organize counseling support services;
- Coordinate with trained Public Safety officers and appropriate emergency responders to assist in providing first aid, patient assessment, and overall patient care;
- Interface with the College Emergency Operations Center (EOC), Gettysburg Hospital and Clinics, and other community medical service providers, as necessary.

To provide disaster medical services, the Health Services SOC would be established to bring health care professionals, support staff, and volunteers together to:

- collect, triage, and treat injured students and employees;
- communicate casualty information to the College EOC and to appropriate emergency medical agencies;
• Arrange transport for patients whose injuries require specialized treatment or hospitalization;

• Provide human services, as a coordinated effort with the Gettysburg Hospital and other applicable health care facilities.

During area-wide campus emergencies that do not include a disaster medical response and activation of the Health Services SOC, the Director of Student Health Services is a member of the EOC Advisory Group.

The Health Services SOC is activated by the President at the EOC, in consultation with the Incident Commander. Typically this will occur during a Level 2 (major emergency) or Level 3 (regional disaster) event when there is a life safety danger or threat of a life safety danger.

The main Health Services facility, if safe and serviceable following the disaster, is the primary site for disaster medical operations.

• If emergency conditions render the Health Services Building unsafe, or if the building’s status is indeterminate, the alternate treatment location can be the Athletics complex or outdoors, within the grass area between the Health Services Center and Athletics complex;

• other alternate sites may be necessary, dependent upon the disaster and the damage to the areas described. Given the complexity of a disaster and configuration of the Gettysburg campus, injured individuals may not be able to reach the Health Services Center;

• the following locations have been identified as potential sites for “Field First Aid Stations” operated by the responders from the Health Services Center, Public Safety, or appropriately trained volunteers (persons trained in first aid and CPR would be considered appropriately trained to assist) – some, or all, could be activated depending on conditions:
  - Department of Public Safety
    - Admissions
    - Memorial Field (the athletic field between the CUB, Plank Gym, and Masters Hall)
    - Chapel
    - Glatfelter Lodge
    - Library
    - Musselman Field
    - Clark Field

The following strategies address communications, personnel, and supply issues with respect to medical operations:

• **Communications**
  - The College Emergency Operations Center, Health Services Center, and Adams County Emergency 911 Center, through the College’s Public Safety Communications Center, have the ability to effectively and efficiently communicate with each other during a disaster situation.

• **Personnel**
  - The College EOC will communicate possible requests for additional medical personnel directly to the Adams County Emergency 911 Center.
• **Supplies**
  - The Logistics Group at the College EOC will coordinate requests for supplies.
  - Primary resources for the College will come from the Health Services supply closet.

**EMERGENCY CARE AND SHELTER**

Dining Services has the ability to maintain limited food storage and supplies for use in a severe emergency, and the capacity to sustain a disaster that would impact electrical utilities with a portable generator provided by Facilities Services. Dining Services also has been provided the ability to access the external internet connections for EOC purposes.

Most residence halls have emergency power for corridor and exit lighting. The Facilities Services Department has the ability to acquire portable generators from an outside company/contractor, provided the disaster is not widespread and impacting local businesses and establishments.

Temporary shelter can include the following provisions:

- Tent shelter: Suitable tents can be rented and used for temporary shelter.
- Indoor shelter:
  - gymnasiuums in the Athletics Department can be used as appropriate indoor shelters, and as storage locations for cots and other support supplies;
  - local hotels and/or the Majestic Theater could also be used for temporary housing, if necessary and appropriate;
  - The Jaeger Center and/or Bream/Wright/Hauser Athletic Complex has been designated by the College and Adams County Emergency Management Agency (EMA) as a temporary re-location site for Adams County populous in the event of an emergency directly impacting the county requiring the evacuation and shelter of surrounding local community members.

**REPORTING EMERGENCIES**

The Public Safety Communications Center and Adams County 911 Center are interconnected via direct radio communications on the Public Safety Radio Frequency. Public Safety can also transfer any emergency call directly to the Adams County 911 Center. DPS officers are equipped with interoperable radios that will allow them direct radio communications with most responding outside emergency personnel (e.g., police, ambulance, etc.) during emergency situations.

Any phone will access the Adams County Emergency Services System by dialing 911. The Public Safety Communications Center can be reached by calling (717) 337-6911, or by calling 6911 from any campus phone. Most emergencies given directly to the Adams County 911 Center are then typically relayed to Public Safety, which results in the dispatch of a Public Safety Officer to assist with the emergency. In cases where a Public Safety Officer responds to or discovers an emergency and determines that additional resources are needed, they can then request additional outside emergency services support from the...
Adams County 911 Center through the Public Safety Communications Center via portable two-way radio.

There are many exterior and interior emergency phones located throughout the campus to assist the public in calling for help or reporting a crime or emergency. The interior phones are red in color and are located in public areas, such as hallways. The exterior phones are located along major streets, parking lots, and near campus residence halls. Many of these phones have a blue light affixed on the top.

When reporting an emergency to a communications officer, please:

- be prepared to give the following information:
  - what you see, hear, or have found;
  - exact location of the incident;
  - the phone number of the phone you are using;
  - details of the situation;
  - your name and address.
- stay on the line until you are told to hang up.
- when possible, report the who/what/when/where/why/how, if known
- KEEP CALM.....KEEP OTHERS CALM

**EMERGENCY EVACUATION PLAN**

**Objective:**

This portion of the plan describes procedures to be followed in the event of an emergency that requires an ALL-CAMPUS evacuation; or those emergencies that require limited-facility immediate evacuation, relocation site, and long-term relocation of a portion of campus. It provides for prompt, orderly and CONTROLLED EVACUATION from a campus building, as well as the entire campus, under emergency conditions. Essentially, this plan makes provisions for three all-campus evacuation situations and limited-facility evacuations.

**All-Campus Evacuation:**

- Plan A: Normal Business Hours with classes IN session
- Plan B: After Business Hours when classes are NOT in session
- Plan C: Summer Conference session

**Limited Facility Evacuation:**

- **Immediate evacuation site:** when an emergency affects one or more campus buildings that need to be evacuated for emergency purposes. Public Safety would designate a nearby campus facility so that building occupants can immediately be relocated during that emergency. This is a short-term evacuation to gather occupants, conduct accountability, and provide immediate shelter from the elements.
• **Long-term relocation site:** when the residents or occupants can’t return to their assigned building for a lengthy time period and something more permanent is needed, such as moving students into a hotel or unused residential spaces for days, weeks, or longer.

**Basis for Action:** The need to implement evacuation from a campus building or the entire 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 officially recognized agency.

Full or partial evacuations may be necessary as a protective action to reduce campus community members’ exposure to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable

**Exercise of Judgment 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.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – college transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local police and emergency resources support

**Scope of an Evacuation:** The scope of an evacuation can include a single building or a group of buildings, and/or a large geographical area. The scope could go beyond the borders of the institution, and/or the College may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

**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 Public Safety/Emergency Coordinator.
If the President and Director of Public Safety are not available at the time of receipt of the alert, the alert shall be relayed to the Department of Public Safety and Senior Administrative Institutional Official in Charge in the absence of the President, as determined by the on-call list. The on-duty shift supervisor or senior officer, in conjunction with and support of the Senior Administrative Institutional Official in Charge, shall take control of the situation until relieved.

The President/Emergency Director, or designees, makes the decision to evacuate the campus in consultation with CERT. The decision to evacuate is then communicated to the larger campus and external constituencies by the Vice President for Communications and Marketing or designee.

The Department of Public Safety will then stand by for orders to implement the plan and establish an Emergency Operations Center (Pennsylvania Hall or alternate site).

DPS Communications Officers shall implement the emergency notification procedure as instructed by the Director of Public Safety.

**Communications Officer:**

- Complete Emergency Notifications List.
- Notify all off duty DPS Officers to report to duty as soon as possible.
- Notify all full-time Communications Officers to report to duty as soon as possible.
- Notify the Facilities On-call Services person (if after normal business hours) to begin “shut down” procedures, established by the Director of Facilities Services.
- First arriving off-duty Communications Officer shall assume the duties as the Telephone Operator (if there is none on-duty).
  - This will relieve the primary Communications officer to handle radio traffic from the Command Center.
  - The Communications officer will answer the telephones and direct emergency calls and pertinent information to the EOC and other appropriate locations.

**Public Safety Officer:**

- Senior On-duty Supervisor or Officer responds to the incident site and begins to set up the Incident Command Post.
- As off-duty officers arrive:
  - begin traffic control;
  - physically check residence halls for evacuation;
  - maintain a list of those buildings that are evacuated and secured.
- When campus buildings are cleared (except the Command Center), they should be re-checked, secured, and reported as "Cleared & Secured" to the Communications Center, who will maintain a list for the Command Center.
  - Those buildings with access control can be locked to prevent occupants from reentering the facility during an emergency.
• When the campus has been completely evacuated, establish a patrol system that will ensure the safety of remaining personnel and real property on campus.
  - This patrol shall be maintained until the Department of Public Safety is ordered to evacuate the campus.
• Evacuations involving the whole campus or large segments of the campus:
  - the College will be reliant upon local police personnel and/or the Pennsylvania State Police to assist Public Safety personnel with traffic control and safe evacuation routes;
  - Evacuation routes will be determined by the Incident Commander and local authorities, and will be relative to the nature and type of disaster/emergency.
  - As a minimum, a phased evacuation should be implemented thereby reducing congestion and possible chaos.
    • This would involve evacuating and releasing all non-emergency faculty and staff first, and then focusing on a phased student evacuation that would be similar to first-year check-in.
  - Public Safety has zoned the campus to assist in a phased evacuation process. In addition to what has already been cited, an evacuation of areas/buildings would occur by zones.
    • The College is separated into three primary zones with Zone One including all off-campus properties owned, controlled, or recognized by the institution; and Zones Two and Three primarily splitting the institutional area of the campus into two.
  - The specific buildings/areas contained within each zone will be maintained by Public Safety.
  - A phased evacuation would ensure and enhance community safety and assist local authorities in an efficient and effective overall process.

**PLAN A: NORMAL BUSINESS HOURS WITH CLASSES IN SESSION**

If an evacuation occurs during the work day:

• Administrators, faculty, and supervisors are responsible for informing their employees of the evacuation.
  - Emergency staff will assist with the evacuation.
  - An Emergency Mass Notification will be made to address the situation.
  - Additional communications methods may be used, depending upon the timing and nature of the incident requiring an evacuation.
• All persons (students and staff) are to immediately vacate the site-in-question and relocate to another part of the campus, as directed by the EOC, and await further instructions. Additional instructions could include, but not be limited to, transportation information and evacuation route information.
• When the evacuation is complete, all remaining staff must be directed to leave the campus, at the direction of CERT.
Evacuation Process:

- **Students in Class:** Upon notification, FACULTY should:
  - Take roll immediately.
  - Inform students of the evacuation.
  - Refer to the Evacuation In-class Announcement (should be posted in each classroom)
  - Take/Forward the completed roll to the EOC.

- **Students in Residence Halls:** COLLEGE LIFE STAFF and PUBLIC SAFETY OFFICERS (as available) will:
  - Notify students in the residence halls.
  - Post notices.
  - Notify the College Communications Center as they proceed.
  - Establish teams of personnel, to ensure an effective and efficient communications method and evacuation.

- **Fraternities:** GREEK LIFE STAFF and FACILITIES PERSONNEL (as available), with radio communications will:
  - Notify the fraternities.
  - Post notices.
  - Notify the College Communications Center as they proceed.
  - Establish teams of personnel, to ensure an effective and efficient communications method/approach and evacuation.

- **Employees:** ADMINISTRATORS will:
  - Notify their staff of the evacuation.
  - Employees are to be released by the responsible administrator. In the absence of an administrator, the supervisor or senior employee will assume this responsibility.

- **Off-Campus Students** (located within the Gettysburg Community): COLLEGE LIFE STAFF should:
  - Attempt telephone notification, and document those contacted.
  - Off-campus students will be notified following on-campus notifications.
  - Personal contact will be made as directed by the Vice President for College Life and Dean of Students.
  - Relocation will be determined based on the magnitude and urgency of the situation.
Evacuation Announcements:

- **Evacuation In-class Announcement**: the following announcement is to be read by FACULTY 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 Bream Wright Hauser Sports Complex (or other appropriate location as determined by the EOC).*

  *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 BREAM WRIGHT HAUSER SPORTS COMPLEX (or other appropriate location as determined by the EOC).*

  *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!*

- **NOTE**: Additional communications methods may be used; i.e. text/voice messaging, campus tv channels, etc. The decision on what communication methods to be used will be determined by the EOC and will be based on the timing and magnitude of the incident, emergency, or disaster.
PLAN B: AFTER BUSINESS HOURS WHEN CLASSES ARE NOT IN SESSION

- Evacuation of all or part of the campus grounds will be announced by the Public Safety Department.

- An all-campus bulletin by voicemail and/or text/voice messaging, combined with the use of the siren (depending upon emergency circumstances and time of day), will be initiated at this time, to assist in alerting the campus community.

- As designated emergency personnel (CERT, and other administrators as deemed necessary) arrive, they should check in at the EOC for assignments.

- All persons (students and staff) are to immediately vacate the site in question and relocate to another part of campus and await further instructions. Additional instructions could include, but not be limited to, transportation information and evacuation route information.

- When the evacuation is complete, all remaining personnel must be directed to leave the campus, at the direction of CERT.

Evacuation Process:

- **Students in Residence Halls:** COLLEGE LIFE STAFF and PUBLIC SAFETY OFFICERS (as available) will:
  - Notify students in the residence halls.
  - Post notices.
  - Notify the College Communications Center as they proceed.
  - Establish teams of personnel, to ensure an effective and efficient communications method and evacuation.

- **Students in Academic Buildings:** PUBLIC SAFETY OFFICERS and ADMINISTRATIVE PERSONNEL will:
  - Notify building personnel (Library, computer center, etc.) as they arrive.

- **Fraternities:** As GREEK LIFE and BUSINESS OFFICE PERSONNEL arrive, they should:
  - Begin evacuation of the fraternities (Public Safety officers will assist as available).
  - Establish teams of personnel, to ensure an effective and efficient communications method and evacuation.

- **Off-campus Housing Students** (located within the Gettysburg Community): COLLEGE LIFE STAFF should:
  - Attempt telephone notification, and document those contacted.
  - Off-campus students will be notified following on-campus notifications.
  - Personal contact will be made as directed by the Vice President for College Life and Dean of Students.
  - Relocation will be determined based on the magnitude and urgency of the situation
  - This effort shall be coordinated by the EOC; as individuals free up from previous assignments, they will be directed to off-campus housing units, as identified by College Life personnel.
PLAN C: SUMMER CONFERENCE SESSIONS

- Evacuation of all or part of the campus grounds will be announced by the Public Safety Department.
- An all-campus bulletin by voicemail and other applicable crisis communications methods will be accomplished to assist in alerting the entire campus community.
- 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. Public Safety Officers will assist as available.
- 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.
- Campus Evacuations Posters should be distributed during the actual evacuation process.
- As with many conference groups, transportation may pose a considerable problem; therefore, all conference persons will assemble in the Sports Complex (unless otherwise directed).
  - Additional information can be obtained from Conference Staff or Public Safety Officers at that time. Information should include, but not be limited to, transportation information and evacuation route information.
- When the evacuation is complete, all remaining personnel must be directed to leave the campus, at the direction of CERT.
- An emergency notification list should be submitted and updated annually at the beginning of the conference season.

Evacuation Process:

- **Conference Attendees:** CONFERENCE STAFF employees and PUBLIC SAFETY OFFICERS (as available) will:
  - Begin notifying conference group leaders, who should assist with the evacuation.
  - Notify conference attendees.
  - Relocation will be determined based on the magnitude and urgency of the situation.

Evacuation Information: as a minimum, this information will be completed when the applicable information is available, and then will be posted and distributed in the Information Area of the Sports Complex or other EOC-designated evacuation location:

- Where to go for safety;
- Routes to be taken [directions];
- For further information [radio station, etc];
- **Remember:** When you arrive at your destination, **inform your parents** of your location and phone number.
Building Evacuation:

- All building evacuations will occur when the fire alarm sounds, and/or upon notification by Public Safety or a member from Residence Life, or other applicable College official.

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

- **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.
  - Physically-challenged persons, who are wheelchair bound or otherwise unable to evacuate a building using the building stairwells, should be relocated to a safe stairwell in the building.
  - Persons assisting those who are physically-challenged should then be responsible for informing emergency responders of the physically-challenged person’s location.

- 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.

- **DO NOT RETURN** to an evacuated building, unless told to do so by a College Official.
DAYCARE EVACUATION PLAN

GETTYSBURG'S GROWING PLACE
Emergency Plan

The Gettysburg's Growing Place has an emergency plan that provides for:

1. Shelter of Children During an Emergency:
   a. In the event of a shelter-in-place emergency, all children and staff will go into the hallways directly outside each classroom and sit against the wall. We will turn off all heating, cooling, and ventilation fans. We will close all the doors and remain there until we are given the ALL CLEAR.
   b. In case of emergency evacuation, the children and staff will be relocated to the College Union Building (CUB), located on West Lincoln Avenue - see attached map.

2. Evacuation of Children from Facility:
   a. We will walk the children up to the CUB, weather permitting. Infants will be placed in the evacuation crib and pushed to the CUB.
   b. In the event that we cannot walk, college transportation will transport us in College vans or buses.

3. Method to Contact Parents:
   a. Parents will be contacted as soon as possible should an emergency arise. A staff person will contact them via telephone to inform them of what is happening and what is being done.
   b. Parents will be contacted to inform them when an emergency has ended and how they can safely be reunited with their children.

4. Gettysburg College Campus Emergency Response Guide:
   a. Staff will know how to locate and utilize the guide in case of an emergency.

6/4/2014
PERSONS WITH A GUN, ACTIVE SHOOTER, OR SHOTS FIRED

Purpose:
The purpose of this specific response plan is to provide general guidelines for Gettysburg College Department of Public Safety personnel and other College officials to follow when responding to incidents involving persons with a gun. Officer safety is paramount in such situations/incidents, and it will be the responsibility of local law enforcement officials to stabilize and secure the immediate incident scene. Gettysburg College Department of Public Safety personnel responding to incidents of persons with a gun will play a support role, allowing local law enforcement officials to assume the primary/lead contact role.

Procedure:
• Approach the location
  1. Develop a plan of operation
     - Be flexible. Plan ahead while on patrol.
     - Provide coordination between Dispatch and other units.
     - Determine if students, staff, or visitors are at risk.
  2. The Public Safety Officer should get to the scene quickly, quietly, and safely.
     - Turn radio volume down.
     - Do not rattle keys or loose objects.
     - Do not slam doors.
     - Keep an escape route open.
     - Do not unduly alarm persons in the area with an overzealous approach.
  3. First Officer at the scene should:
     - Take position at a safe distance to best observe and control the scene.
     - Determine as soon as possible who has the gun and why.
       • Was the gun brought to campus in anger for revenge, etc?
       • Was the gun brought to campus to "show off" to friends?
     - Advise Dispatch and responding units of arrival and give specific location.
     - Make a silent approach on foot, effectively using cover and concealment. Stay at a safe distance away from the incident scene.
     - Observe and report observations to Dispatch and responding units.
     - Communicate and coordinate with other officers to contain the scene by establishing an outer perimeter.
     - Initiate an evacuation of the immediate area, if it can be accomplished safely, to eliminate or diminish injuries to others.
     - Request additional resources, if necessary and available.
- Request local law enforcement.

**Arrival at the Scene**
- Officers should utilize invisible deployment techniques, making maximum use of cover and concealment without being detected by persons inside.
- Be observant for suspects and other accomplices.
- If appropriate, re-contact the reporting party and try to determine any relevant or new information.
- Determine if there are any injuries, and summon assistance accordingly.
- Always be cognizant of officer safety and await the arrival of responding local law enforcement officials.

**If Shooting is Observed**
- Maintain invisible deployment while using cover.
- Communicate actions observed.

**Contact with Suspect(s)**
- Officers should not approach a hostile situation. Wait for local law enforcement and assist as necessary.
- Maintain cover.
- Be aware of a possible hostage situation.
- Establish outer-perimeter control and protect bystanders.
- Support local law enforcement officials from a safe distance from the scene. Public Safety personnel are focused on assuming a support role in such hostile incidents.
- If the suspect(s) has fled prior to the officer’s arrival, the primary officer should be at the crime scene and request additional backup if needed.
- Notify local law enforcement officials of potential escape routes.

**Primary officer should protect the crime scene and obtain necessary information for quick initial supplemental broadcasts.**

**Area Search for Suspects who have left the scene in a vehicle or may be on campus:**
- Department of Public Safety personnel will not pursue fleeing hostile suspects.
- Relay all pertinent information to responding law enforcement officials and allow them to pursue the suspects. Responding Public Safety personnel will never place themselves in a position where they may intercept fleeing hostile person(s).
- After the suspect is removed from the area/building, local law enforcement personnel should completely search the entire location for possible additional suspect(s) or victims.
- Notify campus administration for after-event counseling and media information.
General Community Member Guidelines:

In the event that you are the victim of, a witness to, or have reason to believe that there has been a shooting incident including any firearm discharge, take the following steps immediately:

- Get away from the suspect. Do not attempt to confront the suspect. Find a safe location to take refuge and shelter-in-place.

- Activate 911 Emergency Services and/or call DPS at extension 6911 from any campus phone or (717) 337-6911 from any other phone, and provide the Communications officer with:
  - Your name
  - Your location
  - Your phone number
  - Details of the situation

- When it is safe to do so, provide DPS with a clear description of the suspect/incident:
  - Height and weight
  - Gender
  - Hair color/length and presence of any facial hair
  - Race/complexion
  - Clothing description
  - Approximate age
  - Vehicle type, color, and plate (including state)
  - Direction of travel

- Follow all instructions of the responding Public Safety Officers, Police officers, and Emergency responders.

If directed by DPS or local or state police to "evacuate," take the following steps:

- Know your building in advance:
  - know your nearest exit;
  - know two ways out of your building.

- During an extended evacuation, you may be instructed by emergency personnel to report to a designated short-term emergency evacuation center.

- When you are instructed to evacuate:
  - remain calm;
  - leave promptly using the nearest exit;
  - alert other persons on your way out;
  - meet at the designated meeting location if established for your building, and account for your personnel;
  - take keys and essential personal items.
If directed by DPS or local or state police to "shelter-in-place," take the following steps:

- **Securing an area:**
  - Proceed to or remain in an office, classroom, conference room, or other area with a door;
  - Lock and/or barricade doors;
  - Turn off lights;
  - Close blinds;
  - Block windows;
  - Turn off radios and computer monitors;
  - Keep occupants calm, quiet and out of sight;
  - Keep yourself out of sight and take adequate cover/protection; i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets);
  - Silence cell phones;
  - Place signs in exterior windows to identify the location of injured persons.

- **Un-securing an area:**
  - Consider risks before unsecuring rooms;
  - Remember, the shooter will not stop until they are engaged by an outside force;
  - Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area;
  - Consider the safety of masses vs. the safety of a few;
  - If doubt exists for the safety of the individuals inside the room, the area should remain secured.

**EOC Guidelines:**

- CERT personnel will be notified as soon as possible, and the EOC will be activated at the discretion of the president.

- On-campus communications informing community members of the incident will occur as soon as possible after verification of the incident has been confirmed. This notification will include all campus crisis communications tools, to include text/voice messaging and the alert siren.

- Public Safety and College officials, as directed by the EOC, must be focused on crisis communications, campus evacuation or shelter-in-place, and coordination with outside emergency responders.
HOSTAGE/BARRICADE SITUATION

Purpose:
The purpose of this response plan is to establish policies and procedures for the initial response to hostage and barricade situations.

Definitions:
**Hostage Situation** - a situation where a person is held against their will by a perpetrator who intends to use the safety of the person held as a means of escape or as a bargaining instrument.

**Barricade Situation** - a situation where a person has restricted their own movement and defied authorities, indicating by their actions that they intend to harm themselves or jeopardize the safety and welfare of others. The barricaded person may or may not have taken a hostage or made a threat to their own life.

Policy:
The local police authorities have assigned personnel who are well trained, equipped, and experienced in this specific area. In the event of a hostage or barricade situation that is severe enough to constitute a physical threat to any person, it is the policy of the Gettysburg College Department of Public Safety to immediately request assistance from the police department having concurrent jurisdiction, and once the assisting jurisdiction has taken command of the incident, to assist and support the agency as needed.

Procedures:

A. Upon receipt of the initial report of a hostage or barricaded person situation, the Communications officer will dispatch all available Public Safety officers to the scene.

B. The first officer on the scene will immediately notify Communications, confirming the existence of the situation, and confirming if assistance from outside local law enforcement agencies is needed. The officer shall relay all essential and available information to Communications, including:
   1. number and description of hostage takers and/or barricaded subjects;
   2. exact location of the incident, and the number of hostages;
   3. type of weapon(s) that may be involved;
   4. locations for additional units to respond to, and locations to stay clear of;
   5. type of incident which is thought to have preceded the hostage taking or barricading of subjects.

C. When the situation is confirmed by the first officer on the scene, and the need for assistance has been established, the on-duty supervisor will immediately notify (1) the Director of Public Safety or their designee and (2) the concurrent jurisdiction, and will provide them with all available information and request assistance, as directed.
   1. The Director will advise whether or not to contact any additional departments or Gettysburg College personnel.
D. The responding officers shall immediately establish an inner perimeter around the scene, containing the situation to the smallest possible area without unduly endangering Public Safety personnel, hostages, or bystanders. An outer perimeter shall be established to secure the area from traffic and bystanders, and to allow for emergency access to the area.

E. The responding officers shall immediately evacuate bystanders and injured victims, if any, and advise Communications whether or not to request ambulance, rescue, or fire equipment to respond to the incident area.

F. The supervisor/senior officer on the scene shall immediately set up a temporary Command Post and notify Communications of the location of the Command Post; Communications shall notify the responding agencies of the location of the Command Post.

G. The Director of Public Safety will coordinate with the responding agencies to establish a central Command Post for joint operations.

H. Public Safety officers at the scene shall keep the situation as non-confrontational as possible, until trained hostage negotiation and support personnel from the assisting law enforcement agencies arrive.

I. The Public Safety supervisor/senior officer at the scene will assume the initial command and control over the incident.
   1. The supervisor/senior officer will turn over scene command and control to the Director of Public Safety or designee, once they arrive on the scene.
   2. The Director or designee will coordinate activities with the responding law enforcement agencies.
   3. The Director will also make contact with the College President or designee and coordinate CERT activities.

J. The Director of Public Safety or designee, in conjunction with the assisting agency's supervisor and Communications and Marketing, will establish authorization for news media access and news media policy.

K. All decisions and authorization regarding the use of force and chemical agents against the suspect will be made by the assisting law enforcement agency.

L. Communication with the hostage taker/barricaded person will be established by trained personnel from the assisting agency.

M. Interaction between hostage negotiation personnel and the responsibilities of each will be handled by the assisting agency, according to their operational procedures.

N. Provisions for a list of negotiable items and nonnegotiable items, and provisions for chase/surveillance vehicles and control of travel routes will be handled by the assisting agency, according to their operational procedures.
Assisting Agencies:

A. Concurrent jurisdictions that provide assistance to the Department of Public Safety in the event of a hostage/barricade situation are the Gettysburg Borough Police Department and the Pennsylvania State Police. Both agencies have special operations units, which consist of specially trained personnel equipped with:

1. tactical communications system;
2. ballistic protection for the body and head;
3. gas masks;
4. special purpose utility uniforms;
5. flashlights;
6. binoculars;
7. side arms;
8. heavy weapons systems;
9. special operations vehicles for transportation and storage of equipment.

B. Both agencies utilize police officers who have been carefully screened, selected, and trained as hostage negotiators.

C. Both agencies have plans for hostage/barricade situations, that provide for:

1. notification of special operations and hostage negotiator personnel;
2. notification of other key persons in the department;
3. notification of other agencies;
4. evacuation of bystanders and injured;
5. requests for fire and rescue equipment;
6. requests for surveillance equipment;
7. authorization for use of force and chemical agents;
8. authorization for news media access and news media policy;
9. establishment of a central command post and chain of command;
10. establishment of inner and outer perimeter;
11. interactions and responsibilities of the special operations teams and the hostage negotiation teams;
12. list of negotiable and non-negotiable items;
13. provisions for chase/surveillance vehicles and control of travel routes.
D. Upon requesting assistance from Gettysburg Police or the Pennsylvania State Police in a hostage or barricade situation, the assisting agency will implement their department's plan for hostage and barricade situations.

1. Public Safety personnel will assist with perimeter security, building security, traffic control, and other key areas as directed by the Director of Public Safety or designee.

E. Once an inner perimeter is staffed by the assisting agency, the Department of Public Safety will assume a support role for the duration of the operation. Responsibilities of the Department in a support role may include:

1. assisting in establishing a command post;
2. assisting with manning the outer perimeter;
3. manning traffic points and crowd control;
4. providing liaison between the assisting agency and the Gettysburg College CERT;
5. any other duties requested by the on-scene Incident Commander or the Director of Public Safety.

F. Upon resolution of the situation, the Director of Public Safety or designee will participate in the after-action meeting/debriefing, as a representative of Gettysburg College.

EOC Guidelines:

A. CERT personnel will be notified as soon as possible, and the EOC will be activated at the discretion of the president.

B. On-campus communications informing community members of the incident will occur as soon as possible after verification of the incident has been confirmed. This notification will include all campus crisis communications tools, to include text/voice messaging and the alert siren.

C. Public Safety and College officials, as directed by the EOC, must be focused on crisis communications, campus evacuation or shelter-in-place, and coordination with outside emergency responders.
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/operations. The purpose of this policy is to establish procedures for handling bomb threats and actual bomb emergencies.

Introduction:

• Persons performing functions on campus, who are likely to receive information of a bomb threat, should familiarize themselves with this procedure so they may carry out the specified actions/response safely and expeditiously.

• Bomb threats are usually received by telephone. Although, there is a continuing trend of email bomb threats being sent to institutions of higher learning.
  - Email threats should be immediately forwarded to a DPS official after consultation and contact is made with that official.
  - The enclosed bomb threat procedures are to be initiated and carried out until modified or canceled by the responsible College authority.

• These procedures and instructions are intended to accomplish the following:
  - Accurate receipt of the bomb threat information;
  - Alerting all persons in the threatened area to evacuate;
  - Relaying pertinent information to proper authorities;
  - The on-site DPS senior officer is the designated person in charge of the incident until relieved by an authorized supervisor or authorized administrator.

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

• ALL BOMB THREATS ARE TO BE CONSIDERED REAL AND BONAFIDE!

• The Public Safety officer on the scene is the College Official in Charge at the scene, and all communications should go through that person.

Communications:

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

Discovery of a Device or Suspicious Package:

If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area and immediately notify Public Safety by dialing x6911, or Adams County 911.
On-site [if a device is located]:

- 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 an explosion and its potential 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.
- **Never** attempt to move, disarm, or otherwise tamper with an explosive or incendiary device unless you have been trained to handle these dangerous items and authorized by the college to do so.
  - Spend as little time as possible in the vicinity of the device. Any imprudent action may unexpectedly detonate, ignite or activate a device.
- Vent by opening doors, windows, and other structural areas such as roof vents, skylights, and hatch covers. Less confinement = Less damage.
- Be aware that more than one bomb or incendiary device may be present and that safety hazards for emergency responders may exist.
- Call in trained professionals to conduct the search or to provide guidance.

RECEIVING a Bomb Threat:

- Obtain as much information about the call and the caller as possible.
- 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 Public Safety personnel.
- **DO NOT TOUCH THE OBJECT!** Evacuate to a safe location, notify the Public Safety Communications Center of your location and phone number, and await further instructions.

REPORTING a Bomb Threat:

- Notify the Public Safety Communications Center, by dialing x6911**
  - ** If the threat is for your building, make the notification from a phone in a different building.
- If you receive a call for a threat to another building/area, inform the Communications Center, and the Communications Officer will send a Public Safety Officer to handle the evacuation.
- Make yourself available to responding authorities in the event they need additional information; you may want to go to the Public Safety Office to wait.
- Use the Bomb Threat Report Form (whenever possible) to record as much information about the call as possible, found at: [http://www.gettysburg.edu/about/offices/college_life/safety/emergency_preparedness/bomb_threatreportform.dot](http://www.gettysburg.edu/about/offices/college_life/safety/emergency_preparedness/bomb_threatreportform.dot)
What Not To Do

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

For recording information during a “phone-in” bomb threat, refer to the **Department of Homeland Security Bomb Threat Procedures and Checklist (on the next page)**.

- If a bomb threat is received **by handwritten note:**
  - Call Public Safety at extension 6911.
  - Handle note as minimally as possible.
- If a bomb threat is received **by e-mail:**
  - Call Public Safety at extension 6911 and be prepared to forward the email.
  - Do not delete the message.
BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:
• Call
• Handle note as minimally as possible.

If a bomb threat is received by e-mail:
• Call
• Do not delete the message.

Signs of a suspicious package:
• No return address
• Excessive postage
• Stains
• Strange odor
• Strange sounds
• Unexpected Delivery

DO NOT:
• Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
• Evacuate the building until police arrive and evaluate the threat.
• Activate the fire alarm.
• Touch or move a suspicious package.

WHO TO CONTACT (select one)
• Follow your local guidelines
• Federal Protective Service (FPS) Police
  1-877-4-FPS-411 (1-877-467-4411)
• 911

BOMB THREAT CHECKLIST

Date: ____________ Time: ____________

Time Caller: ____________ Phone Number: ____________

Hang Up: ____________ Call Received: ____________

Ask Caller:
• Where is the bomb located? (Building, Floor, Room, etc.)
• When will it go off?
• What does it look like?
• What kind of bomb is it?
• What will make it explode?
• Did you place the bomb? Yes No
• Why?
• What is your name?

Exact Words of Threat:

Information About Caller:
• Where is the caller located? (Background and level of noise)
• Estimated age:
• Is voice familiar? If so, who does it sound like?
• Other points:

Caller’s Voice:
☐ Accent
☐ Angry
☐ Calm
☐ Clearing throat
☐ Coughing
☐ Cracking voice
☐ Crying
☐ Deep
☐ Deep breathing
☐ Disguised
☐ Distinct
☐ Ear
☐ Female
☐ Laughter
☐ Lisp
☐ Loud
☐ Male
☐ Nasal
☐ Normal
☐ Ragged
☐ Rapid
☐ Rasp
☐ Slow
☐ Slurred
☐ Soft
☐ Stutter

Background Sounds:
☐ Animal noises
☐ House noises
☐ Kitchen noises
☐ Street noises
☐ Booth
☐ PA system
☐ Conversation
☐ Music
☐ Motor
☐ Clear
☐ Static
☐ Office machinery
☐ Factory machinery
☐ Local
☐ Long distance

Threat Language:
☐ Incoherent
☐ Message read
☐ Taped
☐ Irrational
☐ Profane
☐ Well-spoken

Other Information:
CIVIL DISTURBANCE OR DEMONSTRATIONS

Any student group wishing to establish a protest, rally, or other public assembly on campus must first submit their intent in writing and obtain approval from the Vice President of College Life and Dean of Students. Non-student groups must submit their request in writing to the Director of Public Safety, who will coordinate approval with the Vice President for College Life and Dean of Students.

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 a result of the demonstration:

- **INTERFERENCE** with the normal operation of the College.
- **PREVENTION** of access to offices, buildings or other College facilities.
- **THREAT** of physical harm to persons or damage to College facilities.

If any of these conditions exists, the Department of Public Safety should be notified and will be responsible for responding to the incident, contacting the appropriate College officials, and informing them of the incident. Depending on the nature of the demonstrations, the appropriate procedures listed below should be followed.

**Peaceful, Non-obstructive Demonstrations**

- Generally, demonstrations of this kind should **not** be interrupted, and demonstrators should **not** be obstructed or provoked.

- Efforts should be made to conduct College business as normal as possible.
  - If demonstrators are asked to leave but refuse to leave by regular facility closing time, arrangements will be made by the Director of Public Safety 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.

**Non-violent, Disruptive Demonstrations**

- In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:
  - Demonstrators will be asked to terminate the disruptive activity by a representative from Public Safety, at the direction of the Director of Public Safety or designee.
  - Public Safety should consider having a photographer or video equipment available to document the incident and participants.
  - Key College personnel and student leaders will be asked by Public Safety to go to the area and persuade the demonstration to cease and desist.
  - Key College Personnel will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.

- 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 or possible intervention by civil authorities.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- After consultation with the Director of Public Safety or designee, the need for an injunction and intervention by civil authorities will be determined.
- If determination is made to seek the intervention of civil authorities, the demonstrators should be informed.
- Upon the arrival of the Gettysburg Borough Police Department, the remaining demonstrators will be warned of the intention to arrest.

Violent, Disruptive Demonstrations

- In the event that a violent demonstration in which injury to person(s) or property occurs or appears imminent, the Director of Public Safety, President, Vice President for College Life and Dean of Students, and other administrators as deemed necessary by the President, will be notified.

**PLAN A: During Normal Business Hours**

- In coordination with the Director of Public Safety, the Public Safety Department will notify the President.
- If advisable and safe, the Director of Public Safety will alert the President and Communications & Marketing, who will then call a photographer to report to an advantageous location for photographing the demonstrators.
- If determined necessary and appropriate, Public Safety will notify the Gettysburg Borough Police for assistance in effectively and safely ending the demonstration.
- Public Safety will provide an officer with radio communications between the College and the Gettysburg Borough, and Pennsylvania State Police as needed.

**PLAN B: After Business Hours**

- DPS should be immediately notified of the disturbance.
- The Supervisor/Officer on duty will investigate, report, and notify the Director of Public Safety as necessary and appropriate.
- The Director of Public Safety will:
  - report the circumstances to the President;
  - notify key administrators as determined by the President;
  - if appropriate, notify the administrator for the building or area involved;
  - notify the College Communications & Marketing Office;
  - arrange for a photographer.
- After consultation with the President and Communications & Marketing, Director of Public Safety and, a determination will be made to notify the Gettysburg Borough Police and Pennsylvania State Police. If so, the following should occur:
  
  • The responding agencies should come to the established College Command Center (during after-hours and under these circumstances, the Command Center is likely to be the Public Safety headquarters building; unless CERT is activated, and then it would be Pennsylvania Hall).
  
  • A Plan of Action should be discussed with the Incident Commander of responding agencies (likely to be the senior Public Safety representative on-scene and the Chief of Police).

  • **NOTE:** DPS 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.

**Directive to Immediately Terminate Demonstration**

• To be read by Public Safety to the demonstrators:

  **Identify Self**  [do this first]

  This assembly and the conduct of each participant is seriously disrupting the operations of Gettysburg College and is in clear violation of the policies 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 judicial actions.

  [*or Designated Authority]

**Directive to Immediately Terminate Demonstration with the Assistance of Police**

• To be read by Public Safety to the demonstrators:

  **Identify Self**  [do this 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 subject to disciplinary action, 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.
CRISIS MANAGEMENT FOR INTERNATIONAL PROGRAMS

Definitions:

**Real Emergencies** - those that pose a genuine and sometimes immediate risk to, or that have already disturbed, the health, safety, and wellbeing of participants. These include such occurrences as coups and other civil disturbances, natural and manmade disasters, incarcerations, serious illness, accidents, physical assaults, disappearances or kidnappings, and terrorist threats and attacks.

**Perceived Emergencies** - those that pose no significant risks to the health, safety, and security of participants, but 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 reasons 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:

- All responses to a crisis will be informed by the highest concern for the health, safety, and wellbeing of program participants and staff.
- 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.
- 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 “Emergency Procedures” (below) and the College’s Emergency Plan in deciding how information should be shared.
- 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 is 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 wellbeing of Gettysburg College students, faculty, or staff abroad. Emergencies may be real or perceived.

• **Notification:**
  - Whoever is first notified of an emergency will contact Public Safety (by calling 717.337.6911 or x6911 from any campus phone).
  - Public Safety will notify the on-call Residence Life professional staff member.
  - The on-call Residence Life member will contact the Dean on-call.
  - The Dean on-call will notify the Director of Off-Campus Studies.
    - In the absence of the Director of Off-Campus Studies, the Dean on-call will notify the Provost.
  - Current contact information and emergency numbers can be found on the CERT Emergency Contact Phone Cards that are regularly updated and distributed by the Department of Public Safety.

• **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 website, 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 steps to gather facts and to determine the extent of the emergency.

Determine the Extent of the Emergency

OFF-CAMPUS STUDIES should ascertain the following (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.
Determine a Course of Action

If the emergency is PERCEIVED:

- the OFF-CAMPUS STUDIES DIRECTOR or designee, will write a brief description of the nature and extent of emergency and a description of action(s) being taken, to be forwarded to:
  - Communications and Marketing, President, Dean of the College, Provost, Director of Public Safety, and Director of Residence Life
- the DIRECTOR or designee will advise the President or the Provost whether the scope and/or potential impact of the situation warrants that the College’s CERT be convened

If CERT is not convened:

- The Director or designee 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
  - such inquiries shall be directed to Director of Communications and Media Relations or to the CERT
- The Director or designee will contact all affected parties, which may include:
  - a student (or the entire group)
  - a student’s parents (or all 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 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.

If the emergency is REAL:

- the OFF-CAMPUS STUDIES DIRECTOR or designee will write a brief description of the nature and extent of emergency and description of action(s) being taken, to be forwarded to:
  - Communications and Marketing, President, Dean of the College, Provost, Director of Public Safety, and the Director of Residence Life
- the Director or designee will advise the President or the Provost whether the scope and/or potential impact of the situation warrants that the College’s CERT be convened
If CERT is not convened:

- The Director or designee 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
  - such inquiries shall be directed to Director of Communications and Media Relations or to the CERT
- The Director or designee will contact all affected parties, which may include:
  - a student (or the entire group)
  - a student’s parents (or all 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 CERT is convened:

- All further actions will be guided by established College procedure and emergency plans. However special attention should be paid to whether or not CERT is convened:

Whether or not 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:
  - each assured that everything is being done to assure their security and wellbeing, and that we are counting on their cooperation in responding to the crisis;
  - 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;
  - told that the College is or will be in contact with their families, if this is an appropriate course of action;
  - directed to stay in close contact with the Faculty Director, to let them know of their precise whereabouts throughout the crisis, and to report to them any suspicious persons or packages;
  - directed to exercise common sense in responding to the crisis, and to avoid contact with or travel to the affected area;
  - directed to keep a low profile; to avoid dress and behavior that will attract attention; to avoid using luggage tags; and to avoid places where Americans are
known to congregate;

- 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;
  - directed to remove all signs or any other objects, at the academic center or at the home stays, that would call attention to them or to the program, as warranted.

- 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:

- the safety of various routes and modes of travel;
- how to meet the costs of evacuation;
- the advisability of reducing risk to participants by separating them into smaller groups;
- 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.**
CAMPUS-RELATED DEATH

Purpose: To clarify and establish the 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 the College's 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.

College Divisions responsible for deaths on-campus:

- Students
- College Life
- Faculty
- Provost
- Staff/Administration
- Human 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
Department of Public Safety or College Official Initially Dealing with a Death Notification Incident:

Get the Facts

- What has happened?
- To whom?
- Where? How? (if known)
- Are there any other participants? If Yes: extent of injuries
- Are there any witnesses? Identify them
- Has positive identification been made? How? By whom?
- Obtain Next of Kin information (i.e. name, address, telephone) and make available for College Life
- Obtain all incident-related information
- Adams County Coroner is responsible for the notification of Next of Kin

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

On-campus Death

- DO NOT enter the scene
- SECURE The AREA
- Establish perimeter: DO NOT permit entry until the Police and Coroner arrive.
- Secure scene for Police and Coroner. *DO NOT MOVE ANYTHING*
- Assign one primary contact person in the department for the duration

Off-campus Death

- Identify and establish contact with appropriate law enforcement agency
- Obtain any information possible

Incident Information

- All information should be compiled and given to the designated department contact person, who shall be prepared to share information/investigation with:
  - Director of Public Safety;
  - College senior administrators with a need to know;
- Family THROUGH the designated Division Representative;
- Media THROUGH Executive Director of Communications and Marketing or designee;
- Insurance Investigators THROUGH Office of Finance and Administration.

Hospital

- Public Safety (open 24 hours) is identified as the initial College contact for the Hospital
- the Hospital will normally make next-of-kin notifications
- the Hospital will hold the deceased until funeral arrangements are made
- the Hospital DOES NOT decide on a funeral home

After-Actions Report

- An After Actions Report shall be completed by ALL involved personnel
- These reports shall be compiled and maintained on file under the advisement of the College attorney

General Information:

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.

- The Vice President for College Life and Dean of Students shall be the primary College contact in the event of a student death, whether on campus or off campus.
- The Provost shall be the primary College contact in event of a Faculty death and Director of HR-Staff for an employee.
- All inquiries relating to the death shall be referred to Communications and Marketing, which will consult with Public Safety or local police and CERT to determine standard information to be released. The name of the deceased or cause of death will not be released by the college until such permission is granted by the coroner in coordination with the district attorney and police.
- Questions regarding liability or other legal concerns shall be referred to the appropriate College officials who shall consult with College Legal Counsel for advice.

On-campus Death of Student

In the event of a student death on campus:

- Public Safety shall be notified immediately;
- Public Safety Dispatch shall notify the Director of Public Safety;
  - The Director will notify the President and other CERT members, as deemed necessary and appropriate.
- Public Safety will conduct an investigation and contact local authorities, as deemed necessary; i.e. coroner, police, etc.
- The President or designee will determine who shall be responsible for notification of next of kin
after official notification by the coroner/police has been made as required by law.

Off-campus Death of a Student

In the event of a death of a student, the Department of Public Safety is identified to the Gettysburg Hospital as the first contact. The Dispatcher will set into motion the procedures outlined above for notification of key CERT members/campus leaders.

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

- 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 networkers 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.

- Memorial Services: The Vice President for College Life and Dean of Students, 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.

- Media Inquiries: All press inquiries shall be referred to the Office of Communications and Marketing for response.

- 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.

- Draft a Letter of Sympathy to the Family for the President: Send tuition, room and board refunds, etc., under separate cover from the Vice President for College Life and Dean of Students at a later date (payable to parent), offer condolences, etc.

Notes: In notification of the family the coroner/police notification – thoughts for the designated division contact person:

- Call (if long distance) or personally deliver the information to the family.

- Speak clearly and concisely. This call is a follow-up call to the official coroner/police notification and is the college’s first attempt to reach out to the family and express condolences. 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. Be prepared to make a second call within a reasonable timeframe, allowing the family ample opportunity to work through the initial stages of grief.

- Call the family a second time. After some time (to be determined on a case by case basis), call to confirm earlier call and be ready to discuss:
  - the exact location of the deceased student, if not already known;
- making the trip to campus (or alternative arrangements, if they come). Offer assistance in making travel or lodging arrangements, if desired.

- Disseminate information to the media through the Office of Communications and Marketing, but only after some consultation with the district attorney’s office so as not to interfere with or jeopardize a possible police investigation.

- Meet the family. Regardless of the circumstances, meet relatives and assist them in whatever ways possible. Always stay within easy reach of the family.

**Dead-on-Arrival Calls**

The purpose of this directive is to establish the procedure for the investigation of dead on arrival (DOA) calls by DPS personnel.

Upon arrival at a death scene, the officer will be confronted with one of the following types of death:

- **Apparently Natural**: In these cases, the deceased should have a history of recent treatment by a physician for serious natural ailments, such as heart disease, etc. There should be no evidence of violence or drug overdose (empty pill bottles, etc.) or any suspicious circumstances.

- **Suspicious or Clearly Unnatural**: examples of such deaths are:
  - death resulting from a traumatic injury;
  - violence, gunshot wound, stab, beating, etc.;
  - poisoning, including drug overdose;
  - accident, regardless of duration of survival;
  - suicide, regardless of duration of survival;
  - homicide, regardless of duration of survival;
  - sudden death, without obvious cause, when in apparent good health;
  - when unattended by a physician, or during an illness that appears to be previously undiagnosed and treated;
  - as an apparent result of fire;
  - any other suspicious, unusual, or unnatural manner.

**Procedure:**

- The Departmental member responding, initially shall:
  - immediately determine if there are any signs of life, and if there is any doubt as to whether or not the individual is dead;
  - follow normal medical procedures and notify the local ambulance service, and have the person transported immediately to the hospital.
  - If the victim is clearly deceased, do not move or disturb the body in any manner.
• The officer responding shall:
  - immediately notify the shift supervisor, who will immediately notify the Director of Public Safety, Associate Director, Captain, and the local police. The Director will determine what other notifications, if any, should be made.

• The officer shall make a preliminary investigation and follow the proper steps for securing and protecting a crime scene.

• The Senior Departmental Administrator, upon arrival will assume responsibility for the investigation and crime scene, unless the local police department is already on the scene.

• The Gettysburg Borough Police shall be notified of all dead-on-arrival investigations, whether from apparent natural causes or suspicious or unnatural causes.
  - The investigating officer shall provide Gettysburg Police with a copy of the Incident Report as soon as possible.
  - Notification of next of kin must be noted on the incident report.
  - If identification of the deceased person is necessary by relatives or friends, it shall be arranged by the Gettysburg Police through the coroner.

• The death scene should remain as undisturbed as possible, and homicide/suicide death scenes should remain as they are until the investigation is completed by all outside agencies (local police, Pennsylvania State Police, or Adams County District Attorney’s Office)

• The Senior Departmental Administrator and supervisor/officer taking the preliminary report of a DOA will ensure all property of the deceased is secured, and that any items taken as evidence or at the request of the Gettysburg Police are properly marked and logged.
  - The Senior Departmental Administrator shall request a list of all items taken by Police.

• The appropriate Gettysburg College official(s) will be responsible for the College’s outreach to the next of kin following the coroner’s/police’s official notification.

DPS MENTAL HEALTH/PSYCHIATRIC EMERGENCY RESPONSE

In working with any subject in mental distress, Public Safety officers should utilize a calm and reassuring approach with the subject. It is important to remember that subjects undergoing mental health symptoms do not perceive their environment or interactions “normally.” Stress the safety of the subject.

NOTE: All instances of “Mental Health Response” are to be communicated to the Residence Life on-call professional.

Mental Health or Psychiatric Emergency: when an individual’s mental or emotional condition results in behavior that constitutes an imminent danger to that individual or to another person. Emergencies require immediate attention. A mental health or psychiatric emergency is one in which an individual’s wellbeing – or the community’s wellbeing – is in immediate jeopardy, and include:

• suicidal intentions or attempts;
• homicidal intentions or attempts;
• “psychosis”-unusual (the individual has lost touch with reality; they cannot tell what is real and may be seeing or hearing things that others are not);
• “mania”-unusual (the individual is “going at 300 miles/hour,” speaking so quickly that people cannot understand and cannot interrupt; behaving erratically and illogically; believing themself to be superhuman or invincible; may include psychosis);
• trauma (this includes assaults and accidents, but can also include the perception of a threat to physical safety—someone feeling as though they were in great jeopardy).

In these circumstances, the involved individual(s) is understandably overwrought. They will often take their cues from you about how to behave or how upset to be. They may even look to you to get a sense of how “bad” their circumstances are. If you appear upset (if you talk quickly or act panicky, for example), they may perceive their circumstances to be pretty bad and begin to feel and behave even worse.

Public Safety officers, when responding to upset individuals, need to:
• speak slowly and clearly
• use simple sentences
• give easy-to-follow “commands”
• use “body language” that communicates calmness and control of the situation (e.g., uncrossed arms, attentive facial features, eye contact)

A Public Safety Officer responding to an incident with a subject displaying these behaviors/symptoms will:
• take immediate steps to ensure the safety of the subject;
• immediately request EMS response, with additional request for Police response.

Crisis Intervention: an individual may experience a mental health crisis when unexpected or overwhelming life events create an abnormal situation for a normal person. One’s usual capacity to cope is exceeded or exhausted. External support may not exist or may be unavailable. Examples include the death of a loved one, the loss of a relationship, being in an automobile collision, or increasing difficulty managing the stressors of daily life. Crisis intervention is a process to assist individuals in finding adaptive solutions to unsettling events.

A Public Safety officer responding to an incident with a subject who does not pose an immediate threat to themselves or others, based on the information available at the time, believes it is evident that the student requires Crisis intervention will:
• contact the on-call Residence Life professional and inform them of the incident;
• request that Counseling Services be contacted to meet with the student immediately.
  - Should the student refuse to meet with Counseling Services, EMS will be requested for transport to the Gettysburg Emergency Room for crisis evaluation.

Therapy Service Request: students who are not in crisis may have emotional concerns that are keeping them from functioning adequately in their daily lives. Counseling Service is available to help individuals address their current, most troubling concerns.
A Public Safety Officer responding to an incident with a subject displaying these behaviors/symptoms will:

- notify the student of on-campus Counseling Services and provide contact information should the student need it;
- inform the Residence Life on-call professional of the request and available information pertaining to the request.

**Non-Student:** In cases of Mental Health Emergency and Mental Health Crisis in which the subject is NOT a student of the College:

- immediately request Police response and notify the Public Safety Director on-call.

**Confidentiality of Communication between Mental Health Professional and Client:**

Federal and state laws and professional codes of ethics emphasize the importance of confidentiality of the communication in the counseling relationship. Client information is confidential unless the client provides written consent to disclose specified information.

However, laws and ethics define certain situations when mental health professionals are required to disclose otherwise confidential client information. These situations are:

- when there is a reasonable suspicion of past or current child, elder, or dependent adult abuse;
- when the client presents a danger to self, to others, and/or to property; and
- when ordered by a court of law.

**MISSING/RUNAWAY PERSON(S)**

Department of Public Safety members may be called upon to take reports from members of the Gettysburg College community, regarding information concerning a missing or runaway person(s). This policy contains the official notification procedures of Gettysburg College and DPS for missing students, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (the “HEOA”).

**Procedure:**

- If a member of the College community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine their state of health and wellbeing, through the collaboration of the Department of Public Safety (DPS) and Office of Residence Life.
  - If the student is an on-campus resident, the Department of Public Safety will secure authorization from Residence Life officials to make a welfare entry into the student’s room.
  - If the student is an off-campus student resident, the Department of Public Safety will informally enlist the aid of the neighboring police agency having jurisdiction.
- Concurrently, college officials will endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student.
- Whether or not the student has been attending classes, labs, recitals, and scheduled
organizational or academic meetings; or appearing for scheduled work shifts will be established.

- **If located,** verification of the student’s state of health and intention of returning to the campus is made.
  - When and where appropriate, a referral will be made to the Counseling Services Office and Residence Life and/or the College Health Center.

- **If not located,** the College will notify the student’s confidential contact no later than 24 hours after the student is determined to be missing.
  - If the missing student is under the age of 18 and is not an emancipated individual, Gettysburg College will notify the student’s parent or legal guardian immediately after DPS has determined that the student has been missing for 24 hours. Such notification will be made by a Residence Life professional staff member or someone from the Office of College Life.
  - If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The Department of Public Safety will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.
  - If the student is an on-campus resident, the Department of Public Safety will open an official investigation and retain status as the primary investigative unit until relieved by a local police agency.
  - DPS will notify the Gettysburg Borough Police Department (and/or the local police department in the jurisdiction where the student resides) within 24 hours of the determination that a student is missing.
  - All pertinent law enforcement agencies – be they neighboring municipal, county, or state; those located along suspected travel corridors; or place of original domicile – will be notified and requested to render assistance.

- The gathering of information regarding the missing person will include, but may not be limited to:
  - name, gender, race, date of birth, height, weight, eye color, hair color/length;
  - date/time of last contact;
  - photo availability;
  - possible medicinal usage;
  - address, phone number, Social Security number;
  - full information of vehicle the individual may be operating;
  - names, addresses, phone numbers, and description of person(s) missing individual may be with.

- The following criteria may warrant immediate notification to the local police Department:
  - the person reported missing is under proven physical/mental disability, thereby subjecting themself or others to personal and/or immediate danger;
  - the person reported missing is/was in the company of another person under circumstances indicating the missing person's physical safety is in danger;
- the person reported missing is missing under circumstances indicating the disappearance was not voluntary.

- Upon closure of the Missing Person investigation, all parties previously contacted will be advised of the status of the case.

Special Notes:

- The on-duty supervisor or senior officer on-duty, in coordination with the on-call DPS Director, will make the determination to notify the local police department.

- Should notification to a parent or the local police department be necessary, the on-duty supervisor will first contact the appropriate senior administrators, as well as the on-call Residence Life professional and other College professional staff members as deemed necessary and appropriate.

- In addition to registering a general emergency contact, all registered students have the option to identify confidentially an individual to be contacted by Gettysburg College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Gettysburg College will notify that individual no later than 24 hours after the student is determined to be missing.

- A student who wishes to identify a confidential contact can do so through Gettysburg College’s PeopleSoft Missing Person Contact page. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

- After investigating a missing person report, should DPS determine that the student has been missing for 24 hours, DPS will notify the Gettysburg Borough Police Department and the student’s confidential contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Gettysburg College will notify the student’s parent or legal guardian immediately after DPS has determined that the student has been missing for 24 hours.

**EARTQUAKES**

During an earthquake, remain calm and quickly follow the steps outlined below:

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

- IF OUTDOORS – move quickly away from buildings, utility poles, and other structures. **Caution:** Always avoid power or utility lines as they may be energized.

- IF in an AUTOMOBILE – stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

- AFTER the initial shock, evaluate the situation and, if emergency help is necessary, call DPS at 717.337.6911 or ext 6911 from any campus phone.

- Protect yourself at all times and be prepared for aftershocks.
• Damaged facilities should be reported to DPS and the Department of Facilities Management. 
  **Note:** Gas leaks and power failures create special hazards.

• If an emergency exists, notify DPS. You must report the emergency by telephone, by calling 717.337.6911 or ext 6911 from any campus phone. **DO NOT ASSUME THE BUILDING ALARM HAS DONE SO.**

• **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.

• **ASSIST the physically challenged in exiting the building.** **DO NOT USE THE ELEVATORS.** **DO NOT PANIC.**

• 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.

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

• If requested, assist emergency crews as necessary.

• An EOC may be established near the emergency site. Keep clear of the Command Center unless you have official business.

• Official announcements will be made as information is available. The College Communications and Marketing Department will make these announcements in coordination and consultation with CERT.

**EXPLOSION ON CAMPUS**

In the event of an explosion on campus, take the following actions:

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

• After the immediate effects of the explosion and or fire have subsided, notify DPS by calling 717.337.6911 or ext 6911 from any campus phone. Give your name and describe the location and nature of the emergency.

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

• 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.

• **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.**

• 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. If requested, assist emergency crews as necessary.

• An EOC may be established near the disaster site. Keep clear of the Command Center unless you have official business.
• Do not return to an evacuated building unless told to do so by a College official.

**FIRE & SMOKE**

• 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 DPS, at ext 6912.

• If a minor fire appears controllable, IMMEDIATELY contact Adams County 911, or DPS at ext 6911 from any campus phone. Then, if trained, promptly direct the charge of the fire extinguisher toward the base of the flame.

• If an emergency exists, activate the building fire alarm.

• In the case of large fires that do not appear controllable, IMMEDIATELY notify Adams County 911 or DPS. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen available to it. DO NOT LOCK DOORS.

• 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.

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

• 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.

• 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.

• If requested, assist emergency crews as necessary.

• An EOC may be established near the emergency site. Keep clear of the Command Post unless you have official business.

• 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.

• **and 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!**
HAZARDOUS MATERIALS (HAZMAT) INCIDENTS (Chemical or Radiation Spill)

When a spill occurs, persons affected by the spill should move well away from the area when determining the appropriate response. The appropriate response depends on whether the spill is a simple spill that you can clean up yourself, or a complex spill that requires outside assistance. For outside assistance contact the DPS, at extension 6911.

A **simple spill** has three characteristics:

- **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 Public Safety and Director of Environmental Health and Services.

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

- Any spillage of a **Hazardous Chemical** or **Radioactive Material** **MUST** be reported immediately to DPS.
- When reporting, be specific about the nature of the involved materials and exact location. DPS will contact the necessary specialized authorities and medical personnel.
- The key person on site should evacuate the affected area at once (**get those exposed into fresh air ASAP**) and seal it off to prevent further contamination of other areas until the arrival of DPS personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible
(confine contaminated persons): remain in the vicinity, and give their names to DPS. Required first aid and cleanup by specialized authorities should be identified at once.

- If an emergency condition exists, activate the building alarm. DO NOT ASSUME THE ALARM WAS REPORTED. You must report the emergency to DPS, by calling 717.337.6911 or ext 6911 from any campus phone.
- When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the physically challenged in exiting the building! Do not use ELEVATORS IN CASE OF FIRE!
- 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.
- If requested, assist emergency crews as necessary.
- An EOC may be set up near the emergency site/incident. Keep clear of the Command Post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

Hazardous Materials Incident Operations Checklist/Registry

- Incident type and details
- Incident location
- Incident operations started (time)
- Campus Emergency Operations Center location
- Support Operations Center location
- Area(s) evacuated
- Number of people evacuated
- Evacuees sent to (list landmarks)
- Evacuees relocated to
- Hospital(s) utilized
- 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 emergency.
- Types of information the emergency service specialists will request when you call:
  - Caller's name, title, organization;
  - Callback number at the scene;
  - Dispatch center phone number;
  - Description of incident and actions taken;
- Type and number of injuries/exposures;
- Material involved, including:
  - Name of the products(s), preferably a trade name
  - Carrier and trailer or car number
  - UN, NA (placard), or STCC number of the products
  - Points of origin and destination
  - Names of consignee and shipper
- Type/Description and number of containers/packages;
- Specific information that might be needed right away (MSDS, medical help, etc.)
- Size/amount of release;
- Location, time, and weather at the scene.

MAIL-HANDLING PROCEDURES

The college's mailroom staff has been advised how to identify and handle suspicious mail. In addition to their review of the College's incoming mail, the United States Postal Service (USPS) is "taking every possible measure to assure the safety for all." They are coordinating efforts with the Federal Bureau of Investigation (FBI) and the Department of Health and Human Services to "strengthen the security of business mailrooms."

The following guidelines have been taken from the USPS Message to Customers and a Center for Disease Control (CDC) Health Advisory.

What constitutes a suspicious letter or parcel?
- Have any powdery substance on the outside;
- Are unexpected or from someone unfamiliar to you;
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words;
- Are addressed to someone no longer with your organization or are otherwise outdated;
- Have no return address, or have one that can't be verified as legitimate;
- Are of unusual weight, given their size, or are lopsided or oddly shaped;
- Have an unusual amount of tape;
- Are marked with restrictive endorsements, such as "Personal" or "Confidential";
- Have strange odors or stains.

Each of these indicators alone does NOT necessarily constitute a suspicious letter or parcel. Since these criteria are broad, we must all use common sense and good judgment, a large amount of mail and parcels
received by the College could easily be considered suspicious.

If you receive a suspicious letter or package:

- Handle with care, don’t shake or bump;
- Don’t open, smell, touch, or taste;
- Isolate it immediately. (Place it in a plastic bag or some other type of container, to prevent leakage);
- Treat it as suspect;
- Call DPS.

**Characteristics of a Suspicious Package**

Always remain alert!

- Look for the anomalies:
  - rigid or bulky
  - Lopeded or uneven
  - Wrapped in string
  - Badly written or misspelled labels
  - Generous or incorrect titles
  - Excessive postage
- No postage
- Foreign writing, postmark, or return address
- Missing, nonessential, or unknown label address
- Leaks, stains, powders, or protruding materials
- Ticking, vibration, or other sound

**CHECKLIST OF ACTIONS TO TAKE**

1. Leave the mail piece or substance where it was found. Do not disturb. Do not try to clean-up the substance.
2. Clear the immediate area of all persons and keep others away.
3. Instruct people in the immediate area to wash hands and other exposed skin with soap and water.
4. Direct these people to a designated area away from the substance to await further instruction.
5. List the names of the persons in the immediate area of the mail piece or substance.
6. Cordon off the immediate area.
7. Shut down all equipment in the immediate area and HVAC systems (heating, ventilation, and air conditioning).
8. If possible without disturbing the mail piece or substance, document:
- Location of mail piece or substance:
- Description of mail piece or substance (markings, labels, declaratives, packaging):
- Addresser’s name and address:
- Mailer’s name and address:

**Contacts in Case of EMERGENCY**

**FEDERALLY LEASED OR OWNED FACILITIES**

- Life-Threatening Emergencies Dial 911, then call your building’s Fire Department. Notify the Federal Protective Service (FPS) National Toll Free Number: 1-877-991-9411
- Non-Life-Threatening Emergencies Contact your building’s security manager. Federal Protective Service (FPS) National Toll Free Number: 1-877-991-9411

**NEBRASKA AVENUE COMPLEX PROCEDURES**

- Medical Emergencies Dial 911, then call: NCG Security Desk Phone: (202) 282-9700
- Non-Life-Threatening Emergencies NCG Security Desk Phone: (202) 282-9700

**NON-FEDERAL BUILDINGS**

Dial 911 or follow your building’s procedures.
MEDICAL EMERGENCY/FIRST AID

DPS provides 24-hour coverage with officers who are trained and state certified as First Responders, which includes advanced first aid, CPR, and Automatic External Defibrillators (AED) training. DPS vehicles are equipped with medical equipment, to include oxygen and an AED. The Health Center and the athletic trainers have Automatic External Defibrillators in designated areas under their control.

There are also fixed AEDs in high-volume public spaces throughout campus installed at the following locations:

- Christ Chapel lobby;
- Dining Hall student and specialty entrances;
- Library on the wall, just past the front desk;
- Science Center lobby;
- Cub Desk near the bookstore;
- Schmucker on the 2nd floor at the recital hall lobby;
- Brua (Kline Theatre) lobby near the chairlift;
- Majestic front lobby;
- Sports/Fitness Center near the bouldering wall; and
- President’s Residence inside the main entrance.

The following are guidelines to use for medical emergencies.

If serious injury or illness occurs on campus:

- immediately notify Adams County 911 Center or DPS at extension 6911
  - give YOUR name; describe the nature and severity of the medical problem, and the campus location of the victim.

- **BE SURE "HELP" HAS BEEN NOTIFIED AND IS RESPONDING**, then certified trained personnel should quickly perform the following steps:
  - Keep the victim still and comfortable; **DO NOT MOVE THE VICTIM.**
  - Ask the victim: "Are you ok?," and "What is wrong?"
  - Check for breathing, and give artificial respiration if necessary
  - Control serious bleeding by direct pressure on the wound
  - Continue to assist the victim until help arrives
  - Look for an emergency medical ID, question the victim (history of problem), question witness(es), and give all information to responding emergency personnel.

**Only CERTIFIED TRAINED PERSONNEL should provide first aid treatment.** Training is available through your local Red Cross and the Gettysburg College Department of Public Safety.
In cases of **minor injury or illness** occurring on campus:

- Provide first aid care if certified to do so; use only sterile first aid materials.
- 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.

### PSYCHOLOGICAL CRISIS & COUNSELING SERVICES

A psychological crisis exists when an individual is threatening harm to themself 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:

- **Never** try to handle a situation you feel is dangerous on your own.
- Notify the Department of Public Safety of the situation by calling 717.337.6911 or ext 6911 from any campus phone. Clearly state that you need assistance; give your name, your location, and the area involved.

**Counseling Services:**

- **When in doubt**, call if only for consultation or when any of the following conditions or situations exist:
  - it can be determined that the student in crisis is currently a client of the Counseling Services or a student at Gettysburg College;
  - the student in crisis requests psychological assistance;
  - 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;
  - 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);
  - it appears to the officer/person on the scene that the student in crisis is manifesting emotionally disordered behaviors (e.g., hearing voices, catatonic state) while in non-drugged or non-alcoholic conditions;
  - it is deemed that a student victim of sexual assault requires psychological, emotional, or social support.

*Note:* Counseling Services and members of the Behavioral Assessment Group are available to provide informational sessions/training on how best to respond to students or persons in need. Risk and Intervention Protocols Regarding Persons “In Need” (protocols adopted by Behavioral Assessment Team)
<table>
<thead>
<tr>
<th>Level 1</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Person has overtly threatened self or others</td>
</tr>
<tr>
<td></td>
<td>• Person evidences sudden, dramatic behavioral changes with no discernible precedent</td>
</tr>
<tr>
<td></td>
<td>• Person evidences bizarre behavior</td>
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<tr>
<td></td>
<td>• Person evidences behavior that threatens the safety or wellbeing of others</td>
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<table>
<thead>
<tr>
<th>Level 2</th>
<th>Possible Risk</th>
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<tbody>
<tr>
<td></td>
<td>• Person is currently causing <strong>SIGNIFICANT concern or disruption</strong> to the community. Could be one significant event or repetitive smaller events.</td>
</tr>
<tr>
<td></td>
<td>• Person has many risk factors.</td>
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<thead>
<tr>
<th>Level 3</th>
<th>Unlikely Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Person is causing <strong>SOME concern or disruption</strong> to the community.</td>
</tr>
<tr>
<td></td>
<td>• Person has experienced a significantly stressful or traumatic event.</td>
</tr>
<tr>
<td></td>
<td>• Person has some risk factors.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Level 4</th>
<th>No discernible risk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Person has <strong>NEVER</strong> been a level 1 or 2.</td>
</tr>
<tr>
<td></td>
<td>• Stressful or traumatic event has resolved through passage of time or other event/intervention.</td>
</tr>
<tr>
<td></td>
<td>• Person has graduated or left his/her employment.</td>
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<tr>
<th>Level 5</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Person is on leave, withdrawn (less than 1 year), or on academic or disciplinary suspension. If person returns, they should be reassessed to determine appropriate level.</td>
</tr>
</tbody>
</table>
FACTORS IN DETERMINING LEVEL & DISPOSITION:

Presence/Absence of known risk factors, including:

- Sensitivity to rejection
- Real or perceived victimization
- Psychiatric symptomatology
- Poor problem-solving/coping
- Impulse/Control problems
- Legal/Judicial involvement
- Substance use/abuse
- Minimal awareness of/concern for behavioral consequences
- Marked change in appearance
- Marked change in habits
- Poor academic performance or poor attendance
- Violation of social norms

Presence/Absence of known predisposing factors, including:

- History of violence towards others
- History of suicidal behavior in self, family, friends
- History of abuse/victimization
- History of rejection by others
- History of heightened rejection sensitivity

Other observed factors to consider:

- Responsiveness to intervention
- Honesty
- Cooperation
- Presence of significant health issues

APA and The Trust Websites
Assessing and Managing Risk in Psychological Practice: An Individualized Approach
(Bruce E. Bennett, PhD, Patricia M. Bricklin, PhD, Eric Harris, JD, EdD, Samuel Knapp, EdD, Leon VandeCreek, PhD, and Jeffrey N. Younggren, PhD, 2006)

FBI website
The School Shooter: A Threat Assessment Perspective (Mary Ellen O’Toole)
Campus Attacks: Targeted Violence Affecting Institutions of Higher Learning
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

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
  - snow shovel
  - “call for help” sign
  - flashlight and batteries
  - wool blanket
  - jumper cables

Flooding - Heavy Rainstorms

- Be prepared to move out of low-lying areas if a flood crest is expected.
- Be aware that flooding may occur along rivers and even small tributaries.
- 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.
- During severe storms, if possible, it's best to stay indoors.
- Secure enough provisions for several days, and do not forget to obtain prescriptions and other items of personal need.

Hurricane

- Once the hurricane winds begin, DO NOT VENTURE OUTSIDE!
- 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.
- Tornadoes often form along the edge of hurricanes.
- Be aware of possible contaminated water following a hurricane.
- Be prepared for possible isolation conditions.
Thunderstorms

- Stay indoors and away from electrical appliances while the storm is overhead.
- If lightning catches you OUTSIDE, keep yourself lower than, and a safe distance from, the nearest high conductive object.

Tornadoes

**TORNADO WATCH:** conditions exist for a tornado to develop

**TORNADO WARNING:** a tornado has actually been sighted or indicated on radar

*Note:* One clue that a tornado could develop is when a thunderstorm produces hail. The larger the hail stone, the more likely that a tornado will occur.

When a tornado is announced:

- Your best protection is an underground shelter (or basement), or a substantial steel-framed or reinforced concrete building.
- If your 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.
- Stay away from windows to avoid flying debris.
- 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.
- **AVOID AUDITORIUMS AND GYMNASIUMS** with large, poorly supported roofs.
- If you are in one of the all-wood buildings, evacuate to a safer location.
- **ADMINISTRATIVE** or **CLASSROOM BUILDINGS** – go to an interior hallway on the lowest floor. Stay away from windows.

Emergency warnings regarding tornadoes may be issued by:

- Department of Public Safety
- Faculty members
- Residence Life staff
- Local radio and television stations
- Via emergency mass notification system
Emergency Weather Policy

During the academic year, certain student services must be maintained even in the worst of weather conditions. A Weather Committee, chaired by the Executive Vice President to the President, is charged with monitoring current and future weather conditions and determining how to maintain daily classes, events, and other activities during extreme weather conditions. Additionally, this committee determines if existing weather conditions warrant a delayed opening or a closing of the College based on the current conditions, the College’s ability to make the campus safe to access and traverse, and the storm path and pattern.

This committee will be notified by the Director of Public Safety or designee, via email, the afternoon or evening before impending weather that could affect the operations of the College. The Director of Public Safety or designee will be responsible to distribute this email notification before 8:00 pm. If a situation occurs where notification is after 8 pm, the Director of Public Safety or designee will also contact everyone via telephone to ensure proper notification. This notification will identify that a conference call will be made at 5:00 am the following morning to determine what response is necessary to conduct operations safely.

The committee will make a decision based on the following guidelines.

Academic Schedule Weather Policy

Academic and Co-curricular Activities Open:
- Classes at discretion of faculty
- All departments are open with at least a limited staffing
- Moodle for individual class schedule
- Supervisors may approve flex time or work from home for their non-essential employees
- Designated emergency personnel may be scheduled as needed by their Department Head
- Student Support Areas open
- Practices at coach's discretion

Delayed Opening:
- Classes and offices can be delayed by 2-hour increments
- Designated emergency personnel may be scheduled as needed by their Department Head
- All Departments that do not provide direct student support will be closed until the posted time to open, and then all departments are required to be open even with minimum staffing
- Supervisors may approve flex time or work from home for their non-essential employees
- Student Support Areas open
- Practices at coach's discretion
Partial Closure:

- ALL CLASSES, LABS, and PRACTICES ARE CANCELED FOR THE DAY
- Designated emergency personnel may be scheduled as needed by their Department Head
- Departments that do not provide direct student support will be closed
- Student Support Areas open: Public Safety, Dining Services, Student Activities, CUB, Library, Health Services, and Facilities Services
- Supervisors may approve flextime or work from home for their non-essential employees

Full Closure:

- ALL CLASSES, LABS, and PRACTICES ARE CANCELED FOR THE DAY
- All departments are closed, except for designated emergency personnel
- Designated emergency personnel may be scheduled as needed by their Department Head
- No Student Support Areas open
- Support staff and emergency personnel who work will be compensated as holiday pay

Evacuation:

- Designated emergency personnel may be scheduled as needed by their Department Head
- No Student Support Areas open
- Evacuation Shelter is open

The Human Resources Office will be aware of employees who have mobility challenges. If these employees agree or prefer to be contacted directly, then these employees will be called by Human Resources and be given the latest weather and campus conditions as it relates to their accessing campus in a safe manner after a decision is made at the 5:00 am conference call.

The Director of Facilities Services will be the point of activation for storms impacting evening and weekend events, and this will be accomplished on a case-by-case basis depending on existing circumstances. The Facilities Director will notify the Director of Public Safety or designee and request a group conference call.

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

The decision to lift the emergency status and reopen the College will be made by the President and the Director of Public Safety or designee and will be based on the conditions of local and College roadways.
No College vehicle will be dispatched to any College employee or student during a snow emergency declared by the Commonwealth of Pennsylvania. Other transports of designated emergency personnel will be at the discretion of the Director of Public Safety or designee.

Transportation trips and transportation vehicle use may be postponed or may be canceled at the discretion of the Director of Facilities Services. Mass transit carriers should be contacted by the individual or the office 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 their own accommodations and arrangements.

**Inclement Weather Policy**

As a residential college committed to providing a liberal arts education, Gettysburg College will try to remain open and encourage its faculty and staff to report to work, even during periods of inclement weather. However, there may be times when weather conditions cause the College to delay the opening of College activities, to cancel classes and normal business hours, and/or to close the College early.

**Inclement Weather Notification:**

When adverse weather conditions lead to a delayed opening and/or cancellation of classes and offices at Gettysburg College, information will be provided through a variety of sources.

Campus Communications will be updated in the following order:

- an all-campus email will be sent
- a message will be posted on the College's home page as the first news item and to social media
- a message will be posted on the College's phone number 717.337.6896
- an all-campus voicemail message will be sent to College phones
- if delayed or closed, traditional media outlets, such as TV and radio, will be notified
- If the College delays opening or closes, the emergency mass notification system (EMNS) may be used in extreme situations where traditional communications are ineffective (e.g., power outage).

Employees are encouraged to check College communications first, because TV and radio often will not list specific details, especially when they are complicated.

The messages will be brief and will start by giving the status of the College by indicating one of five conditions: academic and co-curricular activities open, delayed opening, partial closure, full closure, or evacuation. The message will provide the criteria for each designation.

In some cases, there may be multiple messages needed: one for students, one for faculty, and one for administration and support staff. In these cases, specific information is provided to a particular campus group.
Messages about an impending weather forecast, or a weather update, and safety-related information will not be included in the same message, but can be referred to by a link or suggested location such as the National Weather Service or the College website.

**Emergency Personnel**

Some administrative and support staff employees, due to the nature of their jobs, are identified as "emergency personnel" during times of inclement weather. Emergency personnel must be identified as such by supervisors.

Full-time and part-time support staff identified as emergency personnel who work when the College is officially closed, will receive a premium of 2.5 times their regular hourly pay for all hours worked.

Casual support staff identified as emergency personnel who work when the College is officially closed, will receive a premium of 1.5 times their regular hourly pay for all hours worked.

Student employees who work when the College is officially closed are not eligible for premium hourly pay.

**Public Safety Operations:**

**Designated Emergency Personnel** for extreme weather conditions:

- Full-time Public Safety Officers
- Full-time Communications Officers
- Permanent Part-time Public Safety Officers
- Casual Part-time Officers and Communications Officers, as may be needed (if approved by the Director)
- Additional DPS personnel only as approved by the Director of Public Safety

**Flex Time:**

During periods of inclement weather when the College remains open, supervisors will have the option of invoking flex time for employees. For purposes of this policy, flex time can be used as follows:

- Supervisors may permit staff to modify their normal work schedule to accommodate weather situations by coming into work late and leaving early and making up the lost time. This should be done within the same pay period for non-exempt employees.
- Support staff and administrative employees may choose to be paid for un-worked hours by using accrued sick or vacation leave.
- Support staff employees may take the hours off without pay and without the need to make up those hours.
Interpretations:
Questions regarding flex time should be addressed to immediate supervisors.

Questions from faculty related to closings and/or delays should be directed to the Provost’s Office staff, ext 6820 from any campus phone.

Questions from support staff and administrators related to these closings or delays should be directed to the Human Resources and Risk Management Office staff, ext 6202 from any campus phone.

The Provost will make policy interpretations concerning the faculty. The Co-Directors of Human Resources and Risk Management will make policy interpretations concerning support, administrative, and student staff.

Classes and Other Academic Programming
If the College remains open during inclement weather, the decision to cancel classes is made by the individual faculty member. It is the responsibility of the faculty member to arrange for the notification of students. Individual faculty will also determine whether and when to reschedule cancelled classes and to notify students.

SEXUAL VICTIMIZATION EMERGENCY

Anyone who alleges that a sexual assault has taken place should be assumed to be a victim of a sexual assault and treated as such. Any College community member aware that a sexual assault has occurred should contact the Department of Public Safety and/or the Gettysburg Borough Police immediately.

Note: The dual mission of the Department of Public Safety with regard to incidents of sexual assaults will be the safety and emotional wellbeing 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.

Procedures:
• General
  - Whenever the Department of Public Safety receives a report of an alleged sexual assault or an attempted sexual assault, the Director of Public Safety or designee 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 practicable, communications should be made either in person or via telephone. At no time should the name of the victim be broadcast over the radio.
  - When possible, a Lieutenant or the Sergeant/Sexual Violence Prevention Coordinator should conduct all preliminary investigations and reports for all cases of sexual assault or sexual
misconduct. If a Lieutenant or the Sergeant is unavailable, then an FTO or seasoned CSO II can take the report. Only as a last resort should any other officer be involved.

- Notification
  - The Supervisor or Senior Officer On-Duty will ensure the following College officials are notified:
    - the on-call DPS Director;
    - the on-call Residence Life Staff member;
    - a staff member from Counseling, if necessary and deemed appropriate by on-call administrator(s)

**Note:** During the course of the preliminary investigation and once it is determined that a sexual assault has occurred, the victim will be asked if they desire to have the incident reported to the police. If the victim does want the police notified, DPS should stop their questioning and immediately contact the police. If the victim does not want the police involved, DPS should continue questioning to initiate a sound fact-finding phase. DPS will facilitate getting the victim/complainant connected with the police, should the victim/complainant choose to do so. There are only a few exceptions to this process, as outline below.

**Response to Reports**

**Report of a Recent Incident versus a Delayed Report:**

- If a complainant calls the Communication Center or reports a sexual assault directly to a member of the Department of Public Safety, or if a Campus Security Authority/Responsible Employee calls the Communication Center to report a sexual assault that was reported to them:
  - The DPS staff member will immediately attempt to determine if the assault occurred in the past 96 hours, or if the report is a Delayed Report (for purposes of this policy, a **delayed report** is defined as an incident that occurred more than 96 hours from the time of the report);
  - The DPS staff member will attempt to determine the location where the assault occurred and if the complainant is calling from the location where the assault occurred;
  - If the report is being made by a Campus Security Authority/Responsible Employee, the DPS staff member will determine if the complainant is willing to provide additional details concerning the incident to a DPS officer.

- This information may affect the manner in which DPS responds, in terms of preservation of evidence, etc., and the potential involvement of Gettysburg Police Department.
  - For example, if the complainant is reporting an incident that occurred six months ago, there would likely be no physical evidence to process, and the complainant may not want to file a police report about the incident.
  - If the incident occurred on Spring Break while away from the campus, the Gettysburg Police Department would not have jurisdiction in the case. If the complainant reported the incident
to a Campus Security Authority/Responsible Employee and is not willing to report it to and identify themselv to DPS, the Gettysburg Police Department will not have the ability to interview the complainant or conduct an investigation.

- In these types of incidents, the Director of Public Safety will determine if the Gettysburg Police Department should be notified to take a report.

- Public Safety's response and investigation of the report should still be prompt and immediate following the report, regardless of the time between the incident and the report.

- DPS should not delay in contacting the victim/complainant and getting the incident documented and notifying the Director on-call and appropriate College officials, as stipulated by policy.

**General: Report of an Incident:**

- Whenever DPS receives a report (whether recent or delayed) of an alleged sexual assault or an alleged attempted sexual assault, the Director of Public Safety or designee will be notified immediately.

- The need for a Timely Warning or Campus Safety Alert will be evaluated by the Director on-call, per the Timely Warning policy.

- Any Timely Warning that may be issued will not identify the victim/complainant.

- In all cases, radio communications concerning the incident will be kept to a minimum, and if practicable, communications will be made either in person or via phone.

- Upon receiving a complaint that a sexual assault has been attempted or has occurred, the Communications officer shall dispatch a supervisor and/or officer to the location of the complainant to take an initial incident report and, if the complainant is calling from the scene of the crime, to secure the crime scene.

- If the complainant is not at the scene of the crime, the Communications officer will provide several options to the complainant in order to protect their privacy, to the extent possible.

  - The Communications officer will explain that if a DPS officer responds to the complainant's current location, their friends and bystanders will be curious about why the officers are there, which may reduce their privacy in the matter.

  - The Communications officer will then inform the complainant of the following options:

    - DPS can dispatch an officer to the complainant's location to take a report;
    - the complainant can respond to the DPS headquarters to file a report;
    - DPS can pick the complainant up at an agreed upon location, to provide an escort to the DPS headquarters to file a report;
    - DPS can meet the complainant at an on-campus neutral location to document the report.
    - Additionally, DPS should ask the complainant if they want to be accompanied by a friend, an advisor of their choice, or an advocate, who can be part of the initial interview.

- Officers should not respond in force. More than one officer responding in uniform can be overwhelming, so it is suggested that this be avoided when possible.

- It is suggested that an officer work with the on-call Residence Life staff member to conduct the
interview jointly. The Residence Life staff member can assist in providing support while the DPS officer initiates the investigation.

- If and when the responding officer: (1) receives confirmation of an allegation of a sexual assault (defined for this policy as: rape, fondling, incest or statutory rape, as defined by the FBI UCR/NIBRS Manuals), (2) makes a determination that the report is a good faith report, and (3) determines that the complainant desires to pursue criminal prosecution, Gettysburg Police Department (GPD) will be notified without further delay.

- Cases of child abuse/sexual abuse WILL be immediately reported to GPD without delay.

- Once the GPD is notified, the DPS supervisor or officer must cease their preliminary investigation and questioning and await the arrival of the GPD officers/investigators.

- Regardless of the complainant’s desire to pursue criminal prosecution, GPD may be notified by DPS or a College official in any incident of sexual assault where the alleged assailant is not known or otherwise identified, or is perceived to be a continuing threat to the victim or larger campus community. The Director of Public Safety or designee should be consulted before making a final decision.

Report Received from Third Party:

- Department of Public Safety and Title IX Coordinator Responsibilities
  - DPS takes the initial report from the third-party reporter.
  - DPS’s responsibility at this stage will be that of initial fact finders. This will be accomplished through an interview of the reporter, gathering of the known details, determining what type of assault occurred (if possible), where it may have occurred, and how the third-party reporter knows about it.
  - This information will then be relayed to the on-call Residence Life staff member and the on-call DPS Director.
  - Unless this third-party reporter indicates via facts or evidence there is a continuing threat to the victim or the larger community, DPS will not reach out to the alleged victim at this stage.
  - The DPS report will be processed, and the Title IX Coordinator will follow up with the alleged victim the very next business day to see if the third-party report has substance.
    - If the Title IX Coordinator is able to receive confirmation from the alleged victim that an assault occurred, DPS will be assigned follow-up.
    - If the alleged victim denies any assault, the case will be processed in accordance with Title IX practices, including necessary documentation and student support resources.
    - Additionally College Life professional staff members will be identified to provide support or backup to the Title IX Coordinator, should the coordinator not be available.
  - If the case is assigned to DPS, DPS will establish the type of crime that has occurred, its correct classification, the location of the crime, and other supporting facts. This information will be reviewed for timely warning considerations and normal internal DPS protocols will be followed once DPS interviews the victim.

- **Note:** Third-party reports made on behalf of the victim with the victim’s knowledge should be treated as a direct report from the victim. For example, a student calling DPS on behalf of her
roommate who has asked her to notify DPS that they had been sexually assaulted would constitute a victim report.

**Notification:**
The Supervisor or Senior officer on-duty will ensure the following College officials are notified:

- The On-call DPS Director;
- The On-call Residence Life Staff Member;
- A counselor or staff member from College Counseling or Survivors, Inc., if necessary and deemed appropriate by on-call administrators.

**Special/Additional Considerations Regarding Officer Response:**
- 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 practicable. Responding officers must be tactful, professional, and supportive.
- All pertinent information must be included in the initial preliminary report – type of assault based on facts being reported; the who, what, when, why, and where; the fact that the Title IX information and brochure were shared with the victim; if a timely warning report was sent; documentation that the complainant was offered police assistance and their respective decision; any notifications made; and any other pertinent details that might be useful as part of the investigatory follow-up.

**Anonymous Reporting**
Adams County, has established an anonymous reporting protocol for victims of sexual assault. The purpose of this protocol allows Adams County to develop an alternative to standard reporting procedures for sexual assault victims. If a sexual assault victim does not currently wish to involve police, there is still an option to have the forensic evidence collected in a timely manner.

By providing victims with the opportunity to gather information, solidify their support system, and establish rapport with first responders, the county hopes to create an environment that encourages reporting, even for those victims who initially feel unable, unwilling, or unsure about doing so. Victims may report a sexual assault anonymously at the Gettysburg Hospital and have forensics evidence collected during the exam. The Adams County District Attorney’s Office manages the anonymous reporting protocol.

**Special Notes:**
- Once local law enforcement authorities are notified of the incident, responding Public Safety Officers should do nothing more than to ensure the victim’s safety and wellbeing, 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.

- Pursuant to Title IX requirements and existing Memos of Understanding (MOU) between DPS and Gettysburg Police Department, GPD will be given a specified period of time to initiate their criminal investigation.

- Under Title IX, once DPS and/or a mandatory reporter of the College becomes aware of an incident of sexual violence or harassment, the College must take immediate and appropriate action to investigate or otherwise determine what occurred. This action would be separate from any GPD initial criminal investigation. The College should not wait until the completion of a criminal investigation, nor should they wait until charges are filed. Institutional investigatory obligations are time sensitive and require prompt follow-up. The College may wait a reasonable amount of time (usually 7 to 10 business days) to allow GPD to initiate its initial fact finding and the gathering of evidence in the criminal investigation. This would be coordinated by the Director of Public Safety with the Chief of Police and/or District Attorney.

- If sexual violence has occurred, Gettysburg College is required to:
  - take prompt and effective steps to end the sexual violence;
  - prevent its recurrence; and
  - address its effects, whether or not the sexual violence is the subject of a criminal investigation.

- The College must additionally take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation. Refer to HR and Student Conduct policies and procedures relative to incidents of sexual violence and misconduct and the College’s response.

- When a complainant informs DPS that they have been the victim of sexual violence, misconduct, or harassment, in addition to the above response protocols, the DPS officer must inform the complainant of their right to report the incident to the Title IX Officer of the institution. Such a report can be made online using the College’s online reporting form, via phone, or in person. The DPS Title IX brochure should be additionally reviewed and given to the victim along with the name and contact information of the Title IX Officer.

- It is likely that DPS will receive a delayed report of an alleged sexual assault, misconduct, or harassment. In those instances, the specified reporting protocols should remain unchanged. The only difference will be the manner in which the patrol response occurs and an incident scene is investigated.
**Investigation of Reported Incidents**

The College will take prompt action to investigate and adjudicate the complaint. The College’s goal is to complete the investigation within 60 days. However, there may be times where the process may take longer, and the College will communicate on an ongoing basis with the parties a realistic timeline, and the circumstances regarding the same. Investigations will normally be conducted by a senior DPS administrator and the Title IX Coordinator or their designee(s). The College could also assign an external investigator to the case at the discretion of the Dean of Students. The investigation is designed to provide a fair and reliable gathering of facts. The investigation will be thorough, impartial, and fair. The DPS staff members responsible for these investigations have been additionally trained on issues related to Title IX, LGBTQA concerns, and trauma informed training.

The investigation is a process that involves obtaining and evaluating information given by persons having knowledge of the events or circumstances concerning the reported incident. This may include the collection of all statements (both oral and written), pertinent facts, and/or evidence. This process will be exhaustive and is likely to include the interviewing and re-interviewing of involved parties so as to ensure as much clarity around conflicting or differing statements as may be possible.

The Dean of Students, Title IX Coordinator, or their designee(s) may refer an investigative report back to DPS for further follow-up pending the availability of new information, for additional clarity regarding conflicting or inconsistent information/reports, or for any other reason necessary to ensure further clarity or strengthen the final report.

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered. The report will be factual in nature and may provide an assessment of responsibility. Both the complainant and respondent will have the opportunity to file a written response to the investigative report.

**PANDEMIC INFLUENZA EMERGENCY PLANNING**

**Gettysburg College Objectives:**

- Minimize the risk of pandemic influenza to students, faculty and staff
- Support students who remain in Gettysburg
- Continue functions essential to College operations during a pandemic
- After the pandemic, resume normal teaching, research, and service operations as soon as possible

**Gettysburg College Planning Assumptions:**

Below is a summary of Gettysburg College’s planning assumptions for pandemic influenza.

- Gettysburg College assumes that the first pandemic influenza outbreaks will occur outside of the U.S., most likely in Southeast Asia. The pandemic’s first impact to Gettysburg College will likely be to students and faculty who are traveling abroad or plan to do so. WHO, CDC, and Gettysburg College will impose travel restrictions. Gettysburg College may call some people back and cancel some planned travel. As with SARS, international travelers will be subject to restrictions and
The College’s greatest risk is an easily transmissible virus and 2,500 students in residence halls living in close proximity and sharing facilities. It is anticipated that, during a pandemic, a large majority of our resident students would become infected. Caring for this large number of ill students would severely strain the resources of Public Safety, Residence Life, Facilities Services, Dining Services, and the Campus Health Service, especially if the community was similarly impacted and staff resources were similarly depleted.

- If a severe outbreak were to occur, we should expect to suspend on-campus classes for 7 to 10 weeks. We will want to make the class suspension decision early in the period of contagion (wave) to allow residential students to return to a less risky home environment.
- After the on-campus class suspension decision has been made, it will take about 72 hours (3 days) for students in Gettysburg College residence halls to vacate, although a small percentage may need to remain longer due to their distance from home and related travel restrictions/problems.
- Even after on-campus classes are suspended, we assume that a small percentage of students will remain in the Gettysburg area because of international travel restrictions, other travel difficulties, or because they do not have a suitable alternative living option.

**Monitoring Pandemic Influenza Stages:**

The Director of Health and Counseling Services will ensure the monitoring of worldwide activity of influenza, and its stages, by tracking the information provided by the Adams County Health Department, Pennsylvania Department of Health, the Center for Disease Control and Prevention, and the World Health Organization. As any phase changes, the Director will notify the Director of Public Safety who will, in turn, convene the core and advisory groups of CERT, after consultation with and approval from the President.
Gettysburg College Levels – World Health Organization Phases

The following diagram indicates the College’s Emergency Event Levels, with Event Level Three the highest event level in the emergency management system. Gettysburg College levels correspond with the World Health Organization (WHO) Phases.

This plan specifically addresses planning for Event Level Three, but does include additional information relative to Event Levels One and Two. For additional information about planning for Event Levels 0, 1, 2 and 3, please see the “Pandemic Influenza Emergency Planning—Incident Level Responsibilities.”

<table>
<thead>
<tr>
<th>Gettysburg College Event Level Zero</th>
<th>WHO Phase Three</th>
<th>Gettysburg College Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>No current hazard to persons.</td>
<td>Human infections with a new subtype, but no sustained human to human spread.</td>
<td>• Pre-event assessment and Planning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gettysburg College Event Level One</th>
<th>WHO Phase Four</th>
<th>Gettysburg College Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimal hazard to students, Faculty, and staff. Can be resolved with minimal outside agency assistance.</td>
<td>Small highly localized clusters anywhere in the world with limited human to human transmission.</td>
<td>• Intense planning and preparation</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Gettysburg College Event Level Two</th>
<th>WHO Phase Five</th>
<th>Gettysburg College Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endangers students, faculty, and staff, and requires coordination with outside agencies.</td>
<td>Large clusters, but still localized.</td>
<td>• Activation of Campus Emergency Response Team (CERT) • Preparing to suspend classes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gettysburg College Event Level Three</th>
<th>WHO Phase Six</th>
<th>Gettysburg College Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significant risk to students, Faculty, and staff and requires substantial coordination with outside agencies.</td>
<td>Increased and sustained transmission in the general population.</td>
<td>• Emergency Command System operating • Suspension of on-campus classes for 7 to10 weeks • Possible closure of the College</td>
</tr>
</tbody>
</table>

Policy Concerning Study, Travel, and Research in Countries:

The travel policy of the College will reflect the Center for Disease Control and Prevention Warnings.

Emergency Operations Center/CERT:

In accordance with the College’s Emergency Plan, the President will activate the Emergency Operations Center and the CERT when an Event Level 3 is declared. This declaration is likely to coincide with the World Health Organization’s announcement of a Phase Six Pandemic Stage (or at Phase Five, depending on the geographic location of the outbreak and/or the transmissibility of the disease).
Suspension of On-campus Classes and Other Campus Activities

In a public health emergency, the State of Pennsylvania has the legal authority to require implementation of social distancing measures that might result in the suspension of classes and/or other activities. The College can also make a separate decision to suspend classes or other activities, and that decision—according to the College’s Emergency Plan—would be made by the Core Group of CERT, in consultation with the President. Policy decisions will be made and implemented based on information received from various entities including college departments/units, county, state, and national authorities, and other advisories gathered during the pandemic.

In the event of closure by the State, or by the Core Group, the following actions may be taken in accordance with Pennsylvania state policies. Designated “Public Health Emergency Employees” may be required to fulfill their responsibilities. According to the policy, all other employees may be required to:

- Report to the workplace; or
- Work at home; or
- Work at an alternate site; or
- Be excluded from the workplace.

The following decision points are a guide to the decision-making process and may not be the only considerations. As the pandemic unfolds, new information may provide alternative choices.

- Transmissibility;
- Morbidity;
- Mortality;
- Geographic spread;
- Proximity of confirmed cases;
- Orange County Health Department recommendations;
- Closing of K-12 public schools;
- Falling class attendance;
- Rising employee absenteeism;
- Assessment of stakeholder’s risk perception.

Essential Functions

In an influenza pandemic, a variety of functions will be necessary to continue to provide support for the safety and security of students, staff, faculty, and research projects/materials. Some examples of these functions are listed below with the respective departments in parentheses. Additional functions will be identified as individual continuity of operations plans are developed.

- Provide healthcare and psychological services for students (Campus Health Services)
- Provide food for any students authorized to be on campus and other emergency employees as needed (Dining Services)
• Provide energy services to the Gettysburg College campus (Facilities Services)
• Provide technical guidance to affected departments, and the removal and storage of chemical and radioactive waste (Environment, Health and Safety)
• Provide housekeeping services for residence halls housing students and other facilities for “Public Health Emergency Employees.” Provide maintenance and repair for critical facilities (Facilities Services)
• Provide monitoring and support for remaining students on campus (Residence Life)
• Provide staffing support for essential departments, and maintain communications with all employees (Human Resources)
• Maintain the technology and communication services (Information Technology Services)
• Provide accounting services, university receivables, and payroll management (Finance and Administration)
• Provide security and safety for the remaining students on campus, research laboratories, and the campus (Public Safety)
• Provide continuity of critical research and safety of laboratories (Provost Office)
• Support remaining students on campus, and provide continuing contact and communications with students and parents (College Life)
• Provide support and communications to overseas students (Off Campus Studies)
• Provide communications to all internal and external public (Communications and Marketing)

Emergency Essential Employees:

Emergency Essential Employees are defined as those whose duties and responsibilities are essential in carrying out critical operational or life safety services of the College. This would include all members of the Department of Public Safety.

Designated Emergency Essential Employees will be required to report to work during a College closing if they were previously scheduled to work that day. Emergency Essential Personnel may be called by their supervisor to report for work on a day off during a campus closing.

College Response Strategies

Cancellation of College Extracurricular Activities: all non-academic College activities may be cancelled. All other academic classes and services will continue.

Closure of the College: all College activities are suspended and all offices are closed; only emergency essential employees will report to work.

Limited Services: all classes and extracurricular activities are suspended, but other College services and operations are continued, and offices of the College continue with a reduced services and staffing schedule.

Social Distancing: alternatives to face-to-face contacts, work from home, teleconferences, online communications, reduction of group meetings, limiting and/or cancelling mass gatherings (e.g., shows,
Personal Responsibility Disease Prevention Program: hand washing; covering coughs; staying home when sick; avoiding the touching of your eyes, nose, or mouth; etc.

Personal Protection Equipment:
To date, the U.S. Centers for Disease Control (CDC) has issued pandemic influenza personal protective equipment (PPE) guidance only for patient care. The CDC is not likely to issue additional pandemic influenza PPE guidance until the threat becomes imminent. When CDC does issue guidance, Gettysburg College will follow it to provide the specified PPE (e.g., masks, gloves) to employees in CDC identified high risk job classifications, and to employees who perform high risk duties identified by the CDC.

Gettysburg College assumes that future CDC guidance will address the PPE needs of certain employees who care for sick students. We therefore must consider purchasing limited quantities of masks and gloves for those employee classifications who work for the Campus Health Service, Residence Life, Facilities Services, and Public Safety. Since CDC’s PPE recommendations will rely on a high level of risk (e.g., direct contact via care for sick patients), it is not likely that Gettysburg College’s limited PPE stocks will be available to all employees that departments may designate as “public health emergency employees.” To assess their PPE needs for pandemic influenza, Departments should contact the Department of Environment, Health and Safety for guidance.

Continuity of Operations Planning
Individualized Division/Department Continuity of Operations Plans must be developed by respective divisions and departments in supplement to this plan and developed to cover the following issues:

- Objectives of the Department or Unit
- Essential Functions
- Identification of “Public Health Emergency Employees”
- Key Internal Dependencies
- Key External Dependencies
- Emergency Access to Information & Systems
- Emergency Communication Systems
- Leadership Succession
- Mitigation Strategies
- Recovery of Operations
## Incident Response Level Criteria and Corresponding WHO Phase

<table>
<thead>
<tr>
<th>Gettysburg College Emergency Plan Response Level</th>
<th>Level 0: (Current Level) Pre-event assessment and planning</th>
<th>Level 1: Intense Planning and Preparation</th>
<th>Level 2: Preparing to Suspend Classes</th>
<th>Level 3: Suspend On-campus Classes for 7-10 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Response Level Criteria</td>
<td>No current hazard to persons</td>
<td>Minimal immediate hazard to students, faculty, and staff. Can be resolved with minimal outside agency assistance</td>
<td>Endangers students, faculty, and staff, and requires coordination with outside agencies</td>
<td>Significant risk to students, faculty, and staff and requires substantial coordination with outside agencies</td>
</tr>
<tr>
<td>WHO Phase</td>
<td>Phase 3 Pandemic alert period</td>
<td>Phase 4 Elevated pandemic risk</td>
<td>Phase 5 Pandemic imminent</td>
<td>Phase 6 Pandemic period</td>
</tr>
</tbody>
</table>
| Situation | • Current situation  
• Human infections with a new subtype, but no sustained human-to-human spread | • Small, highly localized clusters anywhere in the world with limited human-to-human transmission  
• International travel advisories begin | • Large clusters, but still localized  
• Public health authorities urge to prepare for social distancing  
• International travel warnings and passenger screenings begin  
• Virus characterized as having a high rate of transmissibility and/or mortality  
• Worried well begin to use resources  
• Trough between waves | • Increased and sustained transmission in the general U.S. population  
• Confirmation of a high rate of transmissibility and/or mortality  
• Immediately preceded by falling class attendance, students leaving campus and local public health recommendations to curtail/cancel public activities in PA  
• Rising employee absenteeism  
• International travel restrictions  
• Essential employees must report to work |
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**Emergency Management and Policy Making Responsibilities**

**CERT – Advisory Group**

- Review PI Response Plan
- Joint review of plans with local police, emergency responders, and Adams County Health Department
- Track preparedness tasks and accomplishments
- Identify essential functions and personnel campus-wide
- Encourage departments to draft/update Continuity of Operations Plans for Pandemic Influenza

**CERT – Crisis Communications Team**

- Post Avian/ Pandemic Influenza website
- Develop Level 1 pandemic influenza communications
- Plan for general information (non-health) call center
- Assess PPE needs and stock

- Issue Level 1 communications (educational campaign, self-protection information, handwashing, promote seasonal flu vaccination)
- Select technical expert spokes-persons for internal and media communications
- Develop Level 2 communications

- Issue Level 2 communications (protocol for suspected cases, preparations for social distancing)
- Develop Level 3 communications
- Develop post-pandemic communications (medical clearance, recovery)
- Consider implementation of call center to receive calls
- Distribute PPE to members

- Issue Level 3 communications (self-protection, social distancing, etc.)
- Implement Call Center
- Coordinate internal messages and news releases
- Manage media relations issues

- Activation of full CERT
<table>
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<tr>
<th>Incident Response Level Criteria and Corresponding WHO Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command (Director, Department of Public Safety)</td>
</tr>
<tr>
<td>• Assess PPE needs and stock</td>
</tr>
<tr>
<td>• Implement Gettysburg College’s Emergency Plan</td>
</tr>
<tr>
<td>• Coordinate response with Environmental Health and Safety, Health Services Departments, and Adams County Health Department</td>
</tr>
<tr>
<td>• Gather information on number of suspected cases on campus and in Adams County</td>
</tr>
<tr>
<td>• Advise CERT</td>
</tr>
<tr>
<td>• Distribute PPE to members</td>
</tr>
<tr>
<td>• Verify succession plan for leaders of essential departments</td>
</tr>
<tr>
<td>• Gather number of cases on campus and in County; report to CERT Core Group</td>
</tr>
<tr>
<td>• Direct CERT when activated</td>
</tr>
<tr>
<td>• Consider activation of Emergency Operations Center</td>
</tr>
<tr>
<td>• Advise CERT Core Group</td>
</tr>
<tr>
<td>• When CERT is activated, direct tactical emergency operations; implement Level 3 activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CERT – Core Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Endorse Pandemic Influenza Response Plan</td>
</tr>
<tr>
<td>• Approve PPE needs and stock</td>
</tr>
<tr>
<td>• If supplies, medicine and vaccine are limited, develop ethical and administrative guidelines for their distribution beyond public health emergency employees</td>
</tr>
<tr>
<td>• CERT Activated</td>
</tr>
<tr>
<td>• Evaluate influenza pandemic effects; Re-evaluate response plan and priorities</td>
</tr>
<tr>
<td>• Draft succession plan for Gettysburg College leadership</td>
</tr>
<tr>
<td>• Authorize implementation of “Pandemic Influenza Social Distancing Policy”</td>
</tr>
<tr>
<td>• Plan for post-pandemic recovery and resumption of normal College operations</td>
</tr>
<tr>
<td>• Plan for revised instruction calendar and completion of the session</td>
</tr>
</tbody>
</table>
## Responsibilities of Departments and Units

### Gettysburg College Emergency Plan Response Level

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### Health and Counseling Services

- Continue observation for the occurrence of any human-to-human spread, monitoring CDC, WHO, and State health information
- Provide medical consultation and guidance to the College administration
- Assist Public Relations Office with providing accurate information to the students, employees, and parent population
- Develop surveillance plan for individuals with acute respiratory illness.
- Prepare Health Services for an increase in patient load/adjustment of hours
- Maintain a working relationship with the Gettysburg Hospital as well as other State and local health care agencies
- Prepare an estimated supplies list and maintain a list of our current and other potential suppliers
- Give seasonal influenza vaccinations
- Review PPE needs and inventory

- Look at the possibility of securing a negative airflow unit(s) to keep 1 - 2 rooms at the health service dedicated for seeing patients suspected of having H5N1 virus
- All patients will be instructed to wear facemasks and wash hands upon arrival to Health Services
- Consider pre-appointment triage by an RN and document
- Arrange to receive daily updates from the Gettysburg Hospital Planning and Response Committee regarding treatment protocols and care suggestions
- Wear full PPE (mask, gown, gloves, face shields) when within 3 feet of any patient with symptoms of H5N1 virus

- Daily report of suspected cases to Incident Command
- Receive antiviral for self, staff, and families; work with the CERT and Environmental Safety Officer in planning and securing these supplies

- Public Health Emergency Employees must report to work as deemed necessary
- Daily report cases to Incident Command
- Provide health services to students remaining in College residents
Gettysburg College Emergency Plan Response Level

<table>
<thead>
<tr>
<th>Level 0: (Current Level)</th>
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</thead>
<tbody>
<tr>
<td>Pre-event assessment and planning</td>
<td>• Staff reviews and develops plans for treatment and observation of occurrence of avian flu in the student population • Promote seasonal influenza vaccination • Develop surge care plan.</td>
<td>• Plan for delivery of Level 3 meals • Identify alternate suppliers</td>
<td>• PPE distributed according to CDC and GC guidelines • Order and stock Level 3 meals to support students</td>
</tr>
</tbody>
</table>

Responsibilities of Departments and Units
All departments and administrative units must draft a Pandemic Influenza Continuity of Operations Plan

**Health and Counseling Services (Continued)**
- Staff reviews and develops plans for treatment and observation of occurrence of avian flu in the student population
- Promote seasonal influenza vaccination
- Develop surge care plan.
- Staff reviews and develops plans for treatment and observation of occurrence of avian flu in the student population

**Dining Services**
- Identify Public Health Emergency Employees and inform them of their responsibilities
- Identify suppliers and alternates for Level 3 meals
- Assess Public Health Emergency Employees' PPE needs and stock
- Plan for delivery of Level 3 meals
- Identify alternate suppliers

**Facilities Services**
- Identify Public Health Emergency Employees and inform them of their responsibilities
- Needs assessment for housekeeping supplies
- Assess Public Health Emergency Employees' PPE needs and stock
- Develop minimum staffing guidelines
- Cross-train personnel to maintain campus mechanical infrastructure
- Train housekeepers for hygiene and cleaning of personal contact surfaces (e.g., doorknobs)
- PPE distributed according to CDC and GC guidelines
- Public Health Emergency Employees must report to work
- Change housekeeping procedures to Prioritize Public Health Emergency Employees' areas, remaining students, and cleaning of personal contact surfaces
- Public Health Emergency Employees must report to work
- Change housekeeping procedures to Prioritize Public Health Emergency Employees' areas, remaining students, and cleaning of personal contact surfaces

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<td>All departments and administrative units must draft a Pandemic Influenza Continuity of Operations Plan</td>
<td></td>
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</tr>
<tr>
<td>Facilities Services (Continued)</td>
<td>• Develop plan for building preparedness that would maintain the integrity of the building systems and structure while they are unoccupied and if faced with utility service interruptions</td>
<td>• Make purchases of necessary supplies and materials (lock cylinders, disinfectant, utilities)</td>
<td>• Identify staff availability</td>
<td>• Begin locking down the campus</td>
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<tr>
<td></td>
<td>• Work with EHS to ensure identified staff are properly trained and fit-tested for N95 mask</td>
<td>• Prepare to begin closing down campus facilities to a minimum level necessary to maintain the infrastructure</td>
<td>• Prepare to begin closing down campus facilities to a minimum level necessary to maintain the infrastructure</td>
<td>• Reduce building system operations to minimum level necessary to maintain infrastructure</td>
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<td></td>
<td>• Identify funding needed to potentially lock down entire campus</td>
<td>• Review with IT services needed to keep their infrastructure operating</td>
<td>• Review with IT services needed to keep their infrastructure operating</td>
<td>• Three (3) facilities staff would remain on at all times to monitor building systems, collect biohazard waste, assist in disinfecting areas that are still in operation</td>
</tr>
<tr>
<td></td>
<td>• Identify vendors that could provide utility services to the College in the event of power outages and services interruptions</td>
<td>• Assess supply levels of disinfectant cleaning chemicals and identify 3 month supply on hand to maintain designated areas</td>
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<td>• Review with IT services needed to keep their infrastructure operating</td>
<td>• Make purchases of necessary supplies and materials (lock cylinders, disinfectant, utilities)</td>
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</tbody>
</table>
| Information Technology                        |  • CS/ITT plans and maintains a reserved supply of available desktop/laptop PCs, and consumables such as toner and paper to be used in the event of a maintenance or supply chain disruption  
  • IO plans remote reboot hardware for all critical server and network hardware and makes it operational  
  • IT staff plans for and accomplishes cross-training in critical IT areas  
  • Primary, secondary, and tertiary duties and responsibilities are assigned to all IT staff for use under Phases 5 and 6 operations  
  • IT plans/acquires funding for and implements a work-at-home telecommuting infrastructure for use in an emergency, to include access to the College’s telephone and network services, calendaring, and collaboration tools |
|                                               |  • IT calls an all-IT meeting and activates its preparedness plan  
  • IT student employees and volunteers are furloughed  
  • IT places a high priority on essential computer, application, and network services and work related to pandemic  
  • Routine work, work on non-essential projects, and similar are given a low priority and worked on only as time is available  
  • IT makes its emergency telecommuting systems operational and available for use  
  • IO evaluates (every 2 weeks) the status of all network systems and devices to verify 100% operational, and all preventative maintenance is up to date. Any deficiencies are corrected immediately via maintenance or replacement |
|                                               |  • IT implements no contact rules  
  • IT activates emergency organizational tree and advertises same to all users  
  • IT curtails all off-campus travel  
  • Telecommuting services are offered to all faculty and staff who can use them  
  • IT bans use of College network for recreational purposes  
  • IT staff works primarily from home or from off-campus locations, responding to onsite emergencies on a case-by-case basis, and consistent with any federal, state, or local rules/guidelines |
<p>|                                               |  • IT coordinating work from home – campus is closed |</p>
<table>
<thead>
<tr>
<th>Gettysburg College Emergency Plan Response Level</th>
<th>Level 0: (Current Level) Pre-event assessment and planning</th>
<th>Level 1: Intense Planning and Preparation</th>
<th>Level 2: Preparing to Suspend Classes</th>
<th>Level 3: Suspends On-campus Classes for 7-10 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsibilities of Departments and Units</strong></td>
<td>All departments and administrative units must draft a Pandemic Influenza Continuity of Operations Plan</td>
<td></td>
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<tr>
<td>Information Technology (Continued)</td>
<td>• IO identifies and procures a reserve supply of replacement switch and network gear to be used in the event of maintenance or supply chain disruption</td>
<td>• IT implements day-to-day real-time monitoring and evaluation of systems that could be threatened by shipping or delivery delays, and immediately orders stock accordingly via rush delivery</td>
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<tr>
<td></td>
<td>• IT distributes its Pandemic Preparedness Plan to its employees, and trains staff in its use</td>
<td>• IT curtails all non-critical off-campus travel</td>
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<td></td>
<td>• IT conducts periodic drills and exercises to maintain a state of implementation readiness</td>
<td>• ITT/IO conduct JIT training sessions on how to use telecommuting services</td>
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<tr>
<td></td>
<td>• IO evaluates and upgrades its academic and administrative VPN remote access servers as needed to allow simultaneous use by up to 200 simultaneous users each</td>
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<tr>
<td></td>
<td>• VPN accounts established for all faculty and staff</td>
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<tr>
<td>Environmental Health and Safety (EHS) (Collaborative effort by DPS and HR)</td>
<td>Human Resources</td>
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<td>---------------------------------------------------------------</td>
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<tr>
<td>• Identify funding for N95 respirators</td>
<td>• Determine Emergency Preparedness Plan</td>
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<tr>
<td>• Purchase as many N95 respirators as possible</td>
<td>• Encourage influenza vaccinations for all employees of the College; Investigate the possibility of subsidizing flu shots for employees</td>
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<tr>
<td>• Conduct medical evaluations on emergency personnel</td>
<td>• Provide educational opportunities to employees through wellness programs</td>
<td></td>
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<tr>
<td>• Provide respiratory protection training to emergency personnel medically fit to wear respirator</td>
<td>• Restrict travel to affected geographic areas (both domestic and international travel)</td>
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<tr>
<td>• Fit-test emergency personnel</td>
<td>• Evacuate employees working in or near an affected area when an outbreak begins</td>
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<tr>
<td>• Identify alternate bio-waste hauler</td>
<td>• Begin thinking about cross-training to ensure essential functions of College can be performed in event of high absentee rate</td>
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<td></td>
<td>• Investigate employee health benefit coverage levels; Seek option for home health care</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>• Establish pay policies in preparation for possible school closure</td>
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<tr>
<td></td>
<td>• Initiate community health communications/educational forums</td>
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</tr>
</tbody>
</table>

**Level 0: (Current Level) Pre-event assessment and planning**

**Level 1: Intense Planning and Preparation**

**Level 2: Preparing to Suspend Classes**

**Level 3: Suspends On-campus Classes for 7-10 weeks**

**Responsibilities of Departments and Units**

All departments and administrative units must draft a Pandemic Influenza Continuity of Operations Plan.

- Environmental Health and Safety (EHS)
- Human Resources
- Department of Public Safety
- Gettysburg College

**Activities**

- Provide N95 respirators to departments
- Maintain distribution log
- Arrange for additional medical waste pick-up
- Departments distribute respirators to emergency personnel
- Departments maintain distribution log
- Work to implement automated pay procedure for staff employees
- Implement special pay policies as determined by CERT
- Identify community organizations within the local community who could provide services to College employees (i.e., EAP, United Way, Red Cross, etc.)
- Provide support and assistance to emergency workers

**Preparedness Measures**

- Investigate Employee Health Benefit Coverage Levels
- Seek Option for Home Health Care
- Establish Pay Policies in Preparation for Possible School Closure
- Initiate Community Health Communications/Educational Forums
- Provide Continued Education to Employees Pertaining to Health/Wellness
- Designate an Official Spokesperson to Provide Updates for Pandemic Activities
- Encourage Employees to Stay Home if They Have Flu-like Symptoms
- Require Immediate Mandatory Sick Leave for Infected Employees
- Limit Meetings – Encourage Communication Via Phone or Email
- Implement Leave Policies for Non-Essential Personnel
- Encourage Flexible Worksites When Possible for Essential Personnel (i.e., Telecommuting) as Well as Flexible Schedules
PLAN, REVIEW, UPDATE, AND DISTRIBUTION

The Emergency Coordinator and CERT Advisory Group shall review this campus Emergency Management Plan on an annual basis.

As part of the review, the Emergency Coordinator will seek input and recommendations from Gettysburg College departments and agencies participating in the plan, as well as Adams County Office of Emergency Services. If necessary, appropriate meetings will be conducted to assure critical issues are addressed and that changes are appropriately implemented.

A copy of the plan will be distributed to the following people or locations:

College Campus: hard copies will be distributed to all members of CERT

Local Government:
- Emergency Services of Adams County
- Gettysburg Borough Emergency Management Services
- Cumberland Township Emergency Management Services

Fire Service:
- Fire Chief
- EMA Director

Emergency Medical Services:
- Gettysburg Hospital
- Gettysburg Fire Department – Ambulance and Medic Service

Law Enforcement:
- Gettysburg Borough Police Department
- Cumberland Township Police
- Pennsylvania State Police
EMERGENCY AGENCIES

Adams County Department of Emergency Services
Business Hours 717.334.8603
Non-business Hours 717.334.9175

Adams County American Red Cross 717.334.1814

CHEMTREC® (Chemical Emergencies)
www.chemtrec.org 800.424.9300

Pioneer Lines (Gettysburg) Scenic Railway 717.334.6932

Department of Environmental Protection
http://www.dep.pa.gov/About/Regional/SouthcentralRegion/Pages/Phone-Directory.aspx
South-Central Regional Office, Harrisburg 24-hour Hotline 866.825.0208
Emergency events, and spills or releases 800.812.3782
or 800.424.8802

EPA Mid-Atlantic Region 3, Emergency Response 800.438.2474
https://www.epa.gov/aboutepa/epa-region-3-mid-atlantic

National Emergency Response Center 800.541.2050

Pennsylvania Emergency Management Agency 24-hour Hotline 717.783.8150
http://www.pema.state.pa.us/

Highway Departments
Adams County Highways/Roads – PennDOT 717.334.3155
Gettysburg Borough Highway Department 717.334.4666

Law Enforcement Agencies
Adams County Sheriff’s Department 717.337.9828
FBI, Philadelphia 215.418.4000
Gettysburg, Borough Police Department Business Hours 717.334.1168
Non-business Hours 717.334.8101

Pennsylvania State Police, Troop H, Gettysburg 717.334.8111

Utilities
Met- Ed 800.545.7741
Adams Electric Cooperative 800.726.2324
Columbia Gas 888.460.4332
Gettysburg Municipal Authority, Water and Sewer Business Hours 717.334.6738
Non-business Hours 717.253.0578
or 717.253.3442
### Local Resources

#### Local News Media

<table>
<thead>
<tr>
<th>Type</th>
<th>Agency/Business</th>
<th>Website</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio</td>
<td>WGET</td>
<td></td>
<td>717.334.3101</td>
</tr>
<tr>
<td>Newspaper</td>
<td>The Evening Sun</td>
<td><a href="http://www.eveningsun.com/">http://www.eveningsun.com/</a></td>
<td>717.637.3736</td>
</tr>
<tr>
<td>Newspaper</td>
<td>The Gettysburg Times</td>
<td><a href="http://www.gettysburgtimes.com/">http://www.gettysburgtimes.com/</a></td>
<td>717.334.1131</td>
</tr>
<tr>
<td>TV</td>
<td>ABC News WHTM Ch 27</td>
<td><a href="http://abc27.com/">http://abc27.com/</a></td>
<td>717.236.1444</td>
</tr>
<tr>
<td>TV</td>
<td>NBC News WGAL Ch 8</td>
<td><a href="http://www.wgal.com/">http://www.wgal.com/</a></td>
<td>717.393.5851</td>
</tr>
</tbody>
</table>

#### Local Non-Emergency Businesses

<table>
<thead>
<tr>
<th>Item</th>
<th>Agency/Business</th>
<th>Website</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towing Service</td>
<td>Shealer's</td>
<td><a href="http://www.shealersgarageandtowing.com/">http://www.shealersgarageandtowing.com/</a></td>
<td>717.253.2675</td>
</tr>
<tr>
<td>Towing Service</td>
<td>Road Rangers</td>
<td><a href="http://roadrangerstowing.com/">http://roadrangerstowing.com/</a></td>
<td>717.337.9633</td>
</tr>
<tr>
<td>Towing Service</td>
<td>Lady &amp; Taylor</td>
<td><a href="http://ladyandtaylorincpa.com/">http://ladyandtaylorincpa.com/</a></td>
<td>717.528.4196</td>
</tr>
<tr>
<td>Rental Equipment</td>
<td>Gettysburg Rental Center</td>
<td><a href="http://gettysburgrentalcenter.com/">http://gettysburgrentalcenter.com/</a></td>
<td>717.334.0021</td>
</tr>
<tr>
<td>Radio Equipment</td>
<td>Com Pros</td>
<td><a href="http://www.comprosinc.com/">http://www.comprosinc.com/</a></td>
<td>800.647.5001</td>
</tr>
</tbody>
</table>

#### Hospitals

- **Wellspan Gettysburg Hospital Emergency Services**: 717.337.4299 or 717.334.2121
- **Wellspan York Hospital Emergency Department**: 717.851.2345
- **Carlisle Regional Medical Center Emergency Medicine**: 717.960.1695 or 717.245.5500
- **Summit Health Chambersburg Hospital Emergency Care**: 717.267.7146 or 717.267.3000
- **Hanover Hospital Emergency Department**: 717.316.2000 or 800.673.2426
- **Penn State Health Hershey Medical Center**: 717.531.8521
- **Carroll Hospital; Westminster, MD**: 410.848.3000 or 710.876.3000
- **Life Lion Critical Care Hangar, Hershey Dispatch/Communication Center**: 717.531.5879 or 717.531.7967
PLAN DEACTIVATION

When emergency conditions are stabilized and normal College operations can resume, the Emergency Plan will be de-activated by the EOC Incident Commander, along with the College President and CERT. A formal announcement will be disseminated, using all emergency information and notification systems.

If the nature of the incident requires an extension of some emergency services, special EOC work groups may be appointed to coordinate those continuing activities among selected SOCs. Continuing issues may include:

- ongoing repairs and their staging;
- academic or administrative space adjustments;
- support services for impacted students, faculty, or staff;
- community relief efforts.

Plan Re-assessment:

Immediately following the cessation of Level 2 or Level 3 emergency operations, a survey of EOC team members, the Satellite Operations Centers, and campus constituents will be conducted to evaluate the effectiveness of the response. Survey results will help determine whether portions of the Emergency Plan must be modified, as a result of the emergency experience. The Director of Public Safety and CERT Advisory Group will prepare a written “After-Action Summary Report” summarizing post-event observations and will coordinate appropriate Emergency Plan revisions.

Cost Recovery:

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

- The Provost or Vice Provost
- Vice President for Finance and Administration
- Vice President for College Life and Dean of Students
- Executive Vice President
- Director of Auxiliary Services
- Director of Facilities Management
- Director of Human Resources and Risk Management
- Associate Director of Public Safety (Life and Fire Safety Manager)
- General Counsel (as needed)
ANTI-TERRORISM PLAN

Preface:
There are no universal solutions to preclude terrorist attacks, since the threat is largely unpredictable and certainly will change over time. As such, this antiterrorism operations plan is not intended to identify or define specific terrorist threats, nor is it intended to mandate wholesale hardening of buildings, resources, or facilities. This guidance is principally intended to be used for Public Safety personnel and other key campus officials in their preparation and planning in response to specific terrorist assessment data. The dynamic and opportunistic nature of terrorism hampers efforts to define the character and level of threat. The objective of this plan is to prepare Public Safety personnel, CERT, and other key campus officials in an effort “to reduce the vulnerability of personnel and facilities to terrorism while balancing defensive measures with institutional mission requirements and available resources.” No matter how many measures are implemented, risk is always present.

To ensure this plan is implemented in a coordinated manner, the antiterrorism operations plan is designed to provide overall guidance to Public Safety personnel and key institutional personnel concerning how to respond to a potential or actual terrorist threat or incident that occurs on or near the campus proper. This plan is not all inclusive and is in supplement to other emergency operations procedures as outlined within the EOP.

Purpose:
The purpose of this plan is to facilitate an effective Public Safety response to all threats or acts of terrorism that are determined to be of sufficient magnitude to warrant implementation of this plan and the associated plans within this EOP:

- Establishes a structure for a systematic, coordinated, and effective Public Safety response to threats or acts of terrorism;
- Defines procedures for the use of Public Safety resources to augment and support local, state, and federal law enforcement entities;
- Encompasses both crisis and consequence management responsibilities, and articulates the coordination relationship between these missions.

Scope:
This antiterrorism operations plan is a strategic document that:

- applies to all threats or acts of terrorism that may impact Gettysburg College;
- provides planning guidance and outlines operational concepts for the Public Safety crisis and consequence management response to a threatened or actual terrorist incident that may impact Gettysburg College;
- serves as a supplement in further development of related emergency plans contained within this EOP;
- includes guidelines for Public Safety response to specific threats or acts of terrorism;
- acknowledges the unique nature of threats and acts of terrorism and the activities necessary to mitigate a specific threat or incident; and
• Illustrates ways in which Public Safety personnel can most effectively unify and synchronize their response actions.

Soft Target Identification:

The Department of Homeland Security has identified all college campuses as eventual “soft” targets for potential acts and/or threats of terrorism. Understanding that our campus is extremely vulnerable to an act or incident of terrorism places Public Safety in a difficult position to ensure all reasonable measures are taken to mitigate these vulnerabilities. The identification of “soft” targets may change depending upon the specific threat received. For purposes of this document and without specific threat information, the primary institutional “soft” targets have been identified as follows:

• President, President’s House, and senior staff;
• Penn Hall and the White House – historical significance, technology HUB;
• CEP – power station/technology HUB;
• Railway system adjacent to campus;
• CUB, Library, and Dining Hall – major student-gathering points;
• Science Center/Master’s Hall – labs and hazardous materials storage areas;
• Residence Halls;
• Large College Events – this may also include events at the Majestic Theatre.

Threat-Conditions:

To ensure smooth communication and coordination in light of a threat or an act of terrorism that may directly or indirectly impact the mission of Gettysburg College, the following threat-conditions and levels of security response have been established. Each threat-condition has a set of identified security response measures that will be automatically implemented upon initiation of that specific threat-condition. The establishment of a specific threat-condition is the responsibility of the Director of Public Safety, in consultation with the President and CERT.

Threat Condition Alpha (lowest threat condition – minimal threat)

A general threat of possible terrorist activity against targets within the general geographical area. The nature and extent of the threat are unpredictable. Received threats do not warrant actions beyond normal liaison notifications or placing assets or resources on a heightened alert (operating under normal day-to-day conditions).

• Public Safety Response Measures
  - Ensure Public Safety personnel receive training on the antiterrorism operations plan and specific preplanned department and institutional emergency operations procedures;
  - Institute a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities;
  - Implement additional Public Safety patrols of identified “soft” targets;
  - Increase “community-policing” contacts;
Challenge and identify persons, vehicles, and/or equipment on campus and near soft targets that appear out of place or otherwise suspicious;
- Notify the police immediately for all suspicious persons, vehicles, equipment, and/or activities;
- Maintain a state of increased vigilance – remain mobile within the field – vehicle, foot, and bicycle. Increase use of foot and bicycle patrols to increase security visibility and accessibility within the campus community. Be specifically observant to the following:
  - suspicious personnel, particularly those carrying suitcases or other containers; or those observing, photographing, or engaged in suspicious conduct on or around campus;
  - unidentified vehicles parked or operated in a suspicious manner on, or in the vicinity of, campus-owned facilities;
  - abandoned parcels or suitcases;
  - suspicious packages delivered to the campus post office or throughout campus;
  - any other activity considered suspicious.
- Employ patrol variations, and minimize unnecessary radio chatter. Eliminate routine and established security measures for random and varied security operations, and increase the utilization of telephone communications over radio communications;
- Ensure all security personnel review emergency action checklists. Review specific checklists related to bomb-threat procedures, medical emergency response, power outages, and related emergency response-type incidents;
- Ensure all personnel maintain strict confidentiality related to internal antiterrorism operations planning and preparation;
- Refer all specific inquiries related to rumors or information regarding terrorist threats, etc. to the Public Information officer, identified by the Director of Public Safety;
- Ensure senior Public Safety administrative personnel implement regular communications with the local chief of police or person(s) responsible for handling and assessing current threat information;
- Ensure Public Safety vehicles and/or associated equipment is never left unattended or unsecured.

**Threat Condition Bravo (potential threat)**
An increased and more predictable threat of terrorist activity exists. Intelligence or an articulated threat indicates a potential for a terrorist incident; however, this threat has not yet been fully assessed as credible.

- Public Safety Response Measures
  - Implement all applicable Threat Condition Alpha security response measures;
  - Develop a Public Safety staffing scheme that increases Public Safety staffing during days and times identified as peak and/or critical, based upon intelligence information;
- Consider personal protection and/or the implementation of additional security measures for the President, Senior staff, and other identified high-risk personnel;

- Increase security at identified “soft” target areas – depending upon intelligence information; this may include Public Safety officers assigned to specific “soft” targets for increased patrol and observation;

- Consider communication to the campus community (decision made by President’s Office);

- Begin implementation of specific emergency operations plans (President should consider activation of CERT, or at least require CERT on-call status);

- Begin reviewing all building plans, especially the plans of identified “soft” target facilities/buildings;

- Ensure law enforcement and fire/rescue agencies have immediate access to building floor plans and emergency evacuation plans;

- All Public Safety administrators and supervisors shall be on-call and readily available;

- Secure buildings, rooms, and storage areas not in regular use.

**Threat Condition Charlie (credible threat)**

A threat assessment indicates that the potential threat is credible, and information received indicates potential terrorist action against specific targets within the geographical area.

- **Public Safety Response Measures**
  - Implement all applicable Threat Condition Alpha and Bravo security response measures;
  - Consider the implementation of 12-hour shifts for all Public Safety personnel, supplemented by part-time casual staff; Place all Public Safety personnel on-call;
  - Consider contracting with a company for additional security to be assigned to asset protection, personal protection, etc;
  - Ensure personal protection for the President and President’s house;
  - Coordinate all security response measures with local law enforcement, and begin developing joint emergency operations protocols;
  - Begin physically staffing specific “soft” target areas. Staffing will include defined access/entry points, identification checks, bag checks, etc.;
  - Reduce the number of access points for vehicles and personnel to minimum levels while maintaining a reasonable flow of traffic and continued day-to-day operations;
  - Increase the frequency of campus communications, and inform campus community members of the general situation to stop rumors and prevent unnecessary alarm; periodically update community members as the situation changes;
  - Work with Campus Print Shop, Facilities, and other key departments in the establishment of reasonable screening procedures for incoming deliveries, packages, and mail to identify possible dangerous devices and/or materials;
- Consider the implementation of a visible campus identification card/tag system or process, and require identification to be visible at all times;
- Increase liaison with local law enforcement agencies, and request assistance with monitoring the threat to campus personnel and facilities;
- Remind campus community members of each facility evacuation plan and actions to be taken if an order to evacuate is issued;
- Limit parking and traffic on campus grounds near sensitive areas and identified “soft” targets;
- Implement any and all county emergency plans and preventative measures;
- Begin considerations for a possible limited or full campus lock-down/closure and cancellation or suspension of classes.

**Threat Condition Delta** *(highest threat condition)*

Applicable to the immediate area where a terrorist attack/incident has occurred or is highly expected against a specific target.

- Public Safety Response Measures
  - Implement all applicable Threat Condition Alpha, Bravo, and Charlie security response measures;
  - Implement full Public Safety staffing, augmented by contract security personnel; Increase security activity to the maximum level sustainable for an extended period of time;
  - Staff all identified “soft” targets;
  - If appropriate – consider the dismissal and evacuation of all non-essential personnel;
  - If appropriate – consider initiating emergency action or evacuation plans for facilities specifically targeted in order to protect campus community members;
  - If appropriate – reduce facility and campus access points to the absolute minimum necessary for continued operation – this may include erecting barriers required to control direction of traffic flow and to protect facilities vulnerable to a bomb attack by parked or moving vehicles;
  - Eliminate parking and traffic on campus grounds near sensitive areas and identified “soft” targets. If appropriate – position barricades or vehicles, as a second layer of protection, to prevent entry into these areas;
  - Eliminate non-essential public access to grounds and buildings;
  - If appropriate – cancel or reschedule events or meetings;
  - If appropriate – consult local authorities about closing public roads that might make campus facilities more vulnerable to a terrorist attack;
  - Proceed in implementing all CERT security measures and recommendations;
  - Proceed in implementing all local, State, and federal emergency operations plans at the direction of local, State, and federal law enforcement authorities;
  - Implement, where and when applicable, emergency operations actions.
Conclusion:

This antiterrorism operations plan is in supplement to existing institutional emergency plans and procedures, as outlined within this EOP and applicable supplements. Prior to the implementation of any phase of theemergency operations plan or the antiterrorism plan, the President or designee, in consultation with the CERT, must review and approve the recommended courses of action.
APPLICABLE CERT CHECKLISTS

Emergency Director: President

Incident Name: __________________________ Date: __________________________
EOC Location: __________________________ Time: __________________________
Phone: __________________________

Specific Mission: Organize and direct CERT; insulate EOC staff from distractions caused by political inquiries; keep “need-to-know” VIPs informed and up-to-date regarding the impact of the incident on the community. In collaboration with legal advisors and jurisdictional leaders, make policy decisions related to the state of the community and business continuity.

Immediate Tasks (First Hour)
• Read this entire guide sheet and review the EOP to familiarize yourself with the duties of this position and your level of responsibility.
• Collaborate with the Emergency Coordinator on the current status of the event, declaring an incident level, and declaring a “State of Emergency” if applicable.
• Establish CERT indicating if they need to respond or just be available for consultation by phone.
• Request periodic updates from the EOC Public Information Officer.
• Request options and opinions from the Emergency Coordinator regarding policy decisions.
• If policy decisions or event operations will impact the community, communicate with jurisdictional leaders.
• Distribute task assignments to CERT members.
• Scribe __________________________
• Liaison to EOC __________________________
• Conduct an initial briefing with CERT members.
• Field inquiries from politicians, VIPs, etc. to protect against direct inquiries and distractions for the EOC.
• Provide periodic briefings for “need to know” personnel (Council Members/Trustees/Board Members, etc.)
• Request “options” from EOC Emergency Coordinator related to key policy decisions
• Advise key personnel to observe personnel for signs of stress or inappropriate behavior, and emphasize the need for periodic rest periods.

Notes:
Emergency Director: President

EXTENDED (Beyond Hour 1)

- Conduct periodic CERT update meetings.
- Maintain contact with the EOC Public Information Officer to receive media updates.
- Request timelines and impact of the Continuity of Operations plan and the event recovery plan.
- Field inquiries from “politically connected” individuals to shield the EOC from distraction.
- Provide periodic briefings for “need to know” personnel (Council Members/Trustees/Board Members, etc.).
- Execute a transfer of CERT leadership positions if the incident will exceed 8-10 hours.
- At the incident termination point, address the community through the media.
- Establish a date and time for an after-action meeting before releasing CERT staff.
- Final authority on EOC action plans and media releases.

CERT Structure: The establishment of CERT is based on one or more triggering events and the Emergency Coordinator has recommended CERT activation or, based on intelligence, the Emergency Coordinator has requested an activation of CERT. The size of CERT is based on the size, scope, and seriousness of the event. In some cases, two or three people may manage a small event by assuming multiple functions, where in other circumstances, each person will be fully occupied performing one assignment. May involve CERT team gathering in a formal setting, or just require immediate access to CERT members at their normal work site.

CERT Mission: Provide executive level information to the EOC and make high-level policy decisions related to business operations (i.e. closings, relocations, and business continuity).
Emergency Coordinator: Director of Public Safety

Incident Name: ___________________________ Date: ________________
EOC Location: ___________________________ Time: ________________
Phone: ___________________________

Specific Mission: Organize, direct, and coordinate the Incident Command Center; offer support to EOC; provide/seek policy advice from CERT; ensure PIO provides periodic updates to CERT; manage consequences caused by the incident; oversee continuity of operations and recovery efforts; maintain the focus of the CERT away from “scene resolution.”

Immediate Tasks (First Hour)
• Read this entire guide sheet and review the EOP to familiarize yourself with the duties of this position and your level of responsibility.
• Collaborate with Emergency Director and CERT on incident level and “State of Emergency” determination; announce incident level to EOC personnel.
• Announce the activation of an EOC and indicate the location.
• Direct DPS personnel to equip the EOC and notify key personnel necessary for staffing the EOC.
• As the Incident Commander provide updates to the EOC, establish communications link with the EOC.
• Conduct an initial briefing with the EOC staff and Section Chiefs; require periodic updates from staff.
• Develop incident objectives; assist in the preparation of an Initial Action Plan.
• Present policy options and recommended action to CERT.
• Provide overall direction for scene support, incident consequence management, continuity of operations, and recovery
• If circumstances warrant, direct DPS to set up EOC site security.
• Advise Safety Officer to observe personnel for signs of stress or inappropriate behavior, and emphasize the need for rest periods.

EXTENDED (Beyond Hour 1)
• Conduct regular update meetings with Command Staff and Section Chiefs. Keep them focused on the impact of the event and business continuity issues.
• Maintain contact with the Public Information Officer for media updates.
• Revise the action plans as indicated by the event. (Set broad goals for Planning Section)
• Provide frequent updates to CERT through the Public Information Officer.
• As circumstances require, assign a liaison or agency representative to Unified Command Post or community EOC.
• Direct Planning Section to develop a continuity of operations and an event recovery plan.
Emergency Coordinator:  Director of Public Safety

EXTENDED (Beyond Hour 1) (Continued)

- With the approval of the Safety Officer, and consistent with the overall action plan, de-escalate the EOC and demobilize activities when appropriate.
- Direct rest periods for staff and provide relief when necessary, as advised by the Safety Officer.
- Observe all staff for signs of stress or inappropriate behavior on an ongoing basis. Remove those with obvious signs of stress, etc.
- Execute a transfer of command if the incident will exceed 8-10 hours.
- Establish a date and time (as soon as possible) for an after-action meeting before releasing staff.

EOC Mission:  Support field operations, manage event consequences to the organization, and oversee continuity of operations.

EOC Structure:  The establishment of an EOC is based on one or more triggering events and the scene Incident Commander has recommended EOC activation or, based on intelligence, the Emergency Coordinator has chosen to activate an EOC. The size of the EOC is based on the size, scope, and seriousness of the event. In some cases, two or three people may manage a small event by assuming multiple functions, where in other circumstances, each person will be fully occupied performing one assignment.

Note:  Additional ICS/CERT Positional Checklists can be found in the EOC Emergency Operations Command Kits