Gettysburg College

2020/2021

Campus Emergency Operations Plan (EOP)

Prepared by the Department of Public Safety
This Emergency Operations Plan is dated: 2020/2021

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 operations and procedures. This document, along with the supporting guidelines within individual divisions and departments, reflects lessons learned following campus crises, 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 strongly encouraged 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. The 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,

William Lafferty
Assistant Vice President for College Life and Executive Director of Public Safety
ACKNOWLEDGMENTS

Approved by:

President’s Council/CERT Advisory 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

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
purposes, the Executive Director of Public Safety for technical review. All substantive changes recommended by the Executive Director of Public Safety will be submitted in writing to the CERT for evaluation and adoption.

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 regularly as needed 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 strongly encouraged 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.

**Threat and Hazard Types and Examples**

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<td>□ Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <em>Staphylococcus aureus</em>, and meningitis</td>
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**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 Crisis Management Group (CMG): CMG is comprised of the following:

- Chief of Staff (1)* – HR, compliance, risk management, employee resource support
- Vice President for College Life and Dean of Students (2)* – Student Life, housing, student orgs, counseling, DPS, student resource support
- Provost (3)* – Academic program
- Vice President of Finance and Administration (4)* – Energy, facilities, dining, auxiliary services, transportation
- Vice President for Enrollment and Educational Services (5)* – Athletics, admissions, communications/marketing
- Executive Director of Communications and Marketing – Crisis communications, emergency mass notification
- Executive Director of Public Safety – Public Safety, emergency management, environmental health and safety, incident command oversight, liaison with external responders

NOTE:  (*) Denotes leadership succession within the CMG

Crisis Management (CMG) Group Role:

- Will pull together quickly to assess the nature, size and scope of an incident.
- Will decide whether to activate the full CERT, or add specific personnel from the Advisory Group based on the type, size, and scope of the incident or emergency being addressed.
- The CMG is Advisory to the President.
- The person serving as the convener of the group (typically the Chief of Staff) will have explicit responsibility for informing the President when the group convenes, keeping the President informed as a situation develops and advising the President of the group’s work and recommendations for review and consideration.
  - The Convener, will have explicit responsibility for:
    - Informing the president of actions and recommendations of the Group.
    - Adding additional administrators to the CORE group on an as-needed basis (e.g. CIO for issues pertaining to technology).
    - Monitoring progress and completion of tasks agreed upon by the CORE group.

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

Continuity of Operations (COOP): A COOP helps to ensure trouble-free operations through unanticipated events and addresses emergencies from an all-hazards approach. It establishes policy and guidance ensuring that critical functions continue and that personnel and resources are relocated to an alternate facility in case of emergencies.

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.

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.

Incident Command Post (ICP): Signifies the location of the tactical-level, on-scene incident command and management organization.

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

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.

Satellite Operations Center (SOC): Emergency management centers in areas that interface between the College’s main EOC and various campus departments.

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 CMG 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 or segments of CERT may mobilize – at the discretion of the CMG.
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, 66 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 at least biennially, 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 Executive 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 exercised or, at minimum, discussed and reviewed for clarity.

Additionally, at minimum, Public Safety personnel will conduct practical 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 their absence, as follows:

- Chief of Staff – HR, compliance, risk management, employee resource support
- Vice President for College Life and Dean of Students – Student Life, housing, student orgs, counseling, DPS, student resource support
- Provost – Academic program
- Vice President of Finance and Administration – Energy, facilities, dining, auxiliary services, transportation
- Vice President for Enrollment and Educational Services – Athletics, admissions, communications/marketing

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 support for prevention, mitigation, planning, preparedness, response, and recovery to incidents.

The EOP describes how centralized requests for assistance are to be handled and documented. **Supplemental Emergency Response Plans**, are maintained by the Departments of Human Resources & Risk Management and Public Safety, and are available online.

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 flooding, 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;
    - 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;
    - Reinstall 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 or eliminate the likelihood an emergency will occur.
  – Providing educational information to the campus community that would empower them to act or report appropriately.

Continuity of Operations (COOP)

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 coordinator.

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>
</tbody>
</table>
Incident Type
Health-related Outbreak
Research/Technology Accident
Catastrophic Computer failure
Weapons of Mass Destruction (WMD)
Bomb Threat
Mail Handling Procedures

Lead Agency
Health Services
DPS/Life Safety Services/Risk Management
Information Technology
Federal Authorities (FBI, FEMA, ATF, FAA)
DPS/Local Police
Federal Authorities (FBI, FEMA, ATF, FAA)

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 Executive 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)

<table>
<thead>
<tr>
<th>Crisis Management Group (CMG)</th>
<th>CMG Position</th>
<th>Gettysburg College Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency Manager/Director</td>
<td>President or designee</td>
</tr>
<tr>
<td></td>
<td>Emergency Coordinator</td>
<td>Executive Director, Public Safety</td>
</tr>
</tbody>
</table>
Crisis Management Group (CMG) | CMG Position | Gettysburg College Representative
---|---|---
Public Information Officer | Executive Director, Communication and Marketing |  
CMG Additional Members | Chief of Staff, Vice President for College Life and Dean of Students, Provost, Vice President of Finance & Administration, Vice President for Enrollment & Educational Services, Assistant Secretary to the Board of Trustees |  

Advisory Group (AG) | AG Position | Gettysburg College Representative
---|---|---
Assistant Emergency Coordinator | Associate Director, Public Safety |  
Damage Control | Director, Facilities Management |  
Communications Officer | Director, Communications & Marketing |  
Personnel Officer | Co-Director, Human Resources |  
Risk Manager/Insurances | Co-Director, Human Resources & Risk Management |  
Residential Facility Coordinator | Director, Residence Life |  
Support Functions | Director, Auxiliary Services |  
Faculty/Academic Coordinator | Vice Provost |  
Health Services | Director, Health Services |  
Information Technology | Director, Infrastructure & Computing |  
Logistics Officer | Director, Auxiliary Services |  
Safety Officer/Environmental Issues | Associate/Assistant Director, Public Safety |  
Students Abroad | Director, Center for Global Education |  
Alumni Relations | Executive Director, Alumni Relations |  
Student Activities/Greek Life | Director, Student Activities & Greek Life |  
Athletics | Executive Director, Intercollegiate Athletics & Campus Recreation |  

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 crisis dictates, the CMG will decide on whether the full CERT or specific members of CERT are convened. The CMG is responsible for planning and policy decisions as they relate to emergencies impacting the campus and its community.

The CMG 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 CMG would determine the threshold for wider consultation with the broader CERT. The Advisory Group provides the Crisis Management Group (CMG) 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 CMG. Such responsibilities may include the planning, operations, logistics, and financial obligations set forth by implemented emergency plans and policies, as directed by the CMG.
General Responsibilities of Specific CERT Members

EMERGENCY MANAGER/DIRECTOR: President (or designee), as the chief executive officer:
- 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 Executive 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: Executive 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 fresh drinking water;
• supplies extra furniture, beds and bedding;
• 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:
• prepares and mitigates before an event occurs;
• completes a damage assessment by evaluating and surveying 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 senior officer on duty will notify the Executive 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, as deemed necessary and appropriate: provide runners for emergency notification (contingent on personnel availability), use text/voice messaging, and/or utilize email notifications.

• 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/Facility
Coordinator for every activity under their control and who has the following general responsibilities prior to and during any emergency:

- **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.

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**EMERGENCY OPERATIONS PLANNING**

**Steps in the Planning Process**

<table>
<thead>
<tr>
<th>Step 1: Form a Collaborative Planning Team</th>
<th>Step 2: Understand the Situation</th>
<th>Step 3: Determine Goals and Objectives</th>
<th>Step 4: Development</th>
<th>Step 5: Preparation, Review &amp; Approval</th>
<th>Step 6: Implementation &amp; Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Identify Core Planning Team</td>
<td>□ Identify threats and hazards</td>
<td>□ Identify courses of action</td>
<td>□ Format the plan</td>
<td>□ Train stakeholders</td>
<td></td>
</tr>
<tr>
<td>□ Form a common framework</td>
<td>□ Assess risk</td>
<td></td>
<td>□ Write the plan</td>
<td>□ Exercise the plan</td>
<td></td>
</tr>
<tr>
<td>□ Define and assign roles and responsibilities</td>
<td>□ Prioritize threats and hazards</td>
<td></td>
<td>□ Review the plan</td>
<td>□ Review, revise, and maintain the plan</td>
<td></td>
</tr>
<tr>
<td>□ Determine a regular schedule of meetings</td>
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<td></td>
<td>□ Approve/Share the plan</td>
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</tr>
</tbody>
</table>
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>
</table>
| Facilities Services         | 1. Participate in vulnerability and hazard assessments  
2. Identify sources for equipment vendor resources with agreements and contractor assistance.  
3. Provide floor plans with room layout, electrical sources, and entrance and exit points for all campus buildings  
4. Develop procedures for pre-positioning and preparing resources and equipment |
| Food Services/Auxiliary     | 1. Identify possible threats and mitigation strategies relating to food safety  
2. Develop procedures for providing food to students, staff, faculty, and community partners during a major emergency  
3. Develop vendor contractual agreements for obtaining, preparing, and distributing food |
| Communications and Marketing| 1. Develop, maintain, and implement as necessary a clear crisis communications plan  
2. Coordinate beforehand with all departments to provide unified and factual messages to students, staff, faculty, families, and the media using multiple modalities  
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  
4. Develop pre-agreements with the media concerning debriefings and media holding areas during an emergency  
5. Designate a campus spokesperson |
| 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 |
### Illustrative Contributions to the Planning Team

<table>
<thead>
<tr>
<th>Department</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Life</td>
<td>2. Develop procedures for mobilizing residential life personnel and pre-positioning resources</td>
</tr>
<tr>
<td></td>
<td>3. Develop an on-call staffing system to ensure staff are available at all times</td>
</tr>
<tr>
<td></td>
<td>4. Develop procedures for identifying resident students in need of emergency evacuation assistance</td>
</tr>
<tr>
<td></td>
<td>5. Develop procedures for the evacuation and temporary shelter accommodations for resident students</td>
</tr>
<tr>
<td></td>
<td>6. Develop procedures for checking residential facilities and equipment</td>
</tr>
<tr>
<td></td>
<td>7. Participate on threat assessment team</td>
</tr>
<tr>
<td>Transportation</td>
<td>1. Develop procedures for mobilizing campus wide transportation for an emergency and for maintaining control of traffic from private vehicles</td>
</tr>
<tr>
<td></td>
<td>2. Develop procedures for College-sponsored transportation (e.g., buses)</td>
</tr>
</tbody>
</table>

### Plan Fundamentals

In addition to the natural and manmade 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:

- Protect life safety
- Secure our critical infrastructure and facilities
- Resume 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 Growing Place Bright Horizons); 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
President 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 Chief of Staff 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 Executive Director of Public Safety or designee and at the recommendation of the CMG.
- The Incident Commander in most instances will be the Executive 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;
  - Conduct Damage Assessments.

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, if conditions are unsafe at Pennsylvania Hall and the College Union Building, or power and other parts of the campus infrastructure are negatively impacted, are:
− Central Energy Plant;
− Department of Public Safety headquarters building;
− Majestic Theatre;
− other designated off-site location: Adams Count 911 Center and Lutheran Seminary.

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 manages the College Union Building EOC site and ensure its organization. Public Safety administrative staff ensures 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.
- SOC s are activated at the discretion of the President or designee.
- SOC s 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 & Marketing.

The President will decide who should be alerted and whether the full 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 asset and infrastructure damages.

**Important Notes:**

- This EOP primarily 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.
- Evaluations 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 or designee 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 online/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:

![ICS Diagram](image-url)

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 phone tree and CERT member contact information
• 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 and scan/fax capability
• Printer w/copy paper
• 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 CMG, runs the EOC Public Information Section, and is responsible for serving as, or designating, a Public Information Officer (PIO).
- The Director of Communications & Content Strategy is a member of the CERT Advisory Group.
- The Executive Director and the Director of Communications & Content Strategy 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 & Content Strategy
- Assistant Directors of Communications
- Director of Web Communications
- Other 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.
- The 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.
COMMUNITY ABOUT CRIMES

In an effort to provide timely notice to the Gettysburg College community in the event of a criminal situation that may pose a serious or continuing 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 as soon as pertinent information is available. Alerts can also be sent/communicated via Gettysburg’s text/voice messaging system and a variety of other notification methods, as outlined in the Emergency/Immediate Notification section of this Annual Report. The intent of a Campus Safety Alert is to warn the campus regarding a criminal incident, providing individuals an opportunity to take reasonable precautions to protect themselves.

Campus Safety Alerts are generally written and distributed to the campus community by the Executive Director of Public Safety or an Associate or Assistant Director 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 or an Associate/Assistant Director of Public Safety have the authority to issue a Campus Safety Alert without such consultation if consultation time is not available. Should the Executive Director and Associate/Assistant Directors of Public Safety be directly impacted and involved in an incident response or otherwise unavailable, any trained member from the Communications and Marketing Office could write and send a Campus Safety Alert.

Campus Safety Alerts are sent to the college community to notify members of the community about specific Clery Act crimes (as described below) 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 continuing threat to members of the College community.

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, as outlined and described in the below policy statement for “Public Safety Notices.” Updates to the campus community, when deemed necessary, about any particular case resulting in a Campus Safety Alert may be: distributed via blast email, posted on the college website, shared with the Gettysburgian newspaper for a follow-up story, and/or distributed by the Executive Director of Public Safety or other members 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. Gettysburg College professional staff are informed of their responsibility to share Alert information with their sponsored visitors and/or guests. Conference Services staff are instructed to inform conference attendees, camp counselors, and/or directors/leaders about Alerts and Alert posters that may be posted in areas or residence halls where conference or camp attendees are visiting and/or occupying.

Campus Safety Alerts may be distributed for any of the following Clery Act crime categories/classifications: murder and non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, arson, hate crimes, motor vehicle theft, domestic violence, dating violence, stalking, or arrests and referrals for liquor law, weapons law, and drug law violations.

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

Typically, alerts are not issued for any incidents reported that are older than ten (10) 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.

DPS supervisors confer with the Executive Director of Public Safety or an Associate/Assistant Director of Public Safety during incidents to ensure a proper review of all criminal and/or serious incidents to determine if there is a continuing threat to the community and if the distribution of a Campus Safety Alert is warranted.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim. At Gettysburg College, this would only apply to professional counselors from the Counseling Center and pastoral counselors who are performing that specific function and role as their primary employment with the College.

Public Safety Notices

A Public Safety Notice may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive or considered to be a continuing threat, but important to be aware of, and/or to inform the campus of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for distribution of a Campus Safety Alert, as outlined above.

A Public Safety notice may be sent to the electronic campus community digests, or they may be sent via blast email to all students and employees on campus. A Public Safety Notice is generally written and distributed to the campus community by the Executive Director of Public Safety or an Associate/Assistant Director of Public Safety, and they are routinely reviewed and approved by the Vice President for College Life and Dean of Students or the Associate Vice President for College Life. These notices could also be sent by any member of the Campus Emergency Response Team (CERT) or administrative official from the Office of College Life.

Updates to the campus community about any particular case resulting in a Public Safety Notice, when deemed necessary, may be distributed via blast email, posted on the college website, included in electronic campus digests, or 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 CERT, as deemed necessary and appropriate.

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:

- External audio alert warning siren
- Cell phone text and voice messaging
- Electronic and voicemail messaging
- Announcements through fire alarm systems
- 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 Executive 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 Executive 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 (TTE) 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. 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 the college on 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 and immediately accessible from 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, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting 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 campus and it has been designated as the institution’s primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the local Gettysburg Borough Police Department.

To report a crime or emergency, members of the campus community should contact one of the following primary receivers of reports:

- 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 Director, by dialing 717.337.6907 or on-campus extension 6907, or in person at the College Life Office Suite located in the College Union Building (CUB), Room 220
- Contact the Office of Human Resources (HR) by dialing 717.337.6202 or on-campus extension 6202, or in person at the HR office located on the ground floor of Penn Hall
- Contact the Dean of Students or Director of Student Rights and Responsibilities by dialing 717.337.6921 or on-campus extension 6921, or in person at the College Life Office Suite located in the College Union Building (CUB), Room 220
- Emergency Phones located throughout campus can also be used to contact Public Safety to report a crime or emergency
- Complete the ONLINE “COMMUNITY CONCERN” REPORTING FORM. This form should only be used for non-emergency or non-urgent reporting.

**Response to Reports:** 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 public 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 publication 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.

As mentioned, 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 AUTHORITY AND JURISDICTION

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 Director, Associate Vice President for College Life, and Human Resources as it relates to employee conduct, coordinate disciplinary action for matters that are violations of College rules.

Public Safety Arrest Authority

Department of Public Safety (DPS) personnel are non-sworn 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 affect 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 long term properties and facilities that are within the Borough of Gettysburg and reasonably close to the main or core campus; public property adjacent to and accessible from on-campus property; and leased, rented, or otherwise recognized and/or controlled.
buildings, spaces, and/or facilities that are also within the Borough of Gettysburg.

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.

- **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><strong>Accidental Death</strong></td>
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<td><strong>Armed Intruder</strong></td>
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<td><strong>Aggravated Assault</strong></td>
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<td><strong>Armed Robbery</strong></td>
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<td>immediate threat to others</td>
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<td><strong>Fire/Arson</strong></td>
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<td><strong>Power Outage</strong></td>
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<td><strong>Missing Person</strong></td>
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<td><strong>Non-aggravated Assault</strong></td>
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<td><strong>Non-violent Repeated Criminal Acts</strong></td>
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<td><strong>Rape/Sexual Assault</strong></td>
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<td>immediate threat to others</td>
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<td><strong>Suicide</strong></td>
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<td><strong>Tornado Warning</strong></td>
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<td><strong>Emergency Broadcast</strong></td>
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<td><strong>Campus Voicemail</strong></td>
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<td><strong>Social Media</strong></td>
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Shelter in Place | Cell Phone | Text/Voicemail | Emergency Homepage | Computer Broadcast | Campus Voicemail | Campus Email | Social Media |
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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.

**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;
- 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.
- 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.

College Union Building has the ability to maintain the dining services food storage areas as well and to provide emergency power to the building. There is also a transfer switch to add additional portable
generator to the power the entire building.

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:
  - gymnasiums 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 relocation 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 can contact the Adams County 911 Center via radio. Public Safety can also transfer any emergency call directly to the Adams County 911 Center.

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: Academic Semester
- Plan B: Summer & Winter Break
- Plan C: Limited Facility Evacuation

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 include, but are not limited to:

- 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
− Whether sufficient transportation resources are available – college transportation, public transportation, and private transportation
− Availability of 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 Executive Director of Public Safety/Emergency Coordinator.

If the President and Executive 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 designee(s), 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 Executive 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: Academic Semester Evacuation

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

  Students, 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.

- **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, 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: Summer and Winter Evacuation**

- Evacuation of all or part of the campus grounds will be announced by the Public Safety Department by using the EMNS.
  
  - 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;
  
  - Notify the College Communications Center as they proceed;
  
  - Establish teams of personnel, to ensure an effective and efficient communications method and evacuation.
  
- **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:
  
  - 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.

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.
- 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.
- 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 Announcements

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 parent(s)/guardian(s) of your location and phone number.

Plan C: 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.

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.

ADVERSARIAL AND HUMAN-CAUSED THREATS EVENT PLANNING

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. 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 un-securing 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**

**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.

**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.
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

- 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.

- 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:
  - number and description of hostage takers and/or barricaded subjects;
  - exact location of the incident, and the number of hostages;
  - type of weapon(s) that may be involved;
  - locations for additional units to respond to, and locations to stay clear of;
  - type of incident which is thought to have preceded the hostage taking or barricading of subjects.

- 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 Executive 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.
  - The Director will advise whether or not to contact any additional departments or Gettysburg College personnel.

- 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.

- 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.

- 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.

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

- 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.

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

• The Executive 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.

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

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

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

• 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

• 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:
  − tactical communications system;
  − ballistic protection for the body and head;
  − gas masks;
  − special purpose utility uniforms;
  − flashlights;
  − binoculars;
  − side arms;
  − heavy weapons systems;
  − special operations vehicles for transportation and storage of equipment.

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

• Both agencies have plans for hostage/barricade situations, that provide for:
  − notification of special operations and hostage negotiator personnel;
  − notification of other key persons in the department;
  − notification of other agencies;
  − evacuation of bystanders and injured;
  − requests for fire and rescue equipment;
  − requests for surveillance equipment;
  − authorization for use of force and chemical agents;
  − authorization for news media access and news media policy;
  − establishment of a central command post and chain of command;
- establishment of inner and outer perimeter;
- interactions and responsibilities of the special operations teams and the hostage negotiation teams;
- list of negotiable and non-negotiable items;
- provisions for chase/surveillance vehicles and control of travel routes.

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

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

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

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.

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 717.337.6911, or on-campus 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.

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’S BOMB THREAT PROCEDURES AND CHECKLIST.

- If a bomb threat is received by handwritten note:
  - Call Public Safety at 717.337.6911, or ext 6911 from any campus phone.
  - Handle note as minimally as possible.
- If a bomb threat is received by e-mail:
  - Call Public Safety at 717.337.6911, or ext 6911 from any campus phone.
  - Be prepared to forward the email.
  - Do not delete the message.

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 and the Center for Disease Control (CDC).

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 at 717.337.6911 or ext 6911 from any campus phone.

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 Executive Director of Public Safety, who will coordinate approval with key members of the CMG.

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-obtrusive 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 Executive 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 Executive 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 Executive 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 Executive 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 Executive Director of Public Safety, the Public Safety Department will notify the President.
  - If advisable and safe, the Executive Director of Public Safety will alert the President and Communications & Marketing, who will then call a photographer to report to an advantageous location.
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 Executive Director of Public Safety as necessary and appropriate.
  - The Executive 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, Communications & Marketing, and Executive Director of Public Safety, 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.

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**CAMPUS-RELATED DEATH OR SERIOUS INJURY**

**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.

Be careful not to offer comments that 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 dealing with on-campus deaths:**

- 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:

<table>
<thead>
<tr>
<th>Source of information:</th>
<th>Will Notify:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Public Safety Communications Center/Dispatch</td>
<td>* Adams County Control <em>(if applicable)</em></td>
</tr>
<tr>
<td></td>
<td>* Public Safety Executive Director/Director on Call</td>
</tr>
<tr>
<td>Adams County Control <em>(if applicable)</em></td>
<td>* Coroner</td>
</tr>
<tr>
<td>Public Safety Executive Director/Director on Call</td>
<td>* Chief of Staff</td>
</tr>
<tr>
<td></td>
<td>* College President</td>
</tr>
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<td></td>
<td>* Provost <em>(faculty)</em></td>
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<td></td>
<td>* Public Relations</td>
</tr>
<tr>
<td></td>
<td>* Vice President for College Life <em>(students)</em></td>
</tr>
<tr>
<td>Chief of Staff</td>
<td>* Director of Human Resources <em>(staff)</em></td>
</tr>
<tr>
<td>College President</td>
<td>* College Attorney</td>
</tr>
<tr>
<td>Vice President for College Life</td>
<td>* Residence Life staff</td>
</tr>
</tbody>
</table>
• 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:
  – Executive 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
• Hospital will hold the deceased until funeral arrangements are made
• 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.
• The Director of HR-Staff in the event of an employee death.

*** IMPORTANT ***

If the death is – or may be – deemed death by suicide, refer to Response Protocol, Appendix H, from this point forward. Otherwise proceed as outlined below.

• All inquiries relating to the death shall be referred to Communications and Marketing, which will consult with 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, police, and family.
• 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 Executive 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 primary contact. The Dispatcher will set into motion the procedures outlined in the "**GET THE FACTS**" SECTION, 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 & 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 from 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:** During notification of the family after 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 the 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 access of the family.

**Postvention after Public Suicide Attempt/Student Death by Suicide/Student Death**

How we communicate about death by suicide is **critical** in reducing the likelihood of "contagion," "ripple effects," or "clusters," all of which refer to the potential for one suicide to spawn additional suicides – among peers, in the same location, by the same means, etc.
Likewise, interdisciplinary coordination and communication are important to ensure accuracy of information, streamlining of efforts, and comprehensive support to the community.

Refer to Appendix H, Response Protocol after Public Suicide Attempt/Student Death by Suicide/Student Death, for detailed responsibilities and procedures.

Communication Guidelines for Death by Suicide

For detailed information, refer to the [REPORTING ON SUICIDE ORGANIZATION’S WEBSITE](https://afsp.org/healing-connections).

The following tips, in brief, are from the [AMERICAN FOUNDATION FOR SUICIDE PREVENTION](https://afsp.org/suicide-statistics) (AFSP).

1. Do not use the word "committed"; instead, use "died by suicide" or "took his/her life"
2. Always provide helpline information – "If you are in crisis, please call the National Suicide Prevention Lifeline at 1.800.273.TALK (8255), or contact the Crisis Text Lin by texting TALK to 741741."
3. Do not include details or images of lethal means or method, as this has been shown to cause contagion.
4. Do not refer to suicide as a "growing problem," "epidemic," or "skyrocketing," as this has shown to cause contagion.
5. Exclude graphic depictions of a suicide death or glamorizing the method used, avoid details about the location of death, and do not share notes left behind.
6. Do not refer to a suicide attempt as "successful," "unsuccessful," or as a "failed attempt."
7. Avoid reporting that a suicide death was "caused" by a single event, such as a job loss or divorce, since research shows people do not take their lives for one single reason, but rather a combination of factors (which you can learn about at AFSP’s [RISK FACTORS AND WARNING SIGNS](https://afsp.org/suicide-statistics) web page) – reporting a "cause" leaves the public with an overly simplistic and misleading understanding of suicide.
8. Convey that suicidal thoughts and behaviors can be reduced with the proper mental health support and treatment, and are not weaknesses or flaws.
9. Use up-to-date data – AFSP summarizes the [MOST RECENT CDC DATA](https://afsp.org/suicide-statistics).
10. Share the hopeful message that suicide is preventable in language, tone, and images used; when in doubt, contact [ALEXIS O’BRIEN](https://afsp.org/healing-connections) for more information, or talk to an expert.

Reliable Resources

- American Federation for Suicide Prevention
  - Up to date information on suicide statistics
  - Connect with a volunteer who has experienced the death of someone by suicide
    [https://afsp.org/healing-connections](https://afsp.org/healing-connections)
- Suicide Prevention Resources Center
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 responding officer shall:
  − immediately notify the shift supervisor, who will immediately notify the Executive Director of Public Safety or Director on Call and the local police. The Director will determine what other notifications, if any, should be made.
  − make a preliminary investigation, following 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 by the coroner or police 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’s office.

- 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 police agency 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 many of 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;
• contact Counseling Services if they are not already involved;
• 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, and 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, and 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 Services 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;
• the counselor is actively engaged in ensuring the client’s or another’s safety;
  – Once safety is reasonable assured, confidentiality adheres again.
• when there is a reasonable suspicion of past or current child, elder, or dependent adult abuse;
• when ordered by a court of law.

**Psychological Crisis & Counseling Services**

A psychological crisis exists when an individual is threatening harm to self 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 as 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 assistance.
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>Risk Level</th>
<th>Characteristics/Behaviors</th>
</tr>
</thead>
</table>
| Level 1: High Risk  | Person has overtly threatened self or others  
Person evidences sudden, dramatic behavioral changes with no discernible precedent  
Person evidences bizarre behavior  
Person evidences behavior that threatens the safety or wellbeing of others |
| Level 2: Possible Risk | Person is currently causing **SIGNIFICANT** concern or disruption to the community; Could be one significant event or repetitive smaller events  
Person has many risk factors |
| Level 3: Unlikely Risk | Person is causing **SOME** concern or disruption to the community  
Person has experienced a significantly stressful or traumatic event  
Person has some risk factors |
| Level 4: No discernible risk | Person has **NEVER** been a level 1 or 2  
Stressful or traumatic event has resolved through passage of time or other event/intervention |
| Level 5: Inactive   | 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. |

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:
  - Psychiatric illness
  - 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

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 schedule 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 (if registered by the student) 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 themselves 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.

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
  − flashlight and batteries
  − snow shovel
  − wool blanket
  − "call for help" sign
  − 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. 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
Weather Protocols

During the academic year, certain student services must be maintained even in the worst of weather conditions. A Weather Committee, chaired by the Chief of Staff, 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.

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 Director of Facilities or designee 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 Concerns

Transportation trips and transportation vehicle use may be postponed or may be canceled at the discretion of the Director of Facilities Services or designee. Those with vehicle or transportation reservations should contact Transportation Services at 717.337.6923 to confirm that shuttles and vehicles are still running as scheduled.

Mass transit carrier delays and cancelation information (bus service, airlines and train) should be acquired 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.

Academic Schedule Weather Policy
Academic and Co-curricular Activities Open:

- Classes, lab and practices can be at discretion of faculty and coaches.
  - Departments and programs open with limited staffing and support, which includes Educational Technology (ET)
- Moodle may be used to distribute assignments at faculty discretion
- Supervisors may approve flex time or work from home for their non-emergency employees
- Designated emergency personnel may be scheduled as needed by their Department Head
- Student Support Areas open: Public Safety, Dining Services, CUB-Desk, Library, Health Services, Jaeger Center and Facilities Services
- Practices at coach’s discretion

Delayed Opening/Early Dismissal:

- Offices (non-student support) can be delayed by 2-hour increments.
- Classes, lab and practices can be at discretion of faculty and coaches.
- 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 and support, which includes Educational Technology (ET)
- Student Support Areas open: Public Safety, Dining Services, CUB-Desk, Library, Health Services, Jaeger Center and Facilities Services
- 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.

Partial Closure:

- ALL ADMINISTRATIVE OFFICES CLOSED and CLASSES, LABS, and PRACTICES ARE AT THE DISCRETION OF FACULTY AND COACHES
- 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, CUB-Desk, Library, Health Services, Jaeger Center and Facilities Services
- 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.

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: Public Safety, Dining Services, CUB-Desk, Library, Health Services, Jaeger Center and Facilities Services
- 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.
Evacuation:

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

**Campus Community 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.

Supervisors should communicate to their staff about college delays, closures, cancelations and how that may affect their work schedule.

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.

Weather updates, impending forecasts and safety related information may 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. “Designated” emergency personnel are those employees who are specifically needed for certain situations, but not every situation. Example: Those employees with snow removal responsibilities would be designated for a snow event, where an employee with Information Technology responsibilities would not be designated for a snow event.

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 required to work when the College is officially closed are eligible for pay at a time-and-a-half rate.

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.

Unsafe Conditions

Facilities Services will continue to monitor campus and respond to snow, but the focus will be on main campus pathways and larger parking areas. Please use caution when navigating around campus.

Any employees or students who have concerns accessing any part of campus, parking lots or buildings due to snow or ice; please contact Public Safety and they will inform Facilities Service for assistance to address the concern.

Campus Events

For campus events, please check the organizations’ websites or the CAMPUS EVENTS CALENDAR for further information. In addition, if you scheduled an event and plan to cancel, send a detailed email to the appropriate event scheduler.

Transportation Concerns

Transportation trips and transportation vehicle use may be postponed or may be canceled at the discretion of the Director of Facilities Services or designee. Those with vehicle or transportation reservations should contact Transportation Services at 717.337.6923 to confirm that shuttles and vehicles are still running as scheduled.

Mass transit carrier delays and cancelation information (bus service, airlines and train) should be acquired...
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.

Tips and safety during a winter storm:

- Listen to your radio, television, or NOAA Weather Radio for weather reports and emergency information.
- Eat regularly and drink ample fluids, but avoid caffeine and alcohol.
- Watch for signs of frostbite. This includes loss of feeling in extremities.
- Watch for signs of hypothermia. These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.
- Drive only if it is absolutely necessary.
- Dress for the weather: wear several layers of loose fitting, lightweight; warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent.

Refer to the Department of Homeland Security’s SEVERE WEATHER PREPAREDNESS page for additional information.

Interpretations

- Questions regarding flex time should be addressed to immediate supervisors.
- Questions from faculty regarding closings and/or delays should be directed to the Provost’s Office staff, x6820 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, x6202 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.

**NATURAL HAZARD EVENT PLANNING**

**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

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 ELEVATORS IN CASE OF FIRE.** 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!
- 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 717.337.6911, or 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! DO NOT PANIC!
  **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:

- if there is a window available:
  - place an article of clothing or sheet outside the window as a marker for rescue crews.
- if there is no window:
  - stay near the floor where the air will be less toxic;
  - place towels (wet if possible) under the door;
  - shout at regular intervals to alert emergency crews of your location (shout a room number if available: "HELP! I'm in Room 10"). DO NOT PANIC!

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 717.337.6911 or ext 6911 from any campus phone.

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 Executive 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.

**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.

AEDs are located in high-volume public spaces throughout the campus, as listed on the [PUBLIC SAFETY WEB PAGE](#):

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 717.337.6911 or ext 6911 from any campus phone.
  – 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.

**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 screening.
- Gettysburg College assumes that—in the U.S.—the pandemic influenza wave will last approximately 10 weeks, during which multiple community outbreaks will occur across the country. (10 weeks is the average of 8 to 13 weeks, which is the estimated wave length in the Implementation Plan.)
- For planning purposes, Gettysburg College will assume that the wave will occur during the fall or spring semester. (Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.)
- We assume that the first Gettysburg College outbreaks will occur in major metropolitan areas where there is a high rate of international travel.
- On their own initiative, Gettysburg College students may begin to leave campus when the first outbreaks occur.
- We assume that Gettysburg College’s outbreak will last approximately 7 weeks. (7 weeks is the average of 6 to 8 weeks, which is the estimated community outbreak length in the Implementation Plan.)
- *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 Executive 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 Event Levels – World Health Organization Considerations**

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) elements of consideration for outbreaks and pandemics.

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 refer to the *PANDEMIC INFLUENZA EMERGENCY PLANNING—INCIDENT LEVEL RESPONSIBILITIES* in this EOP.

<table>
<thead>
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<th>Gettysburg College Event Levels</th>
<th>World Health Organization Considerations</th>
<th>Gettysburg College Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Level Zero</td>
<td>Human infections with a new subtype, but no sustained human-to-human transmission</td>
<td>Pre-event assessment and planning</td>
</tr>
<tr>
<td>No current hazard to persons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Level One</td>
<td>Small highly localized clusters anywhere in the world with limited human-to-human transmission</td>
<td>Intense planning and preparation</td>
</tr>
<tr>
<td>Minimal hazard to students, faculty, and staff</td>
<td>Can be resolved with minimal outside agency assistance</td>
<td></td>
</tr>
<tr>
<td>Event Level Two</td>
<td>Large clusters, but still localized</td>
<td>Activation of Campus Emergency Response Team (CERT) Preparing to suspend classes</td>
</tr>
<tr>
<td>Endangers students, faculty, and staff</td>
<td>Requires coordination with outside agencies</td>
<td></td>
</tr>
<tr>
<td>Event Level Three</td>
<td>Increased and sustained transmission in the general population</td>
<td>Emergency Command System operating Suspension of on-campus classes for 7-10 weeks Possible closure of the college</td>
</tr>
<tr>
<td>Significant risk to students, faculty, and staff</td>
<td>Requires substantial coordination with outside agencies</td>
<td></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 increased and sustained transmission in the general population, 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, sporting events), etc.

**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

**Gettysburg College Incident Response Levels and Emergency Management/Policy-Making Responsibilities**
<table>
<thead>
<tr>
<th>Gettysburg College Emergency Plan</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>Emergency Plan Response Level</td>
<td>□ No current hazard to persons</td>
<td>□ Minimal immediate hazard to students, faculty, and staff</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>Incident Response Level Criteria</td>
<td>□ No current hazard to persons</td>
<td>□ Minimal immediate hazard to students, faculty, and staff</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>Situation</td>
<td>□ Current situation</td>
<td>□ Small, highly localized clusters anywhere in the world with limited human-to-human transmission</td>
<td>□ Large clusters, but still localized</td>
<td>□ Increased and sustained transmission in the general U.S. population</td>
</tr>
<tr>
<td></td>
<td>□ Human infections with a new subtype, but no sustained human-to-human spread</td>
<td>□ International travel advisories begin</td>
<td>□ Public health authorities urge to prepare for social distancing</td>
<td>□ Confirmation of a high rate of transmissibility and/or mortality</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ International travel warnings and passenger screenings begin</td>
<td>□ Immediately preceded by falling class attendance, students leaving campus and local public health recommendations to curtail/cancel public activities in PA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Virus characterized as having a high rate of transmissibility and/or mortality</td>
<td>□ Rising employee absenteeism</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Worried well begin to use resources</td>
<td>□ International travel restrictions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Trough between waves</td>
<td>□ Essential employees must report to work</td>
</tr>
<tr>
<td>CERT – Advisory Group</td>
<td>□ Review PI Response Plan</td>
<td>□ Assess threat and implement appropriate Level 1 activities</td>
<td>□ Assess threat and implement appropriate Level 2 activities</td>
<td>□ Activation of full CERT</td>
</tr>
<tr>
<td></td>
<td>□ Joint review of plans with local police, emergency responders, and Adams County Health Dept.</td>
<td>□ Joint review of plans with local police, emergency responders, and Adams County Health Dept.</td>
<td>□ Advise on activation of full CERT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Track preparedness tasks and accomplishments</td>
<td>□ Track preparedness tasks and accomplishments</td>
<td>□ Plan for recovery in post-pandemic period</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Identify essential functions and personnel campus-wide</td>
<td>□ Identify essential functions and personnel campus-wide</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Encourage departments to draft/update Continuity of Operations Plans for Pandemic Influenza</td>
<td>□ Encourage departments to draft/update Continuity of Operations Plans for Pandemic Influenza</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Gettysburg College Emergency Plan

#### Response Level

<table>
<thead>
<tr>
<th>Level 0 (current level) Pre-event assessment and planning</th>
<th>Level 1 Intense planning and preparation</th>
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<th>Level 3 Suspend on-campus classes for 7-10 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Post Pandemic Influenza website</td>
<td>□ Issue Level 1 communications (educational campaign, self-protection information, handwashing, promote seasonal flu vaccination)</td>
<td>□ Issue Level 2 communications (protocol for suspected cases, preparations for social distancing)</td>
<td>□ Issue Level 3 communications (self-protection, social distancing, etc.)</td>
</tr>
<tr>
<td>□ Develop Level 1 pandemic influenza communications</td>
<td>□ Select technical expert spokespersons for internal and media communications</td>
<td>□ Develop Level 3 communications</td>
<td>□ Implement Call Center</td>
</tr>
<tr>
<td>□ Plan for general information (non-health) call center</td>
<td>□ Develop Level 2 communications</td>
<td>□ Develop post-pandemic communications (medical clearance, recovery)</td>
<td>□ Coordinate internal messages and news releases</td>
</tr>
<tr>
<td>□ Assess PPE needs and stock</td>
<td>□ Consider implementation of call center to receive calls</td>
<td>□ Consider implementation of call center to receive calls</td>
<td>□ Manage media relations issues</td>
</tr>
</tbody>
</table>

#### CERT – Crisis Communications Team

- Assess PPE needs and stock
- Implement Gettysburg College’s Emergency Plan
- Coordinate response with Environmental Health and Safety, Health Services Departments, and Adams County Health Department
- Gather information on number of suspected cases on campus and in Adams County
- Advise CERT
- Distribute PPE to members
- Verify succession plan for leaders of essential departments
- Gather number of cases on campus and in County; report to CERT Core Group
- Direct CERT when activated
- Consider activation of Emergency Operations Center
- Advise CERT Core Group
- When CERT is activated, direct tactical emergency operations; implement Level 3 activities
- Authorize Implementation of “Pandemic Influenza Social Distancing Policy”
- Plan for post-pandemic recovery and resumption of normal College operations
- Plan for revised instruction calendar and completion of the session

#### Incident Command (Director, Department of Public Safety)

- Assess PPE needs and stock
- Implement Gettysburg College’s Emergency Plan
- Coordinate response with Environmental Health and Safety, Health Services Departments, and Adams County Health Department
- Gather information on number of suspected cases on campus and in Adams County
- Advise CERT
- Distribute PPE to members
- Verify succession plan for leaders of essential departments
- Gather number of cases on campus and in County; report to CERT Core Group
- Direct CERT when activated
- Consider activation of Emergency Operations Center
- Advise CERT Core Group
- When CERT is activated, direct tactical emergency operations; implement Level 3 activities

#### CERT – Core Group

- Endorse Pandemic Influenza Response Plan
- Approve PPE needs and stock
- If supplies, medicine and vaccine are limited, develop ethical and administrative guidelines for their distribution beyond public health emergency employees
- CERT Activated
- Evaluate influenza pandemic effects; Re-evaluate response plan and priorities
- Draft succession plan for Gettysburg College leadership
- Authorize Implementation of “Pandemic Influenza Social Distancing Policy”
- Plan for post-pandemic recovery and resumption of normal College operations
- Plan for revised instruction calendar and completion of the session

### Responsibilities of Gettysburg College Departments and Units

**NOTE:** All departments and administrative units must draft a Pandemic Influenza Continuity of Operations Plan
<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>
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</tr>
</thead>
<tbody>
<tr>
<td>Health and Counseling Services</td>
<td>□ 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 □ Staff reviews and develops plans for treatment and observation of occurrence of flu in the student population □ Promote seasonal influence vaccination □ Develop surge care plan</td>
<td>□ 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 □ Arrange with Facilities Services housekeeping for twice-a-shift cleaning</td>
<td>□ 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</td>
<td>□ 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</td>
</tr>
<tr>
<td>Dining Services</td>
<td>□ 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</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>
<td>□ Public Health Emergency Employees must report to work □ Provide Level 3 meals to students and employees who remain on campus</td>
</tr>
<tr>
<td>Gettysburg College Emergency Plan Response Level</td>
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</tr>
<tr>
<td>Facilities Services</td>
<td>□ Identify Public Health Emergency Employees and inform them of their responsibilities</td>
<td>□ Train housekeepers for hygiene and cleaning of personal contact surfaces (e.g., doorknobs)</td>
<td>□ PPE distributed according to CDC and GC guidelines</td>
<td>□ Public Health Emergency Employees must report to work</td>
</tr>
<tr>
<td></td>
<td>□ Needs assessment for housekeeping supplies</td>
<td>□ Make purchases of necessary supplies and materials (lock cylinders, disinfectant, utilities)</td>
<td>□ Identify staff availability</td>
<td>□ Change housekeeping procedures to Prioritize Public Health Emergency Employees’ areas, remaining students, and cleaning of personal contact surfaces</td>
</tr>
<tr>
<td></td>
<td>□ Assess Public Health Emergency Employees’ PPE needs and stock</td>
<td></td>
<td>□ Prepare to begin closing down campus facilities to a minimum level necessary to maintain the infrastructure</td>
<td>□ Begin locking down the campus</td>
</tr>
<tr>
<td></td>
<td>□ Develop minimum staffing guidelines</td>
<td></td>
<td>□ Identify funding needed to potentially lock down entire campus</td>
<td>□ Reduce building system operations to minimum level necessary to maintain infrastructure</td>
</tr>
<tr>
<td></td>
<td>□ Cross-train personnel to maintain campus mechanical infrastructure</td>
<td></td>
<td>□ Identify vendors that could provide utility services to the College in the event of power outages and services interruptions</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>□ 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></td>
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<td></td>
</tr>
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</tr>
<tr>
<td>Information Technology</td>
<td>□ 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</td>
<td>□ IT calls an all-IT meeting and activates its preparedness plan</td>
<td>□ IT implements no contact rules</td>
<td>□ IT coordinating work from home – campus is closed</td>
</tr>
<tr>
<td></td>
<td>□ IO plans remote reboot hardware for all critical server and network hardware and makes it operational</td>
<td>□ IT student employees and volunteers are furloughed</td>
<td>□ IT activates emergency organizational tree and advertises same to all users</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ IT staff plans for and accomplishes cross-training in critical IT areas</td>
<td>□ IT places a high priority on essential computer, application, and network services and work related to pandemic</td>
<td>□ IT curtails all off-campus travel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Primary, secondary, and tertiary duties and responsibilities are assigned to all IT staff for use under Phases 5 and 6 operations</td>
<td>□ Routine work, work on non-essential projects, and similar are given a low priority and worked on only as time is available</td>
<td>□ Telecommuting services are offered to all faculty and staff who can use them</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 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</td>
<td>□ IT makes its emergency telecommuting systems operational and available for use</td>
<td>□ IT bans use of College network for recreational purposes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ IO identifies and procure a reserve supply of replacement switch and network gear to be used in the event of maintenance or supply chain disruption</td>
<td>□ 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</td>
<td>□ 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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ IT distributes its Pandemic Preparedness Plan to its employees, and trains staff in its use</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>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ IT conducts periodic drills and exercises to maintain a state of implementation readiness</td>
<td>□ IT curtails all non-critical off-campus travel</td>
<td>□ IT/IO conduct JIT training sessions on how to use telecommuting services</td>
<td></td>
</tr>
<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>
<td>□ IT/IT conducts JIT training sessions on how to use telecommuting services</td>
<td></td>
<td></td>
</tr>
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<td>------------------------------------------------</td>
</tr>
<tr>
<td>□ VPN accounts established for all faculty and staff</td>
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</tr>
</tbody>
</table>


## PLAN, REVIEW, UPDATE, AND DISTRIBUTION

The Emergency Coordinator and CERT Advisory Group shall review this campus Emergency Management Plan on regular basis and update as needed and necessary.

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 Management.

### Gettysburg College Emergency Plan Response Level

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health and Safety (EHS) (Collaborative effort by DPS and HR)</td>
<td>□ Identify funding for N95 respirators □ Purchase as many N95 respirators as possible □ Conduct medical evaluations on emergency personnel □ Provide respiratory protection training to emergency personnel medically fit to wear respirator □ Fit-test emergency personnel □ Identify alternate bio-waste hauler</td>
<td>□ Bulk purchase N95 respirators</td>
<td>□ Distribute respirators to departments □ Maintain distribution log □ Arrange for additional medical waste pick-up</td>
</tr>
<tr>
<td>□ Departments distribute respirators to emergency personnel □ Departments maintain distribution log</td>
<td>□ Determine Emergency Preparedness Plan □ Encourage influenza vaccinations for all employees of the College; Investigate the possibility of subsidizing flu shots for employees □ Provide educational opportunities to employees through wellness programs</td>
<td>□ Restrict travel to affected geographic areas (both domestic and international travel) □ Evacuate employees working in or near an affected area when an outbreak begins □ Begin thinking about cross-training to ensure essential functions of College can be performed in event of high absentee rate □ 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</td>
<td>□ 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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ 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</td>
<td></td>
</tr>
</tbody>
</table>

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**Note:** The contents of the table and the text above are extracted from the document and represent the information accurately as per the provided data.
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)**
  - 800.424.9300
  - [WWW.CHEMTREC.ORG](http://WWW.CHEMTREC.ORG)
- **Pioneer Lines (Gettysburg) Scenic Railway**
  - 717.334.6932
- **Department of Environmental Protection**
  - **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](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

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><a href="HTTP://WWW.EVENINGSUN.COM/">HTTP://WWW.EVENINGSUN.COM/</a></td>
<td>717.334.3101</td>
</tr>
<tr>
<td></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></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>Newspaper</td>
<td></td>
<td></td>
<td></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></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>
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</table>

Local Non-emergency Businesses

<table>
<thead>
<tr>
<th>Type</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.SHEELERSGARAGEANDTOWING.COM/">HTTP://WWW.SHEELERSGARAGEANDTOWING.COM/</a></td>
<td>717.253.2675</td>
</tr>
<tr>
<td></td>
<td>Road Rangers</td>
<td><a href="HTTP://ROADRANGERSTOWING.COM/">HTTP://ROADRANGERSTOWING.COM/</a></td>
<td>717.337.9633</td>
</tr>
<tr>
<td></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 and Medical Centers

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 717.531.5879 or 717.531.7967
Dispatch/Communication Center 800.225.4837 or 717.531.7777

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 Executive 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
- Chief of Staff
- Director of Auxiliary Services
- Director of Facilities Management
- Director of Human Resources and Risk Management
- Associate Executive Director of Public Safety (Life and Fire Safety Manager)
- General Counsel (as needed)