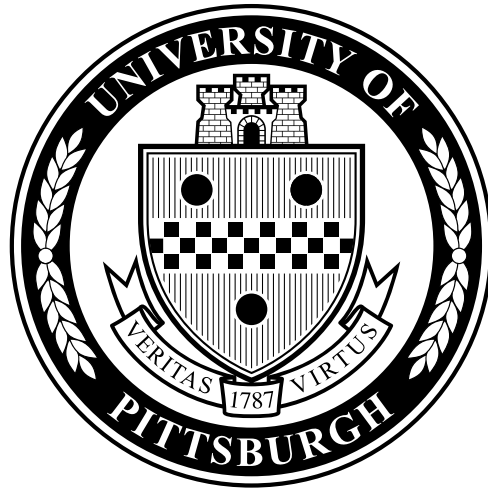


# University of Pittsburgh Oakland Campus



## EMERGENCY RESPONSE GUIDELINES

Revised: March 2009

*Prepared by:*

University of Pittsburgh  
Pittsburgh, PA 15260

**University of Pittsburgh  
Oakland Campus**

**OAKLAND CAMPUS  
EMERGENCY NUMBER**

**412-624-2121**

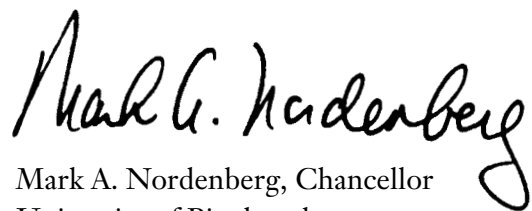
## Promulgation Statement by Chancellor

Critical elements in meeting the University of Pittsburgh's overall mission are proactive planning and preparedness for dealing with emergency situations. To meet these needs, a diverse team of University professionals has developed these *Emergency Response Guidelines* to provide a basic procedural framework for responding to any type of emergency at the University of Pittsburgh. These *Guidelines* establish the definition of an emergency, the overall command structure, and the roles and responsibilities of University individuals and departments that will be available during an emergency. These *Guidelines* also outline the University's coordination with civil emergency preparedness organizations.

The primary goal of these *Emergency Response Guidelines* is to demonstrate to the University community and the surrounding community that our educational, research, and stewardship responsibilities will continue, regardless of adverse circumstances. To achieve this goal, the guidelines and procedures in this document have been developed for the identification, assessment, initial response, and mitigation of emergencies at the University of Pittsburgh. Our first priority in any emergency situation is the prevention of injury and attention to the personal needs of our faculty, staff, and students. To the greatest extent possible, damage to University property and the environment must be limited and a plan for prompt recovery implemented. Regardless of the nature of the emergency, it is imperative that University resources are directed as quickly and effectively as possible.

The Executive Vice Chancellor will be responsible for leading and coordinating this response effort as "Emergency Executive." Each University Division or Department identified in these *Guidelines* is required to maintain response preparedness for areas within their designated responsibility. This preparedness includes the development and implementation of specialty emergency response plans or initiatives, as needed. Some key "Department Emergency Response Plans" are provided as appendices to this document. In addition, response and preparedness exercises may also be conducted to supplement these *Guidelines* and better define individual roles.

Please review and understand this document; the support of each of you is important to the success of these *Guidelines*. Your suggestions for future revisions, as well as any concerns that you may have about emergency preparedness and response practices at the University, may be directed to the Executive Vice Chancellor.



Mark A. Nordenberg, Chancellor  
University of Pittsburgh

## Record of Changes

Rev. #	Deleted Pages	Revision Pages	Comments	Date	Initials
1.			Original Document	12-14-1999	DJD
2.			Minor revisions by FM, EVC	01-10-2000	DJD
3.			Minor corrections/formatting	03-24-2000	DJD
4.			Annual Review	10-15-2001	DMF
5.			Appendix A Updated Appendix C (Responsibilities of Building and Floor Monitors and Alternates During Emergencies) replaced with new Appendix C (University of Pittsburgh Emergency Building Evacuation Plan)	05-03-2002	DMF
6.		All	Revised to July 2003	07-01-2003	DMF
7.		3, 10, 11, 14, 20, 36, 48	Eliminated references to Department of Public Safety	02-28-2005	JMF
		12, 15	Corrected web address of Registrar's Office		
		16	Emergency Command Center change		
		21 through 34	Updated Emergency Contact Lists		
		41-43	Added Pennsylvania Hall		
		63, 64	Revised Appendix H EH&S Emergency Plan		
		66	Appendix J update		
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		42-53	Appendix F revision: Facilities Management	3-3-2009	JMF
		62	Appendix N: Pandemic Preparedness Plan	3-3-2009	JMF

# University of Pittsburgh Emergency Response Guidelines

## TABLE OF CONTENTS

Promulgation Statement by Chancellor .....	1
Record of Changes .....	2
<b>1. INTRODUCTION .....</b>	<b>5</b>
1.1. PURPOSE .....	5
1.2. SCOPE.....	5
1.3. RELATIONSHIP TO OTHER EMERGENCY RESPONSE PLANS .....	5
<b>2. DEFINITION OF TERMS .....</b>	<b>5</b>
<b>3. CONCEPT OF OPERATIONS (HOW AND WHEN TO INVOKE THESE GUIDELINES) .....</b>	<b>6</b>
<b>4. CHAIN OF COMMAND AND RESPONSIBILITIES.....</b>	<b>6</b>
4.1. CHAIN OF COMMAND .....	6
4.2. RESPONSIBILITIES.....	6
4.2.1. Chancellor .....	6
4.2.2. Emergency Executive.....	6
4.2.3. University Police .....	8
4.2.4. University Support Departments.....	8
4.2.4.1. General Counsel.....	8
4.2.4.2. Public Affairs.....	8
4.2.4.3. Facilities Management (FM) .....	8
4.2.4.4. Property Management (PM).....	9
4.2.4.5. Housing Services .....	9
4.2.4.6. Information Technology (IT) .....	9
4.2.4.7. Environmental Health and Safety .....	9
4.2.4.8. Radiation Safety.....	9
4.2.4.9. Risk Management & Insurance .....	10
4.2.4.10. Parking, Transportation and Services (PT&S) .....	10
4.2.4.11. Human Resources (HR) .....	10
4.2.4.12. Faculty/Staff Assistance Program (FSAP) .....	10
4.2.4.13. Provost's Office .....	10
4.2.4.14. Student Affairs .....	10
4.2.4.15. Registrar's Office .....	10
4.2.4.16. University of Pittsburgh Medical Center (UPMC).....	11
<b>5. RESPONSE AND RECOVERY ACTIONS .....</b>	<b>11</b>
5.1. INITIAL RESPONSE.....	11
5.1.1. Initial Response Actions .....	11
5.1.2. Emergency Command Center.....	11
5.1.2.1. Activation of Emergency Command Center (ECC).....	11
5.1.2.2. Emergency Command Center Communications.....	14
5.1.3. Sources of Information During an Emergency.....	14

5.2. RESPONSE PROCEDURES AND RESOURCES.....	15
5.2.1. Access to Emergency Site.....	15
5.2.2. Emergency Response Resources for Different Types of Emergencies .....	15
5.2.2.1. Personal Injury Or Medical Emergency .....	15
5.2.2.2. Fire.....	15
5.2.2.3. Chemical Spill.....	15
5.2.2.4. Biological Spill .....	15
5.2.2.5. Radiation Spill.....	15
5.2.2.6. Potentially Hazardous Disruptions, Protests, and Riots.....	15
5.2.2.7. Utility Outage .....	15
5.2.3. Continuation of Essential University Services (During Closedowns).....	16
5.3. MITIGATION AND RELEASE OF EMERGENCY SITE .....	16
5.4. INVESTIGATION.....	16
5.4.1. Investigations and Reports.....	16
5.4.2. Insurance Claims .....	16
<b>6. COMMUNICATIONS .....</b>	<b>16</b>
6.1. COMMUNICATION WITH NEWS MEDIA.....	16
6.2. COMMUNICATION WITH STUDENTS, FACULTY, AND STAFF REGARDING EMERGENCIES .....	17
6.3. COMMUNICATION WITH FAMILY MEMBERS OF STUDENTS, FACULTY, AND STAFF REGARDING EMERGENCIES.....	17
6.4. COMMUNICATION THROUGH THE UNIVERSITY OFFICE OF GENERAL COUNSEL .....	18
<b>7. EMERGENCY RESPONSE GUIDELINES REVIEW AND REVISION.....</b>	<b>18</b>

## FIGURES, TABLES, AND APPENDICES

Figure 1:	University of Pittsburgh Emergency Response Flow Chart.....	12
Table 1:	“Short List” of Key University Departments for Emergency Response .....	13
Appendix A:	University of Pittsburgh Emergency Contact List .....	19
Appendix A.1:	University of Pittsburgh Division or Department Emergency Contact List.....	20
Appendix B:	Guidelines For Dealing With Campus Disruptions or Protests .....	21
Appendix C:	University Of Pittsburgh Building Emergency Evacuation Procedures .....	25
Appendix D:	University of Pittsburgh Police Department Law Enforcement Plan.....	29
Appendix E:	University of Pittsburgh Police Department (UPPD) Emergency Communications Plan .....	32
Appendix F:	Facilities Management - Emergency Action Plan.....	35
Appendix G:	Department Of Parking, Transportation and Services–Department Emergency Response Plan .....	47
Appendix H:	Environmental Health And Safety–Department Emergency Response Plan .....	48
Appendix I:	Radiation Safety Office–Department Emergency Response Plan .....	50
Appendix J:	University Faculty And Staff Assistance Program–Department Emergency Response Plan.....	51
Appendix K:	Office Of Public Affairs–Department Emergency Response Plan.....	52
Appendix L:	University Of Pittsburgh Police Radio Frequencies.....	53
Appendix M:	Facilities Management Radio Frequencies .....	54
Appendix N:	University of Pittsburgh Pandemic Preparedness Plan.....	55

# 1. INTRODUCTION

## 1.1. PURPOSE

This document describes the incident preparedness and emergency response programs for the University of Pittsburgh. The purpose of these *Emergency Response Guidelines* is to provide clear and effective channels of communication and coordination for the efforts of various University departments that have responsibility for responding to emergencies that may occur at the University of Pittsburgh.

## 1.2. SCOPE

The scope of these *Emergency Response Guidelines* primarily encompasses the Pittsburgh campus. It is the responsibility of all University administrators and department heads to ensure that personnel are familiar with these Guidelines.

## 1.3. RELATIONSHIP TO OTHER EMERGENCY RESPONSE PLANS

University departments that may be required to respond to an emergency should establish response plans that are in accordance with these *Emergency Response Guidelines* and provide orderly delegation of authority, responsibility, and communication within their departments. These “Department Emergency Response Plans” should outline each area’s specific emergency response actions and available resources. Several key plans are provided in the appendices of this document.

# 2. DEFINITION OF TERMS

For purposes of these Guidelines, the following terms apply:

**Emergency:** is defined as any unexpected situation that affects the safety of persons or property in the buildings or on the grounds of the University of Pittsburgh, whether owned or operated. Examples include, but are not limited to, fires or explosions in University facilities, disasters occurring in or adjacent to University facilities, power outages, disruption of telephone service, major chemical spills, hazardous waste problems, criminal endangering of lives, an unscheduled or unplanned shut-down of campus facilities, accidents where serious personal injury or property damage occurs on the campus, natural disasters, civil disturbances, or unauthorized occupancy of campus areas.

**Emergency Executive:** The Emergency Executive (EE) has the ultimate responsibility for overseeing the overall implementation of the University *Emergency Response Guidelines*, for monitoring activities, and for offering advice and guidance to other individuals in order that they may comply with their respective implementation responsibilities. The Executive Vice Chancellor is designated as the Emergency Executive (EE) responsible for decisions to implement this Guide. The EE is also responsible for establishing a chain of authority to serve as EE during his absence or incapacitation.

**Emergency Command Center:** An Emergency Command Center (ECC) will be established upon determination of an emergency that affects the safety of persons in the buildings and on the grounds of the University of Pittsburgh. This Emergency Command Center shall, if necessary, be located closest to the site of the emergency.

**Duty Officer(s):** University employee(s) designated to handle all initial emergency communication on behalf of a University organization. Duty Officers must be available 24 hours per day, 7 days per week.

**Campus Disruptions or Protests - University Community:** Student or employee activities that reach levels of disruption or create potential hazards to the safety of individuals or University property.

**Public Information Center:** In order to respond effectively to media requests, a *Public Information Center* may be established in the Office of Public Affairs. At the *Public Information Center*, Public Affairs will release information to representatives of the news media and conduct news briefings during emergencies.

**Inquiry-Answering Center:** To respond to telephone inquiries from parents, guardians, spouses, or family members of students, faculty, or staff during an emergency, the Emergency Executive may establish a central *Inquiry-Answering Center*. The Office of Institutional Advancement in Craig Hall will serve as one location for an *Inquiry-Answering Center* during an emergency. The Emergency Executive shall assign departments to staff the center, to respond to inquiries, and to supervise the activities and the personnel answering telephones.

### 3. CONCEPT OF OPERATIONS (HOW AND WHEN TO INVOKE THESE GUIDELINES)

These *Emergency Response Guidelines* will be in effect when activated by the Emergency Executive or his designee.

## 4. CHAIN OF COMMAND AND RESPONSIBILITIES

### 4.1. Chain of Command

The chain of command for these University-wide *Emergency Response Guidelines* is as follows:

1. Chancellor
2. Emergency Executive
3. Chief of Police

### 4.2. RESPONSIBILITIES

#### 4.2.1. Chancellor

The Chancellor of the University is ultimately responsible for making critical decisions during emergency situations. The Chancellor delegates the implementation of these *Emergency Response Guidelines* to the Emergency Executive. The Chancellor is in close communication with the Emergency Executive during all phases of the emergency.

#### 4.2.2. Emergency Executive

The Emergency Executive has the ultimate responsibility for overseeing the overall implementation of these University *Emergency Response Guidelines*, for monitoring activities, and for offering advice and guidance to other individuals in order that they may comply with their respective implementation responsibilities.

The Emergency Executive, or his designees, will assume responsibility and coordinate all instructions through the senior Police Department officer on duty for emergencies at the University of Pittsburgh.

The Emergency Executive who has been contacted by the University of Pittsburgh Police Department will contact the Chancellor to inform him of the emergency situation.

The Emergency Executive is responsible for making the following determinations:

- Full or partial activation or implementation of these *Emergency Response Guidelines*;
- Activation of an Emergency Command Center;
- Recall of specific University officials or their alternates to the campus during non-business hours;
- Establishment of any alternative Chain of Command for emergency activities in the absence of key participants.

The Emergency Executive is also responsible for effecting the following response activities:

- **Assess Hazard:** Identify and assess the emergency. Usually, the Emergency Executive will assess the hazard personally or through communications with other University responders (e.g., University Police, EH&S, Facilities Management, etc.) Elements to be considered in this assessment should include:
  - » Identification of the character, exact source, and extent of the emergency;
  - » Assessment of the potential direct and indirect hazards to human health or the environment that may result from the emergency (e.g., chemical release, fire, or explosion, etc.);
  - » Determination if evacuation of local areas is required; and
  - » Assessment of the need for and requesting of assistance from resources such as University Departments, Emergency Response Contractors, and/or Local Emergency Response Agencies. If there is an immediate emergency (fire, explosion, significant chemical spill), University Police will first contact the Local Emergency Response Agencies, then notify all emergency coordinators as to action taken prior to their arrival on-site.
- **Stabilize Situation:** The Emergency Executive should take all reasonable measures to effect the arrest or stabilization of the situation and to ensure that the emergency conditions do not spread to other areas within the University boundaries.
- **Internal Notifications:** The Emergency Executive will make or effect all necessary internal notifications to stabilize the emergency. The Emergency Executive is also responsible for notifying the Chancellor of the status of the emergency.

### 4.2.3. University Police

The *University Police Law Enforcement Plan* is provided in **Appendix D**. The *University Police Emergency Communications Plan* is provided in **Appendix E**. A summary of key University Police participants in this Emergency Response Plan is provided below:

The **University Police Chief** is responsible for:

- Coordinating all response activities of the University of Pittsburgh Police Department.

The **University Police Shift Supervisor** is responsible for:

- Providing the initial determination of an emergency and notifying the Emergency Executive of an emergency (Full responsibility and leadership for directing University response efforts rests with the Emergency Executive or his designee);
- Directing the initial response of personnel to the emergency;
- Consulting with the appropriate University departments (and the departments' Duty Officers) for the initial response (See **Section 4.2.4.**).

### 4.2.4. University Support Departments

Due to the professional diversity of the University community, a wide range of personnel, supplies, equipment, and resources are available during emergencies. Often University groups will designate a **Duty Officer** to handle all initial emergency communication in behalf of a University organization. Duty Officers must be available 24 hours per day, 7 days per week.

The following list highlights the general responsibilities and resources of some University departments:

**4.2.4.1. General Counsel:** The Office of General Counsel provides legal advice regarding the planned response to emergencies at the University of Pittsburgh. They are also responsible for reviewing and approving all information or reports regarding the possible cause of accidents or injuries, potential liability for accidents or injuries, and all other legal concerns or problems.

**4.2.4.2. Public Affairs** ([www.publicaffairs.pitt.edu](http://www.publicaffairs.pitt.edu)): All news releases, communication, interviews, or other information about an emergency requested by or released to the news media must be approved by the Emergency Executive or his designee and cleared through the News Media Liaison within the Office of Public Affairs, and if necessary the Office of General Counsel. Ongoing media relations regarding an emergency are the responsibility of the Office of Public Affairs. As needed, Public Affairs also establishes a Public Information Center to facilitate effective response to media requests and to hold news briefings.

**4.2.4.3. Facilities Management (FM)** ([www.facmgmt.pitt.edu](http://www.facmgmt.pitt.edu)): The various departments within the Facilities Management Division respond to emergency situations in a wide variety of capacities, including the provision of laborers, electricians, plumbers, and other “tradesmen”, custodians, and operating engineers. The FM “Emergency Action Plan” provides a clear channel of communications both within FM and with University departments and the Emergency Command Center. In addition, FM also provides drawings indicating the locations and

identification of rooms, laboratories, and offices in University facilities. FM's "Emergency Action Plan" is provided in Appendix F.

**4.2.4.4. Property Management (PM)** ([www.pc.pitt.edu/housing](http://www.pc.pitt.edu/housing)): Property Management provides knowledge and expertise regarding the buildings and facilities that they manage, including Bouquet Gardens, Centre Plaza, Forbes Craig Apartments, and Oakwood Apartments.

**4.2.4.5. Housing Services** ([www.pc.pitt.edu/housing](http://www.pc.pitt.edu/housing)): Approximately 6,000 undergraduate students live on the Pittsburgh campus. Housing Services is responsible for all of the operational aspects of the residence halls, including maintenance, housekeeping and security desk staffing. Housing works closely with Residence Life. Located in 203 Bruce Hall, Residence Life provides information, staff and programs that support students' academic goals and contribute to students' personal growth and development while residing at the University.

**4.2.4.6. Information Technology (IT)** ([www.technology.pitt.edu](http://www.technology.pitt.edu)): Information Technology includes the following departments: Computing Services and Systems Development (CSSD), the University Library System (ULS) and the Center for Instructional Development and Distance Education (CIDDE). The Telecommunications Office of the IT division provides all maintenance on University telephone equipment (including phone lines, wall jacks, telephone sets). The IT Division also manages the University of Pittsburgh (Computer) Network, PittNet, which joins hundreds of local ethernets into a large, geographically distributed network. There are over 17,500 network ports in the Bradford, Greensburg, Johnstown, Pittsburgh, and Titusville campuses. In addition, 800 dial-up lines exist to handle the more than six thousand remote connections per day.

**4.2.4.7. Environmental Health and Safety** ([www.ehs.pitt.edu](http://www.ehs.pitt.edu)): EH&S provides hazardous materials expertise, as well as fire safety and other health-related services to the University. EH&S has the capability to clean up minor spills of hazardous or biological materials at University of Pittsburgh campuses. EH&S maintains an emergency response vehicle to respond quickly and efficiently to University emergencies. EH&S's "Department Emergency Response Plan" is provided in **Appendix H**.

**4.2.4.8. Radiation Safety** ([www.radsafe.pitt.edu](http://www.radsafe.pitt.edu)): Federal regulations, under which the University possesses NRC licenses permitting the use of radioactive materials, require the existence of a radiation safety committee to coordinate such use and supervise the institution's radiation safety program. The Commonwealth of Pennsylvania also has certain pertinent radiological health regulations requiring licensure and the maintenance of a radiation safety program. Accordingly, the Radiation Safety Committee has been authorized by the Chancellor to review and make recommendations on proposals to utilize sources of ionizing radiation, and ensure the safety of such operations when they are established. The Radiation Safety Office also provides response and consultation regarding the safe use or mitigation of emergencies involving radioactive materials. Radiation Safety's "Department Emergency Response Plan" is provided in **Appendix I**.

**4.2.4.9. Risk Management & Insurance** ([www.bc.pitt.edu/risk](http://www.bc.pitt.edu/risk)): The Office of Risk Management, with advice from the Office of General Counsel and the Office of Human Resources, is responsible for investigating and administering insurance claims arising from an emergency resulting in injury to persons or damage to property. Risk Management also works with the University's insurance carriers, University Police, EH&S, and other University departments to assess risk and develop claims information.

**4.2.4.10. Parking, Transportation and Services (PT&S)** ([www.pts.pitt.edu](http://www.pts.pitt.edu)): Parking, Transportation and Services is responsible for providing a wide variety of resources during an emergency including parking enforcement, providing parking spaces in lots/garages for vehicles that may be used in an emergencies, bus and shuttle support, movers, receivers, vehicle maintenance support, and tow trucks. PT&S also provides messenger services via the University Mailroom, temporary furniture and equipment from Surplus Property, and warehouse space for salvaged goods. A full list of resources and PT&S's "Department Emergency Response Plan" is provided in **Appendix G**.

**4.2.4.11. Human Resources (HR)** ([www.hr.pitt.edu](http://www.hr.pitt.edu)): In an emergency, the Office of Human Resources may be requested by the Emergency Executive to provide information on staff employees, including respective University departments, campus and home telephone numbers, and other personnel information as required. If necessary, Human Resources will work in conjunction with the Offices of Risk Management and General Counsel to process relevant insurance claims filed by or on behalf of University faculty or staff members arising from an emergency resulting in injury.

**4.2.4.12. Faculty/Staff Assistance Program (FSAP)** ([www.hr.pitt.edu/FSAP](http://www.hr.pitt.edu/FSAP)): The Faculty and Staff Assistance Program (FSAP) is provided through the UPMC Work Partners Employee Assistance Program. The FSAP provides confidential counseling services for Pitt faculty and staff and members of their households. Offices are conveniently located near all five University of Pittsburgh campuses. In Pittsburgh, the Program is located in Suite 504, Medical Arts Building, 3708 Fifth Avenue 412-647-3327 or 1-866-647-3432. FSAP's "Department Emergency Response Plan" is provided in **Appendix J**.

**4.2.4.13. Provost's Office** ([www.provost.pitt.edu](http://www.provost.pitt.edu)): In an emergency capacity, the Provost's Office will assume duties delegated by the Emergency Executive. The Provost's Office may serve as the lead department for matters affecting faculty, students, and the continuity or uninterrupted of classes.

**4.2.4.14. Student Affairs** ([www.studentaffairs.pitt.edu](http://www.studentaffairs.pitt.edu)): In an emergency capacity, Student Affairs provides personnel and resources applicable to students. The Student Affairs Division is composed of the Career Development, Counseling Center, Cross Cultural and Leadership Development, Disability Resources and Services, International Services, Residence Life, Student Employment and Placement Assistance, Student Health Services, Student Judicial System, and Student Life.

**4.2.4.15. Registrar's Office** ([www.registrar.pitt.edu](http://www.registrar.pitt.edu)): In an emergency capacity, the Registrar's Office may also provide pertinent student information, as appropriate, including student addresses, phone numbers, class locations, and personal information to the Emergency Executive,

Emergency Command Center, or other designated University responders.

**4.2.4.16. University of Pittsburgh Medical Center (UPMC)** ([www.upmc.com](http://www.upmc.com)): UPMC Health System, which is affiliated with the University of Pittsburgh Schools of the Health Sciences, is the leading integrated health care delivery system in western Pennsylvania. It meets comprehensive health care needs through UPMC hospitals and by offering a variety of health-related services and products. UPMC may be contacted during an emergency to coordinate emergency response efforts.

## 5. RESPONSE AND RECOVERY ACTIONS

### 5.1. INITIAL RESPONSE

#### 5.1.1. Initial Response Actions

- *Whenever an emergency occurs, the University of Pittsburgh Police Department shall be notified immediately via the Pittsburgh campus emergency number 412-624-2121;*
- The Shift Supervisor will make the initial determination of the level of the emergency and support requirements: the first priority in responding to any emergency is rescue and treatment of injured individuals;
- The Shift Supervisor will immediately dispatch personnel to the scene, will determine the immediate need to notify the University Police Chief, Emergency Executive, and will consult with University offices (Duty Officers) and external agencies for immediate response as appropriate;
- The Shift Supervisor will then await further instructions and serve as the primary point of contact between the emergency site personnel and the Emergency Executive and/or University Police

\*A more comprehensive list of University departments and contacts is provided in Appendix A.

#### 5.1.2. Emergency Command Center

The activation of the University of Pittsburgh “Emergency Command Center” is described in detail in *Appendix E: University of Pittsburgh Police Department - Emergency Communications Plan*. A summary of this Appendix is provided in the following sections.

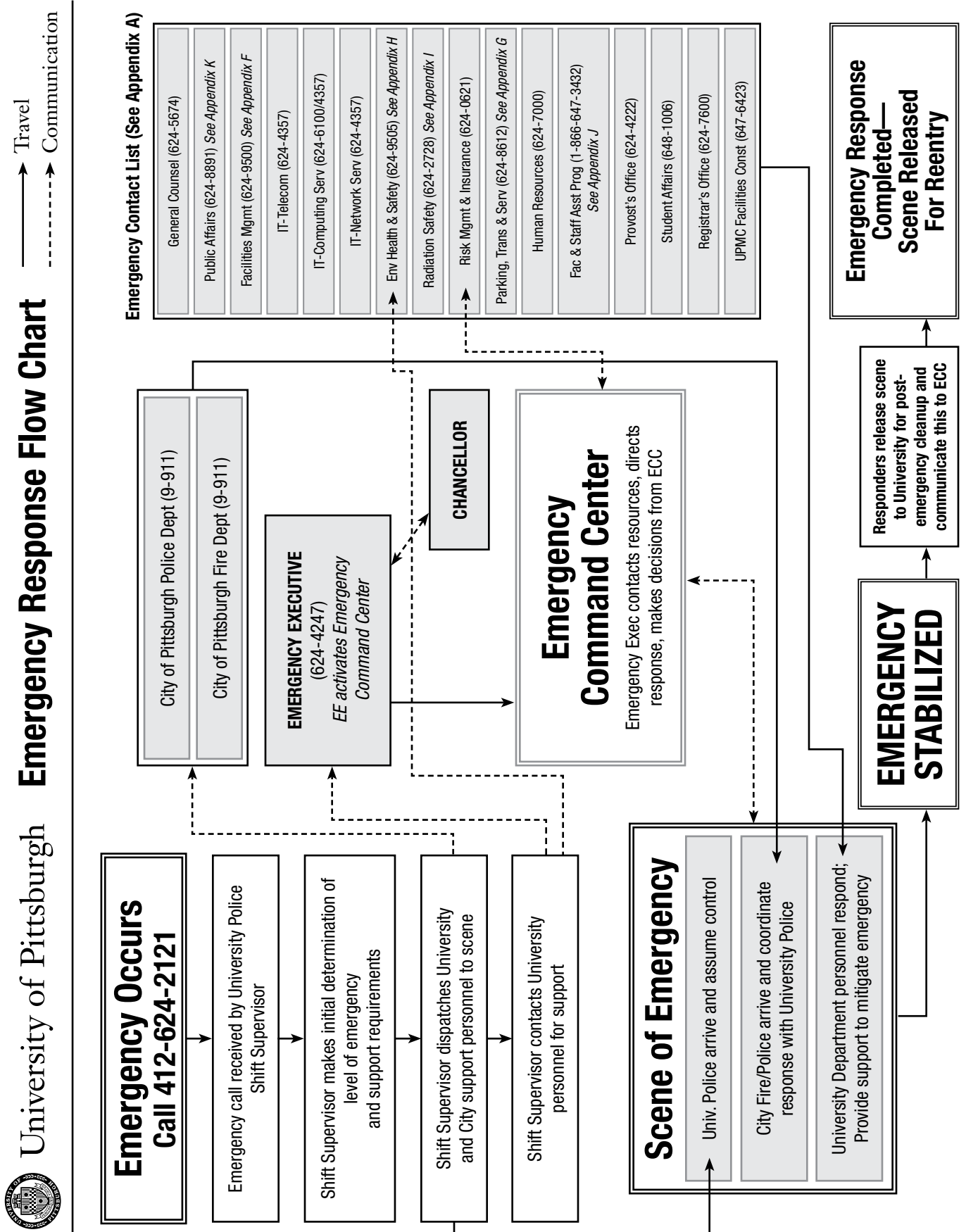
##### 5.1.2.1. Activation of Emergency Command Center (ECC)

If an emergency occurs that requires the coordination and direction of the efforts of personnel from several different offices, the Emergency Executive or his designee may activate the Emergency Command Center. **The primary location of the Emergency Command Center is Public Safety Building, Room 319.**

Depending on the nature of the emergency, selected senior administrators, department heads, or their alternates may be required to respond to the emergency by contacting or reporting to the Emergency Command Center. These emergency contacts may also support the response by advising the Emergency Executive or his designee, facilitating communications between departments, or directing the response of University personnel to the emergency. A listing

*Continued on page 14*

Figure 1: University of Pittsburgh Emergency Response Flow Chart



Chief.

**TABLE 1: "Short List" of Key University Departments for Emergency Response\***

<b>University Responders</b>	<b>Phone</b>	<b>Fax</b>
<b>EMERGENCY EXECUTIVE (Jerome Cochran)</b>	412-624-4247	412-624-5000
<b>Police Department</b> www.police.pitt.edu	412-624-2121	412-624-5671
<b>General Counsel</b>	412-624-4247	412-624-5000
<b>Public Affairs (Vice Chancellor)</b> www.publicaffairs.pitt.edu	412-624-8891	412-624-0855
<b>Facilities Management (FM)</b> www.facmgmt.pitt.edu	412-624-9500	412-624-9298
<b>Property Management (PM)</b> www.pc.pitt.edu/housing	412-624-9900	412-624-9988
<b>Housing Services</b> www.pc.pitt.edu/housing	412-648-1102	412-648-1232
<b>Computing Services and Systems Development (CSSD)</b> www.technology.pitt.edu	412-624-6114	412-383-7813
<b>Environmental Health and Safety</b> www.ehs.pitt.edu	412-624-9505	412-624-8524
<b>Radiation Safety</b> www.radsafe.pitt.edu	412-624-2728	412-624-3562
<b>Risk Management &amp; Insurance</b> www.bc.pitt.edu/risk (under >Administrators & Pls)	412-624-1198	412-624-1817
<b>Parking, Transportation and Services (PT&amp;S)</b> www.pts.pitt.edu	412-624-8824	412-624-8616
<b>Pitt Alumni Association</b> www.pitt.edu/alumni.html	412-624-8229	412-624-8288
<b>Human Resources (HR)</b> www.hr.pitt.edu	412-624-8030	412-624-4781
<b>Faculty/Staff Assistance Program (FSAP)</b> www.hr.pitt.edu/FSAP	412-647-3327	412-648-7933
<b>Provost's Office</b> www.provost.pitt.edu	412-624-4222	412-383-9640
<b>Student Affairs</b> www.studentaffairs.pitt.edu	412-648-1006	412-648-1004
<b>University Registrar</b> www.registrar.pitt.edu	412-624-7600	412-624-7511
<b>University of Pittsburgh Medical Center</b> (UPMC Facilities & Construction) www.upmc.com	412-647-3331	412-647-4883

of University contacts and their alternates who may be required to report to the Emergency Command Center appears in **Appendix A**.

#### **5.1.2.2. Emergency Command Center Communications**

Communication between the Emergency Command Center and the emergency site shall be by two-way radio, on a frequency assigned by the University of Pittsburgh Police Department, or by telephone.

When the Emergency Command Center is activated, in order to facilitate direct and instant communication between the Emergency Command Center, the emergency site, and other locations, the University of Pittsburgh Police Department shall:

- deliver and place in operation a two-way base station to the Emergency Command Center, and
- deliver two-way handi-talkies to key University personnel at the emergency site and elsewhere.

Communication between the Emergency Command Center and University officers will be conducted by telephone or telefax. (Communication with the emergency site may also be facilitated through use of mobile or cellular telephones.) Responding or supporting University departments must keep one office telephone line open at all times during emergencies. If telephone communication is not possible because of power failure, communication between the Emergency Command Center and other essential University offices will be by handie-talkies (delivered by police personnel to selected offices.)

#### **5.1.3. Sources of Information During an Emergency**

In an effort to respond effectively and humanely to an emergency, the following departments are the official University sources for the most current information regarding University facilities, students, faculty, or staff:

- **Office of Facilities Management:** For drawings indicating the location and identification of rooms, laboratories, and offices in University facilities.
- **University Registrar:** For students' addresses, class schedules, etc.
- **Office of the Provost:** For faculty addresses, phone numbers, office assignments, etc.
- **Office of Human Resources:** For staff departmental affiliation, campus and home addresses, and campus and home telephone numbers.
- **Information Technology:** Supplying computer-based information to University management.
- **Student Health Service:** For health-related records.

The Emergency Executive or the senior administrator in charge of each of the above areas should

approve all information released from these sources.

## 5.2. RESPONSE PROCEDURES AND RESOURCES

### 5.2.1. Access to Emergency Site

The University of Pittsburgh Police Department shall control access to the emergency site. In order to ensure that only authorized personnel are admitted to the site, the University of Pittsburgh Police Department may issue identification tags to individuals who are authorized by the Emergency Executive, his designee, or University of Pittsburgh Police Department. If issued, these nametags should be worn on the outer garment so they are clearly visible to security personnel at the site. In addition to nametags, responders may also be identified through the use of *fluorescent orange vests, with imprinted department designations* at the emergency site. These orange vests will also be issued by the University Police.

### 5.2.2. Emergency Response Resources for Different Types of Emergencies

It is not the intention of this document to provide detailed procedures for responding to every type of potential emergency that may occur at the University of Pittsburgh. However, it may be useful to provide available University resources for different types of emergencies.

**5.2.2.1. PERSONAL INJURY OR MEDICAL EMERGENCY:** University Police coordinate and dispatch all medical response to personal injury or medical emergencies. Environmental Health and Safety should investigate all work-related illness or injury.

**5.2.2.2. FIRE:** University Police coordinate and ensure central station dispatch of the fire service to the emergency scene.

**5.2.2.3. CHEMICAL SPILL:** University Police receive call, evacuate and secure area, and call EH&S for response. EH&S cleans and mitigates minor spills and notifies University Police to release area for re-entry. For major chemical spills, University Police should notify City of Pittsburgh Hazmat Team for response in addition to EH&S. EH&S is responsible for directing implementation of the *University Environmental Emergency Response Plan* for release into the environment. EH&S makes all immediate required notifications to regulatory agencies.

**5.2.2.4. BIOLOGICAL SPILL:** University Police receive call, evacuate and secure area, and call EH&S for response. EH&S cleans and mitigates minor biological spills.

**5.2.2.5. RADIATION SPILL:** University Police receive call, evacuate and secure area, and call Radiation Safety for response. Radiation Safety cleans and mitigates minor radiation spills.

**5.2.2.6. POTENTIALLY HAZARDOUS DISRUPTIONS, PROTESTS, AND RIOTS:** University Police receive call and coordinate and dispatch all law enforcement response to potentially hazardous disruptions, protests, and riots. University Police contact Pittsburgh Police or other response agencies for support.

**5.2.2.7. UTILITY OUTAGE:** University Police receive call and contact Facilities Management to handle any utility outage emergency.

### **5.2.3. Continuation of Essential University Services (During Closedowns)**

If the University is closed and classes canceled due to an emergency or disaster, it is recognized that some essential services must continue to be performed by appropriate support staff (e.g., law enforcement, facilities management operations, patient areas, or certain research activities.)

## **5.3. MITIGATION AND RELEASE OF EMERGENCY SITE**

Only the Emergency Executive or his designee may make the final determination that the emergency scene is stabilized and can be safely opened for reentry of the public. In the event that Federal, State, or local authorities respond to and take charge of the emergency, upon completion of their response activities they will “release” the site to the owner. After this release, the Emergency Executive will then determine if and when the site can be returned to normal operation.

## **5.4. INVESTIGATION**

### **5.4.1. Investigations and Reports**

The University of Pittsburgh Police Department, with advice from General Counsel, is responsible for conducting investigations and preparing any reports on the probable cause of emergencies and the University’s response activities for submission to the Emergency Executive. Where appropriate, the Department of Environmental Health and Safety, Risk Management, Radiation Safety, or other University specialty departments shall also be involved. Personnel who assist in responding to an emergency shall provide information to these departments, upon request. If required, University departments should notify the Emergency Executive of any special regulatory reporting requirements for the emergency.

### **5.4.2. Insurance Claims**

The processing of insurance claims arising from an emergency resulting in injury to persons or damage to property is the responsibility of the Office of Risk Management, with advice from the Office of General Counsel and Office of Human Resources.

It is the responsibility of the University of Pittsburgh Police Department to collect and identify all personal property left at the site of an emergency and to make every effort to return such property to the rightful owners, unless needed as evidence. In the event of a fire, the police will secure the site until the insurance company investigates the University’s claim.

## **6. COMMUNICATIONS**

### **6.1. COMMUNICATION WITH NEWS MEDIA**

All news releases, communication, interviews, or other information about an emergency requested by or

released to the news media must be approved by the Emergency Executive or his designee and cleared through the Office of Public Affairs, and if necessary, the Office of General Counsel. Public Affairs is responsible for managing the ongoing media relations during an emergency.

In order to respond effectively to media requests, a *Public Information Center* may be established in the Office of Public Affairs. Public Affairs shall have authority to use a classroom or other appropriate space to serve as the *Public Information Center* where information will be released to representatives of the news media and where news briefings will be conducted.

## **6.2. COMMUNICATION WITH STUDENTS, FACULTY, AND STAFF REGARDING EMERGENCIES**

If an emergency occurs that requires immediate communication to students, faculty, and staff (e.g., unscheduled closedown of University facilities, cancellation of classes due to weather, plant or public health emergency, prolonged power outage, etc.), every reasonable effort should be made to convey this information through a variety of means including the University of Pittsburgh Emergency Notification System, local radio stations, University Audix announcements, building public address systems, email, and Pitt's Internet homepage (<http://www.pitt.edu>).

The administrative office of each University department affected by the emergency will be contacted to implement necessary actions. If an unscheduled closedown or similar emergency occurs after normal business hours, Public Affairs may release an official notification to the news media. All media requests for additional information statements, interviews, or access to the emergency site will be managed through Public Affairs. Access to the emergency site shall be coordinated with the University of Pittsburgh Police Department.

## **6.3. COMMUNICATION WITH FAMILY MEMBERS OF STUDENTS, FACULTY, AND STAFF REGARDING EMERGENCIES**

If an emergency occurs in which students, faculty, or staff are injured on University property or in University facilities, immediately following rescue and treatment, University personnel should contact the injured parties and/or their families to:

- assist them in securing medical or hospital care;
- respond to questions they may have about benefits;
- advise them of the University's concern for their welfare; and
- assist them in other matters as appropriate.

However, there should be no discussion with the injured persons or their families regarding potential liability, responsibility, fault, or the possible cause of any emergency or accident without consultation with General Counsel. The following University offices shall have primary responsibility for initiating and maintaining contact with injured parties and/or their families:

- **For students:** Office of the Dean of Student Affairs with the advice from the Office of General Counsel.
- **For faculty:** Office of the Provost with the advice from the Office of General Counsel.
- **For staff:** Office of Human Resources with the advice from the Office of General Counsel.

It is the responsibility of the University of Pittsburgh Police Department to determine the identity of injured

persons from local hospitals when possible and to provide this information to the above listed offices.

To respond to telephone inquiries from parents, guardians, spouses, or family members of students, faculty, or staff during an emergency, the Emergency Executive may establish a central *Inquiry-Answering Center*. The Office of Institutional Advancement in Craig Hall will serve as one location for an *Inquiry-Answering Center* during an emergency. There are several telephone lines in the Telefund Office. The Emergency Executive shall assign departments to staff the center, to respond to inquiries, and to supervise the activities and the personnel answering telephones. The Emergency Executive or his designee shall determine the type of information that will be released, with the assistance of Public Affairs, Provost's Office, Human Resources, and/or General Counsel. When such a Center is established, Public Affairs should be notified and given the telephone numbers for widespread dissemination to the news media.

#### **6.4. COMMUNICATION THROUGH THE UNIVERSITY OFFICE OF GENERAL COUNSEL**

The Office of General Counsel shall have responsibility for reviewing and clearing all information or reports regarding the possible cause of accidents or emergencies, potential liability for accidents or injuries, and all other legal concerns or problems. No one other than the Emergency Executive or his designee is authorized to speak for the University about these matters.

### **7. EMERGENCY RESPONSE GUIDELINES REVIEW AND REVISION**

The Emergency Executive will designate an individual or department to implement a review and accordingly revise these Emergency Response Guidelines as necessary to keep the information current.

# **Appendix A**

## **University of Pittsburgh Emergency Contact List**

This contact list is not posted online for security and privacy reasons. Please see the printed version of the Emergency Response Guidelines.

# **Appendix A.1**

## **University of Pittsburgh**

### **Division or Department Emergency Contact List**

This contact list is not posted online for security and privacy reasons. Please see the printed version of the Emergency Response Guidelines.

# Appendix B

## Guidelines For Dealing With Campus Disruptions or Protests

### 1. Rights To Free Speech and Assembly

As indicated in the University of Pittsburgh *Student Code of Conduct and Judicial Procedures*, “The ultimate purpose of higher education is to develop the minds and characters of students through the pursuit of knowledge and thus contribute to the well being of society. The rights and responsibilities of students are affirmed, as members in society, as guaranteed by the federal, state, and local laws.”

A student’s rights include but are not limited to the following:

- To engage in due educational process.
- To engage in discussion, to make inquiries, to exchange findings and recommendations, to speak, write or print freely on any subject, and to sponsor speakers of their choice, in accordance with the guarantees of our Federal and State Constitution, subject only to the right of the University to make reasonable rules and regulations related thereto.
- To engage in peaceful, orderly and nondestructive picketing, protests to the extent they do not violate public law and do not interfere with the educational process or the rights of other members of the University.
- To organize their own personal behavior as long as such behavior does not violate public law or the rights of others, and does not interfere with the educational process.

While the University affirms the rights of the student, it also reinforces the responsibilities that are inherent in the exercising of these rights. Students are expected to conduct themselves as responsible citizens of the University community. Behaviors which interfere with the operations of the University and/or the rights of members of the University community may include but are not limited to the following, as outlined in the *Student Code of Conduct and Judicial Procedures*. The rights of others are infringed upon when a student:

- Disrupts or prevents the peaceful and orderly conduct of class, lectures, University business, and meetings or deliberately interferes with the freedom of any person to express his/her views, including invited speakers.
- Threatens, intimidates, coerces, or uses physical force in a manner which endangers the health or safety of another person.
- Refuses to vacate buildings, streetwalks, driveways, or other facilities of the University when directed to do so by an official of the University.
- Fails without just cause to comply with the lawful direction of a University official acting in the performance of his or her duties and authority.
- Fails to present University identification upon request by an authorized University official who has offered identification as to his or her status.
- Obstructs the operation and functions of the University by failing to comply with regulations properly established and approved.

## 2. Guidelines for Dealing with Potentially Hazardous Disruptions

When there is probable cause to suspect that the activities of students, faculty, or staff will reach a level of disruption that will create potential hazards to the safety of individuals, damage University property, or disrupt the operations of the University, the following offices should be contacted immediately:

- Office of Student Affairs (Students)
- Office of the Provost (Faculty)
- Office of the Chancellor
- University of Pittsburgh Police Department
- Office of Public Affairs
- Office of General Counsel
- Office of Risk Management and Insurance

When a potentially disruptive or hazardous activity is spontaneous, the aforementioned offices should be contacted in the following order:

- University of Pittsburgh Police Department
- Office of Student Affairs (Students)
- Office of the Provost (Faculty)
- Office of Public Affairs
- Office of the Chancellor
- Office of General Counsel
- Student Media

## 3. Leadership and Responsibility

The following individuals have the responsibility for providing leadership and direction during potentially hazardous or disruptive campus activities.

- A. Where a disruptive group is composed predominately of students, the Vice Provost and Dean of Student Affairs shall be responsible for coordinating University and police response.
- B. Where a disruptive group is composed predominately of staff and/or faculty members, the Provost or Executive Vice Chancellor shall coordinate University and police responses.
- C. In both of the above, the University of Pittsburgh Police Department shall receive their direction from the representatives of Student Affairs, Executive Vice Chancellor, and the Office of the Provost.
- D. The Office of General Counsel may be called upon to provide legal advice concerning the planned response to any disruptive activities.

## 4. Preparing and Planning a Response Toward Disruptive Activities

It is imperative that University personnel respond to a disruptive activity in a way that minimizes conflict between members of the campus community to the highest degree possible. Action by police personnel should be used only as a last resort. The following guidelines should be utilized during the planning process:

### Student Conduct Policy

- A. Any response to a disruptive activity should be carefully planned when possible.
- B. All proposed responses should be cleared through the Emergency Executive.
- C. Police personnel should be briefed on all alternative responses.
- D. Consideration should be given to the nature of the disruption in selecting police or other University personnel to be employed.
- E. Disruptive activities involving large groups of people may necessitate initiating the injunctive process. If an injunction is necessary, appropriate steps should be taken so that it is issued at the time of need rather than subsequent thereto.
- F. Where possible and appropriate, student leaders should be alerted to disruptive activities involving the student population.
- G. Appropriate communication must be established as soon as possible, and as a minimum, meet the following guidelines.
  1. The Vice Provost and Dean of Students, the Provost or the Executive Vice Chancellor shall immediately establish a phone base.
  2. The University of Pittsburgh Police Department and the Office of the Chancellor should be informed of the location and number of the base telephone.
  3. Where the establishment of a base telephone is not possible, a messenger service should be established.
  4. The University of Pittsburgh Police Department system of car and hand radios should be utilized as a backup or secondary system.

## 5. Role of University Administrators Serving in an Official Capacity

It is essential that all University administrators serving in an official capacity during a potential or active campus disruption keep foremost in mind the following considerations:

- A. Sensitivity in dealing with student, staff, and/or faculty groups should be maintained at all times. This sensitivity should be consistent with that reflected in other University policies, including but not limited to the University of Pittsburgh Affirmative Action Statement, the University of Pittsburgh Sexual Harassment Policy and Procedure, and the University of Pittsburgh Student Code of Conduct and Judicial Procedures.
- B. Disruptive groups should be advised of their individual and collective rights, University regulations, and Commonwealth laws regarding their activities.
- C. Firm and clear requests to disband or discontinue disruptive activities should be addressed to the group, emphasizing violations of law or University regulations.

- D. The senior University administrator present should advise the group about potential action that may be taken if the group does not comply with a request to cease its activity.
- E. University personnel who are responsible for dealing with disruptive or hazardous activities should make no promises, concessions, or surrender any documents or University records without authorization from the Chancellor or his designee.

## **6. Recording and Record Keeping**

- A. At the conclusion of any disruptive or hazardous activity, conscientious efforts should be made by administrators directly involved to document what precipitated the action, what proactive measures could have been taken, and what occurred, including their own actions, with special emphasis on any physical contact which has taken place.
- B. All documentation, which may include written reports, recordings, photographs, video of the event, or circumstances and actions of the participants, should be placed in the following files:
  - 1. The file of that individual who authorized the documents
  - 2. Office of Student Affairs (student)  
Office of the Provost (faculty)
  - 3. Office of General Counsel
  - 4. University of Pittsburgh Police Department

## **7. News Media**

- A. The Office of Public Affairs shall be responsible for communicating with and relating information to news media personnel.
- B. Representatives of University student media will be accorded the same access to information that is available to the external news media.

# Appendix C

## University Of Pittsburgh

### Building Emergency Evacuation Procedures

#### 1. Purpose

The purpose of this document is to establish the University's responsibilities and procedures for handling emergencies and to ensure the safe and orderly evacuation of campus properties in the event of a natural or man-made disaster, civil disturbance, or other emergency situation.

#### 2. Responsibilities

In case of a major disaster or crisis situation on any campus properties, comprehensive *Emergency Response Guidelines* have been developed to define roles and provide detailed operational instructions for designated University officials to follow.

University department heads, managers, and supervisors at all levels shall ensure that personnel under their administrative control are aware of and observe the following procedures.

All University of Pittsburgh faculty, staff and students are responsible for knowing appropriate emergency information for their work areas, classrooms, and/or living areas; this includes emergency plans, exits, alternate routes of egress, and the location of fire alarm pull stations, fire extinguishers, and assembly areas. Emergency Evacuation Plan placards are posted in prominently traveled areas in all buildings. Additionally, all University faculty, staff and students are encouraged to review the emergency procedures found in the University of Pittsburgh Safety Manual on-line at [www.ehs.pitt.edu](http://www.ehs.pitt.edu).

#### 3. Emergency Procedures

- A. The first person to become aware of an emergency will sound an alarm and notify the Campus Police by dialing x4-2121 from any campus telephone or 412-624-2121. Evacuation is announced by the sounding of the emergency evacuation alarm. Each alarm is specific to its building and may differ in mode of signaling. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Emergency evacuation alarm procedures for individual buildings can be viewed on-line at [www.ehs.pitt.edu](http://www.ehs.pitt.edu).
- B. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are obligated to follow emergency procedures.
- C. Disabled faculty, staff, and students have the primary responsibility for requesting assistance. The Environmental Health and Safety Department can develop a Life Safety Plan for individuals who are not capable of complying with the evacuation plan, or who may have special needs or recognized disabilities. Faculty, staff, and students interested in developing a plan are encouraged to contact the Department of Environmental Health and Safety at 412-624-9505, or via e-mail at [safety@ehs.pitt.edu](mailto:safety@ehs.pitt.edu).
- D. Occupants should be alert to the presence of persons requiring assistance or direction to the designated rescue area (typically the stairwells) identified on the Emergency Evacuation placards. Anyone who is

aware of an individual needing assistance during an emergency shall call the Campus Police at x4-2121 from any campus telephone and provide the name and location of the person needing assistance.

- E. All building occupants shall exit quickly in a safe and orderly manner using appropriate evacuation routes. **DO NOT USE ELEVATORS.** Occupants shall exit the building using the nearest marked exit and proceed to the pre-determined *Assembly Area* identified for the building. If possible and safe, all laboratory gases should be turned off, and doors and windows closed upon exiting. If smoke is present, stay close to the floor as you exit. Obey the directions of emergency response personnel.
- F. Once outside, evacuees should proceed to the *Assembly Area* for the building so as not to impede the movements of emergency response personnel. Do not return to the evacuated building unless directed by Campus Police or other emergency response personnel.

## 4. Assembly Areas

Building specific *Assembly Areas* have been identified to provide a location for evacuees to gather upon exiting their building. Evacuees should follow the direction of emergency response personnel to the appropriate *Assembly Area*. A list of the *Assembly Areas* is maintained by the Department of Environmental Health and Safety and can be viewed on-line at [www.ehs.pitt.edu](http://www.ehs.pitt.edu).

### UNIVERSITY OF PITTSBURGH BUILDING ASSEMBLY AREAS

The *Assembly Areas* can be viewed below, with affected buildings listed alphabetically.

Building	Short Term Assembly Area	Long Term Assembly Area
3343 Forbes Avenue	Eureka Building	Petersen Events Center
480 Melwood Street	Connecting Parking Lot	Petersen Events Center
530 Melwood Street (Motor Pool)	Connecting Parking Lot	Petersen Events Center
246 Oakland Avenue	Posvar Hall	Petersen Events Center
256 Oakland Avenue	Posvar Hall	Petersen Events Center
Allegheny Observatory	West Park	Petersen Events Center
Allen Hall	Benedum Hall	Petersen Events Center
Alumni Hall (formerly Masonic Temple)	Cathedral of Learning	Petersen Events Center
Amos Hall	David Lawrence Hall	Petersen Events Center
Bellefield Hall	Cathedral of Learning	Petersen Events Center
Benedum Hall	Petersen Events Center	Petersen Events Center
Bio Tech Center (Center for Biotechnology and Bioengineering)	South Side Sports Facility	South Side Sports Facility
Bouquet Gardens (A thru H)	Posvar Hall	Petersen Events Center
Brackenridge Hall	David Lawrence Hall	Petersen Events Center
Bridgeside Point	Front Parking Lot	South Side Sports Facility
Bruce Hall	David Lawrence Hall	Petersen Events Center
Cathedral of Learning	Alumni Hall	Petersen Events Center
Centre Plaza Apartments	Amberson Garden Apartments	Petersen Events Center

<b>Building</b>	<b>Short Term Assembly Area</b>	<b>Long Term Assembly Area</b>
Chevron Science Center	Alumni Hall	Alumni Hall
Clapp Hall	Alumni Hall	Alumni Hall
Cost Sports Center	Trees Hall	Petersen Events Center
Craig Hall	Bellefield Hall	Petersen Events Center
Crawford Hall	Alumni Hall	Alumni Hall
Darragh Street Apts	Petersen Events Center	Petersen Events Center
David Lawrence Hall	Posvar Hall	Petersen Events Center
Eberly Hall	Chevron Science Center	Petersen Events Center
Engineering Hall	Benedem Hall	Petersen Events Center
Eureka Building	Victoria Hall	Petersen Events Center
Falk School	Petersen Events Center	Petersen Events Center
Fitzgerald Field House	Trees Hall	Petersen Events Center
Forbes Avenue Shops	Posvar Hall	Petersen Events Center
Forbes Craig Apartments	Bellefield Hall	Petersen Events Center
Forbes Hall	David Lawrence Hall	Petersen Events Center
Fraternities	Petersen Events Center	Petersen Events Center
Frick Fine Arts Building	Posvar Hall	Petersen Events Center
Gardner Steel Conference Center (GSCC)	Benedum Auditorium	Petersen Events Center
Graduate School of Public Health (GSPH) (Parran and Crabtree Halls)	Benedum Hall	Petersen Events Center
Heinz Chapel	Bellefield Hall	Petersen Events Center
Hillman Library	Posvar Hall	Petersen Events Center
Holland Hall	David Lawrence Hall	Petersen Events Center
Information Science Building	Alumni Hall	Petersen Events Center
Iroquois Science Building	Forbes Tower	Petersen Events Center
Langley Hall	Alumni Hall	Petersen Events Center
Law School building	David Lawrence Hall	Petersen Events Center
Learning Research and Developmental Center (LRDC)	Benedum Hall	Petersen Events Center
Litchfield Towers (A, B, & C)	David Lawrence Hall	Petersen Events Center
Lothrop Hall	Victoria Hall	Petersen Events Center
Mayflower Apartments	Bellefield Hall	Petersen Events Center
McCormick Hall	David Lawrence Hall	Petersen Events Center
McGowan Building	Back Parking Lot	South Side Sports Facility
Mervis Hall	Posvar Hall	Petersen Events Center
Music Building	Alumni Hall	Petersen Events Center

<b>Building</b>	<b>Short Term Assembly Area</b>	<b>Long Term Assembly Area</b>
Oakwood Apartments	Posvar Hall	Petersen Events Center
Panther Hall	Petersen Events Center	Petersen Events Center
Pennsylvania Hall	Petersen Events Center	Petersen Events Center
Petersen Events Center	Trees Hall / Fitzgerald Field House	Trees Hall / Fitzgerald Field House
Posvar Hall	David Lawrence Hall	Petersen Events Center
Public Safety Building	Eureka Building	Petersen Events Center
Ruskin Hall Apartments	Alumni Hall	Petersen Events Center
Salk Hall Annex	Petersen Events Center	Petersen Events Center
Salk Hall Main	Petersen Events Center	Petersen Events Center
Scaife Hall (E & G)	Petersen Events Center	Petersen Events Center
Sennott Square	David Lawrence Hall	Petersen Events Center
Space Research Coordination Center	Benedum Hall	Petersen Events Center
Stephen Foster Memorial	Cathedral of Learning	Petersen Events Center
Sutherland Hall	Petersen Events Center	Petersen Events Center
Teachers Center	Petersen Events Center	Petersen Events Center
Thackeray Hall	Benedum Hall	Petersen Events Center
Thaw Hall	Benedum Hall	Petersen Events Center
Trees Hall	Fitzgerald Field House	Petersen Events Center
University Child Development Center	Parking Lot / Mobile Shelters	Petersen Events Center
University Place Building	Benedum Hall	Petersen Events Center
Van de Graaf Building	Benedum Hall	Petersen Events Center
Victoria Building	Scaife Hall	Petersen Events Center
William Pitt Union	Cathedral of Learning	Petersen Events Center

# Appendix D

## University of Pittsburgh Police Department

### Law Enforcement Plan

#### I. PURPOSE

This policy provides for the execution of assigned routine and emergency responsibilities by the University of Pittsburgh Police Department and the coordination of those responsibilities with other law enforcement agencies.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

During emergencies, the police department(s) must expand its operations to provide the increased protection required. Federal, state, county, or city agencies may be needed to facilitate this expansion.

##### B. Assumptions

Adequate resources will often be available through existing verbal agreements. If such agreements are insufficient, support will be requested from state and/or federal agencies.

#### III. CONCEPTS OF OPERATIONS

##### A. General

Law enforcement operations under emergency conditions will differ significantly from those under normal conditions. Protection of the University community and the maintenance of law and order are primary responsibilities of the police and will not cease at any time. However, routine services that are normally provided may be curtailed or suspended during an emergency.

##### B. Specific

Specific law enforcement responsibilities shall be assigned by the Chief of Police or the next highest-ranking officer on the scene. The order in which these responsibilities are assigned will be based on priority according to the greatest need and the availability of staff resources.

##### C. Transitional Response

It is recognized that a large-scale emergency may occur at a time when there are minimal officers available to respond. The mobilization of additional officers of varying rank will be conducted in an orderly fashion through relief of command and the reassignment of individual responsibilities. The controlled transition from the immediate response to a more comprehensive mobilization of police personnel shall be the responsibility of the highest ranking officer at the scene.

## **D. Mobilization Area**

The patrol supervisor shall designate a mobilization area close to, but not within, the affected area. This should be accomplished as soon as possible after the onset of the emergency. This area shall serve as the staging area for responding police personnel, support personnel, transportation vehicles, etc. Persons responding to this area will be briefed and will be provided controlled access to the affected area to carry out their responsibilities.

## **E. Command Post**

The law enforcement command post shall be located within, or near, the mobilization area. The Commander of the Police Department, or the next highest ranking officer and other personnel as required, will staff this post. Directions regarding the coordination, control, and deployment of police resources will emanate from this location. The command post shall maintain direct communication with the Emergency Command Center.

# **IV. AGREEMENTS AND OUTSIDE ASSISTANCE**

## **A. Agreements**

When the need for additional police resources arises, the University of Pittsburgh Police will first request assistance from the City of Pittsburgh Police Department pursuant to the existing agreements.

## **B. Outside Assistance to the University**

Other law enforcement agencies may be requested to provide technical or staffing assistance as deemed necessary by the law enforcement coordinator.

## **C. Assistance to Other Jurisdictions**

University police officers may be dispatched to assist other jurisdictions in times of emergency. Such requests for assistance will be honored only after the vital interest of the University have been protected.

# **V. DIRECTION AND CONTROL**

The Chief of Police is responsible for all emergency law enforcement activities on the University. The Chief shall serve as the Law Enforcement Coordinator in the ECC.

# **VI. LAW ENFORCEMENT RESPONSIBILITIES**

- A. Initiate the University of Pittsburgh Emergency Operations Plan.
- B. Render first aid and maintain law and order.
- C. Evacuate affected area.
- D. Control access to restricted area.
- E. Provide traffic and crowd control.
- F. Maintain records and document significant events during the emergency.

- G. Provide security for key facilities.
- H. Support other emergency agencies as directed.
- I. Monitor the National Weather Service.
- J. Respond to essential calls for service.
- K. Patrol the University.
- L. Other duties as required.

## **VII. SUCCESSION OF COMMAND**

The line of succession for the Law Enforcement Coordinator is as follows:

- A. Chief of Police
- B. Commander of the Police Department

## **VIII. ADMINISTRATION AND LOGISTICS**

### **A. General**

1. The Police Department will have access to available maps and charts of the University through Facilities Management (duty officer).
2. The Police Department will maintain an updated emergency notification roster and police officer recall roster.

### **B. Communications**

The Police Department will maximize the use of available communication resources. These resources will be used in an efficient manner as determined by the Chief of Police or his designate.

### **C. Security**

The Police Department will provide security at necessary locations. These locations may include the ECC, the mobilization area, the affected building(s), or other critical areas on campus.

## **IX. PLAN DEVELOPMENT AND MAINTENANCE**

### **A. Internal Directive**

The Police Department will be responsible for developing and maintaining a directive outlining the procedure for police response to a large-scale emergency. This directive shall include provisions for initial response, notification, mobilization, evacuation, traffic and crowd control, as well as other relevant law enforcement activities and shall complement the University Emergency Preparedness Plan.

### **B. Annual Review**

The Law Enforcement Coordinator will be responsible for annual review of the Law Enforcement Policy to the University's plan as well as the internal police directive. Necessary changes will be made pursuant to this review.

# **Appendix E**

## **University of Pittsburgh Police Department (UPPD)**

### **Emergency Communications Plan**

#### **I. PURPOSE**

The purpose of this policy is to outline communications procedures and capabilities to be employed in the event of a large-scale emergency at the University of Pittsburgh.

#### **II. SITUATION AND ASSUMPTION**

##### **A. Situation**

The University of Pittsburgh Police Communications Center is located in the Public Safety Building. Through radio and telephone communications, the UPPD Communications Center is equipped to handle all emergencies and, if necessary, request additional assistance from other agencies.

##### **B. Assumptions**

1. An Emergency Command Center (ECC) will be established upon determination of an emergency which affects the safety of persons in the buildings and on the grounds of the University of Pittsburgh. This Emergency Command Center shall be situated in the Public Safety Building, Room 319.
2. The following departments/personnel may be requested to respond to the Emergency Command Center depending on the nature of the disaster.
  - a. University of Pittsburgh Police personnel
  - b. Department of Environmental Health and Safety
  - c. University executive officers
  - d. Office of Facilities Management
  - e. Public Affairs
  - f. Office of Risk Management and Insurance

#### **III. CONCEPT OF OPERATIONS**

##### **A. Notification**

1. The Emergency Executive (EE) will be notified by the University Police dispatcher that a major emergency situation has occurred/is imminent. The Emergency Executive is designated as the Executive Vice Chancellor.
2. The Emergency Executive will then notify the Chancellor to apprise him of the situation. The Chancellor or his designee will make the determination to activate an Emergency Command Center.
3. At the time the decision to activate the Emergency Command Center is made, notification to all Emergency Communications representatives will be accomplished by the Police Department.

The Police Department will also notify:

- The City of Pittsburgh Fire Department
- The City of Pittsburgh Bureau of Police
- All University of Pittsburgh Police Department employees not currently on duty
- Other persons as directed by the Emergency Management Coordinator

## **B. Emergency Command Center Activation**

1. The Emergency Command Center will be activated at the Public Safety Building, Room 319.
2. Upon arrival at the Emergency Command Center, the Communications Officer will prepare the ECC for activation.
3. Communications staff will report to the Emergency Command Center upon notification of Emergency Command Center activation. They will take actions to secure and make operable such communications equipment and supplies as are necessary to carry out their assigned duties.

## **C. Communications Center**

1. The UPPD Communications Center is a vital part of the Emergency Command Center. Its purpose is to provide both primary and backup communications support for the Emergency Command Center.
2. The Emergency Command Center is capable of being operated continuously for the duration of the emergency. Appropriate staffing will be maintained during periods of full activation of the Emergency Command Center.

## **D. Alternate Emergency Command Center**

In the event that the primary Emergency Command Center is unavailable for activation, an Emergency Command Center will be set up in 124 Cathedral of Learning or other appropriate site.

# **IV. ORGANIZATION AND ASSIGNMENT**

## **A. Organization**

1. During large-scale emergencies, communications personnel will coordinate response efforts and assist other agencies/departments to the extent possible with the provision of communications capabilities.
2. The University of Pittsburgh Police Department Communications Officer is designated as the Commander of the Police Department.

## **B. Communications Staff Responsibilities**

The University of Pittsburgh Police Dispatcher shall be responsible for transmitting and receiving all radio messages into or out of the Police Communications Center. Task assignments include:

- i. Provide communications through the duration of the emergency.
- ii. Prepare and maintain accurate records via ARMS system.
- iii. Handle all messages in accordance with Standard Operating Procedures.

## **V. DIRECTION AND CONTROL**

The University of Pittsburgh Police Communications Officer or his designee shall relocate to the Emergency Command Center upon its activation. From this location, he will provide direction and control over all communications activities within the University, and shall coordinate with other emergency representatives.

The line of succession for the Emergency Communications Officer is as follows:

1. Commander of the Police Department
2. Shift Supervisor

## **VI. ADMINISTRATION AND LOGISTICS**

See **Appendix L** for University Police radio frequencies.

# Appendix F

## Facilities Management - Emergency Action Plan

### A. PURPOSE

The Facilities Management Emergency Action Plan (EAP) is the unified policy and procedure under which Facilities Management will operate under emergency situations affecting University facilities.

### B. PREMISE OF THE EAP

The EAP provides for a flexible response for all emergencies that might arise. It recognizes that emergencies occur across a wide spectrum of events with differing degrees of intensity and potential impact. Organizationally, the EAP provides a measured, smooth and incremental assumption of control and direction of Facilities Management resources as the situation warrants.

### C. CONCEPT OF OPERATION / DEFINITIONS

The EAP establishes three distinct levels of response to emergencies. Hierarchical in nature, Level 1, Level 2 and Level 3 progressively will respond to emergencies with increasing potential for personal and facility casualty, as well as duration of impact. However, and notwithstanding the progressive nature of the plan, under more serious situations, Facilities Management could immediately enact a higher level of response. The three levels of response are [see also Attachment 1, Emergency Operations Center Organizational Chart]:

#### 1. Level 1 Emergency - Minor

**Nature:** The Level 1 Emergency is any situation with immediate, but isolated or limited impact to a segment of a facility or utility. Typically, the Level 1 Emergency will be localized to a single room or small group of rooms or perhaps a defined group of areas connected to a single utility. When reported, the situation will be recognized for its relative minor potential for casualty and anticipated quick resolution. More than 95% of all emergencies are expected to fall within the Level 1 category.

**Response:** The Level 1 Emergency will be resolved within the framework of the regular business routine. During regular working hours, Facilities Management efforts will be immediately directed to the emergency at hand. Response to emergencies not during regular working hours will be reported through the Facilities Management Duty Officer. For most Level 1 emergencies, the Duty Officer will mobilize and apply Facilities Management efforts as required. Should the Duty Officer wish to confer with the Emergency Services Manager, or should the emergency require the services of multiple FM labor groups, the Duty Officer will contact the Emergency Services Manager for assistance. At the Emergency Services Manager's discretion, he/she may assume responsibility for the emergency response.

**Examples:** A stalled elevator or entrapment – elevator emergencies involve special coordination with University Police and service contractors; loss of electrical power in a room or adjoining group of rooms on a single or branch circuit; loss of temperature control in a research area, minor water leaks, overflowing or stopped-up restroom facilities; wastewater line blockage impacting a single facility; or a shattered window. Please note that this list is not all-inclusive.

## 2. Level 2 Emergency - Moderate

**Nature:** The Level 2 Emergency differs from the Level 1 Emergency in the range of impact and/or expected duration. Typically, the Level 2 Emergency will involve an entire facility or multiple facilities, or one or more of their utility systems. Resolution of the Level 2 Emergency will require performance of a fairly well established, but potentially prolonged, protocol of troubleshooting in order to affect corrective action. Careful monitoring of the involved facilities is necessary so that casualties and/or damage to facilities are avoided and actual impact is mitigated. Less than 5% of all emergencies are expected to fall within the Level 2 category.

**Response:** Resolution of the Level 2 Emergency will follow, with one major exception, the response set forth for the Level 1 Emergency. Rather than resolving the situation within the context of regular business routine, with a Level 2 Emergency, specific members of the Emergency Operations Center (EOC) Organization will convene to evaluate and monitor the situation and develop and implement a plan or resolution. The activated members of the EOC will usually convene in one of the Eureka Building conference rooms or the office containing the computer for the Campus Building Automation System. Either the Emergency Services Manager or Assistant Vice Chancellor for Maintenance and Operations will direct this effort.

**Examples:** Total loss of electrical power in one building; partial failure of the steam or chilled water systems impacting one building or a small group of buildings; short term loss of water service to one building or small group of buildings (not impacting central chilled water or steam supply), fire or hazardous material situation isolated to a relative small portion of one building, failure of a major mechanical system component affecting a large area of a building. Please note that this list is not all-inclusive.

## 3. Level 3 Emergency – Major

**Nature:** The Level 3 Emergency is the rare event or situation that carries the potential for widespread and extreme personal casualties and/or facilities damage. The event itself and its aftermath will disrupt one or more facilities or campus-wide utility systems and /or the normal operation of the University for up to several days, or in the most extreme situations, more prolonged periods. The mere potential for the occurrence of such an event will be sufficient to mobilize the majority of Facilities Management resources to prepare for and manage the event. Damage control measures, clearing of physical damage, demolition, and/or extensive recovery efforts are possible outcomes. Some Level 3 Emergencies will bring the possibility for severe personal injury or physical damage to facilities. A Level 3 event may progress from a lesser level emergency or it might evoke an immediate Level 3 declaration.

**Response:** The Level 3 Emergency will bring activation of the Facilities Management Emergency Operations Center (EOC). Only the Associate Vice Chancellor for Facilities Management or his/her designated representative may activate or deactivate the EOC. Once activated, the EOC will control and manage any and all Facilities Management resources and employ any consultants or contractors deemed essential to prepare for, prevent, mitigate or recover from the emergency. Upon activation, unless specifically informed to the contrary by the Emergency Services Manager, all EOC members as delineated in the attached EOC organization chart will report to the EOC located within the Eureka Building. The person serving as Emergency Services Manager will have full responsibility for the application of Facilities Management resources to the situation. Only the Associate Vice Chancellor for Facilities Management, the Associate Vice Chancellor's designated representative or higher University authority may countermand or supersede the Emergency Services Manager in performance of EOC operations.

**Examples:** A major fire or explosion involving one or more facilities; a major and prolonged disruption of steam supply from the Bellefield Boiler Plant or the Carrillo Street Steam Plant; a major and prolonged disruption of a utility system serving one or more facilities, a major and prolonged loss of water supply to the Bellefield Boiler Plant, the Carrillo Street Steam Plant, or the upper or lower campus chilled water plants, or civil unrest that threatens encroachment on University facilities or grounds. Please note that this list is not all-inclusive.

## D. FACILITIES MANAGEMENT DUTY OFFICER

After regular working hours, the Duty Officer is that Facilities Management staff member who will be first notified that an emergency situation has occurred or may potentially occur. The Duty Officer exercises independent judgment to determine a first response to the reported situation. It is anticipated that the Duty Officer will under most circumstances be notified of these situations by either the Facilities Management Operating Engineer on-duty or the University of Pittsburgh Police Department. In reported circumstances that may approach the nature of a Level 1 Emergency, the duty Officer will be able to resolve the situation through notification and direction to the appropriate Facilities Management person. Under all other circumstances, the Duty Officer will notify the Senior Manager of Trades and Emergency Services or the Assistant Vice Chancellor of Operations and Maintenance who will then assume the responsibilities of the Emergency Services Manager (as delineated in the Emergency Operations Center Organization Chart, Attachment 1).

1. **Officer Roster:** The Senior Manager of Trades and Emergency Services shall maintain a roster of Facilities Management staff persons qualified to perform as Duty Officer. Those staff persons deemed qualified to perform as Duty officer are Senior Operations Professionals, Area Coordinators and selected Senior Managers. Each Duty Officer will serve for a one-week period to commence upon relief of the off-going duty Officer at 3:00 PM Thursday and be completed the following Thursday at 3:00 PM when relieved by the next on-coming duty Officer. The duty Officer is considered to be on-duty after working hours each day until the next regular working day commences. Accordingly, the duty Officer is on-duty all day and night during weekends and holidays.
2. **Availability:** At all times during his/her on-duty time during his/her duty week, the duty Officer will be readily accessible and available to perform required duties immediately, including reporting to the University as required. At all times during his/her on-duty time during his/her duty week, the duty Officer will retain the Facilities Management communications briefcase with his/her person.
3. **Briefcase:** The Duty Officer communications briefcase will contain the following items and information:
  - a. Cell phone
  - b. Facilities Management emergency telephone numbers
  - c. Building contact lists with home telephone numbers
  - d. University of Pittsburgh telephone directory
  - e. Utility companies' emergency telephone number lists

- f. Electronic device containing the information in items b. through e. above as well as information on scheduled outages, contact information for other University divisions, and other information as deemed necessary by the Senior Manager of Trades and Emergency Services.
- g. Log book containing descriptive narratives of all duty officer calls and resulting actions.

## **E. EOC ORGANIZATIONAL HIERARCHY**

The EOC Organizational Chart can be found in attachment 1 of this report. The following is a description of responsibilities for each position:

- Associate Vice Chancellor for Facilities Management: Activates /deactivates the EOC; liaison to the University Senior Administration and Public Affairs.
- Emergency Services Manager: Organizes the response to major situations as they arise; directs appropriate personnel to respond; ensures follow-up to problem resolution; communicates with AVC and all non-FM personnel, i.e. Campus Police, Environmental Health and Safety, city/County personnel, Housing, Property Management, etc.
- Senior Coordinator Work Control: Responsible for coordination of maintenance personnel activities in response to low and mid level emergencies during normal working hours. Supervises dispatch personnel and reports activities to Emergency Services Manager. Establishes emergency work orders to track associated remediation costs. Produces and distributes outage notices for University personnel and affected building occupants. Maintains the EOC log book.
- Dispatchers: Receive and disseminate information via phone and radio from on-site personnel, customers, etc. Dispatch maintenance personnel as required.
- Duty Officer: Receives emergency calls after hours and on weekends. Receives and disseminates information via phone and/or radio to the Emergency Services Manager. Assists in activation of the EOC as directed by the Emergency Services Manager.
- Professional Staff: Plan and direct utility restoration; electrical and mechanical engineering resources. Contact outside professionals as required. Establish and maintain contact with utility company representatives as required. Utilize building automation system to identify and troubleshoot problems related to building systems and utility service.
- Trades Foremen: React to direction given by Emergency Services Manager. Direct the efforts of the respective trade groups. Provide technical assistance and information required for decision making.
- Grounds Supervisor: Reacts to direction given by Emergency Services Manager. Directs the efforts of the grounds crew. Directs snow and ice removal act
- Senior Area Coordinator: Directs communication with University departmental representatives and building occupants. Works with area coordinators to gather and provide information as required and relay customer concerns and observations..
- Research Facilities Operations Manager: Communicates with departmental representatives and operations personnel for research facilities. Ensures compliance with all standard operating procedures and/or incident response plans for biological containment areas. Coordinates response with Environmental Health and Safety as required.

- Custodial Services Manager: Reacts to direction given by Emergency Services Manager. Directs the clean-up efforts of custodial group; secures the necessary resources for
- Operating Engineers: React to direction given by Emergency Services Manager. Monitor and control equipment connected to the building automation system. Provide technical assistance and information required for decision making.
- Technical Services: Obtains necessary prints and drawings to support EOC operation.

## **F. EOC PROCEDURE**

### **1. Activation**

The EOC will be activated upon notification of the existence of a Level 2 or Level 3 emergency. During normal working hours (7:30 a.m. to 5:00 p.m.), notification of the existence of emergencies will be made to the Emergency Services Manager via the Work Control Center.

After normal working hours, the duty officer will be notified of the emergency by the operating engineer or the campus police. The duty officer will determine the level of the emergency and will contact the Emergency Services Manager for all Level 2 and Level 3 emergencies.

The Emergency Services Manager will evaluate the situation's severity. If warranted, he/she will contact the Associate Vice Chancellor for Facilities Management and recommend activation of the EOC. Only the Associate Vice Chancellor or his/her designated representative may authorize the activation of the EOC.

Upon direction to activate the EOC, the Emergency Services Manager will determine which EOC members should respond and will identify the location of the command center (Eureka Building in most cases). During regular working hours, the Emergency Services Manager will direct the Work Control Dispatch Center to contact the EOC members. After normal hours, the Emergency Services Manager will direct the Duty Officer to contact the EOC members.

Upon notification, all EOC members will report immediately to the designated command center.

### **2. EOC Operation**

Upon arrival at the EOC, members will be briefed of the situation by the Emergency Services Manager, who will then assign tasks to each member. These tasks will be consistent with the functional responsibilities outlined in section E.

Upon resolution of the emergency, the Emergency Services Manager will recommend to the Associate Vice Chancellor for Facilities Management that the EOC be deactivated. Upon approval, the Emergency Services Manager will direct the retrograde of all field personnel and resources and shut-down of the EOC. Upon completion of the retrograde and shut-down, the Emergency Services Manager will dismiss all EOC and field personnel.

An EOC logbook will be maintained by the Sr. Manager of Work Control. The logbook will record the date, time and description of all events related to each EOC activation. All entries are to be matter-of-fact and

concise. The initial entry for each EOC activation shall include the date and time of EOC activation, the name of the party responsible for activation of the EOC and the reason for activation. The final entry for each EOC activation shall record the date and time of emergency resolution/EOC deactivation, the name of the party responsible for deactivation and the circumstances surrounding the deactivation.

### **3. After Action Review**

During the next business day, EOC members and involved field personnel will reconvene for an After Action Review. The Emergency Services Manager will administer the meeting. The purpose of the review is to evaluate the effectiveness and appropriateness of Facilities Management's response to the emergency. Problem areas or inefficiencies will be identified and actions will be recommended to avoid such problems in the future.

Following the After Action Review, the Emergency Services Manager will develop an After Action Report detailing the scope of the emergency, FM's response, lessons learned and action items for improvement. The Emergency Services Manager will be responsible for implementing and documenting any changes to emergency procedures, scheduling any necessary training and (but not limited to) procuring additional or replacement equipment or materials for emergency response.

## **G. COMMUNICATIONS**

The EOC command center shall be equipped with appropriate telecommunications equipment to allow for efficient communication of emergency-related information. The routing of calls will be dependent upon the time of day, as follows:

Normal working hours: Calls will be routed through the normal front-desk and Work Control Center procedures.

After normal working hours: The Duty Officer will report to the Eureka Building front desk and forward the main telephone to the EOC command center, typically the Eureka Building first floor conference room, by pressing the following sequence of buttons:

1. Press Send All Calls button to release call forwarding
2. Dial \*2, then 4-9522(Conference room extension)
3. To return main phone to normal operation after EOC is deactivated, dial #2.

Once telephone coverage has been established, the Duty Officer shall report to the command center and verify proper telephone and radio communication. The Duty Officer will then make contact with field operations to ensure that all communications media are operational.

## **H. COMMUNICATIONS LIST**

An emergency contact list shall be maintained by Facilities Management for departmental contact personnel. This list shall include work, home, and cellular telephone numbers of persons to be contacted in case of emergencies in buildings in which their departments are located.

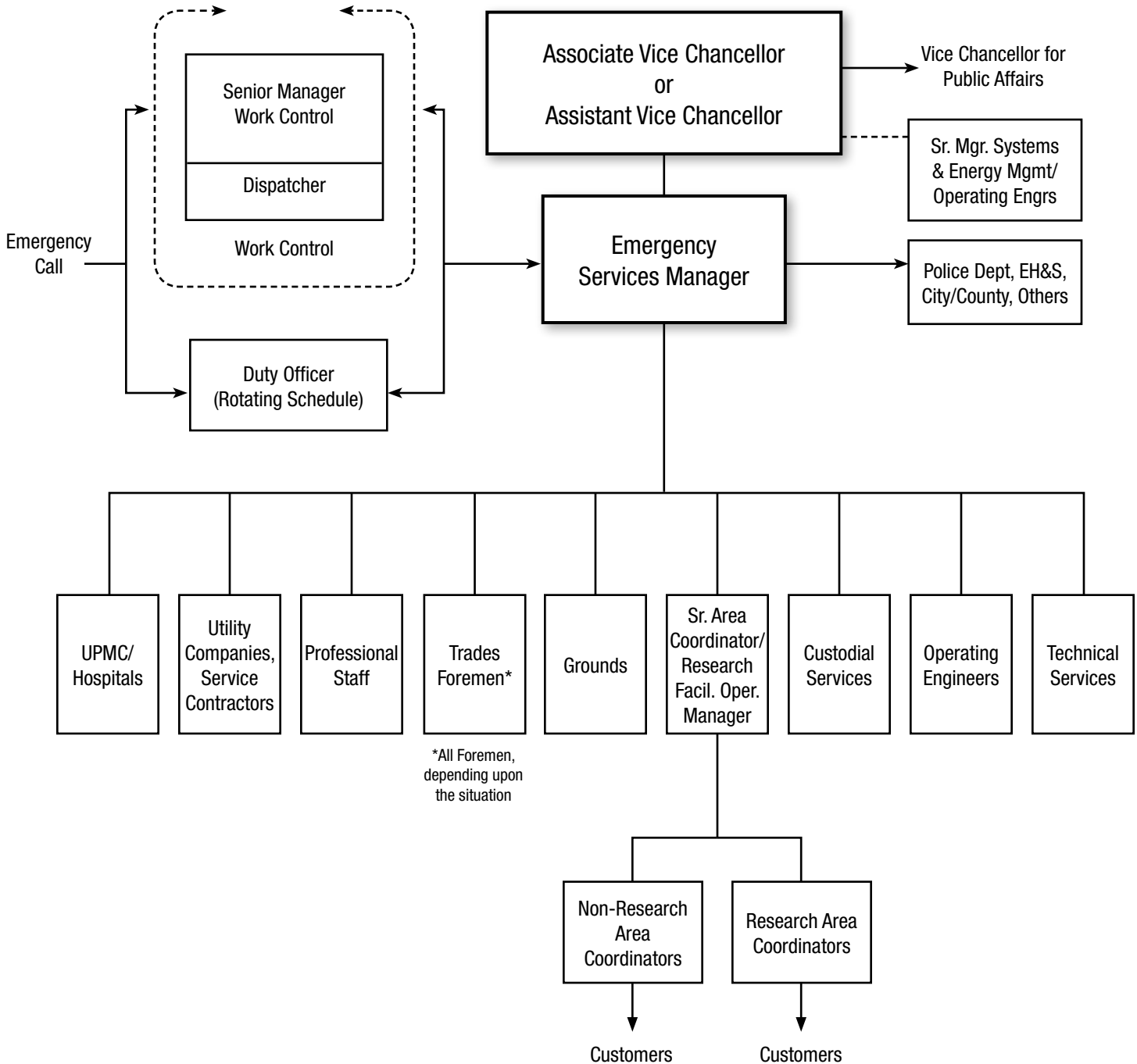
## **I. CONTINGENCY PLANS FOR UTILITY OUTAGES**

(See Attachment 2 of this EAP)

# Attachment 1 Facilities Management

## Emergency Operations Center (EOC) Organization Chart

Revised March 2009



# Attachment 2

## Facilities Management

### Water Outage Contingency Plan

#### IMMEDIATE TERM

- ✓ Assess impact of outage. Is outage confined to a single facility or does it involve multiple facilities? Reference campus maps in cases of multiple facility outages to determine if outage is confined to a single reservoir or involves both the Herron Hill and Highland Park reservoirs.
- ✓ Establish contact with water company. Determine expected length of outage.
- ✓ If problem relates to University-owned piping or equipment, contact mechanical service contractor for emergency repair.
- ✓ For research facilities, ensure compliance with standard operating procedures and/or incident response plans. Coordinate response with Environmental Health and Safety as required.

#### SHORT TERM

- ✓ Secure water utilizing heating or cooling equipment. Reference STEAM and NATURAL GAS contingency plans to respond to subsequent loss of heating capabilities.
- ✓ If lower campus chilled water plant is affected, open bypass in Bruce Hall to feed the plant from the alternate reservoir.
- ✓ Secure water utilizing mechanical equipment. Particular attention should be paid to generators that require water for cooling if water outage is combined with the loss of electricity.
- ✓ Secure water utilizing research equipment.
- ✓ Post fire watch for affected facilities (Coordinate with Public Safety).
- ✓ Maintain contact/coordination with water company (for public utility problem) or service contractor (for University-owned piping/equipment) through problem resolution.

#### MEDIUM TERM

- ✓ Close facility to students, faculty, staff, and researchers.
- ✓ Establish alternate water source if feasible.
- ✓ Move animal research if alternate water supply cannot be established.
- ✓ Assist with acquisition of temporary restroom facilities for resident students and essential personnel.

#### EXTENDED TERM

- ✓ Winterize facility if primary heating system was affected by the outage (winter only).

#### RESTORATION OF SERVICE

- ✓ Check piping and sprinkler systems for leaks or splits.
- ✓ Check coils for leaks or splits.
- ✓ Restore operation of water utilizing mechanical equipment.
- ✓ Restore operation of water utilizing research equipment.
- ✓ Keep watch for potential thaw problems/leaks.

# Attachment 3

## Facilities Management

### Steam Outage Contingency Plan

#### **IMMEDIATE TERM**

- ✓ Assess impact of outage. Is outage confined to a single facility or does it involve multiple facilities?
- ✓ Establish contact with steam plant personnel (Carrillo Street Steam Plant, Bellefield Boiler Plant, or both plants).
- ✓ If possible, refeed steam distribution system from alternate steam plant.
- ✓ Determine cause of the outage and evaluate potential remediation actions.
- ✓ For research facilities, ensure compliance with standard operating procedures and/or incident response plans. Coordinate response with Environmental Health and Safety as required.

#### **SHORT TERM (2 to 12 hours)**

- ✓ Secure fan systems to minimize outside air intake (winter only).
- ✓ Turn on equipment and lights during heating season to generate heat.
- ✓ Suspend activities that require steam for sterilization.
- ✓ Check research that utilizes steam for environmental control.
- ✓ Notify researchers of steam loss.

#### **MEDIUM TERM (12 to 24 hours)**

- ✓ Evaluate feasibility of alternate heat source.
- ✓ Monitor building heat losses during heating season.
- ✓ Evaluate need to relocate research.
- ✓ Ensure that steam distribution system is secured to prevent collection of condensate in steam lines.

#### **EXTENDED TERM (over 24 hours)**

- ✓ Drain domestic water system (winter only).
- ✓ Drain coils (winter only).
- ✓ Add anti-freeze to toilets (winter only).
- ✓ Relocate research as warranted.
- ✓ Close facility to students, faculty, staff, and researchers if adequate heating cannot be provided (winter only).

#### **RESTORATION OF SERVICE**

- ✓ Restore operation of steam systems. Ensure safe start-up of steam distribution system by University steamfitters.
- ✓ Maintain close communications with steam plant personnel.
- ✓ Restore outside air systems to normal operations.
- ✓ Check piping and sprinkler systems for leaks or splits.
- ✓ Check coils for leaks or splits.
- ✓ Keep close watch for potential thaw problems/leaks.
- ✓ Provide supplemental staffing as required to ensure proper startup and operation of building systems.

# Attachment 4

## Facilities Management

### Electric Outage Contingency Plan

#### **IMMEDIATE TERM**

- ✓ Assess impact of outage. Is outage confined to a single facility or does it involve multiple facilities? Reference electric metering system and campus map in cases of multiple facility outages to determine if outage is confined to a singular substation or involves multiple substations or a direct utility company feed.
- ✓ If a utility company outage, establish contact with electric company. Determine expected length of outage.
- ✓ If failure relates to University-owned cable or equipment, contact electrical service contractor for emergency repairs.
- ✓ Verify that all elevators are secure and all passengers have been removed. Contact elevator service contractors to free any trapped passengers.
- ✓ For research facilities, ensure compliance with standard operating procedures and/or incident response plans. Coordinate response with Environmental Health and Safety as required.

#### **SHORT TERM (2 to 12 hours)**

- ✓ Verify that emergency generators have been activated.
- ✓ Verify that the generators or UPS systems have picked up critical research areas as designed.
- ✓ Verify that the generators have picked up animal facilities as designed.
- ✓ Calculate expected generator runtime.
- ✓ Notify researchers/departmental contacts of power loss.
- ✓ Evaluate feasibility of alternate electrical feeding.
- ✓ Refeed buildings as necessary/applicable depending on severity of outage and buildings affected.
- ✓ Maintain contact/coordination with utility company (for public utility problem) or service contractor (for University-owned cable/equipment) through problem resolution.

#### **MEDIUM TERM (12 to 48 hours)**

- ✓ Close facility to students, faculty, staff, and researchers.
- ✓ Evaluate need/feasibility of additional temporary generators.
- ✓ Monitor building automation system with special emphasis on research-related loads.
- ✓ Replenish generator fuel supply as required.
- ✓ Secure animals. Relocate as required.

#### **MEDIUM-EXTENDED TERM (48 to 72 hours)**

- ✓ Off-load non-critical generator loads.
- ✓ Recycle generators (provide rest periods).
- ✓ Provide temporary heat where possible to prevent building system freezeup.

*Continued on next page*

### **EXTENDED TERM (over 72 hours)**

- ✓ Relocate research as warranted.
- ✓ Winterize facility (winter only).

### **RESTORATION OF SERVICE**

- ✓ Check piping and sprinkler systems for leaks or splits.
- ✓ Check coils for leaks or splits.
- ✓ Restore operation of mechanical equipment. Stagger restarts.
- ✓ Reset date-based systems as required.

# Attachment 5

## Facilities Management

### Natural Gas Outage Contingency Plan

#### IMMEDIATE TERM

- ✓ Assess impact of outage. Is outage confined to a single facility or does it involve multiple facilities? Reference campus map in cases of multiple facility outages to determine if outage is confined to a singular gas service or multiple gas lines.
- ✓ Establish contact with gas company. Determine expected duration of outage.
- ✓ If problem relates to University-owned piping or equipment, contact mechanical service contractor for emergency repair.
- ✓ Shut off building gas mains in all affected areas.
- ✓ Determine whether steam plants are impacted by the outage. If so, begin process of switching to oil as backup fuel.
- ✓ For research facilities, ensure compliance with standard operating procedures and/or incident response plans. Coordinate response with Environmental Health and Safety as required.

#### SHORT TERM (2 to 12 hours)

- ✓ Locate and shut off all gas utilizing equipment.
- ✓ Secure fan systems to minimize outside air intake (winter only).
- ✓ Turn on equipment and lights during heating season to generate heat.
- ✓ Maintain contact/coordination with gas company (for public utility problem) or service contractor (for University-owned piping/equipment) through problem resolution.

#### MEDIUM TERM (12 to 24 hours)

- ✓ Evaluate feasibility of alternate heat source.
- ✓ Monitor building heat losses during heating season.
- ✓ Evaluate need to relocate research.

#### EXTENDED TERM (over 24 hours)

- ✓ Drain domestic water system (winter only).
- ✓ Drain coils (winter only).
- ✓ Add anti-freeze to toilets (winter only).
- ✓ Relocate research as warranted.
- ✓ Evaluate need to close facility to students, faculty, staff, and researchers.

#### RESTORATION OF SERVICE

- ✓ Open building mains for all affected facilities.
- ✓ Restore operation of natural gas utilizing equipment.
- ✓ Restore outside air systems to normal operations.
- ✓ Check piping and sprinkler systems for leaks or splits.
- ✓ Check coils for leaks or splits.
- ✓ Follow established procedures to restore natural gas as fuel supply for steam plants.

# **Appendix G**

## **Department Of Parking, Transportation and Services**

### **Department Emergency Response Plan**

In response to the University of Pittsburgh Emergency Plan, the Department of Parking, Transportation and Services (PT&S) will provide the following:

#### **PARKING**

- a. Provide parking spaces in lots and or garages for vehicles that may be used in an emergency situation and/or other vehicles.
- b. Provide parking enforcement assistants to post announcements, block off lots/garages, and/or provide service as needed in parking areas.
- c. Arrange for towing of vehicles.
- d. Make customer service representatives available to look up license plates of vehicles in lots.

#### **TRANSPORTATION**

- a. Vehicles and drivers will be available.
- b. Bus and shuttle support will be made available as deemed necessary.
- c. Movers, receivers, and additional drivers will be available to provide assistance.
- d. Vehicle maintenance support will be available.
- e. Mechanics will be provided for vehicle maintenance.
- f. Tow truck will be available.

#### **OTHER SERVICES**

- a. The mailroom will be available to assist and provide messenger service.
- b. Management within the department will be informed and if necessary will put out an e-mail to the established distribution lists informing the community of the situation.
- c. PT&S will work with Telecommunications and provide a “broadcast message” to put over the telephone system alerting the University community on the current situation and the mechanisms the University is putting into place to resolve.
- d. PT&S will have management on staff to put out an e-mail to the various distribution lists.
- e. Surplus property will provide temporary furniture and equipment, as well as warehousing space for salvaged goods.

# Appendix H

## Environmental Health And Safety

### Department Emergency Response Plan

#### EH&S DUTY OFFICER 412-298-7998

This document provides a summary of the emergency response services provided by Environmental Health and Safety (EH&S). EH&S has developed a separate document, the **University of Pittsburgh Preparedness, Prevention and Contingency (PPC) Plan**, per *PA Code, Title 25. Environmental Resources, Chapter 264, Subchapter D. Preparedness, Prevention and Contingency (PPC) Plan and Emergency Procedures*: “Each owner or operator shall be responsible for developing and implementing a preparedness, prevention and response (PPC) plan for effective action to minimize and abate hazards to human health and the environment from fire, explosion, emission or discharge of hazardous waste or hazardous waste constituents to air, soil, surface water or groundwater.” The PPC Plan is part of the overall University Emergency Response Plan in the event of major chemical spill or release into the environment.

#### **During emergencies, EH&S provides the following duties and services:**

##### **Accident Investigation and Response**

- Documents events and conducts interviews.
- Provides resources to achieve corrective action.

##### **Fire Response**

- EH&S is notified of fire events through interface with University Police.
- Responds to the field command center or fire panel at the alarmed building, as requested.
- Interacts with the campus and outside emergency responders.
- Provides resources and assists response as requested.
- Ensures timely occupancy of building or location after incident is declared safe.
- Investigates and identifies cause.
- Develops corrective measures.
- Documents events.

##### **Hazardous Materials Operations**

- Receives notification from University Police, Facilities Management, Housing Administration, departmental and administrative staff, or hazardous material user of a potentially hazardous substance release or spill (chemical, biological or radiological). Radiological agents will also require the support of the Radiation Safety Office.
- Dispatches EH&S staff person to investigate and assess incident.
- Determines if situation requires additional response or support.

- Determines action plan and as necessary notifies campus responders and outside agencies.
- Senior EH&S staff member on site participates in the incident command. If outside assistance from an authority having jurisdiction arrives onto the incident site, the senior ranking official from that agency will be the new IC.
- Establishes sections and zones for work, staging, and safety.
- Determines type and extent of decontamination.
- Perform environmental testing to ensure safe re-entry if necessary.

### **Minor Chemical Spill or Release**

- Clean-up will be performed by chemical user or upon request by EH&S.
- Closes incident.
- Allows re-entry.
- Writes report.

### **Major Chemical Spill or Release**

- If clean-up will require a detailed Level A response, EH&S will transfer coordination to local authority having jurisdiction.
- Continues to function as support to hazmat responders.
- Provides resources, information and assesses other University buildings during the remediation.
- Provides assistance to other University departments, Facilities Management, Telecommunications, Computing Services, and other departments directly involved in the incident.
- Advises and updates Public Affairs.
- Serves as a mediator between operations and other University and outside agencies.
- Once incident has been deemed stable, IC may be returned to the University.
- Environmental testing to ensure all safety issues are addressed.
- Allows re-entry.
- Documents entire incident and writes report.
- Conducts follow-up with all agencies and departments involved.

### **Support to Department Laboratory Animal Resources**

- Responds to incident.
- Provides resources and personal protective equipment as needed.
- Performs environmental assessment.
- Develops working zones and provides decontamination.
- Assists with evacuation and removal.
- Interacts with outside responding agencies.
- Documents incident.

# **Appendix I**

## **Radiation Safety Office**

### **Department Emergency Response Plan**

#### **I. ACCIDENT INVESTIGATION AND RESPONSE**

- A. Is notified of all accidents and transports involving radioactive materials and radiation (ionizing) producing machines.
- B. Assesses risk of exposure to individuals and environment.
- C. Establishes guidelines to control radiation exposures and to limit the spread of radioactive materials.
- D. Provide resources to assess radiation exposure and release.
- E. Interacts with the campus and outside emergency responders.
- F. Assists in the remediation of areas involved.
- G. Investigates all major radiation accidents.
- H. Conducts interviews and documents events.
- I. Makes recommendations necessary to achieve corrective actions.
- J. Provides all communications with Federal and State regulators regarding the accident as required by law.

#### **II. SUPPORT ACTIVITIES**

- A. Where fire response and/or hazmat response are of first concern, coordinates with Environmental Health and Safety all responses and investigations which involve radiation sources.
- B. Responds to the scene of a fire or hazmat event at the request of Environmental Health and Safety.
- C. Advises fire fighters and/or hazmat responders of the nature of the radiological hazard.

# **Appendix J**

## **University Faculty And Staff Assistance Program**

### **Department Emergency Response Plan**

The Faculty and Staff Assistance Program will be available for individual counseling and for Critical Incident Stress Debriefings following a traumatic workplace incident.

Call 1-866-647-3432.

# **Appendix K**

## **Office Of Public Affairs**

### **Department Emergency Response Plan**

As part of the University of Pittsburgh Emergency Preparedness Plan, the Office of Public Affairs will provide the following:

#### **NEWS MEDIA LIAISON**

- A. Coordinate the release of all information to the news media.
- B. Prepare statements and news releases as needed.
- C. Serve as spokespersons, or identify appropriate University officials to serve as spokespersons, depending on the circumstances and situation.
- D. Set up and operate the public information center.
- E. Provide staff to work with the news media at the scene, and in the public information center.
- F. Provide a staff member to participate in the command center.
- G. Conduct news briefings in the public information center as needed.
- H. Respond to news media inquiries from off-site media.
- I. Advise the Chancellor and other senior administrators as to necessary public interactions related to the incident.
- J. Monitor news media reports and respond to inaccuracies in a timely fashion.
- K. Arrange interviews with University officials as needed.
- L. Accompany reporters on-site at all times.

#### **PUBLIC INFORMATION CENTER**

- A. The center will serve as the central point of information dissemination to the news media.
- B. All news briefings will be conducted at the center, with appropriate University officials brought to the center to meet with the news media.
- C. The center should be equipped with adequate lighting, podium, amplification system, mult box, AV equipment, and telephone outlets.
- D. Copies of all news releases and statements will be posted as issued in the center.
- E. Light refreshments will be provided for the news media representatives.

#### **OTHER SERVICES**

Following the conclusion of the emergency situation, the Office of Public Affairs will develop a public relations plan to address any issues raised by the emergency and to restore public trust and confidence in the University.

# **Appendix L**

## **University Of Pittsburgh Police Radio Frequencies**

This information is not posted online for security reasons. Please see the printed version of the Emergency Response Guidelines.

## **Appendix M**

# **Facilities Management Radio Frequencies**

This information is not posted online for security reasons. Please see the printed version of the Emergency Response Guidelines.

## **Appendix N**

# **University of Pittsburgh Pandemic Preparedness Plan, September 2007**

An epidemic is an outbreak of disease that affects a disproportionately large number of individuals within a population or community. A pandemic is a worldwide epidemic. Pandemics have been documented throughout recorded history, and in recent history, pandemics have occurred about every 30–50 years.

In April 2006, a multidisciplinary team was assembled to draft an emergency preparedness plan for an influenza pandemic impacting the University of Pittsburgh. For a summary of the plan, **[click here >](#)**