
Westminster College

EMERGENCY MANAGEMENT PLAN

REVIEWED & REVISED
April 12, 2021

Westminster College
319 S Market St.
New Wilmington, PA 16172

TABLE OF CONTENTS

Introduction	3
Authority	4
Responsibility	4
Notification System Protocol.....	4
Definitions of Emergencies	5
Declaration of Emergencies	6
Emergency Management Teams & Roles	7
Chain of Command	8
Incident Command Team	11
Reporting an Emergency	12
Important Information for Faculty/Instructors	13
Incident Plans	14
Active Shooter	15
Bomb Threat	16
Chemical Spill	17
Crime Occurring on Campus	17
Disturbances & Demonstrations	18
Emergency Evacuation of Buildings.....	18
Explosions	21
Fire Safety	21
Hostage Situation	22
Mental Health Emergency	23
Missing Student	23
Severe Weather Emergency.....	24
Utility Emergency	25

INTRODUCTION

The purpose of the Emergency Management Plan is to establish and articulate policies, procedures and an organizational hierarchy for response to emergency situations. An emergency situation is defined as an extraordinary event, potential or actual, that may place lives and/or property in danger and that requires the commitment and coordination of numerous internal and/or external resources to bring about a successful resolution.

The plan describes the role and operation of the departments and/or personnel of Westminster College during an emergency situation. It also helps to enable emergency responders and staff to perform essential emergency planning and response functions that may save lives; establish responsibilities necessary to performing these functions; prevent, minimize and repair damage; and ensure continuity of operations so that essential services may continue to be provided to the College and our students.

This Emergency Response Plan guides the response of appropriate Westminster College personnel and resources during an emergency situation in and immediately adjacent to the College. It is the official Emergency Response Plan for the College. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any annexes and appendices.

This plan may be activated in response to a regional or national crisis that affects the College. Any emergency that affects the students, faculty and/or staff community could be considered a College emergency. The plan is designed to enable faculty, staff and students to prepare and deal with an emergency situation that might occur in and around our campus location, or while traveling to or from Westminster's campus. The overall ability of College personnel to respond to any incident will rely primarily upon preplanned procedures, incident action plans, business continuity plans, and other appropriate plans and procedures.

The Emergency Response Plan guides preparedness, response, recovery and mitigation actions and may be activated during any of the following incidents, which may include, but are not limited to:

BOMB THREAT
CRIME ON CAMPUS
DISTURBANCES/DEMONSTRATIONS
EMERGENCY EVACUATIONS
FIRE SAFETY
INTERRUPTIONS OF SERVICES
MENTAL HEALTH EMERGENCIES
NATURAL DISASTER EMERGENCIES
UTILITY EMERGENCIES
PANDEMIC EMERGENCIES

The College's pandemic response plan is posted and updated on the website. We seek as much as possible to comply with the CDC, national and state guidelines.

(<https://www.westminster.edu/about/covid/index.cfm>)

AUTHORITY

This plan is promulgated under the authority of the President of Westminster College and the President's Leadership Team. The President's Leadership Team is composed of the President, VP for Academic Affairs/Dean of the College (VPAA/DOC), VP for Enrollment Management (VPEM), VP for Finance and Management Services (VPFMS), VP for Institutional Advancement (VPIA), VP for Student Affairs/Dean of Students (VPSA/DOS), Chief Information Officer (CIO), Director of Athletics, and the College Chaplain.

The Incident Command Team includes the Director of Public Safety, Director of Facility Operations, and VPSA/DOS.

RESPONSIBILITY

The plan and the maintenance thereof are the responsibility of the Westminster College Director of Public Safety and VPSA/DOS. The plan is to be reviewed on an annual basis at minimum, revised as necessary.

The Westminster Emergency Management Plan will be available to all College faculty, staff and students through the official Westminster College web site (<https://www.westminster.edu/campus/services/safety.cfm>). Faculty, staff and students will also be reminded of the existence of the plan at the beginning of each semester, via e-mail and other orientation or training programs by the Director of Public Safety.

NOTIFICATION SYSTEM PROTOCOL

In a major emergency, notification should begin immediately and may use any or all of these components:

TEXT AND EMAIL MESSAGING

Cell phone users can receive emergency text messages in the event of a College emergency by registering for [Regroup Mass Notification App](https://westminstercollege.reggroup.com/signup) (<https://westminstercollege.reggroup.com/signup>). Messages will be brief and will be activated by Westminster College authorized officials. All campus email users will also receive email messages regarding an emergency.

The College has determined that the following situations may require sending emergency alert messages:

- Imminent danger including a major fire or shooting
- Imminent disaster including an earthquake or flood
- Severe weather, including tornado and lightning warnings
- Major interruptions of services such as snow closings and water emergencies

OUTDOOR BROADCAST SPEAKERS

There is a set of warning notification speakers in the bell tower of Old Main and a set located near the Boathouse at the south east end of Burry Stadium. Whenever broadcast from these speakers is heard, campus members should:

- Stop what they are doing.
- Evaluate their surroundings and seek information about the nature of the warning (unless otherwise directed).
- Be prepared to take immediate self-protective action, which may include seeking appropriate shelter, sheltering in place and/or evacuating from the area.

IP ADDRESSABLE SPEAKERS/CISCO PHONES

The outdoor broadcast speakers may or may not be heard from inside facilities or in all areas of the campus. In the event of an emergency and activation of the notification system an alert will be heard through wall/ceiling speakers located inside of buildings and residence halls. The alert will also be heard through the speakers of the Cisco Phones located in most offices and some labs/classrooms.

FOLLOWING THE EMERGENCY

An “All Clear” message will be issued as a verbal announcement over the outdoor broadcast system and/or a text message through the Regroup alert system. Campus email users will receive an “All Clear” email message as well.

DEFINITIONS OF EMERGENCIES

Stage 1 – *Minor Emergency:* Any emergency, potential or actual, that does not seriously affect the overall functionality of the College, such as a minor power outage or plumbing problem. This type of event would involve the notification and alert of selected College officials, as dictated by the type of incident.

Stage 2 – *Moderate Emergency:* Any emergency situation, potential or actual, that affects an entire building; a piece of key equipment; or any other significant incident that has the potential to impact the operation or reputation of the College. Examples might include a building fire or chemical spill confined to one building; a serious injury or death on campus; a violent criminal act that has or is occurring on campus.

Stage 3 – *Major Emergency:* Any emergency situation, potential or actual, that has or could seriously impair or halt the operation of the College. Examples might include a very serious weather related event, a public health emergency or a protracted loss of vital services (water, electricity, heat). In some cases, personnel casualties and severe property damage may have been sustained. Outside emergency services will in all likelihood be involved in this type of event. A “major emergency” on the campus will require the coordinated effort of most or all campus-wide resources to effectively control and manage the situation.

DECLARATION OF EMERGENCIES

Based on information received from the Director of Public Safety and/or VPSA/DOS, the College President will determine whether an occurrence will be declared a “Stage 2” or “Stage 3” Emergency and whether the Leadership Team and the Incident Command Team will need to be assembled. In the absence of the President, the VPAA/DOC will make this determination.

Stage 2 and 3 emergencies require immediate action to ensure a safe environment, and/or to ensure the maintenance or restoration of College operations. Unless unusual circumstances are present, a Stage 1 (“minor emergency”) will generally not result in the assembly of the Leadership Team and/or Incident Command Team.

1. The declaration of a Stage 2 or 3 Emergency will specify the locations of the Incident Command Team and Leadership Team for that particular event. The physical locations of either group can vary due to the unique circumstances of an incident, but in most cases the Leadership Team will be located in the President’s conference room and the Incident Command Center will be located in or around the Student Affairs Office. In lieu of meeting at a physical location, Zoom or Microsoft Teams would be utilized.
2. The VPSA/DOS will notify the President’s Leadership Team when Stage 2 or 3 Emergencies have been declared.
3. The President’s Leadership Team will likely be asked to meet or conference in order to take whatever actions are deemed appropriate.
4. The VPSA/DOS will serve as the liaison between the Leadership Team and the Incident Command Team to help manage the response, and facilitate the formation of the Incident Command Center.
5. The Incident Command Team will be composed of the VPSA/DOS, Director of Public Safety, and Director of Facility Operations, Assistant Dean of Student Affairs: Residence Life & Student Engagement, Director of the Wellness Center, and others as appropriate. (e.g. Director of Human Resources, College Chaplain, Campus Counselor, Area Coordinators, Director of Food Services).
6. Declaration of a Stage 2 or 3 Emergency will also prompt a notification to the entire campus community as soon as practical. The CIO will ensure that this notification is made by e-mail, Westminster College web site, and/or other appropriate methods. The Director of Public Safety or designee will manage the Cisco Mass Notification System / Regroup Alert System (when necessary). The Infrastructure Engineer will also be present to assist.

EMERGENCY MANAGEMENT TEAMS & ROLES

President's Leadership Team:

Administrators who have the responsibility and oversight over the primary operating units of the College. These individuals have the authority to make decisions regarding the course of actions taken to address the emergency situation.

Members: President, Vice President for Academic Affairs/Dean of the College, Vice President for Enrollment Management, Vice President for Finance and Management Services, Vice President for Institutional Advancement, Vice President for Students Affairs/Dean of Students, Chief Information Officer, Director of Athletics, and College Chaplain.

Incident Command Team:

This group is responsible for responding to and assessing an emergency situation. Primary responsibilities include the logistical management of the situation and providing necessary information to the Leadership Team. Some Administrators or Support Staff may be called to serve on this group depending on the specific situation (e.g., Director of Human Resources, College Chaplain, Campus Counselor, etc.).

Members: VPSA/DOS, Director of Public Safety, Director of Facility Operations, Assistant Dean of Student Affairs: Residence Life & Student Engagement, Director of Communication, Director of the Wellness Center, and others as appropriate.

Support Staff:

These employees are called upon to carry out specific tasks that arise in response to an incident/situation. Examples include staff handling specific communications, residence life staff helping to manage student response, College Chaplain and Counselor forming care teams, etc.

Community Resources:

Designated community members and/or organizations identified to provide support in the event of specific circumstances. Examples include counseling services provided by local pastors and counselors, temporary relocation areas, etc.

Campus Community:

This can be any campus constituent that comes upon a potential accident/incident on campus. These individuals should immediately contact Public Safety at ext. 7777 or by calling 724-946-7777 from an outside line.

CHAIN OF COMMAND

This plan is promulgated under the authority of the President of Westminster College and the President's Leadership Team.

This section provides an actual "Chain of Command" as it relates to the Incident Command Team and their roles. In the absence of a member within the "Chain of Command", that individual's role will either be delegated to another member or an identified back-up individual will fill the role.

President's Leadership Team Chain of Command

President

Vice President for Academic Affairs and Dean of the College

Vice President for Finance and Management Services

Vice President for Students Affairs and Dean of Students

Delegated leader from the remaining members of the Leadership Team

Leadership Team's General Roles & Responsibilities

President:

The President of the College is ultimately responsible for the decisions made during emergency situations.

The President may delegate the implementation of these decisions, and in special circumstances, he/she/they may also delegate authority to make decisions on his/or her behalf.

VPAA:

The VP for Academic Affairs is responsible for advising the President on matters that relate to faculty members and academic matters (e.g., class schedules, class rosters).

The VPAA is responsible for making decisions related to delaying or canceling classes due to an emergency.

The VPAA is responsible for notifying the faculty of the emergency and whether or not classes will be delayed or cancelled.

VPFM:

The VP for Finance and Management Services is responsible for making critical decisions concerning risk management, financial or accounting services, human resources, worker's compensation, potential liability, and insurance claims in the aftermath of an emergency.

The VPFMS or his/her designee will review and approve all information or reports regarding the possible cause of accidents, emergencies, potential liability for accidents or injuries, and all other legal concerns or problems.

The VPFMS will be responsible for seeking external legal advice or counsel at his/her discretion.

VPSA:

The VP for Student Affairs is responsible for overseeing the implementation of the Incident Command Team, for monitoring activities, and serving as the liaison between the Incident Command Team and President's Leadership Team.

The VPSA is responsible for coordinating the response to a serious incident involving a student and coordinating residence life, food service, and mental health support services during an emergency.

The VPSA is responsible for advising the President on matters that relate to the students and providing pertinent student information to the President or other emergency responders as needed (e.g., date of birth, residents, emergency contact information).

If the VPSA is unable to respond to the emergency, the Associate Dean of Students will act on his/her behalf.

VPIA:

The Vice President for Institutional Advancement is responsible for advising the President on matters related to institutional reputation and/or matters that have the potential of directly impacting alumni.

CIO: The Chief Information Officer will oversee the technical requirements related to communication of information, phone, data and other electronic systems necessary for emergency situations, including the recovery and return to normal operations.

The CIO will create and/or assist in the review of all press releases and external communications that take place in the aftermath of an emergency situation.

The CIO in collaboration with the President and Leadership Team will ensure that notifications are made by e-mail, Westminster College web site, and/or other appropriate methods to the entire campus during Stage 2 or 3 Emergencies.

VPEM: The VP for Enrollment Management is responsible for advising the President on matters related to student recruitment (e.g., prospective students visiting campus during an emergency).

Director of Athletics: The Director of Athletics is responsible for advising the President on matters that relate to student athletes and Department of Athletics activities (e.g., competition or practice schedules, team rosters).

The Director of Athletics is responsible for providing travel schedules and information (e.g., rosters, itineraries) in the event of emergencies related to athletic travel.

College Chaplain: The College Chaplain nurtures individuals and shares spiritual awareness and growth, builds community relations on and beyond the campus, and encourages service to others, through availability to work with Westminster College students and all other College constituencies.

Incident Command Team

The responsibility of the Incident Command Team is to respond to and assess an incident/emergency situation. The group's responsibilities include the logistical coordination and management of the situation. Their goal is to properly coordinate the activities of internal departments and staff, as well as external parties in the handling of the situation. In addition, they assess and disseminate the appropriate information to the President's Leadership Team through the VPSA/DOS.

In the event of activation, the following provides a general overview of oversight responsibilities and the roles that members of the Incident Command Team may play. Depending upon the type of situation, a subset of the Incident Command Team may be asked to remain at the meeting location point to coordinate the incident response and to ensure that all aspects of the incident are being addressed. The following is the Chain of Command and some individual responsibilities of team members:

Incident Command Team Chain of Command

VP for Student Affairs/Dean of Students

Director of Public Safety

Director of Facility Operations

Delegated leader from the remaining members of the Incident Command Team

VP for Student Affairs:

The VP for Student Affairs is responsible for activating the Incident Command Team and engaging the President in times of emergency. They will serve as the primary liaison between the Incident Command Team and the President and Leadership Team.

Director of Public Safety:

The Director of Public Safety serves as the lead facilitator of the Incident Command Team. He/She will lead the Incident Command Center and serve as the Officer in Command.

Director of Facility Operations:

The Director of Facility Operations is responsible for logistics and supply chain management as it relates to incidents.

Assistant Dean of Student Affairs (Chief Residence Life Officer):

The Assistant Dean of Student Affairs is responsible for identifying and working to support any needs that relate to the student population (e.g. housing, food, etc.).

Director of the Wellness Center:

The Director of the Wellness Center is responsible for advising the group on matters related to health, health systems, and health resources.

Director of Communication:

The Director of Communication is responsible for advising on communications to all constituents, particularly news and media outlets.

REPORTING AN EMERGENCY

The following section contains the recommended guidelines to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

The **Department of Public Safety** is staffed 24/7/365. Emergencies can be reported to the office in any of the following ways:

- A. Dial 7777—from any campus extension (NOGA Dispatch Service).
- B. Dial 724-946-7777—from any off-campus phone or cell phone.
- C. **To contact** Fire/Police/EMS from a **College** phone dial, (9)911 or 911
- D. **Cell Phones:** Cellular 911 phone calls are answered by the Lawrence County Department of Public Safety and will be directed to the appropriate agency for action. Therefore, it is important to give accurate information regarding your location and the incident.

EMERGENCY CONTACT NUMBERS	
ORGANIZATION	PHONE #
All On-Campus Emergencies	724-946-7777 or Ext. 7777
Ambulance	911
American Red Cross (Mercer Co)	724-962-9180
Fire Department	911
Jameson Hospital (UPMC)	724-658-9001
Horizon Farrell Hospital (UPMC)	724-588-2100
Lawrence County Behavioral Health	724-658-3578; Hotline: 724-652-9000
Poison Control	800-222-1222
Police Emergency	911
Lawrence County State Police	724-588-2211
Mercer County State Police	724-662-4200
FBI – Pittsburgh Branch	412-432-4000
Lawrence Co. Emergency Management (911 Center)	724-656-9300
Mercer County. Sherriff	724-662-6135
Lawrence County. Sherriff	724-652-5121
Life Force Ambulance Service	724-589-0661
911 (non-emergency)	724-656-9300

IMPORTANT INFORMATION FOR FACULTY/INSTRUCTORS

The instructor is an authority figure for students, whether consciously or subconsciously, and can influence how students respond in an emergency. Instructors who are prepared for emergencies will be able to help calm students by being in control and giving calm and clear directions.

Classrooms, Laboratory, Studio, and Stage Emergency Guidelines for Faculty/Instructors

Consistent with this guideline, instructors must:

- A. Provide their classes or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.
- B. Know how to report an emergency from each classroom used.
- C. Assure that persons with disabilities have the information they need to respond to emergencies. The instructor should be familiar with disabled students' plans and also be able to direct visitors with disabilities to safety.
- D. Take responsible charge of the academic or performance space and follow emergency procedures for all building alarms and emergencies.

What Faculty Need to Know

Evacuation Routes

The College is in the process of posting floor plans on building walls showing evacuation routes. Check your classroom(s) to see if the plans are posted. If they are not posted, please contact the Department of Public Safety for information on the evacuation route for a specific room.

Emergency Assembly Points

After a class leaves the alarmed building or area, it is important for them to go to a predetermined area where each person's presence can be documented. This "safe area" will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Evacuation routes in most College buildings lead the occupants out of the building.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities (see below).

Evacuation for persons with Disabilities

If there is a person with a disability in the class, the instructor must know the person's response plan and who may be assisting him/her. Four options are available to persons with disabilities (refer to additional procedures in the section on Evacuation Procedures):

- Horizontal Evacuation to outside or another building, if available
- Stairway Evacuation
- Stay in Place unless danger is imminent
- Area of Refuge if available
- Elevators cannot be used during an emergency evacuation!

Reporting to Public Safety

After exiting and accounting for students, Public Safety will notify emergency personnel of persons missing or trapped or persons with disabilities who are waiting assistance in areas of refuge.

Fire Alarms

Fire alarms will be sound and will include strobe lights for people with hearing disabilities.

When the alarm sounds, **everyone** must exit the alarmed area according to the evacuation plan.

- Everyone Must Evacuate Immediately!
- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

Shelter in Place

During certain emergency situations—such as armed intruder, chemical releases, and some weather emergencies—you may be advised to "shelter in place" rather than evacuate a building.

- Go inside or stay inside the building.
- Do not use elevators.
- Shut and lock all windows and doors.
- Turn off the heat, air conditioning, or ventilation system, if you have local controls for these systems.
- Quickly locate supplies you may need, e.g., food, water, radio.
- If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements even if the windows are closed.
- If possible, monitor main [College web page](http://www.westminster.edu) (www.westminster.edu), radio, or television for further information and instructions.
- Do not call Public Safety unless you are reporting a life-threatening situation.
- Wait until the "all clear" is announced or direction is given to resume prior activities.

INCIDENT PLANS

The following incidence plans outline general procedures that should be followed in the event of any of the emergencies. The specifics of the plans will be carried out on a case by case basis depending on the situation and location.

ACTIVE SHOOTER

STAGE #3

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community.

GUIDELINES

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation use the RUN, HIDE, FIGHT techniques to increase your survival options. Try to remain calm and **CALL Public Safety at 724-946-7777 (ext. 7777) and 911** as soon as possible.

If an active shooter is OUTSIDE OR INSIDE YOUR BUILDING, you should:

- Try to remain calm.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Proceed to a room that can be locked or barricaded. Lock and barricade doors or windows.
- Turn off lights. Close blinds. Block windows.
- Turn off radios or other devices that emit sound. Silence cell phones.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Have one person **CALL 911** and provide: Your name and location and state that “we have an active shooter on campus, gunshots fired.”
 - If you were able to see the offender(s), give a description and location of the person(s).
 - If you observed any victims, give a description of the location and number of victims.
 - If you observed any suspicious devices (improvised explosive devices), provide the location and a description.
 - If you heard any explosions, provide a description and location.
- Wait patiently until a uniformed police officer, or a Westminster College official known to you, provides an “all clear.”
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or College official.
- Attempts to rescue people only should be attempted if rescue can be accomplished without further endangering the persons inside a secured area.
- Depending on circumstances, consideration also may be given to exiting ground floor windows as safely and quietly as possible.

If an active shooter ENTERS YOUR OFFICE OR ACADEMIC SPACE, you should:

- Try to remain calm. Try not to do anything that will provoke the active shooter.
- Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding.

- Call *911*, if possible, and provide the information listed above.
- Barricade the room or proceed to a safer location if the active shooter(s) leaves the area.

If YOU ARE OUTSIDE and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s). Look for appropriate locations for cover/protection, including brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Call *911* and provide the information listed above.

KEEPING UPDATED

If an active shooter situation develops, the College will implement its Emergency Management Plan and will combine efforts with law enforcement to support them in their efforts to manage the event. Westminster College will provide the most accurate and timely information available to students, faculty, staff and the community through emails, text messages, broadcast speaker announcements, and the mass media.

BOMB THREAT

STAGE #2

In the event of a bomb threat on campus, the following procedures are to be followed.

- A. The individual receiving the bomb threat is to obtain as much information as possible from the call by asking the following questions.
 1. What is the exact location of the bomb?
 2. What time is the bomb set for detonation?
 3. What does the bomb look like?
 4. What kind of explosive is it?
 5. Why did you place the bomb?

- B. Report the bomb threat immediately to the Public Safety. Department at 724-946-7777 or ext. 7777.

- C. The Public Safety Department will immediately notify the New Wilmington Police Department.

- D. Public Safety Officers will evacuate the building

- E. Occupants leaving the building should make visual checks of their area remembering not to touch anything. Anything unusual should be reported to the police.

- F. The Director of Public Safety notifies the Incident Command Team as outlined in the line of authority for the level of emergency.

CHEMICAL SPILL

STAGE # 1-3

In case of a chemical spill and/or injured/contaminated person(s):

- A. Alert others in the area of the spill.
- B. In cases where corrosive chemical exposure to the eyes or body of an individual occurs, carefully assist the injured person to an eye-wash or shower station. Remove contaminated clothing/shoes while in shower.
- C. Flush eyes and exposed skin for at least 15 minutes or until emergency personnel take over care of the exposed person.
- D. If the material is flammable, turn off open flames and isolate other ignition sources if it can be done safely.
- E. Notify the faculty member in-charge of the laboratory followed by Public Safety.
- F. If the faculty member is not available or located, immediately contact Public Safety (ext. 7777 or 724-946-7777) for assistance.
- G. Isolate the area. Close doors leading to the affected area.
- H. Spill containment and clean-up should be performed by trained personnel.
- I. The MSDS (Material Safety Data Sheet) should accompany the injured person for medical treatment if possible.
- J. The Center for Disease Control (CDC) maintains copies of MSDS if one cannot be located or assessed at the scene.

CRIME OCCURRING ON CAMPUS

STAGE #1-3

- A. Contact the Public Safety Department at 724-946-7777 or ext.7777 if you witness a crime on campus.
- B. The Public Safety Officer will investigate the incident. If the Public Safety department perceives that there is a clear and present danger to the campus community, the New Wilmington Police Department will be notified immediately.
- C. The Director of Public Safety will notify the Incident Command Team as deemed necessary by the level of crime.
- D. If the crime involves theft and/or damage to private property, the Public Safety Officer will record all information and investigate, along with contacting the Public Safety Director.
- E. If the crime involves theft and/ or damage to college property, Public Safety Department will investigate and file reports.

How to report a crime

- A. Identify yourself - name, location and telephone number.
- B. Report the type of crime.
- C. Report if the crime is "In Progress" or "Has Occurred."
- D. Suspect description
- E. Vehicle description, tag number, color, dents
- F. Direction of vehicle or pedestrian travel (use compass direction).

- G. Stay on the line as long as you can.
- H. Get someone to help watch suspects and provide more information.

DISTURBANCES/UNSCHEDULED DEMONSTRATIONS

STAGE #2

In the event of an unscheduled crowd gathering and/or civil disturbance, the following procedures should be followed.

- A. Contact the Public Safety Department at extension 7777 or 724-946-7777 with the following information:
 - Location
 - Approximate number of people
 - Description of Disturbance
- B. The officer on duty will assess the situation to determine its seriousness and its effects on the safety of students and employees.
- C. The Director of Public Safety notifies members of the Incident Command Team as deemed necessary by the level of the disturbance.
- D. If the gathering occurs in or around the residence halls, Public Safety will notify the VP for Student Affairs immediately.
- E. Public Safety staff will observe and evaluate conditions. If the situation poses a clear and present danger to the campus community, New Wilmington Police Department will be notified.
- F. Campus personnel are contacted as outlined in the line of authority for emergencies.

EMERGENCY EVACUATION OF BUILDINGS

STAGE #2-3

If a campus building must be evacuated for the protection of its occupants, the following procedures are followed in order to ensure a safe and orderly egress from the building.

- A. Upon notification to evacuate a building, the occupants leave immediately by the way of the closest exit and remain no closer than 500 feet from the building.
- B. Public Safety Officers and Director of Public Safety proceed to the area to be available to emergency personnel.
- C. Faculty personnel conducting classes follow students out of the area and remain with the class once outside. If a problem occurs in an area where chemicals are stored or used, the faculty member familiar with the chemicals is available to emergency personnel to advise them of the materials present in the area.
- D. College personnel assist with persons who are disabled in reaching a designated area.
- E. In the residence halls, students meet in designated areas assigned by the Assistant Dean of Student Affairs: Residence Life & Student Engagement.

- F. Once a building is evacuated, it is not to be entered until notification is given by the Director of Public Safety.
- G. Employees are expected to return to work once the area is determined to be safe. The decision to close the college or a portion of the campus is made by the President and/or his/her/their designee.

Evacuation of Persons with Disabilities

- If you are unable to leave the building due to a physical disability:
- Go to the nearest area where there are no hazards.
- Contact Public Safety by telephone (ext. 7777 or 724-946-7777) or use other means to advise them of the situation.
- Be sure to give them the room number so they can send help to you.
- If possible, signal out the window to on-site emergency responders.
- Try to establish a "buddy" system to have someone ready to assist you.

To assist visually impaired persons

- Announce the type of emergency, your name, and role at the College.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

To alert people with hearing limitations

- Turn lights on/off to gain the person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions.

To evacuate people using crutches, canes, or walkers

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry individual.

To evacuate wheelchair users

- Non-ambulatory persons' needs and preferences vary.
- Individuals at ground floor locations may exit without help.
- Others have minimal ability to move—lifting may be dangerous.
- Some non-ambulatory persons have respiratory complications.
- Remove them from smoke and vapors immediately.
- Wheelchair users with electrical respirators get priority assistance.
- Most wheelchairs are too heavy to take down stairs.
- Consult with the person to determine best carry options.
- Reunite the person with the chair as soon as it is safe to do so.

To Implement an Evacuation

- Remain calm.
- Alert others to assist with evacuation.
- Communicate clearly and succinctly.
- DO NOT use the elevators.
- Assist persons with disabilities (see above section).
- Check offices, classrooms, and restrooms.
- Turn equipment off, if possible.

- Close doors, but do not lock them.
- Take emergency supplies, rosters.
- Keep exiting groups together.
- Instructors assist students.
- Gather at the evacuation site and await instructions.
- Account for faculty, staff, and students.
- Exit the building via the nearest safe exit route. Walk; do not run.
- Move away from the building, report to the unit's designated evacuation point.
- Wait at evacuation point for directions.
- Do not reenter the building until emergency staff gives the "all clear" signal.

BUILDING	PRIMARY ASSEMBLY AREA
McKelvey Campus Center	If closest to North door exit - go to lawn area north of Thompson-Clark area. If closest to South door exit - go to Quad area
Burry Stadium	Exit and proceed to area north of Football Field. (tail gate area)
Shaw Residence Hall	Exit building via closest exit door. Assemble at the Beeghly parking lot.
Patterson Hall/Orr Hall	Exit building via closest exit door. Assemble at the Beeghly parking lot or Quad area.
Old Main/Wallace Memorial Chapel, Thompson-Clark	Exit building via closest exit door. Assemble in the Quad area or lawn area in front of Thompson-Clark
Hoyt Science Center	Exit building via closest exit door. Assemble south in the circle area and along Westminster Dr.
McGill Library	Exit building via the closest doors South. Assemble at the Quad area.
Remick House	Exit building via closest exit door. Assemble on front lawn of Thompson-Clark
Galbreath, Browne Residence Hall & Galbreath Dining	Exit building via closest exit door. Assemble in the Quad area or the area in front of Galbreath Dining.
Old 77	Exit building via closest exit door. Assemble in the Quad area near Galbreath Dining.
Ferguson Residence Hall	Exit building via closest exit door. Assemble in the quad area.
Thompson House & Physical Plant	Exit building via closest doors. Assemble in the Physical Plant Parking lot.
Memorial Fieldhouse	Exit building via closest exit door. Assemble in the parking lot closest to the UPMC Sports Complex.
Russell Residence Hall & Berlin Townhouse building 4-5	Exit building via the South door. Assemble in the Russell/Berlin parking lot.
Berlin Townhouse building 1-3, Eichenauer Residence Hall, Golf Center	Exit building via the main doors. Assemble in the Eichenauer/Berlin parking lots
Wiley (Alumni House)	Exit building via closest exit door. Assemble at the east side of building.
Jeffers/Hillside Residence Halls	Exit Building via closest door. Assemble at the west side of the (center) parking lot.

EXPLOSION ON CAMPUS

STAGE # 2 – 3

In the event an explosion, take the following action:

- A. Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.
- B. After the immediate effects of the explosion and/or fire have subsided, notify the Department of Public Safety ext. 7777 or 724-946-7777.
- C. Give your name and describe the location and nature of the emergency.
- D. If necessary, or when directed to do so, activate the building alarm (fire alarm). (Refer to the section on Evacuation Procedures.)

FIRE SAFETY

STAGE #2-3

In the event of a fire, the following procedures are followed in order to protect lives and prevent the destruction of property.

- A. Anyone who is alerted to a fire shall:
 - Activate the nearest fire alarm pull box.
 - Evacuate the building by way of the posted emergency evacuation routes.
 - Seek an alternate route if the primary evacuation route is blocked by smoke or fire.
 - Remain no closer than 500 feet from the building.
- B. When the fire alarm is activated, Public Safety will respond to the building or area of the alarm. Responding officers will determine if the alarm is real or false, and will contact New Wilmington Fire Department and Police for assistance in the event of an actual fire. If the fire is in a residence hall, Public Safety will contact the Resident Assistants for assistance and information concerning students. The Director of Public Safety will contact the VPSA and the Assistant Dean of Student Affairs: Residence Life & Student Engagement. The VPSA will then contact the required college officials.
- C. All Public Safety and maintenance staff will proceed to the area to be available to fire officials. If a fire starts in an area where chemicals are used or stored, the faculty member conducting the class is available to fire officials to advise them on the materials present in the area.

The following fire safety regulations apply to all Westminster College employees and students:

- Do not block access to fire extinguishers; pull stations, fire hoses, and exits.
- Keep fire doors closed at all times.
- Do not use the elevators.
- Fire drills are held periodically, in compliance with local and state procedures, without prior notice to faculty, staff and students. When the fire alarm sounds, **all** occupants of the building **must leave immediately**.
- Do not enter a building after evacuation until directed to do so.
- Do not tamper with emergency equipment.

- Keep access roads open for emergency vehicles.
- Do not block fire hydrants.

HOSTAGE SITUATION

STAGE 3:

In event of a hostage situation, it is important that Public Safety and/or New Wilmington Police Department is quickly notified. Upon the receipt of notification, the following actions will be taken:

- A. Public Safety will contact local law authorities and College personnel, and activate the Emergency Response Plan for a Stage 3 Emergency in consultation with the College President, if practicable.
- B. Faculty, staff, and/or students who have escaped or are not affected should stay away from the location and indoors out of sight of the hostage takers.
- C. In coordination with Local Law Enforcement, the College will consider the following:
 - a. Evacuate the entire facility to assembly areas or an offsite location.
 - b. Possibly conduct a media briefing offsite if the circumstance(s) requires that action.
 - c. Provide a location for the families of the hostages to congregate for counseling.
- D. If you are reporting a hostage situation, attempt to provide the following information if known:
 - a. Your name, location, and telephone number
 - b. Number of persons being held hostage
 - c. Location of the hostages
 - d. Condition of the hostages
 - e. Demands of the hostage takers
 - f. Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type), if possible
 - g. Description of the perpetrator's vehicle and weapon, if possible
- E. The Director of Facility Operations will ensure the Police have accurate drawings or blueprints of the affected building(s).
- F. The Chief Information Officer will provide the public notice as directed by the President and Leadership Team.

What to Do If Taken Hostage

- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself, attempt to establish rapport with the captor. If medications, first aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

MENTAL HEALTH EMERGENCY

STAGE #2

Westminster College has established the following policy and procedures to assist college personnel when confronted with a mental health emergency. An emergency exists when an individual loses the capacity to exercise self-control, judgment, and discretion in the conduct of his/her affairs and social relations or to care for him/herself. The individual may or may not seek help during a mental health emergency.

- A. If an individual's behavior poses a clear and present danger of physical harm to others or to self, immediately contact Public Safety at extension 7777 or 724-946-7777. Public Safety will contact the VPSA and the Director of Public Safety. If a student is involved, the VPSA will be notified. If an employee is involved, the Director of Human Resources and the appropriate Leadership Team member will be notified.
- B. If the individual is a student, attempt to convince the student to contact his/her parents or family or guardian, or give authorization for College personnel to do so. If the individual is an employee, attempt to convince the employee to contact his/her family or give authorization for College personnel to do so.
- C. It may be necessary to arrange for transportation to UMPC Jameson or Sharon Regional Hospital, both of which handle mental health emergencies.

MISSING STUDENT

STAGE #1 - 2

It is the policy of Westminster College to actively investigate any report of a missing student who is enrolled at the College as either a full or part time student. There will be no waiting period before the commencement of an investigation, and procedures will be governed by federal, state, and local law.

- A. Contact the Public Safety Department at 724-946-7777 or ext.7777 if you know of a missing student. If a Westminster College residential student is suspected missing from the campus, immediately contact Student Affairs or the CARE Team.
- B. The Public Safety Officer will initiate an investigation then contact the New Wilmington Police Department if required. New Wilmington Police Department will make contact with additional law enforcement for assistance when needed.
- C. The Director of Public Safety will notify the VPSA as deemed necessary by the information received.
- D. The College will request of all new students each year that they provide, on a voluntary basis, contact information in the event that the student would be reported officially missing during his or her tenure at the College. The College will:
 - Notify the individual identified by the student as the missing person contact to be contacted in this circumstance;
 - If the student is under 18 years old, the College will notify a parent or guardian; and
 - In cases where the student is over 18 and has not identified a person to be contacted, the College will notify appropriate law enforcement officials.

SEVERE WEATHER EMERGENCY

STAGE #2 - 3

There are natural emergencies that can occur on or near the campus and, depending upon severity, can threaten the well-being of the campus community and damage college property. The Public Safety Department monitors weather broadcasts on the weather radio network. In the event of severe weather conditions (existing or imminent) that may require closing the College, an early dismissal, or a cancellation of evening classes, the following actions will be taken:

- A. The VPAA or designate shall determine the need for closing the College, a delayed start or an early dismissal, or a cancellation of evening classes.
- B. Information about an all-day closing may be obtained after 6:00 a.m. by accessing voicemail or the College homepage, or by receiving a Regroup Text Message. Local and regional radio and television stations in New Castle, Pittsburgh, Sharon, and Youngstown will also be contacted with a status advisory (e.g., WPZY-1200 AM New Castle, KDKA-TV2 Pittsburgh, WPIC-790 AM Sharon, WKBN-TV 27 Youngstown).
- C. Evolving severe weather conditions might necessitate an early closing of the College. Faculty, staff and students are advised to check their voicemail, text and the homepage for a status report. Information about an early dismissal will be distributed as promptly as possible. Each Vice President will advise his/her senior department heads of the actions to be taken regarding early dismissal.
- D. Information about an evening cancellation of classes may be obtained after 3:00 p.m. through voicemail or the College homepage. Closing information will also be available through the Office of Graduate Studies (724.946.7353), and the Education Office (724.946.7180).
- E. The VPAA or designate will confer with the Director of Facility Operations and the General Manager of Sodexo Dining Services to determine the essential personnel required to maintain and secure College facilities.

UTILITY EMERGENCY

STAGE #1-3

In the event of a utility emergency the following procedures shall be followed:

Gas Line Break (during normal working hours):

1. The individual detecting a gas odor contacts the Public Safety Department, who then notifies the Maintenance staff.
2. Switches and other electrical apparatus are not to be disturbed in order to prevent any sparks.
3. Upon recommendation of the Director of Facility Operations, Public Safety will evacuate the building.
4. Physical Plant staff terminates service to the affected area and contacts the gas company.
5. Once the building is evacuated, the Director of Public Safety notifies College personnel as outlined in the line of authority for emergencies.

Gas Line Break (evening, weekends/holidays):

1. The individual detecting a gas odor contacts the Public Safety Officer.
2. The Public Safety Officer contacts the Director of Facility Operations, the Director of Public Safety and College personnel as outlined in the line of authority for emergencies.

Water Main Break (during Normal working hours):

1. The individual detecting a water main break contacts the Physical Plant.
2. The appropriate Physical Plant staff will investigate the problem and contacts the water company.
3. If necessary, a Public Safety Officer may be instructed to lock restrooms and post signs in affected buildings.
4. If a campus building needs to be closed, the Director of Facility Operations notifies the Incident Command Team as outlined in the line of authority for emergencies.

Water Main Break (evening, weekends/holidays):

1. The individual detecting a water main break contacts the Public Safety Officer.
2. The Public Safety Officer attempts to minimize damage to the affected area.
3. The Public Safety Officer notifies Director of Facility Operations.
4. If necessary, the Public Safety Officer may be instructed to lock restrooms and post signs in affected buildings.
5. If a campus building needs to be closed, the Director of Facility Operations notifies the Incident Command Team as outlined in the line of authority for emergencies.

Power Failure

1. The individual detecting a power outage notifies the Public Safety Department, who then notifies the Physical Plant.
2. The appropriate Physical Plant staff will contact the Power Company and attempts to ascertain the probable duration of the outage, and checks generators to assure effective operations.
3. If it has been determined that the outage will be prolonged, the Director of Facility Operations will contact the Incident Command Team as outlined in the line of authority for emergencies.