

Emergency and Crisis Management Plan

In Any Emergency, Call Police (911) and Security (610-660-1111)

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SJU Emergency and Crisis Management Plan

Introduction

It is the goal of the Saint Joseph's University to assure that students, faculty, staff, employees and visitors have a safe and healthy environment. Accordingly, this plan has been developed to provide mechanisms for emergency and crisis management planning to help minimize injury to persons and damage to property in the event of fire or emergency situations.

Faculty members, Staff and Administrators have direct responsibility for implementing emergency procedures in their respective buildings or areas. In addition, each laboratory is required to have specific guidelines prepared and maintained. It is essential that all staff and faculty members are familiar with potential emergency situations and know how to implement this plan in the event of an emergency. Annual training and information sessions will be offered to the SJU community by the Office of Public Safety and Security.

This plan will serve as a reference for University personnel. It presents a summary of emergency procedures and guidelines to follow for the most commonly encountered emergencies.

General Scope

The following Emergency and Crisis Management Plan applies to all buildings and grounds on the Saint Joseph's University campus. The purpose of this Plan is to create mechanisms to minimize the hazards to personal health or the environment from fire, or any unplanned event that could cause injury to students, faculty, staff or the general public. The provisions of this plan should be set in motion to:

- Reduce the probability of serious injury or death due to inadequate response during emergencies.
- Protect Saint Joseph's University from losses occurring from fire or other emergencies and to effect an orderly transition from normal operations to emergency operations when conditions necessitate partial or total evacuation of the facility.

This emergency action plan is designed to accomplish the following:

1. Create a policy and establish a plan to be followed in case of emergency.
2. Create and sustain student, faculty and employee interest and participation.
3. Plan safe evacuation of buildings and/or premises.
4. Plan for safe shut down of equipment and processes.
5. Reduce the possibility of fire, explosion, and other losses through proper education, supervision, housekeeping, and maintenance.
6. Organize and train employees for emergency action to facilitate the safe evacuation of all employees during an emergency.
7. Ensure the rapid recovery of normal University functions following an emergency.

During any emergency, the safety and welfare of personnel shall take precedence over the protection of physical assets.

An employee can speak to their immediate supervisor to get more information on their specific duties in an event of an emergency. For the University's response to an emergency, the employee can review this Emergency and Crisis Management Plan, which can be found on the Emergency Preparedness website, or links posted on the Health, Safety, and Environmental Compliance, and/or MySJU websites.

In Any Emergency, Call Police (911) and Security (610-660-1111)

- All emergencies should be reported immediately to the Police (911) and then to the Public Safety and Security Operations Desk (610-660-1111), or by picking up the “red” Emergency Telephone (will automatically dial the Public Safety and Security Operations Desk), or using the Security Emergency Call Box (identified by their “blue light”) by pushing the “help” button.
- Upon receipt of the call, the Public Safety and Security Operations Desk Security Officer will arrange for the appropriate assistance according to the procedures outlined in the manual. Please become familiar with these procedures so that in an emergency, you will know how to proceed and be aware of the steps others will be taking to provide you with assistance.
- It should be noted that in any disaster, municipal, state or federal emergency services control the scene of the incident. SJU officials will only assist when needed.

Purpose

The purpose of this plan is to identify and communicate response and recovery procedures in the case of an emergency or disaster. This plan will establish a command post and alternative emergency locations for employees and students identify key personnel to handle such an emergency and establish the right type of internal and external communication to keep the situation in control. This plan will be coordinated by key internal and external response teams and administrative personnel. The plan must be communicated to the SJU community for their awareness when necessary to relocate personnel to other sites. Evacuation locations are posted in each building and on the web at <http://www.sju.edu/int/resources/emergency/>

Emergency Conditions:

In order to provide warnings and a comprehensive means to disseminate information, Emergency situations will be assigned a condition by color. “Emergency Conditions” increase as the risk of the threat increases; response would be as follows:

BLUE: (Level 1 -low/guarded):	Protective measures. Essential personnel will be called in as needed.
YELLOW: (Level 2 -elevated):	Implement Emergency Response Plans. Personnel will remain present on campus until relieved by Management and/or call in all essential personnel.
RED: (Level 3 - high/severe):	Implement Crisis Management Plan. Immediate response to call in and/or personnel will remain present on campus until relieved by Management.

Saint Joseph's University Information

I. Facility:

Saint Joseph's University
Address: 5600 City Avenue
Philadelphia, PA 19131

II. Incident Command - Emergency Preparedness and Contingency Plan Coordinator

Name: Art Grover: Title: Director, Office of Public Safety and Security
Office: 610-660-1164
Office of Public Safety and Security
Telephone Number: 610-660-1111

Alternate: Mark Lemon Title: Assistant Director of Operations
Office of Public Safety and Security
Telephone Number: 610-660-1110

III. Emergency Notification Status:

- 610-660-3333 - Office of Public Safety and Security

VI. Evacuation Planning Maps are published on the Web:

- <http://www.sju.edu/int/resources/emergency/>

V. University Leadership Committee

- University Leadership Committee will report to Regis Hall Large Conference Room in the case of an Evacuation.

Emergency Service Phone Numbers

➤	Addiction Hotline	610-645-3610
➤	AIDS Hotline	800-342-2437
➤	Chemical Hygiene Officer	610-660-1784
➤	Counseling & Personal Development Center	610-660-1090
➤	Facilities Management Department	610-660-3000
➤	Fire or Medical Emergencies	911
➤	Lower Merion Fire Department	610-649-4200
➤	Lower Merion Police Department	610-649-1000
➤	Philadelphia Fire Department	215-922-6000
➤	Philadelphia Police (19 th District)	215-686-3190, x91, x92
➤	Poison Control	215-386-2100
➤	Public Safety and Security Office	610-660-1111
➤	SJU Rape Response Team Beeper	215-213-4700
➤	Student Health Services on Campus	610-660-1175
➤	Suicide & Crisis Intervention	215-686-4420
➤	University Communications	610-660-1222
➤	Women Against Abuse	215-386-7777
➤	Women Organized Against Rape	215-985-3333

Emergency Team

Key Personnel:

Vice President for Student Life:

University Leadership Committee:

Director of Public Safety & Security:

Assistant Director of Public Safety:

Director, Facilities Management:

Director of Auxiliary Services &
Manager, Special Events:

Director of University Communications:

Assistant Vice President, Student Development:
Critical Incident Response Team

Assistant Vice President for Info Technology:

Director of Environmental, Health, & Safety and
Chemical Hygiene Officer:

Director of Purchasing:

Each area has its own procedure:

Decision maker and liaison with
President and University Leadership Committee.

Responds to needs of the President.

Relays on-site occurrences to Vice President of
Student Life, Associated Provost.

Document incident and maintain
Incident chronology log.

Coordinates facility requests.

Supplies necessary bedding, set-up
lounges, etc. Log and store any
displaced personal belongings

Responsible for any media releases.
Liaison with media

Responsible for necessary temporary
housing and communication with
parents and family members. Coordinates
communication and services for students

Responsible for IT needs.

Relay environmental exposure
information to University officials for decision on
municipalities.

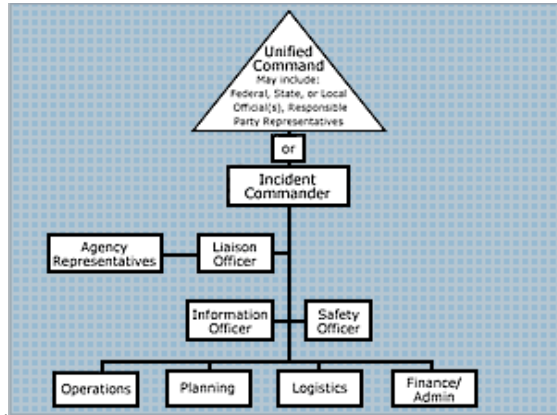
Responds to purchasing needs.

Incident Command Structure (ICS) for Emergency Response

The ICS, which is mandated by the Federal National Response Plan. The ICS is a standardized on-scene incident management concept, designed specifically to allow responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries. Saint Joseph's University will create an on-campus ICS to manage and respond to any pandemic incident.

An ICS enables integrated communication and planning by establishing a manageable span of control. An ICS divides an emergency response into five manageable functions essential for emergency response operations: Command, Operations, Planning, Logistics, and Finance and Administration. Figure 1 depicts a typical ICS structure.

Figure 1: The Incident Command Structure of the National Response Plan



For effective overall coordination, The United Incident Command Team (UC) will be responsible for the overall management of any emergency or pandemic incident. The UC directs incident activities, including development and implementation of overall objectives and strategies, and approves ordering and releasing of resources. Members of the UC work together to develop a common set of incident objectives and strategies, share information, maximize the use of available resources, and enhance the efficiency of the individual response unit, both on and off campus.

Unified Incident Command Response Team

University
Cary Anderson, Ed. D.
Vice President for Student Life, Associate Provost

Academic Affairs
Jeanne F. Brady, Ph. D.
Provost, Vice President for Academic Affairs

Administrative Services
Timothy McGuriman
Associate. Vice President for Administrative Services

Communications
Joseph Lunardi
Vice President for University Marketing Communications

External Affairs
Joseph Kender
Vice President for University Relations

Financial Affairs
David Beaupre
Vice President for Financial Affairs, Administration and Treasurer

Student Life
Cary Anderson, Ed. D.
Vice President for Student Life, Associate Provost

Unified Command Coordinator
Paul Aspan, Ph. D.
Associate Provost

Preferred Means of Reporting Fires and Emergencies

In the event of any fire or other emergency, a report can be made immediately by calling **911 and 610-660-1111 (or 1111** from an on-campus telephone). This report shall include the type and location of the emergency. Once the emergency has been reported, the person receiving the report shall set into motion the emergency action plan to deal with the particular 911 emergency. The presence of smoke or a visible fire provides sufficient cause to evacuate a building. For other emergencies, the decision whether to or not to evacuate the facility or a specific area of the campus will be made by the Incident Commander or such persons as he/she designates.

When an emergency requires the assistance of an outside agency, the Incident Commander or his/her designee will call the needed outside emergency organization as the situation dictates. The caller shall identify him/herself as a representative of the Office of Public Safety and Security at Saint Joseph's University and provide all relevant information regarding the emergency. This person shall also advise the outside emergency organization that a member of the Office of Public Safety and Security will be posted at the campus entrance closest to the emergency site to direct the emergency organization personnel to the emergency site.

I. Emergency Fire Alarm System

Most buildings on the campus are linked to a central fire alarm system which triggers an alarm in the Office of Public Safety and Security headquarters when activated. When an alarm is activated the Public Safety Dispatcher will immediately institute an investigation and if necessary call 911 to report the alarm activation along with dispatching an Officer and the Facilities Services on-duty person to the location of the alarm. Upon verification of a fire or other emergency, the Public Safety Dispatcher will re-notify the Philadelphia or Lower Merion Fire Department of the fire (or emergency), the fire location, and the campus entrance closest to the fire.

Notification by telephone to the Office of Public Safety and Security of a fire shall be treated as a confirmed fire.

If the Public Safety Officer discovers smoke, the odor of fire, or an actual fire, the Officer will notify the Public Safety Dispatcher via two way radio or telephone. The dispatcher will notify the Philadelphia or Lower Merion Fire Department as required above.

In the event of the discovery of a fire on the common grounds, or in a non-alarmed building the person discovering the fire shall notify **911 and** the Office of Public Safety and Security at **610-660-1111** (or **1111** from an on campus telephone). The dispatcher will notify the Philadelphia or Lower Merion Fire Department and the Facilities Management On-Duty Person as required above.

Pending the arrival of the Philadelphia or Lower Merion Fire Department, the Office of Public Safety and Security personnel shall undertake only those immediate and reasonable actions in which they have been trained to evacuate the building, contain, minimize or extinguish

the fire and remove any barriers (bollards, etc.) that might prohibit the arrival of emergency responders. Any attempts to shut down energized equipment, if applicable, should be performed by personnel knowledgeable of and familiar with the energy source(s).

In the event of a failure of the audible local fire alarm system during an alarm condition, the Office of Public Safety and Security personnel will attempt to make contact via telephone, or in person if practical and safe, with the occupants of the building(s) so affected to advise them of the alarm condition or emergency.

Additionally, the Office of Public Safety & Security will publicize evacuation procedures in conjunction with at least two evacuation drills per calendar year via the Office of Public safety & Security website (<http://sju.edu/int/resources/emergency>).

II. Communications During Emergency Operations

During an emergency, it may be necessary to evacuate, or partially evacuate part of the University campus. Or, when normal services, such as electricity, water and telephones may be nonexistent. Under these conditions, it is desirable to have an alternate location that can serve as a focal point for communication among emergency responders and through which incoming and outgoing calls can be routed.

If the nature of an emergency so dictates, the Incident Commander, or his/her designee, shall establish a Command Center from which he/she will supervise and coordinate communications, evacuation orders, notifications, search and rescue activities and traffic control. The Incident Commander has the full responsibility for directing the activities of emergency operations until the emergency is under control or an outside emergency agency assumes control.

A Command Center for all emergencies shall be located close enough to the emergency to permit effective management, yet far enough from the emergency to assure the safety of all persons involved in staffing the Command Center.

Communications with the emergency responders will be maintained by telephone, 2-way radio, where available, satellite phone or designated messenger. Calls relating to the emergency will be routed to the Office of Public Safety and Security at **610-660-1111**.

No information concerning the nature of the emergency will be provided to anyone other than University officials or responding outside emergency response agencies. Any media contact will be made by the Vice President of University Communications or his/her designee.

Crisis/Disaster Response System Emergency Action Plan

I. Command Locations

Associate Vice President for Administrative Services	- Moore Hall or designated location
University Leadership Committee	- Regis Hall, Large Conference Room or designated location
Director of Public Safety and Security	- At Incident Scene
Assistant Director of Public Safety	- Security Office Barbelin/Lonergan 13
Director, Facilities Management	- At Incident Scene
Associate Directors, Facilities Management	- Moore Hall and at incident scene to dispatch Facility Personnel
Assistant VP, Information Technology	- Barbelin/Lonergan
Vice President for University Communications	- Bala Place

II. Duties and Responsibilities

Associate Vice President for Administrative Services: Moore Hall or Command Center Site.

Incident location command personnel will relay current and up-to-date information to this location. Command Center will coordinate communication with Cabinet level officials.

University Leadership Committee: Regis Hall or designated location

Vice President for Student Life, Associate Provost will relay current and up-to-date information to this location. Command Center will coordinate communication with University Leadership Committee. The leadership committee will remain at Regis until all available resources and needs are evaluated or unless relieved by the President and the Vice President for Student Life, Associate Provost.

Director of Public Safety: Incident Command Center as Coordinator/Incident Commander

Declare an emergency condition exists. Establishes an on-site mobile incident center. Supervises on-site evacuation and establishes a safety zone until arrival of municipal, state or federal emergency services. Accurately relays information to both the Vice President for Student Life, Associate Provost and the Assistant Director of Public Safety for incident documentation. This person will remain at the scene unless relieved by the Vice President for Student Life, Associate Provost. Evaluate available resources and needs.

Assistant Director of Operations, Public Safety and Security: Barbelin/Lonergan 13 as

Assistant Site Coordinator

Will maintain an ongoing incident control log listing all information received from on-site or off-site personnel. Will maintain public safety by using barricades, caution tape, etc. Record any criminal situations and damage reports. Distribute emergency equipment as needed: i.e., flashlights, rubber gloves, masks, light, etc. Dispatch officers as needed. Store and maintain emergency communications devices (i.e. walkie talkies) to be used by Emergency Response Teams.

Director, Facilities Management: On Site Support

May declare that an emergency situation exists. Will inspect the incident site for damages. Take photographs or videotape all damage during and after the event. Will immediately check utilities and determine immediate dangers and work to be done. Include noted structural and non-structural damage and report findings to Remote Facilities Management Support location for detailed record keeping and ordering of necessary outside contractors. Will assist Security in evacuation if required. Will communicate with Remote Support personnel who will make contacts with necessary outside consultants, contractors, structural engineers, architects, or others for disaster inspection and post-disaster inspection. Will set up an emergency sanitation system or procedure, avoiding the use of water or toilets until after a check of lines for breakage. Monitor the use of emergency water supplies (including water from hot-water heaters) and equipment.

Facilities Management Staff: Headquarters, Moore Hall; Remote Support

Will document incident and make contacts with necessary outside consultants, contractors, structural engineers, architects, or others for disaster inspection and post-disaster inspection. Will coordinate and document purchases and repair work. Contact the school's insurance company and keep good records including receipts. Contact a debris removal company. Conducts salvage operations. Take inventory of damaged property. Keep damaged property and goods on hand until the insurance adjuster assesses the damages. Assist with Post-Incident remediation. Separate damaged from undamaged property. Make temporary repairs to protect undamaged property. Assess remaining hazards and maintain property security.

Assistant Vice President, Information Technology: Headquarters, Barbelin/Lonergan or McShain

Will inspect computer technology equipment and report outages to command center. The Information Technology support location will make necessary corrections/repairs to ensure telephone, Nextel and computer communication.

Director for Auxiliary Services and Manager, Special Events: General Support.

Communicate with Public Safety, Facilities Management and Residence Life, determining needs as prescribed by the incident: i.e., barricades, furniture, beds, clothing, blankets, etc.

Vice President, University Marketing Communications: Media Liaison

Vice President of Communications and his/her staff should accurately obtain information from the Vice President for Student Life, Associate Provost, who will be informed of each occurrence as it unfolds.

Assistant Vice President, Student Development: Student Support

Immediately assist security in finding shelter for any displaced students (i.e., cafeteria, Fieldhouse). Make initial contact with Red Cross and others for outside assistance. Contact parents and family members as needed. Coordinate Critical Incident Response Team and trained and experienced professionals when needed. Evaluate immediate short-term student needs.

Note: Residence Life should then follow their prescribed disaster procedures as maintained by the Residence Life office.

Chemical Hygiene Officer: Hazmat Support; at Incident Site

Coordinate with on-site Commander and be guided by requests for information by Fire and Police personnel. Follow-up on all Hazmat documentation, including State and Federal Reporting requirements as necessary. Work with Assistant Director of Facilities to have Hazmat supplies on hand and maintained. Maintain a list of material suppliers with Director of Purchasing.

Director Health, Safety and Environmental Compliance: at Incident Site

Coordinate with the Associate Vice President for Administrative Services on incidents that may require regulatory reporting, including releases, within the time frame specified by applicable laws. Serve with the Associate Vice President as the primary reporting contact with agencies such as the US EPA, OSHA and the Pennsylvania DEP. Coordinate activities with the Chemical Hygiene Officer.

Director of Purchasing: Merion Place

Liaison with vendors for immediate purchasing needs and the timely deliveries of supplies.

III. Emergency Evacuation Procedures

Fire is only one of the possible emergency conditions, which could require the evacuation of a building. Chemical spills, the release of toxic or corrosive gases, civil unrest or a bomb threat are all emergencies that could create an immediate need to evacuate a building or area.

Where possible, after reviewing the situation with the cognizant senior official, the Incident Commander, or his/her designee, will make the determination if evacuation is necessary. If a building (or buildings) must be evacuated, the building fire alarm shall be used as the signal to evacuate. When the alarm sounds, all occupants must promptly vacate the building. The occupants shall calmly evacuate the building following the exit signs. Do not use elevators. If time permits, the occupants should turn off all machinery, equipment, and lights and close doors.

Individuals who use a wheel chair or are otherwise unable to descend stairs should proceed immediately to the nearest exit if they are on the ground floor, or to the nearest set of fire stairs. If unable to descend the stairs, persons with a disability should wait calmly on a fire stair landing, preferably with an able-bodied evacuee. Another able-bodied evacuee must be advised to immediately notify emergency personnel of the exact location of the handicapped individual and his/her companion.

After evacuating the building, all evacuees must report to an assembly designated by the Office of Public Safety and Security. Such assembly areas shall be located at least 100 yards from the emergency and in a location that will not interfere with emergency response personnel. To the extent possible, faculty members and supervisors shall account for students or staff under their charge and report any individual known or presumed to be missing to the Office of Public Safety and Security Shift Supervisor or the Command Center, if one has been established.

Re-entry into an evacuated building or area is prohibited until permission is granted by the Office of Public Safety and Security.

Emergency Evacuation and Building Evacuation Rally Locations

Building to be Evacuated	Outdoor Gathering Location	Indoor Gathering Location #1	Indoor Gathering Location If #1 is evacuated. #2
Area 1	Sweeny Field	Hagan Arena	Mandeville
Area 2	Claver Lawn	McShain	Campion
Area 3	Gest Lawn	Chapel	Campion
Area 4	Sullivan Garage Lot	Sullivan	Hogan
Area 5	Mandeville Lot	Mandeville	Barbelin/Lonergan
Area 6	Merion Gardens Lot	Merion Gardens	Wynnewood
Area 7	Moore Hall Lot	Moore Hall	Ashwood
Boathouse	Boathouse Lot		
Area 8	Quinn Hall Lot	Upper Sports Complex	Campus Commons
Area 9	Merion Hall Lot	Upper Sports Complex	Campus Commons
Area 10	Fine Arts East Lot	Upper Sports Complex	Campus Commons
Area 11	Gabriel Hall Lot	Upper Sports Complex	Campus Commons
Area 12	5800 Lot	Campion Cafeteria	Chapel

[Link to Maps](#)

Hazardous Material Spills and Leaks

This Emergency Preparedness and Contingency Plan shall be placed into operation in the event of a chemical fire, incompatible materials reaction, explosion, leak, spill or other release including toxic vapors and radiation which could threaten human health and/or the environment.

In the event of a hazardous material spill or leak the person who observes the incident must notify the Office of Public Safety and Security at **610-660-1111** (or **1111** from an on campus telephone). The person making this notification should, if possible, provide the following information:

1. The exact location of the spill or leak.
2. The identification of the chemical.
3. The hazard status of the chemical (i.e., hazardous, extremely hazardous, corrosive, toxic, etc.)
4. Estimated quantity of the material spilled or leaked.
5. Time the spill or leak occurred or was discovered.
6. The number of people, if any, who have been exposed to the chemical.
7. Status of the people who have been exposed to the chemical.

Upon notification of a spill or leak, the Office of Public Safety and Security will dispatch personnel to the scene and notify 911 of the reported emergency. If safe to do so, the dispatched personnel will investigate and provide follow-up reports, secure the area and render assistance. The Incident Commander or his/her designee shall make a determination if evacuation of the building or area is necessary. The expertise of the governing body having jurisdiction or other knowledgeable personnel will assist in a review of the applicable Material Safety Data Sheet and/or observation shall be used as aides in making this determination.

Only employees who have received special training may respond to spills of chemicals or hazardous materials. If it has been reported that a chemical spill, a spill of a hazardous material, or an oil spill has occurred, the Incident Commander or his/her designee shall implement the appropriate spill remediation process listed in the Saint Joseph's Emergency Response Procedure. In the event of an oil spill, the information contained within the Spill Prevention Control and Countermeasure Plan (SPCC) must be followed.

If it is determined that a spill or leak has the potential to cause fire or explosion, or could threaten human health or the environment, the Incident Commander, or designee, will immediately notify The Philadelphia or Lower Merion Fire Department, the Director of Health Safety and Environmental Compliance and the waste disposal company listed in Appendix E. If the spilled material is flammable, turn off ignition and heat sources, avoid generating sparks, extinguish smoking materials, and do not turn light switches on or off.

Following a hazardous material or chemical spill and the subsequent remediation, that did not require an emergency response, the Director of Health Safety and Environmental compliance, the expertise of the governing body having jurisdiction or other knowledgeable

personnel, shall ensure that the required regulatory agencies are notified including the Philadelphia or Lower Merion Fire Township Emergency Coordinator.

How to find the Safety Data Sheets (SDS) site online:

ACCESSING SDS

The following procedure will allow access to any Safety Data Sheet (SDS) on-line. A hard copy of the SDS information will be maintained retained by the department for employee use.

Instructions:

1) Click on the Health, Safety and Environmental Compliance link:

<https://msdsmanagement.msdsonline.com>

2) When prompted, enter your SJU username and password. You will then be allowed to access the site.

3) Enter Chemical name at **product name** and **manufacturer** (if known) in the top section. Select **search**. Chemicals in the SJU MSDS -SDS library will be displayed. If the SDS you are seeking is not shown in the SJU library, enter the product name and manufacturer (if known) in the **Search SDS on line** section and select search.

4) If there are no matches with the SJU SDS library and your product description, a message will be displayed with the option to display all matching SDS's on line (item #2). Select **click here** on item #2; this displays all SDS's on line meeting the product description.

5) Access required SDS from SJU or on-line inventory by selecting adjacent SDS icon. SDS will appear. View and print as required.

6) **To add SDS's to SJU library:**

* Go to previous screen and check the box under "select" adjacent to SDS you wish to add to SJU library

* Click "add to e-binder" box above select

* Fill in the information requested on the next screen. Select **Location** which best describes your department

*The SDS will be added by the administrator to the SJU library.

For a full users guide on the SDS online system, select: [SDS online](#)

Hazardous Material Spills and Leaks Notification

Call Notifications:	Director of Public Safety and Security Associate Vice President for Administrative Services Facilities Manager and Residence Life on duty personnel
Arthur Grover:	Director of the Office of Public Safety and Security Notification of Associate Vice President for Administrative Services Notification of Vice President for Student Life, Associate Provost Notification of Assistant Director of Operations Public Safety Contact: 610-660-1110
Mark Lemon:	Assistant Director of Operations Public Safety and Security Document incident and maintain incident chronology log. Contact: 610-660-1110
Renee Gilbert:	Chemical Hygiene Officer Relay environmental exposure information to municipal and University officials. Contact: 610-660-1790
Mary Healy:	Director of Environmental, Health and Safety Responsible for health and safety issues and ensuring corrective actions are taken as specified. Contact: 610-660-3037
Kevin Kane:	Director of Facilities Management: Coordinates facility requests. Contact: 610-660-3025
Robert Convery	Assistant Director of Facilities Management Responds to internal campus needs. Contact: 610-660-3003
Alex Oleykowski	Associate Director of Facilities Management: Respond to external campus needs. Contact: 610-660-3005
Timothy McGuriman:	Associate Vice President for Administrative Services Notification of President and University Leadership Committee (as needed) Contact: 610-660-1357
Mary-Elaine Perry:	Assistant Vice President Student Development, Chair Critical Incident Response Team.

Joseph Lunardi: Vice President of University Marketing Communications
Responsible for coordinating communication and services for students, communication with parents and family members.
Contact: 610-660-1221

Joseph Petragani: Assistant Vice President for Information Technology
Responsible for IT needs.
Contact: 610-660-1528

Chemical Emergency Response Plan

Chemical Emergency Response Plan

The purpose of a chemical emergency response plan is to identify areas where there is a potential for a chemical spill or explosive reaction that may cause injuries, illnesses, property damage or a significant contamination of the environment. The department's emergency response plan must meet the criteria listed below. (From the SJU Chemical Hygiene Plan.)

Requirements

- * Identify all areas which have the potential for a spill.
- * Inventory hazardous materials in area to include quantities.
- * Identify principal hazards of materials e.g., corrosive, flammable, etc.
- * State method of storage of materials in area.
- * List spill prevention procedures.
- * List contact person(s) in each area for emergencies.
- * Identify drainage systems in area.
- * List spill control equipment.

Spill and Response Equipment

- * Personal protective equipment
- * Absorbents
- * Neutralizing agents
- * Brooms
- * Shovels
- * Recovery containers

Evacuation Procedures

- * Evacuate all personnel and visitors by establishing exit routes.
- * Reroute outdoor traffic in escape route area.
- * Establish designated assembly points.
- * Check head count.
- * Provide security for the area and arrange orderly re-entry.

Plans for Minor Chemical Spill

1. A minor chemical spill is defined as follows:

- * Spill is contained within the area.
- * The chemical has a low level of toxicity.
- * The chemical does not generate toxic vapors.
- * No threat of fire or explosion.
- * No threat of discharge to drain/sewer.

- * Exposures do not exceed short term exposure limits.
- * No threat to the community.

2. Response to a minor chemical spill

- * Obtain the MSDS-SDS and assess the scope of the hazard.
- * Notify employee and others in the immediate area on the spill and evacuate if necessary.
- * Verify identity of material.
- * Secure appropriate equipment and supplies to contain spill.
- * Use protective equipment and clean up spill.
- * Transfer spilled material to a proper disposal container and label for waste disposal.
- * Decontaminate spill area.
- * Store and dispose of spilled material as waste.
- * Review incident for prevention in the future.

Plans for a Major Chemical Spill

1. A major chemical spill may be defined by “any” one of the following:

- * Spill affects several areas.
- * Material has moderate to high toxicity or is flammable.
- * Material has a potential for causing exposures exceeding short term exposure limit.
- * Threat of discharge to drain/sewer.
- * Potential threat to community.

2. Response to a major chemical spill:

- * Assess hazard - identify volume of spilled material.
- * Obtain SDS.
- * Contact area supervisor.
- * Evacuate area.
- * In case of injury, get medical help.
- * Contact Public Safety at the emergency response telephone number **610-660-1111** (or **1111** from a campus telephone), **911** and the General Counsel’s Office.
- * Determine if the spill can be handled with available equipment and resources:
 - If YES - Verify identity of material and clean up.
 - If NO - Immediately summon off-site assistance and initiate full scale Evacuation.

After spill is under control:

- * Decontaminate area before re-entry.
- * Label, store and dispose of waste.
- * Restore spill supplies.
- * Prepare a written incident report.
- * Review execution of emergency response.
- * Review for prevention in the future.

Emergency Spill Procedure

Spill Cleanup

1. Evacuate personnel from immediate area.
2. Identify spilled chemical
3. Notify the designated Spill Response Team.
4. Barricade spill area and notify others in surrounding areas.
5. Extinguish all sources of ignition and contact Fire Department if chemical is flammable. Avoid operating electrical equipment, leave all electrical switches, including light switches, as found.
6. Ventilate spill area.
7. Wear appropriate respiratory protection, protective clothing, chemical-splash shield, goggles and gloves.
8. Place sorbents in desired position to absorb, divert or contain the spill as needed.
9. Once the spill is diked to control its spread, additional sorbents can be used to finish cleanup. For neutralizing, see instructions on neutralizer bottle.
10. Document spill cleanup activities, identify cause and determine remedial action.

WARNING: Disposal of all spill cleanup materials that are either saturated or contaminated with hazardous materials is governed by code.

Emergency Spill Contact Information Sheet

Primary

Renee Gilbert
Chemical Hygiene Officer
Office: 610-660-1790

Mary Healy
Environmental Compliance Officer
Office: 610-660-3037

Secondary

Arthur Grover
Director of Public Safety and Security
Office: 610-660-1164

Kevin Kane
Director of Facilities Management
Office: 610-660-3025

Alex Oleykowski
Associate Director of Facilities Management
Facilities Management
Office: 610-660-3020

Beverly Owsik
Administrative Services Manager
Administrative Services
Office: 610-660-1051

Public Safety
Dispatcher 610-660-1111

Joseph Lunardi
Vice President of University Marketing
Communications
Office: 610-660-1221

Regulations for Assemblies and Demonstrations

Basic Principles

Essential to the survival of a free society are a sincere, mutual respect for the rights of all members, and acceptance of the responsibilities and obligations associated with these rights, and a mutual agreement to function within the framework of rules designed to ensure orderly function.

Saint Joseph's University appreciates the fact that the academic community is deeply concerned with many current issues, and this concern may occasion inquiry and debate as well as expression of views in a variety of ways, including demonstrations. In fact, Saint Joseph's officially recognizes the right and even the responsibility, at times, of the University community to express their collective or individual voices for or against a given issue. The fundamental rights of freedom of inquiry, speech, and lawful assembly both ensure and limit this right to demonstrate. Saint Joseph's, to be true to its university status, must foster investigation, concern, and the essential elements, which make academic freedom a viable reality.

Reaction to Civil Unrest

In the event of civil unrest, the primary goal of the University is to provide for the safety of students and employees, protect University property, when and where practical, and to disperse persons involved in the civil unrest.

At the first indication that an assembly or demonstration is in progress, the person making this observation shall notify the Office of Public Safety and Security at **610-660-1111** (or **X1111** from an on-campus telephone). The Office of Public Safety and Security shall conduct an inquiry to determine the cause of the disturbance and/or the identity of the parties involved.

After conducting the above cursory inquiry, the Office of Public Safety and Security shall notify the appropriate University Vice President with jurisdiction of the situation and provide to him/her all available information relevant to the situation. The cognizant Vice President, in consultation with the General Counsel's Office, will determine from the information provided if the assembly or demonstration is within the University's regulations (see Appendix B for locations of Assembly Areas).

In the event of an incident during which the Vice President with jurisdiction is inaccessible, the Incident Commander or his/her designee shall take such actions as are reasonable and prudent to preserve order.

The Philadelphia or Lower Merion Police Departments shall, at a minimum, be provided with an advisory notice of the situation.

All requests for information or other inquiries from the media or public regarding the situation will be directed to the Director for University Communications at **610-660-1532** or by fax at **610-660-1992**.

Civil Unrest Notification
Peaceful Demonstrations – Obstructions – Violence – Damage - Theft

Call Notifications: Director of Public Safety and Security
Vice President for Student Life, Associate Provost
Philadelphia or Lower Merion Police Department (as required)

Cary Anderson: Vice President for Student Life, Associate Provost
Notification of President and University Leadership Committee
Contact: 610-660-1045

Arthur Grover: Director of the Office of Public Safety and Security
Notification of Associate Vice President for Administrative Services
Notification of Vice President for Student Life, Associate Provost
Notification of Assistant Director of Operations Public Safety and Security
Contact: 610-660-1164

Violence/Damage:

Director, Facilities Management: Coordinates facility requests.
Contact: 610-660-3025

Associate Director, Facilities Management: Responds to internal campus needs.
Contact: 610-660-3005

Assistant Director, Facilities Management: Respond to external campus needs.
Contact: 610-660-3005

Peaceful Demonstration:

Director of University Communications: Responsible for any media releases.
Liaison with media.
Contact: 610-660-1222

Assistant Vice President, Student Development: Chair, Critical Incident Response Team.
Responsible for coordinating communication and services for students, communication with parents and family members.
Contact: 610-660-1145

Reaction to Terrorism

In the event of a suspected terrorist attack which could involve an explosion, biological attack, or other indicator that represents a terrorist attack, notify the Office of Public Safety and Security of the threat at 610-660-1111 (or 1111 from an on-campus telephone). This report shall include the type and location of the emergency. Once the emergency has been reported, the person receiving the report shall set into motion the emergency action plan to deal with the particular 911 emergency. The presence of smoke or a visible fire provides sufficient cause to evacuate a building. For other emergencies, the decision whether to or not to evacuate the facility or a specific area of the campus will be made by the Incident Commander or such persons as he/she designates.

When an emergency requires the assistance of an outside agency, the Incident Commander or his/her designee will call the needed outside emergency organization as the situation dictates. The caller shall identify him/herself as a representative of the Office of Public Safety and Security at Saint Joseph's University and provides all relevant information regarding the emergency. This person shall also advise the outside emergency organization that a member of the Office of Public Safety and Security will be posted at the campus entrance closest to the emergency site to direct the emergency organization personnel to the emergency site.

After conducting the above cursory inquiry, the Office of Public Safety and Security shall notify the Vice President of Student Life, Associate Provost of the situation and provide to him/her all available information relevant to the situation.

If the nature of an emergency so dictates, the Incident Commander, or his/her designee, shall establish a Command Center from which he/she will supervise and coordinate communications, evacuation orders, notifications, search and rescue activities and traffic control. The Incident Commander has the full responsibility for directing the activities of emergency operations until the emergency is under control or an outside emergency agency assumes control.

A Command Center for all emergencies shall be located close enough to the emergency to permit effective management, yet far enough from the emergency to assure the safety of all persons involved in staffing the Command Center.

Communications with the emergency responders will be maintained by telephone, 2-way radio, where available, or designated messenger. Calls relating to the emergency will be routed to the Office of Public Safety and Security at **610-660-1111**.

No information concerning the nature of the emergency will be provided to anyone other than University officials or responding outside emergency agencies. Any media contact will be made by the Director of University Communications or his/her designee.

All requests for information or other inquiries from the media or public regarding the situation will be directed to the Director for University Communications at **610-660-1532** or by fax at **610-660-1992**.

Terrorism Notification

Call Notifications: Director of Public Safety and Security
Vice President for Student Life, Associate Provost
Philadelphia or Lower Merion Police Department (as required)

Arthur Grover: Director of the Office of Public Safety and Security
Notification of Associate Vice President for Administrative Services
Notification of Vice President for Student Life, Associate Provost
Notification of Assistant Director of Operations Public Safety
Contact: 610-660-1164

Mark Lemon: Assistant Director of Operations Public Safety and Security
Document incident and maintain incident chronology log.
Contact: 610-660-1110

Cary Anderson: Vice President for Student Life, Associate Provost
Notification of President and University Leadership Committee
Contact: 610-660-1045

Joseph Lunardi: Vice President of University Marketing Communications
Responsible for any media releases.
Liaison with media.
Contact: 610-660-1221

Kevin Kane: Director, Facilities Management
Coordinates facility requests.
Contact: 610-660-3025

Robert Convery:
Alex Oleykowski: Associate Director, Facilities Management
Responds to internal and external campus needs.
Contact: 610-660-3005

Joseph Petragani: Assistant Vice President for Info Technology:
Responsible for IT needs.
Contact: 610-660-1528

Renee Gilbert: Chemical Hygiene Officer
Relay environmental exposure information to municipal and
University officials.
Contact: 610-660-1790

Reaction to Bomb Threats

In the event of a telephoned bomb threat, notify the Office of Public Safety and Security of the threat at **610-660-1111** (or **1111** from an on-campus telephone). The attached checklist must be filled out as completely as possible. The information requested could be of great help to the police authorities in their investigation as well as determining the validity of the call.

When notified of a bomb threat, the Office of Public Safety and Security will immediately notify the Philadelphia or Lower Merion Fire Police Department and the Incident Commander or his/her designee. The Incident Commander (or his/her designee) will advise the Senior Administrator of the affected building or area referenced in the telephoned bomb threat. When possible and practical, the Incident Commander and the affected Senior Administrator will jointly make the determination as to whether an evacuation is warranted. The procedures in Section IV and V shall be utilized for evacuation and communication. If time permits, Facilities Management personnel shall shut off the natural gas main valve, the fuel oil main valve and the electricity not required for emergency equipment. Water is to remain on.

If it has been determined that an evacuation is warranted, all students, faculty and staff located in the affected building(s) shall be evacuated to a building not affected that is at least 100 yards from the building receiving the threat. If the Philadelphia or Lower Merion Fire Police Department determines that sufficient time remains before the bomb is to explode, an area search should be made. The Office of Public Safety and Security and Facilities Management shall assist the police as they can provide access to locked areas and identify objects foreign to the area. If an object suspected to be a bomb is found, **do not touch the object**. Leave it for the experts. Open all doors and windows in the area to minimize primary damage from a blast and secondary damage from fragments.

Review Bomb Threat Checklist.

Bomb Threat Site Specific Checklist

Report by Person Receiving Call:

Exact words of the Caller/Threat:

If possible, ask the caller the following questions:

1. Where is the bomb (building, location)?
2. What time is it set to go off?
3. What kind of bomb is it? What does it look like?
4. Who set the bomb? Why was the bomb set?
5. Where are you calling from?
6. What is your name?
7. How old are you?

Evaluate the voice of the caller and check the applicable spaces:

Male _____ Female _____ Adult _____ Teen _____ Elem. Age Child _____ Old _____

Accent _____ Speech Impediment _____ Intoxicated _____ Slow _____ Rapid _____

Normal _____ Excited _____ Loud _____ Disguised _____ Broken _____ Sincere _____

Voice is familiar? _____ (If so, sounds like: _____)

Background noise (check the applicable spaces):

Music _____ (Type: _____) Conversation _____ Typing _____

Babies or children _____ Airplane _____ Cars or trucks _____ Machine noise _____

other _____

Time caller hung up _____ a.m. /p.m. Remarks:

Bomb Threat/Scare Notification

(Not Official Incident)

Refer to Bomb Threat Procedure – Security Operations Directive #5

Call Notifications:	Director of Public Safety and Security Vice President for Student Life, Associate Provost Philadelphia or Lower Merion Police Department (as required)
Arthur Grover:	Director of the Office of Public Safety and Security Notification of Associate Vice President for Administrative Services Notification of Vice President for Student Life, Associate Provost Notification of Assistant Director of Operations Public Safety Contact: 610-660-1164
Mark Lemon:	Assistant Director of Operations Public Safety and Security Document incident and maintain incident chronology log. Contact: 610-660-1110
Timothy McGuriman:	Associate Vice President for Administrative Services Notification of President and University Leadership Committee Contact: 610-660-1357
Mary-Elaine Perry:	Assistant Vice President Student Development, Chair, Critical Incident Response Team. Responsible for coordinating communication and services for students, communication with parents and family members.
Kevin Kane:	Director, Facilities Management Coordinates facility requests. Contact: 610-660-3025
Rob Convery & Alex Oleykowski	Associate Director, Facilities Management: Responds to internal and external campus needs. Contact: 610-660-3003 and 3005
Joseph Lunardi:	Vice President of University Marketing Communications: Responsible for any media releases. Liaison with media. Contact: 610-660-1221
Joseph Petragani:	Assistant Vice President for Info Technology Responsible for IT needs. Contact: 610-660-1528

Mary Healy: Director of Environmental, Health and Safety
Responsible for health and safety issues and ensuring corrective actions are taken as specified.
Contact: 610-660-3037

Renee Gilbert: Chemical Hygiene Officer
Relay environmental exposure information to municipal and University officials.
Contact: 610-660-1790

Reaction to Active Shooting

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation and describes what to expect from responding police officers.

I. Guidance to faculty, staff, and students:

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location. Remain in place until the police, or a campus administrator known to you, gives the all clear. Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer. If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below. If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

II. What to expect from responding police officers:

Police officers responding to an active shooter are trained to proceed immediately to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers from either the Philadelphia or Lower Merion police departments will be either in uniform or in plainclothes. Their secondary responsibility is to verify and evaluate the incident. If shots are still being fired, they will proceed to the shooter. If not, they will need as much information as possible so that responding highly-trained SWAT officers are aware of the situation. Throughout any emergency, try to remain calm, do as the officers tell you and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know who the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that once you have escaped to a safe location, the entire area is still a crime scene. Police will not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point school authorities designate.

Active Shooter Notification

Call Notifications:	Director of Public Safety and Security Vice President for Student Life, Associate Provost Facility Manager and Residence Life on duty personnel
Arthur Grover:	Director of the Office of Public Safety and Security Notification of Associate Vice President for Administrative Services Notification of Vice President for Student Life, Associate Provost Notification of Assistant Director of Operations Public Safety and Security Contact: 610-660-1164
Mark Lemon:	Assistant Director of Operations Public Safety and Security Document incident and maintain incident chronology log. Contact: 610-660-1110
Cary Anderson:	Vice President for Student Life, Associate Provost Notification of President and University Leadership Committee Contact: 610-660-1045
Dr. Mary-Elaine Perry:	Assistant Vice President, Student Development Chair, Critical Incident Response Team. Responsible for coordinating communication and services for students, communication with parents and family members. Chair, Critical Incident Response Team Contact: 610-660-1145

Joseph Lunardi: Vice President of University Marketing Communications
Responsible for any media releases.
Liaison with media.
Contact: 610-660-1221

Mary Healy: Director of Environmental, Health and Safety
Responsible for health and safety issues and ensuring corrective
actions are taken as specified.
Contact: 610-660-3037

Reaction to Severe Work Accidents

When a work-related accident occurs that results in a severe injury to one or more employees, do not move the injured employee(s) unless it is absolutely necessary to protect them from further injury. Shut down any machine or equipment in the area that could present a hazard to the injured employee(s) or potential rescue personnel. Where possible, and reasonable under the circumstances, persons possessing the necessary training should administer first aid to the injured person pending the arrival of emergency personnel at the scene.

Notify **911** and the Office of Public Safety and Security at **610-660-1111** (or **1111** from an on-campus telephone) of the accident and provide the specific location of the accident and the nature of the injury. The Public Safety shift supervisor will make the required contacts. The Office of Public Safety and Security will notify the Vice President for Student Life, Associate Provost, the General Counsel, Associate Vice President of Administrative Services, and the Director of Facilities Management and advise them of the incident, the condition of the injured employee(s) and provide as many details of the incident as are available at the time.

After the injured employee(s) has been transported to the nearest hospital, the Office of Public Safety and Security will assist in securing the area. Take photographs if possible, or make sketches of the location of any machines or equipment involved in the accident as well as the location of the injured employee(s) when discovered. Question everyone who was a witness and obtain the names of anyone who has any information concerning the accident.

All records related to the incident should be factual and should not attempt to fix blame. No admission of liability should be made by anyone until all the facts have been collected and reviewed. Written records should never speculate relative to facts that have not been confirmed. During the investigation, do not allow anyone other than authorized University personnel or appropriately identified Philadelphia or Lower Merion Township investigators in the area of the incident unless permission has been granted by the General Counsel's Office. The General Counsel's Office should be consulted as to the appropriate handling of investigative reports and the protection of evidence gathered.

If a work-related accident involves any type of equipment, machinery, mechanical device or tool, the item must be removed from service and stored in a secure location under the direction and control of the Director of Facilities Management. The item must not be adjusted, altered, repaired or modified in any way prior to an inspection by an authorized representative of the University. The Director of Facilities Management shall ensure that the purchasing, maintenance, inspection and reconditioning records of such relevant equipment is located and preserved. Regular reporting procedures for work-related injuries should be followed in accordance with the University's Workers Compensation procedures and reports are to be submitted to Human Resources as soon as incident is documented.

If a work-related accident results in a fatal injury or the hospitalization of three or more employees for the same incident, the Occupational Safety and Health Administration must be notified within eight hours of the incident. This notification is the responsibility of the General Counsel. In his/her absence, the Associate Vice President for Administrative Services or the Director of Environmental Health and Safety shall ensure that this notification is made.

Severe Work Accidents Notification

- Call Notifications: Director of Public Safety and Security
Vice President for Student Life, Associate Provost
Facility Manager and Residence Life on duty personnel
- Arthur Grover: Director of the Office of Public Safety and Security
Notification of Associate Vice President for Administrative Services
Notification of Vice President for Student Life, Associate Provost
Notification of Assistant Director of Operations Public Safety
Contact: 610-660-1164
- Mark Lemon: Assistant Director of Operations Public Safety and Security
Document incident and maintain incident chronology log.
Contact: 610-660-1110
- Cary Anderson: Vice President for Administrative Services, Associate Provost
Notification of President and University Leadership Committee
Contact: 610-660-1045
- Mary Healy: Director of Environmental, Health and Safety
Responsible for health and safety issues and ensuring corrective actions are taken as specified.
Contact: 610-660-3037
- Dr. Mary-Elaine Perry: Chair, Critical Incident Response Team
Contact: 610-660-1145
- Joseph Lunardi: Vice President of University Marketing Communications
Responsible for any media releases.
Liaison with media.
Contact: 610-660-1221

Reaction to Injuries or Medical Emergencies

I. Student

In the event of an injury or medical emergency involving a Saint Joseph's University student, the Office of Public Safety and Security should be notified immediately at **610-660-1111** (or **1111** from an on-campus telephone) and **911** if warranted. Provide a brief description of the injury or medical emergency and the location of the student involved. Where possible, and reasonable under the circumstances, persons possessing the necessary training should administer first aid to the injured student pending the arrival of emergency personnel at the scene. The Office of Public Safety and Security shall file an incident report documenting the incident. A copy of this incident report shall be sent to the Vice President for Student Life, Associate Provost and to the person responsible for the location in which the student was injured.

II. General Public

In the event of an injury or medical emergency to someone other than a University student or staff member, the Office of Public Safety and Security should be notified at **610-660-1111** (or **1111** from an on-campus telephone), and **911** if warranted, provide the particulars of the incident, a brief description of the situation and the location of the person involved. If necessary, the Office of Public Safety and Security will make arrangements for the transportation of the person to the nearest hospital. Where possible, and reasonable under the circumstances, persons possessing the necessary training should administer first aid to the person involved pending the arrival of emergency personnel at the scene. The Office of Public Safety and Security shall file an incident report documenting the incident. A copy of this report should be forwarded to the office of the Associate Vice President for Administrative Services and the Office of the General Counsel.

III. University Employees

In the event of an injury to a University employee, no matter how insignificant, an investigation must be conducted and an accident report filed. The accident report should be distributed utilizing normal means. Normally, it is the responsibility of the immediate supervisor of the injured party to conduct the investigation; however, a staff member of the department in which the injury occurred should assist in this investigation. A copy of this report should be forwarded to the office of the Associate Vice President for Administrative Services and the Office of the General Counsel.

In the event of a medical emergency, the cognizant staff member shall assess the situation and determine if the involvement of Public Safety is required. If so, the Office of Public Safety and Security should be notified at **610-660-1111** (or **1111** from an on-campus telephone) and provided with a brief description of the emergency and the location of the employee involved. The Office of Public Safety and Security will make the determination if medical care is required and arrange for transportation, if necessary. Where possible and reasonable under the circumstances, persons possessing the necessary training should administer first aid to the party involved pending the arrival of emergency personnel at the scene.

Injuries or Medical Emergencies Notification

- Call Notifications: Director of Public Safety and Security
Vice President for Student Life, Associate Provost
Facility Manager and Residence Life on duty personnel
- Arthur Grover: Director of the Office of Public Safety and Security
Notification of Associate Vice President for Administrative Services
Notification of Vice President for Student Life, Associate Provost
Notification of Assistant Director of Operations Public Safety
Contact: 610-660-1164
- Mark Lemon: Assistant Director of Operations Public Safety and Security
Document incident and maintain incident chronology log.
Contact: 610-660-1110
- Cary Anderson: Vice President for Administrative Services, Associate Provost
Notification of President and University Leadership Committee (if required)
Contact: 610-660-1045
- Mary Healy: Director of Environmental, Health and Safety
Responsible for health and safety issues and ensuring corrective actions are taken as specified.
Contact: 610-660-3037

Reaction to Severe Weather Conditions

If the National Weather Bureau is predicting flood, hurricane, tornadoes, or a severe winter storm, the Director of Facilities Management will maintain a check on weather conditions by the best means available. The suggestions made below provide responses for the reasonably anticipated effects of the emergency. These are not all inclusive and each situation will warrant individual response. It is impossible to state exactly what will need to be done at each area to give optimum protection since each situation will be different. In most situations, common sense will play a large part. Remember to utilize the state and township's emergency response organizations as a resource.

I. Floods

When flash floods are predicted, the Director of Facilities Management will closely observe and monitor local radio stations for updates on changing conditions. If the water level raises high enough to warrant the evacuation of a building or area, the Director of Facilities Management will issue the order to evacuate. The facility emergency procedures will be followed (see Section 5). If equipment or vehicles need to be moved to higher locations or to other facility locations, action should be taken as soon as possible. Delay can cause loss of valuable property.

II. Hurricanes

The Director of Facilities Management will stay abreast of changing weather conditions as in flood conditions and, if necessary for the safety of students and employees, will evacuate the facility using the facility emergency procedures (see Section 5). Hurricanes can produce heavy rains and strong winds. Follow guidelines for floods and be prepared to handle damaged property from winds and fallen trees, power lines, etc.

III. Tornadoes

If a tornado warning is in effect for this location, the Director of Facilities Management will stay abreast of changing weather conditions (Warning means a tornado has been sighted and describes areas that might be affected). If a tornado is sighted in the vicinity of the facility all personnel should be moved to an interior hallway or area or the lowest floor below ground level if possible. Stay away from windows, glass walls, or doors. Do not evacuate any personnel to the outside of the building. They are safer inside the building.

IV. Earthquakes

The Director of Facilities Management and the Director of Public Safety & Security will jointly assess any damage to the facility and prioritize the needed response. As with other emergencies, the state and township emergency organizations should be utilized, as needed.

V. Severe Winter Storms

The Vice President for Student Life, Associate Provost, Associate Vice President for Administrative Services, in consultation with the Provost, will determine when to close the University by monitoring weather conditions by radio and personal observation. This information is communicated to students, staff and the general public via KYW Radio (1060AM). (See Identification numbers below.) Additionally, students and staff can obtain information relative to the severe weather status of the University by dialing **610-660-3333**, or

from their individual voice mail number. **Do not call the Office of Public Safety and Security regarding the open or closed status of the University as it ties up telephone lines.** In the event a severe winter storm occurs during normal business hours of the University, Director of Facilities Management will arrange for students and staff to be dismissed before the normal close of business when warranted. The facility and equipment will be readied for severe temperature drops and possible power outages. As in hurricanes, the potential for fallen trees from strong winds is possible. During a severe winter storm, heavy snow accumulations may exist, and roofs may be damaged which could result in water damage inside the buildings.

Identification Numbers for University Programs

- 216** College of Arts and Sciences, the College of Business and Administration, and Administrative offices
- 2104** University College and graduate courses
- CBS3** Name of School will be scrolled across the bottom of the television screen.

Severe Weather Conditions Notification
Flood – Snow – Lightning – Tornadoes – Hurricanes – Earthquakes

Call Notifications: 911 and Director of Public Safety and Security
Vice President for Student Life, Associate Provost
Facility Manager and Residence Life on duty personnel

Arthur Grover: Director of the Office of Public Safety and Security
Notification of Associate Vice President for Administrative Services
Notification of Vice President for Student Life, Associate Provost
Notification of Assistant Director of Operations Public Safety
Contact: 610-660-1164

Mark Lemon: Assistant Director of Operations Public Safety and Security
Document incident and maintain incident chronology log.
Contact: 610-660-1110

Cary Anderson: Vice President for Student Life, Associate Provost
Notification of President and University Leadership Committee
Contact: 610-660-1045

Kevin Kane: Director of Facilities Management
Coordinates facility requests.
Contact: 610-660-3025

Alexander Oleykowski: Assistant Director of Facilities Management
Responds to internal campus needs.
Contact: 610-660-3003

Associate Director of Facilities Management:
Respond to external campus needs.
Contact: 610-660-3005

Joseph Browne: Director of Auxiliary Services
Supplies necessary food, etc.
Contact: 610-660-1052

Elizabeth Moran: Manager - Special Events
Supplies necessary bedding, set-up lounges, etc.
Log and store any displaced personal belongings.
Contact: 610-660-1053

Mary Healy: Director of Environmental, Health and Safety
Responsible for health and safety issues and ensuring corrective actions are taken as specified.

Contact: 610-660-3037

Joseph Lunardi: Vice President of University Marketing Communications:
Responsible for any media releases.
Liaison with media.
Contact: 610-660-1221

Dr. Mary-Elaine Perry Assistant Vice President, Student Development
Chair, Critical Incident Response Team.
Responsible for coordinating communication and services
for students, communication with parents and family members.
Contact: 610-660-1145

Joseph Petragani: Assistant Vice President for Information Technology:
Responsible for IT needs.
Contact: 610 660 1528

Renee Gilbert: Chemical Hygiene Officer
Relay environmental exposure information to municipal and
University officials.
Contact: 610-660-1790

John Byars: Director, Sourcing and Procurement.
Responds to purchasing needs.
Contact: 610-660-1276

School Traumas Notification

Medical Illnesses, Acts of Violence, Vandalism or Assault, Active Shooting: Fatalities, Suicide, or Death

Call Notifications: Director of Public Safety and Security
Vice President for Student Life, Associate Provost
Facility Manager and Residence Life on duty personnel

Cary Anderson: Vice President for Student Life, Associate Provost
Notification of President and University Leadership Committee
Contact: 610-660-1045

Arthur Grover: Director of the Office of Public Safety and Security
Notification of Associate Vice President for Administrative Services
Notification of Vice President for Student Life, Associate Provost
Notification of Assistant Director of Operations Public Safety
Contact: 610-660-1164

Mark Lemon: Assistant Director of Operations Public Safety and Security
Document incident and maintain incident chronology log.
Contact: 610-660-1110

Dr. Mary-Elaine Perry Assistant Vice President, Student Development
Chair, Critical Incident Response Team.
Responsible for coordinating communication and services for students, communication with parents and family members.
Contact: 610-660-1145

Joseph Lunardi: Vice President of University Marketing Communications:
Responsible for any media releases.
Liaison with media.
Contact: 610-660-1221

Health Emergency Response Plan by Department/Division

To facilitate quick and adequate response during a pandemic, it is critical that all those responsible for managing the incident response be knowledgeable about what to do and in what order. To facilitate these actions the World Health Organization (WHO) and the US Government have developed specific phases to help guide world-wide planning and response for pandemic influenza. As indicated in Table 9, both the WHO and US Guidelines are predicated on three major periods (i.e., Interpandemic/Post pandemic period, Pandemic Alert Period, and Pandemic Period) but with varying levels of action within each period. To further simply and focus the local response, the Saint Joseph's University will guide all campus-wide actions on three levels of response:

- Level 1.** Confirmed cases of human-to-human transmission.
- Level 2.** Suspected/Confirmed cases in North America.
- Level 3.** Confirmed cases in local region/suspected cases on campus.

Based on these distinctions, each office and unit of the University has created an individual pandemic influenza response and action plan that will be instituted when confirmed and verified by the CIRT.

Documented on the following pages are the individual response plans for the each of the University offices including:

- Academic Affairs
- Administrative Services
- Campus Ministry
- Critical Incident Response Team
- Counseling Center
- Facilities Management
- Financial Affairs
- Human Resources
- Information Technology
- President's Office
- Residence Life
- Student Health Center
- Student Leadership and Activities

Below is the Summary Chart of the SJU Pandemic Response Plan inclusive of the individual response plans categorized across the three levels of local response.

Health Emergency Response Phases

Table 9: International, Federal, and Saint Joseph’s University Response Phases
World Health Org. Phases US Government Phases SJU Levels

<p>INTER-PANDEMIC PERIOD Phase 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low. Phase 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.</p>	<p>INTER-PANDEMIC PERIOD Phase 0. New domestic animal outbreak in at-risk country.</p>	<p>INTER-PANDEMIC PERIOD Level 0. Preparedness planning, training, and exercising of the response plan.</p>
<p>PANDEMIC ALERT PERIOD Phase 3. Human infection(s) with a new subtype, but no human-to-human spread, or at most, rare instances of spread to a close contact.</p>	<p>PANDEMIC ALERT PERIOD Phase 0. New Domestic animal outbreak in at-risk country. Phase 1. Suspected human outbreak overseas.</p>	<p>PANDEMIC ALERT PERIOD Level 0. Preparedness planning, training, and exercising of the response plan</p>
<p>Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.</p>	<p>Phase 2. Confirmed human outbreak overseas</p>	<p>Level 1. Confirmed cases of human-to-human transmission.</p>
<p>Phase 5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).</p>	<p>Phase 2. Confirmed human outbreak overseas</p>	<p>Level 1. Confirmed cases of human-to-human transmission</p>
<p>PANDEMIC PERIOD Phase 6. Pandemic phase: increased and sustained transmission in general population.</p>	<p>PANDEMIC PERIOD Phase 3. Widespread human outbreaks in multiple locations overseas. Phase 4. First human case in North America. Phase 5. Spread through the United States. Phase 6. Recovery and preparation for subsequent waves.</p>	<p>PANDEMIC PERIOD Level 1. Confirmed cases of human-to-human transmission. Level 2. Suspected/Confirmed cases in North America. Level 3. Confirmed cases in local region/suspected cases on campus.</p>

Individual Office Response Plans

I. Office of Academic Affairs

A. Introduction

In preparation for the possibility of an influenza pandemic or any catastrophic event in which the normal operations of the University are curtailed, the Office of Academic Affairs has created the following preparedness plan. The plan assumes that the closure of the University will be announced through current and normal methods (i.e., web announcement, telephone resource, local radio/television announcements), that classes will not formally operate during the closure period, and resources will be provided such that faculty and students can effectively interact and communicate throughout the closure period.

In the case of a prolonged closure period (i.e., beyond one full week), the current semester will be extended beyond the normal time frame to account for lost time and appropriate continuity of instruction. Consequently, the beginning of subsequent semesters may need to be postponed and rescheduled within a new time frame. In extreme cases, the nontraditional semesters (e.g., accelerated semesters, winter intersession, and summer semesters) may need to be postponed or cancelled to accommodate the completion of the traditional academic year.

B. Purpose

The purpose of this plan is to allow for the continuation of interaction between faculty and students through the use of existing resources including telephone trees and Blackboard™ in the event that Saint Joseph's University needs to temporarily cease operations due to an influenza pandemic or any catastrophic event.

The plan consists of four phases: Pre-Event Planning, Level 1 Response, Level 2 Response, and Level 3 Response.

C. Pre-Event Planning:

1. Instruct faculty in the use of communication tools that are available for use off campus.
 - a. Blackboard's communication tools
 - i. Threaded discussions - asynchronous
 - ii. Chat platforms - synchronous
 - b. Phone bridges and telephonic trees
 - c. Any future communication tools
2. During currently scheduled Blackboard training include threaded discussion training.
3. Have faculty members develop a communications plan that outlines both short and long-term absences for their courses that should be included in the syllabus.
4. Determine how to digitize a faculty member's course content so that it can be accessible during a closure period.
 - a. Avenues that can be pursued are:

- i. Conduct an inventory of all University resources that can be used to digitize a faculty member's course content.
- ii. Scan hard copies of course content using the University's scanners (e.g. Minolta BizHubs can be used to directly output in PDF format). NOTE: We will need to standardize on PDF and SWF formats.
- iii. Train faculty members how to upload digitized content into Blackboard
- iv. Support the initiative through an awareness campaign (i.e., departmental meetings)
- v. Instruct faculty members to upload course content into Blackboard in preparedness for a closure period.

Level 1:

- 1. Host training sessions for faculty in the use of Blackboard with a focus on threaded discussions. Encourage the use of this solution for all faculty.
- 2. Encourage faculty to begin digitizing content for delivery through Blackboard.
- 3. Instruct faculty on the use of phone bridges and telephonic trees.

Level 2:

- 1. Encourage faculty to inform students of communication plans in the event of a University shut down.
- 2. Have faculty explain expectations to students and to direct students to available online content.
- 3. Monitor Blackboard system and target faculty that do not have any content digitized.
 - a. Offer specialized training to these faculty members in digitizing materials and communicating online.
 - b. Assist faculty in the digitizing of materials.

Level 3:

Begin using discussion boards in Blackboard to keep communication open between faculty and students.

D. Planning Worksheet

- Solutions should minimize cost and utilize existing equipment to the extent that is possible.
- Identify all SJU resources and make inventory.
- Faculty identify and inventory their course documents
 - How much is already in Blackboard?
- Create Blackboard space for each faculty and course
- Faculty essentially create course but does not activate it
- Provide assistance to the faculty through the combined resources of ERDLC and ITDL

Ideas	Comments	Next Step	Comments
Scanners	Ask all faculty to scan paper lectures and notes.	Train faculty to use scanners and save as pdf.	7 – ITDL 2 – ERDLC Check about Press
Digitize Documents	Ask all faculty to make all electronic documents (doc, ppt, xls, etc.) available for uploading on BB.	Train faculty to use BB as repository.	Roughly 50% of faculty already uses BB.
iPods	Provide faculty with iPod recording devices.	Buy necessary equipment Digitize mp3 for downloading. Make available through iPod, University or other.	1 (4) – ITDL (4) – ERDLC
Audacity	Standardize on audio recording software and install on faculty computers.	Provide training.	
Discussion Boards	Train faculty to use BB discussion board.	Plan training for faculty.	

Issues	Comments	Next Step	Comments
Departmental Meetings	Leaders go to departmental meetings.	Make faculty aware of planning, getting their support and determining their needs, etc.	
Help Desk	Provide help desk/office hours/chat/phone-help and support to faculty during event.	Plan personnel and hours available (cannot force anyone to participate during event).	

II. Administrative Services

A. Purpose:

To identify and communicate response and recovery procedures in the case of an influenza pandemic that affects the normal operations of the university. Establish a command post and alternative emergency locations for employees and students. Identify key personnel to handle such an emergency and establish the right type of internal and external communication to keep the situation in control. Coordinate with key internal and external response teams and administration on decisions related to closure of the University for a period of time. The plan must be communicated to the SJU community for their awareness when necessary to relocate personnel to other sites

B. Emergency Conditions:

In order to provide warnings and a comprehensive means to disseminate information, Emergency situations will be assigned a condition by color. "Emergency Conditions" increase as the risk of the threat increases; response would be as follows:

1. Pre-Event Planning:

- Update all policies and procedures related to Emergency situations.
- Determine departmental essential personnel.
- Contract with essential vendors and stock necessary supplies.
- Set up training on emergency plans.
- Set up training for fitting of respiratory protection.
- Assure all communication equipment is updated and functioning properly.
- Update phone lists.
- Establish effective lockdown procedures.

Level 1: Human to Human Transmission (Blue-low/guarded):

- Protective measures.
- Essential personnel will be called in as needed.
- Health Center staff trains security officers on flu.
- Develop policy on transporting individuals to hospital.
- Alert Student Health Center if encountering individual(s) with flu-like symptoms.
- Identify building ventilation systems.
- Plan for tents if needed.
- Assess respiratory protection plan and resources. Who needs protection?
- Train and fit essential personnel for respirator
- Contract with Decontamination Company for professional cleanup.
- Receive respirators and training on respiratory protection.
- Formulate plan for alternate dining services or for the feeding of quarantined students.

Level 2: Suspected/Confirmed cases in North America (Yellow-elevated):

- Implement Emergency Response Plans.
- Personnel will remain present on campus until relieved by Management and/or call in all essential personnel.
- Implement policy on transporting individuals to hospitals.
- Activate Crisis Management Procedures. Set up command posts.
- Supply radios, phones and vehicles.
- Arrange for additional medical waste pickups.
- Prepare housing for possible isolation and quarantine rooms.
- Arrange for food service to isolated case(s).

Level 3: Confirmed Cases in Philadelphia/SJU (Red- high/severe):

- Implement Crisis Management Plan.
- Immediate response to call in and/or personnel will remain present on campus until relieved by Management.
- Secure buildings and post signage
- Stand by to shut off utilities as directed by Incident Commander, if necessary.
- Clear Sourin Parking lot for medical staging area. Secure Saint Mary's Moore Hall and LaFarge. Minimize access points.
- Erect tents.
- Update Emergency Phone Line for Communications.
- Assist with notification of Emergency Coordinators.
- Assist Health Care Center
- Distribute N95 respirator and/or masks to essential personnel.
- Implement plan for alternate dining services or the feeding of quarantined students.

III. Campus Ministry

Level 1:

- Participate in regular on-going meetings to address situation through coordinated University effort.
- Provide staff availability to assist with other Student Life and University response needs, including necessary communications.
- Prepare staff members to assist Counseling Center in staffing a counseling hot-line if needed.

Level 2:

- Availability for spiritual or para-professional counseling for distressed students while the University is open. Campus Ministry will assist the Counseling Center in staffing a counseling hot line for students. The purpose will be to provide information, guide students to appropriate resources and respond empathically to anxieties and fears.
- Possibly offer spiritual support through postings on the University web site

Level 3:

- Provide spiritual support to professional staff that are dealing with the situation; possibly offer small gatherings for prayer and encouragement.
- In the case of student death, provide University contact with parents and families; offer appropriate support for grieving students.

Contact information:

Thomas Sheibley 610 660 3125 - office
 215 200 4142 - cell
 610 853 5674 – home
 tsheible@sju.edu

Beth McNamee 610 660 3124 - office
 215 262 6830 - cell
 emcnamee@sju.edu

IV. Critical Incident Response Team

Level 1:

- Have Director of Student Health Center update CIRT.
- Monitor situation.
- Contact Media Relations.
- Bring in Housing/Dining for quarantine planning.
- Receive respirators and training on respirator protection.

Level 2:

- Appoint Unified Incident Commander.
- Activate Internal Incident Command System.

Level 3:

- Maintain contact amongst CIRT.
- Activate Internal Emergency Operations Center (EOC).

V. Counseling Center

Level 1:

- Determine, in conjunction with the AVP of Student Affairs and Director of Health Service, the appropriate level of intervention based on an assessment of student body response (consult with residence life staff and student leaders to assess overall level of fear/anxiety).
- Provide QPR training (Question, Persuade, and Refer) to faculty/staff to increase their ability to identify students in distress and refer them successfully to appropriate professional help.
- Secure additional contract personnel and volunteers (counseling) to assist if necessary.
- Participate in regular on-going meetings of CIRT group to better respond and communicate in a coordinated manner.

Level 2:

- The Counseling Center will collaborate with Campus Ministry and set up a counseling hot-line for students. The purpose will be to provide information, guide students to appropriate resources and respond empathically to anxieties and fears.
- Counseling and Student Health Services will establish the following links <http://www.pandemicflu.gov/>, <http://www.sju.edu/status> to provide students, parents, and SJU employees with the most up to date information on Flu outbreak.
- Limit contacts with student population that may spread Flu and implement health safeguards (i.e. bio-masks, hand sanitizers, chart on proper way to cough, etc.)

Level 3:

- Allocate essential personnel (permanent staff) to assist Student Health Services in providing face-to-face counseling and education for walk-in clients.
- Assign personnel to staff phone lines for phone counseling and contact from parents
- Secure contract staff and volunteers and implement off-site telephone hot-lines as needed.
- Consult with neighboring college counseling center personnel to better determine best practices and ways to collaborate.

VI. Facilities Management

Included with Administrative Services Division

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VII. Financial Affairs

Pre-Event Planning:

- Identify departmental pandemic response personnel and inform them of their responsibilities.
- Identify precautionary and preventative measures.
- Update departmental contact information.
- Educate the staff based on the pandemic phases of the WHO (World Health Organization).
- Identify necessary emergency work supplies and equipment.
- Discuss the impact that will be had in the employee's personal environment as well as the employment environment.
- Identify essential functions and how they will be maintained in the event that the levels progress.

Level 1: Human-to-Human Transmission

- Keep all departmental employees properly informed based on facts and that which is shared during the Pandemic Preparedness meetings.
- Share and support the WHO guidelines for controlling the spread of influenza.
- Encourage those who are sick to remain at home.
- Keep work surfaces clean and disinfected.
- Encourage the use of the hand sanitizers, which have been placed within each department.

Level 2: Suspected/Confirmed cases in North America

1. Prepare a financial modeling to project the impact of University closure.
2. Identify risk exposures for which insurance can and cannot be obtained including associated financial impact.
3. Develop a plan for the closure of services that includes the protection of resources, assets and data.
4. Make certain that all critical personnel have functioning remote access.
5. Continue Level 1 activities.

Level 3: Confirmed Cases in Philadelphia/Saint Joseph's University

1. Provide an immediate response by the designated key personnel in OFA.
2. Decide how class suspension will affect tuition and other payments.
3. Make plans for Payroll continuity.
4. Implement a plan that allows the staff to work from home and provide access to Accounting, Budget and Payroll information within the Banner system.
5. Be prepared to assist the University community in disaster recovery if necessary.

VIII. Office of Human Resources

A. Introduction

In preparation for the possibility of an influenza pandemic or any catastrophic event in which the normal operations of the University are curtailed, the Office of Human Resources has created the following preparedness plan.

B. Purpose

The purpose of this plan is to mitigate the impact of the crisis on employees and students along with maintaining business continuity.

The plan consists of four phases: Pre-Event Planning, Level 1 Response, Level 2 Response, and Level 3 Response.

Pre-Event Planning:

- Assist departments in identifying essential skills and personnel and the number of essential personnel needed to maintain each department's operations and services.
- Develop a University-wide skills inventory to identify employees who have skills outside the scope of their normal employment that could be used in the event of a crisis (e.g. emergency response training, CPR, etc.).
- Establish effective communication strategies for reporting employee absences, developments in paid time off policies and/or return to work guidelines, commuting or telecommuting options, cancellation of events or services, and other information.
- Coordinate the effort to update all employee personal data, including emergency contact and beneficiary information.
- Stay in close communication with benefit plan providers to monitor any specific changes to benefit plan coverage or provider practices related to a pandemic.
- Cross train all members of the Human Resources department and provide guidelines for all departments to do the same to support business continuity as absenteeism increases.

Level 1:

- Partner with Student Health Services and other University offices to communicate important facts about the flu virus and appropriate steps to be taken to minimize the risk of infection for all, such as personal hygiene, environmental hygiene, general wellness habits, limiting travel, and social distancing.
- Distribute lists of essential personnel.
- Set up a centralized employee communication process for reporting absences and begin to monitor trends in absenteeism in consultation with Student Health Services.

Level 2:

- Partner with the Student Health Services and other University offices to communicate important facts about the flu virus and appropriate steps to be taken to minimize the risk of infection for all, such as personal hygiene, environmental hygiene, general wellness habits, limiting travel, and social distancing.
- Distribute lists of essential personnel.
- Set up centralized employee communication process for reporting absences and begin to monitor trends in absenteeism in consultation with Health Services Office.

Level 3:

- Continue to monitor trends in absenteeism in consultation with Health Services Office and identify any growing hazards
- Communicate any developments in pay practices, paid time off policies and/or return to work guidelines, commuting or telecommuting options, cancellation of events or services, and other information
- Serve as liaison between benefit plan insurers and employees to facilitate communication and claims resolution.

C. Planning Worksheet

1. Create and distribute guidelines for departmental identification of essential personnel.
2. Develop University-wide skills inventory.
3. Work with IT and other University offices to develop communication systems and to explore telecommuting options.
4. Work with General Counsel and VP Finance to outline possible scenarios and implications to pay/benefits/PTO policies.
5. Implement employee data update process.
6. Contact benefit plan providers regarding their and our flu pandemic planning.
7. Implement cross-training in HR and develop guidelines for departments.
8. Work with General Counsel on a contingency telecommuting policy.

Information Technology

A. Introduction

The Office of Information Technology (IT) has created the following emergency preparedness plan in the event of a university event or any catastrophic event that would broadly impact University operations. The plan outlined below complements the University's Emergency and Crisis Management Plan, and the business continuity plan that is being developed by Information Technology to support the university's critical academic and administrative information systems.

This plan assumes that any closure of the University will be announced through the university's Emergency Notification System (ENS), that classes will not formally operate during the closure period, that at least some critical university services will continue to operate during the closure period, and that resources will need to be provided such that faculty, students, and employees can effectively interact and communicate throughout the closure period.

IT provides technology services and support required by other divisions to execute business continuity plans that may be activated in concert with the activation of emergency preparedness plans. To accomplish this, IT has established a fault tolerant architecture for the most critical university academic and administrative information systems. This design includes locating the hardware on which these services operate in multiple geographic locations across campus, including two physically separate data centers.

B. Purpose

The purpose of this emergency preparedness plan is to ensure the following:

- In the event of a university emergency, all IT personnel can be accounted for, and that the risk of serious injury to any individual resulting from an unplanned event is minimized.
- Technology services and support required of other University divisions, including units within Information Technology, remain available during an emergency event as identified by the Unified Incident Command Response Team.

This plan consists of four phases: Pre-Event Planning, Level 1 Response, Level 2 Response, and Level 3 Response.

C. Pre-Event Planning:

- Identify key personnel responsible for coordinating Information Technology's response to a university emergency:
 - **Chief Information Officer (CIO)**: represents IT on the University's Leadership Committee; establishes the IT strategy for provisioning technology services in an emergency situation; and, communicates technology status to senior officials during an emergency.

- **Associate Vice President, Infrastructure Services:** serves as the operational liaison between IT and the Incident Commander throughout the duration of an emergency situation; coordinates the IT services and staff required to support an emergency response, in accordance with the strategy established and communicated by the CIO.
- **Senior Director, Telecommunications and Network Services:** provisions voice and data communications services, including activation of Verizon Custom Redirect Service, as required for addressing an emergency situation.
- **Senior Director, Systems, Information Security and Compliance:** oversees execution of relevant sections of the IT Business Continuity Plan as required for addressing an emergency situation.
- **IT Unit Heads/Directors:** account for the location and condition of all personnel working for their unit once an emergency is declared; responsible for communicating with their managers and staff throughout an emergency situation, ensuring that the University's emergency procedures are followed.
- Establish "shelter in place" locations for all IT personnel. The requirements for sheltering in place are defined in the University's Emergency and Crisis Management Plan. Given the manner in which IT staff are geographically dispersed across offices and buildings, and the physical layout of the Barbelin building, multiple locations for shelter in place are assigned to IT Units:
 - **Barbelin 12:** for the occupants of the Office of the Chief Information Officer.
 - **Barbelin 25:** for personnel working in Network Services and Systems Administration.
 - **Barbelin 28:** for the occupants of the Office of IT Infrastructure Services.
 - **Barbelin 30:** for personnel working in Media Services who are based on the Main Campus.
 - **Barbelin 34:** for personnel working in Computer Services.
 - **Barbelin 35:** for personnel working in Application Services and Project Management.
 - **Barbelin 40:** for personnel working in Enterprise Systems Administration.
 - **Science 129:** for personnel working in User Services.
 - **Merion Hall Basement:** for personnel working in Media Services who are based on the Maguire Campus.
- Establish "emergency evacuation procedures" for all IT personnel. Evacuation areas and corresponding procedures are location dependent, and are defined in the University's Emergency and Crisis Management Plan.
- Offer services to other university offices, including periodic review of business continuity plans, and consultation with department managers to identify essential business operations required for emergency operations. The IT Project Management Office and Business Analyst Team can support department managers as they document how to conduct their essential operations in the event of an emergency.
- Identify and document essential systems and services needed as cited in those plans, as well as any others necessary to support Information Technology operations.
- Identify key personnel needed to maintain core systems and services.

- Identify primary and secondary technical staff and support analysts responsible for each core system and service. Ensure cross-training in essential business activities and processes.
- Establish and maintain a repository of technical documentation to be used in an emergency. Some of this documentation will be developed by IT Units for the maintenance and support of critical systems. Other documentation must be developed by university offices and departments in support of their own emergency operations.
- IT Leadership, working through its governance structure, will define the technology services that must be available in an emergency.
- IT Leadership, working through its governance structure, will periodically communicate with other University offices to determine if divisional business continuity plans have changed.
- IT Leadership will coordinate periodic recovery tests of the University's Enterprise Systems, and will involve representatives of functional areas in testing their respective plans. As requirements change, assist departments in reviewing and updating test plans to maintain relevancy.
- IT Unit Heads/Directors will identify personnel who can perform all necessary work from an off-campus location, and ensure all such personnel have remote access software installed on university provided desktop/laptop computers.
- IT User Services personnel will work with representatives of University offices to ensure that key business users have remote access software installed on university provided desktop/laptop computers.
- IT User Services will maintain multiple communications methods by which University students, faculty, and employees can contact IT personnel when assistance is needed during an event.
- IT Units managing hardware and software maintenance agreements will verify that all vendor contacts for support and maintenance are up-to-date and electronically available.

D. Level 1 (BLUE) Response:

- Convene a meeting of the Information Technology Leadership Team to review emergency plans for each IT unit. The IT Leadership team will ensure the Level 1 plans are placed into action and review and prepare for Level 2 events.
- Notify Information Technology units of the Level 1 alert, and confirm that all personnel are aware of locations of the university's emergency preparedness information.
- Unit Heads/Directors will convene individual Information Technology units to review emergency plans, and validate all personnel contact information.
- Participate in recurring meetings (e.g. Emergency Preparedness Committee, and IMPACT Committee) with University department managers to discuss events, procedures, and provide consulting and support.
- Continue to develop, review and maintain documentation. Review remote access procedures with IT Liaisons and data stewards.
- Verify necessary logistics are available to implement level 2 procedures. If needed, make arrangements to facilitate acquisition of equipment and/or services.

- Contact key service providers providing on-site service and support to verify their emergency protocols.
- Follow protocols associated with the university's activation of protective measures.

E. Level 2 (YELLOW) Response:

- Continue steps associated with Level 1 procedure.
- Notify Information Technology units of the Level 2 alert.
- Convene a meeting of the Information Technology Leadership Team to review emergency plans for each unit. The Leadership Team will ensure the Level 2 plans are reviewed and activated; review and prepare for Level 3 events.
- Notify the individual Information Technology units of the level 2 alert, and verify with Unit Heads that necessary resources (on site and remote) are in place to support emergency management.
- Alert key service providers of change in university response level.
- Verify necessary logistics are available to implement level 3 procedures. Acquire equipment and software as required to support the emergency response.
- Notify University students, faculty, and employees of any possible changes in contact information or services provided that would result from an escalation to level 3 status.
- Notify IT Liaisons and data stewards that remote access procedures should be tested.
- Follow protocols associated with the university's emergency response procedures.

F. Level 3 (RED) Response:

- Convene a meeting of the Information Technology Leadership Team to review level 3 emergency and business continuity plans. Review communication procedures that will be used while a level 3 response is in effect. The IT Leadership Team will ensure the level 3 plans are activated.
- Notify Information Technology units of the level 3 alert.
- Coordinate meeting of representatives of Information Technology units, and implement a communication plan to be used throughout the level 3 response. Assign areas of responsibility to available personnel in each unit.
- Verify functionality of communications channels from which other Information Technology units are operating.
- Verify functionality of communications channels from which University students, faculty, and staff are operating.
- Notify University faculty, students, and employees of any changes in contact information or services as a result of the level 3 status. Provide Information Technology individual unit contact information as necessary.
- Notify service providers that a level 3 response is in effect; inform contacts of potential impact on access to the campus; and determine point at which vendor emergency protocols will be put into effect. Document any changes to vendor protocols.
- Activate the IT Business Continuity protocols as required. Ensure essential business processes and services are operational. Provide support as required.
- Follow protocols associated with the university's crisis management procedures.

X. President's Office

Level 1:

- Receive information from CIRT or Unified Incident Response Team member.
- Review content of internal and external public information bulletins and announcements.
- Work with University Communications to select appropriate University spokesperson(s) for media reporting.
- Receive respirators and training on respiratory protection.

Level 2:

- Receive information from Incident Commander.
- Evaluate event schedule for personnel traveling to campus.

Level 3:

- Advise Executive Management on response options.
- Activate Emergency Operation Center (EOC).
- Provide oversight for students, faculty and staff family notifications if appropriate.

XI. Residence Life

Level 1: Prevention

Enact planning for quarantine of students:

1. Train essential personnel on risks and response.
 - a. Include Emergency preparation training in Residence Assistant training (RA In-service).
 - b. Provide Emergency Preparation Plan documentation to Res. Life staff.
2. Identify potential rooms and/or buildings to be used for quarantined students. Update each semester based on current occupancy.
 - a. Sourin Hall will be used for additional bed space for the Health Center.
 - b. Sourin Hall Study Lounge will serve as a triage.
 - c. Sourin Hall ground floor will be used for addition bed space first with additional suites being used as beds are needed. Displaced residents will be reassigned to vacant spaces in system (from current vacancy list) or McShain Lounges will be set up for Temporary Housing (up to 6 per lounge).

Level 2: Human-to-Human Transmission

Enact plan for quarantine of students:

1. Notify current occupants in spaces that have been identified as potential rooms and/or buildings to be used for quarantined students.
 - a. As a potential need to re-assign residents out of a Residence Hall room/building (due to consolidation), Residence Life will contact the residents with the reassignment protocol (a hand-delivered letter from Residence Life staff). This protocol will include a timeframe to move, the order in which rooms/suites will be reassigned, and the potential locations to be re-assigned.
 - b. Send a letter home to parents outlining the University's protocol and need for addressing situation. The letter will include explanation of SJU Pandemic Response Protocol, update of pandemic status, address need to reassign students, expectations of students/parents, and outline of the checkout process for residents deciding to move out. Put information on Pandemic Response Plan on Parent Resources Website.
2. Provide and Fit essential personnel for N95 masks.
 - a. Have RA staff assist with distribution of N95 masks and the proper use/fitting of masks.

Level 3: Confirmed case in Philadelphia/Saint Joseph's University

1. Enact plan for quarantine of students:
2. Set up Housing and Dining command center and recall essential personnel.
3. Activate plan from level 2 to quarantine students in conjunction with the guidance from the Philadelphia Department of Health.
4. Allocate additional space in Sourin to be used as a command center for Health Center
5. Residence Life will use Ground Floor of LaFarge (Residence Life Office, Study Lounge and Billiard Area) as a command center.
6. Inform all resident students of the University response plan and with extra attention paid to the Housing policies regarding re-assignment/consolidation due to health reasons.
7. Students who wish to leave campus and go home will be directed to complete an express checkout form and drop of room key in express checkout box at the security desk.
8. Use vacant space in Campus apartments (City Avenue) and McShain guest rooms to provide on-campus housing for necessary personnel who need to stay on-campus.
9. Consolidate students in vacant spaces to create completely open spaces.
10. Enact emergency phone contact tree.
 - a. Phone tree (provided by CIRT) will be distributed to entire Res. Life Staff.

Essential Residence Life Personnel:

<u>Staff Member</u>	<u>Role</u>	<u>Back-up</u>
Director of Residence Life - Jessica Moran Buckridge	Oversee Residence Life operations and epidemic response protocol. Coordinate communication regarding Residence Life issues to students, parents and other University offices.	Associate Director, Housing & Operations – Kelly Berset
Associate Director, Housing & Operations – Kelly Berset	Oversee room/apartment inventory and consolidate residents as necessary. Collaborate with facilities and housing keeping ensuring rooms/apartments are properly set to facilitate consolidation of student and/or to accommodate essential University Personnel.	Assistant Director, Housing & Operations- Mathias Koller
Assistant Director, Residential Education – Liz Ali	Work in conjunction with Health Center to ensure the residents and student staffs are well informed and educated regarding epidemic protocol and procedures to reduce risk and exposure. In collaboration with the Counseling Center and Campus Ministry, provide emotional and spiritual support for residents and staff.	Assistant Director, Housing & Operations- Mathias Koller
Head of Hall Staff (67)	Facilitate the daily operations within the residence halls that remain open and occupied. Serve as back-up and support for the central Residence Life staff.	

Updated: August 2016

XII. Student Health Center

Level 1:

- Implement infection control policies and procedures that help limit the spread of influenza on campus (promotion of hand hygiene, cough/sneeze etiquette).
- Procure, store and provide sufficient and accessible infection prevention supplies (soap, alcohol-based hand hygiene produces, tissues and receptacles for their disposal).
- Encourage students, faculty and staff to get annual influenza vaccine.
- Post personal and family protection and response strategies on University web (<http://www.pandemicflu.gov/>).
- Post pandemic influenza fundamentals on University web (signs and symptoms of influenza, modes of transportation).

Level 2:

- Re-post Personal and family protection and response strategies on web.
- Re-post pandemic influenza fundamentals on web.
- Adopt CDC travel recommendations.
- Instruct ill students, staff and faculty to stay home (unless seeking medical care).
- Provide vaccinations (if available) to eligible students, faculty and staff. Follow CDC, state and local health authority's guidelines.

Level 3:

- Refer to Avian Influenza Response Policy
- Essential Personnel include:
 - Dr. Edward Gorrie
 - Laura Hurst, MSN, CRNP
 - Eileen Bevilacqua, BSN, RN
 - Maria Kokol, RN
 - Marlene Harper

XIII. Student Leadership and Activities

Level 1 – Prevention

- Display posters across Campion that explain the Pandemic and general safety guidelines. The Manager of the Campion Student Center will work in conjunction with Student Health and the Office of Residence Life to order and distribute the posters.
- Investigate the possibility of adding automatic hand drying machines in the Campion restrooms, in conjunction with Facilities and Housekeeping.
- Investigate the possibility of adding anti-bacterial lotion dispensers to various locations around the Campion Student Center. All computers on the Third Floor of the Campion Student Center will be cleaned daily with keyboard disinfectant. The Manager of the Campion Student Center will partner with Housekeeping and Facilities to ensure that all soap dispensed from the restrooms are antibacterial in nature.
- The Campion Website will highlight weekly “Safety Tips.” Information regarding Pandemic Awareness will be highlighted within the context of the website.
- In conjunction with the Student Health Center, a Pandemic Awareness presentation can be given to the OPA (Organizational Presidents’ Association) to raise students’ awareness of prevention measures.

Level 2 – Human-to-Human Contact Somewhere

- Campion Student Center can be used for emergency responses and personnel. The Campion Third Floor can operate as a “Responder’s Area.” The computers and telephones can be used for communication both within and outside of campus if needed.
- Campion Student Center can offer designated offices for Telecommunication or Counseling needs. Areas that can be targeted include: Administrative Offices, Student Organization Offices, The Hawk Rock, Foyer and the Third Floor.

Level 3 – Confirmed Case in Philadelphia or SJU

- In the event that emergency information needs to be addressed to a large number of students, student organization email aliases can be used as an additional way to reach students.
- All student programming and committee meetings will be postponed and/or cancelled.
- Vendors to campus can be restricted. Food vendors will need to be negotiated in conjunction with Aramark.
- The Student Leadership and Activities website can post additional information for students.

XIV. University Communications

Level 1:

- Draft internal and external bulletins and announcements, with the SHC Director.
- Provide media training for those identified as possible spokespersons.
- Establish a Web site to be activated in the event of an outbreak. The site will serve as a resource for students, parents, faculty, staff, alumni, trustees, area residents and the media to receive the most up-to-date information from the University concerning the outbreak.

Level 2:

- Appoint a liaison to interface with CIRT.
- Write and record bulletins and updates on the University's Emergency Information Hotlines.
- Activate Web site with factual information and update as frequently as new information is available.
- Work with PIOs from local, state and federal agencies on appropriate messaging.

Level 3:

- Establish a Media Relations Center; coordinate press releases and manage news teams and interviews, etc.
- Update Web site content hourly.
- Conduct media briefings as appropriate.
- Serve as public relations counselor to senior officials.

Summary of SJU Health Response Plans

Level 1: Confirmed cases of human-to-human transmission.

Level 2: Suspected/Confirmed cases in North America.

Level 3: Confirmed cases in local region *[Only Essential personnel required to report to campus.]*

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
1. CIRT	<p>Have Director of SHC update CIRT. Monitor situation. Contact Media Relations. Bring in Housing/Dining for quarantine planning. Receive respirators and training on respirator protection.</p>	<ol style="list-style-type: none"> 1. Appoint Incident Commander 2. Activate Internal Incident Command System. 	<p>Maintain contact amongst CIRT. Activate Internal Emergency Operations Center (EOC).</p>
2. President's Office	<ol style="list-style-type: none"> 1. Receive information from CIRT. 2. Review content of internal and external public information bulletins and announcements. 3. Work with Media Relations to select appropriate University spokesperson(s) for media reporting. 4. Receive respirators and training on respiratory protection. 	<ol style="list-style-type: none"> 1. Receive information from Incident Commander. 2. Evaluate event schedule for personnel traveling to campus. 	<ol style="list-style-type: none"> 1. Advise Executive Management on response options. 2. Activate EOC 3. Provide oversight for student, staff, & faculty family notifications if appropriate.
3. Academic Affairs	<ol style="list-style-type: none"> 1. Host training sessions for faculty in the use of Blackboard with focus on threaded discussions. Encourage use of this solution for all faculty. 2. Encourage faculty to begin digitizing content for delivery through Blackboard. 3. Instruct faculty on the use of phone bridges and telephonic trees. 	<ol style="list-style-type: none"> 1. Encourage faculty to inform students of communication plans in the event of a University closure. 2. Prompt faculty to explain expectations and direct students to available online content. 3. Monitor Blackboard system and target faculty that do not have digitized content. 	<ol style="list-style-type: none"> 1. Commence use of discussion board in Blackboard in order to keep communication open between faculty and students.

<p>4. Student Health Services (Director of Student Health Center)</p>	<ol style="list-style-type: none"> 1. Communicate with PHD (Philadelphia Department of Health) and Lankenau emergency response team regarding preliminary planning and surveillance. 2. Communicate with and benchmark other college Student Health Services and Environmental Health & Safety Depts. 3. Update Emergency Action Plan with CIRT & PHD as situation evolves. 4. Issue communication(s) to campus community regarding status of disease spread, self-protection and University response (e-mail, website, town meetings). 5. Assess respiratory protection plan and resources. Who needs protection? 6. Contract with Hazardous Material company for professional cleanup. 7. Train and fit essential personnel for respirator. 	<ol style="list-style-type: none"> 1. Notify PHD. 2. Notify VP Student Life and Director, Counseling Center. 3. Notify Housing & Dining of number of potential contacts that may require isolation. 4. Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases. 5. Communication to include request that faculty and staff report if positive for flu or if family members positive to Student Health Center. 6. Initiate poster, e-mail campaign on self-protection. 7. Consider restricting movement on and off campus for activities/athletic events. 8. Arrange for additional medical waste pickups. 	<ol style="list-style-type: none"> 1. Recommend temporary closure of building(s) and suspension of student and academic activities. 2. Implement Internal Emergency Action Plan. 3. Ensure that each Operations Group function is covered. 4. Assist w/notification of Emergency Coordinators. 5. Assist Health Service Center. 6. Distribute N95 respirator and/or masks to essential personnel.
<p>5. Public Safety & Security</p>	<p>Health Center staff trains security offices on flu.</p> <p>Receive respirators and training on respirator protection.</p> <p>Develop policy on transporting individual to hospital.</p> <p>Alert Student Health Center if encountering individual(s) with flu-like symptoms.</p>	<ol style="list-style-type: none"> 1. Implement policy on transporting individual to hospitals. 2. Activate Crisis Management Procedures. (Set up command posts) 3. Supply radios and phones. 	<p>Secure buildings and post signage</p> <p>Assist Health Center.</p> <p>Essential personnel receive N95 respirator from EH&S.</p> <p>Determine location of medical staging and quarantine areas. Clear designated area for medical staging area. Secure quarantine areas. Minimize access points.</p>
<p>6. Administrative Services (Facilities Management)</p>	<ol style="list-style-type: none"> 1. Identify building ventilations systems 2. Plan for tents if needed. 3. Receive respirators and training on respiratory protection. 	<ol style="list-style-type: none"> 1. Activate Crisis Management Procedures. (Set up command posts) 2. Supply radios, phones and vehicles. 	<ol style="list-style-type: none"> 1. Stand by to shut off utilities as directed by Incident Commander, if necessary. 2. Erect tents. 3. Update Emergency Phone Line for Communications.

7. Environmental Health and Safety	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources. Who needs protection? 2. Contract with Hazardous Material company for professional cleanup. 3. Train and fit essential personnel for respirator. 	Arrange for additional medical waste pickups.	<p>Assist w/notification of Emergency Coordinators.</p> <p>Assist Health Care Center</p> <p>Distribute N95 respirator and/or masks to essential personnel.</p>
8. President's Office	<ol style="list-style-type: none"> a. Receive information from CIRT. b. Review content of internal and external public information bulletins and announcements. Work with Media Relations to select appropriate University spokesperson(s) for media reporting. c. Receive respirators and training on respiratory protection. 	<ol style="list-style-type: none"> 3. Receive information from Incident Commander. 2. Evaluate event schedule for personnel traveling to campus. 	<p>Advise Executive Management on response options.</p> <p>Activate EOC</p> <p>Provide oversight for student, staff, & faculty family notifications if appropriate.</p>
President's Office/Executive Management	Based on U. S. State Department recommendations, University recommends campus community not to travel to effected countries.	1. Evaluate University impact and set procedures as necessary.	<p>Evaluate information on institutional effects of the incident and set response priorities as appropriate.</p> <p>Authorize temporary suspension of classes or closure.</p>
9. University Communications	Draft internal and external bulletins and announcements, with the SHC Director.	<p>Appoint liaison to interface with CIRT.</p> <p>Write and record bulletins and updates on the University's Emergency Information Hotlines.</p> <p>Coordinate flu incidents from employees and their families.</p>	<p>Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control)</p> <p>Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc.</p> <p>Distribute N95 respirator and/or masks to essential personnel.</p>
10. Emergency Coordinators	Not applicable	Not applicable	<ol style="list-style-type: none"> 1. Watch SJU front page and disseminate information to ACs. 2. Remain available for further instructions.

11. Student EMS (volunteers)	<ol style="list-style-type: none"> 1. Health Center trains EMS on flu. 2. Receive respirators and training on respiratory protection. 3. Notify Health Center if suspected cases are encountered. 	<ol style="list-style-type: none"> 1. Stand by to assist as needed. 	Same as Level 2
12. Residence Life (housing and dining)	<ol style="list-style-type: none"> 1. Enact planning for quarantine of students. 2. Health Center will train essential personnel on risks and response. 3. Identify potential rooms and/or buildings to be used for quarantined students. Update semesterly based on current occupancy. 4. Notify current occupants in spaces that will be needed of the potential or need for them to move. 5. Ensure emergency response menu is planned for various degrees of need. 6. Stockpile additional food stuffs and water. 7. Ensure food delivery process is planned and delivery supplies are on hand. 8. Fit essential personnel for N95 masks. 9. Active plan to accommodate ill students. <p>1-10 students – Simpson 10-50 students – Maguire Gym Wrestling Room.</p>	<ol style="list-style-type: none"> 1. Enact plan for quarantine of students: 2. Set up Housing and Dining command center and recall essential personnel. 3. Enact emergency phone contact tree. 4. Identify meal delivery need and method for quarantined students. 5. Active plan to accommodate ill students. <p>1-10 students – Simpson 10-50 students – Maguire Gym Wrestling Room.</p> <ol style="list-style-type: none"> 5. 	<p>Activate plan from level 2 to quarantine students in conjunction with the guidance from the Philadelphia Department of Health.</p> <p>Distribute N95 respirator and/or masks to essential personnel.</p> <p>0-50 students – Saint Mary’s 50-100 students – Moore Hall 100 + - LaFarge UNDER REVIEW by FM</p>

13. Dining Services	Formulate plan for alternate dining services or for the feeding of quarantined students.	Arrange for food service to isolated case(s).	Implement plan for alternate dining services or the feeding of quarantined students.
14. Medical Services	<ol style="list-style-type: none"> 1. Post entry door notifying patients with influenza profile and have traveled to (or have been visited by persons from) effected countries to call 8-XXXX. 2. Procure, store and provide sufficient and accessible infection prevention supplies. 3. Encourage students, faculty and staff to get annual influenza vaccine. 4. Isolated exam room 5. Arrange for negative pressure machines. 6. Standard precautions in place to limit spread of influenza on campus. 7. Respiratory protection equipment in place. 8. In-service training for flu. 9. Follow State and County protocol for patient testing. 10. Monitor Health Care workers. 11. Post personal and family protection and response strategies on University web. 12. Post pandemic influenza fundamentals on University web. 	<ol style="list-style-type: none"> 1. Isolate and monitor suspected cases. 2. Identify contacts of suspected case. 3. Communicate with parents of suspected cases and explain procedure. 4. Initiate prophylaxis of contacts based on strength of patient presentation. 5. Adopt CDC travel recommendations. 6. Instruct ill students, faculty and staff to stay home. 7. Provide vaccinations (if available) to students, faculty and staff. Follow CDC, state and local health authority's guidelines. 8. Establish phone triage lines for SHC and Counseling Center. 	<ol style="list-style-type: none"> 1. Isolation room in Health Center (negative pressure). 2. Locating people contacted by patient. 3. Arrange for screening of people who have had contact. 4. Arrange for counseling services. Instruct ill students, faculty and staff to stay home. Communicate through web page, email and the Hawk. 6. Provide vaccinations (if available) to eligible students, faculty and staff. Follow CDC, state and local health authority's guidelines. 7. Contact Coroner's office if necessary.
15. IT	Not applicable	Not applicable	Arrange for emergency telephone lines to be established at EOC and quarantine areas.

16. Financial Affairs	<ol style="list-style-type: none"> 1. Keep staff informed 2. Share and support WHO guidelines 3. Encourage proper hand and office sanitizing procedures 	<ol style="list-style-type: none"> 1. Prepare Financial Modeling. 2. Identify insurance risk exposure 3. Develop plan for the closure of services 4. Confirm functioning remote access 5. Continue Level I activities 	<ol style="list-style-type: none"> 1. Provide immediate response by key OFA personnel 2. Decide how class suspension will affect tuition and other payments 3. Make plans for Payroll continuity 4. Be prepared to assist the University community in disaster recovery
17. Student Life	<ol style="list-style-type: none"> 1. Health Center training RA's and AC's on flu. 2. Receive respirators and training on respiratory protection. 3. Monitoring of student travelers entering from effected regions. 	<p>Arrange for monitoring/delivery of medications, other goods and services to isolated cases.</p>	<p>Assist with relocation of students for quarantine</p> <p>Identify student events where confirmed patients have attended.</p> <p>Residential staff to assist Health Center personnel.</p>
18. Human Resources	<p>Monitoring of faculty & staff travelers entering from effected regions.</p> <p>Prepare a call-off policy</p>	<p>Same as Level I</p>	<p>Assist with relocation of faculty & staff for quarantine (Merion Gardens for essential personnel).</p>
19. Counseling Center	<ol style="list-style-type: none"> 1. Determine appropriate level of intervention based on assessment of student body response. 2. Provide QPR training (Question, Persuade, Refer) to faculty/staff to increase their ability to identify students in distress and refer them successfully to appropriate professional help. 3. Secure additional contract personnel/volunteers. 4. Participate in on-going meetings of CIRT group. 	<ol style="list-style-type: none"> 1. Collaborate with Campus Ministry and set up counseling hotline for students. 2. Establish links (http://www.pandemicflu.gov/ , http://www.sju.edu/status) to provide students, parents and employees with up-to-date information. 3. Limit contact with student population to limit spread of Flu and implement health safeguards. 	<ol style="list-style-type: none"> 1. Allocate essential personnel to assist Student Health Services with face-to-face counseling and education for walk-ins. 2. Assign personnel to staff phone lines for phone counseling and parental contacts. 3. Secure staff/volunteers to implement off-site telephone hot lines as needed. 4. Consult with neighboring college counseling center personnel to assist in determining best practices/ways to collaborate.
20. Campus Ministry	<ol style="list-style-type: none"> 1. Participate in on-going meetings of CIRT group. 2. Make staff available to assist with other Student Life and University response needs. 3. Prepare staff to assist Counseling Center in staffing hot-line as needed. 	<ol style="list-style-type: none"> 1. Make available spiritual or para-professional counseling for distressed students while the University is open. 2. Assist Counseling Center in staffing counseling hot-line. 3. Possibly offer spiritual support via postings on the University website. 	<ol style="list-style-type: none"> 1. Provide spiritual support to professional staff dealing with situation, possibly to include small gatherings for prayer and encouragement. 2. In case of student death, provide contact with parents and families; offer appropriate support for grieving students.

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