CABRINI COLLEGE

RADNOR, PA

EMERGENCY RESPONSE PLAN

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PREFACE

The goal in the development of the Emergency Response Plan is to provide for the efficient and effective mobilization and allocation of College, government, and other resources to provide for the protection of life and property, orderly response to emergencies, and early resumption of normal activities on the Cabrini College campus.

Emergency Response efforts shall be conducted in conformity with the Mission, Core Values, and Policies of Cabrini College, and under the authority of its President.

Due to the unpredictable nature of emergencies, the Emergency Response Plan will be organized according to *general* detection, notification, and response guidelines, followed by sections containing specific response strategies pertinent to different kinds of emergencies where appropriate.

Response activities shall generally be directed by the Emergency Response Officer, or her/his designee.

It is recognized that no plan can cover all contingencies and that the Emergency Response Officer, and members of the Emergency Response Team, possess authority commensurate with their responsibility to protect life and property, to employ strategies not specified in the Emergency Response Plan.

Key to the effectiveness of the Emergency Response Plan is the quality of resource information contained therein. The maintenance of resource information in the Plan shall be the responsibility of the Director of Public Safety and shall be done no less frequently than on an annual basis.

GENERAL PROVISIONS

Notice of Emergency

Information received by any person connected with the College that an emergency has occurred or is likely to occur shall be forwarded immediately to any member of the Public Safety Department staff.

Report To Emergency Response Team

A public safety officer receiving information about an occurring or likely emergency shall gather as much information as possible and immediately report to the Emergency Response Officer, or any member of the Emergency Response Team. The public safety officer shall request instructions for initial actions to be taken.

Evaluation And Response

The Emergency Response Officer, or Emergency Response Team member, shall direct the immediate response of emergency assistance based on the circumstances of the emergency (Police, Fire, Ambulance); direct the deployment of all appropriate College resources (Facilities, Student Development); and evaluate the need for additional assistance from outside private and governmental entities based on the circumstances of the emergency conditions (housing, transportation, environmental hazard, etc).

Emergency Management

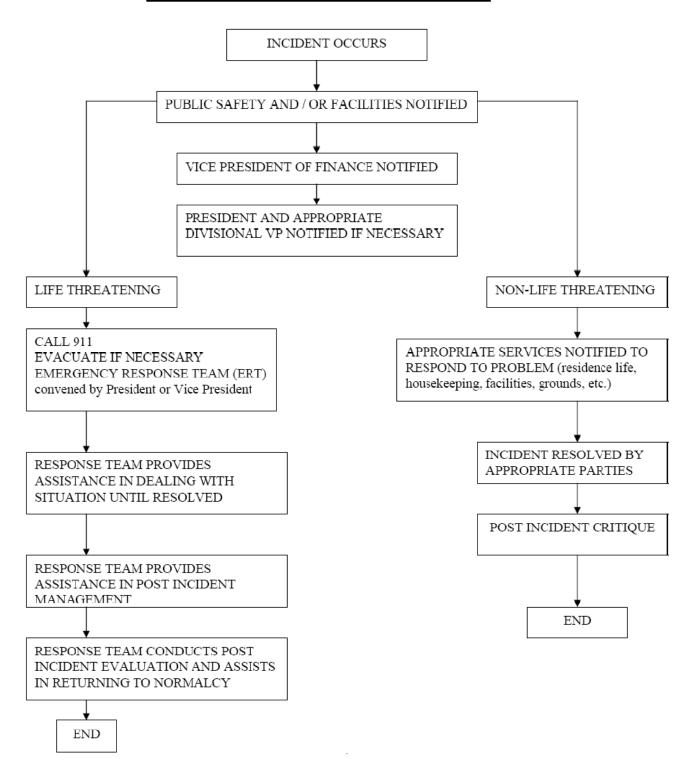
The Emergency Management Team, under the direction of the Emergency Response Officer, shall manage the ongoing actions taken in response to the emergency, utilizing the Emergency Resources Directory and other available resources, and shall make periodic progress reports to other constituencies, as appropriate.

Key Secondary Factors

In addition to those obvious responses to emergencies such as aiding the injured, summoning police/fire/ambulance services, or enlisting the aid of other outside agencies, the Emergency Response Team shall implement additional operations. These shall include but not be limited to:

- 1- The processing of calls from family and friends of students, faculty, and staff.
- 2- Establishing a centralized liaison function to deal with outside agencies (hospitals and other governmental agencies) providing them with necessary information and other assistance such as next-of-kin notifications.
- 3- Establishing a public information function to disseminate information to the news media and to document emergency response activities.
- 4- Provide for the protection of essential business records and computer equipment. <u>Timely notification of computer operations administrators is essential.</u>
- 5- Establish mechanism to provide for extraordinary financial demands, and seek assistance of insurance carriers.
- 6- Set up emergency procurement operation to address extraordinary material needs.
- 7- Ensure the continuation of food service operations.

EMERGENCY RESPONSE FLOW CHART



DEFINITIONS

EMERGENCY - Any event, natural or man made, that endangers the health and welfare of the student body, faculty, and staff of Cabrini College; causes or threatens substantial damage to real or personal property on campus; or significantly disrupts the normal academic and business affairs of the College, and causes an extraordinary demand on the resources of the College, and supporting agencies.

EMERGENCY RESPONSE OFFICER – The Director of the Department of Public Safety, or other person assigned by the President.

EMERGENCY RESPONSE TEAM - The Emergency Response Officer, President, Vice President for Finance and Administration, Vice President for Student Development, Vice President for Academic Affairs, Director of Facilities and Executive Director of Marketing and Communications and Director of Residence Life.

<u>COMMAND POST</u> - A room or rooms on campus, selected by the Emergency Response Team, from which management of emergency operations shall be conducted. It is understood that due to the nature of an emergency, it may be appropriate for administrators to remain in their pre-emergency locations and conduct the team's activities via conference call, radio or other means.

<u>ADDITIONAL RESOURCES</u> - Vice Presidents not listed above and other Cabinet members of Cabrini College.

DUTIES OF EMERGENCY RESPONS TEAM MEMBERS

Emergency Response Officer

Maintain direct communication and liaison with other key college personnel, as well as extra-campus agencies (police, civil defense and other governmental agencies)

President

Convenes and directs the Emergency Response Team

Vice President for Finance and Administration

- 1. Establish 24-hour service at switchboard.
- 2. Establish a dedicated line with taped updates on the situation, as well as an 800 telephone number, so people can inquire about family members.
- 3. Establish emergency meal hours, if necessary.
- 4. Secure emergency food supplies.

Vice President for Student Development

- 1. Evacuation of Residence Halls and emergency housing
 - a. Arrange for the evacuation of College residents from vulnerable areas.
 - b. Reassign resident students in threatened or affected areas to College residence halls (available rooms and lounge areas) at other locations and Founder's Hall.
 - c. If the College campus needs to be evacuated, reassign resident students to a local township facility (i.e., Radnor High School gymnasium, etc.)
 - d. Arrange housing for stand-by crews.
- 2. Medical Facility and Supplies
 - a. Maintain 24-hour operation of the student health center.
 - b. Maintain adequate emergency medical supplies
 - c. Act as a liaison with the Red Cross and/or other medical agencies.
 - d. Crisis Counseling

1. Offer immediate group and individual Counseling.

Vice President for Academic Affairs
Make decisions as appropriate regarding academic Programs.

Director of Marketing and Communications

- 1. Coordinate and manage office, which serves as a clearing house for all news and public information emanating from the campus.
- 2. Answer all questions asked by reporters or prepare appropriate individuals for same.
- 3. Oversee press conference, if necessary.
- 4. Advise the College community concerning damage, progress and recovery.
- 5. Respond to outside requests for information. Prepare written statement(s) and prepare individuals for interaction with media.
- 6. Respond to questions by members of the internal College Community.
- 7. Direct messages on the College's web site (if up and running), in addition to other means of communication.
- 8. Provide pictorial coverage of the campus and the vicinity for historical and public information purposes.

Director of Public Safety

- 1. Serve as Emergency Response Officer.
- 2. Provide on-campus security.

Director of Facilities

- 1. Supervise student, staff, faculty and non-College volunteers in the removal of contents from affected buildings.
- 2. Shut off gas, steam, electricity and other utilities in

- affected areas, as required.
- 3. Remove containers of hydrogen, oxygen, acetylene, propane, and other dangerous or toxic gases and hazardous materials from affected areas, as required.
- 4. Provide physical barriers, barricades to safeguard hazardous areas.
- 5. Provide purification agents.
- 6. Determine emergency water locations.
- 7. Post signs on water fountains and sinks in affected buildings indicating:

DO NOT USE --- NEAREST SAFE WATER POINT _____

- 8. Instructs personnel to fuel all vehicles and gasoline operated Equipment.
- 9. Assures availability/operation of emergency Generators.
- 10. Arranges switching for alternate power feeds and Distributions.
- 11. Dispatches portable power units and operators to provide essential power to meet special demands.

COMMAND POST

Location

The key element in selecting the Command Post is that it be a safe location, unlikely to be affected by any subsequent events related to an initial disaster/emergency episode. The location should be centrally located, have sufficient room for 6 to 8 people, and be convenient to all utilities if possible. It is understood that due to the nature of an emergency, it may be appropriate for administrators to remain in their pre-emergency locations and conduct the team's activities via conference call, radio or other means.

Potential Sites

The Director of Public Safety shall periodically verify the proper functioning of utilities and communication equipment and connections at each of the following, suggested sites.

Dixon Center-President's Hospitality Suite

Grace Hall Boardroom

President's Office

Off Campus Location-Facilities on Willow Avenue

Student Development Conference Room

IAD Building (Iadarola Center for Science Education & Technology)

CRISIS MANAGEMENT REQUIREMENTS AT CHOSEN COMMAND POST SITE

- 1. EMERGENCY LIGHTING
- 2. EMERGENCY ELECTRICAL POWERED OUTLETS
- 3. COMPUTER DATA LINES (2 MINIMUM)
- 4. DEDICATED TELEPHONE LINE (LINE THAT BYPASSES THE TELEPHONE SWITCHING SYSTEM)
- 5. TELEVISION CABLE OUTLET
- 6. CELLULAR TELEPHONES (BROUGHT BY RESPONDING MEMBERS OF TEAM)
- 7. WALKIE TALKIE RADIOS (TO BE DELIVERED BY PUBLIC SAFETY TO COMMAND POST AS SOON AS COMMAND POST IS IDENTIFIED)
- 8. FOOD AND WATER
- 9. EMERGENCY RESPONSE KIT (TO BE DELIVERED BY PUBLIC SAFETY TO COMMAND POST AS SOON AS COMMAND POST IS IDENTIFIED)
 - A. AIRIAL MAPS OF THE CAMPUS
 - B. LOCAL AREA MAPS OF SURROUNDING STREETS
 - C. CAMPUS LAYOUT (CLASSROOM AND BUILDING PLANS)
 - D. PHONE BOOKS
 - E. BUILDING FLOOR PLANS
 - F. EMPLOYEE AND FACULTY ROSTERS WITH PHONE NUMBERS
 - G. BUILDING KEYS
 - H. ALARM AND SPRINKLER SUPRESSION PROCEDURES
 - I. UTILITY SHUT OFF LOCATIONS
 - J. KEY RESPONDER EMERGENCY CONTACT NUMBERS
 - K. DESIGNATED COMMAND AND STAGING AREAS

- L. EMERGENCY RESOURCE LIST WITH PHONE NUMBERS
- M. EVACUATION SITES AND ROUTES
- N. FIRST AID SUPPLIES AND THEIR LOCATIONS
- O. STUDENT PHOTOS OR THE ABILITY TO RETRIEVE THEM FROM THE COMPUTER

IMMEDIATE ACTION

It is likely that the resources needed for immediate assistance to deal with various kinds of emergencies will be obvious. Following is a list of common assistance requests. Contact numbers are found in the Resource Directory.

Police, Fire, and Medical Emergencies –

These services will always be summoned in the event of fire, flood, earthquake, valid bomb threat, environmental hazard, serious multiple injury accidents, civil disorder or mass demonstrations, aircraft crash, chemical spill, and the like. Police, Fire Department, and other government related agencies are required to have emergency response strategies in place and are usually well equipped to provide immediate assistance as well as knowledge of appropriate resources for secondary assistance.

Large Scale Health or Injury Problems –

The area is well-served by a number of hospitals within a 30-minute drive. A list of the facilities is maintained in the Resource Directory. Triage is usually the function of First Responder Medical Emergency personnel. Follow up coordination of medical care shall be the responsibility of the Student Health Services Department.

Utility and Mechanical Service Loss –

The handling of utility and mechanical service losses shall be coordinated by the Director of Facilities or his designee. The Facilities department maintains an up-to-date list of private contractors to correct those problems beyond the ability of College personnel.

Public Information –

An emergency or disaster is likely to present a need for the organized and sensitive dissemination of information for public consumption, as well as maintaining control of the media who might disrupt emergency response activities. This function shall be the responsibility of the Director of Marketing and Communications and his/her staff.

EVACUATION OF BUILDINGS

Fire, flood, earthquake, suspected explosives, environmental accidents, and utility failures are among the reasons that a building should be evacuated. Regardless of the reason for the emergency, <u>any condition</u> in or near a building that threatens the health, safety, or welfare of any member of the Community shall be cause to direct an evacuation.

- 1- Buildings shall be evacuated by activating the fire alarm or, in the event that the alarm is not functioning, by word ofmouth among the occupants or by portable loudspeaker. In the case of evacuation, members of the Public Safety Department will key into rooms to ensure everyone has left the building.
- 2- Occupants should exit by way of marked emergency exits and be directed to safe locations at least 500 feet from the building. Elevators should not be used except in exigent circumstances. Special consideration may be needed for handicapped persons. The Public Safety Department is equipped with stair chairs to assist in the evacuation of the handicapped.
- 3- Keep roads and paths open to facilitate the response of emergency personnel and assist with emergency operations if needed.
- 4- Do not permit re-entry into a building until it has been declared safe to do so by a competent authority.

5- If safe re-entry is unlikely within a reasonable time, nonessential faculty and staff, and non-resident students shall be directed to leave the campus if it is safe to do so. Temporary housing of resident students shall be managed by Student Development staff.

ESTABLISHING ALTERNATE FACILITIES

Resident Student Quarters

Establishing alternate quarters for resident students due to the temporary loss of a residence hall shall be the responsibility of the Student Development staff.

Resident students shall be temporarily housed with other resident students or in the lounges or game rooms in unaffected buildings until such time as repairs to damaged housing facilities are completed, except that no such temporary arrangements shall last more than four weeks.

Should a residence hall facility be unusable for more than four weeks, alternate arrangements for housing shall be made. A list of local hotels, and other rental facilities, as well as other local institutions, shall be maintained in the Student Development office. Consideration may also be given to housing some students in the private homes of faculty and staff, on a volunteer basis.

Classrooms

Temporary use of large common areas in buildings on campus may be considered for use as classrooms on a temporary basis including meeting rooms and lounges, if they exceed 500 square feet in usable area and do not unduly disrupt other necessary operations. Very large areas such as the Gymnasium, Dining Hall, Grace Hall Atrium, IAD Building and Widener Center Food Court may be considered for multiple use by segmenting with portable partitions.

The temporary use of available space at nearby area schools, office buildings, and rental halls shall be considered for possible classroom use on a temporary basis (see Directory).

Food Service

Should the Dining Hall and Kitchen be rendered unusable, the only facilities on campus that may be used for food service on a temporary basis are the Dixon Center, Grace Hall Atrium and the Widener Center Food Court. The food service contractor shall be responsible to provide meals to the campus community in the alternate location. Alternate use of the Gymnasium will require suspension of some athletic activities.

Administrative Operations

Where possible, when an administrative function cannot be performed at its usual location, attempts shall be made to find alternate space on campus. Otherwise, outside office, hotel, social halls, or other space shall be rented until such time as the regular operations can be restored.

EMERGENCY RESOURCES DIRECTORY

Police

Radnor Township Police

Emergency 911/610-688-0500

Administrative 610-688-5600

Chester County Tredyffrin Township

Emergency 911

Administration 610-644-3221

Penna. State Police

Troop K HQ 215 -560-6200

Fire Department

Radnor Fire Company

Emergency 911 /610-688-0450

Office 610-688-0503

Ambulance

Radnor Fire Company Ambulance

Emergency 911

Emergency Management

Delaware County Emergency 610-565-8700

Management

Other Law Enforcement

Delaware County Sheriff 610-891-4296

F.B.I. Newtown Square 610-353-4500

U.S. Secret Service 215-597-0600

Hos	oital <u>s</u>		
	Bryn Mawr Hospital	610-526-3000	
	Lankenau Hospital	610-645-2000	
	Paoli Memorial Hospital	610-648-1000	
T T. 414	. .		
<u>Utili</u>		000 041 4141	
	PECO - Electric & Gas	800-841-4141	
	(general emergency #)		
	Aqua Water Company	610-525-1400	
	Verizon (Telephone Repairs)	800-499-7878	
Other Government Offices – State			
	Attornay Canaral	215-560-2402	
	Attorney General EPA (Region 3)	800-438-2474	
	State Government Information	800-932-0784	
	Department of Health for Delaware County		
	Pa. National Guard (Bomb Disposal)	717-861-2811	
	1 /		
Food	l, Clothing, & Shelter Assistance		
	American Red Cross		
	Rosemont	215-545-4553	
	Salvation Army	610-583-3720	
Area	a Schools		
	Eastern College	610-341-5800	
	Valley Forge Military Academy	610-989-1200	
	Rosemont College	610-527-0200	
	Villanova University	610-519-4500	
	Bryn Mawr College	610-526-5000	
	Radnor School District	610-688-8100	
	Archbishop Carroll High School	610-688-7610	

Hotels				
Radisson Valley Forge Hotel &	610-337-2000			
Convention Center				
Holiday Inn (King of Prussia)	610-768-9500			
Courtyard by Marriott				
Devon	610-687-6633			
Valley Forge	610-687-6700			
Dolce Valley Forge	610-337-1200			
Radnor Hotel	610-688-5800			
News - Electronic & Print				
Radio (KYW)	215-238-1060			
6 (ABC) - TV	215-878-9700			
10 (NBC) – TV	610-668-5510			
3 (CBS) – TV	215-977-5300			
Philadelphia Inquirer	215-854-4500			
Associated Press	215-561-1188			
Miscellaneous				
Philadelphia Airport				
FAA Control Tower (Radar)	215-492-4123			
Operations Manager	215-492-4129			
Philadelphia Police Ordinance Disposal Unit 215-685-8013				
Poison Information Center	215-386-2100 /			
	800-222-1222			
Toxic Chemical & Oil Spills (National Response Center)	800-424-8802/911			