

University of Pittsburgh at Johnstown

Critical Incident Response Guide

*Revised:
July 2009*



University of Pittsburgh
Johnstown

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Introduction

Purpose

The basic critical incident response procedures outlined in this guide (which was approved by the University of Pittsburgh at Johnstown senior administration in December 8, 2008) are for the safety of lives and protection of property through effective use of University resources. When an incident affecting the campus reaches proportions that cannot be handled by routine measures, the President or designee, working closely with the Critical Incident Response Team (CIRT), may declare an *emergency*.

This Critical Incident Response Guide (CIRG) provides a contingency plan for Pitt-Johnstown during a critical incident. These University policies and procedures are to be followed by all employees and administrators whose responsibilities and authority cover the operational procedures found in the CIRG. Campus *emergency* operations will be conducted within the framework of the University guidelines. Any exception to these University guidelines during a critical incident will be conducted by, or with the approval of, those University administrators directing and/or coordinating the emergency operations.

Definitions

Critical Incident

A **critical incident** is defined as any event, typically sudden in nature, that occurs outside the range of normal operations and that creates disruption and/or threatens the physical or mental well being of an individual or group. Examples include, but are not limited to, an *emergency* (see below), civil disturbance, act of violence (with no continuing risk of danger), power outage, the arrest of someone associated with the University, or the sudden death of an employee or student.

Emergency

An **emergency** is any situation that affects the physical safety of persons or property on the grounds of the University of Pittsburgh at Johnstown and that requires immediate response by emergency personnel (police, fire, ambulance, etc.). Examples include, but are not limited to, a natural disaster, fire, explosion, gas leak, chemical spill, hostage situation, or act of violence (with continuing risk of danger).

Scope

These procedures apply to all personnel, as well as buildings and property owned and operated by Pitt-Johnstown. This guide also includes an outline for managing issues where there is no immediate danger to people, buildings, or property, but there is a need to communicate to the campus, media, and our other constituencies. Also important is safeguarding the University's reputation through the flow of accurate and timely information.

Notification of a Critical Incident

In the event of a *non-emergency critical incident*, the President's Office (814-269-2090) should be notified immediately. In the event that no personnel are available in the President's Office, or if the event occurs after normal business hours, the Executive Director of External Relations (814-269-2080) should be notified. If the Executive Director of External Relations is not available, contact the Chief of Staff (814-269-2090). *Emergency situations* should be reported directly to Campus Police immediately. Campus Police will then notify the President's Office, using the above protocol.

Direction and Coordination

In the event of any critical incident, the CIRT will be notified immediately. In all critical incidents, this team must meet or attempt a conference telephone call to review the issues relating to the critical incident. Appropriate cause and action will be reported to the CIRT. Team members will coordinate the implementation and coordination of the campus operation plan and support as it pertains to their areas.

Emergency Notification System (ENS)

In the event of an *emergency* situation as covered by the Emergency Notification System (ENS), the President, Chief of Staff, the Chief of Campus Police and/or the Executive Director of External Relations will consider activation of the ENS and will do so based on discussions with the CIRT. Once activated, ENS will send messages to those faculty, staff, students, and parents who have signed up for this service. Additional notifications will be made via ENS, e-mail, telephone, and Web (<http://www.upj.pitt.edu>), and as appropriate through local television, radio, and newspapers. A final ENS message will be sent to all subscribers once the incident is declared "over."

Declaring an Emergency

In the case of a critical incident, the CIRT will immediately convene. After consultation, the President or designee may declare an *emergency*. The team will recommend to the President what actions to take. The President or designee will be advised of action already taken and will approve further plans and recommendations. The responsibilities of the CIRT are:

1. Coordinate University response;
2. Determine the type and magnitude of the incident and establish the appropriate emergency post;
3. Initiate immediate contact with the President describing the situation and any action already taken;
4. Assess the University's condition;
5. Notify and utilize Campus Police in order to maintain safety and order;
6. Notify and conduct liaison activities with appropriate outside organizations, such as fire, police, EMS, etc;
7. Perform other related duties as may be required by virtue of the incident;
8. Ensure that information on the incident is communicated to all students, faculty, and staff, as well as the outside community;
9. Provide to the President information about the final outcome of the incident.
10. Initiate all appropriate measures to protect the health, safety, and welfare of the Pitt-Johnstown community to include immediate counseling care and support of affected persons.

During a Critical Incident/Emergency

During the period of any major campus emergency, the CIRT will place into immediate action the appropriate procedures necessary to manage the situation and to safeguard persons and property. The team shall immediately consult with the President regarding the recommended plan of action.

When this declaration is made, only registered students, faculty, staff, and external emergency providers are authorized to be on campus. Those who cannot present proper identification (registration or employee identification card, or other I. D.) showing their legitimate business will be asked to leave the campus. In the event that a critical incident occurs after hours, only those employees and emergency providers with appropriate credentials will be permitted onto campus.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the CIRT will be allowed to enter the affected area. Each member of the CIRT will be provided with appropriate photo identification.

In the event of a critical incident, information on emergency conditions can be obtained via ENS, e-mail, telephone, and Web (<http://www.upj.pitt.edu>), as well as through local television, radio and newspapers. The Executive Director of External Relations will manage internal and external communications. In an emergency, the phone number for the CIRT is 814-269-2090.

In the event that the electrical and/or communications services are interrupted, information will be hand-delivered to campus buildings and residence halls if it is safe to do so. Information will be distributed to students through the residence life staff including residential advisors. When necessary, the Campus Radio Network and Campus Television will be activated to improve communication between designated information hubs.

Emergency Command Post

The CIRT will assemble in Blackington 252, if feasible. Alternate assembly areas will be determined based on the type of event and its location. Alternate sites include the Student Life Office in the Student Union, the Living and Learning Center, and the Richland Township Municipal Building. The President, in cooperation with the CIRT will determine the equipment, vehicles, and staff to be assigned to the command post, as well as the location of the post.

Emergency Procedures Guide

How to report an emergency

1. Immediately call 814-269-7005 or 814-269-7222 to report an emergency (x7005 or x7222 from an on-campus phone).
2. Be prepared to provide Campus Police with the following information:
 - a. Nature of emergency;
 - b. Exact location of incident (look for landmarks or room numbers);
 - c. Number of people involved (or an estimate);
 - d. Type of assistance needed, as best you can tell (medical, fire, police);
 - e. Your name.

If Campus Police cannot be reached, dial 911 for off-campus police (from an on-campus phone, dial 9-911).

Building Evacuation

If a partial or full evacuation is required, faculty and staff will be sent home and students will be directed to a place of safety. If an alarm is activated, **ALL** individuals in that building must evacuate. Essential personnel will stay on campus to assist with the emergency. If you have to evacuate the building you are in, please take the following actions:

1. Walk calmly but quickly to the nearest marked exit and ask/assist others in doing the same.
2. Do not use elevators.
3. Once outside, move clear of the building. Keep streets and sidewalks clear for emergency vehicles. Stay as a group so that staff and students can be accounted for.
4. Do not return to evacuated building unless directed by University officials.

5. If you have a disability, proceed to designated rescue area.

Communication Guidelines

1. The President and the CIRT should be informed immediately of existing emergencies. Complete details should be made available, including what it is, how it began, who is involved, what is happening now, and what help has been summoned.
2. In addition to notifying Campus Police, executive and supervisory personnel should notify the President's Office about any critical incident, even a minor one.
3. If deemed appropriate, the Emergency Notification System should be activated. Individuals authorized to activate the ENS are Chief of Campus Police, Chief of Staff, and Executive Director of External Relations.
4. All calls from the media should be referred directly to the Executive Director of External Relations. No University employees or students should speak on behalf of the University to the media.
5. The Executive Director of External Relations will manage all internal and external communications, with the counsel of the CIRT, and assistance from the spokespeople who are specifically assigned and authorized to speak for the University of Pittsburgh. If possible, the Living Learning Center will be used as the media command center. Parking areas across from the Living Learning Center will be used for media vehicle staging.
6. The Vice President for Academic Affairs (or his/her designee) will serve as liaison to parents. If possible, the Pasquerilla Performing Arts Center will be used as the parent command center.
7. The Vice President for Student Affairs (or his/her designee) will serve as liaison to the students. If possible, the Sports Center will be used as the student command center.

Critical Incident Response Team

The President selects the CIRT for the University. The Team is responsible for coordinating the University response during a critical incident. The members of the CIRT include the individuals listed below. This team will be expanded, if necessary, to include the Director of Health Services, the Director of Personal Counseling, and Director of Human Resources.

President

Dr. Jem Spectar

Vice President for Finance and Administration

Kelly Austin

Vice President for Student Affairs

Jonathan Wescott

Vice President for Academic Affairs

Dr. Alan Teich

Vice President for Enrollment Services and Planning

Dr. James Gyure:

Executive Director of External Relations/Authorized ENS

Robert Knipple

Chief of Staff/Authorized ENS

Christian Stumpf

Chief of Campus Police/Authorized ENS

Kevin Grady (and Sgt. Eric Zangaglia)

Director of Operations and Maintenance

Andrew Csikos

Associate Vice President for Information Technology

J. Jeffrey Sernell

Director of Housing and Residential Living Learning Communities

Mark Dougherty

Director of User Services

Robert Eckenrod

Director of Conference and Auxiliary Services

Joyce Radovanic

Local Emergency Contacts

Local Disaster Resources: 9-11 (9-911 on campus)

Richland Police Department (non-emergency): 800-281-1680

Pennsylvania State Police: 814-471-6500

Richland Fire Department: non-emergency 814-266-4331

East Hills Ambulance Service: 814-269-4841

County Health Department: 814-248-3120

State Health Department: 877-724-3258

Poison Control: 800-252-5655

Local Hospitals: Windber 814-467-3000, Conemaugh 814-534-9000

County Fire Rescue Coordinator: 9-11 (9-911 on campus)

County Department of Emergency Services: 814-472-2050

Cambria County Emergency Management Coordinator: 814-534-4342

Richland Township Roadway Department: 814-266-2922

Fire Control EMS Dispatch: 9-11 (9-911 on campus)

American Red Cross: 814-255-1550

Other Resources

Pennsylvania Emergency Management Agency: 724-357-2990 or 800-972-7362

National Disaster Assistance Act: 800-621-3362

Department of Environmental Protection (oil/hazardous materials spill):
800-541-2050

Department of Environmental Conservation: 814-472-1900

County Conservation District: 814-472-2120

Federal Emergency Management Agency: 800-462-9029

National Weather Services: <http://www.erh.noaa.gov/btv/index.php>

Water Company (Highland Sewer and Water): 814-266-3146

Gas (Dominion): 814-269-6320 or 800-764-0111

Electric (Penelec): 814-269-6616 or 888-478-8465

Federal Aviation Administration: Notify the Cambria County Emergency Management Coordinator:
814-534-4342

Responsibilities of the Critical Incident Response Team Members

President (designee: Chief of Staff)

The President will

- Declare an emergency.
- Serve as liaison to the University of Pittsburgh.
- Delegate the implementation of these Critical Incident Response Guidelines to the members of the CIRT.
- Declare the incident over.

Vice President for Academic Affairs (designee: Vice President for Enrollment Services and Planning)

The Vice President for Academic Affairs will:

- Advise the President on matters that relate to faculty members and classes.
- Determine if it is necessary to cancel classes and, if necessary, execute the notification process.
- Serve as liaison to parents.
- Provide, if necessary, pertinent student information, including contact information and student status.

Vice President for Finance and Administration (designee: Chief of Staff)

The Vice President for Finance and Administration will:

- Advise the President on matters that relate to facilities and campus property.
- Serve as liaison to General Counsel.
- Provide, if necessary, pertinent employee information, including contact information and employment status.
- Recall specific University employees or their alternates to campus during non-business hours.
- Authorize any and all expenditures resulting from the incident including, but not limited to, transportation expenses and temporary housing expenses.

Vice President for Student Affairs (designee: Director of Housing and Residential Living Learning Communities)

The Vice President for Student Affairs will:

- Advise the President on matters that relate to students.
- Coordinate residence life and mental health support services.
- Serve as liaison to the students.
- Coordinate the evacuation of students and coordinate temporary housing.

Chief of Campus Police (designee: Sergeant)

The Chief of Campus Police, who is authorized to activate the ENS, will:

- Coordinate all response activities of Campus Police and serve as liaison to local and County emergency response personnel.
- Initiate actions that will secure the scene of the critical incident, including, but not limited to, restricting physical access and restricting airspace over campus.
- Coordinate the emergency command center.
- Assess the University's condition and advise the CIRT.
- Determine appropriate actions that should be taken to ensure safety of the campus and its occupants.

Director of Operations and Maintenance (designee: Associate Vice President for Finance and Administration)

The Director of Operations will:

- Designate evacuation areas.

- Serve as liaison to Risk Management and Environmental Health and Safety.
- Provide drawings indicating the locations and identification of rooms, laboratories, offices, and other University facilities.
- Make recommendations, as necessary, regarding actions that should be taken to ensure stability of facilities.
- Assess the potential direct and indirect hazards to human health or the environment that may result from the emergency (e.g., chemical release, fire, explosion, etc.)

Executive Director of External Relations (designee: Vice President for Enrollment Services and Planning)

The Executive Director of External Relations, who is authorized to activate the ENS, will:

- Serve as official spokesperson during the incident.
- Coordinate all communication efforts during and after the incident.
- Serve as media liaison and coordinate media relations effort.
- Serve as the Advisory Board liaison.
- Work with the Associate Vice President for Information Technology to coordinate electronic communication and messaging for the campus web page.

Associate Vice President for Information Technology (designee: Director of User Services)

The Associate Vice President for Information Technology will:

- Issue all electronic messages, in consultation with the Executive Director of External Relations.
- Serve as liaison to Computing Services and Systems Development (CSSD)
- Activate and maintain the emergency web page.
- Provide access to telephones or suitable back-up communication devices.
- Provide Internet access to media.
- Assign priority status to incoming and outgoing telephone lines and, if necessary, deactivate secondary lines.

Director of Conference and Auxiliary Services

The Director of Conference and Auxiliary Services will:

- Coordinate Food Service needs
- Serve as liaison to conference groups on campus at the time of the incident.

Specific Critical Incident Protocol

These steps should be taken in response to various kinds of critical incidents, including fire, natural disasters, violence/criminal activity, medical emergencies, and other emergencies. In all *emergencies*, Campus Police should be notified immediately.

The purpose of the procedures listed in this plan is to provide a brief overview of the key activities that need to be addressed in the event of a critical incident. In every case, the primary focus of critical incident response is always on the following priorities:

1. Attending to the safety of people;
2. Providing assistance to individuals with disabilities;
3. Reorganizing into an emergency operations mode;
4. Operating in emergency mode;
5. Restoring normal functioning.

Fire

Faculty, staff, and students should know the location of fire extinguishers, exits, and the alarm stations. When a fire is observed, the nearest fire alarm should be pulled and everyone should evacuate to safe areas outside the building. Precautions should be made to ensure that everyone has left the building. If an alarm is activated, **ALL** individuals in that building must evacuate

In the event of a fire, individuals should:

1. Pull fire alarm no matter how minor.
2. Call Campus Police to report the location of the fire. If there is no risk to safety, stay on the line to provide important information.
3. In the case of a small fire, a trained individual should remove the nearest fire extinguisher and attempt to put the fire out. Never try to extinguish a fire for longer than 30 seconds; evacuate immediately.
4. For larger fires, quickly evacuate all rooms, closing doors to confine the fire and reduce the oxygen supply. Do not lock doors. Do not attempt to fight the fire.

The following protocol should be followed during an evacuation:

1. Individuals should leave a building in which a fire alarm sounds following the posted evacuation routes.
2. Occupational Safety and Health Administration (OSHA) and fire safety regulations require that specific employees in each building be appointed as "Building Marshals" to ensure a safe and orderly evacuation in the event of an emergency. For the purpose of this plan, the Building Marshals will be considered an extension of the larger emergency operations group. Building Marshals are designated for the following buildings and are as follows:

Building	Building Marshal
Blackington Hall	Human Resources
Biddle Hall	Financial Aid staff
College Park Apartments	Residence Life Staff
Engineering & Science Building	Engineering Technology staff
Krebs Hall	Social Sciences staff
Living Learning Center (conference)	Conference Services Staff
Owen Library	Academic Success Center staff
Pasquerilla Performing Arts Center	Arts Center staff

Physical Plant Building	Physical Plant staff
Residential: First-Year	Residence Life Staff
Residential: North Lodges	Residence Life Staff
Residential: South Lodges	Residence Life Staff
Residential: Townhouses	Residence Life Staff
Residential: Willow	Residence Life Staff
Sports Center/Zamias Aquatic Center	Athletics Department staff
Student Union	Student Affairs staff
Technical Services Building	Technical Services staff
Zamias Aquatic Center/Sports Center	Athletics Department staff

Weather/Natural Disaster

The Vice President for Academic Affairs (designee: Vice President for Enrollment Services and Planning) will formulate all recommendations regarding weather-related changes in the status of campus operations: course cancellations and campus closures. If the Vice President (or his/her designee) deems it appropriate to recommend a change in operational status, the recommendation will be made to the President. The President will make the final decision. In the event that the President is unavailable, the Vice President (or designee) will have the authority to make the decision and will immediately communicate it to the Executive Director of External Relations.

Ideally, these decisions will be made before 10 p.m. the previous evening or by 6:30 a.m. the morning of the cancellation. Status changes during the day will be made as the situation warrants. Decisions regarding the status of evening classes should be made by 4 p.m. the afternoon of the cancellation.

Before making a recommendation regarding campus operations, the Vice President for Academic Affairs (or designee) will consult with the following:

1. *Vice President for Finance and Administration.* The Vice President for Finance and Administration will contact Facilities Management in order to assess conditions on campus with respect to roads, parking areas, and sidewalks.
2. *Campus Police.* Campus Police will provide information on travel conditions off-campus, and provide an update on anticipated weather conditions.

Once a decision is made to change the status of campus operations, the Vice President for Academic Affairs (or designee) will:

1. Notify all appropriate media regarding the status of campus operations.
2. Notify the Associate Vice President for Information Technology to:
 - a. activate the appropriate messages on the web page and Employee Hot Line, and
 - b. issue a broadcast e-mail to all students informing them of the change in campus operation.
3. Prepare and issue a broadcast e-mail to all employees informing them of the change in campus operations.

Pitt-Johnstown's general policy with regard to severe weather is to remain open in all but the most extreme circumstances. The *Severe Weather Policy*, which appears on page 15, details the policy for response to adverse conditions.

Tornadoes and Severe Storms

When anticipating a severe storm, faculty, staff, and students should remain alert to the warning system broadcast by the weather service for a broad area of Western Pennsylvania. These warnings can be heard on local radio stations and online at www.weather.com.

A *tornado watch* means that tornadoes or severe thunderstorms are possible. A *tornado warning* means a tornado has actually been sighted in the area. In case of a tornado warning, faculty, staff, and students should seek shelter immediately.

The best protection is to go to the most interior part of the lowest level of any building and stay away from glass/windows.

In case of a tornado warning, the fire alarm should not be pulled since this will send people outside and into danger.

Wild Animal

In the case of a wild animal in close proximity to campus facilities, faculty, staff, and students should go inside the nearest building and call Campus Police. Faculty, staff, and students should not attempt to approach the animal.

Crime Occurrence

If a crime has occurred or is in progress, Campus Police should be called immediately. The officers on duty will take appropriate action and investigate the situation. If need be, the officers may call for outside assistance.

Threatening Call or Bomb Threat

It is possible for any faculty, staff, or student to become the receiver of a threatening call or bomb threat. In such a case, the person who receives such a call should treat the incident with the utmost seriousness and should follow these steps:

1. The person who receives such a call should remain calm and try to keep the caller on the line as long as possible to obtain information, including estimates of the caller's gender and age, tone of voice, background sounds, motivation, and content of the caller's speech. If using a telephone equipped with caller ID, check to see if the number is available and write it down. If a bomb threat, attempt to gather specific information about when the bomb will explode, its location, its appearance, and its mechanisms. The caller may reveal his/her name and address if asked.
2. After hanging up, Campus Police should be called immediately. Campus Police will implement the CIRT guidelines.
3. Campus Police will direct evacuation procedures. Often it is advisable to follow normal fire evacuation procedures. Buildings should be evacuated to a safe distance and should not be re-entered until receiving a clearance from local authorities.

Hostage Situation

In the event of a hostage situation, individuals should:

1. Notify Campus Police immediately. Provide as much information as possible, including the location of the hostage situation, and, if known, the names and affiliations of parties involved and whether any weapons are involved.

2. All people should be moved away from the hostage situation as quickly and quietly as possible. Common areas should remain evacuated.
3. Gather all pertinent information to give to police on their arrival. Notes should be made on the timing of what has occurred, as well as any communication from the individual holding the hostage. Keep witnesses available to answer questions for police.
4. Under no circumstance should communication be initiated with the individual holding the hostage. Only Campus Police should initiate communication.
5. Law enforcement should have total command of the situation. They will advise on other steps that should be taken.

Suspicious Persons or Vehicles on Campus

Faculty, staff, and students need to be sensitive to those who appear to be strangers on campus. If someone seems suspicious, he/she should be asked if he/she needs any directions or assistance. If no apparent risk seems evident, there is no need for further response. Similarly, if a suspicious vehicle is observed (i.e., parked in a suspicious manner or place), a description and the location of the vehicle should be reported to Campus Police.

If, however, there seems some reason to be suspicious, Campus Police should be notified. If an act of violence is occurring or there is an obvious risk of danger, proceed to the steps below under "Potential Violent Activity".

Potential Violent Activity

If an act of violence has occurred, Campus Police should be called immediately. If there is no threat of further danger, give assistance and support to any victims until emergency officials arrive. If there is a continued threat of danger, individuals should:

1. If in an office or classroom: Lock the door; turn off the lights; get down on the floor. Turn off ringers on cell phones.
2. Warn others of the dangers and urge them to leave immediately.
3. Move quickly to a safe location. Do not stand still in a public area (i.e., hallway) or outside. Run to safety.

Civil Disturbance or Demonstration

Most campus demonstrations, such as marches, meetings, picketing, and rallies, will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstrations:

1. Interference with the normal operations of the college.
2. Prevention of access to office, buildings, or other campus facilities
3. Threat of physical harm to persons or damage to campus facilities.

In the case that such conditions are present, Campus Police will follow departmental procedures for responding to such an event.

Exposure to a Potential Contamination such as Anthrax

Suspected exposure should be reported to Campus Police immediately.

The Campus CIRT will receive consultation from the appropriate external agencies regarding testing, treatment, and the dissemination of information to the campus community. The CIRT will involve the respective areas of the University for consultation and response, as appropriate.

In the event of a suspected anthrax contamination, individuals should:

1. Avoid breathing any dust.
2. Contact Campus Police immediately.
3. Use standard universal precautions, such as gloves, respiratory, and eye protection.
4. Immediately put the letter/package/article in a garbage bag and tie it off. Leave the package sealed at the worksite and leave the area and immediately wash hands with hot water and soap.
5. Isolate others from the area.
6. Campus Police will assist and cooperate with the County EMS and the FBI to facilitate the inspection and decontamination of the affected area.

Medical Emergency and/or Health Crisis

In the event of a serious medical emergency, and during times when Health Services is not open, Campus Police should be notified. If an ambulance and paramedic crew is needed, Campus Police will summon. Individuals present at the incident may be asked to assist with directing the ambulance to the scene. Health Services (814-269-7110) should be contacted for minor medical emergencies during normal office hours.

Utility Failure and Gas Leaks

In the case of utility failure, faculty, staff, and students should call Campus Police. Campus Police will work with Physical Plant to contact the appropriate utility service provider.

In the case of a gas leak, all areas that could be in possible risk should be evacuated. This may be achieved by activating a fire alarm and following the standard procedures for fire evacuation.

Chemical Leak or Hazardous Materials Incident

If in a particular location, such as a scientific lab, every effort should be made to communicate with the staff or faculty member who is responsible to oversee this area. Campus Police should be notified and provided with information on the chemicals involved. Campus Police will determine whether to evacuate the building and/or call 911 and a HazMat team.

Policy on Extreme Weather Conditions

Notification:

In the event classes are canceled and/or non-academic operations are suspended, our procedure is:

- Weather decisions will be made before 10 PM the previous evening or by 6:30 AM the morning of the cancellation. (Status changes during the day will be made as the situation warrants.)
- Employees and students should watch the 11 PM news and the 6:30 AM news on WJAC-TV (Channel 6), WTAJ-TV (Channel 10), or WTAE-TV (Channel 4).
- Employees and students should listen to the following radio stations:

WKYE 96.5 FM	WFGI 95.5 FM	WYOT 92.1 FM
WRKW 92.1 FM	WNT 850 AM	WNTW-990 AM
WCCL 101.7 FM	WAYC 100.9 FM	WBVE 107.5 FM
WBFD 1310 AM	WHJB 1600 AM	
WUPJ 1610 AM (on campus only)		

- Employees and students should view the Pitt-Johnstown web site (www.upj.pitt.edu) to determine the operational conditions of the university. The web page will be updated as soon as possible after the weather decision is made.
- Employees are encouraged to contact their immediate supervisors for reporting instructions. In the event an employee cannot reach his or her supervisor, the employee should call the Employee Hot Line (814-269-7199) for further information.

Implementation:

If we experience periods of severe inclement weather, which may prohibit staff employees from reporting to work at the regularly scheduled times, the following alternatives are offered to those employees not reporting to work:

- Utilize any accumulated compensatory time, or
- Take a personal holiday, or
- Take a vacation day, or
- Take a day without pay.

It is the direct responsibility of each supervisor, when approving employees' individual time sheets, to see that the employee has indicated his/her choice as outlined above. There will be rare occasions when weather conditions will result in the cancellation of classes for all or part of a day. These announcements cannot be construed as "closing the University" and individual supervisors cannot declare employee holidays in response to class cancellations. Extreme situations where we may be required to suspend non-academic operations will be dealt with on a case-by-case basis in accordance with University policy.

It is recognized that some individuals will have special problems with commuting in inclement weather. In those cases, supervisors are encouraged to be as accommodating as possible. Efforts will be made to recognize differences in individual abilities to report to work, and, typically, no disciplinary action will be taken against individuals unable to report. However, the supervisor's accounting for employee time must be as outlined above.

Supervisors are to advise each of their employees of the alternatives to reporting.

Faculty are expected to report when classes are in session. Those experiencing special problems with travel should contact their Division office. Similarly, commuter students may experience difficulty attending classes and should not be penalized for missing class when weather conditions are difficult.

Information:

Essential services identified at the University of Pittsburgh at Johnstown are as follows: Health Services, Library, Physical Plant, Campus Police, Residence Services and Student Life.

Abbreviations

CIRG	Critical Incident Response Guide
CIRT	Critical Incident Response Team
CSSD	Computing Services and Systems Development
ENS	Emergency Notification Service
HazMat	Hazardous Materials
OSHA	Occupational Safety and Health Administration