



THIEL

COLLEGE

EMERGENCY
MANAGEMENT
PLAN

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INTRODUCTION

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

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

SCOPE

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

The Thiel College Emergency Response Plan shall be subordinate to local, state or federal plans or actions during a disaster declaration by those authorities. This plan may be activated in response to a regional or national crisis that affects the College. Any emergency that affects the students, faculty and/or staff community could be considered a College emergency.

This plan is designed to enable faculty, staff and students to successfully cope with emergency situations at the College. The overall ability of College personnel to respond to any incident will rely primarily upon preplanned procedures, incident action plans, business continuity plans, and other appropriate plans and procedures.

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

ACTIVE KILLER
BOMB THREAT
CRIME ON CAMPUS
DISTURBANCES/DEMONSTRATIONS
EMERGENCY EVACUATIONS
EXPLOSION
FIRE SAFETY
HAZARDOUS MATERIALS RELEASE

- Biological

- Chemical
- HOSTAGE
- INTERRUPTIONS OF SERVICES
- MASS CASUALTY
- MENTAL HEALTH EMERGENCIES
- MISSING STUDENT
- NATURAL DISASTER EMERGENCIES
 - Earthquake
- UTILITY EMERGENCIES
- PANDEMIC EMERGENCY
- SEARCH AND RESCUE
- SEVERE WEATHER
 - Flood
 - High Winds
 - Ice Storms
 - Lightening
 - Tornado
- TERRORISM
- FULL EVACUATION

AUTHORITY

This plan is promulgated under the authority of the President of Thiel College and the President's Cabinet. The President's Cabinet is comprised of the President, VP for Academic Affairs and Dean of the College (VPAA), VP for finance and management (VPFM), VP for College Advancement (VPCA), Vice President for Student Life and Athletics (VPSLA), VP for Enrollment Management (VPEM), Director of Athletics, Vice President of Communications and Marketing, and the Executive Assistant to the President.

RESPONSIBILITY

The plan and the maintenance thereof are the responsibility of the Thiel College Director of Public Safety, Chief of Police. The plan is to be reviewed on an annual basis at minimum, revised as necessary, and annual training programs will be coordinated and facilitated by the Director of Public Safety, Safety Committee and Chief of Police.

The plan is distributed and available to all College faculty, staff and students through the official Thiel College web site www.thiel.edu. Faculty, staff and students will also be reminded of the existence of the plan every year in the fall, via e-mail and other orientation or training programs.

NOTIFICATION SYSTEM PROTOCOL

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

TEXT AND EMAIL MESSAGING

Cell phone users can receive emergency text messages in the event of an emergency by signing up for the Tomcat Alert (https://thiel.app.regroup.com/contacts/password_create). Messages will be brief and will be activated by Thiel College officials. All campus email users will also receive email messages regarding the emergency.

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

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

DEFINITIONS OF EMERGENCIES

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

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

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

Scope	Level 1	Level 2	Level 3
College Activities	Minimal and localized; most College activities not impacted.	Significant; College activities may be subject to localized shutdown.	Very significant; College activities shut down for a period of time.

Faculty, Staff, Students	Site-specific localized impact; injuries possible.	Site-specific or general impact with possible disruptions; injuries possible.	General impact with probable disruptions; injuries and possible fatalities a concern.
Media Coverage	None expected or possibly local coverage.	Local / regional coverage.	Local, regional and possibly national coverage.
Public & Government Concern	Limited.	Potential exists for an embarrassing situation; government agencies may investigate prevention/response/recovery efforts.	Potential exists for an embarrassing situation; government attention (investigations) likely.
EMT Involvement	Little or none.	Conditionally involved.	Actively involved.

DECLARATION OF EMERGENCIES

Based on information received from the Director of Public Safety, VP for Student Life, or another officer of the College, the College President will determine whether an occurrence will be declared a “Level 2” or “Level 3” Emergency and whether the Cabinet and the Incident Command Team will need to be assembled. In the absence of the President, the Vice President of Finance and Management will make that determination.

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

1. The declaration of a Level 2 or 3 Emergency will specify the locations of the Incident Command Team and Cabinet for that particular event. The physical locations of either group can vary due to the unique circumstances of an incident, but in most cases the Cabinet will be located in the President’s office and the Incident Command Center will be located in or around the Thiel Police Department Offices.
2. The Executive Assistant to the President will notify the President’s Cabinet when Level 2 or 3 Emergencies have been declared.
3. The President’s Cabinet will likely be asked to meet in order to take whatever actions are deemed appropriate.

4. The VPSLA will serve as the liaison between the President/Cabinet and the Incident Command Team to help manage the response and facilitate the formation of the Incident Command Center.
5. The Incident Command Team will be comprised of the VPSLA, Director of Public Safety/Chief of Police, Director of Facilities, Director of Residence Life/Director of Residence Life, Vice President of Communications and Marketing, Director of Health Services, and others as appropriate (i.e. Director of Human Resources, Campus Pastor, Campus Counselor, Director of Food Services, etc.).
6. Declaration of a Level 2 or 3 Emergency will also prompt a notification to the entire campus community as soon as practical. The Vice President of Communications and Marketing in collaboration with the VPEM will ensure that this notification is made by e-mail, Thiel College web site, and/or other appropriate methods. The College Dispatcher will manage the switchboard, phone lines, and Cooper Mass Notification System / Tomcat Alert System (when necessary) while the Coordinator of Housing/Assistant to the VPSLA will be there to assist.

EMERGENCY MANAGEMENT TEAMS & ROLES

President's Cabinet:	<p>Senior administrators who have the responsibility and oversight over the primary operating units of the College. These individuals have the authority to make decisions regarding the course of actions taken to address the emergency situation.</p> <p><u>Members:</u> President, Vice President for Academic Affairs and Dean of the College, Vice President for Finance and Management, Vice President for College Advancement, Vice President for Enrollment Management, Vice President for Student Life and Athletics, Director of Athletics, Vice President of Communications and Marketing, and Executive Assistant to the President.</p>
Incident Command Team:	<p>This group is responsible for responding to and assessing the situation. Primary responsibilities include the logistical management of the situation and providing necessary information to the Cabinet. Some Frontline Staff may be called to serve on this group depending on the specific situation (i.e. Director of Human Resources, Campus Pastor, Campus Counselor, etc.).</p> <p><u>Members:</u> Vice President for Student Life and Athletics, Director of Public Safety/Chief of Police, Director of Facilities, Vice President of Communications and Marketing, Associate Dean of students, and Director of Residence Life.</p>

Frontline Staff:	These employees are called upon to carry out specific tasks that arise in response to an incident/situation. Examples include the dispatch staff handling specific communications, residence life staff helping to manage student response, Campus Pastor and Counselor forming care teams, etc.
Community Partners:	Designated community members and/or organizations identified to provide support in the event of specific circumstances. Examples include counseling services provided by local pastors and counselors, temporary relocation areas, etc.
Initiators:	This can be any campus constituent that comes upon a potential accident/incident on campus. These individuals should immediately contact Public Safety at ext. 2222 or by calling 724-589-2222 from an outside line.

CHAIN OF COMMAND

This plan is promulgated under the authority of the President of Thiel College and the President’s Cabinet. The President’s Cabinet is comprised of the President, VP of Academic Affairs and Dean of the College, VP for finance and management, VP for College Advancement, VP for Enrollment Management, Vice President for Student Life and Athletics, Director of Athletics, Vice President of Communications and Marketing, and the Executive Assistant to the President.

This section provides an actual “Chain of Command” as it relates to the Emergency Management Teams and their roles. In the absence of a member within the “Chain of Command”, that individual’s role will either be delegated to another member (i.e. Cabinet) or an identified back-up individual will fill the role.

PRESIDENT’S CABINET CHAIN OF COMMAND

- President
- Vice President for Finance and Management
- Vice President for Student Life and Athletics
- Vice President for Academic Affairs and Dean of the College
- Vice President of Communication and Marketing
- Vice President for College Advancement
- Director of Athletics
- Executive Assistant to the President
- Delegated leader from the remaining members of Cabinet

CABINET’S GENERAL ROLES & RESPONSIBILITIES

President:	The President of the College is ultimately responsible for the decisions made during emergency situations.
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The President may delegate the implementation of these decisions, and in special circumstances, he/she may also delegate authority to make decisions on his behalf.

VPAA/Dean of the College:

The VPAA is responsible for advising the President on matters that relate to faculty members and academic matters (i.e. class schedules, class rosters, etc.).

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

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

If the VPAA is unable to respond to the emergency, the Associate Academic Dean and/or Assistant Academic Dean will act on his/her behalf.

If others are unavailable, the Chair of Faculty Executive Committee will act on their behalf.

VPSLA:

The VPSLA is responsible for overseeing the implementation of the Incident Command Team, for monitoring activities, and serving as the liaison between the Incident Command Team and President/Cabinet.

The VPSLA is responsible for establishing an alternative Chain of Command for emergency activities in the absence of key participants.

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

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

If the VPSLA is unable to respond to the emergency, the Director of Residence Life will act on his/her behalf.

VP for College Advancement:

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

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

Vice President of
Communications & Marketing

The Vice President in collaboration with the Vice President for Enrollment will ensure that notifications are made by email, Thiel College web site, and/or other appropriate methods to the entire campus during Level 2 or 3 Emergencies.

Shall be in accordance with the Crisis Communication Plan.

Is responsible for advising the President on matters related to institutional reputation and Public Relations.

In collaboration with the VPFM we will ensure that notifications are made by e-mail, Thiel College web site, and/or other appropriate methods to the entire campus during Level 2 or 3 Emergencies.

They will assist in the review of all press releases and external communications that take place in the aftermath of an emergency situation.

Director of Athletics:

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

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

Executive Assistant to the President: The Executive Assistant to the President is responsible for notifying the President's Cabinet of the declaration of Level 2 or 3 Emergencies and making arrangements for having copies of the Emergency Management Plan available for Cabinet's use.

The Executive Assistant is responsible for providing administrative support to the President and Cabinet during Level 2 and 3 Emergencies.

INCIDENT COMMAND TEAM

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

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

INCIDENT COMMAND TEAM CHAIN OF COMMAND

Vice President for Student Life and Athletics

Director of Public Safety/Chief of Police

Associate Dean

Director of Facilities

Director of Residence Life

Vice President of Communications and Marketing

Delegated leader from the remaining members of the Incident Command Team

VPSLA: The VPSLA is responsible for activating the Incident Command Team and engaging the President in times of emergency. He will serve as the primary liaison between the Incident Command Team and the President and Cabinet.

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

Associate Dean of Students:	In the event that the VPSLA is unavailable, the Associate Dean shall fill the role of the VPSLA. Otherwise, the Associate Dean shall assist the incident commander by being the lead Logistics communicator between Incident Command Team Members.
Director of Facilities:	The Director of Facilities is responsible for all activities involving utilities, building plans and activating additional staff to assist where deemed appropriate. The Director of Facilities will serve as the facilitator of the Incident Command Team in the absence of the Director of Public Safety/Chief of Police.
Director of Residence Life:	The Director of Residence Life is responsible for identifying and working to support any needs that relate to the student population (e.g. housing, food, physical and mental health, etc.).
Vice President of Communications and Marketing:	The Vice President of Communications and Marketing is responsible for advising on all communications to all constituents and advising the team on decisions that will impact institution reputation.

REPORTING AN EMERGENCY

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

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

- A. Ext. 2222—from any campus extension
- B. 724-589-2222—from any off-campus phone
- C. Telephone Contact: In an emergency, Do NOT dial 911 from a College phone. Instead dial 724-589-2222 or Ext. 2222. Campus Police has direct contact with Fire/Police/EMS and will be able to determine your location.
- D. Cell Phones: Cellular 911 phone calls are answered by the Mercer County 911 center and will be directed to the appropriate agency for action. Therefore, it is important to give accurate information regarding your location and the incident.
- E. In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:
 - a. What you see, heard, or found.
 - b. Exact location of incident.
 - c. The phone number of the phone you are using.
 - d. Details of situation.
 - e. Your name and address.

- f. Stay on the line until you are told to hang up.

REMEMBER IT IS IMPORTANT TO KEEP CALM . . . AND KEEP OTHERS CALM!

EMERGENCY CONTACT NUMBERS	
ORGANIZATION	PHONE #
All On-Campus Emergencies	724-589-2222 or Ext. 2222
Ambulance	911
American Red Cross	724-962-9180
Centers for Disease Control and Prevention (CDC)	1-800-232-4636
Emergency Ambulance Service – STAT MedEvac	911
Fire Department	911
Greenville/West Salem Police	724-588-4190
Greenville Fire Department	724-588-3111
Greenville Transit Authority	724-588-6161
Hospital (UPMC Horizon)	724-588-2100
Hempfield Police Department	724-588-7369
Hempfield Fire Department	724-588-6001
Human Resources Office	724-589-2150
IT Solution Center	724-589-4000
Life Force Ambulance Service	724-589-0661
Maintenance	724-589-2175
Mercer County Behavioral Health	724-662-2227
Mercer County Emergency Center	724-662-6110
Mercer County Sherriff	724-662-6135
Mercer County State Police	724-662-4200
National Response Center	1-800-424-8802
Non-Emergency Care (Campus Nurse)	724-589-2356
Pennsylvania Emergency Management Agency (PEMA)	717-651-2001
Poison Control Hotline	800-222-1222
Police Emergency	911
Thiel College Public Safety Office	1-800-248-4435
Thiel Learning Commons	724-589-2371

The Emergency Contact Numbers can be found in Appendix B.

IMPORTANT INFORMATION FOR FACULTY/INSTRUCTORS

The instructor is an authority figure for students, whether consciously or subconsciously, and can influence how students respond in an emergency. Instructors who are prepared for emergencies will be

able to help calm students by being in control and giving calm and clear directions. The following are guidelines for Faculty / Instructors during Classrooms and Laboratory Emergencies.

Faculty / Instructors must:

- A. Provide their classes or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Instructors must share the following information:
 - Two Main exit routes out of the building.
 - The Emergency Assembly Points for the instructor's class if an evacuation is necessary. ALL students must meet at the evacuation point for the professor to take a head count and determine if anyone is missing.
 - The Campus Police Phone number is 724-589-2222 or Ext. 2222
- B. Know how to report an emergency from each classroom used for instructing students.
- C. Assure that persons with disabilities have the information they need. The instructor should be familiar with disabled students' plans and be able to direct visitors with disabilities.
- D. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

WHAT FACULTY NEED TO KNOW

Evacuation Routes

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

Emergency Assembly Points

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

- Look at the building evacuation route floor plans for the designated Emergency Assembly Points.

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

Evacuation for persons with Disabilities

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

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

Reporting to Campus Police

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

Fire Alarms

Fire alarms will be sound and may include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

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

Shelter in Place

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

- Go inside or stay inside the building.
- Do not use elevators.
- Shut and lock all windows and doors.
- Turn off the heat, air conditioning, or ventilation system, if you have local controls for these systems.
- Close fireplace dampers.
- Quickly locate the supplies you may need, e.g., food, water, radio, etc.
- If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements even if the windows are closed.
- If possible, monitor main College web page (www.thiel.edu), radio, or television for further information and instructions.
- Do not call Campus Police unless you are reporting a life-threatening situation.

When the "all clear" is announced:

- Open windows and doors.

- Turn on heating, air conditioning, or ventilation system. Go outside and wait until the building has been vented.

TRAINING

Training is essential for facilitating emergency planning and preparedness on campus. Thiel Police Department in collaboration with Human Resources, safety and emergency preparedness information is made available via New Employee Orientation Trainings (faculty and staff), and through a professional development series of trainings to include campus safety, risk and emergency management topics.

Preparedness training is also made available to students in collaboration with Student Government during student orientation events and other student-related groups.

INCIDENT PLANS

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

ACTIVE KILLER

LEVEL #3

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

GUIDELINES

In general, how you respond to an Active Killer will be dictated by the specific circumstances of the encounter. If you find yourself involved in an Active Killer situation, try to remain calm and CALL Thiel Police Department at 724-589-2222 or Ext. 2222 and 911 as soon as possible.

A. If an Active Killer is OUTSIDE OR INSIDE YOUR BUILDING, you should:

1. Try to remain calm.
2. Try to warn other faculty, staff, students and visitors to take immediate shelter.
3. Proceed to a room that can be locked or barricaded. Lock and barricade doors or windows.
4. Turn off lights. Close blinds. Block windows.

5. Turn off radios or other devices that emit sound. Silence cell phones.
6. Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
7. Have one person CALL 911 and provide:
 - Your name and location and state that “we have an Active Killer on campus, gunshots fired.”
 - If you were able to see the offender(s), give a description and location of the person(s).
 - If you observed any victims, give a description of the location and number of victims.
 - If you observed any suspicious devices (improvised explosive devices), provide the location and a description.
 - If you heard any explosions, provide a description and location.
8. Wait patiently until a uniformed police officer, or a Thiel College official known to you, provides an “all clear.”
9. Unfamiliar voices may be an Active Killer trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or College official.
10. Attempts to rescue people only should be attempted if rescue can be accomplished without further endangering the persons inside a secure area.
11. Depending on circumstances, consideration also may be given to exiting ground floor windows as safely and quietly as possible.

B. If an Active Killer ENTERS YOUR OFFICE OR CLASSROOM, you should:

1. Try to remain calm. Try not to do anything that will provoke the Active Killer.
2. Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding.
3. Call 911, if possible, and provide the information listed above.
4. Barricade the room or proceed to a safer location if the Active Killer(s) leaves the area.

C. If YOU ARE OUTSIDE and encounter an Active Killer, you should:

1. Try to remain calm.
2. Move away from the Active Killer or the sounds of gunshot(s) and/or explosion(s).

3. Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
4. Try to warn other faculty, staff, students and visitors to take immediate shelter.
5. Call 911 and provide the information listed above.

D. KEEPING UPDATED

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

RESPONDING TO THE DEATH OF A STUDENT

The death of a student is a tragedy for the family and friends of the deceased and a solemn loss for the College community as well. The impact is typically felt across all areas of the College. The following policy provides protocols regarding the actions to be taken and the notifications to be issued in the event of a student death. While the policy should be used to guide efforts in these situations, institutional actions may differ from case-to-case based on unique characteristics and circumstances. This policy is intended to be a guide and maintain as much consistency as possible.

Initial Response to a Student Death

Student Death Occurring On-Campus

1. The first responder should call 911 immediately. Thiel Public Safety/Campus Police will be dispatched, respond, and establish and maintain control of the scene.
2. Public Safety will request assistance from local and/or state police and will determine in conjunction with the external agencies who will be the investigating agency.
3. The Chief of Police will notify the Vice President for Student Life and Athletics (VPSLA). The VPSLA will immediately notify the President and the President's Cabinet.
4. The VPSLA will convene the Incident Command Team and other members from relevant divisions of the College.
5. VPSLA will determine, verify, and supply information about the deceased student to Campus Police if needed.

6. The Chief of Police in collaboration with the local law enforcement will notify the student's family of the death.
7. The VPSLA will serve as the College's official contact with the family. Depending upon the cause of death and police investigation, area sanitation may require departmental plans or arrangements with outside vendors to be implemented due to the inability to use/occupy the area on campus. These arrangements will be coordinated by the College's Director of Facilities Operations in consultation with the Chief of Police and VPSLA or the VPSLA's designee.

Student Death Occurring Off-Campus

1. Anyone becoming aware of the death of a student that occurred off-campus should immediately notify the VPSLA.
2. The VPSLA will work with the Chief of Police to verify the information.
3. The VPSLA will notify the President and President's Cabinet.
4. The VPSLA will convene the Incident Command Team to determine appropriate support for the campus community.

All Cases of a Student Death

1. The VPSLA will be the primary point of contact for the student's family. When appropriate, the VPSLA will assist the family in planning to come to campus, take care of College business, and provide other relevant assistance.
2. The VPSLA will work with the Incident Command Team and the Office of Communications and Marketing to determine the communication of a public announcement and a release to the press to be disseminated by either the Office of Communications and Marketing or the Office of the President.
3. All media inquiries concerning the student's death should be referred to the designated staff in the Office of Communications and Marketing.

Campus Communications and Actions

Student Life Office and Incident Command Team

1. Ensure the following campus stakeholders are notified of the student's death: the VPAA and Registrar's Office, the student's current professors and Academic Advisor, the student's coach or director if involved in athletics or performing arts, any campus employer of the student, and the student's residence life staff (if the student lives on-campus).

2. Send an email to the entire campus community (after family, friends, professors, etc., are notified) including the student's name, major, hometown, and class level, and information about support services available to students and employees.
3. Advise and coordinate with other campus departments as necessary to attend to the student's family, other Thiel students, records, personal items, and other business matters. The student's ID number and date of the death should be included in communications to campus departments. The following is a list of offices to be notified:
 - a. President's Office
 - b. Academic Affairs
 - c. Registrar's Office
 - d. Campus Health and Wellness
 - e. Campus Pastor
 - f. Residence Life
 - g. Financial Services
 - h. Advancement
 - i. Admissions
 - j. If applicable: Coach or relevant program leader (e.g., Director of Theatre, DHI Director, or International Student Services)
4. If the deceased student is eligible to receive a posthumous degree, the VPAA is responsible for ensuring the degree is presented to the parent(s) or guardian(s) of the deceased student. The VPAA should coordinate with the family of the deceased student to determine how they would like to receive the degree. The degree can be awarded at the Commencement Ceremony respective to the deceased student's last semester of enrollment, or by other means.
5. College representatives will attend the funeral if possible.
6. Campus Counselors and the Campus Pastor will be available to work with students who may be affected by the death.

Incident Command Team

1. After family notification of the VPSLA and/or Police, the Incident Command Team will work with Residence Life staff to inform the deceased's roommates, friends, and others identified as having close ties with the deceased, along with their professors, of the student's death via personal contact, email or phone.
2. Provide assistance to students who attend the funeral by notifying Academic Records and requesting notification to faculty regarding their absence from class as requested.
3. Follow-up with friends of the deceased student as needed.

Office of Communications and Marketing

1. Handle all media inquiries.

2. Collaborate with the VPSLA and President's Cabinet to determine the appropriate timing for, and the content of information to be shared, in a public statement and press release.

Information Technology

1. Deactivate the deceased student's computer accounts. The accounts will be eliminated after one year unless otherwise instructed.

Residence Life and Housing

1. Support law enforcement with controlling and securing the deceased student's room, if necessary, and with any investigative needs.
2. Assist with notification of the deceased student's roommates if the student death occurred on campus. Coordinate the relocation of roommates to another location if requested. If the death occurs during the summer months when the student is away from campus, assist with notifying roommates from the previous year and the upcoming year (when appropriate).
3. Ensure appropriate support resources are provided to residents.
4. Coordinate with the VPSLA and the deceased student's family to facilitate the packing and return of their property from campus housing.

Campus Health Center

1. Coordinate counseling and other support services for students as requested.
2. Contact students who might have been affected by the student's death and offer additional services as appropriate.
3. Contact appropriate support for deceased student's family as requested.
4. Maintain confidentiality of deceased student's health records.
5. Provide assistance as directed by the VPSLA.

Registrar's Office

1. When notified of a student death by the President, VPAA, or VPSLA, place a deceased code on the student's academic record.

2. Obtain external verification of the student's death for inclusion with the academic record. External verification is generally obtained through online news articles (in the case of an accidental death off-campus) or by obituary.
3. Obtain a copy of the "Probate Court Short Certificate" naming the executor of the estate. The executor would be provided with the transcript/records upon request.
4. Code all mailing addresses as inactive in the SIS system to block the mailing to, or generation of mailing labels for the deceased student.
5. Audit the deceased student's academic record to ensure the conservation of complete and accurate records and electronic data base elements (e.g., admission data, grades, and registration activity).
6. In collaboration with VPAA, determine whether the deceased student is eligible to receive a posthumous degree.

Financial Services

1. Settle the deceased student's financial accounts with the College, in conjunction with other appropriate offices, and process allowable refunds.
2. Ensure all returns appropriate external funding occurs based on the deceased student's actual last date of attendance, if applicable.
3. Finalize and Federal Work-Study or student employment remaining payroll payments and close any related employment records.
4. Issue a refund check made payable to the deceased student's estate and send it via USPS along with a letter of condolence, once the withdrawal is processed by the Registrar's Office and the refund is approved by the VP for Finance and Administration.

Campus Police and Public Safety

1. Secure site and scene if the death occurred on campus. Contact Coroner's office.
2. Serve as the point of contact with other law enforcement officials.
3. Notify appropriate law enforcement agencies and determine the primary investigating agency. Pennsylvania State Police (PSP) will be requested to handle all death investigations, but may request for the Campus or Greenville Police to conduct investigations absent of suspicious circumstances.
4. Review the deceased student's parking record. If there are outstanding unpaid tickets, they should be voided and forgiven.

Athletics Department

1. Inform appropriate coaching staff of the death of any student athlete.
2. Coordinate through the VPSLA the return of any property that the student may have left at campus athletic facilities to be delivered to the deceased student's family with other belongings.
3. Provide support as necessary for other student athletes.

International Student Services

1. Serve as a point of contact to the International student population and their sponsor organizations.
2. Assist in securing translators and other support services if needed.
3. Collaborate with the VPSLA and Campus Police with the notification of family, if needed.

Records Disclosure Procedures

The Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student educational records, does not extend past death. Non-educational records are governed by various other laws based on the record type. To ensure the requirements of these laws are being adhered to, any request for information concerning the deceased student's record must be reviewed by the VPSLA and legal when necessary.

Requests for access to the student's Thiel email must follow this same protocol. Request approvals will have a defined duration of no more than 30-days. If a request is approved, the VPSLA will notify Information Technology and provide the email address for the approved contact. Information Technology will reactivate the account with a new password and provide the password to the approved contact with the ex

BOMB THREAT/SUSPICIOUS PACKAGE

LEVEL#2

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

- A.** The individual receiving the bomb threat is to obtain as much information as possible from the call by using the Bomb Treat Checklist in Appendix C that uses the following questions to obtain information.
 1. What is the exact location of the bomb?
 2. What time is the bomb set for detonation?
 3. What does the bomb look like?

4. What kind of explosive is it?
 5. Why did you place the bomb?
- B. Report the bomb threat immediately to the Thiel Police Department at 724-589-2222 or Ext. 2222. If the bomb threat was received by phone. Do not use that phone to contact the Thiel Police Department at 724-589-2222 or Ext. 2222, use another phone.
 - C. If a suspicious package is received, DO NOT HANDLE IT. Some specific markings to look for are if the package is stained or discolored, has incorrect titles, handwritten or poorly typed address, excessive tape or string, lop-sided envelope, excessive postage, etc... Contact Thiel College police at 724-589-2222 or Ext. 2222.
 - D. Provide the information obtained on the Checklist.
 - E. The Thiel Police Department will immediately notify the Greenville Police Department.
 - F. Thiel Police Officers will evacuate the building.
 - G. Occupants leaving the building should make visual checks of their area remembering not to touch anything. Anything unusual should be reported to the police.
 - H. The Director Public Safety notifies the Incident Command Team as outlined in the line of authority for the level of emergency.

CRIME ON CAMPUS / SUSPECT ID CHART

LEVEL #1-3

- A. Contact the Thiel Police Department at 724-589-2222 or Ext. 2222 if you witness a crime on campus.
- B. The Thiel Police Officer will investigate the incident. If the Thiel Police department perceives that there is a clear and present danger to the campus community, the Greenville Police Department will be notified immediately.
- C. The Director of Public Safety will notify the Incident Command Team as deemed necessary by the level of crime.
- D. If the crime involves theft and/or damage to private property, the Thiel Police Officer will record all information and investigate, along with contacting the Public Safety Director.
- E. If the crime involves theft and/ or damage to college property, Thiel Police Department will investigate and file reports.
- F. If a crime occurs, please reference the Crime on Campus/ Suspect ID Chart to give the correct information to the police for them to properly investigate the crime. See Appendix D for the forms.

DISTURBANCES/DEMONSTRATIONS

LEVEL #2

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

- A. Contact the Thiel Police Department at extension 724-589-2222 or Ext. 2222 with the following information:

1. Location
 2. Approximate number of people
 3. Description of Disturbance
- B. The officer on duty will assess the situation to determine its seriousness and its effects on the safety of students and employees.
 - C. The Director of Public Safety notifies members of the Incident Command Team as deemed necessary by the level of disturbance.
 - D. If the gathering occurs in or around the residence halls, Thiel Police will notify the Dean of Students immediately.
 - E. Thiel Police staff will observe and evaluate conditions. If the situation poses a clear and present danger to the campus community, other area Police Departments will be notified.
 - F. Campus personnel are contacted as outlined in the line of authority for emergencies.
 - G. Protests and Demonstrations Form can be found in Appendix H

ELEVATOR SERVICE INTERRUPTION

LEVEL #1-2

If an elevator stops functioning while you are inside:

- A. Remain calm.
- B. Activate the emergency phone by picking up the receiver or activating the call button. You will be connected to the Thiel Police Department dispatcher. Verify your location and a maintenance person will be sent to the area to facilitate your release and elevator repairs. If the interruption occurs after 4 p.m., Thiel Police Department dispatch will notify the Greenville Fire Department for response to extract the person(s) safely and also notify Facilities and Planning.
- C. If there is no emergency phone or call button, push the emergency alarm button and sound the alarm. Continue to sound the alarm intermittently until someone responds.
- D. If you have a cell phone, call Thiel Police Department at 724-589-2222 or Ext. 2222
- E. DO NOT attempt to pry open the elevator doors or leave the elevator car through a roof hatch as serious injury could occur.

If you are in a building and hear an elevator alarm being sounded:

- A. Stay calm.
- B. Go to the elevator door on the floor closest to where you hear the alarm and verify someone is present in the elevator car.
- C. Reassure the person(s) you are aware of the alarm and will call for assistance.
- D. Call Thiel Police Department at 724-589-2222 or Ext. 2222 and report the location (building and floor) of the alarm.
- E. If possible, remain on site until emergency responders arrive at the location.

EMERGENCY EVACUATION OF BUILDINGS

LEVEL#2-3

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

- A. Upon notification to evacuate a building, the occupants leave immediately by the way of the closest exit and remain no closer than 500 feet from the building.
- B. Thiel Police Officers and the Director of Facilities proceed to the area to be available to emergency personnel.
- C. Faculty personnel conducting classes follow students out of the area and remain with the class once outside. If a problem occurs in an area where chemicals are stored or used, the faculty member familiar with the chemicals is available to emergency personnel to advise them of the materials present in the area.
- D. College personnel assist handicapped persons in reaching a designated area.
- E. In the resident halls, students meet in designated areas assigned by the Director of Residence Life.
- F. Once a building is evacuated, it is not to be entered until notification is given by the Director of Public Safety.
- G. Employees are expected to return to work once the area is determined to be safe. The decision to close the college or a portion of the campus is made by the President and/or her designee.

Evacuation of Persons with Disabilities

If you are unable to leave the building due to a physical disability:

1. Go to the nearest area where there are no hazards.
2. Contact Thiel Police at 724-589-2222 or Ext. 2222 or use other means to advise them of the situation.
3. Be sure to give them the room number so they can send help to you.
4. If possible, signal out the window to on-site emergency responders.
5. Try to establish a "buddy" system to have someone ready to assist you.

To Assist Visually Impaired Persons

1. Announce the type of emergency.
2. Offer your arm for guidance.
3. Tell the person where you are going, obstacles you encounter.
4. When you reach safety, ask if further help is needed.

To alert people with hearing limitations

1. Turn lights on/off to gain the person's attention, or indicate directions with gestures, or write a note with evacuation directions.

To evacuate people using crutches, canes, or walkers.
Evacuate these individuals as injured persons.

1. Assist and accompany to evacuation site if possible, or
2. Use a sturdy chair (or one with wheels) to move the person

To Evacuate Wheelchair Users

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

To Implement an Evacuation

1. Remain calm.
2. Alert others to assist with evacuation.
3. Communicate clearly and succinctly.
4. Example: "We have a _____ type of emergency. Evacuate to _____. Bring your belongings. DO NOT use the elevators."
5. Assist persons with disabilities (see above section).
6. Check offices, classrooms, and restrooms.
7. Turn equipment off, if possible.
8. Close doors, but do not lock them.
9. Take emergency supplies, rosters.
10. Keep exiting groups together.
11. Instructors assist students.
12. Gather at the evacuation site and await instructions.
13. Account for faculty, staff, and students.
14. Exit the building via the nearest safe exit route. Walk; do not run. Do not use elevators to exit.
15. Move away from the building, report to the unit's designated evacuation point.
16. Keep existing groups together.
17. Account for faculty, staff, and students and sign in at evacuation point.
18. Wait at the evacuation point for directions.
19. Do not reenter the building until emergency staff give the "all clear" signal. (The silencing of the building fire alarm system is normally used as the "all clear" signal. In some cases, the fire alarm will be silenced and staff members placed at building entrances to keep people out until the incident has been resolved.)

BUILDING	PRIMARY ASSEMBLY AREA
Academic Center/ Science Connector	If closest to the North door exit - go to East Campus Quad. If closest to the South door exit - go to the Football Field.
Alumni Stadium Concession Bldg.	Exit and proceed to the Football Field.
Bane Residence Hall	Exit building via closest exit door. Assemble at the Bane/Stewart parking lot.
College Ave. Apts./Elson House	Exit building via closest exit door. Assemble at the Bane/Stewart parking lot behind the building.
David Johnson Memorial Chapel	Exit building via closest exit door. Assemble at the Bane/Stewart parking lot.
Davis Square Apts.	Exit building via closest exit door. Assemble at the Pavilion East of Townhouses.
DocuCenter	Exit building via closest exit door. Assemble at the Pavilion East of Townhouses.
Financial Services Bldg.	Exit building via closest exit door. Assemble on front lawn.
Florence West Residence Hall	Exit building via closest exit door. Assemble at the East Campus Quad.
Football Office Bldg.	Exit building via closest exit door. Assemble at the Parking Lot behind the building.
Glen Johnson Community Center	Exit building via closest exit door. Assemble at the Pavilion East of Townhouses.
Greenville Hall	Exit building via West doors. Assemble on front lawn.
Gymnasium/Fitness Center	Exit building via closest exit door. Assemble at the Football field.
Hodge Residence Hall	Exit building via the West door. Assemble at the East Campus Quad.
Howard Miller Student Center	Exit building via closest exit door. Assemble at the South side of building (Terrace side).
Langenheim Library/Center for Learning and Advising	Exit building via closest exit door. Assemble at the East Campus Quad.
Maintenance	Exit building via the West door. Assemble at the East Campus Quad.
Passavant Center	Exit building via closest exit door. Assemble at the large Parking Lot behind the building.

James Pedas Communication Center	Exit building via closest exit door. Assemble at the East Campus Quad.
Rhodehouse Science Bldg.	If closest to the North door exit - go to East Campus Quad. If closest to the South door exit - go to the Football Field.
Roth Memorial Hall	Exit building via closest exit door. Assemble on front lawn.
Sawhill Residence Hall	Exit building via closest exit door. Assemble at the East Campus Quad.
Stewart Residence Hall	Exit building via closest exit door. Assemble at the Bane/Stewart RA parking lot.
Theme Houses	Exit building via closest exit door. Assemble across the street in the Gym Parking Lot.
West Campus Townhouses/Theme Houses	Exit building via closest exit door. Assemble at the Pavilion East of Townhouses.
William A. Robinson Theater	Exit building via closest exit door. Assemble at the large Parking Lot behind the building.
Zimmerman Guest House	Exit building via closest exit door. Assemble at the Parking Lot behind the building.

EXPLOSION ON CAMPUS

LEVEL # 2 – 3

In the event an explosion, take the following action:

- A. Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.
- B. After the immediate effects of the explosion and/or fire have subsided, notify the Thiel Police Department 724-589-2222 or Ext. 2222
- C. Give your name and describe the location and nature of the emergency.
- D. If necessary, or when directed to do so, activate the building alarm (fire alarm). (Refer to the section on Evacuation Procedures.)

FIRE SAFETY

LEVEL#2-3

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

- A. Anyone who is alerted to a fire shall:
- B. Activate the nearest fire alarm pull box.
- C. Evacuate the building by way of the posted emergency evacuation routes.
- D. Seek an alternate route if the primary evacuation route is blocked by smoke or fire.
- E. Remain no closer than 500 feet from the building.
- F. When the fire alarm is activated the campus police will respond to the building or area of the alarm. Responding officers will determine if the alarm is real or false and will contact Greenville Fire and Police for assistance in the event of an actual fire. If the alarm occurs during business hours maintenance and housekeeping will also be contacted. If the fire is in a resident hall the campus police officer will contact the R.A.'s for assistance and information concerning students. The Chief of Campus Police and Director of Facilities will be contacted to report to the scene. The Chief of Campus Police will then contact the required college officials.
- G. All Thiel Police and maintenance staff will proceed to the area to be available to fire officials. If a fire starts in an area where chemicals are used or stored, the faculty member conducting the class is available to fire officials to advise them on the materials present in the area.

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

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

HAZADOUS MATERIALS RELEASE

LEVEL # 1-3

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

- A. Alert others around the area of the spill.
- B. In cases where corrosive chemical exposure to the eyes or body of an individual occurs, carefully assist the injured person to an eyewash or shower station. Remove contaminated clothing/shoes while in shower.
- C. Flush eyes and exposed skin for at least 15 minutes or until emergency personnel take over care of the exposed person.
- D. If the material is flammable, turn off open flames and isolate other ignition sources if it can be done safely.

- E. Notify the faculty member in-charge of the laboratory followed by Thiel Police.
- F. If the faculty member is not available or located, immediately contact Thiel Police 724-589-2222 or Ext. 2222 for assistance.
- G. Isolate the area. Close doors leading to the affected area.
- H. Spill containment and clean-up should be performed by trained personnel.
- I. The MSDS (Material Safety Data Sheet) should accompany the injured person for medical treatment if possible.
- J. The Center for Disease Control (CDC) maintains copies of MSDS if one cannot be located or assessed at the scene.

CHEMICAL SPILL/RELEASE

Level #1-3

- A. If a spill involves skin or eye exposure, remove applicable clothing and immediately flush the affected area using an eyewash station or safety shower. Call Thiel Police Department at 724-589-2222 or Ext. 2222 to request emergency medical attention.
- B. For small spills and those not posing immediate danger to life or property, confine the spill if you can do so safely.
- C. If immediate hazard exists, evacuate yourself to a safe distance outside the building.
- D. Only ESSENTIAL personal items should be taken with you, including keys, purses, phones, etc.
- E. Do not activate or deactivate power switches.
- F. Alert coworkers and others in the area to the situation as you leave and close the door behind you.
- G. Call Thiel Police Department at 724-589-2222 or Ext. 2222 and provide the dispatcher with the location (building, floor and room number), description of the material released, and whether there are any injuries or if medical assistance is needed.
- H. Notify the lab or area supervisor.
- I. If you were in the immediate area where the spill occurred, DO NOT LEAVE THE PREMISES. Wait for Thiel Police Department to arrive and identify yourself to the responding officer. Provide a full account of what happened to the best of your ability.
- J. For evacuation situations, do not re-enter the building unless the “all clear” signal is given by first responders or authorized University safety personnel.

See Appendix E

VAPOR/FUME RELEASE

Level #1-3

- A. If you smell vapors or observe fume release and experience any irritation, coughing, burning eyes or difficulty breathing, evacuate the area immediately.
- B. Call Thiel Police Department at 724-589-2222 or Ext. 2222 and request emergency assistance.
- C. Notify the lab or area supervisor.
- D. For evacuation situations, do not re-enter the building unless the “all clear” signal is given by first responders or authorized University safety personnel.

RADIOACTIVE SPILL/RELEASE

Level #1-3

- A. Limit the spread of the spill if you can do so safely.
- B. Notify others in the immediate area.
- C. Secure and remove yourself from the area of the spill.
- D. Mark the room's entryway to prevent anyone from entering.
- E. Contact Thiel Police Department at 724-589-2222 or Ext. 2222 and request emergency assistance.
- F. Notify the lab or area supervisor.
- G. If skin contamination has occurred, DO NOT LEAVE THE PREMISES. Remain onsite and report to emergency medical services upon their arrival. Provide specific details of the incident.
- H. For evacuation situations, do not re-enter the building unless the "all clear" signal is given by first responders or authorized University safety personnel.

BIOLOGICAL SPILL/RELEASE

Level #1-3

- A. Limit the spread of the spill if you can do so safely. If you have received blood borne pathogen training, and can safely do so, put on appropriate personal protective equipment and clean up the spill using proper techniques.
- B. Notify others in the immediate area.
- C. Secure and remove yourself from the area of the spill.
- D. Mark the room's entryway to prevent anyone from entering.
- E. Contact Thiel Police Department at 724-589-2222 or Ext. 2222 and request emergency assistance.
- F. Notify the lab or area supervisor.
- G. For evacuation situations, do not re-enter the building unless the "all clear" signal is given by first responders or authorized Thiel College safety personnel.

HOSTAGE SITUATION

LEVEL # 3

In the event of a hostage situation, it is important that the Thiel Police Department is quickly notified. Upon the receipt of notification, the following actions will be taken:

- A. Thiel Police will contact local law authorities and College personnel and activate the Emergency Response Plan for a Level 3 Emergency.
- B. Faculty, staff, and/or students who have escaped or are not affected should stay away from the location and indoors out of sight of the hostage takers.

- C. In coordination with the Pennsylvania State Police, the College will consider the following:
 - 1. Evacuate the entire facility to assembly areas or an offsite location.
 - 2. Conduct a media briefing offsite if the State Police spokesperson cannot conduct one.
 - 3. Provide a location for the families of the hostages to congregate for counseling.
- D. If you are reporting a hostage situation, attempt to provide the following information if known:
 - 1. Your name, location, and telephone number
 - 2. Number of persons being held hostage
 - 3. Location of the hostages
 - 4. Condition of the hostages
 - 5. Demands of the hostage takers
 - 6. Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type), if possible
 - 7. Description of the perpetrator's vehicle and weapon, if possible
- E. The Director of Facilities will ensure the Police have accurate drawings or blueprints of the affected building(s).
- F. The Director of Public Relations will provide the public notice as directed by the President and Cabinet.
- G. What to do if a hostage is taken:

The initial 45 minutes are the most dangerous. Follow instructions, be alert-and stay alive. The captor is likely to be emotionally imbalanced.

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

See Appendix F

INTERRUPTION OF SERVICES

LEVEL #2

In case of an emergency where there is mass interruption of normal services, the following plan shall be in effect.

- A. Interruption of Food Services: If food service is interrupted, students shall be fed in the Gym area, picnic style. Every effort shall be made to restore service in the food service area.
- B. Interruption in Resident Hall Area: If a power outage occurs due to circumstances other than a windstorm in a resident hall area, resident students will be moved to the Passavant Center where an emergency generator is available to provide power for the building. Space utilization will be the primary concern in the building and all available space will be used to accommodate additional residents.
- C. Interruption in Telephone Service: If the telephone service fails, the main line to the Thiel Police Department will still be active. The Officer on Duty will contact the Director of Public Safety and local authorities for emergency services.

MASS CASUALTY

LEVEL #3

In case of a mass casualty event, it is important that the Thiel Police Department is quickly notified. Upon the receipt of notification, the following actions will be taken:

- A. Contact Thiel Police Department at 724-589-2222 or Ext. 2222 as soon as possible.
- B. Clarify where on Thiel College campus this event occurred, the location of the attack, the location and number of attackers, if more than one, and give a physical description of attacker(s), and the number and type of weapons used in the attack.
- C. Number of potential victims at the location and emergency services that are needed.
- D. When law enforcement arrives remain calm and follow officers' instructions. Immediately raise your hands and spread your fingers. Keep your hands visible at all times. Avoid making quick movements toward officers such as attempting to hold onto the officer for safety. Avoid pointing, screaming and/or yelling. Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

See Appendix G

MENTAL HEALTH EMERGENCIES

LEVEL #2

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

- A. If an individual's behavior poses a clear and present danger of physical harm to others or to self, immediately contact the Thiel Police Department at extension 724-589-2222 or Ext. 2222. The Thiel Police Department will contact the Dean of Students and the Director of

Public Safety. If a resident student is involved, the Dean of Students will be notified. If an employee is involved, the Director of Human Resources and the appropriate Cabinet member will be notified.

- B. If the individual is a student, attempt to convince the student to contact his/her parents or family or guardian, or give authorization for college personnel to do so. If the individual is an employee, attempt to convince the employee to contact his/her family or give authorization for college personnel to do so.
- C. It may be necessary to arrange for transportation to a hospital which handles mental health emergencies.

MISSING STUDENT

LEVEL #1 - 2

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

- A. Contact the Thiel Police Department at 724-589-2222 or Ext. 2222 if you know of a missing student.
- B. The Thiel Police Officer will investigate the incident in the manner described below.
- C. The Director of Public Safety will notify the Incident Command Team as deemed necessary by the information received.
- D. INVESTIGATIVE CHECKLIST
 - 1. General questions
 - Is the student missing from the campus, his or her family residence, or another location?
 - Is there witness to or physical evidence of abduction or other foul play?
 - Is the student despondent or mentally or physically disabled?
 - Is the student experiencing academic, personal, or financial problems?
 - Has the student disappeared before?
 - Does the student have a known drug and/or alcohol problem?
 - Has the student received any threats or warnings?
 - What was the student's lifestyle? Does the student have a criminal record?
 - Did the student or perpetrator leave a note?
 - Have similar incidents been reported within the area (attempted abductions, suspicious persons)?
- E. INITIAL RESPONSE
 - 1. Begin an incident report. Obtain as many details as possible from complainant.
 - 2. Promptly dispatch officer(s) to conduct a preliminary investigation. Inform responding officer(s) of all pertinent information.
 - 3. Provide pertinent information to appropriate area law enforcement agencies.
 - 4. Obtain a photograph of the student.

5. Inform supervision about the incident. The Chief of Public Safety (or designee) will advise the Incident Command Team.
6. Maintain all notes, records, and recordings of telephone and radio communications.
7. Search department records and advise investigating officer(s) and/or supervision about any pertinent information found.
8. As the investigation progresses, ensure that pertinent details are continually relayed to patrols and to other area agencies.
9. Make notifications to college/university administration in accordance with established policies and procedures.
10. Prepare a flyer/bulletin and distribute.

F. INVESTIGATIVE STEPS

1. Interview the person(s) who reported the disappearance; verify accuracy of information already provided.
2. Determine if outside assistance is necessary and request.
3. Determine the circumstances associated with the disappearance.
4. Obtain and document all available details regarding circumstances associated with the disappearance.
5. Secure and evaluate the abduction site, last known location and/or scene and residence.
6. If a witnessed abduction, obtain all details pertaining to the missing student, perpetrator, and event.
7. If the cause of the disappearance is uncertain, obtain relevant background information.
8. Make an initial determination regarding the disappearance category.
9. Obtain detailed descriptions of the missing student, abductor, vehicles and circumstances.
10. Obtain his or her student identification, campus account, and social security numbers.
11. Obtain locations of his or her residences, places frequented, and employment.
12. Obtain his or her academic and work schedules.
13. Obtain information about automobiles registered to or used by the student.
14. Obtain information about parents/family members, romantic interests, roommate(s), and friends/acquaintances.
15. Obtain information about instructors/professors, workplace colleagues, residence hall staff, and others.
16. Continue to verify when, where, and by whom the missing student was last seen.
17. Interview individuals who may have had contact with the student prior to the disappearance.
18. If abduction is suspected, obtain descriptions of the perpetrator.
19. Obtain information about involved vehicles; including time and direction of travel. □
Search the abduction site, place where the student was last seen, and/or any others.
20. Secure the student's residence as a potential source of information and evidence.
21. Request investigative and/or supervisory assistance, if warranted.
22. Ensure that all additional responding personnel are thoroughly briefed.
23. Institute (or continue) area canvasses for witness information and searches of all surrounding areas, including vehicles.
24. Ensure that all potential evidence is properly handled.

25. Everyone should be interviewed separately. Obtain, document, and evaluate all information provided.
26. Ensure that use of student accounts/passwords is monitored.
27. Prepare, update, and disseminate informational bulletins to police agencies.
28. Ensure that all computers used by the missing student are handled as evidence.
29. Ensure that family members have been notified and interviewed.
30. Advise family members about support services.
31. Advise parents/family members to maintain a log that records information about all visitors and callers.
32. Assign a liaison to ensure that family members are provided with information and support.
33. Obtain and examine Internet service provider and e-mail records. Monitor instant messaging and chat room activity.

NATURAL DISASTER

LEVEL #2 - 3

There are natural emergencies that can occur on or near the campus and, depending upon severity, can threaten the well-being of the campus community and damage college property. The following responses are taken to protect lives and preserve property.

The Thiel Police Department monitors weather broadcasts on the weather radio network. The receiver alerts the college to any hazardous or potentially hazardous weather conditions.

EARTHQUAKE

LEVEL #2 – 3

During an earthquake remain calm and quickly follow the steps outlined below:

- A. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- B. If outdoors, move quickly away from buildings, utility poles, and other structures.
- C. Caution: Always avoid power or utility lines as they may be energized.
- D. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in the vehicle for the shelter it offers.
- E. After the initial shock, evaluate the situation. If emergency help is necessary, call the Thiel Police Department at 724-589-2222 or Ext. 2222 if on campus, or 911 if off campus. Protect yourself at all times and be prepared for aftershocks.
- F. Damaged facilities should be reported to the Thiel Police Department at 724-589-2222 or Ext. 2222 and Maintenance at 724-589-2175 or Ext. 2175. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- G. If an emergency exists, activate the building alarm (fire alarm).
- H. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

- I. Move quickly to your Designated Emergency Assembly Point.
- J. Assist those with disabilities in exiting the building! Remember that elevators are reserved for their use. Do not use elevators in case of fire.
- K. Once outside, move to a clear area at least 500 feet away from the affected building(s).
- L. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- M. If requested, assist emergency crews as necessary.
- N. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

PANDEMIC EMERGENCIES

Pandemic events are events that have a world-wide impact with an unpredictable timeline, comprising of multiple events or waves, and spreading quickly from one urban area to another. They have a significant effect on people and with highly probable interruptions of their everyday life.

INTRODUCTION

In the event of a pandemic, major disruptions are likely for health care, transportation, infrastructure, education, suppliers, and other public services. Higher education will be among the industry's most severely impacted because of risks resulting from international travel by students, faculty and staff, and because our campuses are open and accessible to the local community at large.

Once a pandemic event emerges, it is too late to begin planning or begin collaboration. While no organization will be immune from the effects of a global pandemic, we are presented with the opportunity to plan and develop our response in a caring, compassionate and prudent manner, and continue the delivery of essential services that will allow Thiel to continue its mission of education.

The focus of this Pandemic Response Plan is to prepare the Thiel College campus to respond to a pandemic, potential curtailment of activities, and return to normal operations as quickly as possible. This plan is written to cover emergencies that involve widespread infectious disease outbreaks, which typically do not affect the facilities, but impact people. This Pandemic, The Emergency Operations Plan was developed to guide the response and recovery actions of the entire campus and to work in concert with the Thiel College Emergency Operations Plan and the Thiel College Emergency Response Business Plan.

OBJECTIVES

This plan is guided by the following principles:

- A. To protect and support the health, safety and welfare of our faculty, staff and students, as well as the assets and property of the college.
- B. To maintain our commitment to fulfilling the college mission to provide education and service as long as possible.

- C. To recover from disruptions or suspensions of operations as quickly and efficiently as possible.
- D. To establish a multi-modal method to communicate with the campus and community.
- E. To establish benchmarks or “triggers,” in advance of a pandemic event to define college actions and the threshold for those actions.

RISK ASSESSMENT

Pandemic events occur when a new illness emerges for which people have little or no immunity and for which there is no vaccine. The following assumptions were used in the planning process:

- A. A pandemic is a public health emergency that takes on significant political, social and economic dimensions, and will be governed by factors that cannot be known in advance.
- B. Vaccinations and antiviral treatment are anticipated to be the most effective medical treatment, but they may be non-existent or in short supply.
- C. Non-medical containment measures (i.e. social isolation) will be the principal means of disease control until vaccinations are available.
- D. Based on previous pandemics, the clinical attack rate (those persons becoming ill) is likely to reach thirty (30) percent in the overall population.
- E. Mortality rates could be very high, and potentially greater in certain high-risk groups.
- F. If the pandemic is severe, the economic impact is likely to be significant, though predictions are subject to a high degree of uncertainty.
- G. Once the pandemic has run its course, economic activity should recover relatively quickly, although a severe pandemic will have a more disruptive effect.

EPIDEMIC ALERT AND RESPONSE

The Office of Health Services routinely monitors the CDC website and maintains electronic and telephone communication with the CDC regarding potential pandemic situations and alerts. In the case of potential pandemic situation, the Director of Health Services or designer will notify and maintain communication with the Dean of Students to assess and initiate appropriate mitigation measures to protect the campus from infection. The office of Health Services will work closely with the Dean of Students using CDC guidelines for the current recommendations. The Dean of Students, in the role of spokesperson, will distribute notification of the recommendations to faculty and staff, via blanket e-mails, the telephone tree, and other methods that are deemed appropriate.

Additionally, if faculty or staff members become aware through legitimate/reliable news sources that a pandemic or possible pandemic situation is emerging they are required to notify the Dean of Students. In the absence of the Dean of Students, the faculty/staff member should reach out to the next person in the notification tree until someone is notified: the Associate Dean of Students, then the Dean of Academic Affairs and finally the President.

PLEASE NOTE: The alert phase above is to alert the healthcare system that the POTENTIAL for a pandemic event currently exists. This is the observational phase and a time for teaching and

distribution of hygiene and disease prevention information. This is also the time for preparing for further non-pharmaceutical measures, such as isolation, quarantine, social distancing and other basic measures should an outbreak occur on campus or in the local community

PANDEMIC OPERATION PLAN

LEVEL #1-3

Pandemic category levels in severity index to 2 and 3 indicate a need for the Dean of Students and the Thiel College Health Services staff to make recommendations to the President's Council regarding actions up to and including school closure based on the CDC pandemic guideline's severity index category, logistical considerations, and whether there is any identified infection on campus. At Pandemic Severity Index category levels of 5 and 6, CDC currently recommends "Dismissal of Schools" and school-based activities. Decisions for action during this phase of the pandemic will be based upon the most current information available from CDC and The Health Department. Recommendations are updated several times daily and are available in the office of Health Services and through the Thiel College website. Mitigation strategies are based on confirmed or probable Pandemic cases on the Thiel College Campus.

Level 1:

How this affects campus activities:

- A. Moderate concern across campus and among parents.
- B. Moderate faculty load leveling issues.
- C. Staff load leveling issues, athletic issues.
- D. Some key management and staff issues.
- E. Housing issues.
- F. Foreign student issues.
- G. Food issues.
- H. Moderate PR issues.

Actions taken by Thiel College:

- 1. Maximize preventative measures (isolation & sanitization),
- 2. Implement faculty stand-in measures for continued instruction,
- 3. Continue instruction through the institutional Learning System
- 4. Develop/implement revised athletic schedule
- 5. Crosstrain staff and develop/implement back-up plan
- 6. Develop/implement alternative management plan
- 7. Develop/implement sick student plan
- 8. Develop/implement food plan for sick students
- 9. Develop/implement housing and support plan for sick students who can't go home
- 10. Develop PR plan
- 11. Develop emergency communication plan

Level 2:

How this affects campus activities:

- A. Serious concern across campus and among parents.
- B. Serious faculty load and staff load leveling issues.
- C. Athletic programs seriously compromised.
- D. Serious management and staff issues.
- E. Significant housing issues.
- F. International student issues.
- G. Food issues.
- H. Major PR issues.
- I. Serious additional expense/budget issues.

Actions taken by Thiel College:

- 1. Vacate campus (approximately 4 weeks) except for key personnel, (President, VP Academic Affairs, Director of Operations, Director of Facilities, Director of Public Safety)
- 2. Continue instruction via remote means
- 3. Implement emergency budget plan
- 4. Provide key staff and faculty with remote access to college network
- 5. Conduct Cabinet and important staff/faculty meetings via webinar/teleconference
- 6. Suspend athletic events
- 7. Sanitize campus
- 8. Maximize/promote electronic access to Library assets
- 9. Establish frequent, on-line video presence for President to keep students, parents, faculty, staff fully informed

Level 3:

How this affects campus activities:

- A. Very serious concerns across campus and among parents.
- B. Impossible to continue instruction.
- C. Impossible to continue athletic activities.
- D. Management and staff capabilities severely diminished.
- E. Campus housing impossible.
- F. International students not supportable.
- G. Food service not possible.
- H. Major PR issues.
- I. Very serious budget issues.

Actions taken by Thiel College:

- 1. All campus operations shut down
- 2. Emergency budget plans implemented
- 3. Conduct Presidents Council and important staff/faculty meetings via webinar/teleconference
- 4. Continue frequent, on-line video presence for President to keep students, parents, faculty, staff fully informed
- 5. Sanitize campus.

*NOTE: The decision to vacate or shut down campus operations can only be made by the President or his/her designee.

Administrative Unit Responsibilities During a Pandemic

HEALTH SERVICES

Health Services will help the campus community in the event of a pandemic event through the following tasks:

- A. Thiel College Health Services staff will obtain the most current pandemic information from the PA Department of Health and CDC and work to develop a specific plan based on those recommendations.
- B. Thiel College Health Services will communicate and collaborate with the Dean of Student Life regarding alert level and category level of the pandemic.
- C. Updates and instructions will be coordinated with the Dean of Student Life to monitor the status of the pandemic event and implement recommendations.
- D. The Health Services staff will assess and triage ill students.
- E. Maintenance of medications and supplies will be based on resources available.
- F. Thiel College Health Services will coordinate with the VP of Student Life and VP of Finance for additional emergency supplies.
- G. Thiel College Health Services will coordinate with the Dean of Students, the Director of Residence Life, the Director of Food Services, and the Director of Public Safety to arrange for quarantines and the isolation of ill students.

COUNSELING SERVICES

Counseling Services will aid the campus community in the event of a pandemic event through the following tasks:

- A. The Counseling Services staff will provide assistance to students, faculty, and staff to address issues of fear and anxiety by responding with accurate information and updates.
- B. Counseling Services staff will provide individual and/or group treatment as indicated for those experiencing anxiety and grief related to concerns over illness and death. Tasks included depend on levels/phases of event.
- C. The Director of Counseling will obtain regular updates from the campus Nurse Practitioner and Health Services staff to provide accurate information to those experiencing fear and anxiety.
- D. The Director of Counseling Services will gather information from the Nurse Practitioner, Health Services staff and Director of Residence Life on students identified with moderate to severe levels of anxiety.

RESIDENCE LIFE

The Office of Residence Life will provide assistance to the campus community in the event of a pandemic event through the following tasks:

- A. Identify rooms and facilities that may be used for quarantine purposes if indicated. Facilities available will depend upon the level of outbreak and exposure. If facilities are unavailable, the staff of Residence Life will work in conjunction with health officials and campus health services to clear one residential facility to establish a quarantine area.
- B. Implement procedures for evacuation and closing of residential halls.
- C. Implement procedures for the relocation of students on campus if necessary.
- D. Providing cots, linens, and pillows in the event relocation of students is necessary.
- E. Assist students in evacuation plans to home when indicated.

CAMPUS POLICE

The Thiel Police Department will help the campus community in the event of a pandemic event through the following tasks:

- A. Thiel Police Department will follow the written plan in place for continuation of Thiel Police, if absenteeism starts to arise.
- B. Thiel Police Department will coordinate with the local police and sheriff for implementation and enforcement of quarantines, isolation and curfews as applicable.
- C. Thiel Police Department will provide assistance to any department that requests.

PROTESTS AND DEMONSTRATIONS POLICY

(as of 9 October 2020)

Protest is a necessary and acceptable means of expression within the Thiel Community. Forms of protest that do not interfere with the freedom of our community members to engage in usual and scheduled activities are permitted. The College reserves the right to designate locations for protests.

However, protest becomes unacceptable when it obstructs the basic exchange of ideas and does not allow for diversity and inclusion from within our community. Such obstruction is a form of censorship, no matter who initiates it or for what reasons.

- A. Protests or demonstrations that encroach upon the rights of others to peaceful assembly, orderly protest, free exchange of ideas, or that interfere with the rights of others to make use of or enjoy the facilities or attend the functions of the College cannot be tolerated.
 - 1. Picket lines, which permit free passage for those who wish to pass, and signs, banners and peaceful assemblies are all acceptable. However, the carrying of signs that by virtue of their construction constitute a hazard to other people may not be permitted. Specifically, this means that signs should be constructed entirely of soft material such as cardboard or cloth, and that signs should not be attached to rigid sticks or poles when

such signs are used inside campus buildings. Actions such as the following, are unacceptable: blocking; obstructing or impeding passage of a person or vehicle; actions that result in bodily harm; erecting or placing of obstructions that result in depriving others of their rights; creating a noise level that prevents members of the Community from carrying on their normal activities.

2. Outside groups are not permitted to protest on Thiel property. They can legally protest on public sidewalks at the edges of campus, as long as they don't prevent members of the Thiel Community access campus property and buildings.

- B. Halting a lecture, debate, or any public forum is an unacceptable form of protest. "Halting" means directly or indirectly preventing a speaker from speaking - even for a brief period of time - or seizing control of a public forum for one's own purposes.

See Appendix H

RESPONSIBILITIES OF DEMONSTRATION ORGANIZERS / PARTICIPANTS

Organizers and participants must follow these guidelines in planning and conducting pickets and other demonstration events*:

- A. A member of the Thiel College community must be designated Organizer for the event. The Organizer must meet with the Dean of Students to coordinate the planned event and is encouraged to schedule this meeting well in advance. The meeting will be to review the details of the proposed demonstration including the proposed time, place, manner and planned size for the event. If the Organizer is planning the event on behalf of a recognized club or organization, the advisor to the club or organization should attend this meeting as well.
- B. If students are responding to an issue with the institution, students are encouraged to first take part in a town hall or a private meeting with campus officials so that we can attempt to resolve issues before they get to the point of a protest.
- C. If a guest on campus violates College policy, the student will be held accountable for the actions of their guest(s).
- D. The Thiel College Student Code of Conduct, Office of Residential Life Policies and Procedures and/or other College/administrative regulations must be observed at all times in the planning and conduct of any event.
- E. The Organizer is responsible to communicate the parameters that have been set for the event by the Dean of Students and the Thiel Police Department -to all participants prior to the event, to take reasonable measures to insure the safety of participants and will act as the primary liaison with the Dean of Students and/or the Thiel Police Department during the event itself.
- F. Placards, banners, and signs generally are allowed but may not be dangerous for others or impede the participation of others in the life of the College. If the use of placards, banners, and signs are deemed to be offensive, dangerous or impede the participation of others, College officials will require the individuals carrying the placards, banners, or signs to move to a different location or remove their materials.

* Occupancy and gathering policies are also susceptible to broader health and safety protocols (i.e., COVID-19).

Consultation on Requests Not Approved:

If a request to conduct picketing and/or a demonstration is not approved by the Dean of Students, the Organizer or group may choose to do the following:

- A. The group, individual or Organizer will present a letter to the Dean of Students asking that the request be reconsidered.
- B. The Dean of Students will inform this group as well as the Organizer as to the final decision.

Procedures for Responding to Unauthorized, Obstructive or Disruptive Demonstrations:

- A. The college official responsible for the specific building area affected should summon the Dean of Students and the Thiel Police Department to the scene.
- B. The Dean of Students, in consultation with the official responsible for the specific building or area affected, will determine the point at which the normal operations of the specific building or area are disrupted.
- C. If it is decided that the demonstration is disruptive or obstructive, the Dean of Students will take the following steps:
 1. Inform the demonstrators that their actions are disrupting the normal process of the area in question and that they should cease and desist their activities. The demonstrators will also be informed specifically how they may continue their demonstration in a manner which is not disruptive or obstructive.
 2. If the demonstrators fail to respond to comply or if they fail to modify them in such a manner as to permit the undisturbed operation of the area in question the warning will be repeated and clearly stated as a final warning.
 3. If the second warning is ignored and demonstrators persist in the obstructive or disruptive action, the

Dean of Students will apprise the President of the situation and based upon the situation will recommend:

- A. That the Greenville Police be summoned and that they be requested to arrest violators and clear the area.
- B. The College initiate action to obtain an injunction against the continuance of the disruptive activities.
- C. If at any time during a coordinated/approved demonstration, physical violence, unauthorized entry, disruption of normal business and/or academic activities, and/or destruction of property occurs, the Dean of Students or designee in consultation with Thiel Police will instruct the demonstrators to leave the area immediately. If the demonstrators do not leave the area immediately upon hearing the Dean's instruction, the President will be informed of the situation and will request to summon the Greenville Police to arrest violators and clear the area. The Dean of Students reserves the right to instruct demonstrators to leave the area immediately without following the steps in this policy

when the health, safety, and property of any community member have been harmed or are imminently threatened.

- D. During actions to quell an obstructive or disruptive demonstration, senior ranking College officials should be present to observe the actions of all involved.

SEVERE WEATHER

There are many types of severe weather that can create safety concerns for Thiel College. The following are safety precautions that provide protection to the faculty, staff and students on campus.

- A. A Severe Weather Watch is issued when there is a possibility of storms within the next six hours.
- B. A Severe Weather Warning is issued to provide an alert to an expected or impending event within two hours. Updated weather service forecasts are provided to radio and television stations.
- C. Severe thunderstorms are often accompanied by high winds and lightning that can damage trees and buildings, and bring down electric or telephone wires.

Severe weather emergencies include: blizzard, flood, hail, lightning, natural disaster, snow, thunderstorm, high winds and tornado. This is not intended as an exhaustive listing, but provides overall guidance that can be extended to any weather emergency or natural disaster.

BULLETIN	DEFINITION
Winter Storm Watch	A major snow and/or ice storm is developing and may arrive within 24 to 48 hours
Snow Advisory	3 to 6 inches of snow over a 12 hour period is expected soon or is occurring now
Blowing Snow Advisory	Blowing snow and reduced visibility can be expected soon or is occurring now
Winter Weather Advisory	A light to moderate mix of rain, snow, sleet and/or freezing rain can be expected soon or is occurring now
Winter Storm Warning	At least 6 inches of snow over a 12 hour period &/or significant amounts of freezing rain and gusty winds can be expected soon or is occurring now
Ice Storm Warning	1/4 inch or more of ice accumulation on exposed surfaces is expected soon or is occurring now
Heavy Snow Warning	At least 6 inches of snow over a 12 hour period in calm to light winds can be expected soon or is occurring now
Blizzard Warning	Snow with sustained winds of 35 miles per hour causing visibility frequently below 1/4 mile can be expected soon or is occurring now

FLOOD

LEVEL #1-3

Flood threats in the vicinity of Thiel are primarily related to flash flooding from the neighboring bluffs and arroyos, and adjacent to paved parking areas that provide floodwater detention. Hail may also clog storm drains and result in localized "flooding" of adjacent buildings.

- A. If your area is flooded contact Physical Plant to cut off the electricity and other utilities to an area. Do not attempt to do so yourself. A qualified electrician should check flooded electrical equipment before being used again. Special precautions should also be taken to safeguard electrical, gas, propane, or oil heating equipment. If there is sufficient time, consult your supplier for recommended protective measures. If your heating equipment has been flooded, have it checked by Physical Plant before you attempt to put it back into service. Report the following to the Physical Plant Department:
1. Loose or dangling electrical wires.
 2. Dangling tree limbs, and buildings, which have been weakened by the storm.
 3. Also, report broken water mains and broken or clogged sewer lines and storm drains.

HIGH WINDS

LEVEL #1-3

Understanding high winds is essential because they can cause significant damage to buildings, infrastructure, and essential services. By recognizing the risks, students and staff can improve preparedness, issue timely warnings, and ensure public safety through effective communication and evacuation planning. It also helps guide structural safety measures, maintain continuity of operations, and streamline post-disaster recovery efforts like debris removal. Below is a chart describing the specific mile per hour (Mph) on the wind gust and how to estimate how severe it is.

Wind Speed	Description
0	Smoke rises vertically
1-3	The direction of the wind is shown by smoke but not wind vanes
4-7	Wind is felt on the face, leaves rustle, wind vanes move
8-12	Leaves and small twigs are in motion, small flags are extended
13-18	Dust and loose paper is raised, small branches move
19-24	Small leafy trees sway, crested wavelets form on lakes & ponds
25-31	Large branches are in motion, whistling is heard on power lines
32-38	Whole trees in motion, inconvenience in walking against wind
39-46	Twigs break off trees, difficult to walk against the wind
47-54	Minor structural damage such as chimneys and shingles
55-72	Damage to chimneys and antennas, shallow rooted trees uprooted
73-113	Roof surfaces peel, windows break, moving cars pushed off road
113-157	Roofs, weak buildings, mob. homes destroyed, lg. trees uprooted

ICE STORMS

LEVEL #1-3

The primary premise for weather-related closing of the campus is that it will remain open unless there is unreasonable risk or danger to a substantial number of students and employees due to unreasonably hazardous driving conditions within a reasonable distance from the campus. While utmost consideration is given to conditions for travel, the campus continues to function during inclement weather.

- A. Severe winter storms, accompanied by winds, blowing or falling snow, and low temperatures, must be treated with caution. "White-outs" can create very dangerous driving conditions, and can start suddenly. Winds and ice can also cause power failure, which may last some time. As much as possible, you should try to remain inside during severe winter storms. If you must go out, dress warmly.
- B. Regularly scheduled classes continue to meet to the extent that students and employees are able to travel to campus and attend classes and the ability of the university to provide campus transportation services. Individuals should be advised to use good judgment and avoid serious risks in traveling to campus or in attending classes. Administrative functions on campus continue to the extent that employees are able to travel to campus and conduct business on campus.
- C. Given the range of institutional programs, the number of essential services provided, and the continuing needs of resident students, the university will remain open in all but the most extreme circumstances. However, all university employees and students are urged to use their own discretion in deciding whether they can safely commute to class or to work. If personal health or safety is at issue in that decision, responsible judgment should be used.

LIGHTNING

LEVEL #1-3

In the event of a thunderstorm, individuals should remain indoors and away from exterior walls and windows until the storm has passed. Computer systems and other sensitive electronic equipment should be turned off (if operations permit) and individuals should refrain from using the telephone.

Personal lightning safety tips:

- A. Plan in advance your evacuation and safety measures. When you first see lightning or hear thunder, activate your emergency plan. Now is the time to go to a building or a vehicle. Lightning often precedes rain; don't wait for the rain to begin before suspending activities.
- B. Outdoors: Avoid water. Avoid high ground. Avoid open spaces. Avoid all metal objects including electric wires, fences, machinery, motors, power tools, etc. Unsafe places include canopies, small shelters, or trees. Where possible, find shelter in a substantial building or in a fully enclosed metal vehicle such as a car, truck or a van with the windows completely shut.

- C. If lightning is striking nearby when you are outside, especially if your hair begins to stand on one end or you feel "tingly," you should:
 - 1. Put your feet together and place your hands over your ears to minimize hearing damage: become "a basketball with legs."
 - 2. Avoid proximity (minimum of 15 feet) to other people.
- D. Indoors: Avoid water. Stay away from doors and windows. Do not use the telephone. Take off headsets. Turn off, unplug, and stay away from appliances, computers, power tools, and television sets. Lightning may strike exterior electric and phone lines and transmit to inside equipment.
 - 1. Suspend activities for 30 minutes after the last observed lightning or thunder.
 - 2. Injured persons do not carry an electrical charge and can be handled safely. Administer first aid to a lightning victim if you are qualified to do so.

If the injured person is on campus, contact Public Safety 724-589-2222 or ext. 2222

How far away is the lightning? (Note: Any time you see lightning or hear thunder you are in danger. If you see lightning first take shelter and from a safe place estimate how far away the lightning is). Thunder travels about a mile in five seconds. If lightning occurs, and you hear thunder before 30 seconds has elapsed, you are close enough to be in danger. **MOVE INDOORS IMMEDIATELY** if you are not already inside a building or closed-top vehicle.

TORNADO SAFETY

LEVEL #1-3

A tornado is a violent storm with whirling winds of up to 300 miles per hour. These short-lived storms are the most violent of all atmospheric phenomena, and over a small area are the most destructive.

- A. If a tornado "watch" is issued, it means that a tornado is "possible."
- B. If a tornado "warning" is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately.
- C. Be alert to what is happening outside as well. Here are some of the things that people describe when they talk about a tornado experience:
 - 1. A sickly greenish or greenish black color to the sky.
 - 2. If there is a watch or warning posted, then the fall of hail should be considered as a real danger sign. Hail can be common in some areas, however, and usually has no tornado activity along with it.
 - 3. A strange quiet that occurs within or shortly after the thunderstorm.
 - 4. Clouds moving very fast, especially in a rotating pattern or converging toward one area of the sky.
 - 5. A sound a little like a waterfall or rushing air at first but turns into a roar as it comes closer. The sound of a tornado has been likened to that of both railroad trains and jets.
 - 6. Debris dropping from the sky.
 - 7. An obvious "funnel-shaped" cloud that is rotating, or debris such as branches or leaves being pulled upwards, even if no funnel cloud is visible.

8. If you see a tornado and it is not moving to the right or to the left relative to trees or power poles in the distance, it may be moving towards you! Remember that although tornadoes usually move from southwest to northeast, they also move towards the east, the southeast, the north, and even northwest.
- D. Leave auditoriums, gyms, and other free-span rooms, exiting in an orderly fashion. Go to interior halls and rooms on the lower floors but avoid halls that open to the outside in any direction. If there are no interior hallways, avoid those that open to the southwest, south, or west, since that is the usually the direction the tornado will come. Stay away from glass, both in windows and doors. Crouch down and make as small a “target” as possible. If you have something to cover your head, do so, otherwise, use your hands.
- E. Peak time for tornadoes to strike varies from region to region. In some southeastern states, early morning tornadoes are almost as common as late afternoon ones. In western and northern states, peak hours are from 3 to 7 PM, just at the end of the school, but include the hours of afterschool activities.
- F. Interior rooms and halls are the best locations in large buildings. Central stairwells are good, but elevators are not. If the building loses power, you may be in the elevator for a long time. Stay away from glass walls and windows, no matter how small.

Thiel College Severe Weather/Tornado Plan

- A. In the case of a tornado watch, which is a forecast of one or more tornados in a large area, the Director of Public Safety shall contact the following and apprise them of the situation:
 - Director of Facilities
 - Thiel Police Dispatch
 - Food Service
 - Dean of Students
- B. If the watch becomes a tornado warning, which means that a tornado has been detected and may be approaching; Director of Public Safety notifies the above and reports the change in status.
- C. The Director of Public Safety and Director of Facilities notify college personnel as outlined in the line of authority for emergencies.
- D. College personnel assist handicapped persons in reaching shelter areas.
- E. Maintenance is responsible for turning off utilities, if appropriate.
- F. Director of Public Safety contacts the Emergency Management Coordinator at the Mercer County 911 Center, and the Greenville Police.

BUILDING	SHELTER LOCATION
Academic Center/Science connector	Lowest Level via stairway. DO NOT use elevators.
Alumni Stadium	Open all Lower-Level doors in Science BLD, Academic Center/Science connector, Library, and Tomcat Locker Room. Direct people inside buildings.
Bane Residence Hall	Lowest Level Basement - Hallways and stairwells
College Ave.	Lower hallways in apartments and basement of house

Apts./Elson House	
College Ave Theme Houses	Basement
David Johnson Memorial Chapel	Basement of 104 College Ave. (beside Chapel). – 40 or less people - Enter via outside basement door. Bane Hall or Stewart Hall Basements
Davis Square Apts.	Lowest Level interior hallways
Florence West Residence Hall	Lower-level interior stairwells
Football Office Bldg.	Basement
Glen Johnson Community Center	Frat House #1 basement (if have time), otherwise go to the bathroom areas away from windows
Greenville Hall	Use South Tower - go down to basement - move away from stairway
Gymnasium/Fitness Center	Tomcat locker room in the basement
Hodge Residence Hall	Basement via closest access door. (There are two basement doors.)
Howard Miller Student Center	Basement/food service prep area.
Langenheim Library/Center for Learning and Advising	Lowest level via stairway. DO NOT use elevators.
Maintenance/Shooting Club	Lowest level. Radio must come out door and go to Maintenance lowest level.
Passavant Center	Basement. In the case of a large event, the overflow will be directed to Sawhill, Hodge, and Florence West.
James Pedas Communication Center	Interior hallways or rooms.
Rhodehouse Science Bldg.	Lowest Level via stairway. DO NOT use elevators.
Roth Memorial Hall	Use South Towers and go to basement
Sawhill Residence Hall	Basement Laundry room or interior hallways
Stewart Residence Hall	Lowest level basement - hallways and stairwells
Tomcat Park – Ball fields	Frat House #1, #2 and Stewart Hall basements (if have time), otherwise go to low lying areas away from bleachers, etc. Try to get as low to the ground as possible
West Campus Townhouses	Frat House #1, #2 and Stewart Hall basements (if have time), otherwise go to the first floor living room away from windows

William A. Robinson Theater	Proceed to Passavant Center basement via walkway (if have time), otherwise go to an interior room or bathroom area.
Zimmerman Guest House	Basement

TERRORISM

If an Event of Terrorism Occurs

1. Remain calm and be patient.
2. Follow the advice of local emergency officials
3. Listen to your radio or television for news and instructions.
4. If the event occurs near you, check for injuries. Give first aid and get help for seriously injured people.
5. If the event occurs near your home while you are there, check for damage using a flashlight. Do not light matches or candles or turn on electrical switches.
6. Check for fires, fire hazards and other household hazards. Sniff for gas leaks, starting at the water heater.
7. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
8. Shut off any other damaged utilities.
9. Confine or secure your pets.
10. Call your family contact—do not use the telephone again unless it is a life-threatening emergency.
11. Check on your neighbors, especially those who are elderly or disabled.

Evacuation During a Terror Attack

- A. If local authorities ask you to leave your home, they have a good reason to make this request, and you should heed the advice immediately. Listen to your radio or television and follow the instructions of local emergency officials and keep these simple tips in mind:
1. Wear long-sleeved shirts, long pants and sturdy shoes so you can be protected as much as possible.
 2. Take your disaster supplies kit.
 3. Take your pets with you; do not leave them behind. Because pets are not permitted in public shelters, follow your plan to go to a relative's or friend's home, or find a "pet-friendly" hotel.
 4. Lock your door.
 5. Use travel routes specified by local authorities—don't use shortcuts because certain areas may be impassable or dangerous.
 6. Stay away from downed power lines.
 7. Listen to Your Local Authorities. Your local authorities will provide you with the most accurate information specific to an event in your area. Staying tuned to local radio and television, and following their instructions is your safest choice.
 8. If you're sure you have time:
 - a. Call your family contact to tell them where you are going and when you expect to arrive.

- b. Shut off water and electricity before leaving, if instructed to do so. Leave natural gas service ON unless local officials advise you otherwise. You may need gas for heating and cooking, and only a professional can restore gas service in your home once it's been turned off. In a disaster situation it could take weeks for a professional to respond.
- c. If you are advised by local officials to "shelter in place," what they mean is for you to remain inside your home or office and protect yourself there. Close and lock all windows and exterior doors. Turn off all fans, heating and air conditioning systems. Close the fireplace damper. Get your disaster supplies kit, and make sure the radio is working. Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed. Using duct tape, seal all cracks around the door and any vents into the room. Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

See Appendix I

TOTAL EVACUATION

If it is necessary to evacuate an area, you will be informed by an announcement on your EAS Station. The message will include any special instructions called for by the situation. You may also be contacted by local fire, police, or other emergency officers - please follow their instructions.

- 1. If you are told to evacuate...
- 2. Do NOT use the telephone to get emergency information!!!
- 3. What will you need to take with you?
- 4. What if I need transportation?
- 5. Special Information / Arrangements

If you are told to evacuate...

- A. If you are advised to evacuate, follow instructions promptly and carefully. These specific instructions will supplement the following general information. When instructed to leave, secure your home as you would for a three-day trip.
- B. Gather the necessary items to take with you.
- C. Turn off lights and all non-essential appliances, lower thermostats, and extinguish fires in fireplaces and stoves.
- D. Lock all doors and windows.
- E. Use only one vehicle per family.
- F. Locate the evacuation route you will be instructed to take.
- G. Drive safely and obey traffic controllers.
- H. If you go to an assembly area, you will be directed to a care center. At the care center, the staff will register you and your family, help locate other family members, should you become separated, and obtain medical care, food, lodging, and social services for you, if needed.
- I. While you are away, law officers will patrol evacuated areas to protect homes and businesses.

- J. Your length of stay from home will depend on the situation. Local, state, and federal officials will determine when conditions are safe for you to return home.
- K. For evacuations during working hours, if conditions permit, go home and pick up your family. You should be aware, however, that traffic controllers may restrict traffic on some routes to prevent traffic jams. If you cannot reach your family, transportation will be provided for them to the assembly area identified for your community.
- L. Do NOT use the telephone to get emergency information!!! That can tie up telephone lines urgently needed for emergency operations aimed at your protection.
- M. What will you need to take with you? You should plan to spend a minimum of three days away from home. Bring only essential items and avoid excess baggage. Take only what you need and then in small quantities.

Suggested Items to take:

Clothing appropriate for the season	Prescriptions/patient medicines	Shaving articles/sanitary items
Extra undergarments/sleepwear	Soap & towels/toothbrush & toothpaste	Flashlight & batteries
Credit cards/checkbooks Personal ID	Portable radio & batteries	First aid kit
Baby supplies/small toys		

For sanitary reasons, pets will not be permitted in care centers.

N. What if I need transportation? If you are instructed to evacuate and do not have transportation, attempt to get a ride with neighbors, a friend, or a nearby relative.

UTILITY EMERGENCY

LEVEL #1-3

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

GAS EMERGIENCIES

- A. Gas Line Break (during normal working hours):
 1. The individual detecting a gas odor contacts the Thiel Police Department, who then notifies the Maintenance staff.
 2. Switches and other electrical apparatus are not to be disturbed in order to prevent any sparks.
 3. Upon recommendation of the Director of Facilities, Thiel Police evacuates the building.
 4. Maintenance staff terminates service to the affected area and contacts the gas company.
 5. Once the building is evacuated, the Director of Public Safety notifies College personnel as outlined in the line of authority for emergencies.
- B. Gas Line Break (evening, weekends/holidays):

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

POWER FAILURE / EMERGIENCIES

- A. The individual detecting a power outage notifies the Thiel Police Department, who then notifies the Maintenance Department.
- B. Thiel Police contacts the Power Company and attempts to ascertain the probable duration of the outage, and checks generators to assure effective operations.
- C. If it has been determined that the outage will be prolonged, the Thiel Police Department contacts the Incident Command Team as outlined in the line of authority for emergencies.

WATER EMERGIENCIES

- A. Water Main Break (during Normal working hours):
 1. The individual detecting a water main break contacts the Maintenance Department.
 2. The Maintenance Department investigates the problem and contacts the water company.
 3. If necessary, a Thiel Police Officer may be instructed to lock restrooms and post signs in affected buildings.
 4. If a campus building needs to be closed, the Director of Facilities notifies the Incident Command Team as outlined in the line of authority for emergencies.
- B. Water Main Break (evening, weekends/holidays):
 1. The individual detecting a water main break contacts the Thiel Police Officer.
 2. The Thiel Police Officer attempts to minimize damage to the affected area.
 3. The Thiel Police Officer notifies the Director of Facilities.
 4. If necessary, the Thiel Police Officer may be instructed to lock restrooms and post signs in affected buildings.
 5. If a campus building needs to be closed, the Director of Facilities notifies the Incident Command Team as outlined in the line of authority for emergencies.
- C. Water Leaks and Damages:
 1. Damage can occur from one of several sources, including: broken pipes, clogged drains, damaged fire sprinkler head, condensate that falls off a pipeline, etc.
 2. If you discover water damage or a leak, contact Facilities at 724-589-2175 or Ext. 2175, 8 a.m. to 4:30 p.m., Monday-Friday. Contact Thiel Police Department at 724-589-2222 or Ext. 2222 after normal business hours or on weekends.
 3. Employees should notify their supervisor.
 4. If there are electrical appliances or electrical outlets in the area of the leak, use extreme caution and leave the area immediately. Secure the room or if a large open area is involved, put up a sign notifying others of the potential hazard.
 5. If you know the source of the leak is simply a faucet or a pipe valve and you feel you can safely turn off the faucet or pipe valve, do so. Do not place yourself in harm's way or in danger at any time.

6. Report water damage or any issues involving possible insurance claims to Thiel Police Department

APPENDIX

Each of the following pages is a form that should be used for the purpose of the associated emergency event.

REPORTING AN EMERGENCY - Appendix A

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

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

- A. Ext. 2222—from any campus extension
- B. 724-589-2222—from any off-campus phone
- C. Telephone Contact: In an emergency, Do NOT dial 911 from a College phone. Instead dial 724-589-2222 or Ext. 2222. Campus Police has direct contact with Fire/Police/EMS and will be able to determine your location.
- D. Cell Phones: Cellular 911 phone calls are answered by the Mercer County 911 center and will be directed to the appropriate agency for action. Therefore, it is important to give accurate information regarding your location and the incident.
- E. In order to assist the operator in processing the call quickly and efficiently, please be prepared to
- F. give the following information:
 1. What you see, heard, or found.
 2. Exact location of incident.
 3. The phone number of the phone you are using.
 4. Details of situation.
 5. Your name and address.
 6. Stay on the line until you are told to hang up.

REMEMBER IT IS IMPORTANT TO KEEP CALM AND KEEP OTHERS CALM!

EMERGENCY CONTACT NUMBERS – Appendix B

ORGANIZATION	PHONE #
All On-Campus Emergencies	724-589-2222 or Ext. 2222
Ambulance	911
American Red Cross	724-962-9180
Centers for Disease Control and Prevention (CDC)	1-800-232-4636
Emergency Ambulance Service – STAT MedEvac	911
Fire Department	911
Greenville/West Salem Police	724-588-4190
Greenville Fire Department	724-588-3111
Greenville Transit Authority	724-588-6161
Hospital (UPMC Horizon)	724-588-2100
Hempfield Police Department	724-588-7369
Hempfield Fire Department	724-588-6001
Human Resources Office	724-589-2150
IT Solution Center	724-589-4000
Life Force Ambulance Service	724-589-0661
Maintenance	724-589-2175
Mercer County Behavioral Health	724-662-2227
Mercer County Emergency Center	724-662-6110
Mercer County Sherriff	724-662-6135
Mercer County State Police	724-662-4200
National Response Center	1-800-424-8802
Non-Emergency Care (Campus Nurse)	724-589-2356
Pennsylvania Emergency Management Agency (PEMA)	717-651-2001
Poison Control Hotline	800-222-1222
Police Emergency	911
Thiel College Public Safety Office	1-800-248-4435
Thiel Learning Commons	724-589-2371

BOMB THREAT INFORMATION FORM - Appendix C

REMEMBER IT IS IMPORTANT TO KEEP CALM AND KEEP OTHERS CALM.
The individual receiving the bomb threat is to obtain as much information as possible from the call by asking the following questions. Report the bomb threat immediately to the Thiel Police Department at 724-589-2222 or ext. 2222.

Provide the following information:

Caller Description:

Name used: _____

Approximate age: _____ Male __ Female __

Did the caller seem familiar with the building or bomb location? Yes, __ No__

1. What is the exact location of the bomb?

2. What time is the bomb set for detonation?

3. What does the bomb look like?

4. What kind of explosive is it?

5. Why did you place the bomb?

CRIME ON CAMPUS / SUSPECT ID CHART – Appendix D

REMEMBER IT IS IMPORTANT TO KEEP CALM . . . AND KEEP OTHERS CALM

1. Identify yourself - name, location and telephone number.
2. Report the type of crime.
3. Report if the crime is "In Progress" or "Has Occurred."
4. Suspect description - Use the following chart to write this down.
5. Vehicle description, tag number, color, dents – Use the following chart to write this down.
6. Directions of vehicle or pedestrian travel (use compass direction).
7. Stay on the line as long as you can.
8. Get someone to help watch suspects and provide more information.

SUSPECT IDENTITY CHART – Appendix D

Sex _____ Age _____ Height _____ Weight _____

Body build (slight, heavy, posture, proportions, etc)

Race or nationality (if known) _____

Face (shape, bone structure, complexion)

Eyes (narrow, wide-set, deep-set, color)

Nose (long, short, broad, narrow, etc.)

Chin (square, dimpled, pointed, etc.)

Beard or mustache

Other identifying characteristics (scars, moles, etc.)

Hair (color, style, texture)

Ears (noticeable shape, size, prominently sticking out)

Identifying marks (scars, tattoos, birthmarks, etc.)

Identifying actions (mannerisms, walking style, speech patterns, left or right-handed)

Weapons or equipment used

Identifying comments (mention of names, places, dates, etc.)

Clothing: Hat _____ Coat/Jacket _____ Shoes _____

Shirt _____ Pants _____ Socks _____

Vehicle:

Make _____ Model _____ Year _____

Color _____ Dents/Marks _____ Tag No. _____

Direction of Travel

CHEMICAL SPILL DIRECTIONS – Appendix E

REMEMBER IT IS IMPORTANT TO KEEP CALM . . . AND KEEP OTHERS CALM!

- A. Alert others around the area of the spill.
- B. In cases where corrosive chemical exposure to the eyes or body of an individual occurs, carefully assist the injured person to an eyewash or shower station. Remove contaminated clothing/shoes while in shower.
- C. Flush eyes and exposed skin for at least 15 minutes or until emergency personnel take over care of the exposed person.
- D. If the material is flammable, turn off open flames and isolate other ignition sources if it can be done safely.
- E. Notify the faculty member in-charge of the laboratory followed by Thiel Police.
- F. If the faculty member is not available or located, immediately contact Thiel Police (x2222 or 724-589-2222) for assistance.
- G. Isolate the area. Close doors leading to the affected area.
- H. Spill containment and clean-up should be performed by trained personnel.
- I. The SDS (Safety Data Sheet) should accompany the injured person for medical treatment if possible.
- I. The Center for Disease Control (CDC) maintains copies of MSDS if one cannot be located or assessed at the scene.

HOSTAGE SITUATION FORM – Appendix F

Your name: _____

Location: _____

Telephone Number: _____

a. Number of persons being held hostage _____

b. Location of the hostages _____

c. Condition of the hostages

d. Demands of the hostage takers

e. Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type), if possible

f. Description of the perpetrator's vehicle and weapon, if possible

MASS CASUALTY – Appendix G

Your Name: _____

Location: _____

Number of Attackers: _____

Physical Description of Attackers: _____

Types of Weapons Used: _____

Number of Potential Victims: _____

What Emergency Services are needed: _____



DISTUBANCES AND DEMONSTRATIONS – Appendix H

- A. Contact the Thiel Police Department at extension 2222 or 724-589-2222 with the following information:
 - 1. Location
 - 2. Approximate number of people
 - 3. Description of Disturbance
- B. The officer on duty will assess the situation to determine its seriousness and its effects on the safety of students and employees.
- C. The Director of Public Safety notifies members of the Incident Command Team as deemed necessary by the level of disturbance.
- D. If the gathering occurs in or around the residence halls, Thiel Police will notify the Dean of Students immediately.
- E. Thiel Police staff will observe and evaluate conditions. If the situation poses a clear and present danger to the campus community, other area Police Departments will be notified. F. Campus personnel are contacted as outlined in the line of authority for emergencies.

(See Protests and Demonstrations policy)

TERRORISM REPORT FORM – Appendix I

Date: _____

Time of Report: _____

Location of Incident: _____

Reporter Information:

Name: _____

Position/Title: _____

Contact Number: _____

Incident Details:

Type of Threat: _____

Description of Threat/Incident:

Threat Communication:

How was the threat received?

Exact wording of threat (if applicable):

Description of Suspect (if applicable):

Name (if known): _____

Gender: Male Female Unknown

Age Range: _____

Height: _____

Weight: _____

Clothing: _____

Distinct Features: _____

Immediate Actions Taken:

Emergency Response Personnel Notified:

Name: _____

Agency: _____

Contact Info: _____

Additional Notes:

Completed By:

Name: _____

Date: _____

Signature: _____

Revision Register

Revision Date	Author	Change
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