

EMERGENCY PREPAREDNESS PLAN

INTRODUCTION

The Drexel University Emergency Preparedness Plan was developed to maximize the University's organizational awareness and response in the event of any emergency affecting the University City Main Campus, the Center City Hahnemann Campus and/or the Queen Lane Medical Campus. The plan coordinates the strategic and tactical responses of the University and various public and private agencies to any type of crisis or emergency.

The Drexel Emergency Response Team (DERT) was established to respond to any emergency and operating procedures were developed to safeguard life and property. The DERT utilizes the Incident Command System and is led by the Incident Commander who is responsible for providing senior management with timely updates.

Drexel University has also implemented an emergency notification system called DrexelAlert which is designed to disseminate critical information to the Drexel community via email, voicemail and text messaging. Other means of emergency notification include the University's main website, local radio and TV, word of mouth and through public address systems.

In an emergency situation, Drexel University works directly with city, state and federal agencies to manage the situation.

DECLARATION OF AN EMERGENCY

The President of Drexel University or his/her designee has the authority to declare a campus state of emergency.

During the period of any campus Severe Condition (**Red**) emergency, the Departments of Public Safety and Health and Safety will take immediate action and implement the appropriate procedures to meet the emergency, safeguard life and property, and secure University facilities. The Ranking University Public Safety and Health and Safety Officials and the available Senior Vice Presidents will consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.

When the emergency declaration is made, only authorized students, faculty and emergency response staff are authorized to be on campus. Those who cannot present proper identification (student or employee identification card, or other photo I.D.) showing their legitimate business on campus may be directed to leave the area by the Department of Public Safety. The Department of Public Safety will determine the legitimacy for students and faculty to access the campus.

In addition, only those faculty and staff members who have been assigned emergency response team duties or have been issued an emergency pass by the Departments of Public Safety and Health and Safety will be allowed to enter the immediate area of the emergency.

In the event of an emergency occurring in or around the University campuses, or which involves University property, the Office of the President or his designee will dispatch University officials to determine the extent of any damage to University property.

RESOLUTION OF AN EMERGENCY

At the conclusion of the emergency, the President of the University or his/her designee will issue a statement declaring the emergency over, thus allowing the University to return to normal operations.

For additional information on the Drexel University Emergency Preparedness Plan, please email the Department of Public Safety at DPS@drexel.edu.

LEVEL OF EMERGENCY (CONDITIONS)

Low (Green)

This condition is declared when there is a low risk of emergencies. The Public Safety and Health and Safety Departments will consider the following general measures in addition to the agency-specific protective measures they develop and implement:

- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training;
- Assure that all facilities are assessed for vulnerabilities to emergencies;
- Assure that all facilities are assessed for vulnerabilities to terrorist attacks; and
- Assure that all reasonable measures are taken to mitigate these vulnerabilities.

Guarded (Blue)

This condition is declared when there is a general risk of emergencies. In addition to the protective measures taken in the previous threat condition, the Public Safety and Health and Safety Departments will consider the following general measures in addition to the agency-specific protective measures that they develop and implement:

- Checking communications with designated response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with information so they can act appropriately.

Elevated (Yellow)

An elevated condition is declared when there is a significant risk of emergencies. In addition to the protective measures taken in the previous threat conditions, the Public Safety and Health and Safety Departments will consider the following general measures in addition to the protective measures that they develop and implement:

- Increasing surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions;
- Assessing if preplanned Protective Measures need refinement; and
- Implementing, as appropriate, contingency and emergency response plans.

High (Orange)

A high condition is declared when there is a high risk of emergencies. In addition to the protective measures taken in the previous threat conditions, the Public Safety and Health and Safety Departments will consider the following general measures in addition to the agency-specific protective measures that they develop and implement:

- Coordinating security efforts with Federal, State, and local law enforcement;
- Evaluate the risk of public events and take the necessary precautions;
- Preparing to execute contingency procedures; and
- Restricting threatened facility access to essential personnel only.

Severe (Red)

A Severe Condition reflects a severe risk of emergencies. In addition to the protective measures in the previous threat conditions, the Public Safety and Health and Safety Departments will consider the following general measures in addition to the agency-specific protective measures that they develop and implement:

- Increasing or redirecting personnel to address critical emergency needs
- Assigning emergency response personnel
- Pre-positioning and mobilizing specially trained teams or resources
- Monitoring, redirecting, or constraining transportation systems
- Closing facilities

RESPONSE COORDINATION

The direct operational control of a major catastrophic emergency or disaster is the sole responsibility of the University President or his/her designee.

Under the direction of the Senior Vice President of Student Life and Administrative Services, the logistical coordination of University emergency response teams is the responsibility of the Senior Associate Vice President of Public Safety or his designee.

Incident Command

The Senior Associate Vice President of Public Safety or his designee will serve as the Incident Commander during all major catastrophic emergencies or disasters, under the direction of the Senior Vice President of Student Life and Administrative Services. The Senior Vice President of Student Life and Administrative Service is responsible for keeping the President or his designee advised of all matters related to the emergency and will work directly with the President's Senior Management Team during the emergency.

Field Incident Command Post

If the emergency involves a single building or a small part of the campus, a University Public Safety vehicle will be placed as near the emergency scene as is reasonably possible. The vehicle will serve as a temporary (field) incident command post until the scope of the emergency is defined. At least one uniformed officer is to staff the command post at all times during and until the emergency ends.

Incident Command Center

If the incident involves a large part of the campus, the Incident Command Center is activated at Location 1, if not available, the Command Center will be activated at Location 2. If the site is unavailable, the Incident Commander is to select an alternate location with emergency power. At least one Public Safety Officer is to staff the Incident Command Center at all times until the incident/emergency situation ends. An area for outside and local agency assistance representatives to meet shall be established by the Incident Commander within the Incident Command Center or adjacent to the Field Incident Command Post for combined on-site emergency responders.

A conference room with facilities for media representatives shall be provided and staffed by University personnel as defined by the Vice President of Public Relations or his designee. Media representatives must be escorted by University representatives at all times while on any of the University Campuses. Violators of this policy will be escorted from the campus property.

Emergency Response and Recovery Team

The Field Incident Commander (Ranking Public Safety or Health and Safety Representative) on duty will contact the Director of Public Safety and provide a situation report. The Director or his designee will then contact the Senior Associate Vice President of Public Safety to determine if dispatch is to initiate the notification process and activate the Emergency Call backlist by calling University Officials and Department Representatives.

TYPES OF INCIDENTS

- 1) National Security Emergencies
 - Terrorism
 - Chemical and Biological Attack
 - Nuclear and Radiological Attack
 - **Pandemic Response**
 - Civil Disturbances and Demonstrations
 - Homeland Security Advisory System
- 2) External Disaster Incidents
 - Rail Car Disaster
 - Tanker Truck Disaster
 - Outdoor release of Chemical, Radiological or Biological Material
- 3) General Incidents
 - Bomb Threat
 - Elevator Emergency (Entrapment/Out of Service)
 - Fire
 - Flood
 - Gas/Oil/Steam Failure
 - Hazardous Material Spill (Internal)
 - HVAC Failure
 - IRT Failure
 - Police Emergency

- Power Failure
- Public Transit Failure
- Telecommunications Failure
- Weather Emergency

4) Criminal Incidents

- Homicide
- Active Shooter - Evacuation
- Robbery
- Sexual Assault
- Arson
- Assault

GENERAL EVACUATION

In the event of an emergency, the Drexel University Department of Public Safety or the Department of Environmental Health and Safety have the authority to evacuate campus buildings. An evacuation of a building does not automatically result in a cancellation of classes or the closing of all or part of the University. Only the University President or his/her designee has the authority to approve cancellation of classes or closing of the University.

At the sound of a building alarm, it is the responsibility of all occupants to evacuate immediately and proceed to assembly points, away from the building and follow the instructions of the emergency responders on location. Building occupants are also responsible for ensuring that their visitors/students follow the evacuation procedure and leave the building along with all other occupants.

When a building fire alarm is activated leave by the nearest marked exit and alert others to do the same. Assist handicapped individuals to the nearest fire tower and wait for assistance. In the event that a handicapped individual is in the fire tower, notify the Fire Department or a Public Safety Officer so rescue arrangements can be coordinated.

Once outside, proceed to your predetermined assembly points, away from the building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles. Follow instructions being provided by the emergency response personnel in regard to the establishment of safe zones.

Do not return to an evacuated building until the all clear signal is given by the Department of Public Safety or the Department of Environmental Health and Safety who are working in conjunction with the city, state, and federal support agencies.

Tips for Exiting a Building:

Whenever you hear the building alarm or are informed of a general building emergency:

- Do not panic.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- DO NOT USE ELEVATORS DURING AN EMERGENCY
- Classes in session must be dismissed and students directed to leave.

- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office or classroom for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked follow the directions of public safety officials to the alternate assembly point.
- Report to your supervisor or instructor at the assembly point to be checked off as having safely evacuated; also report any knowledge you may have of missing persons.
- Return to the building only after emergency officials or building monitors give the all-clear signal.

SILENCING OF THE ALARM DOES NOT MEAN THE EMERGENCY IS OVER.

Important Numbers:

DPS University City Main Campus Emergency – 215.895.2222
 DPS University City Main Campus Non-Emergency – 215.895.2822
 DPS Administrative Office – 215.895.1550
 Queen Lane Medical Campus – 215.991.8102
 Center City Hahnemann Campus – 215.762.7111
 Philadelphia Police, Fire, & Emergency Medical – 911
 Philadelphia Police and Fire Departments - 911 (from campus phones – 9-911)
 Environmental Health and Safety – 215.895.5907
 Chemical Spills – 215.895.2822
 Walking Escorts– 215.895.2822
 Medical Escorts – 215.895.2822

SHELTER IN PLACE

What Does Shelter-in-Place Mean?

During an emergency, one of the instructions you may be given is to shelter-in-place (SIP). This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place?

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment, or an armed intruder may be on campus. The important thing is for you to follow instructions and know what to do if you are advised to Shelter-in-Place.

Normally evacuation is the most common protective action taken when an airborne hazard, such as smoke or noxious odor, is found in a building. In most cases, existing plans for fire evacuation are applicable for evacuation in response to an internal hazardous materials release.

Building evacuation may not be the best course of action for an external hazardous materials release, particularly one that is widespread such as a tanker car chemical explosion. If the area is enveloped by a plume of hazardous material or is too large to exit rapidly, individuals should "Shelter in Place." The advantage of sheltering in place is that it can be implemented more rapidly than evacuation.

In the event of an actual emergency, the directive to "Shelter in Place" the University's main website, (www.drexel.edu) will provide up to date information. Other instruments of communication will include but are not limited to: text messaging, local radio/TV stations, email, voicemail, alarm systems, word of mouth, telephone, electronic communications, and through the use of bullhorn or speaker systems by the Drexel University's Department of Public Safety and other emergency responders.

"Shelter in Place" requires two distinct actions to be taken immediately to maximize the passive protection a building can provide:

FIRST ACTION is the reduction of the air exchange rate of the building before the hazardous plume arrives by closing all windows and doors and moving to the interior of the building.

SECOND ACTION will occur ONLY when the all clear signal is given. The air exchange rate will be increased as soon as the hazardous plume has passed, by opening all windows and doors and enabling the HVAC system.

Tips for Shelter-in-Place:

- DON'T PANIC.
- Go inside or stay inside the building.
- Do not use elevators.
- Shut and lock all windows and doors.
- If you have local controls turn off the heat, air conditioning or ventilation system.
- Close and cover all air vents.
- Quickly locate supplies you may need (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 the universities web page (www.drexel.edu), radio, or television for further information and instructions.
- Do not call the Department of Public Safety unless you are reporting a life-threatening situation.

When the "all clear" is announced:

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

The level of protection that can be achieved by sheltering in place is substantial versus direct exposure. Turn on a radio or television, if available, to stay informed of developments. If eyes, nose or throat become irritated, protect your breathing by covering your mouth & nose with a damp cloth and take shallow breaths. Stay calm!

Do not leave your safe zone or area until you receive official notification that danger has passed.