

DREXEL UNIVERSITY EMERGENCY PREPAREDNESS PLAN OVERVIEW

Plan Purpose, Scope, Situations and Assumptions

The Drexel University Emergency Preparedness Plan (DUEPP) is intended to provide a structure for confronting and managing any emergencies which could cause a disruption of the functioning of all or any part of the Drexel University campus.

A university campus is a community of people who come together from many backgrounds and environments to live, work, study, and recreate. In a large campus community like Drexel, crisis or critical incidents will occur. The occurrence of a crisis-producing incident can have both direct and indirect traumatizing effects on a wide range of the community. While we cannot create a foolproof plan to deal with every contingency, a Master Plan for an institutional response to crisis situations will:

- A. Increase the effectiveness and immediacy of the response to any emergency;
- B. Reduce the severity and duration of the impact to the campus community;
- C. Result in a timely return to normal operations;
- D. Provide assurance to University constituencies

The emergency procedures outlined in this plan are designed to protect lives and property through the effective use of University and external resources. Each emergency situation requires a specific response in terms of needed resources and proper procedures. This plan addresses various degrees of emergencies and provides guidelines for the containment and managed response to the incident. Since an emergency may strike suddenly and without warning, these procedures are designed to be flexible in order to address unforeseen complications of various types and magnitudes. Effective crisis management is the responsibility of all Drexel University personnel.

The Plan establishes policies, procedures and organizational structures for response to an emergency. Nothing in this Plan shall be construed in a manner that limits the use of good judgment and common sense. To supplement this document, remote campus locations and facilities are required to have site-specific complimentary emergency operating procedures. Individual areas of the University, such as the Department of Public Safety, Department of Environmental Health and Safety, Student Life, and University Facilities maintain department specific emergency response and recovery procedures as necessary to ensure the safety and well-being of the campus community and campus operations.

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Plan Components

The Drexel University Emergency Preparedness Plan (DUEPP) is comprised of five components; each component serves a different purpose and in its entirety the Plan presents risk mitigation, management strategies and supporting University policies.

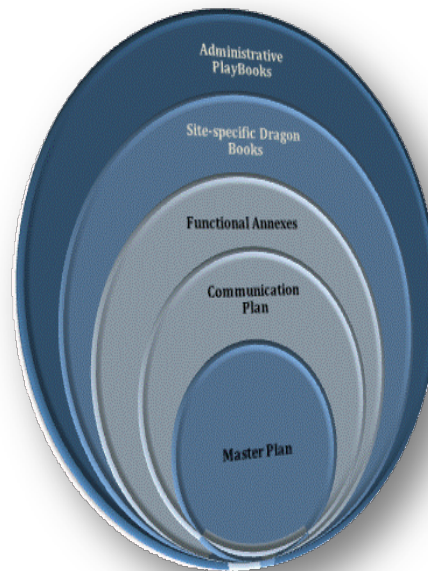
1. The first component is the Master Plan. The Master Plan identifies roles, communications and actions undertaken by Drexel University administration in case of an emergency. The Master Plan is the policy document. It identifies emergency levels, types and specific groups responsible for crisis management.

2. The second component is the Crisis Communication Plan; the Plan outlines the responsibilities, membership, order, and technical means of emergency communications. The Plan defines interactions with campus constituencies, media and external populations.

3. The third component is a collection of Functional Annexes defining crisis management roles and responsibilities across all three response levels and response teams, emergency contacts, actions and emergency procedures such as crisis communications and general evacuation.

4. The fourth component is a library of the Administrative Playbooks. The Administrative Playbook represents school or department-specific collection of *All Hazard* Preparedness and Continuity plans. The Playbook also contains an emergency behavior guide, encompassing evacuation, shelter in place, lock out and down and active shooter procedures. The guide designates gathering areas and emergency coordinators responsible for unit emergency training. Each Playbook contents are in compliance with the Playbook template to assure consistency and continuity.

5. The fifth component is the assortment of building-specific Dragon Books, which contains vital information about each building including types of occupancy, shelter areas, mechanical systems, fire protection, etc.



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Plan Development and Maintenance

The purpose of emergency planning is the mitigation of possible emergencies through risk assessment and preventative steps that include vital records, infrastructure surveys, floor plans, emergency contacts, areas of refuge, vital building information, bio/hazmat areas within each building, information regarding the occupancies, special needs, or patient information. This information is collected and stored in multiple forms such as Administrative Playbooks and Dragon Books. University administrators contribute directly to the data development and have access to Emergency Preparedness Plan data from any location.

Law Enforcement and Security

Drexel University Department of Public Safety

The Drexel University Department of Public Safety is responsible for providing security on Drexel's three campuses. To meet this responsibility, the department collaborates with a host of governmental and private public safety organizations along with departments within the University to address safety and security concerns.

The Drexel University Department of Public Safety is made up of six (6) operating units that report to the Vice President for Public Safety. They are: Police, Security, Operations, Fire & Life Safety, Training & Accreditation and Finance & Administration.

- Police Department

The Drexel University Police Department (DUPD) is composed of approximately 35 armed, full-time, sworn municipal police officers who are empowered to enforce Federal and Commonwealth of Pennsylvania laws as well as City of Philadelphia Ordinances at the University's campuses (University City Campus, Center City Campus, and Queen Lane Campus and the Academy of Natural Sciences).

Police Officers conduct vehicle, bicycle and foot patrols and regularly meet and consult with students, faculty and staff regarding crime prevention and safety issues and share tactical, strategic and investigative information with other law enforcement agencies.

- Security Services

Security services, combined with effective community policing and relations is imperative to providing a safe environment and towards improving the quality of life on and around the campus. The Security Services Unit is responsible for security officer management of our contracted security partner AlliedBarton Security. Currently there are approximately 150 security officers on staff.

- Fire & Life Safety

The Fire & Life Safety Unit manages safety programs and provides emergency response, safety education and awareness training for all University campuses.

- DPS Operations

The Operations Unit is responsible for radio and telephony communications, alarm monitoring, installation and management of security technology, crime data analysis, crime mapping, crime reporting and Clery compliance for the Department of Public Safety.

Hazard Analysis Summary

After careful analysis the University has identified the most likely hazards and vulnerabilities that it may face. The major categories of hazards are Natural, Human-caused and Technological. Within

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each category the University has prioritized risks based upon the likelihood of occurrence and potential impact.

Capability Assessment

To assess the university's capability to withstand all risks that the University has identified as the most likely hazards and vulnerabilities through the preparedness and response of available human, technological and geographical resources.

Emergency Preparedness Personnel

This University employs experienced and trained emergency preparedness personnel like Public Safety, Police, Environmental Safety and Health and University Facilities. The primary purpose of these resources in an emergency is to assure life and property safety. This goal is achieved by emergency preparedness planning, response training and hazard-preventing policies.

Shelter Capabilities

In order to shelter occupants inside a building in the event of a hazardous/biological material or other emergency incident outside the building, each building is surveyed for potential shelter in place capabilities, preferably with access to water and bathroom facilities.

- *Shelter in Place for University population:* currently all buildings are capable of sheltering in place. Emergency Bulletins containing specific refuge locations are posted in the lobby of each building.
- *Shelter in Place for general public:* the Armory and the Dakalakis Athletic Center (DAC) have been selected by the Office of Fire and Life Safety as additional shelter-in-place locations for members of the general public and campus constituencies.
- *Building Capabilities:* detailed building-specific information is collected in Dragon Books. The aim of Dragon Books is to provide first responders with invaluable details: locations of the facilities shut offs, location of emergency power and more. The Dragon Book is a collection of vital building statistics and emergency procedures. The books are located in each campus building and also available on line 24/7 for authorized users at www.drexel.edu/duepp.

Mutual Aid Agreements

Mutual Aid agreements have been implemented with various public and private institutions.

Concept of Operations

Emergencies range in scope and intensity from incidents that directly or indirectly affect a single person to incidents that impact the entire community. Emergencies can occur before, during or after normal business hours and on or off campus. The definition of an emergency can vary with the unique needs, resources and assets of any school and community.

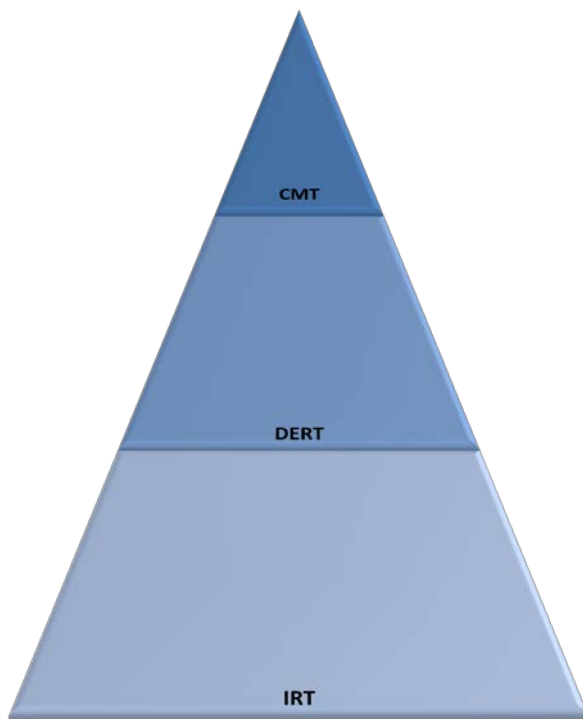
For the purpose of this Plan, Drexel has defined emergency incidents to include but are not limited to situations that require emergency response from Drexel officials or City of Philadelphia emergency response. Some emergencies are the result of situations in which the safety of Drexel students, faculty and staff is at risk for an extended period of time and the immediate operations of the University may be significantly impaired.

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Organization and Assignment of Responsibilities

For these situations, this Drexel University Emergency Preparedness Plan (DUEPP) specifies the procedures to be followed during the emergency period. This document focuses on the activities and procedures to be followed to ensure the on-going safety of members of the Drexel community and actions to be taken to restore normal operations. The focus of this Plan is to ensure the provision of support and assistance to members of the Drexel community who have been affected or traumatized by the incident.

The Plan establishes a three-tiered hierarchy for managing emergency situations: Crisis Management Team (CMT), Emergency Response Team (ERT) and Incident Response Team (IRT).



Crisis Management Team (CMT)

This group is the highest level in the response hierarchy. It is composed of senior university executives. This is the policy and decision making group.

The main function of the Crisis Management Team is to make policy and communications decisions necessary to manage the emergency or crisis at the highest level of the University.

Emergency Response Team (ERT)

The ERT is the operations group. The ERT provides command, control and communication of the university's response to a campus emergency. The ERT responsibility is to manage the situation and resources and provide recommendations regarding specific emergency operations to restore safety and functionality to the University area.

Incident Response Team (IRT)

The Incident Response Team (IRT) is comprised of the emergency response personnel (police, security, fire, etc.) who physically go to the scene of the emergency. The IRT site supervisor is in radio contact with the Drexel University Communication Center (DUCC) and EOC and reports to the ERT Incident Commander.

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Levels of Emergencies and Response Protocols

Drexel University for the purposes of this Plan in compliance with the National Incident Management System (NIMS) defined the following three levels of emergencies for purposes of scaling, planning and response:

Level I

Isolated Critical Incident is a local emergency that is confined to a small area or building and has limited impact; does not affect the overall functioning of the University (small fire, minor hazardous material incident, limited power outage or an isolated crime posing no continued threat to the community).

Level II

Localized Critical Incident is a serious emergency, which disrupts one or more operations of Drexel University. Examples include major fire, civil disturbance, severe weather emergency, wide spread power outage or a danger posing a continuous threat to the community. As a result, major considerations and decisions would usually be required.

Level III

Major Critical Incident is an emergency that seriously impairs the operation of Drexel University. Examples include major storms or severe release of a hazardous agent or active shooter.

Drexel University Emergency Preparedness Plan Activation

The Plan is activated whenever an emergency condition exists in which normal operations cannot be performed and immediate action is required. In any emergency situation, Drexel University's immediate goals are to:

- Protect life.
- Preserve infrastructure and facilities.
- Provide essential services and return the University to normal operating status as soon as possible

Declaration of an Emergency

The authority to declare a campus state of emergency rests with the President or his/her designee.

During the period of any campus emergency, the Department of Public Safety will take immediate action and implement the appropriate procedures to meet the emergency and safeguard life and property.

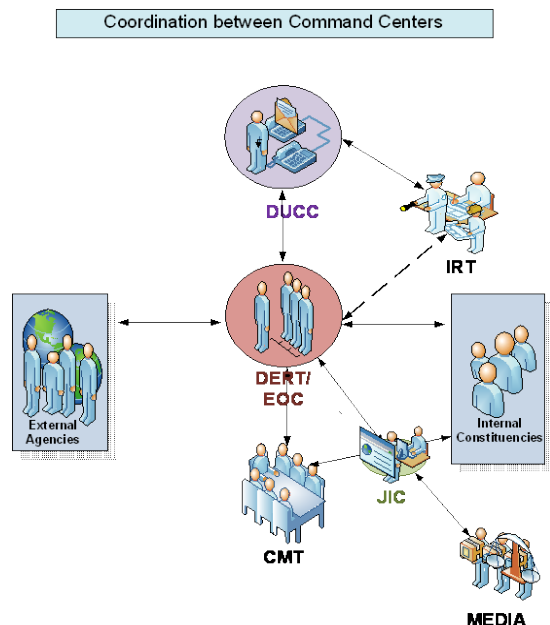
Termination of an Emergency

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

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Command, Control and Coordination

Drexel University works with external and municipal agencies in the event of crime, fire or medical emergency or any other life-threatening situation by utilizing the 911 system, or by direct radio contact.



Drexel University Communication Center (DUCC).

The mission of the Department of Public Safety Communications Center is to serve as a link between the community and the Department of Public Safety relating to matters of public safety and emergency assistance. The Communications Center is staffed 24 hours a day, 7 days a week.

Emergency Operations Center (EOC)

The EOC is the base of emergency operations and is equipped with all necessary technology to gather and disseminate information among the team members.

Joint Information Center (JIC)

The Drexel JIC will be established on order of the DU Communications Team Director.

Emergency Communications

Because all emergencies are fluid, it is important that all crisis communications team members be prepared to respond in a uniform manner based on pre-incident planning, awareness, and training. This ensures that all actions will be automatically put in place even when communications may be severely limited or hindered.

MERN

The University City District Multi-agency Emergency Radio Network (MERN) enables multiple agencies within the boundaries of the University City District (UCD) to communicate over a single dedicated emergency radio frequency. In the event of a critical incident requiring mutual aid and a coordinated response, the MERN is activated to provide an improved level of communications. This dedicated frequency promotes interoperability for common situational awareness and supports the DPS in delivering timely law enforcement, security, and fire safety services across a complex urban campus.

DrexelALERT

Drexel University has implemented an emergency notification system called DrexelALERT, which will enable fast and efficient dissemination of critical information to students, faculty and staff of the Drexel University community, including students, faculty and staff of the Drexel University College of Medicine.

Within minutes, DrexelALERT allows the Department of Public Safety to send alerts through text messaging, phone, and e-mail to numerous devices, such as mobile phones. This system provides Drexel students, faculty, and staff with an additional layer of security and



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protection for emergency response, in conjunction with the University's already well-established emergency communication methods, such as Drexel-wide broadcast e-mails, online updates via the Drexel website homepage, and the coordinated use of public media outlets.

The effectiveness of this emergency notification system depends upon individuals providing accurate and up-to-date personal contact information.

References

The Drexel University Emergency Preparedness Plan (DUEPP) has been written to conform to the nationally accepted planning guide and format outlined in the Comprehensive Preparedness Guide 101 (CPG101), issued by the Federal Emergency Management Agency in March 2009 and promulgated through the Department of Homeland Security.

The FEMA CPG 101 provides general guidelines on developing Emergency Operations Plans (EOPs). It promotes a common understanding of fundamentals of planning and decision making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans. CPG 101 supersedes the Federal Civil Defense Guide, the Civil Preparedness Guide 1-8 and State and Local Guide (SLG) 101, Guide for All-Hazards Emergency Operations Planning.

The DUEPP also conforms to the Emergency Management Accreditation Program guidelines which are reflected in CPG 101 guidance from FEMA and the Department of Homeland Security and are in accordance with OSHA Planning Standards under 29 CFR (Code of Federal Regulations) 1910.