

LA SALLE UNIVERSITY

EMERGENCY PLAN

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OFFICE OF THE VICE PRESIDENT FOR BUSINESS AFFAIRS



La Salle University Emergency Plan

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Purpose

The purpose of the La Salle University Emergency Plan is to establish procedures to follow in response to a diversity of emergencies and crises that can occur. Four principles, ranked in order of importance, form the foundation of the plan's purpose:

1. To ensure the safety of all members of the La Salle Community who are on-campus at the time of and throughout the emergency;
2. To safeguard University property and minimize damage, including our data and information systems;
3. To formulate a clear understanding of individual and departmental roles in responding to University emergencies and;
4. To make sure accurate and timely information is consistently communicated throughout the emergency to all of the individuals involved in handling the situation and to the media as well.

SECTION 1

I. University Emergency Notification and University Public Relations Policy Introduction

Crises are an inevitable part of life and of life in organizations, even the healthiest organizations. How an organization deals publicly with crisis is, in fact, a measure of health. While crisis is often an occasion for controversy, it may also be a setting for growth and opportunity.

An organization determined to offer truth and access to the media in a time of crisis reaps media dividends on other occasions. On the other hand, an organization that denies access and truth may suffer irrevocable harm for years to come. This harm inevitably affects both the external image of the organization and internal morale.

It therefore becomes essential to establish a strategy for dealing with crisis and controversy that fosters a spirit of openness and trust -- internally first, and then to the outside world.

A public relations strategy for offering access and information must take all audiences into account -- the University's administration and staff, faculty, student body, parents and alumni, as well as the public, largely, but not exclusively, defined in the form of the news media.

A critical objective is to limit the length of a crisis through direct and honest communication. An intense crisis of brief duration is unlikely to remain foremost in the public mind.

This brief document defines a public relations strategy for dealing with crisis that is intended to be inclusive and sensitive. In keeping with the Lasallian tradition of respect, trust and service, the strategy is intended to reflect the spirit of openness that is central to the University's educational mission.

What is an emergency?

For the purposes of this document, an emergency is any unexpected situation that affects the safety of La Salle's people or property and/or can greatly harm the University's image and reputation.

Examples would be: violent crime on campus -- particularly those incidents which threaten, endanger or harm members of our community; cases of substance abuse resulting in harm to people or property; fires or explosions on campus; strikes or protests; environmental crisis; or unauthorized occupancy of campus areas.

Emergencies often have security implications for the University, such as an on-campus fire or violent crime. Some genuine emergencies don't have such implications. Examples of this second kind would be an unfounded rumor that jeopardizes the University's reputation, or an off-campus tragedy that involves members of our community.

Levels of emergency and what to do:

Crises happen at many levels, and immediate internal and external response is usually called for. The President of the University is the foremost figure in any crisis plan. Hence, the President must be in the best position to assess the nature of the crisis and determine its seriousness.

For the purposes of supporting the President, the individuals listed at the end of this document may be involved as the President sees fit -- either as an entire group or individually.

The severity of the crisis logically dictates the extent to which individuals listed in the appendix may be called to a meeting. Another factor will be the usual requirement to act both thoughtfully and quickly. Minimally, the President (or his designee), the University Communications Office, and individuals dealing most immediately with the crisis would be involved in strategizing an efficient and early response, keeping in mind the needs and concerns of the total La Salle community and its audiences. In the absence of the President, his designee will first be the Provost, then the Vice President for Business Affairs, followed by the Vice President for University Advancement, and the Vice President of Enrollment Services, in that order should any of those individuals be unavailable.

Therefore, that person or those persons first aware of the crisis, will take the following steps:

- If the person clearly sees the emergency has a security implication, that person calls the Security and Safety Office. Security and Safety then notifies the President (or his designee) and the Assistant Vice President for Marketing and Communications (or his/her designee).

This small group will assess the facts together, determine the level of the emergency, and decide the following:

- 1) What are the facts as we know them? And what else do we need to find out?
- 2) Internally, who is to be contacted?
- 3) What is to be communicated externally and how?

The University Communications Office will take the lead in arranging for subsequent crisis communications and strategy related meetings. The University Communications Office with the President will develop a proposed action plan for both internal and media communications. These recommendations will be reviewed by the President and either be approved or adjusted by him. As many representatives as the President deems advisable will be involved in this review process. An individual will be assigned to accompany the President throughout the management of the crisis to assist him with logistical matters as necessary including scheduling meetings, interviews, etc.

- If, on the other hand, the initial person can easily see that the emergency doesn't have security implications, that person contacts the Assistant Vice President for Marketing and Communications, who in turn calls the President or his designee. That small group deals with the questions above, and the University Communications Office arranges for appropriate meetings and communications follow-up.
- If the initial person is unsure about the security implications of the matter, the first call goes to the Director of Security and Safety.

Preparing for internal and external communication

To provide a focus for clear communication within and beyond the campus, the Office of University Communications must remain integral to any crisis plan throughout its duration. The Assistant Vice President for Marketing and Communications will serve as the Central Emergency Operations Coordinator, with the Manager of Media Relations serving as backup. Swift and complete internal communication is crucial in order for the University to formulate the best strategic plan, making the best and the most focused use of its talents.

Rapid and accurate communication with the campus community should, if possible, be arranged before the news media become involved. This approach will maximize credibility within our community. The President, consulting with the University Communications Office, Director of Security and Safety, when appropriate, and others he deems advisable, will approve both the nature and content of this communication.

The Office of University Communications will serve as the University's liaison with the news media. Any phone calls or requests for information from the media should be immediately forwarded to the University Communications Office. In turn, University Communications will call upon key members of the La Salle community to serve as spokespersons in response to specific media questions or requests. The Assistant Vice President for Marketing and Communications will determine which of the University's central phone numbers will remain open throughout the crisis and what standard recorded messages, if any, will be placed on the central telephone numbers.

The key to dealing with the media is to cooperate and be honest from the outset. Our goal is to concentrate on limiting the *duration* of media coverage rather than trying to suppress media *intensity* in dealing with an emergency.

The Office of University Communications is always available to advise individuals on offering quotes or comments for public consumption. Such advice may be helpful and in the best interest not only of the University but also the individual offering the comments.

Normally, the President will be the key media spokesperson for the University. He will be the primary source for distributing information, either in person or through memos and/or letters to the total campus community.

Emergency Notification Listing -- Key Personnel who should be contacted in an emergency

President -- Ext. 1010

Director of Athletics -- Ext. 1672

Associate Director of Athletics -- Ext. 1673

Dean of Students -- Ext. 1017

Assistant Director, Media Relations -- Ext. 1085

Assistant Vice President for Marketing and Communications -- Ext. 1849

Vice President for University Advancement -- Ext. 1540

Vice President for Business Affairs -- Ext. 1050

Director of Food Services -- Ext. 1667

Assistant Vice President for Alumni Relations -- Ext. 1535

Director of Security and Safety -- Ext. 1675 or 1300 (headquarters)

Director of Physical Facilities -- Ext. 1315

Assistant Provost -- Ext. 1065

Director of Administrative Services -- Ext. 1371

Director of Information Technology -- Ext. 1244

Director of Health Services -- Ext. 5157

Provost -- Ext. 1015

Assistant Vice President for Business Affairs and Affirmative Action Officer* -- Ext. 1014

Vice President for Enrollment Services -- Ext. 1079

Assistant Vice President for Government and Community Affairs -- Ext. 1391

***Emergencies involving *employees* require strict discretion as to which individuals from this list will be informed of a situation. The Affirmative Action Officer will consult with the President to make that determination.**

II. University Policy on Access to Campus During an Emergency

Access to campus during an emergency and at its onset is one of the critical factors in determining the safety of individuals and safeguarding University property. Assessments of levels of campus access should be monitored throughout the crisis and adjusted accordingly. Each assessment should consider the following factors in priority order:

1. Safeguard the lives of individuals during the emergency
2. Limit the risk of damage or loss of University property
3. Contain the emergency and reduce risk to life and property

When regular communication systems have not been affected by the emergency, the President will make the decision of the levels of access to campus after receiving the assessment from the appropriate area reporting heads. If regular communication systems are not operational, campus access decisions will be made by the President, if he is on campus, after appropriate consultation with the Director of Security and Safety, Director of Physical Facilities and the Dean of Students or their designated on-campus representatives during the emergency. The Director of Security and Safety or his/her representative will make the assessment report to the President and, in the absence of the President on campus, will make the decision on campus access. When necessary, appropriate consultation with the local police and fire precinct officials should be made by the Director of Security and Safety.

A. Access to Key Administrators Returning to Campus

The Director of Security and Safety will map a route and provide access and parking to key administrators who must return to campus in order to respond to the crisis. S/he will give this information to the President and the Assistant Vice President for Marketing and Communications who will disseminate it to key administrators as necessary.

B. Access for Students and Employees

Depending on the results of the assessment of the three access factors above, employee and student access to campus may be restricted. Employee access can be restricted to those who are determined to be essential in handling and resolving the emergency. Students may be restricted to their movements on campus or where they reside throughout the emergency depending on the seriousness of the situation. However, if there are minimal or contained threats to the well being of individuals, there should be as few access restrictions as possible and as few lifestyle inconveniences as possible. If the emergency is serious, such as a major power outage during the evening hours, obviously there will be many access restrictions.

C. Access for Deliveries, Solicitors, and the Public-at-Large

In addition to consideration of the three factors above, assessing access for deliveries of goods and products, solicitors, and the public-at-large should consider the additional factor as to whether or not the University is considered "closed" for business, especially if the closure is to minimize risk to the safety of individuals. If this situation occurs, then the University will not accept any deliveries, solicitors, or the public-at-large on campus except for personnel or materials needed to handle the

emergency.

III. Student, Employee and Visitor Check-In Procedures during an Emergency

The University's most precious assets are its students and employees. Certain emergencies can occur which require the University to be able to account for the status and whereabouts of its students and employees. Such emergencies are those that involve the evacuation of individuals from a building, housing unit(s) and/or a campus. In the event of an evacuation the affected students and employees should follow the following check-in procedures:

I. Check-in Procedures for Students:

General Procedures: All students who have been evacuated are required to report **in-person** at the locations specified below. All students are required to present the La Salle University ID card or some other photo identification card at the time of check-in. If it is not possible to come in-person to one of the locations because of the nature of the emergency, then students should use the following check-in procedures:

- If the telephone system is still working, students should check-in by calling **1 (800) 328-1910**.
- If the telephone system is not working, students should go to the University's website, www.lasalle.edu for further instructions on check-in procedures.

A. Evacuation of one or more office, classroom or public buildings:

- If the evacuation involves one or more classroom, office, or public buildings, then all affected students should report to the La Salle Union Ballroom as soon as possible. If the Ballroom is not available as a result of the emergency, then all affected students should report to the Gola Arena, located in the Hayman Center.

B. Evacuation of one or more housing units:

- If the evacuation of one or more housing students involves up to 100 students, then all students should report to the nearest unaffected residential lounge. If the evacuation involves more than 100 students, then all affected students should report to the La Salle Union Ballroom. If the Ballroom is not available as a result of the emergency, then all affected students should report to the Gola Arena, located in the Hayman Center.

II. Check-in Procedures for Employees:

General Procedures: All employees who have been evacuated are required to report **in-person** at the locations specified below. All employees are required to present the La Salle University ID card or some other photo ID card at the time of check-in. If it is not possible to come in-person to one of the locations because of the nature of the emergency, then employees should use the following check-in

procedures:

- If the telephone system is still working, employees should check-in by calling **1 (800) 328-1910**.
- If the telephone system is not working, employees should go to the University's website, www.lasalle.edu for further instructions on check-in procedures.

A. Evacuation of one office, classroom or public building:

- If the evacuation involves **one** classroom, office, or public building, then all affected employees should report to the Human Resources Office, located on the first floor of the Administration Center, as soon as possible. If the Human Resources Office is not available as a result of the emergency, then all affected students should report to the Dan Rodden Theatre, located on the first floor of the Student Union Building.

B. Evacuation of more than one office, classroom or public buildings:

- If the evacuation involves **more than one** classroom, office, or public building, then all affected employees should report to the Dan Rodden Theatre, located on the first floor of the Student Union Building.

III. Check-in Procedures for Visitors:

For visitors using or renting any of the University's facilities, it is the responsibility of the department head that coordinated the use of the facility to coordinate and be responsible for check-in procedures for visitors. At the time a group of visitors request use of a facility, the coordinating department head should instruct the contact person for the group of the following:

- S/he will be required to prepare and present to the coordinating department head a list of all visitors who will be using the facility.
- All visitors will be required to have a photo ID with them while using the facility.
- Inform the contact person of the check-in location for visitors in the event they are evacuated from the facility. It is important to note that the check-in location **cannot** be the same as any of the locations used for check-in by students and employees.

IV. Mail Handling Procedures for General and Suspicious Mail

I. General Mail Handling Procedures:

- Always open mail with a letter opener or another method that minimizes skin contact and is least likely to disturb contents
- Turn off fans, portable heaters, and other equipment that may create air currents while opening mail
- For individuals who handle U.S. bulk mail or mail from postal facilities where there is a known health hazard such as anthrax contamination, the University will provide protective equipment such as vinyl gloves and NIOSH-certified filtering face pieces upon request.

Source: OSHA

II. Handling Suspicious Mail Procedures:

Typical characteristics of mail that may trigger suspicion include parcels that:

- Are unexpected or from an unfamiliar sender.
- Are addressed to a person no longer with your organization or are otherwise outdated.
- Have no return address or one that cannot be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements, such as "Personal" or Confidential."
- Have protruding wires, strange odors or stains.
- Show a city or state in the postmark that does not match the return address.

If you receive a suspicious mailing or possible biological threat (e.g. anthrax) by mail:

- Do **not** handle the mailing further; do not try to open it, shake it, smell it or taste it.
- Keep the mailing away from other people, and evacuate the area.
- Call the Security and Safety Department's emergency number (x2111).
- If you are concerned that it could contain anthrax, make sure all people who handled it wash their hands with soap and water.

Source: United States Postal Service

V. Emergency Operations Procedures

A. In order to maximize the effectiveness of the University's response to a crisis, establishing a central communication and operation headquarters is essential. The Conference Room in the Connelly Library will serve as the Central Operations Headquarter (COH) throughout a crisis. If the Connelly Library is not available for use as the COH, then the COH will be announced by the Assistant Vice President for Marketing and Communications after consultation with the Director of Security and Safety and Director of Physical Facilities. The Assistant Vice President for Marketing and Communications or his/her designee will serve as the Central Emergency Operation Coordinator. All directors of essential departments or their on-campus designees should utilize the designated COH for the following centralized functions:

1. All crisis strategy meetings
2. Signing off and receipt of keys for use of a University vehicle
3. Receipt of radios for on-campus communications, flashlights, am/fm radios, copies of the Emergency Plan, laptop computers, keys, and bullhorns, as required under the situation
4. Routinely updating the Assistant Vice President for Marketing and Communications or his/her designee on status of areas under the essential directors' responsibility through radio communications. The Assistant Vice President for Marketing and Communications or his/her designee will determine the frequency of the updates based on the seriousness of the crisis. He/she will also serve as the central communicator for updating the President and the Assistant Vice President for Marketing and Communications on the status of the crisis. In the President's absence, he/she will contact the President's designee as defined under Section I, Chapter I, "University Emergency Notification and Public Relations Policy".
5. All requests for any type of "911" emergency fire or medical assistance or reporting of a possible crime in progress. The Security and Safety staff will notify the proper police or fire and rescue unit.
6. All requests for supplies. The Security and Safety staff will coordinate the receipt of emergency supplies.

If external communication systems are operating, each Director of an essential department is responsible for updating his/her reporting head throughout the crisis.

VI. Personnel Policies During an Emergency

In addition to the University policies stated in the *Personnel Manual* and *Supervisory Guide*, all policies contained within this manual are incorporated into all essential staff job descriptions. Each employee who is required to work throughout an emergency is expected to follow the policies and procedures within this manual. Directors of essential departments should distribute a copy of this manual to all employees hired into positions that may be determined as essential during a crisis and explain to them the expectation of working throughout the duration of the crisis and following the procedures within this manual. Additionally, all Directors of essential departments should have defined and written departmental policies on what positions are considered essential during an emergency and place that requirement in the job descriptions for those positions. If there is more than one individual in that position, e.g. custodian or security officer, there should be a clear written policy on which individuals within those positions will be required to work in an emergency. Such policies should be based on objective standards, such as seniority, and not give preferential or disparate treatment to anyone under the anti-discrimination laws governing the University's employment policies and practices.

The following emergency personnel policies should be clearly communicated to all essential employees:

1. All employees in essential positions should clearly understand that they are required to report to work immediately following notification by their supervisor and to remain "on the job" until notified by their supervisor that they are no longer needed. Additionally, all employees should be made aware at the time of the notification to report to work whether or not they will need to reside on-campus throughout the crisis and to pack any personal belongings needed for their comfort through the duration of the crisis
2. In the absence or inability to communicate with a supervisor (or supervisor's designee) of an essential department during an emergency, the staff of that department will report directly to the Director of Security and Safety and/or his/her designated supervisor.

A. Compensation of Essential Staff who work an Emergency

Directors of essential staff should follow the University's policy for compensation of essential staff who work an emergency. No Director has the authority to promise to or compensate essential employees for a dollar amount or other forms of compensation that fall outside of the compensation allowed in the "Policy on Absences Due to Weather and Other Temporary Conditions for Non-Faculty Personnel" found on page 1-6 of the *Personnel Manual*.

For emergencies of duration of greater than 48 hours and in which we require essential employees to reside on campus and be on-call or at work throughout the duration, the compensation policy for this extraordinary service will be as follows:

Non-Exempt Personnel - All non-exempt and essential personnel who are required to remain "on the job" for longer than the first 48 hours of a crises will be paid two times their regular hourly rate for all hours worked after the 48th hour of the crisis. Essential staff who are requested by the

University to remain and live on campus during an emergency will be paid their straight-time hourly rate for all off-duty hours while they are requested to remain on campus. This compensation is in addition to the straight-time hourly rate all non-exempt staff receives for each scheduled workday during a limited and temporary crisis in which the University is closed.

Exempt Personnel - All exempt and essential personnel who are required to remain "on the job" for longer than the first 48 hours of a crisis will receive two compensatory days off for each day they work after they work the first two full days of the crisis. This compensation is in addition to the regular base salary rate per diem all exempt personnel receive for each scheduled workday during a limited and temporary crisis in which the University is closed.

VII. Department Roles during an Emergency

It is critical that each department declared essential during an emergency clearly defines, understands, and carries out their department's responsibilities throughout the emergency especially since they cannot rely on "back-up" personnel from other departments to carry out those responsibilities.

A. Non-Essential Departments:

It is the responsibility of the department heads of all non-essential departments to make sure their departments remain closed throughout an emergency unless there is an urgent function that must be performed during the crisis and they have received approval from their area head to be on-campus. If such approval is given, the area head should inform the Director of Security and Safety of this exception.

B. Essential Departments:

The severity and duration of the crisis will determine the level of services required by each essential department.

1. Security and Safety Department

1. Together with the essential staff of the Physical Facilities department, secure all campus buildings, either electronically or manually, immediately or prior to the crisis
2. Ensure adequate security and safety personnel on-site at the onset and throughout the emergency, including management personnel and an individual in a "runner/escort" position, to protect the safety of all individuals on-campus and University property
3. Assign all radios and call numbers, flashlights/propane lanterns, medical kits, am/fm radios, and vehicles to essential staff based on their role in the emergency. The third channel will be assigned to key administrators for their use during the crisis.
4. Develop a plan to handle crises which may require police or fire unit assistance if they are not available
5. Set-up steel barricades for various entrances to campus as determined necessary by the Director of Security and Safety
6. Maintain, assign, and monitor an essential inventory of keys
7. Develop an evacuation plan and communicate it to all essential departments

2. Physical Facilities

1. Provide adequate staff and other necessary resources to sustain the following minimum and required utilities and functions: electricity, heat, water, and lavatory accommodations in the residential and operational buildings to be used during the emergency
2. Insure all field staff are properly equipped with appropriate tools, hard hats, flashlights, radios, and identifying bibs
3. Provide adequate managerial staff throughout the emergency
4. Provide adequate snow and ice removal staff, if necessary

5. Determine the buildings to be used in the emergency for operational and housing needs
6. Maintain adequate emergency lighting on-campus
7. Together with the essential staff of the Security and Safety department, secure all campus buildings, either electronically or manually, immediately
8. Inventory building/room keys, establish a control system, and deliver to the Director of Security and Safety
9. Ensure all utility equipment and fire extinguishers are in proper working order
10. Winterize all buildings as necessary
11. Ensure all snow removal equipment and supplies are in sufficient quantity and that the equipment is operational and fueled, if needed
12. Provide sufficient back-up utility sources, as needed, such as generators, propane lanterns, heaters, and ovens, stand-alone lights, etc.
13. Provide for a minimum but adequate electrical source for student recreational activities in the residence halls or the Hayman Center based on the number of students on-campus at the time and in consultation with the Associate Dean of Students, Community Development

3. Food Services

1. Provide adequate staff levels to feed essential staff and students on-campus during the crisis. The number of staff will be determined by the number of resident students on-campus during the crisis and to ensure the safe handling of food supplies. Managers will be on staff throughout the crisis.
2. Have on file emergency meal menus and prepare an inventory of supplies required that take into consideration: the availability of a water supply, the need to use propane gas cooking equipment, the number of individuals on-campus - when the dormitories are open or closed, and the estimated duration of the crisis
3. Equip proper dining facility with emergency supplies and equipment
4. Stock the Central Operations Headquarters with appropriate food and beverage supplies

4. Community Development

1. Provide adequate staff to ensure the safety and minimal comfort and recreational needs of the resident students on-campus. Designated Community Development administrators will be on-campus throughout the crisis when resident students are on-campus.
2. Amend the housing contract to inform students of possible housing, personal property, and social life restrictions that may be made by the University to ensure their safety during an emergency including, if necessary, the use of their rooms if they are unoccupied during the emergency.
3. Insure proper written notification to students and room inspections are performed each time students are required to move out of residential housing for semester breaks. This procedure will ensure that emergencies that occur during semester breaks can be handled properly.
4. Provide a recreational activity plan for resident students on-campus during an emergency, which includes activities that require a minimum electrical supply. Include the possibility of enlisting students as temporary employees who will be paid to assist during the crisis.
5. Work with Student Health Center to inform them of any students who are on-campus during the emergency and for whom the Student Health Center provides current medical services such as allergy injections
6. Provide Physical Facilities with a list of available rooms, lounges, etc. that can be used to house

essential staff during the emergency, if necessary

7. Provide resident students on-campus during the emergency with clear written instructions on any unique social behavior requirements and the reporting of any personal emergencies or crimes that occur during the crisis
8. Ensure the proper training of essential staff on usage of fire extinguishers within the dormitories

5. Health Services

1. The Associate Director of Health Services, Student Health Center, will decide how much nursing coverage is required to meet the needs of the resident student population on-campus during a crisis. Depending on the nature of the crisis, this may mean contracting with outside agencies for extra nursing personnel to be available on an on-call basis.
2. The Associate Director of Health Services with the assistance of the nursing staff will provide a list to the Director of Community Development of any student's requiring current medical services. During a crisis situation Community Development will inform the Associate Director of Health Services if these students are on campus at the time of the emergency. Medical information will be shared only with the student's expressed permission, except in cases where a Health Services' professional perceives that there is potential risk to the student or other if their information is not shared.
3. Associate Director of Health Services, Student Health Center, will inform the Director of Safety & Security of any medical emergencies and an assessment of how the emergency should be handled.
4. The Associate Director of Health Services, Counseling Center, should be contacted when the emotional reaction to the situation needs to be managed and contained or when crisis intervention counseling is necessary.
5. Key Phone Numbers for Health Services:
Regular working hours (8:30 a.m. – 4:30 p.m.)
Student Health Center – x1565
Counseling Center – x1355

6. Information Technology

1. Ensure all computer systems are routinely backed-up and that the back-up medium is safely stored off-campus
2. Ensure communication systems are in proper working order
3. Prepare a list of emergency personnel to declare as essential to maintain necessary communication and electronic security systems throughout an emergency
4. Coordinate with the Assistant Vice President for Marketing and Communications in developing the necessary information systems and procedures to permit establishment of a central emergency communications and reporting center. This hub would serve as a central point of contact to receive and disseminate information from students, employees, and their families, and the news media
5. Canvass the administrative offices in the La Salle community, and prepare a list of essential telephone extensions that would need to be restored to service quickly in the event of a telephone service interruption.
6. Follow the procedures outlined in Section 2., Chapter I for specific, technology-intensive

emergency situations

7. Assistant Vice President for Marketing and Communications

1. Serves as Central Operations Coordinator as described in section V of this plan
2. When necessary, the University will establish a central emergency communication and reporting center designed to be then central disseminator of information on the whereabouts of students, employees and visitors to campus who may be affected by an emergency situation. The Center will have adequate staffing, PCs, and phone lines as coordinated with the Information Technology Department. The location of the Center will be as follows:

First Choice of Emergency Communications and Reporting Center's Location – Conference Room of the Connelly Library

Back-up Location – The back-up location will be announced by the Assistant Vice President for Marketing and Communications after consultation with the Director of Security and Safety and the Director of Physical Facilities

1. University Communications has established a toll free number to disseminate information to concerned parties of students, employees, and visitors. The toll free number is 1 **(800) 328-1910**. (Note: This is the same toll free number assigned for employees and students to use for checking in during an emergency as stated in Chapter III).
2. In the event that University telecommunications and/or computer service is disrupted by the emergency, the establishment of the communications center will be dictated by the existing contingency plans prepared by the Department of Information Technology and as stated in Section 2, Chapter I.

VIII. Handling Medical Emergencies

All medical emergencies should be reported immediately to the Security and Safety Office (x2111). Security and Safety will assess the situation to decide if the individual(s) can be treated at the Student Health Center or if Fire Rescue (911) needs to be contacted. **Note: only Security and Safety can contact Fire Rescue (911).** If the emergency requires medical treatment beyond the capabilities and resources of the Student Health Center (i.e. life-threatening emergencies), Security and Safety will phone “911” for assistance and/or transport of the individual(s) to the nearest medical facility. If, for some reason, such as a regional power failure, Einstein Medical Center or Germantown Emergency room is not able to treat the individual, the Director of Security and Safety will maintain a list of other hospitals in as close proximity to the University as possible, that will be able to treat the individual.

During athletic events, the Athletics Department’s procedures for handling medical emergencies will be followed.

SECTION 2

I. Information Technology and Telecommunications Emergency Response Plan

Listed below are the various emergency situations and responses to them as they relate to Information Technology and Telecommunications.

1. Telephone Switch Room Damage

a. Faculty/Staff NEC switch

In the event that the faculty/staff switch is damaged beyond immediate prospect of repair, telephone communications would be disrupted for virtually the entire employee base. If the student switch is still viable, (215) 951-1000 and security calls will be routed through the remaining (student) telephone switch. Even if that is possible, to establish short-term communications between the La Salle administrative office and the outside world, 50-100 cell phones should still be procured from Verizon. These phones will be pre-programmed to ring at existing, mission-critical La Salle phone numbers. This can be expected to take 36-48 hours to accomplish. The list of mission-critical numbers is to be maintained by IT on a continuing basis. On a longer-term basis, the La Salle Telecom manager must assess damage and a new switch should be ordered immediately from our telecommunications supplier, if necessary. User profiles will be restored using backup tapes, currently stored at First National Safe Deposit (FNSD) Corporation. See appendix B for contact information and part numbers.

b. Student NEC Switch

In the event that the student switch is damaged beyond immediate prospect of repair, telephone communications would be unavailable within all student residences. For short-term remediation, a line will be established in each residence hall lounge. These lines will be routed through the administrative switch. Community Development will establish the telephone usage procedures for the residence halls until full service resumes. If the administrative switch is also non-functional, cell phones will be provided to each RA until full service is restored. (See above.)

c. Octel Voicemail system

Since this is considered a non-mission-critical system, expeditious repair or replacement should be sufficient. Backed up user profiles will be restored from tapes stored at FNSD. See vendor list for point of contact information.

d. Wiring Damage Rendering Switch Room Cable Plant Unusable

Short-term activities using cell phones as described above will be effectuated. Medium to long-range solutions will require extensive re-wiring of the campus. We will explore positioning one switch in the Administrative Building, and one in the Connelly Library. This would require somewhat less excavation than would a total restoration of all switching services in College Hall.

2. Computer Center Damage

a. Sun 5000/450 (Banner Server)

IT is actively developing a "mirror" server (SUN 250) to be positioned in Wister Hall. The

data on this server will reflect Banner production database information that is current to within one hour. If the Banner production server is damaged, but no other computer center damage is done, the SUN 250 server will be transported to College Hall and connected to the network. This should take no more than four hours. During that time, a blanket announcement will be made informing departments to queue production data until the system comes back on-line, and to make a record of the most recent hour's (lost) transactions insofar as it is feasible.

b. Cisco Router, Packeteer, Firewall, and/or Extreme Edge Equipment

In the event that our Internet connection "edge" equipment is damaged, our primary supplier, Yipes, can provide any or all of these elements except for the router. For maximum efficiency, we will procure these items from Yipes on a sole source basis. The router is on a four-hour response contract with Cisco. Backup profiles of the router or firewall can be restored via DLT tape. If the tape unit is damaged, we will bring the compatible unit over from Wister and use that to restore the data. (See Yipes and Cisco contact info in Appendix B.)

c. Admin Server(s)

If either our primary Admin Server or the primary Student Server becomes unusable for a protracted period, the much less heavily used server currently labeled Admin Server 2 (located in Wister Hall) will serve as an emergency replacement. Steps are: (1) request latest backup tapes for affected server from FNSD (2) back up current configuration of Admin Server 2; (3) Re-format Admin Server 2; and, (4) "restore" profiles and data of affected server from backup tape.

d. TouchNet Server

The TouchNet server is used to accept credit card payments for tuition, fees, and deferred notes payments. As such, it is not a mission critical element of our campus technology. Should this server become unusable, we would follow normal procurement or repair procedures to restore it to service. Concurrently, an announcement would be posted to La Salle's home page stating that this service is unavailable, and providing an estimate of when the service will be restored.

e. Banner Web Server

If the Banner Web Server is inoperable for an extended time, a replacement will be procured, and the profile restored from existing backup tapes. As with the TouchNet server, an announcement will be posted to our home page. (See appendix B for supplier and specifications.)

f. Sun 2000 (Colleague)

Response to a situation where Colleague is unavailable will depend, in part, on the status of our on-going transition to alternative systems. (See appendix B for supplier and specifications.)

g. Notes Server(s)

Order emergency replacement from list of vendors based on most immediate delivery

capability. Restore from backup tapes. (See appendix B for supplier and specifications.)

h. DEC Alpha (Internet Server)

Order emergency replacement from list of vendors based on most immediate delivery capability. Restore from backup tapes. (See appendix B for supplier and specifications.)

i. Blackboard (and associated line drivers, etc.)

This server is used to support card access, meal plan, and Gold Card functionalities. The controllers that are in place throughout the campus are fully capable of independent operation when disconnected from the server, since they store a copy of the most recent access control list within each unit. The only time that a server disruption would cause significant problems is during the late August timeframe, when the new student database is most volatile. In this instance, a notebook PC can be employed to update individual controllers one at a time using data extracted from Banner. However, the maintenance agreement with Blackboard commits to having a replacement server or network processor on-campus within 24 hours.

The Gold Card system will need to be suspended until a new server can be procured and rebuilt from backup tapes. Business Office would need to address policy issues surrounding this. Order emergency replacement from list of vendors based on most immediate delivery capability. Restore from backup tapes. (See appendix B for supplier and specifications.)

j. Ad-Lib Archive Server

Non-mission critical. Procure hardware and restore functions as feasible.

k. Switch damage

When possible, re-route traffic for most essential devices through surviving switches. Order emergency replacement from list of vendors based on most immediate delivery capability. (See appendix B for supplier and specifications.)

l. Catastrophic Damage to the Entire Computer Center

In a situation involving extensive damage to College Hall, Room 310-C, there are two significant impediments to re-establishment of the University's computer operations in another area. The first is that all of the hardware would need to be replaced or re-established in another location. The second is that virtually our entire network infrastructure terminates in College Hall. There is presently no path redundancy that could be exploited in the event College Hall is unusable.

The procedures outlined above will be implemented in response to the hardware damage. The wiring difficulties present a much greater challenge. The current La Salle underground duct facilities would not support re-mapping the network to another building on either a short-term or long-term project duration. Extensive retrenching around the campus would be required. Other alternatives would include microwave or other wireless technologies, or aboveground fiber. In any case, there would need to be a short-term solution capable of sustaining core operations for a period of at least several weeks. During this period, all Administrative computer operations will be conducted from the Admin Building. The following steps will be taken: (1) transport the SUN 250 and Admin Server2 machines to the third floor of the Admin Building; (2) establish a building-wide network; (3) Construct a new FormScape server using a PC and backup software; (4) re-establish internet

connectivity by contacting Yipes (edge equipment, firewall, and new point of entry for fiber), Cisco (router), HP vendors (Notes server and Web Server); and (5) rebuild equipment profiles from back-up tapes for Web, Firewall, Router, Notes.

3. Damage to Wister Cable Plant

Follow the same procedures as far as establishing a single-building local area network in the Lawrence Administration Building.

II. Housing Emergency Response Plan

Decisions about accommodating displaced students and staff will be made by the Dean of Students (and/or his/her designee) and the Director of Security (and/or his/her designee). At the time of an emergency of this nature, these individuals will establish communications immediately and will meet in person as soon as possible. They will also establish procedures and expectations for further and subordinate responsibilities and decision-making, as well as clear lines of communications. They will then inform and involve administrative staff, faculty, students, families, and other members of the University community.

Outlined below are general procedures to follow in any situation involving relocation, followed by specific provisions for situations involving the relocations of up to 350 students and situations involving the relocations of more than 350 students.

1. General procedures

- a. Assemble affected students in a safe location that will then be used as a staging area for further action. If the situation involves up to 100 students, that location will be the nearest unaffected residential lounge. If the situation involves more than 100 students, that location will be the La Salle Union Ballroom or, if the Ballroom is affected, the Gola Arena of the Hayman Center. Transportation, if needed, will be provided by Security and Safety.
- b. While that assembly is in progress, the Dean and the Director (and/or their designees) will decide and/or consult with the appropriate President's Team members and will finalize the course of action to be taken (see below).
- c. Once affected students have been assembled, Student Affairs staff will determine the number of affected students, broken down by gender, and will develop lists of the students' names and the names of those they wish us to contact with additional information or in case of emergency (e.g. parents or families), using pre-printed Emergency Relocation Information Cards and/or software. Those cards or software also will be used to track the locations to which students eventually are relocated.
- d. In conjunction with Information Technology and Physical Facilities, Student Affairs staff will establish a central communication location, for both internal and external communications, and will establish the appropriate means (e-mail, wireless telephone, pager, telephone, etc.) for internal and external parties to employ to communicate with them. The location chosen (e.g. the North Halls Community Development Office or one of our offices in the La Salle Union) will be chosen based on proximity to the assembly/staging area, to the extent possible.
- e. The names of and contact information for all Student Affairs, Security and Safety, Physical Facilities, Food Services, Information Technology, and other involved staff will be assembled by Student Affairs staff for use in the Emergency Communications and Reporting Center and for dissemination, as appropriate (see below).
- f. Student Affairs staff will, with the assistance of Information Technology and University Communications staff, establish and maintain a hotline (with or without phone bank, as needed) and/or a website through which students, parents/families, University staff, etc. may obtain or share information.

- g. Student Affairs staff will, with the assistance of others as needed or available, provide support and/or entertainment (counseling, television/movies, games, etc.) for students while temporary accommodations are being secured or established.

2. Situations involving relocations of up to 350 students.

- a. The Dean and the Director and/or their designees will choose the appropriate facility/ies for temporary housing, from a pre-assembled list that will be maintained in the Community Development and Administrative Services offices and also in the DSA Common folder on the network. That list will contain capacity estimates for all residential lounges and community facilities and for the Gola Arena of the Hayman Center. The latter will be used if more than 100 students need to be accommodated or if sufficient lounge space is not available. Any decision to employ the Gola Arena will also involve the Director of Intercollegiate Athletics and Recreation and/or the Director of Athletic Operations and/or their designees.
- b. Student Affairs staff will work with Security, Physical Facilities, and other staff to transport supplies and/or set up temporary accommodations (see item 5. below for necessary supplies and storage guidelines) and all necessary signage for those accommodations. Set up considerations/decisions will include:
 - 1. Any residential lounges or community facilities used will be designated by gender and access will be limited to those assigned there and, at maximum, one guest at any given time, with all other standard visitation rules in force. Community Development staff will offer students the option to secure limited numbers of valuables in office safes.
 - 2. If the Gola Arena is used, Court A will be designated for men and Court B will be designated for women. Both court separation nets will be lowered to divide those spaces and to provide limited privacy. All locker rooms on the north side of the basement level will be designated for women's shower and toilet use and all locker rooms on the south side of the basement level will be designated for men's shower and toilet use.
 - 3. If the Gola Arena is used, all intercollegiate athletic and recreational use of the Hayman Center will be suspended for the duration of this use. Security personnel will supervise limited access to the Hayman Center through the southwest doors (all other doors will be secured and used for emergency egress only) and will provide 24-hour coverage at that limited access point for the duration of this use.
- c. Student Affairs staff will solicit among students residing in unaffected residential facilities volunteer hosts for displaced students.
- d. Students will be asked to choose one of the following options:
 - 1. Return temporarily to their families' homes, if local.
 - 2. Stay with friends in unaffected residential facilities or in off-campus or local (family) housing.
 - 3. Relocate to the designated temporary accommodations.
- e. Student Affairs staff will record students' choices and contact information for the locations to which they will locate on the Emergency Relocation Information Cards and/or software.

- f. Security staff will provide or coordinate transportation and/or escorts for students as they relocate, as needed in the immediate area.
- g. Food Services staff will, once apprised of temporary accommodation arrangements by Student Affairs staff, make any accommodations necessary for temporary dining facilities or options, particularly if students without meal plans are displaced from units in which they had their own cooking facilities.
- h. Physical Facilities will maintain, in one or more locations outside the residential facilities but accessible to Student Affairs staff, the following stock of supplies:
 - 1. 350 air mattresses and appropriate means to inflate them.
 - 2. 700 blankets.
 - 3. 350 pillows.
 - 4. 350 towel and washcloth sets.
 - 5. 350 toiletry sets, including soap, shampoo, deodorant, toothbrush, toothpaste, etc.)

The location(s) of the stock(s) of supplies will be maintained in the DSA Common folder on the network that also contains information described above and below.

3. Situations involving relocation of more than 350 students.

- a. The Dean and the Director and/or their designees will choose some combination of the options detailed above, supplemented by options that will be detailed in a pre-assembled list that will be maintained in the Community Development and Administrative Services offices and also in the DSA Common folder on the network. That list will contain capacity and contact information for the Red Cross, other disaster relief organizations, and local hotels regarding the availability of both potential temporary accommodations and access to temporary supplies beyond the stock we will maintain.

III. Food Services Emergency Plan

The purpose of the Food Services Department Emergency Response Plan is to establish procedures to be followed in response to an emergency that originates within one of the dining halls. The Food Services Department will also provide support to the University should a campus wide emergency be declared.

The following principles form the foundation of the Food Services Emergency Response Plan:

1. Assure the safety of service personnel throughout the crisis.
2. Plan and provide for no interruption in meals served to students, faculty and staff.
3. Formulate a clear understanding of each departmental staff members' role during the emergency.
4. Communicate clearly to the students, faculty and staff what actions will be taken as well as what services will be provided.
5. Develop contingency plans with food and equipment suppliers that will permit the execution of the plan.
6. Assure that staffing throughout the emergency is sufficient to meet the required level of service (i.e. number of meals).

A. Types of Emergencies:

1. Minor Emergency

Any incident, potential or actual, which will not seriously affect the overall functional capacity of the dining hall. Minor emergencies such as minor or controlled fire, or an isolated incident typically would not require the closure of the building or the displacement of students for meal services for an extended period of time.

2. Major Emergency

Any incident, potential or actual, which seriously disrupts the overall operation of the dining hall. A major emergency may require the closure of the dining hall for an extended period of time and necessitate the activation of alternate dining arrangements.

3. Disaster

Any event or occurrence, which has taken place that, has seriously impaired or halted operations in all dining halls. Arrangements for either off site feeding or satellite operations on campus would be required during this type of emergency.

B. Communication Procedures

1. Onset of Emergency

The Director of Food Service should be contacted at the onset of the emergency. In the absence of the Director, one of the Assistant Directors should be notified.

2. University Administration

The Director will notify the Assistant Vice President and Vice President of Business Affairs of the scope of the emergency and provide a recommended course of action to be taken.

3. Food Service Management Staff & Personnel

The Director of Food Service will contact the management staff and notify them of their role in responding to the emergency. Each staff member in turn will contact hourly service personnel and inform them of their scheduled shift and duties during the emergency. As is the case in all emergencies, the Food Service management staff is expected to be available to work throughout the emergency.

C. Operational Contingencies

1. Location of Services

After assessing the scope of the emergency, the Director of Food Services will determine whether the dining hall is capable of delivering services. Should the dining hall need to shut down operations, then the alternate building (i.e. B&G or Union Building) will provide meal services during the emergency.

Additional staff, food supplies, and seating will be arranged to meet the higher volume demands of providing services from just one dining hall. Also, the dining meal period will be adjusted in order to assure that everyone is fed.

2. Extended Period of Shut Down

Should the emergency warrant that the dining hall is to be shut down for a week or more, and then consideration will be given to providing meals in a satellite location on campus. Possible satellite locations for service are:

The Union Building Ballroom
Hayman mezzanine
Tom Gola arena

3. Menus During an Emergency

Assuming that cooking equipment is accessible in one dining hall during the emergency, the department will strive to deliver hot food to the students, faculty and staff during the emergency. Typically food suppliers can respond to additional food supply needs within two-three hours. The normal par level of food inventory would provide meals for a two-three day period. Disposable paper products can also be obtained within a short window of time, thus eliminating the need for dish washing.

Should the emergency dictate that cooking equipment is not accessible, then the department will develop menus consisting of cold sandwiches, salads etc. The rental of a refrigerated truck can be arranged with four-six hours for the storage of cold food supplies. Also, the rental of propane cooking equipment can be obtained with eight hours.

IV. Connelly Library Emergency Response Plan

A. Evacuation Procedures

1. Purpose

The purpose of this document is to plan for an emergency evacuation of the Connelly Library. Each employee must be aware of what action to take in an emergency in order to protect him/herself, the patrons, and physical assets.

2. Situations Warranting Evacuation

When an emergency situation occurs, one of three options may be presented.

- If conditions are life-threatening (fire, noxious fumes, bomb threat, etc.) evacuation of the building should be started immediately without waiting for the Security and Safety Department to respond. If the building is evacuated immediately and Security and Safety has not yet responded, one member of the circulation staff should proceed to the Security and Safety Department Headquarters and inform them of the situation so they may provide assistance. Note: The Security and Safety Department should be immediately informed of such situations to provide assistance. Staff should never place themselves in physical danger in order to convince a patron to leave the premises; nor should staff place themselves in jeopardy in an attempt to fight fire, flood, or other hazard.
- If immediate evacuation is not necessary phone the Security and Safety Department at x1300 or x2111. Conditions that may be life or safety threatening as determined by University Security and Safety, Philadelphia Police, or Fire Personnel will require immediate evacuation.
- If conditions do not present an immediate threat to life or safety, the Head of Access Services or Supervisor on duty may decide to contact the Security and Safety Department for their determination to evacuate the library. Such situations include: power outages, loss of heating, etc.

In situations where Security and Safety makes the determination to evacuate based upon information reported by Officers on the scene, the Security and Safety Supervisor will delegate the authority to start the evacuation to the Officers on the scene. The Library Supervisor or designated individual should remain with a Security and Safety Officer in order to maintain radio contact with Security Dispatch and the Security and Safety Supervisor. The Security and Safety Supervisor will respond to the Library as quickly as possible and see that the evacuation is being handled properly.

B. Armed Aggression Procedures

In the event of an act of armed aggression (ex. Gunfire, hostage situation, etc.) occurs in the Library, every effort should be made to evacuate the building in as orderly a manner as possible.

- If possible, determine whether or not the building can be exited without putting anyone in danger.
- Do not attempt to apprehend the aggressor.
- Notify Security Headquarters immediately and give your exact location.

C. Handling Medical Emergencies

- Call Security and Safety’s Emergency Number: x2111.
- Do not attempt to move the individual.

D. Fire Response Procedures

Smoke detectors are located throughout the building and will activate in any area should smoke be detected. The fire alarm and strobe system are automatically activated, Security and Safety is automatically notified, and the Fire Department is notified by Security and Safety.

If you see or smell smoke or fire in the building, immediately leave the building and activate any fire alarm in the immediate vicinity as you exit. If it is determined that there is immediate danger, exit the building as soon as possible.

If there is no immediate danger, the Head of Access Services or the Supervisor on duty should await the arrival of a Security and Safety Officer before exiting the building. Instruct patrons to exit the building if they are not doing so already. When Security and Safety arrives they will clear any remaining patrons from the building.

When the fire alarm sounds:

- Notify Security and Safety immediately (x1300 or x2111). Even though the fire alarm should automatically alert Security it is important that you communicate building and patron status with them.
- Do not use the elevators.
- Do not attempt to re-enter the building for any reason until it has been declared safe by the Fire Department.
- Wheelchair-bound patrons on upper floors should be left on the fire well landings. At no time is any member of the library staff obligated to carry disabled patrons from the building.

E. Handling Bomb Threats And Explosive Devices

If you observe what appears to be a bomb or any type of suspicious device:

- Immediately evacuate the building
- If there is no in immediate danger, the supervisor on duty will send library staff to clear each of the floors of the library building. Staff members will report to the Circulation Supervisor on duty once the floors are cleared. Exit the building as soon as possible.
- Notify Security at x1300 or x2111.

- Do not touch the device or attempt to remove it. Security Headquarters will notify 911 and await response.

Examples of suspicious devices include: any length of pipe with the ends capped or blocked, any package with wires visible, any package that has sound emitting from it.

Do **not** use radios or cell phones in the area of a suspected explosive device. Radio emissions may trigger the device.

Bomb Threat Phone Call Procedures

While on the phone, the staff member should signal a nearby employee to call Security and Safety at x 2111 immediately. Immediately notify the Head of Access Services and/or the Supervisor on duty. In the event of a bomb threat, all personnel who answer the telephone should be aware of how to talk to a person making such a threat and whom to notify.

The receiver of a bomb threat should:

1. Keep the caller talking as long as possible.
2. Try and learn as much as possible about the bomb, especially when it will go off and where it is located.
3. Try and determine the caller's sex, age, accent, speech pattern, and if they sound intoxicated or under the influence of drugs.
4. Listen to background noises.
5. Immediately notify the appropriate Shift Supervisor and Director of Security or his designee of the call.
6. Try and remember the exact words and phrases used by the caller and take notes if possible.

Questions to Ask:

1. WHEN is the bomb going to explode?
2. WHERE is the bomb right now?
3. WHAT kind of bomb is it?
4. WHAT does it look like?

F. Weather Emergency Procedures

The Connelly Library will remain open during weather and related emergencies if such an emergency occurs during an academic term (i.e. not during Christmas break, etc.). Generally, the Library would be closed during the first day of the emergency and open on the next and subsequent days. The Provost will decide the Library's status on a day-to-day basis – s/he will communicate to the Library Director whether the Library should open.

G. Disaster Recovery Procedures

1. Introduction

Disasters can happen in any Library. Whether they are acts of nature, criminal behavior, or simply accidents, libraries and educational institutions are not immune to fires, floods, and other damage. Despite our temperate climate, occasional weather emergencies occur. Moreover, water damage is not limited to natural events. Burst pipes and vandalism can cause serious damage, especially when the emergency goes undetected during hours when the Library is closed. Fire may cause damage itself, or the resultant smoke and soot may damage material. The possibility of an earthquake is remote, however, it cannot be ruled out. It is important to prepare for these and other possibilities in order to have an organized plan for evacuation and recovery.

2. Purpose

- To provide a resource to guide recovery efforts
- Continue library services in the event of an emergency
- Make useable space available
- Make non-damaged resources available
- Recover damaged material as quickly and effectively as possible
- Provide information on coordinating recovery efforts
- To provide Information on vendors to contact/contract

This plan is designed to be a resource in the event of an emergency. Contact information for disaster response and off-campus resources are included. This plan will be reviewed and updated annually to provide for any additions or changes that need to be made.

Any emergency situation that places individuals in immediate danger requires evacuation of the Library in as orderly a manner as possible (consult the Emergency Procedures” section of the “Connelly Library Emergency Plan”). In such a situation, actual recovery procedures to salvage the collection would have to wait until the building was officially declared safe to enter.

3. Recovery Of Damp Books

A document recovery and moisture control service should be contacted in most cases involving 50 books or more. In most cases contact: “Munters Water Damage and Recovery Services” (1-800-959-7901). Consult section IX for a list of additional businesses that deal with structural drying, document recovery, and humidity control.

Damp books are defined as books that are not dripping with water. They can be wet around the edges, partially wet, or just cool to the touch. These materials can be AIR DRIED.

CAUTION:

- If water damage has occurred in the library, have Physical Facilities immediately shut down the HVAC. If left on the HVAC can spread mold spores throughout the ducts and into other areas of the Library that were not affected. Immediately call a moisture control service.

- Air-drying **MUST** take place in a cool, dry place. Warm humid air encourages mold and mildew growth that can be more damaging than the original emergency. Keep the temperature below 70 Fahrenheit and the relative humidity below 55%. Use fans and dehumidifiers and keep the air in the area circulating.
- Keep the drying area clean by removing wet debris such as wet carpeting and furniture as soon as possible because they contribute to a humid environment.
- Never try to reshape or force damp volumes open. This will cause harmful distortion. They can be treated **AFTER** drying.
- Sponge off mud and debris using clean water but **ONLY** if material does not have water-soluble components such as watercolors, runny inks, tempera and dyes. Instead, air dry materials and brush off debris when completely dry.
- Minimize handling of water-damaged books. Paper and bindings are very fragile when wet.

Procedures:

If books can be dried in immediate area, see below for air-drying instructions. If the decision is made not to use a document recovery service and books must be packed up and moved to drying area:

- Keep a written record of what volumes are in which box (by floor, range number and call number) and remember to clearly label each box.
- Use 1 and 1½ cubic foot, 200 test lb. Cardboard boxes to pack-out and transfer damp books to the drying area. A one cubic foot box will hold about 15 volumes and weighs about 50 pounds when loaded.
- Wrap each book in one piece of unprinted newsprint; this will prevent colors bleeding into one another. Precut sizes to save time.
- Pack books **SPINE SIDE DOWN IN A SINGLE ROW ON THE BOTTOM OF THE BOX. DO NOT STACK BOOKS OR OTHER MATERIALS ON TOP. WATER DAMAGED MATERIALS WILL SAG AND DISTORT ESPECIALLY UNDER PRESSURE, CAUSING PERMANENT DEFORMITIES.**
- Seal box with packing tape and label contents with marker on all four sides as well as the top.
- Stack 24-30 boxes (heaviest on the bottom, lightest on the top) on a shipping pallet. Shrink-wrap entire pallet.
- Keep a record of what books are drying where.

- Stand books upright (head to toe) in well ventilated drying area with fans or air conditioners to keep the air circulating. A book is completely dry when it is no longer cool to the touch.
- While air-drying, in the manner described above, the pages of some books may start to pull out of their covers under the extra water weight. Turn these books over (head to toe, toe to head) every 30 minutes to evenly distribute the pull.
- Especially damp books can be interleaved to remove additional excess moisture. Place unprinted, clean flat paper towels every 20 or 30 pages; be sure to change toweling and alternate pages every 15 minutes to prevent distortion. **DO NOT USE FOLDED TOWELS AS THEY WILL PERMANENTLY DISTORT PAPER.**
- Some books will dry distorted and misshapen. This can be greatly reduced **AFTER** completely drying by placing volumes under light pressure or rebinding.

Supplies To Use:

Pens and notepaper
 dehumidifiers
 large strong trash bags
 fans
 sponges
 clean water source
 unprinted paper towels
 Markers for labeling
 uniform 1 and 1½ cubic foot, 200 test lb. Cardboard boxes
 unprinted newsprint
 wooden shipping pallets
 large size shrink-wrap

4. Recovery Of Wet Books And Paper

A document recovery and moisture control service should be contacted in most cases involving 50 books or more. In most cases contact: “Munters Water Damage and Recovery Services” (1-800-959-7901). Consult section IX for a list of additional businesses that deal with structural drying, document recovery, and humidity control.

WET BOOKS (as opposed to DAMP BOOKS) are defined as books that are dripping water. They are extremely fragile and must be handled carefully as pages can easily fall out and covers can separate from the text block. WET BOOKS should be vacuum freeze dried by a professional in the case of a major emergency (see Appendix C, “Vacuum Freeze Drying Services”). “Vacuum freeze drying” dries the material with the least distortion as the water goes directly from the liquid to gaseous state (vapor) without passing through the solid state, i.e., ice never forms. Meat freezers and household freezers do allow ice to form and consequently are not adequate.

CAUTION:

- If water damage has occurred in the library, have Physical Facilities immediately shut down the HVAC. If left on the HVAC can spread mold spores throughout the ducts and into other areas of the Library that were not affected. Immediately call a moisture control service.
- Control the environment. Warm humid air encourages mold and mildew growth that can be more damaging than the original emergency. Try to keep the temperature below 70 Fahrenheit and the relative humidity below 55%. Use fans and dehumidifiers if needed. Keep the air in the area circulating.
- Before starting any packing procedures, know what the damaged materials are. Glossy paper (like magazine paper, art books, etc.) is not salvageable after 5-6 hours in water as the inks run and the pages become irrevocably stuck together. Move on immediately to concentrate on salvageable material. Leather and vellum bindings are extremely fragile and should be rescued early or not at all.
- NEVER try to reshape or force wet books open. This will cause harmful distortion or further mechanical damage. Do not remove damaged covers.
- Sponge off mud and debris with clean water but ONLY if the material does not have any water-soluble components such as watercolors, runny inks, tempera or dyes. Such material should be freeze dried and cleaned when dry.
- PACK BOXES TIGHTLY, BUT DO NOT OVER PACK
 - The freezing process works well only if it is slow and uniform.
 - Over packed boxes will prevent books on the inside from drying at the same rate as those near the outside.
 - Books must have room to swell during freezing.
- Minimize handling of wet books. Paper and bindings are very fragile when wet.

Procedures:

- Keep a written record of what volumes are in which box (by floor, range and call number) and remember to clearly label each box.
- Use 2 and 1½ cubic foot, 200 test lb. Cardboard boxes to pack and ship books to the freezer (Document Reprocessors and Munters will do this for us). A one cubic foot box will hold about 15 volumes and weighs about 50 pounds when loaded with waterlogged books.
- Wrap each book in one piece of unprinted newsprint; this will prevent colors from bleeding into one another and books from freezing together. Precut sizes to save time.
- Pack books SPINE SIDE DOWN IN A SINGLE ROW ON THE BOTTOM OF THE BOX. THIS ARRANGEMENT IS VERY IMPORTANT! DO NOT STACK BOOKS OR OTHER

MATERIALS ON TOP. WATER DAMAGED MATERIALS WILL SAG AND DISTORT EXPECIALLY UNDER PRESSURE, CAUSING PERMANENT DEFORMITIES.

- Seal box with packing tape and label contents with a marker on all four sides as well as the top.
- Stack 24-30 boxes (heaviest on the bottom, lightest on the top) on a shipping pallet. Shrink-wrap entire pallet. Try to wrap same classification materials together.
- Ship books to vacuum freeze dry facility (see “Vacuum Freeze Drying Services”) in refrigerated or freezer trucks to prevent mold growth. Keep careful records of shipment contents and dates.

SUPPLIES To Use:

pens
note paper
markers for labeling
uniform 1 and 1½ cubic foot, 200 test lb. Cardboard boxes
unprinted newsprint
wooden shipping pallets
large size shrink wrap
garden hoses
sponges
clean water source

5. Recovery Procedures For Microfilm And Microfiche

A document recovery and moisture control service should be contacted in most cases involving 50 books or more. In most cases contact: “Munters Water Damage and Recovery Services” (1-800-959-7901). Consult section IX for a list of additional businesses that deal with structural drying, document recovery, and humidity control.

Microfilm and microfiche require immediate attention for successful recovery. Film separation and drying must commence 48 hours after becoming wet to achieve the best result. In most cases of fire, the extreme heat of the flames will damage microforms beyond repair. Smoke and water damaged materials, however, can be salvaged. The instructions below will stabilize the material until professional help is available.

CAUTION:

- If water damage has occurred in the library, have Physical Facilities immediately shut down the HVAC. If left on the HVAC can spread mold spores throughout the ducts and into other areas of the Library that were not affected. Immediately call a moisture control service.
- Never let water-damaged photographic materials dry out. Once the film has dried it will be virtually impossible to separate the reel without damaging the film emulsion.
- Handle wet photographic films very carefully. Touch only the edge of the film. When wet, the

emulsion of photographic films softens and can be easily damaged.

- Handle dry photographic films with white cotton gloves.

Procedures:

- Remove microfilm and roll film from their containers and their reels. Remove format films from their sleeves. If film cannot be separated from sleeves, enclosures, or each other, soak them as instructed below before trying to separate them. If possible, try to retain labeling/cataloguing information for identification purposes later. **MICROFORMS MUST BE SUBMERGED IN WATER AND IN SEALED CONTAINERS USUALLY PROVIDED BY THE REPROCESSING COMPANY.**
- Transfer the film into large PLASTIC (not metal as the chemicals in the film will react) garbage containers filled with COLD CLEAN water, preferably running water. If running water is not available, agitate water periodically. Change the water when it becomes warm or dirty. Wash for 30 minutes. If necessary, photographic films can stay in water for up to TWO DAYS without damage.
- Black and white films should be dipped, or rinsed in a wetting solution such as Kodak Photoflo. Color slides and transparencies should be rinsed for 10 to 15 seconds in Kodak E6 stabilizer. Color negatives should be rinsed for one minute in Kodak C41 stabilizer.
- After rinsing, dry at room temperature in a dust-free area.
- Contact a professional photographic film reprocessing company as soon as possible

Supplies to use:

Pens
garden hoses
notepaper
clean water source
large plastic garbage containers
white cotton gloves
small buckets
sponge

6. Recovery Procedures for Magnetic Tape Materials

A document recovery and moisture control service should be contacted in most cases involving 50 books or more. In most cases contact: “Munters Water Damage and Recovery Services” (1-800-959-7901). Consult section IX for a list of additional businesses that deal with structural drying, document recovery, and humidity control.

MAGNETIC TAPE materials include audiocassettes, videocassettes, and computer floppy disks. Most magnetic tape material is fairly heat resistant, able to withstand up to ONE HOUR in 200 Fahrenheit without severe damage. Prolonged exposure to water, however, is very damaging as it causes leaching of

the chemicals that adhere the tape to the film base. Quick recovery response is essential. It is possible but very difficult to clean a dirty, damaged tape and the quality will be severely sacrificed. FLOPPY DISKS can be salvaged but as a general rule, the more advanced the technology, the less the chance of recovery. Since 100% recovery is unlikely, a rehabilitation step to recopy the remaining information on fresh tape will probably be needed.

CAUTION:

- If water damage has occurred in the library, have Physical Facilities immediately shut down the HVAC. If left on the HVAC can spread mold spores throughout the ducts and into other areas of the Library that were not affected. Immediately call a moisture control service.
- Never try to run damaged or wet tape on a regular tape drive.
- Do not unwind and attempt to dry the tape.
- Shake off excess water.
- Put tapes with their boxes into a plastic bag, seal tightly, and keep cool.
- Put the bag in a sturdy box, label the box with your name and contents and ship within 24 hours by overnight express.

7. Procedures For Water-Damaged Magnetic Tapes:

- Move all tapes out of standing water.
- Check labels to be sure they are legible. Replace those that are not legible, or use a wax crayon to identify them.
- Quickly open, check and drain any water that may have entered the tape canisters.
- Wet tapes must be hand dried and stored for 48 hours in a stable environment before running or winding on a tape drive.
- When dry, tapes should be run against a felt pad (without the tape contacting the heads) to remove dried particles. Re-record as soon as possible. (See Appendix D, "Photograph and Sound Conservation").

8. Procedures For Water-Damaged Floppy Disks:

- Retain, or replace labeling.
- Remove the disk from the jacket by cutting it with NON-METALLIC scissors.

- Rinse disk in cold distilled water.
- Dry with lint free towels.

Supplies:

pens
white cotton gloves
wax crayon
notepaper
non-metallic scissors
lint-free towels
distilled water

9. Mold Damage

First-Response Procedures for Active Mold Growth

The goal of first-response procedures is to slow or stop the mold's growth. *Note: Speed is critical for mold disaster recovery.*

If mold is detected contact Physical Facilities IMMEDIATELY.

- Physical facilities will check the HVAC (Heating ventilating, and air conditioning) in order to lower the humidity entering the building. A mycologist will also be consulted to determine what type of mold is present and how to best deal with the problem.
- If there is a major event, such a flood or leak, and materials are very wet, response in 24 hours is critical to prevent a mold outbreak. Freezing materials is an essential initial response.

10. Recovery Procedures For Computer Equipment

Contact the Head of Cataloging at: x1874 and/or Information Technology at: x1860, to report failure of individual office workstations or an emergency in an office area which jeopardizes computer equipment.

11. Vandalism

Vandalism includes but is not limited to the following:

- ◆ Damaging or defacing the library building, furniture or equipment;
- ◆ Damaging or defacing library books, such as tearing out pages, tearing out sections of pages, stealing library books, writing in library books;
- ◆ Smoking in the library, including bathrooms and private study rooms.

To report cases of vandalism, contact Security Department at x1300.

In the case of serious destruction of library materials or facilities, if you are in immediate danger, do not place yourself in a confrontational position, call Security from the nearest phone.

12. Who To Contact

Alerting professional staff, supervisors, and non-professional staff:

It is the responsibility of the person that is present in the event of a disaster to notify the Library Director and/or Head of Access Services in case of a disaster. In addition, the Department Head of any area of the library affected should be notified. If the Library Director or Head of Access Services cannot be reached and individuals on the Emergency Notification List cannot be contacted, continue following disaster response procedures and periodically cycle through the phone list again to try and contact an Individual on the Emergency Notification List.

V. Building Blocks Day Care Center Emergency Response Plan

If an incident occurs at the Building Blocks Day Care Center and the staff and others need to be evacuated from the building, the following measures will be taken by Security and Safety Personnel:

- Transport the evacuees to the Hayman Center.
- Provide a secured area in the Hayman Center.
- Provide telephone communication for the staff.
- Assist the staff in preparing for pick-up of the students by their parents.
- Coordinate assistance to the responding emergency personnel.
- Ensure that the building is secured after the emergency response

VI. Academic Affairs Emergency Response Plan

Emergency Planning – Instruction

What follows describes “post-event” activities to resume operation of instructional activities. While many class offerings may involve the use of conventional classrooms, black- or white-boards, etc., others, especially in the area of the sciences, nursing, and communication, require special venues and/or equipment if these programs are to continue. Several issues emerge:

1. **Scheduling and Logistics:** loss of a technical venue will likely require movement of students on a regular basis to another location, which possesses the required equipment. The first impact would be on scheduling, as the University could no longer function with the usual 50-minute class and 10-minute break. Correspondingly two additional items emerge: the need for regular contracted bus services; the need for meal services at the remote location.
2. **Need for Pre-planning:** use of alternate venues require contacting personnel at these alternate locations and the creation of cooperative agreements with other institutions (e.g., hospitals, schools) to use their facilities in the event of an emergency. Initial contacts for use of alternate facilities would be to schools, hospitals, and institutions within the vicinity closest to the University’s location.
3. **Use of Campus by Others:** following the attacks on the World Trade Center, some facilities on lower Manhattan campuses were taken over by emergency response agencies. For example, given the wiring and equipment in computer labs, emergency personnel would find them extremely valuable. The University thus might itself be in a situation where it has experienced no damage, but facilities are otherwise “lost” because of their use by others.
4. **Extent of loss and time needed to repair venue and/or replace lost equipment:** an event, which creates need for clean-up or minor repair and requires a short period (5 working days or less) to bring venue back into service becomes a significant scheduling problem. An event, which requires up to 20 working days (i.e., a month) presents serious challenges in the management of the academic program (See #2 below). An event which requires even more recovery time may require consideration of closure of the University for an extended period of time

A. Main Campus:

1. School of Arts and Sciences Emergency Plan

Olney Hall

Office space for faculty to meet individually with students

Each classroom or room should have appropriate seating for the students and a desk for the teacher.

Computer Science, IT, Dart, CIS program:

3 networked computer laboratories for MS-Office, Internet, MS-Visual Studio, Oracle;

it is preferable that one lab have removable hard drives.

1 networked computer laboratory with multimedia design packages, such as Dreamweaver, Flash

Each lab should have 24 workstations, computer projection equipment for the teacher
A backend server for special projects is required.

Social Work

Classes could be held in any classroom facility or in a social service agency, community rooms of libraries or community centers

Music

Room for 30 students

Piano

A/B equipment (VCR, DVD, CD)

Blackboard or whiteboard

Foreign Languages

Classroom facilities for up to 30 students per class.

A/V equipment is strongly requested, but in an emergency would be expendable.

Central and Eastern European Studies

Classroom facilities for up to 20 students per class.

A/V equipment is strongly requested, but in an emergency would be expendable.

Education (all courses except 218 and 270)

Classrooms, for 25 – 30 students, equipped with overhead projectors and multimedia carts

Education 218

Classroom, for 5-30 students, equipped with maps, globes, access to an overhead projector and a multimedia cart

ART 270 (160)

Web-based course; access to computers and the Internet

Art/Art History

a classroom and slide projectors/screen

(possibly also a TV and VCR, but this is not a real necessity).

studio art classes would need easels and painting and drawing supplies. Most of the supplies the students carry themselves, probably just a set of paints and pencils and turpentine are all that would be needed by the instructor. The easels would need to be in the alternate venue, but could probably be improvised if necessary. If we were running a printmaking class, we would have to devise an approach to that course that could fit the constraints of another venue, probably modifying the assignments to use portable materials such as woodblock.

Holroyd Hall

Classrooms

Three classrooms with multimedia and slide projector.

1. > 45 students
2. > 35 students

3. > 30 students

Labs

Four labs with computers (absolute minimum, would require rescheduling of labs, currently using 6 l):

- 1 with water, gas, microscopes at every station
- 1 water and gas on the tables with microscopes
- 2 with microscopes at each station, sinks available (light & stereoscopes)

Equipment

- 4 centrifuges
- 3 refrigerators with Freezers
- 2 incubators
- 96 light microscopes
- 24 stereoscopes
- 8 spectrophotometers
- 6 balances
- 36 sets of prepared slides
- Models
- Bones
- 6 pH meters
- deionized water
- 6 Power labs
- 6 laptops
- 2 video projection systems
- Copier
- Aquarium for development
- 8 Horizontal Electrophoresis Set Ups
- 8 Vertical Electrophoresis Set Ups
- 4 Blotting Set Ups
- 1 PCR Machine
- 4 Heating Water Baths
- Autoclave
- Column Chromatography Equipment
- 5 Stirring Hot Plates
- oven
- UV light box with camera
- \$25, 000 for expendable materials in addition to the current budget.

IMS Courses

- General geology-type labs, equipped with tables (no dividers)
- Sinks in the lab
- Overhead projectors and multimedia carts

Wister Hall

Tbd

ADMINSTRATION BUILDING

Dean of Arts and Sciences

- Offices: Dean, 2 assistant deans, 1 or 2 associate deans, 1 administrative assistant, 1 secretary
- Each office should have a computer connected to the network, a printer, a telephone
- Office should have a fax
- Conference room
- Student work room: computer, work table
- Storage rooms: files

Academic Support for Athletes

- Offices: Director, Assistant Director, graduate assistant
- Each office should have a computer connected to the network, a printer, a telephone
- Office should have a fax
- Student work room: computer, work table
- Storage rooms: files
- Classroom for tutoring, mentoring

COMMUNICATION CENTER

Computer room:

- use other computer facilities on campus

Film screening:

- Union theater, Connelly library, Olney 100; other rooms could be used with portable teleprojection system

A/V Production and Editing

- Bucks County Center with the addition of some rented equipment.

Corporate venues:

- Tony Waltrick owns and operates his own a/v production company. He could also help us connect to other independent resources.
- PECO
- Verizon
- Segu Productions
- Channel 48
- Comcast
- Philadelphia Flyers
- Eagles
- First Union Center
- Channel 35

Archdiocesan venues:

- Diocesan office: audio studio
- Cardinal Dougherty HS – TV studio
- Roman Catholic HS – TV facilities
-

College/University venues:

- Drexel University – TV studio
- Penn, Temple, Villanova, Cabrini, Montgomery County CC, Bucks County CC

City of Philadelphia venues:

- Roxborough HS

- City of Philadelphia magnet schools

OLNEY HALL

English

- Faculty offices, computer facilities, telephones for 18 f/t faculty; 20-25 adjunct faculty; currently use 27 offices
- 10 to 12 classrooms per class hour
- 4 to 5 English classes per semester meet in the Dart compute lab (e.g. web editing, editing and publishing, technical publishing, etc.)
- Photocopy facilities, two laser printers, one fax.
- 2 or 3 VHS/DVD/TV set-ups
- 2 slide projectors
- 2 cassette/CD players
- 1 or 2 overhead projectors
- 1 computer projection system for power point presentations

Sheeky Writing Center

- Large classroom space with \$500 worth of reference material
- Computer for off-campus writing consulting

Alternate venues:

- Portable classrooms on our parking lots
- Central HS, Girls HS
- Abington Campus of Pennsylvania State University: 215-881-7300

History

- Classrooms
- Computer and phone access for chair and faculty

Alternate venue:

- Central HS
- Villanova History chair: 610-519-4660
- St. Joseph's History Chair: 610-660-1740

Political Science

- Classroom for maximum of 29 students per class
- Access to a TV, VCR, overhead projector for transparencies and a machine that makes transparencies.
- Computer classroom in the fall semester for the statistics class

Alternate venue:

- Central HS

Economics Department:

- Classroom space –size and number dependent upon enrollments
- TV and VCR
- Overhead for transparencies and machine for making transparencies
- Computer classroom for ECN 213 (Fall semester): Microsoft Excel and Internet access
- Computer classroom for ECN 214 (Spring semester): SAS software

Digital Arts and Multimedia Design

- Computer lab for 24 students; software includes Adobe and macromedia; some systems should be equipped with digital sound and video editing software including the camera equipment (2 cameras and one camcorder); color printer. Class format could be changed to have the class meet in the lab half the time and the other half in the classroom. Then the classroom would need a computer cart system equipped with all the program software and a display projection system. Access to server facilities

Alternate format: location which hosts Macromedia and Adobe products; use of “free server” systems to display completed works; change of current class format to allow only half time in lab and half time in classroom

Alternate venue:

- NAV Inventory Control Point, on Robbins Avenue; La Salle College High School

Graduate Education

- 3 classrooms Monday through Thursday from 6 pm to 9 pm
- Use of a computer/ed media lab every other semester

Alternate Venue:

- Central HS
- Cheltenham School District’s facilities and equipment
- Cheltenham has a computer/ed media lab: 215-886-9372

Education department

Alternate venue:

- Central HS: 215-276-4721

Foreign Language

Alternate Venue:

- St. Benedict’s school at Medary& Opal Streets (215)-424-8073; rectory: (215)-924-4401. However, since it is an elementary school, folding chairs should be used. The parish hall has folding chairs.

Social Work

- Social work classes could be held anywhere. Transportation would be needed, and perhaps this

is true of other programs as well. We could hold our classes in social service agencies, or community rooms of libraries or community centers. Unlike the sciences, we do not have labs and could work with little or no a-v equipment or anything else.

Criminal Justice and Sociology

- A/V equipment
- Alternate Venue: nearby field agency, such as Central HS or Girls' HS

WISTER HALL

Computer Lab

- Same equipment as specified for Dart in Olney Hall.

Graduate Religion

- Classroom space, a/v equipment optional
- Library access – by Internet or alternate site

Philosophy Department

Classroom Space:

- Since the department rosters approximately 50 sections at 3 hours each and since many of these sections contain just under 30 students, the department would need (as a mathematically possible minimum) the use of 4 classrooms (with a 30-student capacity each) at 40 hours per week. 5 such classrooms would make the scheduling saner.

Office Space:

- The Philosophy Department currently employs 7 full-time members of the faculty, 12 part-time adjunct instructors, 1 half-time secretary, and 5 student workers. Given the nature of the essential tasks these individuals perform (instructor/student conferences, faculty/faculty conferences, department meetings, student advisement, class preparation, grading, research, correspondence, rostering, promotion, faculty recruitment, etc.), 14 cubicles, each one equipped with a desk and two chairs, is (along with some clever scheduling) the indispensable minimum.

Necessary Equipment:

- Blackboards & chalk (or whiteboards and pens) in every classroom
- 1 overhead projector
- 1 VCR and TV monitor
- 15 networked computers
- 1 reliable (10-page per minute) printer
- 1 reliable duplicating machine

HOLROYD HALL

ISBT Program

- All the facilities and equipment of a General Chemistry program

- All the facilities and equipment of a General Biology program
- All the facilities and equipment of a General Physics program
- A fully outfitted and dedicated computer lab
- Plenty of classroom space
- Instrumentation should include (but is not limited to) UV/VIS spectrophotometers, gas chromatograph, liquid chromatographs, differential scanning calorimeter, universal testing machines, tissue culture facilities, and bioreactors

Alternate venues:

- Chemistry departments, materials sciences departments, tissue culture lab at Einstein; bioreactors in industry

Psychology undergrad

- A/V, PowerPoint, overheads, tv/vcr's
- Classrooms should seat 30 people
- Alternate venue: Einstein Hospital, Germantown Hospital, Central HS

MA Psychology

- 3 classrooms that would hold 15 to 22 students on Monday through Thursday from 4:30 to 10:00 (main Campus)
- 2 classrooms (same times) at Bucks
- A/V equipment
- Some computer facilities
- Library access

Alternate Venues:

- Good Shepherd Clinic, Germantown Hospital, And Central HS

Geology, Environmental Science, and Physics

Introduction:

- In addressing this problem, it is not clear that we would be able to get some equipment from our building moved into a temporary facility. The following is a brief description of what would be required for "bare-bones" operation. Some lab experiences would probably not be done. We would probably also require additional funding for our expendable materials. We use videos, software, transparencies, films, demonstrations, simulations, in many of our classes in physics, geology, and environmental science. These would have to be replaced.

Lectures:

- For most of our lectures we would require classroom space that would be capable of accommodating up to 30 students. We probably would be able to get by with three or four classrooms, depending on schedules (it would be great if these rooms had computers).

Labs:

This would present a more formidable problem.

- Physics would need a room for General Physics 105/106. This room would need computers, and equipment that we use in our labs (if the equipment is not rescued, we would need to replace it). One room would be enough if it could accommodate 25 students.
- Electronics, which is taught for the Computer Science program would require a room, but only one day/week (three hours). We would need table space, as well as the equipment that is used in that class.
- Geology/Environmental Science would present an equally challenging problem. We would need a room with table space for our freshmen courses that would have our samples of rocks, minerals, maps, etc. For the upper level courses we would require at least two rooms with petrographic microscopes, drying oven, sink, samples, rock-preparation equipment (which would be difficult to get in an emergency), computers, etc. Of course equipment such as our X-ray diffraction system, and the scanning electron microscope that we currently use, would be impossible to replace quickly, if at all. Thus, any lab experiences we currently give our students on this equipment would have to be modified.

Many of the labs we do in the environmental courses are dependent on equipment stored in Holroyd (i.e., ground penetrating radar, seismic refraction, electromagnetic surveyor). If we could retrieve these items we would be able to do the same lab activities elsewhere. If we were not able to “rescue” the equipment, it is not likely that we would be able to borrow the technology from other institutions. Much of this equipment is not available at local institutions, or if it is, it is unlikely that they would let us borrow it (perhaps we could use it at the institution).

Additional venues:

Perhaps we would be able to use rooms in Central HS or Germantown/Einstein Hospitals for temporary classroom/lab space. I do not have any contacts at these facilities that would have the authority to extend an offer to us at this time. I do have contacts at Bryn Mawr College and Temple University (in the geology departments) that might be able to help us should the need arise, but this would have to be discussed at higher levels regarding insurance problems, compensation, etc.

Chemistry & Biochemistry

Faculty:

Each Faculty member needs office space and his/her own computer and Internet access.

Lecture Courses:

Lecture classes can be held in almost any classroom big enough to fit the number of students. All classes need access to overhead projectors and some require the use of PowerPoint. The classrooms should also have a Periodic Table hanging in them.

Stockroom Supplies:

Assuming nothing in the Science Building is usable, my best guess is that about \$25,000 would be required to purchase everyday chemicals and consumable items. This would not begin to replace our

complete stock of materials that we have accumulated over the years. Special projects and research would have additional chemical and material requirements.

- Deionized water
- Fume hood
- Flammable solvent cabinet
- Peroxide refrigerator
- Acid storage cabinet

Laboratory Courses:

This section will list each course individually and I will attempt to catalog the most important pieces of equipment. Please realize that it is very likely that necessary items will be inadvertently left off this list. It is also assumed that standard labware like beakers, flasks, test tube, etc. will be available for all lab courses. I have included a list (when available) of labware need for each course in the Appendixes. The most likely place to find all this equipment would be at area colleges and universities. The department faculty generally know someone in most of the area college and university chemistry departments and would be able to make contacts.

CHL 111-112 General Chemistry Laboratory (Appendix A)

- 3 top loading two decimal balances
- 2 water baths
- 12 electrochemical voltage supplies
- 24 burets
- 8-10 Spec 20 instruments

CHL 161 Chemistry of the Life Sciences Laboratory (Appendix B)

- 2 top loading two decimal balances
- 2 water baths
- 8-10 Spec 20 instruments

CHL 201-202 Organic Chemistry Laboratory (Appendix C)

- 2 top loading two decimal balances
- 4-6 fume hoods
- GC – chromatograph
- 300 MHz FT-NMR
- FTIR
- 3-4 melting point devices
- Vacuum source

CHL 212 Analytical Chemistry Laboratory (Appendix D)

- 2 top loading two decimal balances
- 6-10 four decimal place analytical balances
- Muffle furnace

CHL 301-302 Physical Chemistry Laboratory

- 1 top loading two decimal balances
- 5 computers with Mathcad and Spartan software
- UV-visible spectrometer & cells
- FTIR spectrometer
- Fluorescence spectrometer & cells
- Gas cells for IR
- FT-NMR spectrometer
- HeNe laser
- Nitrogen laser
- HeCad laser (or Raman spectrometer)
- Laser power meter
- Photomultipliers and associated detection equipment
- Optical bench, lenses, mirrors for lasers
- Vacuum line

CHL 311 Instrumental Chemistry Laboratory (Appendix D)

- 1-2 fume hoods
- 2 top loading two decimal balances
- 6-10 four decimal place analytical balances
- UV-VIS Spectrometer & cells
- Fluorescence spectrometer & cells
- HPLC
- FTIR
- 300 MHz FT-NMR
- GC/MS – chromatograph/mass spec
- Voltaic Analysis Instrument
- Atomic Absorption instrument

CHL 320 Organic Synthesis Laboratory (Appendix C)

- 2 top loading two decimal balances
- 8-10 fume hoods
- Vacuum source
- Nitrogen source
- GC/MS – chromatograph/mass spec
- 300 MHz FT-NMR
- FTIR
- 3-4 melting point devices
- Photochemical apparatus

CHL 403 Inorganic Chemistry Laboratory

- 4-5 fume hoods
- 1 top loading two decimal balances
- UV-visible spectrometer & cells

- FTIR spectrometer
- NMR spectrometer
- Conductivity meter
- Vacuum line

CHL 411-412 Biochemistry Laboratory (Appendix E)

- 2 top loading two decimal balances
- Double pan balance
- PCR Thermocycler
- 48 various size Pipetmen
- Freezer
- Refrigerator
- 37°C Incubator
- Shaking incubator
- Low speed centrifuge
- Microfuge
- 2 water baths
- 6 protein electrophoresis units
- 12 DNA electrophoresis units
- Gel electrophoresis photography camera
- SDS gel dryer
- Vacuum pump
- Refrigerated condensation trap
- UV-VIS spectrometer
- Flammable solvent cabinet
- Acid storage cabinet

CHL 480-481 Chemical Research Laboratory

- 2 top loading two decimal balances
- 2-4 fume hoods

**Appendix A
CHL 111 and CHL 112
Equipment List**

1-beaker, 100 mL	1-medicine dropper
1-beaker, 150 mL	1-pinch clamp
1-beaker, 250 mL	1-spatula, scoopula
1-beaker, 400 mL	1-stirring rod, 25 cm
1-beaker, 600 mL	8-test tubes 16x150 mm
1-bunsen burner (w/tub)	1-iron ring
1-clay triangle	1-utility clamp
2-erlenmeyer flasks, 250 mL	1-medicine dropper
1-erlenmeyer flask, 500 mL	1-test tube 25x200 mm
1-evaporating dish	1-test tube brush
1-florence flask, 300 or 250 mL	1-test tube holder
1-glass funnel	1-test tube rack
1-graduated cylinder, 10 mL	1-thermometer
1-graduated cylinder, 100 mL	1-poly wash bottle
1-wire gauze	2-watch glasses
1-iron ring	4.25
1-utility clamp	

**Appendix B
CHL 161
Equipment List**

1 - 100 or 150 mL Beaker	1 - 10 mL Grad. Cylinder	1 - Test Tube Holder
1 - 250 mL Beaker	1 - 100mL Graduated Cylinder	1 - Test Tube Rack
1 - 400 mL Beaker	1 - Iron Ring	1 - Thermometer
1 - 600 mL Beaker	1 - Iron Tongs	1 - Wash Bottle
1 - Bunsen Burner w/tubing	1 - Medicine Dropper	2 - Watch Glasses
1 - Clay Triangle	1 - Scoopula Spatula	1 - Wire Gauze
1 - Crucible	1 - Stirring Rod	1 - Utility Clamp
1 - Crucible Cover	8 - Test Tubes (15 cm Pyrex)	
2 - 25 mL E'meyer Flaks	1 - Test Tube Brush	
1 - Glass Funnel		

**Appendix C
CHL 201 and CHL 202
Equipment List**

TOP DRAWER

1-beaker, 100 ml	1-graduated cylinder, 10 ml
1-beaker, 150 ml	1-graduated cylinder, 100 ml

1-beaker, 250 ml
1-beaker, 400 ml
1-beaker, 600 ml
1-bunsen burner (w/tub)
1-micro burner
1-dessicator jar
2-drying tubes
1-erlenmeyer flask, 25 ml
1-erlenmeyer flask, 50 ml
1-erlenmeyer flask, 125 ml
2-erlenmeyer flask, 250 ml
1-evaporating dish
1-funnel, buchner, 83 mm
1-funnel, with stem
1-funnel, stemless

2-medicine droppers
1-screw clamp
1-stirring rod
1-spatula, scoopula
1-test tube w/arm (25x200 mm)
6-test tubes (16x150 mm)
1-test tube holder
1-test tube rack
1-thermometer, 150^o C6.00
1-thermometer, 400^oC
1-vacuum trap adapter
1-rubber filter adapter
2-watch glasses
1-wire gauze
2-filter flasks, 500 ml

BOTTOM DRAWER

1-condenser clamp
2-extension clamps
3-clamp holders
1- iron tongs
2- support rings

2-vacuum tubing, 1 ft. length
2-gas/water tubing, 2 ft. length
1-funnel support clamp
1-thermometer clamp

GROUND GLASS KIT

Claisen Adapter
Connecting Adapter, 3 way
Flask With Side Tabulation
Flask, Three Neck, 500 ml
Squib Seperatory Funnel, 125 ml
Glass Stopper
Micro Septum Outlet

Rubber Thermometer Adapter
Vacuum Adapter
Liebig Distilling Column
West Condenser
Flask, Round Bottom, Single Neck 25 mL
Flask, Round Bottom, Single Neck 50 mL
Flask, Round Bottom, Single Neck 100 mL

Appendix D
CHL 212 and CHL 311
Equipment List

2 – 50 mL Beakers	
2 – 100 mL or 150 mL Beakers	
3 – 250 mL Beakers	
2 – 400 mL Beakers	
1 – 600 mL Beaker	
1 – 1 L Plastic Bottle (Brown)	
1 – 1 L Plastic Bottle (White)	
1 – Bunsen Burner with Tubing	
2 – 50 mL Burets	
1 – Buret Funnel	
1 – Buret Holder	
1 – Crucible Tongs	
1 – 50 mL Erlenmeyer Flask with Stopper	
3 – 250 mL Erlenmeyer Flasks	
2 – 500 mL Erlenmeyer Flasks	
2 – Filter Crucibles	
1 – Filter Crucible Holder	
1 – Gas Bottle with 2-hole, #6-1/2 Stopper	
1 – Glass Dessicator with Lid	
1 – 10 mL Graduated Cylinder	
1 – 25 mL Graduated Cylinder	
1 – 100 mL Graduated Cylinder	
1 – Long Stem Funnel	
1 – Long Stem Funnel Holder	
	1 – Iron Ring
	2 – Medicine Droppers
	1 – Pack Matches
	1 – 10 mL Pipet
	1 – 25 mL Pipet
	1 – 50 mL Pipet
	1 – Pipet Bulb
	2 – Rubber Policeman
	2 – Scoopulas or Spatulas
	2 – Stirring Rods
	1 – Test Tube
	1 – Test Tube Brush
	1 – Thermometer
	1 – Triangular File
	2 – Utility Clamps
	1 – 500 mL Vacuum Flask
	1 – 250 mL Volumetric Flask
	1 – 500 mL Volumetric Flask
	1 – 1 L Volumetric Flask
	1 – Wash Bottle
	3 – Watch Glasses
	2 – Weighing Bottles
	1 -Wing Tip for Bunsen Burner
	1 – Wire Gauze
	1 – Wire Test Tube Holder

Appendix E
CHL 411 and CHL 412
Equipment List

1 -50 mL Beaker	1 - Set of Magnetic Stirring Bars
1 - 150 mL Beaker	1 - Marking Pen, Black
1 - 250 mL Beaker	1 - Matches
1 - 400 mL Beaker	1- Microfuge Tubes, 150 mL Beaker, Sterile
1 - 600 mL Beaker	1 - Microfuge Tube Rack, Blue
1 - 1000 mL Beaker	1 - Microfuge Tube Rack, Circular, Floating
1 - 500 mL Bottle, Plastic	1 - Pipet Bulb
1 - 1 L Bottle, Plastic	1 - Pipet Case, Plastic
1 - Bunsen Burner with tubing	1 - Box 0-10 μ L Pipet Tips, non-sterile
8 - Centrifuge Tubes	1 - Box 0-10 μ L Pipet Tips, sterile
1 - Centrifuge Tube Rack, White	1 - Box 0-200 μ L Pipet Tips, non-sterile
10 - Culture Tubes with Closures	1 - Box 0-200 μ L Pipet Tips, sterile
1 - Culture Tube Rack, White, Autoclavable	1 - Box 200-1000 μ L Pipet Tips, non-sterile
1 - 50 mL Erlenmeyer Flask	1 - Box 200-1000 μ L Pipet Tips, sterile
6 - 125 mL Erlenmeyer Flask	1 - 400 mL Beaker with 5 mL Pipet Tips, sterile
6 - 250 mL Erlenmeyer Flask	1 - Scupula
6 - 500 mL Erlenmeyer Flask	1 - 2 L Soda Bottle Base for Trash
3 - 1 L Erlenmeyer Flask	1 - Spatula
1 - 2 L Erlenmeyer Flask	2 - Stirring Rods
1 - Funnel, Short Stem	1 - 10 mL Syringe
1 - 10 mL Graduated Cylinder	36 - Test Tubes, 1.5 X 12.5 cm–OD
1 - 25 mL Graduated Cylinder	1 - Test Tube Brush, large
1 - 50 mL Graduated Cylinder	1 - Test Tube Brush, small
1 - 100 mL Graduated Cylinder	1 - Test Tube Holder
3 - 5 mL Graduated Pipet	2 - Test Tube Rack, Blue
3 - 10 mL Graduated Pipet	1 - Thermometer
3 - 25 mL Graduated Pipet	1 - Wash Bottle
1 - Inoculating Loop	1 - Wire Gauze
1 - Iron Ring	

2. School of Nursing Emergency Plan

Location	Activity	Alternate Location	Specific Space	Contact Number
School of Nursing Central Offices: Wister Mezzanine	Dean, Assistant Dean, 4 secretaries	Bucks County Campus, LSU	Offices and dining area marshaled for Dean, Assistant Dean, 4 secretaries	215 579-7335
	4 directors, faculty, Admissions counselor	Home	Admissions counselor works from home; phone calls routed	
	(offices, work room, 2 conference rooms, student lounge, NUR and NUTR faculty offices) (see attached key information sheet for School of Nursing offices and other functional spaces)	Office Basics contacted for supplies	Alternate delivery sites	Web address orders; Corporate AMEX
		Chew and Wister site La Salle Neighborhood Nursing Center	Offices also occupy Director, LSNNC and Secretary	215 951 1434
Nursing Laboratory courses, undergraduate, graduate, certificate programs	Practicum laboratory experiences	Bucks County Campus, LSU	Nursing Laboratory	215 579 7335

Location	Activity	Alternate Location	Specific Space	Contact Number
		Albert Einstein Medical Center Germantown Hospital Emergency Unit Germantown Hospital classrooms, auditorium, and vacated spaces School of Nursing Residence: classrooms	Vacated hospital units for nursing laboratory	AEHN Chair Emergency Preparedness: 215 951 8110 AEHN Director of Facilities Management: 215 456 6224 AEMC Assoc. VP for Nursing: 215 456 6064 Moss Rehab Hospital: 215 456 9039
		Bucks County Community College	Classrooms and nursing laboratory	215 968 8319
Speech-Language-Hearing Science Laboratory	Practicum laboratory experiences	Albert Einstein Medical Center; Moss Rehab Hospital	Classrooms and SLHS laboratory	215 456 6064
Nutrition Laboratory	Food preparation for groups	Christian Brothers' Residence Kitchen North Dorm Kitchen Townhouses' kitchens Albert Einstein Medical Center	Kitchen Hospital Kitchen	 215 456 6064

Location	Activity	Alternate Location	Specific Space	Contact Number
NUR and SLHS faculty offices: Wister 2 nd Floor	SLS Director's office and secretary's office			
	Faculty: Office hours, preparation for class and committees, etc.	Home	Home	LSU phone book
Classrooms: 2 nd and 3 rd floor Wister	Classrooms for scheduled classes	Albert Einstein Medical Center	Braemer Auditorium Selected conference rooms	215 456 6064
		Holy Family College	Classrooms	215 637 7700; X3292
		Immaculate Mary Nursing Home		

Additional themes:

- Emergency Operations Command Center
- First Aid Center
 - o Do we have first aid kits?
- Triage Center
 - o Tagging dead and injured
- Food and Rest areas for emergency workers
- Database of nurses and others who are military reservists; plans to replace them
- Location of adjunct and full time faculty database
- Phone number for potentially infected employees for symptoms, referrals, treatment options, and sites to obtain treatment
- Location of protective equipment: on-site
- Alternative evacuation routes: options
- Disaster Team Leader; building Team Leaders and all of their replacement leaders
- Master list of classes: roster for each semester at home with Dean and Directors
- Master list of adjunct faculty with contact numbers, addresses, email addresses
- Floor plans with evacuation routes marked
- Rope ladders on floors for evacuation

3. School of Business Administration Emergency Plan

COLLEGE HALL

Administrative

- Workspace for five clerical staff and seven professional staff
- Computer access for staff
- Student files (undergraduate and graduate) need to be accommodated
- Office space for faculty to meet individually with students

Classrooms

- Need classroom space to house classes of up to 40 students (Approximately 75 sections were given by the business school during the day in college hall---14 evening sections and 21 MBA sections per term)
- Equipped with overhead projectors
- Ideal---multimedia carts for PowerPoint presentations, etc.
- May need two or three projection units with

MIS and SAP:

- 1 networked computer laboratories for MS-Office, Internet, MS-Visual Studio, Oracle; SAP
- it is preferable that one lab have removable hard drives.
- lab should have 30 workstations, computer projection equipment for the teacher
- Server required for SAP software

B. BUCKS COUNTY CENTER EMERGENCY PLAN

1. If a situation occurs requiring evacuation of the building, security personnel will have primary responsibility for directing people to exits. Other staff will assist at the direction of security personnel.

When the building is evacuated, security personnel will direct people away from the building to insure access for emergency services.

2. As soon as practicable, security personnel will notify the Security Department at Main Campus of the nature of the emergency and consult on necessary follow-up steps (e.g., arranging for additional security coverage if the security of the building is compromised).
3. As soon as possible after the emergency situation is controlled, the Building Manager will contact the Physical Facilities Department to arrange for damage assessment and to determine if the building or any portion of it will have to be shut down.
 - a. The Building Manager will notify the Provost, Deans, Program Directors, and the Director of Continuing Studies of the nature of the emergency and inform them as soon as feasible of any effects on academic program schedules.
 - b. Academic officers will inform faculty and students of any changes required in academic program schedules or location with information provided by the Building Manager.
4. If the building or any portion of it is closed, the Building Manager will initiate contacts to locate replacement space.
 - a. The following will be the primary resource list:
 1. Bucks County Community College
 2. Holy Family College Bucks County
 3. Council Rock School District
 4. Pitcairn Properties (for 41 University Drive)
 - b. For classes with special resource needs, the Building Manager will consult with the appropriate Dean and Program Director to determine minimum requirements and other possible resources for replacement space.
 - c. The Business Office will negotiate contracts or leases for replacement facilities. The Program Development Specialist will notify off-campus clients with events scheduled in the building of any cancellations caused by emergencies

~~VII. CAMPUS STORE EMERGENCY PLAN~~

Initial Response – Building Evacuation

1. Campus Store Staff will evacuate customers from Store.
2. Staff will check all back areas, stock rooms and fitting room for customers left behind.
3. Cash room and cash registers will be secured before staff leaves building.
4. Staff will gather in quad area to assure that all members are out safely.

Follow-up Response to Emergency at Critical Time

1. Assess level of damage to books, supplies and computer equipment.
2. Inventory and remove undamaged merchandise to secure area.
3. Obtain replacement computers from Barnes & Noble Home Office and/or other stores in the region.
 - A. Recreate textbook database from “back-up” tapes with assistance from the Home Office.
4. Repeat order process for books needed, utilizing Textnet, MBS and publishers, requesting “expedited service”.
5. Work with University to obtain useable space for book staging and sales area: e.g. Ballroom, Dunleavy Room, Hayman Mezzanine, Trailers or tent, if necessary.
 - A. Arrange and implement security for Temporary area.
 - B. Relocate undamaged merchandise and equipment to Temporary area.
 - C. Arrange and implement temporary installation of textbook and register systems in Temporary area.
6. Establish receiving procedures for books arriving at Temporary area.
 - A. Borrow hand trucks and dollies from the University or other stores in the region as needed for moving merchandise.
 - B. Draw on staff from other stores in the region to assist with receiving and set-up of books and other merchandise.
7. Utilize Campus News, e-mail and posters to publicize new location for book sales.
8. Set-up traffic flow procedures for purchases at Temporary area.
9. Obtain additional staff assistance from regional stores.
10. If space is significantly reduced from store size, access may be limited to specific times by class or alphabet.
11. Operating hours will be extended to accommodate sales.

Appendix A. Essential Supply and Equipment Inventory for Handling an Emergency

Name of Supply or Equipment		Quantity Needed	Date Received	Storage Location
Identifying Bibs for field personnel				
Power Generators:				
Propane Gas				
Electric				
Non-repeater radios				
Portable Lighting:				
Stand-alone pole lights				
Propane lanterns				
Telescopic				
Flashlights				
Portable heaters:				
Propane Gas				
Electric				
Road Flares				
Steel Barricades				
Portable Laboratories				
Emergency Medical Kits				
Garden Hoses				
Portable Fire Extinguishers				
Blankets				
Bed Linens:				
Flat Sheets				
Fitted Sheets				
Pillow Cases				
Pillows				
Bath Towels				
Wash cloths				
Shampoo				
Bar soap				
Toothpaste				
Wire Clothes Hangers				
Shovels				
Rock Salt				
Ice Melt				
Ice Picks				
Fuel Tanks:				
Gasoline				
Propane				
Diesel				
Electrical Extension Cords:				
Outdoor				
Indoor				
Drinking Water (state number of gallons)				
Bacterial Sanitizer:				
Hands				
Pots and Pans				
Lavatories				
Toilet Paper (state number of rolls)				
Paper Towels (state number of rolls)				
Paper Plates (state count)				
Paper Cups (state count)				
Hot				
Cold				
Plastic Utensils (state count):				
Knives				
Forks				

Appendix B.

Disaster Recovery and Response Resources:

A. Disaster Response

1. Philadelphia Police, Bomb Units, Hazardous Materials Exposure and Fire and Rescue Units – contact La Salle’s Security and Safety, at x2111 or x1300
2. PA. Department of Environmental Resources (DER) Emergency Response – 1(610) 832-6000 or 1 (610) 832-4000 for emergencies after 4 p.m. on week days or on week-ends
3. Mayor’s Office of Emergency Services Hotline – (215) 686-7150
4. Philadelphia Gas Works (PGW) Gas Leaks and Emergency – (215) 235-2175 (24 hours a day)
5. Philadelphia Electric Company (PECO) Electric Emergencies – 1 800- 841-4141 (24 hours a day)
6. Philadelphia Water Department Water and Sewer Emergencies – (215) 685-6300 (24 hours a day)

B. Disaster Recovery

Replacing/Repairing Facilities and Equipment:

1. **Federal Emergency Management Agency (FEMA) for Region III – (215) 931-5500**
FEMA offers supplemental grants to non-profits for facilities restoration and to historical sites listed in the National Register for Historic Sites.
2. **Building Owners and Managers Association (BOMA) Philadelphia Office – (215) 567-1775**
Offers directory of 2,000 vendors in 180 categories for emergency rental of computer equipment, smoke odor counteracting services, etc.
3. **Philadelphia License and Inspection – (215) 686-1776**
Call to obtain a fast-track permit and inspection process for repair and reconstruction
4. **United States Postal Service – Olney Branch – (215) 924-2612**
Call to obtain assistance with receipt and delivery of mail if facility unavailable
5. **Pennsylvania Emergency Management Agency (PEMA) – Philadelphia County (215) 686-4532 or (215) 686-1776; ext. 911**
As a non-profit educational institution, if President declares La Salle a part of a disaster, then we are eligible for emergency recovery grants; PEMA also offers us a variety of services, including possible use of emergency equipment, debris removal, etc. as a non-profit educational institution.

6. HAZMAT Analysis and Sampling:

Criterion Labs – 24 hour pager: (215) 980-1824
Synertech – (215) 980-2654
Prime Group – Remediation – (215) 533-3503
Vincent Primevera - (215) 651-5746

7. GENERAL CONTRACTORS:

Delran Builders – (215) 836-1213
J.J. White, Inc. – (215) 722-1000
Marino Building Contractors – (215) 849-9773
Nason and Cullen – 1 (610) 768-4481

8. ELECTRICAL CONTRACTORS:

H.B. Frazier Co. – 1 (610) 768-0400
Ortlip Electrical- 1 (610) 527-7000
Brandolph Electrical - 1 (610) 278-1882

9. MECHANICAL CONTRACTORS:

Elliott- Lewis – (215) 698-4400
Lynks Mechanical – (215) 396-1735
J.J. White Pat Hart – (215) 722-1000

10. WATER DAMAGE RECOVERY SERVICES

Provide: Freeze Drying Services, Structural Drying Services, Moisture Control Services, Cleaning of Damaged Materials, Packing and Delivery to Facility.

Munters Moisture Control Services

Philadelphia District Office
100 Naamans Road
Unit 5H
Claymont, DE 19703
Telephone: 610-604-0560
24 Hour Number: 1-800-686-8377
Fax: 302-798-4254
<http://www.munters.com>
Contact: Bob Harrison, District Manager

Document Reprocessors

5611 Water Street
Middlesex, NY 14507
1-800-4DRYING (1-800-437-9464) – Emergency Line

www.documentreprocessors.com

11. COLD STORAGE/VACUUM FREEZE DRYING (Small Capacity)

CONSERVATION CENTER FOR ART AND HISTORIC ARTIFACTS (CCAHA) 264 South 23rd Street
Philadelphia, PA 19103
ph: 215-545-0613; fax: 215-735-9313
ccaaha@shrsys.hslc.org

Allegheny Cold Storage
57th Street
Pittsburgh, PA 15201
Phone: 412-782-3670

New Federal Cold Storage
1501 Penn Ave.
Pittsburgh, PA 15201
Phone: 412-471-5161

12. CONSERVATION OF ART AND HISTORIC WORK ORGANIZATIONS

CONSERVATION CENTER FOR ART AND HISTORIC ARTIFACTS (CCAHA) 264 South 23rd Street
Philadelphia, PA 19103
ph: 215-545-0613; fax: 215-735-9313
ccaaha@shrsys.hslc.org

AMERICAN INSTITUTE FOR THE CONSERVATION OF HISTORIC AND ARTISTIC WORKS (AIC)
1400 16th Street, NW, Ste. 340
Washington, DC 20036
ph: 202-452-9545; fax: 202-452-932
vnaic@aol.com

NORTHEAST DOCUMENT CONSERVATION CENTER (NEDCC)
100 Brickstone Square
Andover, MA 01810-1428
ph: 508-470-1010 - 24 hour help line; fax: 508-475-6021
NEDCC@world.srd.com

Insurance and Legal Resources:

- 1. Christian Brothers Risk Pooling Trust – 1 800-807-0300 to file all insurance claims related to the disaster other than worker's compensation; 1 800-807-0100 to obtain other assistance**

The Trust is our main insurance carrier for most of the University's insurance coverages including property, general liability, umbrella, and auto so they should be notified as soon as possible after the incident

2. **AON Risk Services (215) 255-1724 to notify of all other insurance claims including worker's compensation and to seek client assistance and services they may have available for us**
3. **Montgomery, McCracken, Walker and Rhoads (MMW&R) – (215) 772-1500**

This is the University's law firm, which can provide us with any legal assistance we may require

Human Crisis Services:

1. **American Red Cross, Philadelphia Branch – (215) 978-6700**
The American Red Cross can provide volunteer crisis counselor services to assist with emotional recovery by affected members of our community
2. **Catholic Social Services – Catholic Charities of Philadelphia – (215) 587-3900**
Can provide crisis counseling services as well

Food and Cooking Supplies and Equipment:

1. **U.S. Foods (Food Supplies)**
P.O. Box 25006
Lehigh Valley, PA 18002-5006
Office: 1 (800) 441-0998
Contact Name: Dale Wilkinson – Beeper: (215) 552-6438; Cell: 1 (610) 217-6854
2. **Weiss Brothers (Paper Supplies)**
1953 West Point Park
West Point, PA 19486
Office: 1 (800) 220-2065
Contact Name: Jeff Shore – Cell: 1 (610) 470-0610
3. **The Party Center (Cooking Equipment Rentals)**
480 Pothouse Road
Phoenixville, PA 19460
Office: 1 (610) 935-8368
Contact Name: Barbara Gutt – Cell: 1 (610) 587-1114

Business Community Resources:

1. **Philadelphia Chamber of Commerce – (215) 545-1234**
The University is a member and they may be able to provide business and other resources for the University to recover from the disaster