

Section I- Introduction

A. PURPOSE

The Emergency Response Plan (ERP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the basic roles and response procedures during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Through the use of specific sections and attachments, this ERP addresses each type of emergency on an individual basis, providing guidelines for the containment of the incident. The Incident Response process provides emergency instructions to the individual designated to direct University resources in a concise format. This plan also provides emergency response information for use by on-site personnel who may be initial responders to an emergency incident.

B. SCOPE

This plan is a university-level plan that guides the emergency response of university personnel and resources during an emergency situation. It is the official emergency response plan of the University and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Emergency Response Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Response System to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies.

The University will cooperate with the Office of Emergency Management, State, County and City Police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

The scope of the Emergency Response Plan encompasses all Robert Morris University facilities and operations, including those at the Moon Campus, Pittsburgh location, and Island Sports Center. It is the responsibility of all administrators and department heads to ensure that personnel are familiar with the details of this plan. The plan will be reviewed as often as determined necessary, but at least annually.

C. RELATIONSHIP TO OTHER EMERGENCY RESPONSE PLANS

Individual departments that may be required to respond to an emergency should establish their own response plans that are in accordance with this Emergency Response Plan and provide orderly delegation of authority, responsibility and communication within their departments. Department specific plans/procedures should outline each area's specific emergency response actions and available resources.

Robert Morris University, in concert with the Pittsburgh Council on Higher Education (PCHE) will participate in a "Mutual Aid Response Plan". In the event of a disaster or other large-scale incident that results in the loss or disruption of services on a PCHE campus, the PCHE campus will be able to request assistance from the other campuses. See Attachment A for a copy of the Mutual Aid Response policy/procedure.

D. MISSION

The University will respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life
- Priority II: Support of Health & Safety Services
- Priority III: Protection of University Assets
- Priority IV: Maintenance of University Services
- Priority V: Assessment of Damages
- Priority VI: Restoration of General Campus Operations

Through education, training and scenario testing, the University will ensure that appropriate procedures are documented and functioning properly for the protection of human life and University assets and the continuity and business operations.

E. ASSUMPTIONS

This Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

1. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
2. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
3. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
4. Disasters may be community-wide. Therefore it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.