

Policy Number : 100.1142.100
Policy Category : General Administrative
**Policy Owner : Director of Facilities and
Public Safety**

Policy Revision Date : 2021-06-10

Policy Audience : Leadership Council

1. Definitions :

2. Leadership Council Review :

Nominating/Governance Committee

3. Introduction / Purpose :

Geisinger Commonwealth School of Medicine can be threatened by emergency and disaster situations both natural, such as, winter storms, hurricanes, floods, tornadoes and man-made situations such as hazardous materials accidents, biological outbreaks, terrorist threats and criminal activity. When such incidents occur, it is the policy of the College to: ·Protect human life; ·Prevent/minimize personal injury; · Protect the environment; · Prevent/minimize damage to existing structures, research data, laboratories and library collections; · Protect the community; · Provide timely warnings and communications; · Restore normal operations.

4. Governance and Enforcement :

Director of Facilities and Public Safety

5. Policy :

Emergency situations are handled according to their severity and potential impact on campus so that the response is commensurate with the actual conditions. Emergency incidents may require the following response: 1. Cancelling Classes: · It is the President's responsibility, or his or her designee, to determine the need to cancel classes based on notification of an emergent situation. Severe weather, a biological outbreak, a chemical accident and criminal activity are examples of situations that may occasion such a decision. · The President will notify appropriate offices of the determination to cancel classes and the extent of the cancellation. · The

President's Office, Marketing and/or and Director of Facilities and Public Safety will make class cancellation known using College and other media outlets, text messaging, emails and student voice mails.

2. Closing Campus: - It is the President's responsibility, or his or her designee, to make determinations concerning incidents requiring campus closure. The President may consult with Cabinet Members concerning the level of the response required by an emergent situation. In the event of expected bad weather, a group of employees representing Student Affairs, Curriculum, Human Resources, Facilities & Public Safety and the Vice Dean's Office are responsible to assess weather conditions and provide a recommendation to the President & Dean. - If the situation warrants, the President, or his or her designee, may authorize the evacuation of a College facility and/or the closing of selected parts of the campus. - Individual academic departments are not authorized to close buildings and/or cancel classes. - The President, and his or her designee, and the Director of Facilities and Public Safety assembles the College's Emergency Response Team, and manage the response to the emergency.

Types of Incidents Requiring Campus Closure

1. Minor, localized incident that occurs in a building or affects a small portion of the campus that can be quickly resolved with existing College resources, (e.g., localized chemical spill, plumbing failure in a building, etc.). Only a section of the campus may need to be closed and the determination for doing so will be made by the Director of Facilities and Public Safety, in concert with the President, or his or her designee. The Facilities and Public Safety Office, in conjunction with the Marketing Department, will provide the College community with information about the incident using the emergency notification systems and local media outlets, if appropriate.

2. Major emergency that disrupts a substantial portion of the College community (e.g., building fire, severe flooding, major chemical spill, terrorist threats, criminal activity, etc). As soon as information becomes available about the severity of the incident the President/Dean, or his or her designee, the Vice Dean, and other key members of the College's Emergency Response Team will evaluate the scope of the incident, coordinate essential services and provide emergency information through the Dean/President's Office. Because such incidents escalate quickly and may have serious consequences for critical College functions and/or life safety, the campus may be closed in whole or in part as appropriate. The Marketing Department will also be consulted and engaged.

3. Disaster affecting the entire College grounds and surrounding community, (e.g., hurricane, tornado, widespread chemical or biological agent contamination, etc). Disasters of this magnitude require the immediate assembling of the Emergency Response Team who will work in concert with the President, his or her designee, and surrounding agencies to address the crisis and return College operations to normal as soon as possible. As information is received, emergency conditions may intensify or lessen that will affect the closure of campus facilities. At all times, authorization must be secured from the President, or his or her designee, to close the campus in whole or part.

Emergency Response of the Department of Facilities & Public Safety

When the determination is made by the President, or his or her designee, to close the campus because of an emergency or disaster, the Department of Facilities & Public Safety will authorize the following actions:

- Activate the Emergency Operations Center.
- Send out notifications/instructions to the Geisinger Commonwealth School of Medicine Community through the emergency notification system.
- Close the parking lots to incoming vehicles depending on the nature of the emergency.
- Deploy security staff and, if possible, enlist the help of maintenance personnel to close and lock academic buildings, if it is safe to do so.
- Notify the Vice Dean or designee of the decision to close campus and advise whether to have students remain in place until the "all clear" notice is given.
- Station security officers or maintenance/housekeeping personnel at key intersections to direct people off campus.
- Request message to be posted at the key College location, indicating that the college is closed, as appropriate.
- Close the streets surrounding the College depending on the nature and severity of the emergency.
- Notify regulatory agencies and emergency responders, as required.

6. Key Stakeholders :

Leadership Council