

To: UCDC Parents
From: Jamie M. Wincovitch, Director
Date: June 01, 2023
Subject: Overview of Emergency Response Guidelines

INTRODUCTION

A. Purpose

The purpose of this document is to familiarize the staff of the University Child Development Center with the information in the University of Pittsburgh's Emergency Response Guidelines.

B. Definition of Terms

- For the purpose of this document, **Emergency** is defined as, "any unexpected situation that affects the safety of persons or property in the buildings or on the ground of the University of Pittsburgh, whether owned or operated". Examples include, but are not limited to, fires, bomb threats, disasters occurring in or adjacent to University facilities, power outages, major chemical spills, hazardous waste problems, criminal endangering of lives, unscheduled or unplanned shutdown of campus facilities, accidents where serious personal injury or property damage occurs on the campus, natural disasters, civil disturbances, or unauthorized occupancy of campus areas.
- **Vice Chancellor of Public Safety:** The Vice Chancellor of Public Safety, or his designated representative, has the responsibility for overseeing the overall implementation of the University Emergency Response Guidelines, to monitor activities, and to offer advice and guidance to other departments in order that they may comply with their respective implementation responsibilities.

C. How and When to Invoke Guidelines

- During the initial stages of an incident the guidelines will be invoked by the Director of the UCDC. After the emergency is reported to the University of Pittsburgh Police Department (UPPD) the Vice Chancellor of Public Safety, or his designated representative, will assume command and control of the emergency operation.

CHAIN OF COMMAND AND RESPONSIBILITIES

A. Initial Response Actions

- In the event of an emergency, immediately notify UPPD at 412-624-2121.
 - The UPPD Shift Supervisor will make the initial determination of the level of the emergency and support requirements: ***The first priority in responding to any emergency is the safety of the students, faculty, and staff.***

- The UPPD Shift Supervisor will immediately dispatch personnel to the scene and will determine the need to notify the UPPD Chief and the Vice Chancellor of Public Safety.
- The UPPD Shift Supervisor will then await further information and serve as the primary point of contact between the emergency site personnel and the Vice Chancellor of Public Safety and/or UPPD Chief.
- **If an emergency event requires coordination and direction from several University of Pittsburgh Departments or external agencies, the Vice Chancellor of Public Safety or the designated representative may activate the Emergency Operations Center (EOC).**
 - **PRIMARY LOCATION OF THE EOC: Public Safety Building, Fourth Floor, Room 420.**

B. Response Procedures and Resources

The following are general procedures for responding to potential emergencies that may occur at the University of Pittsburgh.

- **PERSONAL INJURY OR MEDICAL EMERGENCY:** The UPPD will coordinate and dispatch all medical response.
- **FIRE:** The UPPD will coordinate and assure dispatch of the fire service to the emergency scene.
- **CHEMICAL SPILL:** The UPPD will receive the initial call and secure the affected area. UPPD will call EH&S duty officer, and EH&S will determine the appropriate response.
- **BIOLOGICAL SPILL:** The UPPD will receive the initial call and secure, and possibly evacuate the affected area. UPPD will call EH&S duty officer, and EH&S will determine the appropriate response.
- **RADIATION SPILL:** The UPPD will receive the initial call, assist in the evacuation, secure the area, and call Radiation Safety for response guidance.
- **POTENTIALLY HAZARDOUS DISRUPTIONS, PROTESTS, AND RIOTS:** The UPPD will receive the initial call and coordinate dispatch of all internal and external law enforcement response.
- **POWER OUTAGE:** The UPPD will receive the initial call and contact the Facilities Management Energy Center.

C. Communication with Family Members or Students, Faculty, and Staff Regarding Emergencies

- If an emergency occurs in which students, faculty, or staff are injured on University property, University leadership should contact the injured party and/or their families to:
 - Assist them in securing medical or hospital care.
 - Respond to questions they may have about benefits.
 - Advise them of the University's concern for their welfare.
- The following University offices shall have primary responsibility for initiating and maintaining contact with injured parties and/or their families:
 - **For students:** Office of the Provost and Student Affairs with advice from the Office of General Counsel

- **For faculty:** Office of the Provost with advice from the Office of General Counsel
- **For staff:** Office of Human Resources with advice from the Office of General Counsel
- To respond to telephone inquiries from parents, guardians, spouses, or family members of students, faculty, and staff during an emergency, the Emer may establish a central ***Inquiry-Answering Center***. The Office of Institutional Advancement in Craig Hall will serve as one location for an ***Inquiry-Answering Center***.

UNIVERSITY OF PITTSBURGH BUILDING EMERGENCY EVACUATION PROCEDURES

A. Purpose

- The purpose of this document is to establish the University's responsibilities and procedures for handling emergencies and to ensure the safe and orderly evacuation of campus properties in the event of an emergency situation.

B. Responsibilities

- All University of Pittsburgh faculty, staff, and students are responsible for being familiar with the appropriate emergency information for their respective areas. Emergency Evacuation Plan place cards are posted in prominent areas of the UCDC. Additionally, all UCDC staff are encouraged to review the *Emergency Management Guidelines*. A copy of the *Guide* may be obtained from the Department of Public Safety or viewed on-line at www.emergency.pitt.edu, under the "Resources" tab.

C. Emergency Procedures

- The first person to become aware of an emergency will:
 - Sound the alarm
 - Evacuate the building immediately then notify UPPD at 412-624-2121
- Instructors are to interrupt class activity and evacuate the building when the alarm sounds. Students will follow emergency procedures. Disabled faculty and staff who are not capable of complying with the evacuation procedures, or who may have special needs or recognized disabilities should self-identify to the Environmental Health and Safety Department. An individual Evacuation Plan will be developed which will provide procedures to assist with their evacuation.
 - Occupants should be alert to the presence of persons requiring assistance and direct them to a designated rescue area (typically the stairwells). Anyone who is aware of an individual needing assistance shall call the UPPD at 412-624-2121 from any campus telephone and provide the name and location of the person needing assistance.
 - Disabled students who are not capable of complying with the evacuation procedures should have an "Accommodation Plan" prepared by their assigned therapist that will be made available to applicable staff and kept on file. The monthly drills will exercise these plans.
 - The UCDC Director will provide a list of these students to UPPD (Numbers of students with initials only will be provided).
 - Emergency evacuation chairs are available for children requiring assistance in Infant 1/Preschool 3 observation booth; and in the lower level of building on the ramp by the small gym.

- Children will be evacuated to the Toddler One classroom and exit the building onto the front porch and wait for assistance from first responders.
 - UCDC has four infant classrooms (which include infants and toddlers ages six weeks to two years of age), all of which have an evacuation crib. If infants and toddlers need to be evacuated using the cribs, classroom staff will move the cribs to the front porch exit using the ramp, to the sides of the porch. Emergency personnel will assist with moving the infants/young toddlers onto the porch and down the steps to the sidewalk.
 - Classrooms will proceed to the appropriate evacuation route and Assembly Area.
 - All classrooms are responsible for securing the emergency kit (medication for chronically ill children, at least one cell phone, and attendance clip board).
- UCDC occupants shall quickly and safely exit the building. **DO NOT USE ELEVATORS.** Occupants shall exit the building using the nearest marked exit and proceed to the *Assembly Area* directed by emergency personnel. If smoke is present, stay close to the floor as you exit.
 - Once outside, evacuees should proceed to the Assembly Area. Stay clear of emergency response personnel. Do not return to the evacuated building unless directed by UPPD or other designated emergency response personnel.

B. Assembly Areas

- Building specific Assembly Areas have been identified to provide a location for evacuees to gather upon exiting their building. Evacuees should follow the direction of emergency response personnel to the appropriate Assembly Area. **THE UNIVERSITY CHILD DEVELOPMENT CENTERS DESIGNATED ASSEMBLY AREAS ARE AS FOLLOWS:**

Short Term: Holy Spirit Byzantine Church parking lot, 4815 5th Avenue, Pittsburgh

- *This is an area we would go to if we were going to return to UCDC*
- Staff and students (infants, toddlers and preschoolers) should proceed to the grassy areas on the side of the parking lot and conduct a head count of the students.
- UPPD officers will be stationed in front of the church providing security
- UCDC students and staff will remain in this location until UPPD or other designated emergency personnel give the next directive.

Short Term: Rodef Shalom Synagogue, 4905 5th Avenue, Pittsburgh 412-621-6566 x119, x120, x137. We will be escorted to Freehof Hall or Levy Hall.

- *This is a location that we would go to in the event that we needed to seek indoor shelter if the weather prohibited us from being outside or for a possible extended period of time*
- Upon arrival at Rodef Shalom, groups will assemble in Freehof or Levy Hall.
- Teachers should remain with their group, conduct a head count, and report the student status to designated UCDC or emergency officials.
- UCDC will remain in this location until UPPD or other designated emergency personnel give the next directive.
- If parents are picking up children at Rodef Shalom, they will enter the main entrance of the building from the parking lot area. Parents should ring the

buzzer, proceed up the steps to the right and wait for instructions from University or UCDC personnel.

- A University representative will check parent ID's and radio for a UCDC representative to escort their child to them.
- Head Teachers will be the first designated person to escort children, Associate Teachers second and Assistant Teachers third.
- Parents will sign their child out on the clipboard and the UCDC representative will return to their group to wait for the next parent/guardian.

Long Term: The Petersen Events Center (PEC), 3719 Terrace Street Pittsburgh PA 15261

- In the event of an emergency that requires complete evacuation of the UCDC to the PEC, the UPPD will notify Parking and Transportation to dispatch shuttles that would be utilized to transport up to 200 personnel to the Peterson Event Center.
- UCDC staff will telephonically contact the PEC staff to notify them of any challenges or issues with the evacuation. Upon arrival, the UCDC Director/Assistant Director will meet with the PEC staff for any student coordination issues.
- Upon student arrival at the PEC, groups will enter through the Terrace Street/Main Lobby entrance and proceed to the Auxiliary Gym
- Teachers should stay with their group, do a head count and report to designated officials that all are accounted for when asked.
- UCDC will remain in this location until designated emergency personnel give the next directive.
- Parents arriving to pick up children should park on Sutherland Drive between Salk Hall and the PEC and enter through the main lobby entrance on Terrace Street. A UPPD officer will be stationed outside the building to provide security.
- Once inside, a Pitt Representative will verify a parent/guardian's ID and radio for a UCDC representative to escort the child out.
- Head Teachers will be the first designated person to escort children, Associate Teachers second and Assistant Teachers third.
- Parents/guardians will sign a release for their child from a designated University representative.

E. Lockdown/Shelter In-Place

- In the event of a UCDC a **building lockdown**, students and staff will proceed to the ground floor of the building.
- An intercom announcement stating "Emergency in Progress – Please Proceed to your Alternate Building Location" will occur, and students and staff will proceed to the emergency building locations.
- All classrooms will gather emergency packs (At least one cell phone and the classroom attendance sheet).
- Students and staff will use the main stairwell to go to the ground floor. If walking through the large gym, the students will walk along the wall. The classes will assemble in the following locations. Infants/young toddlers will utilize the evacuation crib as needed in the elevator to get to the ground floor.

