



# University of Pittsburgh Emergency Management Guidelines

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Prepared by:

Office of Public Safety and Emergency Management  
University of Pittsburgh  
Pittsburgh, PA 15260

# University of Pittsburgh Emergency Information

Emergency Phone Number: **412-624-2121**

Website: [safety.pitt.edu](https://safety.pitt.edu)

## Promulgation Statement by Chancellor

Proactive planning and preparedness are essential to supporting the University of Pittsburgh's mission. To that end, a dedicated team of University professionals has developed these *Emergency Management Guidelines*, which establish a framework for responding to emergencies. These *Guidelines* define command structures, clarify roles and responsibilities, and outline coordination with external emergency preparedness organizations.

Our goal is to ensure that the University's educational, research, and stewardship responsibilities can and will continue, even in adverse circumstances. The *Guidelines* and associated procedures provide a structured approach to identifying, assessing, responding to, mitigating, and recovering from emergencies. Above all, our priority is the safety and well-being of our faculty, staff, and students, as well as minimizing damage to University property, branding, and the environment.

Regardless of the nature of an emergency, it is critical that University resources be mobilized swiftly and effectively to ensure a coordinated response and prompt recovery. The Executive Senior Vice Chancellor for Administration and Finance and Chief Financial Officer will serve as the *Emergency Executive*, leading the University's response and recovery efforts.

All University units are required to maintain a state of emergency readiness within their areas of responsibility. This includes developing and implementing unit-specific Emergency Response Plans, which are included as appendices to this document. Regular training and exercises further define roles and enhance preparedness at all levels.

Your support of these *Guidelines* and your commitment to understanding your role in an emergency are vital to the University's continued success.

////Original Signed////

Joan Gabel, Chancellor  
University of Pittsburgh

## Plan Organization

These *Emergency Management Guidelines* address the planning elements necessary to reduce vulnerabilities, respond adequately and recover efficiently from a hazard or threat. The main body of the *Emergency Management Guidelines* contains a general description of necessary elements and the activities and plans that may be adopted by a location to improve their resilience. The annexes and appendices to the *Emergency Management Guidelines* provide more detailed guidance. Through implementation of guidance in this foundational document the University will have well integrated plans university-wide that capitalize on the knowledge, skills and abilities of the University community. Figure 1 provides an overview of the *Emergency Management Guidelines*.

The full *Emergency Management Guidelines* and its appendices are available at [safety.pitt.edu](http://safety.pitt.edu).

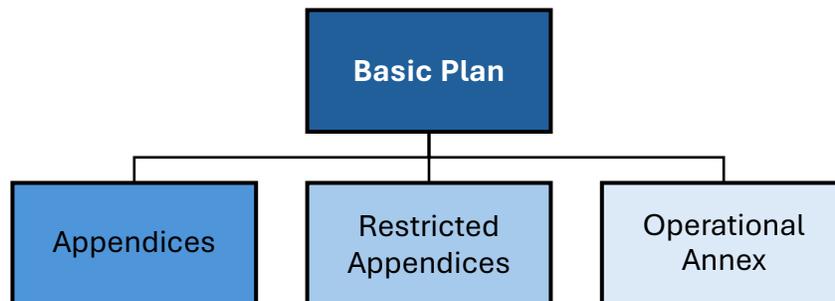


Figure 1: *Emergency Management Guidelines*

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# University of Pittsburgh

## Emergency Management Guidelines

### Section 1: Introduction

#### Purpose

This document outlines the University of Pittsburgh's incident preparedness, mitigation, emergency response, and recovery programs. The purpose of these *Emergency Management Guidelines* is to establish clear and effective communication and coordination channels among the various University departments responsible for responding to emergencies on campus.

#### Scope

The scope of these *Emergency Management Guidelines* primarily encompasses the Pittsburgh campus. It is the responsibility of all University administrators and department heads to ensure that personnel are familiar with these Guidelines.

#### Relationship to Other Emergency Response Plans

University departments that may be called upon to respond to an emergency should develop response plans in alignment with these *Emergency Management Guidelines*. These plans should ensure clear delegation of authority, responsibility, and communication within each department. Detailed "Departmental Emergency Response Plans" are included as appendices to these Guidelines, outlining the specific actions and resources available for each area's emergency response. Additionally, these plans are supported by other emergency plans, not included here, such as UPitt Ready (the business continuity program), the Emergency Response Guidelines for the Petersen Events Center, Business, Hospitality and Auxiliary Services, the Regional Biocontainment Laboratory, the Division of Laboratory Animal Resources, UPMC Oakland hospitals, and the regional campuses.

### Section 2: Definition of Terms

For purposes of these Guidelines, the following terms apply:

#### **Black Swan Call Center**

A central Call Center established by the Emergency Executive (EE) during a major emergency to respond to inquiries from families of students, faculty, and staff. The EE shall have the VC PSEM activate the Black Swan Call center in conjunction with PSEM Emergency Management, Pitt IT, and University Communications and Marketing.

#### **Duty Officer(s)**

University employee(s) designated to handle all initial emergency communication on behalf of a University organization. Duty Officers must be available 24 hours per day, 7 days per week.

## **Emergency**

An unexpected event that threatens the safety of people or property on University of Pittsburgh grounds or in its buildings. Examples include fires, explosions, power outages, chemical spills, criminal activities, accidents, natural disasters, and unauthorized campus occupations.

## **Emergency Operations Center**

An Emergency Operations Center (EOC) established by the Emergency Executive (EE) upon determination of a significant emergency that affects the safety of persons in the buildings and on the grounds of the University of Pittsburgh.

## **Essential Personnel**

An individual officially designated, in accordance with the Class Cancellation and University Closure Policy (Appendix L), as critical to the operations of a particular unit, such that their presence is required regardless of an emergency situation and/or closure. Essential personnel are designated by the Chancellor and/or a member of Senior Leadership, or their designee(s). A listing of essential personnel will be maintained by each Responsibility Center head for their respective areas and by the Department of Public Safety and Emergency Management. Individuals may be designated as essential on a situational basis.

## **Lockdown**

A lockdown is a precautionary measure in response to a direct threat to the University or in the surrounding community.

## **Mitigation**

To eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this document, mitigation also means reducing the likelihood that threats and hazards will happen.

## **Prevention**

The capabilities necessary to avoid, deter or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action taken to prevent a threatened or actual incident from occurring.

## **Public Information Center**

A call center set up by the Office of University Communications and Marketing to release information to representatives of the news media and conduct news briefings during emergencies.

## **Recovery**

The measures taken to assist responsibility centers affected by an event or emergency in restoring the learning and research environment.

## **Response**

The measures taken to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

### Shelter in Place

A safety procedure used during weather-related emergencies, environmental incidents, or other hazardous conditions affecting the community. It involves seeking immediate shelter indoors—preferably in designated interior rooms or corridors—to reduce exposure to external dangers. While sheltering in place, do not lock doors as others may also need to seek shelter, do not use elevators, and wait for an “all clear” ENS message.

## Section 3: Chain of Responsibilities

These guidelines are activated by the Emergency Executive (EE) or the EE’s designee. The command structure for emergency management is as follows:

1. Chancellor
2. Emergency Executive
3. Vice Chancellor for Public Safety and Emergency Management
4. AVC for Public Safety and Emergency Management
5. Chief of Police
6. Emergency Manager

Succession orders for the Chancellor and other leadership positions within the University may be executed. These orders provide for the continuous execution of critical functions and operations of those positions if the incumbent is unexpectedly absent or unable to act.

## Section 4: Mitigation and Prevention

The following individuals and departments support mitigation and prevention efforts by proactively reducing the risks and hazards before they escalate into emergencies, ensuring the University is prepared for effective response.

### Chancellor

The Chancellor of the University is ultimately responsible for making critical decisions during emergency situations. The Chancellor delegates the implementation of these *Emergency Management Guidelines* to the Emergency Executive. The Chancellor is in close communication with the Emergency Executive during all phases of the emergency.

### Emergency Executive

The Emergency Executive (EE) holds primary responsibility for overseeing the implementation of the *Emergency Management Guidelines*. This includes monitoring related activities, providing guidance, and ensuring compliance across the University. The EE is also responsible for establishing a clear chain of authority to designate a temporary replacement in the event of their absence or incapacitation. The role of the EE is typically filled by the Executive Senior Vice Chancellor for Administration and Finance and Chief Financial Officer, or their designated representative.

The EE is responsible for assessing the emergency, stabilizing the situation, and ensuring that necessary internal notifications are made. The EE is also responsible for:

- Recommends the activation of the Emergency Operations Center (EOC);
- Calling in essential officials during off hours;
- Assessing the hazard and potential risks; and
- Stabilizing the situation and preventing escalation.

The EE, or their designee, will assume responsibility and coordinate all instructions through the Vice Chancellor for Public Safety and Emergency Management or the senior University of Pittsburgh Police Department (UPPD) officer on duty for emergencies at the University.

## University of Pittsburgh Police Department (UPPD)

The *University Police Law Enforcement Plan* and the *University Police Emergency Communications Plan* are provided in **Appendix E**. Below is a summary of key UPPD roles.

UPPD offers a range of mitigation and prevention programs, including:

- Citizens Police Academy
- Safety Fair
- SAFE training
- Outdoor Campus Help Phones

The UPPD Chief is responsible for coordinating all response activities of the UPPD.

The UPPD Shift Supervisor is responsible for:

- Making the initial determination of an emergency and notifying the VC PSEM;
- Directing the initial response of UPPD personnel; and
- Consulting with relevant University departments and their Duty Officers for the initial response.

## Emergency Management

The Emergency Manager is responsible for supervising the University's disaster response, compliance, and communications systems. The Emergency Management team is dedicated to safeguarding the well-being of our campus community by effectively coordinating response efforts, providing comprehensive training, and developing robust emergency preparedness and business continuity plans. The Emergency Manager (EM) is responsible for the physical activation of the EOC.

The Emergency Management Department offers comprehensive mitigation and prevention support to assist departments across Pitt in effectively addressing emergencies, to include:

- Assistance in developing emergency plans

- Conducting emergency related tabletop exercises (TTX)
- Developing business continuity plans

## Integrated Security Department (ISD)

The Integrated Security Department (ISD) is responsible for all physical security components on the Pittsburgh Campus such as access control, intrusion detection, and CCTV. Systems may be monitored 24/7 by UPPD which utilizes the platform to respond to threats and emergencies.

## Pitt EOC Committee

A committee of University personnel appointed by the Emergency Executive and approved by the Chancellor to support the planning and management of emergencies. Committee members represent University support departments and participate in emergency management on site or at the Pitt Emergency Operations Center.

## University Support Departments

Due to the professional diversity of the University community, a wide range of personnel, supplies, equipment, and resources are available during emergencies. Often University groups will designate a Duty Officer to handle all initial emergency communication on behalf of a University organization. Duty Officers must be available 24 hours per day, 7 days per week.

The following list highlights the general responsibilities and resources of select University departments:

### **Division of Laboratory Animals (DLAR)**

DLAR is accountable for the veterinary care and animal husbandry needs of research animals housed in the Pittsburgh campus.

### **Environmental Health and Safety (EH&S)**

<http://www.safety.pitt.edu/ehs>, EH&S Duty Officer: 412-298-7998

EH&S provides hazardous materials expertise, as well as fire safety and other health-related services to the University. EH&S has the capability to clean up minor spills of chemical or biological materials. EH&S maintains an emergency response vehicle to respond quickly and efficiently to University emergencies. EH&S's "Department Emergency Response Plan" is provided in **Appendix H**.

### **Facilities Management (FM)**

[www.fm.pitt.edu](http://www.fm.pitt.edu), FM Duty Officer: 412-917-0148

The Facilities Management Division responds to emergency situations in a wide variety of capacities, including the provision of laborers, electricians, plumbers, and other trades workers, custodians, and operating engineers. FM also provides drawings indicating the locations and identification of rooms, laboratories, and

offices in University facilities. FM’s “Department Emergency Response Plan” is provided in **Appendix F**.

### **Faculty/Staff Assistance Program**

<https://www.hr.pitt.edu/current-employees/work-life-balance/lifesolutions>

The Faculty and Staff Assistance Program (FSAP) is provided through the UPMC LifeSolutions Employee Assistance Program. The FSAP provides confidential counseling services for Pitt faculty and staff and members of their households. Offices are conveniently located near all five University of Pittsburgh campuses. In Pittsburgh, the program is located on the second floor of Nordenberg Hall (1-866-647-3432). FSAP’s “Department Emergency Response Plan” is provided in **Appendix J**.

### **Housing Services**

<https://www.pc.pitt.edu/housing-services>

Housing Services is responsible for all of the operational aspects of the residence halls, including maintenance, housekeeping and security desk staffing. Housing works closely with Residence Life. Residence Life provides information, staff and programs that support students’ academic goals and contribute to their personal growth and development while residing at the University.

### **Human Resources**

[www.hr.pitt.edu](http://www.hr.pitt.edu)

In an emergency, Human Resources may be requested by the Emergency Executive to provide information on staff employees, including respective University departments, campus and home telephone numbers, and other personnel information as required. If necessary, Human Resources will work in conjunction with the Offices of Risk Management and University Counsel to process relevant insurance claims filed by or on behalf of University faculty or staff members arising from an emergency resulting in injury. Human Resources also assists with the establishment and operation of the Pitt Family Assistance Center (FAC) or Family Information Center (FIC)

### **Information Technology (IT)**

[www.technology.pitt.edu](http://www.technology.pitt.edu)

Pitt Information Technology provides innovative IT services that support learning, teaching, research, and business at the University of Pittsburgh. They offer a variety of services, including data networking, security, telephone and voice systems, and the myPitt website. The Network Operations Center provides secure hosting and monitoring services for enterprise-wide applications and network services. The enterprise solutions, including Pitt Email and Calendar (Outlook), network-based firewalls, and web hosting bring the high reliability and consistent security required by the University. End-user support is available around the clock through the

Technology Help Desk and is supplemented with a number of specialized, onsite support programs.

### **Parking, Transportation and Services (PT&S)**

[www.pts.pitt.edu](http://www.pts.pitt.edu)

Parking, Transportation and Services is responsible for providing a variety of resources during an emergency including parking enforcement, parking spaces in lots/garages, bus and shuttle support, movers, receivers, vehicle maintenance support, and tow trucks. PT&S also provides messenger services via the University Mailroom, temporary furniture and equipment from Surplus Property, and warehouse space for salvaged goods. A full list of resources and PT&S's "Department Emergency Response Plan" is provided in **Appendix G**.

### **Provost's Office**

[www.provost.pitt.edu](http://www.provost.pitt.edu)

In an emergency capacity, the Provost's Office will assume duties delegated by the Emergency Executive. The Provost's Office may serve as the lead department for matters affecting faculty, students, and the continuity or un-interruption of classes.

### **Radiation Safety**

[www.radsafe.pitt.edu](http://www.radsafe.pitt.edu), Radiation Safety Officer: 412-624-2728

Federal regulations, under which the University possesses NRC licenses permitting the use of radioactive materials, require the existence of a radiation safety committee to coordinate such use and supervise the institution's radiation safety program. The Commonwealth of Pennsylvania also has certain pertinent radiological health regulations requiring licensure and the maintenance of a radiation safety program.

Accordingly, the Radiation Safety Committee has been authorized by the Chancellor to review and make recommendations on proposals to utilize sources of ionizing radiation and ensure the safety of such operations when they are established. The Radiation Safety Office also provides response and consultation regarding the safe use or mitigation of emergencies involving radioactive materials. Radiation Safety's "Department Emergency Response Plan" is provided in **Appendix I**.

### **Registrar's Office**

[www.registrar.pitt.edu](http://www.registrar.pitt.edu)

In an emergency capacity, the Registrar's Office may provide pertinent student information, as appropriate, including student addresses, phone numbers, class locations, and personal information to the Emergency Executive, Emergency Operations Center, or other designated University responders.

### **Risk Management & Insurance**

[www.risk.pitt.edu](http://www.risk.pitt.edu)

The Office of Risk Management, with advice from the Office of University Counsel and the Office of Human Resources, is responsible for investigating and administering insurance claims arising from an emergency resulting in injury to persons or damage to property. Risk Management also works with the University's insurance carriers, UPPD, EH&S, and other departments to assess risk and develop claims information.

### **Student Affairs**

[www.studentaffairs.pitt.edu](http://www.studentaffairs.pitt.edu)

The Division of Student Affairs is comprised of the Counseling Center, Residence Life, University Student Judicial System, Student Health Services, Office of Parent & Family Resources, Career Services and Student Life. In an emergency capacity, Student Affairs provides personnel and resources applicable to students. Additionally, Student Affairs is responsible for the staffing and operations of the Pitt Family Assistance Center (FAC).

### **University Communications and Marketing (UCM)**

[www.communications.pitt.edu](http://www.communications.pitt.edu)

All news releases, communication, interviews, or other information about an emergency requested by or released to the news media must be approved by the Emergency Executive or their designee and cleared through the News Media Liaison within the Office of University Communications and Marketing and, if necessary, the Office of University Counsel. Ongoing media relations regarding an emergency are the responsibility of UCM. As needed, UCM also establishes a Public Information Center to facilitate effective response to media requests and to hold news briefings.

### **University Counsel**

[www.ouc.pitt.edu](http://www.ouc.pitt.edu)

The Office of University Counsel provides legal advice regarding the planned response to emergencies at the University of Pittsburgh. They are also responsible for reviewing and approving all information or reports regarding the possible cause of accidents or injuries, potential liability for accidents or injuries, and all other legal concerns or problems.

### **University of Pittsburgh Medical Center (UPMC)**

[www.upmc.com](http://www.upmc.com)

UPMC Health System, which is affiliated with the University of Pittsburgh Schools of the Health Sciences, is an integrated health care delivery system in Western Pennsylvania. It meets comprehensive health care needs through UPMC hospitals and by offering a variety of health-related services and products. UPMC may be contacted during an emergency to coordinate emergency response.

## External Emergency Response Agencies

The University maintains a relationship with several external emergency response agencies, including written mutual aid agreements with the City of Pittsburgh, The National Weather Service (NWS), PEMA Region 13, DHS CISA, and the FBI joint terrorism task force. The University has a position at the City/County EOC.

## Section 5: Response

### Initial Response

All faculty, staff and students that identify an emergency or a situation with potential for imminent danger on campus should call the Pittsburgh campus emergency number 412-624-2121.

The Shift Supervisor of the University of Pittsburgh Police Department will make the initial collection and analysis of information from impacted persons and responsibility centers to determine the level of the emergency and support requirements. The UPPD Shift Supervisor will immediately dispatch personnel to the scene, determine the need to notify the UPPD Chief and the Emergency Executive, consult with University offices (Duty Officers) and external agencies for immediate response as appropriate. The Shift Supervisor will then await further instructions and serve as the primary point of contact between the emergency site personnel and the Emergency Executive and/or the EE's designee.

### Emergency Notification System (ENS)

The University's Emergency Notification Service (ENS) provides University students and employees with critical information in the event of an emergency – using voice, text, and email channels. Delivery of these emergency alert messages is handled by UPPD communications specialists and is directed by the UPPD Chief of Police, Vice Chancellor for Public Safety and Emergency Management, and Emergency Executive in the event of an emergency. (See University of Pittsburgh Policy and Procedure A007)

Students, faculty, and staff who have an active Pitt email account are automatically subscribed to ENS for email-based alerts. New hires at Pitt are automatically enrolled in text/voice notifications. Individuals who have not previously signed up for these services may opt-in to receive voice/text notifications by following the directions at <https://www.technology.pitt.edu/services/emergency-notification-service>.

### Pitt Emergency Operations Center (EOC)

The activation of the University of Pittsburgh's "Pitt Emergency Operations Center" is described in detail in **Appendix E: University of Pittsburgh Police Department - Emergency Communications Plan**. A summary of this appendix is provided in the following sections.

## Activation of the Pitt Emergency Operations Center (EOC)

If an emergency occurs that requires the coordination and direction of the efforts of personnel from several different offices, the Emergency Executive or their designee may, in consultation with the Chancellor, make the decision to implement the Pitt Emergency Operations Center. The Emergency Manager is then responsible for activating and managing the EOC. The primary location of the Pitt Emergency Operations Center is the Public Safety Building, Room 420.

Depending on the nature of the emergency, the Pitt EOC Committee selected senior administrators, department heads, or their alternates may be required to respond to the emergency by contacting or reporting to the Pitt Emergency Operations Center. These emergency contacts may also support the response by advising the Emergency Executive or their designee, facilitating communications between departments, or directing the response of University personnel to the emergency. A listing of University Pitt EOC Committee contacts and their alternates who may be required to report to the Emergency Operations Center appears in **Appendix A**.

A remote EOC for the Pittsburgh campus has been established for use at the University of Pittsburgh at Greensburg (UPG) - Cassell Hall, 155 Lynch Drive, Greensburg, PA 15601, Room 114.

Should the Emergency Executive or their designee determine that it be necessary to utilize remote EOC capabilities, the Pitt-Greensburg Lieutenant and/or the Director of Facilities and Security will be contacted to arrange for UPG EOC activation.

## Pitt EOC Activation Levels

Level	Name of Level	Description	Example
1	<b>Full Emergency Conditions</b>	A situation has occurred (an emergency event that addresses loss of life, injuries to numerous people, major destruction of Pitt facilities, large protests and encampments) requiring the FULL activation of the Pitt EOC. Key representatives from the Pitt EOC Committee will be required to attend the activation.	Active killer situation, Significant (Large) protest that effect the CoL, encampments
2	<b>Significant Emergency</b>	A situation has occurred requiring a PARTIAL activation of the Pitt EOC. Key representatives from the Pitt EOC Committee will be required to attend the activation.	Conditions that require the evacuation of students to the long-term evacuation site, protests, major utility outages
3	<b>Monitoring / Standby</b>	A situation has occurred requiring the PARTIAL activation of the Pitt EOC with no staffing requirements outside of PSEM.	Major University event (Homecoming, Commencement, Bon Fire), utility outages
4	<b>Daily Ops / Limited Emergency Conditions</b>	A situation has occurred or may occur in which the Pitt EOC is not active, but the Emergency Management section is monitoring events in the area.	Traffic and safety concerns

## Emergency Operations Center Communications

Communication between the Pitt Emergency Operations Center and the emergency site shall be by two-way radio, on a frequency assigned by the University of Pittsburgh Police Department, or by telephone.

When the Pitt EOC is activated, in order to facilitate direct and instant communication between the Pitt EOC, the emergency site, and other locations, the University of Pittsburgh Police Department shall staff the Pitt EOC with a UPPD liaison.

Communication between the Pitt EOC and University officers will be conducted by telephone and/or WebEOC. If telephone communication is not possible,

communication between the Pitt EOC and other essential University offices will be by alternative means, including e-mail, Zoom/Teams, and couriers.

The Pitt EOC will activate our common operating picture software, WebEOC, during an emergency event. Pitt EOC Committee members, University Police dispatch, selected senior administrators, department heads, or their alternates, will enter applicable information during an emergency event, to maintain real-time situational awareness as well as updating post-incident actions.

## Access to Emergency Site

The UPPD shall control access to the emergency site. In order to ensure that only authorized personnel are admitted to the site, the UPPD may require presentation of a University identification card for entry or may issue identification tags to individuals who are authorized by the Emergency Executive, his designee, or UPPD. Identification should be worn on the outer garment, so it is clearly visible to security personnel at the site.

## Continuation of Essential Services

If the Chancellor elects to cancel classes or close the University, it is recognized that some essential services must continue to be performed by appropriate support staff (e.g., law enforcement, facilities management operations, patient areas, or certain research activities.)

## Operating Under Modified Status

Only the Chancellor or Emergency Executive (or designee) may make a determination that, while conditions have not returned to normal, the emergency situation has stabilized, and the University can be safely opened in a modified status. Pitt EOC Committee members and the Senior Leadership are notified of this determination. The Pitt EOC will remain partially activated. Some, but not all Pitt EOC Committee positions may be filled to coordinate and support the response to the incident and the University's re-start of activities in the modified status. The Pitt EOC will serve as a source to monitor activity and make recommendations to the appropriate University leadership regarding the University's operating posture. The City of Pittsburgh and Allegheny County Emergency Management may be alerted as to the nature and severity of the emergency.

## Release of the Emergency Site

Only the Emergency Executive or the EE's designee may make the final determination that the emergency scene is stabilized and can be safely opened for reentry of the public. In the event that federal, state, or local authorities respond to and take charge of the emergency, upon completion of their response activities they will "release" the site to the owner. After this release, the Emergency Executive will then determine if and when the site can be returned to normal operation.

## Investigations and Reports

The UPPD, Environmental Health and Safety, and/or the impacted responsibility center with advice from University Counsel, is responsible for conducting investigations and preparing any reports on the probable cause of emergencies and the University's response activities for submission to the Emergency Executive. Personnel who assist in responding to an emergency shall provide information to these departments, upon request. If required, University departments should notify the Emergency Executive of any special regulatory reporting requirements for the emergency.

It is the responsibility of the University of Pittsburgh Police Department to collect and identify all personal property left at the site of an emergency and to make every effort to return such property to the rightful owners, unless needed as evidence. In the event of a fire or other damage of University property, the police will secure the site until the insurance company investigates the University's claim.

## Insurance Claims

The processing and/or reporting of insurance claims arising from an emergency resulting in injury to persons or damage to University-owned property is the responsibility of the Office of Risk Management, who will consult with the Office of University Counsel, Office of Human Resources and other departments as needed.

## Section 6: Communications

The full details of the emergency communications plan can be found in **Appendix K.**

### Means of Communications

In an emergency, timely and accurate communications are handled by multiple departments. The Office of University Communications and Marketing is responsible for all news releases, interviews, communications, or other information about an emergency requested by or released to the news media; the Emergency Executive must approve these communications, and, if necessary, clear them through the Office of University Counsel.

Emergency communications with students, faculty and staff are conveyed through a variety of means, including the Emergency Notification system, [safety.pitt.edu](http://safety.pitt.edu), social media, building public address systems, and email. Each University department affected by the emergency will be contacted to implement necessary actions.

**Departments should not issue their own emergency-related announcements without consulting the Emergency Executive.**

### Communicating with Family Members

If an emergency occurs in which students, faculty, or staff are injured on University property or in University facilities, designated University personnel (see below), should contact the injured parties and/or their families to: assist them in securing medical or hospital care; respond to benefits questions; advise them of the University's concern

for their welfare; and assist in other matters as appropriate. There should be no discussion with the injured persons or their families regarding potential liability, responsibility, fault, or the possible cause of any emergency or accident without consulting University Counsel. The following University offices, with advice from the Office of University Counsel, have primary responsibility for initiating and maintaining contact with injured parties and/or their families:

- For students: Office of the Vice Provost and Dean of Students
- For faculty: Office of the Provost
- For staff: Office of Human Resources

The Office of University Counsel is responsible for reviewing and clearing all information or reports regarding the possible cause, potential liability and all other legal concerns or problems regarding accidents or emergencies. No one other than University Council or their designee is authorized to speak for the University regarding these matters.

## **Section 7: Business Continuity Plan**

The University of Pittsburgh Business Continuity Plans ensure that the University is able to carry out essential functions during a disaster and continue essential functions during the response and recovery efforts. The plans identify the essential functions of departments and entities associated with the campus and provide guidance for continuing the functions until full recovery. The plans follow a typical format for continuity plans and include an introduction, roles and responsibilities, concept of operations, training, testing and exercises, as well as maintenance and various appendices.

The University of Pittsburgh uses a software program called UPitt Ready or Kuali Ready to assist the departments and units with preparation of their plans.

The information obtained by answering the questions in the software program is then used to develop a plan for the department or unit or is incorporated into a higher-level plan for a larger group. Action items are developed from each unit or department worksheet, and these are used to inform decisions impacting the ability of each unit or department to continue and recover work functions in a timely manner. This information is specific to each department or unit on each campus and is not available to the public.

## **Section 8: *Emergency Management Guidelines* Review and Revision**

The Emergency Executive will designate an individual or department to implement a review and accordingly revise these *Emergency Management Guidelines* as necessary to keep the information current. The Emergency Executive will coordinate the provision of training on emergency preparedness and emergency response as a means to mitigate emergencies and reduce impact of emergencies through effective response. This is accomplished by distribution of information (including these Guidelines), in person training, tabletop exercises and on-site drills, tests and exercises. Departments and responsibility centers

are encouraged to provide training and exercises for their personnel in relation to their anticipated roles in emergency management and relation to their specific plans relative to their department or responsibility center. **Appendix N** of these Guidelines provides a template for departments and responsibility centers to utilize in development of their emergency preparedness plans that are required by the Chancellor within these University of Pittsburgh *Emergency Management Guidelines*.

## Section 9: Appendices and Annexes

The Appendices and Operational Annex provide a comprehensive picture of Pitt's emergency response capabilities. Both the Annex and Appendices are available for reference on the Public Safety and Emergency Management (PSEM) website at [www.safety.pitt.edu](http://www.safety.pitt.edu).

### Appendices

The Appendices are department specific supplements to the *Emergency Management Guidelines*. Each University department is responsible for developing an Appendix that outlines its unique role, responsibilities, and response actions in support of a university-wide emergency operation. These documents ensure that departmental procedures align with the broader emergency management framework and facilitate effective coordination during an incident.

- Appendix A: Emergency Management Contacts (Restricted Access)
- Appendix B: Departmental Contacts (Restricted Access)
- Appendix C: Campus Disruptions or Protests
- Appendix D: Building Emergency Evacuation Procedures
- Appendix E: University of Pittsburgh Police Department (UPPD) – Law Enforcement Plan; UPPD Emergency Communications Plan; and Active Killer Situations (Restricted Access)
- Appendix F: Facilities Management – Emergency Action Plan
- Appendix G: Parking, Transportation and Services Department
- Appendix H: Environmental Health and Safety – Emergency Response Plan Pandemic Preparedness
- Appendix I: Radiation Safety Department
- Appendix J: LifeSolutions
- Appendix K: University Communications and Marketing
- Appendix L: Class Cancellation and University Closure
- Appendix M: Study Abroad Office
- Appendix N: Template for Unit Specific Emergency Plan

## Operational Annex (Restricted Access)

The Operational Annex is an execution matrix that outlines specific actions taken by the Public Safety and Emergency Management during various emergency events. It serves as a practical guide for implementing the emergency operations plan, detailing coordinated responses and decision-making protocols.

This annex addresses a range of incident types including:

- Adverse weather events
- Utilities outages
- Fires
- HAZMAT/BIO/CHEM incidents
- Building evacuations
- Civil disturbances
- Bomb threats
- Active Killer incidents

By clearly defining roles, responsibilities, and critical actions, the Operational Annex supports a consistent and effective response to emergencies. It is designed to assist Pitt leaders in understanding how Public Safety and Emergency Management functions during crisis situations, ensuring informed leadership, continuity of operations, and the safety of the Pitt community.

## i Record of Changes (reverse chronological order)

Revision #	Date	Comments	Initials
33.	01-09-2025 thru 04-30-2025	<ul style="list-style-type: none"> <li>• Major review of <i>Emergency Management Guidelines</i></li> <li>• Appendices A and B: Contact Lists updated</li> <li>• Updated position titles for the Emergency Executive</li> <li>• Revised Promulgation Statement by the Chancellor</li> <li>• Appendix C: Campus Disruptions or Protests revised</li> <li>• Appendix D: Evacuation Procedures revised (updated procedures and buildings)</li> <li>• Appendix E: Law Enforcement and Appendix F: Police Communications minor revisions</li> <li>• Appendix H: Parking, Transportation, and Services minor revisions</li> <li>• Appendix I: EH&amp;S updated</li> <li>• Section 4.4 University Support Contacts updated</li> <li>• Section 5, 5.1.2 Response and Recovery Actions revised</li> <li>• Section 6.2 Communications with Students, Faculty, and Staff Regarding Emergencies revised. Updated contact information.</li> <li>• Appendix F, Section 3, 3.1 Notification, 3.2 Emergency Operations Center Activation revised</li> </ul>	RLC
32.	07-20-2024	<ul style="list-style-type: none"> <li>• Appendices A and B: Contact Lists updated</li> <li>• Appendices E and F: UPPD minor revisions</li> <li>• Appendix D: updates to evacuation</li> </ul>	RLC
31.	05-10-2023	<ul style="list-style-type: none"> <li>• Review of <i>Guidelines</i></li> <li>• Appendices A and B: Contact lists updated</li> <li>• Appendix G: Facilities Management minor revisions</li> <li>• Section C, p. 11 revision</li> </ul>	RLC

30.	08-20-2021	<ul style="list-style-type: none"> <li>• Review of <i>Guidelines</i></li> <li>• Appendices A and B: Contact Lists updated</li> <li>• Appendix N: Study Abroad revision</li> <li>• Section C, p. 11 revision</li> </ul>	RLC
29.	06-26-2020	Sections added: <ul style="list-style-type: none"> <li>• 4.6 – Succession Planning</li> <li>• 5.3 – Operating Under Modified Status</li> </ul>	CDC
28.	08-12-2019	Minor revisions to the table of contents and appendices and Appendix B: Departmental Contacts	CDC
27.	11-12-2018	Revised to November 2018	CDC
26.	04-04-2018	Contact Lists updated	TPF
25.	08-01-2017	Appendix J: Radiation Safety Office	JMF
24.	08-01-2017	Appendix C: Campus Disruptions or Protests	TPF
23.	05-01-2017	Appendix I: EH&S Department Emergency Plan	JMF
22.	01-05-2017	Appendix Q: Active Killer Situations	TPF
21.	11-01-2016	Appendix P: Template for Unit Specific Emergency Plan	TPF
20.	11-01-2016	Revised to November 2016	TPF
19.	07-31-2014	Revised to July 2014 as <i>Emergency Management Guidelines</i>	TPF
18.	07-31-2011	Contact Lists and Assembly Areas updated	JMF
17.	03-03-2009	Appendix O: Pandemic Preparedness Plan	JMF
16.	03-03-2009	Appendix G: Facilities Management revision	JMF
15.	03-03-2009	Appendix D: Evacuation Procedures updated	JMF
14.	03-03-2009	Appendix A: Contact List updated	JMF
13.	02-26-2007	Revised to March 2007	JMF
12.	02-28-2005	Appendix K updated	JMF
11.	02-28-2005	Revised Appendix I EH&S Emergency Plan	JMF
10.	02-28-2005	Added Pennsylvania Hall	JMF
9.	02-28-2005	Updated Emergency Contact List	JMF
8.	02-28-2005	Emergency Operations Center change	JMF

7.	02-28-2005	Corrected web address of Registrar's Office	JMF
6.	02-28-2005	Eliminated references to Department of Public Safety	JMF
5.	07-01-2003	Revised to July 2003	DMF
4.	05-03-2002	<ul style="list-style-type: none"> <li>• Appendix A updated</li> <li>• Appendix D (Responsibilities of Building and Floor Monitors and Alternates During Emergencies) replaced with new Appendix D (University of Pittsburgh Emergency Building Evacuation Plan)</li> </ul>	DMF
3.	03-24-2000	Minor corrections/formatting	DJD
2.	01-10-2000	Minor revisions by FM, EVC	DJD
1.	12-14-1999	Original document	DJD