



Operational Annex

University of Pittsburgh Emergency Management Guidelines

Revised: May 2025

The University of Pittsburgh is committed to ensuring the safety, security, and operational continuity of its students, faculty, staff, and facilities. In alignment with this commitment, the following Operational Annex establishes clear and coordinated protocols for responding to a wide range of emergency events that may disrupt campus operations or pose risks to health and safety. These procedures are designed to guide the immediate response, escalation, notification, and recovery efforts for critical incidents, ensuring that all departments and personnel understand their roles and responsibilities during high-stress situations.

Each procedure outlines a structured framework tailored to specific scenarios, such as utility outages, bomb threats, building evacuations, fire emergencies, hazardous material exposures, and civil disturbances. These protocols promote swift coordination among key stakeholders including the University of Pittsburgh Police Department (UPPD), Public Safety and Emergency Management (PSEM), Environmental Health & Safety (EH&S), Facilities Management, Student Affairs, and University Communications and Marketing. They are aligned with best practices in emergency preparedness and support the activation of the University’s Emergency Operations Center (EOC) when necessary. This Operational Annex is designed to align with and support the *University’s Emergency Management Guidelines* and “Departmental Emergency Response Plans.”

By establishing a shared understanding of procedures, communication channels, and escalation paths, these procedures enhance the University's ability to respond decisively, safeguard the community, and maintain essential functions during times of crisis.

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Extreme Weather Events

Purpose

To outline the procedures for preparedness, communication, and coordination in response to extreme weather events affecting the University of Pittsburgh operations and safety.

Scope

This procedure applies to all personnel involved in emergency planning and response at the University of Pittsburgh, including Public Safety Emergency Management (PSEM), University of Pittsburgh Police Department (UPPD), University Communications, and Facilities Management (FM).

Pre-Event Preparedness

1. Monitoring and Weather Intelligence

- The PSEM Emergency Manager (EM) will initiate contact with the National Weather Service (NWS) 2–3 days prior to the anticipated event.
- The PSEM EM will conduct daily reviews of current weather conditions via the Pitt WeatherSTEM website.

2. Communications and Public Information

- PSEM Communications will update and edit pre-drafted weather-related messages for dissemination via the Public Safety website and Emergency Notification System (ENS).
- PSEM Communications will collaborate with the UPPD Community Relations Team to increase social media engagement.
- University Communications and Marketing will be notified and provided with pre-written messages for review and approval.

3. Operational Coordination

Once potential operational impacts are identified, the Vice Chancellor for PSEM will notify:

- Executive Senior Vice Chancellor (ESVC) and Chief Financial Officer (CFO) or Chief of Staff, Finance and Operations
- Vice Chancellor, Facilities Management (FM)
- Chief or Deputy Chief of the University of Pittsburgh Police Department (UPPD)

4. Policy and Notification

- The PSEM EM will distribute the *Class Cancellation and University Closure Plan* to Emergency Coordination Center (ECC) members.
- safety.pitt.edu will be updated with relevant forecasts and NWS weather maps.

5. Emergency Activation and Alerts

- If there is significant impact on University operations:
 - UPPD Communications will issue an ENS alert to notify the University community.
 - Consideration will be given to partial or full activation of the Pitt Emergency Operations Center (EOC).
 - An incident will be initiated in WebEOC.
- In the event of a **tornado warning** in Pittsburgh:
 - UPPD Communications will send an immediate ENS message.

Utilities Outage

Purpose

To establish a structured response protocol in the event of a utility outage (water or power) affecting the University of Pittsburgh facilities and operations.

Scope

This procedure applies to all relevant departments involved in the coordination, communication, and management of utility-related disruptions, including Public Safety Emergency Management (PSEM), Facilities Management (FM), University of Pittsburgh Police Department (UPPD), Student Affairs, and Environmental Health & Safety (EH&S).

I. Event Confirmation

Initial Assessment

- Contact the Facilities Management Energy Center at **412-624-9515** to verify the outage.
- If the situation is unclear, escalate to the Vice Chancellor for Facilities Management for further clarification.

II. Limited Impact Response

(No impact to residence halls, classes, or research facilities)

Situational Awareness and Communications

- PSEM will post situational awareness updates on **safety.pitt.edu**.
- Notify and ensure situational awareness among:
 - University of Pittsburgh Police Department (UPPD)
 - PSEM Communications
 - Emergency Management personnel
- Continue to monitor the situation and update safety.pitt.edu as necessary.

III. Notification for Significant Impact

1. If Residence Halls or Academic Classes Are Affected

Notify the following stakeholders:

- Executive Senior Vice Chancellor (ESVC) and Chief Financial Officer (CFO) or Chief of Staff, Finance and Operations
- Vice Chancellor, Facilities Management
- Chief, Deputy Chief, or Operations Commander, UPPD
- Student Affairs and Panther Central
- University Communications and Marketing Team

2. If Outage Duration Exceeds 6+ Hours

- Assess the need for partial or full activation of the Emergency Operations Center (EOC).
- Consider implementing the student evacuation plan as necessary.
- Initiate an incident in WebEOC for enhanced situational tracking and coordination.
- If student relocation is required:
 - Coordinate with Petersen Events Center (PEC) Operations Team for sheltering logistics.

3. If Research Facilities Are Affected

Notify the following:

- Director of Environmental Health & Safety (EH&S)
- EH&S Duty Officer at **412-298-7998**
- Chief or Deputy Chief, UPPD

Bomb Threat Response

Purpose

To outline the procedures for confirming, responding to, and communicating during a bomb threat incident at the University of Pittsburgh.

Scope

This procedure applies to all departments and personnel involved in the assessment, notification, and response to a bomb threat, including the University of Pittsburgh Police Department (UPPD), Public Safety Emergency Management (PSEM), Student Affairs, Facilities Management (FM), and University Communications and Marketing (UCM).

I. Incident Confirmation

Immediate Actions

- Contact the UPPD Communications Center at **412-624-2121**.
- Notify the Chief, Deputy Chief, or Operations Commander at UPPD.
- Determine if the threat includes a specific time component or deadline.
- Assess the feasibility of deploying a UPPD assessment team and/or K-9 unit to verify the threat.

II. Notifications

1. Internal Emergency Notifications

- Notify the following:
 - Vice Chancellor (VC) or Associate Vice Chancellor (AVC), PSEM
 - PSEM Emergency Manager
 - PSEM Communications Manager
- The VC PSEM will notify:
 - Executive Senior Vice Chancellor (ESVC)
 - Chief Financial Officer (CFO) or Chief of Staff, Finance and Operations

2. Additional Stakeholder Notifications

- If a bomb threat is confirmed or ongoing, also notify:
 - Senior Vice Chancellor for Finance & Operations (SVC F&O) or Chief of Staff, F&O
 - Deputy Provost
 - Panther Central
 - PSEM Communications
 - University Communications and Marketing Team
- A University Communications liaison should be dispatched to the incident site to:
 - Coordinate with the media

- Monitor social media channels

III. Response Actions

1. Threat Confirmation

If the threat is validated by the UPPD K-9 unit or assessment team: UPPD will contact the City of Pittsburgh Bomb Squad for further action.

2. Emergency Operations

The Emergency Management Section will:

- Establish the Pitt Emergency Operations Center (EOC)
- Initiate an incident in WebEOC
- Notify the Strategic Planning Group (SPG) and Emergency Coordination Center (ECC) members

3. Evacuation Considerations

- Evaluate the necessity of evacuation and designate a decision-maker for that determination.
- If evacuation is ordered:
 - Notify Panther Central and Residence Life (ResLife) to activate the Student Evacuation Plan
 - Contact Parking and Transportation to coordinate shuttle services
 - If students are being relocated to the Petersen Events Center (PEC), notify the PEC Operations Team
 - Notify Facilities Management for operational awareness
 - If urgent communication is required, have UPPD Communications issue an Emergency Notification System (ENS) message

IV. Conclusion of the Incident

1. All Clear Notification

- The UPPD Incident Commander will issue an official "All Clear" once the threat is resolved.
- The Pitt EOC will follow up with an "All Clear" notification to SPG/ECC personnel.
- If an ENS alert was issued during the response, a follow-up ENS message must be sent to the University community.

2. Student Return Coordination

Student Affairs will manage the return of students to their residence halls or facilities and keep the EOC informed throughout the process.

Evacuation Protocol

Purpose

To establish procedures for initiating, coordinating, and managing evacuations across the University of Pittsburgh's facilities in the event of an emergency.

Scope

This procedure applies to University of Pittsburgh Police Department (UPPD), Public Safety & Emergency Management (PSEM), Student Affairs, Facilities Management (FM), and other relevant departments during any evacuation of University buildings and properties.

I. Incident Confirmation

1. Initial Actions

- Contact the UPPD Communications Center at **412-624-2121** to report the incident.
- Notify the Chief or Deputy Chief of UPPD.

2. Facility-Specific Notifications

- If a Residence Hall is involved, immediately notify:
 - Student Affairs
 - Panther Central
- If the Falk Laboratory School is affected: contact the school nurse for incident support and response.
- If the University Child Development Center (UCDC) is affected: notify the Director of UCDC.

3. Evacuation Type

- Determine whether the situation requires:
 - An **immediate evacuation** (urgent, without delay)
 - A **controlled evacuation** (planned, with staging)
- Identify who is authorized to order the evacuation.

II. Notifications and Coordination

1. Security and Scene Control

Notify the UPPD Chief, Deputy Chief, or Operations Commander to coordinate law enforcement presence at:

- The evacuation site
- The relocation area (if applicable)

2. Emergency Operations

- Evaluate the need for partial or full activation of the Pitt Emergency Operations Center (EOC).
- The PSEM Emergency Manager (EM) will:
 - Dispatch a liaison to the evacuation site
 - Initiate an incident in WebEOC

3. Internal Stakeholder Notifications

- Notify the following individuals:
 - Vice Chancellor (VC) or Associate VC (AVC), PSEM
 - PSEM Emergency Manager
 - PSEM Communications Manager
- The VC PSEM will inform:
 - Executive Senior Vice Chancellor (ESVC)
 - Chief Financial Officer (CFO) or Chief of Staff, Finance and Operations

4. Facility & Relocation Support

- If evacuees are directed to the Petersen Events Center (PEC):
 - Notify the PEC Operations Team
- Notify Facilities Management for support at academic or administrative buildings.
- Notify Panther Central and Student Affairs for any incident involving student housing.

5. Communications Support

- Notify the University Communications and Marketing Team.
- Ensure a Communications Liaison is present at the evacuation site to:
 - Manage press/media inquiries
 - Monitor and respond to social media activity

6. Transportation Logistics

If transportation is necessary, coordinate with Parking, Transportation & Services to deploy shuttle services or other logistical support.

III. Conclusion and Recovery

1. School-Specific Reunification

If Falk School or UCDC evacuate, they will: Activate their respective "**Parent Reunification Plans**" for safe and orderly release of children to guardians.

2. Security and Traffic Management

Assign additional UPPD officers to: secure evacuated areas and assist with traffic control and crowd management as needed.

Fire Incident Response

Purpose

To provide a standardized response protocol for fire-related incidents impacting the University of Pittsburgh, both on-campus and in off-campus student residences.

Scope

This procedure applies to University of Pittsburgh Police Department (UPPD), Public Safety & Emergency Management (PSEM), Environmental Health & Safety (EH&S), Facilities Management (FM), Student Affairs, and all stakeholders responsible for fire safety and emergency response.

I. Incident Confirmation

1. Initial Reporting

- Contact the UPPD Communications Center at **412-624-2121**.
- Notify the Chief or Deputy Chief of UPPD.

2. Location Assessment

Confirm whether the fire is:

- **On-campus** (academic, administrative, or residence halls)
- **Off-campus** (student housing not operated by the University)

II. Notifications

1. UPPD Communications Responsibilities

Notify EH&S Fire Safety or the EH&S Duty Officer at **412-298-7998**

2. On-Campus Fire Notification

- Notify the following:
 - Vice Chancellor (VC) or Associate VC, PSEM
 - University Communications and Marketing Team
 - PSEM Communications
 - Facilities Management
 - Panther Central
 - Student Affairs
- Initiate a WebEOC incident to track the event.
- The VC PSEM will inform:
 - Executive Senior Vice Chancellor (ESVC)
 - Chief Financial Officer (CFO) or Chief of Staff, Finance and Operations

3. Major On-Campus Fires

If the fire involves major facilities (e.g., residence halls):

- Establish the Pitt Emergency Operations Center (EOC)
- Send EH&S Fire Safety personnel to serve as liaisons with the City of Pittsburgh Fire Department

4. Off-Campus Fire Notification

Notify the following:

- University Communications and Marketing Team
- PSEM Communications
- Student Affairs

5. Student Casualties

If any student injuries or fatalities occur (on- or off-campus):

- Confirm the information
- Notify VC PSEM, who will coordinate a briefing with ESVC and CFO

III. Incident Response

1. Emergency Services Coordination

- Identify the responding Pittsburgh Fire Station or Fire Chief.
- Ensure UPPD secures the scene for safety and investigation.

2. Evacuation Procedures

- If a residence hall is affected:
 - Assess the need for evacuation
 - Notify the UPPD Chief or Deputy Chief to coordinate police security at the evacuation site
- If evacuees are directed to the Petersen Events Center (PEC): Notify the PEC Operations Team

3. Facility Support

Notify Facilities Management for support and coordination at academic or administrative buildings

4. Transportation Coordination

If evacuation transport is required, contact Parking, Transportation & Services (PTS) to arrange shuttles or other services

Active Killer Incident Response

Purpose

To provide clear, actionable procedures for confirming, notifying, and responding to an active killer situation at the University of Pittsburgh.

Scope

This procedure applies to all University departments and external agencies involved in the response to an active killer incident at the University of Pittsburgh. It specifically includes, but is not limited to, the University of Pittsburgh Police Department (UPPD), Public Safety & Emergency Management (PSEM), Environmental Health & Safety (EH&S), Facilities Management (FM), University Communications and Marketing (UCM), Student Affairs, and external emergency responders. This procedure is to be followed for all active killer incidents that occur on University property or involve University personnel, regardless of the location (e.g., academic buildings, residence halls, sports facilities).

I. Confirm Incident

Initial Reporting:

- Contact the University of Pittsburgh Police Department (UPPD) Communications Center at **412-624-2121**.
- Notify the Chief or Deputy Chief of UPPD immediately for coordination of the response.

II. Notifications

1. UPPD Communications

The UPPD Communications section will immediately send out an Emergency Notification System (ENS) message to the University community.

2. University Leadership

Contact the Vice Chancellor (VC) or Associate Vice Chancellor (AVC) of Public Safety & Emergency Management (PSEM), the PSEM Emergency Manager (EM), and the PSEM Communications Manager.

3. PSEM Leadership

The VC of PSEM will notify the Executive Senior Vice Chancellor (ESVC) and the Chief Financial Officer (CFO) or Chief of Staff, Finance and Operations.

4. PSEM Emergency Operations

The PSEM EM will immediately establish the Pitt Emergency Operations Center (EOC) and initiate an incident in WebEOC for real-time tracking and coordination.

5. University Communications

PSEM will contact the University Communications and Marketing Team to deploy a liaison for media interaction at both the Pitt EOC and the incident site.

III. Incident Response

1. Establish Incident Command

UPPD will assume incident command and coordinate with external agencies for additional support and response.

2. Building Security

If necessary, the Integrated Security Department (ISD) will remotely secure the affected University buildings in the area.

3. Reunification Sites

If the Petersen Events Center (PEC) or the University Club (UClub) are used for reunification, PSEM will coordinate with the PEC Operations Team and/or UClub management to manage security and traffic.

IV. Conclusion

1. All Clear Notification

The UPPD Incident Commander will issue an "All Clear" once the situation is resolved.

2. After-Action Review:

An after-action review will be conducted before briefing external agencies and stakeholders on the event's resolution and lessons learned.

Hazmat / Biological / Chemical Incident Response

Purpose

To provide clear procedures for the confirmation, notification, and coordinated response to hazardous materials (Hazmat), biological, or chemical incidents affecting the University of Pittsburgh.

Scope

This procedure applies to all relevant University departments and partners, including the University of Pittsburgh Police Department (UPPD), Environmental Health & Safety (EH&S), Public Safety & Emergency Management (PSEM), Facilities Management (FM), Student Affairs, and local emergency responders such as the City Fire Department and Hazmat Teams.

I. Incident Confirmation

Initial Reporting

- Contact the UPPD Communications Center at **412-624-2121**.
- Notify the Chief or Deputy Chief of UPPD to initiate response coordination.

II. Notifications and Escalation

1. EH&S Assessment

- If the incident is within EH&S response capabilities:
 - Contact the EH&S Director or EH&S Duty Officer at **412-298-7998**.
Note: EH&S response time may be up to one hour during non-duty hours.
- If the incident is beyond EH&S capabilities:
 - UPPD will contact the Pittsburgh Fire Department and/or Hazmat Team for external emergency response.

2. University Leadership and Departmental Notifications

- The Vice Chancellor (VC), PSEM will notify:
 - Executive Senior Vice Chancellor (ESVC)
 - Chief Financial Officer (CFO) or Chief of Staff, Finance and Operations
- Notify the following departments for situational awareness and support:
 - University Communications and Marketing
 - PSEM Communications
 - Facilities Management
 - Residence Life / Panther Central

3. Emergency Operations Activation

- Evaluate the need for partial or full activation of the Pitt Emergency Operations Center (EOC).

- If activated:
 - Dispatch an EH&S liaison to the incident site.
 - Initiate a new WebEOC incident for coordinated tracking and documentation.

4. Public Safety Communication

- Update safety.pitt.edu with timely and accurate incident information.
- If the situation is deemed critical:
 - UPPD Communications will issue an Emergency Notification System (ENS) alert to notify the University community.

III. Response Considerations

1. Impact Assessment

If the incident impacts academic facilities or residence halls:

- Notify Facilities Management and Residence Life immediately.
- Assess evacuation needs and, if required, activate “**Housing’s Student Evacuation Plan.**”

2. Transportation Coordination

If relocation is necessary: coordinate with Parking and Transportation to arrange shuttle or bus service for affected students or staff.

3. On-Site Management

- Monitor any decontamination procedures in coordination with EH&S and/or Hazmat teams.
- Ensure scene security in cooperation with UPPD and external emergency responders.

Civil Disturbance / Protest / Riot / Encampment

Purpose

To outline procedures for proactive monitoring, preparation, and coordinated response to civil disturbances, protests, riots, or encampments on or near University of Pittsburgh property.

Scope

This procedure applies to all relevant University departments and stakeholders, including the University of Pittsburgh Police Department (UPPD), Public Safety Emergency Management (PSEM), Student Affairs, Facilities Management (FM), University Communications and Marketing (UCM), and external partners such as the Pittsburgh Police Department.

I. Pre-Event Preparedness

Event Verification

- Verify any advertisements, flyers, or digital promotions through the University Communications and Marketing Team.
- Consult with Community and Government Relations to determine whether a parade or protest permit has been issued.

II. Notifications

1. Leadership Notification

Vice Chancellor (VC), PSEM will notify:

- Executive Senior Vice Chancellor (ESVC)
- Chief Financial Officer (CFO) or Chief of Staff, Finance and Operations

2. Internal Coordination

- Alert the Campus Crisis Assessment Team (CCAT) and schedule a planning meeting if necessary.
- Inform the Pittsburgh Police Civil Affairs Unit for coordination and intelligence sharing.

3. Departmental Coordination

Notify the following departments and request specific actions:

- Facilities Management – Secure construction sites and trash receptacles
- Panther Central – Secure outdoor trash bins near residence halls
- Pitt Parking and Transportation – Adjust or reroute shuttle/bus services
- University Communications and Marketing – Begin internal and external messaging preparation

III. Event Confirmation

1. Incident Confirmation

- Contact the UPPD Communications Center at **412-624-2121**.
- Notify the Chief or Deputy Chief of UPPD to initiate law enforcement presence and support.

2. Stakeholder Notification (If Large Student Involvement Expected)

Notify one or more of the following groups for situational awareness and response planning:

- Campus Crisis Assessment Team (CCAT)
- Strategic Planning Group (SPG)
- Emergency Coordination Center (ECC) list

IV. Event Response

1. Communications and Monitoring

- Ensure Student Affairs and University Communications have personnel actively monitoring social media platforms for real-time updates, misinformation, or escalation cues.
- Verify all surveillance cameras in the affected area are operational.

2. Operational Response

- Consider activating the Pitt Emergency Operations Center (EOC) for coordination and decision-making.
- Deploy a PSEM On-Ground Liaison to monitor and report from the field.
- Initiate an incident in WebEOC if operational coordination is required.

3. Facility & Security Controls

If necessary, coordinate with ISD/UPPD Communications Center to remotely secure buildings in impacted areas.