**From:** Mr. Gerald C. Zaboski
**To:** university-all@scranton.edu
**Subject:** Annual Notice of Safety and Security Exercises and Drills
**Date:** Wednesday, December 16, 2020 2:47:39 PM

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December 16, 2020

Dear Members of the University Community,

Each year, colleges and universities are required by federal law to notify their students, faculty, and staff about exercises and drills that are undertaken related to security and safety on campus. The University of Scranton conducts emergency response exercises each year, such as table top exercises, evacuation drills, tests of the emergency notification system and our ability to affect a lockdown. These exercises and tests are designed to assess and evaluate our emergency plans and capabilities of the institution.

Throughout the month of October 2020, the University conducted tests of the Emergency Evacuation Plan. Each of the academic, administrative, and ancillary buildings were evacuated by activating the fire alarm. As we do each semester, evacuation procedures were tested in every residence hall throughout the month of October. Due to the CDC guidelines, all exterior building doors were kept locked and access was only available through the use of a Royal card. A total lockdown could be activated upon confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health and safety of The University Community and access would not available through the use of a Royal Card.

On Thursday, February 13, 2020, and again on Thursday, September 3, 2020, the University tested its emergency notification system (ENS). A test message was sent to all students, faculty, and staff through our provider, Everbridge. The ENS placed a telephone call, and sent text messages and emails to all members of the community who have registered for these services. If you have not registered to receive an emergency notification through Everbridge, you can do so by going to the University's my.scranton portal, clicking on the Home tab, and selecting, Local Contact/Emergency Notification System Registration under the Emergency and Password Information tab.

On December 15, 2020, from 3 p.m. to 5 p.m., the University completed a pre-planned functional walkthrough for the purpose of evaluating sections of the University's Emergency Operations Plan (EOP). An external consultant facilitated and monitored the walkthrough involving an accidental contamination of an academic building and a residence hall with a hazardous material that necessitated a partial campus evacuation. The Incident Management Team reviewed the incident and how responding to it would impact University evacuation plans, procedures and operations. A detailed After-Action Report will be completed and shared with the members of the Incident Management Team.

The University's Emergency Operations Plan is designed to create a flexible, overarching process to manage all types of internal and external emergency incidents that may affect the campus. With a scope covering all employees, students, contractors and vendors, the plan includes: a hazard vulnerability analysis, a purpose statement and objectives, an operational format, functional annexes, incident specific annexes, and appendices. Individual departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

University of Scranton Police Officers and supervisors have received training in incident command and how to respond to critical incidents on campus. When a serious incident occurs causing an immediate threat to the campus, the first emergency responders to the scene will be the University Police and, depending on the nature of the incident, Scranton Police, the Scranton Bureau of Fire, and the Pennsylvania Ambulance or Commonwealth Health Emergency Medical Services. Each agency will respond and work together to manage the incident under a unified command system. Depending on the nature of the incident, other University departments and other local or federal agencies could also be involved in responding to the incident.

The Emergency Response Plan (ERP) is a set of specific instructions available to provide and educate both employees and students on appropriate procedures, practices, and responsibilities in the event of an emergency on campus. The Emergency Response Plan is available to all students and employees on-line.

Be assured that we will continue to work to improve our planning and procedures to be prepared to respond to emergency situations should they arise.

Have a wonderful Christmas and holiday break.

Gerry Zaboski
Incident Management Team Leader

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