



November 30, 2016

Annual Notice of Safety and Security Exercises and Drills

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, field exercises, and tests of the emergency notification system. These exercises and tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Throughout the month of September, the University conducted an annual test of the Emergency Evacuation Plan. Each of the academic, administrative, and ancillary buildings were evacuated by activating the fire alarm. Evacuation procedures are tested each semester in every residence hall, and were also completed in September for the fall semester.

At 11:50 a.m. on September 8, 2016, 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, I urge you to 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 August 9, 2016, the University completed a table top exercise for the purpose of testing the University's Emergency Operations Plan (EOP). An external consultant facilitated and monitored the scenario-based exercise involving a bomb threat, for the purpose of testing various components of the University's plan. As would be the case during an actual emergency, the Incident Management Team convened and developed a series of actions in response to the incident. Following the exercise, a detailed After Action Report and Improvement Plan was 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 Lackawanna County Ambulance may also be called upon for assistance. 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 University's Emergency Response Plan is available to all students and employees and can be found on the University Police webpage: <http://www.scranton.edu/about/university-police/documents/UofS%20ERP2016.pdf>

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.

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