



LEHIGH  
UNIVERSITY

Department of Earth and Environmental  
Sciences

EMERGENCY  
RESPONSE  
PLAN

December, 2010

# EMERGENCY RESPONSE PLAN

## College of Earth and Environmental Sciences Lehigh University

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### INTRODUCTION

The Earth and Environmental Sciences emergency response plan is intended to cover specific aspects of potential emergencies that would relate to the department. The emergency response procedures outlined in this document have been designed to support the much broader Lehigh University response to any given situation. Thus, the following plan exists only as a portion of an overall Lehigh University Emergency Response Plan.

### LEHIGH UNIVERSITY EMERGENCY RESPONSE LEADERSHIP

*The role of the department in any specific emergency is first and foremost to notify and support the University Emergency Response Officer (UERO) as events occur.* At Lehigh, the Chief of the University Police Department has been designated to serve in this capacity. At present, this individual is Edward K. Shupp who can be reached at Johnson Hall room 221, 36 University Drive (610)758-4200.

### DEPARTMENT EMERGENCY RESPONSE COORDINATORS

Joe Seem (8-3658; jss7) is the EES safety officer and co-emergency response coordinator. George Yasko (8-4840; gby0) is the STEPS building safety officer and co-emergency response coordinator.

### DISASTER LEVELS

Level I (minor emergency) – Any incident that has a minor effect on the operations of the University and the members of the University community. All minor emergencies **must be reported** to the Lehigh University Police Department. This plan would not be in effect for minor emergencies.

Level II (major emergency) – Major emergencies are any emergency incidents, actual or potential, that may affect entire buildings, the personal safety of members of the University community, or disrupt the overall operation of the University. This may require organizational resources in addition to those already available. The Chief of Police will notify the President through the Vice Provost for Student Affairs.

Level III (disaster) – Disasters are emergency incidents, natural or human-made that may cause serious injury to death to individuals or seriously impairs or halts the operations of the University. Casualties and severe property loss may be expected. A coordinated team effort will

be required of various campus services to effectively handle this contingency. Outside emergency services will be required.

## **DEPARTMENT INVOLVEMENT IN RESPONSE TO EMERGENCIES**

The University Emergency Response Officer will rely on the assistance and cooperation of members of the Department of Earth and Environmental Sciences (EES) and Environmental Initiative (EI) as specific emergency situations are addressed. Specific areas where assistance may be required include:

- Communications and Awareness to the University Community
- Basic Services Continuation
- Workforce Restoration
- Restoration of Classes

In these and other areas, members of EES and EI will be required to provide valuable and necessary assistance. As situations are addressed, decisions and communications within EES and EI will be made in a manner consistent with the Department's organizational structure, which is explained below.

## **ORGANIZATIONAL STRUCTURE**

(1) EES is chaired by Prof. Frank J. Pazzaglia. In addition, there are 14 professors in the EES department, 3 Research Scientists, 1 Technician, 2 Coordinators, and 27 graduate students.

(2) Frank J. Pazzaglia (EES) and Derick Brown (CEE) are co-directors of the Environmental Initiative. EES and EI are housed within the STEPS facility. The EI program has 3 faculty also housed in STEPS.

## **DECISION RESPONSIBILITY HIERARCHY**

While the University Emergency Response Officer will be the primary decision-maker during emergencies, the response to any particular situation is likely to require that decisions be made at the Department level. When such input is necessary, the hierarchy of those responsible will be:

- STEPS Safety Officer George Yasko, 8-3658
- Department Chair Frank J. Pazzaglia, 8-3667
- Safety Officer Joe Seem, 8-3658
- Department Administrator Laura Cambiotti, 8-3660
- Department Secretary Nancy Roman. 8-3660

## **EVACUATION PROCEDURES AND RENDEVOUS SITE**

When a decision has been made to evacuate STEPS Building (building 31 on attached map), those persons occupying the structure at that time should:

- (1) Immediately shut down any hazardous experiment or equipment **IF** that shut down can occur within a matter of seconds and,
- (2) Immediately thereafter exit at the nearest door, proceed to the nearest exterior door and then proceed to the rendezvous point identified as the **Fairchild-Martindale walkway** in front of the STEPS lawn (listed RP on the map) in single file and in an orderly fashion to await further instructions. In the event of dangerous weather, the rendezvous point will be in the covered portion of the walkway. The elevators in STEPS are not to be accessed during evacuation.

