



PHILADELPHIA
UNIVERSITY

**SAFETY PROTOCOLS
AND COMMUNICATIONS**

October 5, 2015

Actions

1. Informed campus community of information about a possible threat to a college/university near Philadelphia
 - Sunday, Oct. 4
 - 4:15 p.m., first alert emailed from PR
 - 11:25 p.m., follow up email from Jeff Baird
 - Monday, Oct. 5
 - 9:53 a.m., third email sent from PR
 - 1:40 p.m., follow up email from Matt Baker
2. Significantly increased police and security presence on campus
3. Continually communicated with FBI, Homeland Security and local police
4. Made decision to operate on a normal schedule based on information received from FBI and that it was not a PhilaU-specific threat.

Follow Up

1. Leadership team met to debrief and outline future action items
2. Team reached out to other area institutions to compare notes and determine best practices
3. Team met with students at SGA-sponsored forum
4. Discussion at Faculty Meeting – Oct. 20

Moving Forward

Team looking at revising protocols:

1. Use of RAVE alert system for all alerts
 - Conduct a campaign to encourage greater participation in RAVE alert system
2. Alerts to come from and signed by Director of Security, Provost or President, as appropriate
3. Class attendance protocols
4. Earlier guidance communication to faculty, staff and RAs
5. More on-campus training
6. Develop protocol for Push Notifications from PhilaU App – encourage all audiences to download
 - Faculty
 - Staff
 - Students
 - Parents/Family members

Moving Forward

7. Evaluate frequency of communications
8. Establish better ways to track rumors
9. Include link to emergency resource guide on Security website (*as it is on the PhilaU App*) in email communication <http://www.philau.edu/security/emergencyresourceguide/index.html>
 - What to do in case of a campus-wide emergency
 - Fire
 - Crime
 - Active Shooter
 - Illness of Serious Injury
 - Accident/Physical Disaster
 - Bomb Threat
 - Civil Disturbance
 - Hazardous Materials/Gas Leak
 - Severe Weather Emergency
 - Campus Evacuation
 - Explosion/Terrorism