

## Critical Information Requirements and Notification Events

<u>Category</u>	<u>Critical Information Requirements</u>	<u>Priority</u>	<u>Report Required</u>	<u>Reporting Method &amp; Level</u>
Safety	Serious Injury or accident occurring, resulting in the death or life-threatening injury of personnel	Immediate		Voice & Follow-up Email
Safety	Serious near-miss safety incident	Immediate		Voice & Follow-up Email
Safety	OPP personnel to the hospital	Immediate		Voice & Follow-up Email
External Influences/Media	Employee misconduct with local authorities ( <i>arrests, warrants, high profile investigations</i> )	Immediate		Voice & Follow-up Email
External Influences/Media	Any significant media event which would cause embarrassment to PSU	Immediate		Voice
External Influences/Media	Unplanned road closing, car accident	Urgent		Voice OR Email
External Influences/Media	Major act(s) of vandalism, protests, unapproved gathering/demonstration	Urgent		Voice OR Email
External Influences/Media	Any significant event that occurs during a major event on campus ( <i>Football, Graduation, Move-in/out</i> )	Immediate		Voice
External Influences/Media	Any threats ( <i>bomb, suspicious item/package</i> )	Immediate		Voice
External Influences/Media	Unscheduled VIPs traveling to campus	Immediate		Voice
External Influences/Media	OPP Staff - scheduled meetings with PSU VIPs ( <i>Old Main Meetings</i> )	Urgent		Voice OR Email
External Influences/media	Outside inspection/audit from an outside regulatory agency ( <i>DEP, OSHA, EPA, etc.</i> ) - announced/unannounced	Urgent		Voice OR Email
External influences/media	Teamsters - significant actions that affect University Operations	Urgent		Voice OR Email
External Influences/media	Major weather events having significant implications at University Park and CWC operations	Immediate	Emergency Event Sheet	Voice & Follow-up Email

**Immediate:** As soon as possible, notification via phone or in-person preferred. Most expedient means available. 1

**Urgent:** Within 6 hours of the event. If an event occurs after business hours, notify within the first hour of the following business day. Voice (preferred), email (secondary), or best means available.

**Low (Routine):** Email or best means available.

**Reporting Method & Level:** Will be reported to OPP's Vice President of Facilities Management and Planning & Chief Facilities Officer

## Critical Information Requirements and Notification Events

Facility	Scheduled utility outage greater than 6 hours	Low	SDR Record	Email
Facility	Unplanned utility outage of 2 hours or more	Urgent	Emergency Event Sheet	Email
Facility	Unplanned Power Interruption to multiple buildings	Immediate	Emergency Event Sheet	Voice & Follow-up Email
Facility	Unplanned Power interruption – campus-wide	Immediate	Emergency Event Sheet	Voice & Follow-up Email
Facility	Whole or partial building ( <i>floor, wing, suite</i> ) <i>unplanned loss of heat or electricity</i>	Urgent	Emergency Event Sheet	Email
Facility	Unplanned partial or whole building evacuation ( <i>e.g., flood, mold, fire alarms, etc.</i> )	Immediate	Emergency Event Sheet	Voice & Follow-up Email
Facility	Major utility leaks ( <i>HVAC, Plumbing, Gas, etc.</i> )	Immediate	Emergency Event Sheet	Voice & Follow-up Email
Facility	OPP caused maintenance issues or interruptions	Urgent	Emergency Event Sheet	Voice OR Email
Facility	Any damage causing significant financial implications	Urgent	Emergency Event Sheet	Voice OR Email
Facility	Any damage that causes injury to a building occupant or bystander	Immediate	Emergency Event Sheet	Voice & Follow-up Email
Facility	Issues affecting VIPs ( <i>Deans, AVPs, Distinguished Researchers, critical facilities</i> )	Urgent		Voice OR Email
Facility	Issues affecting VIP locations/spaces ( <i>Old Main, Schreyer House</i> )	Immediate		Voice & Follow-up Email
Facility	Fire Alarms activated - Fire company dispatched	Immediate	Emergency Event Sheet	Voice & Follow-up Email
Facility	Critical alarms ( <i>Ammonia alarms, critical refrigeration alarms, exhaust fan fails for labs with fume hoods, toxic gas monitoring</i> )	Urgent		Voice OR Email
Facility	Damage or interruption to PSU generated utilities that result in loss of service, impact to people, property demand, or environmental concern	Immediate	Emergency Event Sheet	Voice & Follow-up Email

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*Effective: December 2021*

*Last Updated: September 2022*

<b>Facility</b>	Unplanned utility repairs. For any OPP response that is within Penn State footprint that causes a major disruption to traffic/pedestrian flow and/or located in high visibility areas ( <i>i.e., Old Main, etc.</i> ) affecting normal campus operations.	Immediate		Voice & Follow-up Email
<b>Environmental</b>	Significant hazardous material, waste, fuel, or oil spills	Immediate	Emergency Event Sheet	Voice & Follow-up Email
<b>Environmental</b>	Outdoor fire	Immediate	Emergency Event Sheet	Voice & Follow-up Email
<b>Environmental</b>	Radiation exposure	Immediate	Emergency Event Sheet	Voice & Follow-up Email
<b>Environmental</b>	Tree Removal	Urgent		Voice OR Email
<b>Environmental</b>	Any event or issue that could result in a PA Department of Environmental Protection or EPA violation ( <i>Notice of Violation, fine, etc.</i> )	Low		Email
<b>OPP Personnel</b>	Theft, rudeness to customers, harassment, any activity of an OPP employee that could harm the reputation of the University and/or OPP or cause issues with customers, co-workers, PSU Employees, or students.	Urgent		Voice OR Email
<b>OPP Personnel</b>	Major labor relations issues within shops or crews or any issue that would need to be brought to the AVP. Conflicts, significant culture or morale issues, decisions, or actions that may cause someone to want to speak with the AVP.	Urgent		Voice OR Email
<b>OPP Personnel</b>	Death of an employee, death in employee family, serious family issue ( <i>house fire</i> ), any major personal crisis	Immediate		Voice & Follow-up Email
<b>OPP Personnel</b>	Key leadership ( <i>Supervisor and above</i> ) issues: decisions to retire, resign from current position, etc.	Urgent		Voice OR Email
<b>Cyber</b>	Cyber Security Threat	Immediate		Voice & Follow-up Email

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<b>Design and Construction</b>	Project Management criteria: project budgets exceedances, contractor safety incidences, enactment of liquated damages, etc.	<b>Urgent</b>		<b>Voice OR Email</b>
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