



# **CAMPUS EMERGENCY MANAGEMENT PLAN**

FULL PUBLIC VERSION

VERSION 1.0 (9/13/2017)

## EMERGENCY PHONE LIST

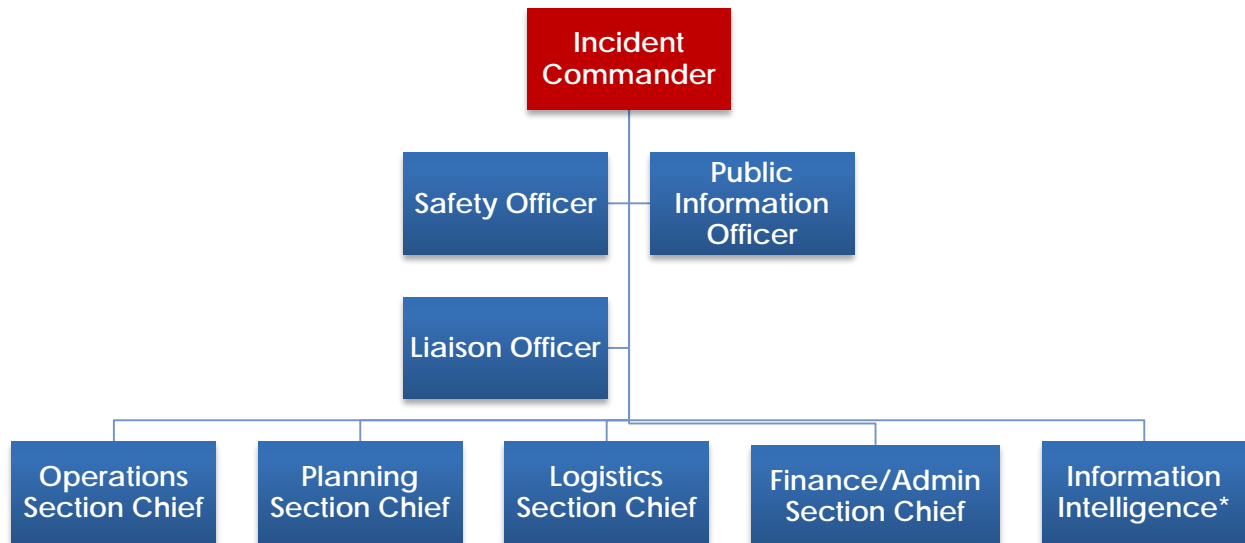
<b>Emergency .....</b>	<b>9-911</b>
<b>Campus Safety.....</b>	<b>315-792-3046 or 611</b>
<b>President's Office.....</b>	<b>315-792-3222</b>
<b>Facilities .....</b>	<b>315-792-3191</b>
<b>Marketing and Communications.....</b>	<b>315-792-3047</b>
Counseling .....	315-792-3032
Dean of Students .....	315-792-3100
Health Center .....	315-792-3094
Human Resources .....	315-792-3276
IITS .....	315-792-3115
Residential Life.....	315-792-3285
Sodexo.....	315-792-3178
Utica Fire Department .....	315-731-2000
Utica Police Department.....	315-735-3301
Oneida County Sheriff's Office.....	315-736-0141
Oneida County Emergency Services .....	315-765-2527
New York State Police – Marcy Station.....	315-736-0122
FBI – Utica Resident Office .....	315-732-2157
FBI – Albany Field Office .....	518-465-7551
U.S. Secret Service – Syracuse Field Office .....	315-448-0304
U.S. Postal Inspectors – Troy/Albany .....	518-274-1679
NYS DHSES: OEM Region IV Office.....	315-438-8907
NYS DHSES – State Watch Center.....	518-292-2200
National Weather Service – Binghamton .....	607-798-6625
National Grid .....	800-892-2345
Mohawk Valley Water Authority .....	315-792-0301
NYS Dept. of Health Duty Officer .....	866-881-2809
Oneida County Dept. of Health .....	315-798-6400

## RECORD OF CHANGES

[illegible]

## Campus Emergency Management Team (CEMT) Structure

The Campus Emergency Management Team (CEMT) is structured in accordance with the Incident Command System (ICS) to promote agreement and integration with local emergency response organization structures. Position titles and roles/responsibilities are consistent with ICS.



*\*Note: Intel/Information may be included in the organizational structure of the CEMT under a Section Chief (shown above), within the Command Staff, as a Unit under the Planning Section, or a Branch within the Operations Section. The incident objectives and available resources should be considered when making this decision.*

## The ICS Planning “P”

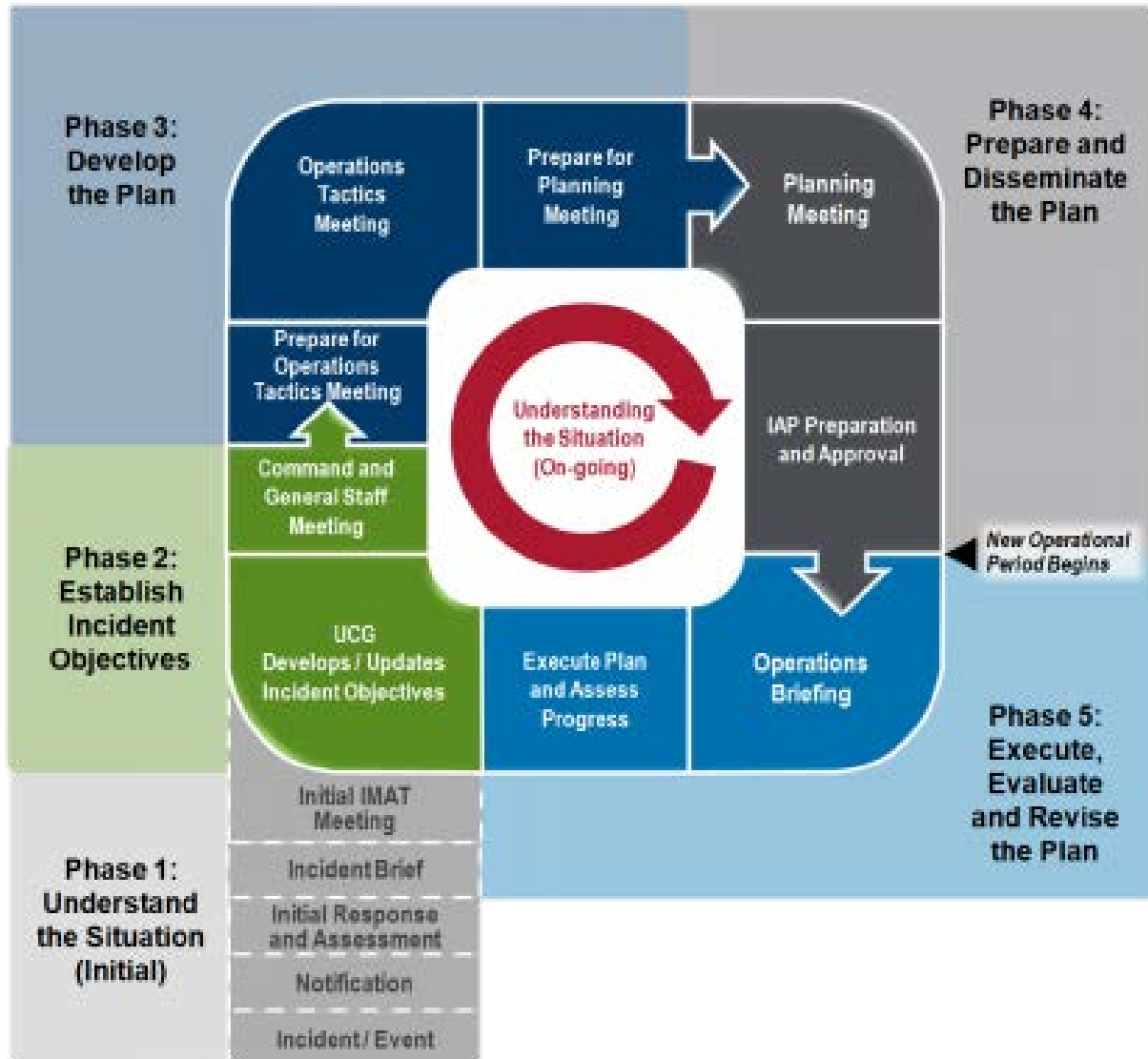


Image source: USCG/FEMA IAP Guide.

# Table of Contents

EMERGENCY PHONE LIST .....	2
RECORD OF CHANGES .....	3
Campus Emergency Management Team (CEMT) Structure .....	4
The ICS Planning “P” .....	5
Table of Contents .....	6
SECTION 1 – INTRODUCTION .....	8
1.1 Purpose and Scope of the Campus Emergency Management Plan .....	8
1.2 Letter of Promulgation: Office of the President .....	9
1.3 Mission Statement .....	10
1.4 Comprehensive, All-Hazards Approach .....	11
SECTION 2 – CONCEPT OF OPERATIONS .....	12
2.1 Declaring a College State of Emergency .....	12
2.2 Plan Activation & Mobilization Procedures .....	12
2.3 Policy Group .....	13
2.4 Campus Emergency Management Team (CEMT) .....	13
2.5 Emergency Operations Center (EOC) .....	22
2.6 Unified Command .....	24
2.7 Transfer of Command .....	25
2.8 Incident Action Plan (IAP) .....	26
2.9 Emergency Procurement and Reimbursements .....	29
2.10 Demobilization Process .....	30
SECTION 3 – EMERGENCY CLASSIFICATIONS .....	31
3.1 Types of Emergencies .....	31
SECTION 4 - EVACUATION, LOCKDOWN, AND SHELTER-IN-PLACE .....	32
4.1 Evacuation .....	32
4.2 Lockdown .....	35
4.3 Shelter-in-Place .....	37
SECTION 5 – COMMUNICATIONS & MEDIA RELATIONS .....	38
5.1 Monitoring Systems .....	38
5.2 Stakeholder Analyses .....	38
5.3 Joint Information Center (JIC) & Joint Information System (JIS) .....	38
5.4 Establishing the Media Center .....	38
5.5 Establishment & Criteria for Utica College Spokespersons .....	39
5.6 Emergency Activation .....	39
5.7 Emergency Notifications & Warning .....	39
5.8 Pre-Approved Scenarios & Associated Messaging .....	40
SECTION 6 - HAZARD-SPECIFIC ANNEXES .....	41
6.1 Bomb Threats .....	41
6.2 Biological, Chemical, or Radiological Release (Actual or Threat) .....	44
6.3 Suspicious Mail and Packages .....	45
6.4 Civil Disorder .....	48
6.5 Person with a Weapon/Shots Fired/Active Shooter .....	49
6.6 Death of a Student or College Community Member .....	51
6.7 Building Fire, Carbon Monoxide Incident .....	53
6.8 Hazardous Materials Incident .....	56
6.9 Hostage Incident .....	58
6.10 Water Emergency .....	59
6.11 Widespread Illness or Public Health Threat .....	61
6.12 Long Duration Power Outage Procedures .....	63

SECTION 7 - FUNCTIONAL ANNEXES..... 65

7.1 International Emergencies..... 65

7.2 Cyber Incidents ..... 68

7.3 Weather Monitoring ..... 69

7.4 Reunification ..... 73

7.5 Academic Impact and Continuity of Operations..... 74

7.6 Closing Campus, Cancelling Classes, Essential Services and Designated Responders75

SECTION 8 – EMERGENCY MANAGEMENT DUTIES ..... 77

APPENDICES ..... I

Appendix A - Site Specific Emergency Procedures (Liverpool Site) ..... I

Appendix B - Site Specific Emergency Procedures (Clark City Center, Downtown Utica) V

Appendix C - Site Specific Emergency Procedures (St. Petersburg, Florida) ..... VI

Appendix D - Bomb Threat Checklist..... X

Appendix E - Technical Specialists..... XI

Appendix F - Credential and “Go Bags” .....XII

Appendix G - Special Needs Provisions ..... XIII

# SECTION 1 – INTRODUCTION

## 1.1 Purpose and Scope of the Campus Emergency Management Plan

The Utica College Campus Emergency Management Plan (CEMP) outlines policies and procedures for managing major emergencies that may threaten the health, safety, property or reputation of the Utica College community or significantly disrupt its programs, activities, or interests. The plan provides a structure for coordinating mitigation, preparedness, response, and recovery efforts relating to Utica College personnel and resources.

The plan applies to a broad range of major emergency incidents and other events<sup>1</sup> affecting the life and safety of College constituents, the College's physical condition, credibility, or interests. These incidents may be limited to Utica College facilities or related to regional incidents that may impact campus, stakeholders, and other facilities/property.

This plan provides a comprehensive approach to empower the Campus Emergency Management Team (CEMT) members to activate, assemble, and address impacts and consequences to determine appropriate response strategy; this plan also informs the CEMT, Utica College leadership, departments, and individuals of resources available to organize and support the College's response and management of such operations.

The plan is designed for major emergencies or planned events and should be activated when an emergency reaches proportions beyond the capacity of routine departmental response procedures. For example, implementation of the plan is appropriate in the following situations:

- An incident causes severe damage with the possibility of casualties to members of the College community.
- Utility services appear inoperable for an extended time.
- Coordinated emergency response or coordinated actions related to a planned event may be required for more than 4 hours.
- An incident occurs that could significantly damage the College's reputation.

**This document is the official emergency response plan for Utica College and supersedes all previous plans.** The Campus Emergency Management Plan is intended to be a living document and should be revised frequently to ensure all details remain current and reflect the abilities, procedures, risks, hazards, vulnerabilities, and other information pertinent to emergency and crisis response at Utica College.

The CEMP is part of the College's Emergency Management Program and is but one plan of several. This plan covers emergency response while other documents cover training & exercises, mitigation, continuity and recovery activities. The CEMP works in concert with other plans and in many cases, is reliant upon other plans for successful execution. For example, the CEMP can only be successful if personnel and systems are trained.

The CEMP has been prepared for, reviewed and approved by Utica College leadership. This document should be reviewed annually to ensure plans, policies, and annex material are updated.

---

<sup>1</sup> Within this plan, the word "incident" will refer to any non-planned occurrence, natural, technological or human-caused, that requires an emergency response to protect life or property (e.g. fires, explosions, extended power outages, mass casualty events, hazardous materials releases, security breaches, financial malfeasance, etc.); the word "event" will usually be used to reference a planned, non-emergency activity (e.g. sporting events, commencement, etc.).



## 1.2 Letter of Promulgation: Office of the President

Utica College is committed to protecting the welfare of its campuses and community members as well as its intellectual property and facilities. For this reason, the *Campus Emergency Management Plan* has been developed and will continually be refined as new threats, hazards, facilities, and capabilities emerge and are assessed. With the implementation of this Plan, the College is well positioned to effectively respond to emergencies while minimizing impact and maximizing the effectiveness of College resources. While this plan is focused on emergency response, it sets the stage for recovery and return to normal operations.

In order for the College to effectively respond to a wide variety of emergencies, the campus community needs to be vigilant and willing to meet the considerable challenges that emergencies often present. As such, the campus community and partners have specific roles and responsibilities during emergencies. Campus Safety is responsible for immediate response to emergencies while working closely with local law enforcement, fire department and emergency medical services agencies to provide immediate life-saving services.

All emergency response activities will be consistent with principles outlined in the National Incident Management System and organizational structures will be consistent with the Incident Command System. By adopting these nationally-accepted systems, Utica College's emergency management activities will be congruent with partners in an effort to effectively and efficiently prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

The *Campus Emergency Management Plan* is designed to help students, employees and guests respond appropriately when emergency conditions arise. With that in mind, I expect those in leadership positions from all departments across our campuses to commit time and resources to emergency preparedness and fulfill their roles as defined in this plan. Every member of the Utica College community should understand their role in emergency situations and commit to supporting emergency preparedness activities such as planning, training, and incident management.

I ask that you review this plan and become personally committed to the Plan's ultimate goal of protecting our community should an emergency impact one of our campuses.



**Laura M. Casamento**  
President – Utica College

## 1.3 Mission Statement

The Campus Emergency Management Plan is a procedural document that follows National Incident Management System (NIMS) principles and incorporates the Incident Command System (ICS) for organizing, coordinating, and directing available resources toward the management of emergencies and crises. The plan is scalable, adaptable, and flexible – it includes a chain of command that establishes authority and responsibility of various individuals critical to response and recovery operations, while still being consistent to partners and agencies beyond Utica College that may be involved.

### ***Prevention***

Prevention describes an entity's actions to minimize, avoid, prevent, or stop human-caused threats such as terrorism or other violence. Prevention activities related to Utica College will be led by the agency holding jurisdiction (may depend on the incident, location, and other factors).

### ***Protection***

Protection is the sum of the activities, policies, and capabilities developed to reduce or eliminate risks to people, property, and the environment from technical, man-made, and natural hazards. Protection activities generally focus on efforts to protect against hazards that are difficult to mitigate and includes actions that the whole community can take to improve resilience both on- and off-campus.

### ***Mitigation***

Mitigation is an entity's actions taken prior to a disaster to lessen a disaster's impact. Mitigation activities typically enhance a community's resilience by reducing long-term vulnerability through the management of risks. Integral to and the first step in the mitigation process is conducting threat/hazard identification, risk and vulnerability assessments.

### ***Response***

Response encompasses the immediate actions taken to respond to hazards or threats. A detailed explanation of Utica College's overall response protocols can be found in hazard-specific and functional annexes to this Plan.

**The main objectives included in all response activities are below (based on NIMS/ICS):**

- Protect life safety & stakeholder well-being
- Minimize losses and damage to property and facilities
- Protect and minimize impact to the environment
- Stabilize the incident in concert with partners
- Maintain business and academic continuity

### ***Recovery***

Recovery includes activities taken to return the community to pre-disaster status or the "new normal." There are typically two phases; short-term recovery (usually addressed in response plans) and long-term recovery (addresses return of academic departments, rebuilding facilities, social and mental health issues, and the restoring the campus community; usually addressed in separate plans).

## 1.4 Comprehensive, All-Hazards Approach

Utica College uses an all-hazards approach to emergency planning. This allows the College to use one general plan to address common activities that apply to multiple situations instead of having multiple plans. For example, although the cause for evacuation may be different for different hazards, the need to evacuate and the process for evacuation is generally the same from incident to incident.

The all-hazards approach is equally applicable to vulnerability assessment and recovery plans as it is to response procedures. All-hazards planning also has the added benefit of being more cost effective and, therefore, more efficient. Personnel do not need to remember multiple plans and procedures, so there is less chance of error, and it is easier to educate the affected population on their roles and responsibilities.

### 1.4.1 National Incident Management System (NIMS)

This plan is structured under the National Incident Management System (NIMS), the nationally endorsed approach to incident management and response. NIMS provides guidance for a consistent and integrated framework for the management of emergencies. Moreover, governmental emergency agencies (e.g., fire, law enforcement, health, public works, EMS) responding to an incident at Utica College will follow the same protocol, permitting a coordinated response. Finally, NIMS provides a standardized framework for communication and information sharing at all levels of incident management, ensuring that all affected constituents receive consistent incident-related information throughout the emergency.

### 1.4.2 Incident Command System (ICS)

The Incident Command System (ICS) is a universal emergency management system designed to address all levels of emergency response.

Since this plan is structured under NIMS and ICS, the CEMP provides for the following components:

- **Common Terminology** to enhance operations and communication (especially with Fire/Police/EMS)
- **Unified Command Structure** to ensure that responsibilities are delegated and decisions are made at the appropriate level and that one voice represents the College
- **Manageable Span of Control** so that supervision and responsibility will be limited within a manageable range
- **Unity of Command** so each participant will have to report to and receive directives from only one supervisor
- **Comprehensive Resource Management** requiring the coordination and inventorying of necessary resources both within the College and from outside resources

## **SECTION 2 – CONCEPT OF OPERATIONS**

### **2.1 Declaring a College State of Emergency**

The authority to declare a College State of Emergency rests with the President of the College. In the President's absence, the Provost & Senior Vice President for Academic Affairs, the on-duty Campus Safety Sergeant, and/or the President's designee are authorized to take such action. The declaration of a "College State of Emergency" shall activate this plan and its processes.

### **2.2 Plan Activation & Mobilization Procedures**

The Office of Campus Safety serves as the initial contact for reporting and assessing all emergency situations. The Director of Campus Safety or his/her designee shall immediately consult with the President, his/her designee, and/or the Executive Director of Facilities Planning & Operations regarding the situation and the possible need for declaring a "Campus State of Emergency". In the event of incidents on or near the campus, or involving College property, campus safety officers and facilities employees will be dispatched to determine the extent of the damage and risk to Utica College stakeholders, facilities, and property.

During a College State of Emergency, the Director of Campus Safety shall place into immediate effect the appropriate procedures necessary to respond to the emergency and, to the extent possible, safeguard persons and property.

Upon declaring an emergency, the Campus Emergency Management Team (CEMT) is activated and empowered as per the Campus Emergency Management Program. The lead individual for the incident assumes the role of Incident Commander (IC). This delegation of authority also includes the understanding that those activated as part of the CEMT may be required to suspend some or all of their daily work assignments and report to different supervisory personnel than normally required.

When a College State of Emergency is declared, only enrolled students, members of the administration, faculty, staff, emergency personnel, and invited guests are authorized to be on Utica College property. Members of the media will be restricted to the designated Media Center or areas expressly permitted by the Incident Commander and/or Public Information Officer while escorted by designated College personnel. Those who cannot provide proper identification proving their legitimate business will be asked to vacate the premises as long as no immediate or personal threat exists that would restrict travel.

## 2.3 Policy Group

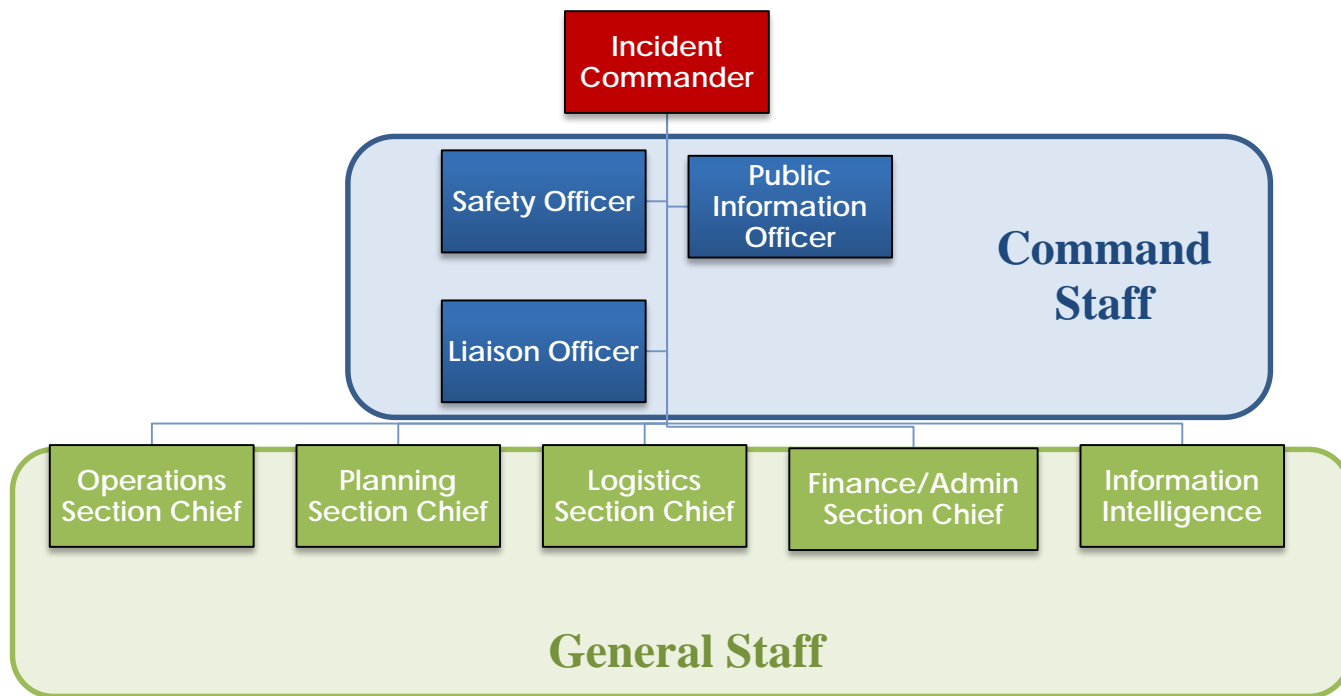
Led by the College President, the Policy Group is ultimately responsible for the response actions outlined within this and other College plans. The Policy Group is generally comprised of the President's cabinet and chief among its responsibilities is empowering and supporting the Campus Emergency Management Team. Additional general responsibilities of the team include:

- Declaring a College State of Emergency
- Approving recommendations from the CEMT
- Approving temporary suspension of campus policies and procedures
- Approving temporary suspension of core campus activities and programs
- Liaising with local, regional, state and/or federal elected officials
- Considering and enacting actions related to the reputation and viability of the College

## 2.4 Campus Emergency Management Team (CEMT)

The Campus Emergency Management Team (CEMT) provides the command and control infrastructure that is required to manage logistical, fiscal, planning, operational, safety, and campus communications issues related to any and all incidents/events. Following Incident Command System (ICS) protocols, the CEMT includes individuals who serve as the Incident Commander, Command Staff, and General Staff.

**The organizational chart below illustrates the Utica College CEMT structure.**



*Current CEMT members and associated contact information are listed on page 1 of this plan.*

### 2.4.1 Incident Commander (IC)

The Incident Commander (IC) manages all emergency activities, including development, implementation, and review of incident/event strategies and objectives.

The IC has authority over all emergency response efforts and, for purposes of this plan, serves as supervisor to the Command Staff (Public Information Officer, the Safety Officer, and the Liaison Officer), as well as the General Staff, who report to Section Chiefs in the areas of Planning, Operations, Logistics, Finance/Administration, and Information/ Intelligence.

The IC is responsible for the overall management of the incident and all activities/functions until he or she delegates and assigns those activities/functions to Command and/or General Staff (C&GS) depending on the complexity of the event.

#### **The IC is responsible for tasks such as the following:**

- Review and be familiar with “common responsibilities”<sup>2</sup> of all emergency management personnel
- Provide overall leadership for incident response
- Assess the incident situation and/or obtain briefing(s) from prior IC
- Establish S.M.A.R.T.<sup>3</sup> incident objectives and immediate priorities
- Establish an appropriate organizational structure, consistent with need and availability
- Approve and authorize the implementation of an Incident Action Plan in conjunction with C&GS, as appropriate (see Section 2.8: Incident Action Plan (IAP))
- Authorize the release of information to the news media and general campus community
- Approve requests for additional resources
- Keep the President and Cabinet informed of incident/event status
- Approve the use of trainees, volunteers, assistants, deputies, and auxiliary personnel
- Order the demobilization of CEMT or other incident resources, when appropriate

#### ***Establishing an Incident Commander***

When an incident occurs, an initial IC will be established from among the initial responders, typically a staff member from the Office of Campus Safety or the Office of Facilities Management. As persons with more authority or expertise arrive on the scene, command will be transferred from one IC to the next.

Each IC is responsible for providing a situation status briefing to the incoming IC. The IC will represent Utica College in the event that a Unified Command is established (see Section 2.6: Unified Command).

### 2.4.2 Command Staff

---

<sup>2</sup> List of “common responsibilities” can be found in CEMT-issued Field Operations Guide ICS 420-1.

<sup>3</sup> SMART is an acronym for Specific / Measurable / Action-oriented / Realistic / Time-bound.

The Command Staff report directly to the Incident Commander. Positions include the Public Information Officer, the Safety Officer, and the Liaison Officer. All Command Staff positions may have one or more assistants<sup>4</sup>

***Public Information Officer (PIO)***

The Public Information Officer (PIO) is responsible for relaying incident-related information to Utica College personnel, the public, the media, and other agencies.

**The PIO is responsible for tasks such as the following:**

- Review and be familiar with “common responsibilities” of all emergency management personnel.
- Determine from the Incident Commander if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain Incident Commander’s approval of media and other official releases.
- Inform College President of media presence and conduct/support cabinet-level media briefings.
- Arrange for tours, interviews or briefings that may be required.
- Obtain media and public information that may be useful to incident planning and operations.
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- Coordinate and manage social and new media sources that represent the College.
- Maintain Unit/Activity Log.

---

<sup>4</sup> Note: Assistants may represent coordinating agencies or simply assist with the duties associated with the position. Being an assistant does not necessarily mean that individual is qualified to assume the Command Staff role in which they support; in contrast, any individual holding the role of Deputy must be qualified and capable of assuming the role they support (Incident Commander, Section Chiefs, and Branch Directors may have one or more Deputies).

### ***Safety Officer (SOFR)***

The Safety Officer monitors, evaluates, and recommends procedures for all incident operations for hazards and unsafe conditions, including the health and safety of Utica College emergency responder personnel. The primary responsibilities of the Safety Officer are Utica College personnel. Outside agencies are responsible for their personnel.

#### **The SOFR is responsible for tasks such as the following:**

- Review and be familiar with “common responsibilities” of all emergency management personnel.
- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review and provide input for the Incident Action Plan to include safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Complete a Safety Analysis to identify potential risks to personnel
- Assign assistants as needed.
- Review and approve the medical plan.
- Develop Hazardous Materials Site Safety Plans as required.
- Maintain Unit/Activity Log.

### ***Liaison Officer (LOFR)***

The Liaison Officer is responsible for coordinating with external partners, such as city, county, state, or federal agencies, as well as with public and private resource groups (referred to as Agency Representatives). Liaison Officers should possess the **intelligence** to think quickly on their feet; the **diplomacy** to effectively advocate for the college's interest; the **discretion** to be exposed to and entrusted with sensitive matters; and sufficient **gravitas** to be given credence by our external partners.

#### **The LOFR is responsible for tasks such as the following:**

- Review and be familiar with “common responsibilities” of all emergency management personnel.
- Be a contact point for Agency Representatives.
- Maintain a list of assisting and coordinating agencies and Agency Representatives.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Maintain Unit/Activity Log.



### 2.4.3 General Staff

General Staff responsibilities cover four sections and one function, each headed by a Section Chief:

- Operations
- Planning
- Logistics
- Finance and Administration
- Information/Intelligence<sup>5</sup>

Sections can be expanded to meet the resources and needs of the response. Section Chiefs report directly to the Incident Commander and may assign one or more Deputies.

#### ***Operations Section (OPS)***

The Operations Section is responsible for managing all incident-specific operations of an emergency response, including tactical recommendations to field personnel.

#### **OPS is responsible for tasks such as the following:**

- Review and be familiar with “common responsibilities” of all emergency management personnel.
- Assess the extent of the incident (often in cooperation with local emergency responders).
- Develop operational components of the Incident Action Plan (see Section 2.8: Incident Action Plan (IAP)).
- Manage all tactical operations relevant to the incident/event.
- Determine needs and requesting additional resources necessary to implement tactics.
- Conduct and facilitate Tactics Meetings and participate in other meetings/briefings, as required.
- Make, or approve, expedient changes to the Incident Action Plan during the operational period, as necessary.
- Approve suggested list of resources to be released from assigned status (not released from the incident).
- Assemble and disassemble strike teams/task forces<sup>6</sup> assigned to Operations Section (through the use of Branches, Divisions, and/or Groups, as necessary<sup>7</sup>).
- Report information about changes in the implementation of the IAP, special activities, events, and occurrences to Incident Commander as well as to the Planning Section Chief and Public Information Officer.
- Maintain Unit/Activity Log.

---

<sup>5</sup> Information/Intelligence is often referenced in this plan as a “Function” because of the wide variety of ways it can be utilized in response to an incident/event. For the majority of Utica College purposes, the Information/Intelligence Function will be leveraged as a Section, led by a Section Chief.

<sup>6</sup> A strike team is a specified combination of the same resource, with common communication and a leader; the term task force is used to describe a group resources of different kind/type, with common communication and a leader.

<sup>7</sup> A Branch is an organization level having functional, geographic, or jurisdictional responsibility for major parts of the incident; Branches oversee Divisions (organizational level having responsibility for operations within a specific geographic area) and Groups (organizational breakdown that sections incident into functional areas of operation).

### ***Planning Section (PLANS)***

The Planning Section is responsible for collecting, monitoring, evaluating, and disseminating information relating to the response effort. The Planning Section Chief may be overburdened with taking notes on the incident. A “recorder” or “scribe” should be assigned to assist the Planning Section Chief with this function. This section is additionally responsible for the development, maintenance, and distribution of the Incident Action Plan (see Section 2.8: Incident Action Plan (IAP), as well as the demobilization process (see Section 2.10: Demobilization Process).

#### **PLANS is responsible for tasks such as the following:**

- Review and be familiar with “common responsibilities” of all emergency management personnel.
- Activate Planning Section units: Documentation, Resources, Situation, Demobilization.
- Assign available personnel already on site to ICS organizational positions, as appropriate.
- Collect and process information about the incident.
- Supervise Incident Action Plan (IAP) preparation.
- Provide input to the Incident Command and Operations Sections Chief in preparing the Incident Action Plan.
- Conduct and facilitate Planning Meetings and participate in other meetings/briefings, as required.
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
- Determine need for any specialized resources in support of the incident.
- Provide Resources Unit with the Planning Section’s organizational structure, including names and locations of assigned personnel.
- Assign Technical Specialists, where needed.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Compile and display incident status summary information.
- Provide status reports to appropriate requesters.
- Advise Command & General Staff of any significant changes in incident status.
- Instruct Planning Section Units in distribution and routing of incident information.
- Prepare resource release recommendations for submission to Incident Command.
- Maintain all records pertinent to the incident.
- Maintain Unit/Activity Log.

### ***Logistics Section (LOGS)***

The Logistics Section is responsible for obtaining and transporting supplies, personnel, and material support necessary to conduct the emergency response (e.g. equipment acquisition,

lodging, transportation, food, medical and so forth limited to Campus personnel needs.).

**LOGS is responsible for tasks such as the following:**

- Review and be familiar with “common responsibilities” of all emergency management personnel.
- Plan organization of Logistics Section.
- Assign work locations and preliminary work tasks to Section personnel.
- Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- Assemble and brief Branch Directors and Unit Leaders.
- Participate in Incident Action Plan preparation.
- Identify service and support requirements for planned and expected operations.
- Provide input to, and review: Communication Plan, Medical Plan, Traffic Plan, and Vessel Routing Plan.
- Coordinate and process requests for additional resources.
- Review Incident Action Plan and estimate Section needs for next operational period.
- Advise on current service and support capabilities.
- Prepare service and support elements of the Incident Action Plan.
- Estimate future service and support requirements.
- Provide input to Demobilization Plan as required by Planning Section.
- Recommend release of unit resources in conformance with Demobilization Plan.
- Ensure general welfare and safety of Logistics Section personnel.
- Maintain Unit/Activity Log.

### ***Finance/Administration (FASC)***

The Finance/Administration Section is responsible for purchasing and cost accountability relating to the response effort. This section documents expenditures, employee time, purchase authorizations, damage to property, equipment usage, and vendor contracting. In administration, this section provides additional personnel as may be required for clerical functions to support the CEMT.

#### **FASC is responsible for tasks such as the following:**

- Review and be familiar with “common responsibilities” of all emergency management personnel.
- Review Common Responsibilities.
- Attend briefings/meetings with responsible company/agency to gather information.
- Attend planning meetings to gather information on overall strategy.
- Determine resource needs.
- Develop an operating plan for Finance/Administration functions of incident.
- Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
- Inform members of the Command & General Staff when Section is fully operational.
- Meet with assisting and cooperating company/agency representatives, as required.
- Provide input in all planning sessions on financial and cost analysis matters.
- Maintain daily contact with company/agency(s) administrative headquarters on finance matters.
- Ensure that all personnel time records are transmitted to home company/agency according to policy.
- Participate in all demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving incident.
- Maintain Unit/Activity Log.

### ***Information/Intelligence Function (INTEL) [OPTIONAL]***

Situational awareness is enhanced and common operating picture fostered by the Intelligence/Information Function through the sharing of pre- and post-incident information, intelligence, and real-time investigation activities.

INTEL is responsible for ensuring incident- or event-related information is handled in a way that not only safeguards the information but also ensures that it gets to those who need access to it to perform their missions effectively and safely; INTEL focuses on information in the below categories:

- Information security
- Physical security
- Critical infrastructure and key resources
- Sensitive information (classified, law enforcement or operations-sensitive, proprietary, export-controlled information, etc.)

**INTEL is responsible for tasks such as the following:**

- Review and be familiar with “common responsibilities” of all emergency management personnel.
- Attend briefings/meetings with responsible company/agency to gather information.
- Assess the reliability of and need to disseminate information related to the above categories
- Serve as the College’s liaison to investigative, intelligence, and other organizations and provide updates to appropriate personnel through meetings.
- Maintain Unit/Activity Log.

## 2.5 Emergency Operations Center (EOC)

Emergency situations or planned events that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from an Emergency Operations Center (EOC).

The EOC functions as the location where the Campus Emergency Management Team plans, coordinates, and delegates all emergency response and recovery activities. It should be located outside of the exclusion (danger) zone.

Only those members of the administration, faculty, and staff who have been assigned Campus Emergency Management Team will be assigned to the EOC. Others may be requested to be present to provide specialized support to the CEMT (examples may be Dining Services, Housing, Student Health, Human Resources, or others as needed).

The EOC will operate on a 24-hour, 7-day basis during extended events with rotating shifts until the emergency is over. Normal shift rotation is 12 hours on, 12 hours off with the three CEMTs (A, B, and C) reporting to relieve the preceding shift. The Incident Commander determines when the incident no longer needs coordination from the EOC.

The pre-determined, suggested EOC locations are listed on page 5 of this plan.

### ***Emergency Operations Center Activation***

The EOC will be activated during any emergency situation or planned event that requires the immediate coordination of multiple College departments/units and emergency responders.

The degree to which the EOC is activated depends on the need for coordination and communication between internal and external interests.

The Planning Section is responsible for preparing the EOC facility for operation (along with Logistics) and checking staff into the EOC.

As a standard practice, the Command Staff and General Staff Section Chiefs will report to the EOC to assume coordination roles.

The Incident Commander will determine which staff report to the EOC and which staff report to their normal workstations to coordinate response efforts.

Command Staff and General Staff are required to check-in with Planning Section staff upon arrival at the EOC. If a staff member is unavailable in an emergency, Planning Section staff will coordinate with the Incident Commander to designate alternate staff from other CEMTs, based on the need and available personnel.

While the EOC is open, regular briefings will be scheduled and facilitated by the Planning Section. Briefings provide a focused opportunity to:

- Ensure all EOC personnel are on the same page (have the same situational awareness)
- Base upcoming decisions on all information currently known

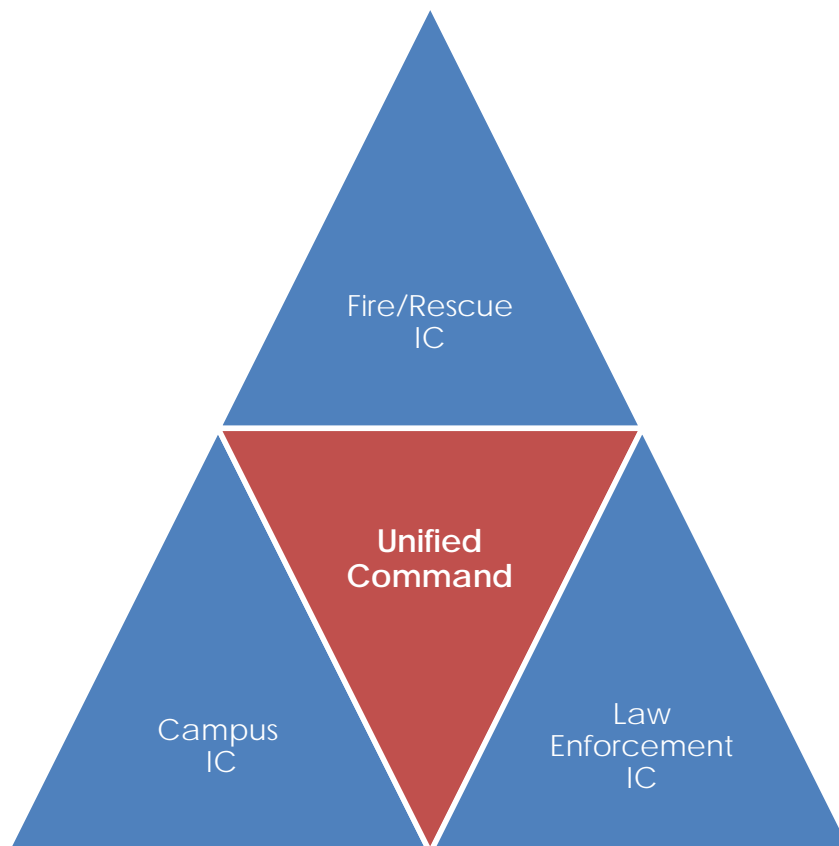
During briefings, all EOC participants should devote full attention to the briefings, i.e. no phone calls, radio calls, or other electronic communications. Since formal briefings halt EOC

operations, they should be well facilitated and participants should be succinct with their contributions.

## 2.6 Unified Command

A Unified Command is established when there is more than one agency within the incident jurisdiction or when multiple jurisdictions are working together to respond to an incident. For example, both the Utica Fire/EMS Department and the Utica Police Department may be called to the scene of a fire, in which case a Unified Command may be established, with each department's operations being headed by its own Incident Commander. Once outside emergency agencies arrive, the heads of these agencies will assume control of the scene and coordinate with Utica College assets.

In the event that a Unified Command is established, the Utica College Incident Commander will represent the College's response operations, and the Campus Emergency Management Team will be integrated into the Unified Command's Incident Command System. In this case, the role of the College's Liaison Officer is of paramount importance, since that individual will coordinate communications between the various agencies and the College.





## 2.7 Transfer of Command

Transfer of command is the process of moving the responsibility for incident command and delegation of authority from one Incident Commander to another. Transfer of command may take place for many reasons, including:

- Shift limits require a transfer of command when the incident extends into the next operational period.
- A jurisdiction or agency is legally required to take command.
- When necessary for effectiveness or efficiency.
- Incident complexity changes.
- When personnel need to be relieved on incidents of extended duration.
- There are personal emergencies (e.g., a member of the CEMT has a family emergency).
- The President of the College directs a change in command.

A main feature of the Incident Command System is a procedure to transfer command with minimal disruption to the incident. This procedure may be used any time personnel in supervisory positions change. The following three key procedures should be followed whenever possible:

- The transfer should take place face-to-face.
- The transfer should include a complete briefing.
- The effective time and date of the transfer should be communicated to all personnel who need to know, both at the scene and elsewhere.

A transfer of command briefing should always take place. The briefing should include the following essential elements of information:

- Situation status
- Incident objectives and priorities based on the Incident Action Plan
- Current organization
- Resource assignments
- Resources ordered and en-route
- Incident facilities
- Incident communication plan
- Incident prognosis, concerns, and other issues
- Introduction of Command and General Staff members

## 2.8 Incident Action Plan (IAP)

An Incident Action Plan (IAP) is a written or verbal strategy for responding to the incident developed by the Incident Commander and the Section Chiefs from the General Staff. The IAP is developed for a specific Operational Period (usually the next operational period – 12 hours, 24 hours, or another established duration<sup>8</sup>).

A written IAP is not required for smaller incidents. In those cases, the Incident Commander can verbally communicate response strategy to the Campus Emergency Management Team and other responding resources.

In larger emergency situations, a written IAP will be more effective. A written IAP should be considered when:

- The anticipated duration of the response extends beyond the initial four hours.
- Recovery is anticipated to be extensive (alternate housing, dining, counseling, or alternate academic facilities will be needed).
- A hazardous material is involved (required).

### ***Developing an Incident Action Plan***

In larger emergency situations and for planned events, the Incident Commander and Section Chiefs from the General Staff will meet immediately to develop the IAP. The Planning Section Chief is responsible for writing, maintaining, and distributing the IAP. The Campus Emergency Management Team may use a standard template for developing the IAP (such as those developed by the Federal Emergency Management Agency).

The Operations Chief will delineate the amount and type of resources needed to accomplish the plan. The Planning, Logistics, Finance/Administration Sections must work together to accommodate those needs.

The IAP will include standard forms and supporting documents that convey the Incident Commander's intent and the Operations Section's tactical direction for the accomplishment of the plan. The Planning Section will communicate with other Section Chiefs any materials and documentation needed to develop the plan. The Incident Commander approves the written IAP.

Copies of the IAP are distributed to all members of the Campus Emergency Management Team and other personnel necessary to the incident/event.

The IAP should be conveyed to all resources on scene. A briefing prior to each shift should be held to communicate the IAP to everyone involved in the incident.

In a Unified Command situation, the Joint Incident Commanders will work together and with all Command & General Staff to develop a singular IAP.

---

<sup>8</sup> Operational period lengths may be pre-established prior to an incident/event or identified by the Incident Commander; every operational period should begin with an Operational Period Briefing led by the Command & General Staff.

## ***Documentation & Content to be included in an Incident Action Plan (IAP)***

It is important that the incident be properly documented throughout the response effort. Forms for documenting information will be provided by the Planning Section with the Incident Action Plan (IAP). Thorough documentation will track key decisions and actions implemented and made as the incident/event progresses, ensure information is transferred accurately during shift changes, ensure the After-Action Report (AAR) will be compiled once the incident has been resolved, and assist in reimbursement measures taken after operations have been concluded.

The documentation needs of an incident may change at any time. The IAP should be a scalable document and can include the below sections:

- Incident Briefing & Summary
- Incident Objectives
- Organization Assignment List(s)
- Assignment List(s)
- Organizational Chart(s)
- Communications List & Plan(s)
- Medical Plan(s)
- Safety Message & Plan(s)
- Weather Report(s)
- Map(s) & other pertinent documentation

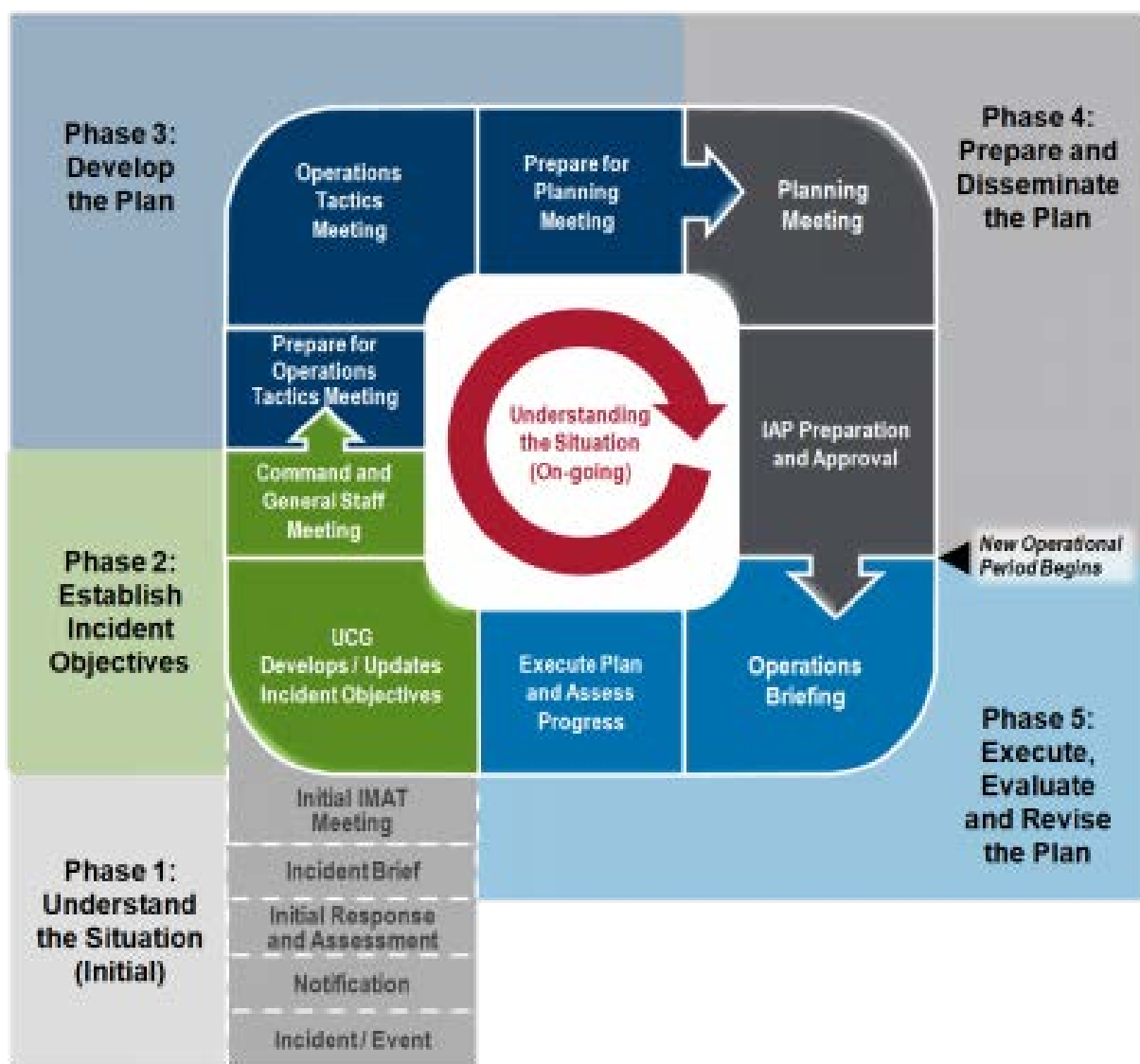
ICS Forms (standardized and developed by FEMA or other organizations) can be utilized to formulate the IAP. The forms can be found at the following link:  
<http://training.fema.gov/emiweb/is/icsresource/icsforms.htm>

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	Incident Briefing	Initial Incident Commander
*ICS 202	Incident Objectives	Planning Section Chief
*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart (wall-mount size, optional 8½" x 14")	Resources Unit Leader
**ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List (optional 8½" x 14" and 11" x 17")	Resources Unit/Check-In Recorder
ICS 213	General Message (3-part form)	Any Message Originator
ICS 214	Activity Log (optional 2-sided form)	All Sections and Units
ICS 215	Operational Planning Worksheet (optional 8½" x 14" and 11" x 17")	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 218	Support Vehicle/Equipment Inventory (optional 8½" x 14" and 11" x 17")	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	Resource Status Card (T-Card) (may be printed on cardstock)	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident

### ***Implementing the Incident Action Plan***

The Operations Section oversees implementing components of the IAP. The Operations Section Chief will meet with supervisors of external tactical resources to brief them on the plan and delineate their respective assignments.

The Operations Section has the authority to make appropriate adjustments to the plan as needed to meet the plan objectives in the most efficient manner possible. Changes should be communicated to the Incident Commander and Planning Section Chief.



**Image source:** USCG/FEMA IAP Guide.

## 2.9 Emergency Procurement and Reimbursements

Reimbursements from state or federal governments occur in the aftermath of rare emergencies and disasters. However, when an incident of eligible magnitude occurs, significant hardship has likely occurred and reimbursements are not only welcome, but may be necessary to help ensure the financial viability of the institution. Provisions for reimbursements from Presidential Disaster Declarations are outlined in The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act, Public Law 93-288).

To prepare for this potential, the Finance/Admin Section Chief will enact emergency procurement protocols at the outset of incident response and will follow procedures and processes as detailed in the CEMT - Finance Section Binder. Generally, these provisions state:

1. Some standard procurement processes may be bypassed in the interest of supporting the incident
2. Some spending caps may be raised
3. All procurements related to the emergency or disaster will be approved by the Finance/Admin Chief with Incident Commander Approval required for amounts over \$1,000
4. Appropriate forms will be distributed and utilized and supporting documentation will be collected, mandatory forms include:
  - For all Purchases – The Emergency Authorization Form must be completed and receipts must be obtained and attached.
  - Time Sheets must be completed for all CEMT personnel and maintained by the Finance/Admin Chief
5. Emergency procurements will conform with campus policy, state law, Government Accounting Office standards and Federal Emergency Management Agency guidelines
6. Emergency procurement procedures will be discontinued as soon as practical

If a Presidential Disaster Declaration is being considered or has been approved, the Finance/Admin Section Chief in conjunction with the Vice President For Financial Affairs & Treasurer will liaise with their counterpart at the County or State Emergency Operations Centers to ensure a coordinated effort is established. This working relationship will also enable the Finance/Admin Section Chief to learn about and enact any incident-specific procedures that pertain to finances, claims, etc.

After an incident where a Presidential Disaster Declaration took place, the Finance/Admin Section Chief in conjunction with the Vice President For Financial Affairs & Treasurer will:

1. Collect all procurement-related forms and documentation
2. Complete required forms provided by the County, State and/or FEMA
3. Submit a completed reimbursement packet to the County, State and/or FEMA

## 2.10 Demobilization Process

The Incident Commander decides when the situation is under control and the Campus Emergency Management Team can be demobilized. Demobilization requires two key functions:

- Demobilization of response units (General Staff Sections)
- Documentation of the incident (i.e., After-Action Reports)

The Planning Section oversees the preparation of demobilization planning and collection of incident documentation, to include:

- Release priorities & procedures (check-out)
- Demobilization processes
- Responsibilities
- Terms of agreements
- Claims, personnel records, and incident cost
- Directories (maps, telephone listings, etc.)

### ***Demobilization of Response Units***

The Incident Commander meets with Section Chiefs to develop a demobilization plan for the General Staff Sections. Section Chiefs are responsible for overseeing the demobilization of their respective sections as well as prioritizing the release of resources.

### ***Documentation of Incident***

After the incident has been resolved, an After-Action Report (AAR) will be compiled to include information about the incident, the response actions taken, and lessons learned.

The AAR is developed by the Planning Section (or suitable designee, including an external partner/consultant if warranted). Information for the AAR will be gathered from the members of the Campus Emergency Management Team, leadership from the College, other response team members, and other required individuals or groups. The AAR will serve as the official record describing the incident and the College's response efforts. The lessons learned will be used to update this plan and will be incorporated in future training/exercises and programmatic elements.

Additional documentation required for insurance and disaster assistance purposes will be organized by the Finance/Administration Section.

## SECTION 3 – EMERGENCY CLASSIFICATIONS

### 3.1 Types of Emergencies

The Utica College community face a range of emergencies. Each plausible emergency type is defined as a threat or hazard in the College's Threat and Hazard Identification Risk Assessment (THIRA). For each listed threat or hazard, the THIRA assesses the College's vulnerability, offers mitigation strategies and lists any special considerations unique to Utica College. The THIRA identifies the following threats and hazards:

- Winter storm
- Cold
- Thunderstorm (Wind, Lightning, Hail)
- Tornado
- Disease Outbreak
- Heat
- Tropical Storms (including Hurricanes)
- Flash Flood
- Earthquake
- Utility Failure
- Water Supply Contamination
- Cybersecurity
- Large Fire/Conflagration
- Explosion/Structural Collapse
- Hazardous Materials (fixed site or transportation related)
- Civil Unrest
- Active Shooter & Violence
- Terrorism

## SECTION 4 - EVACUATION, LOCKDOWN, AND SHELTER-IN-PLACE

### 4.1 Evacuation

Situations requiring Utica College constituents to evacuate from occupied facilities include, but are not limited to:

- Natural gas leak
- Fire<sup>9</sup>
- Flammable liquid spill/and or release
- Power failure
- Hostage situation
- Hazardous chemical spill/and or release
- Structural collapse
- Hurricane
- Flooding
- Winter storm

The goals of an evacuation include:

- Minimize injury and death.
- Facilitate effective response.
- Move as many people as possible to a safe place.

#### 4.1.1 Evacuation Procedures

Public safety personnel first on the scene must decide whether immediate evacuation is warranted. This decision can be made independently, in consultation with other officers, or by information received at the scene. **It is standard policy that all personnel evacuate a facility in the event of a fire alarm.**

Upon notification of the need for an evacuation, the responding Campus Safety Sergeant will notify the Director of Campus Safety or designee.

Immediately identify the area to be evacuated. The evacuation will require a room-to-room check of the facility. Move all evacuees to a staging area and begin a census to establish that the evacuation is complete. Prior to an actual census, it is most important to be certain there is no one left inside the building.

Should any occupant refuse to evacuate, Campus Safety should be notified and the location of the occupant identified; Campus Safety or fire personnel will respond to the site and remove the occupant, if necessary and safe to do so. Refusal to evacuate may result in disciplinary action.

---

<sup>9</sup> In the event of a fire alarm, Campus Safety and Facilities are dispatched to the location of the alarm to lead the evacuation effort. Residence Life may also be dispatched for alarms in the residence halls. In the event of fire, elevators are not to be used – use the stairs.



If deemed necessary, the Office of Marketing and Communications will initiate the appropriate campus-wide communications.

**IMPORTANT NOTE:** If a working fire, smoke, or other evidence of combustion or hazardous material is present, under no circumstances will anyone except fire service personnel equipped with self-contained breathing apparatus (SCBA) enter any structure.

#### **4.1.2 Evacuation of Persons with Access & Functional Needs**

In the event that individuals with access or functional needs are involved in an evacuation effort, the Campus Safety Sergeants or on-duty Residence Assistant at the scene will make every attempt to lead them to safety. As a precaution, any person utilizing a wheelchair should be housed on the ground level floor. Deaf and hard-of-hearing students should have TTY phone capability in their rooms and strobe lights that are connected to the fire alarm system (a vibrating alarm can also be placed under the pillow or mattress). The Office of Learning Services should be consulted in developing a plan for these evacuations. Facilities will consult with Human Resources and the Office of Learning Services to determine if alternate evacuation plans are required for any individuals. The Emergency Management Coordinator will explore the use of Safe Rooms on the ground floor level and the appropriate signage for them or other access/functional needs resources. This should be coordinated with the Utica Fire Department and other associated emergency response agencies.

#### **4.1.3 Relocation Procedures for Residence Halls**

The following represents a general strategy to be employed in the event a Utica College residence hall becomes uninhabitable due to events such as fire, flood, contamination, loss of critical services, or designation as a crime scene subject to an extended investigation. The type of response will be determined by the extent of the emergency. If necessary, Facilities Management may be contacted for the use of Utica College vehicles. Other resources to assist with transportation include local school districts, local churches, and mass transit companies (e.g., CENTRO; Birnie Bus Service).

##### ***Short-Term Evacuations (Displacement less than 12 hours)***

- Students are moved to the nearest safe housing lounge, non-housing lounge, academic building, or the athletic center.
- Campus support services are employed (emergency food, showers, medical or disability related needs are arranged as needed, possibly with outside rental or disaster assistance agencies).

##### ***Long-Term Evacuations (Displacement longer than 12 hours)***

- Alternatives include high schools, neighboring colleges and local hotels. The local chapter of the American Red Cross should be enlisted for assistance and advice.

#### **4.1.4 Relocation Procedures for Academic, Support, and Administrative Facilities**

Should a partial or full campus evacuation be ordered by public safety or the Campus Emergency Management Team, College employees will receive the following types of direction.

##### ***Short-Term Evacuations (Displacement less than 12 hours)***

- Employees may be directed to remain on or near campus, should there be a reasonable expectation that the incident prompting the emergency will be resolved in time for employees to return to work

##### ***Long-Term Evacuations (Displacement longer than 12 hours)***

- Non-essential employees will be directed to stay off campus
- Depending on the nature of the emergency, essential employees may be asked to remain on or near campus so they can support essential services

## 4.2 Lockdown

When there is a credible and imminent threat to the Utica College community, it may be necessary to lock down a building, a region of buildings or the entire campus. A lockdown is defined as a procedure by which people are secured in the rooms they are currently in and no one is allowed to leave until the situation has been resolved. Lockdown allows the College to isolate bystanders from immediate danger, and is most commonly used when there is a threat inside a building.

Any properly trained employee may initiate a lockdown based upon an actual or imminent threat or violent incident. A lockdown is the response to the worst-case scenario, and must be executed with appropriate urgency and seriousness.

### 4.2.1 Objectives

- Minimize injury and death.
- Facilitate effective response.
- Move as many people as possible to a safe place.
- Neutralize the threat.

### 4.2.2 Lockdown Procedures

Faculty, staff, and students are notified through the UCAAlert System of a lockdown, or the lockdown is initiated by an employee or employees based on witnessed or overheard reports. If the lockdown is initiated by an employee, that person should immediately notify both 911 and Campus Safety. A lockdown or shelter-in-place may then be initiated for all other buildings on campus.

**Persons affected by the lockdown should follow these guidelines:**

- If it is safe to do so, persons in hallways or adjoining areas should be moved to the room being locked down (out of the line-of-sight).
- Close the room door and lock/close all windows, doors, and blinds, if possible. Turn off all lights and barricade the door(s) with any heavy objects that are in the room
- If door locks are not installed, secure the door with cords/belts around the door closer, chair legs through door handles and/or cords held tightly around door handles
- Instruct all persons in the room to set cell phones on silent. Do not use them to make a call or send a text. Cell phone noises or uses attract the attention of those threatening to do harm.
- Scatter occupants along the walls of the room, out of view of the door(s) and windows. This will allow law enforcement a clear line of sight into the room should an intruder gain access to the room. It will also assist with a controlled escape for the occupants of the room. Avoid gathering in one section of the room, if possible.
- No one should be allowed to enter or leave the room under any circumstances.
- Do not answer or communicate through your locked door, unless you can verify it's a law enforcement officer
- Do not allow anyone into your "secured" area.
- If present, do not answer the room phone.
- Do not respond to a fire alarm (i.e. evacuate) unless imminent signs of fire are observed.
- Do not talk within your secured area except as absolutely necessary.
- Do not respond to intercom, public address system, or other announcements.

- Take attendance including any additional people that entered the room during the incident. Keep this record for when you are released from the lockdown.

Lockdown will end only when occupants are physically released or evacuated from the room by emergency responders or other authorities. An “all clear” notification will be made via UCAAlert once the campus has been fully cleared by law enforcement personnel – this is the only method in which lockdown orders will be terminated by the College and all other communications related to this official termination will be additional and secondary.

#### 4.2.3 Run-Hide-Fight

In many parts of the nation, Lockdown is being augmented by Run-Hide-Fight. In 2012, the City of Houston produced and trademarked a short video entitled *Run-Hide-Fight, Surviving an Active Shooter Event*<sup>10</sup>. While the *Hide* phase is generally synonymous with *Lockdown*, the two additional options, *Run* and *Fight*, round out a broader range of options for people encountering an active shooter.

**Run** – this phase encourages people, who feel it is safe to do so, to flee the site and later reunite at a pre-determined assembly area

**Hide** – synonymous with Lockdown; secure and silence a room

**Fight** – when faced with an active shooter and there is no time for Run or Hide, Fight encourages people to distract and incapacitate the shooter using whatever means necessary.

This suite of options is one popular evolution of Lockdown and should be shared with the campus community.

---

<sup>10</sup> The phrase Run Hide Fight® is a registered trademark of the City of Houston, and the Run. Hide. Fight.® video is Copyright © 2012 City of Houston.  
(<http://www.houstonoem.org/go/doc/4027/2856026/Run-Hide-Fight-Surviving-an-Active-Shooter-Event>)

## 4.3 Shelter-in-Place

Shelter-in-place is a procedure whereby the campus population (or a portion) remains where they are, or are moved to a single or multiple locations on campus. It is most commonly used during bomb threats, toxic releases and weather emergencies where there is a potential risk of exposure to atmospheric contamination or the elements.

### 4.3.1 Objectives

- Minimize injury or death.
- Locate and contain any device or weather damage.
- Facilitate emergency responses.
- Establish safe routes and designated areas.

### 4.3.2 Shelter-in-Place Procedures

#### *For a Non-Specific Threat*

- Faculty, staff, and students will be notified to shelter-in-place by the UC Alert System, or shelter-in-place may be initiated by an employee. If the shelter-in-place is initiated by an employee, that person should immediately notify Campus Safety, who will notify 911.
- Employees should scan their respective areas for anything out of the ordinary.
- If no device is found, a decision to continue classes, evacuate the building, or cancel classes will be made by College officials. Officials will consult with law enforcement to make their decision.
- If a device is found, faculty, staff, and students should follow steps for a specific bomb threat.

#### *For a Specific Threat*

- Staff and students are notified to shelter-in-place by the UC Alert System, or shelter-in-place may be initiated by an employee<sup>11</sup>. If the shelter-in-place is initiated by an employee, that person should immediately notify Campus Safety, who will notify 911.
- Faculty, staff, and students should stay in place if it is safe to do so.
  - Close and lock all exterior windows and doors
  - Turn off all heating, ventilation, and conditioning (HVAC) systems when directed to do so
- If a decision is made to move to another internal location, Campus Safety will ensure that the route to the location and the location are cleared prior to moving.
- Staff will assist first responders as necessary.

#### *For a Weather-Related Incident*

- Faculty, staff, and students will be notified to shelter-in-place by the UC Alert System or shelter-in-place may be initiated by an employee. If the shelter-in-place is initiated by an employee, that person should immediately notify Campus Safety.
- Faculty, staff, and students should immediately move to a hallway or an internal room without windows and stay there.
- 911 should be called if emergency assistance is needed.

---

<sup>11</sup> Alternative land-line phone/voice notification with RAs or other method of communication may be required in these situations.

## SECTION 5 – COMMUNICATIONS & MEDIA RELATIONS

The Public Information Officer or his/her designee will respond to media inquiries, issue news releases and all-College announcements, and designate one central location (Media Center) for meeting with on- and off-campus media personnel, outside of the exclusion (danger) zone. These meetings may also include essential emergency personnel.

If possible, no news conferences or news releases will take place until a briefing involving key Campus Emergency Management Team members has taken place and all available, releasable information has been evaluated and organized. All news releases must be approved by the Incident Commander. The college President must be notified in advance of a media briefing.

Full text of all other guidelines and procedures related to public information management can be found in the *Risk, Crisis, and Emergency Communications Plan*.

### 5.1 Monitoring Systems

Utica College will monitor for potential crisis or emergency situations that have potential actively impacting the UC stakeholder community, or with potential impact to facilities using various technology platforms. Social media, television and radio broadcast, and other channels may all be monitored (both passively and actively) for the purpose of identifying existing or potential issues; mitigating their effects; implementing this plan; maintaining situational awareness; and/or activating the Crisis Communications Team, Campus Emergency Management Team, and others necessary to response.

### 5.2 Stakeholder Analyses

The CEMP considers a number of internal and external stakeholder groups (each outlined in the *Risk, Crisis, and Emergency Communications Plan*), which could potentially be uniquely affected by an incident and, in certain cases, may require tailored communications. Within each of these stakeholder groups will also be found individuals with specific access and functional needs, for whom standard messaging MUST be tailored.

### 5.3 Joint Information Center (JIC) & Joint Information System (JIS)

In events/incidents that involve multiple outside partners (such as large planned events, regional disasters, etc.), the college may be asked to participate in a Joint Information System and provide a representative to the Joint Information Center. Though it would be unusual for the college to operate it's own JIC, the college should be prepared to provide a representative to the local JIC/JIS either personally or virtually and should also anticipate and coordinate the needs of local, state, and Federal emergency managers to assess the need for staging a JIC on campus or utilizing Utica College assets.

### 5.4 Establishing the Media Center

The Media Center Coordinator is a position that may be activated to support a Media Center on- or off-campus to communicate and coordinate with the news media for briefings and press conferences. This individual should have in-depth understanding of and exposure to local news media organizations, press conference protocol/etiquette, and also have strong interview/presentation skills (though they will not be the lead spokesperson or Public Information Officer they may be required to be on-camera for extended periods to field questions, often in uncertain circumstances).

## 5.5 Establishment & Criteria for Utica College Spokespersons

Though the spokesperson(s) selected for an incident/event will ideally remain static through an activation, the selection of spokespersons may be variable and determined by the CEMT Public Information Officer on-duty for the operational period). Spokespersons' availability, on-camera presence, knowledge of the incident/event or college, credibility, and other factors should all be considered. All Utica College spokespersons should undergo in-depth, in-person media relations, spokesperson, and crisis communications training on a regular basis; it is important to note that the Public Information Officer may serve as a the spokesperson, but this is usually not the case.

## 5.6 Emergency Activation

Utica College has the capability of allowing individuals witnessing or involved with an emergency situation to access emergency services by **dialing 9-911, for outside assistance, or extension 3046 for campus emergency assistance**. If the campus emergency number is called, Utica College Campus Safety Officers are dispatched to the scene and appropriate emergency services personnel are notified. Also on campus are designated "blue phone" boxes, which have the capability of accessing the emergency line in the Office of Campus Safety. When one of these call boxes is activated, the caller is connected directly to the Office of Campus Safety.

Upon receiving the initial report, the Director of Campus Safety or his/her designee will make an initial judgment as to the emergency level and response required and communicate with appropriate personnel as outlined in the plan.

## 5.7 Emergency Notifications & Warning

Utica College will utilize a mass notification system in times of crisis, life safety emergencies, in conjunction with planned events, and for risk or recovery communications; this may include, but is not limited to, radio and television, UC Alert, social media, print media, email, and websites.

The Offices of Campus Safety and Marketing and Communications typically coordinate non-Clery Act mass notifications.

For Utica College, "emergency notification" means immediate notification, upon confirmation, to students or employees of a significant emergency or dangerous situation that threatens health or safety. Emergency notification may use the same methods of dissemination as mass notification. UCAlert provides for broad dissemination; verbal notification or a fire alarm may provide notification for more localized incidents, such as a fire or gas leak within a building.

The Office of Campus Safety issues emergency notifications in coordination with the Office of Marketing and Communications or other responsible departments.

For Utica College, "timely warning" is the issuance of a warning to students and employees as soon as pertinent information is available about Clery crimes that have occurred anywhere on the Clery geography as defined by the Clery Act and are considered by the institution to represent a serious or continuing threat. These crimes must have been reported to the Office of Campus Safety. Notification may be by any appropriate means and may include any or all of the methods used for mass notification. The Office of Campus Safety will, in coordination with the Office of Marketing and Communications, issue timely warnings.

- **All students, faculty, staff, and visitors** have the responsibility for reporting emergency situations to appropriate authorities.
- **Office of Campus Safety** answers calls made internally to extension 3046 and those made via the “blue phone” boxes on campus. Campus Safety dispatches Campus Safety Officers to respond to incidents reported via these methods. Campus Safety also has responsibility for requesting response from local first responder agencies and for activating the campus Comprehensive Emergency Management Plan per established guidance. Campus Safety may also dispatch officers when notified by local first responders that they are en-route to the campus for incidents reported via 911.
- The **Office of Campus Safety** also issues emergency notifications in coordination with the Office of Marketing and Communications or other responsible departments.
- The **Offices of Campus Safety and Marketing and Communications** typically coordinate non-Clery Act mass notifications.
- The **Office of Campus Safety** will, in coordination with the **Office of Marketing and Communications**, issue timely warnings.

## 5.8 Pre-Approved Scenarios & Associated Messaging

- Dangerous Situation
- Hazardous Condition
- Severe Thunderstorm Warning
- Tornado Warning
- Flash Flood Warning
- Winter Weather
- Testing
- Crime Bulletin
- Lightning Alert
- Urgent Announcement
- All Clear Announcements
- Other Messages (a full listing can be found in the *Risk, Crisis, and Emergency Communications Plan*)

**Utica College believes the safety and security of its students, employees, and visitors is its top priority. Therefore, all employees, students, parents, and interested persons are strongly encouraged (or required, in some cases) to register for UCAAlert. This can be done through the Office of Campus Safety website (<http://www.utica.edu/finance/environment/safety/>).**



## SECTION 6 - HAZARD-SPECIFIC ANNEXES

While it is difficult to identify every possible emergency that can impact the Utica College community, this section outlines emergency scenarios that are either likely or have a high consequence. The response of Campus Emergency Management Team members and outside agencies involved will depend entirely upon the type, scope and duration of the emergency.

### 6.1 Bomb Threats

#### ***Background***

Bomb threats historically were utilized by a suspect to get out of a test, a class or some other activity, and thus live devices were rarely found. Today, however, research indicates that educational institutions are seeing a sharp increase in the report of bomb threats for a wider range of reasons and the need for heightened preparedness is warranted<sup>12</sup>.

#### ***Delivery of Bomb Threats***

Bomb threats are delivered in a variety of ways, including live phone calls, automated phone calls, social media, notes left in restrooms, notes left elsewhere on campus, and e-mail.

Two possible explanations for reporting a bomb threat are:

- The suspect has knowledge or believes that an explosive or incendiary device has been or will be placed and he or she wants to minimize personal injury or property damage. The caller may be either the person who placed the bomb or a second party having such information.
- The suspect wants to create an atmosphere of anxiety and/or panic, which will in turn result in the disruption of the normal activities at the facility where the device is reportedly placed.

#### ***Responding to Bomb Threats***

##### ***Utica College Personnel Involved***

- Campus Emergency Management Team
- Campus Safety
- President and senior staff
- Director of Environmental Health and Conservation
- Residence Life representative (if appropriate)
- Facilities Department representative
- Local Law Enforcement Agency
- Fire Department
- Emergency Management Agency Representative

##### ***Actions***

1. Call of threat or actual deployment is received

---

<sup>12</sup> <http://eschoolsafety.org/bir-2016/>

2. Campus Safety is contacted
  - a) If a threat is deemed to be credible and imminent, staff, students and guests are notified to shelter in place or evacuate (as dictated by the incident) via the UCAAlert system
  - b) If threat is of questionable credibility or the threat is not imminent, the Campus Emergency Management Team should convene to receive a briefing and determine courses of action, if any.

*If Threat Determined to be Credible and Imminent*

3. Police and Fire Department notified
  - a) It will be the responsibility and at the discretion of the Utica Police and Fire Departments to notify nearest bomb disposal unit. Understand that there may be a prolonged response time as these types of units are not located locally. Best estimate is 90 minutes from the time of call to arrival by NYSP Bomb Disposal Unit from Albany.
4. President or designee notified
5. Appropriate senior staff members notified
6. Hazardous Materials representative notified, if necessary
7. Residential Life representative notified
  - a) Plans for relocation of students made, if necessary
8. VP of Student Affairs and Dean of Students notified
9. Facilities Management representative notified
10. Office of Marketing and Communications notified
11. Student Health Center representative notified, if necessary

*Procedures*

It shall be the policy of Utica College that upon receipt of a credible, imminent bomb threat, employees, students and guests in the affected building will be notified to either evacuate or shelter-in-place (situational dependent). Shelter-in-place/Evacuation orders may be extended to other buildings on campus as needed as the investigation reveals new information. Campus Safety will assist law enforcement in searching for a device. If a decision is made to relocate any employees or students, Campus Safety will ensure that the route to and from the location are cleared prior to the move.

*If a Decision is Made to Evacuate*

1. Evacuation of all or part of the campus grounds will be announced by building public address system, and/or the UCAAlert System, depending on the situation<sup>13</sup>.
2. All persons are to immediately vacate the area in question and relocate to another part of

---

<sup>13</sup> Fire alarms should NOT be used for any other evacuation function other than those related to fire emergency response; they will not be used by Utica College staff to signal an evacuation related to any other threats or hazards.

the campus grounds as directed.

***Building Evacuation Safety Tips***

1. In the event a suspicious package or obvious explosive or incendiary device is discovered, without touching or disturbing the item in any manner, note the size, shape, location and any other information which might be beneficial to bomb technicians.
2. Advise Campus Safety **immediately** of any telephone or message relay or of the discovery of a suspicious item.
3. Person receiving the bomb threat notification (telephone or otherwise) should complete a Bomb Threat Checklist
4. All building evacuations will occur upon notification by Campus Safety or other campus officials.
5. Assist building occupants needing assistance in safely evacuating the building.
6. Limit elevator usage to those occupants requiring assistance.
7. Once outside, proceed to the designated area, following the designated route to the area cleared by Campus Safety.
8. Take accountability and notify Campus Safety of any missing persons.
9. **Do not** return to or reenter an evacuated building unless told to do so by a campus official.

**Caution: The use of the radio system or cell phone during a search can cause premature detonation of an explosive device.**

## 6.2 Biological, Chemical, or Radiological Release (Actual or Threat)

### ***Assumption***

The threat or implementation of an intentional introduction of hazardous agent(s) into the environment on or near campus.

### ***Utica College Personnel Involved***

- Campus Emergency Management Team
- Campus Safety
- President and senior staff
- Director of Environmental Health and Conservation
- Residential Life representative (if appropriate)
- Facilities Management representative
- Local Law Enforcement Agency
- Fire Department
- Emergency Management Agency Representative

### ***Response***

1. Call of threat or actual deployment received
  - a) The person taking the call should attempt, to the extent possible, to obtain the following information:
    - The exact location of the deployment
    - Building
    - Floor
    - Room number
    - Number of windows
    - Type of delivery (mail, U.S. Postal or campus) etc.
    - Appearance of substance
2. Person(s) receiving threat should immediately contact 911
3. If threat deemed credible or imminent, initiate UCAAlert
4. Dispatch Campus Safety officers to the scene; Officers will secure the area, remaining a safe distance from the area of exposure.
  - a) Officers are not to touch anything.
  - b) Determine whether or not human contamination has occurred.
  - c) Advise Director of Campus Safety of the scene situation.
5. Contact Facilities to shut down ventilation system
6. Convene the Campus Emergency Management Team
  - a. Notify campus leadership
  - b. Provide routine updates to the campus community
  - c. Prepare contingencies should incident be prolonged

Note: Fire Department will assume scene control upon arrival.

## 6.3 Suspicious Mail and Packages

Receiving suspicious packages is rare, but personnel tasked with handling packages should be aware of warning signs. If a package is deemed suspicious, this section will outline response actions.

### *Characteristics of Suspicious Mail (See FBI Advisory Flyer below)*

- No return address
- Restrictive Markings such as “Personal” or “Special Delivery”
- Possibly mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only or incorrect title
- Wrong title with name
- Badly typed or handwritten
- Package or letter is lopsided or uneven
- Wire protruding from package or letter
- Letter is inappropriately rigid or bulky
- Strange odor
- Oily stains, discolorations or crystallization on wrapper
- Excessive tape or string

# FBI *Advisory*

**If you receive a suspicious letter or package**

**What should you do?**

- 1** Handle with care  
Don't shake or bump
- 2** Isolate and look  
for indicators
- 3** Don't Open, Smell  
or Taste
- 4** Treat it as Suspect!  
Call 911



**If parcel is open and/or a threat is identified...**

**For a Bomb**

Evacuate Immediately  
Call 911 (Police)  
Contact local FBI

**For Radiological**

Limit Exposure - Don't Handle  
Distance (Evacuate area)  
Shield yourself from object  
Call 911 (Police)  
Contact local FBI

**For Biological or Chemical**

Isolate - Don't Handle  
Call 911 (Police)  
Wash your hands with soap and warm water  
Contact local FBI



**Responders Involved**

- Police Department
- Fire Department
- Campus Emergency Management Team
- Office of Campus Safety
- President or Designee
- Office of Residence Life
- Facilities Management
- Health Services representative

**Initial Response**

As soon as any member of the campus becomes aware of a possible suspicious piece of mail or

package, Campus Safety should be contacted. Provide Campus Safety with as much information as you can about the suspect package. It is important to remain calm. Gently cover the suspected package with a cloth or piece of clothing. Do not clean up any spill or residue from the package. Step away from the package (6-8 feet), but remain in the room or stay adjacent to the room until Campus Safety arrives.

### ***Public Safety Response Procedures***

Campus Safety shall immediately respond to the scene to determine the details of the incident. The officer should:

1. Determine the specific location of the incident, and the type and degree of contamination.
2. Safely gather information relating to possible contamination.
3. If a campus safety officer chooses to approach the package, wear appropriate body substance isolation.
4. If it is determined that possible contamination has occurred, isolate and cordon off the immediate area, evacuate all uninvolved people from the area and contact a hazardous materials team.
5. List all persons who have touched the package, letter and/or envelope. Include contact information for later emergency services use.
6. Limit further entry to those who are directly responding to mitigate the hazard.
7. Secure all involved persons at a safe location for interview and treatment.
8. When the Police Department arrives on the scene, the first ranking officer shall assume command. Campus personnel shall work cooperatively with state, county and local emergency units.
9. Convene the Campus Emergency Management Team
  - a. Assist first responders with resource requests
  - b. Notify campus leadership
  - c. Communicate, as appropriate, with the campus community

## 6.4 Civil Disorder

Gathering to raise awareness of an issue or gathering to protest are rights protected by law and fully supported by Utica College. Most such gatherings are peaceful and warrant no public safety interaction. However, in rare instances, a peaceful gathering may escalate into an incident requiring intervention.

Civil Disorder is an action by any individual or group that poses a substantial threat to peace, life and/or property, or any tumultuous or violent activity that creates a grave risk of causing public alarm.

A relevant example is a large group of individuals gathering with the intent or ability to employ violence as a means of reaching their goal. Outside emergency agencies may be required to quell the violence.

### ***Response***

As soon as any member of the campus becomes aware of an actual or pending civil disorder, Campus Safety and, in extreme cases, the police should be contacted. The Campus Emergency Management Team should meet to discuss and implement a short-term and longer-term response.

### ***Procedure***

Campus Safety shall immediately respond to the location of the disturbance to ensure the safety of people and property involved. The officer(s) should:

1. Determine the specific location of the incident, and forward that information to the CEMT and Oneida County 911 Center, if necessary.
2. Gather information relating to the reason for and extent of the disturbance.
3. Monitor the disturbance without direct involvement until the Campus Emergency Management Team plan of action is developed.
4. Campus personnel shall work cooperatively with state, county and local emergency responders, should their presence become necessary.



## 6.5 Person with a Weapon/Shots Fired/Active Shooter

### ***Definitions***

It's important to understand that a person with a weapon is not necessarily synonymous with an active shooter situation, nor does a shots fired incident necessarily imply an imminent threat to the campus community.

**Person with a Weapon:** A person believed to be carrying a weapon (generally a firearm) on their person.

**Shots Fired:** A report of shots fired could have numerous causes, including a car backfiring, fireworks, an accidental firearm discharge, a law enforcement officer firearm discharge or an isolated, but intentional act, like a suicide.

**Active Shooter:** A hostile person(s) in the act of firing at persons.

Each of these situations is unique and should prompt a different response posture.

### ***Responders Involved***

- Utica Police Department
- Utica Fire Department to standby to treat possible injured persons
- Office of Campus Safety
- Campus Emergency Management Team
- President or designee
- Office of Residence Life
- Facilities Management
- Health Service representative

### ***Initial Response***

As soon as any member of the Utica College campus community becomes aware of a possible person displaying a weapon or of a dangerous person, Campus Safety should be contacted. It is important to remain calm, reassure others, and try to prevent panic.

1. Determine the specific location of the incident, type of weapon and description of suspect and forward that information to the Oneida County 911 Center.
2. Continue to observe the threat and gather as much information as possible. Have someone make notes to give to the police if possible.
3. If the suspect attempts to leave, do not interfere. Observe whether a vehicle is used. Note the license plate and description of the vehicle and person(s).
4. When the Police Department arrives on the scene, the first ranking officer shall assume all command of the situation. Campus personnel shall work cooperatively with state, county, and local emergency units.

### ***Person with a Weapon Procedure***

Campus Safety shall immediately investigate the report by searching for and making direct contact with the person(s) believed to be the subject of the report. If appropriate, Campus Safety may call in law enforcement personnel to assist. Until contact is made and the investigation

concludes, it is a judgement call on whether a UCAAlert is issued. In general, that decision should be predicated on a credible, imminent danger to the campus community.

Affecting the decision to issue a UCAAlert may be:

- Number of calls received
- Posture or actions of the suspect

### ***Shots Fired Procedure***

Campus Safety personnel should immediately call for law enforcement personnel to assist in response actions. If there is a credible and imminent threat to the campus community, a UCAAlert should be issued without delay. The alert should advise the campus community to avoid the threat area and to initiate lockdown protocols.

### ***Active Shooter Procedure***

Campus Safety shall immediately issue a UCAAlert instructing the campus community to stay away from the threat area and to initiate lockdown protocols.

If a threat is deemed imminent and credible, the following additional protocols will be implemented:

1. Convene the Emergency Management Team
2. Support first responders with their resource requests (maps, building rosters, suspension of activities, etc.)
3. Provide frequent updates to the campus community. This is especially important for those who are still isolated in campus buildings. These communications may be their only official source of updates
4. If a shooting occurs within a building, prepare for an extended loss of that building to support crime scene investigations, cleanup and campus emotional recovery

## 6.6 Death of a Student or College Community Member

### ***Responders Involved***

- Office of Campus Safety
- President
- Campus Emergency Management Team
- Vice President for Student Affairs
- Dean of Students
- Residence Life representative
- Counseling Services representative
- Student Health Center representative
- Human Resources representative

### ***Response***

As soon as any member of the Utica College community becomes aware of the death of a student or employee, whether on campus or off, Campus Safety should be contacted immediately. The Campus Emergency Management Team should meet to discuss and implement a short-term and long-term response.

### ***Procedure***

#### ***Death of a Student***

Campus Safety and the Area Coordinator on duty shall immediately respond to the scene, and then:

1. Immediately call 911 (or the local emergency number if abroad) if not done already.
2. Secure the scene and cooperate with local authorities.
3. Notify the President, Senior Vice President for Student Life & Enrollment Management, and Dean of Students. In extreme cases (violent death, highly visible death, suspicious death), the Campus Emergency Management Team may be assembled.
4. The Dean of Students or Student Affairs representative will coordinate working with family members and affected students. Counseling and the Student Health Center will be notified to assist.
5. Notify the Office of Marketing and Communications.
6. Notify all senior staff members, who in turn will notify departments responsible for financial, academic, and personal belonging arrangements.
7. The President, or his/her designee, will notify the College community.

#### ***Death of an Employee***

Campus Safety responds, and then:

1. Immediately dial 911 (or the local emergency number if abroad) if not done already
2. Secure the scene and cooperate with local authorities.

3. Notify the President.  
In extreme cases (violent death, highly visible death, suspicious death), the Campus Emergency Management Team may be assembled.
4. Notify the Director of Human Resources and senior staff members.
5. Notify the Office of Marketing and Communications.
6. The President, or his/her designee, will notify the College community.
7. The appropriate senior staff member with assistance from HR will notify co-workers and arrange for counseling support as needed.
8. Counseling staff or HR will assist families with personal effects.
9. Gather and document all information relating to the death and forward all information to the appropriate persons.

## 6.7 Building Fire, Carbon Monoxide Incident

### ***Responders involved***

- Campus Emergency Management Team
- Campus Safety
- Facilities Management
- Local Law Enforcement Agency
- Fire Department
- Emergency Management Agency representative, if needed

### ***Response for moderate to major fires***

1. At the sign of a fire, activate the fire alarm pull station, if not already done, so the building can be evacuated.
2. Notify Campus Safety and dial 911, once safe to do so.
3. Building evacuation is conducted according to evacuation plans. Building occupants should help those occupants needing assistance.
4. For moderate to major fires, building occupants should not attempt firefighting efforts. All persons should evacuate and await the fire department to assess the situation and respond accordingly.
5. Incident command established.
6. All persons not involved in firefighting efforts should be kept at least 500 feet away. Fire lanes, hydrant area, walkways should be kept clear for emergency response vehicles/personnel.
7. Convene Campus Emergency Management Team
  - a. Notify President or designee
  - b. Public Information Officer should make contact with the Fire Department PIO to ensure coordinated communications
  - c. Notify Facilities Management
  - d. Provide assistance to first responders (maps, keys, list of building personnel, list of hazardous materials, etc.)
8. Once fire is out and scene is determined to be safe, deliver post-event communications
9. Conduct damage assessment

### ***Response for lesser fires:***

Response indicates either a false fire alarm or a small fire contained by College staff.

1. Building fire alarm activated by either manual pull station, smoke detector, CO detector or sprinkler activation
2. Campus Safety and Facilities staff are notified to respond (Residence Life staff also if

alarm is in a residence hall). The fire department should automatically respond to building fire alarms.

3. Building is evacuated per evacuation plan, paying special attention to the needs of persons needing assistance.
4. Once scene is determined to be cleared, the fire alarm system is reset and occupants are allowed to re-enter building.
5. Appropriate reports are filled out and distributed.

### Carbon Monoxide (CO)

Carbon Monoxide is a gas that is invisible, odorless, and tasteless. The gas develops from the incomplete burning of various fuels. It is toxic to humans in higher quantities. Prolonged exposure to CO can result in unconsciousness and death.

**Sources:** Burning of any fuel source can result in a level of carbon monoxide. Obvious producers include unvented fuel heaters; back-drafting from furnaces or gas water heaters; gas stoves; generators and other gasoline powered equipment; automobile exhaust from attached garages; and tobacco smoke. CO Alarms are designed to alarm before there is an immediate life threat. Symptoms of exposure range from slight headache or flu-like symptoms to convulsions, unconsciousness, or death.

### *Response for Carbon Monoxide (CO) Incidents*

1. If an alarm sounds, dial 911 and contact campus safety.
2. Evacuate the building and immediately move to fresh air outdoors.
3. Incident Command is established.
4. Fire Department and Campus Safety personnel will inspect the building.
  - a. Operate the test/silence alarm panel button to temporarily silence the alarm.
  - b. Wait for a minimum of 5 minutes to determine if no other alarms have sounded and conditions have returned to normal.
  - c. If after a minimum of 5 minutes has passed, the building has been inspected and no additional alarms have sounded, the building may be reoccupied.
5. If wide-scale or longer term evacuation is required, the Campus Emergency Management Team will assess needs for campus-wide and external communications.
6. Communicate situation with the campus community.
7. Notify President or designee.
8. Notify appropriate Student Life staff.
9. Do not reenter the building until the “All Clear” is given by Facilities or Campus Safety.



## 6.8 Hazardous Materials Incident

Upon spill or release of a hazardous material on or very near the Utica College campus, persons in the immediate area should evacuate and one person should contact 911 and Campus Safety. If known, relay the following:

- How many people are involved?
- How much of the building is involved?
- What types of hazardous materials are involved?

### ***Responders Involved:***

- Fire Department
- Director of Campus Safety
- President or designee
- Campus Emergency Management Team
- Director of Environmental Health & Conservation
- Residence Life
- Applicable Facilities personnel
- Health Service representative

**Note:** When the Fire Department arrives on the scene, the Fire Chief shall assume all command of the situation. Any persons that were in the immediate area of the spill/release shall be seen by medical personnel for evaluation.

### ***Response***

The essence of a plan to handle hazardous materials emergencies is summarized in the acronym NEAR (Notify, Evacuate, Assemble and Report).

#### *Notify*

Initial notification will usually come from a witness to the emergency. Depending upon the severity and complexity of the incident, that person may or may not be able to evaluate and wisely determine the course of action to be followed. For example, even for a small fire, persons closest to the scene may inadvertently choose an inappropriate means to extinguish the flames and thereby intensify the situation. Even if witnesses are trained in remediation, they should first contact public safety.

#### *Evacuate*

If evacuation is deemed necessary, follow the Evacuation procedures outlined in Section 4.1 of this plan.

#### *Assemble*

Evacuees will assemble at a predetermined area to ensure that the evacuation is complete. Once there, accountability will be performed to identify any missing persons.

#### *Report*

As mentioned above, as soon as an emergency is realized, contact 911 and Campus Safety.

The Incident Commander shall take appropriate emergency steps as outlined in this plan. The outline below will be followed:



1. Cooperate with public safety personnel.
2. Communicate with the College community and any municipalities affected by hazardous material release.
3. Determine the type and extent of hazard present.
4. Identify methods for clean up or necessary neutralization to prepare the area for safe habitation.
5. Oversee the removal of any hazardous waste generated by the cleanup.\*
6. If necessary, supply reimbursement for removal by outside vendors.

\*The Fire Chief or Emergency Management Agency Director will make the decision on the clean-up, method and outside agency to be used. The College may be responsible for the cost of the clean-up.

## 6.9 Hostage Incident

### ***Responders Involved***

- Utica Police Department
- UFD to stand by to treat possible injured persons
- Office of Campus Safety
- President or designee
- Campus Emergency Management Team
- Office of Residence Life
- Dean of Students
- Facilities Management
- Health Service representative

### ***Response***

As soon as any member of the Utica College community becomes aware of a possible hostage situation, Campus Safety and the police should be contacted. It is important to remain calm, reassure others, and try to prevent panic. Upon initial report, responders will secure the scene and move all non-involved persons to a safe location. Others that cannot be evacuated should follow lockdown procedures.

### ***Procedure***

Campus Safety shall immediately request a lockdown via the UCAAlert System for a portion or all campus buildings based on details of the incident. Campus Safety should also:

1. Determine the specific location of the incident, and forward that information to the Oneida County 911 Center.
2. Safely gather information relating to the numbers and types of hostages and/or injuries. The safety of persons involved in rescuing victims or bystanders must be foremost. Therefore, any rescue or evacuation attempt may have to be delayed until the situation is stabilized and the rescue can be conducted safely. Victims and bystanders should remain in lockdown until they are physically released by emergency responders and/or College officials.
3. Secure all witnesses at a safe point for interview by Police. Residence Life representative should assist with census to ensure students and staff are accounted for, especially in a situation where an evacuation is initiated.
4. When the Police Department arrives on the scene, the first ranking officer shall assume command. Campus personnel shall work cooperatively with state, county and local emergency personnel.

## 6.10 Water Emergency

A water emergency includes prolonged loss or disruption of water service to a Utica College facility, changes in appearance or contaminants in water, or presence of pathogens in contaminated water. Loss or disruption may be the result of community-wide circumstance or a localized loss of service that supplies a facility. Contamination of water supplies constitutes an emergency, which will involve campus, municipal authorities, and the Oneida County Department of Health.

### ***Responders Involved***

- President or designee
- Campus Emergency Management Team
- Campus Safety
- Facilities staff
- Director or representative of Dining Services
- Mohawk Valley Water Authority official
- Local Law Enforcement Agency
- Fire Department
- Emergency Management Agency Representative, if needed

### ***Response***

1. In the event of a loss of or disruption in water service, notify Campus Safety. Provide Campus Safety with as much information as possible as to the extent of College water service loss, disruption, or alteration in appearance. Report location, building, floor, room, etc. and if any other hazards exist.
2. Notify Facilities (and Residence Life if residence halls are affected, including fire suppression systems).
3. Notify the Mohawk Valley Water Authority (315-792-0301) for information and assistance. Call 211 or 911 if the offices are closed.
4. Campus Safety and Facilities staff provide an immediate assessment as to disruption in the function of any sprinkler systems and determine if protocol for fire watch is required. Notify Utica Fire Department of situation.
5. Building occupants should not consume or use water from faucets until Facilities and/or the Mohawk Valley Water Authority has checked the system and provided the “all clear.” Refrain from using sanitary facilities until Facilities has checked the system and provided the “all clear.”
6. Convene the Campus Emergency Management Team.
  - a. Assessment of the outage is reviewed and various assigned tasks are given for precautionary measures to protect the college occupants, facilities, system equipment, and fire safety.

- b. Initiate communications with persons affected by loss of water service and implement campus-wide notification if disruption is extensive or more than a brief period.
  - c. If Building evacuation is required due to water system failure, follow evacuation section in this plan, paying special attention to those who may require extra assistance.
  - d. Notify Dining Service to provide bottled water, if access to on-campus water coolers is not available.
  - e. Notify campus leadership.
- 7. Once water service is restored and area(s) is determined to be safe, perform damage assessment to determine if alarm panels needs resetting, if equipment need to be cleaned, etc.
  - 8. Long-term water outages may require closing of a facility. Short-term outages in areas providing food service and residential living may also require closing the facility. Facilities and Campus Emergency Management Team will make such a determination in consultation with local officials and the Department of Health.
  - 9. All appropriate reports are filled out and distributed (post-incident form, Campus Safety Report, Department of Health forms as required and insurance claim forms as applicable).

## 6.11 Widespread Illness or Public Health Threat

### *Examples of Communicable Disease Emergencies*

Meningitis – 2+ cases  
Anthrax  
Food poisoning (widespread)  
Smallpox  
Water-borne illness  
Plague  
Legionnaires' Disease  
E. Coli  
Tuberculosis  
SARS  
Hepatitis A  
Hantavirus  
Group A Strep (invasive)

### *Response*

The Director of the Student Health Center, in collaboration with the Oneida County Public Health Department, will assess and advise if a threat exists to the campus community.

### *Responders Involved*

- Director of the Student Health Center
- President or designee
- Dean of Students
- Director of Campus Safety
- Dining Services representative
- Facilities Management in the event isolation or quarantine precautions needed
- Academic Affairs Representative if longer term impact
- Marketing and Communications representative
- Campus Emergency Management Team

**Note:** The Director of the Student Health Center will be a key Technical Specialist utilized in support of the Campus Emergency Management Team, who will maintain a working collaboration with Oneida County Public Health Department officials. The Director will attempt to determine the scope and duration of the incident and advise the CEMT so appropriate actions can be enacted. **The health status of individuals is a private matter between the patient and the provider.** Any intervention must include the protection of that confidentiality.

1. The provider engaged in a patient's care is responsible for notifying the Oneida County Department of Health of a suspicion of a communicable disease in relation to an outbreak.
2. Control measures taken or advised by the County/State Departments of Health may vary from a focused study to a large-scale epidemiological investigation.
3. The College will provide assistance to the local officials in their investigation and follow-up measures. Health Center staff will work with Facilities and Residential Life staff to identify appropriate housing in the event of isolation or quarantine needs. Health Center staff will also work with Dining Services to deliver meals to those who are in isolation.

4. The medical condition of any patients will not be released, and all media inquiries will be referred to the Office of Marketing and Communications.
5. A decision to cancel classes due to widespread illness will be made by the President in consultation with the Campus Emergency Management Team.

## 6.12 Long Duration Power Outage Procedures

### ***Responders Involved***

- President or designee
- Campus Emergency Management Team
- Office of Campus Safety
- Facilities Management
- Utility Providers
- Local Law Enforcement Agency, if needed
- Fire Department, if needed
- Emergency Management Agency Representative, if needed

### ***Response***

At the sign of a loss of power notify, Campus Safety will investigate to determine the extent power has been lost (location, building floor, room, etc.) and if any further hazards exist.

1. If a building evacuation is warranted, follow the evacuation protocols in this plan, paying special attention to persons needing assistance.
2. Place call to National Grid (1-800-892-2345) to determine the extent of the event and estimated time that power will be returned. If National Grid has not been notified of the outage, provide required information.
3. Convene the Campus Emergency Management Team.
  - a. Notify campus leadership.
  - b. Notify Facilities staff.
  - c. Provide communication to the campus community that the power is temporarily out and further direction will be given once the extent of the outage is known.
  - d. If appropriate, direct units to physically power off certain systems so they can be brought back on-line in a controlled manner once power is restored
  - e. For long duration outages, assess whether generators or alternate power sources are needed, especially for areas designated as shelters or living/dining areas
4. Once power is returned and area(s) is determined to be safe, conduct damage assessment to determine if alarm panels need resetting, equipment is in working order, etc.

### ***Power Contingencies***

In the event of a power emergency on campus that requires power to be supplied from another source, the following order of priorities should be followed:

If the incident occurs before classes begin for the day or during class time:

- 1) Residence Halls
- 2) Strebel Student Center
- 3) Gordon Science Building (to preserve research)
- 4) Classroom instruction facilities

If the incident occurs after classes end for the day:

- 1) Gordon Science Building (no other classroom buildings)
- 2) Residence Halls
- 3) Strebel Student Center
- 4) Athletic Center
- 5) Library



## SECTION 7 - FUNCTIONAL ANNEXES

### 7.1 International Emergencies

Incidents that occur overseas involving Utica College constituents provide a unique challenge since direct support cannot be provided. Instead, the College can coordinate the delivery of remote services and help facilitate a safe return of campus personnel.

#### Scope of Emergencies

While any emergency may require College support, this plan recognizes certain categories of emergency as always warranting coordination and support:

- Death or injury of a student/employee
- Crisis or legal issue of a student/employee
- Sexual assault of a student/employee
- Mass incident (civil unrest, terrorist incident, natural disaster, etc.) involving student(s)/employee(s)
- Incapacitation (i.e. hostage situation) of a student/employee

#### 7.1.1 Overseas Emergencies

The College attempts to minimize the occurrence and severity of overseas emergencies by conducting thorough briefings with travelers prior to their departure.

#### *Pre-Departure*

All students planning a study abroad trip will schedule an orientation with the Office of International Education. Those measures include:

- Sharing a detailed itinerary with the College
- Sharing multiple points of contact of all travelers with the College
- Ensuring students are enrolled in the College's international insurance plan
- Sharing a briefing on the nations being visited
- Sharing College points of contact with all travelers

#### *Response*

Travelers experiencing an emergency while overseas are directed to contact Campus Security with the details of the incident. Campus Safety will contact the Office of International Education (OIE), who will assess the situation and begin coordinating aid.

#### *Responders Involved*

- President/senior staff representative
- Campus Emergency Management Team
- Campus Safety
- Office of International Education
- Federal Law Enforcement Agencies / Department of State

#### *Procedures*

1. When the traveler contacts Campus Safety, ascertain the type of incident, extent, number of people involved, location and emergency measures currently underway.
2. Confirm points of contact for those impacted
3. Convene the Campus Emergency Management Team
4. Notify campus leadership
5. Contact the Campus international insurance provider to engage their response services
6. Establish contact with all remaining travelers (if incident warrants, consider contacting and briefing other College travelers not affiliated with impacted group)
7. Determine if the trip should be suspended, or augmented by additional College employees
8. Establish contact with travelers' family members and assign a College employee to serve as the family liaison and instruct that liaison maintains regular contact
9. When appropriate, coordinate:
  - a) Emergency evacuation
  - b) Alternate transportation/lodging arrangements for travelers
  - c) Establishing contact with the State Department, Embassy, Consulate
  - d) Return of the remains of a deceased
  - e) Family travel
  - f) Notifying next-of-kin (assigned to Office of International Education)

#### **7.1.2 Domestic Emergencies Involving International Students**

International students may not have full familiarity with local laws/customs nor have local family or resources to call upon during emergencies. The OIE will act as a resource for international students and will coordinate the College's resources in providing or coordinating assistance.

Each international student enrolled at Utica College will meet with the Office of International Education to receive an orientation about how to report emergencies. International students will provide OIE with several points of contact and similarly, OIE will provide international students with multiple points of contact.

OIE will encourage international students to report the following types of incidents:

- Sexual assault
- Injury or medical emergency
- Death (Friends, family members are encouraged to contact OIE in the event of an international student's death)
- Crisis or legal matter

- Incarceration
- Mass incident involving students on or off campus

In addition, a US federal agency may contact the College as part of an investigation involving an international student. If College personnel receive such an inquiry from a federal agent, those requests will be referred to the Office of International Education. OIE will notify the Provost of the request.

## 7.2 Cyber Incidents

Cyber incidents represent one of the most prevalent threats facing the higher education community. IT systems may suffer disruptions from non-human-caused events, such as severe weather or hardware failures. Indirect factors, like the failure of plumbing or cooling systems, can also damage or destroy IT infrastructure. Moreover, IT networks are under constant attack from those wishing to gain access to systems for nefarious gain, disrupt services, and/or discredit the organization or its personnel.

Should a cyber incident take place, response activities will normally be carried out by two groups.

- The technical team will be largely comprised of IT subject-matter experts and augmented by law enforcement officials or other outside experts when necessary and/or appropriate.
- The CEMT will address coordination and communications activities.

For all involved, the overriding goal is to limit the damage caused by the cyber incident.

### ***Responders Involved***

- President or designee
- Campus Emergency Management Team (CEMT)
- Campus Safety
- Law Enforcement
- Information Technology leadership
- Local Law Enforcement Agencies
- General Counsel
- Other outside experts as needed

### ***Technical Response***

This is a highly-technical team charged with:

- Limiting exposure
- Identifying the root cause and preventing further intrusions
- Identifying the scope and nature of exposure
- Quarantining infected equipment; consult with CEMT for high-impact service interruptions
- Cooperating with law enforcement for the collection and transfer of evidence
- Identifying the source(s) of intrusion (in cooperation with law enforcement)

### ***CEMT Response***

The CEMT will:

- Notify campus leadership
- Communicate with the campus community
- Facilitate mandated reporting
- Consider and approve the technical team's recommendations related to taking key IT services off-line
- Facilitate continuity operations should key IT systems and services be unavailable for an extended period
- Convene additional personnel, as necessary, to consider the reputational exposure derived from the incident

## 7.3 Weather Monitoring

Utica College resides in an area of the nation that experiences dynamic and sometimes hazardous weather conditions. This appendix outlines how the College obtains timely situational awareness about weather conditions so it can make informed decisions.

### 7.3.1 National Weather Service

The [National Weather Service office in Binghamton, NY](#) provides forecasting and warning services for a 24 county area in west-central New York including the Utica College Campus. The National Weather Service offers a range of services on their website, including:

- Hourly and multi-day forecasts
- RADAR imagery
- Hydrology forecasts
- Decision-support services for emergency managers

NWS Binghamton's point of contact for campus decision makers is their Warning Coordination Meteorologist (WCM) who can be reached at 607-798-6625.

The National Weather Service in Binghamton also offers additional relevant services, including:

[Interactive National Weather Service \(iNWS\)](#) – this service provide real-time alerting to your mobile device via text messaging for warnings that you choose to receive. This is a free service that each College person involved in weather-related decision making should pursue.

[NWS Chat](#) – this service is a real-time chat room for emergency managers, the media and National Weather Service forecasters to collaborate in real-time. NWS shares warnings, estimates about developing systems and damage reports. During times of severe weather, someone from the College should be logged in and actively engaged. Accounts can be requested at <https://nwschat.weather.gov/create.php> and acceptance will be determined by the NWS Binghamton office.

[NOAA All-Hazard Radios](#) – NOAA All-Hazard Radios (commonly known as NOAA Weather Radios) are a first-warning device by the National Weather Service to broadcast severe weather warnings. In addition, NOAA will rebroadcast AMBER Alerts, civil emergencies (e.g. hazardous materials releases within the community), and Presidential Alerts of national significance. Campus Security should have ready access to a NOAA All-Hazard Radio. In addition, each campus facility that has a high volume of traffic should have a radio on-site.

[SKYWARN Weather Spotter Training](#) – SKYWARN is a no-cost program that trains interested individuals how to observe and report severe weather including hail, wind, tornadoes, wall clouds and more. Summer Severe Weather SKYWARN courses are offered in the spring/summer and Winter SKYWARN is offered in the fall. Courses are typically offered at a county level but a campus-specific course can be requested. Utica College should consider training all Campus Safety, facilities and CEMT personnel, and interested staff and students in SKYWARN so that the College can develop a network of trained weather observers in and near the campus area.

### 7.3.2 Commercial Services

The National Weather Service provides its forecast, warning and RADAR data to commercial providers who repackage the data, often with value-add services. Many of these services are free, but offer subscription services to access the value-add services.

The National Weather Service will **not** issue any alert products for lightning, wind speeds below 58mph or hail less than 1 inch in diameter, even though these conditions could pose a significant threat to the campus community or infrastructure, especially during outdoor events. Utica College should consider utilizing commercial weather monitoring services for any events or incidents on campus that have the possibility of being affected by weather.

Note: Some private weather monitoring services will issue their own “alerts” and “warnings” based on monitoring criteria that is unique to Utica College operations with thresholds that will differ from criteria for NWS products. For example, a “lightning alert” is issued for your campus by a private weather vendor due to lightning within 15 miles of your campus while the NWS will not issue any lightning-specific products. However, it should be noted that for all weather hazards, the National Weather Service is the only entity with authority to issue weather watches and warnings.

### 7.3.3 Software and Apps for Weather Monitoring and Forecasts

A multitude of free and paid software programs and mobile applications exist for weather monitoring and forecasting. While some are better than others, caution must be utilized here. Under no circumstances will any Utica College personnel who are not trained to interpret Doppler weather radar use weather radar software or applications as a sole source of information to make decisions related to protection of life and property when weather hazards are imminent or impacting campus. Moreover, under no circumstances will any Utica College personnel who are not trained to interpret weather forecasts use forecasting software or applications as a sole source of information to make decisions related to protection of life and property when weather hazards are forecast to or are currently impacting campus.

Many mobile applications that provide weather forecasts are unreliable. Their forecasts fluctuate wildly as there is no human forecaster’s “touch” on the prediction, only computer model output. For weather forecasts specific to the Utica College Campus, the National Weather Service in Binghamton is the preferred source of weather information.

### 7.3.4 Key Severe Weather Terminology

**Watch:** A WATCH is issued with the risk of a hazardous weather event has increased significantly, but its occurrence, exact location and/or exact timing is still uncertain. It is intended to provide the enough lead time so that plans & preparations can be implemented.

**Warning:** A WARNING is issued with a hazardous weather event posing a direct threat to life and property is occurring or imminent. Immediate action is required to protect life & property.  
\*A WATCH will not always be in place before a WARNING is issued.

**Advisory:** An ADVISORY is issued for weather events that are occurring and may cause significant inconvenience, and may threaten life and/or property if caution is not exercised. An ADVISORY can be considered a lesser form of a WARNING, but it is important to understand that both ADVISORIES and WARNINGS are issued for imminent threats.

**Severe Thunderstorm:** A thunderstorm which produces wind gusts of 50 knots (58mph) or greater and/or hail one inch in diameter or larger.

**Tornado:** A violently rotating column of air extending from the base of a thunderstorm and in contact with the ground.

**Funnel Cloud:** A condensation funnel extending downward from the cloud-base but NOT touching the ground or creating a debris cloud. (A "funnel cloud" is NOT a "tornado").

**Wall Cloud:** An isolated lowering beneath the rain-free area of a thunderstorm. These formations warrant close observation as they can produce funnel clouds and tornadoes.

**Debris Cloud:** A rotating "cloud" of dust or debris, near or on the ground, often appearing beneath a funnel cloud or surrounding the base of a tornado.

**Tornado Watch:** Issued by the NWS when conditions are favorable for the development of tornadoes in and close to the watch area. It does not mean that tornadoes will occur. It only means they are **possible**.

**Severe Thunderstorm Watch:** Issued when conditions are favorable for the development of severe thunderstorms in and close to the watch area. Severe thunderstorms can produce winds in excess of 58mph and hail one inch in diameter or larger. It does not mean that severe thunderstorms will occur. It only means they are **possible**.

**Tornado Warning:** Issued when a tornado is imminent or occurring in the warning area, and has been sighted by trained weather spotters and/or, detected by radar.

**Severe Thunderstorm Warning:** Issued when severe thunderstorms are imminent or occurring in the warning area. Hazards include hail one inch in diameter or larger and/or winds of 58 mph or greater that are observed by trained spotters or detected by radar.

### 7.3.5 Suggested Actions

#### **Tornado and Severe Thunderstorm Watch**

- Follow the latest weather updates via NWSChat, iNWS, TV, internet and NOAA Weather Radio.
- Review Campus Emergency Management Plan
- Be alert for rapidly changing weather conditions
- Be ready for immediate action if a Warning is issued

#### **Tornado and Severe Thunderstorm Warning**

- Seek shelter in approved areas of refuge or shelter in an interior room on the lowest floor of a sturdy building
- If outside, seek shelter in the nearest sturdy building
- Remain in the shelter location until the threat has passed
- Report observed damage and other conditions to NWS Binghamton and other partners, when appropriate

#### **Winter Storm Watch**

- Review Campus Emergency Management Plan
- Test communications and emphasize campus-wide preparedness
- Establish priorities and collaborate with departments on and off campus to coordinate response activities, resource staging, etc.

#### **Winter Storm Warning:**

- Communicate safety information to the campus community and staff
- Monitor the situation via NWSChat, iNWS, TV, internet and NOAA Weather Radio
- Perform response activities with life safety and incident stabilization in mind
- Activate additional resources and continuity of operations plans if necessary



## 7.4 Reunification

After an evacuation takes place and an incident stabilizes, there may be need to reunify displaced Utica College constituents with their family members. In this extremely rare instance, it's important to establish a process that is effective yet rapid. A typical reunification process in a K-12 setting requires students be reunited with family members or guardians that were pre-identified at the beginning of the school year.

Since college students are generally of adult age, such verification is unnecessary. Utica College students may freely reunite with whomever they chose. Therefore, the College is best suited by establishing an accessible facility, away from the incident site, with ample parking and indoor space to facilitate the reunification process.

A Reunification process is predicated on the fact that Utica College has closed due to a major emergency and family members/guardians are being asked to come to a reunification site to pick up their students. Incidents such as a tornado with widespread damage and/or injuries or a mass shooting might warrant a formal reunification process.

The Campus Emergency Management Team will coordinate this process.

### ***Procedures***

1. Based on the nature of the incident, identify a reunification site that is remote (away from the impacted area), has ample parking space, has ample indoor space to facilitate family-student reunification, has restroom facilities and has separate spaces for counseling/grieving
2. Identify a Reunification Coordinator who will work on-site and coordinate operations
3. Identify personnel who will assist with traffic/parking to get family inside the site
4. Identify personnel who can help setup the site (tables, chairs, grieving rooms, etc.)
5. Identify College representatives who will answer questions of family and students
6. Identify personnel who will be available for on-site counseling
7. Assign security personnel to keep out the media and people not directly associated with the reunification process
8. Identify personnel to handle food, water, sanitation, trash, etc. at the site
9. Identify personnel to assist those students who do not have anyone to pick them up and may not have a living space to return to near campus
10. The Reunification Coordinator will regularly share a situational report with the EOC

## 7.5 Academic Impact and Continuity of Operations

A major campus emergency can interrupt operations for days or weeks. Examples of such incidents include: prolonged utility outages, major facility damage, pandemics, prolonged IT service disruption, etc. During the emergency response phase, the CEMT should consider if a prolonged service disruption is anticipated. If so, it should add Incident Objectives related to continuity of operations.

Categories of Utica College disruption typically fall into two categories: Academic (Teaching, Learning, Research) and Administrative (Operations, Facilities, Services)

While this annex does not constitute the Campus Continuity of Operations Plan, it does provide a high-level overview of the considerations that should take place when the institution determines that a multi-day disruption is likely. A comprehensive Continuity of Operations Plan will also outline the strategies, decision-making processes, personnel and intended outcomes to continue essential campus functions in the wake of a significant emergency.

### Academic Impact

If teaching, learning and research capabilities are interrupted for multiple days, the Campus Emergency Management Team should assign a lead academic representative to join the team to perform the following initial tasks:

1. Poll impacted academic units to determine functions that are essential to continue their activities, realizing that they will be in a diminished capacity
2. Further ask the academic units for the minimum resources needed to carry out their essential functions, stressing that the requested resources may significantly vary from their daily needs (for example, an in-residence class may request an on-line learning space until normal operations continue).
3. The CEMT representative gathering this data will organize it in such a way that it can be presented to the Administrative counterpart for consideration

### Administrative Impact

Likewise, the CEMT should assign an administrative representative to join the team to perform the same tasks outlined in the Academic Impact section.

The Logistics Section Chief will coordinate sourcing facilities to meet the needs outlined by the Academic and Administrative representatives. The Finance Section Chief will prepare usage agreements/leases and will engage in appropriate emergency procurement. The Operations Section Chief will assist Logistics in making the spaces and accommodations ready for use.

It's important to communicate to the Utica College community that essential operations will continue to the best of the institution's ability, with priority given to life-safety (shelters, emergency operations, etc.), academic functions then administrative functions. Stress that the campus community is in this crisis together and that extraordinary events will result in difficult operating environments for the time being.

## 7.6 Closing Campus, Cancelling Classes, Essential Services and Designated Responders

### Closing Campus, Cancelling Classes

Certain significant emergencies will necessitate Utica College suspending normal activities. Examples include extreme winter-related conditions, widespread storm damage, prolonged utility outage, pandemic and mass casualty incidents.

When a decision is forthcoming to suspend activities, several options are available, including:

- Cancelling classes, but administration and support services report
- Cancelling activities and events
- Closing the College (all except essential services suspended)

The Utica College President, or stated designee, is responsible for ordering one of the above conditions. Some events (like an upcoming winter storm) may permit a proactive cancellation/closure while other acute incidents provide no lead time.

For proactive weather-related closures, the Director of Campus Safety will gather intelligence and will make a recommendation to the President, Provost & Senior VP for Academic Affairs.

For no-notice incidents, the Campus Emergency Management Team should be convened to coordinate emergency response activities and one of their objectives will be to provide a cancellation/closure recommendation to the President.

### Essential Services

During an unplanned campus closure, elements of the institution generally remain operational. Key among these are Residence Halls and Dining Services. Additionally, the College will maintain the safety and security of those constituents who remain on campus. As a result, this plan identifies the following services as essential during an unplanned closure of Utica College.

Service	Unit(s) Responsible for Service
Safety & Security	Campus Safety, Emergency Management Team
Residential Services	Office of Residence Life
Dining Services	Sodexo
Information Technology	Integrated Information Technology Services (IITS)
Facilities Services	Department of Facilities Management

### Designated Responders

For each unit that is responsible for delivering essential services, unit leadership will identify roles that considered required to carry out those services. Each of these designated responders will be made aware of this responsibility well before an emergency occurs. Ideally the *designated responder* designation will be included within the employee's HR position description and designated on their Utica College-issued credential/identification.

### **Activation**

When a campus emergency warrants designated responders to activate, safety must be considered for transit to campus. For emergencies with forewarning (like winter storms), it may be appropriate for designated responders to pre-stage on or near campus so they can more easily present to campus.

## SECTION 8 – EMERGENCY MANAGEMENT DUTIES

Personnel and responsibilities may vary depending upon the emergency level.

### **President or Designee**

- Approves the Emergency Management Plan
- Designates a Coordinator of Emergency Management
- Declares a state of emergency.
- Designates an Incident Commander in advance with selecting CEMT personnel.

### **Campus Safety Sergeant**

- Acts as Incident Commander until relieved.
- Assures that the scene has been secured, if police and/or fire departments are not yet on scene.
- Activates the Campus Emergency Management Team via UCAAlert callout list.
- Appoints designee to meet and coordinate outside emergency agencies.
- Ensures that appropriate personnel have been notified.

### **Residence Life Representative**

- Notifies appropriate Residence Life personnel.
- Notifies Dean of Students if not already done by Campus Safety.
- In consultation with other members of the Campus Emergency Management Team, locates alternative housing for displaced residents if necessary, or works with other agencies for short-term relocation.
- Works with food services to ensure students have proper meal service.
- Assists Student Health Center/Counseling Services Representatives in facilitating after-care counseling or medical treatment if needed.
- Maintains a roster of housing assignments and assist with census to ensure students are accounted for, especially in a situation where an evacuation is initiated.

### **Facilities Department Representative**

- Informs and advises outside agencies by providing such items as floor plans, etc. during emergencies.
- Works with the Residence Life Representative in establishing relocation facilities.
- Coordinates transportation needs as requested by the CEMT.
- Assists in assessment of damage and is on scene to provide any necessary specialized services.

### **Student Health Center/Counseling Services Representatives**

- Evaluates:
  - The scene for possible hazards, accessibility, possible triage site
  - Severely injured or ill
  - Outbreak conditions
- Establishes triage for injured and ill in cooperation with Utica Fire and Rescue.
- Notifies other Student Health Center and Counseling Services personnel.
- Assesses and assists with debriefing of workers involved with critical incidents.
- Provides medical/counseling services for students/employees as needed.
- Provides aftercare services that may be needed.

**Information Technology Representative**

- Will be notified in the event of any critical incident involving the technology areas and/or its equipment as well as during crises that require rapid or mass communication through text, email or voice mail modalities.
- Sets up additional phones and computers in Emergency Operations Center as necessary.

**Environmental Health Representative**

- Assists in identifying chemicals and materials involved.
- Assists in coordinating containment and clean-up effort.

**Food Services Representative**

- Works with the Residence Life Representative in setting up alternative food service areas should the current food service areas be affected.
- Takes necessary action should the ability to store food safely be adversely affected for a long period of time.
- Provides for the feeding of any persons relocated whether campus constituents or those directed to campus due to community events.
- Works with the American Red Cross, if requested, in feeding the workers attending to a wide-scale community emergency.

# APPENDICES

## Appendix A - Site Specific Emergency Procedures (Liverpool Site)

### Site Details

This plan is for the Utica College ABSN Program in Nursing located at: 290 Elwood Davis Road, Liverpool, NY 13088.





# Quick Reference for **EMERGENCY PROCEDURES** LIVERPOOL, NEW YORK SITE

## **PHONE Numbers**

### **Emergency: 911**

Liverpool Police 315-457-0722

New York State Police 315-435-2962

Liverpool Fire Department 315-457-0370

Rape Crisis/Domestic Violence Hotline 315-468-3260 (Vera House)

Poison Control 1-800-222-1222

Students, faculty, and staff are encouraged to report criminal incidents and other emergencies immediately to the Office of Campus Safety.

Utica College Campus Safety: 315-792-3046

### ***FIRES***

- Activate a fire alarm pull station
- Call 911
- Notify occupants and if possible help those needing assistance
- Evacuate the building
- Confine the fire by closing doors as you exit
- DO NOT re-enter the building until authorized to do so by emergency personnel

### ***BUILDING EVACUATION PROCEDURES***

- When the fire alarm is activated, evacuation is mandatory
- Do not use elevators
- Take personal belongings (ID's, wallet) and dress appropriately for the weather
- Close doors as you exit
- Move to a safe area, away from the building

### ***EVACUATION ASSEMBLY POINTS***

- Primary assembly point: East side parking lot near white trailer
- Secondary assembly point: West side parking lot near large tree

### ***BOMB THREATS***

- Remain Calm
- Gather as much information as possible from the person making the threat (i.e where, when, gender, age, background)
- Call 911
- Follow instructions from emergency personnel

### ***ACTIVE SHOOTERS***

- If the shooter is in the building and it is possible to escape, exit the building immediately and call 911
- If you cannot exit, remain behind closed doors in a locked or barricaded room
- Stay away from windows; if communication is available, call 911
- Evacuate the room only when authorities have arrived and instructed you to do so
- Do not leave or unlock the door to see "what is happening"
- Do not assume someone else has called the police or emergency personnel

Continued on back ➡



# *Emergency call 911*

## ***WEATHER EMERGENCIES***

- Remain in or proceed to the nearest permanent structure
- In the event of a tornado, move to interior halls or basements
- Remain in place until advised by officials that it is safe to leave
- For updates check e-mail, text messages (**UC alert will send updates to the phone number currently on file for you**), visit [utica.edu](http://utica.edu), or monitor local TV/radio stations

## ***LOCKDOWN/SHELTER IN PLACE***

- Lock door to room or office
- Do not allow anyone into a room or office until it is deemed safe to do so by authorities
- Close blinds/shades and stay away from windows
- Do not lock exterior doors

## ***GAS LEAKS, FUMES, VAPORS***

- Do not pull fire alarms
- Do not touch light switches or electrical equipment
- Call 911
- Clear the area immediately

## ***SUSPICIOUS PACKAGES***

- Do not touch or disturb the object/package
- Evacuate the area
- Call 911
- Warn others not to touch or move the item

## ***SUSPICIOUS BEHAVIOR/ PERSONS OF CONCERN***

- Do not confront the person exhibiting the behavior
- Do not let anyone into a locked room/building
- Do not block access to an exit
- Call 911

## ***MEDICAL EMERGENCIES***

### ***Cardiac Arrest/Heart Attack***

- Call 911
- Locate an Automated External Defibrillator (AED), if one is available\*
- Perform CPR

### ***Burns***

- Remove the cause of the burn
- Flush the area with water
- Do not apply a dressing, creams or lotion
- Call 911

### ***Bleeding***

- Apply firm but gentle pressure to the wound with a clean cloth or tissue
- Immobilize the body part
- Call 911

## ***MEDIA INQUIRIES***

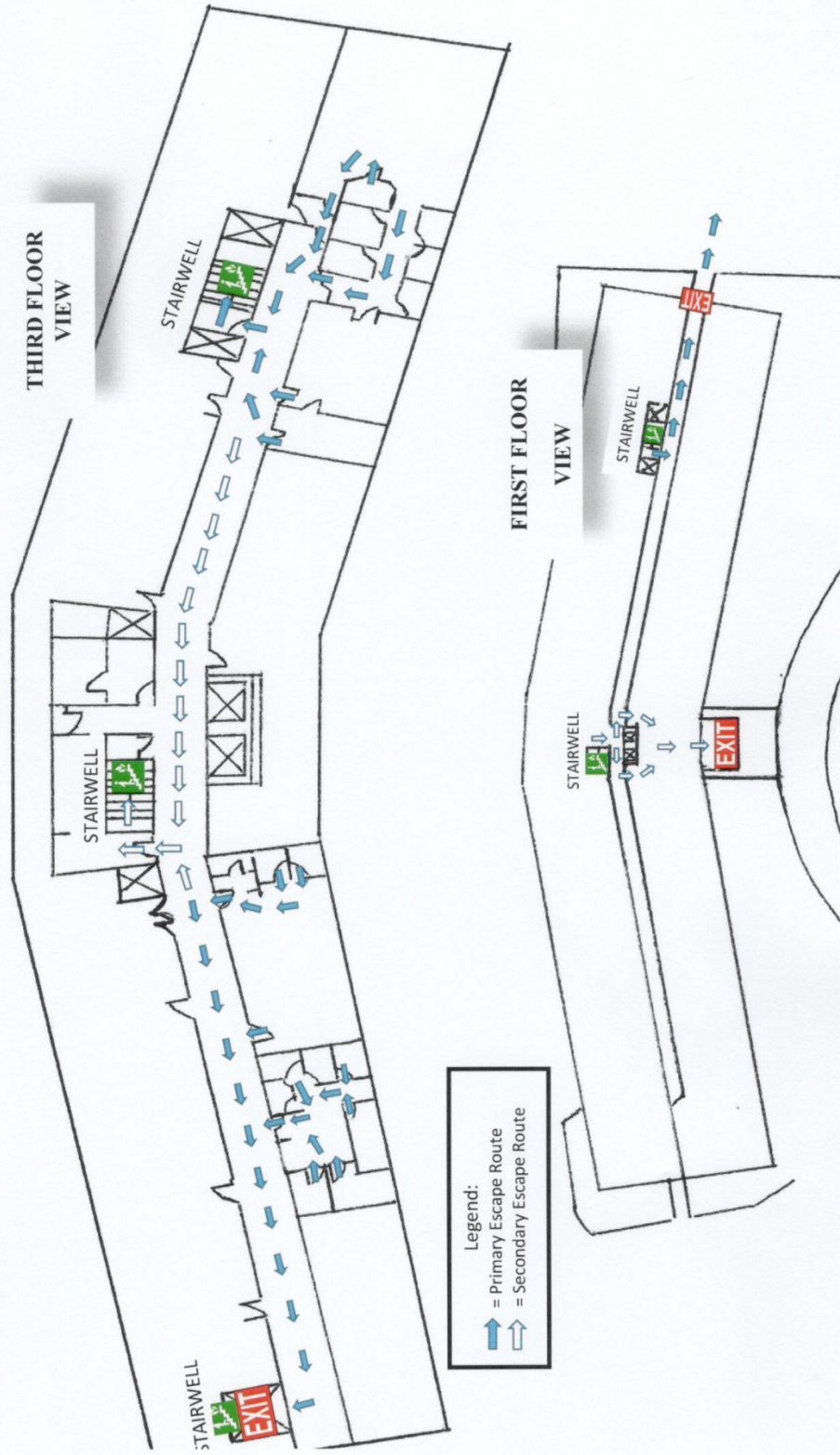
Do not attempt to answer media question about campus emergencies, either in person or by phone. If you are contacted by reporters, please refer them to **Kelly Adams 315-792-3315 in the Office of Marketing and Communications 315-792-3047.**

*In an emergency, call 911*



# Emergency Building Evacuation Plan

## Liverpool Campus



## **Appendix B – Site Specific Emergency Procedures (Clark City Center, Downtown Utica)**

### **Site Details**

This plan is for the Robert Brvenik Center for Business Education in Downtown Utica, New York, located at: 181 Genesee Street, Utica, NY 13501.

## **Appendix C – Site Specific Emergency Procedures (St. Petersburg, Florida)**

### **Site Details**

This plan is for the St. Petersburg, Florida site located at: 9400 4<sup>th</sup> St. North (Suite #100), St. Petersburg, FL 33702



# EVACUATION PLAN-ST. PETERSBURG SITE



LEGEND
= Primary Escape Route
= Secondary Escape Route



Quick Reference for  
**EMERGENCY  
PROCEDURES**  
St. Petersburg, Florida Site

## PHONE Numbers

### Emergency: 911

St. Petersburg Police: 727-893-7780  
Florida State Police: 904-360-7100  
St. Petersburg Fire: 727-893-7694  
St. Petersburg Emergency Management: 727-892-5200  
Local Weather Emergency Management: 727-464-3800  
BayCare Counseling Service: 800-878-5470  
Rape Crisis/Domestic Abuse Hotline: 727-535-9811  
Poison Control: 813-844-4444

Students, faculty and staff are encouraged to report criminal incidents and other emergencies immediately to the **Office of Campus Safety: 315-792-3046**

### **FIRES**

- Activate a fire alarm pull station.
- Call 911.
- Notify occupants and if possible help those needing assistance.
- Evacuate the building.
- Confine the fire by closing doors as you exit.
- DO NOT re-enter the building until authorized to do so by emergency personnel.

### **BUILDING EVACUATION PROCEDURES**

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID's, wallet) and dress appropriately for the weather.
- Close doors as you exit.
- Move to a safe area, away from the building.

### **ASSEMBLY POINT FOR 9400 4<sup>TH</sup> STREET NORTH BUILDING**

#### **EVACUATION:**

- Primary Assembly Point: Rear of main parking lot near picnic tables.
- Alternate Assembly Point: Grass lot beside bank drive thru banking entrance.

### **SUSPICIOUS PACKAGES**

- Do not touch or disturb the object/package.
- Evacuate the area.
- Call 911.
- Warn others not to touch or move the item.

### **SUSPICIOUS BEHAVIOR/ PERSONS OF CONCERN**

- Do not confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block access to an exit.
- Call 911.

### **ACTIVE SHOOTERS**

- If the shooter is in the building and it is possible to escape, exit the building immediately and call Campus Safety.
- If you cannot exit, remain behind closed doors in a locked or barricaded room.
- Stay away from windows; if communication is available, call 911.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see "what is happening".
- Do not assume someone else has called the police or emergency personnel.

Continued on back ➡



# *Emergency call 911*

## ***WEATHER EMERGENCIES***

- Remain in or proceed to the nearest permanent structure.
- In the event of a tornado, move to interior halls or basements.
- Remain in place until advised by officials that it is safe to leave.
- Sign up for Pinellas County Emergency Notification Service at <http://www.pinellascounty.org/alertpinellas/default.htm>
- Monitor local TV/radio stations.

## ***HURRICANES***

**9400 4<sup>th</sup> Street North is located in Hurricane Evacuation Zone: B**

- Know your evacuation zone. Pinellas County government offers several ways to locate your zone. Remember, be ready to evacuate when ordered.
- Complete a PERSONAL disaster plan BEFORE the chaos of an approaching hurricane to be sure you have time to do it right.
- Pack your Emergency Survival Kits before June 1st to be sure you have what you need. See <http://www.pinellascounty.org/emergency/prepareahead.htm#prepared>.
- Organize important papers so you can grab them quickly.

## ***FLOOD***

- If there is a flood warning and you live in a zone that has been ordered to evacuate, get out and follow all local instructions from emergency personnel.
- Do not stay in an area at risk for surge flooding.
- Do not plan to escape to higher floors and do not wait until the last minute. Leave for higher ground and survive the storm.

## ***BOMB THREATS***

- Remain Calm.
- Gather as much information as possible from the person making the threat (i.e where, when, gender, age, background).
- Call 911.
- Follow instructions from emergency personnel

## ***MEDICAL EMERGENCIES***

### ***Cardiac Arrest/Heart Attack***

- Call 911.
- Locate an Automated External Defibrillator (AED), if one is available.
- Perform CPR.

## ***LOCKDOWN/SHELTER IN PLACE***

- Lock door to room or office.
- Do not allow anyone into a room or office until it is deemed safe to do so by authorities
- Close blinds/shades and stay away from windows.
- Do not lock exterior doors.

## ***GAS LEAKS, FUMES, VAPORS***

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call 911.
- Clear the area immediately.

## ***MEDIA INQUIRIES***

Do not attempt to answer media question about campus emergencies, either in person or by phone. If you are contacted by reporters, please refer them to **Kelly Adams 315-792-3315 in the Office of Marketing and Communications 315-792-3047.**

*In an emergency, call 911*

## Appendix D – Bomb Threat Checklist

### BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

#### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

#### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

#### If a bomb threat is received by email:

- Call \_\_\_\_\_
- Do not delete the message.

#### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

#### DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

#### WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police  
1-877-4-FPS-411 (1-877-437-7411)
- 911

### BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number Where Call Received:

#### Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

#### Exact Words of Threat:

#### Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

#### Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

#### Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

#### Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

#### Other Information:



Homeland  
Security



## Appendix E – Technical Specialists

Below is a listing of potential Technical Specialists that might be available to support the Campus Emergency Management Team's Planning Section (or other areas, such as supporting the Command Staff or Operations). The individuals and agencies listed below may not be standing members on the CEMT, but may support the operation should their expertise or consultation be needed. This listing should be updated periodically to reflect the best information.

- Meteorologist or Weather Decision Support Specialist
- Social Media Monitoring Specialist
- Public Relations or Crisis Communications Specialist
- Environmental Health & Safety Specialist
- Public Health Technical Specialist
- Law Enforcement Specialist
- Hazardous Materials or Decontamination Specialist
- Training Specialist
- Critical Incident Stress Management Specialist
- Family Assistance Specialist
- Debris Management Specialist
- Legal Specialist
- Chaplain or Faith Community Representative
- Office of International Education Representative
- Dining Services Representative or Mass Feeding Specialist
- Residence Life Representative or Mass Care Specialist
- Cyber- or Information Security Specialist
- Data Management Specialist
- Cultural/Historical Resource Specialist
- Insurance Specialist
- Structural Engineering Specialist
- Waste Management Specialist
- Transportation Specialist

**Note:** When utilizing Technical Specialists with the CEMT, appropriate span of control and unity of command should be maintained.

## Appendix F – Credential and “Go Bags”

### Credentials

Each member of the Campus Emergency Management Team should be issued a unique visual identification that associates the cardholder with team membership. This ID could be used by team members when approaching a perimeter to help gain entry to the Emergency Operations Center site.

Issued IDs should be collected when individuals are no longer a member of the team.

### “Go Bags”

Some emergencies may require a prolonged response, where returning home at the end of a 12-hours shift is not possible. In those rare instances, team members should be prepared to be self-sufficient for up to 72 hours. This is a non-exhaustive list of items team members should consider having readily available.

#### Equipment

- ☐ Personal firstaid kit
- ☐ Portable Chargers & Extension Cord(s)
- ☐ Credential / Identification
- ☐ Wi-Fi hotspot
- ☐ Flashlight
- ☐ Handbook / Ops. Guide(s)
- ☐ USB flash-drive
- ☐ Writing utensils
- ☐ Notebook / Paper
- ☐ Mobile / laptop-style devices

#### Sustenance

- ☐ Food/snacks– do not require refrigeration
- ☐ Drinking water (1 ½ gallons a day)
- ☐ Travel mug / water bottle

#### Clothing/Personal Items

- ☐ Clothing
- ☐ Jacket/sweater
- ☐ Winter Gear (Gloves, Thermals, etc.)
- ☐ Watch (inexpensive)
- ☐ Glasses (instead of contacts)

- ☐ Extra set of glasses
- ☐ Bedding/linens (sleeping bag), Pillow
- ☐ Washcloths, towels, etc.
- ☐ Shoes/boots (in addition to waterproof wear)

#### Medications

- ☐ Anti-diarrhea
- ☐ Antacids
- ☐ Laxative
- ☐ Pain/Headache meds
- ☐ Insect Repellent
- ☐ Prescriptions

#### Toiletries

- ☐ Deodorant (non-scent)
- ☐ Toothbrush/Toothpaste
- ☐ Hand sanitizer/wipes
- ☐ Feminine Products

#### Trash Bags

- ☐ Dirty Laundry
- ☐ Trash
- ☐ Zip Lock Bags (Large)

**CEMT personnel should dedicate a back pack/small bag to hold the contents of this kit.**

## Appendix G: Special Needs Provisions

<p><b>GENERAL GUIDANCE</b></p> <ul style="list-style-type: none"> <li>• Identify special needs students/staff members and their daily schedule.</li> <li>• Prepare a list of current medications taken and pertinent past medical history.</li> <li>• Verify emergency contact information is current and on file.</li> <li>• Confirm emergency responders are aware of the number and types of special needs persons.</li> <li>• Confirm emergency responders are familiar with the school and location of special needs classrooms.</li> <li>• A plan is in place for evacuation of special needs students.             <ul style="list-style-type: none"> <li>• Consider designated areas of rescue.</li> <li>• Consider personal emergency egress plans for each student.</li> </ul> </li> <li>• Confirm evacuation routes have been traveled with the student and all devices and equipment needed to move the student in an emergency.             <ul style="list-style-type: none"> <li>• An alternative route is also identified and has been traveled.</li> </ul> </li> <li>• Ensure special needs students are drilled and exercised in the evacuation plan and other procedures they will be required to execute in an emergency.             <ul style="list-style-type: none"> <li>• We respond the way we train!</li> </ul> </li> <li>• Identify other students or staff to assist the special needs person during an emergency.             <ul style="list-style-type: none"> <li>• Identify a back-up person(s).</li> <li>• Have parental permission forms signed when using students as emergency assistants.</li> </ul> </li> <li>• Discuss emergency preparedness with the individual student and their parent/guardian.</li> <li>• Provide for specialty go kits.</li> <li>• Make arrangements for care and safety of any service animals.             <ul style="list-style-type: none"> <li>• Loud noises, disorientation.</li> <li>• Have extra harness or leash available.</li> <li>• Back up person to know commands for animal.</li> </ul> </li> </ul>	<p><b>MOBILITY IMPAIRMENT</b></p> <ul style="list-style-type: none"> <li>• Arrange furniture for easier egress</li> <li>• Consider preferential seating in classrooms near exits.</li> <li>• Check all exits for unobstructed path of travel and evenness/level of exit ramps and paths of travel.</li> <li>• Reinforce the need to avoid elevators during fire emergencies.</li> <li>• Discuss evacuation procedures             <ul style="list-style-type: none"> <li>• The possible need to leave a wheelchair or device behind during an evacuation.</li> <li>• Discuss safe lifting points on wheelchairs and other devices</li> <li>• Train all persons assigned to assist in an evacuation on proper lifting and carrying techniques.</li> <li>• Discuss “last resort” need to sit and “bump” down stairs.</li> </ul> </li> <li>• Practice transfers in and out of wheelchair.</li> <li>• Age appropriately train the student how to give verbal instruction of how to move them in an emergency.</li> <li>• Extend handles on fire extinguishers to allow for use by special needs persons.</li> </ul>
	<p><b>VISUAL IMPAIRMENT</b></p> <ul style="list-style-type: none"> <li>• Consider Braille signage if not already present; place at:             <ul style="list-style-type: none"> <li>• Floor levels</li> <li>• Stairwells</li> <li>• Hallways</li> </ul> </li> <li>• Arrange furniture for easier egress</li> <li>• Consider preferential seating in classrooms near exits.</li> <li>• Students informed about obstacles.</li> <li>• Identify if physical or verbal guidance or assistance is needed.</li> <li>• Alternate alerting mechanisms.</li> <li>• Alternate emergency lighting along egress routes.</li> <li>• Train assistants as “sighted guides”.</li> </ul>
	<p><b>HEARING IMPAIRMENT</b></p> <ul style="list-style-type: none"> <li>• Consider alternate alerting mechanisms             <ul style="list-style-type: none"> <li>• Cafeteria</li> <li>• Gymnasium</li> <li>• Halls</li> </ul> </li> <li>• Consider flashing lights on audible alert devices.</li> <li>• Consider flashing portable lighting devices.</li> <li>• Consider symbol cards to communicate the nature of the emergency.             <ul style="list-style-type: none"> <li>• Hearing aids will amplify the emergency alarm and be almost valueless for hearing directions when the alarm is sounding.</li> </ul> </li> <li>• Instruct staff and student assistants to speak directly to the person and after getting their attention visually and to repeat critical messages.</li> <li>• Have student carry pre-printed emergency message cards.</li> </ul>
	<p><b>LIMITED ENGLISH PROFICIENCY</b></p> <ul style="list-style-type: none"> <li>• Translation Cards with Symbols</li> </ul>