

# **EMERGENCY RESPONSE PLAN**

## **INTRODUCTION**

### **SECTION 1**

**Dr. Barton R. Ingersoll**

Campus person responsible for the plan

**Associate Vice President for Student Development**

**University Police Chief**

Title

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Email address and phone number

Updated 08/2007

02/2008

03/2009

# **Governor's Executive Order Number 26**

**State of New York**

**Executive Chamber**

No. 26

**EXECUTIVE ORDER**

**ESTABLISHING A MANAGEMENT SYSTEM FOR EMERGENCY RESPONSE**

WHEREAS, on occasion disasters occur that threaten the public health, safety and lives of the citizens of the State;

WHEREAS, it is necessary and desirable to ensure that all State and local emergency agencies and personnel coordinate their efforts to efficiently provide emergency relief and disaster recovery aid;

WHEREAS, to facilitate efficient and effective assistance to those impacted it is important that all State and local emergency response agencies and personnel utilize common terminology, integrated communications, consolidated action plans, unified command, modular organization, manageable span of control, comprehensive resource management and designated incident facilities during emergencies or disasters;

WHEREAS, the Incident Command System, as developed by the National Interagency Incident Management System, sets forth standardized procedures for managing personnel, communications, facilities and resources;

WHEREAS, the Incident Command System procedures are used by the Federal Emergency Management Agency, National Fire Academy, national Fire Protection Association, national Wildfire Coordinating Group, and other states;

WHEREAS, the Incident Command System is an integral part of various emergency management training programs currently taught throughout the State;

WHEREAS, the Occupational Safety and Health Administration requires the establishment of a site-specific Incident Command System to handle emergency responses; and

WHEREAS, the Disaster Preparedness Commission Task Force on Command and Control and the State Emergency Response Commission endorse a standardized Incident Command System;

NOW, THEREFORE, I, GEORGE E. PATAKI, Governor of the State of New York, by the virtue of the authority vested in me by the Constitution and Laws of the State of New York, do hereby establish the National Interagency Incident Management System – Incident Command System as the State standard command and control system during emergency operations.

GIVEN under my hand and the Privy Seal of  
The State in the City of Albany this  
L.S. fifth day of March in the year one  
Thousand nine hundred ninety-six  
/s/ George E. Pataki

/s/ Bradford J. Race, Jr.  
Secretary to the Governor



# THE STATE UNIVERSITY of NEW YORK

February 7, 2008


*Dr. John B. Clark*  
Interim Chancellor

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## **MEMORANDUM**

**TO:** Presidents, State-operated Campuses  
**FROM:** Dr. John B. Clark, Interim Chancellor   
**SUBJECT:** Procedure on Emergency Response Plans

The health and safety of our students, faculty and staff is – and always will be – our highest priority. We must be vigilant against the growing hazards that face our campus communities, and one of the critical components of campus safety is preparation. Accordingly, we need to analyze the risks that confront our campuses, do all that we can to prevent emergencies from occurring, make sure we respond effectively if an emergency occurs and develop plans so that we can recover.

One of the first steps to be taken by each campus is to review its Emergency Response Plan, make sure it is up to date and compliant with governmental regulations. The attached procedure addresses the mandates of the Governor's Executive Order #26 and Federal Homeland Security Presidential Directive #5 by outlining the requirements and standards for emergency response. In addition, it addresses recommendations of the Task Force on Critical Incident Management and the input of numerous individuals throughout the University. The Emergency Response Plan procedure is attached and can be found at [www.suny.edu/sunypp/](http://www.suny.edu/sunypp/) under "Policies & Procedures" (document #5606).

Being compliant with these regulations will ensure that we use standardized organizational structures and terminology that, in the event of an emergency, will facilitate the various sectors of the campus working together. It also will allow the campus to coordinate with local, state and federal agencies and ease the provision of assistance.

Emergency responders from outside your campus might not be familiar with the identity and location of campus buildings and roads. We encourage you to provide emergency responders with maps of your campuses that

UNIVERSITY CENTERS AND DOCTORAL DEGREE GRANTING INSTITUTIONS University at Albany • Binghamton University • University at Buffalo • Stony Brook University • SUNY Downstate Medical Center • Upstate Medical University • College of Environmental Science and Forestry • College of Optometry • NYS College of Ceramics at Alfred University • NYS College of Agriculture/Life Sciences at Cornell University • NYS College of Human Ecology at Cornell University • NYS College of Industrial/Labor Relations at Cornell University • NYS College of Veterinary Medicine at Cornell University UNIVERSITY COLLEGES SUNY Brockport • Buffalo State College • SUNY Cortland • Empire State College • SUNY Fredonia • SUNY Geneseo • SUNY New Paltz • SUNY Old Westbury • College at Oneonta • SUNY Oswego • SUNY Plattsburgh • SUNY Potsdam • Purchase College TECHNOLOGY COLLEGES Alfred State College • SUNY Canton • SUNY Cobleskill • SUNY Delhi • Farmingdale State College • Maritime College • Morrisville State College • SUNY Institute of Technology COMMUNITY COLLEGES Adirondack • Broome • Cayuga County • Clinton • Columbia-Greene • Corning • Dutchess • Erie • Fashion Institute of Technology • Finger Lakes • Fulton-Montgomery • Genesee • Herkimer County • Hudson Valley • Jamestown • Jefferson • Mohawk Valley • Monroe • Nassau • Niagara County • North Country • Onondaga • Orange County • Rockland • Schenectady County • Suffolk County • Sullivan County • Tompkins Cortland • Ulster County • Westchester


identify building names, street names and numbers as well as information such as utility and electrical shutoffs, hydrants, and water and gas main valves. In addition, we urge you to maintain a complete set of maps of the interior of buildings that identify the location of exits, stairwells, room numbers, laboratories containing hazardous materials, and obstructions to sight lines.

A committee of campus representatives and the Office of University Police has been working for several months on the development of a model emergency response plan for campus use. The model plan, which is based on the new procedure, is designed to assist the campus in its planning and preparation. It does not preclude any campus modifications including the addition of sections and details needed to address your campus specific needs. The model plan is attached and is also available within the secure SUNY website at <https://www2.sysadm.suny.edu/smartportal>.

I have asked Roger Johnson to be the point of contact for emergency management and to report regularly to me on any issues or concerns that arise. Please review the new requirements with your staff, make any necessary modifications to your current plan and forward a copy of your new emergency response plan to the Office of University Police by April 3, 2008.

Attachments

Copy: Presidents, Community Colleges  
Deans, Statutory Colleges  
Campus Business Officers  
Campus Chiefs of University Police  
Dr. Cline  
Mr. DeMarco  
Mr. Johnson  
Mr. Lloyd

 <p>Category: Facility Management / Safety Student Development</p> <p>Responsible Office: <u>University Police</u></p>	<p><b>Procedure Title:</b> Emergency Response Plan Requirements</p> <p>Document Number: 5606</p> <p>Effective Date: January 30, 2008</p> <p>This procedure item applies to: State-Operated Campuses</p>
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## Summary

The State University of New York (SUNY) requires every campus to develop and maintain an Emergency Response Plan (ERP) that meets or exceeds the requirements set forth in this document. In the event of an emergency, the top priorities of the State University of New York are to (1) Protect life; (2) Protect critical facilities; and (3) Restore campus operations.

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## Process

Each State-operated SUNY campus must have an “All-Hazards” Emergency Response Plan that outlines how the campus intends to prepare for, prevent, respond to and recover from emergencies that occur on campus or affect the campus. It is the responsibility of each campus to develop and implement a plan that addresses the specific needs of that campus and that also includes the following:

1. Each ERP must include a signed and dated statement from the Campus President endorsing the plan and supporting its implementation.
2. Each ERP must use the National Incident Management System (NIMS) for preparing for, preventing, responding to and recovering from incidents.
3. Individual units on each campus must develop emergency plans and identify the individuals (by name or by position) responsible for maintaining and evaluating the sufficiency of these unit plans. Campuses should determine the individual units as appropriate to their risks and needs.
4. The ERP must delineate the procedures for reporting all emergencies to campus officials.
5. The ERP must include a hazard analysis for the entire campus. A hazard analysis involves examining the likely hazards that could affect the campus. This analysis shall form the basis for the entire emergency planning process.
6. The ERP must identify the individual (by name or position) responsible for updating and maintaining the ERP. This individual is responsible for ensuring that the ERP is reviewed no less than **once every academic year** for accuracy and that it is available in both hard copy and electronic format. At the time of this review, the individual must indicate what significant changes, if any, have been made to the ERP, sign and date the ERP and provide it to the Office of University Police at System Administration, even if there are no changes to the ERP. A record of significant changes should be recorded in a separate section of the plan.

7. The ERP must identify the formal method the campus will use to evaluate the ERP for compliance with the National Incident Management System (NIMS).
8. The ERP must identify the members (by name or position) of a standing Emergency Response Planning Team with responsibility for the coordination of all emergency planning, including but not limited to: resource management, personnel qualification and equipment certification.
9. The ERP must describe the procedures for creating and operating an Incident Command Post (ICP) in the event of an emergency.
10. The ERP must identify the members of the Command and General Staff of the ICP. Contact information for all members must be included in the ERP.
11. The ERP must describe the procedure for the establishment of a Campus Emergency Operation Center (CEOC) in the event of an emergency. Primary and backup locations must be identified.
12. The ERP must include specific protocols for violent critical incidents. Such incidents may include, but are not limited to incidents of: an active shooter, sexual assault, homicide, suicide, and so on. Protocols must include procedures for timely response, decision making and communication with the campus and local emergency response agencies.
13. The ERP must include a description of the communication systems employed by the campus, as well as those of mutual aid agencies.
14. The ERP must provide detailed information regarding the means of communicating the existence of an emergency to the campus. Every campus must employ at least one means of emergency communication in each of the following categories:
  - Active broadcast (e.g. outdoor siren/speakers, audio/visual devices, and so on.)
  - Passive broadcast (for example: email, electronic message boards, TV crawl message, and so on.)
  - Individual broadcast (for example: cell phone text messaging)
15. All agreements, formal or informal, that exist between the campus and non-university entities regarding the use of resources during an emergency must be included in the ERP.
16. The ERP must include the campus' pandemic flu plan.
17. As part of compliance with the NIMS, each plan must include the following incident elements:
  - Incident termination/demobilization of large, complex incidents: The ERP must provide for the orderly, safe, and cost-effective movement of personnel when they are no longer required at the incident.
    - Business resumption: The ERP must include a detailed Continuity of Operations Plan (COOP) for essential operations. The COOP must provide a process for the campus' return to normal business and academic operations.
    - Cost recovery: The ERP must include procedures for the documentation and reimbursement of all costs related to the incident.
    - Post incident analysis: The ERP must include procedures that detail how the campus will analyze the incident and improve procedures/operations for future events.
    - After action reporting: The ERP must require that a formal written report be completed following all significant events. This report, which is based on the post incident analysis, must provide 'action items' for improvement of policies, procedures and/or operations.

## Training

All appropriate campus senior staff, managers and emergency responders must receive training in Incident Command System (ICS) and NIMS that corresponds with their identified roles and responsibilities in an emergency. A record of this training will be maintained by the campus. Emergency response drills and exercises using the concepts of NIMS should be conducted annually to enhance the coordination, training, and response capabilities of campus personnel internally, as well as with local emergency response agencies.

1. All drills and exercises must include the following elements:
  - a. Clearly stated goals and objectives for the drill / exercise.
  - b. Formation/Establishment of ICS structure, including sections such as operations, planning, logistics and finance.
  - c. Communication and decision-making processes necessary to respond in an effective and timely manner to an emergency.
2. Drills/exercises may be implemented in any of the following ways:
  - a. **Tabletop:** A facilitator guides discussion. The purpose is for the group to learn how to solve problems together. There are no simulations and no attempts to arrange elaborate facilities or communications.
  - b. **Functional:** An exercise that simulates an emergency in the most realistic manner possible, short of moving personnel and equipment to an actual site. Its goal is to test or evaluate the capability of one or more functions in the context of an emergency event.
  - c. **Full scale exercise:** An exercise that is as close to the 'real thing' as possible. It is a lengthy exercise which takes place on location, using the equipment and personnel that would be called upon in a real event. Campuses must conduct a full scale drill as soon as practicable, as determined by the campus president or his/her designee.

## Security

1. A copy of the Campus Emergency Response Plan must be kept both on and off-site and at the Office of University Police at System Administration.
2. The plan will be treated as sensitive and distribution restricted where appropriate.

## Definitions

### **Campus Emergency Operation Center (CEOC)**

This is the site designated to serve as the response and strategy center throughout the incident and recovery period. High level coordination among agencies and jurisdictions takes place at the CEOC. Information and resources to support incident management and policy issues are considered in the CEOC.

### **Incident Command Post (ICP)**

This is the on-site operation center at which the primary command functions are executed. The Incident Commander (IC) is in charge of the ICP. The ICP is generally located in close proximity to the incident.

### **Incident Command System (ICS)**

The Incident Command System is a management system that sets forth standardized procedures for managing personnel, communications, facilities, and resources.

**National Incident Management System (NIMS)**

The NIMS is a comprehensive, national approach to incident management used at all jurisdictional levels and across all response disciplines.

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**Forms**

There are no forms relevant to this procedure.

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**Related Procedures**

There are no related procedures relevant to this procedure.

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**Other Related Information**

Audit Committee of the Board of Trustees, Establishment of Empire County Comprehensive Emergency Management Plan. State Emergency Management Office (SEMO)

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**Authority**

National Security and Homeland Security Presidential Directive 5

NYS Executive Order #26

Executive Order #26, continued by Executive Order #5, issued by Governor Spitzer, January 1, 2007.

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**History**

The procedure stems from the Chancellor's Task Force on Critical Incident Management, May 11, 2007, and responds to the mandates contained in the Governor's Executive Order #26 and in the Federal Homeland Security Presidential Directive-5.

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**Appendices**

There are no appendices relevant to this procedure.



## President's Message (endorsement)

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*It is hereby resolved by President Nancy Kleniewski that:*

WHEREAS, In Homeland Security Presidential Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW THEREFORE, Pursuant to the authority vested in me by the State University of New York I do hereby mandate the National Incident Management System be utilized for all incident management on the Oneonta campus.

I further proclaim this to take effect immediately.

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President Nancy Kleniewski

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Date

## **Mission Statement**

An emergency or crisis situation can arise at the State University of New York at Oneonta any time and for many reasons. Emergencies range from chemical spills, fires and bomb threats to explosions, natural disasters, and civil disturbances such as riots or labor unrest.

The SUNY at Oneonta Emergency Response Plan is a procedural document, which incorporates the Incident Command System for organizing, coordinating and directing available resources toward the control of an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals. In emergencies, procedures sometimes must be changed at an instant's notice; therefore, responsible and knowledgeable persons who know the procedures have the authority to make necessary modifications.

## **Emergency Response Plan Synopsis**

This Emergency Response Plan is designed to outline a plan of action so that emergencies can be dealt with immediately in a logical and coherent manner. The intention of the Emergency Response Plan is not to establish policy, but to create a framework that will allow an immediate response to an emergency.

This plan is the result of the recognition by the college officials that there is a responsibility to manage emergency and disaster situation on campus and coordinate with all public safety and local government officials. The college recognized that a comprehensive plan is needed that is compliant with HSPD-5, including the National Incident Management Systems (NIMS). The plan must also be consistent with, and closely linked to city, county and state plans.

The Comprehensive Emergency Management Plan (CEMP) designates University Police as the initial contact for reporting all emergency situations and as the central point of communication during the response and resolution of all emergencies.

Upon receiving the initial contact, the University Police Officer in Charge (OIC) will make an initial judgment about the level of response necessary to ensure the safety of people, protect property and communicate with the appropriate personnel as outlined in the attached plan.

If the situation is an emergency, the University Police Officer in Charge after exercising the necessary authority to protect people and property first, will contact the Emergency Response Coordinating Officer (ERCO), who will make an initial decision about the response and category of the situation. The Emergency Response Coordinating Officer will make the appropriate contacts within the Administration as outlined in the attached Comprehensive Emergency Management Plan and mobilize University Police to begin staging for the emergency.

If an emergency situation begins to escalate any member of the ERRG (Emergency Response Resource Group) will notify the ERCO or designee and may convene the ERRG. It will take appropriate action as outlined in the Comprehensive Emergency Management Plan to respond to the changing conditions.

## **Introduction Appendix**

**Resources:** This plan has been developed from the following resources.

- SUNY Plattsburgh
- Stony Brook University
- Buffalo State College
- International Association of Law Enforcement Administrators
- National Safety Council Accident Prevention Manual
  - o Chapter 16 – Planning for Emergencies
- Federal Emergency Management Agency Procedures
  - o University Police Incident Management
  - o Team Command – Command Post Operations
  - o High Rise Strategy and Tactics
- SARA Title III Requirements
- OSHA 1910.120 Requirements
- Incident Command System National Training Curriculum

Please submit comments to:

Dr. Barton R. Ingersoll  
Associate Vice President  
Chief of Police  
One Alumni Hall  
Phone: 436-3550  
Fax: 436-2402

Mr. Thomas Rathbone  
Associate Vice President  
Facilities and Safety  
B217C Milne Library  
Phone: 436-3224  
Fax: 436-3568

Mr. David C. Lincoln, Jr.  
Emergency Management Coordinator  
University Police  
One Alumni Hall  
Phone: 436-3550  
Fax: 436-2402

## **Risk Assessment**

### ***SITUATIONS:***

The following is a list of the type of emergency situations that have the potential to develop at Oneonta:

*FIRE:* Fires can occur in buildings or involve vehicles, machinery or wooded areas on the campus grounds.

*HAZARDOUS MATERIAL INCIDENT:* Hazardous materials are used in laboratories and industrial operations. An incident can occur from an accidental release of a material or an incident, such as fire or explosion in an area where hazardous materials are stored.

*FLOODING:* Heavy rains can create a flooding condition in some basements or areas with poor drainage. Flooding can also occur from the failure of domestic water or sanitary sewer lines, water mains, sewer lines or storm drains.

*EXPLOSION:* Explosions can be caused by explosive devices, or they can result from processes involving hazardous materials or operations.

*CIVIL DISOBEDIENCE:* Demonstrations, rallies, or other public gatherings of protest are generally; well organized and peaceful, but could cause a disturbance to normal operations.

*ACT OF TERRORISM:* Acts of terrorism can come from foreign or domestic sources and can include sabotage, bomb threats, or even nuclear, chemical or biological attacks.

*UTILITY FAILURE:* Any major failure of an electrical, heating, cooling, ventilation, water, sanitary waste, security or fire alarm system can have an adverse effect on the operations at SUNY.

*SEVERE WEATHER STORM:* The region can sustain weather related storms, including snow and ice storms, tropical storms, hurricanes, thunderstorms, tornados and Nor'easters.

*FOOD BORNE ILLNESS:* SUNY Campus' are host to many events and activities that serve food and is therefore susceptible to foodborne illness outbreak, if proper conditions are not established and monitored.

### ***ASSUMPTIONS:***

The following assumptions are relevant to the implementation of this plan.

1. University Police recognizes the importance of managing emergencies in accordance with the plan has been given Presidential authority to act to protect people and property immediately and has the resources for effective implementation.
2. Departments and individuals with assignments have been trained and understand their roles and responsibilities.

3. Emergencies may occur at any time, day or night, weekend or holiday, with little or no warning.
4. The succession of events in an emergency is not entirely predictable; hence this plan serves as a guide and may require field modification in order to meet the requirements of the event.
5. The magnitude or severity of an emergency may exceed the campus's ability to respond. In those cases, it may be necessary to rely on the assistance of external resources for both response and recover.

### **Comprehensive Approach**

Prevention, mitigation, planning, preparation, response and recovery are acknowledged as basic elements of emergency management. By addressing all of the elements in a comprehensive emergency management plan the campus will lessen the intensity and duration of any unusual incident or event. This plan consists of sections dealing with the aspects of a comprehensive approach to planning.

## **Glossary of Terms**

### **Agency Executive or Administrator**

Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident or event. The president (or designee) would be the Agency Executive for an emergency situation that occurs on the State University at Oneonta campus.

### **Building Coordinators (BC)**

Are the points of contact for each building on campus for scheduling or use of the building?

### **Emergency Communication Coordinators (ECC)**

Are the points of contact for each building on campus in times of emergency and are responsible for communicating what the emergency is and what to do about it.

### **Building Emergency Response Team (BERT)**

Faculty and staff designated by the Emergency Communication Coordinator to help in times of emergency and assist in communicating what the emergency is and what to do.

### **Campus Emergency Operations Center (CEOC)**

This is the site designated to serve as the response and strategy center throughout the incident and recovery period. University Police will announce the location of the CEOC if it has been determined that the CEOC should be set up.

### **Local Hospital (LH)**

A.O. Fox Hospital, Bassett Hospital and Student Health Center

### **Crisis Communication Team**

The Crisis Communication Team works with the President and the Emergency Response Resource Group (ERRG), to develop the plan of action in communicating information to all constituencies. Other people may be asked to respond to the Campus Emergency Operations Center when their area(s) have been affected by the incident or if their facilities may be asked to respond:

### **Emergency Response Coordinating Officer (ERCO)**

The ERCO can convene the Emergency Response Resource Group (ERRG) and serves as the manager of the ERRG. The ERCO can serve as liaison to the President's Office in the absence of the President's appointed liaison.

### **Emergency Response Resource Group (ERRG)**

This committee is responsible for maintenance of the Emergency Response Plan (ERP). This committee is also responsible for the management of the College's response to an incident or emergency as defined in the Emergency Response Plan. The ERRG convenes in the CEOC. The following people or their designees are members of the ERRG:

- President
- VP for Community Affairs (VPCA)
- VP for Business Administration (VPCA back-up)
- VP for College Foundation

- VP for Student Development
- Provost / VP for Academic Affairs
- Chief of University Police
- Associate VP for Computing and Telecommunications
- Associate VP for Facilities/Safety
- Director of Facilities
- Director of Residence Life
- Associate VP for Human Resources
- Emergency Management Coordinator
- Support Staff (as required)
- Environmental Management Coordinator  
or Safety Officer

Other people may be asked to respond to the Campus Emergency Operations Center (CEOC) when their area(s) or their facilities have been affected by the incident:

- Registrar
- Associate Provost of Library
- Health Center/College Physician
- Manager, Sodexo Campus Services

### **Comprehensive Emergency Management Plan (CEMP)**

This is the official plan for the State University College at Oneonta for responding to planned or unplanned incidents or events, which could disrupt College operations and/or injure people or cause damage to buildings.

### **Emergency Response Planning Team**

This is a standing team of University Police Chief, Associate Vice President of Facilities, Associate Vice President of Computing and Telecommunication, Associate Provost, Residential Life and the Emergency Management Coordinator that reviews the ERP yearly and makes recommendations for changes.

### **Environmental Management Coordinator (EMC) or Safety Officer**

This is the person responsible for day to day environmental health and safety responsibilities at the State College at Oneonta

### **Emergency Manager (EM)**

This is the person responsible for the day to day emergency management responsibilities at the Sate College at Oneonta.

### **President's Cabinet (PC)**

These are the executive staff members who are on campus during an incident. The Emergency Response Coordinating Officer (ERCO) is responsible for maintaining communication between this group and the ERRG so that policy questions are answered and the President's Cabinet is informed of the extent of damage or injury due to the incident. The EC will convene either in the President's Conference Room (or a location determined by the President). Members of the President's Cabinet include:

President  
Provost/Vice President, Academic Affairs  
Vice President, Business Administration

Vice President, Facilities  
Vice President, Student Development  
Vice President, Community Affairs

### **Incident Command System (ICS)**

The incident command system is a management system that sets forth standardized procedures for managing personnel, communications, facilities and resources.

### **Incident Command Post (ICP)**

This is the on site operations center at which the primary command functions are executed. The Incident Commander is in charge of the ICP. A description of the ICP operation is in Section III University Police.

### **Incident Commander (IC)**

The Incident Commander is the person in charge of all operations at the incident site.

### **Incident Management Team**

The Incident Commander and appropriate Command and general staff personnel assigned to an incident.

### **Media Center (MC)/Joint Information Center (JIC)**

This is the site at the College where the Communication staff will brief the media and issues press announcements. Unless otherwise noted, the MC will be located in the Little Theater at Alumni Hall.



Appendix 1

# EMERGENCY COMMUNICATIONS COORDINATOR PROGRAM

The State University of New York  
College at Oneonta



05/2008  
03/2009

## **Emergency Communications Coordinator Program**

### **Protocol for Emergency Communications Coordinator: The Role of Emergency Communications Coordinators**

**Protocol for Emergency Communications Coordinators:** The State University College at Oneonta is committed to supporting the welfare of its students, faculty, staff and visitors. Preparing a campus comprehensive emergency management plan and allocating resources to respond to possible emergencies/disasters is one way in which the campus offers this support. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern emergency/disaster preparedness and reflects the best and most current thinking in this area. The President has assigned responsibility for emergency/disaster planning and implementation to the campus Vice Presidents, who will act through their department/unit management (Deans, Directors, Chairs, and Administrative Officers).

**The Role of Emergency Communications Coordinators:** Emergency Communications Coordinators (ECC's) have a defined role in campus emergency/disaster preparedness as well as security: they implement response plans and coordinate education and planning in this area for all building occupants. In addition, they serve as the communication liaison between campus service agencies and building occupants under specific circumstances enumerated below. Emergency Communications Coordinator duties should incorporate appropriate existing practices within campus buildings. University Police/Facilities and Safety/Employee Services are responsible for the coordination of the ECC program and will provide assistance to ECC's.

**Structure:** Every building involving campus students, faculty, staff and visitors will have a single Emergency Communications Coordinator appointed by a Vice President. The ECC acts as a liaison between the various administrative units and the occupants on issues of emergency preparedness, security, maintenance and custodial operations. The ECC must be an occupant of the building assigned.

#### **Selection:**

The VP for Student Development shall appoint ECC's for the following buildings: Residence Halls, Hunt Student Union, Alumni Hall, Health Center, and Alumni Field House.

The VP for Finance and Administration shall appoint ECC's for the following buildings: Netzer Administration, MOC and associated smaller buildings supporting Facilities Operations, such as the Heating Plant and the Grounds Building.

The VP for Community Relations shall appoint the ECC for Morris Hall.

The Provost shall appoint ECC's for Milne Library and all other academic buildings, including the Physical Education Building.

## **Duties and Responsibilities**

### **A. Emergency/Disaster Preparedness**

The following duties are assigned to the ECC in the role of building emergency preparedness coordinator:

- Implements building-specific policies and procedures, posts notices, and disseminates information about building preparations, activities, Facilities issues, and campus programs.
- Acts as coordinator for building occupants in a building emergency response, coordinates preparations and activities including fire alarm/evacuation drills with University Police.
- Works as building liaison to other campus departments and units (Facilities & Safety; Facilities Operations; University Police; Employee Services, etc.) that provide support, assistance and input to emergency preparedness planning
- Trains alternates (chosen by the ECC) to assume duties when the ECC is on vacation, absent, or not available)
  - If emergencies or disasters occur during designated work hours, the ECC will carry out the duties listed in the “emergency preparedness” checklist.

### **B. Communication Liaison**

An important function of the ECC is communication liaison. The following is a list of duties assigned to the ECC as liaison between administrative units and building occupants for routine services.

The ECC:

Posts notices of construction work or other facilities-related issues in the building that could affect occupants in other than department space if not already done so by the Office of Facilities and Safety, contractors, the Dormitory Authority or State University Construction Fund.

Coordinates occupants’ response and serves as building interface regarding the appropriate use and maintenance of public areas within buildings, e.g., security safety modifications to public areas, signage/posting of notices and procedures for facility use and operation.

The ECC notifies occupants of impending interruption to public areas/utilities in the building.

The ECC acts as the primary building point of contact with the following departments:

University Police

Facilities Operations

Facilities and Safety

Mail Room

Central Receiving

Card Access

Custodial

Telecommunications

**C. Security**

- Act as approval authority for card access and traditional key sets
- Respond to “prop alarms” from the card access system.

**D. Facilities Operations**

- Coordinates “housekeeping” issues with the Custodial Department
- Coordinates special events as required
- Coordinates maintenance issues with Facilities Operations in accordance with the attached checklist

**Training for Emergency Communications Coordinators:** Emergency Communications Coordinators are expected to keep current with the changing safety/security situation on campus. To assist them, the Office of Facilities and Safety will hold annual update meetings.

**Emergency Communications Coordinator Training:** Every populated building on campus has a staff member whose responsibilities include being the designated Emergency Communications Coordinator (ECC). The ECC, Alternate ECC, and building staff play a critical role in the Campus Comprehensive Emergency Management Plan by developing building emergency plans and evacuation procedures. This class is for both new and experienced Emergency Communications Coordinators, Alternate ECC's, and campus employees interested in becoming ECC's. Participants will receive a great deal of information, including: an overview of the Campus Comprehensive Emergency Management Plan, and the ECC's role within this plan; a detailed ECC job description; information on developing Building protocols; and information on fire safety and fire extinguishers. The class includes an informal panel discussion with experienced Emergency Communications Coordinators. (This course is co-sponsored by the University Police Department, Employee Services, and the Office of Facilities and Safety.

**Instructors** This training is team-taught by staff from the following departments:

- UPD
- Facilities and Safety
- Employee Services

## **Emergency Communications Coordinator Checklist**

### **Emergency Preparedness**

Primary contact with the Emergency Operations Center in the event of a campus emergency

Coordinates emergency supplies

Coordinates evacuation events

Coordinates “shelter in place” events

Act as coordinator in the event of activation of an Emergency Assembly Area

Coordinates facilities-related emergencies such as loss of water, sewer, electrical power, heat and inclement weather events

Monitors compliance with frequency and number of mandatory fire drills

### **Security**

Propped doors

Card access

Open windows

### **Safety**

EXIT signs are lit

EXIT doors are kept clear and accessible

EXIT corridors are kept clear and free of clutter

Fire safety

### **Housekeeping**

Trash pickup, including building entry receptacles

Spills or floods

Room set-ups

### **Property**

Loss or theft of college property

Vandalism and graffiti

## **Building Systems**

Lights  
Clocks  
Damaged electrical receptacles  
ADA door functions  
Tripped electrical circuits  
Water temperatures  
Sinks, urinals and toilets  
Floor drains  
“Sewer” gas odors  
General building temperatures  
Natural gas or propane odors

## **Building Envelope**

Broken doors and hardware  
Cracked glass  
Open windows in cold weather  
Missing, damaged or stained ceiling tiles  
Roof leaks  
Doors not latching  
Locks not working

## **Bulletin Boards**

Appropriate postings  
Cleanup at end of semester/academic year  
Damage/graffiti

**Appendix 2**

# **EMERGENCY COMMUNICATIONS COORDINATOR LIST SPRING 10**

The State University of New York  
College at Oneonta



05/2008  
03/2009



**Emergency Communication Coordinators  
Spring 2010**

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Alumni Field House	Tracey Ranieri	3594
Alumni Hall	Barton Ingersoll	2491
Bugbee School Building	Marie Petta	2484
Chase PE Building	Al Sosa	3595
College Camp	Gargash, Tim	4167
CGP/BFS	Bill Harman	547-8778
Fine Arts Center	Patrice Macaluso	2148
Fitzelle Hall	Joanne Curran	2541
Health Center	Ricky O'Donnell	3573
Heating Plant Building	Jerry Sawyer	3551
Human Ecology Building	Katherine Angell	2068
Hunt Union	Robb Thibault	3013
IRC	Dave Geasey	3263
Lee Hall	Charlie Young	2181
Mills Hall	Stacy Land	2251
Milne Library	Janet Potter	2723
Morris Conference Center	Amy Crouse Powers	2134
Netzer Admin. Building	Nancy Wolters	2950
Physical Science Building	Allen Anderson	3127
Schumacher Hall	Carol Mandzik	3363
Science Building I	William Pietraface	3421
Service Building	Don Ackerman	2507
Wilsbach Hall	Bill O'Donnell	2564
Blodgett Hall	Christopher Nisler	3393
Curtis Hall	Alan Benson	3447
Ford Hall	Amanda Tabolt	3898
Golding Hall	Megan Stone	2999
Grant Hall	Lesley Kintner	2798
Hays Hall	Lisa Chatman	3698
Higgins Hall	Shawna Mott	3865
Hulbert Hall	Jennifer Mahar	2669
Huntington Hall	James Errico	2601
Littell Hall	Kirsten Wolfe	2650
Macduff Hall	Justin Mikuszewski	2154
Matteson Hall	Heather Farmer	3340
Sherman Hall	Justin Hewlings	3893
Tobey Hall	Elise Krueger	3699
Wilber Hall	CLOSED	3901