

EMERGENCY RESPONSE PLAN

Emergency Situation Guidelines
& SUNY Construction Emergency
Declaration/ Notification

SECTION 3

Updated: 08/2007
02/2008
03/2009

Emergency Situation Guidelines

The following information should be used as a guide to determine the magnitude of an emergency incident and the necessary response.

LEVEL 1 and 2 (1 require numerous outside resources) (2 little or no outside resources)

- o If the situation adversely impacts or threatens life, health or property at the College on a large scale and control of the incident will require multiple agencies and multiple College departments working together, long-term implications are likely.
 1. Major evacuation involving implementation of the College relocation plan, including interfacing with community plan.
 2. Security procedures to protect evacuees and property established.
 3. Medical needs planned for using either College or community plan.
 4. Command post established.
 5. Full activation of Campus Emergency Operation Center (CEOC) is necessary.
 6. Written report, Incident Action Plan and long-term recovery plan are mandated.

Examples:

- o Large-scale chemical release
- o Earthquake
- o Major power outage
- o Building collapse
- o Ice Storm
- o Large-scale external emergency (e.g. 9/11)

LEVEL 3

- o If the situation impact or threatens life, health or property on a large scale at one or more locations within the College, control of the incident may require specialists in addition to College and outside agency personnel. Long-term implications may result.
 1. Evacuation may be for an extended period of time - refer to Section 12 for guidelines.
 2. Security procedures to protect evacuees and property established.
 3. Medical needs planned for.
 4. Command post established.
 5. Written report mandated and Incident Action Plan recommended.
 6. Partial or full activation of the CEOC is needed.

Examples:

- o City water main break (involving service to multiple buildings)
- o Loss of heat or power (to multiple buildings)
- o Fire affecting an entire residential building
- o Chemical release (causing the evacuation of one or more buildings)
- o Hostage situation
- o Large scale civil unrest on College property
- o Missing student
- o Suspicious death (on campus)

LEVEL 4

- If the situation escalates to include an unplanned event that may adversely impact or threaten life, health or property within a single area and control of the incident is beyond the capabilities of College employees, outside agency assistance will be necessary.
 1. If short-term evacuation is necessary, follow appropriate guidelines in Section 12.
 2. Security procedures may need to be established to protect occupants, evacuees and property.
- 3. Medical needs should be planned for.
- 4. Command post established, if appropriate.
- 5. Written report, including a narrative, damage estimate, injury report, and agencies involved is mandated.
- 6. Partial or full activation of the CEOC, if deemed appropriate.

NOTE: When partial activation of the CEOC is necessary the location of the CEOC may vary dependent up the circumstances.

Examples:

- o Residence hall room fire
- o Chemical spill (requiring a disruption of services and a PFD Ha-Mat response)
- o City water main break (involving most of building or one which threatens critical services)
- o Trench cave-in
- o Odor requiring evacuation
- o Loss of heat or power to a building
- o Death of a student

LEVEL 5

- o An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of College employees and the duration of the (CEOC).
- 1. Incident resolved by College employees with assistance or advice from Environmental Health & Safety, University Police and/or Facilities.
- 2. An outside agency may be involved as a precaution or as part of standard College procedures.
- 3. A written report is filed with University Police or other appropriate College departments as deemed necessary.
- 4. Establishment of a command post is optional.

Examples:

- o Automatic fire alarm
- o Small chemical spill
- o Localized water pipe break affecting a portion of a building
- o Localized undetermined odor problem
- o Labor disruption
- o Student demonstration

SUNY CENTRAL EMERGENCY DECLARATION/NOTIFICATION PROCEDURES

A. Types of Emergencies and Actions to be Taken

1. Oil/Chemical spills or environmental damage
 - Contact the NYS DEC Spill Hotline
800-457-7362
 - Coast Guard National Spill Response Center
800-424-8802
 - Contact University Police*
607-436-3550
 - Otsego County 911 for Hazmat Team
2. Statewide or regional emergencies including areas beyond campus where campus has been requested to assist in the response
 - Contact University Police*
607-436-3550
 - Otsego County Office of Emergency Services
607-547-4328
3. Were persons injured, facilities evacuated, or public access to campus is affected.
 - City of Oneonta Fire Department
607-433-3480
4. Unanticipated, sudden and unexpected on campus occurrence on State property which involves a pressing necessity for immediate action, including Residence Halls. Emergency Guidelines levels 1-5.
 - Contact University Police*
607-436-3550
 - Contact University Police*
607-436-3550

B. Construction Emergency – Capital Project

1. If a 'Construction Emergency' as defined in the New York State Public Buildings Law is declared:
 - Declare a Construction Emergency (Exhibit A)
 - Contact Program Manager (Attachment A)
 - Contact Assistant Vice Chancellor For University Police & Director of Public Safety *

* Roger Johnson, Assistant Vice Chancellor for University Police
& Director of Public Safety
Phone Number 518-443-5894
e-mail - Roger.Johnson@SUNY.edu

Construction Emergency Contact List

Name	Campus	Phone Numbers	Cell Number	E-Mail
Ray Beaudoin	Buffalo State Oswego	(518) 689-2555 (W)	(518) 588-8916	Raymond.Beaudoin@suny.edu
Jeff Bittner	Brockport Canton Morrisville Potsdam	(518) 689-2539 (W)	(518) 275-6696	Jeff.Bittner@SUNY.edu
Dan Donlon	Cortland Old Westbury Purchase	(518) 689-2584 (W)	(518) 265-8832	Dan.Donlon@SUNY.edu
Mitch Fields		(518) 689-2539 (W)	(518) 275-6627	JMitchell.Fields@SUNY.edu
Geoff Hamburg	Alfred Ceramics Alfred Tech Farmingdale Geneseo	(518) 689-2539 (W)	(518) 275-6146	Geoffrey.Hamburg@SUNY.edu
Scott Lewis		(518) 689-2539 (W)	(518) 275-5834	Scott.Lewis@SUNY.edu
Bob Morin	Brooklyn HSC Brooklyn Hospital Stony Brook	(518) 689-2643 (W)	(518) 275-8073	Robert.Morin@SUNY.edu
Pearse Murray	Albany Potsdam Oneonta Utica/Rome	(518) 689-2539 (W)	(518) 275-8185	Pearse.Murray@SUNY.edu
Carl Rubenstein	Delhi Plattsburgh Cobleskill	(518) 320-1166 (W)	(518) 641-2793	Carl.Rubenstein@SUNY.edu
Lachlan Squair	Binghamton Empire State Maritime Optometry SUNY Plaza/Levin	(518) 689-2552 (W)	(518) 852-6647	Lachlan.Squair@SUNY.edu
Susan Stewart	Buffalo U. Fredonia	(518) 320-1167 (W)	(518) 641-8551	Susan.Stewart@SUNY.edu
Jeff VanDenburgh	Cornell New Paltz Syracuse ESF Syracuse HSC Syracuse Hospital	(518) 689-2539 (W)	(518) 275-5671	Jeffrey.VanDenburgh@SUNY.edu
Robert Wetmore		(518) 320-1121 (W)	(518) 817-6841	Robert.Wetmore@suny.edu

Public Buildings Law – Definition of “Construction Emergencies”

The New York State Public Buildings Law defines a “construction emergency” as follows: § 9.

Construction emergencies. 1.A “construction emergency” is damage to or a malfunction in buildings or property of the state of New York caused by an unanticipated, sudden and unexpected occurrence which involves a pressing necessity for immediate repair, reconstruction or maintenance in order to permit the safe continuation of a necessary public use of function, or to protect the property of the State of New York, or the life, health or safety of any person. (Source: PUBLIC BUILDINGS LAW, CHAPTER 44 OF THE CONSOLIDATED LAWS OF NEW YORK STATE, ARTICLE 2 COMMISSIONER OF GENERAL SERVICES, Section 2. Public Buildings, 9. Construction emergencies.)

Campus Declaration of Construction Emergency

Instructions:

Submit this completed declaration to the appropriate SUCF Campus Program Manager. For critical or serious emergencies, the following information should be faxed or phoned to the SUCF as soon as possible. In addition, documentation such as pictures, videos, witness statements, official reports, etc. should be maintained by campus. *All "construction emergencies" requesting funding through the State University Construction Fund emergency program must be reported on this form.*

1. General Information

Campus Name:	Date of Report:
Campus Contact Person:	Campus Contact Phone:
SUCF Personnel Contacted:	Date SUCF Contacted:

2. Description of Emergency (Use attachments if necessary)

Date and Time Emergency Occurred:	
Campus Buildings and Facilities Affected (Please include building numbers):	
If Site Related, Where on Campus:	
Describe Nature and/or Type of Damages (include loss of electric, heating, cooling, water supply, sanitation, etc):	

3. Additional Information

Did Emergency Personnel Respond?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, Which Ones?
Did Any Personal Injury Occur?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, How Many? Were Individuals Taken to a Hospital or Treated on Site?
Were Facilities Evacuated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

4. Other Individual/Agencies Contacted

Name of Agency or Individual	Contact Name	Title	Phone Number	Date and Time

5. Sign Below and Submit to the State University Construction Fund

_____ Date _____
Campus President or Designee

To Be Completed By SUCF:	
Date Report Received: _____	Emergency Funding Approval: Yes _____ No _____
Emergency Project Number and Title _____	
Reviewed and Approved By _____	
Basis for Rejection (See Attached)	