

# **EMERGENCY RESPONSE PLAN**

## **University Police**

### **SECTION 6**

**Updated: 08/2007  
02/2008  
03/2009**

## **University Police**

- The dispatch Center for University Police is located at One Alumni Hall, University Police Department.
- The telephone number to contact University Police is 607-436-3550 and fax number is 607-436-2402.
- In the event of an emergency where on-campus telephones lines are down, University Police will establish an off-campus line at 607-436-0000.

### **Role:**

To serve as initial point of contact in **All** College emergencies;

To contact local emergency responders;

If directed, to notify appropriate College units, including the Emergency Response Resource Group (ERRG);

To establish and maintain the Incident Command Post and Emergency Operation Center when necessary;

To establish perimeters and containment when necessary;

To provide crowd and traffic control;

To disseminate warnings and evacuation instructions;

To disseminate warnings, evacuation, or shelter-in-place instructions;

To organize and oversee any emergency evacuation and relocation of students and staff which must occur;

To document incident including notification (person notified, time and date) of appropriate agencies;

To establish and maintain emergency communication network including radios.

## **University Police – Checklist**

### **In all emergencies:**

- \_ Assess nature of emergency based on initial call to University Police and make immediate decision for safety of personnel and property.
- \_ Contact Facilities, Environmental Health & Safety or appropriate College department.
- \_ Dispatch appropriate University Police Officers to handle incident.
- \_ Notify Chief of University Police and Emergency Management Coordinator of status of incident.
- \_ Determine the mode of mass communication necessary (NY Alert; Siren; E-mail; Voicemail; Website; College signs; Radio; TV EAS)
- \_ Determine if Incident Command Post and CEOC is necessary to resolve incident, if so establish and staff Command Post and CEOC.
- \_ Announce location of Incident Command Post via phone calls and radio system, through University Police Dispatcher and maintain Incident Command Post throughout incident.
- \_ Contact appropriate police, fire services, ambulance, or emergency services organization, depending on incident location and type if appropriate.
- \_ Dispatch appropriate University Police force to handle incident including for relocation of those affected and for crowd control to include overtime call out if necessary.
- \_ If necessary, begin traffic control procedures and coordinate efforts with local, state, and federal agencies and authorities.
- \_ If directed, contact members of the ERRG (Emergency Response Resource Group) and notify Emergency Manager to establish College Emergency Operation Center (CEOC).
- \_ Oversee emergency evacuation of necessary area(s) according to appropriate protocols.
- \_ Contact Telecommunications and Computer Services if systems will be impacted.
- \_ Monitor incident to evaluate escalation.
- \_ Notify campus health center and local hospital (LH) if casualties or multiple injuries are expected.
- \_ Maintain appropriate level of response activity until incident is resolved.

If perimeters/containment needed

- Outer perimeter  
Boundaries established as a safe distance from the inner perimeter to control traffic and onlookers.
- Inner Perimeter  
Closed boundaries, which control all entry and exits into area.
- Containment  
A secure status that has been established controlling entry and exit routes and limit the hazard to a designated area.

Appendix 1

<b><u>Local Agencies Responders List</u></b>	<b><u>Phone</u></b>
Oneonta City Fire & Ambulance	(607) 433-3480
New York State Police	
Cooperstown	(607) 547-2233
Oneonta	(607) 432-3211
Sidney	(607) 561-7400
Oneonta City Police	(607)432-1113
Town of Oneonta Police	(607)432-2900
Otsego County Sheriff's Department	(607)547-4270
Cooperstown Police Department	(607)547-2500
NYSEG	(800)572-1121
Haz-Mat	Otsego Co. 911
Forest Ranger	(607)432-0745
NYS DEC	800-457-7362
Otsego County Emergency Coordinator	(607)547-4328
Oneonta Public Works	(607)432-2100
City of Oneonta Mayor	(607)432-6450
Oneonta Public Transit	(607)432-7100
Oneonta City Engineers	(607)432-6465
Hartwick College Safety & Security	(607)431-4111
NYS Office of Fire Prevention & Control	(518) 474-6746
NYS Emergency Management Office	(518)292-2200
Otsego County 911 Center	(607)547-5351
Delaware County 911 Center	(607) 563-3349
NYS DOH EMS northeastern Office	(518) 408-5318
Oneonta City School District Office	(607) 433-8200
Oneonta City School Center Street	(607) 433-8271
Oneonta City School Greater Plains	(607) 433-8272
Oneonta City Middle School	(607) 433-8262
Oneonta City High School	(607) 433-8241
Oneonta City School Riverside	(607) 433-8273

Oneonta City School Valleyview	<b>(607) 433-8252</b>
Oneonta Community Christian School	<b>(607) 432-0383</b>
AO FOX Hospital	<b>(607) 431-5000</b>
Bassett Hospital	<b>(607) 547-9714</b>
Cooperstown Medical Transport	<b>(607) 432-2952</b>

## Appendix 2

Procedure No. 07-92-20	Effective Date: 04/07	Pages: 3
Title: <b>SCHOOL SHOOTINGS AND STUDENT VIOLENCE</b>		
Supersedes:	Dated: 04/07	Review Date: 04/07
Reference:		

### **Purpose**

It is the purpose of this standard operating procedure to provide general guidelines for the handling of School Shootings and Student Violence.

### **Policy**

- A. In school shootings or violence situations, it shall be the policy of this department to consider the lives of the students, teachers, school personnel, citizens and officers involved to be of the utmost importance. Whenever possible, department personnel shall strive for incident stabilization and resolution through a combined team effort of both administration, patrol and emergency response personnel to develop and maintain the ability to utilize alternate approaches to resolve the incident, should normal standard operating procedures for this type of incident fail to prove adequate due to the action(s) of the subject(s) involved.

### **Definitions**

- A. Active Shooter - Is defined as one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Their overriding objective appears to be that of mass murder, rather than other criminal conduct, such as robbery, hostage taking, etc.
- B. Barricaded Subject - Any individual who is reasonably believed to be a threat to commit serious bodily injury or death to hostages, officers or others in the community, and who is in a stronghold position.
- C. Hostage - Any person held by another against his/her will by force or threat, expressed or implied.

Appendix 3

<i>Effective Date:</i>	<i>Number:</i>	
<i>Subject:</i> <b>RESPONSE TO HOSTAGE, BARRICADE, AND ACTIVE SHOOTER SITUATIONS</b>		
<i>Reference:</i>	<i>Special Instructions:</i>	
<i>Distribution:</i> All Police Personnel	<i>Reevaluation date:</i>	<i>No. Pages:</i> 2

**I. BACKGROUND**

Due to the sensitivity of situations covered under this topic, communications with management personnel in all departments is critical.

**II. PROCEDURE**

Upon notification of a terrorist/sniper/hostage/or barricade situation, University Police will immediately notify the following authorities as required:

- |    |                                  |          |
|----|----------------------------------|----------|
| 1. | Oneonta Police Department        | 432-1113 |
| 2. | Oneonta Fire Department          | 433-3480 |
| 3. | Otsego County Emergency Services | 547-4328 |
| 4. | Otsego County Sheriff            | 547-4270 |
| 5. | State Police                     | 432-3211 |
| 6. | A.O. Fox Hospital                | 431-5000 |
| 7. | Bassett Hospital                 | 547-3355 |

Internally:

- |    |  |          |
|----|--|----------|
| 1. | College President                                  | 436-2500 |
| 2. | Provost  | 436-2517 |
| 3. | Vice President for Student Development             | 436-2513 |
| 4. | Vice President for Administrative Affairs          | 436-2081 |
| 5. | Health Center Director                             | 436-3571 |
| 6. | Associate Vice President for Facilities and Safety | 436-3224 |
| 7. | Director of Physical Plant                         | 436-2507 |
| 8. | Director of Residential Life                       | 436-2514 |

Anyone knowing any pertinent information concerning the situation should communicate with Chief of University Police. Such information will be valuable to the police department hostage/terrorist team.



## Appendix 4

Procedure No. 08-95-14	Effective Date: 02/08	Page 1 of 1
Title: <b>MISSING PERSON</b>		
Supersedes:	Dated: 02/08	Review Date: 02/08
Reference:		

### **BACKGROUND**

The Federal government passed legislation in 1982 requiring all police agencies to strenuously investigate every missing child and student case and to immediately enter all pertinent information to NCIC. New York State passed the Campus Safety Act of 1999 requiring all colleges to have formal procedures for the investigation of missing students and to enter into written agreements with local agencies to ensure that investigations are thorough and well coordinated.

### **PROCEDURE**

When investigating a report of a missing college student (any age) and there is suspicion that his or her well being may be in jeopardy, a report must be taken immediately and biographical information must be entered into Division of Criminal Justice Services and NCIC files immediately.

When an initial report is received via the communications desk, the Dispatcher or University Police Officer should begin to gather all pertinent information on the case. A missing child/college student report form should be obtained from the file and a case number assigned. The on-duty supervisor should be notified immediately and a University Police Officer dispatched to the reporter to begin the preliminary investigation.

All areas of the missing student report form should be completed and as much information obtained as possible to assist investigators with locating the missing student.

Oneonta Police Department should be notified immediately per the memorandum of understanding. Any and all information should be shared with the city police.

The Division of Criminal Justice Services missing person data collection guide (DCJS 1508) should be used to help facilitate the investigation. A copy of the guide is located in the Missing Student Emergency black binder located at the Dispatch area.

## Appendix 5

<i>Effective Date:</i> 08/07	<i>Number:</i> 07-94-05	
<i>Subject:</i> <b>EMERGENCY EVACUATION PROCEDURES</b>		
<i>Reference:</i>	<i>Special Instructions:</i>	
<i>Distribution:</i> All Police Personnel	<i>Reevaluation date:</i> Yearly	<i>No. Pages:</i>

### Terms and Definitions

Evacuation Assembly Area (EAA) - an outside location at least 50 feet from the building, away from the roads and walkways used by emergency vehicles.

Evacuation Site (ES) - a building in close proximity to the evacuated building that will provide protection from the weather or other elements in the case of a prolonged evacuation. The on-site incident commander, usually a University Police Officer will determine if personnel should move from the Evacuation Assembly Area to the Evacuation Site. An Evacuation Site list is attached to this document.

### Procedures

Evacuation is required any time the fire alarm sounds, an evacuation announcement is made, or a university official orders you to evacuate a building to the Evacuation Assembly Area (EAA). When an evacuation occurs, departments should put their evacuation plan into effect. After the building has been evacuated, the building cannot be re-entered until University Police gives permission. The silencing of alarms is not the sole indicator that it is safe to re-enter.

Lecturers and Lab Supervisors should notify each class at the beginning of the semester of the designated evacuation plan. The department's plan should indicate a meeting place outside the building EAA as well as the designated ES. It is imperative that students know to stay together as a class while at the EAA or the ES. Everyone must be accounted for, and their names should be written down, or checked off an attendance roster. You can not release students from the EAA or ES until University Police have given permission to do so.

### General Evacuation Procedures for Academic and Administration Buildings

- Quickly shutdown any hazardous operations or processes and render them safe.
- Notify others in the area of the alarm if they did not hear it while you are evacuating yourself.
- Exit the room.
- Take jackets or other clothing needed for protection from the weather.
- If possible close windows and doors as you leave, but do not lock the doors.
- If you are away from the class/lab room when the alarm sounds, you should exit the building immediately and not return to the room. You should meet the class at the EAA.
- Exit the building, walk to the nearest safe exit route (do not run). Do not use elevators.
- Move away from the building, report to the class/labs designated EAA and meet with other persons from the class or lab. Wait at EAA for directions.
- Account for faculty, staff and students and write down their names while at the EAA.

Report any missing or trapped people to the emergency responders. Keep existing groups together.

- Review with everyone the location of the Evacuation Site, should this have been an instance where you would have been required to go there.
- Do not reenter the building until University Police gives the "all clear" signal.

### **General Evacuation Procedures for Residential Buildings**

Residence Hall Directors shall:

- Head toward the cage instructing others to move as calmly and as safely as possible.
- Instruct people not to use the elevators
- Make sure all floors in building have been cleared and evacuated
- Instruct Residence Hall Advisors to meet at the cage and then move to an assigned exit.
- Meet University Police near the front of the building, get instructions, and move to the EAA and get a report from the RA's.

Residence Hall Advisors shall:

- Follow the guidelines in the Residence Hall Handbook as to where to meet.
- Move toward the cage, instructing others to move as calmly and as safely as possible to the nearest exit, notifying people as you go.
- Instruct people not to use the elevators. Notify others in the area of the alarm if they did not hear it while you are evacuating yourself.
- Evacuate your floor and make sure all floors have been evacuated
- Go to your assigned door.
- Assemble the residents in the EAA.
- Review with everyone the location of the Evacuation Site, should this have been an instance where you would have been required to go there.

### **Evacuation of Persons with Disabilities**

Assisting Visually Impaired Persons

- Announce the type of emergency
- Offer your arm for guidance.
- Tell the person where you are going, and any obstacles you encounter.
- When you reach safety, ask if further help is needed.

Assisting People with Hearing Limitations

- Turn lights on/off to gain the person's attention, or indicate directions with gestures, or write a note with evacuation directions.

Assisting People using Crutches, Canes, or Walkers

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site if possible, or use a sturdy chair (or one with wheels) move the person to an enclosed stairwell, notify emergency crew of their location.

If you are unable to leave the building due to a physical disability:

- Go to the nearest stairwell.

- Use a telephone to call University Police 436-3550, or use other means to advise them of your location.
- If possible, signal out the window to on-site emergency responders.
- One person may remain with you if they wish to assist you.

The following buildings will be the designated Evacuation Sites (ES) when a prolonged building evacuation occurs as determined by University Police or the Incident Commander. The Building Administrator (designee) or Residence Hall Director (designee) will be present. Occupants will be sent to the emergency assembly spaces.

**Building with Emergency**

R.F. Netzer  
 Alumni Hall  
 Bacon Hall  
 Biological Field Station  
 Blodgett Hall  
 Bugbee Hall  
 Bus Garage  
 Curtis Hall  
 Denison Hall  
 East Street Guest House  
 Fine Arts Center  
 Fitzelle Hall  
 Alumni Field House  
 Ford Hall  
 Golding Hall  
 Grounds Building  
 Grant Hall  
 Hays Hall  
 Health Center  
 Heating Plant  
 Higgins Hall  
 IRC  
 Hulbert Hall  
 Human Ecology  
 Huntington Hall  
 Hunt Union  
 Lee Hall  
 Littell Hall  
 MacDuff Hall  
 Matteson Hall  
 Mills Hall  
 Milne Library  
 Morris Hall  
 Chase Gymnasium  
 Schumacher Hall  
 Science Building #1  
 Physical Science Building

**Evacuation Site**

Chase Gymnasium  
 Hulbert Dining  
 Alumni Hall Little Theater  
 Front Parking Lot  
 Wilsbach Dining  
 Big Parking Lot  
 MOC - Garage  
 Wilsbach Dining Hall  
 Alumni Hall Little Theater  
  
 IRC Lobby  
 IRC Lobby  
 Chase Gymnasium  
 Mills Dining  
 Lee Hall Top Floor  
 MOC - Garage  
 Mills Dining  
 Mills Dining  
 Hulbert Dining  
 Chase Gymnasium  
 Hulbert Dining  
 Fine Arts Theater  
 Alumni Hall Little Theater  
 Chase Gymnasium  
 Mills Dining  
 Visitor's Parking Area by Entrance to Fields  
 Morris Hall - Craven Lounge  
 Lee Hall - Top Floor  
 Wilsbach Dining  
 Wilsbach Dining  
 Wilsbach Dining  
 Chase Gymnasium  
 Alumni Hall Little Theater  
 Alumni Field House Gym  
 IRC Lobby  
 Chase Gymnasium  
 Chase Gymnasium

Service Building  
Sherman Hall  
Tobey Hall  
Wilber Hall  
Wilsbach Hall  
College Camp

Grounds Building  
Mills Dining  
Lee Hall Top Floor  
Lee Hall Top Floor  
Mills Dining  
Parking Area in front of Caretaker's Home

## **Shelter-in-Place Procedures**

The term, **Shelter-In-Place**, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. **It is always preferred to evacuate. Shelter-In-Place should only be used when an evacuation is not safe.** Certain events may necessitate the initiation of the college's Shelter-in-Place Protocol. The decision to Shelter-In-Place will be made by the College President and in his/her absence University Police.

Once the decision has been made, University Police will instruct the campus community to Shelter-In-Place. This notification will be made using all means of communication available.

Examples of instances when the Shelter-In-Place protocol may be used are:

### **Shelter-In-Place (hazardous incident) Recommendations**

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-In-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move to rooms with no windows that can open or are open
- Rooms that have little or no ventilation are preferred
- Close any open windows and doors if you cannot move
- Only come out when you are told that it is safe by University Police

If in a vehicle leave campus and listen for instructions when it would be safe to return to campus. (radio, website, TV, NY Alert)

### **Shelter-In-Place (violent person) Procedures**

In the event of the presence of a person or persons deemed by University Police to be a threat to the campus community, a decision to Shelter-in-Place would be made by the College President or in his/her absence, University Police. This is the preferred method of keeping people out of harms way, controlling pedestrian traffic on campus, and controlling access to buildings.

Upon receiving notification to Shelter-in-Place:

- Stay in your rooms/ offices/ classrooms.
- Notify those around you, and encourage others to remain in your room/ office rather than to try to leave the building.
- Lock the doors, cover the door window, pull down the blinds, turn off the lights and stay calm.
- Stay away from the windows.
- Check your email or visit the college website, if a TV is available, turn it on, turn the volume off.
- Report any suspicious activity, sounds or smells to University Police 436-3550 or 911 (on campus phones)
- Only come out when you recognize the authority directing you to do so.
- If in a vehicle leave campus and listen for instructions when it would be safe to return to campus. (radio, website, TV, NY Alert)

### Shelter-In-Place (weather) Recommendation

A severe weather event such as a tornado or wind event during normal operating hours of the college may necessitate you Shelter-In-Place until the threat of bad weather has passed. Relocating from your normal work area to a space that has no windows or to a lower floor may increase your chances of survival. It is recommended that you:

- Move to the basement of the building- they usually provide the best protection.
- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed
- If in a vehicle try to seek shelter if possible if not stay in your vehicle with seatbelt on.

Please note: The Heating and Ventilation system may be shut down or changed to re-circulate air to prevent drawing in outside air.

The exterior doors will be locked to prevent persons from entering the buildings. Access to doors using card access will be limited to University Police.

### **Initiation of Safe Shelter**

The Chief of University Police after consultation with the President shall make the determination when a situation requires the Shelter in Place Procedures to be initiated.

The Chief will:

- Direct the protocol

The Officer in Charge will assign personnel to:

- Trigger “NY Alert”
- Initiate ALL CALL for ECC on radio
- Notify Telecom of the situation and the message to be sent on Voice Mail
- Notify Computer services of the situation and the message
- Initiate EAS message through College radio station WUOW
- Notify the college AV office of the situation and the message for the TV
- Notify the bus company to stop the busses
- Send a message to set up road barriers
- Send a message on the emergency response team’s radio band to lock buildings and check all doors.
- Turn off card access

Voice message: A situation has occurred on campus that requires you to stay inside until a recognized officer of law tells you it is safe. Please remain in your room and lock the door.

**Approved: January 15, 2008, President’s Cabinet**

## Appendix 7

Procedure No. 07-89-001	Effective Date: 08/07	Page 1 of 4
Title: <b>AUTOMATED EXTERNAL DEFIBRILLATOR (AED)</b>		
Supersedes: 01-82-01	Dated: 08/07	Review Date: Yearly
Reference: Executive Law Title 9, G, IV, A Part 303		

### **Procedure**

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

### **University Police Chief Compliance Responsibilities:**

- Oversight of the deployment of AEDs in selected Oneonta State College facilities.
- Coordination of CPR and AED training for first responders.
- Maintenance of all training documentation.
- Coordinating and testing of equipment.
- Revision of this policy as required.
- Monitoring the effectiveness of this system.
- Communications with Medical Advisor on issues related to medical emergency response program, including post event reviews.

### **Medical Control:**

The Medical Advisor of the AED program for University Police

The Medical Advisor of the AED program is responsible for:

- Providing medical direction for use of AEDs.
- Writing a prescription for the purchase of AEDs.
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR.

### **Authorized AED Users:**

- First responders who have successfully completed training.
- Any Oneonta State College employee or student who has successfully completed first responders training in CPR and AED.
- Any other person who has successfully completed an approved CPR+AED training program within the last two years and has a current successful course completion card.



**First Responder Responsibilities:**

- Activating the internal emergency response system and providing prompt basic life support including CPR, AED and first aid according to training and experience.
- Ensuring prompt notification of local EMS through UPD at 436-3550 or 911 on a campus phone. Meeting and directing EMS personnel to the scene of the medical emergency.
- Providing notification to the University Police Operation Center of all critical incidents, including medical emergencies.
- Understanding and complying with the requirements of this policy.
- 

**Volunteer Responder (Non-Oneonta State College) Responsibilities:**

Visitors and other non-personnel can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable and to the extent of their training/experience. The emergency medical response of these individuals may include CPR, AED, or medical first aid.

**Equipment:**

An AED will be brought to the scene of all cardiac emergencies. The AED should be used on any person who is displaying ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:

- Victim is unconscious.
- Victim is not breathing.
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement.

**Location of AED's:**

**See Attachment #**

Each AED will have one resuscitation kit located in zippered pocket. This kit contains gloves, scissors, razor, wipes, sponges and one facemask barrier device with a one-way filter.

**Initial Training:**

First responders must complete training adequate to provide CPR and AED. Training will be provided on site. CPR and AED training shall be a course of instruction sanctioned by the American Red Cross, American Heart Association, or similar organization approved by SUNY. The University Police will maintain training records for all first responders who have taken SUNY CPR.

**Refresher Training:**

- First responders will complete CPR and AED re-certification training every two years.
- Training will be provided at Oneonta State College free of charge.

**Medical Response Documentation:**

- All first responder will notify the Chief of Police or Emergency Management Coordinator whenever medical supplies or an AED is used. An Incident Report shall be completed by a University Police Officer for all medical emergencies. The Chief of Police will provide a copy of AED use information to the Medical Advisor within 48 hours of the

emergency. At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED. Following each use of an AED, a review shall be conducted and documented by the Chief of Police. All key participants in the event will participate in the review. Included in this process will be the collection of opportunities for improvements as well as critical incident stress debriefing. The Chief of Police shall maintain a summary of the post event review.

**Equipment Maintenance:**

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- The Chief of Police or designee will be responsible for notifying first responders of changes to availability of emergency medical equipment.
- The Chief of Police or designee will be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

**Annual System Assessment:**

Once each calendar year, the Chief of Police shall have conducted and document a system readiness review. This process will include review of the following elements:

- Training records.
- Equipment operation and maintenance records.

**Monthly System Check:**

Once each calendar year, the Chief of Police or designee shall conduct and document a system check. This check will include review of the following elements:

- Emergency medical kit supplies.
- AED battery life/
- AED operation and status
- Both Adult and Pediatric pads expiration

## Workplace Violence<sup>1</sup> Policy

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### Policy

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the University community. Workplace violence should promptly be reported to the appropriate University official (see below). Additionally, all members of the University community are encouraged to report behavior they reasonably believe poses a potential for workplace violence in order to maintain a safe working and learning environment.

### Reporting Procedures

- A. Any person experiencing or witnessing imminent danger or personal injury or violence involving weapons or actual violence should call the University Police or 911 immediately.
- B. Any person who is the subject of a suspected violation of the Workplace Violence Prevention Policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, or in lieu thereof, to University Police.
- C. Employees are expected to report any threat or act of violence that they have witnessed, received, or have been informed of, to University Police and
  1. if an employee is involved, also notify the supervisor or manager; or
  2. if a student is involved, also notify the Vice President of Student Development
  3. University Police will notify the office of Human Resources.
- D. Every threat must be reported
- E. Employees who commit a violent act or threaten to commit a violent act are subject to disciplinary action and/or criminal prosecution as appropriate.
- F. Any individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on the University property shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation.

### Employees

- A. All employees are responsible for helping to maintain a safe work and educational environment and are urged to take reasonable precautions to prevent violence and other unsafe conditions in the workplace and report indicators of increased risk of violent behavior including but not limited to the following examples:

### Precautions:

- In response to telephone inquiries, do not release information about coworkers' schedules, home telephone numbers, or other personal information.
- In the event of suspicious conduct, request the credentials of any stranger who enters your office to do repair or other service work. If necessary, verify the work request with the Department requesting the work.
- Never leave money, credit card travel documents or any thing else of value in an unlocked desk or cabinet.
- If something is stolen, report it immediately to University Police.

<sup>1</sup> For what constitutes Workplace Violence see the National Institute for Occupational Safety and Health's (NIOSH) definition in NYS Department of Labor Division of Safety and Health's, Workplace Violence Prevention Requirements for NYS Public Employers at <http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc>

## **Indicators<sup>2</sup>:**

- Direct or veiled threats of harm;
  - Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
  - Numerous conflicts with supervisors and other employees;
  - Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or fascination with weapons;
  - Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
  - Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide;
  - Drug/alcohol abuse; and
  - Extreme changes in behavior.
- B. Employees are expected to notify University Police whenever a protective restraining order is granted which mentions University property, or involves a University employee, or a person working at or attending the University, and provide a copy of the order to the University Police. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. Employees should also notify their supervisor. Confidentiality will be maintained to the extent possible.
- C. Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor, or the University Police. Confidentiality will be maintained to the extent possible.
- D. All employees have an obligation to report any incidents of violence and/or inappropriate conduct or behavior to their supervisor or University Police immediately and University Police will notify the Office of Human Resources.
- E. Any employee or representative of employees who believes that a serious violation of a workplace violence protection program exists or that an imminent danger exists shall bring such matter to the attention of a supervisor in the form of a written notice. If, following a written notice, the matter has not been resolved and the employee or representative still believes that a violation of a workplace violence prevention program remains, or that an imminent danger exists, the employee or representative should consult with Human Resources Department or University Police.

## **Supervisors**

- A. Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (hereinafter "supervisor") is responsible within his/her area of jurisdiction for the implementation of this policy.
- B. Supervisors are required to contact the University Police immediately in the event of imminent or actual violence involving weapons or potential physical injuries.
- C. Supervisors must report to the University Police any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware or reasonably believes to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts, or threats of violence even if the situation has been addressed and resolved. After having reported such complaint or incident to the University Police and immediate supervisor, the supervisor should keep it confidential and disclose it only as necessary during the investigation process and/or subsequent proceedings. In all cases, the respective Vice President must be notified about complaints/incidents.
- D. Every supervisor is obligated to report any knowledge of such conduct to the office of Human Resources immediately

<sup>2</sup>Identified by the FBI's National Center for the Analysis of Violent Crime, Profiling and Behavioral Assessment Unit, in *Dealing with Workplace Violence: A Guide for Agency Planners* by the United States Office of Personnel Management, Workforce Relations, February 1998.

### **University Police**

- A. University Police is responsible for:
  - responding to;
  - intervening;
  - documenting<sup>3</sup> all incidents of violence in the workplace; and
  - provide training to all employees on an annual basis
  
- B. University Police will immediately log all incidents of workplace violence and will notify the respective supervisor of an incident with his/her employee, or notify the appropriate University official of an incident with a student.

University Police will maintain an internal tracking system of all threats and incidents of violence. Annual reports will be submitted to the President detailing the number and description of workplace violence incidents, the disposition of the incidents, and recommend policy, training issues, or security procedures that were or should be implemented to maintain a safe working and learning environment.
- C. University Police officers will be trained in workplace violence awareness and prevention, non-violent crisis intervention, conflict management, and dispute resolution.
- D. When informed, University Police will maintain a record of any Orders of Protection and will provide escort service to members of the college community within its geographical confines, when sufficient personnel are available. Such services are to be extended at the discretion of the Chief of Police or designee.
- E. Employees will receive appropriate training pursuant to New York State Labor Law §27b on an annual basis by University Police.
- F. University Police will also be responsible for annually disseminating this policy to all employees, as well as posting the policy throughout the campus and on the University's website, as appropriate. Every employee must sign for receipt of this policy and procedure upon publication or at orientation. Receipt of training each year will be kept with the University Police business records.

### **Office of Human Resources**

- A. The Office of Human Resources (HR) is responsible for:
  - Assisting the Chief of Police and supervisors in responding to workplace violence;
  - Facilitating appropriate responses to reported incidents of workplace violence;
  - Notifying the University Police of workplace violence incidents reported to HR; and
  - Consulting with, as necessary, counseling services to secure professional intervention.
- B. The Office of Human Resources is responsible for providing new employees or employees transferred to the University with a copy of the Workplace Violence Policy and Procedure.

### **Workplace Violence Advisory Team (WVAT)**

- A. The permanent members of the Advisory Team will be the University Police Chief, Office of Human Resources and Office of Facilities and Safety. Other members may include faculty, staff, students, and other administration as deemed necessary by the President.

### **Workplace Violence Assessment**

- A. The permanent members of the WVAT will review annually the Workplace Violence Assessment survey for the campus.

<sup>3</sup> For recordkeeping requirements see NYS Labor Law §27-a. Safety and health standards for public employees.

## Policy on Authorization to Issue Emergency Messages on NY – ALERT

The President of the College (or designee) shall have authority to issue emergency messages using the NY – ALERT system. When reasonable efforts to reach the President of the College (or designee) fail, the Chief of Police or the Incident Commander (or respective designees) may authorize such emergency messages. The NY – ALERT system may only be used for emergency and safety information and protective action messages to the campus community as defined in the SUNY Acceptable Use Procedure for NY – ALERT. University Police dispatchers and officers serving in that capacity are trained to send such messages and may do so only on the authority of the President (or designee) or, when unavailable, the Chief of University Police or Incident Commander (or respective designees).

Approved 10/09/2007 by President's Cabinet

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CAMPUS

**MEMO**

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**To:** Dr. Nancy Kleniewski, President  
**From:** Dr. Barton R. Ingersoll, Associate Vice President for Student Development  
**Subject:** Card Access Policy  
**Date:** July 7, 2008

As per the Card Access policy, you can designate a person to retrieve Card Access history information if it involves a life threatening case. I am requesting to be the designated person for the College.

If you need further information, please feel free to contact me.

BRI:bb  
cc: Lisa Wenck, Associate Vice President for Human Relations

## Appendix 10

# Timely Warnings and Emergency Warnings

### Purpose

The goal of Timely Warnings and Emergency Warnings is to provide accurate communication to the Oneonta College Community about serious incidents occurring on campus or the surrounding area. Notification about incidents external to the Oneonta community which may have a significant impact on the College community may also be the subject of a warning.

### Definition

- Timely Warning is a campus wide notification regarding an incident determined to be present or a continuing threat to the campus community. Timely Warnings are mandated by the Federal statues of the Jeanne Clery Campus Crime Act which includes the crimes of: Homicide, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson.
- Emergency Warnings encompass additional notification which may not be timely warnings such as weather emergencies, maintenance issues, etc. Emergency Warnings may not be campus wide but directed to specific groups or locations of affected areas.

### Authority and Responsibility

- Timely and Emergency Warnings are instituted by the Policy approved by Cabinet 10/09/2007 (attached)
- University Police will activate the Emergency Warnings systems when authorized by policy.

### Available Methods of Warnings

Warnings may be issued by the following means at the discretion of the Police Chief or designee;

- Warning Posters
- Email
- Web page ([www.oneonta.edu](http://www.oneonta.edu))
- Text message/voicemail/phone call via NY Alert (see attached for protocols and see Appendix 11 Early Warnings)
- Siren Activation
- “All Call” Radio Communications
- Weather Phone
- Electronic Exterior Door Locking
- Cancelling of a Card for Card Access
- Cable feed – Channel 23
- WUOW 104.7 FM
- WSRK 103.9 FM
- WZOZ 103.1 FM
- Daily Star
- State Times



**Procedure on Methods:**

- Warning Posters (see attached) will be of the forum and content as prescribed by the Clery Act.
- A copy of the poster will be placed in the case file.
- Warning will be posted at the main entrance of all buildings.
- The custodial staff, building coordinators and residential hall directors will assist in this process.
- The on-duty lieutenant is responsible to retrieve the posters when the warning period expires (normally 15 days)
- Text messages/voicemail/emails/phone calls will follow the directive attached and SUNY Acceptable Use Procedures for NY Alert.
- Media releases will be coordinated through the Vice President of Community Relations (607-436-2748)
- Web Pages, Campus voice mail and Cable television messages will be coordinated through Associate Vice President Todd Foreman (607-436-2081)

Special Thanks to University of Buffalo for creating this model.

## **THE STATE UNIVERSITY OF NEW YORK ACCEPTABLE USE PROCEDURE FOR NY-ALERT**

### **Procedure: Acceptable use of NY-ALERT**

**Purpose:** To integrate New York State’s NY-ALERT All-Hazards Alert and Notification system into the State University of New York (SUNY) emergency alerting program. This procedure seeks to ensure the appropriate and effective use of the NY-Alert service by authorized campus personnel.

**Overview:** NY-ALERT is the New York State All-Hazards Alert and Notification web-based Portal. This portal provides a mechanism by which campus officials can send emergency and safety information and protective action messages to the campus community.

Via NY-ALERT, SUNY campuses can provide pre-incident educational and warning information to students, employees, visitors and parents, as well as provide timely emergency information to the same groups to protect lives and well-being, protect assets and minimize campus disruption.

The NY-ALERT system can be used only by authorized campus personnel (up to ten (10) per campus) to send emergency messages, including emergency protective actions, warnings, and post-incident information related to life safety issues to the campus community. List of users attached.

Alert notifications are allowed pertaining only to events in the categories identified below or other “life threatening” situations. “All Clear” and/or additional follow-up messages pertaining to end of event or additional instructions regarding the event are acceptable.

Emergency Contact Information is collected and provide only for emergency notifications by authorized campus management.

General notifications of campus non-emergency events or activities are not acceptable via the SUNY NY-ALERT service.

### **Classification and Acceptable Usage**

Bomb Threat – based on intelligence that indicates the threat is credible.

Civil Disturbance – large group disrupting normal campus activities.

Fire – large-scale fire to building(s), wildfires, local community or industry that endangers campus.

Hazardous Material – dangerous material, chemical, biological, nuclear spreading from a contained area.

Major Road Closing/Incident – unanticipated event that would disrupt safe passage to and from campus.

Medical Emergency – pandemic or event with mass casualties.

Personal Safety – situations that include use of weapons, violence, perpetrator(s) at large, active shooter, hostage situation or missing persons. Any situation, on or off campus, that, in the judgment of the Chief Administrative Officer or designee, constitutes an on-going or continuing threat to person or property.

Suspicious Package – reasonable belief that a package may contain chemical, biological or nuclear substance that would cause harm to persons or property.

Utility Failure – a major disruption or damage to utilities including gas, electrical or water.

Weather – severe weather conditions to include flooding, snow/ice/cold, thunderstorm, wind, tornado or hurricane.

**THE STATE UNIVERSITY OF NEW YORK  
NY-ALERT  
BEST PRACTICES & USAGE GUIDE**

- SUNY NY-ALERT will not be used by any party for any political, financial or personal gain, advertisement or advocacy. All parties that use NY-ALERT will adhere to the professional ethics standards promulgated by the State of New York.
- Each campus must identify an NY-ALERT Emergency Manager (EM) who will be the primary Point-Of-Contact (POC) for NY-ALERT on the campus.  
<http://www.suny.edu/ChancellorsMsg/TaskForceRecommendations.pdf>
- The campus POC will maintain the list of individuals who will be granted Authorized User status.
- Upon approval and password assignment, the Authorized Users will receive training in the use of NY-ALERT by a SUNY NY-ALERT trainer and/or NYSEMO.
- Every Authorized User should fill out the SEMO-NY-ALERT portal profile and be sure to set up their secret question with an answer. The SEMO/NY-ALERT dispatcher will ask the secret question if or when an Authorized User calls into the office rather than utilizing the SEMO/NY-ALERT portal interface. If the person can't answer the secret question the SEMO/NY-ALERT dispatcher WILL NOT send out the emergency notification no matter what.
- Authorized Users are responsible for the proper use of the system and the accuracy of the content of all messages transmitted.
- Only Authorized Users may create and transmit message and/or alerts via the system.
- Authorized Users may transmit messages to populations or targeted audiences within their campus jurisdiction only.
- Authorized Users are responsible for the security and access management of the system within their facility and/or via their access passwords.
- Campuses will, in a timely fashion, provide any changes in contact information for any Authorized User to Assistant Vice Chancellor [roger.johnson@suny.edu](mailto:roger.johnson@suny.edu)
- A person appointed to a position previously held by an Authorized User must reapply for authorization. Authorization is not provided Ex Officio.
- SUNY NY-ALERT is a stand-alone tool. Users are expected to use the existing capabilities to meet their needs. Recommendations for future enhancements are encouraged through proper SUNY channels.
- NYSEMO reserves the right to refuse access to the system and remove users from the system at any time for abuse, misuse or violation of any policy.
- While the system has been developed to be as reliable and robust as possible, NYSEMO and the State of New York are indemnified in the event that the system fails to deliver any or all messages, if any or all portions of the system are not operational, if any third party vendor's system fails or is no longer available through the system or for the misuse/abuse of the system by an Authorized User.
- NYSEMO and the State of New York are indemnified and do not guarantee the accuracy of the information in alerts/notifications by Authorized Users, organizations and jurisdictions.

## Alerting

### ALERTING (Emergency Incident) GUIDELINES:

Upon notification of a potential developing or actual emergency, a campus Authorized User having consulted other public safety and/or campus officials as appropriate, may determine the need to alert a population to the situation and provide recommended protective actions. If the campus Authorized User determines that such Alerting is appropriate, the following steps will be taken:

1. Determine the population to be alerted (e.g. full campus, specific group SUNY phase two);
2. Determine the gateways to utilized (e.g. faxing, telephone dialing, email and/or text (SMS): at a minimum always use email gateway plus one other;
3. Construct the message to be delivered; Note: use message tips on last page of this document.
4. Access SUNY NY-ALERT via on-site internet access/or by contacting the SEMO dispatcher at 518-292-2200.
5. Transmit alert message.

### NYSEMO STATE EMERGENCY CONTROL CENTER (SECC) ACTIVATION SUPPORT:

Should a campus Authorized User determine that Alerting is appropriate but not be able to access the portal, the campus Authorized User may telephone the NYSEMO SECC and, upon identification verification via NY-ALERT issued secret question, request activation.

The NYSEMO SECC will verify the identification of the campus Authorized User, access the NY-ALERT portal and, under direction of the campus Authorized User, craft and execute the Alert. The NYSEMO (SECC) will then notify the NYSEMO Duty Officer and the appropriate Regional Director, via telephone, of the alert (<http://www.semo.state.ny.us> )

### EXTERNAL ACTIVATION of NY-ALERT:

NYSEMO has established a partnership with NYS agencies, several federal agencies and public entities (e.g. National Weather Service, regional state offices, schools, colleges/universities, health care facilities) across the state for the use of NY-ALERT. As a result, Notifications and Alerts may be generated by those entities locally or at the State level.

By the nature of the NY-ALERT infrastructure, this will result in the dissemination of information into the campus' population. The Campus POC will be notified of any/all Alerts that are created within their jurisdiction and may, based upon the specifics of the incident, determine appropriate actions which may include additional Alerting.

## Message Tips

- Alert administrators should re-familiarize themselves with the SUNY NY-ALERT online system on a regular basis.
- It is strongly recommend that campus collect non-campus emails and phone numbers whenever possible for notification data. Be advised that if you use on-campus email and

phone numbers it could significantly impact the campus communication systems during an alert.

- Do not rely upon only one communication method during an emergency. For example, weather related class suspensions should continue to use media broadcast.
- A message should use only bold, italics and underlines for formatting. All other formatting will be stripped. Prior to notification being sent by the SEMO/NY-ALERT system.
- Phone numbers should be typed as 555-666-7777.
- Attachment use should be limited and cannot exceed 4mb.
- Emergency notifications should be clear, concise and short.
- All alerts should use the email notification method.
- Recommend that alert administrators use pre-recorded messages when appropriate. For example: weather related emergencies, traffic alerts.
- Do not use acronyms, which may be confusing when translated. For example: CAB for Campus Activity building or FAB (faculty Administration building).
- The subject line of the alert is limited to 100 characters.



## TIMELY NOTIFICATION BULLETIN

In compliance with the timely notice provisions of the federal “Jeanne Clery Campus Crime Statistics Act of 1998” and campus security policy, the University Police are giving notice of a disturbing act of violence reported by a student.

**REPORTED OFFENSE:** An assault of a female was reported to have occurred at approximately 2:40 am on Friday, May 16, 2008. The location is reported to have been at the top of Clinton Street in Oneonta.

**SUSPECT:** Described as a “college age” white male, short blonde hair, wearing a white T-shirt and blue jeans.

It can be assumed that conditions continue to exist that may pose a threat to members and guests of the campus community. It is the duty of the institution to warn of possible dangerous conditions on or near its campus. Consider carefully whether your presence near this location could place you in danger.

If you have any information that might be helpful in this investigation, contact the Oneonta City Police at 432-1111 or the University Police department at 436-3550.

## Text Messages Templates

### **EMERGENCY INCIDENTS**

ARMED ROBBERY REPORTED AT. Suspect described as: Go to <http://www.oneonta.edu> for more info.

BOMB THREAT REPORTED AT. Immediately evacuate and stay away from the area. Go to <http://www.oneonta.edu> for more info.

DANGEROUS CHEMICAL SPILLED AT. Immediately evacuate and stay away from the area. Go to <http://www.oneonta.edu> for more info.

DANGEROUS CHEMICAL SPILLED AT. Remain in the building if you are in the following areas: Go to <http://www.oneonta.edu> for more info.

DANGEROUS CHEMICAL SPILLED AT. Leave campus immediately. Stay away from the spill site. Go to <http://www.oneonta.edu> for more info.

EXPLOSION REPORTED AT. Immediately evacuate and stay away from the area. Go to <http://www.oneonta.edu> for more info.

FIRE REPORTED AT. Immediately leave and stay away from the area. Go to <http://www.oneonta.edu> for more info.

RADIOACTIVITY REPORTED AT. Immediately evacuate and stay away from the area. Go to <http://www.oneonta.edu> for more info.

SHOOTER WITH A GUN REPORTED AT. Immediately evacuate the area or shelter in place. Go to <http://www.oneonta.edu> for more info.

TORNADO WARNING ISSUED. Take shelter inside immediately and go to the safest location there. Go to <http://www.oneonta.edu> for more info.

Tornado Warning CANCELLED. Leave shelter areas and resume normal activity. Report all damage and injuries to Campus Police or dial 911.

### **CLERY CRIME INCIDENTS**

AGGRAVATED ASSAULT occurred at. Go to <http://www.oneonta.edu> for more info.

ARSON occurred at. Go to <http://www.oneonta.edu> for more info.

BURGLARY occurred at. Go to <http://www.oneonta.edu> for more info.

MURDER/HOMICIDE/DEAD BODY???

MOTOR VEHICLE THEFT occurred at. Go to <http://www.oneonta.edu> for more info.



ROBBERY occurred at. Go to <http://www.oneonta.edu> for more info.

SEXUAL OFFENSE occurred at. Go to <http://www.oneonta.edu> for more info.

In order to actively cope with the need to provide information to the campus community and to properly respond to the demands of the Clery Act, two types of emergency messages need to be sent out.

The first is an immediate needs type of message. This immediate needs message should be sent when there is an ongoing incident or a situation that has already occurred that possibly could have an immediate impact on the safety of persons on campus. An example would be a fire that is burning in the Wisser-Patton Building. The ongoing fire would be an ongoing hazard and should be treated as such. Campus patrons should be immediately notified in order that they avoid the area.

The second type of message is a concerned act type of message. This concerned act message should be sent in the event of an incident that has either occurred in the past or is likely to occur; the incident would affect individuals on campus; and the incident is not reasonably imminent. An example would be a sexual assault that occurred on campus two weeks ago in which the victim is just now reporting the crime. Although a sexual assault has occurred and people on campus may well be impacted, the immediate need of sending a text message is not present although a text message should be sent out to notify campus patrons of the incident.

### TEXT MESSAGING POLICY

#### President

The President of the University has authority to issue any emergency text message as he/she sees fit.

In the event of severe weather, the President or his/her designee may issue an emergency text message to alert the campus.

When the President or his/her designee issues an emergency text messages, the President's Office will notify the Senior Vice President's Office, Office of Community Relations and University Police. The Senior Vice President's Office will notify the other Vice Presidents' offices.

#### University Police

In the event of a tornado warning that is issued for Rutherford County, Public Safety will issue a Tornado Shelter Warning. This will include sending an emergency text message notifying the campus of the tornado warning.

In the event of any other emergency, University Police will send emergency text messages when necessary.

Emergency text messages sent by University Police will originate in the Dispatch Office unless necessity dictates otherwise.

The Chief of Police, and his/her designee will be authorized to issue an emergency text message.

In the event that University Police issues an emergency text message, University Police's Dispatch Office will notify the President's Office, the Senior Vice President's Office, and the Office of Community Relations regarding the nature of the text message. The Senior Vice President's Office will notify the other Vice Presidents' offices.

After sending the initial emergency text message, University Police will stay in constant communication with the Office of Community Relations so that updates can be issued on <http://www.oneonta.edu>. Also, after the initial message is sent, it may be necessary for University Police to initiate a consultation with the President, Executive Staff and Community Relations office to discuss additional actions and updates.

<b>New York State University Police Early Warning System Drill Record</b>	
Date of Drill:	
Participating UPD Dispatcher (s):	
Order to Activate EWS Given at:	
Order Given By:	
Drill Completed at:	
How Long Did It Take To Complete Drill?	
If Drill was not completed in five (5) minutes or less, explain why not: (use additional space below if needed).	
Did UPD Dispatcher(s) request assistance from other UPD personnel? Who and How?	
<b>Note the <u>Time</u> that Each Notification Was Made/Step was Completed Along with the <u>Name</u> of the Person Contacted</b>	
Announcement on "ALL CALL" that Drill is being conducted:	
WSRK:	
WUOW:	
WZOZ:	
<a href="http://www.oneonta.edu">www.oneonta.edu</a>	
Siren Activation:	
Facilities Maintenance/Work Control:	
Emergency Communications Coordinators	
<a href="mailto:NY-Alert@oneonta.edu">NY-Alert@oneonta.edu</a>	
Weather Phone:	
Electronic Exterior Doors Locked:	
Cancelling of Card for Card Access:	
Cable Feed script:	
EAS message:	
<b>Problems/Issues (Include Steps Taken to Remedy)</b>	

\*\*All Call\*\* includes all 10 frequencies at once for the campus to announce an event.

## Appendix 12

### RESPONSE TO A BIO-TERRORISM THREAT

#### MAIL THREAT

##### General:

1. Common sense and care should be used in inspecting and opening mail or packages.
2. Examine unopened envelopes for foreign bodies or powder.
3. Do not open letters with your bare hands if they appear suspicious.
4. Based on your assessment, you may wish to take additional precautions such as wearing gloves and restricting the opening of mail to a limited number of trained individuals.

##### Types of Mail to Suspect:

1. Any letter or package that has suspicious or threatening messages written on it.
2. Letters with oily stains.
3. Envelopes that are lopsided, rigid, bulky, discolored or have a strange odor.
4. Envelopes with no return address.
5. Unexpected envelopes from foreign countries.
6. No postage, non-cancelled postage or excessive postage.
7. Improper spelling of common names, places or titles.

##### For suspect mail:

1. **DO NOT OPEN THE ENVELOPE OR PACKAGE.**
2. **LEAVE IT** and evacuate the room. Close doors behind you.
3. **KEEP** others from entering.
4. Notify **UNIVERSITY POLICE**.
5. **DO NOT RETURN THE PACKAGE TO THE MAILROOM.**
6. **FOR UNIVERSITY POLICE:** Contact MOC and Facilities. MOC may elect to secure ventilation to the affected space.

##### For packages that are opened and which contain suspicious material:

1. **DO NOT PANIC.**
2. Anthrax organisms can cause skin infections, gastrointestinal infection, or pulmonary infection. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosolized mist. It does not leap onto one's body. All forms of diseases are generally treatable with antibiotics.
3. Anthrax cannot be easily aerosolized out of an envelope or package containing powder. The same facts and conditions are generally true for other bacteria likely to be considered as biological weapons.

##### CONTAIN THE EXPOSURE!

1. Close off the room (doors and windows). Do not allow anyone other than qualified emergency personnel to enter.
2. Close the package or envelope to limit additional exposure. Do not clean powder up; keep others away.
3. Do not touch your eyes, or hose off any other part of your body.

4. If possible, wash your hands thoroughly with anti-bacterial soap and water.
5. If clothing is heavily contaminated, don't brush vigorously. Remove contaminated clothing.
6. If possible, close down the building's HVAC system.
7. Make a list of all personnel who may have had actual contact with the powder.

Notify the following:

1. University Police
2. Oneonta Fire Department
3. Oneonta Police
4. Hazmat Team
5. FBI
6. Health Department

Cleanup:

1. Use anti-bacterial soap and water. Bleaches and ammonia may react with the powder.
2. Use Personal Protective Equipment (unvented goggles, "N95" masks, and nitril gloves).

The following work centers have been trained in suspicious package handling and have been provided with gloves, masks, and goggles:

1. Mail Room
2. Central Receiving
3. Facilities
4. University Police

## CIVIL DISTURBANCE/DEMONSTRATION PROCEDURES

### Background

The constitutional right to peacefully assemble, to free speech and to a free press must be fully understood by all University Police members. The content of ideas or speech, with which you agree or disagree, has to be protected by you as University Police officers.

### Purpose

You must remain neutral. Although we all have strong feelings about important issues, we must be impartial and not allow our feelings to affect our professional conduct. Do not lose your perspective. You must be objective. You must treat every person in a fair and equal manner. Any perception by the students of unequal treatment will cause more problems and increase tensions at the demonstration. Remember, at a demonstration, University Police will be there to insure three basis things:

1. The right of the demonstrators to speak freely and to peacefully assemble.
2. The right of other people to move freely in the area, to be safe in the area and that they will not be targets of violence in the area.
3. Violence is illegal and will not be tolerated.

### Procedure

At first opportunity, the college will open dialogue with the leaders of the student groups and the student association to provide clear cut guidelines for protesting groups so that everybody's constitutional rights are protected. We will define mutually acceptable college locations and time frames wherein lawful demonstrations may be held that will not interfere or impede the college educational mission. The personal safety of both the participants and the broader college community must be considerations.

Sometimes protests and demonstrations will cause some unintentional inconvenience to others who are not involved in the event. A crowd might disrupt access to a building or partly block a sidewalk, street or parking area. A picket might become loud and noisy. The rights of free speech and assembly become more important in such a case and some incidental interference will have to be allowed on a temporary basis. **Where two legitimate rights collide, there is no easy solution.**

Our University Police response to any demonstration will be geared to the degree of involvement that our administration wants us to be involved. In the event of demonstrations on campus there will be close communications and our actions will be based on the needs of the college. Your basic presence at a demonstration will be to preserve the law and order at the demonstration.

There are varying levels of demonstrations.

Level 1 - Non-violent, peaceful, passive and quiet protest/demonstration. This would be a gentle type of picket, no noise, no disruption, etc. The only response needed is awareness of it happening, perhaps surveillance.

Level 2 - Non-violent but noisy protest that tends to disrupt the normal flow of activity whether intentional or unintentional. A noisy, chanting group on the steps of a building during class/business hours would probably have to be diverted to another lesser populated area to let them continue with their protests. Containment and surveillance is important at this level to prevent any possible escalation. Often one or two loud or professional agitators can stir up a normally peaceful group into a mob-like type that would turn violent and escalate the demonstration to a higher level.

Level 3 - Property violence, noisy, disorderly protest that causes major disruptions to the normal routines of others. Blocking of access to a building, or taking it over, or any other acts of criminal mischief (vandalism), disorderly conduct or safety violations. At this level preplanning of specific buildings is helpful and may help to avert this level from being reached. The use of barricades or the rerouting of traffic can also alleviate problems and keep things at level 1 or 2. At this level (3) some arrests may have to be made depending on how much disruption the college wishes to tolerate.

Level 4 - Physical violence with property damage, generally a protest that has gone over the edge and is violating the freedom and rights of others. A full scale riot or mob-type group. **A person does not have the right to become violent because he/she is demonstrating for a political or social cause.** Opinions cannot be lawfully expressed by physically attacking another person or by destroying another's property. It is important to remember that even if a demonstration turns ugly and there is physical injury to another or there is property damage, not everyone in the group can be held accountable. Only the ones observed committing the crimes can be actually arrested and only then if you have the resources to make the arrest. It is crucial to remember that if any arrest is to be made, it only can be done when it can be safely made and by doing it, the arrest will not endanger any of the officers or other innocent bystanders or the arrest will not cause the demonstration to escalate. Under unsafe conditions at this level of demonstration, we will make every effort to identify those persons observed doing unlawful acts so that arrest warrants may be requested from the courts having jurisdiction.

## **EMERGENCY COMMUNICATION PLAN**

The University Police will have as its means for communications the following systems.

- NY-ALERT for text messaging, voicemail, emails and radio communications to all who register.
- Interoperability Radio Console to communicate to “All Call” (attached radio frequencies of all work groups on campus) or selected work groups. The radio console can also work with all responding agencies in the region (attached). Radio systems are redundant (consoles in dispatch as well as EOC), under generator power and can operate off antennas, microwave and computer systems.
- Siren has three tones which can be toned out.
  - Tone one – Weekly Test tone (5 seconds)
  - Tone two – Alert (180 seconds – 3 minutes)
  - Tone three – “All Clear” (60 seconds – 1 minute)
- Web cast, Cable TV scroll, campus email and voice mail will be utilized.
- Emergency Alert System WUOW 104.7
- Web page
- Campus signs

See Appendix 10 - Timely Warnings and Emergency Warnings