

EMERGENCY RESPONSE PLAN

Relocation Plans

Residence Hall Emergency Relocation Plan

SECTION 12 Appendix 1

Updated 07/2007
02/2008
11/2009
03/2009

Residence Hall Emergency Relocation Plan

The following policy represents the general strategy to be employed by Housing and Residence Life in the event a residence hall area becomes uninhabitable (fire, flood, contamination, loss of critical utilities, etc.). Specific strategies will be determined based on the circumstances of each situation. Memorandums of Understanding for housing students in an emergency off-campus, along with transportation of these students and classroom space are being developed by the Office of Management Services.

People to Notify

RAs, RDs, and/or University Police should contact the following people in order for a response to be activated:

| NAME | TITLE | OFFICE | HOME | BEEPER/CELL |
|-----------------------|----------------------------------|-------------------|-------------|--------------------|
| Central Staff on Duty | | Per duty schedule | | |
| Michele Luetzger | Dir. of Residence Life | 607-436-2514 | | 434-7971 |
| Christine Edwards | Associate Dir. of Residence Life | 607-436-2514 | | 435-0670 |
| Anne Everett | Assistant Dir. of Residence Life | 607-436-2514 | | 353-2599 |
| Mike Farmer | Assistant Dir. of Residence Life | 607-436-2514 | | 435-8135 |

Depending on the severity of the situation, the above individuals will work with campus EOC if activated to coordinate a response.

Residence hall staff, including RAs and RDs, will be contacted in addition to assist with these efforts. In situations where there is a campus wide impact, those RDs available should report to the Housing Office (if possible) for further instructions and RAs should report to their assigned residence hall office (if possible) and await further instructions.

Short Term Evacuations (1-24 Hours)

1. Students moved to the nearest safe residence hall lounge.
2. Students moved to the nearest safe non-residence hall lounge.
3. Auxiliary support services (emergency food, showers, medical or disability related needs, etc.) arranged as needed with other campus services.
4. In the event that cots are needed to temporarily house students, contact the American Red Cross and/or Otsego County Office of Emergency Services.

Medium Term Evacuations (1-10 Days)

1. Students will be assigned to lounge and other public area spaces that can be satisfactorily established.
2. Students will be assigned to vacant spaces in other residence halls.
3. Students will be assigned to occupied spaces in the residence halls.
4. Students will be assigned to rental spaces secured by the College. Necessary support services would be arranged.
5. In the event that cots are needed to temporarily house students, contact the American Red Cross and/or Otsego County Office of Emergency Services. (see contact information below in Off-Campus Housing Relocation Section)

Long Term Evacuations

1. All items (1-5) noted immediately above would be initiated
2. Students desiring non-College housing will be supported by the Housing and Residence Life staff to relocate in community housing.
3. When deemed necessary, the Housing Office will secure housing for displaced residential students. Transportation and dining arrangements will be included in the plan if necessary.

Off-Campus Relocation

In the event that housing is needed for off-campus locations:

- Otsego County Office of Emergency Services
- Contact the American Red Cross to make housing assignments.
- Contact Central Staff on Duty (per duty schedule)

The Agency Representative will call the Central Staff on Duty to make housing arrangements, and Central Staff on Duty will contact the American Red Cross when off-campus relocation needs to occur after hours of normal operation. The Agency Representative will also call Central Staff on Duty after hours of normal operation to secure cots to be used on campus.

Resources Available

1. All linens, blankets, and pillows are stored in Ford Hall, Room 2. These can be accessed by University Police or through the lock box in the RA Office.
2. When communication is not available via the campus telephone system or cell phones, hand-held radios will be distributed to each residence hall.

EMERGENCY RESPONSE PLAN

Relocation Plans

Short-Term/Fire Alarm Relocation Plan

Reference Section 6 page 6-14

SECTION 12 Appendix 2

Updated 02/2008
03/2009

GENERAL RELOCATION PLAN

Building With Alarms

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

Alternative Shelter

Chase Gymnasium
Hulbert Dining
Alumni Hall Little Theater
Front Parking Lot
Wilsbach Dining
Big Parking Lot

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
Grounds Building
Mills Dining
Lee Hall Top Floor
Lee Hall Top Floor
Mills Dining
Parking Area in front of Care Taker’s Home

EMERGENCY RESPONSE PLAN

Relocation Plans

Classroom/ Conference Room Relocation Plan

SECTION 12 Appendix 3

Updated: 03/2009

Classroom Relocation

Ideally, a classroom relocation plan to be used in the event of a disaster would provide a detailed road map which would track the shift of classroom activities from the damaged area to a suitable temporary location. It is not the intention here to get down to this degree of specificity, but rather to provide a framework for dealing with the loss of classroom space.

Relocation Team

In order to deal effectively with a disaster, a team consisting of representatives from several key departments would need to be assembled quickly. It would be essential to have representation from the following offices; Facilities, the appropriate dean's and departmental offices, and the registrar's office. The relocation team would need to determine where to assign the dislocated classes and how best to notify the affected faculty and students. To accomplish this task the team would need to have an up-to-date inventory of space, a comprehensive classroom schedule for all College classes and, possibly, knowledge about non-College space, which could be used for classes. In the event that temporary laboratory space is needed, it would be helpful to know what is available at other area schools.

CLASSROOM RELOCATION

If off campus classroom relocation is needed:

- The President or his/her designee will contact the Oneonta City School District 433-8262 or Hartwick College 433-4111 to obtain permission to utilize their classroom facilities and ascertain a listing of available rooms to give to the Registrar.
- The Registrar will reschedule classes in the Oneonta City School District or Hartwick College facilities provided.
- The Registrar will make the necessary arrangements to have printed notices, e-mail notices and voice mail notices distributed to all students, faculty and staff regarding the rescheduled classes.
 - a) Notices will also be posted on all academic building entrance doors, all residence hall entrance doors and first floor bulletin boards, University Police and the designated Oneonta City School District entry doors or Hartwick College.
 - b) The Director Residence Life will arrange for postings to be put in the residence halls. The Registrar should relay information to the Director of Residence Life.

In the event that transportation is needed for off-campus locations:

- Oneonta Public Transit 432-7100

In the event that on-campus classroom relocation is needed:

The Registrar will refer to the classroom/conference room availability list and notification procedures will follow the same plan described above in the off-campus classroom relocation.

Additional Steps

In order to put together a comprehensive classroom relocation plan, the following actions need to be taken.

1. Area schools need to be contacted to see if they would be willing to assist in the event of a disaster.
2. The College needs to identify all space which could be possibly used for classroom instruction in the event of an emergency.
3. It would be helpful to identify non-College space in the surrounding area which could be easily converted to classroom space on a temporary basis. Foothills Performing Arts and Oneonta Armory

EMERGENCY RESPONSE PLAN

Relocation Plans

Classroom/Conference Room Availability List

SECTION 12 Appendix 4

Updated: 03/2009