

EMERGENCY RESPONSE PLAN

Section 13: Site Specific Plans

Updated: 08/2007
02/2008
03/2009

Site Specific Plans

Role:

To provide specific protocols, instructions and procedures for addressing problems unique to certain locations,

To insure that methods used to address and remediate emergency situations in locations with unique circumstances or contents, comply with laws, regulations, etc. governing those locations;

To insure materials and methods used to resolve emergencies take into account unique contents of specific buildings;

EMERGENCY RESPONSE PLAN

Section 13: Site Specific Plans

(Campus Wide)
Building Emergency Plan

Appendix 1

Updated: 02/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **ALL CAMPUS BUILDINGS**

Description of Building: (e.g. number of floors, major uses of building)

FLOORS	BUILDINGS	BUILDING USAGE	# OF OCCUPANTS	ACTIVITY & DENSITY	LEVEL OF ACTIVITY	TYPES OF EVENTS
4	R.F. Netzer Administration Bldg.	Offices	100+	High/Low	Weekdays	None
3	Alumni Hall	Offices/Public Assembly	>50	Low/Low	24/7 Weekdays	Auditorium
2	Bacon Hall	Offices	27(+)	Low/Low	Weekdays	None
2	Biological Field Station	Offices/Labs	>50	Low/Low	Weekdays	Minimal
4	Blodgett Hall	Residence Hall	200+	High/High	24/7	None
3	Bugbee Hall	Offices/DayCare	50	High/High	15/5	Gym
1	Bus Garage	Storage	0	Low/Low	0	0
4	Curtis Hall	Residence Hall	200+	High/High	24/7	None
2	Denison Hall	Residence Hall	77	Low/Low	Little	None
1	East Street Guest House	Residence	0-4	Low/Low	Little	None
5	Fine Arts Center	Offices/Classes/Auditorium	>50	Low/Low	15/6	Plays/etc Police Response
5	Fitzelle Hall	Offices/Classes	<100	High/Low	Weekdays	Office
3	Alumni Field House	Athletic/Offices	>100	High/High	18/7	Major Events
4	Ford Hall	Residence Hall	<200	High/High	24/7	None
4	Golding Hall	Residence Hall	<200	High/High	24/7	None
2	Grounds Building	Storage/Offices/Shops	>50	Low/Low	Weekdays	None
4	Grant Hall	Residence Hall	<200	High/High	24/7	None
4	Hays Hall	Residence Hall	<200	High/High	24/7	None
1	Health Center	Medical	>75	Low/Low	Weekdays	None
1	Heating Plant	Utility	1-4	Low/Low	24/7	None
4	Higgins Hall	Residence Hall	<200	High/High	24/7	None
2	Hodgdon Instructional Resource Center	Lecture Halls/Offices/Classrooms	<100	High/High	18/7	Large Public Gatherings

5	Hulbert Hall	Residence Hall/Dining	<200	High/High	24/7	None
2	Human Ecology	Offices/Classrooms	<100	Low/Low	15/6	DayCare
4	Huntington Hall	Residence Hall	<200	High/High	24/7	None
3	Hunt College Union	Offices/Public Assembly	>100	Low/Low	18/7	Multiple
2	Lee Hall	Offices/Public Assembly	>100	Low/Low	Weekday/Evenings	Cultural
4	Littell Hall	Residence Hall	<100	High/High	24/7	None
4	MacDuff Hall	Residence Hall	<100	High/High	24/7	None
4	Matteson Hall	Residence Hall	<100	High/High	24/7	None
2	Mills Hall	Offices/Food Services	<100	High/High		Special Events
5	Milne Library	Library	<100	High/Low	18/7	
1	Trailer 1		>10	Low/Low		
1	Trailer #8		>10	Low/Low		
2	Morris Hall	Conference Center	>50	Low/Low	Weekday	Conference/Food Events
2	Chase Physical Education	Athletic/Offices	>50	High/Low	18/7	Various
1	President's Garage	Garage	0	Low/Low	Little	None
2	President's Residence	Home	(2)	Low/Low	Little	None
1	Salt Shed	Storage	0	Low/Low	0	0
3	Schumacher Hall	Classes	>15	High/Low	15/6	None
2	Science Building #1	Offices/Classes/Labs	>100	Low/Low		None
2	Physical Science Bldg.	Offices/Classes/Labs	>100	Low/Low		None
1	Service Building	Offices/Shops	>100	Low/Low	Weekdays	None
4	Sherman Hall	Residence Hall	<200	High/High	24/7	None
4	Tobey Hall	Residence Hall	<200	High/High	24/7	None
1	Volatile Storage Bldg.	Storage	0	Low/Low	Little	None
2	West Street Guest House	Residence	>10	Low/Low	Little	None
4	Wilber Hall	Residence Hall	<200	High/High	24/7	None
2	Wilsbach Hall	Offices/Food Services	<100	High/High	15/7	Special dinners
1	Bunker	Storage	0	Low/Low	Little	Police Training
1	Baseball Field Structure	Athletic	0-30	Low/Low	Seasonal	Sporting Events
1	Paxton Rose Press Box	Athletic	0-8	Low/Low	Seasonal	Sporting Events
2	College Camp	Conferences/Classes	0-200	Low/Low	Throughout year	Special Events

Define individual responsibilities of each Emergency Communications Coordinators ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Dr. Barton R. Ingersoll ALUMNI HALL	Alumni Hall	2491	2402	ingersbr@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Tracey Ranieri ALUMNI FIELD HOUSE	Alumni Field House	3594	3581	ranierm@oneonta.edu

Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Marie Petta BUGBEE SCHOOL	Bugbee	2484	2664	pettamd@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Al Sosa CHASE PHYSICAL ED	Chase	3595	3088	sosaah@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Timothy Gargash COLLEGE CAMP	College Camp	4167		gargast@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Patrice Macaluso FINE ARTS CENTER	Fine Arts	2148	3466	macalupm@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Joanne Curran FITZELLE HALL	Fitzelle	2541	2554	curranjm@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Ricky O'Donnell HEALTH CENTER	Health Center	3572	2074	odonnera@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Jerry Sawyer HEATING PLANT	Service Building	3551		sawyerjh@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Katherine Angell HUMAN ECOLOGY	Human Ecology	2068	2051	angellkg@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Robb Thibault HUNT UNION	Hunt Union	3013	2415	thibaurr@oneonta.edu

Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
David Geasey INSTRUCTIONAL RESOURCE CENTER	IRC	3263	3266	geaseydw@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Charlie Young LEE HALL	Lee	2181	2083	youngca@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Stacy Land MILLS HALL	Mills	2251		lands@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Janet Potter MILNE LIBRARY	Milne	2723	3081	potterjl@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Mary Lou Ryan MORRIS COMPLEX	Morris	2134		ryanm@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Nancy Wolters NETZER	Netzer	2950	3084	wolterne@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Allen Anderson PHYSICAL SCIENCE	Physical Science	3127	2654	andersae@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Carol Mandzik SCHUMACHER HALL	Schumacher	3363		mandzi1@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
William Pietraface SCIENCE BUILDING	Science #1	3421	3646	pietrawj@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email

Don Ackerman SERVICE BUILDING	Service	2507	3284	ackermdl@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
William O'Donnell WILSBACH HALL	Wilsbach	2564		odonnewj@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email
Christopher Nisler BLODGETT HALL	Blodgett	3393	2511	nislercv@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Miriam Murray CURTIS HALL	Curtis	3447	3365	murraymg@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Amanda Tabolt FORD HALL	Ford	3898	3897	taboltaj@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Kevin Dillon GOLDING HALL	Golding	2999	2900	dillonkd@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Elisabeth Baldanza GRANT HALL	Grant	2798	2797	baldanee@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Lisa Chatman HAYS HALL	Hays	3698	2697	chatmaly@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Shawna Mott HIGGINS HALL	Higgins	3865	3860	mottsn@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Jennifer Mahar HULBERT HALL	Hulbert	2669	6763	maharjr@oneonta.edu

Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
James Errico HUNTINGTON HALL	Huntington	2601	3919	erricoja@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Kirsten Wolfe LITTELL HALL	Littell	2650	3892	wolfekn@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Justin Mikuszewski MACDUFF HALL	MacDuff	2154	2152	mikuszjm@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Heather Farmer MATTESON HALL	Matteson	3340	3383	farmerhl@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Justin Hewlings SHERMAN HALL	Sherman	3893	3929	hewlinjj@oneonta.edu
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
RENOVATION 08-09 TOBEY HALL	Tobey	3699	3600	
Emergency Communications Coordinator	Campus Address	Campus Phone	Cage Phone	Campus Email
Elise Krueger WILBER HALL	Wilber	3901	3404	kruegee@oneonta.edu

DEPARTMENTS

The Emergency Communications Coordinators (ECC) will communicate all building emergency response plans the building emergency response team.

CRITICAL OPERATIONS/RESPONSE NEEDS TO THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm				
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call either 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

GENERAL EVACUATION PROCEDURES

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 cannot 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
- 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.
- 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 Emergency Communications Coordinator (designee) or Residence Hall Director (designee) will be present. Occupants will be sent to the emergency assembly spaces.

Building with Emergency**Evacuation Site**

R.F. Netzer	Chase Gymnasium
Alumni Hall	Hulbert Dining
Bacon Hall	Alumni Hall Little Theater
Biological Field Station	Front Parking Lot
Blodgett Hall	Wilsbach Dining
Bugbee Hall	Big Parking Lot
Bus Garage	MOC - Garage
Curtis Hall	Wilsbach Dining Hall
Denison Hall	Alumni Hall Little Theater
East Street Guest House	
Fine Arts Center	IRC Lobby
Fitzelle Hall	IRC Lobby
Alumni Field House	Chase Gymnasium
Ford Hall	Mills Dining
Golding Hall	Lee Hall Top Floor
Grounds Building	MOC - Garage
Grant Hall	Mills Dining
Hays Hall	Mills Dining
Health Center	Hulbert Dining
Heating Plant	Chase Gymnasium
Higgins Hall	Hulbert Dining
IRC	Fine Arts Theater
Hulbert Hall	Alumni Hall Little Theater
Human Ecology	Chase Gymnasium
Huntington Hall	Mills Dining
Hunt Union	Visitor's Parking Area by Entrance to Fields
Lee Hall	Morris Hall - Craven Lounge
Littell Hall	Lee Hall - Top Floor
MacDuff Hall	Wilsbach Dining
Matteson Hall	Wilsbach Dining
Mills Hall	Wilsbach Dining
Milne Library	Chase Gymnasium
Morris Hall	Alumni Hall Little Theater
Chase Gymnasium	Alumni Field House Gym
Schumacher Hall	IRC Lobby
Science Building #1	Chase Gymnasium
Physical Science Building	Chase Gymnasium
Service Building	Grounds Building
Sherman Hall	Mills Dining
Tobey Hall	Lee Hall Top Floor
Wilber Hall	Lee Hall Top Floor
Wilsbach Hall	Mills Dining
College Camp	Parking Area in front of Caretaker's Home

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

MEMORANDUM
SAMPLE

TO: All Building Occupants

FROM:

DATE:

**RE: VOLUNTARY SELF-IDENTIFICATION
OF PERSONS WITH SPECIAL NEEDS**

In an emergency, persons with disabilities and others who require assistance may need special attention in the unlikely event of a health or safety emergency on campus.

Persons with disabilities or certain types of medical conditions may have limitations on their ability to assist themselves during emergencies that require evacuation from the building.

In an effort to pre-determine those who may require assistance in the event of a building or campus emergency, you may voluntarily complete the information below, if applicable. The information will be held in confidence and be shared only with emergency response personnel. Please return this form in the envelope provided.

NAME Please Print	Department	Room	Campus Phone	Assistance Required

I have volunteered the above information and understand that such information is only to be used in the event of a building or campus emergency.

Signature

Date

MEMORANDUM
SAMPLE

TO:

FROM:

DATE:

RE: EMERGENCY RESPONSE VOLUNTEERS

We are calling for volunteers who would be willing to help with emergency response situations that may affect employees working in the _____. This could include ensuring that the building is evacuated during a fire drill or giving aid to someone with a disability who may need help navigating during an emergency, or being able to advise other emergency response personnel of volatile material storage locations, etc.

In a campus-wide or regional emergency, those who might normally be available to attend to the specific needs of this building may be drawn away to perform other campus-wide roles. We need multiple layers of back-up personnel to help ensure that, no matter who is sick, scheduled off, or is providing service in another location, someone is physically available to help coordinate an emergency response for this building.

If this sounds like something in which you may be interested, please contact me at ext. _____ with further questions or stop in to see my before _____.

Thanks for your interest in the prospect of helping others.

MEMORANDUM
SAMPLE

TO:

FROM:

DATE:

RE: EMERGENCY COMMUNICATIONS COORDINATORS

This is to advise that an Emergency Communications Coordinator (ECC) has been designated for this building, to provide leadership in the event of a campus-wide, regional or building emergency.

Led by an Emergency Communications Coordinator (ECC), the team is authorized to help ensure the safety of building occupants by identifying critical operations or material hazards, for example, or by helping people with special needs who may require attention during such emergencies.

Critical operations could include some type of business process, such as lab experiment (in an instructional building) or storage tank refueling (near a maintenance building) that should not be left unattended, or which would require specific measures taken to ensure that it is left in a stable condition.

Most often, team members will monitor building evacuations during routine drills, however, they are also fully authorized to coordinate responses that might include evacuations for extended time periods or other extreme response measures.

Emergency Communications Coordinators will also work with the team to formulate specific response procedures for all building occupants, based on the nature of an emergency. Response procedures will be shared with occupants as they are developed and drills will be conducted. The building emergency response plan developed by the team will be shared with a planning group who will make it part of the overall campus response plan.

Team members are as follows:

Both now and in the future, please be responsive to requests for information and to directives given by team members during emergencies.

Team membership will be renewed annually, but please feel free to call my office or contact the team at any time to express an interest in joining.

Thanks for your help.

EMERGENCY RESPONSE PLAN

Site Specific Plans

Alumni Field House **Building Emergency Plan**

Appendix 2

Updated 02/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Alumni Field House**

Description of Building: 4 floors, Athletics and Recreation usage; Offices (1st, 2nd, 3rd floor); large events such as concerts and commencements.

Define individual responsibilities of each Emergency Communications Coordinator (ECC) (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Tracey Ranieri	312AFH	2446	3581	ranierm@oneonta.edu	437-0056	
1st Alternate						
Tom Benoit	210AFH	2317	3581	benoitt@oneonta.edu	(607) 330-0392	435-9238
2nd Alternate						
Colleen Cashman	304AFH	2145	3581	cashmac@oneonta.edu		267-9495

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Tracey Ranieri	312AFH	2446	3581	ranierm@oneonta.edu	437-0056	
Define Duties: Monitor Evacuation of 3 rd & 4 th fl; Notify Emergency Responders						
Tom Benoit	210AFH	2317	3581	benoitt@oneonta.edu	(607) 330-0392	435-9238
Define Duties: Monitor Evacuation of 1 st & 2 nd fl; Notify Emergency Responders						
Colleen Cashman	304AFH	2145	3581	cashmac@oneonta.edu		267-9495
Define Duties: Monitor Evacuation of 3 rd & 4 th fl; Notify Emergency Responders						

DEPARTMENTS

The Emergency Communications Coordinators (ECC) will communicate all building emergency response plans the building emergency response team.

Department	Chair/Director	Campus Phone	Home Phone	Cell Phone
University Police	Dr. Barton R. Ingersoll	3550		435-0458
Student Development	Dr. Stephen Perry	2513		
Facilities and Safety Office	Mr. Thomas Rathbone	3224		
Maintenance Operations Center	Mr. Donald Ackerman	2507		
Emergency Manager	Mr. David Lincoln	3163		

CRITICAL OPERATIONS/RESPONSE NEEDS TO THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
NONE					

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
NONE		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state "none". Complete this section after building occupants return the "Identifying Special Needs Form" attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
NONE				

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Voice	X		Evacuate
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call either 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved? What is the problem?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter In Place – Hazardous Incident – remain in office; shut doors and/or windows; wait for notification of when it is safe to leave your office.

Shelter In Place – Violent Person – remain in office; shut and lock doors and/or windows; turn off lights; turn on TV and mute volume; wait for notification until it is safe to leave your office.

Shelter In Place – Weather – Assemble on the 1st floor of the building in the Athletic Training Room; wait for notification of when the weather emergency has passed.

AED Location – AED locations are in a wall mounted box, 2nd floor Atrium, next to racquetball courts. AED's are also located in the Fitness Center and on the Indoor Track.

GENERAL EVACUATION PROCEDURES

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 cannot release students from the EAA or ES until University Police have given permission to do so.

General Evacuation Procedures

Your Immediate Assembly Area (IAA) is:

1. South Exit of the Atrium (2nd floor)

Your Temporary Assembly Area (TAA) is:

1. Red Dragon Field Bleachers

The Emergency Assembly Area (EAA) is:

1. Chase PE Building Gymnasium

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)

- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions to your building or work area.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Hunt College Union
Building Emergency Plan

Appendix 3

Updated: 03/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator (ECC). Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Hunt College Union**

Description of Building: Three floors for use of offices (OAS, Sodexo, Student Association, CUAC, IGC, GSRC) retail operations (bookstore, shipping room, dining) meeting spaces, programs and events, concerts and banquets. Student managers serve the building on Monday- Friday after 4pm until close and 9am-12am on Saturdays and 12pm-11pm on Sundays. They are considered as a likely 3rd ECC and the staffing will change more than once a year. **See attached contact list.

Emergency Communication Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Robb Thibault	220 C HU	3013	2415	thibaurr@oneonta.edu	988-9802	(607) 643-3469
1st Alternate	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Bill Harcleroad	220 F HU	2550	2415	harclweg@oneonta.edu	(585) 975-9451	(585) 975-9451
2nd Alternate	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone

Student Building Managers (4)	Hunt Info Desk	3730 or 3722			n/a	
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*** Current Spring 2009 Building Managers***

Alternate weekends for duty schedule

Call Info Desk Phone 436-3730 to make contact with a manager on Duty. Managers carry radios and info desk attendant can make contact.

April Conant	607-371-1528	april.j.conant@gmail.com
Sarah Cascone	718-490-0606	scascone87@gmail.com
Christine Leavitt	518-651-5795	leavc06@oneonta.edu
Julissa Medina	347-256-9246	medijn14@oneonta.edu

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Robb Thibault	220 C HU	3013	2415	thibaurr@ononeta.edu	988-9802	(607) 643-3469
Monitor evacuation of building; notify emergency responders						
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Bill Harcleroad	220 F HU	2550	2415	harclweg@oneonta.edu	(585) 975-9451	(585) 975-9451
Monitor evacuation of building; notify emergency responders						
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Student Building Managers (4)	Hunt Info Desk	3730 or 3722		See section 13-3	n/a	See section 13-3
Monitor evacuation of building; notify emergency responders						

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Chair/Director	Campus Phone	Cell Phone
University Police	Dr. Barton Ingersoll	3550	435-0458
Student Development	Dr. Steve Perry	2513	
Facilities & Safety Office	Mr. Thomas Rathbone	3224	
MOC	Mr. Donald Ackerman	2507	
Emergency Manager	Mr. David Lincoln	3163	

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
None					

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
Helium Tanks	Room 208- coatroom	2
Gas Fireplace	Room 19 Waterfront room and supply in room 18 storage	1
Yella’s Kitchen/ gas stoves	Main floor 109-109A	
Detergents/cleaners	mop room next to freight elevator	
Catering Kitchen/ gas stoves	Room 206 Rear Ballroom	

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Voice/horn	X		Evacuate
Fire Alarm Panel	Beep		Located near front entrance doors	Identifies system problems and location(s) of fire safety problems
Security Alarm	Beep		Front & Rear card access entrance doors	Identifies when someone enters the building when closed or if door is propped open
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm	X		Public and Freight elevators	Push button system and intercom for persons to activate if stuck in elevator

Strobe Lights	X	X		Evacuate during fire alarm
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm	No alarm, rather a fire extinguishing ANSEL system		Sodexo Kitchen 109-109A	For stove /range fires

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved? What is the problem?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter in Place- Hazardous Incident- remain in your office; shut doors and /or windows; wait for notification of when it's safe to leave your office.

Shelter in Place- Violent Person- remain in office; shut and lock doors and/or windows; turn off lights, PCs and mute volume; wait for notification of when its safe to leave your office.

Shelter in Place -Weather- Assemble in the basement corridor offices or rooms where no

windows are present or lower level bathrooms and/or store room number 10; wait for notification of when the weather emergency has passed.

AED Location- located on the main floor across from Information Desk & next to stairwell leading basement, 2nd floor by Ballroom B, and basement floor by passenger elevator.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Front/Main Entrance Doors (west) across the street in parking lot/baseball fields
2. Rear entrance doors/ lower lever (south) on sidewalk near Pond

Your Temporary Assembly Area (TAA) is:

1. Baseball fields behind the college union

The Emergency Assembly Area (EAA) is:

Determined by the Onsite emergency commander

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

Section 13: Site Specific Plans **Alumni Hall** **Building Emergency Plan**

Appendix 4

Updated: 03/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Alumni Hall**

Description of Building: **3 floors; Offices (1st, 2nd and 3rd floor) and Public Assembly.**

Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Dr. Barton R. Ingersoll	02E Alumni	2491	2402	ingersbr@oneonta.edu	432-8270	435-0458
1st Alternate	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Mr. David Lincoln	11D Alumni	3163	2402	lincoldc@oneonta.edu		643-6738

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Dr. Barton R. Ingersoll	02E Alumni	2491	2402	ingersbr@oeonta.edu	432-8270	435-0458
Define Duties:	Monitor Evacuation of 1 st , 2 nd , and 3 rd fl; Notify Emergency Responders					
1st Alternate	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Mr. David Lincoln	11D Alumni	3163	2402	lincoldc@oneonta.edu		643-6738
Define Duties:	Monitor Evacuation of 1 st , 2 nd , and 3 rd fl; Notify Emergency Responders					

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Chair/Director	Campus Phone	Home Phone	Cell Phone
Student Development	Dr. Stephen Perry	2513	432-9322	437-0340
Facilities and Safety Office	Mr. Thomas Rathbone	3224	286-9415	435-1721
Maintenance Operations Center	Mr. Donald Ackerman	2507	652-6620	434-7314
Emergency Manager	Mr. David Lincoln	3163	643-6738	

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Voice	X		Evacuate
Fire Alarm Panel				
Security Alarm	Solid Tone		University Police	
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved? What is the problem?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter In Place – Hazardous Incident – remain in office; shut doors and/or windows; wait for notification of when it is safe to leave your office.

Shelter In Place – Violent Person – remain in office; shut and lock doors and/or windows; turn off lights; turn on TV and mute volume; wait for notification until it is safe to leave your office.

Shelter In Place – Weather – Assemble to Hulbert Dining; wait for notification of when the weather emergency has passed.

AED Location – University Police in all patrol vehicles.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Between Hulbert Hall and Alumni Hall

Your Temporary Assembly Area (TAA) is:

1. Between Hulbert Hall and Alumni Hall

The Emergency Assembly Area (EAA) is:

1. Hulbert Dining _____

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

Communication area of Police Department must be kept running as long as possible with minimal downage during the events.

EMERGENCY RESPONSE PLAN

Section 13: Site Specific Plans

Wilsbach Dining Hall
Building Emergency Plan

Appendix 5

Updated: 03/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator (ECC). Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms, first aid kits and AED's.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Wilsbach Dining Hall**

Description of Building: **2 floors: first floor - offices, bathrooms and storage; second floor - dining hall, food court and kitchen.**

First Contact	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Diane Williams Davidson	211 Hunt Student Union	436- 3352	436- 3642	davidsdw@oneonta.edu	(607) 434- 4116	(607) 435- 9396
Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
William O'Donnell	Wilsbach Dining Hall	436- 2564	436- 2469	odonnewj@oneonta.edu	(607) 431- 9212	none
1st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Rebecca Molloy	Wilsbach Dining Hall	436- 2564	436- 2469	molloyrl@oneonta.edu	none	(315) 750- 9175
2nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
John Sawin	Wilsbach Dining Hall	436- 2564	436- 2469	sawinjp@oneonta.edu	(607) 432- 1447	none

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone
University Police	Alumni Hall	Dr. Barton R. Ingersoll	436-3550		435-0458
Emergency Manager	Alumni Hall	Mr. David Lincoln	436-3163	643-6738	
Finance and Administration	200 Netzer	Dr. Leif Hartmark	436-2081	(518) 357-0838	435-2035
Facilities and Safety Office	217C Milne Library	Mr. Thomas Rathbone	436-3224	286-9415	435-1721
Maintenance Operations Center	MOC Building	Mr. Donald Ackerman	436-2507	652-6620	434-7314
Oneonta Auxiliary Services	214 Hunt Union	Ms. Diane Williams. Davidson	436-3352	434-4116	435-9396
Sodexo Campus Services	209 Hunt Union	Mr. Steven D. O'Riley	436-3336	(518)357-4555	435-4750
Sodexo Campus Services	209 Hunt Union	Mr. Jimmy Hamm	436-3301	988-2810	435-4174

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
NONE				

BUILDING ALARM(S)

This Building has 4 alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Voice	Yes	Not specific	Evacuate & call UPD
Fire Alarm Panel	Beep	No	Loading dock and Residence Life entrance	Trouble & call MOC
Security Alarm	None			
Cold Room Alarm	None			
Halon System Alarm	Fire Alarm	Yes	Kitchen	Evacuate & call UPD
Ventilation Alarm	None			
High Water Alarm	None			
Elevator Alarm	Bell	No	Elevator car	Summon aid from UPD
Strobe Lights	None	Yes	Not specific	Evacuate & call UPD
Ice Alarm	None			
Refrigerant Alarm	None			
Chiller Refrigerant Alarm	None			
Carbon Monoxide Alarm	None			
Biosafety Hood Alarm	None			
Fume Hood Alarm	None			
Emergency Stairwell Paging	Intercom	No	Stairwell	Summon aid from UPD

EMERGENCY NOTIFICATION PROCEDURES

When you call either 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter In Place – Hazardous Incident – remain in building; shut doors and/or windows; wait for notification of when it is safe to leave the building.

Shelter In Place – Violent Person – remain in building; shut and lock doors; turn off lights; wait for notification of when it is safe to leave the building.

Shelter In Place – Weather – Assemble on the 1st floor of the building in the hallway outside of the Marketplace; wait for notification of when the weather emergency has passed.

AED Location – AED location in wall mounted box, on second floor by cashier station.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Mills Dining Hall

Your Temporary Assembly Area (TAA) is:

1. Mills Dining Hall

The Emergency Assembly Area (EAA) is:

1. Mills Dining Hall

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

EMERGENCY RESPONSE PLAN

Section 13: Site Specific Plans

Mills Dining Hall

Building Emergency Plan

Appendix 6

Updated: 03/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Mills Dining Hall and Mills Marketplace**

Description of Building: **2 floors: first floor Marketplace convenience store, bathrooms, storage; second floor dining hall, food court and kitchen.**

First Contact	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Diane Williams Davidson	211 Hunt Student Union	436-3352	(607) 436-3642	davidsdw@oneonta.edu	(607) 434-4116	(607) 435-9396
Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Stacy Land	Mills 102A	436-2251	436-3164	lands@oneonta.edu	607-397-1758	607-435-4171
1st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Bart Liberatore	Mills Dining Hall	436-3436	436-3164	liberab@oneonta.edu	607-563-8938	none

ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Suzanne White	Mills Marketplace 1 st floor	436-2165	436-3164	whitesc@oneonta.edu	607-432-0906	607-434-3152	none
Define Duties: Monitor evacuation of Mills Marketplace. Notify Emergency Responders.							

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Mary Jo Frankl	Mills Marketplace	436-2165	436-3164		(607) 432-1250	none	none

Define Duties: Monitor evacuation of Mills Marketplace. Notify Emergency Responders.

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Andrew Horn	Mills Marketplace	436-2165	436-3164		none	(315) 794-7928	none

Define Duties: Monitor evacuation of Mills Marketplace. Notify Emergency Responders.

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone
University Police	Alumni Hall	Dr. Barton R. Ingersoll	436-3550		(607) 435-0458
Emergency Manager	Alumni Hall	Mr. David Lincoln	436-3163	643-6738	
Finance and Administration	200 Netzer	Dr. Leif Hartmark	436-2081	(518) 357-0838	(607) 435-2035
Facilities and Safety Office	217C Milne Library	Mr. Thomas Rathbone	436-3224	(607) 286-9415	(607) 435-1721

Maintenance Operations Center	MOC Building	Mr. Donald Ackerman	436-2507	(607) 652-6620	(607) 434-7314
Oneonta Auxiliary Services	214 Hunt Union	Ms. Diane Williams. Davidson	436-3352	(607) 434-4116	(607) 435-9396
Sodexo Campus Services	209 Hunt Union	Mr. Steven D. O'Riley	436-3336	(518)357-4555	(607)435-4750
Sodexo Campus Services	209 Hunt Union	Mr. Jimmy Hamm	436-3301	(607)988-2810	(607)435-4174

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
NONE					

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
Battery acid in one cabinet	Transformer room on first floor near loading dock area	n/a
Ecolab Chemicals	Refer to MSDS manual on wall in kitchen by time clock.	

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
NONE				

BUILDING ALARM(S)

This Building has 4 alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Voice	Yes	Not specific	Evacuate & call UPD
Fire Alarm Panel	Beep	No	Loading dock & outside Manager’s Office in the Marketplace	Trouble call UPD
Security Alarm	None			
Cold Room Alarm	None			
Halon System Alarm	Fire Alarm	Yes	Kitchen	Evacuate & call UPD
Ventilation Alarm	None			
High Water Alarm	None			
Elevator Alarm	Bell	No	Elevator car	Call UPD
Strobe Lights	None	Yes	Not specific	Evacuate & call UPD
Ice Alarm	None			
Refrigerant Alarm	None			
Chiller Refrigerant Alarm	None			
Carbon Monoxide Alarm	None			
Biosafety Hood Alarm	None			
Fume Hood Alarm	None			
Emergency Light System	Beep	No	Manager’s office & transformer room	Call MOC

EMERGENCY NOTIFICATION PROCEDURES

When you call either 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter In Place – Hazardous Incident – remain in building; shut doors and/or windows; wait for notification of when it is safe to leave the building.

Shelter In Place – Violent Person – remain in building; shut and lock doors; turn off lights; wait for notification of when it is safe to leave the building.

Shelter In Place – Weather – Assemble on the 1st floor of the building in the hallway outside of the Marketplace; wait for notification of when the weather emergency has passed.

AED Location – AED location in wall mounted box, on second floor by cashier station.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Wilsbach Dining Hall

Your Temporary Assembly Area (TAA) is:

1. Wilsbach Dining Hall

The Emergency Assembly Area (EAA) is:

1. Wilsbach Dining Hall

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

EMERGENCY RESPONSE PLAN

Section 13: Site Specific Plans

College Camp **Building Emergency Plan**

Appendix 7

Updated: 03/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator (ECC). Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **College Camp**

Description of Building: (e.g. number of floors, major uses of building)

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Tim Gargash	119 Hoffman Road	436-8800	436-3642	gargast@oneonta.edu	432-0128	435-4167
1st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Mike Hurley	119 Hoffman Road	436-8800	436-3642	hurleym@oneonta.edu	436-8800	434-9330
2nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Colleen Brannan	216 Hunt Union	436-3352	436-3642	brannace@oneonta.edu	432-4811	435-4169
Matt Reiss	Hunt Union	436-3299	436-3642	reissmj@oneonta.edu	783-2977	435-1368

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
Weed Killer (herbicide not a pesticide)	Lodge Basement Storage Room	55 gallon drum

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has 2 alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Horn	Yes	Not specific – Can be heard in and out of the Lodge	Evacuate & call UPD
Fire Alarm Panel	Beep	No	Furnace room in basement of Lodge	
Security Alarm	None			
Cold Room Alarm	None			
Halon System Alarm	None			
Ventilation Alarm	None			
High Water Alarm	None			
Elevator Alarm	None			
Strobe Lights	Yes	Yes		
Ice Alarm	None			
Refrigerant Alarm	None			
Chiller Refrigerant Alarm	None			
Carbon Monoxide Alarm	None			
Biosafety Hood Alarm	None			
Fume Hood Alarm	None			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

None

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

Parking area in front of Caretaker's Cabin

Your Temporary Assembly Area (TAA) is:

Parking area in front of Caretaker's Cabin

The Emergency Assembly Area (EAA) is:

Parking area in front of Caretaker's Cabin

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

None

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Morris Hall
Building Emergency Plan

Appendix 8

Updated: 03/2008
03/2009

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Mary Lou Ryan	117 Morris	436-2077	436-3731	ryanm@oneonta.edu	436-2133		
Define Duties: Evacuation of main level & top level. Notify UPD.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Mary Moubray	119 Morris	436-2079	436-3731	moubraml@oneonta.edu	4362-4483		
Define Duties: Evacuation of Bacon Lodging wing. Notify UPD							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Katherine Struble	129B Bacon	436-3502	436-3464	strublka@oneonta.edu			
Define Duties: Evacuation of dining rooms and kitchen. Notify UPD							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Student managers	Bacon Hall	436-2184					
Define Duties: Evacuation of all areas after office hours. Notify UPD							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Student managers	Denison Hall	436-2184					
Define Duties: Evacuation of all areas after office hours. Notify UPD							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Linda Clark	Bacon 10	2478					
Define Duties: Evacuation Denison Hall during business hours. Notify UPD							

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Lock doors	Maintenance				Manual lock crash bars if necessary

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
Gasoline for snow blower	Denison lower storage	1-2 gallons
5 cases Sterno	Morris Kitchen Main Storage	120 cans

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
NONE				

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Bell	X		evacuate
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm	phone			
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police. Call from a safe location and remember to:

- o Stay Calm.
- o Be prepared to answer the following questions:
 - o Where is the emergency located?
 - o What is the emergency? (fire, medical, hazardous material, etc.)
 - o How did it happen?
 - o When did it happen?
 - o Who are you? (your name)
- o Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- o Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

AED locations: Main level Morris Hall (next to main stairwell)

Bacon Hall Lobby (street level)

Denison Hall Lobby (street level)

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

Lower level atrium near dining rooms

Your Temporary Assembly Area (TAA) is:

Human Ecology Parking lot

The Emergency Assembly Area (EAA) is:

Alumni Hall Little Theater

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

EMERGENCY RESPONSE PLAN

Section 13: Site Specific Plans
Chase Physical Education Building
Building Emergency Plan

Appendix 9

Updated: 03/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Chase Physical Education Building**

Description of Building: **3 floors, Educational Classrooms, Intramural Athletics and Recreation usage; Offices (1st, 2nd, 3rd floor)**

Emergency Communications Coordinator ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Al Sosa	200A Chase	X3595	X3088	sosaah@oneonta.edu	432-6155	
1st Alternate (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Geoff Hassard	200B Chase	X2106	X3088	hassargj@oneonta.edu	432-5922	
2nd Alternate (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Tom DeMeo	300 Chase	X2188	X3088	demeot@oneonta.edu		

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	voice	X		evacuate
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilator Alarm				
High Water Alarm			Chase B2	
Elevator Alarm				
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				
Inverter Alarm			Chase 200	

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to you building or work area.

Shelter in Place – hazardous incident– remain in office; shut doors and/or windows; wait for notification of when it is safe to leave your office

Shelter in Place – violent person – remain in office; shut and lock doors and/or windows; turn off lights; turn on TV and mute volume; wait for notification until it is safe to leave your office

Shelter in Place – weather- assemble on the 1st floor of the building in the Fitness Center; wait for notification of when the weather emergency has passed

AED location – AED located in wall mounted box, 2nd Floor, outside Main Office on pool deck by office.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Front Stairs of Building
2. Dance Studio Entrance way

Your Temporary Assembly Area (TAA) is:

1. President’s Garden

The Emergency Assembly Area (EAA) is:

1. Alumni Field House Arena

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions to your building or work area.

EMERGENCY RESPONSE PLAN

Section 13: Site Specific Plans

Residence Hall Disaster Protocol

Appendix 10

Updated: 03/2009

DISASTER PROTOCOL FOR RESIDENCE HALL STAFF

BASIC INSTRUCTIONS

1. Contact the Residence Life Central Staff (ie, Dir. of Residence Life, Assoc./Associate Dir...) to report to Housing Office. If you are unable to do this because it's in the "hot zone" get to a phone and attempt to contact a Housing/Residence Life Administrator or DOD via cell phone, (beeper if appropriate) or landline.
2. Contact RD's and give agenda of items to cover with student staff
3. After RD's brief student staff RD's should report to assigned location as needs stated by Central Staff Member

Director on Duty (DOD)

1. Follow instructions above.

Housing/Residence Life Administrators (Dir. of Res. Life, Assist. Dir. of Res. Life, and/or Dir. of Housing)

1. Follow instructions above.

Residence Directors (RD)

1. Upon hearing about an emergency situation on campus, attempt to report to the Housing Office. If you are unable to do this because it is in the Hot Zone, get to a phone and attempt to contact a Housing/Residence Life Administrator or DOD via cell phone, (beeper if appropriate) or landline.
2. Upon being contacted, report to the agreed upon location and await further instructions.
3. Follow instructions outlined above.

Resident Assistants (RA)

1. Upon hearing about an emergency situation on campus, attempt to report back to your residence hall – specifically the residence hall office and wait to be contacted.
2. If it is not possible to enter your residence hall, report to the nearest safe residence hall office and wait for instructions.

GENERAL INSTRUCTIONS FOR ALL EMERGENCY SITUATIONS

1. The role of the residence hall staff will be to communicate with the students the nature of the incident.
2. It is important to keep students calm, safe and provide them with clear instructions on what they are to do (e.g., evacuate a building, stay in their building, etc.).
3. It is also important to communicate the needs of the residents or any other critical information to the Housing/Residence Life Administrators or DOD so that we mobilize the necessary resources for the situation.

See Section 12: Appendix 1 – Residence Hall Emergency Relocation Plan

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Blodgett Hall Building Emergency Plan
Appendix 11

Updated: 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator (ECC). Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Blodgett Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christopher Nisler	109 Blodgett Hall (1 st floor lobby)	3393	n/a	nislercv@oneonta.edu	3393	n/a
1st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670
2nd Alternate BR	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971

Define individual responsibilities of each Emergency Communications Coordinator (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christopher Nisler	109 Blodgett Hall (1 st floor lobby)	3393	n/a	nislercv@oneonta.edu	3393	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone
Custodial Staff	113B Blodgett	Lisa Maker	3132	n/a	n/a
Custodial Staff	113B Blodgett	Lynda Craft	3132	n/a	n/a
Custodial Staff	113B Blodgett	Scott Bennett	3132	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Christopher Nisler	3393	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways and common rooms	2, 5, 9, 13, 101, 102, 104, 106, 108, 110, 114, 117, 119, 121, 122, 201, 202, 204, 206, 208, 210, 212, 215, 214, 217, 219, 221, 222, 301, 302, 304, 306, 308, 310, 312, 315, 314, 317, 319, 321, 322	Closest stairwell down to either first floor or pit. Outside reporting spot is past stairs in front of building for meeting spot.
Fire Alarm Panel	Yes	No – lobby/cage	113	Call UPD to report

		area		
Security Alarm	Yes	No-external doors only & in cage area	113	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	Yes	No – elevator area	By room 114	Check for people stuck in elevator and call University Police to assist. University Police will call elevator company if necessary.
Strobe Lights	Yes	No – hallways and common rooms only	2, 5, 9, 13, 101, 102, 104, 106, 108, 110, 114, 117, 119, 121, 122, 201, 202, 204, 206, 208, 210, 212, 215, 214, 217, 219, 221, 222, 301, 302, 304, 306, 308, 310, 312, 315, 314, 317, 319, 321, 322	Closest stairwell down to either first floor or pit. Outside reporting spot is past stairs in front of building for meeting spot.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Front of building past stairs, outside of Wilsbach Hall
2. Patio of Wilsbach Hall

Your Temporary Assembly Area (TAA) is:

1. Front of building past stairs, outside of Wilsbach Hall
2. Patio of Wilsbach Hall

The Emergency Assembly Area (EAA) is:

1. Front of building past stairs, outside of Wilsbach Hall
2. Patio of Wilsbach Hall

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.

Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.

- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Curtis Hall

Building Emergency Plan

Appendix 12

Updated: 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Curtis Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Miriam Murray	109 Curtis Hall (1 st floor lobby)	3447	n/a	murraymg@oneonta.edu	3447	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263- 5326	435- 0670
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luetzger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988- 2726	434- 7971

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Miriam Murray	109 Curtis Hall (1 st floor lobby)	3447	n/a	murraymg@oneonta.edu	3447	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	18 Curtis Hall	Ruth Shalor	3133	n/a	n/a	n/a
Custodial Staff	18 Curtis Hall	Liz DeJoy	3133	n/a	n/a	n/a
Custodial Staff	18 Curtis Hall	Gwen White	3133	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Miriam Murray	3447	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
none		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways and common rooms	2, 5, 9, 13, 101, 102, 104, 106, 110, 114, 117, 119, 121, 122, 201, 202, 204, 206, 209, 210, 212, 215, 214, 217, 219, 221, 222, 301, 302, 304, 306, 309, 310, 312, 315, 314, 317, 319, 321, 322	Closest stairwell down to either first floor or pit. Outside reporting spot is past stairs in front of building for meeting spot.

Fire Alarm Panel	Yes	No – lobby/cage area	112	Call University Police to report
Security Alarm	Yes	No-external doors only & in cage area	112	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	Yes	No – elevator area	By room 114	Check for people stuck in elevator and call University Police to assist. University Police will call elevator company if necessary.
Strobe Lights	Yes	No – hallways and common rooms only	2, 5, 9, 13, 101, 102, 104, 106, 110, 114, 117, 119, 121, 122, 201, 202, 204, 206, 209, 210, 212, 215, 214, 217, 219, 221, 222, 301, 302, 304, 306, 309, 310, 312, 315, 314, 317, 319, 321, 322	Closest stairwell down to either first floor or pit. Outside reporting spot is past stairs in front of building for meeting spot.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Front of building up hill, outside of Wilsbach Hall
2. Parking Lot behind building across the street.

Your Temporary Assembly Area (TAA) is:

1. Front of building up hill, outside of Wilsbach Hall
2. Parking Lot behind building across the street.

The Emergency Assembly Area (EAA) is:

1. Front of building up hill, outside of Wilsbach Hall
2. Parking Lot behind building across the street.

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Ford Hall

Building Emergency Plan

Appendix 13

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Ford Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Amanda Tabolt	119 Ford Hall (1 st floor lobby)	3898	n/a	taboltaj@oneonta.edu	3898	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luetzger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Amanda Tabolt	119 Ford Hall (1 st floor lobby)	3898	n/a	taboltaj@oneonta.edu	3898	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	11 Ford Hall	Genevieve McMullen	3140	n/a	n/a	n/a
Custodial Staff	11 Ford Hall	Nelson Wells	3140	n/a	n/a	n/a
Custodial Staff	11 Ford Hall	Craig Young	3140	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Amanda Tabolt	3898	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways and common rooms	3, 4, 27, 31, 101, 102, 103, 106, 107, 111, 112, 122, 123, 125, 127, 128, 131, 132, 201, 202, 203, 206, 207, 210, 211, 212, 215, 216, 217, 218, 219, 222, 223, 224, 225, 226, 227, 228, 231, 232,	Closest stairwell down to either first floor or pit. Report to evacuation area for building.

			233, 301, 302, 303, 306, 307, 310, 311, 312, 315, 316, 317, 318, 319, 322, 323, 324, 325, 326, 327, 328, 331, 332, 333	
Fire Alarm Panel	Yes	No – lobby/cage area	117	Call UPD to report
Security Alarm	Yes	No- external doors only & in cage area	117	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	Yes	No – elevator area	By room 110	Check for people stuck in elevator and call UPD to assist. UPD will call elevator company if necessary.
Strobe Lights	Yes	No – hallways and common rooms only	3, 4, 27, 31, 101, 102, 103, 106, 107, 111, 112, 122, 123, 125, 127, 128, 131, 132, 201, 202, 203, 206, 207, 210, 211, 212, 215, 216, 217, 218, 219, 222, 223, 224, 225, 226, 227, 228, 231, 232, 233, 301, 302, 303, 306, 307, 310, 311, 312, 315, 316, 317, 318, 319, 322, 323, 324, 325, 326, 327, 328, 331, 332, 333	Closest stairwell down to either first floor or pit. Report to evacuation area for building.

Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Parking Lot across the street by Library
2. Grant Hall patio area

Your Temporary Assembly Area (TAA) is:

1. Parking Lot across the street by Library
2. Grant Hall patio area

The Emergency Assembly Area (EAA) is:

1. Parking Lot across the street by Library
2. Grant Hall patio area

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Golding Hall
Building Emergency Plan

Appendix 14

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Golding Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Kevin Dillon	135 Golding Hall (1 st floor lobby)	2999	n/a	dillonkd@oneonta.edu	2999	n/a
1 st Alternate BR	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971
2 nd Alternate BR	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Kevin Dillon	135 Golding Hall (1 st floor lobby)	2999	n/a	dillonkd@oneonta.edu	2999	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	138 Golding Hall	Charlie Holcomb	3134	n/a	n/a	n/a
Custodial Staff	138 Golding Hall	Gary Trask	3134	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Kevin Dillon	2999	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways only	n/a	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Fire Alarm Panel	Yes	No – lobby/cage area	136	Call UPD to report
Security Alarm	Yes	No- external doors only & in cage area	136	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			

Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	No			
Strobe Lights	Yes	No – hallways only	n/a	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 911 or 436-3550 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. In front on Golding Hill walkway
2. Lee Hall (CME) parking lot

Your Temporary Assembly Area (TAA) is:

1. In front on Golding Hill walkway
2. Lee Hall (CME) parking lot

The Emergency Assembly Area (EAA) is:

1. In front on Golding Hill walkway
2. Lee Hall (CME) parking lot

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Grant Hall

Building Emergency Plan

Appendix 15

Updated: 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Grant Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Elisabeth Baldanza	119 Grant Hall (1 st floor lobby)	2798	n/a	baldanee@oneonta.edu	2798	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luetzger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Elisabeth Baldanza	119 Grant Hall (1 st floor lobby)	2798	n/a	baldanee@oneonta.edu	2798	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	11 Grant Hall	Dave Reilly	3142	n/a	n/a	n/a
Custodial Staff	11 Grant Hall	Corinne Steward	3142	n/a	n/a	n/a
Custodial Staff	11 Grant Hall	Bill Head	3142	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Elisabeth Baldanza	2798	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways and common rooms	3, 7, 27, 31, 102, 103, 106, 107, 110, 111, 112, 122, 123, 127, 128, 131, 132, 201, 202, 203, 206, 207, 210, 211, 212, 215, 216, 217, 218, 219, 222, 223, 224, 227, 228, 231, 232, 233, 301, 302, 303, 306, 307, 310, 311, 312, 315, 316, 317, 318,	Closest stairwell down to either first floor or pit. Report to evacuation area for building.

			319, 322, 323, 324, 325, 326, 327, 328, 331, 332, 333	
Fire Alarm Panel	Yes	No – lobby/cage area	117	Call UPD to report
Security Alarm	Yes	No- external doors only & in cage area	117	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	Yes	No – elevator area	By room 110	Check for people stuck in elevator and call UPD to assist. UPD will call elevator company if necessary.
Strobe Lights	Yes	No – hallways and common rooms only	3, 7, 27, 31, 102, 103, 106, 107, 110, 111, 112, 122, 123, 127, 128, 131, 132, 201, 202, 203, 206, 207, 210, 211, 212, 215, 216, 217, 218, 219, 222, 223, 224, 227, 228, 231, 232, 233, 301, 302, 303, 306, 307, 310, 311, 312, 315, 316, 317, 318, 319, 322, 323, 324, 325, 326, 327, 328, 331, 332, 333	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide	No			

Alarm				
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Grass area in front of building by Ford Hall
2. Stair area near Mills Hall

Your Temporary Assembly Area (TAA) is

1. Grass area in front of building by Ford Hall
2. Stair area near Mills Hall

The Emergency Assembly Area (EAA) is:

1. Grass area in front of building by Ford Hall
2. Stair area near Mills Hall

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Hays Hall

Building Emergency Plan

Appendix 16

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Hays Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Lisa Chatman	119 Hays Hall (1 st floor lobby)	3698	n/a	chatmaly@oneonta.edu	3698	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luetzger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Lisa Chatman	119 Hays Hall (1 st floor lobby)	3698	n/a	chatmaly@oneonta.edu	3698	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	11 Hays Hall	Fred Barnes	3138	n/a	n/a	n/a
Custodial Staff	11 Hays Hall	Mark Culver	3138	n/a	n/a	n/a
Custodial Staff	11 Hays Hall	Blair Mosher-Stahl	3138	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Lisa Chatman	3698	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways and common rooms	3, 7, 28, 32, 101, 102, 103, 106, 107, 110, 111, 112, 122, 123, 127, 128, 131, 132, 133, 201, 202, 203, 206, 207, 210, 211, 212, 215, 216, 217, 218, 219, 222, 223, 224, 227, 228, 231, 232, 233,	Closest stairwell down to either first floor or pit. Report to evacuation area for building.

			301, 302, 303, 306, 307, 310, 311, 312, 315, 316, 317, 318, 319, 322, 323, 324, 327, 328, 331, 332, 333	
Fire Alarm Panel	Yes	No – lobby/cage area	117	Call UPD to report
Security Alarm	Yes	No-external doors only & in cage area	117	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	Yes	No – elevator area	By room 110	Check for people stuck in elevator and call UPD to assist. UPD will call elevator company if necessary.
Strobe Lights	Yes	No – hallways and common rooms only	3, 7, 28, 32, 101, 102, 103, 106, 107, 110, 111, 112, 122, 123, 127, 128, 131, 132, 133, 201, 202, 203, 206, 207, 210, 211, 212, 215, 216, 217, 218, 219, 222, 223, 224, 227, 228, 231, 232, 233, 301, 302, 303, 306, 307, 310, 311, 312, 315, 316, 317, 318, 319, 322, 323, 324, 327, 328, 331, 332, 333	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Ice Alarm	No			

Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. In front of the building, across the street by the pond.
2. Parking area by Fitzelle Hall (across 1 way street)

Your Temporary Assembly Area (TAA) is:

1. In front of the building, across the street by the pond.
2. Parking area by Fitzelle Hall (across 1 way street)

The Emergency Assembly Area (EAA) is:

1. In front of the building, across the street by the pond.
2. Parking area by Fitzelle Hall (across 1 way street)

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Higgins Hall

Building Emergency Plan

Appendix 17

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Higgins Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Shawna Mott	Higgins	3865	n/a	mottsn@oneonta.edu	3865	
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luetzger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Shawna Mott	Higgins	3865	n/a	mottsn@oneonta.edu	3865		n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site.							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	G23 Higgins Hall	Brenda Burchell	2397	n/a	n/a	n/a
Custodial Staff	G23 Higgins Hall	Kim McMullen	2397	n/a	n/a	n/a
Custodial Staff	G23 Higgins Hall	Chris Whiteman	2397	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Shawna Mott	3865	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways and common rooms	1, 2, 3, 4, 100, 101, 102, 103, 104, 105, 106, 107, 200, 201, 202, 203, 204, 205, 206, 207, 208, 300, 301, 302, 303, 304, 305, 306, 307, 308, 400, 401, 402, 403, 404, 405, 406, 407, 408	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Fire Alarm Panel	Yes	No –	Outside	Call University Police

		lobby/cage area	lobby/cage	to report
Security Alarm	Yes	No-external doors only & in cage area	Outside lobby/cage	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	No			
Strobe Lights	Yes	No – hallways only	n/a	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. In front of building in grassy area
2. Back of building parking lot

Your Temporary Assembly Area (TAA) is:

1. In front of building in grassy area
2. Back of building parking lot

The Emergency Assembly Area (EAA) is:

1. In front of building in grassy area
2. Back of building parking lot

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Hulbert Hall
Building Emergency Plan

Appendix 18

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Hulbert Hall**

Description of Building: **6 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Jennifer Mahar	460 Hulbert Hall	2669	n/a	maharjr@oneonta.edu	2669	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Debbie Montfleury	457 Hulbert Hall	5795	n/a	montfld@oneonta.edu	5877	n/a
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Jennifer Mahar	460 Hulbert Hall	2669	n/a	maharjr@oneonta.edu	2669	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Debbie Montfleury	457 Hulbert Hall	5795	n/a	montfld@oneonta.edu	5877	n/a	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	230 Hulbert Hall	Dee Couse	3143	n/a	n/a	n/a
Custodial Staff	230 Hulbert Hall	Tom Fredricks	3143	n/a	n/a	n/a
Custodial Staff	230 Hulbert Hall	Jay McBride	3143	n/a	n/a	n/a
Custodial Staff	230 Hulbert Hall	Darwin Card	3143	n/a	n/a	n/a

Custodial Staff	230 Hulbert Hall	Robyn Quimet	3143	n/a	n/a	n/a
Custodial Staff	230 Hulbert Hall	Roger Wamsley	3143	n/a	n/a	n/a
Dining Staff	241 Hulbert	Lynn Cross	3205		435- 4175	
Residence Life ORC	318 Hulbert	Snapper Petta	3455			
OSES	218 Hulbert	Ricky O'Donnell	3573			
Maintenance Bullgang	119 Hulbert	Dale Couse	3321			

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Jennifer Mahar	2669	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state "none". Complete this section after building occupants return the "Identifying Special Needs Form" attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways only	n/a	Closest stairwell and out of the nearest exit. Report to evacuation area for building.
Fire Alarm Panel	Yes	No – lobby/cage area	459 Hulbert	Call University Police to report
Security Alarm	Yes	No- external doors only & in cage area	459 Hulbert	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	Yes	No- only in building elevator areas		
Strobe Lights	Yes	No – hallways only	n/a	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. In front of building on grassy lawn
2. Parking lot area next to Alumni Hall

Your Temporary Assembly Area (TAA) is:

1. In front of building on grassy lawn
2. Parking lot area next to Alumni Hall

The Emergency Assembly Area (EAA) is:

1. In front of building on grassy lawn
2. Parking lot area next to Alumni Hall

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).

- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Huntington Hall
Building Emergency Plan

Appendix 19

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Huntington Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
James Errico	118 Huntington Hall (1 st floor lobby)	2601	n/a	erricoja@oneonta.edu	2601	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
James Errico	118 Huntington Hall (1 st floor lobby)	2601	n/a	erricoja@oneonta.edu	2601	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	119 Huntington Hall	Darlene Duncan	3141	n/a	n/a	n/a
Custodial Staff	119 Huntington Hall	Robert Morey	3141	n/a	n/a	n/a
Custodial Staff	119 Huntington Hall	Sue Zimmer	3141	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	James Errico	2601	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways and common rooms	3, 7, 27, 31, 102, 103, 106, 107, 110, 111, 112, 122, 123, 125, 127, 128, 131, 132, 200, 202, 203, 206, 207, 209, 211, 212, 215, 216, 217, 218, 219, 222, 223, 224, 225, 227, 228, 231, 232, 233, 300, 302, 303, 306,	Closest stairwell down to either first floor or pit. Report to evacuation area for building.

			307, 309, 311, 312, 315, 316, 317, 318, 319, 322, 323, 324, 325, 327, 328, 331, 332, 334	
Fire Alarm Panel	Yes	No – lobby/cage area	117	Call University Police to report
Security Alarm	Yes	No- external doors only & in cage area	117	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	Yes	No – elevator area	By room 109	Check for people stuck in elevator and call University Police to assist. University Police will call elevator company if necessary.
Strobe Lights	Yes	No – hallways and common rooms only	3, 7, 27, 31, 102, 103, 106, 107, 110, 111, 112, 122, 123, 125, 127, 128, 131, 132, 200, 202, 203, 206, 207, 209, 211, 212, 215, 216, 217, 218, 219, 222, 223, 224, 225, 227, 228, 231, 232, 233, 300, 302, 303, 306, 307, 309, 311, 312, 315, 316, 317, 318, 319, 322, 323, 324, 325, 327, 328, 331, 332, 334	Closest stairwell down to either first floor or pit. Report to evacuation area for building.

Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- o Stay Calm.
- o Be prepared to answer the following questions:
 - o Where is the emergency located?
 - o What is the emergency? (fire, medical, hazardous material, etc.)
 - o How did it happen?
 - o When did it happen?
 - o Who are you? (your name)
- o Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- o Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. In front of building, next to Hays Hall
2. Next to closest entrance of Mills Hall

Your Temporary Assembly Area (TAA) is:

1. In front of building, next to Hays Hall
2. Next to closest entrance of Mills Hall

The Emergency Assembly Area (EAA) is:

1. In front of building, next to Hays Hall
2. Next to closest entrance of Mills Hall

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Littell Hall

Building Emergency Plan

Appendix 20

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Littell Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Kirsten Wolfe	135 Littell Hall (1 st floor lobby)	2650	n/a	wolfekn@oneonta.edu	2650	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988- 2726	434- 7971
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263- 5326	435- 0670

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Kirsten Wolfe	135 Littell Hall (1 st floor lobby)	2650	n/a	wolfekn@oneonta.edu	2650	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	138 Littell Hall	Marge Sabanos	3144	n/a	n/a	n/a
Custodial Staff	138 Littell Hall	Russell Keever	3144	n/a	n/a	n/a
Custodial Staff	138 Littell Hall	Chuck Colella	3144	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Kirsten Wolfe	2650	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state "none". Complete this section after building occupants return the "Identifying Special Needs Form" attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways only	n/a	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Fire Alarm Panel	Yes	No – lobby/cage area	137	Call University Police to report
Security Alarm	Yes	No- external doors only & in cage area	137	Check propped door for obstruction. Remove obstruction and secure door.

Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	No			
Strobe Lights	Yes	No – hallways only	n/a	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- o Stay Calm.
- o Be prepared to answer the following questions:
 - o Where is the emergency located?
 - o What is the emergency? (fire, medical, hazardous material, etc.)
 - o How did it happen?
 - o When did it happen?
 - o Who are you? (your name)
- o Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- o Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. In front of building at top of stairs
2. Lee Hall (CME) parking lot

Your Temporary Assembly Area (TAA) is:

1. In front of building at top of stairs
2. Lee Hall (CME) parking lot

The Emergency Assembly Area (EAA) is:

1. In front of building at top of stairs
2. Lee Hall (CME) parking lot

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Macduff Hall
Building Emergency Plan

Appendix 21

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Macduff Hall**

Description of Building: **4 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Justin Mikuszewski	102 Macduff Hall (1 st floor lobby)	2154	n/a	mikuszjm@oneonta.edu	2154	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Justin Mikuszewski	102 Macduff Hall (1 st floor lobby)	2154	n/a	mikuszjm@oneonta.edu	2154	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	104 Macduff Hall	Paun Albu	3130	n/a	n/a	n/a
Custodial Staff	104 Macduff Hall	Chris Gould	3130	n/a	n/a	n/a
Custodial Staff	104 Macduff Hall	Ed McKinley	3130	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Justin Mikuszewski	2154	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways and common rooms	103, 108, 112, 13, 114, 115, 118, 201, 202, 204, 206, 208, 210, 212, 214, 215, 217, 219, 221, 222, 301, 302, 304, 306, 308, 310, 312, 314, 315, 317, 319, 321, 322, 401, 402, 404, 406, 408, 410, 412, 414, 415,	Closest stairwell down to either first floor or pit. Outside reporting spot is the patio of Wilsbach Hall.

			417, 419, 421, 422	
Fire Alarm Panel	Yes	No – lobby/cage area	101	Call University Police to report
Security Alarm	Yes	No-external doors only & in cage area	101	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	Yes	No – elevator area	By room 112	Check for people stuck in elevator and call University Police to assist. University Police will call elevator company if necessary.
Strobe Lights	Yes	No – hallways and common rooms only	103, 108, 112, 13, 114, 115, 118, 201, 202, 204, 206, 208, 210, 212, 214, 215, 217, 219, 221, 222, 301, 302, 304, 306, 308, 310, 312, 314, 315, 317, 319, 321, 322, 401, 402, 404, 406, 408, 410, 412, 414, 415, 417, 419, 421, 422	Closest stairwell down to either first floor or pit. Outside reporting spot is past stairs in front of building for meeting spot.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Out front door and in front of Matteson Hall
2. Patio of Wilsbach Hall

Your Temporary Assembly Area (TAA) is:

1. Out front door and in front of Matteson Hall
2. Patio of Wilsbach Hall

The Emergency Assembly Area (EAA) is:

1. Out front door and in front of Matteson Hall
2. Patio of Wilsbach Hall

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Matteson Hall
Building Emergency Plan

Appendix 22

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Matteson Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Heather Farmer	109 Matteson Hall (1 st floor lobby)	3340	n/a	farmerhl@oneonta.edu	3340	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Heather Farmer	109 Matteson Hall (1 st floor lobby)	3340	n/a	farmerhl@oneonta.edu	3340	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	12B Matteson Hall	Julie Barnes	3131	n/a	n/a	n/a
Custodial Staff	112B Matteson Hall	Bill Waterhouse	3131	n/a	n/a	n/a
Custodial Staff	112B Mattson Hall	Scott Young	3131	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Heather Farmer	3340	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways and common rooms	2, 5, 9, 13, 101, 102, 104, 106, 110, 114, 117, 119, 121, 122, 201, 202, 204, 206, 209, 210, 212, 215, 214, 217, 219, 221, 222, 301, 302, 304, 306, 309, 310, 312, 315, 314, 317, 319, 321, 322	Closest stairwell down to either first floor or pit. Outside reporting spot is the patio of Wilsbach Hall.

Fire Alarm Panel	Yes	No – lobby/cage area	109	Call University Police to report
Security Alarm	Yes	No-external doors only & in cage area	109	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	Yes	No – elevator area	By room 114	Check for people stuck in elevator and call University Police to assist. University Police will call elevator company if necessary.
Strobe Lights	Yes	No – hallways and common rooms only	2, 5, 9, 13, 101, 102, 104, 106, 110, 114, 117, 119, 121, 122, 201, 202, 204, 206, 209, 210, 212, 215, 214, 217, 219, 221, 222, 301, 302, 304, 306, 309, 310, 312, 315, 314, 317, 319, 321, 322	Closest stairwell down to either first floor or pit. Outside reporting spot is past stairs in front of building for meeting spot.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Front of building, patio outside of Wilsbach Hall
2. On hill in front of building (by stairs).

Your Temporary Assembly Area (TAA) is:

1. Front of building, patio outside of Wilsbach Hall
2. On hill in front of building (by stairs).

The Emergency Assembly Area (EAA) is:

1. Front of building, patio outside of Wilsbach Hall
2. On hill in front of building (by stairs).

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Sherman Hall
Building Emergency Plan

Appendix 23

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Sherman Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Justin Hewlings	118 Sherman Hall (1 st floor lobby)	3893	n/a	hewlinji@oneonta.edu	3893	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luetzger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Justin Hewlings	118 Sherman Hall (1 st floor lobby)	3893	n/a	hewlinjj@oneonta.edu	3893	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	11 Sherman Hall	Joseph Carentz	3139	n/a	n/a	n/a
Custodial Staff	11 Sherman Hall	Jean Graham	3139	n/a	n/a	n/a
Custodial Staff	11 Sherman Hall	Bill Head	3139	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Justin Hewlings	3893	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways and common rooms	3, 7, 27, 31, 101, 102, 103, 106, 107, 110, 111, 112, 122, 123, 125, 127, 128, 131, 132, 201, 202, 203, 206, 207, 210, 211, 212, 215, 216, 217, 218, 219, 222, 223, 224, 225, 227, 228, 231, 232, 233, 301, 302, 303, 306, 307, 310, 311, 312, 315, 316, 317, 318, 319, 322, 323, 324,	Closest stairwell down to either first floor or pit. Report to evacuation area for building.

			325, 327, 328, 331, 332, 333	
Fire Alarm Panel	Yes	No – lobby/cage area	117	Call University Police to report
Security Alarm	Yes	No- external doors only & in cage area	117	Check propped door for obstruction. Remove obstruction and secure door.
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	Yes	No – elevator area	By room 110	Check for people stuck in elevator and call University Police to assist. University Police will call elevator company if necessary.
Strobe Lights	Yes	No – hallways and common rooms only	3, 7, 27, 31, 101, 102, 103, 106, 107, 110, 111, 112, 122, 123, 125, 127, 128, 131, 132, 201, 202, 203, 206, 207, 210, 211, 212, 215, 216, 217, 218, 219, 222, 223, 224, 225, 227, 228, 231, 232, 233, 301, 302, 303, 306, 307, 310, 311, 312, 315, 316, 317, 318, 319, 322, 323, 324, 325, 327, 328, 331, 332, 333	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			

Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. In front, across street by Shumacher Hall
2. Back of building on patio of Mills Hall

Your Temporary Assembly Area (TAA) is:

1. In front, across street by Shumacher Hall
2. Back of building on patio of Mills Hall

The Emergency Assembly Area (EAA) is:

1. In front, across street by Shumacher Hall
2. Back of building on patio of Mills Hall

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Tobey Hall

Building Emergency Plan

Appendix 24

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Tobey Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
CLOSED FOR REHAB 2008-2009	135 Tobey Hall (1 st floor lobby)	3699	n/a		3699	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
CLOSED FOR REHAB 2008-2009	135 Tobey Hall (1 st floor lobby)	3699	n/a		3699	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	138 Tobey Hall	Merrill Cline	3136	n/a	n/a	n/a
Custodial Staff	138 Tobey Hall	Liz Socci	3136	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors		3699	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways only	n/a	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Fire Alarm Panel	Yes	No – lobby/cage area	137	Call University Police to report
Security Alarm	Yes	No- external doors only & in cage area	137	Check propped door for obstruction. Remove obstruction and secure door.

Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	No			
Strobe Lights	Yes	No – hallways only	n/a	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. In front of building, grassy area across road
2. Volleyball court area behind Morris Hall

Your Temporary Assembly Area (TAA) is:

1. In front of building, grassy area across road
2. Volleyball court area behind Morris Hall

The Emergency Assembly Area (EAA) is:

1. In front of building, grassy area across road
2. Volleyball court area behind Morris Hall

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Wilber Hall
Building Emergency Plan

Appendix 25

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Wilber Hall**

Description of Building: **3 floor residence hall (dormitory).**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Elise Krueger	135 Wilber Hall (1 st floor lobby)	3901	n/a	kruegee@oneonta.edu	3699	n/a
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Elise Krueger	135 Wilber Hall (1 st floor lobby)	3901	n/a	kruegee@oneonta.edu	3699	n/a	n/a
Define Duties: Monitor front desk and entrance area, assign student staff to locations as necessary							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Michele Luettger	106 Wilsbach	3182	2110	luettgme@oneonta.edu	988-2726	434-7971	n/a
Define Duties: second point of contact if assistance is needed, communicate updates to Emergency Communications Coordinator as updates and directions are given by UPD and/or campus officials.							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Christine Edwards	106 Wilsbach	3800	2110	edwardcb@oneonta.edu	263-5326	435-0670	n/a
Define Duties: third point of contact to assist with communicating to other residence life staff for support and/or assistance on site							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Custodial Staff	138 Wilber Hall	Rich Card	3137	n/a	n/a	n/a
Custodial Staff	138 Wilber Hall	Deb Lum	3137	n/a	n/a	n/a

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Main Lodging for Students in Building	Residential Community Life	All floors	Elise Krueger	3901	Alternative housing needs if emergency is timed overnight

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
None		

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state "none". Complete this section after building occupants return the "Identifying Special Needs Form" attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has five (5) alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Yes	No – hallways only	n/a	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Fire Alarm Panel	Yes	No – lobby/cage area	137	Call University Police to report
Security Alarm	Yes	No- external doors only & in cage	137	Check propped door for obstruction. Remove obstruction and secure door.

		area		
Cold Room Alarm	No			
Halon System Alarm	No			
Ventilation Alarm	No			
High Water Alarm	No			
Elevator Alarm	No			
Strobe Lights	Yes	No – hallways only	n/a	Closest stairwell down to either first floor or pit. Report to evacuation area for building.
Ice Alarm	No			
Refrigerant Alarm	No			
Chiller Refrigerant Alarm	No			
Carbon Monoxide Alarm	No			
Biosafety Hood Alarm	No			
Fume Hood Alarm	No			

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. In front of building, grassy area
2. Volleyball court area behind Morris Hall

Your Temporary Assembly Area (TAA) is:

1. In front of building, grassy area
2. Volleyball court area behind Morris Hall

The Emergency Assembly Area (EAA) is:

1. In front of building, grassy area
2. Volleyball court area behind Morris Hall

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Netzer Administration
Building Emergency Plan

Appendix 26

Updated: 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **NETZER ADMINISTRATION BUILDING**

Description of Building: (e.g. number of floors, major uses of building)

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Nancy Wolters	135 Netzer	X2950	3084	Wolterne	432-5915		
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Walter Wagor	333 Netzer	X 2520	2756	Wagorwf	432-1425		

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Nancy Wolters	135 Netzer	2950		wolterne@oneonta.edu			
Define Duties: Monitor evacuation of building; notify emergency responders							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Define Duties: Coordinate building network, computer center and telecomm operations							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Walter Wagor	334 Netzer	2520		wagorwf@oneonta.edu			
Define Duties: Monitor evacuation of building; notify emergency responders in absence of Emergency Communications Coordinator							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone
Academic Advisement	100	Eileen McClafferty	X 3390	432-3146	437-0721
Academic Affairs	340	F. Daniel Larkin	X 2517		
Accounting	245	Marie Todd	X 2113	432-5628	437-0093
Accounts Payable	218	Rebecca Porter-O'Donnell	X 2555	433-8868	437-1965
Budget	203	Peter Shea	X 3024	988-2851	287-0727
Career Development	110	Kristy Cable	X 2534 2696	432-7582	434-8892
College Advancement	308	Paul Adamo	X 2535	433-9715	435-3459

Community Relations	301	Carol Blazina	X 2748	432-5303	435-1169
Computer Services	B1	Vacant	X 2770		
Continuing Ed/Summer Sessions	135	Michelle Thibault Alternate	X 2522 2515	988-9803	
Behavioral & Applied Science	334	Walter Wagor Candace Sweet alternate	X 2520	432-1425	434-7632
Science & Social Science	336	Michael Merilan	X 2125	563-2264	
Economics & Business	226	Wade Thomas	X 3458	432-0465	287-2567
Economics, Finance & Accounting	324	William O'Dea	X 3151	432-1525	
Management, Marketing & Info Systems	324	Izabella Lokshina	X3151	433-7212	
Educational Opportunity Program	332 B	Lynda Bassette	X 2407 or 3249	829-3943	
English	322	Richard Lee	X3035	433-2583	
Equity and Inclusion	133	Cecilia Zapata	X 2830	432-2060	
Finance & Administration	200	Leif Hartmark	X2081	(518) 357-0838	435-2035
Financial Aid	123	Bill Goodhue	X 2532 or 2885		434-4829
Foundation Finance	234	Cynthia Pinney	X 2576	829-8694	222-9135
History	225	Matthew Hendley (to 7/15) William Ashbaugh (after 7/15)	X 3326	432-4566 432-4856	
Human Resources	208	Lisa Wenck	X 2509		
Information Technology Security	B17A	Lesley Bidwell	x2628	433-1609	

Institutional Research	107	Peter Shea	X 3024	988-2851	287-0727
International Education	332C	Julie Freeman	x 3369	829-6509	725-9398
Mail Services	B9	Pauline Koren	X 3349 or 3023	286-7924	434-7838
Multicultural Student Affairs	119	Carol Blunt-White	X 3353 or 2665	(518) 356-7986	(518) 209-5445
Payroll	214	Hope Lambrecht	X3018	369-2037	437-1484
President's Office	300	Nancy Kleniewski	X2500		
Print Shop	B7	Clover Bobnick	X2508	286-9818	267-7105
Purchasing	218	Cynthia Meres	X3388	988-9934	
Registrar	127	Maureen Artale	X3216	431-2588	434-1052
Student Accounts	240	Susan Clemons	X2586	432-6549	267-9187
Student Development	119	Steven Perry	X 2513	432-9322	437-0340
Telecommunications	236	Joseph Graig-Tiso	X2622	432-2303	435-2092

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Computer Server Room	Computer Services	Basement	Computer Ctr Director (Todd Foreman until vacancy filled)	3641	Server must be operational for access to student records, employee info, email, web, fax

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
AC coolant	Main Mech Room	Seasonally dependent
Water treatment chemicals	Main Mech Room	Varies
Printing Chemicals	Print Shop	Various
Asbestos floor tile	Throughout	Various
Asbestos pipe coverings	All Mech Rooms	Various

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
Brady McClennon	Computer Services	B1 Netzer	X3203	Mobility

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm				
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter in Place – Hazardous Incident – Remain in office, shut doors, wait for notification of when it is safe to leave the space.

Shelter In Place – Violent Person – Remain in office, shut and lock doors, turn off lights, close blinds, stay away from windows, wait for notification that it is safe to leave the space.

Shelter in Place – Extreme Weather – Remain in offices; those in offices with windows, move to offices without windows; move to basement corridors if necessary; where possible monitor radio and/or network for updates; wait for notification that emergency has passed.

AED Locations – 1st and 2nd floor lobby by elevator

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Netzer Quad Area

Your Temporary Assembly Area (TAA) is:

1. IRC Lobby

The Emergency Assembly Area (EAA) is:

1. Chase Gym

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area

None

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Hogdon Instructional Resources Center
Building Emergency Plan

Appendix 27

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Hogdon Instructional Resources Center**

Description of Building: **2 Floors. Instructional, instructional service, Radio Station and offices. Large group instruction. Special uses.**

1st floor (split) – From Quad: Main entry lobby (2 exits), 45 seat lecture halls, computer lab, support center, Upper entry to large lecture halls. From West Dorm Drive: Offices, Television studios. (1 exit)

Lower Level – Offices, Radio Station, lower entrance to large lecture halls. (1 exit West Dorm Drive)

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
David Geasey	102 IRC	3263	3266	geaseydw@oneonta.edu	607-432-8158	607-643-2450
1 st Alternate						
Mark Hine Jr.	101 IRC	3285	3266	hinem@oneonta.edu	607-847-8780	607-316-8455
2 nd Alternate						
Donna Baker	104 IRC	3314	3266	bakerdm@oneonta.edu	607-432-1171	none

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Define Duties:						
David Geasey	102 IRC	3263	3266	geaseydw@oneonta.edu	607-432-8158	607-643-2450
Define Duties: Monitor evacuation of first floor quad side. Notify Emergency responders						
Return to Television facility or remote transmission location for emergency information broadcast purposes						
Mark Hine Jr.	101 IRC	3285	3266	hinem@oneonta.edu	607-847-8780	607-316-8455
Define Duties: Primary - Monitor evacuation of Lower Level. Notify Emergency responders and Emergency Communications Coordinator.						
Return to Television facility or remote transmission location for emergency information broadcast purposes						
Donna Baker	104 IRC	3314	3266	bakerdm@oneonta.edu	607-432-1171	none
Define Duties: Monitor evacuation of first floor West Dorm Dr. side. Notify Emergency responders and Emergency Communications Coordinator.						

DEPARTMENTS

The Emergency Communications Coordinator (BR) will communicate all building emergency response plans to the following departmental contacts:

Department	Chair/Director	Room	Campus Phone	Home Phone	Cell Phone
Communication Arts	Dr. Arthur Dauria	IRC B-7	3411	607-4332466	607-437-0143
WUOW Radio	Mr. Gary Wickham	IRC B-24	2856	607-432-7176	607-434-7176
Graphic Design and Publications	Ms. Barbara Paugh	IRC 116	3317	607-432-0565	none
Custodial	Mr. Don Couse	IRC	3588	None	607-287-4541
Instructional Support	Ms. Mona Hughes	IRC 120C	2490	607-432-1094	none

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Emergency Information communications	WUOW Radio	B-24	Gary Wickham	2856	Maintain electrical power for transmission
Emergency Information Communications	Television Services	107 & 110	David Geasey	3263	Maintain electrical power for transmission

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
Terrazzo Maintenance Materials	1 st Floor Mech Room	220 gallons
Asbestos Pipe Coverings	All Mech Room	

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
TBD				

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows: All other information to be provided by Tom Rathbone

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Voice	X		Evacuate
Fire Alarm Panel			SW Quad Entrance. Service Ramp Foyer	
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				
Strobe Lights		X		
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter In Place – Hazardous Incident – Remain in office or classroom, shut doors, wait for notification of when it is safe to leave the space.

Shelter In Place – Violent Person – remain in office or classroom, shut and lock doors, turn off lights, turn on TV and mute volume, close blinds, stay away from windows, wait for notification that it is safe to leave the space.

Shelter In Place – Extreme Weather – Remain in classrooms, those in offices with windows move to lecture hall 3 or Communication Arts office suite, monitor radio and television for updates, wait for notification that emergency has passed.

Additional approved Shelter In Place Procedures are attached.

AED Location – SW entrance quad side main lobby by fire panel. Service ramp foyer on SW wall by fire panel.

Communication Personnel – Television and radio personnel will move to the broadcast points in IRC or assigned location with mobile communications vehicle to disseminate information as appropriate via campus media outlets. Lock doors to broadcast areas for security.

GENERAL EVACUATION PROCEDURES

The Emergency Assembly Area (EAA) is: Fine Arts

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Fitzelle Hall

Building Emergency Plan

Appendix 28

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Fitzelle Hall**

Description of Building: (e.g. number of floors, major uses of building)

Fitzelle Hall is a five-story building on the west side and a three-story building on the east side. Primarily a classroom building with faculty offices, there are 4 computer labs in the building. There is also a reading clinic and laboratory space for Psychology and Anthropology. Currently (spring 08) there are 11 departments housed in the building: Africana-Latina Studies, Anthropology, Elementary Education and Reading, Educational Psychology and Counseling, Mathematics, Computer Science & Statistics, Philosophy, Political Science, Psychology, Secondary Education, and Sociology. The Office of Education Advisement and Field Experience is also housed in Fitzelle.

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Joanne Curran	205A Fitzelle	Ext 2007	436-2554	curranjm@oneonta.edu	431-9961	727-7271
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Joanne Curran	205A Fitzelle	Ext 2007	436-2554	curranjm	431-9961	727-7271	
Define Duties: Inform all supervisory staff of emergency response plans							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone
Africana-Latina Studies	335	Kathleen O'Mara	3449		
Anthropology	330D	Brian Haley	2001		
Elementary Education and Reading	205	Connie Feldt-Golden	2448		
Educational Psychology and Counseling	222	Anuradhaa Shastri	3554		
Education Advisement and Field Experience	211	Thomas Shannon	3320		
Mathematics, Computer Science & Statistics	228	Leo Alex	3708		
Philosophy	325	Douglas Shrader	2456		
Political Science	418	William Wilkerson	3272		
Psychology	127	Steven Gilbert	2557		
Secondary Education	211	Dennis Banks	3075		
Sociology	418	Alex Thomas	2149		

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm				
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- o Stay Calm.
- o Be prepared to answer the following questions:
 - o Where is the emergency located?
 - o What is the emergency? (fire, medical, hazardous material, etc.)
 - o How did it happen?
 - o When did it happen?
 - o Who are you? (your name)
- o Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- o Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter in Place – Hazardous Incident – Remain in office, shut doors, wait for notification of when it is safe to leave the space.

Shelter In Place – Violent Person – Remain in office, shut and lock doors, turn off lights, close blinds, stay away from windows, wait for notification that it is safe to leave the space.

Shelter in Place – Extreme Weather – Remain in offices; those in offices with windows, move to offices without windows; move to basement corridors if necessary; where possible monitor radio and/or network for updates; wait for notification that emergency has passed.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Behind The Pillars

Your Temporary Assembly Area (TAA) is:

1. Fitzelle Hall lobby and coffee shop area and west hallway

The Emergency Assembly Area (EAA) is:

1. IRC Lobby

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Milne Library

Building Emergency Plan

Appendix 29

Updated 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Milne Library**

Description of Building: (e.g. number of floors, major uses of building) **5 floors, occupants include staff and users, major uses of the building= library/offices/café/labs/storage.**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Janet Potter	Milne 116	2723	3081	Potterjl	607-432-1146	607-435-3018
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Anne McFarland	Milne B216	2026	3081	mcfarlal		
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Steve Maniscalco	Milne	2226		Maniscsj		

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Janet Potter	Milne 116	2723	3081	Potterjl	607-432-1146	607-435-3018	
Define Duties: Monitor evacuation of building, notify emergency responders							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Anne McFarland	Milne B216	2026	3081	mcfarlal			
Define Duties: Preparedness for library-related emergencies especially related to collections, monitor evacuation of building in absence of Emergency Communications Coordinator							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Steve Maniscalco	B237	2226		Maniscsj			
Define Duties: Preparedness for technology-related emergencies, especially as they relate to the Technology Center and the Server Room 911, monitor evacuation of building in absence of Emergency Communications Coordinator and 1 st alternate							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Geography Department	317A	Paul Bauman	3459	4324334	none	
Women & Gender Studies	315A	Marilyn Helterline	3225	432-5127		
Facilities	B219	Tom Rathbone	3224	286-9415	435-1721	
Networking/Telecomm		Phil Bidwell	2710			

Milne Custodial staff	Hum Ec 130B	Dale Couse	3321			
Academic IT	B237	Steve Maniscalco	2226	518- 234- 1015	607- 287- 1859	
Bibliographic Services	B216	Anne McFarland	2026	544- 1207	437- 8192	
Access Services	109	Pamela Flinton	2998	Has cell only	518- 320- 4085	
Reference/Instruction	109	Nancy Cannon	2160	746- 6037		

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Server Room and Labs	Academic IT	B237	Steve Maniscalco	2226	Temperature/humidity/water alarm will activate if these problems are present. University Police has phone contacts if alarm is activated during off hours
Print Collections	Library		Anne McFarland		Avoid water damage, if at all possible
Special Collections	Library		Anne McFarland		Avoid water damage, if at all possible

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
Asbestos floor tile	Throughout	Various
Asbestos pipe coverings	All Mech Room	Various

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm				
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				
Temperature/humidity/water alarm in Milne Server Room	In room, with automated phone response		Sub basement Server Room	Call contacts, University Police has list.

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

University Police has a list of individuals to call for library emergencies, especially those that relate to potential damage to collections, and another list for emergencies that relate to computers and servers (see, attached).

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. President's Garden

Your Temporary Assembly Area (TAA) is:

1. Chase Gym

The Emergency Assembly Area (EAA) is:

1. Chase Gym

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

On the way out, staff are asked to encourage students using the building to leave.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Science I

Building Emergency Plan

Appendix 30

Updated 05/2008
03/2009

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
William Pietraface	112A	X3421 or 3703	3646	pietrawj	432-1385		
Define Duties: Monitor evacuation of building; notify emergency responders							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
James Ebert	212A	X 3703	3547	Ebertjr			
Define Duties: Monitor evacuation of building; notify emergency responders							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Biology	112A	William Pietraface	X 3421 or 3703	432-1385		
Earth Science	212A	James Ebert	X3702			

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Animals	Biology	002	Vicky Lentz	2512	Take action for well being of animals appropriate to emergency situation
Planetarium		Basement	Bill Pietraface		Be sure to evacuate any visitors

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm				
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter in Place – Hazardous Incident – Remain in office or classroom; shut doors; wait for notification of when it is safe to leave the space.

Shelter In Place – Violent Person – Remain in office or classroom, shut and lock doors, turn off lights, close blinds, stay away from windows, wait for notification that it is safe to leave the space.

Shelter in Place – Extreme Weather – Remain in offices; those in offices with windows, move to offices without windows; where possible monitor radio and/or network for updates; wait for notification that emergency has passed.

AED Location: 1st floor Main hallway; 2nd floor hallway

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. [President's Garden](#)

Your Temporary Assembly Area (TAA) is:

1. [Front entrance of Milne Library](#)

The Emergency Assembly Area (EAA) is:

1. [Chase Gym](#)

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

Classroom and lab instructors should notify each class at the beginning of the semester of the designated evacuation plan.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Physical Science

Building Emergency Plan

Appendix 31

Updated: 05/2008
03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Physical Science**

Description of Building: **3 floors - offices; classes, labs; Science Discovery Center, chemical store room, hazardous waste storage, volatile chemical storage building adjacent**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Allen Anderson	B-20 Physical Science	3127		Andersae			
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Sunil Labroo	120E	X3323 or 3192	2654	Labroos			
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Allen Anderson	B20 Physical Science	3127		andersae			
Define Duties: Monitor evacuation of building; notify emergency responders							
ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Sunil Labroo	120E	X3323 or 3192	2654	Labroos			
Define Duties: Monitor evacuation of building							

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Chemistry & Biochemistry	227	John Schaumlöffel	X 3432 or 3193			
Physics & Astronomy	120	Sunil Labroo	X 3323 or 3192			
Science Discovery Center	B11	Hugh Gallagher	X 3177 or 2011			

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Science Discovery Center		B11	Hugh Gallagher	X3177 or 2011	Be sure any visitors are evacuated
Use of radioactive materials			Radiation safety officer: Jacqueline Bennett	X3431	
Chemical storage		B8	Ron Bishop	X 3198	
Liquid nitrogen & liquid helium			Larry Armstrong	X 3430	
Machine/electronics shop		B6	Allen Anderson	X 3127	

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
Haz Waste	B2	Various
Lab Chemicals	Volatile Building, B6, B18, B19, 201, 201A, 202, 203, 204, 204A, 204B, 205, 206, 207, 208, 208A, 208B, 209, 210, 211, 211A	
Radiation Materials	111	Various
Asbestos pipe coverings	All Mech rooms	Various
Natural Gas	All Labs	

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
Constant Goutziers	Math/Sci	112 Phys Sci	X 3658	

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm				
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- o Stay Calm.
- o Be prepared to answer the following questions:
 - o Where is the emergency located?
 - o What is the emergency? (fire, medical, hazardous material, etc.)
 - o How did it happen?
 - o When did it happen?
 - o Who are you? (your name)

- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter in Place – Hazardous Incident – Remain in office or classroom; shut doors; wait for notification of when it is safe to leave the space.

Shelter In Place – Violent Person – Remain in office or classroom, shut and lock doors, turn off lights, close blinds, stay away from windows, wait for notification that it is safe to leave the space.

Shelter in Place – Extreme Weather – Remain in offices; those in offices with windows, move to offices without windows; where possible monitor radio and/or network for updates; wait for notification that emergency has passed.

AED Locations –1st floor – adjacent to Room 106

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. President’s Garden

Your Temporary Assembly Area (TAA) is:

1. Human Ecology lobby

The Emergency Assembly Area (EAA) is:

1. Chase Gym

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)

- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

Instructors and lab supervisors should notify each class at the beginning of the semester of the designated evacuation plan.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Human Ecology

Building Emergency Plan

Appendix 32

Updated: 05/2008
03/2009

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Katherine Angell	219 Human Ecology	2068	2051	Angellkg			
Define Duties: Monitor evacuation of building; notify emergency responders							
BR	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
BR	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
Human Ecology	100	William Proulx	X 2147 or 2705	432-6922		
Day Care Center						
Chief Janitor	130A	Dale Couse	3321			

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Day Care Center					

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
Water treatment Chemicals	Main Mech room	220 gals
Lab Chemicals	230, 229, 228, 226, 223	Various

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm				
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				

Elevator Alarm				
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

Shelter in Place – Hazardous Incident – Remain in office or classroom; shut doors, wait for notification of when it is safe to leave the space.

Shelter In Place – Violent Person – Remain in office or classroom, shut and lock doors, turn off lights, close blinds, stay away from windows, wait for notification that it is safe to leave the space.

Shelter in Place – Extreme Weather – Remain in offices; those in offices with windows, move to offices without windows; where possible monitor radio and/or network for updates; wait for notification that emergency has passed.

AED Locations – 1st Floor Main

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. President's Garden

Your Temporary Assembly Area (TAA) is:

1. Physical Science Building

The Emergency Assembly Area (EAA) is:

1. Chase Gym

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

Address procedures for Day Care Center evacuation

Instructors and lab supervisors should notify each class at the beginning of the semester of the designated evacuation plan.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans

Lee Hall

Building Emergency Plan

Appendix 33

Updated: 03/2009

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: **Lee Hall**

Description of Building: **Two floors for use of the SICA Center Offices and computer lab, Center for Multicultural Experiences Offices and programming space. Student Managers serve the building on Monday – Friday 2pm until close and Saturdays and Sundays for scheduled programs. They are considered as a likely ECC and the staffing will change more than once a year**

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Charles Young	SICAS Center	2181	2038	youngca@oneonta.edu	518-234-7857	607-435-8813
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Mary Bonderoff	CME, Lee Hall	2663		bonderm@oneonta.edu	607-547-1072	607-434-6911
2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Student Building Managers (4) & Dale Capristo	111 CHW Center	2469	2074	caprisda@oneonta.edu	607-638-9218	607-229-0629

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number
University Police	Alumni Hall	Dr. Barton Ingersoll	3550	435-0458		
University Police	Alumni Hall	Mr. David Lincoln	436-3163			
Student Development	Netzer	Dr. Steve Perry	2513			
Facilities and Safety Office	Milne	Mr. Thomas Rathbone	3224			
MOC	Service	Mr. Donald Akerman	2507			
Finance & Admin	Netzer	Dr. Leif Harmark	2083			

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
None					

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
Detergents Cleaners	Mop room next to lower level entrance	

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Horn	X		Evacuate
Fire Alarm Panel	Beep		Located near lower level entrance doors	Identifies system problems and location of fire safety problems
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				
Strobe Lights	X	X		Evacuate
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay Calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

—
Shelter in Place- Hazardous Incident- remain in your office; shut doors and /or windows; wait for notification of when it's safe to leave your office.

Shelter in Place- Violent Person- remain in office; shut and lock doors and/or windows; turn off lights, PCs and mute volume; wait for notification of when its safe to leave your office.

Shelter in Place -Weather- Assemble in the lower level corridor offices or rooms where no windows are present or lower level bathrooms; wait for notification of when the weather emergency has passed.

AED Location- located on the lower level entrance area

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Lee Hall parking lot
2. Sidewalk area toward Littel Hall

Your Temporary Assembly Area (TAA) is:

1. Golding Hall Parking area

The Emergency Assembly Area (EAA) is:

1. Determined by the Onsite emergency response commander

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

EMERGENCY RESPONSE PLAN

SECTION 13: Site Specific Plans
Counseling Health & Wellness Center
Building Emergency Plan

Appendix 34

Updated: 06/2008

Building Emergency Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Emergency Communications Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

BUILDING INFORMATION

Building Name: Counseling Health & Wellness Center

Description of Building: Circular building housing. Health Center (clinic exam room) to the right of the main lobby with nine (9) exam rooms, central nurses station with approximately 6,000 current health files, laboratory pharmacy, clean utility room, five (5) offices, one (1) bed unit and medical storage area. Counseling Center to the left of the main lobby with seven (7) offices. Also, in this area is a laundry area, two (2) storage areas, conference room, two (2) health & alcohol educational offices and main kitchen.

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Ricky O'Donnell	118 CHW	3572	2074	Odonnera@oneonta.edu	607-278-9956	607-435-1245
1 st Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Jackie Polge	128 CHW	3571	2074	polgejk@oneonta.edu	607-437-1593	607-437-1593

2 nd Alternate ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone
Rebecca Harrington	110 CHW	3540	2074	harrinr@oneonta.edu	607-746-8653	607-287-5275

Define individual responsibilities of each ECC (areas to monitor, emergency response priorities that are within those areas).

Emergency Communications Coordinator (ECC)	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Ricky O'Donnell	118 CHW	3572	2074	odonnera@oneonta.edu	607-278-9956	607-435-1245	

Define Duties: Medical response and main building response.

ECC	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Mark Rice	108 CHW	3368	2074	riceme@oneonta.edu	607-988-7826	607-437-2923	

Define Duties: Counseling Center response.

DEPARTMENTS

The Emergency Communications Coordinator (ECC) will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone
University Police		Dr. Barton Ingersoll	3550	607-432-8270	607-435-0458
University Police		Mr. David Lincoln	3163		
Student Development		Dr. Steve Perry	2513		
Student Development		Dr. Jeanne Miller	2513		
Facilities and Safety Office		Mr. Thomas Rathbone	3224		

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state “none”.

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required
Electrical	Health Center	118	Ricky O’Donnell	3572	
Medical	Health Center	118	Ricky O’Donnell	3572	
Counseling	Counseling	101/108	Mark Rice	3368	

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Material Safety Data Sheets (MSDS) Book maintained by your department.

Description	Location	Quantity
Oxygen	Room 119 Exam Rm 8	2 size D canisters

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state “none”. Complete this section after building occupants return the “Identifying Special Needs Form” attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance
None				

BUILDING ALARM(S)

This Building has _____ alarm sounds as follows:

Type of Alarm	Sound	Whole Building	Room (s)	Evacuate/ Define Response
Fire Alarm	Y	Y		Y
Fire Alarm Panel	Y	Y		Y
Security Alarm	N	N		N
Cold Room Alarm	N	N		N
Halon System Alarm	N	N		N
Ventilation Alarm	N	N		N
High Water Alarm	N	N		N
Elevator Alarm	N	N		N
Strobe Lights	Y	Y		Y
Ice Alarm	N	N		N
Refrigerant Alarm	N	N		N

Chiller Refrigerant Alarm	N	N		N
Carbon Monoxide Alarm	N	N		N
Biosafety Hood Alarm	N	N		N
Fume Hood Alarm	N	N		N

EMERGENCY NOTIFICATION PROCEDURES

When you call 436-3550 or 911 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- o Stay Calm.
- o Be prepared to answer the following questions:
 - o Where is the emergency located?
 - o What is the emergency? (fire, medical, hazardous material, etc.)
 - o How did it happen?
 - o When did it happen?
 - o Who are you? (your name)
- o Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- o Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. Grass area – circle driveway

Your Temporary Assembly Area (TAA) is:

1. Grass area – circle driveway

The Emergency Assembly Area (EAA) is:

1. Across parking lot by building sign
2. Hulbert Hall Dining Area

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it safe to do so. (Reminder: take prescription medications out with your if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Action Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant or guest is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

Check bed unit for students.

Check exam rooms for students

Close pharmacy door, lobby window & 141 door

Check lobby, bathrooms.

Counseling Center check conference room for students; close door.