

## **DRAFT**

### **UNION COLLEGE SCHENECTADY, NY 12308**

## **EMERGENCY MANAGEMENT PROCEDURES**

In the event of any crisis that affects the Union College campus the following steps will be taken immediately to assess and develop a response plan. Union College's primary consideration is the safety, health, and security of the campus community.

### **Immediate Actions**

- 1) The president will be notified immediately of any College emergency situation. Notification shall be passed to the president by vice presidents, director of security or others as identified by the crisis situation. The president, along with the proper authority, (e.g. local fire and police officials) has final authority for emergency decisions and directives; in the absence of the president, the vice president for academic affairs will represent the president.
- 2) The president will convene the senior staff at either an on-campus or off-campus emergency operations center depending on the situation.
- 3) The president and the senior staff will review the situation and the president will decide appropriate actions such as evacuating the campus or specific buildings, canceling classes, closing the college, communicating with the campus and the media, and securing emergency procedures.
- 4) An Emergency Response Team (ERT), with training and responsibility for managing emergency operations, will be called to the emergency operations center or, if that isn't possible, will contact the center by telephone. The ERT is comprised of managers with responsibility for major services.
- 5) Local police, fire, rescue, medical officials may be called to campus to assist. The emergency personnel and the campus community will rely on the expertise of these professionals during a crisis.
- 6) Emergency Assistance Staff (EAS), with training and responsibility to carry out specific assignments, will receive instructions from either the senior staff or from the ERT and will assist in implementing emergency procedures. Their duties will likely include communication, evacuation, directing pedestrian and vehicular traffic, and securing College property. The list of EAS will be updated on a regular basis and new staff will be trained as necessary. Duties include:
  - receiving calls from ERT

- initiating telephone communication to activate EAS
- ensuring that buildings are empty, including elevators, and reporting information to ERT
- going to the evacuation site.

## **Communication**

- 1) The president's assistant along with the director of media relations will be responsible for transmitting the president's emergency decisions to a pre-designated communication network comprised of emergency personnel.
- 2) All decisions will likely include a directive for the most effective means of communication in light of the situation, e.g., text message, e-mail, telephone, cell phone, flyers, or in-person announcement (however, Union College cannot warrant the successful delivery of each message to each individual recipient).
- 3) Local TV, radio, and newspapers will be contacted if necessary to provide expanded communications. Depending on the crisis, voice mail, e-mail, the College information line (388-6000), and the College's website may be used for official updates (although some forms of communication may not be operable in a given emergency).
- 4) Vital information regarding the situation will be communicated and may include the following:
  - a description of what has occurred
  - preliminary assessment of impact
  - immediate course of action
  - the urgency of action
  - emergency procedures being implemented
  - time of safe return to campus (after an evacuation)
  - emergency numbers and website access
  - other significant decisions or information.
- 7) Every effort will be made to communicate a single, clear message simultaneously to as many students, faculty, and staff as possible. Emergency personnel will be trained to communicate information quickly and consistently.
- 7) Emergency messages will be adapted for various constituencies, such as faculty, parents, students, alumni, and media.
- 8) Certain campus services and support personnel will receive specific instructions relating to their specialized duties.

## **Evacuation**

- 1) After the president has issued the order to evacuate or to shelter in place, the vice presidents will activate evacuation plans for their respective divisions. These instructions, depending on the emergency, will include the following:
  - forward phones
  - close and lock doors
  - ensure that all building occupants have left
  - direct building occupants to the evacuation site and remind them to take along any prescription medication they need to take on a regular basis
  - report completed evacuation to appropriate College officials.
- 2) Each office will develop procedures that are specific to its needs and compatible with the College emergency procedures, including securing valuables and records, continuing operations off campus, and establishing communication within the unit.
- 3) In the event of the evacuation of the entire campus, the campus community will be informed of the primary evacuation site(s).
- 4) Alternative evacuation sites will be designated if primary sites are not available or if the situation requires a long-term evacuation.
- 5) Safe-area evacuation sites will be designated for specific building or campus area evacuations
- 6) If medical assistance is needed, contact the campus safety office (388-6911).
- 7) A dining services contingency plan will go into effect to provide food for members of the campus community who are at the evacuation site(s).

The lines of communication outlined in the Emergency Management Procedures are intended for use in emergency evacuation and/or shelter in place situations. They do not replace established college-wide or departmental communication protocols that are used during other types of emergencies (e.g. weather-related closing, etc.)

## **Evacuation Procedures**

All occupants are required to evacuate the building immediately when a fire alarm sounds or other evacuation signal is given. Individual office personnel will turn off personal computers to protect college data from possible damage.

The last person to leave an office, classroom, or lab will close and lock the door.