



**State University of New York at Oswego**  
**EMERGENCY RESPONSE PLAN**

All inclusive, Revised Summer 2023

*The faculty and staff version will now be included in an online format.*

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## II Emergency Response Plan Requirements

SUNY Document 5606

Effective January 30, 2008

This procedure item applies to State-Operated Campuses

### Summary

The State University of New York (SUNY) requires every campus to develop and maintain an Emergency Response Plan (ERP) that meets or exceeds the requirements set forth in this document. In the event of an emergency, the top priorities of SUNY are to (1) protect life; (2) protect critical failures; and (3) restore campus operations.

### Process

Each State-Operated SUNY campus must have an “All-Hazards” ERP that outlines how the campus intends to prepare for, prevent, respond to and recover from emergencies that occur on campus or affect the campus. It is the responsibility of each campus to develop and implement a plan that addresses the specific needs of that campus and that also includes the following:

1. The ERP must include a signed and dated statement from the campus president endorsing the plan and supporting its implementation.
2. The ERP must use the National Incident Management System (NIMS) in preparing for, preventing, responding to and recovering from incidents.
3. Individual units on each campus must develop emergency plans and identify the individuals (by name or by position) responsible for maintaining and evaluating the sufficiency of these unit plans. Campuses should determine the individual units as appropriate to their risks and needs.
4. The ERP must delineate the procedures for reporting all emergencies to campus officials.
5. The ERP must include a hazard analysis for the entire campus. A hazard analysis involves examining the likely hazards that could affect the campus. This analysis shall form the basis for the entire emergency planning process.
6. The ERP must identify the person (by name or position) responsible for updating and maintaining the ERP. This individual is responsible for ensuring that the ERP is reviewed no less than once every academic year for accuracy and that it is available in both hard copy and electronic format. At the time of this review, the individual must indicate what significant changes, if any, have been made to the ERP, sign and date the ERP and provide it to the Office of University Police at System Administration, even if there are no changes to the ERP. A record of significant changes should be recorded in a separate section of the plan.
7. The ERP must identify the formal method the campus will use to evaluate the ERP for compliance with the National Incident Management System (NIMS).
8. The ERP must identify the members (by name or position) of a standing Emergency Response Planning Team with the responsibility for the coordination of all emergency planning, including but not limited to: resource management, personnel qualification and equipment certification.
9. The ERP must describe the procedures for creating and operating an Incident Command Post (ICP) in the event of an emergency.
10. The ERP must identify the members of the Command and General Staff of the ICP. Contact information for all members must be included in the ERP.

11. The ERP must describe the procedure for the establishment of a Campus Emergency Operations Center (CEOC) in the event of an emergency. Primary and backup locations must be identified.
12. The ERP must include specific protocols for violent critical incidents. Such incidents may include, but are not limited to incidents of: and active shooter, sexual assault, homicide, suicide, and so on. Protocols must include procedures for timely response, decision making and communication with the campus and local emergency response agencies.
13. The ERP must include a description of the communication systems employed by the campus, as well as those of mutual aid agencies.
14. The ERP must provide detailed information regarding the means of communicating the existence of an emergency to the campus. Every campus must employ at least one means of emergency communication in each of the following categories:
  - Active broadcast (e.g. outdoor siren/speakers, audio/visual devices, and so on.)
  - Passive broadcast (e.g. email, electronic message boards, TV crawl message, and so on.)
  - Individual broadcast (e.g. cell phone text messaging.)
15. All agreements, formal or informal, that exist between the campus and non-university entities regarding the use of resources during an emergency must be included in the ERP.
16. The ERP must include the campus' pandemic flu plan.
17. As part of compliance with the NIMS, each plan must include the following incident elements:
  - Incident termination/demobilization of large, complex incidents: The ERP must provide for the orderly, safe, and cost-effective movement of personnel when they are no longer required at the incident.
  - Business resumption: The ERP must include a detailed Continuity of Operations Plan (COOP) for essential operations. The COOP must provide a process for the campus' return to normal business and academic operations.
  - Cost recovery: The ERP must include procedures for the documentation and reimbursement of all costs related to the incident.
  - Post incident analysis: The ERP must include procedures that detail how the campus will analyze the incident and improve procedures/operations for future events.
  - After action reporting: The ERP must require that a formal written report be completed following all significant events. This report, which is based on the post incident analysis, must provide 'action items' for improvement of policies, procedures and/or operations.

### **Training**

All appropriate campus senior staff, managers and emergency responders must receive training in Incident Command System (ICS) and NIMS that corresponds with their identified roles and responsibilities in an emergency. A record of this training will be maintained by the campus.

Emergency response drills and exercises using the concepts of NIMS should be conducted annually to enhance the coordination, training, and response capabilities of campus personnel, as well as with local emergency response agencies.

1. All drills and exercises must include the following elements:
  - Clearly stated goals and objectives for the drill/exercise.
  - Formation/Establishment of the ICS structure, including sections such as operations, planning, logistics and finance.
  - Communication and decision-making processes necessary to respond in an effective and timely manner to an emergency.



2. Drills/Exercises may be implemented in any of the following ways:

- Tabletop: A facilitator guides discussion. The purpose is for the group to learn how to solve problems together. There are no simulations and no attempts to arrange elaborate facilities of communications.
- Functional: An exercise that simulates an emergency in the realistic manner possible, short of moving personnel and equipment to an actual site. Its goal is to test or evaluate the capability of one or more functions in the context of an emergency event.
- Full scale exercise: An exercise that is as close to the 'real thing' as possible. It is a lengthy exercise which takes place on location, using the equipment and personnel that would be called upon in a real event. Campuses must conduct a full scale drill as soon as practicable, as determined by the campus president or his/her designee.

### **Security**

A copy of the Campus Emergency Response Plan must be kept both on and off-site and at the Office of University Police at System Administration.

The plan will be treated as sensitive and distribution restricted where appropriate.

### **Definitions**

Campus Emergency Operation Center (CEOC): This is the site designated to serve as the response and strategy center throughout the incident and recovery period. High level coordination among agencies and jurisdictions takes place at the CEOC. Information and resources to support incident management and policy issues are considered in the CEOC.

Incident Command Post (ICP): This is the on-site operation center at which the primary command functions are executed. The Incident Commander (IC) is in charge of the ICP. The ICP is generally located in close proximity to the incident.

Incident Command System (ICS): The ICS is a management system that sets forth standardized procedures for managing personnel, communications, facilities, and resources.

National Incident Management System (NIMS): The NIMS is a comprehensive, national approach to incident management used at all jurisdictional levels and across all response disciplines.

### **Authority**

National Security and Homeland Security Presidential Directive 5

NYS Executive Order #26

Executive Order #26, continued by Executive Order #5, issued by Governor Spitzer, January 1, 2007

### III Governor's Executive Order Number 26

State of New York  
Executive Chamber  
No. 26

#### EXECUTIVE ORDER ESTABLISHING A MANAGEMENT SYSTEM FOR EMERGENCY RESPONSE

WHEREAS, on occasion disasters occur that threaten the public health, safety and lives of the citizens of the State;

WHEREAS, it is necessary and desirable to ensure that all State and local emergency agencies and personnel coordinate their efforts to efficiently provide emergency relief and disaster recovery aid;

WHEREAS, to facilitate efficient and effective assistance to those impacted it is important that all State and local emergency response agencies and personnel utilize common terminology, integrated communications, consolidated action plans, unified command, modular organization, manageable span of control, comprehensive resource management and designated incident facilities during emergencies or disasters;

WHEREAS, the Incident Command System, as developed by the National Interagency Incident Management System, sets forth standardized procedures for managing personnel, communications, facilities and resources;

WHEREAS, the Incident Command System procedures are used by the Federal Emergency Management Agency, National Fire Academy, National Fire Protection Association, National Wildfire Coordinating Group, and other states;

WHEREAS, the Incident Command System is an integral part of various emergency management training programs currently taught throughout the State;

WHEREAS, the Occupational Safety and Health Administration requires the establishment of a site-specific Incident Command System to handle emergency responses; and

WHEREAS, the Disaster Preparedness Commission Task Force on Command and Control and the State Emergency Response Commission endorse a standardized Incident Command System;

NOW, THEREFORE, I, GEORGE E. PATAKI, Governor of the State of New York, by the virtue of the authority vested in me by the Constitution and Laws of the State of New York, do hereby establish the National Interagency Incident Management System—Incident Command System as the State standard command and control system during emergency operations.

GIVEN under my hand and the Privy Seal of  
The State in the City of Albany this  
L.S. fifth day of March in the year one  
Thousand nine hundred ninety-six  
/s/ George E. Pataki

/s/ Bradford J. Race, Jr.  
Secretary to the Governor

## IV President's Message

It is hereby resolved by President Peter O. Nwosu that:

WHEREAS, In the Homeland Security Presidential Directive (HSPD)-5, the President of the United States directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW THEREFORE, Pursuant to the authority vested in me by the State University of New York, I do hereby mandate the National Incident Management System be utilized for all incident management on the SUNY Oswego campus.

I further proclaim this to take effect immediately.

Whereas, no plans or procedures as set forth in this comprehensive Emergency Management Plan precludes the obligation of all SUNY Oswego campus managers to immediately advise the President's office directly of the nature and circumstances of any significant emergency that may occur on the SUNY Oswego campus.

Whereas, the Oswego Promise reflects our commitment to keeping our campus community safe, secure and valued, this use of best practices, institutional knowledge and adaptability underscores the importance of our Laker family.

This provision includes emergencies impacting the SUNY Oswego satellites or property leased or controlled by SUNY Oswego. This also includes any emergencies or hazards that may impact members of the SUNY Oswego campus community.

The SUNY Oswego President retains the right and responsibility to have ultimate decision making regarding SUNY Oswego's response to emergencies and the management and oversight of such emergencies within the NIMS template as described herein.



Peter O. Nwosu  
President, SUNY Oswego  
September 2023

### **V Mission Statement**

An emergency or crisis situation can arise at the State University of New York at Oswego any time and from many causes. Emergencies may range from chemical spills, fires and bomb threats, to explosions, natural disasters, civil disturbances such as riots or labor unrest, active shooter and other major crime incidents, cyber attacks and pandemics but to name a few.

The SUNY Oswego Emergency Response Plan is a procedural document, which incorporates the Incident Command System for organizing, coordinating and directing available resources toward the control of an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals. In emergencies, procedures sometimes must be changed at an instant's notice; therefore, responsible and knowledgeable persons who know the procedures have the authority to make necessary modifications.

### **VI Synopsis**

This Emergency Response Plan is designed to outline a plan of action so that emergencies may be dealt with immediately in a logical and coherent manner. The intention of the Emergency Response Plan is not to establish policy, but to create a framework that will allow an immediate response to an emergency.

This plan is the result of the recognition by the university officials that there is a responsibility to manage emergency and disaster situations on campus and coordinate with all public safety and local government officials. The university recognizes that a comprehensive plan is needed that is compliant with HSPD-5, including the National Incident Management Systems (NIMS). The plan must also be consistent with, and closely linked to, county and state plans.

The Emergency Response Plan (ERP) designates University Police as the initial contact for reporting all emergency situations and as the central point of communication during the response and resolution of all emergencies.

Upon receiving the initial contact, the University Police Officer in Charge (OIC) will make an initial judgment about the level of response necessary and communicate with the appropriate personnel as outlined in the attached plan.

If the situation is an emergency, the University Police Officer In Charge will contact the Chief or designee, who will make an initial decision about the response and category of the situation. The Chief will make the appropriate contacts within the Administration as outlined in the attached Emergency Response Plan and mobilize University Police to begin staging for the emergency. The Chief will enlist others as required on the Emergency Response Planning Team.

If an emergency situation begins to escalate any member of the ERPT (Emergency Response Planning Team) will notify the Chief or designee who may convene the ERPT. It will take appropriate action as outlined in the Emergency Response Plan to respond to the changing conditions.

### **A      Emergency Response Plan Introduction**

Campus person responsible for the plan:  
Scott R. Swayze, Chief of University Police, SUNY Oswego  
scott.swayze@oswego.edu  
(315) 312-5555

SUNY Oswego holds the safety and security of its students, faculty, staff, and visitors as its number one priority. Although every emergency is different, it is important to establish guidelines to handle any/all crises. This plan is designed in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflects up-to-date best practices and response in these areas.

The Chief of University Police or his/her designer is responsible for updating this plan annually and submitting the revised plan to the SUNY Oswego President for revision and approval. Once approved by the President, the plan is forwarded and filed with the Commissioner for University Police in Albany.

### **A1    Purpose of Plan**

The Emergency Response Plan (ERP) is designed to outline roles, responsibilities and procedures to be followed by the units and personnel of SUNY Oswego in case of emergencies on campus.

The objectives of the SUNY Oswego Emergency Response Plan are as follows:

- Minimize loss of life and property;
- Care for injured persons and maintain public health;
- Alleviate suffering and hardship;
- Maintain law and order;
- Restore essential services and provide vital resources to affected areas;
- Provide for continuity of authority and operations;
- Provide for the basis for subsequent campus recovery.

### A2 Risk Assessment

The following is a list of the type of emergency situations that have the potential to develop at SUNY Oswego. No such list can be completely comprehensive however the manner of established communication and the rapid development of emergency resources can be standardized regardless of the nature and scope of the emergency.

#### Definitions

**Active Shooter:** Any environment can be exposed to violence perpetrated by an armed suspect intent on shooting innocent civilians. Active shooter situations can result in barricaded hostage situations and other quickly evolving exigent scenarios that create mass confusion and alarm for the survivors of such an incident. An active shooter is a person intent on shooting others who may also be intent on taking his/her own life. Active shooters historically are focused on creating the largest death toll possible in the shortest amount of time. They are usually heavily armed and do not have an exit strategy.

**Civil Disobedience:** Demonstrations, rallies, or other public gatherings of protest are generally, well organized and peaceful, but could cause a disturbance to normal operations. Because they deal with large crowds, they may destabilize rapidly.

**Explosion:** Explosions can be caused by explosive devices, or they can result from processes involving hazardous materials or operations.

**Fire:** Fires can occur in buildings or involve vehicles, machinery or wooded areas on the campus grounds.

**Flooding:** Heavy rains can create a flooding condition in some basements or areas with poor drainage. Flooding can also occur from the failure of domestic water or sanitary sewer lines, water mains, sewer lines or storm drains. Rice Creek is a 26-acre pond with a levee, that if breached may cause flooding downstream to Route 104.

**Food Borne Illness:** SUNY Oswego is host to many events and activities that serve food and is therefore susceptible to food borne illness outbreak, if proper conditions are not established and monitored.

**Hazardous Material Incident:** Hazardous materials are used in laboratories and industrial operations. An incident can occur from an accidental release of a material or an incident, such as fire or explosion in an area where hazardous materials are stored.

**High Profile Incident:** Any incident that by its nature will cause public concern or generate fear. Any event or incident that is likely to attract sustained media attention that may impact or disrupt normal operations for the university. This definition may encompass high-profile crimes and naturally occurring or man-made disasters.

**Major Emergency/Disaster:** Any natural or human-caused event that results in destruction or human suffering of such magnitude that those effected cannot correct the situation.

**Medical Emergency:** Medical emergencies may have a devastating impact on the normal operations of a campus setting. Contagion from a number of communicable illnesses make college environments vulnerable. Colleges plan for pandemic flu and other contagious illnesses.

**Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the university (e.g. illness and other personal event, limited power outage, small hazardous material incident).

**Missing Student:** A student that goes missing under suspicious circumstances. The instance of a missing student case can disrupt the normal operation of the university and cause fear and alarm.

**Nuclear Release:** The Nine Mile Point nuclear site and Fitzpatrick reactors are within 10 miles of SUNY Oswego's main campus. Any release would impact our college environment and create disruption and a likely evacuation.

**Psychological Crisis:** A psychological crisis exists when an individual threatens harm to him/herself or to others, or is out of touch with reality as evidenced by hallucinations or uncontrollable behavior.

**Severe Storm:** The region can sustain weather related storms, including snow and ice storms, tropical storms, hurricanes and Nor'easters.

**Significant Crime Incident:** The instance of a homicide, hate crime or other high profile crime case can disrupt the normal operation of any college.

**Suspicious Mail/Placed Device:** Mail bombs, anthrax, pipe bombs, hate mail are all forms of suspicious mail or placed items that may occur on college campuses.

**Terrorist Act:** College environments are densely populated locations with a very vulnerable asset, the youth of our county. For this reason, colleges must plan for acts of terrorism from both international and native sources.

**Utility Failure:** Any major failure of an electrical, heating, cooling, ventilation, water, sanitary waste, security or fire alarm system can have an adverse effect on the operations at SUNY.

**Workplace Violence:** Violence in the workplace can happen in any setting, including a college campus. This includes domestic violence that spills over into the workplace.

**Cyber Crime:** Failure or a security breach of the main campus technological platform through intentional hacking.

### Risk Assumptions

The following assumptions are relevant to the implementation of this plan.

- SUNY Oswego recognizes the importance of managing emergencies in accordance with the plan and has provided the resources for effective implementation.
- Departments and individuals with assignments have been trained and understand their roles and responsibilities.
- Emergencies may occur at any time, day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not entirely predictable; hence this plan serves as a guide and may require field modification in order to meet the requirements of the event.
- The magnitude or severity of an emergency may exceed the campus's ability to respond. In those cases, it may be necessary to rely on the assistance of external resources for both mitigation and recovery.

Comprehensive Approach: Prevention, mitigation, planning, preparation, response and recovery are acknowledged as basic elements of emergency management. By addressing all of the elements in an emergency response plan the campus will lessen the intensity and duration of any unusual event. This plan consists of sections dealing with the aspects of a comprehensive approach. Additional Mitigation Actions: (See Appendix F6.)

### **Glossary of Terms**

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident. The president (or designee) would be the Agency Executive for an emergency situation that occurs on the SUNY Oswego campus.

Building Representatives (BR): The contact people for each building on campus.

Campus Emergency Operations Center (CEOC): This is the site designated from which high levels of coordination among agencies and jurisdictions take place. Information and resources to support the incident management and policy issues are decided.

Crisis Communication Team: The Crisis Communication Team works with the President and the Emergency Response Planning Team (ERPT), to develop the plan of action in communicating information to all constituencies. Other people may be asked to respond to the Campus Emergency Operations Center when their area(s) have been affected by the incident or if their facilities may be asked to respond:

Emergency Response Planning Team (ERPT), or the Chief of Police: This committee is responsible for high levels of coordination among agencies and jurisdictions with respect to policy, resources and recovery. The following people or their designees are members of the ERPT:

President

Deputy to the President

Assistant Vice President of Workforce Innovation and External Relations

Vice President for Administration and Finance (Chief or designee back-up)

Vice President for Development and Alumni Relations

Vice President for Student Affairs

Provost / VP for Academic Affairs

Chief of University Police

Dean of Students

Associate Vice President of Facilities Services

Director of Residence Life

Chief Officer, EHS/Fire Marshal

CEOC Manager

CEOC Support Staff

Emergency Response Plan (ERP): This is the official plan of SUNY Oswego for responding to unplanned incidents, which could disrupt College operations and/or injure people or cause damage to buildings.



Environmental Health and Safety Office (EHS):

- Emergency Response Campus Operations (ERCO)
- Emergency Operations Center (EOC)
- Campus Emergency Operations Center (CEOC)
- Campus Emergency Response Team (CERT)
- Campus Emergency Broadcast System (CEBS)

Executive Council (EC): The Emergency Response Coordinating Officer (ERCO) is responsible for maintaining communication between this group and the ERPT so that policy questions are answered and the Executive Council is informed of the extent of damage or injury due to the incident. The EC will convene either in the President's Conference Room (or a location determined by the President). Members of the Executive Council may include:

- President
- Deputy to the President
- Vice President
- Vice President, Development and Alumni Relations
- VP for Student Affairs and Dean of Students
- Dean, College of Liberal Arts and Sciences
- Dean, School of Business
- Dean, School of Communications, Media & the Arts
- Dean, School of Education
- Assistant Vice President of Workforce Innovation and External Relations
- Vice President for Communications and Marketing
- Director of Auxiliary Services
- Vice President of Enrollment Management

Incident Command System (ICS): The incident command system is a management system that sets forth standardized procedures for managing personnel, communications, facilities and resources.

Incident Command Post (ICP): This is the on site operations center at which the primary command functions are executed. The Incident Commander is in charge of the ICP. A description of the ICP operation is in A3.

Incident Commander (IC): The Incident Commander is the person in charge of all operations in response to the emergency at or near the incident site.

Incident Management Team: The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Local Hospital (LH)

Media Center (MC): This is the site at the university where the Communication staff will brief the media and issue press announcements. Unless otherwise noted, the MC will be located in Room 114 of the Marano Campus Center

### A3 Incident Command System and Personnel

#### Structure

Incident Command  
Information Officer  
CEOC Manager  
Operations Section  
Staging Areas  
Branches  
Divisions and Groups  
Strike Teams  
Task Forces  
Single Resources  
Planning Section  
Resources Unit  
Situation Unit  
Demobilization Unit  
Documentation Unit  
Logistics Section  
Service Branch  
Communications Unit  
Medical Unit  
Food Unit  
Support Branch  
Supply Unit  
Facilities Unit  
Ground Support Unit  
Finance/Administration Section  
Time Unit  
Procurement Unit  
Compensation Claims Unit  
Cost Unit

#### Incident Command Structure

##### INCIDENT COMMANDER

(Assumes all responsibilities unless they are delegated to others)

##### COMMAND STAFF

###### Public Information Officer

In charge of information exchange, both internal and external.

###### Liaison Officer

Point of contact for agency representatives who are supporting operations.

###### Safety Officer

Advisor to IC about incident safety, ensures safety of all incident personnel.

##### GENERAL STAFF

###### OPERATIONS Section Chief

Develops strategies and tactics. Organizes, assigns, and supervises.

###### PLANNING Section Chief

Gathers, analyzes, and disseminates info and intelligence. Maintains resources status, situation displays, and summaries, and maps and projections.

###### LOGISTICS Section Chief

Communications, medical support, food, supplies, facilities and group support.

###### FINANCE/ADMINISTRATION Section Chief

Financial & cost analysis, contract negotiations, personnel and equipment time, claims for accidents/injuries, and procurement of resources (in conjunction with logistics).

### Personnel

#### Command Staff

- Information Officer
- Safety Officer
- Liaison Officer
- Agency Representative
- CEOC Manager

#### General Staff

- Operations
  - Section Chief
  - Fire/Police
  - Health
  - Utilities
  - Staging Managers
  - Group Supervisors

#### Planning

- Section Chief
- ADA Unit
- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit
- Volunteer Coordination Unit
- Network Operations Unit

#### Logistics

- Section Chief
- Service Branch

#### Communications

#### Medical

#### Food

- Support Branch

#### Supply Unit

#### Facilities

#### Ground Support Unit

#### Finance/administration

- Section Chief
- Time Unit
- Procurement Unit
- Compensation/Claims Unit
- Cost Unit

### Essential Emergency Personnel

#### Weather Emergencies

- Central Heating Plant
- University Police
- Food Service
- Facilities
- Environmental Health & Safety (EHS)

#### Power Emergencies

- All Vice Presidents
- Director of Facilities
- University Police
- Food Service Director
- EHS

#### Other Emergencies

- Facilities/EHS
- University Police





### A7 Stages of Emergency Management

All emergencies and critical incidents have specific stages as the emergency unfolds. In Emergency Response Planning it is important to identify and define these states to MITIGATE and PREVENT any harm to the campus, provide a preparedness plan, establish a RESPONSE model and expedite full RECOVERY.

#### Mitigation and Prevention

The goal of mitigation is to decrease the need for response as opposed to simply increasing the response capability. Guiding principles of the mitigation phase in emergency preparedness planning are outlined as follows:

- Connect with community emergency responders to identify local hazards, resources and memorandums of understanding.
- Establish formal current Emergency Management Teams, Emergency Operations Teams, Emergency Operations Center, Emergency Communications Plan.
- Encourage feedback from all levels of the campus in emergency response planning phase.
- Review the final plan annually to update as needed.
- Disseminate the final plan to the stakeholders and the community.
- Establish practice and training drills in an on-going and routine manner.
- Provide redundancy and layering embedded in the university crisis communications systems.
- Establish a risk-assessment team that meets regularly.

#### Preparedness

Good planning will facilitate rapid, coordinated, effective management of any emergency. Guiding principles of emergency preparedness planning include the following:

- Identify the crises plans in existence on the campus, community and region.
- Identify all stakeholders.
- Identify all resources available and resources likely to be required.
- Identify the nature of possible emergencies and critical incidents.

- Develop communications systems that provide for multiple ways to communicate critical text to mass numbers in very short periods of time. Redundancy is critical to communications systems planning.
- Develop procedures and hierarchies for communications with staff, students, the media and the larger community.
- Establish shelter-in-place, lock down policies of particular buildings and procedures as feasible given environmental impediments (many buildings, large terrain, large number of people), establish evacuation plans and contingencies.
- Establish procedures to account for students, staff, faculty in emergencies.
- Engage faculty and staff in their potential roles and responsibilities relative to emergency management.
- Gather information such as maps and utility shut-offs, and disseminate this information as appropriate.
- Establish clearly defined access control hierarchies to campus facilities, and identification systems of personnel (badging).
- Stockpile emergency equipment and plans as necessary.
- Write standardized communiqués for dissemination to the public, media, student body as applicable in common emergencies.

### Response

The ERP will be activated when a crisis is threatened. Guiding principles of the response phase are as follows:

- Determine if a crisis is occurring and the nature of the emergency.
- Activate the Emergency Response Plan.
- Determine whether an evacuation, reverse evacuation, lock down (campus-wide or a specific building) or shelter-in-place needs to be implemented.
- Maintain communications among all relevant staff.
- Establish communications with staff, faculty, students, families and the community.
- Monitor and record the Emergency Response Plan implementation to insure it is being used as planned and that records exist to document the incident as it occurred.
- During the emergency, keep as much normal function as possible intact.
- Move function off site or to online if necessary to maintain normal campus operations.

### Recovery

The recovery phase includes debriefing and assessment. The guiding principle of the recovery phase is to return to pre-incident normal function of the academic mission, restoring the infrastructure as quickly and fully as possible.

- Provide briefings and communications with the campus community.
- The university will return to learning as quickly as possible.
- Restore the physical plant.
- Monitor the emotional impact of the emergency on the university community members and provide counseling services as necessary.
- Identify follow-up interventions for students, employees and first responders .
- Conduct debriefings.
- Allocate timelines for phases of recovery.
- Plan how anniversaries of the event will be commemorated.
- Capture lessons learned and include into updates for the ERP and future training opportunities.
- Report out documentation for fiscal considerations and possible FEMA restoration.

### **B Mitigation and Prevention**

It shall be the policy of the university to anticipate emergency situations and have current emergency response procedures in place that shall effectively protect life and property and ensure the institution's ability to function under all circumstances.

The university will strive for an aggressive and proactive approach to all safety concerns, which will include but will not be limited to behavior assessment, training and inspection activities.

#### **B1 Fire Prevention Policy**

It shall be the policy of the university to develop systems to eliminate or reduce potential fire hazards throughout the campus. The fire prevention program is designed to protect students, personnel, visitors and property from fire and combustible products. All items related to fire safety shall be in compliance with relevant local, state and federal regulations including the New York State Office of Fire Prevention and Control, Oswego City and Oswego Town Fire Department.

#### **B2 Inspections**

Safety inspections are conducted depending on the item, system or area as dictated by local, state or federal regulations, in addition to scheduled maintenance checks to detect problems in the facility. Supervisors are expected to immediately report any hazards in their workspace to their immediate supervisor and/or Environmental Health and Safety.

#### **B3 Personal Safety Committee**

The Personal Safety Committee, advisory to the president, is charged with the responsibility of facilitating a high degree of safety awareness on campus. Focus is on education and prevention strategies, opportunity reduction and victim assistance. The committee reviews data and policies and safety concerns for the campus. Initiatives are recommended that increase personal awareness and safety on campus.

#### **B4 Student Assistance Team**

The Student Assistance Team is charged with the responsibility of identifying students, faculty or staff at risk or in need of mental health interventions. This committee will meet monthly or as necessary in compliance with FERPA and other related federal regulations regarding confidentiality to determine if students in crisis have access to the campus services they need. They will work to facilitate communication interdepartmentally between service-provider departments to improve service delivery to the student and to improve the general safety of the university campus.

#### **B5 Title IX Investigations and Training Program**

It is the policy of the university to have a zero tolerance for sexual assault, sexual harassment or sexual offenses. The university has a Title IX Coordinator, Lisa Evaneski, report to the President who will take reports and initiate a thorough investigation.



### **C Preparedness**

### **C1 Responsibilities**

#### **Planning Guidelines Pre-Emergency Event**

**Campus Emergency Response Team:** The Campus Emergency Response Team (CERT), consisting of senior administrative officers, will review the overall content of the Emergency Response Plan to allow the university to respond with confidence, collaborate with community resources, and subsequently recover with minimum disruption of scheduled activities.

**Emergency Oversight Committee:** The Emergency Oversight Committee (EOC) is made up of select representatives of specific departments and units at SUNY Oswego. The committee will convene at least semi-annually (Jan/Sept) to review the plan, and as incidents require. Critical information referencing changes in staff and faculty will be monitored by the Executive Assistant to the President and Chief of University Police and updated as needed. This committee will facilitate the development of departmental emergency response plans. The EOC will ensure that on a campus level, personnel are appropriately trained and participate in regular emergency exercises.

**Emergency Planning Manager Responsibilities:**

- Maintain the Emergency Response Plan (ERP).
- Implement and maintain a comprehensive emergency response network.
- Ensure integration of all campus departmental emergency plans.
- Coordinate campus emergency response plans and procedures.
- Provide and conduct training in all aspects of emergency plan.
- Provide direction and leadership to college administration.
- Maintain a repository along with the President's Office of all emergency plans specific to individual departments, units or locations.

#### **Academic Planning**

**Responsibility of the Provost and Vice President for Academic Affairs:**

- Responsible for all academic issues that surface during an emergency.
- Arrange for temporary classrooms or workspace.
- Coordinate with Registrar's Office and Continuing Education.

#### **Building Maintenance and Facilities and Engineering Services**

**Responsibility of the Director of Physical Plant:**

- Assist local, state and federal agencies in damage estimation.
- Maintain and provide access to blueprints and building plans.
- Execute design work and the subsequent construction contracts to correct necessary repairs that are beyond the capability or resources of the campus workforce.
- Make assessment of any campus area susceptible to damage. An assessment of building safety will be made in coordination with University Police. Utilities will be secured if an unsafe condition exists; restoration of utility service will be made when appropriate.
- Assess/direct efforts to control hazardous materials in conjunction with the Fire Department.
- Coordinate the assessment of the condition of the water and sewage system.
- Make emergency repairs.
- Remove debris.
- Provide necessary support to other departments (heavy equipment, barricades, etc.).
- Provide sanitation services during an emergency.

### **Communication and Computer Services**

Responsibility of the Chief Technology Officer:

- Provide phone and computer service for Campus Emergency Operations Center.
- Re-establish affected networks.
- Relocate affected offices if necessary.
- Implement Campus Technology Services emergency procedure and disaster recovery plan as needed.
- Maintain network and computing operations.
- Secure critical data and information resources.
- Repair and restore network and computing facilities.

### **Food Service**

Responsibility of the Director of Dining Services:

- Direct/arrange for emergency meals.
- Request necessary food supplies.
- Coordinate efforts with Red Cross and other agencies.
- Coordinate with Director of Residence Life and Housing regarding meal procedures.

### **Medical Services**

Responsibility of the Director of Health Services:

- Provide medical assistance in collaboration and coordination with local and regional health providers and public health officials.
- Coordinate the identification of sources of contamination that would present a public health threat.
- Coordinate efforts for the prevention and management of infectious diseases that pose a public health threat.
- Maintain records on assistance provided.
- Advise residents on water and food safety precautions.

### **Housing (including provisional shelter)**

Responsibility of the Director of Residence Life and Housing, Director of Physical Plant

- Responsible for the operation and maintenance of college housing facilities and emergency shelters, as well as assisting in providing housing services.
- Coordinate with Red Cross if necessary.

### **Legal**

Responsibility of the Executive Assistant to the President

- Advise CERT on any legal issues arising from the emergency.
- Assist with notification to Central Systems Administration Commissioner of University Police as appropriate.

### **Media Relations**

Responsibility of the Vice President for Communications and Marketing

- Coordinate information to be disseminated during and after a crisis.
- Maintain communications with media and others affected by the incident.
- Provide input into all decisions related to communications and public relations.
- Make appropriate plans for media.
- Organize press conferences and releases.
- In collaboration with the president, serve as official college spokesperson to media.

### **Mental Health/Well-being**

Responsibility of the Director of Counseling Services

- Organize and implement appropriate mental health interventions in crisis situations.
- Facilitate mental health debriefings with crisis team after crisis response.
- Review departmental crisis plans to ensure adequate attention is given to mental health issues.
- Advise CERT regarding the mental health referral list to secure appropriate community support in crisis situations.

### **Personnel Services**

Responsibility of the Director of Human Resources

- Arrange for expedited services of temporary employees when required.
- Coordinate mental health assistance to faculty and staff in coordination with Counseling Services.
- Coordinate with other departments for cost recording.
- Assist faculty/staff where needed.
- Coordinate any employee-relations matters arising from an emergency.
- Have oversight of Title IX Domestic Violence / Workplace Violence training for campus employees.

### **President's Office**

Responsibility of the President or Executive Assistant to the President or Chief of Staff

- Serves as official contact with President's Council.
- Approve all official communiqués.
- Serve as official college spokesperson when appropriate.
- Serve as contact with government officials and work closely with the Office of Communications and Marketing on public communication.
- Approves campus ERP annually.

### **Procurement/Finance**

Responsibility of the Vice President for Administration and Finance

- Initiate a records-keeping system for all expenditures associated with emergency operations.
- Coordinate security of on-campus funds.
- Initiate/process emergency purchases.
- Coordinate the distribution of supplies.
- Arrange for contract services and locate required equipment and supplies.
- Initiate record-keeping system and coordinate with Purchasing regarding cost recording.
- Arrange for a photo/video team to document damage for insurance purposes.
- Initiate/process insurance claims.
- Coordinate emergency purchasing (in emergencies will be decentralized).
- Provide budget accounts for emergency spending.
- Identify funds available to meet emergency needs.

### **Safety**

Responsibility of the Chief of University Police

- Coordinate with off-campus emergency response resources.
- Monitor and assess the safety hazards and unsafe situations to develop measures for ensuring personnel safety.
- Point of contact for assisting or coordinating agencies.
- Consult with CERT about the development of overall incident plan.
- Develop plans for effective use of communications among various off-campus agencies and the CERT (pre-emergency).

- Determine evacuation routes and implement evacuation plans.
- Direct access and security control.
- Updates ERP annually.

### **Student Affairs**

Responsibility of the Vice President for Student Affairs and Enrollment Management, Associate Vice President for Student Affairs and Campus Life

- Assess the impact of the situation on students and student life.
- Supervise student affairs response.
- Coordinate mental health assistance to students in coordination with Counseling Services.
- Identify individuals with special needs and implement plans for assistance.

### **C2 Training**

A formal training program shall be maintained that will ensure all employees and students are aware of the university's emergency procedures. The design and oversight of the program shall be the joint responsibility of the Human Resources and University Police Departments. Every division and department head is charged with ensuring that the individuals they supervise participate in prescribed safety training. Minimum standards of training include ICS 100, 200 and 700.

New faculty and students are trained in emergency procedures during orientation and through ongoing departmental in-service.

### **C3 Drills and Exercises**

Unannounced fire drills are conducted from time to time to assess the staff's response. The response during a drill is expected to reflect what would occur during the initial crucial minutes of a fire condition. The sounding of the fire alarm is to be treated as an emergency requiring evacuation. Everyone is required to participate in all drills.

### **C4 Personal Safety and Terrorism**

The university encourages students, faculty and staff to be aware of their environment, be familiar with campus emergency procedures, develop a communication plan to contact friends or family should an emergency occur, and remain informed of the Homeland Security terrorism warning system and alerts. See the [www.semo.org](http://www.semo.org) or [www.fema.org](http://www.fema.org) sites for detailed information regarding alert levels and safety planning regarding personal safety and terrorism.

### **C5 Plan Update**

The emergency management plan shall be updated annually by the Emergency Oversight Committee through oversight from the University Police chief and presented for review by the President's Council during the week of September 11th. The chief of University Police is responsible for updating and maintaining the ERP through the assistance of the EOC. The chief will review the ERP every spring for accuracy and include updates of staffing and current best practices. The chief will insure that all edits and additions are made and that the ERP is available in both hard copy and electronically. At the time of this review, the chief will indicate what significant changes, if any have been made to the ERP, sign and date such changes and submit for the SUNY Oswego President's and President Council's review and affirmation.

Upon acceptance by the President and the Council the ERP will be forwarded to the Office of University Police at System Administration, even if there are no changes to the ERP. A record of significant changes will be recorded in a separate section of the SUNY Oswego plan.

This process for ERP editing, update, approval, and dissemination is in full compliance with SUNY Document #5606 written 1/30/2008.

### **D Response**

#### **D1 Reporting Emergencies**

The first college office to hear of a developing emergency will immediately notify University Police at (315) 312-5555. Upon assessing the developing situation, the Chief of University Police will alert the president or, in the president's absence, the appropriate vice president.

#### **D2 Direction and Control of Emergency**

Upon receipt of a report of an impending emergency, the University Police dispatcher will assign an officer or officers to investigate. Upon arrival, the responding officer will have four tasks:

- Stabilize the situation.
- Maintain citizen/officer safety.
- Take action to alleviate the problem.
- Make notifications as necessary.

If the emergency is such that the initial responding officers cannot alleviate the problem, a supervisor will be brought in to:

- Analyze the situation.
- Control and contain the situation.
- Maintain crowd control—control access to the area and establish a perimeter safety zone.
- Notify University Police chief.
- Establish an on-scene command post.

When deemed necessary, the president or her designee will assemble the Campus Emergency Response Team (CERT) to determine a course of action. When necessary, based on the severity of the emergency, the National Incident Command System (NIMS) will be activated by CERT after careful assessment of the nature and scope of the emergency.

The goal of the NIMS is to “provide a foundation of concepts, principles, terminology and organization that when used properly enables the effective management of any type of incident, natural or manmade, accidental or acts of terror.”

The Incident Command System (ICS) is one component of the larger NIMS structure. ICS, when used appropriately, can provide an organizational structure to better manage emergencies and provide for better communication between departments during the crisis.

Below find basic nomenclature for the NIMS structure to be used when ICS is activated by the Campus Emergency Management Team.

The SUNY Oswego Emergency Response Plan employs the following formal process to insure SUNY Oswego's ERP's compliance with NIMS:

SUNY Oswego uses the National Security and Homeland Security Presidential Directive 5, the NYS Executive Order #26 continued by Executive Order #5, issued by Governor Spitzer, January 1st, 2007, the Chancellor's Task Force report on Critical Incident Management, May 11th, 2007, the NIMS system and the Campus Comprehensive Emergency Response Plan as provided by SUNY Systems Administration as cross references for our campus compliance with the NIMS structure. SUNY Oswego uses and maintains the use of NIMS as the basis for our response and management of campus emergencies.

There is approximately a 75 percent chance that an emergency such as one envisioned by this plan may occur before or after regular college hours, or on a holiday or weekend when the organizational setup of many departments is in an “off-duty” mode. Communications will be essential to managing

such emergencies from the onset. Prior to the notification of the appropriate officials during these non-working hours, the Office of University Police will be the lead agency and the Officer in Charge of University Police at that time will be responsible for handling the emergency until such time as a superior is notified per the Emergency Response Plan.

Definitions of NIMS Structure

**Branches:** If divisions or groups exceed the span of control, it may be necessary to establish Branches. Branches are managed by the Branch Director.

**Command Staff:** Consists of the Public Information Officer, the Liaison Officer and the Safety Officer.

**Communications Unit:** Establishes adequate communications over the course of the incident.

**Compensation/Claims Unit:** Assigned to the Finance Section.

**Cost Unit:** Assigned to the Finance Section. Collects all cost data relative to the emergency and its aftermath.

**Demobilization Unit:** Assigned to the Planning Section. Ensures that resources are released from the incident in an orderly, safe and cost-effective manner.

**Divisions:** Divisions are established to divide the incident into areas of operation.

**Documentation Unit:** Assigned to the Planning Section. Provides the Incident Action Plan and duplication services. Maintains and archives all incident-related documentation.

**Facilities Unit:** Assigned to the Support Branch of the Logistics Section.

**Food Unit:** Assigned to the Service Branch. Supplies food and potable water.

**General Staff:** Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section Chief.

**Ground Support Unit:** Assigned to the Support Branch. Prepares the Transportation Plan.

**Medical Unit:** Assigned to the Service Branch of the Logistics Section. Develops the Medical Plan. Provides medical care and documentation of same.

**Strike Teams:** Assigned to the Operations Section. A set number of the same kind of resources with common communications under same supervision.

**Supply Unit:** Orders and receives stores.

**Task Force:** Assigned to the Operations Section. A common mission with same communications system under same leader.

### D2.1 Key Response Roles

Various college offices are expected to assume assorted roles, as outlined, to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside their normal scope of their duties. It is understood that if any department does not have specific roles for their personnel to carry out, then they become part of a pool of reserve personnel to assist, as assigned by those coordinating the specific emergency response.

### D2.2 Team Responsibilities During An Emergency Event

To respond to significant emergency incidents, the university may activate the following teams: Campus Emergency Response Team (CERT), Incident Commander (IC), Public Information Officer (PIO), Operations/Planning Team, Logistics/Support Team, and Finance Team.

#### **Campus Emergency Response Team (CERT)**

- Provides emergency response leadership
- Approves overall priorities and strategies
- Oversees financial issues and resources
- Approves information that the Public Information Officer releases

#### **Incident Commander (IC)**

- Provides situational leadership for incident response
- Delegates authority to others
- Takes general direction from the Campus Emergency Management Team

#### **Public Information Officer (PIO)**

- Initiates all emergency notification and updates to administration, faculty, staff and students
- Advises CERT and IC on information dissemination and media relations
- Obtains information from and provides information to the planning team
- Obtains information from and provides information to the community and media

#### **Operations Team**

- Gathers, confirms and evaluates incident information
- Defines and implements tactics/actions to resolve specific priority situations
- Identifies resource needs and shortfalls
- Reassigns/deploys individuals in support of critical needs
- Liaisons with governments and external organizations

#### **Planning Team**

- Establishes incident priorities
- Oversees resource availability
- Monitors supply levels
- Monitors mobilization and demobilization of resources
- Maintains a master inventory of materials, resources and personnel
- Provides resources for academic continuity

#### **Logistics Team**

- Provides administrative support for CERT and Operations Planning Team
- Documents situation status and tracks resources
- Coordinates equipment and special installation

#### **Finance Team**

- Monitors contracts
- Controls costs
- Maintains records of finances and losses



### D2.3 Campus Emergency Operations Center

The Campus Emergency Operations Center (CEOC) will serve as the workspace for the Campus Emergency Management Team, Incident Commander and Public Information Officer. The severity of the incident will dictate the level of operations needed to safely coordinate response and recovery efforts.

The CEOC will have easy access to:

- Emergency Response Plan
- Multiple phone lines
- Radio access
- Computer and printer
- Multiple campus computer network and wireless capabilities
- Large-scale campus and “as-built” building maps
- Designated fax machine (315) 312-5438
- Television/radio broadcast capability

If needed, the Incident Commander will establish an alternate site off campus.

If needed, the Incident Commander will establish additional emergency operation centers for the oversight committee, logistics team, planning team, operations team and finance team.

#### **Incident Command Post Procedures**

The Incident Command System was developed by the Federal Emergency Management Agency (FEMA) to provide emergency services such as police, fire and emergency medical services (EMS) with a means of managing an incident and establishing cooperation and coordination of all agencies involved in an incident from the initial stages to a return to normal operations. It is the generally accepted method both locally and nationwide for resolving emergency incidents.

The Incident Command Post is the location from which all incident planning and operations are directed. There should be only one incident command post although there may be other satellite support areas such as a staging area for personnel and equipment and an Campus Emergency Operation Center at which the Emergency Resources Response Group will convene to remain informed of the sequence of events.

In a Unified Command Structure, where several jurisdictional agencies and college departments are involved, designated individuals assigned by the Incident Commander, the jurisdictional authority, or by the University Emergency Response Plan, gather at this location to:

- conduct initial evaluation of incident
- define objectives
- form a plan to mitigate the incident
- identify, acquire and deploy resources as needed
- stabilize the scene
- continually evaluate conditions
- carry out the necessary objectives for reaching a return to normal operations

## Response D2.3 : Emergency Operations Center

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The location of the Incident Command Post should be chosen based on:

- access by responders
- safety from the incident site (a minimum of one solid core fire door should separate the command post from the site of the incident)
- access to needed elements such as phone lines and lighting
- access to a primary and secondary exit

Personnel gathered at the Incident Command Post may include:

- an Incident Commander (typically a University Police Officer in Charge)
- an aide who is familiar with emergency operations to record events as they unfold
- a safety officer who is familiar with the subject of the emergency to identify hazards and prevent hazardous actions
- a representative from the area(s) affected to provide technical and occupancy information in addition to providing chemical information such as material safety data sheets and chemical inventories
- an operations manager whose main objective is to oversee the activities of trained personnel assigned to directly resolve the incident (i.e. clean up a chemical spill or flood)
- a staging area manager whose responsibility is to set up and manage a staging area and coordinate the movement of personnel and equipment from the staging area to the incident
- College Facilities supervisors knowledgeable of all utilities such as electrical, plumbing, compressed gases, heating and ventilating systems, and structural components
- a medical person to direct patient movement when a patient care area is involved in the incident
- the administrator-on-call to assist in making consequential operational decisions
- a public relations representative to gain factual information about the incident and provide this information to the press
- a University Police Supervisor to coordinate crowd and access control

Each key representative should be issued proper identification. All other personnel should be directed to the staging area or to the Emergency Response Center if such an assignment is appropriate. All others should be directed to leave the area.

Equipment which may be needed at the Incident Command Post includes:

- a minimum of two phone lines with outside access and cellular backup
- building plans for the affected area
- a campus map
- an emergency radio network with access to all operational channels,
- emergency lighting
- a personnel directory, including cell phone numbers
- clerical supplies including a tape recorder
- a first aid kit
- a copy of the university's Emergency Response Plan
- a status board with markers or chalk
- an AM/FM radio and, if possible, a TV set

Authority to establish an Incident Command Post is contained in the SUNY Oswego Emergency Response Plan. In addition, all emergency services agencies which respond to the university use such a concept and fully expect to interact with college personnel through such a system.

### **Campus Emergency Response Team (CERT) Hierarchy**

#### Campus Emergency Response Team (CERT)

- President
- Executive Assistant to the President / Chief of Staff and Deputy
- Vice President for Academic Affairs and Provost
- Vice President for Student Affairs and Enrollment Management
- Vice President for Administration and Finance
- Vice President for Development and Alumni Relations

#### Public Information Officer (PIO)

#### Incident Commander (IC)

#### Emergency Oversight Committee (EOC)

- Emergency Planning Manager/Chief of University Police
- Associate Vice President for Student Affairs
- Associate Vice President for Facilities
- Director of Environmental Health & Safety
- Director of Residence Life and Housing
- Director of Dining Services
- Director of Human Resources
- Director of Health Center
- Chief Technology Officer
- Director of Athletics
- Director of International Education
- Associate Provost of Academic Affairs
- Dean of Extended Learning

#### Operations Team

#### Planning Team

#### Logistics Team

#### Finance Team

## Response D2.3 : Emergency Operations Center

### A4 Emergency Contacts

| Operations Team Contacts - NOT FOR REDISTRIBUTION                       |   |   |                   |      |               |
|---|---|---|-------------------|------|---------------|
| Title   | Name                                      | Office                                      | (315) Contact #'s | Home | Second        |
| Assistant Vice President of Workforce Innovation and External Relations | Kristi Eck                                | SUNY Oswego                                 | Office: 312-2212  |      |               |
| Chief of University Police  | Scott Swayze                              | SUNY Oswego University Police               | Office: 312-5555  |      |               |
|   | University Police                         | Campus Law Enforcement                      | Office: 312-5555  |      |               |
| Oswego Police Chief   | Phil Cady                                 | City of Oswego Law Enforcement              | Office: 342-8121  |      |               |
| Sheriff   | Don Hilton                                | County of Oswego Law Enforcement            | Office: 349-3411  |      |               |
| Oswego Fire Department Chief  | Paul Conzone                              | Fire/Rescue/EMS City of Oswego              | Office: 343-2161  |      |               |
| Oswego Town Fire Department Chief                                       | Jesse Weigant                             | Fire/Rescue/EMS Town of Oswego              | Office: 343-2030  |      | Greg Herrmann |
| Oswego Town Fire Department 1st. Asst. Chief                            | Greg Herrmann                             |   | Office: 343-2030  |      |               |
| Chief Officer of Environmental Health and Safety                        | Ken Ayhens<br>G83 Shineman                | Public Health                               | Office: 312-3150  |      |               |
| Fire Marshal  | Ken Ayhens                                | SUNY Oswego Environmental Health and Safety | Office: 312-3150  |      |               |
| Radiation Safety Officer  | Bruce Zeller<br>283 Shineman Center       | Radiation Safety                            | Office: 312-2682  |      |               |
| Director of Student Health Services                                     | Angela Brown<br>168 Walker Health Center  | Medical                                     | Office: 312-4100  |      |               |
| Coordinator of Accessibility Resource Services                          | Starr Wheeler<br>183 Marano Campus Center |   | Office: 312-3358  |      |               |
| Assistant Vice President for Residence Life and Housing                 | Sara Rebeor<br>303 Culkin Hall            |   | Office: 312-2246  |      |               |

## A4 Emergency Contacts

### Operations Team Contacts - NOT FOR REDISTRIBUTION

| Title  | Name                                       | Office                            | (315) Contact #'s | Home | Second      |
|--|--|-----------------------------------|-------------------|------|-------------|
| Director of Counseling                             | Lynn Braun                                 | Health Services                   | Office: 312-4416  |      |             |
| Assoc. Director of Residence Life and Housing      | Renee Landers-Jennings<br>302B Culkin Hall |                                   | Office: 312-2246  |      |             |
| Exec. Director of Auxiliary Services               | Stephen McAfee<br>506 Culkin Hall          | Auxiliary Services                | Office: 312-2106  |      |             |
| Director of Resident Dining                        | Daniel Siddons                             | Food Service Residents            | Office: 312-2331  |      |             |
| Catering Manager                                   | Jennifer Westcott                          | Food Service Non-Residents        | Office: 312-2852  |      |             |
| Director of Facilities, Maintenance and Operations | J. Mitchell Fields                         | Physical Plant                    | Office: 312-3200  |      |             |
| Project Coordinator                                | Allen Bradberry                            |                                   | Office: 312-6454  |      |             |
| Associate Vice President of Facilities Services    | J. Mitchell Fields<br>303 Park Hall        | Physical Plant Construction       | Office: 312-6600  |      |             |
| Associate Vice President of Facilities Services    | J. Mitchell Fields<br>303 Park Hall        | Facilities, Design & Construction | Office: 312-3512  |      |             |
| Vice President for Student Affairs                 | Kathleen Kerr                              | Student Services                  | Office: 312-3214  |      |             |
| Dean of Students                                   | Christy Huynh                              | Dean of Students                  | Office: 312-5483  |      |             |
| Director of Human Resources                        | Amy Plotner<br>201 Culkin Hall             | Human Resources                   | Office: 312-3702  |      | Holly DeMar |
| Chief Technology Officer                           | Sean Moriarty                              | Technology Services               | Office: 312-5500  |      | Vacant      |

## Response D2.3 : Emergency Operations Center

### Residence Life and Housing Contacts (revised 10/2023)

| Title   | Name                      | (315) Contact #'s   | Office     | Email                           |
|---|---------------------------|---|------------|---------------------------------|
| Central Office Staff                                    |                           | Office: 312-2246<br>2nd Line: 312-2284<br>3rd Line: 312-2247<br>Fax: 312-6329 | 303 Culkin | reslife@oswego.edu              |
| Assistant Vice President for Residence Life and Housing | Sara Rebeor               | Office: 312-2246<br>Cell: 532-3298  | 303 Culkin | sara.rebeor@oswego.edu          |
| Senior Associate Director Residence Life and Housing    | Renee Landers-Jennings    | Office: 312-2246<br>Cell: 532-2577  | 303 Culkin | renee.landerson@oswego.edu      |
| Associate Director Residence Life and Housing           | Patrick Woodward          | Office: 312-2246<br>Cell: 317-2689  | 303 Culkin | patrick.woodward@oswego.edu     |
| Associate Director Residence Life and Housing           | Leigh Viscomi             | Office: 312-2246<br>Cell: 532-8233  | 303 Culkin | leigh.viscomi@oswego.edu        |
| Assistant Director                                      | Meghan Henley             | Office: 312-3619<br>Cell: 532-8232  | 303 Culkin | meghan.henley@oswego.edu        |
| Assistant Director                                      | Allison McKinley-Kirkland | Office: 312-2915<br>Cell: 596-9980  | 303 Culkin | all.mckinleykirkland@oswego.edu |
| Assistant Director                                      | Vacant                    | Office: 312-2008  | 303 Culkin |                                 |
| Associate Director                                      | Vacant                    | Office: 312-3620  | 303 Culkin |                                 |
| Marketing and Communications Coordinator                | Andjela Djapa             | Office: 312-3618  | 303 Culkin | andjela.djapa@oswego.edu        |
| Assignments Coordinator                                 | Taylor LaDue              | Office: 312-3618  | 303 Culkin | taylor.ladue@oswego.edu         |
| Office Assistant 2                                      |                           | Office: 312-2246  | 303 Culkin |                                 |
| Office Assistant 2                                      |                           | Office: 312-2284  | 303 Culkin |                                 |

### Fitness Center Contacts

| Title  | Name                              | (315) Contact #'s                       | Office                                       | Email                    |
|--|-----------------------------------|---|--|--------------------------|
| Fitness Center Manager                                       | Brian Wallace                     | Office: 312-3963<br>Home: (508)314-5925 | Cooper Fitness                               | brian.wallace@oswego.edu |
| Glimmerglass Fitness Center                                  |                                   | Office: 312-2185                        |  |                          |
| Cooper Fitness Center  |                                   | Office: 312-2431                        |  |                          |
| Directors' Office - (used by Hall Directors & CDs as needed) |                                   | Office: 312-3620                        | 305 Culkin<br>(workspace in 303 Main Office) |                          |
| Duty Phones (on-call phones)                                 | 529-5222 (3991)<br>(Central/Lake) | 529-5223 (3992)<br>(West Campus)        | VI 529-2456 (3995)<br>(Village)              | OR 532-8770 (3996)       |

### Residence Hall Staff Contacts

| Title                         | (315) Contact #'s |
|-------------------------------|-------------------|
| Cayuga Hall Director          | Desk: 312-2700    |
| Funnelle Hall Director        | Desk: 312-4210    |
| Hart Hall Director            | Desk: 312-4200    |
| Johnson Hall Director         | Desk: 312-4110    |
| Mackin /Sheldon Hall Director | Desk: 312-2305    |
| Oneida Hall Director          | Desk: 312-2200    |
| Onondaga Hall Director        | Desk: 312-5335    |
| Riggs Hall Director           | Desk: 312-3105    |
| Scales Hall Director          | Desk: 312-3220    |
| Seneca Hall Director          | Desk: 312-4500    |
| The Village Hall Director     | Desk: 312-6780    |
| Waterbury Hall Director       | Desk: 312-3100    |





### Emergency Response Coordinating Officer

#### Role:

- To serve as Coordinator of Emergency Response Planning Team (ERPT) during emergency response and to communicate policies and stay informed of decisions and actions needed;
- To manage the Campus Emergency Operation Center (CEOC) during incident and during clean-up and restoration;
- To coordinate all campus activities of response;
- To maintain ongoing contact between the CEOC and Incident Command Post;
- To insure that briefings are prepared and presented to key administrators and the Executive Director of Public Relations and Marketing/Director of Public Relations during and following incident;
- To insure that adequate information is given to the public and to campus personnel concerning the incident, its likely outcomes and steps to be taken to insure personal safety and public health;
- To insure that all operations during incident are coordinated and being carried out in a constructive and safe manner with consideration being given to the post emergency phase;
- To insure that necessary contacts are maintained with government officials at appropriate levels;
- To insure that the university's survival and recovery efforts are successful to the fullest extent possible;
- To communicate with Executive Council as necessary to keep the university administration informed of the sequence of events;
- To assemble damage assessments and coordinate plan for recovery;
- To insure that incident is properly documented;
- To oversee the review of the Emergency Response Plan on a semiannual basis;
- To insure that a part of the plan is tested annually with the goal of testing the entire plan within (5) years.

#### Checklist:

The following information should be used as a guide for the ERCO in determining the magnitude of an emergency incident and the necessary response.

An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of College employees and the duration of the incident is short term. Note: This situation would not necessitate the activation of the Campus Emergency Operation Center (CEOC).

- ☐ The ERCO would be informed of the incident.

If the situation escalates or the unplanned event may adversely impact or threaten life, health or property within a single area and control of the incident is beyond the capabilities of College employees, the ERCO may immediately recommend a full or partial opening of the CEOC or may discuss the situation with the Incident Commander, President and/or other members of the Emergency Response Planning Team prior to making a determination as to whether the CEOC should be opened.

Depending upon the magnitude of the event, the ERCO may:

- ☐ Have CEOC Manager set up the CEOC.
- ☐ Contact ERPT members and:
  - Work with the ERPT to establish plan for continuity of Campus administration based on officials present on campus.
  - Arrange for evacuation orders, services and facilities shutdowns, return to work, extended shifts, announcements.
  - Determine from each ERPT member number of available staff and needs for call ins, etc.
  - Designate entry and evacuation routes to be used for incidents resulting in numerous vehicles, both emergency and private (returning employees, families of students or patients), converging on the college and for incidents resulting in a mass evacuation. Highlighted maps showing routes and parking areas should be prepared.

## Response D2.3 : Emergency Operations Center

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- Arrange for appropriate evacuation of buildings and close parts of or entire campus if necessary.
- To establish priorities for utilization of available resources, staffing and services.
- Determine the need to call in extra staff and/or announce shutdown of college operations.
- Get assessment from each member of ERPT about critical issues and steps to be taken to reduce injury and damage.
- ☐ Designate ICS Liaison to go to the J.I.C. Fulton Airport County Emergency Operations Center if it becomes operational.
- ☐ Get assessment from ICP and ERPT of extent of damage and special problems in areas and likely sequence of events in short-term and long-term future.
- ☐ Be kept informed of progress of incident and provide policy guidance to Incident Command Post (if necessary).
- ☐ Review with ICP personnel the possibility that incident might escalate.
- ☐ Discuss with the Vice President for Communications and Marketing the possibility of establishing Media Center if appropriate. Predetermined locations are:
  - To Be Determined
- ☐ Maintain contact with Incident Command Post and keep ERPT informed of course of events.
- ☐ Determine likely need for evacuation and relocation of students and/or staff. Make arrangements for transportation and housing.
- ☐ Notify Telecommunications Manager to set-up phone bank to handle inquiry calls from parents, etc. if appropriate.
- ☐ Stay in contact with local and/or state authorities and determine if more assistance will be needed.
- ☐ Maintain close contact with Media Center.
- ☐ Coordinate efforts of clean-up and recovery activities, make sure that dangerous areas are secured from public access.
- ☐ To brief key department heads and officials and have them prepare to implement emergency procedures.
- ☐ Establish location for governmental personnel who will be operating on campus.
- ☐ Coordinate with governmental officials any needs for assistance, intervention, information, etc.
- ☐ Contact local authorities for information and to request assistance.
- ☐ Have EHS assess environmental and/or personnel contamination and other special hazards which are likely to occur.
- ☐ Notify LH of extent of situation and provide assessment of possible impacts on hospital operations.
- ☐ See that logs, status boards and maps are maintained and updated as situation demands.
- ☐ Request Federal or State agency support if appropriate.
- ☐ Work with EHS to determine any environmental and public health consequences and necessary remediation.
- ☐ As critical stage of incident abates, begin assessments of needs for clean-up, restoration of services and recovery operations.
- ☐ Determine with EHS any public health hazards such as safety of potable water supply, integrity of sanitary sewer, sources of unsanitary conditions.
- ☐ Evaluate integrity of buildings before allowing any re-entry.

### D3 Emergency Communications Plan

This Emergency Communications Plan will take effect in an emergency or crisis, which may be defined for purposes of this plan as *any situation in which there is a sudden need on the part of the public to know information which college officers are in the process of piecing together*. In such emergencies, the university has little or no control over the development of the situation but is responsible for responding to it.

SUNY Oswego has multiple means of notification in emergency situations. For critical emergencies the college would employ a layering effect of notifying the university community via active and passive systems.

#### Active Systems

SUNY Oswego has sirens strategically placed on campus for notifications in nuclear emergencies. The university has a Carolin system in the main academic quadrangle to broadcast notifications in an emergency. Digital television systems are in all residence halls and academic buildings. All marked police vehicles have public address systems.

#### Passive Systems

SUNY Oswego employs a variety of notification systems for emergency conditions in the passive mode. The university subscribes and uses the NY-Alert system for emergency notifications. We also have conference calling for emergency planning for emergency managers to use in dealing with emerging critical incidents. We employ notifications to local media outlets, both radio and television via the Office of Communications and Marketing. We post web pages in emergency situations and prepare canned text to facilitate and expedite notifications to the community on a wide variety of emergency situations. We use *Student Notes* bulletins for reporting via the residence halls and academic areas. The Oswego Guardian system provides for a personal safety system employing cell phones tied into University Police dispatch. We have a comprehensive access control system in the residence halls that is hard wired into the University Police dispatch center that can assist with notifications to police in the instance of a known wanted person entering a particular location.

Examples of possible emergencies

- Deaths and serious injuries on campus resulting from natural disaster, disease, accident or crime
- Dangerous situations on campus that have the potential for deaths and serious injuries, such as a major fire, toxic spill, bombing or epidemic
- Sensational crimes on campus (e.g., murder, rape, hazing, kidnapping, embezzlement or fatal drunk driving accident)
- Sensational crimes committed off campus by people closely identified with the university
- Group protests or demonstrations not carried out in cooperation with college officers (e.g., student demonstrations or employee strikes)
- Dangerous situations not localized to the campus, such as an earthquake, nuclear accident or weather-related catastrophe (hurricane, flooding, etc.)

The objectives of the Emergency Communications Plan are to help

- Coordinate the actions of Campus Emergency Management Team members and their staffs based on accurate information
- Communicate proactively with interested parties internal and external to the university
- Respond to inquiries from interested parties internal and external to the university

This plan consists of the following sections:

- Internal communication to manage the emergency
- Public communication
- Information sharing protocols for college employees

Extended campus community communication  
Emergency communications checklist  
Emergency communications team contact information  
Media contact information

### **Internal communication to manage the emergency**

The first college office to hear of a developing emergency responds to the situation by calling (315) 312-5555 for ambulance, firefighters, or other needed emergency personnel, and then alerts the university president or appropriate vice president. The president or vice president sees that the Campus Emergency Management Team is alerted and, if appropriate, convened immediately in an Campus Emergency Operations Center (CEOC) — the president's conference room in Culkin Hall (315) 312-5577; the University Police Station in Pathfinder Hall, the alternate site on campus (315) 312-2408; or the alternate site off campus. Vice presidents on the team will be responsible for contacting their staff needed to respond to the emergency.

The Vice President for Communications and Marketing is responsible for putting the emerging facts together as quickly as accuracy allows (1) to help the team to coordinate their actions based on accurate information, (2) to communicate proactively with interested parties, and (3) to respond to inquiries. The Vice President of Communications and Marketing, or designee, will keep a log of incoming information and sources during the emergency. The CEOC will be the central location for the gathering of information. The Vice President of Communications and Marketing, or designee, will post statements with the known facts here, where college officers can check and update them throughout the emergency.

This fact sheet will be the basis for statements released to the media and to the extended campus community. See the Emergency Communications Checklist on page 48.

Preferred means of internal communication to manage the emergency are, in order:

1. Face to face in the Campus Emergency Operations Center (CEOC)
2. Live telephone (land line), not voice mail
3. Two-way radio or walkie-talkie (be aware of potential eavesdropping by scanner)
4. Live cellular phone, not voice mail (be aware of potential unreliability and potential eavesdropping by scanner)
5. Texting

Timing goals

Team connects or convenes within 15 minutes of first report of emergency. Statement for public release prepared within 1 hour.

### **Public communication**

Information released externally will be simple, clear, factual and appropriate for all audiences — students, faculty, staff, parents, media, and general public. (Instructions to discrete internal groups, such as dining services staff or counseling staff, will not be relayed by means of the following communication media.) If needed the Office of Communications and Marketing may set up a joint information center off campus at a location to be determined.

Information will be released directly to the public via:

- The SUNY Oswego Information Line: (315) 312-3333
- The Web, if operational:  
www.oswego.edu/alert, linked from the university's homepage news section  
Or, if oswego.edu is not operational, a backup website
- Social Media—Facebook, Twitter, YouTube
- The Media

In response to media requests, in person in the Office of Communications and Marketing (Room 210 of Culkin Hall, (315) 312-2265, at the scene of the emergency, or in the Media Center in (Marano Campus Center Room 114) if activated; or by telephone, fax, or e-mail, as requested

As time allows, by telephone, fax, or e-mail to local media that have not requested information

Information from the university will be restricted as follows:

- Names and personal information about dead or seriously injured persons will be withheld until relatives are notified.
- Details of injuries, cause of death, etc. should come from hospitals or coroner's offices.
- Inquiries about any situation off campus will generally be referred to the agency handling the situation: law enforcement agency, hospital, etc.
- In dangerous situations that are not localized to the campus, the university will work within the appropriate plan (nuclear emergency, civil defense, etc.).

### Spokesperson

Answering questions from the media will be the responsibility of the Vice President of Communications and Marketing, who will work closely with the university personnel who are on the scene and otherwise engaged in handling the emergency. All media inquiries will be referred to the Office of Communications and Marketing, (315) 312-2265, or, during evenings and weekends, to the Vice President for Communications and Marketing (Vacant). In the Vice President for Communications and Marketing's absence, the Director of News and Media will serve (Tim Nekritz). See the Emergency Communications Team Contact Information on page 48.

In case of a significant crisis, the president or the highest ranking college official should take the lead in conveying the administration's response to the crisis, showing that the university has control of the situation, calming public concern and setting a clear, compassionate, authoritative example for the entire campus.

The Emergency Communications Team will identify any other possible spokespersons (faculty, staff, student leaders or others) who might be available to the news media; assign a team member to discuss with that individual the idea of making his/her side of the issue known to the media; and inform individuals in terms of appropriate ways to deal with the media.

### Media access

Every effort will be made to keep the media informed during the emergency. The Office of Communications and Marketing telephone line (315) 312-2265 will be reserved for incoming media calls. Calls about the emergency to the Office of Communications and Marketing will be answered with the statement of facts as known at that time. If nothing is certain at that point, the call will be returned with information as soon as possible. Subject to time constraints, on-campus interviews may be granted with the Vice President for Communications and Marketing or at the scene of the emergency, if safety permits. Media will be granted access to the exterior of the site, if safety permits. Interior access will be determined on a case-by-case basis and will be enforced by University Police. If the emergency appears to be of more than one day's duration and is attracting a large number of media representatives to campus, a Media Center will be established, most likely in Room 114 of the Marano Campus Center.

The Office of Communications and Marketing will keep a log of media calls to and from the office (or the Vice President for Communications and Marketing at home). The Office of Communications and Marketing will attempt to monitor media coverage and correct inaccuracies.

### Timing goals, as appropriate

Statement for public release prepared within 1 hour of first emergency report. Periodic reports as long as new information becomes available.

### Information sharing protocols for college employees

A smooth flow of accurate and necessary information during the emergency will be important to the rapid identification of potentially harmful situations and the methods of responding to the situations quickly and effectively.

### Internal

SUNY Oswego employees should report urgent information on a developing emergency to University Police.

University Police      Pathfinder Hall    (315) 312-5555

Examples of urgent information to report to police include:

- Need for ambulance
- Sighting of suspect
- Need for crowd or traffic control

SUNY Oswego employees who have additional information on a developing emergency to report should contact the office of the vice president overseeing their area.

|  |                  |                |
|--|------------------|----------------|
| Provost and VP of Academic Affairs         | 702 Culkin Hall  | (315) 312-2290 |
| VP Administration and Finance              | 705 Culkin Hall  | (315) 312-2222 |
| VP Student Affairs & Enrollment Management | 711 Culkin Hall  | (315) 312-3214 |
| VP Development and Alumni Relations        | 215 Sheldon Hall | (315) 312-5558 |

Examples of information to report to vice presidents

- Need for supplies to respond to emergency (food, blankets, housing)
- Progress on setting up congregation areas, counseling sites, etc.
- Any efforts to address the emergency that have not been initiated by the Campus Emergency Communications Team (offices of president and vice presidents)
- Evidence of problems developing in campus management of the emergency, obstacles to carrying out directives

Each of the above offices will keep a log recording the time and source of information shared.

### External

Designated offices and staff members will contact outside agencies needed to coordinate emergency response. They include:

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| Law enforcement agencies              | University Police                    |
| Other emergency services (fire, etc.) | University Police                    |
| Media                                 | Communications and Marketing         |
| Office College Council                | President's Office                   |
| SUNY System Administration            | President's Office                   |
| SUNY Counsel's Office                 | Executive Assistant to the President |
| Red Cross                             | President's Office, or as designated |
| Government and Health Agencies        | President's Office, or as designated |

Each of the above offices will keep a log recording the time and source of information shared.

### **Extended campus community communication**

The Vice President for Communications and Marketing, Executive Assistant to the President, Chief of Staff and Deputy to the President, Dean of Students, and Chief of University Police will tailor these communications to key constituencies as appropriate to the emergency.

Possible means of communication to campus community at large:

- Web page: on or off site
- All-campus e-mail
- Residence Hall staff to distribute hard copies of latest information
- Text, e-mail and phone messaging system (NY-Alert)
- Campus Emergency Broadcasting System, CEBS (Alerting System)
- Digital signage in emergency mode via University Police Dispatch

Possible means of communication to parents and family of campus community members

- Web page: on or off site
- Social Media
- Mass Media
- Phone bank in 711 Culkin Hall for incoming calls
  - Staffed by Student Affairs staff
  - Number to be publicized on Web and through media
  - Staff need access to latest info and FAQ to address questions
- E-mail to parents and families (list from Office of Alumni and Parent Relations)

Timing goals, as appropriate

- CEBS within the first hour of the emergency, ASAP
- Digital signage within the first hour, ASAP
- NY-Alert within the first hour, ASAP
- Web information within 2 hours
- Runners, if appropriate, within 2 hours
- Phone bank within 5 hours

## Response D3 : Emergency Communications Plan

| Emergency Communications Team Contacts          |               |                   |                     |
|---|---------------|-------------------|---------------------|
| Title   | Name          | (315) Contact #'s | Office              |
| Vice President for Communications and Marketing | Vacant        |                   |                     |
| Director of News and Media                      | Tim Nekritz   | Office: 312-2265  | 210B Culkin Hall    |
| Digital Content Coordinator                     | Kate DeForest | Office: 312-2265  | 105 Culkin Hall     |
| Director of Digital Services                    | Rick Buck     | Office: 312-2265  | 410B Culkin Hall    |
| Photographer                                    | Jim Russell   | Office: 312-3662  | Service Building 20 |

### Emergency communications checklist

- ☐ Check with University Police and other departments to determine extent of emergency or issue.
- ☐ Vice President for Communications and Marketing will meet with the President and the Campus Emergency Management Team to develop the plan of action in communicating information.
- ☐ Designate a spokesperson.
- ☐ Identify constituencies that should be informed about the situation.
- ☐ Draft fact sheet and announcements to college community, media and key constituencies about status of incident and actions to be taken. Keep announcements updated.
- ☐ Place information on the Web.
- ☐ Keep accurate records of releases to media, data and/or documents substantiating information.
- ☐ Brief other spokespersons on procedures for release of information and answering public inquiries.
- ☐ Set up a Media Center for news media.
- ☐ Monitor radio and television broadcasts to determine what information is being presented.
- ☐ Coordinate with Student Affairs and Parent Relations for gathering and disseminating information to students, families and relatives.
- ☐ Verify any information received from outside the Campus Emergency Management Team.
- ☐ Photograph situation and emergency response, if needed.
- ☐ Serve as rumor control during and after incident.
- ☐ Debriefing session with the Campus Emergency Management Team.



## Response D3 : Emergency Communications Plan

### Plus Emergency Management Team Contacts

| Title  | Name              | (315) Contact #'s | Office           |
|--|-------------------|-------------------|------------------|
| President  | Peter O. Nwosu    | Office: 312-2211  | 706 Culkin Hall  |
| Deputy to the President  | Mary Toale        | Office: 312-2211  | 706 Culkin Hall  |
| Assistant Vice President of Workforce Innovation and External Relations    | Kristi Eck        | Office: 312-2213  |                  |
| Vice President for Administration and Finance                              | Victoria Furlong  | Office: 312-2222  | 705 Culkin Hall  |
| Vice President for Student Affairs   | Kathleen Kerr     | Office: 312-3214  | 711 Culkin Hall  |
| Vice President for Development and Alumni Relations                        | Mary Canale       | Office: 312-5558  | 215 Sheldon Hall |
| Provost and Vice President for Academic Affairs                            | Scott Furlong     | Office: 312-2290  | 702 Culkin Hall  |
| Deputy to the President for External Partnerships and Economic Development | Pamela Caraccioli | Office: 312-2033  | 710 Culkin Hall  |

### Plus Emergency Communications Technical Support Contacts

| Title  | Name             | (315) Contact #'s | Office           |
|--|------------------|-------------------|------------------|
| Chief Technology Officer                         | Sean Moriarty    | Office: 312-5500  | 108 Culkin Hall  |
| Associate Director of Campus Technology Services | Mike Pisa        | Office: 312-3572  | 509 Culkin Hall  |
| Associate Director of Campus Technology Services | Nicole Decker    | Office: 312-6083  | 27 Lanigan Hall  |
| Telecommunications Coordinator                   | Brandon Canale   | Office: 312-5644  | 101 Culkin Hall  |
| Telecommunications Technician                    | Jason Waloven    | Office: 312-5644  | 101 Culkin Hall  |
| Network Manager                                  | Greg Fuller      | Office: 312-5750  | 37 Lanigan Hall  |
| Network Manager                                  | Jonathan Fargo   | Office: 312-2687  | 37B Lanigan Hall |
| Lead Network Technician                          | Christine Sweet  | Office: 312-5708  | 37B Lanigan Hall |
| Network Technician                               | Michael Schifano | Office: 312-2839  | 37B Lanigan Hall |



### D4 Evacuation / Shelter-in-Place / Lock-down Plans

#### Building Evacuation Procedures

Evacuation is mandatory any time a fire alarm sounds, when an evacuation announcement is made or a college official orders you to evacuate.

When a fire alarm sounds, all occupants in the building are required to evacuate. Upon leaving the building, it is imperative that you group a minimum of 100 feet away from all entrances to the building and the building itself.

As you leave the building, it is crucial to do the following:

- We should render assistance as we are able to while at the same time leaving quickly ourselves.
- If in a building where others may be sleeping (such as a residence hall), on your way toward the closest exit knock on your neighbors' doors, call out loudly to any others in the vicinity that may be within earshot.
- Assist those with disabilities to the nearest stairwell landing to have them staged there for a rescue if you are unable to assist in transporting them completely from the building. If it is absolutely necessary for you to leave the person in the stairwell, remember the exact location and floor where they are and immediately upon leaving the building go directly to the nearest emergency responder and relay the stranded person's location. If possible, use a cell phone to call 911 to more quickly convey the person's exact location, physical description and condition.
- Shut down any potentially hazardous operations or render them safe, i.e. lab equipment, small appliances, etc.
- Notify others in the area by calling out, pounding on doors and activating a pull box if necessary.
- Take emergency supplies and student/staff rosters and/or other identifying materials.
- Take your personal identification and personal possessions if possible.
- If weather conditions are inclement, take jackets or coats to provide protection from the weather.
- Assist those with disabilities, the elderly, or the injured from the building.
- Leave the lights on in the rooms as you exit.
- DO NOT USE ELEVATORS—you may become trapped.
- Exit the building via the nearest safe exit route.
- Move away from the building. Report any missing or trapped people to the police or firefighters immediately.
- Keep existing groups together
- Account for faculty, staff and students at pre-arranged sign-in evacuation point.
- Wait at the evacuation point for directions.
- Do not re-enter the building until the "all clear" has been rendered by the police/fire responders/ Environmental Health and Safety staff. The silencing of the fire system *does not mean* that the building is safe to re-enter.

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

- Go to the nearest stairwell where there is no hazard.
- Use a telephone to call University Police and or 911.
- Provide exact details as to your location.
- Signal to on-site responders.
- If you do leave the area via other means, be sure to notify emergency responders so they do not continue to look for you in the building.

### **Evacuation of persons with disabilities**

Persons with hidden disabilities such as cardiac conditions, asthma or back problems may need assistance evacuating a building in an emergency. Use a buddy system to name who is responsible for whom.

To assist visually impaired persons:

- Announce the nature of the emergency, i.e. "There has been a fire alarm. We need to leave. May I help you?"
- Offer your arm for guidance.
- Tell the person where you are going and any obstacles you encounter.
- When you get to safety, ask them if they need anything else from you before you leave them alone.

To alert people with hearing limitations:

- Turn lights on/off to gain their attention.
- Indicate directions with hand gestures.
- Write notes or text with your cell.

To assist mobility-impaired persons:

- Evacuate these persons as you would an injured person.
- Assist to an evacuation site (a stairwell).
- Use a sturdy chair or stair carrier.
- Help carry the individual using a fireman's carry technique.

To evacuate wheelchair users:

- Non-ambulatory persons' needs and preferences vary.
- Persons at ground-floor locations may not need assistance.
- Some persons using a chair may have limited body movement and lifting may not be advisable without a stair chair or multiple rescuers.
- Some people who use a chair have respiratory problems.
- Remove these persons from smoke and vapors immediately.
- Wheelchair users with respirators get priority assistance.
- Ask the person to determine the best carry options.
- Reunite the person with their chair as soon as it is safe to do so.

### Shelter-in-Place Plans

The term Shelter-In-Place means to seek immediate shelter and remain there during an emergency rather than to evacuate the area. It is always preferred to evacuate. Shelter-In-Place should only be used when an evacuation is not safe. Circumstances where this sheltering in place may be advisable to evacuating could be any of the following: severe weather conditions, nuclear accident, terrorist or crime incident, pandemic flu/epidemic, fire (where you cannot immediately exit due to your path being cut off from the exit). Unless instructed to evacuate by police or EMS personnel, sheltering in place in a pre-determined safe location in your place of work or residence hall is the preferred method of safely waiting out the emergency. Sheltering in place usually lasts no more than a few hours and with advance preparations can insure that the event is as safe and comfortable as possible. Each department should determine its sheltering location prior to an incident occurring. The preferred Shelter-In-Place location would be an interior room or hallway with a locking door, with limited or no windows. The location would have access to restroom facilities as well as drinking water.

The following guidelines will provide concrete directions to follow for sheltering in place:

#### Fire Emergency

- Close all doors between you and the fire.
- Use cloth (preferably wet) to seal the gaps under doors or where smoke may enter.
- If a phone is available, call 911.
- If there is a window, hang a bright-colored cloth out the window (leave only a small gap in a window as too much draft may cause the fire to come to you quicker).
- If the room has no windows, do not panic — bang on pipes, walls or floors to attract attention to your location.
- Stay at ground level where the smoke is less heavy.
- If water is available, wet a cloth and breathe through the cloth until help arrives.
- Stay calm — and don't panic.

#### Chemical/Biological/Radiological or Natural Disaster

- Remain calm.
- If you are outdoors, go inside immediately.
- Turn off all fans, heaters or air conditioners and attempt to shut down vents.
- DO NOT CALL 911 unless reporting a life-threatening emergency.
- Move to an interior room or hallway that has no doors or windows to the outside.
- Stay indoors until you receive official notification that it is safe to leave.
- Select a room that is easiest to seal off. This room should have toilet and water facilities if possible. Try to make the room as airtight as possible by closing windows, doors, fans, etc.
- If you are in a car, close windows and vents.

#### Severe Weather

There may be situations when it's best to stay where you are to avoid any uncertainty outside. There are other circumstances, such as during a tornado or a chemical incident when specifically *how* and *where* you take shelter is a *matter of survival*.

Determine where you will take shelter should you be instructed to do so.

- Storm cellars or basements provide the best protection.
- If underground shelter is not available (or not advisable due to the situation), go into an interior room or hallway on the lowest floor possible.

## Response D4 : Evacuation/Shelter-in-Place/Lock-down Plans

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- In a high-rise building, go to an interior stairwell, small interior room, or hallway on the lowest floor possible.
- Stay away from windows, doors and outside walls. Go to the center of the room. Stay away from corners because they attract debris.
- Stay in the shelter location until the danger has passed.

### Violent Person

Upon the recommendation of public safety officials, or when there is a significant security concern, the safest course of action may be to shelter-in-place. Everyone shall stay as calm as possible and follow these procedures:

1. First, ensure your own safety
  - Move to the nearest location that can be secured by a locked door.
  - If a locked door is not available, move as far away from the threat as is safely possible. Isolate yourself and restrict entry anyway that is possible.
  - Remain quiet and do not do anything that will draw attention to you.
2. Notify University Police
  - Campus Phone: (315) 312-5555 or 911
3. Assist others
  - Allow other trusted individuals into your secure location.
  - Instruct them to remain calm and quiet.
  - If you know where the intruder (or source of the security threat) is, contact University Police immediately.

When the security threat is over, University Police will move through the entire building and notify everyone that the threat is gone.

### Shooting Situation: Barricaded Hostage/Active Shooter/Crime in Progress

- Do not panic or draw attention to yourself.
- Note and remember physical characteristics of the shooter, direction of travel, multiple shooters, type of weapon, etc. Convey that information as soon as possible, without compromising your own safety, to police/emergency responders.
- If in a safe location away from the shooting, remain there, use cover and hide if possible.
- Cover means putting a solid barrier between yourself and the shooter. This can be a solid wall, a thick wooden desk, an engine block in a car or anything solid enough to stop bullets from penetrating.
- If an opportunity presents itself to escape, be willing to act quickly to run away from the scene.
- If you can safely do so without drawing attention to yourself, call 911.
- If necessary, and the shooter is near and danger is imminent, consider acting with others to overpower the shooter if the option presents itself. Use any weapon that is available to you.
- If injured, try to stop bleeding wounds by applying direct pressure.

### Hostage Situation

- If the shooter is not aware you are present, remain quiet and hidden. Do not draw attention to yourself.
- Do as the shooter demands.
- If the shooter asks you a question, answer directly and concisely.
- Do not look at the shooter directly but try to remember any details as far as physical characteristics.
- If the shooter demands money or other valuables, give them up quickly with no hesitation or resistance.

### Lock Down Protocol

The SUNY Oswego campus is a large facility spread over nearly 800 acres with several dozen large buildings.

The feasibility of locking the entire campus down with current technology is a daunting task that would require mutual effort and cooperation across multiple departments and take considerable time to accomplish. A more realistic process at this juncture would entail shelter-in-place options and the lock down of a particular building or portion of the campus.

Several key considerations must be factored in regarding the complete lock down of the campus.

- How will we communicate the nature, location and scope of the emergency to our faculty, staff and students?
- Who is the decision-maker in lock down protocols?
- Under what conditions will that call be made?
- Who are stakeholders and lock down service providers?
- How will training be conducted for lock down drills?
- How will training account for significant changes in population in those areas?
- What physical changes to the environment will need to be made to accomplish lock down of some/all of the facilities on this campus?

The lock down of the campus or a portion of the campus will need to be further developed in conjunction with key stakeholders such as college administration, University Police, Facilities and Operations, Facilities Design and Construction, Environmental Health and Safety, CTS, Residence Life and Housing, Student Affairs, faculty, chairs and directors, and external emergency service providers, etc.

If a critical incident were to occur in this interim phase of policy development, University Police would be the lead agency to physically secure a perimeter with the help of Facilities and Operations and other key stakeholders, i.e. campus locksmith. University Police would maintain the secured perimeter until the threat was eliminated and the crisis mitigated.

### D5 Emergency Response Plans

#### University Police

The dispatch Center for University Police is located in the Pathfinder building.

The telephone number to contact University Police is (315) 312-5555.

In the event of an emergency where on-campus telephones lines are down, University Police will establish an off-campus line at Joint Information Center (JIC) Oswego County Emergency Management (315) 592-3700 (number only operational when in use).

#### Role:

- To serve as initial contact point in all College emergencies;
- To contact local emergency responders; See Appendix F3
- If directed, to notify appropriate College units, including the Emergency Response Planning Team;
- To establish and maintain the Incident Command Post when necessary;
- To establish perimeters and containment when necessary;
- To provide crowd and traffic control;
- To disseminate warnings and evacuation instructions;
- To organize and oversee any emergency evacuation and relocation of students and staff which must occur;
- To document incident including notification (person notified, time and date) of appropriate agencies;
- To establish and maintain emergency communication network including radios.

#### Checklist—In all emergencies:

- ☐ Assess nature of emergency based on initial call to University Police.
- ☐ Contact Facilities, EHS or appropriate College department.
- ☐ Dispatch appropriate University Police Officers to handle incident.
- ☐ Notify Chief of University Police and Assistant Chief of University Police of status of incident.
- ☐ Determine if Incident Command Post is necessary to resolve incident, if so establish and staff Incident Command Post.
- ☐ Announce location of Incident Command Post via phone calls and radio system, through University Police Dispatcher and maintain Incident Command Post throughout incident if appropriate.
- ☐ Contact appropriate police or fire services depending on incident location, and ambulance service if appropriate.
- ☐ Dispatch appropriate University Police force to handle incident including for relocation of those affected and for crowd control to include calling in officers that are currently off duty if necessary.
- ☐ If necessary, begin traffic control procedures and coordinate efforts with local, state, and federal agencies and authorities.
- ☐ If directed, contact members of the ERPT (Emergency Response Planning Team) and notify CEOC Manager to establish CEOC.
- ☐ Oversee emergency evacuation of necessary area(s) according to appropriate protocols.
- ☐ Contact Telecommunications if systems will be impacted.
- ☐ Monitor incident to evaluate escalation.
- ☐ Notify LH if casualties or multiple injuries are expected.
- ☐ Maintain appropriate level of response activity until incident is resolved.



Checklist - If perimeters/containment needed:

☐ Outer perimeter

Boundaries established as a safe distance from the inner perimeter to control traffic and onlookers.

☐ Inner Perimeter

Closed boundaries, which control all entry and exits into area.

☐ Containment

A secure status that has been established controlling entry and exit routes and limit the hazard to a designated area.

### D5.1 Attempted Suicide/Mental Health/Emotional Crisis

#### Mental Health Emergency

Counseling Services Center provides consultation to students, faculty, staff and parents regarding the emotional and behavioral wellness of students. Clinicians also provide crisis intervention services for students experiencing emotional crises.

A mental health emergency is any situation involving individuals in distress who are unable to appropriately manage themselves.

A mental health emergency or psychological crisis may include:

- Suicidal behavior
- An individual threatening harm to themselves and/or others
- Psychotic behavior (sudden loss of contact with reality and or bizarre behavior)
- An unusual or prolonged reaction to traumatic event(s)
- Any behavior that is unreasonably disturbing to the academic, work or living environment

Response procedures

- Contact University Police at (315) 312-5555 or 911 from a campus phone.
- Call the University Counseling Center at (315) 312-4416. (Mon – Fri, 8:30am – 4pm)

For any unusual or potentially dangerous situation:

- Never try to handle a situation that is potentially dangerous to you or others. Call University Police at (315) 312-5555.
- Clearly state that immediate assistance is needed. Report your name, where you are calling from and the nature of the problem.
- All suicide attempts need to be reported to University Police so that proper procedures can be followed to ensure the safety of those involved.

Avoiding violent situations

- Inform your supervisor of University Police about any individuals deemed to be threatening or dangerous.
- Eliminate opportunities for violence by:
  - Alerting University Police.
  - Knowing your escape route.
  - Placing a barrier between yourself and the aggressor.
  - Using effective people / communication skills.
  - Having a second person with you.

Reacting to violent situations:

- Maintain eye contact and a positive posture to send out positive signals.
- Do not touch or approach a person who may become violent.
- Keep the person talking as you maintain a controlled, calm demeanor.
- Show concern yet maintain a safe distance; avoid being alone with the person.
- Call (315) 312-5555 or have someone else contact University Police.

### **Disaster Mental Health Response & Recovery Team, Oswego County**

[oswegocounty.com/departments/human\\_services/mental\\_hygiene](http://oswegocounty.com/departments/human_services/mental_hygiene)

The Oswego County Mental Hygiene Division has a team of volunteers, experienced with counseling, health care, emergency or crisis related services, who have been trained as Mental Health Disaster Responders to be able to respond to the psychological first aid needs of victims, volunteers, and/or first responders. The team consists of local professionals, paraprofessionals, community and human service personnel.

No matter how large or small, local communities are expected to provide an immediate disaster response to address and mitigate the potential psychological consequences following a disaster. In the event of a large scale incident, The Mental Health Response plan would be implemented by the County's Emergency Management Office (EMO). In the event of a smaller incident or routine emergency where the EMO is not involved, the Mental Health Response would stand alone under the direction of the Director of Community Services to coordinate a response tailored to meet the identified needs of those requesting assistance.

A locally managed response will best support the needs for Oswego County residents. Individuals having knowledge of our local system of services and resources will reduce the amount of time it takes for a connection to aftercare supports. Responders will be in a position to directly contribute feedback and suggestions for local process improvement. Coordination among Mental Hygiene, Public Health, DSS, Emergency Management, and local Service Providers will allow for a comprehensive approach to addressing emergent needs.

Responders do not provide clinical services. The response typically involves supportive fieldwork. Sites that may require mental health support services may include: shelters; first aid stations; respite centers for first responders; family reception centers; family assistance centers; phone banks/hotlines; emergency operation center; points of dispensing centers; volunteer staging areas; local business or agencies; or participation in an outreach team. Core actions may include connecting and engagement; addressing safety and comfort needs; assessment of need for immediate crisis psychiatric services and/or follow-up care needs; information gathering of current needs and concerns; offering practical assistance; connecting with existing supports; providing information on coping; linking with collaborative services.

If you, or someone you know, is in need of mental health support following a disaster or traumatic event, please contact the Oswego County Director of Community Services, Nicole Kolmsee, at (315) 963-5361 or by email at [NKolmsee@oswegocounty.com](mailto:NKolmsee@oswegocounty.com).

### D5.2 Bomb Threats

#### Explosive Devices

- Bombs can be constructed to look like almost anything and can unfortunately be placed or delivered in any number of ways. The majority are homemade. The probability of locating a bomb that looks like a stereotypical explosive device is minimal. The only common factor that exists among explosive devices is that they are designed and intended to detonate/explode. It is critical to remember that anything that looks unusual, out of place or suspicious should not be touched.
- *Electronic communications, portable radios or cell phones can trigger some types of explosive devices to explode. It is imperative not to call or use a portable radio until safely away from the suspicious object.*
- The police should be notified immediately and the first responder will secure the doors to limit access to the area of the suspected bomb.
- Trained bomb technicians will determine its authenticity and neutralize the bomb.

#### Summary of Bomb Incident Plan

It shall be the policy of SUNY Oswego to follow a bomb incident plan when dealing with a suspicious object or a call-in threat of a bomb.

- Make notifications to the EMT and Operations Team Leader, notify Emergency Responders as necessary.
- Designate a chain of command using NIMS as a model.
- Establish the use of the Emergency Operations Center.
- Activate the Emergency Communications Plan.
- Activate the bomb threat policy.
- Evacuate the area, secure the area.
- Designate search teams and methodology for the search to be conducted.
- Have a contingency plan in the event the bomb detonates.
- Establish a simple-to-follow plan for the person receiving the call and use standardized forms for receiving bomb threats across campus departments.
- Review college bomb threat incident plans annually in conjunction with the physical security plan.
- Manage the media relative to the incident.
- De-escalate and debrief after the incident's resolution to restore normal operations (recovery).

#### Bomb Threat Policy

It shall be the policy of University Police that in the event of a bomb threat, the department will seek to meet the following objectives:

1. Ensure the personal safety of everyone concerned.
2. Minimize disruption.
3. Minimize property damage.
4. Deter future occurrences.
5. Identify perpetrator(s).

The decision to evacuate all, part or none of a facility is difficult, but the decision should always be in favor of saving people from injury or death. It is critical that all factors of the event be taken into consideration when deciding whether to evacuate or not. It is important to remember that the purpose of the caller may be the evacuation itself without a device having been planted. If the caller is successful once, he or she will call again and again until the decision not to evacuate has to be made.

## Response D5.2 : Bomb Threats

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In an evacuation decision, two things must be considered:

1. What is the caller's real objective?
2. Whether an evacuation is essential.

When there is an imminent threat to personal safety, the Officer-in-Charge of University Police may order an immediate evacuation of the building. Otherwise, the Chief or Assistant Chief, in consultation with the President and/or Vice President will make the decision whether or not to evacuate. When the threats are non-specific, an unobtrusive search should be done of the premises by University Police. It is important to consider that the decision to evacuate at this point could deliver the employees and students from places of safety to places of danger.

Any time that a decision is made to evacuate a building due to a bomb threat, the building will remain unoccupied for a minimum of one hour.

If a bomb threat call is received, the recipient should:

1. Remain calm.
2. Note time and take notes of the exact words.
3. Obtain the following information:
  - Where is the bomb?
  - What time will it go off?
  - What does it look like?
  - What kind of explosive is it?
4. Make the following notes:
  - Male/female age
  - Speech characteristics
  - Background noises
5. Call University Police immediately at (315) 312-5555.

### D5.3 Campus Disturbance/Demonstration

A campus disturbance is defined for the purposes of this ERP as any protest, riot, civil disturbance or large-scale event that threatens the safety of persons, the destruction of state or personally owned property, or the interruption of normal campus operations.

The disorder and unpredictable nature of such incidents calls for a law enforcement response to restore order as well as to maintain safety and essential campus services.

Depending on the nature of the disturbance, requests for mutual aid to area law-enforcement and emergency service providers will likely become necessary to contain the disturbance due to University Police staffing levels. In the instance of a campus disturbance, the incident will be immediately assessed for appropriate response and the potential necessity of activation of the EOC.

As time permits, requests for mutual aid will be made through approved channels via University Police. Law enforcement aid for planned events, such as controversial speakers that may draw protesters, or large-scale civil protests such as demonstrations may come from various system sources such as area University Police departments, i.e., SUNY ESF, SUNY Cortland, SUNYIT, SUNY Morrisville.

For unexpected, quickly evolving disturbances, local external law enforcement agencies will be solicited for assistance. These agencies may include the Oswego Police Department, The Oswego County Sheriff's Office, the New York State Police, the Department of Environmental Conservation and the State Park Police.

A standing memorandum of understanding exists between the University Police at SUNY Oswego and the area law enforcement agencies that outlines conditions for mutual aid. This MOU is periodically examined and updated between agencies.

Attempts will be made to identify and meet with organizers of the disturbance for small-scale peaceful assemblies. If the disturbance is impromptu but peaceful, and on college grounds, the organizer/speaker will be directed to the Director of Campus Life who will notify University Police. The Director of Campus Life will provide a use of facilities form for the organizer/speaker to be approved by Campus Life.

The university will determine *time, place and manner* of such protests but will provide a sanctioned area that does not disturb academic instruction for peaceful assembly.

#### **Facilities Use Policy**

This document is designed to provide guidance to the university and the community for the use of College facilities. This guidance will:

- Establish standard processes for the use of College facilities.
- Minimize scheduling conflicts.
- Establish and maintain a consistent, effective and efficient approach to facility use and scheduling.
- Establish and apply consistent fees and contracts for the use of College facilities.
- Increase the degree of campus-wide communication and coordination relative to the effective and efficient scheduling of College facilities.
- Increase the degree of campus awareness with regard to activities and events that use College facilities.
- Provide designated liaisons to internal and external users to aid them in the scheduling and use of College facilities.
- Optimize the appropriate use of College facilities.

### **A. Philosophy**

The use of SUNY Oswego facilities is intended primarily for functions sponsored by official offices, departments and programs of the university in pursuit of its educational purposes. However, SUNY Oswego also recognizes its rightful public service role as a public institution. Therefore, external users may use College facilities where such use does not infringe upon, disrupt or conflict with the operations and activities of the university in pursuit of its educational purposes.

### **B. Scope**

This policy applies only to the use of those facilities located on the main campus of SUNY Oswego. The Rice Creek Field Station staff have sole responsibility for scheduling the use of facilities at Rice Creek Field Station. The Division of Extended Learning has sole responsibility for scheduling the use of facilities at SUNY Oswego's Syracuse campus, and any additional off-campus facilities used by the university for its educational purposes. Auxiliary Services has sole responsibility for scheduling the use of facilities at Fallbrook Recreation Center.

### **C. Definitions**

The term "college community" refers to those students who are enrolled at SUNY Oswego, faculty who are employed by the university, and staff who are employed by the university, Auxiliary Services, the Student Association, the Oswego College Foundation or the Alumni Association.

The term "event" refers to a single, series or any combination of planned meetings, presentations, functions, gatherings, or other activities that are not part of or directly related to the university's curriculum of formal instruction.

The term "facility" refers to any building, structure, indoor space, equipment, furnishings, parking lot, and/or outdoor space under the custody and control of the university and/or the university Foundation.

The term "sponsored" refers to the explicit responsibility for planning, producing and supervising an event.

### **D. User Categories**

The term "internal user" refers to any school, department, office, committee, task force or organization that is a part of or directly affiliated with the organizational and/or governance structure of the university. For the purposes of this policy, the following entities are also considered an internal user: Auxiliary Services, the Oswego College Foundation, the Alumni Association, the Student Association, and registered student organizations. For the purposes of this policy, individual members of the university community are not considered internal users.

The term "external user" refers to any individual, group, or organization that is not an internal user. External users shall complete a revocable permit to use space.

### **E. Activity and Event Categories**

The term "academic class" refers to any credit-bearing course offered as part of the university's curriculum of formal instruction and Extended Learning non-credit bearing courses.

The term "academic activity" refers to any meeting, presentation, program, or other activity that is not an academic class but is part of or directly related to the university's curriculum of formal instruction.

The term "sponsored event" refers to an event that is sponsored exclusively by one or more internal users.

The term "co-sponsored event" refers to an event that is jointly sponsored by one or more internal users and one or more external users; and the primary audience for the event are members of the university community.

Co-sponsorship is not intended to be a mechanism for external users to avoid assessment of applicable fees. To be classified as a co-sponsored event, the event must meet all of the following criteria:

- the event must be initiated by one or more internal users; and
- the internal user(s) initiating the event must assume primary responsibility for planning, organizing and supervising the event; and
- the event must have a clear, direct connection and substantial relationship to the educational, operational or programmatic mission of the internal user(s) initiating the event; and
- the primary audience for the event are members of the university community.

The term “hosted event” refers to an event that is jointly sponsored by one or more internal users and one or more external users; and the primary audience for the event are persons outside the university community.

Hosting is not intended to be a mechanism for external users to avoid assessment of applicable fees. To be classified as a hosted event, the event must meet all of the following criteria:

- the event must be initiated by one or more internal users; and
- the event must have a clear, direct connection and substantial relationship to the educational, operational or programmatic mission of the internal user initiating the event; and
- the primary audience for the event are persons outside the university community.

The term “external event” refers to an event that is sponsored by one or more external users and does not meet the criteria to be classified as a co-sponsored event or a hosted event (e.g., a wedding reception or a conference sponsored by an external user).

### **F. Appropriate Use**

The purpose for which a facility is requested to be used must be consistent with and suitable to the primary function(s) for which the facility was designed or is currently utilized. The proposed use of a facility must conform to building and fire codes, including adherence to occupancy limits and maintaining proper ingress and egress to the facility.

Certain facilities are not reservable due to their specific functions including, but not limited to: offices, storage rooms, closets, bathrooms, stairwells, and hallways.

Certain facilities may not be appropriate for use beyond their primary function for reasons of safety or security including, but not limited to: mechanical rooms, rooftops, maintenance shops, dining centers or catering kitchens, and laboratories.

College facilities may only be used for academic classes, academic activities, sponsored events, co-sponsored events, hosted events and external events (see Section E. Activity and Event Categories).

College facilities may not be used in a manner that infringes upon, disrupts or conflicts with the operations of the university or the university’s educational purposes (see Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York in this handbook).

College facilities may not be used in a manner that is inconsistent with the university’s status as a tax-exempt educational institution.

The university shall have the authority to limit activities and events to specific locations, specific dates(s) and specific time(s), limit the manner in which facilities are used, limit the number of participants at an activity or event, and set other limits to ensure the integrity of the university’s primary programs and educational purposes.

The university shall determine appropriate measures for the health, safety, and security of campus members and the public for activities and events and may deny or limit the use of College facilities accordingly.

Facility use may be denied or restricted if the university determines that the internal or external user(s) has violated College policy, federal, state or local law during a previous use of College facilities.

All internal and external users who schedule the use of College facilities and their visitors and guests must abide by College policies, the Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York (in this handbook) and other policies of the Board of Trustees of the State University of New York and the tenets of the SUNY Oswego Code of Students Rights, Responsibilities and Conduct (in this handbook). Violation of such policies may result in disciplinary action, criminal or civil actions. Violators may be required to reimburse the university for costs associated with damages or other services incurred as a result of such violation. Violators may be escorted off the campus by University Police.

The advertisement and/or posting of information in College facilities soliciting campus or community attendance at events using College facilities must comply with the university's policy on Posting and Distributing Promotional Materials.

The use of College facilities by internal and external users must comply with all provisions outlined in this policy.

### **G. Scheduling Authority**

The Registrar's Office, within the Division of Academic Affairs, is solely responsible for scheduling the use of College facilities for academic classes.

The Registrar's Office shall be responsible for implementing this aspect of the policy.

The Registrar's Office shall establish procedures to request, schedule, reserve, and coordinate the use of College facilities for academic classes.

The Event Management Office, within the Division of Student Affairs and Enrollment Management, is solely responsible for scheduling the use of College facilities for academic activities, sponsored events, co-sponsored events, hosted events and external events.

The Event Management Office shall be responsible for implementing this aspect of the policy.

The Event Management Office shall establish procedures to request, schedule, reserve, and coordinate the use of College facilities.

The Event Management Office shall establish procedures to arrange for services in support of activities and events.

### **H. Scheduling Procedures**

Academic classes

Requests for the use of College facilities for academic classes must be directed to the Registrar's Office in accordance with the university's timeline and procedures for scheduling academic classes.

The Registrar's Office will review each request and will approve or deny the request.

If the request is approved, the Registrar's Office will publish the academic class and its assigned classroom, laboratory or other College facility in the university's schedule of academic classes.



Academic activities, sponsored events, co-sponsored events, hosted events and external events

Requests for the use of College facilities by internal and external users for academic activities, sponsored events, co-sponsored events, hosted events and external events must be directed to the Event Management Office.

The Event Management Office will review each request, will make a decision as to the appropriate classification of the activity or event and, after appropriate consultation within the university community, will approve or deny the request with cause. The Event Management Office shall base its decision on the following:

- the purpose for which the space is requested; and
- the appropriateness of the request; and
- the availability of facilities and other resources; and
- the relationship of the user(s) to the university; and
- the relationship of the primary audience to the university.

If the request is approved, the Event Management Office will coordinate the planning of the activity or event, including the issuance of a revocable permit (where applicable), the scheduling of required facilities and services, the establishment and collection of applicable deposits and fees, and the disbursement of revenue to other College offices/departments.

Each activity and event will be scheduled in an available facility whose capacity and/or design is most appropriate for the size and/or nature of the proposed activity or event.

To optimize the overall use of College facilities, the Event Management Office reserves the right to change the location, reservation start time or reservation end time of a scheduled activity or event. Decisions to change the location, reservation start time or reservation end time of a scheduled activity or event will be made in consultation with the user(s) and with as much advance notice as possible.

### **I. Facility Use Priority**

Academic Classes

The scheduling of academic classes shall receive first priority for the use of classrooms and laboratories.

The scheduling of academic classes shall not preempt or “bump” scheduled activities or events from other College facilities.

Academic activities, sponsored events, co-sponsored events, hosted events and external events

In general, requests for the use of College facilities for academic activities, sponsored events, co-sponsored events, hosted events and external events shall be accommodated on a first-come first-served basis.

When two or more requests for the use of College facilities are received at the same time and a scheduling conflict arises, the following order of scheduling priority will be used to resolve the conflict:

- academic activities
- sponsored events
- co-sponsored events
- hosted events
- external events

An activity or event with a higher scheduling priority shall not preempt or “bump” a previously scheduled activity or event with a lower scheduling priority.

Classrooms and laboratories may not be scheduled for academic activities, sponsored events, co-sponsored events, hosted events and external events for a given semester or summer term prior to the release of the final schedule of academic classes for that semester or summer term except for those activities and events that are scheduled during academic breaks and/or non-class or weekend hours.

Requests for use of College facilities from SUNY System Administration shall have priority over external users.

The university reserves the right to preempt the facility use priority to meet the educational purposes of the university or in response to unique needs or circumstances.

### **J. Deposits and Fees**

The university reserves the right to charge deposits and certain other fees, as listed below, related to the use of College facilities:

- Administrative Fee – a fee assessed for the planning and/or support of an activity or an event.
- Damage Fee – a fee assessed for damage to a facility resulting from an activity or an event.
- Deposit – a non-refundable payment made for the purpose of reserving the use of a facility or facilities for an activity or an event. The amount of the deposit is applied toward the total cost of all applicable fees arising from the production of the activity or event.
- Rental Fee – a fee assessed for the use of space, furnishings and/or equipment.
- Support Service Fee – a fee assessed for a service required or provided by the university, or its subcontractors, in support of an activity or an event (e.g., custodial, maintenance, catering, dining center meals, parking, traffic control, event security, and facility supervision outside normal operating hours).

The Event Management Office has sole authority to quote and assess fees for the use of College facilities for all academic activities, sponsored events, co-sponsored events, hosted events and external events.

Generally, an internal user who uses College facilities for an academic activity, a sponsored event or a co-sponsored event will not be assessed a deposit or administrative fees.

- Rental fee(s) will be assessed for the use of residence hall facilities.
- Rental fee(s) may be assessed for the use of facilities under the custody and control of Auxiliary Services (e.g., Fallbrook Recreation Center).
- Support service fee(s) will be assessed for dining center meals and for catering.
- Rental fee(s) may be assessed for furnishings and equipment when an activity or event requires additional furnishings or equipment not included in the routine operation of the facility or facilities used.
- Support service fee(s) may be assessed when an activity or event requires additional staffing or support services not included in the routine operation of the facility or facilities used.
- Damage fee(s) may be assessed when an activity or event results in damage to the facility or facilities used.

Generally, an internal and/or external user who uses College facilities for a hosted event or an external event will be assessed a deposit and applicable rental fees, support service fees, and administrative fees.

Damage fee(s) may be assessed when an activity or event results in damage to the facility or facilities used.

An external user who can provide evidence of its not-for-profit status may receive a discount of up to 25% on all qualifying rental fees.

### **K. Cancellation and Facility Substitution Policy**

The university reserves the right to substitute an alternative facility if deemed necessary to:

- ensure the integrity of the university's primary programs and educational objectives;
- optimize the use of College facilities;
- respond to unique needs or circumstances.

In extremely rare situations, due to factors beyond the control of the university, including, but not limited to weather conditions, unavailability of facilities due to physical damage, or mechanical breakdown of support systems, the university may cancel a previously scheduled activity or event without penalty to the university.

The university reserves the right to establish reasonable cancellation deadlines for academic activities, sponsored events, co-sponsored events, hosted events and external events. Such deadlines will be established and communicated in a timely manner to internal/external users during the planning process. The cancellation of academic activities, sponsored events, co-sponsored events, hosted events and external events must be directed to the Event Management Office. Cancellations received by the Event Management Office after an established cancellation deadline may result in the assessment of additional fees and/or the loss of non-refundable fees.

### **L. Insurance**

The university reserves the right to require certain internal and external users to provide a certificate of insurance related to the users' use of College facilities.

If required by the university, the user(s) shall purchase and maintain, at its expense, the following types of insurance:

- Workers' compensation insurance sufficient to cover all employees of the user. Such policies shall name SUNY Oswego, SUNY, and the State of New York as additionally insured.
- Comprehensive commercial general liability insurance, property damage insurance, and automobile liability insurance in such amounts as the university shall deem sufficient but no less than \$250,000 each person, \$1,000,000 each occurrence for bodily injury and property damage. Policies shall be on an occurrence basis only. Such policies shall name SUNY Oswego, SUNY, and the State of New York as additionally insured.

The user(s) must provide the university with current certificates of insurance. These certificates shall contain a provision that coverages afforded under the policies shall not be canceled or changed until at least 30 days' prior written notice has been given the university.

### **M. Indemnification**

The university reserves the right to require certain internal and external users to indemnify the university, SUNY, and the State of New York from any liability arising out of the actions of the user or its agents incidental to the use of the university facilities by the user.

### **N. Waivers and Additional Discounts**

Requests to waive or discount deposits and fees related to the use of College facilities must be submitted in writing to the Director of the Event Management Office or designee. The Director of the Event Management Office will then submit his/her recommendation to the Vice President for Student Affairs and Enrollment Management. The Vice President for Student Affairs and Enrollment Management will approve or deny the request.

### D5.4 Critical Information Loss/Fraud

#### **SUNY Cyber Incident Reporting Procedure**

December 23, 2004

##### **Summary**

New York State policy and SUNY System Administration require that SUNY campuses *report information security incidents in a timely, formal way* so that others can be warned and informed. This is an important, official duty that must be understood well by information managers and technicians on each campus to ensure that reports are filed efficiently and completely in all circumstances. SUNY CIOs/CTOs have worked with System Administration to design a procedure that we will use and assess during the first six months of our compliance. We will begin using the procedure in *January 2005*.

##### **Background**

P03-001 requires that each SUNY campus report cyber security incidents to the state. Although the policy directs agencies to report incidents to CSCIC, the SUNY procedure is to report through System Administration whenever possible. The procedure can accommodate off-hours events and other personnel-affecting contingencies. The procedure does not preclude a campus reporting or working directly with CSCIC during an incident. CSCIC is a valuable resource and able to work with campuses to assess the nature and extent of an event and to assist in an incident response strategy for investigation, containment, mitigation and follow-up.

##### **What we must do**

All state agencies, including SUNY and its campuses, have to report unusual or serious cyber security incidents using two state forms: *Initial Report* and *Final Report*.

The *Initial Report* describes the nature of the incident, how, when and where it was found, and its impact on services and information — information that management (e.g. CTOs) on campus would want to know about anyway within an hour or two of an incident.

The *Final Report* is filed after the incident has been understood and resolved. It reports the details of the compromised systems, source of the attack, steps taken to investigate and fix the problem and an assessment of its impact on services and costs.

An initial working definition of a cyber incident is provided in the next paragraph. To understand what is being requested, we must be clear about the purpose. The purpose is to *strengthen ourselves through communication* prior to and during exposure to unusual or highly damaging information-security incidents. Our incident reporting enables the state to provide coordination against cyber attacks and for legal actions against intruders, to facilitate warnings and share preventative information, and to collect statewide information on the frequency, impact and cost of attacks. The goal is to help all of us recover from cyber incidents in a timely and secure manner to minimize impact on other state entities.

### **Types of incidents that should be reported**

*Do not report malicious cyber activity that is considered normal in today's networked environment. The purpose of the policy is to provide helpful information to each other; we should report only incidents that are unusual and have significant impact.*

- Unauthorized access
- Infections by malicious code
- Denials of service
- Reconnaissance scans and probes

### **Report incidents that are unusually**

- Damaging or impending
- Threatening to life or sensitive information
- Persistent
- Widespread
- Resistant to defenses
- Valuable for other IT managers to know about

### **Examples of what to report and what not to report**

#### Access

*Report* – Access to a person's electronic HR file from unknown intruders from the Internet

*Do not report* – Unauthorized reading of another person's electronic HR file by an employee who had read access but no job requirement to access it

#### Congestion

*Report* – A sustained denial-of-service attack on a campus resource

*Do not report* – Serious network congestion caused by peer-to-peer traffic used by students

#### Intrusion

*Report* – Intrusion (e.g. via root) to a campus email server

*Do not report* – Intrusion on a PC in a public lab

#### Virus Activity

*Report* – An outbreak of a new virus that was spreading rapidly

*Do not report* – Normal level of virus activity, or an outbreak of a known virus in a department or college

### **Getting It Launched**

Like any other broad policy and procedure, this one must be implemented at many levels simultaneously: the state, System Administration, campus management and campus technology staff. Incidents are first known to technicians. So the procedure will not be launched until *technicians hear about it, understand it and add it* to the many other things they have to think about when reviewing and troubleshooting their systems. This will take time, leadership and management support, so it is important to involve the technicians as soon as possible.



### D5.5 Data Breach

#### **SUNY Oswego Data Breach Reporting Process**

As a public agency SUNY Oswego has a legal mandate to protect the data about students, faculty, and staff stored in our various information systems. It is the responsibility of every member of the university community who uses our information systems to be aware of what data must be protected and what action they must take should they become aware that any of this data has been released to an unauthorized party. New York State law requires the university to notify affected individuals if their data contained in a college owned or controlled information system has been breached.

#### **What is a data breach?**

A data breach is an incident where protected or confidential data is released to an unauthorized party. Data breaches can be physical or electronic. They can be intentional or unintentional. Examples of potential data breaches include:

- Loss or theft of a physical device such as a laptop or USB drive
- Theft or misuse of a faculty or staff username and password to gain access to an information system
- The act of “hacking” into a college information system

#### **What is protected and confidential data?**

Protected and confidential data is information we store about our students, faculty, and staff that the university is legally mandated to safeguard from misuse and unauthorized release. This information typically includes:

- Personal information such as Social Security Number, date of birth, address, or credit card number
  - Academic records such as class schedules, grades, and transcripts
  - Health and medical records
  - Personnel records other than publicly available information such as job title and salary

#### **How do you know a data breach has happened?**

Often data breaches can be difficult to detect. In the case of a physical breach, faculty and staff are usually aware of the loss of a computer or storage device that may contain protected or confidential data. In regard to electronic breaches, faculty and staff may recognize unusual activity in their email account or perhaps a grade roster.

#### **What is your responsibility to act what you become aware of a data breach?**

If you suspect or are certain a data breach has occurred, you are obligated to notify Campus Technology Services or University Police as soon as possible.

#### **How do you report a data breach?**

To report a data breach contact the Office of the Chief Technology Officer at (315) 312-5500 or the Chief of University Police at (315) 312-5555. You will be asked for some basic information regarding your knowledge of the alleged data breach and will likely be contacted for additional information at a later time.

#### **What happens after your report?**

Campus Technology Services (CTS) and University Police (UP) will first determine if the incident you suspect is a data breach is truly legitimate. There may be times when members of the university community believe a breach has occurred, but, in fact, no protected or confidential data may have been released. If it is determined that an actual breach of protected or confidential data has occurred, CTS and UP will conduct an investigation as to the scope of the breach and determine the steps necessary to address the breach and notify affected individuals. If the breach is related to some sort of criminal activity then appropriate law enforcement personnel will be included in the investigation.

## **D5.6 Environmental/Hazardous Material Incidents – Chemical/Radiation**

### **Chemical**

The Environmental Health and Safety (EHS) department maintains an inventory of chemicals used by facilities staff and science laboratory occupants. The facilities staffs use routine maintenance chemicals, hydraulic oil and fuel oil. Science faculty and students use routine laboratory chemicals. The response plan for a spill or other environmental incident can be found in the Chemical Hygiene Plan on the EHS website or in the Contingency Plan. The response for an oil spill can be found in the Spill Prevention Control and Countermeasures Plan. The plans are maintained and kept in the EHS Office in Shineman Hall. Copies are available at University Police in Pathfinder Hall. Contracts with Hazardous Materials vendors are maintained by EHS in the event an incident exceeds the capacity to be handled in-house.

### **Radiation**

Area Contamination Accidents—The following steps are to be taken:

1. Immediately remove all personnel in danger of over-exposure, making sure contaminated clothing is left behind. Don protective clothing and gloves.
2. Rope off and mark the contaminated area and label with radiation signs. Do not allow persons into the area.
3. Without endangering personnel, attempt to limit or arrest the spread of contamination (i.e., close lab doors, toss absorbent material over spill).
4. At the earliest possible moment, notify the appropriate faculty supervisor and the university Radiation Safety Officer (RSO) at (315) 312-2682. In case the RSO cannot be reached, contact the Environmental Safety Office at (315) 312-3150 and the University Police at (315) 312-5555.
5. Proceed to decontaminate the area under direct or indirect supervision of the faculty supervisor or College RSO. Collect liquid radioactive material with absorbent material. Dry radioactive material should be collected on damp absorbent material. Be sure to place used papers and gloves into specially marked trash cans for radioactive waste.

Personnel Contamination Accidents—The following steps are to be taken, depending upon the type of contamination:

#### **External Contamination**

1. Immediately remove contaminated clothing and flush contaminated area with mild soap and water for several minutes. If possible, monitor the level of contamination. Wash again to achieve a non- detectable level.
2. At the earliest possible moment, notify the university RSO. In case he cannot be contacted, call the Environmental Safety Office and the University Police.
3. Rope off and mark the contaminated area and label with radiation signs.
4. Control access to lab area if surfaces are suspected of being contaminated. Cover spill area with absorbent material.
5. Decontaminate the lab area, as spelled out in item 5 above.

#### **Internal Contamination**

Internal contamination results from the ingestion or inhalation of radionuclides, from wounds caused by contaminated objects, and from absorption through the skin. Medical attention may be required. Render lifesaving/first aid actions first! Do not induce vomiting unless instructed to by a physician.

1. Call 911 and state that there is a possible radioactively contaminated individual. Give operator specific location and nature of contamination and injury. Wait for medical assistance.



2. If using cell phone or off-campus phone, also notify the University Police. They will initiate notification of the RSO.
3. Rope off and mark the contaminated area and label with radiation signs.
4. Control access to lab area if surfaces are suspected of being contaminated. Cover spill area with absorbent material.

**General Notes**

- Neither the C-14 or H-3, in the activity commonly used at Oswego (approximately 1 uCi), pose an external beta hazard. This activity is about 0.1% of the activity that would exceed Whole Body limits.
- Urine bioassay is the most accurate method of measuring uptake of C-14 and H-3.
- GM survey instruments will not detect H-3 in lab quantities and have limited response for C-14. Liquid scintillation counting is the preferred method for analyzing swipe tests.
- Dilution of uptake by increased liquid consumption will reduce the effective biological half-life.
- MSDS sheets for C-14 and H-3 are available in G83 Shineman Hall.

Names of people or places to call in an emergency:

| <b>Title</b>                                     | <b>Name</b>  | <b>(315) Contact #'s</b> |
|--|--------------|--------------------------|
| Radiation Safety Officer (RSO)                   | Bruce Zellar | Office: 312-2682         |
| Chief Officer of Environmental Health and Safety | Ken Ayhens   | Office: 312-3150         |
| University Police                                |              | Office: 312-5555         |
| Health Services                                  |              | Office: 312-4100         |
| Oswego County Emergency Management               |              | Office: 591-9150         |

**Hazardous Material Spill (Outside/Highway)****Background**

SUNY Oswego roadways are, generally speaking, considered public thoroughfares. A spill of virtually any kind of material could be considered hazardous.

**Procedure**

- University Police shall be notified and will, in turn, notify the State Police, environmental conservation and fire department, if necessary. The following will be provided:
  - Location of the incident and the hour of occurrence
  - Visual observations
  - Interviews with drivers/passengers
  - Chemical involved and amount, if possible
- Rescuing victims depends on the nature of each incident. It may be necessary to have victims rescued by trained professionals. Resist the urge to rush in; you can't help others until you know what you are facing. (Refer to Emergency Response Guidebook, DOTP 5800.4, in the University Police Office.)
- University Police will notify the Environmental Health and Safety Chief Officer. In general, the Environmental Health and Safety Chief Officer will assist if necessary in the identification and handling of the spilled material and coordinate reporting of the incident to authorities beyond the police and fire department.
- Depending on the situation, University Police may be required to notify local utilities and the Director of Physical Plant.
- Control of vehicular and pedestrian traffic will be immediately undertaken by University Police.
- The evacuation of the immediate area will be undertaken by University Police.

- The evacuation of the immediate area will be undertaken by University Police
- The University Police Chief will contact the Chief Communication Officer for media notification.
- If hospitalization of personnel is required, University Police will arrange for ambulance service. If the hospitalization is related to the chemical itself, University Police will relay information known about the chemical to the hospital (MSDS or label).
- In general, vehicles will not be immediately moved except to rescue people or to achieve a cleanup of the scene in the interest of public safety.

If you have a spill and do not report it, you may receive a criminal penalty of up to \$10,000 and go to prison for up to one year.

Specific reporting requirements for oil spills are detailed in Section 311(b)(5) of the *Federal Water Pollution Control Act*; Section 306(a) of the *Outer Continental Shelf Lands Act Amendments of 1978*; and Section 18(b) of the *Deep Water Port Act of 1974*. Harmful quantities of oil are described in *40CFR110*.

Chemical spill reporting requirements can be found in Section 103(a) of the *Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)*. The description of a harmful quantity of hazardous substances can be found in *40CFR117*.

The discharge of oil or a hazardous substance must be reported by the person in charge of the facility, vehicle or vessel responsible.

Transportation accidents involving hazardous materials must be reported by the carrier. A threat to human health or the environment caused by an explosion, fire or release from any hazardous waste treatment or storage facility must be reported by the emergency coordinator at the facility.

























### D5.7 Fire – Evacuation Procedures

- If an alarm sounds, take it seriously. Exit the building.
- Remain calm and exit the building using the closest stairwell landing. Never use elevators. Close and secure all doors behind you.
- Use the nearest accessible exit and proceed to a distance of at least 100 feet away from the building.
- Remain quiet and listen for directions from University Police, campus fire safety or the Fire Department.
- Notify the first responding agency of any disabled, trapped or injured persons.
- Never re-enter the building unless directed to do so by University Police, campus fire safety or the Fire Department.

#### Fire Alarm Evacuation and Re-entry Procedures:

- All persons shall leave the building immediately except for those who are designated as monitors for certain areas of the building. The monitors should leave when their areas are clear.
- All persons should close their doors when leaving their area.
- All persons should stand 100 feet or more from the building and all building entrances
- All persons should remain outside or in another building until University Police indicate that it is safe to re-enter. No person should re-enter a building just because the fire bells cease to ring. (The Fire Department will assist University Police/EHS in determining the cause of fires or alarm activation. They will then assist University Police in determining whether or not a structure is safe for occupants to re-enter. Once it has been determined that a building is safe, it will be up to University Police/campus Fire Marshal to authorize re-entry.)
- Fire alarms will only be reset by University Police personnel, Fire Department personnel, College Fire Safety personnel or designated maintenance persons.
- Fire alarm response procedure will be followed University Police in every instance.

In addition to the above responsibilities, University Police will take the following actions in the event of an actual fire where a building has been destroyed or damaged to such an extent that the building is no longer available for use or creates a serious hazard to personnel:

- Establish barricades to keep persons other than firefighters or other emergency workers from interfering with the duties of the emergency workers and to safeguard persons not directly involved with the operations from sustaining injury. Coordination for assistance will be made with the Director of Physical Plant or designee.
- Request assistance from facility authorities to keep unauthorized persons away from the erected barricades if needed.
- Continue to control access to the facility until authorized by the Town/City of Oswego Fire Chief.
- After the emergency has been resolved, make a complete report of damages and actions taken to secure the area.
- In the event that an on-campus building becomes unusable due to fire or other emergency, the Director of Residence Life and Housing or his designee will be contacted for alternate housing arrangements for those persons affected.

### For off-campus fires affecting SUNY Oswego students:

- A local Disaster Response Team has been formed on the SUNY Oswego campus in the event a fire occurs off campus which affects any SUNY Oswego students. The City of Oswego Fire Department and/or the City of Oswego Police Department will contact University Police. University Police will contact its chief or designee who will contact the Vice President for Student Affairs and Enrollment Management and the President's on-call person. The Vice President for Student Affairs and Enrollment Management or his designee will go to the scene to determine if assistance is needed for our students. Contact will be made with the Director of Residence Life regarding possible emergency accommodations. A college representative will make contact with the Fire Department or the Red Cross at the scene to ascertain identities of student victims.
- On the next working day, the Compass will provide the identity information of student victims and any address information to:
  - Academic Support Services (Kathleen Evans)
  - College Store and Meal Plan (Stephen McAfee)
  - Counseling Center (Kate Wolf-Lyga)
  - IDs (Daniel Siddon)
  - Residence Life and Housing (Shaun Crisler)
  - Student Association (SA President)

## D5.8 International Incidents Involving SUNY Oswego Students

In the event of any incident of significance involving an international student the program coordinator for that particular program would contact SUNY Oswego's International Education Program Director, Joshua McKeown who in turn would immediately make emergency notifications to college administrators and to the student's family. The notification process and contact information is listed below for the International Education Program (see F6.5).

### For Incoming International Students

| Name  | (315) Contact #'s            |
|---|------------------------------|
| Joshua McKeown<br>Associate Provost and Director of<br>International Education and Programs | Office: 312-2118 or 312-2721 |
| George Anselme<br>Associate Director for International<br>Enrollment                        | Office: 312-5775             |

### For Outgoing Study Abroad Students

| Name  | (315) Contact #'s            |
|---|------------------------------|
| Joshua McKeown<br>Associate Provost and Director of<br>International Education and Programs | Office: 312-2118 or 312-2721 |
| Lizette Alvarado<br>Associate Director for Study Abroad and<br>Exchange Programs            | Office: 312-5697             |
| Megan Kropf<br>Senior Operations Administrator  | Office: 312-2479             |

### D5.9 Medical Emergency – Epidemic Emergencies

#### **Pandemic Flu**

In the event of a pandemic influenza outbreak, the university will implement our Pandemic Flu Plan. The nexus of the plan will limit social interaction and discontinue all but essential functions of the institution. The response plan will consist of operational objectives to be described and accomplished during five alert levels. In order to provide for the continuance of essential functions during the alert levels, specific departments have been identified who have developed specific operational plans to maintain those essential functions. During an alert, essential operations will report to an Incident Commander identified for this specific type of crisis.

Several departments have been identified in the pandemic flu plan as performing essential functions in the event that normal activities at SUNY Oswego are suspended for a crisis period that could last as long as 12 weeks as per health officials.

Suspension of normal activities may mean that classes, professional and student activities, athletics, conferences and institutes are cancelled and that students may be required to leave the campus and return to their homes.

The SUNY Oswego campus has a comprehensive Pandemic Flu Planning Committee that meets regularly. The university Dean of Students chairs this working committee. All college offices provide Business Continuity Plans to the chair of the committee which are part of the university pandemic flu master plan. Each department manager is responsible for providing a sample of their department's plan and for updating the plan as needed. A copy of each plan submitted is kept at the Office of the Dean of Students in 711 Culkin Hall, (315) 312-3214. See sample as provided by the Fiscal Officer in Appendix F11.

#### **Incident Action Plan**

*The following text condensed from the SUNY Oswego Pandemic Planning Documents and Oswego County Continuity of Operations Plan.*

The university has undertaken a comprehensive planning phase to deal with an outbreak of pandemic flu or other contagious illness. The Incident Action Plan (IAP) is an essential component of that planning.

The objectives of the IAP are to plan how our campus and its various departments will continue to provide essential functions during a crisis period that may have broad consequences in terms of employee absenteeism and the interruption of vital services, and operations related to communication and transportation. Comprehensive pre-planning will permit us to respond to a crisis period in a timely and organized manner.

The Incident Commander will have IAPs available for use in communication with appropriate personnel in our various campus departments.

The essential functions as referenced above are outlined below:

- Preserve human and animal lives.
- Maintain physical plant infrastructures.
- Continue essential operations and services during a crisis period.
- Provide for the health and safety of college employees.
- Recover to normal operations after the outbreak.
- Provide for an academic and business continuity plan.



### D5.10 Nuclear Emergency Evacuation

This plan assumes that the university is faced with potential hazards from a nuclear accident or that a natural disaster has occurred.

There is little likelihood of an emergency being so acute that seconds or even minutes are critical; therefore, it is assumed there will be time for orderly responses to the situations described below.

Notification: The campus is officially notified at the University Police Dispatch that some type of radiation hazard exists at a nearby nuclear facility or that a local natural disaster has occurred. This notification will be received in the following manner:

Local Disaster—from the Oswego County Office of Emergency Preparedness

State-wide Disaster—from John V. Gallagher in Albany

University Police will notify the President or the administrator in charge and the following steps will be taken:

- At the direction of the President or administrator in charge, the Campus Emergency Response Team will assemble in the 7th floor conference room in Culkin Hall.
- The University Police Dispatch in Pathfinder Hall will become the on-campus command center and all communications will flow from the command center due to its link with the county 911 center.
- Immediate efforts will be made to communicate with the campus community to acknowledge the status of information and ensure organization, command and order.

#### Communication

Once the magnitude of the problem and the appropriate level of action to be taken are conveyed to the command post, it is the responsibility of the administrator in charge to implement the following:

- Types of action to be taken—Depending upon the type of action that has been mandated in the official notification, three types of actions would be employed:
  1. Seek general shelter—Stay indoors unless advised otherwise. Stay indoors in windowless areas such as basements and corridors if possible. Take water, food, blankets, special medicines, candy bars and portable radios. Limit all sources of outside air.
  2. Selective evacuation—Unless contrary orders are issued, evacuation will be made by western exits from campus, heading west on Route 104 to avoid conflict with city traffic. Route 34 can be taken south from Route 104 for a direct route to the Thruway. If directed to report to the Reception Center at the New York State Fairgrounds, take NYS Thruway east from the Weedsport Exit 40 to the Baldwinsville exit 39, then to Route 690 east to the State fairgrounds.
  3. General Evacuation—Unless contrary orders are issued, use western routes. Total vehicle capacity must be used. People requiring rides will be pooled with vehicles that have room either through advanced assignment or assignment at the main west entrances. These directions will be given by University Police Officers via public address system after receiving directions from the command post. The command post will be monitored 24 hours per day until notification of an all-clear or until the campus is totally evacuated.

#### Evacuation

The SUNY Oswego campus is just within the 10-mile zone of the nuclear plants at Nine Mile Point, east of the university in the town of Scriba. Federal regulations require that counties that are home to nuclear power plants prepare emergency response plans for the area within a 10-mile radius of the plants. Oswego County has such an emergency response plan through its Emergency Management Office.

Every year the county distributes a booklet of information about the plan to residents of the 10-mile zone, including our students. We encourage everyone in our college community to read it and become familiar with it. This summary of actions that you may be required to take in the event of an emergency comes from Oswego County's plan.

University Police will be responsible for coordinating the university's response in the event of an emergency. Instructions about what actions people on campus should take in a particular emergency will come from them.

We are advised that there is little likelihood of an emergency being so acute that seconds or even minutes are critical; therefore, there should be time for you to follow the directions issued by University Police in a calm and orderly fashion.

### **How you will be notified**

Sirens designed for this purpose will notify area residents, including the university community, of a nuclear emergency. The sirens will sound for about three minutes. If you hear the siren, you can get information about the emergency by tuning a radio or television to an Emergency Alert System station. Primary Emergency Alert System stations are:

|               |                     |              |               |
|---------------|---------------------|--------------|---------------|
| WSYR AM 570   | WHEN AM 620         | WYYY FM 94.5 | WBBS FM 104.7 |
| WWHT FM 107.9 | WSTM - TV Channel 3 |              |               |

Other stations expected to carry Emergency Alert System messages are:

|                      |  |                      |
|----------------------|--|----------------------|
| WRVO FM 89.9         | WSCP FM 101.7 / AM 1070                              | WNYO FM 88.9         |
| WTVH - TV Channel 5  | WSYR - TV Channel 9                                  | WNYS - TV Channel 43 |
| WSYT - TV Channel 68 | News 10 Now - TV Channel 10 (Time Warner cable only) |                      |

### **Actions you may be instructed to take**

Any classes in session will be canceled. University Police will give instructions to people on campus. The types of actions you may be asked to take include:

#### **Shelter**

If you are asked to take shelter, that means:

Stay indoors.

Close all outside doors and all windows and then stay away from windows.

Stay tuned to Emergency Broadcast stations and await further instructions from University Police.

Do NOT use the telephone, except in the case of a special emergency, so that the phone lines do not overload.

#### **Evacuation**

If you are instructed to evacuate:

Remain calm.

Plan to be gone at least three days and take with you any needed personal items.

If you have a vehicle, we encourage you to take as many other people as you can. Unless contrary directives are issued by University Police, leave campus on Route 104 and head west. Close the windows and air vents in your vehicle and do not operate the air conditioner until you have left the emergency zone.

If you do not have transportation, proceed to the Culkin Hall parking circle and await the arrival of buses. All buses will take riders to the reception center at the New York State Fairgrounds north of Syracuse where you can either wait for someone to pick you up or be provided lodging at a congregate care center from there.

After evacuation, the campus will be officially closed until the emergency is over and public notice of reopening is given. The campus will be patrolled to prevent looting, fires, etc.

If there is an emergency, please stay calm and follow instructions.

### **Evacuation for individuals with mobility impairments**

In the event of an emergency situation that requires the evacuation of a building, the fire alarm will sound. In these situations, elevators will not be in service. Occupants of the building will evacuate through the stairwells.

People who are not able to leave by using the stairs should go to, or into, an enclosed stairwell and wait for assistance. Some stairwells are large enough that a person using a wheelchair can remain on a landing without blocking the exit of others. Some stairwells will not accommodate a wheelchair while others are exiting. If the stairwell is large enough or if others have already cleared the level of the landing, move into the stairwell. If you are at a narrow stairwell, please wait for others to clear the floors above you before moving into the stairwell.

If you are carrying a cell phone, please call (315) 312-5555 immediately to alert University Police to your location and situation. If you do not have a cell phone, tell other people to notify the responding emergency personnel about your location and need for assistance as soon as they exit.

Safety is a consideration best addressed through proactive planning. Be conscious of your surroundings. Look for your closest exits before the time that you might need them. Look for alternate routes to safety. Let other people know in advance that you may need assistance in the event of an emergency.

Daycare Center

There is presently one daycare center located on the SUNY Oswego campus: The Children's Center in Sheldon Hall.

In the event it becomes necessary to evacuate either of these buildings during inclement weather, University Police will arrange for a bus from Centro (315) 342-4400 to transport the daycare clients to the lounge at Johnson Hall. Any evacuation of the building where it is anticipated that people will have to remain out of the building for more than 15 minutes will cause this evacuation plan to go into action. The University Police supervisor on duty will consult with the daycare center directors during this event. Emergency contact numbers for the daycare centers are: Sheldon Hall, (315) 312-2587

### **Elevators**

In the event an elevator becomes stuck with passengers aboard, ANSI/ASME A17.4-1986 Guide will be adhered to.

Officers from University Police have been trained in proper evacuation procedures. In the event an elevator becomes stuck on any shift other than the day shift, University Police (315) 312-5555 should be notified immediately. The City of Oswego Fire Department or the Oswego Town Fire Department will be notified of any situations where University Police is unable to safely extricate passengers in a timely manner.

Elevator problems will be referred to the elevator maintenance contractor by University Police and selected Housing and Maintenance personnel.

For further information on general evacuation please refer to Section D4.

### D5.11 Personnel Management

#### Workforce Placement Violence Plan

##### Purpose

SUNY Oswego has adopted a policy of zero tolerance regarding workplace violence. Our goal is to create and maintain an environment free from threatening behavior, acts of violence and harassment, and we will not accept behavior of this type, from any source. It is the responsibility of all college employees to create and maintain a workplace free from threats and acts of violence.

##### Policy

##### Statement

Any and all forms of violence, threatening behavior and/or harassment which involve or affect SUNY Oswego employees or which occur on SUNY Oswego's campus are prohibited by this policy. This includes, but is not limited to, threatening behavior, violent actions and harassment by college employees directed against other employees, by employees directed against students or visitors, and by students or visitors directed against college employees. The university will actively work to prevent and eliminate violence, threatening behavior and harassment on campus. The university will respond promptly and decisively to violence, threatening behavior and harassment on campus. This response may include up to termination of employees or dismissal of students and will include timely involvement of law enforcement agencies, when appropriate. All disciplinary measures taken against students shall be taken in accordance with the procedures of the campus judicial system. This policy does not alter any codes of student conduct or procedures of the campus judicial system. The university's response may also include removal of third-party vendors/contractors from campus or termination of contracts with such vendors/contractors. Engaging in violence, threatening behavior and/or harassment is considered a form of employee misconduct.

##### Definition

"Violence, threatening behavior and harassment" includes, but is not limited to, conduct against persons or property that is offensive, intimidating, hostile, injury-producing and/or abusive. The following are examples of behavior that is unacceptable and should be reported immediately.

##### Level One

- Uncooperative with supervisors, co-workers
- Belligerent toward customers
- Profanity used
- Makes unwanted and/or inappropriate sexual comments (see the university's *Sexual Harassment Policy*)
- Refuses to obey department/college policy and procedures
- Increased absenteeism on the job (productivity drop; appearing to not be focused)

##### Level Two

- Direct or veiled threats
- Writes sexual or violent notes—intimidation verbally or physically
- Carries a weapon (New York statutes and college policy prohibit firearms and certain other articles that could be weapons on state property)
- Makes suicidal comments or threats
- Involved in fights or assaults
- Stalks co-workers or their family

### Application of Policy Regarding Workplace Violence

The university's prohibition against threatening behavior, acts of violence and harassment applies to all persons involved in the operation of the university and all persons who attend the university, including, but not limited to, all college employees, all college students, third-party vendors and anyone else on campus.

- Violations of this policy will be promptly investigated and action will be taken, as necessary, to appropriately address each incident. The university will seek severe disciplinary penalties, up to and including termination, against employees of the university who are involved in the commission of threatening behavior, violence and/or harassment.
- The university will seek severe disciplinary penalties, up to and including dismissal, against students of the university who are involved in the commission of threatening behavior, violence and/or harassment. Student violations of this policy will be adjudicated by the campus judicial system.
- The university may support criminal prosecution of those who threaten or commit violence or engage in harassment against its employees, students and visitors to its campus.
- This policy shall be deemed supplemental to all applicable state and federal laws, all personnel rules and regulations, and all student codes of conduct.

### Employee and Student Obligations

Each employee and student of the university and anyone visiting the campus is strongly encouraged to report all incidents of harassment, threatening behavior and/or acts of violence of which he/she is aware. If an employee, student or visitor believes he/she or others are in immediate danger, University Police should be contacted immediately (315) 312-5555.

- When the reporting individual is a campus employee, a student or third-party vendor/contractor against a campus employee, the report is to be made to the following persons:  
Immediate supervisor and University Police
- When the reporting individual is a campus employee or student and the report is against a student, the report shall be made in accordance with the procedures of the campus judicial system.
- When the reporting individual is a visitor to the campus, the report shall be made to University Police.
- Each person to whom such a report has been made regarding an employee shall immediately refer the report to the Director of Human Resources. Reports against students shall be handled through the procedures of the campus judicial system.
- Nothing in this policy alters any other reporting obligation established in campus policies or in state, federal or other applicable laws.

### Implementation of Policy

The university will attempt to reduce the potential for campus violence by positively affecting the attitudes and behavior of its employees and students by:

- Making all current and new employees and students aware that violence or threatening behavior on campus will not be tolerated.
- Creating a low-risk campus environment. All employees in positions of authority are expected to promote positive behavior and to lead by example, by treating employees and students with the respect and dignity to which each is entitled. Emphasis will be placed on creating a campus where established standards of conduct are clear, communicated and consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.
- Developing procedures for increasing awareness and prevention of threatening behavior, violence and harassment on campus.
- Training employees.

- Encouraging employees and students to use available counseling and assistance services when needed, including the referral of employees to the Employee Assistance Program (EAP) when deemed appropriate. Both victims of violence and those who commit violent acts or have threatened to do so may be referred for such services.

The university will deal with threatening behavior, violence and harassment on campus by:

- Designating a campus representative to take campus violence complaints—the Judicial Affairs Director when the complaint involves a student(s) and the Director of Human Resources when the complaint involves an employee(s).
- Requesting that all employees and students report all threatening behavior, violence and harassment in a timely manner as set forth in this policy and in the procedures of the campus judicial system.
- Quickly dealing with threatening behavior, violence and harassment. Supervisors are specifically empowered by this policy to take immediate action to resolve or stabilize violent situations on campus and to protect people from harm.
- Promptly and properly investigating all complaints of threatening behavior, violence and harassment.
- Ensuring that the Judicial Affairs Director, the Director of Human Resources, and/or the Chief of University Police take appropriate disciplinary action.
- Supporting the continuation of a good working relationship between University Police and local law enforcement.
- Employing legal remedies that address issues of workplace violence (i.e., restraining orders).
- Creating and maintaining the highest practical level of physical security on campus.
- Maintaining accurate records on campus violence.

### Dissemination

All employees shall be given copies of this policy. All new employees will be given a copy of this policy as part of their respective orientations. This policy will be included in the *Faculty and Professional Staff Handbook* and placed on the Human Resources Web site.  
[oswego.edu/human-resources/faculty-staff-handbook](http://oswego.edu/human-resources/faculty-staff-handbook)

### D5.12 Serious Injury / Death (AEDs)

The death of a student or other community member on college campus is a significant incident.

Whether the death is due to a homicide, suicide, accident or natural causes, great care and strict adherence to ERP protocols must occur to retain the integrity of the investigation and all sensitivity to those family members and friends affected by such a loss.

This procedure will identify the process for dealing with a suicide that occurs on campus property.

- In the event of an apparent death on campus property that may be a suicide, the community member will immediately notify University Police at (315) 312-5555 or 911 from a college phone.
- The officer(s) will respond to the scene immediately, accompanied by EMS.
- A perimeter will be established.
- Community members are requested not to touch anything at the scene.
- Do not permit others to enter the area.
- Verification of the death will be administered by EMS and a pronouncement of death by the attending physician or EMT.
- The Coroner and DA's office will be notified to come to the scene.
- All weapons at the scene will be secured for evidence and safe-keeping.
- The executive branch of the university will be notified and CERT will be activated.
- University Police will conduct a thorough investigation of the incident and all physical evidence will be secured.
- Notifications to family will be made by University Police, the Dean of Students and or the hospital as appropriate after careful coordination.
- Alternative housing arrangements will be provided for affected students if the death occurred in a resident hall.
- University Police will make electronic notifications to area law enforcement agencies from the Communications Center.
- Notifications will be made to the campus community through *Student Notes* bulletins without indicating a cause of death to protect family members.
- Local dissemination will be made to media outlets by campus PIO.
- Counseling services will be coordinated through Student Affairs and the Counseling Services Center.

| Building              | Floor       | AED Location                        | AED#       |
|-----------------------|-------------|-------------------------------------|------------|
| Cayuga                | 1st Floor   | Across from main desk               | X17F931346 |
| Commissary            | 1st Floor   | Main Office Lobby, North end        | 4047219    |
| Cooper Dining         | 2nd Floor   | Corridor adjacent to dining room    | 4047060    |
| Cooper Fitness Center | Lower Level | Fitness Center desk, inside cabinet | 4047059    |
| Culkin                | 1st Floor   | Elevator lobby                      | 4047062    |
| Culkin                | 5th Floor   | Elevator lobby                      | 4117672    |
| Funnelle              | 1st Floor   | Main lobby                          | 4047061    |
| Hart                  | 1st Floor   | Lobby                               | 4047112    |
| Hewitt                | Main Level  | Corridor adjacent to SW bookstore   | 4047640    |
| Johnson               | 1st Floor   | Main lobby                          | 4047126    |
| Laker                 | 1st Floor   | North main lobby                    | X17F931736 |
| Laker                 | Basement    | Training room, center storeroom     | X17F933243 |
| Laker                 | Basement    | Training room, center storeroom     | X17F933243 |

## Response D5.12 : Serious Injury

| Building                | Floor        | AED Location                              | AED#         |
|-------------------------|--------------|---|--------------|
| Lakeside Dining         | 1st Floor    | Dining hall SW corner                     | G3           |
| Lanigan                 | 1st Floor    | Adjacent to center elevator               | 4117702      |
| Lanigan                 | 2nd Floor    | Center core desk                          | 4047269      |
| Lee                     | 1st Floor    | Main lobby                                | X17F931340   |
| Littlepage Dining       | 2nd Floor    | Inside south entrance                     | 4047149      |
| Littlepage Fitness      | 1st Floor    | Inside Fitness Center Desk                | 4047090      |
| Lonis                   | 3rd Floor    | South corridor                            | 4040701      |
| Mackin                  | 1st Floor    | Main Lobby                                | 4047114      |
| Mackin Dining           | Dining Level | Corridor adjacent to dining room entrance | 4047067      |
| Mahar                   | 1st Floor    | Main Lobby                                | 4046998      |
| Maintenance Building 12 | 1st Floor    | Corridor adjacent to FMO office           | 4117710      |
| Marano Campus Center    | 1st Floor    | Auditorium Main Lobby                     | X17f93914    |
| Marano Campus Center    | 1st Floor    | By Swetman Gym                            | X17G935736   |
| Marano Campus Center    | Mid Level    | By the Compass ATM                        | X17G935741   |
| MCC Convocation Center  | Upper Level  | Inside rink area, Southeast corner        | X17F931332   |
| MCC Convocation Center  | Lower Level  | Adjacent to elevator, Southeast corner    | X161863388   |
| Moreland                | 2nd Floor    | North Corridor                            | 4046995      |
| Oneida                  | 1st Floor    | Main Lobby                                | 4047208      |
| Onondaga                | 1st Floor    | Main Lobby                                | 4202635      |
| Pathfinder Dining       | Dining Level | Dining hall front desk                    |              |
| Pathfinder/U. Police    | Lower Level  | Squad room                                | D00000015406 |
| Pathfinder/U. Police    | Lower Level  | Patrol Car #4                             | D00000015402 |
| Pathfinder/U. Police    | Lower Level  | Patrol Car #5                             | D00000015600 |
| Pathfinder/U. Police    | Lower Level  | Patrol Car #6                             | D00000015309 |
| Pathfinder/U. Police    | Lower Level  | Patrol Car #7                             | D00000015330 |
| Pathfinder/U. Police    | Lower Level  | Patrol Car #8                             | D00000015414 |
| Pathfinder/U. Police    | Lower Level  | Patrol Car #10                            | D00000015602 |
| Penfield                | 1st Floor    | Main Lobby                                | 4047265      |
| Poucher                 | Main Level   | SE entrance toward Shineman               | 4047201      |
| Rice Creek              | Main Level   | Main lobby                                | X17G935761   |
| Rich                    | 2nd floor    | Elevator lobby                            | 4047000      |
| Riggs                   | 1st Floor    | Main lobby                                | 4117677      |
| Romney                  |              | Inside track area adjacent to SW entrance | X17F933079   |
| SAVAC                   |              | Ambulance                                 | D00000015323 |
| SAVAC                   |              | Chief's vehicle                           | D00000015256 |
| SAVAC                   |              | Assistant Chief's vehicle                 | D00000015601 |



## Response D5.12 – D5.13 : Serious Injury – Severe Weather

### SUNY Oswego Automated External Defibrillator (AED) Units

| Building                     | Floor        | AED Location                | AED#         |
|------------------------------|--------------|-----------------------------|--------------|
| Scales                       | 1st Floor    | Main lobby                  | 4490710      |
| Seneca                       | 1st Floor    | Main lobby                  | 4047353      |
| Service Bldg. 20             | 1st Floor    | Adjacent to SW loading dock | 4202554      |
| Sheldon                      | Lower Level  | Elevator lobby              | X161863364   |
| Sheldon                      | Mid Level    | Main lobby                  | X161863532   |
| Shineman                     | 1st Floor    | Atrium by SW corridor       | X17F933887   |
| Syracuse Campus (The Atrium) | 1st Floor    | Main lobby                  | X17G935748   |
| Tyler                        | 1st Floor    | By coat room                | 4047050      |
| Walker Health Center         | 1st Floor    | Crash cart                  | D00000015311 |
| Walker Health Center         | 1st Floor    | Counseling center           |              |
| Waterbury                    | 1st Floor    | Main lobby                  | 4047159      |
| Village                      | Ground Floor | “F” Commons Café            | 6016358      |

### D5.13 Severe Weather

When weather interferes with mobility on campus, the President or designee will be faced with a decision to cancel classes.

The Vice President for Administration and Finance will consult with the Physical Plant Director and University Police Chief before calling the President for a decision. The decision to cancel daytime classes should be made by 5 a.m., if possible, to ensure TV and radio announcements may be made before faculty and students leave home for 8 a.m. classes. The decision to cancel evening classes should be made by 3 p.m., if possible, to ensure similar announcements before faculty and students leave for evening classes. (In the Vice President's absence, the President or designee will consult with the Physical Plant Director and University Police Chief and notify those listed below.)

#### External Announcement

The Vice President for Administration and Finance will alert the Vice President for Communications and Marketing of a decision to cancel classes (or, in the Vice President for Communications and Marketing's absence, the Associate Director of Communications and Marketing). The Vice President for Communications and Marketing will call the radio stations authorized to report the university's class cancellations: TV stations WSTM, WTVH, WSYR and News 10 Now; WRVO, ClearChannel stations and others designated in Syracuse; and additional outlets as time allows. The TV and radio stations have agreed that the Vice President for Communications and Marketing and Associate Director of Communications and Marketing and the Vice President for Finance and Budget are the authorized callers from whom they will accept class cancellations. Once these calls have been made, the decision to cancel classes should not be reversed and staff will activate NY-Alert, post notices on the university's website homepage and Information Line 312-3333.

#### Internal Announcement

The Vice President for Administration and Finance will also notify internal campus authorities: The Academic Vice President/Provost, the Vice President for Student Affairs and Enrollment Management, the Vice President for Development and Alumni Relations and the Switchboard. The Vice President for Student Affairs and Enrollment Management will alert members of his division as deemed appropriate. If classes are in session at the time of the decision, the Academic Vice President/Provost will alert the Deans, who in turn will alert the academic departments.

### D5.14 Threats/Acts of Violence

#### Major Crime Scenes and Significant Incidents

- Crimes against persons are a statistically unusual occurrence on the SUNY Oswego campus but do occur and have the potential to occur at any point in time.
- The safeguarding of our campus population and property is our first priority in the incidence of crimes in progress.
- It is vital that the university have an active emergency response plan in place to provide for a speedy response from emergency service providers to ensure thorough investigative techniques are employed,
- that evidence is secured and that services to victims are made readily available.
- An additional responsibility is to provide for timely notice to our student body, faculty and staff when a significant crime has occurred, particularly if a threat or potential threat still exists that may further harm our community.
- The university fully complies with the *Clery Act* regarding alerts to the community.
- SUNY Oswego will activate any of the means of mass notification available to the university as dictated by the particular nature of the crime that has occurred and the needs of the community to be informed.
- Risk assessment and risk management are vital components of the methodology of threat reduction on our campus property.
- Major crimes as defined as follows: shootings and weapons possessions, kidnapping and abductions, homicide, manslaughter, arson, robbery, burglary, sexual assault and sex offenses, and hate crimes.
- In addition, compromises to our computer server or other forms of critical information loss would be instances when the emergency notification system may be activated.
- Below find an overview of the response mechanism for each of the categories of major crime and significant incidents listed above.

#### Shootings and weapons possessions

Community members are requested to immediately notify University Police at (315) 312-5555 whenever a person has a weapon, claims to have a weapon or is holding any person against their will.

The reporter will identify for the University Police dispatcher the location of the incident, the number of perpetrators and hostages if known, the type of weapon(s) involved, exact wording of the demands that have been made and whether or not anyone has been injured.

- University Police officer(s) on duty will respond to the area immediately.
- University Police dispatch will activate the Advanced Tactical Unit and request assistance from the Oswego City Police and Oswego County Sheriff's, and State Police as necessary.
- The university's executive branch will be notified by University Police.
- The Campus Emergency Management Team will be activated and will receive notifications.
- Students, faculty and staff in the immediate vicinity will be escorted to a safe location as the circumstances allow.

EMS will be dispatched and stand by at a safe distance until the threat has been neutralized, the weapon(s) secured and the perimeter established.

Medical care and counseling will be provided for any victims and the crime scene will be processed and perpetrators arrested.

Notifications to the community through the mass communications system and regular media outlets will be made.

### **Kidnappings and Abductions**

If a community member is kidnapped, abducted or missing, University Police should be immediately called at (315) 312-5555.

University Police will broadcast an alert to law enforcement agencies electronically providing the suspect/vehicle information, direction of travel including the plate number and victim description, with photographs if available.

The protocols in the Missing Student Guide 2005 will be followed as proscribed in terms of notification, investigation and case management.

Dissemination via mass communication and traditional media will be made with updates as new information becomes available.

### **Homicide and Manslaughter**

In the event of the discovery of any unattended death on college grounds, the community member will immediately call University Police at (315) 312-5555.

University Police and EMS will immediately respond and establish a perimeter, see to medical care and ensure that the potential crime scene is not contaminated for processing.

The university's executive branch will be notified and the CERT will be activated.

The ATU and additional support from the area police and emergency responders will be triggered.

It will be assumed that a threat may still be impending to the community and notifications to the university via the mass communication systems will be activated as well as through traditional media.

Lock down and shelter-in-place will be activated until it can be ascertained affirmatively that the threat (perpetrator) has been removed from the campus community.

Notifications through electronic means at University Police will send notice to area law agencies.

The Coroner/District Attorney will be notified after a pronouncement is made by attending medical staff.

### **Arson and Suspicious Fires**

In the event of any fire, call University Police at (315) 312-5555 or 911 will be immediately called by the community member.

Fire Control will be notified and will respond in conjunction with University Police personnel.

Once the fire is extinguished, if the Cause and Origin Team deems the fire suspicious in nature or rules the fire an arson, University Police and EHS in conjunction with Fire Department investigators and assistance from external law enforcement agencies, if necessary, will investigate and make arrests as necessary.

All efforts to establish a crime scene perimeter will be made to secure all relevant physical evidence.

The university's executive branch will be notified and the CERT activated.

Notifications through electronic means at University Police will send notice to area law agencies.

The mass communication system may be activated in this situation depending on the circumstances at hand. Disseminations to the media through the Office of Communications and Marketing will be provided.

Alerts to the community through NY-Alert, digital signage, and email bulletins will be provided as circumstances warrant.

### **Robbery**

Robbery, whether strong-arm or through the use of a weapon (armed), is a serious felony involving the theft of property as taken directly from a person through the use of force.

In the event of a robbery, the community member will immediately notify University Police at (315) 312-5555.

The physical description of the suspect, vehicle including make, model, plate number and direction of travel will be asked for by the dispatcher.

University Police officers will immediately respond to the scene.

A perimeter will be established and EMS activated as circumstances dictate to provide medical care to victim(s).

The university's executive branch will be activated and the CERT notified.

An alert via electronic means at University Police will notify area law enforcement.

If circumstances warrant, the Advanced Tactical Unit will be activated via departmental standard operating procedures.

It will be assumed that the threat to the university is active until such time as it can be ascertained that the perpetrator has been apprehended or that the threat has been eliminated.

All efforts to establish a crime scene perimeter will be made to secure all relevant physical evidence.

Support from area law enforcement agencies will be activated as circumstances dictate.

Alerts through *Student Notes* bulletins will be provided to the university community.

The mass communication system may be activated if the threat to the community is still at large or if the circumstances dictate such notification.

Normal notifications to local media will be provided, including updates, by the university's Public Information Officer.

### **Burglary**

Burglary is a serious crime that occurs through the act of entering or remaining unlawfully in a school building or dwelling.

In the event of a burglary, University Police will be notified via (315) 312-5555.

The notification and investigative processes for the purposes of the ERP will mirror those for robbery as stated in the section above, dependent upon the circumstances of the particular fact pattern for the burglary.

Notification processes will expand or contract based on the nature of the crime committed.

All attempts to secure evidence and provide support, protection and care for the victim and to make arrests of the perpetrator(s) will be made.

### **Sexual Assault and Sex Offenses**

Sexual assault, commonly referred to as first-degree rape, is a heinous act that is a felony in New York state.

Refer to “Annual Security and Fire Safety Report” for further definitions of all sexual offenses and local resources. This document is available at the University Police Web site at [oswego.edu/police/annual-report](http://oswego.edu/police/annual-report) and in hard copy at University Police, deans’ offices, Judicial Affairs and various other locations on campus.

Also outlined in the personal safety guide are the University Police procedures for sexual misconduct and sexual assault, steps to take if you have been assaulted and referral numbers for advocacy, support, medical care and Title IX resources.

This college will aggressively seek to investigate and prosecute all reported instances of sexual assault.

Notification to the community via mass communications if warranted (subject still at large and a threat to the community) or through *Student Notes* bulletins (subject in custody or no longer deemed a credible threat) will be made in a manner that is timely and accurate.

Notifications to the executive branch and to the CERT will be made as the circumstances dictate. All sexual assaults, sexual harassments and threats of sexual violence will be reported to the Title IX coordinator, Lisa Evaneski, 405 Culkin Hall, (315) 312-5604 (private voicemail).

### **Hate Crimes and Bias-Related Incidents**

SUNY Oswego values the contribution of a diverse employee and student body.

Bias-related conduct and hate crimes interrupt the learning process for its victims and the campus environment as a whole.

This college will aggressively seek to investigate and prosecute all reported instances of hate crimes.

Hate crimes, also called bias crimes or bias-related incidents, are criminal activities motivated by the suspect’s bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation or disability.

Hate/bias-related crimes in particular are addressed by the *Federal Hate/Bias Crime Reporting Act of 1990* and the *New York State Hate Crimes Act of 2000*.

*Penal Law 485*: Copies of the law and procedures for investigation and reporting as well as referral support information is contained in the annual “Annual Security and Fire Safety Report” report to the community for further definitions of all-bias related offenses. This document is available at the University Police Web site [oswego.edu/police/annual-report](http://oswego.edu/police/annual-report) and in hard copy at University Police, deans’ offices, Judicial Affairs and various other locations on campus.

The procedures for the purposes of the ERP in response to the report of a hate crime will be the same as all felonies defined above.

Community members are asked to immediately report such crimes to University Police at (315) 312-5555.

A University Police officer will immediately respond to secure the scene and investigate the crime.

The executive branch will be notified as the CERT will be activated. Notifications to the community will be made in a timely manner as the circumstances of the situation warrant.

Notification to the community via mass communications if warranted (subject still at large and a threat to the community) or through NY-Alert, digital signage, and email bulletins (subject in custody or no longer deemed a credible threat) will be made in a manner that is timely and accurate.

### **Anthrax and Biological Agents**

Many colleges have received anthrax and other biological agent threat letters and had other circumstances where powdery substances have raised concern. The following guidelines will clarify the university's response to anthrax and other potential biological agents and will outline procedures for managing such incidents.

#### Background

Anthrax organisms can cause infections in the skin, lungs or gastrointestinal system. Anthrax as used as a biological agent has been weaponized by being aerosolized into very fine particles. In order for the minute organisms to enter the body they must be inhaled, swallowed or rubbed into abraded skin. It is critical to remember not to panic if a powdery substance is encountered as medications can be administered even in the very statistically unlikely event that the substance is, in fact, anthrax or another biological agent.

#### Identification of suspicious packages and letters

Characteristics of suspicious packages may include the following:

- excessive postage
- handwritten or poorly typed addresses
- misspellings of common words
- incorrect titles or titles with no proper names
- oily stains, odors or discolorations
- wires, ticking, or excessive weight or tape
- marked with personal and confidential labels

Managing suspicious packages or envelopes with powder spills:

- Do not handle, shake, move or empty the contents of any suspicious envelope or package.
- If the package is in the open, COVER the envelope with any clothing, container or trash receptacle that is available and leave the area immediately closing the door behind you.
- Keep others away and call University Police at (315) 312-5555.
- Refrain from touching objects or your own body parts, especially your face, if you came in contact with the suspicious package.
- As soon as possible, wash your hands with soap and water to prevent spreading the powder/substance to your face.
- Notify the police so that the area where you washed can be decontaminated prior to others using it.
- Make a thorough report to the police detailing who else was in proximity to the package, and any other pertinent information.

Managing a room contaminated by an aerosolizing agent:

- Turn off all local fans or ventilation units in the immediate area.
- Leave immediately and call (315) 312-5555.
- Close the door and follow the remaining steps as above.

### **Social Media Threats**

Making a threat on any social media platform is a violation of the Student Code of Conduct, several sections of the New York State Penal Law as well as Federal Law under 18 U.S. Code Section 875 (c), a law that prohibits the transmission of any communication containing a threat to injure any person or persons. Sentencing is up to five years in federal prison. University Police will respond to any threat using a variety of state and federal law enforcement resources.

### Active Shooter Incident

#### Community Response Checklist

☐ Secure Immediate Area:

- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet and out of sight.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Silence cell phones.
- Place signs in exterior windows to identify the location of injured persons.

☐ Unsecuring an Area:

- Consider risks before unsecuring rooms.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of individuals inside the room, the area should remain secured.

☐ Contacting Authorities:

- Use Emergency 911.
- (315) 312-5555.  
Be aware that the 911 system will likely be overwhelmed. Program the University Police phone number (315) 312-5555 into cell phone for emergency use.

☐ What to Report:

- Your specific location, building name and office/room number
- Number of people at your specific location
- Injuries—number injured, types of injuries
- Assailant(s)—location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or handgun), backpack, shooters identity if known, separate explosions from gunfire, etc.

☐ Police Response:

- Objective is to immediately engage assailant(s).
- Evacuate victims.
- Facilitate follow-up medical care, interviews, counseling.
- Conduct investigation.

### University Police Standard Operation Procedure - Sample

#### Active Shooter Incident Response

##### Objective

To establish guidelines and assign responsibility for the appropriate police response to an active shooter situation.

##### Policy

It is the policy of this department to protect life by any legal means possible. Officers responding to an active shooter incident will use any legal means to make contact with the active shooter and stop him/her.

##### Procedure

##### Definitions

Active shooter: One or more subjects who participated in a random or systematic action demonstrating their intent to harm others. Their objective appears to be that of mass murder, rather than other criminal contact. Their weapons may be firearms, explosives, knives, bow and arrow, etc.

##### Responsibility

The officer's objective is to stop the active shooter before he can take the life of any others.

The initial responding officers have the duty to use all legal means to stop the active shooter. Their prioritization of activities are:

- Stop the active shooter.
- Rescue victims.
- Provide medical assistance.
- Preserve the crime scene.

##### Tactics

- The dispatcher will immediately notify the Chief and initiate the department emergency notification procedure.
- Contact team—The first responding officers, up to four, will form a contact team and go in immediate pursuit of the active shooter. The objective is to make contact as soon as possible and stop the shooter by arrest, containment or use of deadly force. The team will be subject to 360 degree vulnerability and will not do a thorough building clearing. They will continue on past victims or harmless distractions. The location of the victims may be relayed to a rescue team if available.
- Rescue team—The second set of officers (up to four) arriving on the scene will form a rescue team which will locate and remove injured victims and direct uninjured victims out of the building.
- Officers should make entry at a location other than a main entrance to avoid an ambush or explosives.
- Only emergency radio traffic will be authorized.

##### Incident Command

The first supervisor on the scene who is not a part of the contact team or rescue team will be the Incident Commander and will establish a command post at a safe location. He/she will:

- Choose a safe staging area for arriving personnel.
- Ensure that dispatch has initiated the emergency notification procedure.
- Coordinate with arriving police agencies as they arrive and form additional contact and rescue teams as needed.



## **Response D5.14 : Threats/Acts of Violence**

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- Assign an officer to assist media to be in a safe location for briefings. News media will not be allowed at the initial scene.
- Arrange safe staging area for medical units and treatment of injured.
- Post additional officers to guard crime scene.

### **Communications/Dispatch**

- One dispatcher will coordinate radio communications with officers at the active shooter scene.
- The dispatcher should request assistance from any available staff in the office to answer the telephones.
- The dispatcher will be expected to contact the 911 center and request assistance.
- The dispatcher will likely have to give detailed directions to the scene to responding law enforcement agencies and advise the responding agencies that our officers are engaging the shooter.
- The dispatcher will keep Emergency Medical Service informed and direct them to appropriate staging areas.

### **Counseling**

- All enforcement personnel involved in a deadly force encounter will attend at least one counseling session with a qualified counseling professional of the department's choosing.
- No report on the session will be made to the department except to verify employee's attendance.



### Active Shooter Situations

1. An active shooter situation or other continuing use of deadly force even after the arrival of the police on the scene requires a more immediate police response than conventional barricade or hostage situations. In active shooter situations, the likelihood of additional innocent persons being killed is very great if police action is not taken rapidly. Such perpetrators rarely include an escape in their plans and are prepared to commit suicide either by law enforcement action or their own hand. Active shooter situations may include incidents occurring within a facility or in open public areas, including sniper incidents.
2. The need for rapid response to an active shooter will generally preclude the option of requesting and waiting for the arrival of specialized police tactical units (which may require an hour or more to respond). Police department patrol units are expected to take immediate and forceful action to neutralize active shooters and rescue victims, unless the circumstances preclude any reasonable attempt.
3. The first responding University Police officer, as the initial incident commander, must acquire available information from witnesses, other responding officers, the University Police communications center, and his/her own observations. The initial IC reports that information to the responding University Police shift commander (or higher ranking command officer) that assumes the IC role upon arrival. The new IC will evaluate the information in order to determine if an actual active shooter situation is occurring.
4. If the IC determines that an active shooter situation is in progress and that the circumstances will permit immediate intervention by University Police personnel, an active shooter response will be initiated. The IC will form a contact team and equip it with protective helmets and body armor (these items are stored in the University Police command vehicle). The contact team will be deployed to locate, isolate, and neutralize the shooter. The IC will also request clearance to activate the University Police, Oswego Police & Oswego County Sheriffs Office Emergency Response Teams.
5. As additional police personnel become available, the IC will form rescue teams to deploy into the facility or other affected areas to conduct detailed searches for the suspect(s) and to rescue/evacuate victims. If sufficient personnel are not available for this mission, it will be assigned to the ATU upon its arrival.

6. If, at any point after the commitment of the team(s), the situation evolves into a conventional barricade or hostage situation the University Police contact team will contain and isolate the actor(s) and the operational tactics will revert to this type of incident.

Requesting the New York State Police, Oswego Police and Oswego County Sheriff Emergency Response Teams

- University Police Incident Commanders will request an emergency response team for all situations involving barricaded subjects, hostage situations, active shooters, and other high-risk situations that are beyond the capability of the University Police to effectively resolve.
- A request for an emergency response team may be made by an University Police Incident Commander with clearance from the Chief of Police or a designated command officer in his/her absence. The request for the an emergency response team will be transmitted through the University Police Communications Center.

## D5.15 Utility/Infrastructure Failure

### Management of Utilities Interruptions / Emergency Conditions – Contact List

| Title<br>College Facilities...             | Name               | Office # (315) |
|--|--------------------|----------------|
| Director of Facilities Services Operations | Vacant             |                |
| Deputy Director of Facilities Services     | Allen Bradberry    |                |
| Assistant Director of Building Services    | Rebecca Kempney    | 312-3515       |
| Assistant Director of Building Trades      | VACANT             | 312-2308       |
| Assistant Director of Logistics            | VACANT             |                |
| Associate Director of Utilities            | VACANT             |                |
| Utilities Manager                          | VACANT             | 312-5625       |
| Central Heating Plant                      | Roy Ayotte         | 312-2455       |
| Custodial Academic Head                    | VACANT             |                |
| Custodial Housing Head                     | Aaron Johnson      | 312-2506       |
| Grounds Department                         | Scott Stuart       | 312-3376       |
| Motorized Equipment                        | Elbridge Cleveland | 312-2372       |

### Power Outage

The following campus buildings have emergency power in the event of a power outage and the emergency lighting will remain on throughout an extended power failure:

|                  |                            |                 |                      |
|------------------|----------------------------|-----------------|----------------------|
| Cayuga Hall      | Campus Heating Plant       | Culkin Hall     | Funnelle Hall        |
| Hart Hall        | Hewitt Hall                | Johnson Hall    | Laker Hall           |
| Lanigan Hall     | Lonis/Mackin/Moreland Hall | Mahar Hall      | Marano Campus Center |
| Oneida Hall      | Onondaga Hall              | Park Hall       | Pathfinder Hall      |
| Penfield Library | Rice Creek Field Station   | Rich Hall       | Riggs Hall           |
| Scales Hall      | Seneca Hall                | Shineman Center | Walker Hall          |
| Waterbury Hall   | Wilber Hall                | Village A, F, H |                      |

In addition, the campus has many small, portable generators capable of producing emergency power during an outage. For an extended outage, SUNY System Administration has nine large generators capable of providing power to an entire building. These generators are strategically placed throughout New York State and are available to us in case of emergency.

If a building, or a portion thereof, should experience an electrical failure, the following procedure should be followed:

- Contact the maintenance department at (315) 312-3200 during the daytime hours, and the Central Heating Plant after hours at (315) 312-3117.
- Evacuate spaces without natural lighting with the illumination provided by the emergency lighting system.
- Remain in the building until instructed to leave.

### Natural Gas Leaks

If the odor of gas has been detected or via other means a gas leak has been detected, the following procedures will be followed:

- Evacuation
- University Police will notify National Grid (1-800-892-2345) and the Oswego City/Town Fire Department.
- All smoking and any other sources of ignition will be restricted. All traffic in the area will be restricted and the ventilation of the immediate area will also be affected.

### **Telephone System Outage**

The purpose of this section is to provide the campus with a procedure in the event of a major telephone outage during non-business hours.

This procedure covers major outages, defined as:

- It causes a large inhabited part of the campus (i.e. an entire residence hall) to be without telephone service.
- The integrity of the telephone system is at risk. This includes problems such as extended power outages or air conditioning problems.
- A loss of service to either University Police or to SAVAC.
- A call from the TRI Remote Maintenance.

In the event that any of the above problems occur, University Police should be notified to follow the phone contact list provided by the Department of Telecommunications. Once contacted, the Telecommunications contact person will advise University Police as to the next step in problem resolution. In the event that an entire building is without service, the building director or coordinator will be provided with a cellular phone, if available, or a University Police portable radio for emergency use only.

### **Flooding**

If you live in a flash flood area such as a mountain valley, be especially alert for floods. If you suspect a flash flood, do not wait until you are instructed to move. Go immediately to higher ground.

Never disregard a flood warning.

If you receive a flood warning, listen to your radio for emergency instructions. Proceed with emergency preparations if evacuation is not yet necessary.

If you are the first in your immediate area to know about the flood, report the situation to authorities.

Do not tie up telephone lines. Keep the lines open for emergency use.

Do not pass along unconfirmed information.

Be ready to help with rescue operations if called upon.

Never disregard an official emergency advisory. If you are advised to evacuate, do so immediately. Family safety is more important than protection of property or possessions. Evacuation is much simpler and better before flood waters are too deep for ordinary vehicles. Listen to your radio and follow directions for evacuation routes.

### E Recovery

#### E.1 Hazard Recovery Mitigation and Restoration

Hazard mitigation planning is the process of determining how to reduce or eliminate the loss of life and property damage resulting from natural and human-caused hazards.

The SUNY Oswego Emergency Management Team is organizing resources and is in the process of developing a profile section, capability assessment section, risk assessment section, mitigation strategy section, a plan maintenance section and a process section for recovery for our EMP.

The goals of this process will center on reducing though planning the harm and impact of any emergency or disaster to the university community and personally owned or college property.

This section of the plan will need to be further developed in concert with the members of the Operations Team.

- SUNY Oswego is an independent community that has many of the resources and amenities of a small city to provide essential services to our community members. When the disruption of our campus/business continuity occurs due to any emergency or disaster, planning must be in place to provide for continuity of our essential services and stabilization after an emergency or disaster has occurred to restore normal service and activity in the recovery phase of any critical incident.
- Loss will be defined as including damage to structures, property, equipment, databases and personnel costs relative to overtime to manage the emergency. Each individual campus department will be responsible for assessing and providing to college administration an inventory of damage and loss due to the emergency.
- Each department will also be responsible for prioritizing its recovery efforts.
- These reports will be documented by each department's recorder including all receipts, purchase orders, vouchers and time sheets relative to managing the emergency. These files will begin to be maintained from the inception of the emergency to provide for efficient documentation of costs relative to the incident.
- The Vice President for Administration and Finance, Chief of University Police, Director of Facilities, Director of Environmental Safety, Director of Residence Life and Housing, and Director of Auxiliary Services are responsible for coordinating with internal and external offices to track the management of the incident and when the recovery phase will begin.
- The above listed administrators will make recommendations to the CERT and the Incident Commander as to when normal operations may resume.
- University Police, assisted by the Facilities and Operations and Environmental Safety, is responsible for securing buildings and areas that are deemed unsafe for occupancy during the emergency. These offices are also responsible for re-opening buildings as the recovery phase progresses and normal operations become possible.
- Notifications to the campus community regarding recovery will be accomplished through the Office of Communications and Marketing using the incident command structure.
- The Vice President for Administration and Finance will coordinate and research the reimbursement of losses as appropriate through FEMA (if a federal disaster is declared) or SEMO (if a state-level disaster is declared) and other sources through SUNY System Administration.
- The Vice President for Administration and Finance will coordinate the evaluation of loss to the university beginning in the earliest phases of recovery to mitigate loss to the institution.
- This risk assessment will facilitate the determination of possible preventative measures that may be required to be employed to prevent future loss to the university.
- This action will decrease the down time prior to the restoration of normal service and future interruptions of service.
- Listings of the mitigation projects and their relative costs will be presented to the CERT for their consideration of a cost-to-benefit ratio.
- The Finance Sector will determine available funding allocations.

### **E2     Damage Assessment**

The Vice President for Administration and Finance will be responsible for coordinating damage assessment of the incident, and damage to facilities plant structures, equipment and materials, as well as off-site areas and the environment, in conjunction with civil authorities. Areas and equipment affected by the emergency will need to be inspected and tested to establish whether or not they have been damaged.

### **E3     Incident Documentation and Follow-up**

An investigation should be conducted to determine the cause of the incident, and recommendations should be made on corrective measures to prevent future occurrences, if possible. Response activities should be assessed to determine if they were effective and whether revisions to the plan are necessary. **See Appendix F7.**

### **E4     Academic and Business Continuity Plan (Incident Action Plan)**

All departments within the university have developed a plan that describes the essential functions and positions, designated personnel and response/recovery actions for the department. **Completed plans are filed in the Office of Student Affairs, 711 Culkin Hall.**