



State University of New York at Oswego

EMERGENCY RESPONSE PLAN

All inclusive, Revised Summer 2024

Digital format - In full & Printed Copies available at University Police.

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PART 1

I. ERP Update Documentation

II. State University of New York ERP 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.

A handwritten signature in black ink, appearing to be 'P. Nwosu', written over a horizontal line.

Peter O. Nwosu
President, SUNY Oswego
Summer 2024

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 & Emergency Manager, 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 affected 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, Peter O. Nwosu
- Deputy to the President, Mary Toale
- Assistant Vice President of Workforce Innovation and External Relations, Kristi Eck
- Vice President for Administration and Finance (Chief or designee back-up), Victoria Furlong
- Vice President for Development and Alumni Relations, Mary Canale
- Vice President for Student Affairs, Kathleen Kerr
- Provost / VP for Academic Affairs, Scott Furlong
- Chief of University Police & Emergency Manger, Scott Swayze
- Dean of Students, Christy Huynh
- Associate Vice President of Facilities Services, J. Mitchell Fields
- Director of Residence Life, Sara Rebeor
- Chief Officer, EHS, Michael Halco
- Fire Marshal, Ken Ayhens
- CEOC Manager

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, Peter O. Nwosu
- Deputy to the President, Jamal Coleman
- Vice President, Administration and Finance, Victoria Furlong
- Vice President, Development and Alumni Relations, Mary Canale
- VP for Student Affairs and Dean of Students, Kathleen Kerr
- Dean, College of Liberal Arts and Sciences, Kristin Croyle
- Dean, School of Business, Prabakar Kothandaraman
- Dean, School of Communications, Media and the Arts, Jennifer Knapp
- Dean, School of Education, Laura Spenceley
- Assistant Vice President of Workforce Innovation and External Relations, Kristi Eck
- Vice President for Communications and Marketing, Karen Crowe
- Director of Auxiliary Services, Stephen McAfee
- Vice President of Enrollment Management, Cory Bezek (C: 315-746-2465)
- 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.

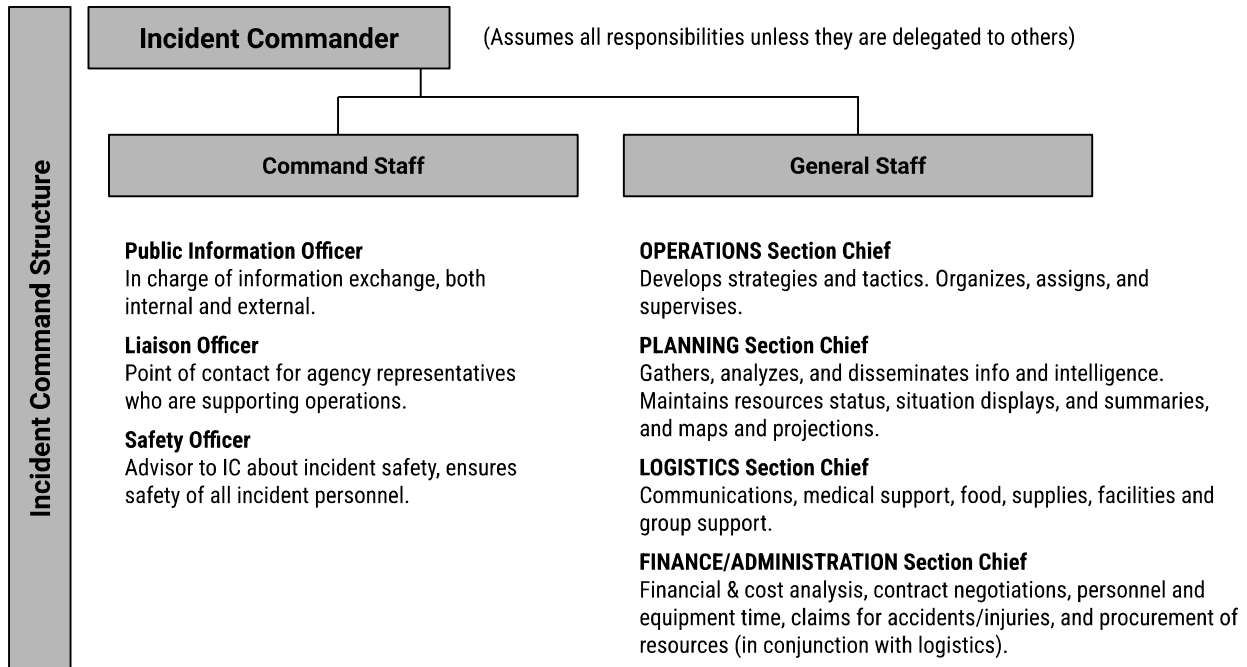
Local Hospital (LH)

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



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 and Safety (EHS)
- Power Emergencies
 - All Vice Presidents
 - Director of Facilities
 - University Police
 - Food Service Director
 - EHS
- Other Emergencies
 - Facilities/EHS
 - University Police

A4. Emergency Contacts

Campus Emergency Response Team - NOT FOR REDISTRIBUTION					
Title	Name	Office	(315) Contact #'s	Home	Second
President	Peter O. Nwosu	706 Culkin Hall	Office: 312-2211 Cell: 532-9167 Home: 312-3341	Shady Shore SUNY Oswego	
Administrative Assistant to the President	Mary Ann Perry	706 Culkin Hall	Office: 312-2211 Cell: 532-5479		Jamal Coleman Cell: 529-7457
Assistant Vice President of Workforce Innovation and External Relations	Kristi Eck	Syracuse Branch Campus / Downtown Oswego	Office: 312-2212 Cell: (518) 534-2591		
Provost and Vice President for Academic Affairs	Scott Furlong	702 Culkin Hall	Office: 312-2290 Direct: 312-3699 Cell: (920) 664-5008	599 West First St. Oswego, NY 13126	Rameen Mohammadi
Vice President for Administration and Finance	Victoria Furlong	705 Culkin Hall	Office: 312-2222 Direct: 312-3648 Cell: 374-7626	357 SW 8th St. Oswego, NY 13126	
Vice President for Development and Alumni Relations	Mary Canale	215 Sheldon Hall	Office: 312-5558 Direct: 312-5507 Cell: 529-4914 Home: 343-7116	991 Co. Rt. 20 Oswego, NY 13126	
Vice President for Student Affairs	Kathleen Kerr	711 Culkin Hall	Office: 312-3214 Direct: 312-3222 C: 302-463-3927		Gabe Marshall Cell: (585)503-5986
Vice President for Communications and Marketing	Karen Crowe	602 Culkin Hall	Office: 312-2265 Direct: 312-3663		Tim Nekritz Cell: 591-2905
Director of News and Media	Tim Nekritz	210B Culkin Hall	Office: 312-2265 Direct: 312-3688 Cell: 591-2905 Home: 342-3867	336 W. 5th St. Oswego, NY 13126	
Associate Provost	Rameen Mohammadi	703 Culkin Hall	Office: 312-2232 Direct: 312-3704 Cell: 289-2508 Home: 564-5911	87 Regan Drive Oswego, NY 13126	
Associate Vice President of Facilities Services	J. Mitchell Fields	303 Park Hall	Office: 312-2861 Cell: (518) 390-1904		
Associate Vice President for Development	Mark Slayton	325 Sheldon Hall	Direct: 312-5560 Cell: (585) 354-9560		

A5. Plan Distribution

The Emergency Response Plan shall be distributed to the following individuals, as they are essential to the implementation of the plan:

The President's Office 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 Chairs, Deans and Directors - Online

The President's office will store 10 copies of the plan in 706 Culkin Hall for use during emergencies and when the emergency operations center has been activated.

A6. Emergency Communication System

The telephone system is the primary means of emergency notification at SUNY Oswego. It immediately transmits specific information regarding an emergency to all affected areas of campus. The University Police Dispatcher shall have access at all times to emergency telephone numbers for all key personnel.

In addition to the normal telephone service available on campus, the following emergency communications can be utilized when needed: The Campus Emergency Broadcast System, an audible alert system that ports emergency communication messages out to the campus grounds and also inside campus facilities, in conjunction with the digital signage throughout campus in an emergency mode through University Police.

Fail-safe phones operate in emergencies even if the main switch is inoperable:

University Police: (315) 343-0904

Provost*: (315) 343-8305

President's House*: (315) 343-4472

Heating Plant: (315) 342-4956

President's Office*: (315) 343-7806

VP Adm. and Finance*: (315) 343-8422

*Line exists – no phone connected

SUNY Oswego is a participating member of NY-Alert, an alert notification system that allows us to send individual emergency notifications by text message, e-mail or automated phone message to students, faculty and staff. All messages will utilize plain language with pre-arranged scripts.

The University Police Department has six cellular phones, a maintenance radio system—base station and portable radios (walkie-talkie).

University Police is currently operating on the Oswego County Interoperable Communications System which links all fire, police, ems and governmental agencies region wide. University Police Dispatch and vehicles have this capability. University Police has 2 base stations 8 vehicle radios and 21 portable radios on the Interoperable System.

Zone	Channel	Talk Group Name	Display Name	Network	Secure
	1	SUNY Oswego PD Dispatch	SNOPS	Y	N
	2	SUNY Dvrs On-network	SUNY2	Y	N
	3	SUNY Dvrs Off-network	SUNY3	N	N
	4	County Wide Law Dispatch 2	LAW2	Y	N
	5	County Wide Law Dispatch 1	LAW1	Y	N SUNY
	6	County Wide Law Data	DATA	Y	N Police
	7	Talk Around 5	TLK5	N	N
Zone-SN	8	Oswego Town Ops	340PS	Y	N
	9	University Common SUNY	COM	Y	N
	10	County Fire Dispatch	DISP	Y	N
	11	CNYICC Regionwide Law	LWIDE	Y	N
	12	OPS3	OPS3	N	Y
	13	Law Tactical 13	TAC13	Y	N
	14	Law Tactical 14	TAC14	Y	N
	15	County Wide 15	CW15	Y	N
	16	County Wide 16	CW16	Y	N

Information on campus emergencies may also be communicated to the campus community through:

- SUNY Oswego Web page (oswego.edu)
- Local radio and television stations (WRVO, WSTM, WTVH, WSYR-TV, YNN)
- Social Media
- Digital Signage
- Campus Wide Email
- The Campus Emergency Broadcast System

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 or 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

The CERT will meet in 706 Culkin Hall. (315) 312-5577

The Office of the Chief of Police in Pathfinder Hall will serve as an alternative headquarters if Culkin Hall is unusable as a result of an emergency. (315) 312-5555

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

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 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

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 Cell: (518) 534-2591		
Chief of University Police & Emergency Manage	Scott Swayze	SUNY Oswego University Police	Office: 312-5555 Direct: 312-2450 Cell: 532-2335		Mark Techmanski
	University Police	Campus Law Enforcement	Office: 312-5555		
Oswego Police Chief	Phil Cady	City of Oswego Law Enforcement	Office: 342-8121 Direct: 342-8122		
Sheriff	Don Hilton	County of Oswego Law Enforcement	Office: 349-3411 Direct: 349-3307		
Oswego Fire Department Chief	Paul Conzone	Fire/Rescue/EMS City of Oswego	Office: 343-2161 Cell: 887-0132		
Oswego Town Fire Department Chief	Matthew Krocke	Fire/Rescue/EMS Town of Oswego	Office: 343-2030 Cell: 591-5629		Greg Herrmann
Oswego Town Fire Department 1st. Asst. Chief	Greg Herrmann		Office: 343-2030		
Chief Officer of Environmental Health and Safety	Mike Halko	EHS	Office: 312-3150 Cell: (907) 351-1621		Ken Ayhens
Fire Marshal	Ken Ayhens	Fire Marshall G83 Shineman	Office: 312-3150 Direct: 312-3159 Cell: 602-6135		

Radiation Safety Officer	Mangala Nanthakumar 283 Shineman Center	Radiation Safety/Chemicals	Office: 312-2872 Cell: 591-4164		
Director of Student Health Services	Angela Brown 168 Walker Health Center	Medical	Office: 312-4100 Direct: 312-2416 Cell: 380-4744 Home: 695-6773		
Coordinator of Accessibility Resource Services	VACANT		VACANT		Christy Huynh
Assistant Vice President for Residence Life and Housing	Sara Rebeor 303 Culkin Hall		Office: 312-2246		Patrick Woodward
Director of Counseling	Lynn Braun	Health Services	Office: 312-4416 Cell: (419) 290-9839		
Assoc. Director of Residence Life and Housing	Patrick Woodward 303D Culkin Hall		Office: 312-2246		
Exec. Director of Auxiliary Services	Stephen McAfee 506 Culkin Hall	Auxiliary Services	Office: 312-2106 Direct: 312-2107 Cell: 532-1800 Home: 593-6563	2556 Co. Rt. 57 Fulton, NY 13069	Daniel Siddons
Director of Resident Dining	Daniel Siddons	Food Service Residents	Office: 312-2331 Direct: 312-2333 Cell: 812-345-2636		
Catering Manager	Jennifer Westcott	Food Service Non-Residents	Office: 312-2852		
Director of Facilities, Maintenance and Operations	J. Mitchell Fields	Physical Plant	Cell: (518) 390-1904		
Project Coordinator	Allen Bradberry		Office: 312-6454		
Associate Vice President of Facilities Services	J. Mitchell Fields 303 Park Hall	Physical Plant Construction	Office: 312-6600 Direct: 312-3139		
Associate Vice President of Facilities Services	J. Mitchell Fields 303 Park Hall	Facilities, Design and Construction	Office: 312-3512		
Vice President for Student Affairs	Kathleen Kerr	Student Services	Office: 312-3214 Direct: 312-3222 Cell: (302) 463-3927		
Dean of Students	Christy Huynh	Dean of Students	Office: 312-5483 Cell: 806-4199		
Director of Human Resources	Amy Plotner 201 Culkin Hall	Human Resources	Office: 312-3702 Cell: (920) 471-3405 Home: 312-0036		Holly DeMar
Chief Technology Officer	Sean Moriarty	Technology Services	Office: 312-5500 Cell: 341-4653		

Residence Life and Housing Contacts (revised 9/2024)				
Title	Name	(315) Contact #'s	Office	Email
Central Office Staff		Office: 312-2246 Fax: 312-6329	303 Culkin	reslife@oswego.edu
Assistant Vice President for Residence Life and Housing	Sara Rebeor	Office: 312-2246	303 Culkin	sara.rebeor@oswego.edu
Associate Director Residence Life and Housing	Pat Woodward	Office: 312-2246	303 Culkin	patrick.woodward@oswego.edu
Associate Director Residence Life and Housing / Logistics	Patrick Woodward	Office: 312-2246	303 Culkin	patrick.woodward@oswego.edu
Associate Director Residence Life and Housing	Leigh Viscomi	Office: 312-2246	303 Culkin	leigh.viscomi@oswego.edu
Assistant Director	Meghan Henley	Office: 312-3619	303 Culkin	meghan.henley@oswego.edu
Assistant Director	Allison McKinley-Kirkland	Office: 312-2915	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.dapa@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	Cooper Fitness	brian.wallace@oswego.edu
Glimmerglass Fitness Center		Office: 312-2185		
Cooper Fitness Center		Office: 312-2431		
Directors' Office - (used by Hall Directors and CDs as needed)		Office: 312-3620	305 Culkin (workspace in 303 Main Office)	
Duty Phones (on-call phones)	529-5222 (3991) (Central/Lake)	529-5223 (3992) (West Campus)	VI 529-2456 (3995) (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

Facilities, Maintenance and Operations Contacts			
Title	Name	(315) Contact #'s	Email
Facilities Operation Center	Bldg. 12	Office: 312-3200 Fax: 312-3166	fmo@oswego.edu
Associate Vice President of Facilities Services	J. Mitchell Fields	Office: 312-2861	mitch.fields@oswego.edu
Deputy Director of Facilities Services	Allen Bradberry	Office: 312-6454 Cell: 387-2100	allen.bradberry@oswego.edu
Director of Facilities Maintenance and Operations	J. Mitchell Fields		mitch.fields@oswego.edu
Director of Environmental Health and Safety	Mike Halko	Office: 312-3150	michael.halko@oswego.edu
Fire Marshal	Ken Ayhens	Office: 312-3156	kenneth.ayhens@oswego.edu
Campus Chemical Coordinator	Mangala Nanthakumar	Office: 312-2872	mangala.nanthakumar@oswego.edu
Director of Sustainability	Kate Spector	Office: 312-6616	katherine.spector@oswego.edu
Assistant Director of Building Services	Rebecca Kempney	Office: 312-3515 Cell: 529-0406	rebecca.kempney@oswego.edu
Assistant Director of Trades	Vacant		
Assistant Director of Logistics	Vacant		
Associate Director of Utilities	Vacant		
Utilities Manager	Vacant		
Administrative Asst. 2	Shana Vandish	Office: 312-2861	shana.vandish@oswego.edu

Office Assistant II / State Care Reservations		Office: 312-3300 or 312-3200	fmo@oswego.edu
Office Assistant II	Vacant	Office: 312-3201	
Central Heating Plant	Roy Ayotte	Office: 312-2455 Cell: 312-3117	roy.ayotte@oswego.edu
Custodial Housing Head Janitor	Aaron Johnson	Office: 312-2506 Cell: 529-2297	aaron.johnson@oswego.edu
Custodial Academic Head Janitor	Vacant		
Building Trades Construction Supervisor	Mark Dixon	Office: 312-2563	mark.dixon@oswego.edu
Building Trades Finishes - Paint Supervisor	Brian Bateman	Office: 312-3138 Cell: 236-5431	brian.bateman@oswego.edu
Building Trades Supervisor			
Plumbing Supervisor	Tim Sherman	Office: 312-2436	timothy.sherman@oswego.edu
HVAC Supervisor	Rich Shoen	Office: 312-3499	richard.shoen@oswego.edu
Electrical Supervisor	Brit Hallenbeck	Office: 312-3202	brit.hallenbeck@oswego.edu
Mailroom/Trucking Supervisor	Mitch Galvin	Office: 312-2219	mitchell.galvin@oswego.edu
Custodial Housing Supervising Janitor M - F SC, FN, HA, OE	Dan Upcraft	Office: 312-4910 Cell: 532-3513	daniel.upcraft@oswego.edu
Custodial Housing Supervising Janitor Tue - Sat VI, CA, ON, SE	Jason Taylor	Office: 312-4989 Cell: 341-4548	jason.taylor@oswego.edu
Custodial Housing Supervising Janitor Sun - Th SH, JO, RI, WA, MA	Ron Gray	Office: 312-5344 Cell: 589-4864	ronald.gray@oswego.edu
Custodial Academic Supervising Janitor 6 a.m. - 2:30 p.m. M - F	Jeremy Loomis	Office: 312-3353	jeremy.loomis@oswego.edu
Custodial Academic Supervising Janitor 8 a.m. - 4:30 p.m. S - TH	Tammy Ferguson	Office: 312-2874 Cell: 532-5347	tammy.ferguson@oswego.edu
Custodial Academic Supervising Janitor 2:30 p.m. - 11 p.m. M - F	Jeff Monette	Office: 312-3336	jeffrey.monette@oswego.edu
Custodial Academic Supervising Janitor 2 p.m. - 10:30 p.m. T - Sat	Julie Grimshaw-Lyon	Office: 312-2516	julie.grimshawlyon@oswego.edu
Elevator Maintenance Tech MWF - 8 a.m. - 4 p.m.			

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.
 - 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 (landline), not voicemail
3. Two-way radio or walkie-talkie (be aware of potential eavesdropping by scanner)
4. Live cellular phone, not voicemail (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:
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 (Karen Crowe). 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](#).

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
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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 and 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

Emergency Communications Team Contacts				
Title	Name	(315) Contact #'s	Office	Home
Vice President for Communications and Marketing	Karen Crowe			
Director of News and Media	Tim Nekritz	Office: 312-2265 Direct: 312-3688 Cell: 591-2905	210B Culkin Hall	316 W. 5th St. Oswego, NY 13126
Digital Content Coordinator	Kate DeForest	Office: 312-2265 Direct: 312-3664	105 Culkin Hall	
Director of Digital Services	Rick Buck	Office: 312-2265 Direct: 312-3658 Cell: 521-3615	410B Culkin Hall	21 Gregory St. Oswego, NY 13126
Photographer	Jim Russell	Office: 312-3662 Home: 342-5175	Service Building 20	103 E. 4th St. Oswego, NY 13126

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.

Plus Emergency Management Team Contacts				
Title	Name	(315) Contact #'s	Office	Home
President	Peter O. Nwosu	Office: 312-2211 Direct: 312-3700	706 Culkin Hall	
Deputy to the President	Jamal Coleman	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 Direct: 312-3648 Cell: 374-7626	705 Culkin Hall	357 SW 8th St. Oswego, NY 13126
Vice President for Student Affairs	Kathleen Kerr	Office: 312-3214 Direct: 312-3222	711 Culkin Hall	
Vice President for Development and Alumni Relations	Mary Canale	Office: 312-5558 Direct: 312-5507 Cell: 529-4914 Home: 343-7116	215 Sheldon Hall	991 Co. Rt. 20 Oswego, NY 13126
Provost and Vice President for Academic Affairs	Scott Furlong	Office: 312-2290 Direct: 312-3699	702 Culkin Hall	599 West First St. Oswego, NY 13126
Deputy to the President for External Partnerships and Economic Development		Office: 312-2033 Cell: 591-3787	710 Culkin Hall	4083 Co. Rt. 57 Oswego, NY 13126

Plus Emergency Communications Technical Support Contacts				
Title	Name	(315) Contact #'s	Office	Home
Chief Technology Officer	Sean Moriarty	Office: 312-5500 Cell: 341-4653	108 Culkin Hall	
Associate Director of Campus Technology Services	Greg Fuller	Office: 312-5750 Cell: 430-0639	37 Lanigan	
Associate Director of Campus Technology Services	Nicole Decker	Office: 312-6083 Cell: 430-1958	27 Lanigan Hall	
Telecommunications Coordinator	Brandon Canale	Office: 312-5644 Cell: 529-0622	101 Culkin Hall	
Telecommunications Technician	Jason Waloven	Office: 312-5644 Cell: 529-0662	101 Culkin Hall	
Network Manager	Greg Fuller	Office: 312-5750 Cell: 430-0639	37 Lanigan Hall	
Network Manager	Jonathan Fargo	Office: 312-2687 Cell: 489-3965	37B Lanigan Hall	
Lead Network Technician	Christine Sweet	Office: 312-5708 Cell: 783-6243	37B Lanigan Hall	

Network Technician	Michael Schifano	Office: 312-2839 Cell: 341-4645	37B Lanigan Hall	
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Plus Emergency Communications Technical Support Contacts			
Name	Contact Information	Location	
The Post-Standard www.syracuse.com/news	(315) 470-0011 Fax (315) 470-3081 PS Metro Desk: (315) 470-2265 citynews@syracuse.com Regional Desk: (315) 470-6051 oswegonews@syracuse.com	PO Box 4915 Syracuse, NY 13221-4915	
The Palladium Times www.pall-times.com Jon Spaulding, Publisher Sarah McCrobie, Editor	(315) 343-3800 Fax (315) 343-0273 jspaulding@palltimes.com smccrobie@palltimes.com	140 West First Street Oswego, NY 13126	
WRVO (FM 89.9, 90.3) www.wrvo.fm FORMAT: NPR News, Information, Nostalgia General Manager: gm@wrvo.fm	Newsroom: (315) 312-3232 Business: (315) 312-3690 Fax: (315) 312-3174 news@wrvo.fm	Penfield Media Center SUNY Oswego Oswego, NY 13126	
WSYR/WYYY (AM 570/FM 94.5) www.wsy.com , www.Y94.com FORMAT: AM Talk Radio, FM Adult Contemporary	(315) 472-9797 Newsroom: (315) 474-6397 Fax: (315) 472-1904 News Releases: wsyrnews@clearchannel.com	500 Plum Street, Suite 100 Syracuse, NY 13204	
News Channel 9 WSYR-TV (Ch. 9, ABC) Lou Gulino, Assignment Editor Robert Cartwright, News Director	(315) 446-9900 Weekend (315) 446-3333 News Fax (315) 446-9283 NewsChannel9@9wsyr.com News Releases: assignmentdesk@9wsyr.com robertcartwright@9wsyr.com	5904 Bridge Street East Syracuse, NY 13057	
WSTM-TV (Ch. 3, NBC) www.cnycentral.com Laura Hand, Public Affairs Dir.	(315) 474-5000 (315) 477-9400 After Hours/Weekends (315) 477-9446 news@cnycentral.com	1030 James Street Syracuse, NY 13203	
WTVH-TV (Ch. 5, CBS) www.cnycentral.com	(315) 425-5555 Weekend: (315) 477-9446	980 James Street Syracuse, NY 13203	
Your News Now 10 24 Hour Cable News Station www.centralny.ynn.com Ron Lombard, News Director Steve Osterhaus, Asst. News Dir. Candace Hopkins, Reporter	(315) 234-1000 Assignment Desk: (315) 234-1010 Fax: (315) 634-4270 yournews@ynn.com ron.lombard@ynn.com steve.osterhaus@ynn.com candace.hopkins@ynn.com (315) 234-1010 Ext. 2	815 Erie Blvd. East Syracuse, NY 13210 Oswego County	

D4. Evacuation / Shelter-in-Place / Lock-down Plans / SRP (see pg. 588)

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.
- 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 (also see SRP on pg 588)

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) or on-call counselor cell.

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 and Recovery Team, Oswego County

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.

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.

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

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.

The Procedure

Here are the steps to take when you have determined that there is a cyber incident to report.

1. Call (518) 320-1800 (System Administration Customer Services Help Desk)
 - Alert the ISO and briefly describe the incident
 - Receive possible updated details on the procedures
 - If necessary, receive a new copy of the CSCIC *Initial Report*
 - Receive instructions for password-protecting the *Initial Report*
2. Fax (518) 443-5273 the completed *Initial Report*
3. Email: helpdesk@suny.edu the password-protected *Initial Report*
4. Contingencies:
 - If you get voicemail, leave a message and call (518) 443-5179 or (518) 443-5596.
 - If you still get voicemail or the phones are out of service, email helpdesk@suny.edu stating that you have a cyber incident.
 - If it is off-hours (nights, weekends, holidays) or two hours have passed without response, and you *need assistance* in dealing with your incident (technically, forensically) or your *incident is urgently important* for others in the state to know about, *call or email the State Office of Cyber Security and Critical Information Coordination at (866) 767-4722 / (866) STS-ISAC; IRT@CSCIC.state.ny.us*.
 - Contact University Police to assist in the investigation.

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) 312-2872. 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 online at the EHS website or in G83 Shineman Hall.

Names of people or places to call in an emergency:

Title	Name	(315) Contact #'s
Radiation Safety Officer (RSO) / Chemical	Makala Nanthakumar	Office: 312-2872
Chief Officer of Environmental Health and Safety	Ken Ayhens	Office: 312-3150 Cell: 602-6135
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 University Police Chief will contact the Vice President for Communications and Marketing 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.

The Chemtox System Hotline	
Environmental	
EPA Headquarters Hotline	(202) 272-0167
EPA RCRA, Superfund, Hazardous Waste Hotline, Office of Solid Waste	(800) 424-9346
Emergency Response Chemical Emergency Preparedness Hotline, CERCLA (SARA Title III)	(800) 535-0202
EPA Regional Office	
Region II	(212) 264-2525
EPA	(800) 424-9346
EPA Water Lab	(201) 321-6645
DEC Hazardous Waste	(518) 457-9257
DEC Medical Waste	(518) 485-9394

DEC Air Resources	(518) 457-7230
DEC Pesticides	(518) 623-3671
Occupational Health and Safety	
New York	
Department of Labor	(518) 457-5508
Asbestos Control	(518) 457-2072
U.S. OSHA	(518) 464-6742
Emergency Response	
CHEMTREC (24-Hour Emergency Number)	(800) 424-9300
Department of Transportation (U.S. DOT) Hotline	(202) 366-4488
<i>Information on CFR-49 Federal Regulations</i>	
DOT National Response Center for Oil/Hazardous Materials Spills (U.S. Coast Guard)	(800) 424-8802
Other Numbers	
TSCA (Toxic Substances Control Act)	(800) 424-9065
TSCA Hotline	(202) 554-1404
Inspector General's Whistleblower, Fraud, Waste and Mismanagement Hotline	(800) 424-4000
Federal Emergency Management Agency (FEMA)	(202) 566-1600
National Pesticide Telecommunications Network Hotline	(800) 858-7378
National Animal Poison Control Center (24 Hour Hotline) Operated at the University of Illinois	(800) 548-2423
U.S. Army Corps of Engineers	(202) 272-0001
General Chemical Information	
Public Information Center	(800) 828-4445
Department of Health and Human Services	(202) 245-6296
National Resources Defense Council	(800) 648-6762
INFOLINE on Household Chemicals (in NY State)	(212) 687-6862
Associations	
Chemical Manufacturers Association (CMA)	(202) 887-1100

CMA Chemical Referral Center (Non-Emergency Chemical Information)	(800) 262-8200
National Safety Council (NSA)	(312) 527-4800
American Society of Safety Engineers (ASSE)	(312) 692-4121
National Fire Protection Association (NFPA)	(617) 770-3000
American Industrial Hygiene Association (AIHA)	(703) 849-8888
American Congress of Governmental Industrial Hygienists	(513) 661-7881
American Trucking Association (800-ATA-LINE)	(800) 282-5463
Hazardous Materials and Related Information Sources (Selected Listings)	
Office of Emergency Preparedness—Clinton County	(518) 565-4791
Department of Environmental Conservation	(518) 897-1243
Oswego County Health Department	(315) 349-3582
Environmental Division	(518) 565-4870
CHEMTREC	(800) 424-9300
Bureau of Explosives	(202) 835-9500
National Response Center (USCG & EPA)	(800) 424-8802
Department of Defense Nuclear Accident Center	(505) 264-4667
U.S. Army Explosive Ordnance Disposal	(301) 667-5182
Center for Disease Control	(404) 663-5315
Poison Control Center	(402) 390-5400
American Petroleum Institute	(202) 457-7000
Chlorine Institute	(212) 682-4324
Compressed Gas Association	(212) 354-1130
Dow Chemical Company	(517) 636-4400
DuPont Corporation	(302) 774-7500
U.S. Department of Transportation	(202) 426-1830
National Transportation Safety Board	(800) 424-0201
U.S. Coast Guard	(202) 426-2158

U.S. Corps of Engineers	(202) 545-6700
Federal Emergency Management Agency	(202) 646-4600
U.S. Department of Agriculture	(202) 447-2791
U.S. Fish and Wildlife Services	(202) 343-5634

Discharge of a hazardous waste from an abandoned dumpsite should be reported by any person who sees the discharge.

If you see one of the incidents above, report it to the NRC.

Reporting is Easy

The National Response Center makes it easy for you to report an oil spill or hazardous chemical release. Your report insures a quick response from Federal officials. Call their toll free number to report:

- an oil spill
- a hazardous chemical release
- a pipeline accident
- transportation accident involving hazardous materials
- a release of radioactive material

When you call

The people at the National Response Center need all the information you can give them about a spill. If possible, you should be ready to report:

- Your name
- Name of responsible party
- Mailing address of responsible party
- Telephone number where you can be reached
- Date and time of spill
- Location of spill
- Name of material spilled
- Source of the spill
- Amount discharged
- Amount in water
- Weather conditions
- Continuing danger to life or environment
- Name of manufacturer or shipper
- Consignee
- Number and type of injuries
- Amount of damage
- Description of cleanup plans
- Agencies that have been notified

Additional Help

CHEMTREC, the Chemical Transportation Emergency Center run by the Chemical Manufacturers Association and the NRC complement each other.

CHEMTREC has gathered technical information about more than 18,000 chemicals transported in the United States. During emergencies they can tell you the effect of a chemical on the environment and suggest methods for containment and control. They also maintain a directory of experts and industry cooperatives that can help in an emergency.

You may reach CHEMTREC by calling a toll-free number:(800) 424-9300. Remember, this number is for emergencies only!

REMEMBER: Calling CHEMTREC does not fulfill any requirement to report an accident or spill to the federal government.

NRC receives mandatory reports of spills and assists Federal On Scene Coordinators. CHEMTREC gives emergency information to carriers and emergency personnel. They work together to protect public welfare and the environment.

REPORT OIL SPILLS AND CHEMICAL RELEASES TO DEC (800) 457-7362

D5.6 Protocol for Response to Anhydrous Ammonia Refrigeration System

Intent

The Intent of this emergency action plan is to comply with Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38 for potential emergency situations related to the anhydrous ammonia refrigeration system. This plan applies to all leaks and mishaps. The unit has 450 lbs. of Ammonia.

Purpose

The purpose for this emergency action plan is to provide information to the employees and establish employee actions for the response to an accidental release of anhydrous ammonia from the closed system Refrigeration unit located on the east side of the ice arena, also referred to as the MCC-Marano Campus Center, which is beyond SUNY Oswego's capabilities under its hazard communication program. OSHA standard 29 CFR 1910.120(q) (emergency response program to hazardous substance release) does not apply per 29 CFR 1910.120(q) (1) since SUNY Oswego will evacuate their employees from the danger area when an emergency occurs and will rely on an outside party to provide emergency response.

Ammonia Alarm Emergency Contacts		
Name	Office Phone	Cell Phone
University Police	(315) 312-5555	
CHP, Central Heating Plant	(315) 312-3117	
Utilities Manager	(315) 312-5625	
HVAC Supervisor	(315) 312-2917	
Environmental Health and Safety	(315) 312-3156	

CIMCO (24hr Hotline) (outside party) TBD	(203) 265-4464	n/a
CIMCO District Service Manager (Jim Osmond) TBD	(613) 271-4444	(613) 447-2436
Oswego Town Fire Department	(315) 343-2161	911
Oswego County Hazmat	911	911
Oswego City Fire Department	911	911
CERCLA	(800) 424-8802	n/a
NY Spill Hotline	(800) 457-7632	

Hazard Evaluation

Ammonia is a chemical consisting of one atom of nitrogen and three atoms of hydrogen. It is designated in chemical notation as NH₃. Ammonia is extremely soluble in water and is frequently used as a water solution called aqua ammonia. Ammonia chemically combines with water to form ammonium hydroxide. Household ammonia is a diluted water solution containing 5 to 10 percent ammonia. On the other hand, anhydrous ammonia is essentially pure (over 99 percent) ammonia. "Anhydrous" is a Greek word meaning "without water;" therefore, anhydrous ammonia is ammonia without water.

Refrigerant grade anhydrous ammonia is a colorless gas with a distinctive pungent odor that, even at low concentrations, is detectable by most people. Liquid anhydrous ammonia is stored in tanks under pressure, when the pressure is released the liquid evaporates rapidly, generally forming an invisible vapor or gas. Anhydrous ammonia gas is lighter than air and will rise, so that it generally dissipates and does not settle in low-lying areas. However, due to ammonia's affinity for water, it can react with the presence of moisture in the air and form a caustic solution called ammonium hydroxide (NH₄OH), sometimes referred to as aqueous ammonia. The ammonium hydroxide can become heavier than air and spread along the ground or into low-lying and form a dense, visible white cloud.

Ammonia vapor causes immediate irritation of the eyes and respiratory tract. High concentrations cause conjunctivitis, laryngitis, and pulmonary edema, possibly accompanied by a feeling of suffocation. Skin contact causes chemical burns and blistering. Ammonia vapor has a strong tendency to penetrate and damage the eye. It may cause cataracts, iritis, depigmentation, and glaucoma when eye protection is inadequate or not used.

The safety data sheet (SDS) for anhydrous ammonia, included in Attachment A, are maintained in SUNY Oswego electronic inventory of chemicals which can be accessed through MSDS online.

<https://www.oswego.edu/facilities-services/environmental-health-and-safety>

Health Effects of Ammonia		
Concentration/time	% Ammonia/time	Effect
20 ppm to 50 ppm	0.002% 0.005%	Mild discomfort, depending on whether an individual is accustomed to smelling ammonia
50 ppm to 80 ppm for 2 hours	0.005% to 0.008% for 2 hours	Perceptible eye and throat irritation

100 ppm for 2 hours	0.01% for 2 hours	Nuisance eye and throat irritation
134 ppm for 5 minutes	0.0134% for 5 minutes	Tearing of the eyes, eye irritation, nasal irritation, throat irritation, chest irritation
140 ppm for 2 hours	0.0140% for 2 hours	Severe irritation, need to leave exposure area
300 ppm to 500 ppm for 30 minutes	0.03% to 0.05% for 30 minutes	Upper respiratory tract irritation; tearing of the eyes (lacrimation), hyperventilation
700 ppm to 1,700 ppm	0.07% to 0.17%	Incapacitation from tearing of the eyes and coughing
5,000 ppm to 10,000 ppm	0.5% to 1.0%	Rapidly fatal
10,000 ppm	1.0%	Promptly fatal

ANSI/CGA G-2-2-14

First Aid

The best means of providing first aid for an injury caused by ammonia contact with the eyes or skin is to flush immediately with copious amounts of clean water. Remove contaminated clothing, but only after flushing with water to prevent skin from sticking to clothing. Promptness in initiating treatment, using adequate quantities of water and continuing its application for at least fifteen minutes or longer if necessary, are all essential in successful first aid management of an eye or skin injury resulting from contact with ammonia. Immediate medical attention should also be obtained. In the event of inhalation, the exposed individual should be taken to a clean uncontaminated area. For severe exposure to high concentrations, the individual should receive immediate medical attention.

University Police will bring an automated external defibrillator (AED) machine with them to the area. Eyewash and emergency shower station is located outside refrigeration unit on the south east side.

In Case of	First Action	Second Action
Ammonia on skin or in eyes	<ul style="list-style-type: none"> First, flush the eyes with clean water. Then flush the whole body or the exposed area with generous amounts of water; includes the hair, ears, under chin, and armpits. Any water source is acceptable: such as showers, hoses, or stock tanks. Remove contaminated clothing, but only after careful flushing and warming to prevent the problem of skin sticking to the clothing. 	Bring victim to a physician.
Strong Ammonia fumes inhaled	Get victim into fresh air.	Bring victim to a physician.

Minimum Required PPE

Everyone entering the unit will wear Safety Glass. Other PPE as necessary.

Regular Inspections and Maintenance Activities

While the rink is operational, trained HVAC utilities personnel will conduct and document daily visual inspections of the ammonia refrigeration unit. When the rink is closed for maintenance, a technician from HVAC/Utilities will close the valves. The ammonia sensor must be tested with certified calibration gas every six months or after a major exposure to a leak. HVAC will ensure it's done and send the paper work to EHS.

Employee Training and Exercises

Any employee who may be involved in the maintenance of, or an emergency response associated with, the refrigeration system must be trained and qualified for their responsibilities. These employees include HVAC. Other employees will be trained at the awareness level includes Grounds, University Police, Skilled Trades, or other Facilities Management personnel, and supervisors of those employees. New employees whose job requires them to work in the arena shall be trained by their supervisor within one week of their arrival.

Trained employees shall undergo a brief annual refresher about ammonia conducted and documented by the EHS to review the response plan and assess any changes noted in the course of the year. If there are significant changes in the system, alarms, or emergency response procedures, updated training for all involved personnel will be conducted at the time of the changes.

Ammonia Alarm Systems

The Cimco Gas Leak Detector is a standalone unit consisting of an ammonia sensor, mounted 8- feet high on the ceiling within the Refrigeration unit. The electrical enclosure (ammonia alarm box) has a digital display for gas value indication and multicolor LED indication for the alarm status. The sensor continuously monitors the concentration of ammonia within the refrigeration unit. The sensor is maintained by SUNY Oswego Utilities Department and is tested and calibrated once every six months based on manufacturer's recommendations and industry standards. EHS will be sent the paperwork for each calibration.

The ammonia alarm is activated when the airborne ammonia concentration within the refrigeration unit reaches 100 ppm. Blinking Blue light and horn will sound they are activated directly outside of the refrigeration unit on the north and south sides of the unit. The alarm will notify arena staff and persons outside the refrigeration unit that there is an elevated level of ammonia within the refrigeration room. The alarm unit will automatically close and shut down the air intake for the Arena area.

A notification of the alarm will be sent to the Center Heating Plant staff on duty 24/7. They will call University Police at 5555 when the alarm goes off and notify the HVAC supervisor. UP will respond to the north side of the unit. Staying about 300 ft. from the unit. Take note of the wind sock and adjust accordingly. They also will respond to the MCC and make sure personnel are ok and staying in place or if needed evacuating to the south side of the building. If leak exceeds the repair capabilities of Facilities Management, CIMCO Refrigeration will be notified.

Emergency Response and Notification

If there is an ammonia alarm or there is a report of an ammonia release with no alarm, the response procedures is.

The Emergency Response Plan designates University Police (UP) as the initial contact for reporting all emergency situations. If the situation is an emergency, the University Police dispatch will contact the Chief Officer of Environmental Health and Safety, who will make an initial decision about the response and category of the situation. The assembly locations are to be 300 feet from the unit and the MCC are identified on

Attachment B. If an evacuation of the building is necessary, University Police and trained staff will assist in directing occupants to the assembly locations and are to keep occupants at least 300-foot distance from the refrigeration unit. Once a representative from the Town Fire Department is on-scene they will become the OnScene Incident Commander and upon arrival on site may need to relocate occupants depending on wind conditions or are faced with hazardous weather conditions.

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) designated ammonia as a hazardous substance. The reportable quantity (RQ) is 100 lb. The Chief Officer of EHS or AVP of Facilities is required to notify the National Response Center (NRC) immediately when there is a release in an amount equal to or greater than the RQ. A follow up written report of the release within 30 days to the SERC and LEPC as required.

Emergency Shutdown

The ammonia refrigeration unit is equipped with two emergency shut-off buttons that are manually pushed to shut down power to the refrigeration unit. The two emergency shutdown buttons are located on the north and south outer walls of the unit.

In an emergency situation where ammonia is required to be released from the system, the ammonia will be released automatically into the dilution tank with water in it on the south side of the unit.

If the alarm system malfunctions at any time, SUNY Oswego Physical Plant HVAC Technicians will not take hourly readings until the system resumes normal operation.

Revision History

Date	Revision Number	Author	Revision Description
2/10/2020	Original Draft	Ken Ayhens	Draft

Attachment A: Anhydrous Ammonia Safety Data Sheet

■ Anhydrous Ammonia Safety Data Sheet.pdf



EMERGENCY ACTION PLAN



WD Service Company
PO Box 147
Bellmawr, NJ 08099
856-931-6100
www.wdserviceco.com

SAFETY DATA SHEET



Product Name: Ammonia, Anhydrous
Synonyms: Ammonia

CAS REGISTRY NO: 7664-41-7

Supplier: WD Service Company
PO Box 147
Bellmawr, NJ 08099
856-931-6100

Website: www.wdserviceco.com

Telephone (General): 856-931-6100
Corporate Emergency Telephone Number: 800-366-9326
Emergency Telephone Number: Chemtrec: 800-424-9300

Recommended Use: Various Industrial / Agricultural

Section 2. Hazard(s) Identification

Hazard: Acute Toxicity, Corrosive, Gases Under Pressure, Flammable Gas, Acute Aquatic Toxicity

Classification: Acute Toxicity, Inhalation (Category 4) Note: (1 - Most Severe / 4 - Least Severe)
Skin Corrosion / Irritation (Category 1B)
Serious Eye Damage / Irritation (Category 1)
Gases Under Pressure (Liquefied gas)
Flammable Gases (Category 2)
Acute Aquatic Toxicity (Category 1)



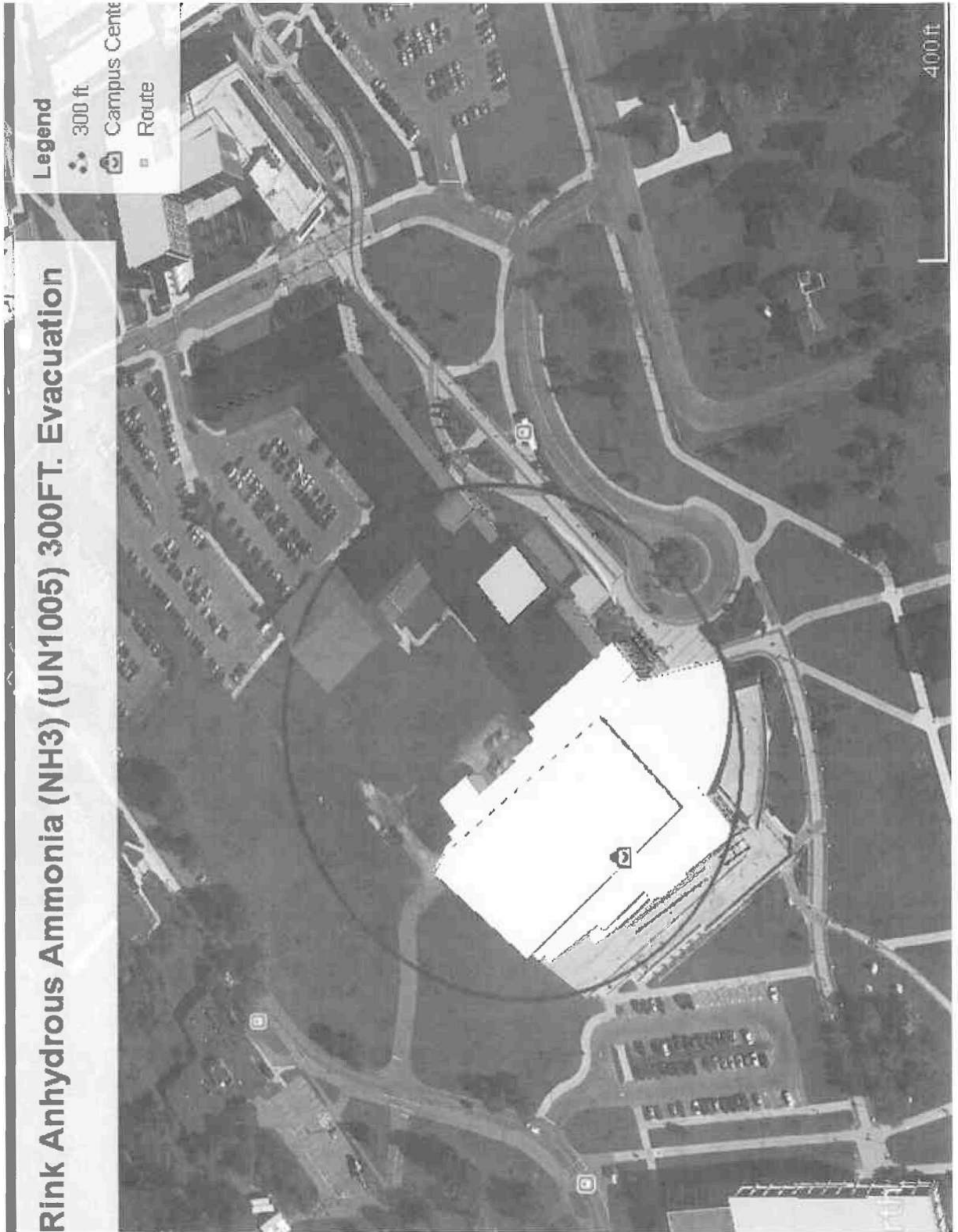
Signal word: **Danger**

Hazard statements: Harmful if inhaled.
Causes severe skin burns and serious eye damage.
Flammable gas.
Contains gas under pressure; may explode if heated.
Very toxic to aquatic life.

Precautionary statements: Avoid breathing gas/vapors.
Use only outdoors or in well-ventilated area.
Wear protective gloves, protective clothing, eye protection, face protection.
Keep away from heat, sparks, open flames and other ignition sources. No smoking.

Attachment B: Rink Anhydrous Ammonia (NH3) (UN1005) 300ft. Evacuation

■ Rink Anhydrous Ammonia (NH3) (UN1005) 300ft. Evacuation.pdf



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
 - College Store and Meal Plan
 - Counseling Center
 - IDs
 - Residence Life and Housing
 - 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 Associate Provost and Director of International Education and Programs	Office: 312-2118 or 312-2721 Cell: 243-7172 Home: 303-5638
Associate Director for International Enrollment	Office: 312-5775

For Outgoing Study Abroad Students	
Name	(315) Contact #'s
Joshua McKeown Associate Provost and Director of International Education and Programs	Office: 312-2118 or 312-2721 Cell: 243-7172 Home: 303-5638
Lizette Alvarado Associate Director for Study Abroad and Exchange Programs	Office: 312-5697 Cell: 952-1693
Megan Kropf Senior Operations Administrator	Office: 312-2479 Cell: 845-249-9001

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 canceled 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 (also see Radiation Plan, Oswego Co. @ UPD)

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

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

Other stations expected to carry Emergency Alert System messages are:

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

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

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.

SUNY Oswego Automated External Defibrillator (AED) Units			
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
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
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 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* and the *New York State Hate Crimes Act*.

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 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.
- 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.

University Police Standard Operating Procedure

Response to Hostage, Barricade, and Active Shooter Situations (see also SRP on pg 588)

Purpose

Situations involving barricaded subjects, hostages, and active shooters are among the most hazardous and complex situations that can be encountered by law enforcement officers. The purpose of this policy is to provide guidelines for University Police Department personnel responding to such critical incidents. Though outside resources can be requested to respond, the initial response burden will fall upon the University Police.

Policy

It is the policy of the University Police Department that:

1. law enforcement actions taken in response to barricaded subject(s), hostage situations, or active shooters should strive to limit the exposure of police personnel, innocent bystanders, and hostages to unnecessary risk;
2. most barricaded subject and hostage situations may be successfully resolved without additional persons being injured through the use of containment and negotiations;
3. active shooter situations are most likely to necessitate immediate forceful police action;
4. forceful police action must only be undertaken if necessary to prevent an immediate deadly threat to life, and if other actions were unsuccessful or judged to be ineffective based on the circumstances.

Definitions

- Barricade Situation: Incident in which armed or possibly armed subject(s) are in an environment or situation which prevents reasonably safe access or approach by law enforcement officers and pose an immediate or continuing threat to officers or others.
- Hostage Situation: Incident in which a barricaded subject has one or more persons in their immediate control that are held against their will or are incapable or unwilling to escape.
- Active Shooter Situation: Incident in which there is the intentional random or systematic shooting of multiple victims in which the shooters' intent is to continue the spree until stopped by law enforcement or suicide.

Procedures

Initial Law Enforcement Response

1. Upon report of an incident that may involve a barricaded suspect, hostage situation, or active shooter, the initial responding units establish an inner perimeter to contain the suspect(s) and prevent additional persons from entering the location of the incident.
2. The first arriving officer serves as the initial Incident Commander (IC) and directs the deployment of the other responding officers until relieved by an on scene supervisor or command officer. The first responding officer takes a covered position from which to best view the affected location and to contact any persons fleeing the incident.
3. The IC should immediately begin gathering information to confirm: (a) the nature of the situation, (b) the suspect(s) identity, location, weapon(s), intent, and actions prior to the police response, (c) the number, identity, location, and condition of victims and endangered persons, and (d) the physical layout of the of the barricade location and surrounding area. This information will be passed on to the responding shift commander (or higher ranking command officer) who assumes the role of IC upon arrival at the scene.
4. Based on the available information, the IC must determine if there is an active shooter or a barricade/hostage situation. If an active shooter situation is believed to be taking place, the IC must initiate the appropriate response as outlined in the Active Shooter Situations section of this procedure.
5. Persons near the barricade location that may be endangered should be removed to secure locations if their movement can be accomplished without exposing them to additional risk or be secured in place.
6. As units become available, an outer perimeter should be established to prevent unauthorized personnel from entering the danger area and to provide traffic control and diversion. The distance from the barricade to the outer perimeter is based on the range of the suspects' weapons and line of sight.

Hostage/Barricade Situations

1. After the determination that a hostage or barricade situation is occurring, the IC organizes the overall incident response using the Incident Command System (ICS). Response functions must be identified, personnel designated to perform them, and a chain of command established. These functions include, but are not limited to, the following:
 - COMMAND (sets overall objectives and priorities, organizes and manages the overall response)

- PLANNING (collects and evaluates information, develops options and action plan to accomplish objectives)
 - OPERATIONS (organizes tactical units, conducts tactical operations to carry out the plan, directs resources)
 - LOGISTICS (provides services and resources that support the operation)
 - FINANCE/ADMINISTRATION (accounts for all costs and personnel/resource use)
 - SAFETY (monitors operation and addresses safety concerns)
 - PUBLIC INFORMATION (establishes and maintains liaison with the media)
2. The IC will have an Incident Command Post (ICP) established from which control of the incident response will be exercised. Staging areas for incoming personnel and resources must also be designated. (NOTE: The number of command officers or executives at the ICP should be limited to prevent confusion and to avoid hampering the decision-making process).
 3. The IC will attempt to have a means of communications established with the barricaded subject(s) in order to gather information, de-escalate the situation, and initiate negotiations.
 4. Radio communications must be established between the ICP and all of the emergency response units. It must be understood that existing University Police radio systems may be monitored by persons other than the emergency response units. Sensitive information may have to be passed via telephone or by courier.
 5. The IC will assess the need for additional resources and will direct requests for resources to University Police Headquarters. It is the policy of the University Police that the University Police, Oswego Police and Oswego County Sheriffs Office will be requested for all barricade or hostage situations. In addition, mutual police aid from surrounding towns, other specialized police units such as the State Police Bomb Squad, negotiators, emergency medical personnel, etc. may be requested.
 6. The IC will establish a unified command representing all public safety agencies responding to the incident. Utilizing input from members of the unified command, a list of options to resolve the incident will be prepared including negotiations and tactical options (chemical agents, use of marksmen, or assault). An action plan using one or more of these options will be developed and initiated to resolve the incident. The plan must be flexible to permit immediate changes in execution based on developments.

Active Shooter Situations, general concepts (also see SRP specific to campus on pg 588)

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 and 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 College Facilities...	Name	Office # (315)	Home # (315)	Cell # (315)
Director of Facilities Services Operations	Mitch Fields	312-3139		
Deputy Director of Facilities Services	Allen Bradberry			387-3100
Assistant Director of Building Services	Rebecca Kempney	312-3515	676-4974	529-0406
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		532-3510
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 after before flood waters are too deep for ordinary vehicles. Listen to your radio and follow directions for evacuation routes.

E. Recovery

E1. 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 E7.

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.**

E5. Free Speech, Civil Discourse, and Peaceful Assembly Policy

Purpose

The State University of New York (SUNY) respects and fully supports the rights of free speech guaranteed by the constitutions of the United States and the State of New York. SUNY values the free expression of ideas and supports individuals' right to assemble.

SUNY Oswego promulgates this policy to provide meaningful opportunities for members of our community to express their views and to ensure that the time, place, and manner of such expression does not interfere with the safety and security of our University community or disrupt the regular operations of the University.

Definitions

1. Designated Public Forum: SUNY Oswego has designated the following as public areas for the purpose of peaceful and orderly assemblies by all Users, subject to the other provisions of this policy: The south side of the recessed concrete surface in the academic quad between Hewitt Hall, Mahar Hall, and Lanigan Hall, commonly known as "The Sundial," not including the sidewalks surrounding The Sundial (see Appendix A). The south side of The Sundial is one of the most highly trafficked areas on campus by students, faculty, staff, and visitors.
2. Designated Public Areas of Grounds and Buildings means the Designated Public Forum, and sidewalks/walkways/paved areas on University owned property, except for building entrances and access points; the lawn between Rich and Park Halls; the field between the Marano Campus Center and the Cooper Dining Hall; the Marano Campus Center spine, Food Court, and Hearth Lounge.
3. Internal User refers to any University school/college, department, office, committee (including task forces, working groups, etc. doing official University work for the University), or Registered Student Organization. Internal Users have University privileges to reserve and use spaces and to publicize Events and programs that are not available to other Users.
4. University User refers to individual SUNY Oswego students, (see definition of student in the SUNY Oswego Student Code of Conduct) and employees of the University, Auxiliary Services, the Oswego University Foundation, the Alumni Association, or the Student Association of SUNY Oswego, including those desiring to exercise their free speech rights.
5. External User refers to any group or organization that is not an Internal or University User. Revocable Permits are required for External Users representing Non-Commercial Organizations requesting to use any University Facilities. Individual External Users are

not required to have a revocable permit. All External Users must complete and submit the Designated Public Forum application to utilize that space.

6. Non-Commercial Organization refers to federal, state or local governmental units, departments and agencies; business, charitable, civic, community, cultural, educational, entertainment, industrial, labor, political, professional, recreational and religious organizations, operating on a not-for-profit basis and whose activities are consistent with and in furtherance of University purposes.
7. Event refers to a single, series or any combination of planned assemblies, meetings, presentations, functions, gatherings (including protests, marches, etc.), or other activities that are not part of or directly related to the University's curriculum.
8. Facilities 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.

E5.2 General Policy Statement

SUNY Oswego students and employees (and other individuals identified as “University Users” herein) are guaranteed the rights of free inquiry and expression, as those rights are defined and interpreted in applicable law, including relevant federal and state judicial decisions. Subject to the requirements of applicable content-neutral policy, students are guaranteed the right to hold public meetings and engage in peaceful and orderly assemblies—including, but not limited to, protests, demonstrations, rallies, vigils, marches, and picketing—in and upon Designated Public Areas of University Grounds and Buildings. Other Users, as defined above, may also exercise their freedom of expression in accordance with this policy. These rights are, however, subject to certain exceptions, such as those related to “unprotected speech,” and to other reasonable legal or policy restrictions, conditions or limitations, as described in this policy.

It should be noted that the Constitution, and SUNY Oswego policy, does not protect speech constituting threats of violence, incitements to violence, fighting words, obscenity, defamation, fraud or other speech that violates the law. These types of speech, which are generally referred to broadly as “unprotected speech” (or as “exceptions” to the general principle of free speech) are not protected at SUNY Oswego and may in some cases subject the speaker to some form of appropriate disciplinary action by the University. Speech which does not fall into these narrow exceptions, however, will be considered, and generally referred to here and in the University's policies referenced below, as “free speech” or “protected speech.”

Specific Policy Requirements: Conduct Restrictions and Limitations

SUNY Oswego will not interfere with orderly assemblies in Designated Public Areas of Grounds and Buildings, as specified in this policy below and in the [Facilities Use Policy](#), unless participants engage in any of the following:

1. Conduct that prevents the orderly administration of University classes, lectures, meetings, interviews, ceremonies, and other University events or University operations;

2. Conduct that obstructs the free movement of vehicles or of persons, including, but not limited to in any building or facility, inclusive of blocking hallways and doors;
3. Engage in conduct that could foreseeably cause injury or damage to persons or property;
4. Operation of audio amplification equipment in a manner that conflicts with normal University operations or that is deemed injurious to health and safety, or that is in violation of the City or Town of Oswego ordinances;
5. Conduct violating the University's Policy on Camping and Use of Tents, Enclosures and Similar Structures on Campus[1] ;
6. Possession and/or ignition of an open flame of any type, including, but not limited to, torches;
7. Assemblies lasting more than one day, duration not to exceed 12 hours in a one-day period, and assemblies between the hours of 10:00 PM and 8:00 AM are prohibited;
8. Activities that violate the provisions of SUNY Policy 3653, Rules for the Maintenance of Public Order; and
9. Assemblies occurring in locations other than Designated Public Areas of Grounds and Buildings.
10. The University has determined specific time periods when the use of its campus or Facilities, including outdoor spaces, are reserved exclusively for University-related activities that are at the core of the primary educational mission of the University. During these periods, no one shall be permitted to reserve or use the Designated Public Forum or other Designated Public Areas of Grounds and Buildings for free speech or assembly purposes:
 1. During new student orientation days and opening weekends for the summer, fall and spring semesters;
 2. During reading and examination periods as set forth in the current academic calendar;
 3. During graduation-related activities and Events including winter and spring commencement days;
 4. During major University-wide celebrations and Events such as Quest, Family and Friends Weekend, Ozfest, and Honors Convocation; and
 5. On days when any Admission Event is occurring (e.g., Open House; Admitted Student Day); and
11. Activities that violate the provisions of any other applicable University policy, including but not limited to the Student Code of Conduct, the Facilities Use Policy, the Posting Policy.
12. In addition, the following activities are strictly prohibited:
 1. Entry into any private office of an administrative officer, member of faculty, or staff member, or entry into any other University area that is not authorized, without permission;
 2. Occupation of a building after it is normally closed; and

3. Obstruction of any roadways running through or adjoining the University's grounds.
13. Restrictions on sound amplification for certain activities: No electronic amplification of sound is permitted in the academic quad, which includes "The Sundial," due to the proximity of academic buildings in which classes are held, or other locations in which amplification may disturb classes and the risk of interfering with classroom instruction is too great to allow for the use of electronic amplification methods. Therefore, the use of electronically amplified sound in locations proximal to classrooms is prohibited on class days from the time classes begin in the morning through the time that classes end in the evening.
14. Disruption: As noted, SUNY Oswego has a responsibility to both honor freedom of expression, but also protect against those that may restrict such expression in a limited public forum. Disruption of an Event or speaker, through such actions such as interfering with ingress or egress from University Facilities, heckling or shouting down a speaker, damaging property, etc. is not allowed. In the event of such activities, the violator will be asked to leave the Event. If they do not leave, they will be escorted from the Event. Criminal or conduct action may be initiated.
15. Signs attached to rigid supports or framework are prohibited inside University buildings.

Specific Policy Requirements: Event Registration and Facilities Use

All orderly assemblies including but not limited to protests, demonstrations, rallies, vigils, marches, and picketing occurring utilizing University Designated Public Areas of Grounds and Buildings planned by any Users, must be registered as specified below and in accordance with the requirements of the [Facilities Use Policy](#). More information about event registration is available from [Campus Events and Conference Services](#). Any User utilizing 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 must also abide by the other applicable requirements of [Facilities Use Policy](#).

Specific Policy Requirements: Identification Cards

All individuals participating in protests and demonstrations and other events are required to provide a form of University issued or government issued identification upon request from a University official. See [SUNY Oswego Identification Policy](#).

Specific Policy Requirements: Potential Sanctions for Policy Violations:

SUNY Oswego takes compliance with this policy very seriously. SUNY Oswego University Police Department is responsible for addressing non-compliance with this policy by all persons and may address violations of this policy that constitute criminal trespass or any other violation of law. Students should expect that violations of this policy will result in disciplinary action under the University's [Student Code of Conduct](#), up to and including interim suspension, suspension, and expulsion.

Specific Policy Requirements: Use of University Facilities by Students/University/Internal Users

1. Students, and Internal and University Users may generally assemble for permissible Events in Designated Public Areas of Grounds and Buildings on Campus, as specified in this and the [Facilities Use Policy](#).
2. Students: SUNY Oswego respects and supports students' efforts to exercise their rights to free speech and assembly. The Division of Student Affairs has designated the Office of Student Engagement and Leadership and Campus Events and Conference Services to provide the appropriate support for the successful implementation of these Events. Following University procedure will ensure a safe and effective assembly activity. The University will make every effort to respond affirmatively to all requests to engage in assembly activity. However, content-neutral consideration must be given to the time, place, and manner of the assembly activity to ensure the health and safety of the participants and the noninterference with authorized University business, activities, or events.
 1. Services: To help ensure the safety of participants and the protection of the rights of all members of the University community, the University can provide services to registered student organizations/student requests such as location, safety, crowd control, sound equipment (unless prohibited in certain areas as per University rules), site preparation/cleanup, and/or other such Facilities or services it deems necessary ("Services").
 2. Request for Services: For assemblies where the need for Services is reasonably foreseeable, Event organizers shall, within 5 business days prior to the planned Event, submit a written Request for Services.
 3. The written request should contain the name of the sponsor/organizer, the proposed location and any other Services sought, the date and time of the planned assembly, and the number of persons expected to participate.
 4. The request should be submitted to: Campus Events and Conference Services (CECS).
 5. A professional staff member from Campus Events and Conference Services will promptly respond to the request for Services after receipt of the written request but no later than three (3) business days prior to the proposed date of the planned event.
 6. A professional staff member will review the request and work with the sponsor/organizer to accommodate requests and determine a reasonable time, place, and manner for the assembly activity.
 7. While every attempt will be made to accommodate all requests, some modifications to the assembly activity request may be required due to the availability of the proposed time and place of the activity. A CECS professional staff member will inform the sponsor/organizer of these modifications and provide guidance as the assembly activity is planned.

8. In the event that the proposed assembly activity is planned in direct response to a current event, Campus Events and Conference Services realizes that it may not be possible to submit a request in advance. In such cases, the Event organizer should contact the Campus Events and Conference Services as soon as possible in order to promptly coordinate the assembly activity, where reasonably possible.
9. No Services Required: Assemblies requiring no Services, or for which the need for Services is not reasonably foreseeable or necessary as described above, may take place without any prior notification by the sponsors and/or organizers. However, conformity with the specific University rules noted above is required. Organizers who are unsure of whether their planned assembly requires Services are encouraged to contact Campus Events and Conference Services for guidance. Event organizers who do not request necessary services that were reasonably foreseeable as being needed may be subject to discipline.
3. Other University and Internal Users may use University Facilities for free speech, civil discourse, and peaceful assemblies by registering Events following guidelines defined in this and the University's [Facilities Use Policy](#).
4. Non-university affiliated speakers must be sponsored by a university department or by a registered student organization.
5. The sponsoring department will submit a request to invite a non-university affiliated speaker to the appropriate supervisor and work with Campus Events and Conference Services. Registered student organizations should work with the Director of Student Engagement and Leadership and Campus Events and Conference Services. This is done to get budgetary approval/guidance, schedule an appropriate space, determine personnel and security needs, and other administrative work if necessary. The University will only make a determination based on the aforementioned criteria and not on the basis of content or viewpoint, so long as it is considered protected speech.
6. In all instances, those sponsoring the speaker are responsible for making the necessary provisions to maintain the peaceful demeanor of the assembly, including the arrangements for marshals or other self-governing services in cooperation with the University Police.
7. The University will neither permit nor condone unlawful action. Civil disobedience as a means to produce change is always a matter of individual conscience and consequence. Please see the SUNY [Rules for the Maintenance of Public Order](#) for guidance.
8. These Events may be ticketed events and priority for these tickets will go to SUNY Oswego students, followed by SUNY Oswego faculty and staff.

Specific Policy Requirements: Use of University Facilities for Free Speech by External Users

1. The University may be used for free speech purposes by External Users pursuant to the delegation of authority by the SUNY Board of Trustees ([SUNY Policy #5603 - Use of Facilities by Non-Commercial Organizations](#)). The University reserves the right to determine the time, place, and manner of assembly or presentation in order to protect against probable disruption to the continuity and quality of the educational process both

in and out of class. The University also reserves the right to protect the community when there is a reasonable and articulable risk to the safety of individuals and property.

2. The University recognizes an obligation to provide a free speech area of the University for use by External Users.
3. As a public entity partially funded by New York State tax dollars, the University will provide a Designated Public Forum to External Users for the exercise of all protected speech, barring reasonable time, place and manner restrictions. External Users should request reservation of space as described in the [Facilities Use Policy](#). Reservations for the designated forum will be addressed on a first-come, first served basis. Spontaneous gatherings are exempt from reserving the space but are still regulated by the requirements of this policy and the [SUNY Rules for the Maintenance of Public Order](#).
4. Revocable Permits are required for External Users representing Non-Commercial Organizations requesting to use any University Facilities. Individual External Users are not required to have a revocable permit. See [Facilities Use Policy](#).
5. All External Users must complete and submit the [Designated Public Forum application](#) for utilization of the Designated Public Forum. File the application with the Department of Campus Events and Conference Services three (3) business days before the date when the applicant wants to use the Designated Public Forum space. Completed applications should be sent or hand delivered to:

Department of Campus Events and Conference Services
135 Marano Campus Center
SUNY Oswego
Oswego, NY 13126

Applications received after 3 pm on a given business day shall be considered as having been received on the morning of the next business day. The applicant assumes responsibility for proper and timely completion and delivery of an application to Campus Events and Conference Services. The University shall review the application and respond to the applicant within three business days of receipt.

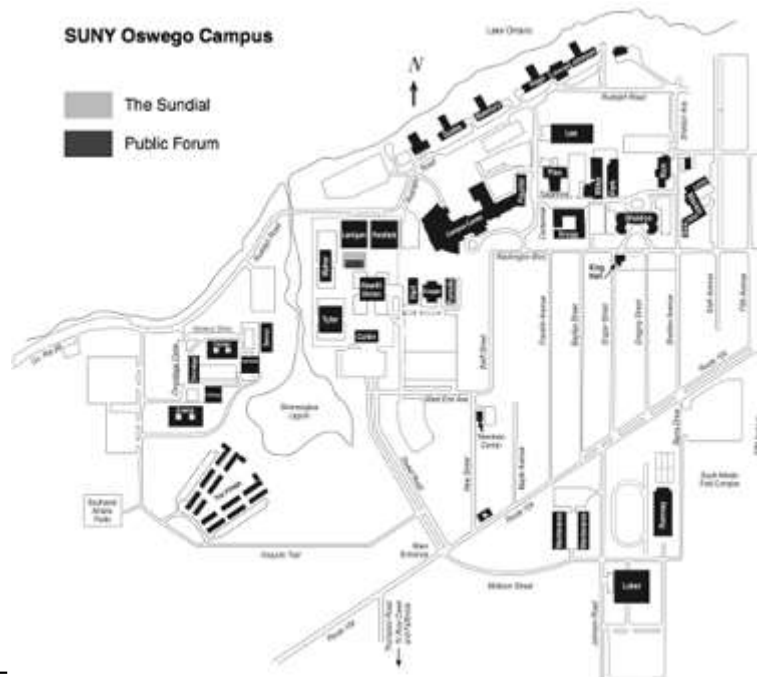
6. If the application is completed fully and signed by the applicant, and the date and time are available for use, the University shall inform the applicant of its approval to use the designated forum on the date and time so requested.
7. If the application is not complete and/or it is not signed, the University shall return the application to the applicant for completion. The three (3) business days' time period will begin running again once the completed and signed application is received by Campus Events and Conference Services.
8. If space is already reserved to its capacity for the date and time requested, or if the date and time requested is during those limited by reasonable time, place and manner restrictions as defined above, the University shall inform the applicant of the same and offer the applicant the next available date and time for the use of the space.
9. The University shall not:
 1. Restrict use of the designated public forum based on the viewpoint of the External User or its invited speakers.
 2. Charge the applicant an application fee to reserve the Designated Public Forum;
 3. Charge the applicant/External User for the use of the space;
 4. Impose insurance requirements on the applicant/External User; or

5. Charge the applicant for any additional costs to the University that the University may incur due to the use of the space by the applicant/External User, such as security.
10. The applicant/External User shall:
 1. Be responsible for any costs for parking on the campus;
 2. Be responsible for picking up from the Designated Public Forum any brochures, pamphlets, leaflets or other handouts or goods that the External User and their guests brings to the University to disseminate during their speech, and properly disposing of the same in public recycling or trash receptacles or taking them with him/her; or pay for reasonable costs to the University for clean-up; and;
 3. Not use a megaphone or electronic equipment for the amplification of sound.

Specific Policy Requirements: Termination of Protests and Assemblies

The University reserves the right to terminate any use of University grounds or Facilities, including any Designated Public Forum, in the event either the speaker or a member(s) of an audience engages in conduct that violates the SUNY Rules for the Maintenance of Public Order, adopted in accordance with Education Law Section 6430 and 8 NYCRR 535, in order to secure the orderly and operation of the campus for the safety of the entire campus community.

Appendix A. Designated Public Forum



Appendix B: SUNY Oswego - Posting on Campus - Revised July 2024

Informing the University community about events, programs, and services is a necessary and important part of ensuring the success of those activities. In recognition of this need, and in support of SUNY's print-free initiative, our commitment to sustainability, compliance with fire code, and desire to maintain our facilities, the University has designated suitable areas throughout the campus for this purpose. These locations are reserved for communication related to University events, services, and programs only, referred to as "Promotional Materials" throughout this policy.

The intent of this policy is to set forth procedures for the orderly posting and distribution of Promotional Materials by any Internal, University, and External Users. The policy defines requirements in terms of the time, place, and manner for posting and distributing Promotional Materials on campus which the University reserves the right to determine.

1. Definitions:
 - a. **Promotional Materials** are communications related to University events, services, and programs only.
 - b. **Internal User** refers to any University school/college, department, office, committee (including task forces, working groups, etc. doing official University work for the University), or Registered Student Organization. Internal Users have campus privileges to reserve and use spaces and to publicize events and programs that are not available to other Users.
 - c. **University User** refers to individual SUNY Oswego students, (see definition of student in the SUNY Oswego Student Code of Conduct) and employees; and employees of Auxiliary Services, the Oswego University Foundation, the Alumni Association, or the Student Association of SUNY Oswego, including those desiring to exercise their free speech rights. Please see [Free Speech Policy](#).
 - d. **External User** refers to any group or organization that is not an Internal or University User. A revocable permit is required for use of all campus facilities by External Users regardless if remuneration is required.
 - e. **University Bulletin Boards** are found in all University buildings and are spaces designated for posting by Internal Users only.
 - f. **General-Purpose Bulletin Boards** are in the Marano Campus Center, are marked for "general use," and are spaces designated for posting by all Users.
 - g. **Department Bulletin Boards** are those associated with a University department or unit and for use by that department and their constituents only. Use of these Bulletin Boards and surrounding area shall be in accordance with the policies, procedures, and established practices within each department and are not designated for use by any other Users.
 - h. **Organization/Union Bulletin Boards** are those associated with a University recognized bargaining unit or other affiliated organization and for use by that department and their constituents only. Use of these bulletin boards and surrounding area shall be in accordance with the policies, procedures, and established practices within each department and are not designated for use by any other Users.
 - i. **Classroom Bulletin Boards** are those found within classrooms and are only designated for use by units within Academic Affairs, Student Affairs, Enrollment Management, Administration and Finance, or the President's Office.
 - j. **Classroom Chalk/White/Smart Boards** are found within classrooms and are only designated for use to convey academic related messages.

- k. **Residence Hall Bulletin Boards** are located within residence halls. The posting of Promotional Materials within campus residences shall be in accordance with Residence Life and Housing policies and shall be approved in advance by the Assistant Vice President of Residence Life and Housing, or designee, 303 Culkin Hall.
1. General Policy Requirements:
- a. Posting Promotional Materials, stickers, or any other postings on any surface or location other than those designated above, is prohibited. The only exceptions to this section of the policy are:
 - An Internal User may reasonably distribute, hand-to-hand, Promotional Material on campus, in accordance with the other limitations and restrictions set forth in this policy, without prior approval, providing such distribution does not disrupt or interfere with the educational, administrative, or operational activities of the University, the maintenance of University property, the terms of this Code, or the free flow of traffic and persons. All such written material shall clearly identify the User. The Internal User, shall be required, however, to prevent litter as a result of distribution of such materials, including picking up all discarded materials not left in trash receptacles, and ensuring no copies are left on campus following the distribution
 - Sidewalk Chalking, see section 6.
 - Banners, see section 7.
 - b. The use of tape, paint, or other substances, or techniques used to convey a message, including symbols and images, on sidewalks, roadways, buildings, grounds (including within snow and ice), or any other campus property is prohibited.
 - c. Access to posting space on University Bulletin Boards, and General-Purpose Bulletin Boards is available on a first come first served basis.
 - d. Promotional Materials shall not include references to the sale or consumption of alcohol or other drugs.
 - e. Promotional Materials shall not promote or condone behavior that violates University policies or local, state, or federal law.
 - f. Promotional Materials that infringe on the copyrighted or trademarked works of others are prohibited. Copyrighted and trademarked works may include, but are not limited to logos, digital images, photographs, paintings, movies, videos, and written works.
 - g. Promotional Materials (other than banners) shall be made of paper or a similar medium as appropriate for posting on a bulletin board. The preferred size is 8.5" by 11" or smaller. Promotional Materials shall not exceed 17" by 22".
 - h. Each piece of promotional material is limited to one per bulletin board.
 - i. The advertisement or processing of applications for credit cards is prohibited.
 - j. All Promotional Materials must clearly indicate the name of the User sponsoring the program, event, or service and contact information of a designated representative.
 - k. The posting of Promotional Materials shall be performed by the User. Likewise, the User shall also be responsible for the prompt removal (within 24 hours) and proper disposal of all Promotional Materials upon the conclusion of an event, program, or service.
 - l. Users are responsible for the cleanliness of the University facilities because of posting or hand-to-hand distribution.

- m. The door-to-door distribution of Promotional Materials in residence halls is not permitted.
- n. The use of table tents in campus Dining Centers shall be approved by the Executive Director of Auxiliary Services, or designee, 507 Culkin Hall.
- o. Promotional Materials for events, programs, or services open to the general public shall include the following ADA Accommodations Statement: **“Persons with disabilities seeking accommodations to attend this event should contact [Name of event designated representative] at [Telephone Number of representative] in advance.”** Assistance in arranging reasonable accommodations for persons with disabilities is available from the University’s ADA Coordinator. The cost of providing reasonable accommodations will be paid by the University in accordance with policies and procedures for such arrangements.

2. Internal Users

Internal Users are encouraged to primarily utilize social media and digital signage but may place Promotional Materials (e.g., posters, notices, flyers, announcements) on University Bulletin Boards, Laker Life, and on General-Purpose Bulletin Boards.

3. External and University Users

External and University Users are encouraged to primarily utilize social media and are permitted to place Promotional Materials (e.g., posters, notices, flyers, announcements) on General-Purpose Bulletin Boards only.

4. Digital Signage

Digital Signage is a visual communications medium that informs students, faculty, staff and visitors about the happenings at SUNY Oswego. Several large LCD screens are placed in strategic locations in campus buildings that display digital slides and digital video. The Digital Signage system also provides up-to-date weather information, television feeds, and serves as a means of emergency communication.

- a. Only Internal Users are permitted to display content (digital slides and digital video) on the Digital Signage system.
- b. The creation of content for display on the Digital Signage system is the responsibility of the User presenting the information to the campus community.
- c. Content must be submitted electronically to signage@oswego.edu a minimum of five (5) business days prior to the first date the content is to be displayed on the Digital Signage system. Content submissions must include the first name, last name, and phone number of the submitter, the date the content should start running on the Digital Signage system, and the digital slide or digital video file as an attachment to the e-mail.
- d. The University reserves the right to address concerns or make suggestions related to Digital Signage in an effort to reinforce best practices in communication and the educational mission of the University.
- e. Digital Signage content that promotes or advertises the occurrence of a series of regularly scheduled meetings, activities or events will not be approved for display.
- f. Digital Signage content that promotes or condones behavior that violates University policies, or local, state or federal law will not be approved for display.
- g. Advertisement of commercial products or services on the Digital Signage system is prohibited.
- h. The use of solid red backgrounds in digital slides and digital video is reserved for Emergency Communications only. Digital Signage content submitted with a solid red background will not be scheduled for display.

- i. To optimize the management of Digital Signage content, the University reserves the right to determine what content is displayed at which Digital Signage location(s) and determine the duration, dates, and times content is displayed.
- j. Content that violates this policy or does not meet the minimum digital signage content requirements will not be approved for display.
- k. The most current version of this policy and the content and format requirements can be found on the University's website. [Digital Signage | SUNY Oswego](#).

5. Laker Life

Laker Life is the University's online system for centralizing, organizing, and increasing student involvement opportunities and communication among and between registered student organizations, campus governance units, academic units, campus departments/offices, and University committees.

- a. Only Internal Users are permitted to post content (news, photos, events, flyers, etc.) on Laker Life.
- b. The creation of content for display on Laker Life is the responsibility of the Users presenting the information to the campus community.
- c. The University reserves the right to address concerns or make suggestions related to Laker Life content in an effort to reinforce best communication practices and the educational mission of the University.
- d. Laker Life Bulletin Board content that promotes or advertises the occurrence of a series of regularly scheduled meetings, activities or events will be removed.
- e. Laker Life content that promotes or condones behavior that violates University policies, or local, state, or federal law will be removed.
- f. Solicitation for monetary donations and the advertisement of commercial products or services on Laker Life are prohibited.
- g. Content that violates the University's Posting Policy will be removed.

6. Sidewalk Chalking

Informing the University community about events and programs is a necessary and important part of ensuring the success of those activities. In recognition of this need, the University has designated suitable areas specified below for the purpose of displaying chalked messages. Chalked messages may be created by Internal Users for creating short-lived promotional messages on approved exterior horizontal surfaces of the campus in compliance with the following requirements:

- a. All chalked messages created by Internal Users shall only be for events or programs which occur on the campus.
- b. Chalked messages shall be written using commercially manufactured water soluble "sidewalk chalk" in stick form only.
- c. Chalked messages shall only be written on flat horizontal surfaces of sidewalks.
- d. Chalked messages are not permitted on any other surfaces (interior or exterior) including, but not limited to, trash receptacles, light poles, telephone poles, posts, pillars, trees, building signs, buildings, doors, retaining walls, fountains, or any object on the campus.
- e. Chalked messages shall not deface decorative symbols or sculptures located on walkways.
- f. Chalked messages shall not include references to the sale or consumption of alcohol or other drugs and shall not constitute solicitation for products or services by external or University Users or their agents.
- g. Chalked messages shall not promote or condone behavior that violates policies of the University or local, state, or federal law.

7. Banners

Banners are long strips of material bearing a slogan or design, with the intent of representing a company, organization, government, or other entity and sometimes displaying a slogan or catchphrase associated with that entity or its mission or activities. They are not rigid, unlike traditional signs. A banner can consist of several different materials including fabric, mesh, or vinyl, all with varying degrees of thickness, pliability, and durability. Banners are differentiated from flags by how they are displayed, rather than by color, shape, or designs. A banner will be attached at both ends, whereas a flag tends to be attached on a single side to a post or pole. Styles include pull-up and retractable banners, backwall displays and pop displays, step and repeat banners, pole banners, framed banners, feather banners (aka, Feather Flags), suspended banners and hanging banners.

- a. Banners may only be utilized by Internal Users after approval as described below.
- b. Banners must prominently indicate the Internal User.
- c. Student Organization banners must be approved by the Director of Student Engagement and Leadership for compliance with this and other applicable University policies.
- d. Placement of banners in a University Facility must be approved by the Facility's responsible unit (see Facilities Use Policy) for compliance with this policy, the Facility Use Policy and other applicable University policies.
- e. The design of banners used to promote official University events, programs, departments, or services must be approved by SUNY Oswego Communications and Marketing prior to printing, to ensure brand compliance.
- f. Any banner for outdoor use must be approved by SUNY Oswego Communications and Marketing for compliance with this and other applicable University policies.
- g. Banners may not obstruct ingress/egress or evacuation pathways.
- h. Banners requiring hanging, may only be hung by SUNY Oswego Facilities staff utilizing the Oswego Service Request Portal <https://ready.sucf.suny.edu/oswego/>.
- i. All Banners must be made of flame-retardant material or treated to be flame retardant prior to use. Verification of this must be provided to the SUNY Oswego Office of Environmental Health and Safety upon request.
- j. Hand-held banners carried by a University User during an event do not require pre-approval but must be compliant with other applicable University policies.

8. Content

The University reserves the right to address concerns or make suggestions related to the content of Promotional Materials in an effort to reinforce the educational mission of the University.

9. Violations

Any individual or group acting in violation of this policy, may be subject to disciplinary or legal action.

SUNY Oswego Policy on Camping and Use of Tents, Enclosures or Similar Structures on Campus

Adopted August 2024

Purpose

To set forth the State University of New York at Oswego University policy on camping and the erection, placement and use of tents/canopies, enclosures, or similar structures on campus.

Scope

SUNY Oswego is committed to maintaining a clean, aesthetically pleasing, healthy, hygienic and safe work, educational, and living environment in order to effectively carry out its educational mission. SUNY Oswego is authorized to control its buildings and grounds consistent with the SUNY policies for use of facilities, which prohibit the use of University property or buildings for purposes unrelated to the regular programs and activities of the University.

Definitions

Camping:

- In indoor or outdoor locations, the establishment of, evidence of an attempt to establish, or maintenance of temporary or permanent living quarters at any location on University property other than living quarters in residence halls and living quarters in apartments, or other University-managed housing—this includes the establishment of any indoor and/or outdoor encampment erected in connection with any lawful assembly of individuals pursuant to SUNY Oswego policies;
- Sleeping overnight in or under any parked vehicle; or
- Establishing or maintaining indoors or outdoors, or in or under, any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, hammock or other sleeping equipment, or by setting up any cooking equipment that has not been approved by the Office of Environmental Health and Safety.

Campus or Campuses is any University owned, leased, licensed or operated space, facility, property, grounds or building.

Canopy is a structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

Tent, Enclosure or Similar Structures- any and all structures, enclosure or shelter constructed of any material, including but not limited to fabric or pliable materials supported by any manner.

Third Party or Parties is any person, organization, group or entity not affiliated with the University including, but not limited to, the general public, contractors, vendors, guests and visitors to the University, those using University facilities or property under a University revocable permit, and volunteers not enrolled as such in University systems.

University is SUNY Oswego.

Policy

1. Camping is prohibited on University Campuses.
2. Exceptions
 1. Actions that constitute “camping” as defined above may be allowed with prior, written permission in the following limited circumstances:
 1. With the advance written approval of the Vice President for Administration and Finance or their designee.
 2. As approved as part of a revocable permit for Campus use pursuant to SUNY Policy No. 5603 (Use of Facilities by Non-Commercial Organizations).
 3. In extraordinary circumstances, such as times of natural disaster, when approved in writing in advance by the President of the University or their designee.
3. Enforcement and Compliance
 1. SUNY Oswego University Police Department is responsible for addressing non-compliance with this policy by all persons and may address violations of this policy that constitute criminal trespass or any other violation of law.
 2. Students may be referred for discipline for alleged violation of this Policy.
4. This Policy shall be effective immediately upon approval.

Related Documents

Regulations:

- 8 NYCRR Part 535
- Fire Code of New York State, 2015

SUNY Policies:

- 3653 – Rules for the Maintenance of Public Order
- 5607 – Commercial Use Policy
- 5603 – Use of Facilities by Non-Commercial Organizations

Facilities Use Policy

Updated, August 2024

This policy is designed to provide guidance to the University and the community for use of University Facilities.

This guidance will:

1. Establish standard processes for the use of University Facilities.
2. Minimize scheduling conflicts.
3. Establish and maintain a consistent, effective, and efficient approach to facility use and scheduling.
4. Establish and apply consistent fees and contracts for the use of University Facilities.
5. Increase the degree of University-wide communication and coordination relative to the effective and efficient scheduling of University Facilities.
6. Increase the degree of University awareness with regard to Events that use University Facilities.
7. Provide designated liaisons to Internal and External Users to aid them in the scheduling and use of University Facilities.
8. Optimize the appropriate use of University Facilities.

A. Overview

The use of University Facilities is intended primarily for functions sponsored by registered student organizations, University offices, departments, and programs in pursuit of educational and strategic purposes. As a public institution, the University also recognizes it should make its Facilities available for External Users when appropriate and so long as they do not infringe upon, disrupt, or conflict with operations and activities of the University and its educational pursuits.

B. Definitions

1. **Internal User** refers to any University school/college, department, office, committee (including task forces, working groups, etc. doing official University work for the University), or Registered Student Organization. Internal Users have campus privileges to reserve and use spaces, and to publicize Events that are not available to other Users.
2. **University User** refers to individual SUNY Oswego students, (see definition of student in the SUNY Oswego Student Code of Conduct) and employees of the University, Auxiliary Services, the Oswego University Foundation, the Alumni Association, or the Student Association of SUNY Oswego, including those desiring to exercise their free speech rights. Please see [Free Speech Policy](#).

3. **External User** refers to any group or organization that is not an Internal or University User. Revocable Permits are required for External Users representing Non-Commercial Organizations requesting to use any University Facilities.
4. **Non-Commercial Organization** refers to federal, state or local governmental units, departments and agencies; business, charitable, civic, community, cultural, educational, entertainment, industrial, labor, political, professional, recreational and religious organizations, operating on a not-for-profit basis and whose activities are consistent with and in furtherance of University purposes.
5. **Event** refers to a single, series or any combination of planned meetings, presentations, functions, gatherings (including protests, marches, etc.), or other activities that are not part of or directly related to the University's curriculum.
6. **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.
7. **Class-Related Event** 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.
8. **Registered Event** refers to all Events registered with the appropriate responsible unit, which may or may not be sponsored.
9. **Sponsored Event** refers to Registered Events that are sponsored exclusively by one or more Internal Users.
10. **Official University Event** includes but are not limited to those Events designated by the University Calendar, (i.e. Opening Breakfast, Laker Launch, Torchlight, OzFest, LakerFest, WinterFest, Summer Sessions, Winter Sessions, Welcome Picnic, New Student Orientation, New Faculty and Staff Orientation, Quest, Honors Convocation, Reading Days, Finals Week, Academic Affairs Retreat)
11. **Annual Events** include but are not limited to: MLK, I Am Oz, Media Summit, Admissions recruitment Events, Founders Weekend, University Opening activities, Laker Launch, ALANA Conference, etc.
12. **External Event** refers to any Event registered by an External User
13. **Facilities** 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.
14. **Designated Public Areas of Grounds and Buildings** means the Designated Public Forum, and sidewalks/walkways/paved areas on University owned property, except for building entrances and access points; the lawn between Rich and Park Halls; the field between the Marano Campus Center and the Cooper Dining Hall; the Marano Campus Center spine, Food Court, and Hearth Lounge.

C. Policy Application, Process, and Responsible Unit

This policy applies to the use of all SUNY Oswego Facilities by all Users. Responsible units as identified below, shall establish procedures to request, schedule, reserve, and coordinate the use

of University Facilities under their purview. It is expected that all Events, with the exception of Academic Classes scheduled by academic departments and/or the Registrar, be registered with the appropriate responsible unit

1. The Registrar's Office, within the Division of Academic Affairs, is solely responsible for scheduling the use of University Facilities for Academic Classes.
2. Campus Events and Conference Services, within the Division of Student Affairs, is solely responsible for scheduling the use of all University Facilities for non-Academic Class Events with the exception of the spaces outlined below:
 1. Tyler Hall staff have sole responsibility for scheduling the use of Facilities at Tyler Hall.
 2. Penfield Library staff have sole responsibility for scheduling the use of Facilities at Penfield Library.
 3. Intercollegiate Athletics staff have sole responsibility for scheduling the use of Intercollegiate Athletic Facilities, with the exception of Deborah F. Stanley Arena and Convocation Hall.
 4. Campus Recreation staff have sole responsibility for scheduling the use of Campus Recreation Facilities.
 5. Residence Life and Housing staff have sole responsibility for scheduling the use of Residence Life and Housing Facilities.
 6. Rice Creek Field Station staff have sole responsibility for scheduling the use of Facilities at Rice Creek Field Station.
 7. The Division of Extended Learning staff have sole responsibility for scheduling the use of Facilities at the downtown Syracuse campus.
 8. Auxiliary Services staff have sole responsibility for scheduling the use of Facilities at Fallbrook Recreation Center.
3. All Users who schedule the use of University Facilities, their visitors and guests must abide by all SUNY and University policies and guidance including but not limited to:
 1. Rules for the Maintenance of Public Order of the State University of New York
 2. SUNY Oswego Student Code of Conduct
 3. SUNY Oswego Policy on Camping and Use of Tents, Enclosures or Similar Structures on Campus[1]
 4. SUNY Oswego Identification Policy
 5. SUNY Oswego Posting Policy
 6. SUNY Oswego Free Speech, Civil Discourse and Peaceful Assembly Policy[2]
4. 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 law enforcement.

D. Appropriate Use

1. Use of the requested Facilities must be suitable to the primary functions for which the facility was designed or is currently utilized.
2. 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.

3. Certain Facilities are not reservable and may not be appropriate for use beyond their primary function for reasons of safety or security. These Facilities and spaces include but are not limited to offices, storage rooms, closets, bathrooms, stairwells, some hallways, mechanical rooms, rooftops, maintenance shops, dining centers, catering kitchens, and laboratories.
4. University Facilities may only be used for Academic Classes, Class-related activities, Official University and Annual Events, Sponsored Events, External Events, and other Registered Events.
5. University Facilities may not be used in a manner that infringes upon, disrupts or conflicts with the operations of the University or its educational purposes.
6. Only Designated Public Areas of Grounds and Buildings are permissible to be used by University and Internal Users for orderly assemblies (see SUNY Oswego Free Speech, Civil Discourse, and Public Assembly Policy[3])
7. University Facilities may not be used in a manner that is inconsistent with the University's status as a tax-exempt educational institution.
8. The University shall have the authority to limit 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 Event, and set other limits to ensure the integrity of the University's primary programs and educational purposes.
9. The University shall determine appropriate measures for the health, safety, and security of campus members and the public for Events and may deny or limit the use of University Facilities accordingly.
10. Camping, and the placement of tents, canopies or other similar structures or enclosures on Campus property, is generally prohibited and may be approved only as specified, and in accordance with the requirements of the SUNY Oswego Policy on Camping and Use of Tents, Enclosures or Similar Structures on Campus[4] .
11. Overnight Events are prohibited unless expressly pre-approved and in alignment with or in support of an Academic class, Class-related event, or Sponsored event.
12. Facility use may be denied or restricted if the University determines that the User(s) have violated University policy, federal, state, or local law during a previous use of University facilities.
13. The advertisement and/or posting of information in University Facilities soliciting campus or community attendance at Events using University Facilities must comply with all provisions outlined in the University's Posting Policy[KGK5] .
14. The use of University Facilities by Users must comply with all provisions outlined in this policy.

E. Facilities Use Priority

When two or more requests for the use of University 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. Please note 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.

1. Academic Classes
 1. The scheduling of Academic Classes shall receive first priority for the use of classrooms and laboratories.
 2. The scheduling of Academic Classes shall not pre-empt or “bump” scheduled activities or Events from non-classroom/academic Facilities. Exceptions may apply.
2. Non-Academic Events Priority
 1. Official University Events
 2. Annual Events
 3. Class-Related Events
 4. Sponsored Events of Registered Student Organizations
 5. Other Sponsored Internal Events
 6. External Events
 7. Other Registered Events

F. Registering Events

1. With the exception of Academic Classes, all Events must be registered, and Event space requested if a University Facility is required.
2. Facilities requests should be submitted at least three business days prior to the Event date. Requests received less than three business days prior to an Event may not be accommodated.
3. Revocable Permits are required for External Users representing Non-Commercial Organizations requesting to use any University Facilities. Individual External Users are not required to have a revocable permit. See [Facilities Use Policy](#).
4. All External Users must complete and submit the [Designated Public Forum application](#) for utilization of the Designated Public Forum. File the application with the Department of Campus Events and Conference Services three (3) business days before the date when the applicant wants to use the Designated Public Forum space. See SUNY Oswego Free Speech, Civil Discourse, and Peaceful Assembly[6] .
5. Requests for the use of University Facilities for eligible Events shall be accommodated on a first-come first-served basis and should be directed to the responsible unit. (See Section C).
6. Requests for the use of University Facilities overseen by Campus Events and Conference Services must be directed to Campus Events and Conference Services via the [Event Management System \(EMS\) WebApp](#).

7. Campus Events and Conference Services will review each request, will make a decision as to the appropriate classification of the Event and, after appropriate consultation within the University community, will approve or deny the request with cause.
8. Campus Events and Conference Services shall base its decision on the following:
 1. the purpose for which the space is requested;
 2. the appropriateness of the request;
 3. the availability of Facilities and other resources;
 4. the relationship of the User(s) to the University; and
 5. the relationship of the primary audience to the University.
9. If the request is approved, Campus Events and Conference Services will coordinate the logistics of the Event, including the issuance of a revocable permit for External Users representing Non-Commercial Organizations, and the scheduling of required Facilities and services.
10. Each 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 Event.
11. To optimize the overall use of University Facilities, Campus Events and Conference Services reserves the right to change the location, reservation start time, or reservation end time of a scheduled Event. Decisions to change the location, reservation start time, or reservation end time of a scheduled Event will be made with as much advance notice as possible.
12. Classrooms and laboratories may not be scheduled prior to the release of the final schedule of Academic Classes for each semester.
13. If Event attendees include youth under the age of 17 who are not currently enrolled students, Campus Events and Conference Services youth compliance staff must be notified through the [Youth Compliance Portal](#).
14. Any Event requiring ticketing must submit a request to the Box Office a minimum of 15 days in advance of the Event at [Request for Box Office Services](#).

G. Fees and Invoicing

1. The University reserves the right to charge deposits and certain other fees, related to the use of University Facilities:
 1. Rental Fees – a fee assessed for the use of space, furnishings and/or equipment.
 2. Support Services Fee – a fee assessed for a service required or provided by the University, or its subcontractors, in support of an Event (e.g. custodial, maintenance, catering, dining center meals, parking, traffic control, Event security, facility supervision outside normal operating hours, etc.).
 3. Damage Fees – a fee assessed for damage to a facility resulting from an Event.
2. Campus Events and Conference Services has sole authority to quote and assess fees for the use of University Facilities excluding Athletic Facilities, Residence Halls, Waterman

Theatre, and Fallbrook which are managed by other responsible units, as defined in Section C of this policy.

3. Generally, an Internal User who uses University Facilities will not be assessed fees, except in the following circumstances:
 1. Rental fee(s) will be assessed for the use of residence hall Facilities.
 2. Rental fee(s) may be assessed for the use of Facilities under the custody and control of Auxiliary Services (e.g., Fallbrook Recreation Center).
 3. Rental fee(s) may be assessed for furnishings and equipment when an Event requires additional furnishings or equipment not included in the routine operation of the Facilities used.
 4. Support service fee(s) may be assessed when an Event requires additional staffing or support services not included in the routine operation of the Facilities used.
 5. Damage fee(s) may be assessed when an Event results in damage to the Facilities used.

H. Cancellation and Facility Substitution Policy

1. The University reserves the right to substitute an alternative facility if deemed necessary to:
 1. Ensure the integrity of the University's primary programs and educational objectives;
 2. Optimize the use of University Facilities; and
 3. Respond to unique needs or circumstances.
2. In some situations, due to factors beyond the control of the University, including, but not limited to weather conditions, global healthcare concerns, the unavailability of Facilities due to physical damage, or mechanical breakdown of support systems, the University may cancel or require the rescheduling a previously scheduled Event without penalty to the University. Nothing in the Policy shall be understood to limit or condition the University's ability (consistent with applicable law and policies) to cancel or terminate an Event in instances where activity or behavior relating to an Event causes, (or will cause), an unacceptable level of disruption to University functions or activities or violates (or will violate) an applicable University or SUNY policy (e.g. the SUNY Maintenance of Public Order Policy^[KGK7]),
3. The University reserves the right to establish reasonable cancellation deadlines for all Events.
 1. Such deadlines will be established and communicated in a timely manner to Users during the planning process.
 2. Campus Events and Conference Services or the responsible scheduling unit, (See section C) must be notified via email by the Event sponsor of any cancellations by the established deadline.

I. Revocable Permits and Insurance

External Users from Non-Commercial Organizations are required to complete a revocable permit four (4) weeks prior to their scheduled Event, even if no fees are being assessed, and are required to provide the following information in order to generate the revocable permit:

- Official name of the sponsoring organization;
- Identify if the organization is a commercial or Non-Commercial Organization;
- Official address of the sponsoring organization;
- Name of authorized officer or official representative who will be signing off on the permit.

In addition to the revocable permit, External Users from Non-Commercial Organizations must provide SUNY Oswego with a Certificate of Liability Insurance which must include the following:

- Name the State of New York, the State University of New York and the State University of New York at Oswego as an additional insured party on the policy;
- Include general liability insurance of one million dollars (\$1,000,000) for each occurrence and two million (\$2,000,000) in the aggregate.
- New York State Workers' Compensation Certificate (C-10502) or Workers' Compensation Exemption Certificate (CE-200);
- Disability Certificate (DB-120.1);
- A copy of the organization's W-9 Form;
- A copy of the organization's Federal ID Number.

J. Indemnification

The University reserves the right to require certain 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.

K. Waivers and Additional Discounts

Requests to waive or discount deposits and fees related to the use of University Facilities must be submitted in writing to the Director of Campus Events and Conference Services, or the responsible unit, (see section C). The appropriate Vice President will be consulted to either approve or deny the request.