

Le Moyne College
Syracuse, New York

Emergency Response Plan

In the event of an emergency, immediate notification to Campus Security (4444) is essential to ensure the timely response of emergency personnel.

Approved by Administrative Council, November 18, 1999
Updated March 2008

GENERAL

1. Le Moyne College is a Jesuit, Catholic institution, situated on a 150-acre campus in the eastern suburbs of Syracuse, NY.
2. This plan attempts to put Le Moyne in a proactive position to protect students, staff and faculty, as well as the community and our environment in case of a major emergency or disaster. It facilitates compliance with certain regulatory requirements of federal, state and local agencies and enhances the College's ability to quickly return to normal operations following an emergency or disaster.
3. The plan will not, nor can it be expected to address every possible emergency situation. Therefore, each division of the College must become familiar with this plan, particularly the notification process, to ensure an adequate response to any and all possible emergencies. In addition, each division should consider extending parts of this plan to include more specific details as they relate to various departmental needs.

PURPOSE

The Emergency Response Plan is designed to be a basic guide for providing a response system to any emergency situation on the College campus that could cause death, serious injury, disrupt operations, or cause physical or environmental damage.

POLICY

The priority order for emergency response will be life safety, property protection and preservation of academic programs.

NOTIFICATION

1. In the event of an emergency or disaster, immediate notification to campus Security (4444) is essential to ensure the timely response of emergency personnel.
2. The Director of Campus Security or his designated representative will ensure the following are notified immediately. Depending on the nature of the incident, the

sequence of notification may be altered. (See Tab-1, page 13 for notification roster of key personnel.)

President
Provost and Vice President for Academic Affairs
Director of Facilities Management and Planning
Vice President for Information Technology
Director of Communications
Vice President for Student Development
Director of Residence Life
Director of Campus Ministry
Director of Human Resources
Vice President for Finance and Administration
Vice President of Institutional Advancement
Vice President for Enrollment Management
Director of Health Services
Director of Counseling
Environmental Health and Safety Officer

ORGANIZATION

When an emergency affecting the College reaches proportions that cannot be handled by routine measures, the following groups will be called into service to direct, control and support the emergency operations of the College.

1. The **Emergency Management Planning Team (EMPT)**, made up of a group of senior administrators, responsible for assessing the emergency and organizing personnel, equipment and supplies to respond immediately to the problem. The Director of Campus Security who reports to the Vice President of Student Development leads the team. (See http://www.lemoyne.edu/human_resources/tab2.pdf.)
2. The **Emergency Policy Group**, made up of the **President's Administrative Council**, is responsible for planning and prioritizing the long term recovery of the College following a disaster or major emergency. The President heads the Policy Group (See http://www.lemoyne.edu/human_resources/tab3.pdf.)
3. The Director of Campus Security will make the decision whether or not the Emergency Management Planning Team should be activated. He/she will notify the Vice President

for Student Development of his/her decision. The Vice President for Student Development will notify the President and activate the Emergency Policy Group when required.

4. When the Director of Campus Security decides to activate the Emergency Management Planning Team, the parties affected will respond to the emergency using existing policies and procedures.

CONCEPT OF OPERATIONS

1. The likelihood that a disaster or emergency situation may occur on a holiday, weekend or after normal College office hours, when staffing levels are minimal, is **very high**. Since Campus Security is staffed 24 hours per day, the shift supervisor or officer in charge at the time of an emergency is responsible for initiating this plan. He/she will direct all available College resources to provide protection for life safety, and preservation of property until relieved by higher authority. Initial control of the emergency and all available resources belongs under the Office of Campus Security upon the activation or arrival of the EMPT.
2. When notified, members of the EMPT will immediately report to the Emergency Operations Center (EOC) on the campus where the emergency exists.
 - As soon as the EMPT has assembled, *it should begin getting the basic facts on paper* to be prepared for distribution to the media and other internal and external constituencies. Preparing the fact sheet will help to build agreement and understanding of the facts and will be important in communicating with all audiences. When agreement has been reached on the fact sheet, the staff of the Office of Communications will prepare it. Depending on the situation and timing, the facts would be distributed to the internal and external communities, parents, media and other audiences.
 - All communication during a crisis should be handled by a *spokesperson* and the spokesperson should not be the crisis manager who will have his/her hands full responding to the situation at hand. Effort must be made to keep the media and all audiences up to date on how the crisis is being handled. A lack of information creates uncertainty and confusion.

All media contacts and public statements should be handled by the appointed spokesperson. All other EMPT members should refer media to the spokesperson and refrain from public comment.

If possible, each member of the EMPT can be appointed to respond to the needs of an individual audience, such as staff, students, parents, etc.
 - The following roles and responsibilities are assigned initially, with the understanding that revisions may be made by the crisis manager once the nature and the extent of the situation have been assessed. Since full and immediate communication is essential in times of crisis, the Office of Communications will distribute the written statement approved by the EMPT to

the following individuals who are responsible for communicating the message in specific areas. These individuals will carry a beeper for emergency response needs.

Role	Primary	Back-up
Crisis Manager	President	Provost/Academic VP
Media Spokesperson	Director of Comm.	Asst. Dir. of Comm.
Student needs	V.P. Stud. Development	Dir. of Res. Life
Faculty needs	Provost/Academic V.P.	Dean of A/S or Mgt.
Staff/Admin needs	V.P. of Finance and Admin.	Dir. of HR
Liaison with alumni	V.P. of Inst. Advancemnt.	Dir. of Alum.
Liaison with parents	V.P. Student Dev.	Dir. of Res. Life
Liaison with donors	V.P. of Inst. Advancemnt.	Dir. of Dev.
Liaison with boards	Provost/Academic V.P.	V.P. of Inst. Adv
Liaison with prospective students	V.P. for Enroll. Mgt.	Dir. of Admissions
IT Services	V.P. for Info Techn.	Dir of Telecom/Net
Mailroom	Asst. Dir. of Fac. Mgt.	Dir. of Fac. Mgt.
Campus Ministry	Dir. of Campus Ministry	Campus Minister

- When the crisis has passed, the team should reconvene to summarize how the situation was handled, what worked and what did not work. A written summary should be prepared to record the activities and to guide future crisis committees.

EMERGENCY OPERATIONS CENTER (EOC)

The EOC serves as the central management center for the EMPT. The primary EOC location(s) is as follows (Alternative sites will be designed as needed):

- Mitchell Hall - Phonathon Room (basement), Room 16 (445-3132)
- Physical Plant – Kitchen (445-4502)
- Panasci Chapel - Community Room (445-4459)

Once an emergency has been declared and the EOC is opened, it will be staffed on a 24 hours basis by Campus Security and/or Facilities. Based upon the type of emergency and at the direction of the Director of Campus Security, other departments that are part of the EMPT may also be required to staff the EOC on a 24 hours basis. (See page 16 for a list of required EOC equipment and supplies.)

Communications will operate a Media Center during the emergency at one of the following locations:

- Mitchell Conference Room, Mitchell Hall (When EOC is in Rm. 112 Mitchell) (445-4712)
- Physical Plant Print Rm. (When EOC is in the Physical Plant) (445-4500)
- Campus Ministry Offices (When EOC is in the Chapel Community Room)

(445-4459).

PRIORITY OBJECTIVES

The EMPT will concentrate its efforts on Priority I objectives until these objectives are substantially met. Priority II and III objectives will be addressed as resources become available.

PRIORITY I

1. Life Safety Evacuation - evaluate the need to evacuate people from hazardous or high-risk areas to safe zones.
2. Medical Aid - evaluates medical services available and advise rescue forces regarding location of treatment facilities for injured.
3. Fire Suppression - evaluate fires or fire hazards and use resources to control and evacuate.
4. Search and Rescue - appoint search and rescue teams and initiate rescue operations as required.
5. Communication Network - establish a communication network using available staff, materials and equipment.
6. Utilities Survey - evaluate condition of utilities (gas, electric, steam, water, sewer) and shutdown or restore as able.
7. Hazardous Substance Control - survey critical areas and secure or clean-up as needed (i.e., biological and chemical).
8. Spiritual Assistance - provide emergency sacramental and spiritual assistance to those seriously injured.

PRIORITY II

1. Food and Drinking Water - identify supplies on hand and establish a distribution system for food and water.

2. Shelter - identify usable structures to house resident students and/or community victims.
3. Facility - evaluate facilities (i.e., buildings, classrooms) for occupancy or use. Identify and seal off condemned areas.
4. Information- establish a communications system with the campus community and advise everyone regarding availability of services.
5. Animal Control - provide controls and containment for all experimental animals on campus.
6. Criminal Activity Control - establish a police/security system to protect property and control criminal activity.
7. Psychological Assistance - establish a system to assist persons in coping with the crisis.
8. Transportation-organize transportation for shelter relocation.

PRIORITY III

1. Valuable Materials Survey - identify and secure valuable materials (i.e., art work, historical books) on campus.
2. Records Survey - identify and secure all Le Moyne College records.
3. Academic Survey - determine requirements to continue academic operations.
4. Supplies and Equipment - develop a system to renew flow of supplies and equipment.

RECOVERY AND PLANNING

As operations progress from Priority I through Priority III, the administrative control of the crisis/emergency situation will move from the EOC (Emergency Operations Center) back to the normal College organizational structure. The Vice President for Student Development will determine when to deactivate the EOC.

RESPONSIBILITY AND CONTROL

1. President:

- * Function as the highest level of authority during an emergency.

2. Provost and Vice President for Academic Affairs:

- * Notify the President and the President's Administrative Council when required.
- * After consulting with the President, declare a campus emergency and close the College when required.

3. Director of Campus Security:

- * Notify the EMPT (Tab 2) and activate Emergency Operations Center.
- * Control the emergency operation.
- * Establish priorities for use of personnel and resources.
- * Authorize deviations of procedures for implementing the Emergency Response Plan.
- * Oversee the operation of the Emergency Operations Center.
- * Secure the emergency/disaster area and conduct emergency actions to minimize danger to persons and/or property.
- * Notify city and/or county emergency response agencies (e.g., Syracuse Police Department, Dewitt Police Department, fire department) apprising them of the situation and requesting their assistance.
- * Notify appropriate College officials (Tab 1), apprising them of the situation and requesting appropriate assistance.
- * Direct and coordinate College resources to respond to the emergency -until relieved by the Director of Facilities Management and Planning.

4. Physical Plant

- * Conduct damage assessments.
- * Direct crews to clear debris, make temporary repairs, secure utilities and restore services.
- * Determine the safety of buildings and recommend building/facility closure.
- * Assess damage to water and sewer systems to determine possible contamination.
- * Direct efforts to control hazardous material and determine status of radioactive and/or chemical materials.
- * Coordinate clean-up operations.

5. Residence Life:

- * Coordinate and handle emergency feeding for students, staff, faculty and volunteer workers.
- * Determine the number of students who will require emergency shelter and coordinate their relocation to suitable emergency shelters located on and off campus.
- * Coordinate and manage emergency shelter operations.
- * Provide a current listing of resident students by location to Campus Security and Provost and Vice President for Academic Affairs.

6. Communications:

- * Establish a Media Center in proximity to the Emergency Operations Center.
- * Identify and brief appropriate spokesperson.
- * Develop and issue appropriate communications.
- * Plan and execute news briefings for media, as needed.
- * Provide information to the print and electronic media.
- * Develop and issue internal communications relating to the emergency.

7. Student Development:

- * Coordinate and establish a 24 hour telephone hot line to respond to inquiries from parents and relatives.
- * Organize student volunteers (as a last resort) for operational use during the emergency.

8. Financial Services and Purchasing:

- * Handle emergency purchases and coordinate the distribution of supplies.
- * Determine what non-campus equipment and personnel will be required and arrange for contract services.
- * Initiate a record keeping system for all expenditures.

9. Information Technology:

- * Install and activate telephones, faxes and computers in the Emergency Operations Center and Media Center - as required.
 - * Coordinate restoration of telephones, faxes and computers campus-wide.
 - * In coordination with Student Development establish a phone bank for 24-hour emergency hot lines.
 - * In coordination with Communications, update Le Moyne Home Page.
10. Human Resources:
- * Determine status of campus work force and establish a procedure for shift assignments for all campus staff to include staff working 24 hours straight.
 - * Schedule times to relieve crews on duty.
 - * Coordinate and organize a “personnel pool” of available volunteers.
 - * Coordinate debriefing for employees, as needed.
11. Campus Ministry:
- * Assist medical personnel in attending to the injured.
 - * Notify parents and relatives of serious injury or death.
 - * Coordinate spiritual and pastoral counseling services as needed during and following a crisis.
12. Campus Security
- * Conduct emergency fire suppression, evacuation and rescue efforts as needed.
 - * Coordinate with city and county officials for emergency support services, as needed.
 - * Inform the city of our availability of resources in case of a disaster or major emergency in one of the communities around our campus.
13. Center for Personal Growth and Counseling:
- * Coordinate psychological services for students affected by the crisis, both during and following the event.
14. Health Services:
- * Handle injured or deceased persons until they can be evacuated to an appropriate medical facility.
 - * Direct medical response for injured persons.

REFERENCES

This Emergency Response Plan is based on concepts established in the following reference material:

1. “Emergency Management Guide for Business & Industry,” published in partnership by the American Red Cross and the Federal Emergency Management Agency.
2. “Handling Natural Disasters on Campus,” published by the International Association of Campus Law Enforcement Administrators, 1993.
3. “Emergency Reference Guide,” Drake University, July 1995.
4. “Emergency Response Manual,” published by The Public Safety Press, copyright 1995.
5. “Emergency Procedures Manual,” (Frost Campus) Saint Louis University, October 1, 1988.
6. “Emergency Response Plan,” Loyola Marymount.

TAB 1 – EMERGENCY NOTIFICATION ROSTER

TAB 2 – EMERGENCY MANAGEMENT PLANNING TEAM (EMPT)

TAB 3 – POLICY GROUP

TAB 4 – EMERGENCY OPERATIONS CENTER (EOC)

TAB 1 - EMERGENCY NOTIFICATION ROSTER

Please see the following for information:

http://www.lemoyne.edu/human_resources/tab1.pdf

TAB 2 – EMERGENCY MANAGEMENT PLANNING TEAM

Please see the following for information:

http://www.lemoyne.edu/human_resources/tab2.pdf

TAB 3 - POLICY GROUP

Please see the following for information:

http://www.lemoyne.edu/human_resources/tab3.pdf

TAB 4 - EMERGENCY OPERATIONS CENTER (EOC)

EOC REQUIREMENTS:

Back-up power, communications and lighting.

Telephone directories.

Blueprints, maps and status boards.

Building security systems information.

Technical information and data for advising respondees.

Information and data management capabilities.

Copy of the Emergency Response Plan and list of EMPT members.

Copy of Red Book Directory.

Emergency supplies.

Food and water for staff.

MEDIA CENTER REQUIREMENTS:

Phone and data jacks.

EMERGENCY SPECIFIC INFORMATION

Annex A - Medical Emergency

Annex B - Death/Serious Injury

Annex C - Fire or Explosion

Annex D - Bomb Threat

Annex E - Severe Weather

Annex F - Natural Disasters

Annex G - Chemical Spills

Annex H - Utility Failure

Annex I - Media and Internal Communications

Annex J - Evacuation of Persons with Disabilities

Annex K – Mass Evacuation of Campus

ANNEX A - MEDICAL EMERGENCY

1. Emergency Actions-In the event of an injury or other medical emergency:
 - A. Call **4444** (using an on-campus phone) or go to one of the five emergency “blue light” locations and push button for two-way contact with campus security.
 1. Identify your location: building name or number, office or room number.
 2. Describe the situation:
 - what has happened;
 - type(s) of injuries.
 3. Give your name and phone number.
 - B. Obtain or provide immediate on-site first aid.
 - C. Alert other employees/students that an emergency is occurring.
2. Campus Security:
 - A. Dispatch an Officer to the emergency location.
 - B. Call the Health Office and/or Syracuse Fire Dept. or Rural Metro paramedics.
 - C. Assist in traffic/crowd control for movement of the victim(s).
 - D. Notify appropriate College officials as outlined in the basic plan.

ANNEX B - DEATH/SERIOUS INJURY

1. Emergency Actions

- a. In the event a death or serious injury occurs on campus immediately call **4444**.
- b. Campus Security will respond ASAP to secure the area and **no one**, including the media, **will be permitted in the area** until such time as medical and police officials clear the scene. The area will be treated as crime scene until such time as foul play is ruled out.
- c. The name of the victim and other information will **not** be released except to on-site emergency assistance personnel. The Medical Examiner or Campus Ministry will inform the family of a death.
- d. The College offers counseling through the Center for Personal Growth Counseling and Campus Ministry for any student who requests this assistance.

2. Notifications

- a. Students - The Vice President for Student Development or Designate, is responsible for informing the appropriate departments and other students of a death or serious injury of a student after the immediate family has been notified.
- b. Faculty/Staff Member - Department Heads, Deans and Vice Presidents are responsible for informing the appropriate departments and co-workers of a death or serious injury of a faculty or staff member.
- c. Communications is responsible for all contact with the media.

3. Student Family Member's Death

The death or serious injury of a member of a student's family is an emotional situation that should be handled with sensitivity. The Vice President of Student Development or Campus Ministry should make notification to a student of a death or serious injury of a member of their family.

ANNEX C - FIRE OR EXPLOSION

1. Emergency Actions - If a fire or explosion occurs, or you detect smoke or a burning odor:

- a. Pull the nearest fire alarm.
 - b. Check to see if anyone is in immediate danger.
 - c. If the fire is minor, and there is no additional danger to you, attempt to extinguish with the nearest fire extinguisher. If the fire is uncontrollable, evacuate the area immediately. **DO NOT USE ELEVATORS.**
 - d. After evacuating, call **4444** or **911** (using an on-campus phone) or go to one of the emergency “blue light” locations and push button for two-way contact with campus security.
 - 1). Identify location (building name) of the fire or explosion;
 - 2). Give the current status of the fire and the suspected cause (if known);
 - 3). Give your name and phone number.
2. When you hear an alarm or are notified of a fire or explosion:
- a. When an alarm is sounded, proceed to the nearest exit. If above ground level, proceed to the nearest stairway. Assist the handicapped in exiting the building. **DO NOT USE ELEVATORS.**
 - b. If you are in a room when the alarm sounds, check surface of door and/or door knob for heat **before** opening the door. Check bottom of door for signs of smoke.
 - c. If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
 - d. If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. **CLOSE ALL DOORS BEHIND YOU.**
 - e. If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, hang a cloth or other object out of the window to signal that the room is occupied. If there is a telephone, call **4444** and advise the room number and that all exits are blocked. **REMAIN CALM, STAY ON THE LINE** and wait for the arrival of assistance.
 - f. If smoke enters room prior to the arrival of assistance, stay as close to the floor as possible. If smoke becomes very heavy, break top window first to expel smoke, then break the bottom window to admit fresh air. **DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.**
 - g. After evacuating the building, move well away from the area to facilitate movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by responsible authority.
3. Campus Security:
- a. Dispatch all available Officers to the fire/explosion location to determine if it is a real fire or false alarm. Assist in evacuation.
 - b. Call on-duty Facilities Technician to respond to the alarm panel.
 - c. Call the fire department or reset the alarm.

- d. If the fire or explosion occurs in a residence hall at night or during inclement weather, direct students to an appropriate Campus facility for temporary shelter.
- e. Notify appropriate campus officials as outlined in the basic plan.

ANNEX D - BOMB THREAT

1. Emergency Actions-When a bomb threat is received by phone:
 - a. Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).
 - b. Try to get as much information as possible about the location of the bomb and a description of the bomb and caller. **“USE THE BOMB THREAT CHECKLIST TO RECORD ALL INFORMATION.”**

- c. Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call Campus Security at **4444**.
 - d. After the caller hangs up, **IMMEDIATELY CALL 4444 AND NOTIFY CAMPUS SECURITY.**
 - e. If an evacuation of the building is ordered **TAKE THE BOMB THREAT CHECKLIST WITH YOU** and give it to Campus Security.
2. Emergency Actions - When a suspicious package or item is found:
- a. If you find an item you suspect is a bomb, **DO NOT TOUCH, MOVE OR DISTURB IT.**
 - b. Call **4444** immediately, then notify your supervisor.
 - c. Keep people away from the area until help arrives.
3. Campus Security:
- a. Dispatch all available Campus Security Officers and Facilities staff to the scene.
 - b. Notify 911.
 - c. Notify appropriate College officials outlined in the basic plan.
 - d. Conduct search and/or evacuation procedures.

BOMB THREAT CHECK LIST

Use this form to record all information if you receive a bomb threat call.

BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT.

EXACT WORDS OF CALLER: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place it? _____

6. Where are you calling from? _____

CALLER'S VOICE (circle)

MALE	FEMALE	ADULT	JUVENILE
ACCENT	WELL SPOKEN	IRRATIONAL	INCOHERENT
FOUL	CALM	ANGRY	EXCITED
SLOW	RAPID	SOFT	LOUD
LAUGHTER	CRYING	NORMAL	SLURRED
NASAL	SPEECH IMPEDIMENT	UNUSUAL BREATHING	RASPY
CLEARING THROAT	DEEP	HIGH	DISGUISED
CRACKING VOICE	FAMILIAR	TAPED	

If the voice is familiar, who did it sound like? _____

Did the caller indicate knowledge of the campus? (circle one) Yes No

If yes, explain: _____

BACKGROUND SOUNDS (CIRCLE)

STREET NOISES	DISHES	VOICES	PA SYSTEM
MUSIC	HOUSE NOISES	MOTOR	AIRCRAFT
QUIET	OFFICE MACHINERY	ANIMAL NOISES	LONG DISTANCE
STATIC	FACTORY MACHINERY	ON CAMPUS	OFF CAMPUS

Name: _____ Dept: _____ Phone: _____

Date received: _____ Time received: _____ Time ended: _____

Call 4444 immediately after the caller hangs up.

TAKE THIS CHECKLIST WITH YOU AS YOU EVACUATE THE BUILDING.

ANNEX E - SEVERE WEATHER/TORNADO

1. Emergency Actions - should threatening weather conditions develop:

A. Turn on one of the weather alert radio or television stations listed below:

<u>RADIO</u>	<u>TELEVISION</u>
57 WSYR AM	WSTM - TV3
62 WHEN AM	WTVH - TV5
Y94 FM	WIXT - TV9

B. If the weather service issues a **severe weather or tornado warning** for the Syracuse area, **alert employees and students** in your immediate area.

Tornado Watch: Means conditions are favorable for the development of tornadoes.

Tornado Warning: Means a tornado has been sighted in the area.

1. Close all doors; stay away from windows.
2. Move students/employees to a lower level hallway or basement.
3. If available, take a battery-powered radio and flashlight with you.
4. Remain in the sheltered area until an all clear is given.
5. If the phones are working, call the Security Office at Ext. 4444 to confirm the status of operations during the severe weather warning.

C. Best areas for shelters:

1. Basement.
2. Inside walls on opposite side of corridor from which storm is approaching.
3. Restrooms without windows.
4. Interior hallway on lowest or ground floor (no windows and doors secured at either end).

ANNEX E - SEVERE WEATHER/TORNADO (cont.)

- D. Areas to Avoid:
1. Lobbies.
 2. Walkways.
 3. Atriums.
 4. Rooms with large roof spans, such as gymnasiums, and auditoriums.
 5. End rooms in one-story buildings.
 6. Rooms with large glass area.
 7. Hallways that could become “wind tunnels.”
- E. When outside in the open:
1. Move at right angles away from the tornado.
 2. Attempt to reach a shelter, such as a building basement.
 3. If there is no time to escape or find shelter, lie flat in a ditch or depression.
- F. Call **4444** to report any damage or injuries resulting from severe weather.

ANNEX F - NATURAL DISASTERS

Blizzards, floods, and extreme high winds are potential threats for the Syracuse area.

1. Emergency Actions:

A. Blizzards

- 1). Monitor approaching winter storm conditions - freezing rain, sleet, heavy snow, wind-chill conditions.
- 2). Ensure that employees and students are aware of cold weather safety rules and understand College Policy for operating and closing under adverse weather conditions.

B. Floods

- 1). If heavy rains, be aware of flash flooding. If you see any possibility of flooding occurring, move immediately to a safer location and call **4444** to report the flooding condition.
- 2). Monitor reports on flood conditions.

If advised to evacuate:

- lock doors and windows;
- secure the building;
- calmly leave immediately.

C. Extreme High Winds

- 1). Indoors - stay away from glass doors and windows whenever possible.
- 2). Outdoors - stay away from construction areas, if possible. Be alert for flying objects. Move indoors as quickly as possible. Call **4444** to report locations of flying debris.

ANNEX F - NATURAL DISASTERS (cont.)

D. College Closing

- 1). It is the intent of the College to operate according to normal schedule whenever possible and to cancel classes or close offices only when it is extremely difficult for students and employees to commute.
- 2). In the event that weather or other Acts of God render conditions so serious as to necessitate closing College offices and canceling classes, the following radio and television stations will be notified:

RADIO

57 WSYR AM

62WHEN AM

Y94 FM

TELEVISION

WSTM-TV3

WTVH-TV5

WIXT-TV9

- 3). Regardless of the reason for the College closing, some employees will be expected to report to work. If conditions are so severe that employees cannot travel or report to work, on duty staff will be required to stay and work overtime.

ANNEX G - CHEMICAL SPILLS

1. General

- A. In Educational Facilities - It is the responsibility of the faculty and the lab instructors to know the characteristics of the chemicals they work with and to take precautions to protect themselves and students in containing spills that occur.
 - B. In Work Areas - It is the responsibility of employees to know the characteristics of the chemicals they work with and to take precautions to protect themselves and others in containing spills that occur.
2. Emergency Actions - For Any Chemical Spill:
- A. First priority is First Aid. Any spill that results in personal exposure should be treated immediately.
 - 1). Eyes/skin contact: Assist the person to sink/eyewash and flush eyes or affected skin areas with water thoroughly and continuously for a minimum of 15 minutes. Remove contaminated clothing. If the injured person requires immediate attention, call **4444**. Provide a Material Safety Data Sheet (MSDS) for the chemicals involved, if available.
 - 2). Inhalation: Get the person into fresh air. Call **4444**. Provide Material Safety Data Sheet (MSDS) for the chemicals involved, if available.
 - B. When appropriate, get all personnel/students away from danger.
 - C. If there is time and no personal risk, protect property - first financial and student records, then other College property.
 - D. Evaluate the severity of the spill, identify:
 - the chemical spilled
 - approximate quantity
 - location of the spill.

ANNEX G - CHEMICAL SPILLS (cont.)

- E. Regardless of the quantity, immediately report the following types of spills by calling **4444**.
 - radioactive materials
 - flammable

- toxic
- corrosive
- all uncontrolled compressed gas releases
- leaking containers
- if you are unsure of the type of spill call **4444**.

F. Report known radioactive material emergencies to the Onondaga County Environmental Health Office at 435-6600, the NYS Dept. of Environmental Conservation at 426-7400 or Campus Security at **4444**.

3. General Cleanup Procedure-For Minor Spills Only:

- A. Trained personnel should attempt to clean up spills. Cleaning up chemical spills is dangerous and should be performed by professionally trained persons.
- B. Clear all persons out of the area who are not directly involved in the cleaning.
- C. Obtain a Material Safety Data Sheet (MSDS) for the chemical that was spilled.
- D. Do not switch on lights or other electrical equipment, as any spark could detonate combustible gas that may be present.
- E. Do not re-enter the area until it is completely decontaminated and the all clear has been given by authorized persons.

ANNEX H - UTILITY FAILURE

Emergency Actions:

1. Electrical Power Loss

- A. Call Physical Plant at 4500. If after hours, call **4444**.
- B. Use flashlights.

- C. Turn off all electrical, office and computer equipment. Some equipment, if left on, could be damaged when power is restored. **DO NOT UNPLUG YOUR TELEPHONE!**
 - D. Remain in your area if power loss is not related to another emergency condition, such as smoke or fire. Continue routine assignments where feasible. Await further instructions.
 - E. Recheck equipment after power is restored.
- 2. Water
 - A. Call Physical Plant at 4500. If after hours, call **4444**.
 - 3. Gas
 - A. Call Physical Plant at 4500. If after hours, call **4444**.
 - 4. Heating/Air Conditioning
 - A. Call Physical Plant at 4500. If after hours, call **4444**.

ANNEX I - MEDIA AND INTERNAL COMMUNICATIONS

- 1. General
 - A. Whenever news media personnel are discovered on campus, Communications should be immediately contacted by calling **4555**. When media personnel are found on campus after normal business hours notify Campus Security by calling **4444**.
 - B. In times of emergencies, Communications officials are the only College spokespersons authorized to speak with the news media. During an emergency, all

news media personnel should be directed to the appropriate Media Center location.

2. College Spokesperson: During an emergency, the director of Communications will interact with news media as the College's official spokesperson in the dissemination of all official information.
 - A. Communications will establish a formal briefing schedule to provide the news media with regular information updates throughout the emergency period.
 - B. Other College personnel contacted by the news media may express their personal opinions but are not authorized to represent the College's official position or discuss specific facts related to an emergency situation. College personnel are not obligated to speak to the news media and should refer requests for comments to Communications.
3. Approval of Official Information - All information (statements, news releases, remarks, etc.) related to an emergency situation must be reviewed and approved by the Director of Communications and College officials designated by the President - before being released to the news media.
4. Internal Communications - Communications will keep College personnel apprised of developments on an ongoing basis through LeMoyne Announce.

ANNEX J - EVACUATION OF PERSONS WITH DISABILITIES

1. General (General evacuation plans are posted near the stairwells in all residence halls, see pages 33-34 for samples.)
 - A. Faculty and staff are asked to assist persons with disabilities during building evacuations.
 - B. It is suggested that persons who use a wheelchair or persons with a mobility impairment prepare for an emergency ahead of time by informing faculty, staff or classmates on how to assist him/her in case of an evacuation.
 - C. The Coordinator of Services for Students With Disabilities, Human Resources, Academic Dean of Arts and Sciences and the Academic Dean of Management will provide Campus Security with a list of known students, staff and faculty

requiring assistance during building evacuations. The list will include the person's office, classrooms and/or residence hall locations during different times of the day.

2. Emergency Actions

- A. During a building evacuation, assist persons with disabilities by helping them move to the nearest marked exit. A person who uses a wheelchair or a person with a mobility impairment may use the building elevator, **BUT NEVER IN THE CASE OF A FIRE OR EXPLOSION.**
- B. During a fire, assist persons with disabilities to the nearest stairwell and help them exit the building. If the person's disability prevents you from helping them exit the building, then you should assist them to the nearest phone and call Campus Security at **4444**, to inform them of the person's exact location. If a phone is not accessible, then assist them to the nearest **sanctuary point**.
- C. **Sanctuary Points** are identified on each building evacuation diagram, they are generally located in stairwell landings. They are designated as safe locations because of their fire protection factor. During building evacuations, these areas will be checked first by Campus Security and/or Physical Plant staff. **DO NOT LEAVE A PERSON INSIDE A STAIRWAY THAT HAS SMOKE IN IT.**
- D. After leaving a person with a disability at a **sanctuary point**, you should exit the building and immediately contact Campus Security by calling **4444**.

ANNEX J - EVACUATION OF PERSONS WITH DISABILITIES (cont.)

- E. Campus Security, upon receiving notification that a person with a disability is in need of assistance, will direct Officers and/or Physical Plant staff to the location.
- F. Campus Security Officers and Physical Plant staff responding to a building evacuation situation (e.g., fire alarm, bomb threat, etc.) will clear the building by checking all **sanctuary points** first. This procedure will be followed even if not alerted that a person was left at a **sanctuary point**.

ANNEX K – MASS EVACUATION OF CAMPUS

If an emergency situation requires mass evacuation of the campus, the Security Office will provide campus-wide information and directives.