Le Moyne College
Syracuse, New York

Emergency Management Plan

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Le Moyne College is a Jesuit, Catholic institution, situated on a 160-acre campus in the eastern suburbs of Syracuse, New York. The campus is located in both the Town of DeWitt (90%) and the City of Syracuse (10%). Jurisdictional boundaries make Le Moyne's demographics unique for emergency response with law enforcement coverage coming from the Town of DeWitt Police, City of Syracuse Police and Onondaga County Sheriff's Office. Additionally, the campus is located in (3) three fire districts: Syracuse, DeWitt and East Syracuse and emergency medical services are split between Rural Metro and EAVES ambulance.

The College recognizes that at any time the campus could find itself in the midst of a natural or manmade disaster/emergency. Le Moyne understands that such emergencies could disrupt our routine operations on campus, ultimately shifting considerable resources in order to respond to the emergency.

The ensuing Emergency Management Plan outlines the commitment Le Moyne College has in responding to emergencies in a collaborative manner across multiple disciplines on campus, as well as with our outside emergency response partners. This plan will assign tasks and responsibilities across multiple disciplines of the College.

I.   PURPOSE

In any large scale emergency on the Le Moyne Campus, students, faculty/staff and guests expect the College to respond quickly with all available resources. The purpose of Le Moyne's Emergency Management Plan is to put Le Moyne in a proactive position to protect students, employees and guests, as well as our community and our environment, in case of a major emergency or disaster. At the same time, this plan establishes guidelines and assigns responsibilities for the initial response to extraordinary emergencies on the campus which may stress our ability to provide basic student services, such as, but not limited to, housing and meals.

This plan is designed to complement plans at the town, city, county and state level. It facilitates compliance with certain regulatory requirements of local, state and federal agencies and enhances the College's ability to quickly respond and return the campus to normal operations following an emergency or disaster. Copies of this plan have been distributed to the Onondaga County Department of Emergency Management, Town of DeWitt Police Department, City of Syracuse Police Department, DeWitt Fire Department and Syracuse Fire Department in order to aid in the Incident Command Structure (ICS).

II.   POLICY STATEMENT

Le Moyne College acknowledges its obligation to prevent and/or mitigate disasters and their effects whenever possible, to provide for an effective response, and to facilitate recovery through the development of this Emergency Management Plan, designed to meet the needs of the campus community by utilizing all available resources. This plan applies to all students, employees and guests, as well as all buildings and grounds that are owned by Le Moyne.

The primary objective is preservation of life, followed by property protection, and then the preservation of academic programs. However, this plan will not, nor can it be expected to, address every possible emergency situation. The Emergency Management Plan (EMP) is designed to address the four phases of emergency management: mitigation, preparedness, response and recovery.

III.   DEFINITIONS:

A. Accidental Disaster - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons are in jeopardy.

B. All Hazards – The All Hazards concept for emergency response is rooted in the belief that most emergency response functions are similar, regardless of the actual hazard, and that resources, materials and personnel will be deployed accordingly in response to the particular emergency.

C. Chief Executive – College President.

D. Civil Disorder - An action by any group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.

E. Command Post - The location for the Incident Commander, Unified Command, and any command or general staff who will be responsible for determining the exact status of the emergency, resources needed and incident strategy.

F. Decontamination Site - The location where all victims and emergency service personnel are decontaminated prior to leaving the incident area.

G. Disaster – An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including, but not limited to: fire, flood, earthquake, hurricane, tornado, high-water, landslide,

mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, radiological accident or water contamination.

H. Emergency Management Coordinator – The Director of Security is herein designated as Le Moyne's Emergency Management Coordinator.

I. Emergency/Disaster – An unexpected or sudden event that significantly disrupts the College's ability to provide core services, or which results in a sudden, significantly changed or increased demand for services. The event can be natural or man-made, or a combination of both. A large scale emergency/disaster may require assistance from outside resources in order to sustain core services due to the complexity, scope or duration of the emergency/disaster.

J. Emergency Operations Center – The Security Office, located in the Nelligan Hall Basement is designated as the Emergency Operations Center and the Security Department shall have adequate supplies and backup emergency power to run as an emergency operations center. If for some reason the Security Office cannot be used or an additional site is needed, the secondary site is designated as the I.T. Conference Room, located in the basement of Mitchell Hall.

K. Incident Commander - The supervisor with ultimate decision making responsibility for the operation. The Vice President for Student Development is the Incident Commander unless otherwise designated by the College President.

L. Incident Command System (ICS) -The standardized system used for on-scene commanding, controlling, and coordinating the efforts of individual agencies as they work towards the common goal of stabilizing an emergency in an effort to protect life, property and the environment. This system is designed to adapt in size and structure to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

M. Inner Perimeter - The immediate area of containment around the incident site.

N. Media Assembly Area - The location dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.

O. National Incident Management System (NIMS) - A comprehensive national framework for incident management that enables responders at all levels to work together more effectively to manage domestic incidents no matter what the cause, size or complexity.

P. Natural Disaster - Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons; e.g. floods, tornado, significant snowfall/blizzard.

Q. Outer Perimeter - The peripheral control area surrounding the inner-perimeter providing a safe zone for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.

R. Relocation Centers/Shelters - These locations are established for providing temporary shelter or care for persons displaced by the incident.

S. Staging Area - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.

T. Terrorist Action - A politically motivated, hostile action taken by a person or group which has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some governmental action.

U. Triage Area - The location to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.

V. Unified Command Structure - All involved agencies contribute to the process of developing overall incident objectives, selecting strategies, joint planning of tactical activities, and integration of tactical operations.

IV. COLLEGE WIDE RESPONSE ACTIONS

During a campus emergency students, employees and guests may be instructed to take one of the following actions: Lock Down, Shelter in Place or Evacuate. It is important to understand what each action step means at Le Moyne College.

A. Lock Down
   1. This action is taken when the threat of gunfire or violence is identified or ordered by law enforcement.
      - an active shooter (gunfire) or an armed intruder on campus are examples of when this action would be taken
      - such actions would include the entire campus to include The Plaza, Henninger Athletic Complex, etc.

   2. A lockdown is ordered only when there is an immediate life safety issue and is intended to make it more difficult for the perpetrator(s) to enter occupied areas.

3. Students, employees and guests should immediately get to a secure location such as a:
   - Classroom
   - Office
   - Residence Hall room
   - Closet
   - locker room
   - etc

4. Once inside a secure location take the following actions:
   - Lock the door
   - Barricade the door with desk, chairs, cabinets, door jams, etc.
   - Turn of the lights, close the blinds, and cover the windows
   - Silence electronic devices
   - Seek cover and concealment inside the room
   - Don't huddle together
   - Stay out of view

B. Shelter in Place
1. This action is taken when there is a potential hazard or threat on the campus or the immediate area. Shelter in Place means all Le Moyne students, employees and guests are to go indoors, in order to provide a greater level of protection and control.

2. No students or employees should leave their respective areas during a shelter in place.

3. Classes that are already in session may continue to be taught. However, if the class ends while the Shelter in Place order is still in effect, students and faculty should stay in place until the all clear signal is given by the College.

4. Students, employees and guests should remain in their respective areas (classroom, office, residence hall room, etc) with their doors closed until the all clear signal is issued by the College.

5. Hallways should be kept clear.

C. Evacuation
   1. This action is taken when conditions in a building(s) make it unsafe to remain.
   2. Active shooter/Act of violence incidents require everyone on campus to think and make a quick assessment.
      - Can I safely put distance between myself and the shooter/aggressor?
      - Do I believe I can safely evacuate the building without jeopardizing my safety?
      - In life-threatening emergencies, if you can safely evacuate, then should evacuate.

   3. Fires, explosions, or building collapses require immediate evacuation of the building/structure.

   4. Always be aware of two exit locations in the case one of them is blocked.

V. PHASES OF EMERGENCY MANAGEMENT

The Four Phases of Emergency Management

Mitigation

Recovery

Preparedness

Response
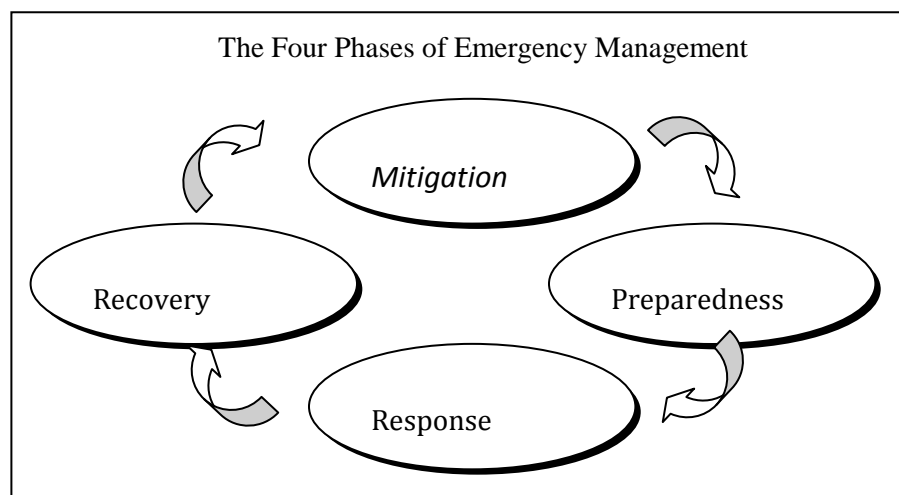
A. Mitigation– includes activities that prevent an emergency, reduce the likelihood of occurrence, or reduce the damaging effects of unavoidable hazards. Mitigation activities should be pursued long before an emergency.

   Risk Assessment is an ongoing effort at Le Moyne. Internally, Campus Security is constantly assessing risks on campus and working with Physical Plant and other

departments on campus to mitigate hazards and improve safety. Externally, Campus Security meets throughout the year with local law enforcement and fire responders to discuss risk mitigation. Additionally, the New York State Office of Fire Prevention and Control conducts a yearly campus wide inspection/assessment.

B.   Preparedness - includes developing plans for what to do, where to go, or who to call for help before an event occurs; actions that will improve your chances of successfully dealing with an emergency. Posting emergency telephone numbers, holding disaster drills, and installing smoke detectors are examples of preparedness measures.

C.   Response – includes established procedures for responding to emergencies in order to save lives and reduce further damage to the campus and for stabilizing the scene. During the response phase injured parties are treated and efforts are made to stabilize the scene, assist the campus community and return the campus to a safe and secure environment.

D.   Recovery – occurs after the immediate danger of an emergency has passed. The recovery phase requires a coordinated campus-wide response, as well as risk management, review and documentation in order to limit liability and allow the College to move forward with a plan to return the campus to normal operations.

VI.   INCIDENT COMMAND SYSTEM (ICS)

A.   The College has adopted and will utilize the Incident Command System (ICS) in the management of campus emergencies. This is a universally recognized emergency management system which is also utilized by all local emergency responders within Onondaga County.

1.   College Incident Commander – Within the ICS system the College's Incident Commander serves as the leader for decision making and authority for the incident. It is the responsibility of the College's Incident Commander to oversee and direct all activity in the Emergency Operations Center (EOC) and to provide a strategic plan to assist the College through the four phases of emergency management with the goal of returning the campus to normal operations.

2.   Chain of Command – It is important for everyone to understand the ICS chain of command concept. This concept uses an organizational chart during an emergency that may be different than the chart used during normal campus operations.

3. Unity of Command – The ICS concept necessitates strict compliance in recognizing that every individual working within the Incident Command System reports only to one person in the organization. All personnel need to understand this concept and abide by it.

VII.   ORGANIZATIONAL STRUCTURE

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 in order to return to the College to normal operations as soon as possible.

A.   President - The President of the College functions at the highest level during an emergency and will have direct contact with the College's Incident Commander.

   • After consulting with the Leadership Team, the President can declare a campus emergency and close the College.

B.   Leadership Team – consists of the Provost & Vice President for Academic Affairs, Vice President for Student Development, Vice President for Finance & Administration, Vice President for Institutional Advancement and the Special Assistant to the President for Mission Integration and Development. This team is responsible for:
   1. Approving the Emergency Management Plan (EMP).

   2. Developing policy that encompasses the overall operation of the EMP.
      • planning and prioritizing the long term recovery of the College
      • defining areas of responsibility
      • drafting the public information policy
      • establishing campus wide institutional support for the EMP
      • establishing a financial structure to support the EMP

   3. Any member of the Leadership Team may activate the Emergency Management Response Team (EMRT).

Leadership Team
Provost & Vice President for Academic Affairs
Vice President for Student Development
Vice President for Finance & Administration
Vice President for Institutional Advancement
Special Ast. to the President for Mission Integration & Development

C.   Vice President for Student Development – The Vice President for Student Development is responsible for providing guidance and leadership to the College's Emergency Management Program. In most incidents the Vice President for Student Development will serve as the College's Incident Commander. The Vice President for Student Development or a designee oversees all levels of emergency management for the College, working in a collaborative effort across multiple disciplines on campus to achieve: mitigation, preparedness, response and recovery.

1. The Vice President for Student Development will:
- Serve as the College's Incident Commander.
- Notify the President and activate the Leadership Team when required.
- Notify the President's Council when required.
- Maintain open communication with the Director of Security.
- Maintain open communication with the Director of Facilities.

D.   Emergency Management Response Team (EMRT) – The EMRT is responsible for the implementation of the College's Emergency Management Plan. The Team consists of a group of critical senior administrators, who are responsible for assessing the emergency and organizing personnel, equipment and supplies to respond immediately to the emergency at hand. The Director of Security, who reports to the Vice President of Student Development, leads this team.

The Emergency Management Response Team can be activated by any member of the Executive Team.

The EMRT implements the College's Emergency Management Plan under the direction of the College's Incident Commander in order to:
1. Preserve life and property.

2. Determine and implement steps to minimize damage and return the campus to normal operations.

3. Access additionally resources from both on and off campus to meet the needs of the incident.

4. Work with outside responding resources under the auspices of the Incident Command System (ICS).

Emergency Management Response Team
Director of Security
Director of Facilities, Operation and Maintenance
Director of Human Resources
Director of Communications and Public Affairs
Director of Information Technology
Assistant Dean for Student Development
Director of the Wellness Center for Health & Counseling
Director of Campus Ministry
Additional members may be added to the EMRT as dictated by the incident/emergency.

E.   Emergency Preparedness Team (EPT) – The EPT consists of administrators from key areas of the campus community which would be affected by a large scale emergency or disaster, and a student government representative. The EPT is lead by the Vice President for Student Development. Members of the EPT will:

1.   Meet on a regular basis and update the College's Emergency Management Plan annually.

2.   Conduct a vulnerability study of potential threats on campus and develop operating considerations for all identified threats regardless of how remote.

3.   Coordinate actions accordingly in consultation with the appropriate executive and operations team members.

4.   Make recommendations to the Leadership Team.

5.   Request legal counsel review for compliance with all applicable statutes and laws.

6.   Provide education to the community and table top exercises for the EMRT, Leadership Team and President's Council .

Emergency Preparedness Team -	Chair: V.P. for Student Development
Director of Security	Assistant Vice President of Facilities
Director of Human Resources	Assistant Dean for Student Development
Director of Information Technology	Director of Communications & Public Affairs
Director of Campus Ministry	Faculty Representative
Director of Financial Analysis & Reporting	Student Government Association Representative
Director of the Wellness Center	

VIII.   CLOSING CAMPUS & DECLARATION OF A COLLEGE STATE OF EMERGENCY

    A.   Closing the campus and curtailing our core educational services is not a desired outcome. However, it may be necessary, depending on the emergency.

    B.   If closing the campus is a consideration, and the Emergency Management Response Team (EMRT) has already been activated, they will thoroughly brief the College's Incident Commander who will consult with the LeadershipTeam and the President in order to make an informed decision.

    C.   If not already activated, the EMRT will be activated immediately in order to respond, assess the emergency and determine whether to activate the Emergency Operations Center (EOC).

    D.   The decision to declare a state of emergency rests with the College President or designee.

    E.   The Emergency Management Plan will be activated, at which time any other necessary members of the campus community will be contacted and directed to respond.

IX.   EMERGENCY OPERATIONS CENTER (EOC)

    A.   The EOC serves as the central management center for the Emergency Management Response Team (EMRT).

    B.   Primary EOC locations are:
       1.   Nelligan Hall – Campus Security (basement) (445-4747 or 445-4748)
       2.   Mitchell Hall – I.T. Conference Room (basement) (445-6078)

    C.   The two primary EOC's are equipped with:
- additional phone lines
- network connections
- conference phone
- TV
- Wi-Fi
- white boards
- portable, two-way radio communications
- auxiliary power

    D.   Once a state of emergency has been declared and the EOC is opened, it will be staffed on a 24 hour basis by Campus Security and/or Facilities. Staffing is based upon the type of emergency and at the direction of the Director of Security. Other

departments that are part of the EMRT may also be required to staff the EOC if conditions warrant.

E.   The Leadership Team will convene in Grewen Hall in the President's Suite Board Room as necessary, unless an alternative location is designated.

X.   <u>REPORTING EMERGENCIES</u>
Utilize the emergency reporting protocols outlined below, unless circumstances dictate otherwise.

A.   In order to assist Campus Security or 911 please be prepared to provide the following information:
- Exact location of the incident
- Details: What you see and/or hear
- Your name and address
- Phone number you are calling from
- Stay on the line until you are told to hang up

B.   Campus Security is staffed 24 hours a day, seven days a week. They can be contacted through any of the following manors:
- In person (located in the basement of Nelligan Hall)
- Ext. 4444 (from any campus phone)
- 315-445-4444 (from any off campus phone/cell phone)
- Blue light phones (located throughout campus)
- Elevators on campus are equipped with direct dial phones to Campus Security

C.   College phones: In an emergency, if possible dial "4444" instead of 911 from a college phone. Campus Security can determine your exact location and has direct contact with Police/Fire/EMS.

D.   Cell Phones: Cellular 911 calls are answered by the Onondaga County E911 Center where all calls are directed to the appropriate emergency responder. It is important that you provide accurate information regarding your location and the nature of the incident.

XI.   TYPES OF CAMPUS EMERGENCIES

A.   A natural or man-made emergency/disaster may, at any time, cause all or part of the Le Moyne campus to require coordinated emergency actions to relieve conditions caused by a wide variety of potential hazards. The College has identified five types of emergencies the campus may face.

1. Residential or Occupational Emergencies
   - Fires
   - Explosions
   - Gas leaks

2. Facility Management Emergencies
   - Hazardous weather conditions
   - Power Outages

3. Law Enforcement Emergencies
   - Active shooter
   - Armed intruder on campus
   - Bomb threat
   - Biological agent threat (Anthrax, Ricin)
   - Death of a student and/or community member
   - Hostage situation
   - Missing student and/or community member
   - Threatening student and/or community member

4. Medical Emergencies
   - Outbreaks of infectious/communicable disease

5. Environmental Emergencies
   - Hazardous material spills
   - Natural gas leaks
   - Severe weather (snow, ice, hurricanes, tornados)
   - Other environmental releases

XII.   LEVELS OF EMERGENCIES

A.   The Emergency Management Plan (EMP) provides guidelines for responding to a wide variety of emergencies on campus. However, not all emergencies require the same level of response, nor would they require the full implementation of the

EMP. Each incident will be evaluated on its own merits. A low scale emergency often has no impact on normal campus operations, while a major emergency would have a direct impact on campus operations.

1. Low Scale Emergency / Normal Operations
   A low scale emergency does not affect normal campus operations. This type campus emergency may only affect a department or two for a minimal period of time. It does not affect the overall operation and function of the College. Rarely would a low scale emergency require notification to the entire Emergency Management Response Team (EMRT).

2. Unusual Event
   This is a campus emergency or local emergency that disrupts or potentially may disrupt significant college operations or adversely impact a major population of the community. In general an unusual event on campus would require notification of the EMRT, but may not require a full activation of the EMRT.

3. Major Event
   This is a community-wide emergency that disrupts the operations of the College and involves major damage or system failure either to the campus or the surrounding community. A major event requires immediate notification and activation of the EMRT.

XIII.   HEIGHTS ALERT EMERGENCY NOTIFICATION SYSTEM
         (Emergency Communications with Campus Community)

A.   Emergency communications with the campus community is critical to the successful response to any crisis. Emergency communications are often described in after action reports as an area for improvement. Le Moyne recognizes the critical nature of communications during an emergency and has established several means of communication, through the College's emergency notification system in order to deliver accurate, timely and necessary information to our students and their families, employees and alumni.

B.   When an emergency occurs, the campus community will need accurate and timely information. The College will utilize any or all of the following communication systems during an emergency in order to deliver critical information to our community members in a timely and efficient manner.
   1. Heights Alert (e2Campus) – Le Moyne's immediate emergency notification delivery system. Combines emails, text messages, desk top computer

notifications and phone calls / voicemails that can be quickly disseminated during an emergency.

2. Heights Alert Siren (Schulmerich g5 Carillon) – delivers an audible siren immediately followed by a voice message outlining what immediate action should be taken. The siren system will only be utilized for life threatening emergencies such as an active shooter on campus, armed intruder on campus or a life threatening weather emergency.

3. Campus Announce – utilizes the College's email system to deliver timely information to the campus community.

4. Le Moyne's homepage will contain any emergency messages delivered by Heights Alert and will direct the campus community where to go for additional information.

5. Le Moyne's Emergency Management webpage will contain emergency specific information and will be updated as necessary.

6. Local media.

XIV. <u>INTERNAL and EXTERNAL COMMUNICATIONS</u>

A. Internal communications between departments are critical to a successful response. During an emergency, radio communication is the primary method of communication between Security and Physical Plant personnel, followed by land line and cell phones.

B. Portable Radio Communications
1. The College has three primary channels, all of which have a talk around channel, which bypasses the repeater. Primary Channels are 1, 2 & 5 as outlined below:
   - Channel 1 – Security (primary)
     – Repeater located in Security Office
   - Channel 2 – Physical Plant (primary)
     – Repeater located elevator shaft of Reilly Hall
   - Channel 3 – Security (talk around)
   - Channel 4 – Physical Plant (talk around)
   - Channel 5 – Events (primary)
     – Repeater located in Dablon Hall 911 Room
   - Channel 6 – Events (talk around)

C.   During an emergency when a channel needs to be isolated for incident Command
Operations, Channel 5 – Events 1 will be utilized by all Le Moyne personnel
assigned to that incident.

D.   External Communications – Le Moyne's current portable radio system is not
capable of communicating with "911" or our external emergency responders. In
effort to avoid breakdowns in communications, Le Moyne will assign a liaison
officer to the external emergency responders Command Post in order to keep the
lines of communication open between the College and outside emergency
resources.

XV.   MEDIA RELATIONS
A.   In times of emergencies, the duly appointed Public Information Officer (PIO)
from Office of Communications is the only College spokesperson authorized to
speak with the news media.

B.   College Spokesperson (PIO): During an emergency, the Director of
Communications or designee will interact with news media as the College's
official PIO in the dissemination of all official information.

C.   During an emergency, all news media personnel should be directed to the
designated media assembly area.

D.   Communications will establish a formal briefing schedule to provide the news
media, as well as campus community, with regular information updates
throughout the emergency.

E.   All members of the EMRT, EPT and other College employees should refrain from
public comment and refer all media requests to the Office of Communications.

F.   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

XVI.   EMERGENCY/DISASTER OPERATIONS

A.   The Emergency Management Plan (EMP) follows the "all-hazards" concept for
emergency response. It addresses prevention, protection, preparedness, response

and recovery. The "all-hazards" concept recognizes that most emergency response functions are similar, regardless of the actual hazard. Response protocols will be initiated, and resources and personnel activated to meet the needs of the particular emergency at hand.

B.   The likelihood that an emergency or disaster situation may occur on a holiday, weekend or after normal College business 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 EMP. He/she will direct all available College resources to provide protection for life safety, and preservation of property until relieved by a higher authority. Initial control of the emergency and all available resources belongs to Campus Security upon the activation, until the arrival of the Emergency Management Response Team (EMRT).

C.   When notified, members of the EMRT will report immediately to a designated Emergency Operations Center (EOC) on the campus.

D.   The EMRT will Conduct an initial assessment and determine what actions have already been taken and what resources have been requested.
- Immediate attention must be geared toward any ongoing lifesaving efforts.

E.   The Director of Communications or designee will be present with the EMRT at their initial assessment and subsequent re-assessments in order to prepare the necessary fact sheet (media release) for distribution to the media and other internal and external constituencies.
- Preparing the fact sheet will help to build agreement and understanding as to the scope of the emergency.
- Media releases/internal communications will be prepared by staff from the Office of Communications and distributed to the necessary outlets.

F.   Objectives must be established and achieved in order of their priority as outlined below under Priority Objectives.

G.   Organizational Responsibilities
1.   Campus Security:
- Notify the Director of Security
- Director of Campus Security serves as the Emergency Management Coordinator.
- Notify appropriate College officials, apprising them of the situation and request appropriate assistance.

- Notify the EMRT and activate Emergency Operations Center if advised.
- Assist in evacuation of students, employees and/or guests if necessary.
- Establish priorities for use of personnel and resources.
- 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.
- Control access points onto campus or to affected areas.
- Assist with crowd control.
- Activate the College's Heights Alert Emergency Notification System, if necessary.
- Notify town, city and/or county emergency response agencies (i.e., police, fire, EMS, etc.) apprise them of the situation and request their assistance.
- Work under the unified command umbrella not only within EMRT, but with all outside emergency responders in order to deploy any and all necessary resources to the emergency.
- Provide support for responding fire, police and EMS personnel.
- Inform local government of the College's availability of resources in case of a disaster or major emergency in one of the communities around the campus.

2. 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.
    - Coordinate clean-up operations.
    - Clear snow from roadways, parking lots and sidewalks.
    - Coordinate support/services for outside contractors/vendors needed to assist in the recovery effort.

3. Campus Life and Leadership:
    - Determine the number of students who will require emergency shelter and coordinate (with physical plant) their relocation to suitable emergency shelters located on and/or off campus.

- Coordinate and manage emergency shelter operations (i.e. personnel and distribution of supplies).
- Provide a current roster of resident students by location to Vice President for Student Development and Campus Security.
- Have centrally located emergency supplies (i.e. flashlights, shovels, batteries, etc.) in each residence hall.
- Post information in the residence halls to assist in communication effort.
- Have updated and accurate knowledge of occupancy and rooms available.

4.   Communications:
- Establish a Media Center.
- All communications during a crisis are handled by the designated Public Information Officer (PIO) who needs to be appropriately briefed.
- The PIO should not be the Emergency Management Coordinator.
- Develop and issue appropriate communications for both internal and external release.
- Plan and execute news briefings for media, as needed. Efforts must be made to keep the media and all audiences up to date on how the crisis is being handled.
- Provide information to the print and electronic media.
- Establish and maintain open communications with responding agencies Public Information Officers (PIO's for police, fire, and EMS).
- Post press releases in the media assembly area.

5.   Student Development:
- Coordinate with Sodexo the emergency feeding for students, employees and volunteer workers.
- 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.
- Have updated and accurate rosters of enrolled students
- Have updated and accurate emergency contact information for enrolled students.
- Coordinate any transportation needs to assist in evacuating campus.

6.   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.

7.   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 and Emergency Management page.

8.   Human Resources:
   - Have an updated and accurate roster of employees and their emergency contact information.
   - Determine status of campus work force and establish a procedure for shift assignments for all campus staff to include staff working 24 hours straight if necessary.
   - Schedule times to relieve crews on duty.
   - Coordinate and organize a "personnel pool" of available volunteers.
   - Coordinate debriefing for employees, as needed.

9.   Campus Ministry:
   - Notify parents and relatives of serious injury or death.
   - Coordinate spiritual services and pastoral counseling, as needed during and following the crisis.

10.   Wellness Center - Counseling:
   - Coordinate psychological services for students affected by the crisis, both during and following the event.

11.   Wellness Center - Health Services:
   - Handle injured or deceased persons until they can be evacuated to an appropriate medical facility.
   - Provide immediate medical services.

- Coordinate the medical response for injured persons with Onondaga County's Office of Emergency Management.

XVII. PRIORITY OBJECTIVES

During the onset of an emergency/disaster, resources are generally limited and prioritizing the College's objectives is crucial. The Emergency Management Response Team (EMRT) will concentrate its efforts and resources on achieving Priority I objectives outlined below and with assisting external emergency response agencies. Priority II and III objectives will be addressed as additional resources become available.

A. PRIORITY I
    Many of the Priority I objectives may require assistance from outside resources (i.e., police, fire, EMS).

    1. Life Safety Evacuation - the need to evacuate people from hazardous or high-risk areas to safe zones.

    2. Medical Aid - evaluate medical services available and advise rescue forces regarding location of treatment facilities for injured.

    3. Fire Suppression - evaluates 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.

B.   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 communication 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.

    9.   Campus movement - establish access control points

C.   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.

XVIII. <u>RECOVERY</u>

    A.   Le Moyne personnel need to understand that Le Moyne College will own the incident. In a large scale emergency/disaster a large amount of resources will come from off campus, but once the incident has been stabilized and the College moves toward the recovery phase, Le Moyne will still be tasked with continuing the goal of returning the College to normal operations as soon as possible.

    B.   As operations progress from Priority I through Priority III, the administrative control of the crisis/emergency situation will move from the Emergency Operations Center (EOC) back to the normal College organizational structure.

    C.   The Vice President for Student Development will determine when to deactivate the EOC.

XIX.   <u>DEBRIEFING</u>

    A.   After the crisis has passed, members of the President's Council, EMRT, and EPT will be asked to reconvene in order to evaluate the College's response and discuss what worked, what did not work, and how to be better prepared for future emergencies. The process is not about fault, but rather identifying areas that need improvement (i.e., training, equipment, procedures, etc).

    B.   An "After-Action Report" will be prepared by the Director of Security and submitted to the President for review and future consideration.

    C.   Any changes or updates approved by the President and Leadership Team will be implemented as directed and built into the Emergency Management Plan.

XX.   <u>TRAINING</u>

    A.   The Division of Student Development will coordinate a collaborative training program with both on campus responders and off campus resources in order to ensure that all phases of the Emergency Management Plan are operational and serve the needs of the campus community.

    B.   All members of the campus community should receive the appropriate amount of training based on their positions at the institution. This includes students, faculty, staff and administrators.

C.   Annual training programs should include any or all of the following:
- Classroom
- Online
- Drills
- Tabletop exercises
- Mock scenarios

XXI.   EXTERNAL EMERGENCY PROVIDERS & RESOURCE NUMBERS

Ambulance	911
American Red Cross of CNY	234-2200
Animals (CNYSPCA)	454-4479
Chemical Emergency (Chemtrec)	800-424-9300
Comprehensive Psychiatric Emergency Program (CPEP)	726-8653
Domestic Violence	
• New York State Hotline	800-942-6906
• Syracuse Hotline (Vera House)	468-3260
Emergency Management	
• State Emergency Management Organization (SEMO)	518-292-2200
• Onondaga County Department of Emergency Management	435-2525
Fire	
• Emergency	911
• DeWitt Fire Department	446-3195
• Syracuse Fire Department	473-5525
• East Syracuse Fire Department	671-3380
Hearing Impaired Assistance	800-342-4351
Hospital Emergency Rooms	
• Upstate Medical University	464-5611
• Crouse Hospital	470-7411
• St. Joseph's Hospital	448-5101
Poison Control	800-222-1222
Police	
• Emergency	911
• DeWitt Police	449-3640
• Onondaga County Sheriff's Office	435-3036
• State Police (Troop D)	366-6000
• Syracuse Police	442-5200
• FBI (Syracuse)	422-0141
Child Abuse Hotline	
• New York State Hotline	800-342-3720
• Onondaga County Hotline	422-9701