Cayuga Community College
Fulton Campus

Emergency Management Plan 2024

March 6, 2024

Douglas A. Kinney
Director of Public Safety/Chief of Campus Police

Endorsement

Cayuga Community College is committed to protecting the welfare of its community members and its property by minimizing the impact of natural and manmade emergencies and maximizing the effectiveness of the campus community's response to and recovery from their inevitable occurrence. The plan includes a management structure for responding to emergencies that includes National Incident Management System (NIMS) concepts, requirements, and policies as well as those outlined in the *Action Guide for Emergency Management at Institutions of Higher Education*, published by the US Department of Education, 2010. The College's plan fully embraces the Incident Command System (ICS) so that any response fully integrates with responding community agencies. Further, the plan includes procedures for addressing all known hazards that present a reasonable risk to the campus as well as a communication plan for the College that will promote an efficient response to any event.

This Emergency Management Plan is a tool designed to help college personnel respond appropriately when emergency conditions exist. Although, by definition, emergency situations are unpredictable, this plan allows for a coordinated and trained response to known hazards facing college campuses in general and the Cayuga Fulton campus specifically, thereby minimizing danger to our campus community.

Every member of the Cayuga Community College campus community should review this document so that all can be alert and protect our students, faculty, staff, and visitors should an emergency arise.

Thank you,

Douglas A. Kinney
Director of Public Safety/Chief of Campus Police

Authorization

The Cayuga Community College Emergency Management Plan has been reviewed and approved for implementation. .

Approved: _____ Date: _____
Dr. Brian Durant
President of Cayuga Community College

Approved: _____ Date: _____
Douglas A. Kinney
Director of Public Safety/Chief of Campus Police

Part One:

Section One: Plan Fundamentals

Mission

The mission of the College's emergency planning and operations system is to support the institution's preparation for and response to critical incidents by:

- The promotion of emergency preparation
- Fostering collaboration among all members of the campus community, external emergency response agencies and related stakeholders.
- Maintaining effective communication with college communities, and ensuring an efficient and effective response to any and all crises.

Purpose

The Emergency Management Plan for Cayuga Community College - Fulton campus, provides guidance; emergency organizational structure; and insight into preparation, response, recovery, mitigation and communication for emergency response. The plan serves as a guide for responding to major and minor emergencies and seeks to protect lives, property, and the environment through the effective use of personnel and resources. This plan is intended to be activated by authorized personnel whenever a natural, technological or human-caused event results in a substantial disruption to campus operations such that any effort to mitigate the event through routine measures would be inadequate. Planning ahead for campus emergencies is part of normal business operations and campus life.

By nature, emergencies are unpredictable and will broadly affect the campus community. Therefore, this plan's objectives are:

- To maximize the protection of life and property at Cayuga Community College - Fulton campus.
- To minimize the harmful consequences of any emergency situation.
- To restore facilities and services to normal operations in a swift and effective manner.
- To maintain effective communications with the college community during a crisis.
- To provide simple and flexible procedures that readily adapt to a variety of crisis situations and contingencies.
- To coordinate the College's emergency operations, before and after an incident, with outside agencies.
- To accelerate recovery from any crisis event.

Plan Review

This emergency plan will be reviewed annually, at a minimum, and the review, including revisions, formally documented in the College's Annual Security Report. Nothing presented

herein precludes more frequent review and revision. The revised version should include the date of revision and a revision number.

Plan revisions and updates will be made when one or more of the following occurs:

- A change in the facility which materially alters the information contained in the plan or affects the implementation of the plan.
- A material change in response resources
- A specific event-related incident occurs which brings to light a necessary change in the plan
- Assessments or reviews which identify necessary changes in the plan.
- New Laws, regulations or policies are created, or existing laws are revised, which affect the contents or implementation of the plan.
- Other significant changes which the college deems significant enough to warrant a formal review.

Emergency Plan Training

Training on all aspects of this plan will be conducted on an annual basis, when an incident occurs or the results of an exercise identify a need for additional training. The additional training may be for all of the staff members or a segmented group of staff members and will be determined by the Director of Public Safety/Chief of Campus Police.

Individual emergency procedures will be reviewed and evaluated on an annual basis or when an incident occurs or the result of an exercise identifies a specific need.

Scope

This "All Hazards" emergency plan is specifically designed to address emergencies at Cayuga's Fulton Campus. Potential disastrous situations addressed in this plan, together with supporting information and contingency plans include:

- Civil Disorder or Demonstrations Resulting in Significant Campus Disruption
- Medical Emergencies
- Evacuations
- Significant Disruption Campus Utility Services
- Campus Death
- Major fire/explosion
- Bomb threat
- Hazardous materials incident
- Severe Weather
- Hostile Intruder
- Severe Illness Outbreak

There may be a circumstance where this plan might be deployed to address a major incident occurring in the surrounding community that threatens the well-being of the Cayuga -Fulton community. Under such circumstances, authorized Cayuga resources may be deployed to assist responding community agencies. The plan details and approach is supported by the following Federal and New York State Regulations:

Federal

- Homeland Security Presidential Directive/HSPD-5, Management of Domestic Incidents
- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended),42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 Code of Federal Regulations (CFR)
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Federal Radiological Emergency Response Plan
- National Oil and Hazardous Substances Pollution Contingency Plan
-

- New York State
- Executive Order 26, 1996, established the Incident Command System – or, ICS – as the State standard command and control system during emergencies and disasters. Executive Order 26 has been updated by each New York State Governor since its original adoption. All State agencies had to be trained in ICS and that included mandatory training for the State agency commissioners.

Plan Parameters: This plan has been developed to cover the following real property and occupants.

- The Main Academic Building - identified by E911 address as 11 River Glen Drive
- Store Fronts attached to the Main Academic Building - identified by E 911 addresses as 13-15 River Glen Drive
- West Annex Building - identified by E911 address as 6 River Glen Drive.
- Parking lots contiguous to any of the above listed properties.

Assumptions

This plan is a realistic approach to emergencies/disasters that are likely to be encountered on campus. Therefore, the following general guidelines should be considered:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with or without warning.
- While the attached plan specifically addresses the emergencies most likely to occur at Cayuga Community College -Fulton campus, the basic principles of the plan will be used to respond to unforeseen emergencies.
- The series of events in an emergency are not predictable and, therefore, published operational plans will necessarily require field modifications to address the specifics of the emergency.

- Disasters may affect residents within geographical proximity to Cayuga Community College - Fulton (e.g. the Town of Volney and the City of Fulton). Local and County emergency services, as well as State and Federal emergency support may not be immediately available. Be prepared for a delay in off-campus emergency support.
- A major emergency may be declared by the College President or designated authority if information indicates that and emergency condition is present, developing, or probable.
- Local, State or Federal emergency-response agencies may assume incident command from the college at their discretion. In such cases, Cayuga resources will support any government-led primary response.
- Basic services including electricity, water, gas, sewage, telecommunications, and information systems may be unavailable.
- Campus facilities may be damaged and uninhabitable.
- Normal campus suppliers may not be able to deliver goods and services.
- Members of the Fulton campus community may be either unable to leave or unable to come to campus.
- Employees and departments tasked with responsibilities under the plan have been adequately trained to perform their expected role.

Section Two: Cayuga Community College Emergency Management Plan

Concept of Operations

The Director of Public Safety/Chief of Campus Police is responsible for the development and maintenance of this plan. The operational concept is designed to incorporate all areas of emergency management – mitigation/prevention, preparedness, response, and recovery. This plan is based on an "all hazards" approach and provides a uniform organizational structure that can be deployed to respond effectively to any emergency. The plan is flexible and is intended to be activated in whole or in part based on the circumstances presented by a particular crisis.

Objectives

The operational objectives of this plan are to provide a flexible framework for managing emergencies that incorporates leadership, management principles, and tools that foster for a quick response to all incidents. These include:

- Responding to any crisis quickly and effectively to minimize injury and damage.
- Managing the response so as to promote a quick recovery and resumption of normal operations following an emergency.
- Per national standards, implementation of the National Incident Management System (NIMS) and the Incident Command System (ICS) for managing tactical responses to crises.
- Development and maintenance of strong relationships with external agencies likely to respond to on-campus crises.
- Deployment and maintenance of effective emergency communications systems.

- Routine maintenance of the plan to ensure organization and procedures are current with accepted emergency management principles.
- Provision of regular testing and training for constituent elements of the plan to ensure effectiveness.

Phases of Emergency Management

Cayuga Community College follows the standard Comprehensive Emergency Management Model offered by the Federal Emergency Management Agency (FEMA). The model identifies four phases to successfully managing emergent events.

Mitigation/Preparation

Mitigation/prevention activities are ongoing and seek to either prevent an emergency or to minimize the impact of an emergency if it occurs. Cayuga Community College personnel actively work to eliminate hazards and vulnerabilities to the extent such is practical or works to minimize the chance that accepted hazards or vulnerabilities lead to emergencies. Office of Public Safety and Facilities personnel will review campus locations for potential vulnerabilities. Routine activities including fire suppression systems inspections as well as evacuation procedures and evacuation drills are a part of this phase.

Preparedness

This phase encompasses developing the capacity to respond to an emergency should one occur. The College engages in programs to prepare for emergencies. This includes:

- Acquiring and maintaining emergency equipment
- Maintaining this plan
- Regular training and response simulations for emergency staff
- Conducting after-action reviews subsequent to drills or actual emergencies to continuously improve the College's response to an emergency crisis.

Response

This phase constitutes the response to an actual emergency and is the subject of the systems and procedures established within this document.

Recovery

Disasters can have profound negative impacts on college operations and can result in serious injuries, loss of life, negative financial consequences, legal concerns, and negative press. This plan considers the need for deploying the College's insurance protection and business continuity plans (BCP). Plans include addressing documentation needs for all resources expended in any recovery effort. Contacts with state and Federal agencies will continue into any incident recovery period and appropriate College personnel will seek any available recovery support.

Section Three: Incident Command

NIMS Incident Command System (ICS)

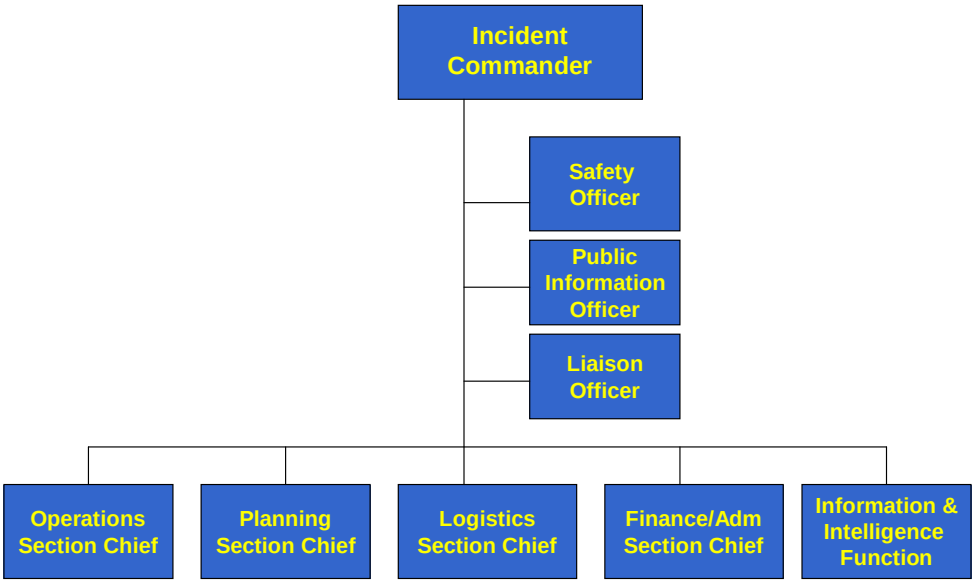
The NIMS (National Incident Management System) ICS has been adopted by Cayuga Community College and will be the standard incident management system for events and incidents covered by this plan. The ICS System helps to mitigate the risks by providing a management structure to help assure accurate incident information, acquisition, strict accountability, and comprehensive planning, which will help assure cost-effective operations and logistical support for any event or incident. By supporting planning, preparedness, and staff training activities, the potential implications may be minimized. NIMS is designed to address emergencies regardless of size or complexity. All College response personnel should be trained in and actively compliant with NIMS and ICS guidance

The organizational model for directly managing a crisis is based upon the Incident Command System (ICS) and provides for clear lines of authority and channels of communication, a simplified functional structure, the incorporation of all-available personnel and resources in a coordinated fashion, and continuous leadership at the administrative level. ICS will allow Cayuga personnel to communicate and coordinate with emergency response agencies through a standardized organizational structure. The system is characterized by:

- A use of common terminology to define roles, resources, and responsibilities.
- A modular organizational structure that can be scaled up or down based on size and complexity of an event.
- An established chain and unity of command that immediately clarifies reporting relationships and eliminates confusion caused by multiple involved agencies with their own leadership structure.
- Established principles for unifying command when multiple agencies are involved.
- A system that builds a manageable span of control for responders preventing overload.
- Information and intelligence management

The following chart illustrates the ICS emergency organizational structure once that will be deployed when this plan is activated.

The ICS Model



Command: Sets objectives and priorities

Has overall responsibility at the **incident**: Unplanned event: Examples: An occurrence or event, natural or manmade that requires a response to protect life or property. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, or

Event: planned event: Examples: a scheduled nonemergency activity (e.g., sporting event, concert, parade, training exercise, large convention, fair, large gathering, etc.)

Operations

- Conducts tactical operations to carry out the plan
- Develops the tactical objectives and organization, and directs all resources

Planning

- Develops the incident action plan (IAP) to accomplish the response and recovery objectives
- Collects, evaluates and displays information
- Maintains resource status

Logistics

- Provides support to meet incident needs
- Provides resources and all other services needed to support the incident

Finance/Administration

- Monitors costs related to the incident
- Provides accounting, procurement, time recording, and cost analysis

Information/Intelligence Function

- Monitors all pertinent information sources (weather, police, fire, employee)
- Informs Command of any significant informational impacts

Functional Responsibilities

Included below are descriptions of the typical emergency functions that may need to be deployed by the incident commander.

Safety Officer (SO)

The safety officer (SO) is responsible for ensuring that all emergency response activities are conducted in a manner that is safe for responding personnel. The officer advises the incident commander on risk issues for responding personnel.

Public Information Officer (PIO)

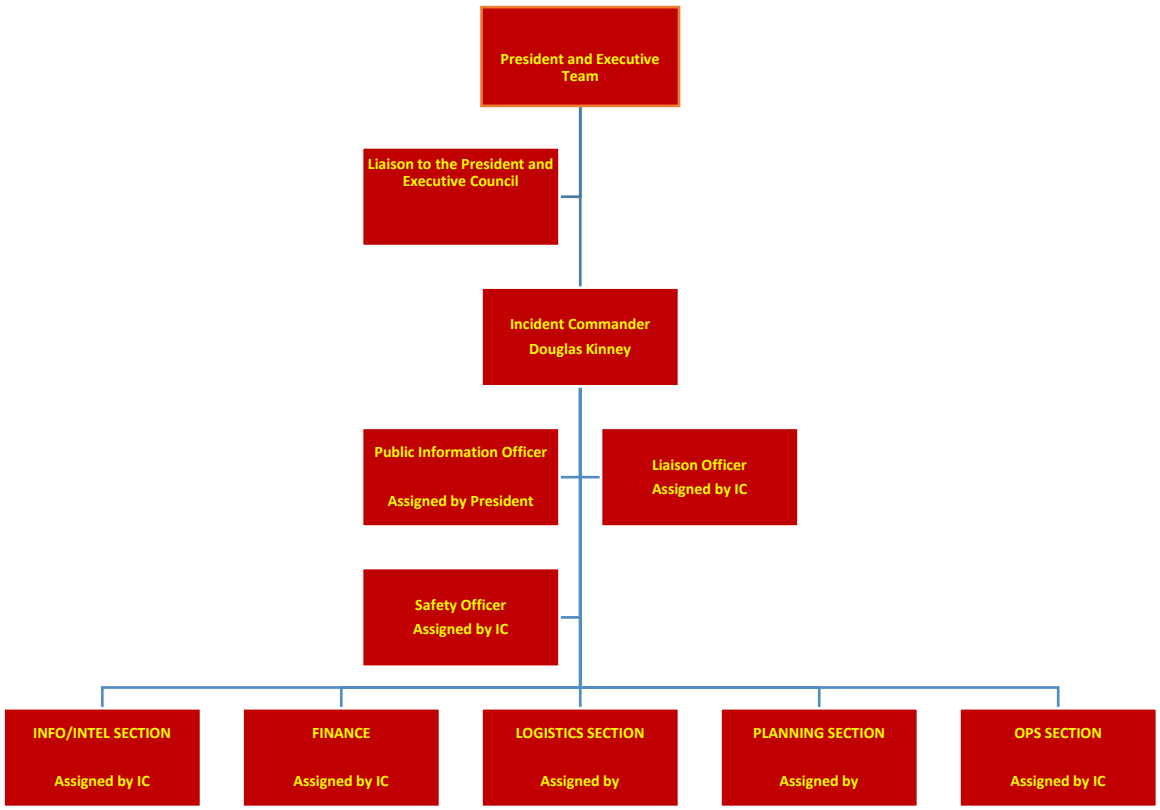
The PIO is responsible for distributing official public statements and for coordinating relations with the press per the guidelines of the Crisis Communication Plan. The PIO is also responsible for managing communications with all campus community members including students, their family members, and faculty/staff.

Liaison Officer

The Liaison officer is responsible for serving as the link between the incident commander and responding external agencies as they operate on and around campus. Also responsible for managing interactions between external agencies and College offices.

Operations Section Chief

This position is responsible for directing all tactical operations in response to the emergency that are directed toward restoring normal operations on campus. Typical responsibilities include directing the actions of law enforcement as well as physical plant personnel and equipment involved in mitigating the emergency.



.

Planning Section Chief

The planning section Chief assesses and appropriates available on campus personnel and resources for use in the response. The position also requires an Incident Action Plan (IAP) for each operational period, documents resources and distributes the IAP to all responding personnel.

Logistics Section Chief

The logistics section is responsible for all support and services required by the Incident Action Plan including provision of food, medical, and transportation services for responders as required. Responsible for all aspects of locating, maintaining and providing available shelter for members of the College community and with any outside agency that may respond to the situation.

Finance/Administration Section Chief

This section maintains lists of available resources and is responsible for procuring supplies and equipment needed from off-campus sources, and for maintaining records of all locations, uses and purchases of resources in regards to the situation. Position is also responsible for tracking employee hours when assigned to emergency response tasks.

Information/Intelligence Function Leader

Monitors information and intelligence sources relevant to the emergency. Maintains contact with law enforcement, National Weather Service, and other agencies whose information will inform college personnel involved in emergency response.

In the Incident Command System, the use of a Unified Command (UC) is the preferred method to carry out incident command. Unified Command, responding agencies and/or jurisdictions with responsibility for the incident share incident management roles and responsibilities.
A Unified Command may be needed for incidents involving:

- Multiple jurisdictions.
- A single jurisdiction with multiple agencies sharing responsibility.
- Multiple jurisdictions with multi-agency involvement.

If a Unified Command is needed, Incident Commanders representing agencies or jurisdictions that share responsibility for the incident manage the response from a single Incident Command Post (ICP). A Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. Under a Unified Command, a single, coordinated plan will be used to direct emergency response activities.

Incident Command Post (ICP):

Cayuga Community College will determine which physical space and/or resources, will be used as an Incident Command Post based on the nature and scope of the emergency.
In the event that the scope of the emergency makes the use of any on campus building, or in the event of a campus- wide evacuation, the site for the Incident Command Post will be located in the Oswego County Emergency Management Building located at 200 South Second Street in the City of Fulton.
Additional mobile Command Vehicles may be available through Oswego County Emergency Management or its emergency management partners.

Functions of the Incident Command Post (ICP)

To provide a central location to:

- Serve as a location to centrally gather, analyze and chart conditions throughout the College.
- Provide a central location to track availability of resources located throughout the campus.
- Allocate and direct distribution of available resources.
- Request needed resources from internal and external sources.
- Keep the College community and affected areas informed of the status of the crisis.

All Incident Command Centers (primary or alternate) will be decided upon at the time of the emergency and will be equipped with the following:

- Radio Communications
- Computers
- Telephones
- Television and/or radio
- Writing materials
- Copies of this plan

- Campus Facilities floor plans
- Emergency Contact Information
- Food, water and first aid supplies

Section Four: Organizational Structure

President and Executive Team

All emergency events or incidents that result in the activation of this plan will be managed at the executive level by the President and the College's Executive Team (ET) who will function as crisis decision making group. Should the President be unavailable, the following is the designated succession of leadership for management of the crisis in order:

1. Director of Public Safety/Chief of Campus Police
2. Provost and Vice President of Academic Affairs

Executive Team Composition:

- College President
- Provost and Vice President of Academic Affairs
- Vice President of Administration/Treasurer
- Vice President, Student Affairs
- Executive Assistant to the President
- Associate Vice President of Academic Affairs/Dean of the Fulton Campus
- Public Relations Associate
- Director of Human Resources

The Executive Team, which may be expanded at the discretion of the President to include other staff or external parties with specific expertise, is responsible for all strategic decision-making on behalf of the college during the response to and recovery from an emergency or incident. Responsibilities include, but are not limited to, determining resource allocations; communications with the campus community; Public Affairs; decisions to close campus; and continuity of operations issues.

Incident Commander

The Director of Public Safety/Chief of Campus Police shall serve as the Incident Commander. In the absence of the Director of Public Safety/Chief of Campus Police, the Assistant Director of Public Safety/Assistant Chief of Campus Police or the most senior Campus Peace Officer/Public Safety Officer on duty shall act as Incident Commander until relieved.

Plan Activation

Activation of the Executive Team's crisis working group and deployment of this plan made by the President or the available campus leader next in order of succession after consultation with the Incident Commander or, if circumstances warrant, the Executive Team Liaison.

Emergency Response Procedures

Specific tactical actions will be taken and guidelines will be followed by members of the Office of Public Safety in the event of an emergency (natural or manmade) on campus. In each of separate emergency response procedures, members of the Office of Public Safety will be made aware of their specific responsibilities during the emergency and therefore prepared to safeguard the campus community.

Section Five: Level of Emergencies and Responses

Definitions of an Emergency

No Emergency: Normal Conditions

Minor Emergency: A minor emergency is any incident, potential or actual, which may seriously affect the overall functional capacity of the college. During a minor emergency an Incident Command Post (ICP) may be established if deemed necessary by the Incident Commander (IC). Operational management of a minor emergency rests with the Office of Public Safety. An example of a minor emergency is: a minor one-room fire contained immediately, a minor kitchen fire confined to a small area.

Major Emergency: A major emergency is any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the operations of the college. Outside emergency services will probably be required, as well as a major response from available emergency response services. A major emergency at the college requires the establishment of an Incident Command Post (ICP), staffed by a Unified Command (UC) and the President's Executive Team will be activated. An example of a major emergency is: a fire which is not confined to small area and has spread to multiple rooms inside the facility. At this level the Oswego County Emergency Management Office will be notified.

Disaster*:* An incident which has occurred which has seriously impaired or halted the operations of the college. In some cases, when mass personnel casualties and severe property damage have been sustained, a coordinated effort of all complex-wide resources is required to effectively control the situation. The immediate use of outside emergency response services and possibly other resources will be essential. In all cases of disaster, an Incident Command Post (ICP) and Presidents Executive Team will be activated, and the appropriate emergency response support and operational plans will be executed. At this level the Oswego County Emergency Management Office will be notified.

Plan Activation

This plan will be activated and the emergency level will be determined by the President or designee at his or her discretion except where civil authorities declare a state of emergency, either locally, regionally, statewide or Federal in a geographical area encompassing the College. Any incident that does not require the activation of this Plan is subject to routine College safety procedures.

Response Priorities

Cayuga Community College must be prepared to respond to any and all emergencies in an effective and efficient manner so as to meet plan objectives. In support of plan objectives, the priorities for College responders are, in order:

1. Life Safety
2. Preservation of College property and structures
3. Maintenance and functioning of College operations

In instances where an emergency threatens multiple locations and consistent with the response priorities listed above, College emergency responders will prioritize, in order:

1. Buildings used by dependent populations locations occupied by children, buildings containing active classrooms.
2. Buildings containing potential shelters, critical resources including food supplies, hazardous materials.
3. Facilities housing critical infrastructure, e.g.: utilities, computer systems, communications, library, and transportation.
4. Administrative facilities.

Emergency Authority

The Director of Public Safety/Chief of Campus Police or his/her designee, is expected to serve as the incident commander (IC) for any designated emergency response unless and until relieved by an appropriate external agency.

Section Six: Emergency Communications

Means of Communication

During an incident, emergency action may be initiated using one or more of the following methods of communication.

- Two-way radio
- Telephone (hard line or cell)
- Public Address System/VOIP Phone System
- Fire Alarm Panel/Pull Stations
- Word of Mouth
- RAVE Alert System
- Alertus

RAVE Alert

Cayuga Community College - Fulton participates in the RAVE Alert system. Registered members of the campus community receive text and/or e-mail emergency notifications when released by the College. At the start of each semester efforts are made by the College to encourage new members of the community to sign up for the service.

Alertus Emergency Communications

Cayuga Community College-Fulton subscribes to the Alertus Emergency Communications System. When the system is activated by the Office of Public Safety, an emergency message will be broadcasts via college computers and electronic bulletin boards

Part Two: Emergency Procedures

Significant Disruption - Campus Utility Services

Campus Peace Officer/Public Safety Officer responsibilities during a disruption of campus utility services are more clearly defined in Departmental Standard Operational Procedure (SOP) [Currently 17.14]

In the event of loss of any utility services it must first be determined if the problem is a local situation confined just to the campus or a regional one as this will affect the response from National Grid. In assessing the situation the Director of Facilities shall notify the President, or designee, if an essential functions of the College is to be affected for a period of time exceeding 2.0 Hours. At that time, the President, or designee, will determine the need for the emergency closure of the college or the activation of the Emergency Management Plan to deal with the situation.

Section One: Loss of Electricity

A. The Director of Facilities will be immediately notified and National Grid be immediately contacted in an attempt to determine the nature of the outage.
B. If the outage is going to last a protracted time the Office of Public Safety will begin notification procedures as outlined in the Public Safety Procedure Manual.
C. If deemed necessary Campus Peace Officers/Public Safety Officers will assist with the evacuation of all affected buildings, with special consideration being given to the disabled
D. The Director of Facilities will call for the use of all existing emergency power equipment in an attempt to support necessary functions of the campus.
E. If determined necessary by the President, or designee, the Director of Public Safety/Chief of Campus Police may need to contact the local media as to the status of activities on the Fulton campus.
F. If necessary, the President, or designee, may determine the need for the activation of the Emergency Management Plan to deal with the situation.

Section Two: Gas Leak : Inside Campus Building

A. The Director of Facilities will be immediately notified and National Grid contacted and advised of the situation.

B. The affected area is to be immediately evacuated and secured by the Office of Public Safety. No radio transmissions are to occur or alarms are to be activated during the evacuation process. Direct communications when possible are encouraged. Cell phone communications should be kept to a minimum.
C. Emergency communications shall be conducted through the Alertus Emergency Communications System and/or the Colleges phone system via "Informacast"
D. Emergency Response personnel are to be contacted and advised of the situation. (Local Fire Dept. and EMS)
E. If determined necessary by the President, or designee, the Director of Public Safety/Chief of Campus Police may need to contact the local media as to the status of activities on campus.
F. If necessary, the President, or designee, may determine the need for the activation of the Emergency Management Plan to deal with the situation.

Gas Leak: Outside of Campus Building

A. If there is reasonable cause to believe that there is a potentially hazardous gas leak emanating from a source outside of a campus (Local Industry, gas line leak) an immediate evacuation may not be advisable due to the potential exposure of risk to the evacuee's.
B. In those cases, the Office of Public Safety should direct a "shelter in place" plan for students, staff and visitors in order to prevent them from entering a potentially hazardous gas plum.
C. The Office of Public Safety shall contact Facilities and direct that the air intake handlers be shut down in order to prevent leaked gases from being sucked into campus buildings.
D. The Office of Public Safety shall contact 911 to inform local emergency responders that the campus is in a "shelter in place" plan.
E. The Office of Public Safety shall monitor all local emergency communications to determine when it is appropriate to initiate an "all clear" and allow the campus to continue normal operations.
F. All emergency communications to the campus community shall be conducted through the Alertus Emergency Communications System and/or the Colleges phone system via "Informacast

Section Three Water: Disruption of Supply or Unsanitary Water Supply:

A. The Director of Facilities shall be immediately notified and the City of Fulton Water Department contacted and advised of the situation.
B. The Office of Public Safety shall immediately secure the location and if evacuation is necessary assist in the evacuation, with special consideration being given to the disabled.
C. The Director of Facilities will make necessary emergency arrangements for an alternate water supply and restroom facilities if the situation is to continue for a protracted time period.
D. If determined by the President, or designee, the Director of Public Safety/Chief of Campus Police may need to contact the local media as to the status of activities on campus.
E. If necessary, the President, or designee, may determine the need for the activation of the Emergency Management Plan to deal with the situation.

Section Four: Severe Weather

The purpose of the Severe Weather plan is to provide a guideline and method of notification to protect the Fulton campus community when severe weather approaches the greater Oswego County area.

This plan is to be implemented in cooperation with the Oswego County Emergency Management Office [EMO]. The plan establishes evacuation procedures, routes and locations of "safe shelter" within campus facilities. Additionally, this plan provides guidance on whether to continue college operations according to the original schedule; temporarily postpone the start, or cancel campus operations.

This plan focuses on severe weather that is likely to affect the Fulton campus from the time the information is received that severe weather is approaching until the threat has passed. This plan includes specific threats such as damaging winds, severe lightening, large hail, heavy rain, heavy snow fall, and/or blizzard conditions.

Definitions [Source; NOAA, National Weather Service]:

A. **Watch:** Weather conditions are favorable for the development of severe weather conditions so preparation should begin.
B. **Warning:** A severe weather event is imminent and preparations should begin for sheltering or evacuation.
C. **Severe Weather Events:**
   High Winds: Winds speeds from 25 MPH (sustained) to 58 MPH or greater for any duration.
   - Tornadoes
   - Severe Thunderstorms
   - Flash Floods
   - Severe Winter Storms

State of Readiness Conditions

Many weather emergencies include a recognizable build-up period during which actions can be taken to achieve a gradual increase in readiness. A four tiered system will be utilized and readiness levels will be recommended by the Incident Commander. General preparedness, response and mitigation actions will be taken at each readiness level.

A. **Normal Conditions**: Weather conditions are monitored and communicated when necessary. Normal college operations are observed.

B. **Increased Readiness:** A situation that presents a greater threat potential than under Normal Conditions but poses no immediate threat to life safety and/or property. Increased preparedness actions and achieving the required readiness levels may be appropriate. Increased readiness actions may be appropriate when situations similar to the following occur.
   1. **Tornado/Severe Thunderstorm Watch**: Preparedness actions may include increased situation monitoring and assessment and placing essential personnel on alert.

2. **Winter Storm Watch**: Preparedness actions may include increased situation monitoring and placing essential personnel on alert.
3. **Flash Flood Watch**: Flooding due to heavy rains is occurring or is expected to occur**.** Preparedness actions include increased situation monitoring and surveillance of known conditions that cause trouble (e.g. debris around storm drains) and deploying warning traffic signs, initiating power outage preparations and assessing event cancelation considerations.
4. **High Wind Watch**: Notify campus community, prepare campus for shelter- in-place or occupant relocation, and prepare for a power outage.

C. **High Readiness:** A weather situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the general public and college population. Actions could be triggered by a Severe Weather Warning notification issued by the National Weather Service - Buffalo or credible local weather service such as: WIXT - Channel 9, Syracuse.

1. **Tornado/Severe Thunderstorm Warning**: Issued by the National Weather Service (NWS) - Buffalo [www.weather.gov/BUF] when a tornado or severe thunderstorm has been sighted/reported in the area or indicated by weather radar and is imminent or occurring in the warning area.
   Preparedness and response actions may include notification to the Fulton campus community by RAVE Alert, continuous situation monitoring, shelter preparations, power outage preparations, and assessing college operation cancelation considerations.
2. **Flash Flood Warnings**: Issued to alert the campus community that flash flooding is imminent or occurring and immediate action should be taken.
   Readiness actions may include, power outage preparations, activation of essential personnel, continuous monitors of storm drains and continuous monitoring of the situation.
3. **Winter Storm Warning:** This is issued when heavy snows, sleet, hail, or freezing rain is forecast to occur separately or in combination.
   Preparedness and mitigation actions may include shelter preparations, power outage preparations, placing essential personnel on alert and college cancelation considerations.
4. **High Wind Warning:** Preparedness and mitigation actions include securing all building doors, (all outdoor buildings, trailers or temporary buildings), secure all heavy items that may be moved by winds, prepare campus for shelter-in-place or occupant relocation, and for a possible power outage.

D. **Maximum Readiness:** A situation in which hazardous conditions are imminent. This condition indicates a much greater sense of danger and urgency for action than that associated with Maximum Readiness situation. Preparedness and mitigation actions could also be generated by weather warning information issued by the National Weather Service combined with factors making the severe weather event more imminent.

1. **Tornado/Severe Thunderstorm Warning**: Issued when a tornado, very large hail, or widespread straight line damaging wind has been sighted or is approaching the campus.

Preparedness and mitigation actions may include shelter in place directives, power outage preparations, placing essential personnel on alert and assessing college operations cancelation.

2. **Winter Storm Warning**: Issued when heavy snows, sleet, hail, or freezing rain is imminent and will occur separately or in combination. Preparedness and mitigation actions may include sheltering, power outage preparations, and placing essential personnel on alert, and assessing college operations cancelation.
3. **Flash Flood Warning**: Flooding is imminent or is occurring at specific locations involving the greater college campus.
   Preparedness and mitigation actions may include evacuation, power outage preparations, placing essential personnel on alert and assessing college operations cancelation.
4. **High Wind Warning** Preparedness and mitigation actions may include utilizing the campus for shelter in place or occupant evacuation or relocation, placing essential personnel on alert, prepare for power outage, usher persons from outside into campus buildings and moving all people to the inner most protected part of the structure, locking all doors, manning one door to allow access to those seeking last minute refuge, locking windows, and evacuating all trailers or temporary buildings.

Procedures:

In the event the weather deteriorates and hazardous conditions appear imminent, such that essential campus infrastructure is compromised, reasonable campus traffic flow and parking conditions cannot be maintained and/or travel to and from the Fulton campus is judged to be unsafe, procedures, as outlined in the College's Emergency and Weather –Related Closure and Delay policy and procedure (200.501), will be activated:

See Appendix

Section Four: Major Fire/Explosion

It is important to remember that in an emergency involving a fire on the Fulton campus the responding Fire Department will have primary responsibility for Incident Command and will only release that command to College officials when deemed appropriate. Members of the College's Incident Management Team may be asked to assist in the emergency response in a unified command capacity

A. In all cases of fire emergencies the Office of Public Safety must be notified. The Office of Public Safety will be responsible for contacting the local fire department (Fulton Fire Department) by calling 9-1-1 and directing them to the incident location.
B. If the alarm is sounded for evacuating the affected building Campus Peace Officers/Public Safety Officers and members of emergency responding agencies will insure that the affected building is completely evacuated.
C. While buildings are being evacuated consideration should be given to persons with disabilities and special mobility needs.
D. Campus Peace Officers/Public Safety Officers should check areas of refuge for evacuees who have disabilities or special mobility needs and assist in their evacuation.

E. Once a building has been evacuated it is important that those evacuated are a safe distance away from the evacuated building.
F. No one should return to the building until advised they can safely do so by the Office of Public Safety.
G. If necessary, the President, or designee, may determine the need for the activation of the Emergency Management Plan to deal with the situation and the appropriate sections of this Plan shall be applied as to dealing with evacuation, power outage, etc.

Explosion

It is important to remember that in an emergency of this nature local, State and Federal emergency responding agencies will assume Incident Command of the emergency and will only release Incident Command to college officials when deemed appropriate to do so. Members of the College's Incident Management Team will participate in emergency response in a unified command capacity.

A. Immediately take cover under tables, desks or other objects that will provide protection against falling glass and debris.
B. After the effects of the explosion and/or crash have subsided notify the Office of Public Safety or call 911. Give your name, the exact location and nature of the emergency, and advise if you are aware of any immediate medical response that is required.
C. The Office of Public Safety will respond and assist with any necessary evacuation. A perimeter will be established a safe distance from the site of the incident and occupants will be evacuated to a location safe from further danger. Persons with special needs may need additional assistance.
D. Once occupants are evacuated to established safe locations, to the extent practical/possible an effort should be made to account for all staff and students.
E. A Field Emergency Command Post may be established near the disaster. Keep clear of the Command Post and site unless you have been requested to be present or have official business.
F. If required, the Office of Public Safety will establish and maintain a perimeter around the Field Emergency Command Post.
G. No one is to return to the affected building unless they have told to do so by the Office of Public Safety.
H. If determined by the President, or designee, the Director of Public Safety/Chief of Campus Police may need to contact the local media as to status of activities on campus.
I. If necessary, the President, or designee, may determine the need for the activation of the Emergency Management Plan to deal with the situation

Definitions:

Area of Refuge

When the fire alarms activate at the college, the elevator becomes inoperable. However, there may be people on the second floor who are not able to utilize the stairs, and will need assistance leaving the Second Floor. That is where our Area of Refuge comes into play.

The Area of Refuge is located on the second floor in the NW corner, at the top of the back stairwell, behind the double doors. This area is labeled & signed. The Area of Refuge is equipped with a Call Box. During an Alarm activation the double doors will automatically close to protect the person/people in need of evacuation assistance from smoke and fire, however, the doors will not be locked so that other can seek refuge as well. Evacuating to the Area of Refuge and pushing the button on the Call Box will allow you to summon help from responding emergency official in evacuating the campus, while keeping you safe during the response time.

Section Five: Bomb Threat

It is important to remember that in an emergency involving a bomb threat on campus the responding emergency responding Law Enforcement and Fire Departments will have primary responsibility for Incident Command and will only release that command to College officials when deemed appropriate. Members of the Incident Management Team may be asked to assist in the emergency response in a unified command capacity.
Campus Peace Officer/Public Safety Officer responsibilities during bomb threat are more clearly defined in Departmental Standard Operational Procedure (SOP) Currently 17.14

Objective

A. From the safety management point of view, a bomb threat is considered a serious problem because of the potential injury to Faculty, Staff and Students. Therefore, it is the policy of Cayuga Community College - Fulton Campus, to evacuate occupants from those buildings and areas against which a credible bomb threat has been received.
B. Threat credibility will be determined by use of the FBI threat assessment matrix as cited in Departmental Standard Operational Procedure (SOP) 17.4 II.
C. The order to evacuate shall be given by the Director of Public Safety/Chief of Campus Police or a designee, in consultation with the President of the College, and available members of the Executive Team. When time permits, the President will make all final decisions.

Discussion

A. When a bomb threat is received, the decision to evacuate all, part or none of facility is difficult. A call giving a specific, individual, a specific location and time of detonation would have more credibility than a call interpreted as a crank call. Such a call would cause immediate evacuation of the building in which a bomb was claimed to be located.
B. In an evacuation decision, two things must further be considered:
    1. What is the caller's real objective?
    2. Whether an evacuation is essential.
    3. Whether an evacuation would result in the detonation of a secondary explosive device.
C. The most important consideration in the evacuation determination is whether the College has taken reasonable and prudent actions to protect the lives of faculty, staff, students and visitors.
D. Searches should be performed following every call. It is important that searches be performed by members of the Office of Public Safety and responding emergency agency members. Employees who are familiar with the affected building may be consulted during the search when questions arise. Only in this way can the searcher determine what is strange

to the area. A person unfamiliar with the threatened area and the specific facility cannot open or move objects to check for contents.

Procedure

A. When any staff member receives a bomb threat call or is notified by another office that a bomb threat was received, he or she will do the following:
   1. Immediately Call the Office of Public Safety.
   2. If outside of normal business hours and the Director of Public Safety/Chief of Campus Police or designee is not on campus, he/she should be contacted immediately
   3. The Director of Public Safety/Chief of Campus Police will make additional notifications
   4. Fill out Bomb Threat Contact Sheet (attached Appendix 1)
   5. Follow same procedure for additional calls.
   6. Contact the Oswego County 911 center and request assistance from local fire and police agencies
   7. When it is determined that the need exists for a staff member, who is not a member of the search teams, but is familiar with objects, building layout, or normal conditions is required members of the search team will escort them in and out of the building.

Building Security

   A. After it is determined that all affected offices, or campus facilities have been evacuated, Officers from the Office of Public Safety will lock all exterior doors and post an officer at an exterior entrance.
   B. Only personnel directly associated with the search will be allowed entry through the secured entry door.
   C. The posted officer will keep a log of those who have entered and when they exit the building.

Guidelines for Evacuation and Search Decisions

A. The caller specifically identifies the building and time the bomb is to go off: The building will be evacuated and a search process conducted. The search will be conducted by the Office of Public Safety with assistance of the police and/or the fire department (if available). After the search has been completed, and the building is determined to be safe the occupants will be allowed to return.
B. The caller identifies only the building and no time: That building will be evacuated and a search process will be conducted by Campus Peace Officers/Public Safety Officers. After the search has been completed, and the building has been determined to be safe, the occupants will be allowed to return.
C. The caller identifies the time a bomb will go off but not the building: The campus will be evacuated immediately. The Office of Public Safety will establish teams of Safety Officers, police and/or fire department personnel to systematically search all buildings.
D. The caller does not identify the building or time: The Office of Public Safety and members of local fire and police agencies will conduct a search process of each building.
E. Report any suspicious packages to the Office of Public Safety. Do not touch these packages. The building will be evacuated immediately.
F. Determine the evacuation and search procedures based on the above criteria.

G. Contact additional emergency resources by calling 911
H. Contact the President or Administrator in charge informing him/her of the threat and what action has been taken.

Definitions:

Evacuation Assembly Area (EAA)-(See Appendix): An outside location at least 300 feet from the building, away from roads and walkways, which will be used by emergency responding vehicles. The EAA may be expanded beyond the 300 feet depending on the circumstances on the incident which caused the evacuation. That determination will be made by the Incident Commander.
EAA's will be identified by a sign post.

Evacuation Site (ES)-(See Appendix): A building in close proximity to the evacuated building that will provide protection from the weather or other elements in the case of a prolonged evacuation, or one that requires that staff and patrons are relocated inside another campus structure. The Incident Commander will designate an evacuation site based on the circumstances of the incident which caused the evacuation

A. The fire alarm system may be activated, depending on the situation and evacuation will be made in accordance with established Fire Alarm Procedures.

B. The Office of Public Safety will insure that whenever it is safe to do so, all evacuation procedures are followed and that all occupants have evacuated.
C. Campus Peace Officers/Public Safety Officers will be assigned to provide building security.
D. After the buildings have been evacuated, Campus Peace Officers/Public Safety Officers will position themselves outside of their assigned building for access control. No one will be allowed re-entry into the buildings until they are verbally advised to do so by members of the Office of Public Safety.
E. The President of the College will activate the Executive Team. The Director of Public Safety/Chief of Campus Police will keep the Executive Team informed through the ET Liaison.
F. If it is determined that the evacuation and search procedure is going to continue for an extended time period, one building may be secured and everyone will be directed to that building until the remainder of the buildings can be secured

Emergency Notifications

A. A RAVE Alert message will be issued immediately after there is a determination that an evacuation is necessary. The emergency message will contain the following instructions.
   - ***You are receiving this message from the Office of Public Safety***
   - ***There is a credible bomb threat on campus***
   - ***Do not turn any electrical devices or light switches on or off.***
   - ***Do not use cell phones or radios***
   - ***Remain calm and evacuate the building using a close and safe exit. Go to the evacuation site.***

- ***Do not touch or pick anything up that does not belong to you or seems out of place when you leave the building***
- ***Do not re-enter the building until you get further instructions from the Office of Public Safety***

Bomb Threat Call Received After Normal Business Hours

A. A Campus Peace Officer/Public Safety Officer on duty will contact the Director of Public Safety/Chief of Campus Police or designee. The Director of Public Safety/Chief of Campus Police will immediately contact the President.
B. If it is determined that evacuation is necessary the following procedures will be followed:
   1. The fire alarm system may be activated depending on the circumstances and evacuation will be made in accordance with established Fire Alarm Procedures.
   2. Once the buildings have been evacuated the building(s) will be secured so that no re-entry can be made back into the buildings until authorized by the Office of Public Safety..
   3. One building, to be determined by the person in charge, may be secured and everyone will be directed to that building until the rest of the buildings can be secured.
   4. If a suspicious object or package is located, the Office of Public Safety will conduct a systematic search of campus facilities following procedures as outlined in SOP 17.4

Section Six: Hazardous Materials Spill or Other Significant Contamination

It is important to remember that in an incident involving a hazardous material on campus the emergency response Law Enforcement and Fire Departments will have primary responsibility for Incident Command and will only release that command to College officials when deemed appropriate. Members of the Incident Management Team may be asked to assist in the emergency response in a unified command capacity.

Safety and Data Sheet (SDS)

Chemical, biological, and radiological materials pose no threat the campus community when properly stored and handled. Their transportation is regulated by the Federal Department of Transportation and normally poses no danger. Each hazardous chemical is accompanied by a Safety Data Sheet (SDS). The SDS sheet provides specific information concerning the chemical including precautions, fire and explosive information, disposal and spill procedures, storage and handling procedures and an emergency number for the distributor or manufacturer. A copy of the SDS sheet for chemicals on campus is maintained in the maintenance office at F107

Procedure

A. Hazardous Material Incidents will require the immediate notification of the Office of Public Safety. The following information should be collected:
   1. Location of the incident.
   2. Type of incident – spill, leak, explosion, personnel contamination etc.

3. Identification of chemical or hazard.
4. Source of hazard – truck, contractor, college department.
5. Best direction of approach for emergency response units.
6. Immediate needs – ambulance, fire equipment, etc.

B. The person receiving the call will immediately do the following:
1. Contact the "E911" Dispatch Center for notification of Emergency Response Personnel
2. Contact the Office of Public Safety
3. Contact the Director of Public Safety/Chief of Campus Police or local designee
4. Contact the Director of Facilities

C. The responding Campus Peace Officer/Public Safety Officer will do the following:
1. Establish a safe perimeter around the hazard - upwind and uphill, whenever possible.
2. Establish an incident command post
3. Secure all contaminated buildings or rooms
4. Remain in command until relieved by the responding Fire Department.
5. Gather as much information as possible concerning the hazard: type, exact location, extent of spill and affected areas, etc.
6. Keep contaminated individuals segregated from other responders and individuals.
7. Upon arrival of medical personnel immediately refer the contaminated individuals for treatment and/or decontamination.
8. If the spill or release is located outside of the building, and when the wind direction allows for released fumes or vapors to enter the building through the air handlers, contact Facilities to have all air handlers shut down to prevent the release from entering the building.
9. Maintain a liaison with outside response agencies, e.g. Fire, law enforcement, EMS, etc.
10. Have all those who are outside the building get up- wind of the release. Allow them to enter the facility only after the air handlers have been turned off, and if doing so will not allow the hazardous material to enter the building.
11. If the release has already entered the building, evacuate the building by having patrons use an exit which is up- wind of the spill.
12. The Director of Public Safety/Chief of Campus Police will advise the President, or designee, of the situation so that a determination can be made regarding whether there is a threat to the campus community, or surrounding area, and the need for the activation of the Emergency Management Plan.
13. The Director of Public Safety/Chief of Campus Police will immediately notify E911 in order to implement an emergency response from outside agencies and community notification.
14. If the Plan is not activated the Director of Public Safety/Chief of Campus Police will work with outside response agencies in regards to the effects that the situation had on the campus community and dealing with local media concerning the situation.

Mass Exposure to Visitors, Students and Staff

1) Identify the number of individuals exposed to the substance that require treatment.
2) Direct trained emergency medical personnel and other emergency responders to those who are contaminated.
3) Campus Peace Officers/ Public Safety Officers will take actions to help ensure the safety of all persons remaining in or exiting the facility (whether awaiting treatment or

evacuation). In addition, those officers who are properly trained in first aid should be available to assist emergency medical personnel, if needed.

Limiting Personnel Exposure

1) Identify the number of individuals exposed to the substance and document it on the incident report. Provide this information to the first responders or Incident Commander.
2) Identify the number of people requiring decontamination and direct them to medical personnel for decontamination.
3) Identify the individuals who are not contaminated but who are in need of medical evaluation and possible treatment or transport to the hospital.
4) The Office of Public Safety should assess the possibility/necessity of evacuating visitors, students and staff from other areas of the building.
5) A decision to shelter- in- place situation is generally applicable when there is a greater danger of injury and illness attempting to evacuate the occupants than there is by remaining in place. Monitor the area to ensure no increases in the level of danger occur. Hazardous material exposure may occur during a shelter- in- place, and decontamination may later be necessary for those involved.

Evacuation

1) If the substance forms a visible cloud or plume, or stream of liquid, evacuation of uncontaminated persons may be possible.
2) The path of particles may shift at any time, so any evacuation must not take place unless personnel are certain that the evacuation path is also not dangerous.
3) Identify that there is no danger of contamination outside the building, that the substance is contained inside the affected building. NOTE: Only one side of the facility may be impacted. An evacuation on the opposite side of the facility may be possible, if that side is upwind and uphill. NOTE: it is possible that during a liquid release a person could be upwind, but also downhill and in the path of the liquid.
4) Staff should direct occupants to the nearest exit which is not impacted by the hazardous material release.

Hazardous Materials from Outside a Campus Building:

A. If there is reasonable cause to believe that there is a potentially hazardous leak emanating from a source outside of a campus (Local Industry, gas line leak) an immediate evacuation may not be advisable due to the potential exposure of risk to the evacuee's.

B. In those cases, the Office of Public Safety should direct a "shelter in place" plan for students, staff and visitors in order to prevent them from entering a potentially hazardous gas plum.

C. The Office of Public Safety shall contact Facilities and direct that the air intake handlers be shut down in order to prevent leaked gases from being sucked into campus buildings.

D. The Office of Public Safety shall contact 911 to inform local emergency responders that the campus is in a "shelter in place" plan.

E. The Office of Public Safety shall monitor all local emergency communications to determine when it is appropriate to initiate an "all clear" and allow the campus to continue normal operations.
F. All emergency communications to the campus community shall be conducted through the Alertus Emergency Communications System and/or the Colleges phone system via "Informacast"

Gas Leaks, Fumes, Vapors

A. The following procedure shall be implemented if an odor of a gas leak, fumes, vapors, or other unusual odors are detected on campus and there is no indication of imminent danger which is defined by the United States Department of Labor as: ***Any condition or practice in a place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through enforcement procedures are put into place.***

1. Call the Office of Public Safety at 315-593-9367
2. Advise the Office of Public Safety about the exact location(s) of the odor
3. DO NOT pull the fire alarm
4. DO NOT touch light switches or electrical equipment
5. Follow directions given by emergency personnel.

Section Seven: Hostile Intruder

Campus Peace Officer/Public Safety Officer responsibilities during an Active Shooter are more clearly defined in Departmental Standard Operational Procedure (SOP) 17.3
NOTE: All employees are encouraged to attend and participate in Active Shooter response training seminars facilitated by the Office of Public Safety as part of the College's workplace violence prevention program.

Active Shooter

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, ***and*** if you cannot escape the threat by getting out of the building without putting yourself in harm's way, the following procedures should be implemented:

1. Faculty and staff should immediately lock themselves, students or any other uninvolved persons in a classroom, office or other securable room. If possible, cover any windows or openings that have a direct line of sight into the hallway.
2. If you are not in a room, try to get to one.
3. If communication is available, call 911
4. Do not sound - or respond to - a fire alarm. A fire alarm would signal the occupants to

evacuate the building and thus place them in potential harm as they attempt to exit.

5. Lock the windows and close blinds or curtains.
6. Stay away from the windows and doors.
7. Turn off lights and all audio equipment.
8. Try to remain as calm as possible.
9. Keep everyone together.
10. Keep rooms secure until police arrive and give you directions.
11. Stay out of open areas and be as quiet as possible.
12. If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
13. If you think that you can safely make it out of the building by running, then do so. If you decide to run do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s) to block your view from the intruder. When away from the immediate area of danger summon help any way you can and warn others
14. You can try and hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
15. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
16. If you are confronted by the hostile intruder, cannot run away, and feel that your life is in danger you will have to decide if it is necessary to fight back to survive. **CLEARLY THIS OPTION IS A LAST RESORT.**
17. Throw things at the intruder's head to first create a distraction. This may even buy enough time to allow you to run away
18. If you are with others, attack as group all at once.
19. Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.
20. If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.
21. Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

Hostile Intruder(s) on the grounds of the College

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the Cayuga Community College grounds, following procedures should be implemented:

- If you are inside a building, follow the instructions above (lock yourself in a classroom, office)
- If you are outside:

1. Run away from the threat, if you can, as fast as you can
2. Do not run in a straight line.
3. Keep vehicles, bushes, trees or anything that could possibly block your view from the hostile person(s) while you are running.
4. If you can get away from the immediate area of danger, summon help and warn others.
5. If you decide to hide, take into consideration the area in which you are hiding. Will I be found there? Is this really a good spot to remain hidden?
6. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
7. The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
8. If the intruder catches you and you are not going to fight back, do not look the intruder in the eyes and obey all commands.
9. Once the police arrive, obey all commands. This may involve being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

Emergency Notification of Hostile Intruder(s)

You may be the first to encounter the hostile intruder by sight or sound (e.g., gunshots). If so, call 911 to report the situation.
Cayuga will use all means available to notify the campus of the presence of a hostile intruder including email, phones through the RAVE Alert Emergency Communication system, the Cayuga web site, and the campus TV messaging system.

Section Eight: Campus Death of a Student, Employee, or Visitor

Campus Peace Officer/Public Safety Officer responsibilities for a death of a student, employee or visitor are more clearly defined in Departmental Standard Operational Procedure (SOP) 17.6

If a student, employee or visitor of Cayuga Community dies, or is seriously injured on campus, or the situation is one where a large percentage of the campus population will be impacted, the following general guidelines should be followed.

1. Office of Public Safety personnel will immediately contact the Director of Public Safety/Chief of Campus Police who in turn will immediately contact the college President. The President will then make the appropriate notifications.

2. All pertinent information that is available concerning the situation will be gathered and the parties notified will meet. A plan of action will be formulated, concerning the individual situation.

3. If the incident occurs off campus and involves one of the College's Athletic Teams, Clubs or Organizations, the Director of Public Safety/Chief of Campus Police will be immediately

dispatched to the scene of the incident. At the scene of the incident they will be responsible to act as a liaison for the College with the local investigating agency and for providing for the needs of any involved faculty, staff or student.

4. Should the incident occur out of state or at a location which impedes the ability for an immediate response, the Director of Public Safety/Chief of Campus Police will be contacted. The Director of Public Safety/Chief of Campus Police will contact emergency responders in the jurisdiction of the incident to coordinate a response from the college.

5. A statement concerning the situation will be drafted by the President who shall serve as the spokesperson for the College. All statements and questions concerning the situation shall be issued by and directed to the College President

6. If the incident involves a student the Vice President for Student Affairs will be responsible for maintaining contact with the family of the deceased or injured party.

7. If the incident involves an employee the Director of Human Resources will be responsible for maintaining contact with the family of the deceased or injured party.

8. If the incident involves a visitor the Director of Public Safety/Chief of Campus Police will be responsible for maintaining contact with the family of the deceased or injured party.

9. If necessary, the President, or designee, may determine the need for the activation of the Emergency Management Plan to deal with the situation.

Section Nine: Civil Disorder or Demonstrations Resulting in Significant Campus Disruption

Most campus demonstrations including marches, meetings, picketing and rallies will be peaceful and should be supported as an appropriate expression of free speech principles and as consistent with the educational mission of the College. Campus authorities should not intervene with a demonstration unless one or more of the following conditions exist:

- The demonstration interferes with the normal operations of the College
- Demonstrators prevent access to offices, buildings or other College facilities.
- The demonstration is deemed to create a reasonable threat of physical harm to persons or damage to College facilities.

Should any of these conditions be perceived to exist, the Office of Public Safety should be immediately notified.

Campus Peace Officer/Public Safety Officer responsibilities for Civil Disorder on campus are more clearly defined in Office of Public Safety Standard Operational Procedures (SOP) manual.

Demonstrations or Protest by Students

Peaceful, Non-Obstructive Demonstrations by Students

A. Normally, demonstrations of this type should not be disrupted unless the criteria noted above is met. Demonstrations should not be obstructed or participants provoked, and the College should conduct business as usual to the extent it is practical to do so.

Non-violent, Disruptive Demonstrations by Students

In the event that a demonstration blocks access to College facilities or interferes with the normal business operation of the College in violation of the Student Code and Disciplinary Procedures:

A. The Vice President for Student Affairs or designee with support from the Office of Public Safety and Security go to the area and will ask the group to disperse, or to discontinue the disruptive activities.
B. If the demonstrators fail to disperse or continue with their disruptive behavior they will be advised of the consequences of failing to comply with the directive in a specified time frame. Continued non-compliance may result in suspension, expulsion or arrest.
C. If practical, the Vice President of Student Affairs shall consult with the President and Legal Counsel prior to direct intervention.
D. If it is determined that intervention in this type of demonstration should be taken a general statement which includes the following general language should be issued by the Vice President of Student Affairs or designee with the support of the Office of Public Safety:

> *This assembly is disrupting the operations of the College and is considered to be a violation of the College's Student Code of Conduct, and a violation of college policy. You are directed to terminate this activity immediately. If you do not do so within 10 minutes we will be authorized to take whatever measures are necessary to restore order including calling for additional Police assistance. Any student who continues to participate in this activity will be in violation of the College's Student Code of Conduct and will be subject to immediate suspension from the College pursuant to the Rules and regulations for the Maintenance of Public Order at Cayuga Community College and college Policy*

Demonstrations that Present an Imminent Risk, or Those that Fail to Comply with an Order to Disperse

In the event that the demonstrators do not comply with the notice to terminate their activity or it appears that the demonstration presents an imminent risk to the safety of the public or campus property:

A. The Director of Public Safety/Chief of Campus Police may seek additional support from local law enforcement for assistance.
B. With the concurrence of the President and/or the College's executive responsible for student conduct, the Director of Public Safety/Chief of Campus Police, or designee, will issue a statement that includes the following general language:

This assembly and the conduct of each participant constitutes a threat to the safety of the public or presents a risk to campus property. Your behavior is seriously disrupting the

operations of the College and is in clear violation of the rules for public order at Cayuga Community College and a direct violation of college Policy. You have been previously directed to terminate this demonstration and have been put on notice of the consequences of your actions if you fail to do so. Since you have chosen to fail to abide by this notice and continue with this activity and are in direct violation of the College's Student Code of Conduct and college Policy. The College hereby immediately suspends each of you on an interim basis subject to further review and due process. Be advised that additional Police will now be (or have been called) to assist in terminating this activity and you may also be subject to arrest.

C. When the demonstration has been terminated, the College's conduct process will assume responsibility for reviewing all student conduct within existing systems including institutional review of all imposed interim suspensions. All students who were suspended on an interim basis during the course of the demonstration must be formally reinstated through existing processes prior to participation in any college activities including but not limited to classes, sporting activities, registration, receiving grades, etc.
D. In the event the demonstration results in property damage or injury, the Director of Public Safety/Chief of Campus Police will notify the facilities department for insurance purposes and will alert the Facilities department of any needed repairs.

Demonstrations by Employees

A. Demonstrations by employees shall be handled in the same manner as described in "Demonstrations by Students" except that the primary spokesperson shall be the Director of Human Resources or his/her designee.

B. If it is determined that intervention is necessary a general statement, which includes the following, language should be issued.

This assembly and the conduct of each participant is seriously disrupting the operations of the college and is a clear violation of the rules of public order at Cayuga Community College and a direct violation of college policy. You have been previously directed to terminate this demonstration and have been put on notice of the consequences of your actions if you fail to do so.
Since you have chosen to fail to abide by this notice and continue this activity and are in direct violation of the rules of public order at Cayuga Community College and college policy The Director of Human Resources immediately suspends each of you subject to further review and appropriate due process. Be advised that additional law enforcement will be called (or have been) to assist in terminating this activity and you may also be subject to arrest.

C. When the demonstration has been terminated the Director of Human Resources Officer will examine the records of the activity to determine which employees, if any, shall be subject to disciplinary action on the part of the College. All employees who were summarily suspended during the course of the demonstration shall be required to obtain reinstatement prior to being allowed to return to the College.

Section Ten: Medical Emergencies

Campus Peace Officer/Public Safety Officer responsibilities during a medical emergency is more clearly defined in Departmental Standard Operational Procedure (SOP) Currently 17.12 and 17.13

Medical emergencies could occur at any time on campus. All employees need to be aware of the types of medical emergencies that may occur. These situations may be work related or student related. Examples of work related injuries include: lacerations, slips/falls, back injuries, and sprains. Student related injuries include: seizures, slips/falls, heart problems, and medical issues related to intoxication (alcohol or drugs).

Note: It is important to note that some medical emergencies may be a result of criminal activity or the cause may not be immediately known. For that reason, Campus Peace Officers/Public Safety Officers should be notified of the emergency and shall be the first responders to ensure that the scene is secured and there are no immediate hazards to other emergency responders exist.

Basic First Aid Preparation
Only those staff members who are properly trained and certified in first aid**,** Cardiopulmonary Resuscitation (CPR) and the use of an Automatic External Defibrillation (AED) will actively participate in first aid in cases of medical emergencies on campus. Employees not trained or certified may assist in medical emergencies in a capacity that it does not exceed the scope of their training and certification. Employees are not expected to provide services if they do not feel comfortable or qualified to perform any type of medical service.

Multiple Casualty Incidents (MCI): Oswego County (See Appendix)
Incident Command will request that the Oswego County MCI plan be implemented based on available information.

Mass Casualty Incidents
The objective of this plan is to establish guidelines to be implemented by the Office of Public Safety in the event of an incident where several people have sustained serious injury and medical treatment is required Emergency Medical Procedures:

Medical emergencies/injuries are classified into three categories:

1. Minor
2. Serious
3. Serious/Life Threatening

Minor injuries**:** Are those which can be handled by basic first aid procedures and do not require immediate medical attention.

Serious/non-life threatening emergencies/injuries: Are those which require immediate medical attention beyond the first aid that can be provided on site. These injuries will require ambulance transportation.

Serious/life threatening emergencies/injuries: Are those which require immediate ambulance transportation to a medical facility. These include, but are not limited to individuals with chest pains, breathing difficulties, severe bone breaks, back or neck injuries, severe cuts with uncontrolled bleeding, unconscious persons, and severe head injuries.

Medical Emergency Communications

When reporting a medical emergency, provide the following information

- Type of emergency
- Location of Victim(s)
- Condition of Victim(s); conscious, breathing, bleeding, etc.
- Any dangerous conditions, e.g., weapons involved, downed electrical wires.

Medical Emergency Procedures/Staff

- Have someone stand outside of the building to flag down EMS when they reach the vicinity of the building where the victim(s) are located.
- With minor injuries, notify the Office of Public Safety
- With serious/non-life threatening injuries, take immediate action and appropriate first aid measures. Notify the Office of Public Safety as soon as possible. Insure that appropriate transportation to the closest appropriate medical facility has been arranged and that enough information has been collected to begin an accident report.
- In cases of serious/life threatening injuries, take immediate action by notifying the Office of Public Safety, EMS and/or call 911.
- Give the number of victims and the apparent types of injuries. Remain on the line to give updates to responding EMS
- Do not attempt to move injured individuals unless his/her life is in danger at that location. Upon arrival of the ambulance, be prepared to provide any needed information to the EMS personnel.

Triage

- Identify the cause of the victim injuries (structure failure, fire, explosion, etc.) Take any steps necessary to create a safe environment to begin assisting the wounded. Never place a rescuer in a situation in which his/her health or safety is at risk.
- Victims should be identified according to the extent of their injuries to assist medical personnel during treatment.
- With a multiple injury situation, the focus should always be on performing the greatest service to the greatest number of victims instead of focusing too long on one particular victim.
- Any victims able to safely move to an area for treatment should be instructed where to go or be lead to that location.

Evacuations

Campus Peace Officer/Public Safety Officer responsibilities during a medical emergency is more clearly defined in Departmental Standard Operational Procedure (SOP) 17.7

The following evacuation plan establishes the guidelines to be adhered to during all incidents when campus buildings occupied. The purpose of these evacuation guidelines is to formulate an emergency organization plan for campus community. However, each situation is unique and circumstances may require changes in the response plan. The basic goals of the evacuation are as follows:

- Minimize injury to personnel
- Minimize loss and damage to property
- Accomplish an orderly evacuation
- Recover and continue facility operations with minimal interruption
- Provide an interface capability with outside emergency response/support agencies.

Definitions:

Evacuation Assembly Area (EAA): An outside location at least 300 feet from the building, away from roads and walkways which will be used by emergency responding vehicle. The EAA may be expanded beyond the 100 feet depending on the circumstances on the incident which caused the evacuation. That determination will be made by the Incident Commander.

Evacuation Site (ES): A building in close proximity to the evacuated building that will provide protection from the weather or other elements in the case of a prolonged evacuation. Or one that requires that staff and patrons are relocated inside another structure. Incident Command will designate an evacuation site based on the circumstances of the incident which caused the evacuation.

Authority

The decision to evacuate the facility will be made by Incident Command. No one shall be evacuated from a campus building without proper authorization; however, occupants who wish to leave the building before the actual evacuation begins should not be restricted from doing so. The activation of a building fire alarm provides for an automatic authorizations to evacuate a campus facility.

Staff Responsibilities

All emergency exit doors shall be utilized, EXCEPT in those cases where a dangerous situation precludes use of one or more exits. If an exit cannot be used for egress, building occupants should proceed to the nearest safe exit for evacuation. All designated emergency exits shall remain clear for occupant flow; Campus Peace Officers/Public Safety Officers will prevent them from being congested by directing patrons out towards designated evacuation sites

Evacuating those with Disabilities

- Whenever possible, occupants with disabilities should be given consideration in the evacuation process.

- Campus Peace Officers/Public Safety Officers should check areas of refuge for evacuees who have disabilities or special mobility needs and assist in their evacuation.
- Occupants with disabilities who are unaccompanied should be assisted first.
- Occupants with disabilities should be escorted to the emergency exit doors assigned to the EEA or ES which is closest to their exit provided that it is safe.

Post Evacuations Guidelines

Once the area is clear, Office of Public Safety personnel will perform the following functions:

- Set up and maintain a security barrier at each building entrance point to prevent unauthorized persons from re-entering the facility
- Assist in crowd management at each of the assembly areas
- Direct questions to be answered by the appropriate college or emergency response agency representative.
- Assist Emergency Medical Personnel with the staging, treatment and transport of injured patrons, if requested.
- Assist in any traffic control needs.
- As crowd management activities continue outside the facility, to the extent possible or practical, all employees will be accounted for by their supervisors. Supervisors will report the information to the Incident Commander. The Incident Commander will be responsible for ensuring that all employees and occupants are safely outside the facility.
- The Incident Commander will brief all Emergency Response personnel that they have an account of personnel.
- The Incident Commander will reassess, as the incident conditions change, and decide the following:
- If the building(s) is safe following the evacuation the Incident Commander may authorize the return of personnel into the facility
- Should the Incident Commander decide that the building cannot be re-occupied the decision should be announced by using whatever means necessary.

Section Eleven: Epidemic or Pandemic Illness

The objective of Cayuga Community College's pandemic illness plan is to provide the framework for a coordinated and comprehensive response to any wide-ranging outbreak of an infectious disease in order to protect human welfare and to promote the continuation of educational and other college services.

While the impact of any particular outbreak cannot be predicted, for the purposes of this plan it is assumed that:

- Up to 30% of the workforce could be absent from work due to illness during the pandemic emergency. People may decide to stay home to care for family members or because they are concerned about exposure.

- Vaccines and antiviral medications may be in short supply during the onset of an epi- or pandemic illness
- The assistance from outside organizations or levels of government may be severely limited if the outbreak is widespread.
- Availability of supplies may be limited due to hoarding, limited production.
- Public Transportation and other services may be limited as a strategy to minimize community exposure.
- The plan assumes a highly infectious illness and easily spread disease.
- The College may close or modify its operations depending on the level of outbreak on campus.

Responsibilities and Procedures

This plan applies to all Cayuga Community College staff, faculty and students and visitors.

Responsibilities:

a. The Director of Public Safety/Chief of Campus Police has the overall responsibility for implementing this plan. Those responsibilities include:
    - Reviewing of applicable Health Department, Centers for Disease Control (CDC) and World Health Organization (WHO) releases regarding the identified illness including specific programs and recommendations for Higher Education institutions.
    - Determining the risk level present on campus based on the potential for exposure to the identified illness.
    - Communicate important disease information using common methods of communication available to the campus community.
    - If appropriate, recommend or provide personal protective equipment, sanitizing and cleaning supplies to be used in an effort to prevent the spread of the identified illness.

b. Overall management of any response to an epi- or pandemic illness is the responsibility of the President and Executive Team who will appoint an operational team to recommend and manage the College's response. The operational team's responsibilities include:
    - Updating the President and Executive Team on any known or suspected cases of staff, faculty, visitors or students infected with the identified illness.
    - Planning and managing the College's efforts to mitigate the outbreak.
    - Planning and managing the College's efforts to care for members of the College community affected by the illness as appropriate.
    - Communicating to the campus community and the surrounding local community, as necessary.
    - Monitoring information from the NYS and County Health Departments, the Centers for Disease Control (CDC) and the World Health

Organization (WHO) regarding the spread of an illness and best practice advice from those organizations.
- Should the epi- or pandemic become severe, recommend restrictions or cancellation of college services to the President and Executive Team.

c. Department Heads and Supervisors shall have the following responsibilities:
- Should they be deemed necessary and are provided, make personal protective equipment available to employees at risk of exposure.
- In cases where the supply of PPE is diminished or otherwise unavailable, the Director of Public Safety/Chief of Campus Police will seek an alternative source.
- Implement any communication, illness mitigation, or other training strategy developed by the operational team and approved by the President and Executive Team.
- Monitor departmental resources and alert the relevant Vice President and the operational team if the staff resources needed for operation of the unit are threatened by staff absence.

d. If the Plan is activated, Cayuga Community College staff, faculty, visitors and students shall have the following responsibilities:
- Comply with best practice methods
- Wear personal protective equipment when at- risk of exposure
- Participate in any related training.
- Notify a Supervisor if they become ill.
- Follow recommended prevention guidelines

2. Procedure:
   a. Planning and Preparation: It is the responsibility of the operational team, upon designation and activation by the President and Executive Team, to plan and prepare for any identified epi- or pandemic emergency. Planning and Preparation shall include:
      - Conducting regular meetings of the operational team.
      - Plan for and secure supplies that aide in preventing the spread of the illnesses.
      - Review and update the College's response plans as conditions change.
      - Develop information to be disseminated to the College community regarding personal protective measures (such as hand washing, and cough etiquette) to faculty, staff and students.
      - Make recommendations to the President and Executive Team with regards to college operations affected by the emergency.
      - Develop and maintain data on the illness and its impact on the College community.

   b. Communication: The College spokesperson is responsible for disseminating public information regarding the emergency and for responding to media inquiries. Methods of communicating to the college community may include:

- College Websites
- College Email
- Postings/Posters
- College Monitors
- News releases/press conferences/etc. (as necessary)

c. Prevention: All members of the College community are responsible for taking appropriate prophylactic steps to minimize the spread of an infectious disease. Preventive action should include those recommended by the NYS and local Health Departments, The Centers for Disease Control (CDC), and the World Health Organization (WHO). Recommended action will likely include:
   - Proper hand washing methods
   - Cough etiquette
   - Proper disposal of soiled objects
   - Social distancing practices
   - Cleaning of commonly used surfaces
   - Stay home if they become ill
   - When possible make provisions for the distribution of preventative medications, if appropriate for the disease and available
   - Exercise increased frequency rates of cleaning areas that are known or likely to be infected with the disease virus or bacterium with approved cleaning practices and agents.

d. Response Actions: Cayuga Community College may take actions that will affect the daily operations of the college in the event of a severe outbreak of an infectious disease. The actions taken by the college will correlate to the number of known or suspected cases of the illness and the severity of the illnesses impact on the College.

e. In cases where the outbreak is isolated to either Cayuga or Oswego County, those employees with responsibilities on campuses located at either county, will be directed to eliminate travel to the effected county

3. Evaluation: Once normal operations resume and any infectious disease outbreak is controlled, the operational team will evaluate the College's response and make recommendations to the President and Executive Team for changes in the plan.

4. Pandemic Influenza Response Plan-Incident level Responsibilities

Cayuga CC Alert Level	Cayuga CC Actions
Cayuga CC Level 1: No Human-to Human Spread of disease. WHO (World Health Organization) Phase #3 and Federal Government Response Stage 0	• Review and Approve Pandemic Preparedness Plan • Monitor situation through WHO, CDC, www.pandemicflu.gov. Oswego

	County Health Department and the Cayuga County Department of Health • Identify all essential onsite personnel • Identify all remote personnel • Health and Safety fit test all essential onsite personnel and order PPE • All Departments identify critical departmental functions and report to Executive Team. • Develop contingency plans for instruction and enrollment management procedures. • IT-prepare for support or remote critical functions, remote access and increased system usage. • Develop templates for communications • Develop HR policies and procedures for handling work related issues during pandemic (absences, travel, insurance) • Promote Stop the Spread of Germs campaign.
Cayuga CC Level 2 Human-to-Human transmission found but localized. Confirmed outbreak overseas. WHO Phase 4-5 and Federal Response Stage 1-2-3	• Alert Executive Team and begin emergency management planning • Notify essential onsite personnel and remote personnel to prepare for shutdown operations • Distribute PPE to essential onsite personnel. • Activate crisis communication plan to keep campus community updated on current status. • Coordinate with NY and Oswego County Department of Public Health and County Emergency Management Office. • Monitor all travel abroad programs and advise based on CDC travel warnings and locations. • All departments prepare to integrate contingency plans.

Cayuga CC Level 3 Widespread Outbreak in North America and Overseas WHO Phase 6 and Federal Response Stages 4&5 Level 3 actions will be based on the location of the disease within North America and the response of the local community.	• Active Executive Team and continue to monitor the situation • All campuses closed • All classes cancelled • All special events and activities cancelled. • Essential onsite personnel report to campus for shutdown operations • Essential remote personnel continue to perform critical functions
Cayuga CC Recovery- Cayuga Community College returns to normal operations	• College facilities reopen and classes resume. • Executive Team conducts a debriefing