SKIDMORE
COLLEGE

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
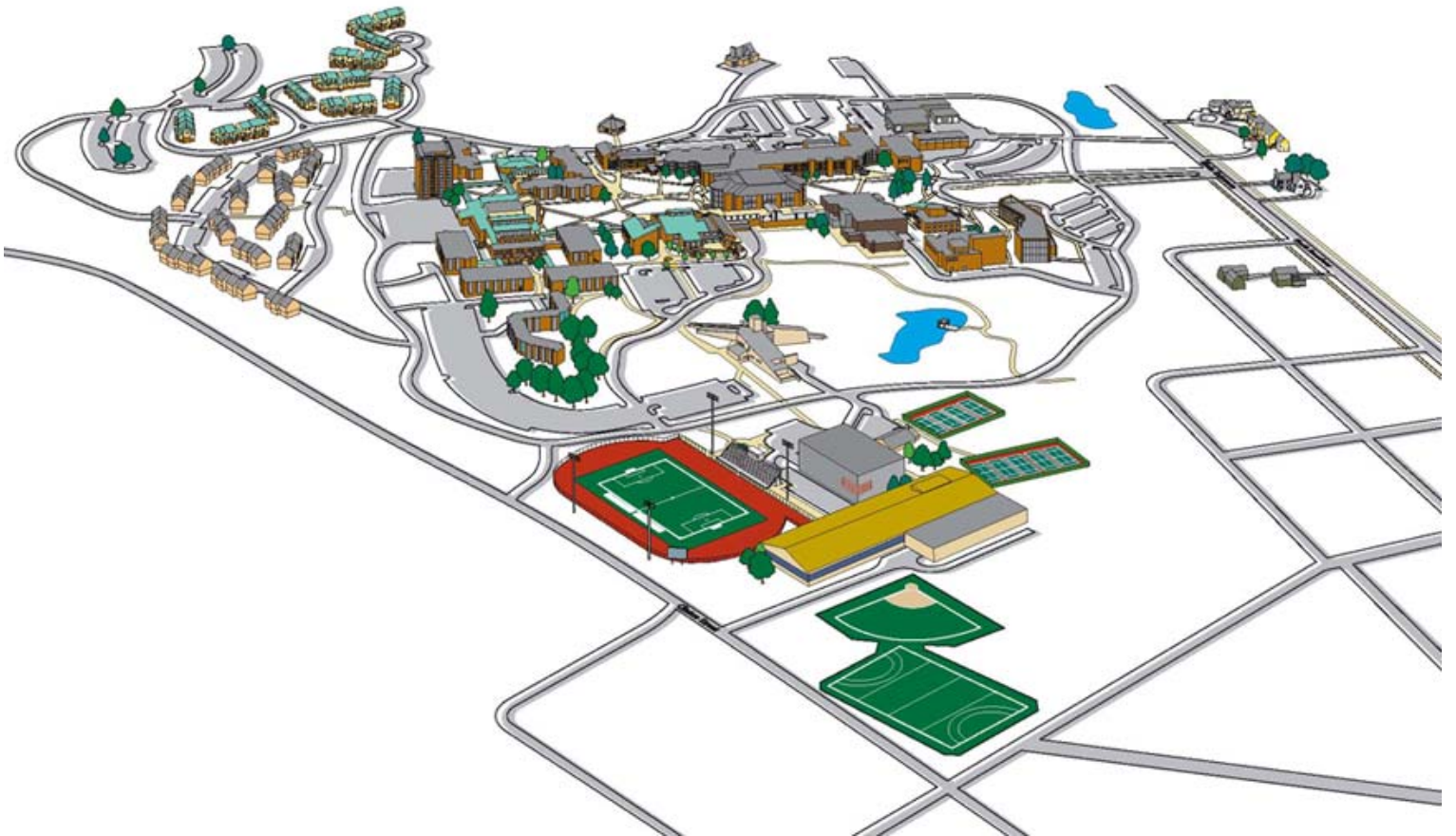
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A. PLAN OVERVIEW

Purpose

The purpose of the Skidmore Comprehensive Emergency Management Plan (CEMP) is to establish guidelines, assign responsibilities, and promote awareness in responding to emergencies that may affect the Skidmore community and the local community. Additionally, the plan is designed to provide guidelines to assist those affected in dealing with crisis, coordinate with external entities, and provide resources to expedite the return to normal operations with minimal negative impact. This plan was created to complement plans that have been developed on the state, county, and city level.

Scope

The following guidelines apply to all students, staff, faculty, and guests, and to the buildings and grounds that are owned and operated by Skidmore College. They are intended to enable the College to protect life and property and minimize the damage caused by emergency situations.

Assumptions

The Comprehensive Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered on the campus during a major emergency or disaster. Hence, the following are general guidelines:

An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.

The succession of events in an emergency is not predictable; therefore, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency.

Disasters may affect residents in the geographical location of the College; therefore, federal, state, and local emergency services may not be available. A delay in off-campus emergency services may be expected (up to 24–48 hours).

An emergency may be declared according to the guidelines in this plan if information indicates that such a condition has developed or is possible.

Phases of Emergency Management

There are three general phases of emergency management:

Preparation: Includes developing readiness for emergencies based on education, organization, and communications. A major responsibility is to maintain an ongoing threat assessment model to ensure effective preparation. Preparation is the process of risk reduction that involves the following two elements:

> **Mitigation**—activities that can reduce the seriousness of an incident
>
> **Prevention –** activities that eliminate the risk of a hazard

Response: Involves procedures for responding to emergency situations, assisting affected populations, treating the injured, and limiting damage to property. General and specific guidelines for responding to various incidents have been developed and are presented within this document.

Recovery: Requires incident review, documentation, risk management, and plans for limiting liability that will expedite the return to normal.

PHASES IN THE EMERGENCY MANAGEMENT PROCESS

Incident Command System (ICS)

The ICS is a universal emergency management system designed to address all levels of emergency response. The Skidmore CEMP is modeled after this system and provides the following components:

- **Common Terminology**—to enhance operations and communication (especially with fire/police/EMS)

- **Unified Command Structure**—to ensure that responsibilities are delegated and decisions are made at the appropriate level and that one voice represents the College

- **Span of Control**—so that supervision and responsibility will be limited within a manageable range

- **Comprehensive Resource Management**—requiring the coordination and inventorying of necessary resources both within the College and from outside resources

Types of Emergencies

The CEMP will provide specific plans and procedures for responding to various types of incidents. These plans are contained in detail in Section B (page 15). Response Incidents include but are not limited to the following:

- Evacuation procedures
- Deaths and serious injuries on/off campus
- Serious fire
- Serious crime on campus (e.g., homicide, hostage, missing person)
- Hazardous material spill
- Pandemics and medical emergencies
- Explosion/bomb threat/terrorist act
- Natural disaster (e.g., tornado, flood, earthquake)
- Extreme weather conditions (e.g., ice storm, snow storm)
- Civil disturbance/employee labor action
- Infrastructure failure
- Any incident that could adversely affect the reputation, stability, or status of the College

Levels of Emergencies

The CEMP is designed to provide guidelines for responding to a variety of incidents and emergencies that affect the College. Not all emergencies require the same degree of response, and each incident will be evaluated on a case-by-case basis.

Level 1 (Minor Emergency)—A campus emergency with limited impact that does not affect the overall operation and function of the College. Examples would include a minor hazardous material incident, small fire, or temporary limited power outage. A minor emergency will not normally entail notification of the Response Group except through routine communications.

Level 2 (Major Emergency)—A local emergency that has disrupted or potentially may disrupt significant operation of the College or adversely impact a major population of the community. Examples include serious crimes on campus, major fires, death(s), or significant infrastructure failure. Level 2 will require notification of the Response Group.

Level 3 (Disaster)—A community-wide emergency that potentially disrupts the operations of the College and involves major damage or systems failure. Disasters impact not only the College, but possibly the surrounding community and beyond. Examples include tornadoes, widespread extended power outage, severe natural disasters, or serious acts of terrorism. Level 3 will require notification of the Response Group.

Note: Any level of emergency may result in declaration of a **STATE OF EMERGENCY (see below).**

Activating the Comprehensive Emergency Management Plan (CEMP)

Initial Notification:
- Any community member who witnesses or receives information regarding an emergency is instructed to contact the Campus Safety Department at X5566, in person, or from off-campus at 580-5566.

- If the incident involves a Level 1 (Minor Emergency), Campus Safety or the appropriate department will take steps to remedy the situation utilizing the appropriate College Departments and outside resources.

- If the incident involves a Level 2 or 3 (Major Emergency or Disaster), Campus Safety will contact appropriate members of the Response Group to activate the CEMP.

Skidmore Declared State of Emergency

Declaring an emergency will establish a set of guiding principles to expedite the response and recovery from an emergency. Current policies, agreements, and contracts may be suspended or curtailed.

- Members of the Response Group will discuss the incident and determine the level of emergency and whether to activate the Emergency Operations Center. The decision to declare an emergency will rest with the College President or his/her designee.

- Any other appropriate members of the community deemed necessary will be contacted to respond.

- After the Comprehensive Emergency Management Plan is activated, process moves to the **Response** phase.

Training

Campus Safety, Facilities, and Health Services will coordinate a training program with both on-campus and off-campus resources to ensure that the campus community is able to effectively implement the Comprehensive Emergency Management Plan.

Participants—All members of the College community should receive and participate in training, appropriate to their positions, including faculty, staff, students, and members of responding agencies (Fire, Police, EMS) who will be invited periodically to train on campus and to participate in joint training programs

Training should be scheduled annually and include various types of programs including:

- Classroom
- Drills
- Tabletop exercises
- Mock emergency exercises

Communication Channels

The College Emergency Notification System was developed by Information Technology (IT) and Campus Safety and will be used to transmit critical information to large segments of our campus as quickly as possible. This will be accomplished by utilizing several communication options including:

- The Telephone Alert System will allow emergency messages to be placed in telephone voice mailboxes so equipped.

- Skidmore Urgent Notification System (SUN) – combines instant text messages, voicemails, and emails that can be disseminated during an emergency.

- Siren/PA System – A siren located atop the library can be activated to alert the community during an immediate or imminent emergency.

- Campus email will be utilized to transmit information to all College constituents.

- The College's main website page will report Emergency Alerts (different colors signify different level of emergencies).

A Dedicated Emergency Management CONFERENCE BRIDGE is available, 24/7/365, to members of the planning, response, and recovery teams/groups for communication regarding emergency [20 participant limit].

INSTRUCTIONS FOR CALLING
At the time of the call, each participant dials in using the appropriate number listed below.

Bridge Access Numbers	Description
8060	From on campus
518-580-8060	From Saratoga (Local) access
866-616-9349	For users calling Long Distance*
518-580-8060 (DID #)	International callers

CONFERENCE CALLERS
Participants will be prompted by the following, once connected to the conference bridge:
- *"Nortel Multimedia Conferencing, please enter your conference access code followed by the pound key (#)".*

- Enter your conference access code = **6666.**
- Press the pound key (#).
- You will hear, *"Thank you, if you are the chairperson, please press the star key (*) now, otherwise stay on the line".* Just stay on the line, we are not currently using the chairperson functions.
- After a moment you will then hear, "The conference is now starting; you are the _____ person to arrive".

Organization

The Skidmore Comprehensive Emergency Management Plan (CEMP) is an action plan intended to provide guidelines that address and minimize the effects of emergency circumstances affecting the College. It also provides documentation and recovery procedures that will be necessary following emergency situations. The plan is under the executive control of the College President and Cabinet who will consult with members of the Emergency Management Team and Response Group as necessary.

The emergency management organization is comprised of designated groups (described in detail below) who are responsible for various aspects of emergency operations (i.e. prepare, respond, and recover from any emergency contingency).

The chart below shows the organization and reporting structural of the College's emergency management.

PRESIDENT'S CABINET

President's Cabinet is primarily responsible for:

a. Approving the Comprehensive Emergency Management Plan

b. Formulating policy with regard to overall operation of the CEMP, including:

- Defining areas of responsibility
- Determining members of the Emergency Management Team
- Defining the selection process for the Emergency Management Co-Chairpersons
- Formulating public information policy
- Creating the financial structure and institutional support for CEMP

PRESIDENT'S CABINET
President
Vice President for Academic Affairs
Dean of Admissions and Financial Aid
Vice President for Advancement
Dean of the Faculty
Vice President for Finance & Administration
Dean of Special Programs
Dean of Student Affairs

EMERGENCY MANAGEMENT TEAM (EMT)

The Emergency Management Team is primarily responsible for:

   a. Reviewing the Comprehensive Emergency Management Plan (CEMP) on an annual basis to ensure it is updated and adaptable.
   b. Requesting review by legal counsel as needed for applicable laws and compliance.
   c. Participating in training and preparation.
   d. Representing various areas of the College.
   e. Disseminating information to various areas of the College regarding general emergency planning and responsibilities.
   f. Conducting ongoing threat assessments and prioritizing College resources to prepare and respond to emergency contingencies.
   g. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.

EMERGENCY MANAGEMENT TEAM (EMT)	
EMT Co-Chair *Dean of Student Affairs (Cabinet Representative)*	*Director of Health Services*
EMT Co-Chair *Director of Campus Safety*	*Director of Facilities Services*
Vice President for Finance and Administration & Treasurer	*Director of Human Resources*
Executive Director of the President's Office	*Director of Summer Conferences*
Chief Technology Officer	*Executive Director of Communications*
Associate Dean, Student Affair/Director, Residential Life	*Dean of Admissions and Financial Aid*
Vice President for Academic Affairs/DOF	*Building Coordinators*
Environmental Health & Safety Officer for Academic Affairs	

RESPONSE GROUP

The Response Group is responsible for the CEMP's implementation, directing the response phase, as well as initiating the recovery phase. This includes the following:

   a. Coordinating the operational implementation of the Comprehensive Emergency Management Plan under the direction of the Emergency Management Co-Chairpersons.
   - Determine and implement appropriate steps to minimize damage and expedite return to normalcy
   - Establish contingency plans for response to various emergency incidents
   - Access resources, both on and off campus, to address the needs of the situation
   - Work with responding agencies guided by principles of the Incident Command System (ICS)

   b. Establishing an Emergency Operations Center (EOC) as needed to direct response to the situation – to be determined based on the emergency.
   - An EOC and alternate sites will be identified, funded, supplied, and organized to meet team needs

   c. Disseminating information internal and external to the College.
   - Establish relations with media
   - Establish relations with responding agencies
   - A designated spokesperson will be assigned as official spokesperson for all communication
   - Establish communication network to keep campus community informed (Web, voicemail, e-mail, hotlines, etc.)

d. Designating a Coordinator for the Recovery Group.

e. Identifying training needs and developing training programs for all aspects of emergency response.

- Schedule annual training sessions including orientations, tabletop, and functional exercises
- Work with local response entities including police, fire, and EMS to coordinate joint training exercises

RESPONSE GROUP
Co-Chair, Dean of Student Affairs (Cabinet Representative)
Co-Chair, Director of Campus Safety
Executive Director of the President's Office
Chief Technology Officer
Executive Director of Communications
Director of Facilities Services
Vice President for Academic Affairs
Additional Members from EMT or other offices as dictated by the incident/emergency and identified by the co-chairs

f. The following two tables contain information detailing the responsibilities of:

- Emergency Management Team Members and Responsibilities (Table 1)
- Emergency Planning Responsibilities by Functional Areas, Listed Alphabetically (Table 2)

Table 1: Emergency Management Team Responsibilities

Title	Duties
Dean of Student Affairs	Co-Chairperson of Emergency Management Team. Responsible for communication with College constituents, including students, parents, faculty, and staff. Includes relocation, suspension, and resumption of classes. Works closely with the Director of Communications for informing parents/families. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Director of Campus Safety	Co-Chairperson of Emergency Management Team. Responsible for directing the safety response to emergencies. Oversees evacuation and develops specific responses to various incidents. Coordinates training with Facilities and ICS Responders. Liaison with police/fire/EMS. Maintains contact lists and has investigative responsibility. Schedules training and tabletop exercises regarding plan implementation. Works with other departments and agencies to identify and eliminate risk and mitigate other potential damage. Conducts annual review and update of CEMP. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Emergency Management Co-Chairpersons	The Emergency Management Co-Chairpersons will be responsible to activate/deactivate the CEMP in consultation with the President's Office. Assumes overall control for the Skidmore Comprehensive Emergency Management Plan. Decides on allocation of resources. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Executive Director of the President's Office	Responsible for coordinating communication among the President, members of President's Cabinet, the EMT and, as appropriate, the Board of Trustees. Works closely with the Emergency Management Co-Chairpersons to coordinate communication with all College constituents. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Director of Summer Conferences	Responsible for all activities relating to programs on campus during summer sessions. Develops contingency plans and mobilizes staff and resources to respond to any potential needs. Works to train summer staff to deal with emergency situations. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Chief Technology Officer	Responsible for all matters related to the campus communication system including telephone system, campus data network system, and computer and information systems. Develops contingencies to deal with loss/attack on College communication systems. Develops plans to protect information systems infrastructure. Helps prepare Emergency Operations Center with phone and computer access. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Executive Director of Communications	Responsible for emergency communications plan to collect accurate information and present it in an organized way to the campus community, government officials, the public, and news media. This includes the establishment of information hotlines and other means of communicating emergency instructions and information to the Skidmore community and the public. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Director of Facilities Services	Responsible for the recovery process, prioritizes salvage operations. Establishes target date for resuming normal operations (reopening campus). Establishes community mutual aid agreements with utilities providers. Creates and maintains building plans and maps regarding utilities. Maintains contact lists for utilities, equipment rentals, and backup systems. Creates resource inventory of equipment and personnel. Works with other departments and agencies to identify and eliminate risk and mitigate other potential damage. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.

Director of Human Resources	Responsible for any issues related to employment policies and practices, including unions, contract negotiations, and benefits. Is the point person regarding labor disputes, employee disabilities, and compensation issues. Works with other departments to expedite the return to normal working conditions. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Associate Dean, Student Affair/Director, Residential Life	Responsible for all activities relating to student life, including temporary housing & food. Develops contingency plans to meet these needs. Works to train Residential Life staff to deal w/ emergencies. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Director of Health Services	Responsible for all activities relating to student health and wellness needs including vaccinations, quarantines, etc. Works to train Health Services staff to deal with emergencies. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Dean of Admissions/Financial Aid	Responsible for any issues related to admissions and financial aid function. Develops contingencies to deal with interruptions to these functions. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Vice President for Finance and Administration & Treasurer	Responsible for ensuring emergency accounting and disbursement procedures. This includes the development of expenditure documentation procedures to fulfill requirements for potential disaster relief aid from state and federal governments. Ensures communication with College's insurance carrier for recovery. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Vice President for Academic Affairs/DOF	Responsible for any issues related to academic programs and research and Develops contingencies to deal with interruptions to curriculum. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Environmental Health & Safety Officer for Academic Affairs	Works with the Emergency Management Team as a resource for emergency procedures. Responsible for emergency management training for faculty and staff in Academic Affairs.
Safety Coordinators	Act as point of contact for routine and special communications pertaining to the building and/or department, including review of Emergency Procedures, SUNS System, Siren, Email and Skidmore webpage, emergency equipment location with employees in building/department, develop and maintain "call trees", enroll in Skidmore Urgent Notification System (SUN System), assist in execution of emergency plan as needed.

Table 2: Emergency Planning Responsibilities by Functional Areas

Emergency Function	Department	Responsibilities	Contact Numbers
Animal Care, Plans	Appropriate Faculty/Dept	Develop contingency plans to take care of animals during emergency incidents.	varies
Animals, Nuisance	Facilities, Health Services	Develop plans and protocols. Provide training to deal with nuisance animals.	X5860, X5550
Cost Recovery	Business Services	Assist in identifying recovery resources. Develop plans to expedite appropriate financial request.	X5812
Counseling Services	Counseling Center	Develop plans for the provision of psychological assistance and mass grief counseling.	X5555
Damage Assessment	Facilities Services	Develop inspection procedures to assess damage. Develop timeline for resumption of services.	X5860
Documentation (Visual)	Business Services, IT	Develop plans for documentation for insurance claims.	X5812
Documentation (Written)	Campus Safety, Human Resources	Prepare incident reports (Campus Safety). Report on personnel issues (HR).	X5566, X5800
Emergency Medical Facilities	Health Services	Establish protocols for various medical emergencies.	X5550

Emergency Medical Services (EMS)	Campus Safety, Health Services	Coordinate emergency medical response efforts and develop response contingencies with outside agencies.	X5566, X5550
Evacuation Plans	Campus Safety, Facilities Services	Develop evacuation plans for each area of campus.	X5567, X5860
Fire Safety	Campus Safety, Saratoga Spgs Fire Dept. (SSFD)	Campus Safety coordinates with Saratoga Springs Fire Dept. regarding response contingencies and training.	X5566
Food Service, Campus	Dining Service	Develop plans to provide food service during emergencies.	X5850
Food Service, Shelters	American Red Cross	Supplies food to emergency shelters on campus and at off-campus locations.	792-6545
Hazardous Materials (Chemical, Radioactive & Biological)	Facilities Services, Safety Committee, Faculty Environmental Health/Safety Officer	Develop plans for responding to hazardous material incidents, e.g. spill plans.	various
Housing, Students	Residential Life	Develop contingency plans for relocation of students in residence halls and community.	X5765
Housing, Emergency	American Red Cross, Residence Life	Coordinate plans for emergency shelters for evacuees.	792-6545
Law Enforcement	Saratoga Spgs. Police Dept., NY State Police, Saratoga Co. Sheriff	Direct law enforcement resources for criminal investigations, traffic, access, and security control.	584-1800, 583-7000, 885-6761
Maps/Plans	Facilities Services, IT, Safety Committee	Provide building plans and maps that contain information on utilities, telephone, access, power, hazardous materials, etc.	X5860, X5900
Medical Care	Health Services, Campus Safety, Saratoga Hospital	Prepare plans for mass casualties, treatment, and response to medical needs on campus.	X5550
Mitigation	Various Departments, insurance carrier	Identified departments must institute regular campus assessment plans to identify situations or developments that can reduce the severity of a situation or expedite the return to normal.	various
News Media Relations	Communications, IT	Prepares Press Release templates and plans for disseminating information to print, broadcast and media. Handle media at campus disaster sites.	X5736
Prevention	Various Departments, insurance carrier	Identified departments must institute regular campus assessment plans to identify situations or developments that can be eliminated to prevent the risk of identifiable hazards.	various
Procurement	Purchasing, Facilities Services	Handle emergency purchases. Coordinate distribution of supplies. Develop lists of vendors and services needed during emergencies.	X5845, X5860
Public Information	Communications	Acts as spokesperson for the College and prepares press release templates. Work with IT regarding dissemination of information.	X5736
Repairs	Facilities Services	Develop response plans to clear debris and make temporary restorations.	X5860
Safety	Campus Safety, Facilities Services	Evaluates College facilities with outside agencies and experts to determine the safety of the campus and the need to modify or improve operations.	X5567, X5860
Search and Rescue	SSFD, SSPD, Campus Safety	Primary search and rescue is provided by local fire departments.	X5566, 584-1800
Shelters, Emergency (see Housing)	American Red Cross	Set up emergency shelters for evacuees.	792-6545
Telephones	IT/Network Services	Coordinate restoration of telephones.	X5997
Training	Campus Safety, Health Services, Facilities, Safety Committee	Develop training program with responding agencies/departments to include classroom, tabletop, and mock exercises.	
Transportation	Facilities Services	Develop contingency plans with outside entities and vendors to provide transportation in emergency incidents.	X5860
Utilities	Facilities Services	Develop contingency plans and vendor/provider lists for restoring essential utilities.	X5860

RECOVERY GROUP

The Recovery Group is responsible for facilitating the College's return to normal operations and conducting a timely and complete assessment of the impact an emergency will have on the College.

a. The Response Group will designate a coordinator and the initial membership of the Recovery Group. Membership of the Recovery Group will depend on the nature of the emergency and may include members of the Emergency Management Team and others as deemed necessary.

b. The Recovery Group will develop support services and resources for post-emergency needs, which could include:
   - Counseling and support services
   - Academic advising and assistance
   - Financial assistance
   - Transportation needs
   - Housing assistance

c.
   The Recovery Group will ensure thorough documentation so that the College achieves maximum financial and operational recovery, including:
   - Status reports as necessary during prolonged emergencies
   - Thorough documentation in terms of video/photography
   - Impact reports and timelines for recovery
   - Incident review to assess the adequacy of the response and develop additional measures to improve future procedures

Safety Coordinators

Most Safety Coordinators are volunteers; however, Administrators, Deans, and Department heads may appoint a specific person for a specific building and/or department (e.g., Chemistry, Biology) under their control.

Safety Coordinator general expectations are to:

- Act as point of contact for routine and special communications pertaining to the building and/or department

- Review "Emergency Procedures Placard" with all employees in your building and/or department

- Develop and maintain "call trees" to communicate with building and/or department heads during and outside of normal working hours in the event of an emergency

- Enroll their cell phone and email address in the Skidmore Urgent Notification System (SUN System) in order to receive emergency information in a timely manner. You can sign up for the SUN System at the following website: (https://www2.skidmore.edu/e2campus/index.cfm)

- Assist in execution of an emergency plan, working with emergency service organizations to determine the whereabouts and status of students, faculty, staff, and guests of the College affected by the incident, and disseminating information to faculty, staff, students, and others affected by the incident

- Be familiar with emergency equipment location and operation (e.g. evacutrack chairs, AEDs, fire extinguishers) and evacuation routes

- Be aware of all "Emergency Communication Platforms" including SUNS System, Siren, email, and Skidmore webpage

Expectations during a Fire Incident:

- Alert faculty, staff, students, and guests to the activated fire alarm in your specific area

- Encourage faculty, staff, students, and guests to leave the area quickly and quietly

- Close any open doors along the exit corridor route, if possible

- Check elevators in your area for stranded subjects (if applicable)

- Note any personnel who did NOT leave the area and advise Campus Safety

- Convene to the pre-determined assembly area and provide head-count to Campus Safety

- Notify Campus Safety of those unaccounted for and who did not evacuate from their location

- Make note of any alarms/equipment malfunction and forward information to Campus Safety

Expectations during a Power Outage:

- Do NOT call Campus Safety or Facilities regarding cause of outage – a message will be sent

- Take note of emergency lighting that does NOT work during all power outages and advise Campus Safety who will create a work order for Facilities Services

Power outages which occur during daylight:

- Alert faculty, staff, students, and guests to the loss of power

- Activities in academic departments may continue as normal, however, science laboratory facilities lab/research activities must cease

- Emergency lighting will last less than one hour – move to ground level within that time

Additional Expectations:

Power outages which occur without daylight:

- Alert faculty, students, staff, and guests of the loss of power and the requirement to vacate the area

- To the best of your ability, obtain a head count, confirming the count after all members have relocated out of their respective areas

- Convene to the pre-determined assembly area

- Notify Campus Safety of those unaccounted for or who did not evacuate from their location

Shelter in Place/Lockdown:

- Lock yourself and others in the room you're in

- Closing blinds and get out of line of sight

- Do NOT open the door unless police or authorities are present

Evacuation Procedures:

- Be familiar with evacuation routes and Evacuation Assembly Points. Relay this information to people in your building/department

- Do not use elevators to evacuate

- Check "Areas of Refuge" where people with disabilities will move to await assistance in evacuating from areas other than ground floors

Table 3: Safety Coordinator Contacts *(Addendum)*

Emergency Operations Center (EOC)

When an emergency occurs or is imminent, it shall be the responsibility of the Department of Campus Safety to set up and staff an appropriate Emergency Operations Center or Command Post as deemed necessary. Appropriate departments will be contacted to assist in activating the EOC. The regular Campus Safety Office located in Jonsson Tower is also to be kept fully operational at all times.

1. **Command Post** (for field operations)
   If the emergency involves only one building or a small part of the campus, a Campus Safety vehicle can be placed as near the emergency scene as is reasonably possible. At least one uniformed officer is to staff this location at all times until the emergency ends. A temporary Command Post—used for short durations to address specific short-term needs—can also be established in close proximity to the scene of the emergency.

2. **Emergency Operations Center** (EOC)

   Murray-Aikins Dining Hall (2d Floor)

If the emergency involves a large part of the campus and/or will be of protracted duration, the EOC will be activated. There will also be alternate sites available in the event the primary site is unavailable. The EOC can be used by College and outside resources to conduct activity related to the emergency. Required items and services include:
- First aid supplies
- Flashlights/batteries
- Additional power outlets
- Uninterrupted Power Supply (UPS)
- Additional phone lines
- Portable AM/FM radios/batteries
- Laboratory spill kits
- Emergency potable water

Other considerations would be to designate (with possible locations):
- Staging areas
  - Sports Center
  - Dance Studio
- Briefing areas
  - Sports Center
  - Campus Safety Office
- Temporary morgue
  - Sports Center
- Conference facilities
  - Campus Safety Office
  - Wagner Room—First floor, Jonsson Tower
- Public communications
  - Surrey Williamson Inn
  - Off-campus location to be determined based on incident

REPORTING EMERGENCIES

The following section contains the recommended guidelines to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

The **Department of Campus Safety** is staffed 24/7/365. Emergencies can be reported to the office in any of the following ways:
- X5566—from any campus extension
- 518-580-5566—from any off-campus phone
- Blue Light phones—located throughout the campus

- Emergency call boxes located at various locations on campus
- Elevators are equipped with direct dial phones to Campus Safety

Telephone Contact: In an emergency, Do NOT dial 911 from a College phone. Instead dial X5566. Campus Safety has direct contact with Fire/Police/EMS and will be able to determine your location.

Cell Phones: Cellular 911 phone calls are answered by the State Police and will be directed to the appropriate agency for action. Therefore, it is important to give accurate information regarding your location and the incident.

In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:

- What you see and/or hear.
- Exact location of incident.
- The phone number of the phone you are using.
- Details of situation.
- Your name and address.
- Stay on the line until you are told to hang up.

> **IMPORTANT: KEEP CALM … KEEP OTHERS CALM!**

Table 4: Emergency Contact Number

All On-Campus Emergencies	5566
Ambulance	2-911
American Red Cross (Saratoga)	584-8188
Animals	
Animal Shelter (Ballston Spa)	885-4113
Rabies Hotline	584-7460
Nuisance Wildlife (NYS)	623-3671
Chemical Emergency (Chemtrec)	800-424-9300 (24 hours)
Domestic Violence Hotline	
N.Y. State	800-942-6906
Saratoga	584-8188
Fire Dept.	2-911
Hearing Impaired Assistance	800-342-4351
Hospitals—Saratoga	587-3222, 583-8313
Mental Health Clinic (Saratoga)	584-9030 (24 hours)
Poison Control	800-336-6997
Police	
Emergency	2-911
Saratoga Springs	584-1800
Saratoga County Sheriff's Office	885-6761
State Police (Wilton)	583-7000
FBI (Albany)	465-7551
Cell (NYS Police)	911

Rape Crisis (Saratoga)	587-2336
State Emergency Management Organization (SEMO)	
Adirondack Region	793-6646
Albany (24 hours)	457-2200

B. RESPONSE
SPECIFIC EMERGENCY PROCEDURES

Evacuation Procedure Guidelines

Exigent circumstances: A situation where an immediate decision must be made due to the nature of the emergency or threat. An example of this may be a credible bomb threat or explosion.

1. **Building Evacuation**

    a. All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by the Department of Campus Safety.

    b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

    c. **Assist people with disabilities in exiting the building!** Remember that elevators are reserved for people with disabilities. **In case of fire or earthquake, do not use the elevators.**

    d. Once outside, proceed to the predetermined assembly area that should be at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your buildings evacuation assembly point noted on the Emergency Procedures poster (*Addendum* 2)

    e. Do not return to an evacuated building unless told to do so by a College official.

2. **Campus Evacuation**

    a. Evacuation of all or part of the campus will be announced by the Department of Campus Safety or appropriate agency.

    b. All persons (students and staff) are to vacate immediately the area of campus in question and relocate to the predetermined evacuation site.

3. **Lockdown:** It may be safer to lock buildings down without evacuating in certain situations (e.g. armed intruder on campus).

    a. Plans will be developed to lock the affected areas in a timely manner.

    b. Subjects in affected buildings will be instructed to stay away from windows to minimize exposure.

4. **Evacuation of Persons with Disabilities**

    a. If you are unable to leave the building due to a physical disability:
        - Go to the nearest area where there are no hazards.
        - Contact Campus Safety by telephone (X5566) or use other means to advise them of the situation.
        - Be sure to give them the room number so they can send help to you.
        - If possible, signal out the window to on-site emergency responders.
        - Try to establish a "buddy" system to have someone ready to assist you.

    b. To assist visually impaired persons
        - Announce the type of emergency.
        - Offer your arm for guidance.
        - Tell the person where you are going, obstacles you encounter.
        - When you reach safety, ask if further help is needed.

    c. To alert people with hearing limitations
        - Turn lights on/off to gain the person's attention, or
        - Indicate directions with gestures, or
        - Write a note with evacuation directions.

    d. To evacuate people using crutches, canes, or walkers

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry individual.

e. To evacuate wheelchair users
- Non-ambulatory persons' needs and preferences vary.
- Individuals at ground floor locations may exit without help.
- Others have minimal ability to move—lifting may be dangerous.
- Some non-ambulatory persons have respiratory complications.
- Remove them from smoke and vapors immediately.
- Wheelchair users with electrical respirators get priority assistance.
- Most wheelchairs are too heavy to take down stairs.
- Consult with the person to determine best carry options.
- Reunite the person with the chair as soon as it is safe to do so.

f. Evacu-Trac Devices – Devices to move disabled persons from upper floors are located in the following campus locations:
  - Campus Safety
  - Jonsson Tower – 11th floor
  - Library – 4th floor
  - Palamountain – 4th floor stairwell by President's Office
  - Sasselin Art Center – 2nd floor

5. **To Implement an Evacuation**

- Remain calm.
- Alert others to assist with evacuation.
- Communicate clearly and succinctly.
  Example: "We have a _____ type of emergency. Evacuate to _____
  _____. Take your belongings. DO NOT use the elevators."
- Assist persons with disabilities (see above section).
- Check offices, classrooms, and restrooms.
- Turn equipment off, if possible.
- Close doors, but do not lock them.
- Take emergency supplies, rosters.
- Keep exiting groups together.
- Instructors assist students.
- Gather at the evacuation site and await instructions.
- Account for faculty, staff, and students when all gathered.
- Exit the building via the nearest safe exit route. Walk; do not run. Do not use elevators to exit.
- Move away from the building, report to the designated evacuation point.
- Keep existing groups together.
- Account for faculty, staff, and students and sign in at evacuation point.
- Remain at evacuation point until directions are received.
- Do not reenter the building until emergency staff gives the "all clear" signal. (The silencing of the building fire alarm system is normally used as the "all clear" signal. In some cases, the fire alarm will be silenced and staff members placed at building entrances to keep people out until the incident has been resolved.)

Shelter in Place

During certain emergency situations—such as armed intruder, chemical releases, radioactive material releases, and some weather emergencies—you may be advised to "shelter in place" rather than evacuate the building. These messages may be delivered through the SUN System (Skidmore Urgent Notification System).

- Go inside or stay inside the building.
- Do not use elevators.
- Shut and lock all windows and doors.
- Turn off the heat, air conditioning, or ventilation system, if you have local controls for these systems.
- Close fireplace dampers.
- Quickly locate supplies you may need, e.g., food, water, radio, etc.
- If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements even if the windows are closed.
- If possible, monitor main College web page (www.skidmore.edu), radio, or television for further information and instructions.
- Do not call Campus Safety unless you are reporting a life-threatening situation.
- When the "all clear" is announced:
    - Open windows and doors.
    - Turn on heating, air conditioning, or ventilation system.
    - Go outside and wait until the building has been vented.

Classrooms and Laboratory Emergency Guidelines for Faculty/Instructors

Consistent with this guideline, instructors must:

- Provide their classes or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.
- Know how to report an emergency from each classroom used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with disabled students' plans and also be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

What Instructors Need to Know about Emergency Preparedness

The instructor is an authority figure for students and can influence how students respond in an emergency. Instructors who are prepared for emergencies will be able to help calm students by giving calm and clear directions.

1. **Evacuation Procedures**
   Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
   Do NOT use elevators.
   Take personal belongings (keys, purses/wallets, etc.).
   Secure any hazardous materials or equipment before leaving.
   Go to closest Evacuation Assembly Point.

   Do not return to an evacuated building unless told to do so by College officials.
   Important: After evacuating the building, report to your designated Evacuation Assembly Point. Stay there until an accurate headcount has been taken. The Department Chair or designate will take attendance and assist in accounting for all building occupants.

2. **Evacuation Assembly Points**
   After a class leaves the alarmed building or area, it is important for them to go to a predetermined area where the

each person's presence can be documented. This "safe area" will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.

Accounting for all students can be very difficult, particularly with a large class. However, consider using the class roster, head count, or have students acknowledge whether the students seated next to them are at the assembly point. Report any missing students to Campus Security. You must also account for persons with disabilities (see below).

3. *Evacuation for Persons with Disabilities*
   Assist people with disabilities in exiting the building! Remember that elevators are reserved for people with disabilities. However, **in case of fire or earthquake, do not use the elevators.**

4. **How to Report an Emergency**
   Check each classroom, lecture hall, or laboratory for the nearest working telephone or the nearest fire alarm pull station.
   - Fire: Activate Fire Alarm Pull Station
   - Health/Police: Call Campus Safety at X5566
   - Hazardous Material Spill: Call Campus Safety at X5566
   - Facility or Utility Failure: Call Campus Safety at X5566

5. **Fire Alarms**
   Fire alarms will be a sound and may include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.
   - **Everyone Must Evacuate Immediately! <u>DO NOT USE ELEVATORS!</u>**
   - Shut down all Hazardous Operations.
   - Once everyone has left the room - close all doors. Closed doors significantly reduce fire and smoke damage.

6. **Power Outage**
   Most campus buildings are not provided with emergency or standby power. Consequently, if the power does go out during class, have the people stay in their seats for a little while and wait for the power to return (However, laboratories must be evacuated immediately). If the power does not return in a reasonable length of time (~ 5 minutes), evacuate the classroom. Evacuation should take advantage of available lighting unless the building is in alarm, in which case use the same evacuation procedures as during a fire. Caution students that there is no rush, they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways.

7. **Earthquakes**
   Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during an earthquake is to have everyone **drop** to the floor, **cover** their head, and **remain in this position**. After the shaking stops, tell the class to collect their possessions calmly and evacuate the building to the Evacuation Assembly Point. Caution them to watch for interior and exterior building materials that may have been knocked loose by the earthquake.

Shut down all Hazardous operations before leaving the room - notify Campus Safety if that is not possible.

Fire

- Know the location of fire exits and alarm systems in your area and know how to use them.
- If you discover a minor fire, **immediately** contact the Department of Campus Safety at X5566.
- Activate the building alarm (fire alarm) on your way out of the building.
- If you are in a room when the alarm sounds, cease all operations and prepare to vacate the area:
  - **FEEL THE DOOR FOR HEAT**.
  - If the door is **not hot,** evacuate
  - If the door is **hot, DO NOT OPEN IT**. Go to a phone or window and contact someone for help. Place wet towels under the door and stay low where the air is better.
- Close all doors to confine the fire and reduce oxygen available to it. **Do not lock doors.**
- When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- **Proceed quickly to the predetermined Evacuation Assembly Point.**
- **Assist people with disabilities in exiting the building!**
- **Do not use the elevators during a fire.**
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building to the designated assembly area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A temporary command post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- **Do not return to an evacuated building** unless told to do so by a College official.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window, as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

Do not jump. Response time by the Saratoga Springs Fire Department is excellent. If necessary, wet towels and place them under doorways.

Utility Failure

1. In the event of a major utility failure, immediately notify the Department of Campus Safety at X5566, which will contact the on-call Facilities Services supervisor.
2. If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.
3. Assist those with disabilities in exiting the building! Remember that the elevators are reserved for them. Do not use elevators in case of fire.
4. Once outside, move to your designated Emergency Assembly Point that should be at least 500 feet away from the affected building(s).
5. Keep the walkways, fire lanes, and hydrants clear for emergency crews.
6. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
7. Do not return to an evacuated building unless told to do so by a College official.

Power Failure or Electrical/Light Failure:

- Campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight available for emergencies.
- Emergency lighting in buildings is designed to last 30-45 minutes to allow occupants of a building sufficient time to evacuate.

> **Note: All fire alarm systems have battery backup power that will work for a minimum of 24 to 36 hours.**

Emergency Generation on Campus

EMERGENCY GENERATOR CAPACITY

Automatic Switching:
- Dining Hall (entire building)
- Campus Safety (all systems)
- Jonsson Tower (emergency lighting only)
- Tang Museum (emergency systems & lighting only)
- Case Center (emergency systems & lighting only)
- North Hall (CITS server room only)
- New Dana (emergency systems & lighting only)
- Zankel Music Center (emergency lighting only)

Note: Automatic switching to generator power on the loss of normal power within 30 seconds.
Individual Generators:
- Surrey, Admissions, and Colton House - we will provide back up power for these buildings only during extended power outages and after the campus is powered up.
- Stables- A stand alone generator will be activated to provide heat and water after the campus is situated.

Main Campus Generator Coverage:

All Residential Halls	*Greenberg*	*North Hall*
Art Building	*Harder Hall*	*Palamountain*
Barrett Center	*Heating Plant*	*Sports Center*
Case/Ladd	*JKB*	*Starbuck Center*
Dance Theater	*Library*	*Tisch Learning Center*
Filene	*New and Old Dana*	*Zankel Music Center*

Note: The emergency generator becomes operational only when the campus loses our power due to an outage through National Grid, not if our internal power supply is disrupted. Facilities estimates the switch to emergency power to take one and half hours during the normal work hours and up to two hours during off hours. At times depending on load demands, facilities may need to shut some non essential equipment down while on emergency power. Facilities will send a campus wide voicemail with updates regarding the outage.

Note: All buildings are equipped with stand alone lighting that should last up to 90 minutes to allow safe exiting of the buildings. Also all fire protection systems are backed up with individual power supply's so there is no delays in fire protection.

Facilities Services: 3/2010

Elevator Failure
- If you are trapped in an elevator, use the emergency phone that rings directly to Campus Safety. Stay calm and understand that elevators have a failsafe condition-the elevator cannot go into free fall.

Plumbing Failure/Flooding
- Stop using all electrical equipment. Notify the Campus Safety Department at X5566, which will dispatch a maintenance worker. If necessary, vacate the area.

Serious Gas Leak
- Cease all operations. **Do not switch lights or any electrical equipment on or off.** Remember, electrical arcing can trigger an explosion! Notify the Department of Campus Safety at X5566 immediately.

Ventilation Problem
- If smoke odors come from the ventilation system, immediately notify the Department of Campus Safety at X5566. If necessary, cease all operations and vacate the area.

Chemical/HazMat Spill

- Any spillage of a hazardous chemical or radioactive material is to be **reported immediately** to Campus Safety at X5566 and Facilities Services at X5860.
- When reporting, be specific about the nature of the involved material and exact location. Campus Safety will contact the necessary specialized authorities and medical personnel.
- Anyone who may have been contaminated by the spill must use emergency showers to begin rinsing contamination from clothing and skin. Contact Health Services or Campus Safety.
- If an emergency exists, activate the building alarm. **Caution: the building alarm only rings in the building;** you must also report the emergency by phone. Refer to the section on Evacuation Procedures for further details.
- When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- **Assist those with disabilities in exiting the building! Do not use elevators.**
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- **Do not return to an evacuated building** unless told to do so by a College official.

Explosion on Campus

In the event an explosion, take the following action:
- Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.
- After the immediate effects of the explosion and/or fire have subsided, notify the Department of Campus Safety X5566.
- Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm (fire alarm). (Refer to the section on Evacuation Procedures.)
- When the building evacuation alarm is sounded or when you are told by College officials to leave, walk quickly to the nearest marked exit and advise others to do the same. **Assist those with disabilities in exiting the building!** Remember that elevators are reserved for them. **Do not use elevators in case of fire.**
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Report to your Evacuation Assembly Point as soon as possible.
- If requested, assist emergency crews as necessary.
- A Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- **Do not return to an evacuated building** unless told to do so by a College official.

Weather And Nature-Related Incidents

Tornado

Tornado **Watch** means that conditions exist for a tornado to develop.
Tornado **Warning** means that a tornado has actually been sighted or indicated on radar.
Note: a tornado could develop when a thunderstorm produces hail. The larger the hail stone, the more likely that a tornado will occur.

When a tornado warning is announced:

- Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.
- If your residence hall or campus building does not have a basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows.
- Stay away from windows to avoid flying debris.
- If you are outside and there isn't time to get into a building, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.
- **Avoid auditoriums and gymnasiums** with large, poorly supported roofs. If you are in one of the all-wood buildings, evacuate to a safer location.
- If you are in an administrative or classroom building, go to an interior hallway on the lowest floor. Stay away from windows.

Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below.

- If **indoors**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If **outdoors**, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines as they may be energized.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation. If emergency help is necessary, call the Department of Campus Safety at X5566 if on campus, or 911 if off campus. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to the Department of Campus Safety at X5566 and Facilities Services at X5860. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- If an emergency exists, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- Move quickly to your Designated Evacuation Assembly Point.
- **Assist those with disabilities in exiting the building!** Remember that elevators are reserved for their use. **Do not use elevators in case of fire**.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- **Do not return to an evacuated building** unless told to do so by a College official.

Inclement Weather & Other Emergency Closing/Delay Policy

As a residential institution, Skidmore operates on a continuous 24-hour, 12-month basis. There may be rare occasions, however, when the College may suspend or limit some operations and/or special events due to severe inclement weather or other emergencies.

Decisions for delayed campus openings, early releases, or campus closures due to inclement weather or other emergency will be made by the President or designee in conjunction with other College administrators based on National Weather Service advisories, law enforcement bulletins, and/or other reliable emergency notifications.

In instances of delayed openings, early releases, or campus closures, only designated emergency personnel (those responsible for keeping the basic services of the campus operating) will be required to work or remain at work; such employees are expected to follow their regular work schedules unless otherwise directed. As a general guideline, this will include the staff in Campus Safety and Facilities Services. When residence halls are occupied, the Dining Services,

Health Services, Library and the Sports Center staffs are also designated as essential. During the summer months, Special Programs employees are considered essential. Other essential employees include Information Technology and those responsible for animal care. This list is not all-inclusive, and in the event that other departments are deemed necessary, department directors will notify personnel in those areas.

Campus Closure or Delayed Openings

In the event of campus closure or delayed opening, announcements will be sent to the following media and internal communication networks:

- The School Closings Network, an organization that compiles and sends notices from schools around the region and submits them to the following media outlets:
Capital News 9, The Daily Gazette, The Post-Star, The Times Union, WFLY, WGY, WNYT-TV, WRGB-TV, WTEN-TV, WRVE, WYJB, WXXA and its own web site, www.schoolclosingsnetwork.com.
- E-mail message to campus community
- Voice mail message on Skidmore main number
- Announcement on Skidmore home page
- Voice mail to all employee Skidmore phone extensions
- Automated telephone message on 580-SNOW through Campus Safety
- Instant alerts to all student, faculty, and staff cell phones, e-mail accounts, pagers, and web pages for those registered with Skidmore's Urgent Notification System (SUNS). Campus community members may register via the following link: https://www2.skidmore.edu/e2campus/index.cfm.
- A siren will be used in case of an imminent emergency.

Early Release

In the event of an early release, the voice and e-mail system will be utilized to relay information to employees. Employees are required to confirm that they are released from work with their supervisor prior to leaving campus.

Re-opening

Whenever possible, information about the expected date and time of re-opening will be communicated at the same time as an announcement of a closure, delayed opening, or early release.

Leave Time

In the event the College designates campus closures, late openings, or early releases, regular and temporary Faculty, Administrative/Professional Staff, Support Staff, and Union employees who were scheduled to work will be paid their regular salary or wage.

Other Options

If Skidmore has not officially delayed or closed, but an employee is unable to come (or remain) at work because of adverse weather conditions or other emergency conditions, the following options are available:

- The supervisor may allow late arrival or early release not to exceed a total of two hours of paid time for non-union staff.
- The employee may request time off charged to existing paid leave: absence leave for union staff; personal hours, vacation, or floating holiday for non-union staff.
- It is the expectation that classes will be held when the College is open. However, if a faculty member is unable to come (or remain) at work because of adverse weather conditions or other emergency conditions, it is the responsibility of the faculty member to contact the Department Chair or departmental contact person and inform them that the faculty member is canceling class.

Notes:
- If an employee had previously scheduled a vacation (or any other paid leave) day on a day of suspended operation, the entire day will be charged as previously arranged and approved in advance.

Medical Emergency

- If serious injury or illness occurs on campus, immediately dial Campus Safety at X5566. Give your name, and describe the nature and severity of the medical problem and the campus location of the victim.
- Have someone remain on the phone with Campus Safety to provide updated information regarding the incident
- In case of minor injury or illness, provide first aid care to the level of your ability.
- Be prepared to provide specific locations to the scene. Request available assistance from other persons present to assist the responding EMS personnel in getting to the location as quickly as possible.
- In case of serious injury or illness quickly perform the following steps:
    - Keep the victim still and comfortable. **Do not move the victim.**
    - Ask victim, "Are you OK?" and "What is wrong?"
    - Check breathing and give artificial respiration if necessary.*
    - Control serious bleeding by applying direct pressure on the wound.*
    - Continue to assist the victim until help arrives.
    - Look for emergency medical IDs such as bracelets on injured persons, question witness(s), and give all information to the responding emergency personnel

    *Note: Only qualified trained personnel should provide first aid treatment, artificial respiration or CPR, and/or utilize an AED.

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself or to harm others, or is out of touch with reality due to severe drug reactions or psychological problems. Psychological problems may be manifested by hallucinations or uncontrollable behavior, or the person could be a walk-away from a nursing home or hospital.

If a psychological crisis occurs:

- Never try to handle on your own a situation you feel is dangerous.
- Notify the Department of Campus Safety of the situation at X5566. Clearly state that you need immediate assistance, and give your name, your location, and the area of campus involved.
- Understand that it is important to deal with the actions of the person involved regardless of the underlying cause.
- The Counseling Center can be reached during normal business hours at extension X5555. **Campus Safety has a list of counselors who are on call during off hours.**
- The Counseling Center and Saratoga County Mental Health have mental health professionals on call 24 hours a day.
- Police are able to remove someone to the Emergency Room against their will when they have probable cause that the person is a danger to himself/herself or others.

    See the following section on Suicide Prevention.

Suicide Prevention

Suicide signals

The strongest risk factors for attempted suicide in youth and young adults are depression, alcohol or drug abuse, and aggressive or disruptive behaviors. If several of the following symptoms, experiences, or behaviors are present, a mental health professional or another trusted adult-such as a parent or a counselor-should be consulted:
- Depressed mood
- Substance abuse

- Frequent episodes of running away or being incarcerated
- Family loss or instability; significant problems with parents
- Expressions of suicidal thoughts, or talk of death or the afterlife during moments of sadness or boredom
- Withdrawal from friends and family
- Difficulties in dealing with sexual orientation
- No longer interested in or enjoying activities that once were pleasurable
- Unplanned pregnancy
- Impulsive, aggressive behavior; frequent expressions of rage

Danger signs of suicide

- Talking about suicide
- Statements about hopelessness, helplessness, or worthlessness
- Preoccupation with death
- Suddenly happier, calmer
- Loss of interest in things one cares about
- Visiting or calling people one cares about
- Making arrangements; setting one's affairs in order
- Giving things away

Adolescents who consider suicide generally feel alone, hopeless, and rejected. They are especially vulnerable to these feelings if they have experienced a loss, humiliation, or trauma of some kind: poor performance on a test, breakup with a boyfriend or girlfriend, parents with alcohol or drug problems or who are abusive, or a family life affected by parental discord, separation, or divorce. However, a teenager still may be depressed or suicidal even without any of these adverse conditions.

Teenagers who are planning to commit suicide might "clean house" by giving away favorite possessions, cleaning their rooms, or throwing things away. After a period of depression, they may also become suddenly cheerful because they think that by deciding to end their lives they have "found the solution."

Young people who have attempted suicide in the past or who talk about suicide are at greater risk for future attempts. Listen for hints like "I'd be better off dead" or "I won't be a problem for you much longer."

What can be done?

In short, simply taking the time to talk to troubled teenagers and young adults about their emotions or problems can help prevent the senseless tragedy of teen suicide. Let them know help is available.

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> **Refer anyone who exhibits these danger signs to the Counseling Center, X5555**

Death or Suicide

Notifications

Death notifications to survivors should normally be made, in person, by a College official. Generally, notifications regarding deaths that are the result of an accident or criminal action will be made by the police. They may request assistance in locating survivors who are connected to the College.

Support for survivors and other affected parties can come from the Chaplain's Office, Counseling Center, alumni, and other departments on campus.

All inquiries from media sources shall be directed to the Director of College Relations.

Notification to the College community should be made through the President's office.

Procedures

- Secure the scene—primary and secondary.
- Isolate any witnesses or subjects with any knowledge for the police.
- Verify the identity of the deceased.
- Protect evidence-weapons, notes, drugs.
- Evacuate adjacent students and make no comments regarding incident.
- EMT shall delegate appropriate staff to debrief Residential Life staff regarding incident:
  - Alert them to watch for other students exhibiting suicidal gestures.
  - Control rumors.
- Contact Counseling Center, Health Services, Chaplain(s).
- Activate the EOC and provide resources for responding police investigators.
- Special attention should be given to roommates, friends, people who saw the body.
- Delegate a contact person for the deceased person's family (and roommates).
- Make arrangements for family and consider assuming some costs.
- Ensure that notification of next of kin is not premature (by roommates, etc).
- Make arrangements for notification of next of kin in person (by College Officials if possible):
  - Try to have two representatives to make notification.
  - Arrange to have support personnel available.
- Have prepared statement for media.
- Prepare statement for campus community.
- Prepare for memorial service, send letters and flowers. and have representative at funeral.
- Review victim's financial record and consider elimination of any outstanding debt.
- Prepare a schedule to re-contact the family of the deceased periodically for a set time frame.

Communicable Diseases

Bacterial Meningitis Protocol

Key goals related to the handling of a bacterial meningitis case:
- Identify the "index case" (initial case of meningitis) and arrange for rapid hospitalization.
- Identify other individuals who may be at risk for developing infection (potential secondary cases) and arrange for treatment.
- Educate the campus community about the risk factors related to contracting meningitis and the treatment process.
- Reassure those individuals who are not at risk.
- Prepare for second and/or further cases.
- Collaborate closely with the Saratoga County Health Department to determine if mass vaccination or any other community-wide actions are necessary.

I. **Bacterial meningitis case identified**

Health Services would most probably become aware that a Skidmore student (or students) has (have) contracted bacterial meningitis in one of three ways:
1. An outside/off-campus agent provides notification that a student has been diagnosed.
2. Another office or individual in the Skidmore College community learns of a case and notifies Health Services.
3. A Skidmore College Health Services practitioner makes the diagnosis.

Once a case has been reported, the Director of Health Services will quickly gather as many details as possible regarding the case and potential contacts that may be of concern, as prompt action is of essence in effectively treating the affected individual and any others who may have been exposed to the illness. In the event that another

office or individual in the Skidmore College community first learns of a case, it is imperative that Health Services be notified *immediately*.

II. **Emergency Management Team**

A. The Director of Health Services will notify the Dean of Student Affairs of the situation and request that the Emergency Management Team be alerted to prepare for coordination of the College's response.

B. Appropriate members of the campus Emergency Management Team (Response Group) will collaborate to determine target individuals who may be at risk for meningitis as a result of contact with the index case.

C. The Director of Health Services will collaborate with, provide on-going situational updates and serve as the primary medical/health resource to the Dean of Student Affairs and EMT.

III. **Initial Priority Actions/Decisions**

A. **Health Services**

- The Director of Health Services (or Health Services' designee) will be responsible for coordinating the efforts of Health Services and for preparation of the clinic office, facilities and staff to respond to meningitis inquiries and administer preventive treatment.
- As part of a coordinated response, Health Services will collaborate closely with the office of Health Promotions in the preparation of meningitis-related educational materials for distribution to patients as they arrive at Health Services. These materials will also be distributed on campus to educate specific groups of people (or the community in general) about bacterial meningitis.
- The Director of Health Services will contact the Saratoga County Health Department to notify them of the meningitis case, and to initiate a collaboration of Public/Community Health and campus efforts.
- The Director of Health Services will also contact the Saratoga Hospital Emergency Room director and staff so they can prepare for possible patients. Other colleges and universities in the Capital District should also be advised.

B. **Identification and treatment of possible at-risk individuals/groups**

Individuals/groups who may be "at-risk" for exposure to the index case include:
- All household or household-like contacts (i.e.: roommate(s) and residence hall floor-mates, but not residents living on other floors in the hall).
- Anyone who has had intimate contact with the index case and may have had such contact within (and including) 14 days of the onset of symptoms of the case.
- Anyone who has been exposed to the index case's respiratory or oral secretions (i.e.: kissing, sharing a drink, sharing food or eating utensils, sharing a cigarette) within (and including) 14 days of the onset of symptoms of the case.
  All individuals meeting the above criteria for possible exposure or are otherwise determined to be "at-risk" need to be seen by Health Services or by another licensed health care professional within 24 hours of the identification of the index case
- Health Services personnel will begin offering chemoprophylaxis (preventive medication) to all close contacts and "at-risk" individuals (including students, faculty and staff), as deemed appropriate, as soon as possible (within 24 hours) after diagnosis of the index case. Treatment will be provided based on the individual's level of risk, exposure, and medical history. Most will be offered Cipro 500 mg in a single dose. For those less than 18 years of age, Rifampin 300 mg – two capsules every 12 hours for a total of 4 doses – will be prescribed.

C. **Reassurance of those NOT at risk**

Individuals not meeting any of the criteria for possible exposure listed above *do not* need medical treatment, just reassurance. --**Bacterial meningitis is not spread through casual contact.** Examples of individuals who would "not be at risk" include:

- Someone who shared a class with the index case.
- Someone who sat next to the index case in the library.

D. **Cleaning/disinfection Procedures** – For any cases of bacterial meningitis identified amongst residential students, arrangements should be made for thorough cleaning and disinfection of their residence hall room(s). All potentially contaminated materials should be removed from their room(s) and the room itself thoroughly cleaned and disinfected. Housekeeping personnel responsible for the cleaning and disinfection process should utilize appropriate personal protective equipment (PPE) provided by the College. If the student was seen in Health Services, the same procedures should be followed for the examination room.
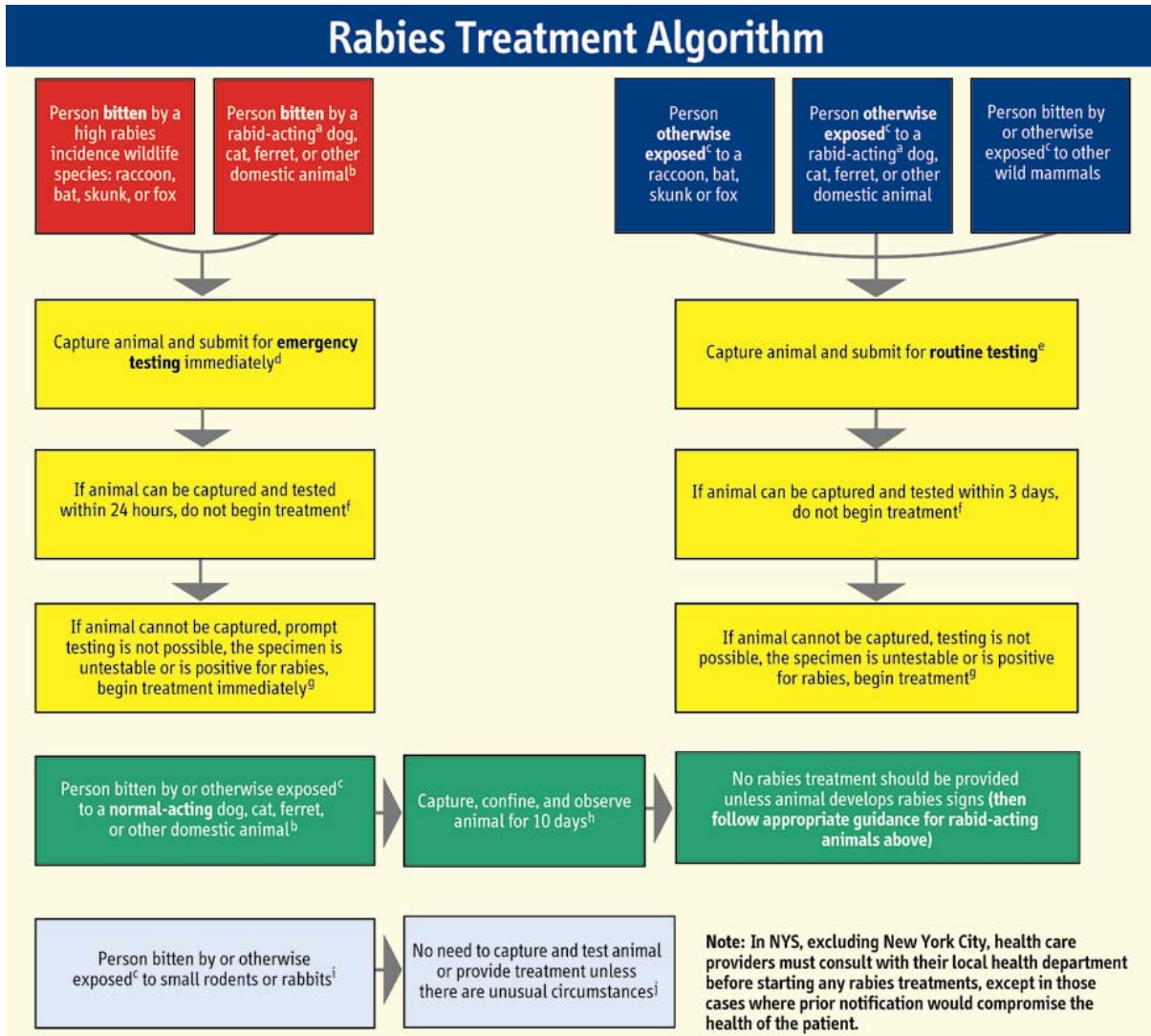
E. **Notification of "at-risk" individuals/groups -** Once target individuals / groups have been identified, it will be necessary to have a specific briefing with representatives from the groups that would be responsible for contacting students who may have been exposed to the index case; for example the coach of a sports team, an RA or other Residential Life staff member, or representatives for a student club or organization. A designated member of Health Services (or of Student Affairs) will be responsible for speaking with these group representatives. They should be provided with a summary of what has occurred, what needs to be done, and the need to contact students who may be potential secondary cases. These representatives may be asked to contact individuals and direct them to report to Health Services.

F. **Communications -** The Director of Communications, the Chief Technology Officer and/or representative of the Office of the President will be the primary contacts for on and off-campus communication of important information related to an incident of bacterial meningitis in the Skidmore College community. Communications developed by their offices will be used throughout the crisis to educate the community about bacterial meningitis and what steps are being taken. The Director of Communications is the college's representative designated to coordinate information to the media.

G. Depending on the situation, other student groups, campus departments, or faculty/staff will be briefed about the meningitis incident and related procedures. For example, a special briefing could be held in the residence hall of the index case. Information shared would be helpful in providing correct information, alleviating rumors, and dispelling potentially needless worry.

IV. **Collaboration with Saratoga County and NYS Public Health Departments**

Saratoga County and New York State Health Public Health Department staff with collaborate with Skidmore College in determining whether campus-wide/community mass meningitis immunization is indicated, and in decisions regarding other possible community-based considerations such as: quarantine, cancellation of classes and/or community/athletic events, restriction of public/visitor access to campus, campus "closure", etc.

Rabies Treatment Algorithm - New York State Department of Health

Rabies Treatment Algorithm

Person **bitten** by a high rabies incidence wildlife species: raccoon, bat, skunk, or fox

Person **bitten** by a rabid-acting[a] dog, cat, ferret, or other domestic animal[b]

Person **otherwise exposed**[c] to a raccoon, bat, skunk or fox

Person **otherwise exposed**[c] to a rabid-acting[a] dog, cat, ferret, or other domestic animal

Person bitten by or otherwise exposed[c] to other wild mammals

↓

Capture animal and submit for **emergency testing** immediately[d]

Capture animal and submit for **routine testing**[e]

↓

If animal can be captured and tested within 24 hours, do not begin treatment[f]

If animal can be captured and tested within 3 days, do not begin treatment[f]

↓

If animal cannot be captured, prompt testing is not possible, the specimen is untestable or is positive for rabies, begin treatment immediately[g]

If animal cannot be captured, testing is not possible, the specimen is untestable or is positive for rabies, begin treatment[g]

Person bitten by or otherwise exposed[c] to a **normal-acting** dog, cat, ferret, or other domestic animal[b] → Capture, confine, and observe animal for 10 days[h] → No rabies treatment should be provided unless animal develops rabies signs (**then follow appropriate guidance for rabid-acting animals above**)

Person bitten by or otherwise exposed[c] to small rodents or rabbits[i] → No need to capture and test animal or provide treatment unless there are unusual circumstances[j]

Note: In NYS, excluding New York City, health care providers must consult with their local health department before starting any rabies treatments, except in those cases where prior notification would compromise the health of the patient.

Footnotes For Rabies Treatment Algorithm

a. Rabid-acting: a combination of neurologic signs, best interpreted by a veterinarian, including a change in or unusual behavior, extreme aggressiveness, paralysis, convulsions, excess salivation, difficulty eating or drinking, unusual vocalizations.

b. Domestic animals: horses, cattle, sheep, goats, and swine

c. Otherwise exposed: see NYSDOH "Guidance Regarding Human Rabies Exposure and Treatment Decisions" and "Guidelines for Managing Bats and Risk of Rabies Transmission" for a complete definition of exposure; includes scratches or other fresh wounds or mucous membranes contaminated with the animal's saliva; also includes a 'reasonable probability' of an undetected bite from a bat, as evidenced by direct skin contact with a bat, or a bat found in the room with a sleeping person, unattended child or person with mental impairment. [Guidelines available from local health departments or at www.health.state.ny.us/nysdoh/zoonoses/guide.htm].

d. Emergency testing: requires phone consultation with county health department and NYSDOH Wadsworth Center Rabies Laboratory, 518-869-4527 during business hours, or off-hours 518-527-7369 or 518-527-7370; and requires driving specimen to the Rabies Laboratory at Griffin Laboratories, 5668 State Farm Rd. (Hwy 155 west of Rt. 20, Western Ave.), Guilderland, NY. For emergency non-workday tests, results will be available the same day, often as quickly as within several hours after the specimen is received at the lab.

e. Routine testing: submission to NYSDOH Wadsworth Center Rabies Laboratory with appropriate lab submission form via overnight delivery service. See specimen submission guidelines on webpage: www.wadsworth.org/rabies or call 518-869-4527.

If specimen is at the laboratory in the morning, results will be available that afternoon. All efforts should be made for up to 3 days to capture and test animals when there has been a possibility of exposure, because most will be negative for rabies and will eliminate the need for rabies treatment. Consideration should be given to reliable identification of the exposing animal in making decisions about need for rabies treatment.

f. Rabies treatment should not be started when animal capture, confinement, euthanasia, specimen shipment, or testing is in process to determine the rabies status of the animal, unless it is a high-risk head wound and the animal has a high probability of being rabid.

g. Except for those previously vaccinated, rabies treatments include (1) 1.0 mL doses of vaccine administered IM in the deltoid area on days 0, 3, 7, 14, and 28; and (2) rabies immune globulin (RIG). **To avoid treatment failure, all the RIG must be infiltrated into and around the wounds** [20 IU/kg body weight; calculation formula: #cc=(weight in lbs x 9.09)/150)]. If not feasible due to the wound site, a mucous membrane exposure, or unknown exposure site in 'reasonable probability' bat exposures, administer RIG IM at a site distant from vaccine administration (e.g., deltoid of opposite arm from one receiving vaccine). Those with certain types of previous rabies immunization should receive treatment consisting of vaccine only, given on days 0 and 3. For details on appropriate treatment regimens see NYSDOH guidelines listed in footnote c and the federal guidance document "Human Rabies Prevention--United States, 1999: Recommendations of the Advisory Committee on Immunization Practices (ACIP)" [available from local health departments or at www.health.state.ny.us/nysdoh/zoonoses/guide.htm].

h. Capture, confine, and observe animal for 10 days: All efforts should be made for up to 3 days to capture the animal and place it under a 10-day confinement and observation for rabies signs. If the animal is observed to be symptom-free during the 10-day confinement, it did not have rabies virus in its saliva at the time of exposure, and no human rabies treatment is needed. If the animal is not up-to-date on its rabies vaccinations, confinement must be done in an appropriate facility (veterinary office, kennel, shelter). Due to high rabies incidence in NYS, rabies treatments are commonly considered in NYS when the animal is not tested or is not observed to be healthy for 10 days, although additional factors may be evaluated, including animal behavior, species-specific incidence, circumstances of exposure, sightings of a healthy but uncaptured animal during the 10-day period, etc.

i. Small rodents (mice, rats, guinea pigs, hamsters, gerbils, squirrels, chipmunks, moles, voles) and wild rabbits have rarely been found rabid in NYS, so they should not be submitted for testing unless there are unusual circumstances and there is consultation with the Rabies Laboratory. Similarly, persons should not be provided rabies treatments for exposures unless there are unusual circumstances and there is consultation with the local health authority.

j. Unusual circumstances: If there has been a bite from a small rodent or rabbit, the animal is available for testing, and there is considerable concern about the incident and/or the animal has been acting rabid, the animal may be submitted for routine rabies testing. Both in NY and elsewhere, pet rabbits and small rodents caged or allowed to roam outside have, in rare circumstances, developed rabies (probably because the cage protected them from more serious wounds that would have led to their deaths). This information should be provided to the bite victims and considered when reaching a decision about testing the animal.

Pandemics
The College's response to a Pandemic is outline at http://cms.skidmore.edu/pandemic/index.cfm.

Biohazardous Waste Management Policy and Blood-Borne Pathogen Exposure Control Plan
The College's Biohazardous Waste Management Policy and Exposure Control Plan is outlined at
http://cms.skidmore.edu/safety_committee/policies/upload/Biohazardous-Communication-Waste-policy-rev-4-10.pdf.

Criminal or Suspicious Behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

Promptly notify Department of Campus Safety at X5566 to report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

If you observe a criminal act, or whenever you observe a suspicious person on campus:
- Immediately notify the Department of Campus Safety at X5566. You may also use the confidential TIPS line (8477) to report suspicious activity.
- Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- If there is gunfire or an explosion, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

What to Do If Taken Hostage

The initial 45 minutes are the most dangerous. Follow instructions, be alert-and stay alive. The captor is likely to be emotionally imbalanced.

- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself, attempt to establish rapport with the captor. If medications, first aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

Contact with suspect

- Officer should not approach unless completely safe. As a rule, wait for local law enforcement.
- Maintain cover and be deliberate in action.
- Be aware of a possible hostage situation.
- Direct suspect to a position that allows officers to establish control and protect bystanders.
- Determine if there are other suspects, weapons, explosives, etc.
    o Officers looking for suspects in peripheral area should estimate the distance they might be able to travel in a given time after crime occurred. Variables such as whether the suspect is on foot, in a

vehicle, in campus buildings, time of day, traffic, weather conditions, classes are in session, campus is closed, and other considerations may impact the distance the suspect may be from the scene.
- o   Units should place themselves in a position where they may intercept fleeing suspects if safe to do so.
- o   After the suspect is removed from the area/building, the entire location should be completely searched for possible additional suspect(s) or victims.

Crime in Progress

Persons with a Gun Or Dangerous Weapon

A. **Request Law Enforcement Response Immediately**
1. Develop a plan of operation.
- Be flexible. Plan ahead while on patrol.
- Provide coordination between dispatch and other units.
- Determine if students, staff, or visitors are at risk.

2. The officer should get to the scene quickly, quietly, and **only** if you can safely.
- Turn radio volume down.
- Do not rattle keys or loose objects.
- Do not slam doors.
- Keep an escape route open.
- Do not unduly alarm persons in the area with an overzealous approach.

3. First officer at the scene should:
- Take position to best observe and control the scene.
- Determine as soon as possible who has the gun and why.
  - o   Was the gun brought to campus in anger, for revenge, etc.?
  - o   Was the gun brought to campus to "show off" to friends?
- Advise dispatch and responding units of arrival and give specific location.
- Make a silent approach on foot, effectively using cover and concealment.
- Communicate and coordinate with other officers to contain suspect/s and prevent escape, if it can be accomplished safely, and to eliminate or diminish injuries to others.
- Request additional resources if necessary and available.
- You are not expected to confront the assailant directly, only to provide intelligence if possible.

B. **Arrival at the scene**
1. Officers should utilize invisible deployment techniques, making maximum use of cover and concealment without being detected by persons inside.
2. Be observant for suspects and other accomplices.
3. If appropriate, re-contact reporting party and try to determine any relevant or new information.
4. Determine if there are any injuries and summon assistance accordingly.

C. **If shooting is observed**
1. Maintain invisible deployment while using cover.
2. Communicate actions observed.

D. **Contact with suspect(s)**
1. Officer should avoid contact with an armed subject it possible. Approach only if safe. Wait for local law enforcement as this is a police response situation.
2. Maintain cover and be deliberate in action.
3. Be aware of a possible hostage situation.
4. Direct suspect to a position that allows the officers to establish control and protect bystanders.
5. Control and secure suspect(s): Complete a safe detention and thorough search of the suspect without endangering self, other officers. or bystanders.
6. Determine if there are other suspects, weapons, explosives, etc.

E. **If the suspect(s) has/have fled prior to the officer's arrival**

The primary officer should be at the crime scene and request additional backup if needed. Other officers should observe escape routes and handle other tactical considerations.

Hostile Intruder(s) on the Grounds of the College

This is a police response situation. Responding Campus Safety Officers are not trained or equipped to confront an armed suspect, but they will make every effort to help with the police response and take every action possible to assist with evacuation and intelligence on the situation.

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 campus, we recommend the following procedures be implemented:

- Run away from the threat if you can, as fast as you can.
- Contact Campus Safety at X5566 if possible or dial 911 on a cell phone.
- Do not run in a straight line.
- Keep vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is 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.
- 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.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands.
- Once the police arrive, obey all commands. This may involve your 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.

The above is only a guide and cannot cover every possible situation that might occur but it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

Hostile Intruder in a Non-Residence Hall Building

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, we recommend the following procedures be implemented.
While the following is only a guide that refers primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus:

- Faculty should immediately lock the students and themselves in the classroom if possible. Cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, call Campus Safety at X5566.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.
- 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.

    1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for potential victims.
    2. If you think 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). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.

3. If the person(s) is/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.
4. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
5. If you are caught by the intruder and are not going to fight back, obey all commands.
6. 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) in a Residence Hall

When a hostile person(s) is/are actively causing deadly harm or the imminent threat of deadly harm within the residence hall, we recommend the following procedures be implemented:

- Lock yourself in your room.
- If communication is available, call Campus Safety at X5566.
- If away from your room, join others in a room that can be locked.
- Don't stay in the open hall.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- Lock your window and close blinds or curtains.
- Stay away from the window.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If you are caught in the open such as hallways and lounge areas, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on your actions.

  1. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the dorm looking for more potential victims.
  2. If you think 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. Keep any objects you can between you and the hostile person (s) while in the building. Once outside, don't run in a straight line.
  3. If the person(s) is/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.
  4. Your last option if you are caught in an open area in the dorm maybe to fight back. This is dangerous, but depending on your situation, this could be your last option.
  5. If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.
  6. Once the police arrive, obey all commands. This may involve your 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.

Missing Student

Policy

It is the policy of Skidmore College to actively investigate any report of a missing student who is enrolled at the College as either a full or part time student. There will be NO waiting period before the commencement of an investigation, and procedures will be governed by federal, state, and local law. A missing student is a Level 2 (Major) Emergency.

Investigative Checklist

1. General questions
   - Is the student missing from the campus, his or her family residence, or another location?
   - Is there a witness to or physical evidence of an abduction or other foul play?

- Is the student despondent or mentally or physically disabled?
- Is the student experiencing academic, personal, or financial problems?
- Has the student disappeared before?
- Does the student have a known drug and/or alcohol problem?
- Has the student received any threats or warnings?
- What is the student's lifestyle? Does the student have a criminal record?
- Did the student or perpetrator leave a note?
- Have similar incidents been reported within the area (attempted abductions, suspicious persons)?

2. Initial response
- Begin an incident report. Obtain as many details as possible from complainant.
- Promptly dispatch officer(s) to conduct a preliminary investigation. Inform responding officer(s) of all pertinent information.
- Provide pertinent information to appropriate area law enforcement agencies.
- Obtain a photograph of the student.
- Inform supervision about the incident. The Director of Campus Safety (or designee) will advise the Emergency Management Team.
- Maintain all notes, records, and recordings of telephone and radio communications.
- Search department records and advise investigating officer(s) and/or supervisor about any pertinent information found.
- As the investigation progresses, ensure that pertinent details are continually relayed to patrols and to other area agencies.
- Make notifications to college administration in accordance with established policies and procedures.
- Prepare a flyer/bulletin and distribute.

3. Investigative steps
- Interview the person(s) who reported the disappearance; verify accuracy of information already provided.
- Determine if outside assistance is necessary and request.
- Determine the circumstances associated with the disappearance.
- Obtain and document all available details regarding circumstances associated with the disappearance.
- Secure and evaluate the abduction site, last known location and/or scene and residence.
- If a witnessed abduction, obtain all details pertaining to the missing student, perpetrator, and event.
- If the cause of the disappearance is uncertain, obtain relevant background information.
- Make an initial determination regarding the disappearance category.
- Obtain detailed descriptions of the missing student, abductor, vehicles and circumstances.
- Obtain his or her student identification, campus account, and social security numbers.
- Obtain locations of his or her residences, places frequented, and employment.
- Obtain his or her academic and work schedules.
- Obtain information about automobiles registered to or used by the student.
- Obtain information about parents/family members, romantic interests, roommate(s), and friends/acquaintances.
- Obtain information about instructors/professors, workplace colleagues, residence hall staff, and others.
- Continue to verify when, where, and by whom the missing student was last seen.
- Interview individuals who may have had contact with the student prior to the disappearance.
- If abduction is suspected, obtain descriptions of the perpetrator.
- Obtain information about involved vehicles; including time and direction of travel.
- Search the abduction site, place where the student was last seen, and/or any others recent locations.

- Secure the student's residence as a potential source of information and evidence.
- Request investigative and/or supervisory assistance, if warranted.
- Ensure that all additional responding personnel are thoroughly briefed.
- Institute (or continue) area canvasses for witness information and searches of all surrounding areas, including vehicles.
- Ensure that all potential evidence is properly handled.
- Everyone should be interviewed separately. Obtain, document, and evaluate all information provided.
- Ensure that use of student accounts/passwords is monitored.
- Prepare, update, and disseminate informational bulletins to police agencies.
- Ensure that all computers used by the missing student are handled as evidence.
- Ensure that family members have been notified and interviewed.
- Advise family members about support services.
- Advise parents/family members to maintain a log that records information about all visitors and callers.
- Assign a liaison to ensure that family members are provided with information and support.
- Obtain and examine student's Internet service provider and e-mail records. Monitor instant messaging and chat room activity.

Bomb Threat

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please **do not** attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. However, that being said, do not ignore the threat; report it immediately to Campus Safety at X5566. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the Department of Campus Safety. If the threat should come via e-mail or other electronic means, make sure to save the information on your computer or device (cell phone, pda, etc). Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption:

Immediate Action

- Remain calm. If applicable, pay attention to your telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible in order to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller:
  - Pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
  - Note characteristics of the caller's voice (gender, age, education, accent, etc.).
- Attempt to obtain information on the location of a device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.
- **Immediately** after the caller has ended the call, **notify the Department of Campus Safety at X5566.**
- If the threat was left on your voice mail, **do not erase it.**
- Notify the immediate supervisor within your work area.

Decision to Evacuate

The decision to evacuate a College facility shall be made after a thorough evaluation of the information available, including but not limited to:

- The nature of the threat
- Exigency of the threat
- The specificity of location and time of detonation

- Circumstances related to the threat (i.e. political climate, events leading to the threat, etc.)
- Discovery of a device or unusual package, luggage, etc.

The Department of Campus Safety will contact the police and discuss the incident with affected department supervisors and administrators to make a decision regarding evacuation and searches.

Employees are directed to make note of any unusual package or circumstance that may assist in the search. Employees may also be asked to volunteer to search based on their intimate knowledge of their surroundings.

Decision Maker(s)

The decision to evacuate will be made by the appropriate College authority based on a review of the above stated variables. Evacuation will be accomplished by activating the facility fire alarm system and will follow the instructions developed for each facility/building. This decision may to be discussed with administrators and police for their input.

Subsequent Procedures/Information

Staff can be of assistance to the Department of Campus Safety in several ways. Staff will be more familiar with their work area than the Safety Officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. The importance of good housekeeping will be very apparent at this time. Throughout the year, it is important to keep areas free of unnecessary debris. If an evacuation is necessary, classes will be dismissed. If a device, package, bag, etc. is discovered, the Department of Campus Safety will ensure that the appropriate authorities are notified to respond, such as the NY State Police Bomb Disposal Unit. The decision to resume normal activities in the building will be made by the EMC in consultation with the president and/or appropriate responding agencies.

Suspicious Mail/Package Screening Procedures

What constitutes "suspicious mail"? Some typical characteristics detected by Postal Inspectors over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have protruding wires, strange odors, powders, or stains.
- Show a city or state in the postmark that doesn't match the return address.
- Have hand-written or poorly typed addresses.

If you receive suspicious mail

- **What you should do**
    1. If it is a letter that you have opened, set it down gently at the location where you first read it.
    2. Move to an area that will minimize possible exposure. Avoid contact with others when possible, and remain in the area. If it is a note that you happen to find, **leave it alone**.
    3. Advise a coworker in the immediate area what has happened and ask them to call Campus Safety at X5566.
    4. For possible contamination situations, have the building's ventilation system shut down and turn off any fans in the area.
    5. Do not allow others into the area.
    6. Remain calm.

- **What you should *not* do**
    1. Do not pass the letter or note to others to look at.
    2. Do not disturb any contents in the letter or note.
    3. Do not ignore the threat. It must be treated as real until properly evaluated.

If you receive a threat by telephone

- **What you should do**
  1. Call Campus Safety at X5566 immediately.
  2. For contamination threats, have the building's ventilation system shut down.
  3. Remain calm.
  4. Listen carefully to the caller so you can recall the details later. Listen for background noises.

- **What you should *not* do**
  1. Do not ignore the threat. It must be treated as real until properly evaluated.
  2. Do not argue with or antagonize the caller.

Civil Disturbance or Demonstrations (involving students)

Most campus demonstrations-such as marches, meetings, picketing, and rallies-will be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the *Student Handbook*). Such violations might include but are not limited to the following:

- Intentional or reckless interference with normal College activities and functions. Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency (Campus Safety, fire, or police) operations.
- Intentional interference with the freedom of expression of others.
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm.
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others.
- Obstructing access to offices, buildings or other College facilities.
- Unauthorized entry into or occupation of any College room, building, or area of the campus, including such entry or occupation at any unauthorized time.

1. **Non-violent, Non-obstructive Demonstrations**

   a. Generally, peaceful demonstrations should not be interrupted and protestors should not be obstructed or provoked. In some cases, however, the College may determine that a designate area/s should be established for demonstrators. Efforts should be made to conduct College business as normally as possible.

   b. If possible, have plain-clothes officers monitor the demonstrations.

   c. If demonstrators are asked to leave but refuse to leave a facility by its closing time:
      - Arrangements will be made by the Dean of Student Affairs to monitor the situation during non-business hours, or
      - Determination will be made by the Dean of Students or his/her designee to treat the violation of regular closing hours as a disruptive demonstration. (See below)

2. **Non-violent, Disruptive Demonstrations**

   In the event that demonstrators are interfering with the operations of the College:

   a. The Dean of Student Affairs or his/her designee will go to the area and ask the protestors to leave or discontinue the disruptive activities.

   b. If the demonstrators persist in their violations, they will be apprised that failure to discontinue the specified action within a determined length of time will result in disciplinary action and/or possible intervention by police authorities.

   c. If the protestors persist in disruptive activity, the following statement will be read by a selected College official as circumstances permit:

   "I am _____, speaking on behalf of Skidmore College. The College Honor Code and Code of Conduct forbids the following conduct, as described in the Student Handbook:

'Intentional obstruction or disruption of teaching or other educational activities on the College campus campus or other property used for educational purposes.

'Intentional obstruction that unreasonably interferes with the freedom of movement, both pedestrian and vehicular, on the College campus or other property used for educational purposes.

'Unauthorized entry, use, or occupation of College facilities that are locked, closed, or otherwise restricted for use.'

"As a representative of Skidmore College, I am directing you to vacate these premises immediately or face legal consequences."

d. If the protestors persist in disruptive behavior after the above administrative message is read, the following statement shall be read as circumstances permit:

"The College has requested that the Department of Campus Safety and law enforcement officials clear this area. The College's administration will now withdraw from this area to permit law enforcement to do so."

Immediately followed by:

"I am _____, from the Department of Campus Safety at Skidmore College. I am asking you to leave these premises and disperse. If you do not now leave, you will be committing trespass, in violation of Section o140.05 of the New York State Penal Law."

e. Efforts, including the taking of photographs if necessary, should be made to secure positive identification of demonstrators violating the Code of Conduct and breaking the law in order to facilitate later investigation.

f. If determination is made to seek police intervention, the demonstrators will be so informed. Upon arrival of the Police Department, the remaining demonstrators will be warned of the Police Department's intention to arrest.

3. **Violent, Disruptive Demonstrations**

In the event of a violent demonstration, in which injury to persons or property damage occurs or appears imminent, the following procedures will be implemented. Also, the steps outlined in the above section regarding Nonviolent Disruptive Demonstrations should be followed, if circumstances allow.

a. **During business hours**
The Director of Campus Safety (or designee) will respond and advise the Dean of Student Affairs. All immediate steps will be taken to minimize any potential for real damage and injuries by contacting the appropriate police agencies as deemed necessary.
- The President will be advised as necessary.
- The President, in conjunction with the Dean of Student Affairs, and the Director of Campus Safety will determine any further action.

b. **After business hours**
- The Department of Campus Safety will investigate the disruption and take immediate steps to mitigate any damage or injuries. Local law enforcement will be contacted as deemed necessary.
- The Department of Campus Safety will notify the Director of Campus Safety who will inform the Dean of Student Affairs and appropriate administrator on duty to discuss further action.
- The Dean of Student Affairs will report the circumstances to the President.

4. **Note:** If possible, attempts should be made to communicate with protestors to convince them to desist from engaging in illegal activities. However, the Department of Campus Safety is authorized to call for police assistance without counsel from others if doing so is deemed to be of immediate importance to the safety of persons or property.

Strike/Job Action (involving employees)

The College's strike plan for employees is maintained by the office of Human Resources.

Terrorism

Weapons of Mass Destruction (WMD) Threats: Guidelines

> **Official Use Only—Not for Dissemination Outside of Public Safety Agencies.** This information is provided by the National Domestic Preparedness Office (NDPO), in coordination with the Weapons of Mass Destruction Operations Unit of the FBI, the Hazardous Materials Response Unit of the FBI, the Centers for Disease Control and Prevention (CDC), and the U.S. Army Medical Research Institute of Infectious Diseases (USAMRIID). The NDPO was established to coordinate the Federal Government's efforts to prepare the nation's response community for threats involving Weapons of Mass Destruction. Contact your local FBI office if confronted by a WMD threat.

Because of the recent series of anthrax hoaxes, the National Domestic Preparedness Office is reissuing the sample guidelines for responding to a WMD threat.

1. **Anonymous caller indicating a WMD threat (including anthrax)**

    a. Law enforcement response including local authorities and FBI agent.
    b. Fire department/HazMat response not recommended unless device or substance is found.
    c. Routine law enforcement investigation.
    d. Investigative actions during this response may include:
        - Information gathering at the scene.
        - Building evacuation/search following local protocol.
        - Taking control of the building ventilation system may be warranted based upon investigative findings.
        - Attention should be focused on appliances or devices foreign to the surroundings.
        - Included should be an assessment of the building ventilation system to rule out forced entry and tampering.
        - Protective equipment should not be required unless hazards or risks are indicated.
        - Investigation similar to a telephoned bomb threat.

    e. Suspicious findings during investigation should initiate a public safety response including:
        - Fire/EMS/HazMat.
        - EOD team.
        - Notifications per local plan, which should include local and state health departments.
        - Notifications per FBI plan.

2. **Potential WMD device located**

    a. Follow local protocols for risk assessment and evaluation of potential explosive devices. Included in the response should be:
        - Law enforcement including local authorities and FBI agents
        - Fire/EMS/HazMat
        - EOD team
        - Local and state health departments

    b. If explosive device is not ruled out, coordinate efforts with local/regional EOD authority and notify FBI Bomb Data Center (BDC).

    c.   If explosive device is ruled out:
- Evaluate for potential chemical, biological, or radioactive filler.
- If radioactive filler appears to be present, follow FBI plans for requesting additional assistance.
- If no hazardous materials appear to be present, response continues as a law enforcement investigation.

    d.   Device with potential chemical or biological filler or supplement:
- Follow FBI EMT protocols for documentation of the crime scene.
- Contain the package following recommendations from a hazardous materials authority.
- Assure notification of FBI/HMRU, through local FBI.
- Options include double bagging, steel cans, poly containment vessels, or utilization of hazardous materials over-pack.
- Control the material as evidence and follow FBI plan for laboratory analysis.

    e.   Potential release of WMD material from a device.
- Control the ventilation system.
- Follow protocols for a hazardous materials incident.
- Evaluate the extent of contamination.
- Evacuation of affected areas and decontamination procedures should be selected on the basis of an incident and risk assessment.
- Provide medical attention following the recommendations from the local/regional public health medical authority.
- Control and or isolate the hazard.
- Treat as a FBI hazardous materials crime scene.
- Request assistance from FBI/HMRU through local FBI.

3. **Specific situations: envelope with potential threat of anthrax-letter opened and material present**

    a.   Public safety response including local authorities and FBI agent.

    b.   Contain the package following recommendations from a hazardous materials authority:
- Options include double bagging, steel cans, poly containment vessels, or utilization of a hazardous materials over-pack.
- Control the material as evidence and follow FBI plan for laboratory analysis.

    c.   Provide medical attention/decontamination following the recommendations from the local/regional public health medical authority.
- Evaluate the extent of contamination.
- Evacuation of the affected area and decontamination procedures should be selected on the basis of an incident hazard and risk assessment.
- Generally, medical prophylaxis and decontamination have not been indicated except for washing hands with soap and warm water.

4. **Specific situation: envelope with potential threat of anthrax-letter opened and no material present**
    a.   Law enforcement response including local authorities and the FBI.

- Fire department/EMS/HazMat response not recommended unless suspicious material is found or individuals are presenting symptoms.

b. Handle the package following FBI EMT protocols.
- Double bag the material and place in a suitable container such as an evidence paint can.
- Control the material as evidence and follow FBI plan for laboratory analysis.

c. No medical attention/decontamination is necessary unless symptoms are present, although local public health authorities should be notified.

d. Handle as a law enforcement investigation.

5. **Specific situations: envelope with potential threat of anthrax—letter not opened**

a. Law enforcement response including local authorities and FBI agent.
- Fire department/HazMat response not recommended unless suspicious material is found.

b. Handle the package following FBI EMT protocols.
- Double bag the material and place in a suitable container such as evidence paint can.
- Control the material as evidence and follow FBI plan for laboratory analysis.

c. No medical attention/decontamination is necessary.

d. Handle as a law enforcement investigation.

Note: According to the CDC, hand washing is sufficient for those who have touched the envelope and letter. Decontamination or prophylaxis is not warranted.

These guidelines are reissued from the NDPO "WMD Threats: Sample Guidelines," which was issued with the Special Bulletin (SB) #4.

Questions or comments can be sent to the NDPO at ndpo@leo.gov.

National Terrorism Advisory System (formerly Homeland Security Color Code System)

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

Imminent Threat Alert
Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert
Warns of a credible terrorist threat against the United States.

These alerts will include a clear statement that there is an **imminent threat** or elevated **threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Sunset Provision
An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

Sample NTAS Alert:

National Terrorism Advisory System

Alert

www.dhs.gov/alerts

DATE & TIME ISSUED: XXXX

SUMMARY

The Secretary of Homeland Security informs the public and relevant government and private sector partners about a potential or actual threat with this alert, indicating whether there is an "imminent" or "elevated" threat.

DURATION

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

DETAILS

• This section provides more detail about the threat and what the public and sectors need to know.

• It may include specific information, if available, about the nature and credibility of the threat, including the critical infrastructure sector(s) or location(s) that may be affected.

• It includes as much information as can be released publicly about actions being taken or planned by authorities to ensure public safety, such as increased protective actions and what the public may expect to see.

AFFECTED AREAS

▪ This section includes visual depictions (such as maps or other graphics) showing the affected location(s), sector(s), or other illustrative detail about the threat itself.

HOW YOU CAN HELP

• This section provides information on ways the public can help authorities (e.g. camera phone pictures taken at the site of an explosion), and reinforces the importance of reporting suspicious activity.

• It may ask the public or certain sectors to be alert for a particular item, situation, person, activity or developing trend.

STAY PREPARED

• This section emphasizes the importance of the public planning and preparing for emergencies before they happen, including specific steps individuals, families and businesses can take to ready themselves and their communities.

• It provides additional preparedness information that may be relevant based on this threat.

STAY INFORMED

• This section notifies the public about where to get more information.

• It encourages citizens to stay informed about updates from local public safety and community leaders.

• It includes a link to the DHS NTAS website http://www.dhs.gov/alerts and http://twitter.com/NTASAlerts

If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911.

The National Terrorism Advisory System provides Americans with alert information on homeland security threats. It is distributed by the Department of Homeland Security. More information is available at: www.dhs.gov/alerts. To receive mobile updates: www.twitter.com/NTASAlerts
If You See Something Say Something™ used with permission of the NY Metropolitan Transportation Authority.

Communicating Essential Information to the Campus and Public

In the initial stage of an emergency that poses an immediate threat to life or safety, messages will be written, posted and transmitted by Campus Safety via the channels listed above. As soon as practically possible, Campus Safety will contact the Executive Director of Communications, who will determine whether it is appropriate to convene a Crisis Communications Team. This team will certainly include members of the Response Team, other Communications staff members, and other members of the Skidmore community who may have information that bears directly on the emergency at hand. In assembling this team, the Executive Director will strive to consult early and closely with the Vice President for Advancement and the co-chairs of the Emergency Response Team, the Dean of Student Affairs and the Director of Campus Safety.

The Crisis Communications Team will manage the following:

- Notification of Key Constituencies
  The Crisis Communications Team will determine which groups need to be informed first. Prompt, effective communication will help to quell rumors, maintain morale, and ensure public safety. In life-threatening situations, the constituencies of greatest immediate concern will be students, faculty, staff, and news media. As the situation evolves and facts become clearer, the team's focus will expand to include interested constituencies that are not directly threatened, including parents, trustees, alumni, donors, public officials, neighbors, and the general public.

- Development of a Fact Sheet
  As soon as possible in wake of an incident, a fact sheet will be prepared and will be continually updated throughout the crisis. Serving as the college's authoritative statement on the situation, this will be a primary reference for reporters and will be posted on the college's Web site.

- **Interactions with News Media**
  The Director of Media Relations and Director of Community Relations, in consultation with the Executive Director of Communications, will be responsible for alerting news media and keeping them informed throughout the crisis. In cases where a crisis is likely to be prolonged and/or especially complex, a News Media Briefing Center may be established to help in coordinating the flow of information. Consideration will be given to appropriate media staging locations that can accommodate vehicles such as satellite trucks.

C. RECOVERY
   SPECIFIC RECOVERY PROCEDURES

RECOVERY

After an emergency, the focus should be on the recovery of the people and the operational process of the College. Once the safety and security of people in the College has been assured and emergency conditions have abated, the Emergency Recovery Team will assemble to begin the restoration process for the College.

Employees and students will need prompt and accurate answers to their questions about the operational status and safety of the College.

Thorough documentation is the most important factor in assuring that Skidmore achieves the maximum cost recovery possible from federal and state sources.

It will be important to begin a timely and comprehensive assessment of the emergency's physical and operational effects. All documentation on emergency impacts should be coordinated with the Emergency Operations Center.

Be aware that the College will need ongoing status reports from the affected departments regarding the emergency to become fully operational. The team will need to identify special facility, equipment, and personnel issues or resources that will speed business resumption.

- The College may need detailed data from affected departments to estimate temporary space reallocation needs and strategies.
- Most insurance, state, and FEMA assistance claims require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses. Workers' Compensation claims may arise if there are injuries in the department.
- Take note that you should plan to photograph or videotape facility or equipment damage to provide a visual supplement to the written impact data.
- It is very important that the emergency's physical effects are recorded before cleaning the affected areas or making repairs.

SPECIFIC RECOVERY PROCEDURES

1. Assess the emergency's impact on the physical plant and operations. Gather the following information:
   a. Extent of physical damage to buildings and equipment; photographs or videotape should be taken of the facility and equipment damage before any repairs are made or areas are cleaned.
   b. Personnel issues.
   c. Your need for facilities, equipment, personnel, or other resources that will speed the resumption of business. This may include detailed data to estimate temporary space needs and strategies.
2. Report to the President's office on the status with ongoing reports. Assess operational status of all areas in the department.
3. Document the extent of damage. Most insurance or FEMA claims require extensive documentation of damaged facilities, lost equipment and resources, and special expenses.
4. Each Department should prepare specific recovery plans and name alternative sites for office relocation.

RECOVERY GROUP

The Recovery Group is responsible for facilitating the College's return to normal operations and conducting a timely and complete assessment of the impact an emergency will have on the College.

- a. The Recovery Group will develop support services and resources for post-emergency needs, which could include:
  - Counseling and support services

- Academic advising and assistance
- Financial assistance
- Transportation needs
- Housing assistance

a.

The Recovery Group will ensure thorough documentation so that the College achieves maximum financial and operational recovery, including:

- Status reports as necessary during prolonged emergencies
- Thorough documentation in terms of video/photography
- Impact reports and timelines for recovery
- Incident review to assess the adequacy of the response and develop additional measures to improve future procedures

b. The Response Group will designate a coordinator and the initial membership of the Recovery Group. Membership of the Recovery Group will depend on the nature of the emergency and may include members of the Emergency Management Team and others as deemed necessary.

INCIDENT REVIEW

Following a Level 2 or Level 3 emergency, members of the Response Group will conduct a review and issue a report detailing the incident and the College response. Any information and findings that result in changes to procedures and guidelines will be incorporated into the plan immediately.

ANNUAL REVIEW

Each year the CEMP will be reviewed and amended as needed by the Emergency Management Response Group.

- The plan will be reviewed and updated during the month of July each year under the direction of the Co Chairs of the Emergency Management Team.
- The plan will be reviewed and amended as necessary any time based on need.

D. ADDENDUM

Glossary of Emergency Terms

Command Post	On-site field location for the Emergency Operations Center - used by Response Team and Emergency Management Team to coordinate emergency operations.	
Comprehensive Emergency Management Plan (CEMP)	Action plan intended to provide guidelines that address and minimize the effects of emergency that may affect the College.	
Emergency Levels	Level1 Emergency (Minor)	A campus emergency with limited impact that does not affect the overall operation and function of the College.
	Level 2 Emergency (Major)	A local emergency that has disrupted or potentially may disrupt significant operation of the College or adversely impact a major population of the community.
	Level 3 Emergency (Disaster)	A community-wide emergency that potentially disrupts the operations of the College and involves major damage or systems failure. Disasters impact not only the College, but possibly the surrounding community and beyond.
Emergency Management Team (EMT)	The Emergency Management Team (EMT) is comprised of essential areas of the campus that are responsible for preparing for and responding to campus emergencies.	
Emergency Operations Center (EOC)	Location used by Response Team and Emergency Management Team to coordinate emergency operations.	
Evacuation Assembly Points (EAP)	An open area, identified for each campus building, out of the way of responding emergency personnel vehicles, fire lanes and equipment staging areas. Building occupants are required to meet at the EAP after an evacuation so that they may be accounted for.	
Incident Command System (ICS)	The ICS is a universal emergency management system designed to address all levels of emergency response. The Skidmore CEMP is modeled after this system.	
Recovery Group	The Recovery Group is responsible for facilitating the College's return to normal operations and conducting a timely and complete assessment of the impact an emergency will have on the College.	
Response Group	Responsible for the CEMP's implementation, directing the response phase, as well as initiating the recovery phase.	
Safety Coordinator	Point of contact for campus building and/or department with regards to emergency procedures and communication.	
Skidmore Urgent Notification System (SUN)	Communication method that combines instant text messages, voicemails, and emails that can be disseminated during an emergency.	
State of Emergency	A governmental declaration that may suspend certain normal functions of government, alert citizens to alter their normal behaviors, or order government agencies to implement emergency preparedness plans.	