



Comprehensive Emergency Management Plan

Table 1: Emergency Management Team Responsibilities

Title	Duties
Vice President of Student Affairs Dean of Students	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 Vice President for Communications and Marketing 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.
Vice President for Strategic Planning and Institutional Diversity	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 Conferences and Events	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.
Vice President for Communications and Marketing	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.



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Chief Human Resources Officer	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 Affairs, 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.
Vice President and Dean of Admissions and 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, including: relocation, suspension, and resumption of classes. Determine the essential functions and essential employees required to cover necessary work in their areas during an emergency.
Director of Academic Safety	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.