

Cayuga Community College  
Auburn Campus

# **Emergency Management Plan 2024**

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# Part One:

## Section One: Plan Fundamentals

### Mission

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

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

### Purpose

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

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

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

### Plan Review

This emergency plan will be reviewed annually, at a minimum, and the review, including revisions, formally documented in the College's Annual Security Report. Nothing presented herein precludes more frequent review and revision. The revised version should include the date of revision and a revision number.

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

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

### Emergency Plan Training

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

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

### Scope

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

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

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

Federal

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

- x Local, State or Federal emergency response agencies may assume incident command from the college at their discretion. In such cases, Cayuga resources will support any government-led primary response.
- x Basic services including electricity, water, gas, sewage, telecommunications, and information systems may be unavailable.
- x Campus facilities may be damaged and uninhabitable.
- x Normal campus suppliers may not be able to deliver goods and services.
- x Members of the Auburn campus community may be either unable to leave or unable to come to campus.
- x Employees and departments tasked with responsibilities under the plan have been adequately trained to perform their expected role.



logistical support for any event or incident. By supporting planning, preparedness, and staff training activities, the potential implications may be minimized. NIMS is designed to address emergencies regardless of size or complexity. All College response personnel should be trained in and actively compliant with NIMS and ICS guidance

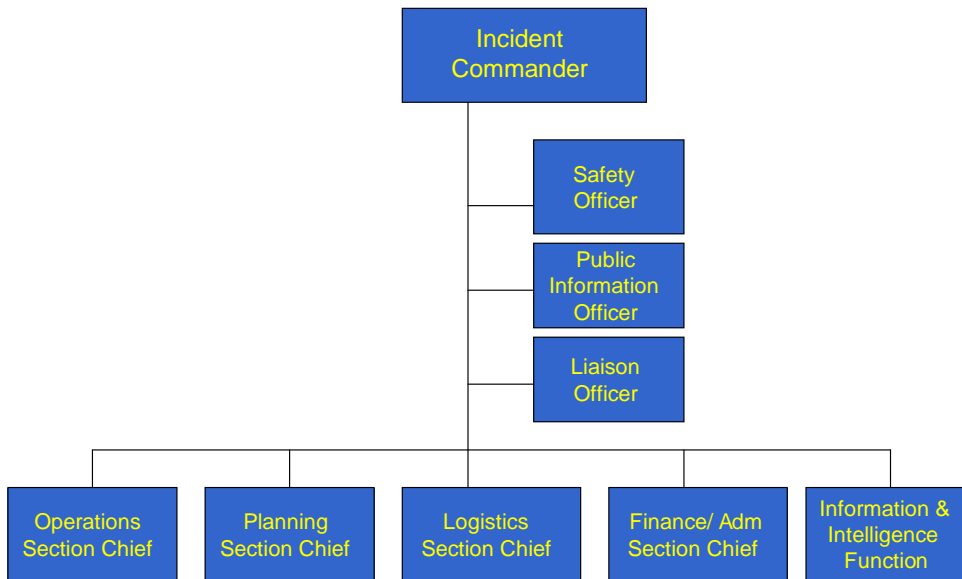
The organizational model for directly managing a crisis is based upon the Incident Command System (ICS) and provides for clear lines of authority and channels of communication, a simplified functional structure, the incorporation of available personnel and resources in a coordinated fashion, and continuous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

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

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



# The ICS Model



Command: Sets objectives and priorities

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

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

## Operations

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

## Planning

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

## Logistics

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

## Finance/Administration

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

## Information/Intelligence Function

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

## Functional Responsibilities

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

### Safety Officer (SO)

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

### Public Information Officer (PIO)

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

### Liaison Officer

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

### Operations Section Chief

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



### Planning Section Chief

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

### Logistics Section Chief

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

### Finance/Administration Section Chief

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

### Information/Intelligence Function Leader

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

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

A Unified Command may be needed for incidents involving:

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

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

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

## Section Four: Organizational Structure

### President and Executive Team

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

1. Director of the Office of Public Safety
2. Provost and Vice President of Academic Affairs

### Executive Team Composition:

- x College President
- x Provost and Vice President of Academic Affairs
- x Vice President of Administration/Treasurer
- x Vice President, Student Affairs
- x Executive Assistant to the President
- x Associate Vice President of Academic Affairs/Dean of the Auburn Campus
- x Public Relations Associate

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

### Incident Commander

The Director of Public Safety/Chief of Campus Police shall serve as the Incident Commander.



Any incident that does not require the activation of this Plan is subject to routine College safety procedures.

## Response Priorities

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

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

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

1. Buildings used by dependent populations locations occupied by children, buildings containing active classrooms.
2. Buildings containing potential shelters, critical resources including food supplies, hazardous materials.
3. Facilities housing critical infrastructure, e.g.: utilities, computer systems, materials, C6 (s)ar.(: u)2

released by the College. At the start of each semester efforts are made by the College to encourage new members of the community to sign up for the service.

## Alertus Emergency Communications

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

# Part Two: Emergency Procedures

## Significant Disruption - Campus Utility Services

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

In the event of loss of any utility services it must first be determined if the problem is a local situation confined just to the campus or a regional one as this will affect the response from National Grid. In assessing the situation the Director of Facilities shall notify the President, or designee, if an essential function of the College is to be affected for a period of time exceeding 1.0 Hour. At that time, the President, or designee, will determine the need for the emergency closure of the college or the activation of the Emergency Management Plan to deal with the situation.

## Section One: Loss of Electricity

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



## Section Two: Gas Leak

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

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

- A. The Director of Facilities shall be immediately notified and City of Auburn Water Department contacted and advised of the situation.
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Definitions [Source; NOAA, National Weather Service]:

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

State of Readiness Conditions

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

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

- B. Increased Readiness A situation that prese

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1. Tornado/Severe Thunderstorm Warning Issued by the National Weather Service (NWS) Buffalo [[www.weather.gov/BUF](http://www.weather.gov/BUF)] when a tornado or severe thunderstorm has been sighted/reported in the area or indicated by weather radar

into campus buildings and moving all people to the inner most protected part of the structure, locking all doors, manning one door to allow access to those seeking last minute refuge, locking windows, and evacuating all trailers or temporary buildings.

Procedures:

In the event the weather deteriorates and hazardous conditions appear imminent, such that essential campus infrastructure is compromised, reasonable campus traffic flow and parking conditions cannot be maintained and/or travel to and from the Auburn campus is judged to be unsafe, procedures as outlined in the College's Emergency and Weather-Related Closure and Delay policy and procedure (200.50) will be activated:

See Appendix

## Section Five: Major Fire/Explosion

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

- A. In all cases of fire emergencies the Office of Public Safety must be notified. Office of Public Safety personnel will be responsible for contacting the local fire department (Auburn Fire Department 0 by calling 9-1-1 and directing them to the incident location

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

### Definitions:

#### Area of Rescue

When the fire alarms activate at the college, the elevator becomes inoperable. However, there may be people on an upper floor who are not able to utilize the stairs, and will need assistance evacuating. That is where our Areas of Rescue come into play. Areas of Rescue are located in the NE and SE stairwells of the second and third floor of the Tech Building. These areas are labeled & signed. Each Area of Rescue is equipped with a Call Box. During an Alarm activation the double doors will automatically close to protect the person/people in need of evacuation assistance from smoke and fire, however, the doors will not be locked so that other can seek refuge as well. Evacuating to the Area of Rescue and pushing the button on the Call Box will allow you to summon help from responding emergency official in evacuating the campus, while keeping you safe during the response time.

## Section Six: Bomb Threat

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

Campus Peace Officer/Public Safety Officer responsibilities during bomb threat are more clearly defined in Departmental Standard Operational Procedure (SOP) Currently 17.14

### Objective

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

### Discussion

- A. When a bomb threat is received, the decision to evacuate all, part or none of facility is difficult. A call giving a specific, individual, a specific location and time of detonation would have more credibility than a call interpreted as a crank call. Such a call would cause immediate evacuation of the building in which a bomb was claimed to be located.
- B. In an evacuation decision, two things must further be considered:
  - 1.

7. When it is determined that the need exists for a staff member, who is not a member of the search teams

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

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

B. The Office of Public Safety will insure that whenever it is safe to do so, all evacuation procedures are followed and that all occupants have evacuated.

C. Campus Peace Officers/Public Safety Officers will be assigned to provide building security.

D. After the buildings have been evacuated Campus Peace Officers/Public Safety Officers will provide security for the buildings.

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5. Gather as much information as possible concerning the hazard: type, exact location, extent of spill and affected areas, etc.
- 6.

remaining in place. Monitor the area to ensure no increases in the level of danger occur. Hazardous material exposure may occur during a shelter-in-place, and decontamination may later be necessary for those involved.

#### Evacuation

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

#### Gas Leaks, Fumes, Vapors

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

1. Call the Office of Public Safety at 315-294-8461
2. Advise the Office of Public Safety about the exact location(s) of the odor
3. DO NOT pull the fire alarm
4. DO NOT touch light switches or electrical equipment
5. Follow directions given by emergency personnel.

## Section Eight: Hostile Intruder

Campus Peace Officer Public Safety Officer Responsibilities during an Active Shooter are more clearly defined in Department Standard Operational Procedure (SOP) 17.3

NOTE: All employees are encouraged to attend and participate in Active Shooter response training seminars facilitated by the Office of Public Safety as part of the College's workplace violence prevention program.

#### Active Shooter

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, and if you cannot escape

the threat by getting out of the building without putting yourself in harm's way, the following procedures should be implemented:

1. Faculty and staff should immediately lock themselves, students or any other uninvolved persons in a classroom, office or other secure room. If possible, cover any windows or openings that have a direct line of sight into the hallway.
2. If you are not in a room, try to get to one.
3. If communication is available, call 911
4. Do not sound - or respond to - a fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
5. Lock the windows and close blinds or curtains.
6. Stay away from the windows and doors.
- 7.

## Hostile Intruder(s) on the grounds of the College

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

- ‰ If you are inside a building, follow the instructions above (lock yourself in a classroom, office)
- ‰ If you are outside:
  1. Run away from the threat, if you can, as fast as you can
  - 2.

2. All pertinent information that is available concerning the situation will be gathered and the parties notified will meet. A plan of action will be formulated, concerning the individual situation.
3. If the incident occurs off campus and involves one of the College's Athletic Teams, Clubs or Organizations, the Director of Public Safety/Chief of Campus Police will be immediately dispatched to the scene of the incident. At the scene of the incident they will be responsible to act as a liaison for the College with the local investigating agency and for providing for the needs of any involved faculty, staff or student.
4. Should the incident occur out of state or at a location which impedes the ability for an immediate response, the Director of Public Safety/Chief of Campus Police will be contacted. The Director of Public Safety/Chief of Campus Police will contact emergency responders in the jurisdiction of the incident to coordinate a response from the college.
5. A statement concerning the situation will be drafted by the President who shall serve as the spokesperson for the College. All statements and questions concerning the situation shall be issued by and directed to the College President.
6. If the incident involves a student the Vice President for Student Affairs will be responsible for maintaining contact with the family of the deceased or injured party.
7. If the incident involves an employee the Director of Human Resources will be responsible for maintaining contact with the family of the deceased or injured party.
8. If the incident involves a visitor the Director of Public Safety/Chief of Campus Police will be responsible for maintaining contact with the family of the deceased or injured party.
9. If necessary, the President, or designee, may determine the need for the activation of the Emergency Management Plan to deal with the situation.

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

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

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

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

- B. With the concurrence of the President and/or the College's executive responsible for student conduct, the Director of Public Safety, Chief of Campus Police, or designee, will issue a statement that includes the following general language:

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

- C. When the demonstration has been terminated, the College's conduct process will assume responsibility for reviewing all student conduct within existing systems including institutional review of all imposed interim suspensions. All students who were suspended on an interim basis during the course of the demonstration must be formally reinstated through existing processes prior to participation in any college activities including but not limited to classes, sporting activities, registration, receiving grades, etc.

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

## Section Ten: Medical Emergencies

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

### 3.Serious/Life Threatening

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

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

Serious/life threatening emergencies/injuries Are those which require immediate

- x Any victims able to safely move to an area for treatment should be instructed where to go or be lead to that location.

## Evacuations

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

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

- xMinimize injury to personnel
- xMinimize loss and damage to property
- xAccomplish an orderly evacuation
- xRecover and continue facility operations with minimal interruption
- xProvide an interface capability with outside emergency response/support agencies.

## Definitions:

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

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

## Authority

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

## Staff Responsibilities

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

### Evacuating those with Disabilities

- x Whenever possible, occupants with disabilities should be given consideration in the evacuation process.
- x Campus Peace Officers/Public Safety Officers should check areas of refuge for evacuees who have disabilities or special mobility needs and assist in their evacuation.
- x Occupants with disabilities who are unaccompanied should be assisted first.
- x Occupants with disabilities should be escorted to the emergency exit doors

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

- x Up to 30% of the workforce could be absent from work due to illness during the

- x Planning and managing the College's efforts to care for members of the College community affected by the illness as appropriate.
- x Communicating to the campus community and the surrounding local community as necessary.
- x Monitoring information from the NYS and County Health Departments, the Centers for Disease Control (CDC) and the World Health Organization (WHO) regarding the spread of an illness and best practice advice from those organizations.
- x Should the epi- or pandemic become severe, recommend restrictions or cancellation of college services to the President and Executive Team.

c. Department Heads and Supervisors shall have the following responsibilities:

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

d. If the Plan is activated, Cayuga Community College staff, faculty, visitors and students shall have the following responsibilities:

- x Comply with best practice methods
- x Wear personal protective equipment when at risk of exposure
- x Participate in any related training.
- x Notify a Supervisor if they become ill.
- x Follow recommended prevention guidelines

2. Procedure:

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

x Develop and maintain data on the illness and its impact on the college community.

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

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

c. Prevention: All members of the College community are responsible for taking appropriate prophylactic steps to minimize the spread of an infectious disease. Preventive action should include those recommended by the NYS and local Health Department, The Centers for Disease Control (CDC) and the World Health Organization (WHO). Recommended action will likely include:

- x Proper hand washing methods
- x Cough etiquette
- x Proper disposal of soiled objects
- x Social distancing practices
- x Cleaning of commonly used surfaces
- x Stay home if they become ill
- x When possible make provisions for the distribution of preventative medications, if appropriate for the disease and available
- x Exercise increased frequency rates of cleaning areas that are known or likely to be infected with the disease virus or bacterium with approved cleaning practices and agents.

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

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

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

#### 4. Pandemic Influenza Response Plan Incident level Responsibilities

Cayuga CC Alert Level	Cayuga CC Actions
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Cayuga CC Level 1: No Humān



