



Onondaga Community College

Emergency Management Plan & Operational Protocols

Table of Contents

Letter of Promulgation	1
Authorization	2
Section 1: Plan Fundamentals	3
Mission.....	3
Purpose.....	3
Scope	3
Applicable Laws and Regulations	4
Planning Situation and Assumptions	4
Planning Parameters.....	4
Assumptions.....	4
Organizational Structure	5
President and Executive Council	5
Executive Council Liaison.....	5
Incident Commander.....	6
Plan Activation.....	6
Section 2: Onondaga Community College Emergency Management Programs	6
Crisis Communication Plan	6
NY Alert.....	6
Campus Voice Notification System.....	6
Campus Evacuation Plan	6
Emergency Operations Center	6
Section 3: Onondaga Community College Emergency Operations Plan.....	7
Concept of Operations	7
Objectives	7
Phases of Emergency Management	7
Mitigation/Preparation	7
Preparedness	8
Response	8
Recovery	8
Emergency Levels.....	8
Minor Emergency	8
Major Emergency.....	8
Disaster	8
Plan Activation.....	9
Response Priorities.....	9
Emergency Procedures & Protocols	9
Emergency Authority	9
Section 4: National Emergency Management System (NIMS)	10
Incident Command System (ICS)	10
Functional Responsibilities	11
Safety Officer	11
Public Information Officer (PIO).....	11
Liaison Officer	11
Operations Section Chief	11
Planning Section Chief	11

Logistics Section Chief.....	12
Finance/Administration Section Chief.....	12
Information/Intelligence Function Leader	12
ICS at Onondaga.....	12
Section 5: Emergency Operations Center (EOC) Guidelines	13
Functions of the Emergency Operations Center	13
Section 6: Post-Incident Review.....	13
Section 7: Plan Maintenance, Distribution, and Training.....	13
Plan for Distribution	14
Plan for Training	14
Section 8: Operational Protocols	14
Significant Disruption in Campus Utility Service(s).....	14
Electricity	14
Gas	15
Water.....	15
Major Fire/Explosion.....	17
Explosion	18
Bomb Threat	18
Basic Procedure	18
Procedure for Responding to Threat on Telephone, Mail, or Electronic Communication	19
Guidelines for Search Decisions.....	19
Evacuation.....	19
Hazardous Materials Spill or Other Significant Contamination.....	20
Materials Safety and Data Sheet (MSDS)	20
Procedure	20
Gas Leaks, Fumes, Vapors.....	20
Campus Death of a Student, Employee, or Visitor.....	21
Hostile Intruder	21
Active Shooter	21
Hostile Intruder(s) on the grounds of the College	22
Notification of Hostile Intruder(s)	22
Civil Disorder or Demonstrations Resulting in Significant Campus Disruption.....	23
Demonstrations or Protest by Students	23
Peaceful, Non-Obstructive Demonstrations by Students.....	23
Non-violent, Disruptive Demonstrations by Students	23
Demonstrations that Present an Imminent Risk, or Those that Fail to Comply with an Order to Disperse.....	24
Demonstrations by Employees	24
Epidemic or Pandemic Illness.....	25
Responsibilities and Procedures	25
Section 10: Campus Evacuation Plan	27
Campus-Wide Evacuation Logistics.....	27
Building Evacuations	31
Residence Hall Evacuation	32
Children's Learning Center Evacuation.....	32

Letter of Promulgation

Onondaga Community College is committed to protecting the welfare of its community members and its property by minimizing the impact of natural and human emergencies and maximizing the effectiveness of the campus community's response to and recovery from their inevitable occurrence. The plan includes a management structure for responding to emergent events that embraces National Incident Management System (NIMS) concepts, requirements, and policies as well as those enumerated in the *Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education*, published by the US Department of Education, 2013. The College's plan fully adopts the Incident Command System so that any response fully integrates with responding community agencies. Further, the plan includes operational protocols for addressing all known hazards that present a reasonable risk to the campus as well as a communication strategy for the College that will foster an efficient response to any event.

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

Thank you,

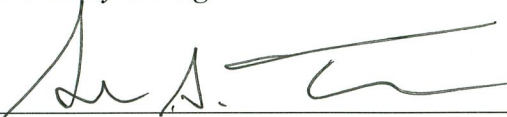
David Wall
Director, Campus Safety & Security

Authorization

The Onondaga Community College Emergency Management Plan and Operational Protocols has been reviewed and approved for implementation. This document supersedes and rescinds all previous versions.

Approved:  Date: Nov 1, 2016

*Dr. Kathleen Crabill, President
Onondaga Community College*

Approved:  Date: 11/1/16

*Seth A. Tucker
Vice President, Campus Life and Safety*

Section 1: Plan Fundamentals

Mission

The mission of the College's emergency planning and operations system is to advance the institution's preparation for and response to critical incidents by promoting preparation, fostering collaboration among internal and external stakeholders, maintaining effective communication with college constituencies, and ensuring an efficient and effective response to any and all crises.

Purpose

The Emergency Management Plan for Onondaga Community College (EMPOCC) provides basic operational guidance; emergency organizational structure; and insight into preparation, response, and communication for addressing emergent crises. The plan serves as a guide for responding to major and minor emergencies and seeks to protect lives and property through the effective use of personnel and resources. This plan is intended to be activated by authorized personnel whenever a natural or human-caused event results in a substantial disruption to campus operations such that any effort to mitigate the event through routine measures would be inadequate. Planning ahead for campus emergencies is part of normal business operations and campus life. **All members of the OCC community share responsibility for emergency preparedness.** Faculty, Staff, and Students should familiarize themselves with plan elements posted on the College website and in each class and floor on Campus, and they should be aware of their environment and report anything concerning to Campus Safety. By nature, emergencies are unpredictable and unexpected and preparation and awareness are the keys to mitigating the impact of an emergency. Therefore, this plan's objectives are:

- To maximize the protection of life and property at OCC.
- To minimize the deleterious consequences of any emergent event.
- To restore facilities and services to functionality in a swift and effective manner.
- To maintain effective communications with the college community during a crisis.
- To provide simple and flexible procedures that readily adapt to a variety of crisis situations and contingencies.
- To coordinate the College's emergency operations with outside agencies.
- To expedite recovery from any crisis event.

Scope

The EMPOCC is an "All Hazards" plan specifically designed to address crises at all college locations. Potential disastrous situations addressed in this plan, together with supporting information and contingency plans include:

- Civil disorder or demonstrations resulting in significant campus disruption
- Significant disruption to campus utility services
- Campus death
- Major fire/explosion
- Bomb threat
- Hazardous materials incident
- Severe weather
- Hostile intruder
- Pandemic illness

- Severe mental health – suicidal/homicidal/psychotic behavior

There may be a circumstance where the EMPOCC might be deployed to address a major incident occurring in the surrounding community that threatens the well-being of the OCC community. Under such circumstances, authorized OCC resources may be deployed to assist responding agencies.

Applicable Laws and Regulations

Federal

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

State

- Executive Order 26, 1996, established the Incident Command System – or, ICS – as the State standard command and control system during emergencies and disasters. All State agencies had to be trained in ICS and that included mandatory training for the State agency commissioners.

Planning Situation and Assumptions

Planning Parameters

- 2 Sites - main campus and the OCC@Liverpool location
- Main campus - 280 Acres
- OCC@Liverpool - 2,200 sq. feet
- Buildings - 18
- Athletic Complexes - 2
- Buildings with local generator capacity - 10
- Residential buildings - 4
- Enrollment that attends on campus- @9,000
- Residential students - 873
- Children attending childcare facility - @80
- Total # of international students – @40 students with F-1 visas
- Employees – @1,900

Assumptions

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

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday with or without warning.

- While the attached plan specifically addresses the emergencies most likely to occur at Onondaga Community College, the basic principles of the plan will be used to respond to unforeseen emergencies.
- The series of events in an emergency are not predictable and, therefore, published operational plans will necessarily require field modifications to address the specifics of the emergency.
- Disasters may affect residents within geographical proximity to Onondaga Community College (e.g. the Town of Onondaga and the City of Syracuse). Local and County emergency services, as well as State and Federal emergency support may not be immediately available. Be prepared for a delay in off-campus emergency support.
- A major emergency may be declared by the College President or designated authority if information indicates that an emergency condition is present, developing, or probable.
- Local, State or Federal emergency-response agencies may assume incident command from the college at their discretion. In such cases, OCC resources will support any government-led primary response.
- Basic services including electricity, water, gas, telecommunications, and information systems may be unavailable.
- Campus facilities may be damaged and uninhabitable.
- Normal campus suppliers may not be able to deliver goods and services.
- Members of the campus community may be either unable to leave or unable to come to campus.
- Employees and department's tasked with responsibilities under the plan have been adequately trained to perform their expected role.

Organizational Structure

President and Executive Council

All crisis events that result in the activation of the EMPOCC will be managed at the executive level by the President and the College's Executive Council (EC) who will function as an ad hoc crisis working group. Should the President be unavailable, the following is the designated succession of leadership for management of the crisis in order:

1. Senior Vice President, Academic Affairs
2. Senior Vice President, Student Engagement and Learning Support
3. Senior Vice President and CFO

The Executive Council, which may be expanded at the discretion of the President to include other staff or external expertise, is responsible for all strategic decision-making on behalf of the college during the response to and recovery from a crisis event. Responsibilities include, but are not limited to, determining resource allocations; communications with campus constituencies; media management; decisions to close campus; and business continuity issues.

Executive Council Liaison

The Vice President, College Life and Safety or other designee of the President will serve as the liaison between the EC and the Incident Commander. The liaison attends all meetings of the Executive Council when the group is functioning in response to a significant crisis. It is the role of the liaison to serve as the single point-of-contact between the Incident Commander and EC and to provide accurate information from the Incident Commander to the EC so that effective and efficient decisions can be made. Further, the liaison is responsible for communicating decisions made by the EC to the Incident Commander.

Incident Commander

The Director of Campus Safety and Security shall serve as the Incident Commander. In the absence of the Director, an Associate Director of Campus Safety and Security or other designee of the President shall act in this capacity until relieved.

The Incident Commander manages the tactical response to any crisis that requires the activation of the EMPOCC and coordinates the implementation of the Plan and serves as a liaison between the College and any involved external emergency agencies. The Incident Commander is responsible for keeping the EC informed of all facts related to the crisis and for implementing the strategic decisions of the EC during the crisis.

Plan Activation

Activation of the EC's crisis working group and deployment of the EMPOCC is made by the President or the available campus leader next in order of succession as indicated above after consultation with the Incident Commander or, if circumstances warrant, the Executive Council Liaison.

Section 2: Onondaga Community College Emergency Management Programs

Crisis Communication Plan

The College maintains a crisis communication plan that provides guidance for communicating with internal campus constituencies as well as designating personnel and processes for addressing communication with external audiences.

Onondaga Community College Alert

Onondaga Community College provides an emergency alert system. All registered students and employees are automatically included in the system and all are encouraged to keep the official contact information that they provide to the College updated.

Campus Voice Notification System

The College maintains a voice emergency notification system. This system allows emergency personnel to provide specific spoken information to the public areas of any building(s) on campus. The intent of the system is to supplement notification made through the Onondaga Community College Alert system by providing an audible alert to public areas that are frequently trafficked by the general community.

Campus Evacuation Plan

Onondaga Community College maintains a comprehensive evacuation plan for all buildings on campus as well as plans to facilitate the evacuation of the entire campus through designated routes depending on the initial location of the evacuee (*see Section 10: Campus Evacuation Plan*). Further, the College has specific plans for the evacuation of all residential facilities and the Children's Learning Center.

Emergency Operations Center

The College maintains physical space and resources as well as plans for the deployment and use of an emergency operations center (See Section 5). In the event that the scope of the emergency requires a campus-wide evacuation, the site for the Emergency Operations Center will be located in the Onondaga County EOC at the Civic Center on Montgomery Street in Syracuse, New York.

Section 3: Onondaga Community College Emergency Operations Plan

Concept of Operations

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

Objectives

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

- Responding to any crisis quickly and effectively to minimize injury and damage.
- Managing the response so as to promote a quick recovery and resumption of normal operations following an emergency.
- Per national standards, implementation of the National Incident Management System (NIMS) and the Incident Command System (ICS) for managing tactical responses to crises.
- Development and maintenance of strong relationships with external agencies likely to respond to on-campus crises.
- Deployment and maintenance of effective early-warning systems.
- Routine maintenance of the plan to ensure organization and protocols are current with accepted emergency management principles.
- Provision of regular testing and training for constituent elements of the plan to ensure effectiveness.

Phases of Emergency Management

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

Mitigation/Preparation

Mitigation/prevention activities are ongoing and seek to either prevent an emergency or to minimize the impact of an emergency if it occurs. Onondaga Community College personnel actively work to eliminate hazards and vulnerabilities or works to minimize the chance that accepted hazards or vulnerabilities lead to emergencies. Campus Safety and Security personnel along with Facilities and other campus partners routinely review campus locations for potential vulnerabilities. Routine activities including fire suppression systems inspections as well as evacuation procedures and drills are a part of this phase.



Preparedness

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

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

Response

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

Recovery

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

Emergency Levels

All incidents are classified according to their severity and potential impact on the campus community so that the emergency response can be calibrated for real conditions in the field. In each case the President will be notified regardless of severity.

Minor Emergency

A minor emergency is defined as any incident that, actually or potentially, negatively affects a sub-set of the campus but allows for the continuance of regular college operations for the majority of the campus community. The Incident Commander will operationally manage the response to a minor emergency. It is unlikely that the President and the EC will be called together to manage strategic concerns.

Major Emergency

A major emergency is defined as any incident, potential or actual, that affects multiple parts of the College, and which will disrupt the normal operations of the College. Outside emergency services will be required, as well as a major response from available campus services. A major emergency on campus requires the activation of the ICS and the Incident Commander will deploy designated staff members to ICS roles as necessary. Activation of the EOC is likely and the President and EC will likely convene to assess the situation and make strategic decisions on behalf of the College.

Disaster

A disaster is any event that seriously impairs or halts the operations of the College as a whole. Disasters likely include casualties and severe property damage. A coordinated and sustained effort of all campus resources is required to effectively respond to and recover from a disaster. Outside emergency services will be essential and will assume incident command from college personnel. College responders can expect to support the external lead responders. In the event of a disaster, all elements of the EMPOCC's organization will activate and assume their functional role. An EOC will be established.

Plan Activation

The EMPOCC will be activated and the emergency level will be determined by the President or designee at his or her discretion except where civil authorities declare a state of emergency, either locally, regionally, statewide or Federal in a geographical area encompassing the College.

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

Response Priorities

Onondaga 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 including residence halls, the Children's Learning Center, buildings containing active classrooms, the YMCA, and the SRC Arena.
2. Buildings containing potential shelters, critical resources including food supplies, hazardous materials.
3. Facilities housing critical infrastructure, e.g.: utilities, computer systems, communications, library, and transportation.
4. Administrative facilities.

Emergency Procedures & Protocols

The EMPOCC contains basic operational protocols for all likely emergency scenarios. See Section 9 for specific procedures. All attendant protocols that require a general warning to the community utilize either:

- ***Fire Alarms.*** An audible and loud sound in a campus building signals a need to immediately evacuate the structure and to move at least 50 yards from the building.
- ***Onondaga Community College Alert or the Campus Voice Notification System (CVNS).*** Notification via email, text, or phone message and/or via CVNS audible voice commands will provide specific instructions for responding to the particular emergency.

Emergency Authority

The Director of Campus Safety and Security is expected to serve as the incident commander for any designated emergency response unless and until relieved by an appropriate external agency. The Director is authorized to activate personnel from other college departments in order to expedite the activation of the EOC and to request expedited procurement necessary for the support of the EOC.

Section 4: National Incident Management System (NIMS)

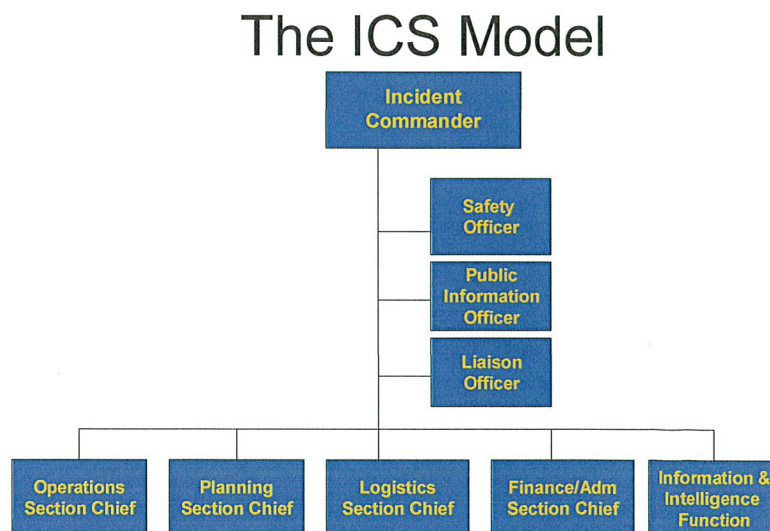
Onondaga Community College has adopted the National Incident Management Systems (NIMS) which includes the Incident Command System (ICS) which offers a standardized organizational model for emergency response that guarantees effective inter-agency functionality in the event of an emergency. NIMS is the accepted national standard for institutional emergency response and is deployed across all jurisdictions and levels of emergency response and functional disciplines (e.g. police and fire). NIMS is designed to address institutional emergencies regardless of size or complexity. All College response personnel will be trained in and actively compliant with NIMS and ICS standards.

Incident Command System (ICS)

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

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

The following chart illustrates the ICS emergency organizational structure that will be deployed when the EMPOCC is activated:



Command

- Sets objectives and priorities
- Has overall responsibility at the incident or event

Operations

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

Planning

- Develops the action plan to accomplish the objectives
- Collects and evaluates 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

Safety Officer

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

Public Information Officer (PIO)

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

Liaison Officer

The Liaison officer is responsible for serving as the link between the incident commander and responding external agencies as they operate on and around campus. This position is 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. This position also prepares an Incident Action Plan (IAP) for each operational period, documents resources, and distributes the IAP to all responding personnel.

Logistics Section Chief

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

Finance/Administration Section Chief

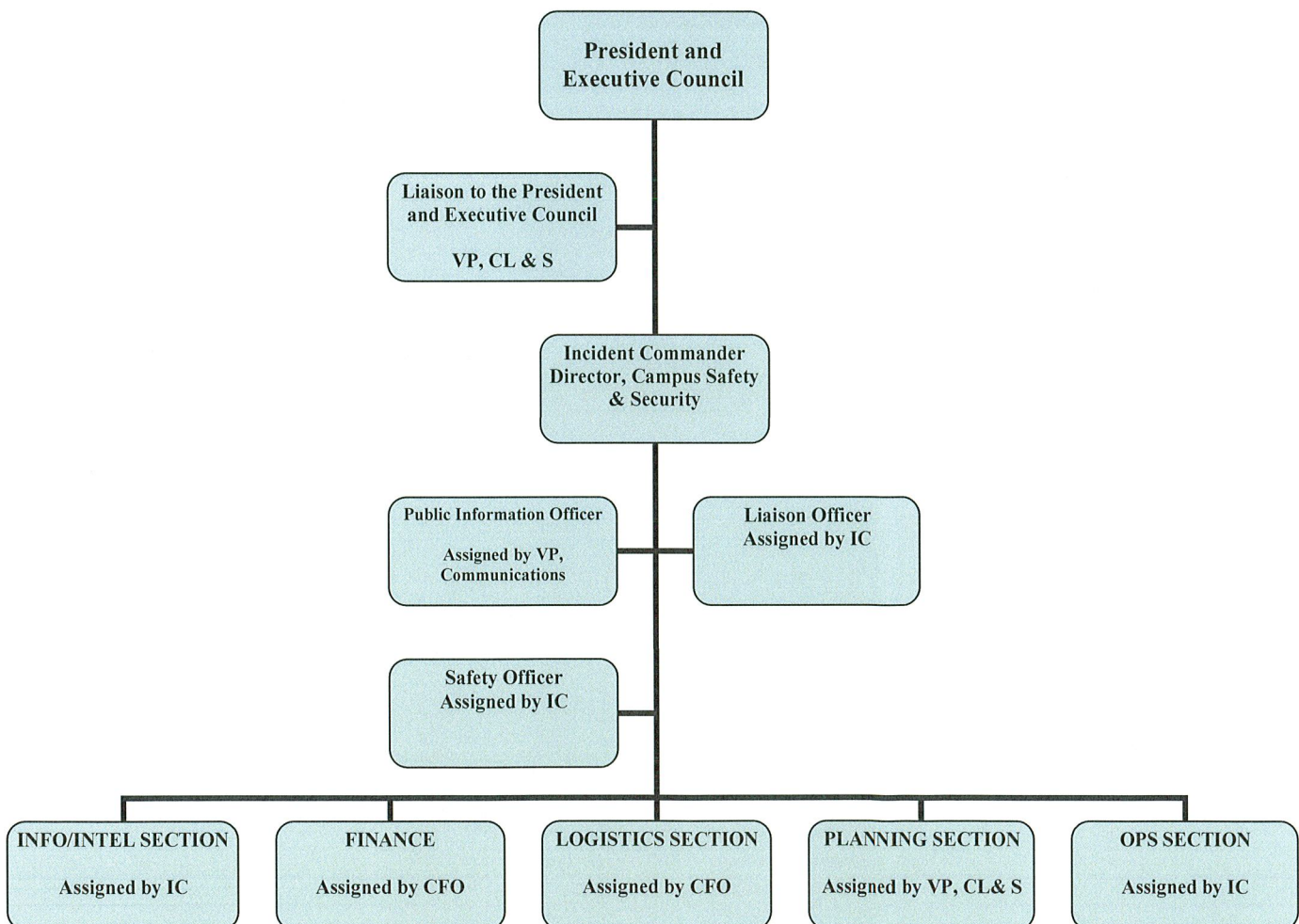
This section maintains lists of available resources and is responsible for procuring supplies and equipment needed from off-campus sources, and for maintaining records of all locations, uses and purchases of resources in regards to the situation. Position is also responsible for tracking employee hours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

Information/Intelligence Function Leader

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

ICS at Onondaga

The application of ICS at Onondaga assigns the following roles and responsibility for appointing section chiefs when warranted by the emergency and at the request of the IC.



Section 5: Emergency Operations Center (EOC) Guidelines

A designated Emergency Operations Center (EOC) will serve as the principal location of operations for managing any emergency designated as a disaster or for lesser emergencies at the discretion of the President. The primary EOC is designated as S127 in the Service and Maintenance Building. In the event that the nature of the emergency makes the use of the Service and Maintenance building impractical or hazardous, The Financial Services Suite in Coyne Hall will serve as a secondary location. The Incident Commander will determine the location of the EOC and establish operations there as soon as it is determined that the activation of the EOC is warranted by circumstances.

Functions of the Emergency Operations Center

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

Section 6: Post-Incident Review

The Incident Commander and any appointed support staff is required to maintain a record of all activities that they perform from the time the EMPOCC is activated until the time that the crisis is considered resolved. Each appointed section chief or support staff for the incident commander will be required to prepare and deliver a report outlining all activities of their respective area with emphasis on the successes and failures of the operation. The Vice President, Campus Life and Safety is responsible for conducting an After Action Review as near as possible in time to the end of the crisis. The report from this review should include any documentation submitted by crisis staff as well as an accounting of lessons learned and a specific action plan for improving any relevant phase of the emergency management cycle. Any supporting documentation and logs should be attached to this report.

After the Review, a debrief meeting will be held with the President and members of the Executive Council to review the effectiveness of the response and to consider recommendations made in the After Action Review.

Section 7: Plan Maintenance, Distribution, and Training

The Emergency Management Plan and Operational Protocols will be reviewed annually and updated and revised as appropriate. Interim revisions at the discretion of the Director, Campus Safety and Security are authorized when one of the following occurs:

- A change in college site or facility configuration materially alters the information contained in the plan or materially affects implementation of the plan.
- A material change in response resources.
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan before the next periodic review.
- New laws, regulations, or internal policies are implemented that affect the staffing, resources, or implementation of the plan.

Any proposed revisions must be reviewed and approved by the EMPOCC's authorizing authorities.

Plan for Distribution

The EMPOCC will be reviewed and revised by June 1st each year. After revision, the Plan will be distributed as follows before July 1st each year:

- Copies of the plan will be distributed to each member of the College's Executive Council.
- Operational protocols for specific emergencies addressed in this plan will be conspicuously posted in high traffic areas of each campus facility. Those areas include elevators, near exits and at fire-alarm-pull stations.
- Updated operational protocols for specific emergencies addressed in the plan will be posted on the college website.
- A copy of the OCC@Liverpool plan will be provided to that site's administration. Included with the plan are emergency numbers including those relevant to OCC@Liverpool's jurisdiction, and evacuation routes specific to that building and adjacent roadways. This information will be posted conspicuously at the OCC@Liverpool site and provided to each faculty member teaching at this facility.
- An announcement of the release and posting of the reviewed/revised plan will be sent to all employees and students.

Plan for Training

Campus Safety & Security personnel will annually train on all aspects of the EMPOCC. In addition, the College will:

- Provide annual training on the Plan before August each year for senior managers whose roles make them likely to participate in an emergency response.
- Provide Executive Council members with annual Plan training each January that highlights the role that body will play in a significant emergency.
- Conduct Plan training for residential students each semester at initial floor meetings.
- Conduct selected in-person training throughout the year for the general population that is coordinated by the Department of Human Resources and the Department of Campus Safety & Security.

Section 8: Operational Protocols

Significant Disruption in Campus Utility Service(s)

In the event of the loss of any utility service, the Vice President of Facilities or his/her designee will determine if the problem is local to the College or the result of conditions initiating off-campus. Should the precipitating condition suggest a protracted disruption is likely or that the disruption will affect the essential business of the college, the Vice President for Facilities will notify the Vice President, Administration and Compliance who, in consultation with the President, will determine if further emergency procedures are warranted, up to and including activation of the EMPOCC.

Electricity

- A. The Vice President of Facilities shall be immediately notified and National Grid shall be immediately contacted in an attempt to determine the nature of the outage.
- B. If the outage is going to last a protracted time Campus Safety will begin notification procedures as outlined in the Campus Safety Procedure Manual.

- C. If deemed necessary Campus Safety will assist with the evacuation of all affected buildings, with special consideration being given to the persons with disabilities.
- D. The Vice President for Facilities will utilize 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 designated campus spokesperson will contact the local media as to the status of activities on campus.
- F. If necessary, the President, or designee, may activate the EMPOCC to address collateral effects of the situation.

Gas

- A. The Vice President for Facilities shall be immediately notified and National Grid contacted and advised of the situation.
- B. The affected area is to be immediately evacuated and secured by Campus Safety. No radio transmissions are to occur or alarms activated during the evacuation process.
- C. Emergency Response personnel are to be contacted and advised of the situation (i.e., Local Fire and EMS).
- D. If determined necessary by the President, or designee, the designated campus spokesperson will 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 EMPOCC to address collateral effects of the situation.

Water

- A. The Vice President for Facilities shall be immediately notified and the Onondaga County Water Authority contacted and advised of the situation.
- B. Campus Safety shall immediately secure the location and if evacuation is necessary assist in the evacuation, with special consideration being given to persons with disabilities.
- C. The Vice President for Facilities in conjunction with Management Services and relevant Affiliated Corporations will make necessary emergency arrangements for an alternate water supply and restroom facilities if the situation is to continue for a protracted time period.
- D. If determined by the President, or designee, the designated campus spokesperson will 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 EMPOCC to address the collateral effects of the situation.

Severe Weather Disruption

General Guidelines

- The following procedure applies to all OCC owned, operated, or controlled property.
- The College will make every effort to make decisions regarding weather related delays and closures by 5:30 am for daytime and 4:00 pm for evening classes and events.
- Weather-related delays or closures will be announced via the Onondaga Community College Alert system, Allusers e-mail, the three College websites, campus television monitors, the entrance sign LED boards, and social media. Notification will also be provided to commercial radio and television outlets and Syracuse.com.
- Decisions relative to the cancellation of classes offered at school district extension sites (e.g., Cicero North Syracuse) are made by the individual school districts.
- It is the intent of the College to remain open as long as essential campus infrastructure is functional (i.e., power, climate controls), the accessibility of the campus parking lots and roadways can be maintained, and travel to and from campus can be conducted with reasonable safety based upon reports from local law enforcement.
- Identified designees are only authorized to function in their assigned role in the absence or unavailability of the authorized principal.

Authorized Staff:

- Director, Safety and Security (D-CSS) – Pursuant to this protocol, authorized to gather official weather and safety information from County emergency management, law enforcement, and other sources. Responsible for preparing responsive staffing plan for Safety & Security personnel. Serves as a principal member of the Weather Emergency Team and offers advice relative to safety issues.
- Vice President, Facilities (VP-F) – Pursuant to this protocol, authorized to gather information relative to the effect of inclement weather on all campus properties including, but not limited to, weather-related damage, power outages, and road conditions. Responsible for developing a responsive staffing plan for facilities personnel to address compromised infrastructure, road conditions, etc. Serves as a principal member of the Weather Emergency Team and offers advice relative to infrastructure conditions.
- Vice President, Enrollment Development and Communications (VP-EDC) – Authorized to communicate weather-related information to the campus and community on behalf of the President. Serves as a principal member of the Weather Emergency Team and manages communications, media, and employee issues.
- Vice President, Campus Life and Safety (VP-CL&S) – Serves as a designee of the President in coordinating the College's operational response to weather related emergencies. Serves as Chair of the Weather Emergency Team and coordinates the development of a unified recommendation for the President relative to weather delays, closures, or other needed emergency actions. Offers advice relative to the impact of conditions on Affiliate operations.
- Provost and Senior Vice President (P-SVP) – Consults with the Weather Emergency Team with regard to the impact upon the College's academic enterprise. Provides faculty-specific instructions relative to campus emergency, i.e. management of class cancellations, rescheduling of exams, etc.

- The Provost and Senior Vice President of Academic Affairs – Acts as the President’s designee for weather-related decisions in his/her absence. Consults with the Weather Emergency Team relative to the business and administrative interests of the college.

Procedure

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 campus is judged to be unsafe then the following steps will be taken:

1. The D-CSS or designee will monitor predicted severe weather reports and will liaise with County emergency management and other law enforcement. In conjunction with the VP-F or designee, they will develop an initial weather prediction and response recommendations.
2. The VP-CL&S or designee will convene the Weather Emergency Team and other staff as necessary to review predictions, to develop a response plan, and to formulate a recommendation for action to the President. The VP-EDC will develop a communication plan consistent with team’s recommended action plan.
3. The VP-CL&S or designee will discuss the team’s recommendations with the P-SVP and then develop a final recommendation for the President.
4. The VP-CL&S or designee will then communicate that recommendation to the President or his/her designee. The VP-CL&S will then coordinate implementation of the President’s directive.
5. The VP-EDC or designee will implement the approved communication plan consistent with the President’s directive.
6. The Weather Emergency Team will continue to monitor developments as the weather event progresses and will meet and revise recommendations as warranted. Further college-wide actions will be reviewed and authorized through this process.

Major Fire

In the event of a major fire on campus, the responding fire department will assume primary incident command and will only release that command to OCC officials when deemed appropriate. Under such conditions, the College’s assigned incident commander serves as the liaison between the college and the external responders and will act to provide available information to the President and EC.

- A. In all cases of fire emergencies, Campus Safety must be notified. Campus Safety will be responsible for contacting the local Fire Department and directing them to the location of the incident.
- B. If the alarm is sounded for the evacuation of the affected building Campus Safety and members of emergency responding agencies will insure that the affected building is completely evacuated.
- C. Should the incident occur in one of the residence halls this will be accomplished under the direction of Campus Safety.
- D. During the evacuation of buildings, special attention should be given to persons with special needs.
- E. Once a building has been evacuated it is important that those evacuated are a safe distance away from the evacuated building.
- F. No one should return to the building until advised to do so by Campus Safety.

- G. The designated campus spokesperson is responsible for managing the media and no other employee is authorized to comment to the press unless authorized to do so.
- H. If necessary, the President, or designee, may determine the need for the activation of the EMPOCC to address the situation. Relevant sections of the plan shall be applied when addressing evacuation, power outages, etc.

Explosion

In the event of an explosion on campus, the responding fire department will assume primary incident command and will only release that command to OCC officials when deemed appropriate. Under such conditions, the College's assigned incident commander serves as the liaison between the college and the external responders and will act to provide available information to the President and EC.

- A. In the event of an explosion, Campus Safety must be notified. Campus Safety will be responsible for contacting the local Fire Department and directing them to the location of the incident. Give your name and the exact location and nature of the emergency and advise if you are aware of any immediate medical response that is required.
- B. Campus Safety will respond and assist with any necessary evacuation. A perimeter will be established a safe distance from the site of the incident and occupants will be evacuated to a location safe from further danger. Persons with special needs may need additional assistance.
- C. 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. If required, Campus Safety will establish and maintain a perimeter around the Field Emergency Command Post.
- D. No one is to return to the affected building unless they have been approved to do so by Campus Safety.
- E. The designated campus spokesperson is responsible for managing the media and no other employee is authorized to comment to the press unless authorized to do so.
- F. The President, or designee, may determine the need for the activation of the EMPOCC to address the incident and all collateral effects.

Bomb Threat

In the event of a bomb threat, a responding external agency will assume primary incident command and will only release that command to OCC officials when deemed appropriate. Under such conditions, the College's assigned incident commander serves as the liaison between the college and the external responders and will act to provide available information to the President and EC.

Basic Procedure

- A. In the event of a credible bomb threat, OCC will evacuate occupants from all buildings and areas deemed to be at risk.
- B. All suspicious packages or unattended bags, backpacks, or luggage should be reported to Campus Safety and should not be moved or otherwise tampered with.
- C. The credibility of any particular threat is determined by the Director of Campus Safety & Security or designee with, if necessary, consultation with local law enforcement. However, all threats, whether deemed credible or not, are to be reported by the Director of Campus Safety and Security to the Vice President, Campus Life and Safety who serves as liaison to the President and EC.
- D. The Vice President, Campus Life and Safety will notify the President of any active bomb threat, whether deemed credible or not. The President will determine whether to activate the EMPOCC.
- E. The order to evacuate shall be given by the Director of Campus Safety & Security with the concurrence, if practical, of the President. If, in the judgment of the Director, circumstances indicate

an imminent risk to life then the Director is fully authorized to begin an immediate evacuation and to notify College officials as soon as is practical.

- F. Any bomb threat, regardless of credibility, will result in a search of any area determined to be at risk. A search should only be performed by members of the Department of Campus Safety & Security and/or responding emergency agencies. The Facilities Department may be consulted during the search when questions arise about a particular building. Additionally, those building occupants that are familiar with a facility's normal appearance may also be consulted as to whether any particular object is out of the norm.
- G. Any item determined to be out of the norm will, at the discretion of the Director of Campus Safety & Security, result in evacuation of the affected facility/area and a response from local authorities.

Procedure for Responding to Threat on Telephone, Mail, or Electronic Communication

- A. Should an employee receive a bomb threat through any medium (telephone, electronic, in person, or via mail), he or she should immediately call Campus Safety.
- B. Campus Safety personnel will assist the reporting member of the community to complete the Bomb Threat Contact Sheet. This document gathers information necessary to help authorities assess the credibility of the threat.

Guidelines for Search Decisions

- A. If a credible threat specifically identifies the building, the building will be evacuated and a search conducted. The search will be conducted by Campus Safety with assistance of the police and/or the fire department (if available). After the search has been completed, and the building is determined to be safe the occupants will be allowed to return.
- B. If a credible threat identifies the time a bomb will go off but not the building, The Director of Campus Safety and Security will seek authorization to evacuate the campus. If, in the judgment of the Director, there is insufficient time to effect a safe evacuation of campus, all buildings will be evacuated and occupants will be directed to adjacent parking areas as far from any building as possible. Campus Safety will establish teams of officers and responding external agencies to systematically search all buildings.
- C. If the threat does not identify a building or time, Campus Safety and responding local fire and police agencies will conduct a search of each building. The Director may or may not evacuate as circumstances warrant.
- D. At no time during a search for an explosive device should a mobile phone or radio be used in a building during a search. Any necessary communication should be conducted using a land line.

Evacuation

- A. The fire alarm system may be activated and the evacuation will be made in accordance with established fire evacuation procedures.
- B. Campus Safety will ensure that evacuation procedures are followed and that all occupants have evacuated.
- C. If it is determined that the evacuation and search procedure is going to continue for an extended time period, support for those evacuated will be coordinated in a separate location. The SRC Arena and Events Center serves as the principal evacuation site for the campus unless it is in the area considered at risk.

Hazardous Materials Spill or Other Significant Contamination

In the event of a hazardous materials spill, a responding external agency will assume primary incident command and will only release that command to OCC officials when deemed appropriate. Under such conditions, the College's assigned incident commander serves as the liaison between the college and the external responders and will act to provide available information to the President and EC.

Materials Safety and Data Sheet (MSDS)

Each potentially hazardous chemical on campus is accompanied by a Materials Safety and Data Sheet (MSDS). The MSDS provides specific information concerning the chemical including precautions, fire and explosive information, disposal and spill procedures, storage and handling procedures and an emergency number for the distributor or manufacturer. A copy of the MSDS sheet for chemicals on campus is maintained in the Campus Safety Office or with the Office of Sustainability and Environmental Safety and should be available at the location where each chemical is in use or stored.

Procedure

- A. Notification of a hazardous material incident should be made to Campus Safety & Security. The officer receiving the call will ask for the following information:
 - Location of the incident.
 - Type of incident – spill, leak, explosion, contamination etc.
 - Identification of chemical or hazard, if possible.
 - Source of hazard – truck, contractor, college department.
 - Best direction of approach for emergency response units, if available.
 - Immediate needs – ambulance, fire equipment, etc.
- B. The dispatcher receiving the call will immediately notify the Director of Campus Safety & Security who will make other notifications to campus officials as circumstances warrant.
- C. Except in cases of imminent risk to safety and property, the Director of Campus Safety & Security or designee will determine whether external resources should be notified.
- D. In cases of a minor spill, the Director of Campus Safety & Security will coordinate clean up with the Vice President, Facilities.
- E. In the event of a serious incident, the responding Campus Safety Officer will do the following:
 - Establish a safe perimeter around the hazard.
 - Remain in control until relieved by the responding Fire Department.
 - Gather as much information as possible concerning the hazard: type, exact location, extent of spill and affected areas, etc.
 - Keep contaminated individuals segregated from other responders and individuals.
 - Upon arrival of medical personnel immediately refer the contaminated individuals for treatment.
 - Maintain a liaison with responding outside Agencies.
- F. The Director of Campus Safety & Security will, in consultation with the President and EC, determine whether there is an imminent threat to the campus community or surrounding area and the need for the activation of the EMPOCC.

Gas Leaks, Fumes, Vapors

- A. The following procedure shall be implemented if fumes, vapors, odors suggesting a gas leak, or other unusual odors are detected on campus.
 - Call Campus Safety at 498-2478
 - If possible, advise Campus Safety about the exact location(s) of the odor
 - Do not pull the fire alarm
 - Do not touch light switches or electrical equipment

- Follow directions given by emergency personnel.

Campus Death of a Student, Employee, or Visitor

If a student, employee or visitor of Onondaga Community dies the following general guidelines should be followed.

- A. Campus Safety and Security should be immediately notified. The Officer receiving the notification will alert the Director of Campus Safety & Security (or designee) who is responsible for managing the scene of the death, if on campus, and for making notification to the Vice President, Campus Life and Safety.
- B. Information relating to the death will be relayed to the President including, to the extent available, the location and circumstance of the death and if local law enforcement consider that death potentially criminal in nature.
- C. If the incident occurs off campus, the Director of Campus Safety and Security will act as a liaison between the College and any local investigating agency.
- D. In the event of the death of a student, responsibility for coordinating the College's response rests with the Division of Student Engagement and Learning Support and any applicable protocol. In the event of the death of faculty or staff, the response is coordinated by the Office of Human Resources and any applicable protocol. In the event of the death of a visitor to campus who is otherwise not affiliated with the College responsibility for coordinating the College's response rests with the Vice President, Campus Life and Safety.
- E. All public statements and questions concerning the situation shall be issued by and directed to the Vice President of Enrollment Development and Communications or designee.

Hostile Intruder

Active Shooter

When a hostile person(s) is actively seeking to cause death or serious bodily injury:

- If credible evidence exists as to the location or direction of the hostile intruder then faculty, staff, or students should flee away from that location or direction.
- Lacking information as to the location of a hostile intruder, faculty, staff, and/or students should immediately lock themselves and others in a classroom, office or other room that can be secured. If possible cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, call 911 or x2311 (315-498-2311).
- Do not sound - or respond to - a fire alarm. A fire alarm would signal the occupants to evacuate the building and potentially place them at risk of harm as they attempt to exit.
- Lock the windows and close blinds or curtains.
- Stay away from any windows and doors.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible and keep everyone together.
- Keep rooms secure until police arrive and give you directions.
- Stay out of open areas and be as quiet as possible.
- If you are in an open area and near the intruder, you must decide what you are going to do.

1. If you think that you can safely make it out of the building by running, then do so. If you decide to run do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s) to block your view from the intruder. When away from the immediate area of danger summon help any way you can and warn others.
 2. You can try and hide, but find a well-hidden space to minimize the chance that you may be found as the intruder moves through the building looking for victims.
 3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead.
- If you are confronted by the hostile intruder and cannot run away or hide, and you feel that your life is in danger then you will have to decide if it is necessary to fight back to survive. **THIS OPTION IS A LAST RESORT.**
 1. Throw things at the intruder's head to first create a distraction. This may even create enough time to allow you to flee.
 2. If you are with others, attack as group all at once.
 - If you are caught by the intruder and decide not to fight back, obey all commands and do not look the intruder in the eyes.
 - Once the police arrive, obey all commands. This may involve being handcuffed, or keeping your hands in the air. Responding officers may not know the identity of the intruder and will need to treat everyone as a risk until circumstances can be investigated. Further directions will be given once the situation has been investigated.

Hostile Intruder(s) on the grounds of the College

- If you are outside:
 1. Run away from the threat, if you can, as fast as you can
 2. Do not run in a straight line.
 3. Keep vehicles, bushes, trees or anything that could possibly block your view from the hostile person(s) while you are running.
 4. If you can get away from the immediate area of danger, summon help and warn others.
 5. If you decide to hide, take into consideration the area in which you are hiding. Will I be found there? Is this really a good spot to remain hidden?
 6. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead.
 7. The last option may be to fight back. This is very dangerous and should be considered a last option.
 8. If the intruder catches you and you are not going to fight back, do not look the intruder in the eyes and obey all commands.
 9. Once the police arrive, obey all commands. This may involve being handcuffed, or keeping your hands in the air. Responding officers may not know the identity of the intruder and will need to treat everyone as a risk until circumstances can be investigated. Further directions will be given once the situation has been investigated.

Notification of Hostile Intruder(s)

- You may be the first to encounter the hostile intruder by sight or sound (e.g., gunshots). If so, call 911 or 2311 as soon as you are safe to report the situation.
- The principal means of alerting the campus community to the crisis will be the Onondaga Community College Alert System. Text, email, and voice calls will be made to all numbers entered into employee and student records in Colleague, the College's principal enterprise data

system. Secondly, the Director of Campus Safety and Security may choose to activate the Campus Voice Notification System to alert visitors to the campus who may not have access to the primary alert system of the emergency. Tertiary systems (e.g. College website and video monitors) may be used if time and circumstance allow.

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, Campus Safety & Security should be immediately notified. Campus officials will deploy the following operational protocol:

Demonstrations or Protest by Students

Peaceful, Non-Obstructive Demonstrations by Students

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

Non-violent, Disruptive Demonstrations by Students

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

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

This assembly is disrupting the operations of the College and is considered to be a violation of the College's Student Code and Disciplinary Procedures, and a violation of college policy D10. You are directed to terminate this activity immediately. If you do not do so within XX minutes we will take whatever measures are necessary to restore order including calling for additional police assistance. Any student who continues to participate in this activity will be

in violation of the College's Student Code of Conduct and will be subject to disciplinary action including immediate interim suspension.

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

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

- A. The Director of Campus Safety & Security may seek additional support from local law enforcement for assistance.
- B. With the concurrence of the President and/or the college executive responsible for student conduct, the Director of Campus Safety & Security, 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 Onondaga Community College and a direct violation of college Policy D10. 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 Code of Student Conduct and college Policy D10, the College hereby immediately suspends each of you on an interim basis subject to further review and due process. Be advised that you may also be subject to arrest if you do not disperse immediately or if you resist the efforts of law enforcement to clear this area.

- 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, housing privileges, registration, receiving grades, etc.
- D. In the event the demonstration results in property damage or injury, the Director of Safety & Security will notify Management Services for insurance purposes and will alert the Facilities department of any needed repairs.

Demonstrations by Employees

- A. Demonstrations by Employees shall be handled in the same manner as described in "Demonstrations by Students" except that the primary spokesperson shall be the Chief Human Resources Officer, or his/her designee.
- B. If it is determined that intervention is necessary a general statement which includes the following language should be issued.

This assembly and the conduct of each participant is seriously disrupting the operations of the college and is a clear violation of the rules of public order at Onondaga Community College and a direct violation of college policy D10. You have been previously directed to terminate this demonstration and have been put on notice of the consequences of your actions if you fail to do so.

Since you have chosen to fail to abide by this notice and continue this activity and are in direct violation of the rules of public order at Onondaga Community College and college policy D10, the Vice President of Human Resources immediately suspends each of you subject to further review and appropriate due process. Be advised that you may also be subject to arrest if you do not disperse immediately or if you resist the efforts of law enforcement to clear this area.

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

Epidemic or Pandemic Illness

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

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

- Up to 30% of the workforce could be absent from work due to illness during a pandemic emergency. People may decide to stay home to care for family members or because they are concerned about exposure.
- Vaccines and antiviral medications may be in short supply during the onset of an epi- or pandemic illness
- The assistance from outside organizations or levels of government may be severely limited if the outbreak is widespread.
- Availability of supplies may be limited due to hoarding or limited production.
- Public Transportation and other services may be limited as a strategy to minimize community exposure.
- The plan assumes a highly infectious illness and easily spread disease.
- The college may close or modify its operations depending on the level of outbreak on campus.

Responsibilities and Procedures

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

Responsibilities:

- a. The Vice President, Campus Life and Safety has the overall responsibility for implementing this plan. Those responsibilities include:
 - Coordinating and monitoring campus preparation and response activities.
 - Planning for and securing supplies that aide in preventing the spread of the illness.
 - Chairing an ad hoc working group empanelled by the President to coordinate an ongoing campus preparation and response. Representation from all major divisions of the College should be included.
 - Reviewing applicable Health Department, Centers for Disease Control and World Health Organization releases regarding the identified illness including specific programs and recommendations for higher education.

- Determining the risk level present on campus based on the potential for exposure to the identified illness.
 - In conjunction with College communication professionals, communicating important pandemic flu information to the campus community.
 - Developing and maintaining data on the illness and its impact on the college community.
- b. Overall coordination of any response to an epi- or pandemic illness is the responsibility of the ad hoc working group appointed by the President and EC. The working group's responsibilities include:
- Planning the institutions efforts to mitigate the outbreak.
 - Planning the institutions efforts to care for members of the College community affected by the illness as appropriate.
 - Proposing content for campus and external communications to the Vice President for Enrollment Development and Communications or designee.
 - Discussing updated information provided by the Vice President, Campus Life and Safety about the pandemic and formulating any response to developments in the outbreak or responses to the illness.
 - Should the epi- or pandemic become severe, recommend restrictions or cancellation of college services to the President and Executive Council.
 - Make recommendations to the President and Executive Council with regards to college operations affected by the emergency.
 - Once normal operations resume and any infectious disease outbreak is controlled, the working group will evaluate the College's response and make recommendations to the President and EC for changes in the plan.
- c. The designated College spokesperson is responsible for disseminating public information regarding the emergency and for responding to media inquiries. Methods of communicating to the college community may include:
- College Websites
 - College Email
 - Postings/Posters
 - College Monitors
 - News releases/press conferences/etc. (as necessary)
- d. Department Heads and Supervisors shall have the following responsibilities:
- Should they be deemed necessary and are provided, make personal protective equipment available to employees at risk of exposure
 - Implement any communication, illness mitigation, or other training strategy developed by the working group and approved by the President and EC.
 - Monitor departmental resources and alert the relevant vice president and the working group if the staff resources needed for operation of the unit are threatened by staff absence due to illness.
- e. If the plan is activated, Onondaga Community College staff, faculty and students shall have the following responsibilities:
- Follow recommended prevention guidelines

- Wear personal protective equipment when advised
- Participate in any related training.
- Notify a supervisor if they become ill.

General guidelines:

- a. 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 Health Department, The Centers for Disease Control, and the World Health Organization. Recommended action will likely include:
 - Proper hand washing methods
 - Cough etiquette
 - Proper disposal of soiled objects
 - Social distancing practices
 - Cleaning of commonly used surfaces
 - Stay home if they become ill
 - Inoculation, if available and deemed effective
 - Exercise increased frequency rates of cleaning areas that are known or likely to be infected with flu virus with approved cleaning agent
- b. Onondaga 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.

Section 10: Campus Evacuation Plan

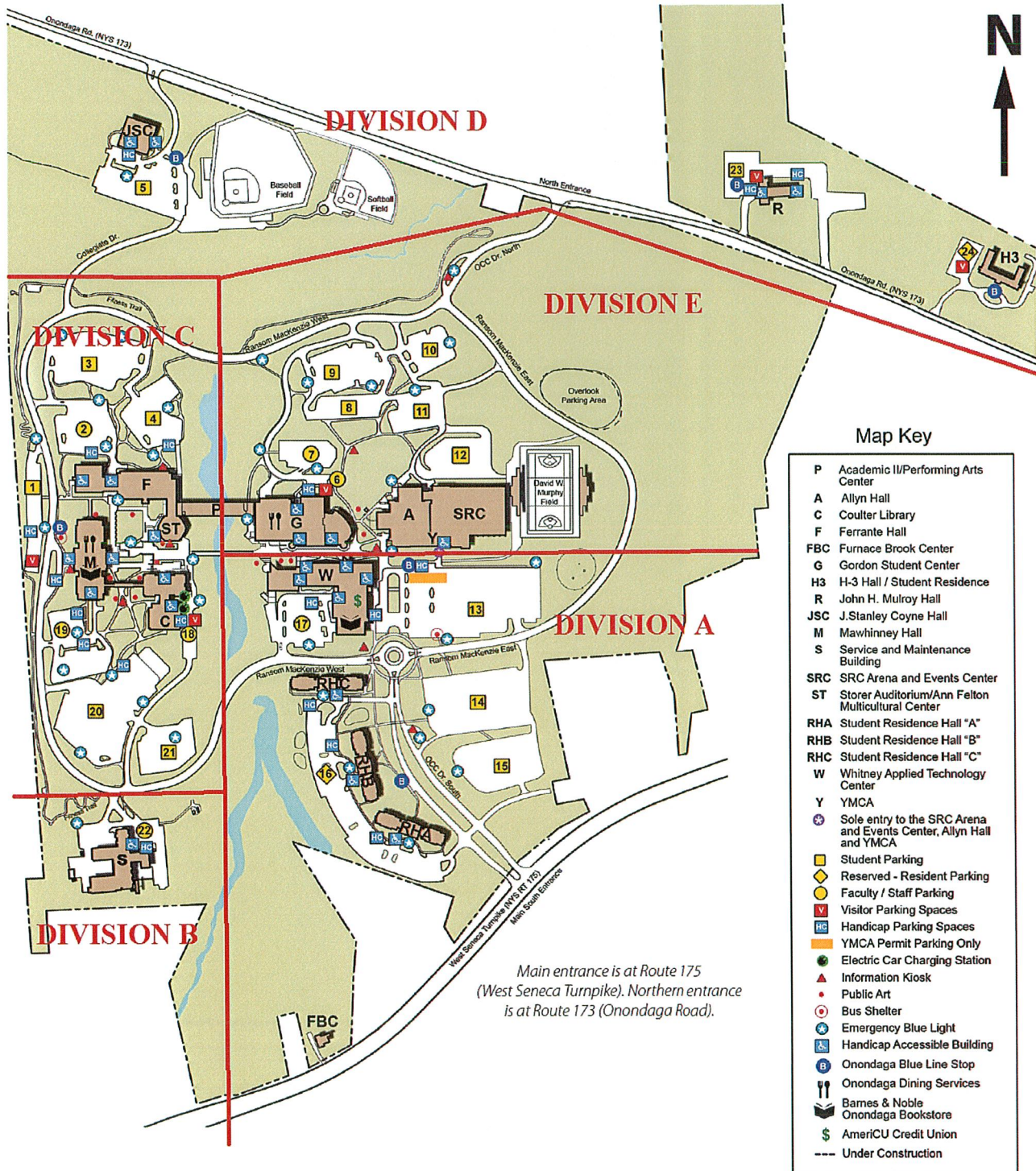
- A. Evacuation of all or parts of the campus are only authorized by Campus Safety & Security after consultation with the President unless circumstances demand immediate action.
- B. Upon receiving this notification all persons are to immediately vacate the affected area and relocate to a designated safe location which may be another part of the campus grounds or off campus.
- C. No one should return to the evacuated area until they have been advised that it is safe to return to that area by authorized personnel.
- D. Members of the Department of Campus Safety and Security along with members of responding emergency responding agencies will insure that all occupants have been evacuated from the effected building.

Campus-Wide Evacuation Logistics

In the event that a campus-wide evacuation is ordered, the incident commander will assume responsibility for management of the evacuation to include departures from all campus buildings as well as traffic management during the period of egress. Assistance will be requested from outside law enforcement at the discretion of the incident commander to ensure effective traffic flow onto main roadways. Evacuation routes must always consider the need to allow emergency equipment to access the hazard zone, and are, therefore, adjusted or restricted at the discretion of the incident commander.

The campus-wide plan divides the campus into 5 Divisions (Division A,B,C,D & E) and establishes an initial evacuation route for each zone. The zones are assigned as detailed in the map below:

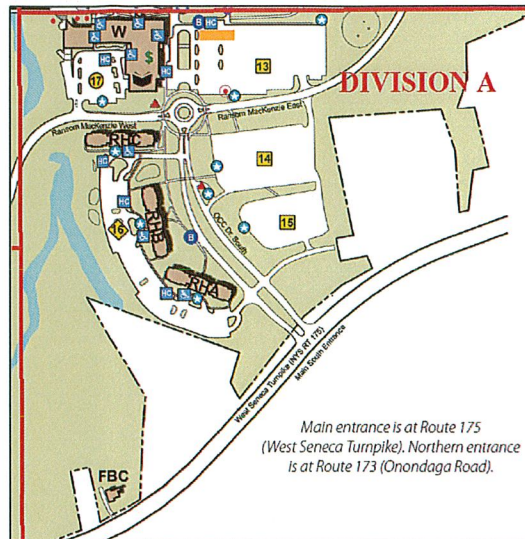
Campus Map



Detailed instructions for each Division are as follows:

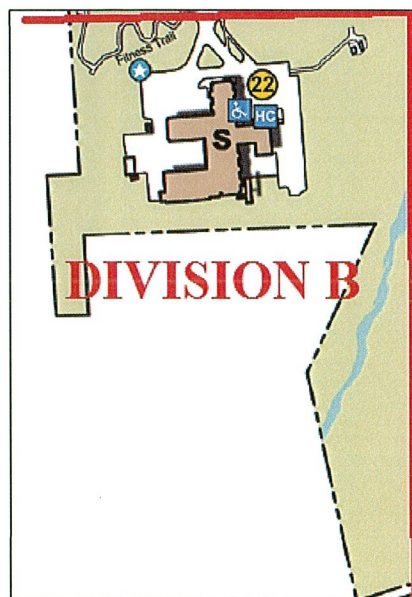
Division A

- Vehicles - Use exit onto westbound Rt. 175 W. Seneca Turnpike. (right turn at exit) If law enforcement is present, follow directions.
- Pedestrians - Gather at SE corner of Whitney lot 17 to await Centro Bus pickup.
- Special Needs - Exit building and gather at NE corner of Whitney 17 for Centro pickup.



Division B

- Division B is to evacuate using the Division A exit onto Rt. 175 W. Seneca Turnpike westbound (right turn at exit). If law enforcement is present, follow directions.



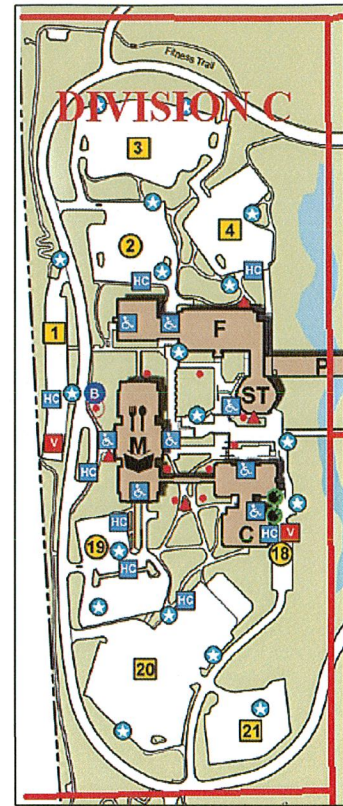
Division C

Vehicles

- Ferrante Lots (Lots 2) - Use Division E exit (right turn from exit) onto eastbound Onondaga Road (Rt. 173). If law enforcement is present at the exit, follow directions.
- Mawhinney Lots (Lots 1, 19) - Use Division D exit (right turn from roadway) onto eastbound Onondaga Road (Rt. 173). If law enforcement is present at the exit, follow directions.

Pedestrians

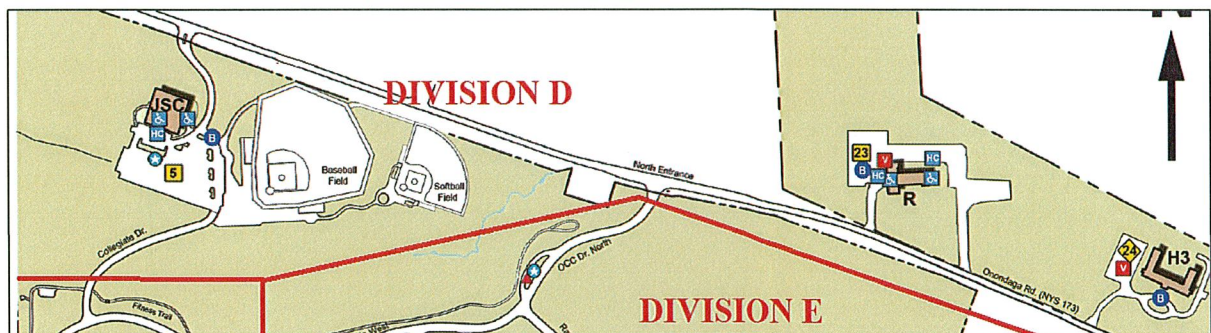
- Ferrante - Gather at NW corner of Ferrante lot #2 to await Centro Bus pickup.
- Mawhinney - Gather at SW corner of Mawhinney lot #1 to await Centro Bus pickup.
- Special Needs - Exit building and gather on West side of structures to wait for Centro pickup.



Division D

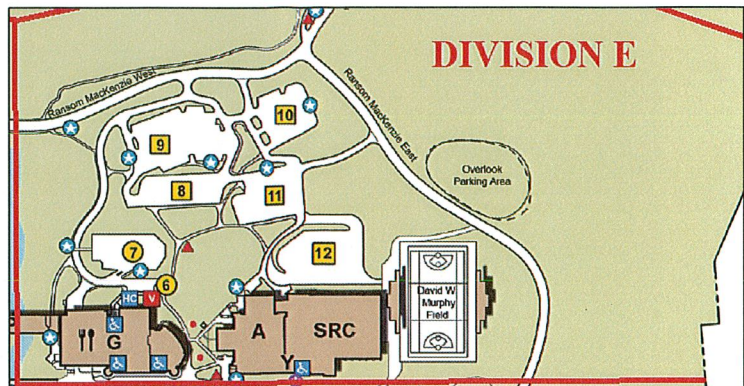
Vehicles

- Coyne Hall - use exit onto eastbound Onondaga Road (Rt. 173). Mulroy Hall and H-3 use exits onto westbound Rt. 173. All parking lots evacuate using right turns from exit onto Rt.173. If law enforcement is present at the exit, follow directions.
- Pedestrians - Gather at upper parking lot 5 near Emergency Call Box to await Centro Bus pickup.
- Special Needs - Exit building and gather at southern most location of lower parking lot and wait for Centro pickup.



Division E

- Vehicles - Use Division E exit (OCC Drive North) to Rt.173 eastbound. (Right turn onto Rt. 173)
- Pedestrians – Gordon Student Center Gather at NE corner of Lot #7 to await Centro Bus pickup. Allyn Hall and SRC gather at NE corner of Lot 12
- Special Needs - Exit buildings and gather at NW corner of Gordon Lot #6 for Centro pickup.



Building Evacuations

- A. All building evacuations will occur when an alarm has sounded and /or by notification from Campus Safety.
- B. When the building evacuation alarm has been activated all occupants of the building are to immediately leave the building by way of the nearest exit and they are to alert others to do the same.
- C. To the extent practical, the disabled should be assisted in exiting the building. In case of fire the elevators should not be used. Should a member of the disabled community not be able to exit a campus building, he or she should proceed to the designated evacuation point or alert a colleague to their exact location so that rescue personnel can affect their evacuation.
- D. Should a member of the disabled community be unable to safely effect their egress from a building and also be unable to reach a designated evacuation point or notify someone else of their location then he or she should find the nearest safe shelter and await evacuation. Campus Safety and/or local emergency personnel will conduct a room-to-room search and assist anyone otherwise unable to exit the building.
- E. Once outside, occupants should proceed to a clear area that is at least 50 feet from the affected building, or farther if advised to do so. Building exits and entrances, walkways, fire lane and hydrants should be kept clear for emergency response personnel.
- F. Members of the Department of Campus Safety and Security and other emergency responders are to assist in this process and may be called upon to direct the evacuated occupants to a pre-designated area, and the route to follow to get to the pre-designated area, and to assist with a head count to ensure that everyone has been evacuated from the building.
- G. DO NOT return to an evacuated building unless told to do so by Campus Safety & Security.
- H. If the incident is such that evacuation of the building would place occupants in harm's way, a Campus Safety Officer will respond to each individual classroom, office or work station and advise each individual of the appropriate action to be taken. Action may include remaining in the room until advised to leave, locking doors and/or windows and closing blinds. In all cases those told to remain in the area should not evacuate the area until given the order by a Campus Safety Officer.
- I. If a campus building or buildings need to be evacuated, the preferred designated alternate site shall be the SRC Arena and Events Center.

Residence Hall Evacuation

In the event that it becomes necessary to evacuate the Residence Halls the following procedure will be followed:

- If the evacuation is part of a campus wide evacuation the occupants of the A, B, and C Residence Halls shall follow the same procedure as those to be evacuated from Division A. Residents of H-3 should follow the guidance for Division D.
- If the evacuation is a short term evacuation the residents of Buildings A and B and C will be directed to the SRC Arena. Residents will remain at their assigned locations until a determination has been made concerning their return to their respective residence hall or determination made concerning further evacuation. Residents of H-3 should proceed to the adjacent basketball court and await shuttle transportation to the SRC Arena.
- Residential students will remain in the SRC Arena until a determination has been made concerning their return to the residence hall or determination made concerning further evacuation. If further evacuation is necessary, students will gather at the front of the SRC Arena and follow instructions for transportation to an alternative site. Those students who have their own transportation will be transported back to H-3 Residence Hall by Campus Shuttle and then directed off campus.

Children's Learning Center Evacuation

In the event that the Children's Learning Center needs to be evacuated the following procedure shall be followed:

If the evacuation is a part of a campus wide evacuation the occupants of the Children's Learning Center shall follow the procedure for Division C.

- a. Occupants of the Children's Learning Center shall gather at the South/West corner of the Mawhinney Lot #1 to wait for Centro Bus pick up.
- b. Evacuation transport will enter Rt. 175 via OCC Drive and transport the occupants of the Children's Learning Center to the Onondaga Town Hall recreation room, located on 5020 Ball Road, Syracuse NY 13215. Access to the Onondaga Town Hall recreation room will be controlled by Children's Learning Center staff.
- c. The members of the Children's Learning Center shall remain at their assigned locations until their care and custody has been transferred to a parent or guardian in accordance with the Children's Learning Center policy and procedures or until a determination has been made concerning their return to their respective building.

If the evacuation is a short term, local evacuation then the following procedure shall be followed:

- a. The occupants shall be directed to the Mawhinney Building and shall be housed in classrooms located on the North side of the first floor. Access to the Mawhinney classrooms shall be controlled by a member of the Children's Learning Center Staff.
- b. In the event that the Mawhinney building is not available the occupants of the Children's learning Center shall be directed to the Multi-purpose room which is located on the first floor of the SRC Arena. Access to the recreation room shall be controlled by a member of the Children's Learning Center Staff.

- c. In the event that the Mawhinney Building or the Multi-purpose room is not available, the occupants of the Children's Learning Center shall be directed to the Gordon Center and will be housed in the Bistro. Access to the Bistro will be controlled by the Children's Learning Center Staff.
- d. If needed, College's shuttle service shall be used to assist in the evacuation of the Children's learning Center.
- e. The members of the Children's Learning Center who have been evacuated shall remain at their assigned locations until a determination has been made concerning their return to their respective building or determination made concerning further evacuation.