

Procedure 102.1 Emergency Response (Batavia Campus)

January 22, 2020

Supersedes previous procedure 102.1 dated January 6, 2016



Summary

The basic emergency guidelines outlined in this procedure are designed to enhance the protection of lives and property through effective use of college and community resources. Whenever an emergency affecting the Batavia campus reaches proportions that cannot be handled by routine measures, the President of Genesee Community College, in conjunction with Genesee County Emergency Management Officials, will declare the Batavia campus site to be in a state of emergency. It also will be the responsibility of the President in conjunction with the Genesee County Officials to terminate the state of emergency.

Emergencies may be sudden and without warning. These procedures are designed to be flexible in an effort to accommodate all contingencies. Further, since the succession of events is not predictable in an emergency, the support and operational plans in each type of emergency are intended to serve as a guide and checklist and may require modification in order to meet the requirements of the emergency.

These procedures apply to all personnel, buildings, and grounds on the Batavia campus of Genesee Community College. The Campus Centers in Orleans, Livingston, and Wyoming counties will be governed by their own separate procedures.

Process

I. Types of Emergencies

The types of emergencies covered by this plan are:

- A. Medical Emergencies** – The College Nurse, Campus Safety and/or Athletic Trainer will assess medical problems and, if needed, contact 911. If anyone other than Campus Safety contacts 911, they will notify Campus Safety immediately.
- B. Fire** – Campus Safety will contact 911 and then assess the situation. Campus Safety will re-contact 911 and advise them of the situation.
- C. Violent or Criminal Behavior** - Campus Safety will be notified when violent or criminal behavior occurs on campus. If needed, Campus Safety or a person directed by Campus Safety will contact 911.
- D. Chemical Spills** – College personnel trained in chemical clean-up will clean up spills. If the spill cannot be contained and cleaned by college personnel, Campus Safety will be notified and they will contact 911.

E. Bomb Threats

F. Natural Disaster – Campus Safety will contact 911. Crisis Response Team will be activated.

G. N.B.C. (Nuclear, Biological and Chemical-- Weapons of Mass Destruction) – Campus Safety will contact 911.

H. Refrigerant Alarm – If an alarm sounds, evacuation will occur ONLY in the Machine Room. Campus Safety will contact York International (number posted on door) and the Director of Building and Grounds will respond to the problem.

II. Definitions of an Emergency

The following definitions of an emergency are provided as guidelines to assist area and building coordinators in determining the appropriate response:.

A. Limited Emergency

A “limited emergency” is defined as any incident, potential or actual, which affects the life or safety of an individual and/or which will disrupt the overall operations of the College. In the case of a limited emergency, external emergency services (911) will be notified to augment major efforts from campus support services.

B. General Emergency

A “general emergency” is defined as any event or occurrence that takes place that seriously impairs the operations of the College. At such time, 911 will be contacted. The Emergency Response team will attempt to control the situation until outside resources arrive on campus.

III. Declaration of a Campus State of Emergency

The authority to declare a campus state of emergency rests with the President of Genesee Community College, in consultation with Genesee County Officials.

During the period of a campus emergency or disaster, the President of Genesee Community College (or his/her designee), working with Genesee County Officials, shall declare a “state of emergency,” and shall place into effect the appropriate procedures necessary to meet the emergency, safeguard people and property, and maintain the campus facilities. Only those faculty and staff members who have been assigned emergency team duties or have authorization from emergency personnel will be allowed to enter the immediate emergency/disaster site as established either by the Crisis Response Team or outside emergency services.

IV. Emergency Coordination

All campus-based emergency operations shall be coordinated by Campus Safety under the direction of the College President. In the event that the emergency is so extensive that more than one outside resource must be utilized, the President of Genesee Community College or his/her designee will be notified as quickly as possible.

V. Emergency Communication/Command Center

When a major emergency occurs, it shall be the responsibility of the Crisis Response Team, including Campus Safety and Buildings and Grounds, to designate a safe location in which to set up an Emergency Communication/Command Center in conjunction with outside resources.

VI. Crisis Response Team

When a major emergency occurs, a Campus Crisis Response Team shall be activated. The team shall assist with emergency measures until otherwise directed. The team shall consist of the following personnel:

- President
- Executive Vice President for Finance and Operations/CFO
- Provost/Executive Vice President for Academic Affairs
- Vice President for Student and Enrollment Services
- Vice President for Development and External Affairs

Team members will remain in constant communication with the Emergency Communications/Command Center.

VII. Campus Safety

- A. Coordinates the College emergency response
- B. Assesses the emergency with the Crisis Response Team to determine specific responses
- C. Contacts 911 for emergency services
- D. Notifies and continues liaison activities with College administration, governmental agencies, and others as necessary
- E. Determines type and magnitude of emergency and initiates, if necessary, the Emergency Communications/Command Center
- F. Notifies other College administrators of emergencies
- G. Monitors campus emergency warning and evacuation systems

VIII. Building and Grounds

- A. Provides and directs equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris removal (exceptions being matters relating to fire or criminal activity), and emergency repairs
- B. Obtains as necessary the assistance of utility companies

IX. Vice President for Development and External Affairs

- A. Serves as a liaison with news media for dissemination of information
- B. Advises the President of all news being released by media concerning the College and the emergency
- C. Prepares news releases for approval by the President concerning the emergency

- D. During multiple agency response, there will be scheduled news briefings. There will be only one media spokesperson who will represent all the agencies.

X. Preparedness

A. Administration

1. Shall distribute to all employees emergency response guidelines
2. Schedule evacuation drills
3. Furnish each workspace with evacuation maps indicating nearest exits

B. Faculty and Staff

1. Educate students/employees concerning emergency evacuation routes and exits
2. Inform students/employees of declared state of emergency

XI. During an emergency:

A. Crisis Response Team

1. Evaluates the emergency and take appropriate action
2. Evacuates building(s) if necessary
3. Designates area and assigns personnel for counseling services
4. Coordinates efforts with outside agencies if needed
5. Identifies an area for standard college community members to make emergency telephone calls

B. Faculty and Staff

1. Direct students/employees to nearest exits
2. Direct mobility impaired students/employees to designated assembly areas
3. Monitor students/employees evacuated and report any person known to be missing from assembly to administration or to Campus Safety.

C. Campus Safety and other Designated Emergency Personnel

1. Direct evacuation to assigned areas
2. Assist faculty and staff with mobility impaired students/employees
3. Verify completed evacuation of area
4. Report occupancy of mobility impaired assembly area to emergency rescue personnel
5. Assist with traffic control
6. Direct/assist outside agencies with emergency-related issues
7. Depending on the type of emergency involved, Campus Safety and designated Emergency Personnel will monitor building perimeter access and report any violations to the President or his/her designee.

Forms

None

Related Documents

Procedure 102.1: APPENDIX 1 – Emergency Procedure One-Page Reference (next page)

Procedure 102.2: Emergency Closing of the College

Procedure 123: Evacuation

Policy 1011: Policy on Emergencies

APPENDIX 1

EMERGENCY PROCEDURE

Remain calm and call for assistance:

Batavia Campus:

1. Call Campus Safety at **ext. 6500** or **(585) 345-6500** from a cell phone; or
2. If unable to reach Campus Safety, **call 911**.

Campus Centers:

1. **Dial 911** for emergency assistance.

All Cases:

1. Give your name, location, and, if possible, describe the emergency.
2. For medical emergencies:
 - A. Stay with the victim until help arrives. Help the victim to rest comfortably and reassure him/her that help is on the way.
 - B. Do not attempt to move the victim if he/she is unconscious or if you suspect a back or neck injury.

For fire/explosion:

1. Evacuate immediately to a safe area.
2. Assist mobility-impaired members to the Area(s) of Refuge.

For suspicious object(s):

1. Don't touch the object
2. Don't open drawers or cabinets
3. Don't turn electrical devices and switches on or off
4. Be aware that there may be additional devices

For an active shooter:

1. RUN, HIDE, FIGHT:
 - A. Evacuate (RUN) – have an escape plan and route in mind
 - B. HIDE – out of the shooter's view behind a locked or blocked door
 - C. Take action (FIGHT) – only as a last resort, attempt to incapacitate the shooter
2. When law enforcement arrives:
 - A. Remain calm and follow instructions
 - B. Raise hands, spread fingers, keep hands visible
 - C. Don't make any quick movements
 - D. Avoid pointing, screaming and/or yelling

For a bomb threat:

1. Keep calm
2. Do not hang-up – let the caller talk
3. Make a note of as much information as you can get from the caller; ask questions as the opportunity arises, but avoid being confrontational
4. Call X6500 or 911 from another phone line, or have someone else call while you attempt to keep the caller on the phone
5. Avoid using cell phones and two-way radios inside the facility