2011-2012

HAMILTON COLLEGE
EMERGENCY ACTION & RESPONSE QUICK REFERENCE GUIDE

TABLE OF CONTENTS

Emergency Communications **page 2**

Hamilton Emergency Management Infrastructure **page 3**

Hamilton Incident Management Team (HIMT) Flowchart **page 4**

Departmental Emergency Services & Capabilities **page 5**

Universal Emergency Preparedness Considerations **page 6**

General Emergency Action, Evacuation & Response Considerations **page 7**

Emergency Action Plans (EAP's) **page 8**

Assembly Points for Building Evacuations **page 9**

Important Note

This document, as well as the 15 "Emergency Action Plans" separate from this document, are available on-line at:

Hamilton College Emergency Planning & Procedures

For those who choose to maintain this document in hard copy for ready access, please print off the 15 accompanying Emergency Action Plans.

EMERGENCY COMMUNICATIONS

On-Campus Emergency Contact Information	
Campus Safety (all emergency types)	x4000
Campus Safety (non-emergencies)	x4141
General Information	x4444
Hamilton College Emergency Medical Services (HCEMS)	x4000
Student Health Center	x4111
Physical Plant/Maintenance Emergencies	x4500
***Note—dialing 911 from on-campus phones directs you to the x4000 ext.**	

Off-Campus Non-Emergency Contact Information	
Kirkland Police Department	853-3311
New York State Police	736-0121
Oneida County Sheriff's Patrol	736-0141
***Note—for emergencies, dial 9 then 911 from on-campus phones**	

"Blue Light"/Other Emergency Telephone Locations		
North Lot	Root Dorm Parking Lot (2)	Woollcott
Little Pub	Bristol Center Parking Lot	Beineicke Bridge
Field House	Campus Safety Building	All Science Teaching Labs

Emergency Communication Systems	
Type	**Action Steps To Be Taken**
Building Fire Alarm	Emergency building evacuation—proceed to initial gathering point
Blackboard Connect	Follow instructions as reported via email, telephone, cell phone or text message
Outdoor Warning Siren: Hi/Lo Tone	An emergency incident of high severity is occurring—immediately seek sources of info
***Special Note—additional communications from the College to the community as to the status of an ongoing incident, or to give an "all clear" message, may make use of both the Blackboard Connect system and/or the outdoor warning siren's PA function. Members of the community or the public may seek additional incident information through the Hamilton website (www.hamilton.edu), or by calling 4141 (where they may be directed to the Emergency Call Center).**	

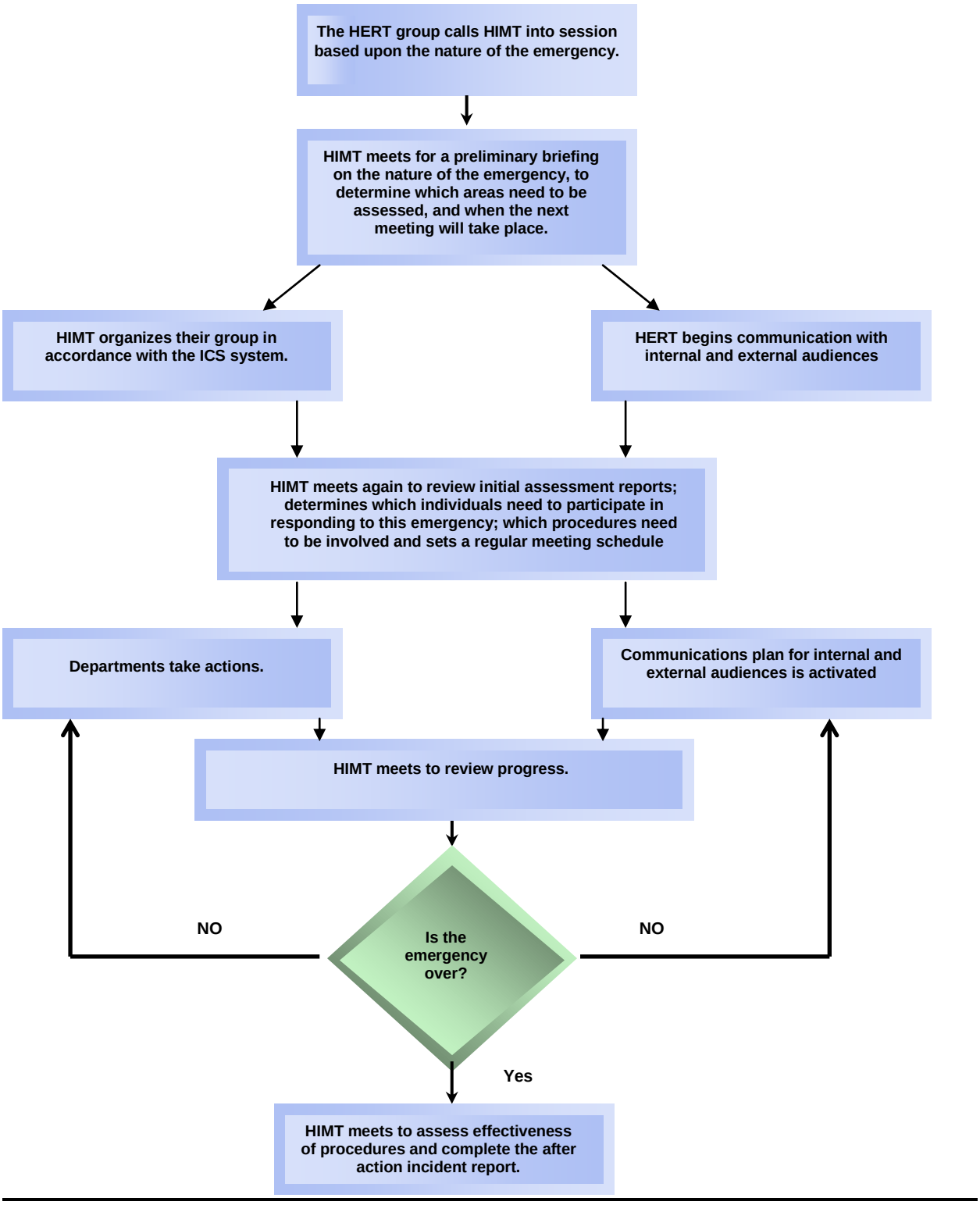
HAMILTON EMERGENCY MANAGEMENT INFRASTRUCTURE

Hamilton Incident Management Team (HIMT)
HIMT is the group of senior staff and other essential personnel with overall administrative and managerial responsibility for the College during emergency incidents. HIMT will normally be activated during emergency events classified at Level 3, or during Level 2/other events as needed or required. HIMT's principal goal is to assist external emergency response agencies to enable the College to return to normal operations as soon as possible. The personnel listed in **bold** indicate the Hamilton Emergency Response Team (or HERT), a subgroup of the HIMT group who have additional emergency planning and preparedness responsibilities.

Facility Emergency Coordinators (FEC's)
The FEC's (noted with ** below) are College personnel who have day-to-day responsibility for routine emergencies that occur on campus, and are typically regarded as "Incident Commanders" for events classified as less than Level 3 in severity. They are trained to characterize events by severity, and can initiate defensive actions to protect personnel/locations and aggressive mitigation as warranted. If a Level 3 or greater event is determined, FEC's will initiate defensive actions, notify HERT, and communicate/coordinate with the appropriate external emergency response agencies.

Hamilton Incident Management Team (HIMT)	
President of the College	Joan Hinde Stewart
Senior Associate Dean of Students for Strategic Initiatives	**Meredith Bonham**
Dean of Faculty/Professor of Biology	Patrick Reynolds
VP for Administration & Finance	**Karen Leach**
Dean of Students	**Nancy Thompson**
Dean of Admission & Financial Aid	Monica Inzer
VP for Information Technology	**David Smallen**
VP for Communications & Development	Richard Tantillo
Executive Director of Communications	**Mike Debraggio**
Associate VP for Facilities & Planning	**Steve Bellona****
Senior Associate Director of Physical Plant	Frank Marsicane**
Director of Human Resources	**Steve Stemkoski**
Director of Campus Safety	**Fran Manfredo****
Director of Environmental Protection, Safety & Sustainability	**Brian Hansen****
Director of Auxiliary Services	Irene Cornish
Controller & Director of Budgets	Shari Whiting
Director of Student Health Services	TBD
Associate Dean of Students for Health & Safety	**Jeff Landry**
Registrar	Kristin Friedel
Director of Residential Life	Travis Hill
Director of Media Relations	**Vige Barrie**

HAMILTON INCIDENT MANAGEMENT TEAM (HIMT) FLOWCHART



DEPARTMENTAL
EMERGENCY SERVICES & CAPABILITIES

While all Hamilton employees and students should work to prevent and avoid emergency incidents from occurring in the first place, the following departments provide typical emergency services at Hamilton College.

Campus Safety
Campus Safety is the first point of contact for the communication of all emergencies. They maintain a close working relationship with various external emergency responders (fire, law enforcement, ambulatory services), and provide "First Responder" services to the community depending on the nature of the event, including 1st Aid/CPR/AED, fire extinguisher deployment (for small, incipient fires), and incidental spill response (for low hazard spills). Finally, Campus Safety monitors all fire safety alarm panel systems for the College, and operates the outdoor emergency warning siren.

Health Center
The Health Center is operated by the Department of Student Health Services, and provides students with preventative medical education and care, as well as the diagnosis/treatment of student illnesses and injuries with consultation and/or referral to other health care professionals when appropriate. It provides limited services (pre-employment physicals, hepatitis B vaccinations, annual respiratory protection physicals) to Hamilton College employees in select departments with initial and/or on-going medical care requirements.

- It is important to note that the Health Center is neither a hospital nor emergency room. It is open during normal College business hours, and appointments are required.

Hamilton College Emergency Medical Services (HCEMS)
HCEMS is principally a student-run EMS organization that operates out of the Health Center and is overseen by Diann Lynch. It provides a wide variety of emergency medical and 1st aid services to all students, employees and members of the public on Hamilton College grounds when classes are in session.

Physical Plant
The Physical Plant has overall emergency responsibilities related to College facilities and utilities, including all building-installed fire safety systems. It may also be called upon to investigate utility-related odors (like natural gas smells or refrigerant leaks), and has a trained "Spill Team" that can respond to and mitigate less than Level 3 petroleum-based spills.

Environmental Protection, Safety & Sustainability (EPS&S)
The Director of EPS&S has overall emergency responsibilities related to chemical, biological, radiological and environmental hazards on campus. The Director may be called upon to investigate and mitigate a wide range of chemical/petroleum-based spills or releases, when they are less than Level 3 in nature.

UNIVERSAL EMERGENCY PREPAREDNESS CONSIDERATIONS

Incident/Hazard Recognition

Recognize the 3 different incident types in terms of their severity, as follows:

- Level 1—incidents of minimal severity, normally mitigated by trained on-campus personnel.
- Level 2—incidents of moderate severity, normally mitigated by Facility Emergency Coordinators, with the occasional assistance of external emergency responders.
- Level 3—incidents of the highest severity, normally mitigated by external emergency responders, with the HERT/HIMT groups aiding and assisting.

Hazard/Risk Management

It is critical to prevent emergencies from occurring by anticipating, recognizing, evaluating and controlling workplace hazards and risks: All employees and students should have a general understanding of where emergency equipment is located, including but not limited to the following:

- Fire extinguishers, fire alarm pull stations, 1st aid kits, telephones, emergency exits, eyewashes/showers and chemical spill kits
- All departments that require its employees or students to use hazardous chemicals or dangerous equipment must ensure they are properly trained.
- All employees and students should be familiar with applicable fire safety rules and regulations

Evacuation Procedures

Initial Gathering Points

- All routinely occupied College facilities have an initial gathering point, which is a location selected by designated Building Coordinators and/or RA's where occupants should gather immediately following an evacuation signal (fire alarm) to await further instructions. Please contact your designated Building Coordinator or RA if you have not been advised of your building's initial gathering point.

Assembly Points

- All routinely occupied College facilities also have primary and alternate assembly points, which are secure locations of assembly and headcounting in the event of actual emergencies that necessitate building evacuations. Should such an incident occur, individuals should proceed from their initial gathering point to their primary assembly point (or alternate assembly point if the primary point is also affected by the incident), until either the emergency is terminated or further direction is provided. See the last section of this document for your building's primary and alternate assembly points.

Lockdown/Shelter-In-Place Procedures

In some emergency situations, evacuating the building/facility is not desired, and lockdown/shelter-in-place procedures are the best courses of action. A lockdown would typically be called for when some criminal element is threatening the campus, such as an active shooter, hostile intruder, or fugitive from justice. Shelter-in-place procedures would typically be called when some environmental element is threatening the campus, such as an airborne chemical plume or weather related event (like a tornado or ice storm). Despite these technical differences, the actions that personnel should take essentially remain the same. Once a lockdown or shelter-in-place command has been ordered, take the following actions:

- Stay inside the building you are in, even if you do not normally work or reside in that building.
- If you are in an outdoor location, proceed to the nearest building or other source of shelter.
- Close and lock exterior and interior doors to the greatest extent possible to maximize security. Also, close windows, blinds and drapes, and stay away from any objects that could fall or otherwise become projectiles.
- Terminate any on-going teaching activities (instruction, lab experiments, studio work, etc.), and turn off all local ventilation, fans, fume hoods, window air conditioners, etc.
- Be prepared to go to more secure locations, as directed by College personnel, and do not leave the building or secured area until and unless told to do so.

GENERAL EMERGENCY ACTION, EVACUATION & RESPONSE CONSIDERATIONS

Hamilton Faculty, Staff, Administrators & Students

- Know the location of both the *initial gathering point* and *assembly point* for the primary buildings where you reside, teach, work, etc., and understand the difference between the two.
- Always respond to an evacuation signal (fire alarm) as if it were an actual emergency.
- If you discover an actual emergency, immediately leave the area, alert others to do the same by verbal commands or a fire alarm pull station, and immediately report it to Campus Safety at x4000. Be sure to give the dispatcher as much information as possible regarding the emergency type/nature/location.
- If a building evacuation is required, report to your initial gathering point to await further instructions.

Building Coordinators, RA's, Faculty/Supervisors w/Students or Employees in Class

- Maintain an updated list of those students and/or employees assigned to you, and share that list with at least one other student or employee.
- Communicate periodically with the students/employees assigned to you concerning the location of your area's *initial gathering points* and *assembly points*.
- Assist Campus Safety with routine fire drills.
- During fire drills or other emergency evacuation alarms where it is not obvious that there is an actual emergency, report to the *initial gathering point* you have chosen and communicated to others, and perform a headcount.
- During actual emergencies (fires, explosions, chemical spills, etc.), report immediately to your *initial gathering point* and direct both students/employees assigned to you, and any other personnel within the building you occupy, to go to directly to the *assembly point*, and perform headcount there.
- Once a headcount has been performed, report the status of the headcount to Campus Safety officers or the Facility Emergency Coordinator(s) for further action.

Campus Safety

- Upon being notified of a potential emergency, the dispatcher will direct a patrolling officer to investigate, and will notify the Facility Emergency Coordinator(s).
- If an actual emergency exists, the first responding officer should notify the dispatcher to immediately notify outside emergency responders and critical members of the HERT team.
- Control the scene, evacuate personnel (as required), and restrict access to impacted or threatened areas.
- Avoid contact with spilled/suspicious materials & keep evacuees upwind of such materials.
- Eliminate any ignition sources that may be present.

Facility Emergency Coordinator(s)

- Immediately report to the location of the emergency.
- Make the necessary hazard assessment, and determine if an evacuation is required and if outside emergency responders are needed (if not already accomplished).
- Set up Command Post at the Campus Safety Office (or other suitable location) and coordinate response efforts with the HERT team and/or outside responders.
- Assist outside emergency responders and work with the Incident Commander as required.
- Determine if a reportable incident has occurred, and facilitate any reporting required by law.

Hamilton Emergency Response Team (HERT)

- Report to the Emergency Operations Center upon notification of an actual emergency.
- Assist the Facility Emergency Coordinator(s) with response efforts.

EMERGENCY ACTION PLANS

Generally speaking, an Emergency Action Plan (EAP) is a set of event-specific instructions listing actions to be taken following the discovery of an emergency event. The College has identified 5 different emergency types by classification, and 15 event-specific EAP's, as follows:

1. Law Enforcement Emergencies

- Suspicious Persons On/Near Campus
- Active Shooter/Hostile Intruder On Campus
- Bomb Threats
- Biological Agent Threats (Suspect Mail)

2. Medical Emergencies

- Medical Emergencies/Injuries
- Outbreaks Of Infectious/Communicable Disease

3. Occupational or Residential Emergencies

- Fires
- Explosions
- Carbon Monoxide Detections

4. Environmental Emergencies

- Chemical Spills
- Petroleum Spills
- Natural Gas Leaks
- Other Environmental Releases

5. Facility/Miscellaneous Emergencies

- Unplanned Power Outages
- Hazardous Weather Conditions

The Hamilton College community should be familiar with each EAP listed above, or at least know how to access them quickly in the face of a true emergency. See the 15 event-specific EAP's at the following website location:

Hamilton College Emergency Planning & Procedures

ASSEMBLY POINTS FOR BUILDING EVACUATIONS

SOUTH CAMPUS RESIDENCE HALLS		
Building	**Primary Assembly Point**	**Alternate Assembly Point**
Major	Annex/Tolles Pavilion	Field House
Minor	Annex/Tolles Pavilion	Field House
McIntosh	Annex/Tolles Pavilion	Field House
Root	Annex/Tolles Pavilion	Field House
Keehn	Annex/Tolles Pavilion	Field House
Babbitt	Annex/Tolles Pavilion	Field House
Milbank	Annex/Tolles Pavilion	Field House
Root Farmhouse	Annex/Tolles Pavilion	Field House
SOUTH CAMPUS ACADEMIC/ADMINISTRATIVE BUILDINGS		
Building	**Primary Assembly Point**	**Alternate Assembly Point**
List Art Center	Annex/Tolles Pavilion	Field House
Kirner-Johnson Center	Annex/Tolles Pavilion	Field House
Schambach Music Facility	Annex/Tolles Pavilion	Field House
McEwen Dining Hall	Annex/Tolles Pavilion	Field House
Molly Root House	Annex/Tolles Pavilion	Field House
Beinecke Village	McEwen Dining Hall	Field House
Little Pub	Annex/Tolles Pavilion	Field House
Sadove Student Center at Emerson Hall	Annex/Tolles Pavilion	Field House

EAST CAMPUS RESIDENCE HALLS		
Building	**Primary Assembly Point**	**Alternate Assembly Point**
Ferguson House	Bundy Dining Hall	Field House
Eells House	Bundy Dining Hall	Field House
Woollcott House	Bundy Dining Hall	Field House
Rogers' Estate	Bundy Dining Hall	Field House
Bundy East	Bundy Dining Hall	Field House
Bundy West	Bundy Dining Hall	Field House
Skenandoa House	Bundy Dining Hall	Field House
Wertimer House	Bundy Dining Hall	Field House
Wallace Johnson Hall	Bundy Dining Hall	Field House
3994 Campus Road	Bundy Dining Hall	Field House
4002 A/B Campus Road	Bundy Dining Hall	Field House
100 College Hill Road	Bundy Dining Hall	Field House
EAST CAMPUS ACADEMIC/ADMINISTRATIVE BUILDINGS		
Building	**Primary Assembly Point**	**Alternate Assembly Point**
Elihu Root House (& Garage)	Bundy Dining Hall	Field House
Phillip Spencer House	Bundy Dining Hall	Field House
Bundy Dining Hall	Commons Dining Hall	Field House
Minor Theater	Bundy Dining Hall	Field House
Bristol Center	Bundy Dining Hall	Field House

NORTH CAMPUS RESIDENCE HALLS		
Building	**Primary Assembly Point**	**Alternate Assembly Point**
South Hall	Commons Dining Hall	Field House
North Hall	Commons Dining Hall	Field House
Kirkland Hall	Commons Dining Hall	Field House
Carnegie Hall	Commons Dining Hall	Field House
Dunham Hall	Commons Dining Hall	Field House
Saunders House	Commons Dining Hall	Field House
Griffin Road Apartments	Commons Dining Hall	Field House
NORTH CAMPUS ACADEMIC/ADMINISTRATIVE BUILDINGS		
Building	**Primary Assembly Point**	**Alternate Assembly Point**
Physical Plant (Main Bldgs)	Commons Dining Hall	Field House
Days-Massolo Center	Commons Dining Hall	Field House
Afro-Latin Cultural Center	Commons Dining Hall	Field House
202 College Hill Road (Philosophy Department)	Commons Dining Hall	Field House
Rudd Health Center	Commons Dining Hall	Field House
Backus House	Commons Dining Hall	Field House
Benedict Hall	Commons Dining Hall	Field House
Couper Hall	Commons Dining Hall	Field House
Chapel	Commons Dining Hall	Field House
Commons Dining Hall	McEwen Dining Hall	Field House
Buttrick Hall	Commons Dining Hall	Field House
Christian A. Johnson Hall	Commons Dining Hall	Field House
Root Hall	Commons Dining Hall	Field House
Blood Fitness Center	Commons Dining Hall	Field House
Alumni Gymnasium	Commons Dining Hall	Science Atrium
Bristol Pool	Commons Dining Hall	Science Atrium
Sage Rink	Commons Dining Hall	Science Atrium
Field House/Squash Courts	Commons Dining Hall	Science Atrium
Science Center	Commons Dining Hall	Field House
Burke Library	Commons Dining Hall	Field House
Siuda House	Commons Dining Hall	Field House
Carriage House	Commons Dining Hall	Field House
AC Alumni Center (C&D)	Commons Dining Hall	Field House
Outdoor Leadership Center (Glen House)	Commons Dining Hall	Field House