

2019-20

**HAMILTON COLLEGE
EMERGENCY ACTION QUICK
REFERENCE GUIDE**

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EMERGENCY COMMUNICATIONS

On-Campus Emergency Contact Information

CONTACT	PHONE NUMBER
Campus Safety (all emergency types)	315-859-4000
Campus Safety (non-emergencies)	315-859-4141
General Information	315-859-4444
Hamilton College Emergency Medical Services (HCEMS)	315-859-4000
Student Health Center	315-859-4111
Facilities Management/Maintenance Emergencies	315-859-4500
*Note—dialing 911 (or 9 then 911) from on-campus phones directs you to the Campus Safety x4000, NOT Oneida County 911!	

Off-Campus Non-Emergency Contact Information

CONTACT	PHONE NUMBER
Kirkland Police Department	315-853-3311
New York State Police	315-736-0121
Oneida County Sheriff’s Patrol	315-736-0141

“Blue Light” Emergency Telephone Locations

Campus Safety	Field House	North Lot & New Lot (2)
Beinecke Bridge	Little Pub	Root Dorm Parking Lot
Bristol Center Parking Lot	Major/Minor/McIntosh Parking Lot	Woollcott

Emergency Communication Systems

TYPE	ACTIONS TO TAKE
Building Fire Alarm	Emergency building evacuation—proceed to muster point
Blackboard Connect	Follow instructions as reported via email, telephone, cell phone, text message or classroom speakers
Outdoor Warning Siren Alert Tone	Immediately seek sources of info.—an emergency incident of high severity is occurring

***Special Note—Communications relaying the status of an ongoing incident may be transmitted through Blackboard Connect system and/or the outdoor warning siren’s PA function. Additional incident information will be available on the Hamilton website (www.hamilton.edu), or by calling x4141.**

HAMILTON EMERGENCY MANAGEMENT INFRASTRUCTURE

Hamilton Emergency Response Team (HERT)

HERT is the group of essential personnel with overall administrative and managerial responsibility for the College during emergency incidents. HERT will normally be activated during emergency events classified at Level 3, or during Level 2/other events as needed or required. HERT's principal goal is to assist external emergency response agencies to enable the College to return to normal operations as soon as possible.

Facility Emergency Coordinators (FEC's)

FEC's (noted with ** below) are College personnel who have day-to-day responsibility for routine campus emergencies, 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 event is determined, FEC's will initiate defensive actions, notify HERT, and communicate/coordinate with the appropriate external emergency response agencies.

TITLE	POSITION
Assistant Director of Campus Safety	Wayne Gentile (Chair)
Associate Vice President for Student Affairs	Jeff Landry (Primary Incident Commander)
Vice President for Administration & Finance	Karen Leach
Vice President of Communications & Marketing	Melissa Richards
Associate Vice President for Communications	Mike Debraggio
Associate Vice President for Facilities & Planning	Roger Wakeman **
Director, Building Systems Management	Bill Huggins **
Director, Human Resources	Steve Stemkoski
Director, Campus Safety	Francis Coots **
Campus Safety Investigator	Anthony Scalise
Campus Safety Patrol Supervisor	Kelle Chrysler
Director of Environmental Protection, Safety & Sustainability	Brian Hansen **
Director, Help Desk and Training Services	Debby Quayle
Director, Outdoor Leadership	Andrew Jillings
Assistant Dean of Students for Residential Life	Travis Hill
Director, Residential Life	Ashley Place
Senior Director of Media Relations	Vige Barrie
Senior Director of Interactive Media	Tim O'Keeffe
Registrar	Kristin Friedel

Additional Essential Personnel

HERT will expand or contract based upon the nature of a given emergency incident as is necessary. The following personnel are also considered essential across most emergency event types on campus:

- President and Senior Staff (in addition to those listed above)
- All Campus Safety Officers and Administrators
- All Facilities Management staff

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, EMS 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.

Student Health Center

The Student 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 emergency services to students who may be injured on campus.

- It is important to note that the Health Center is neither a hospital nor an emergency room. It is open during normal College business hours (8:30 am to 4:30 pm), and appointments are typically 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.

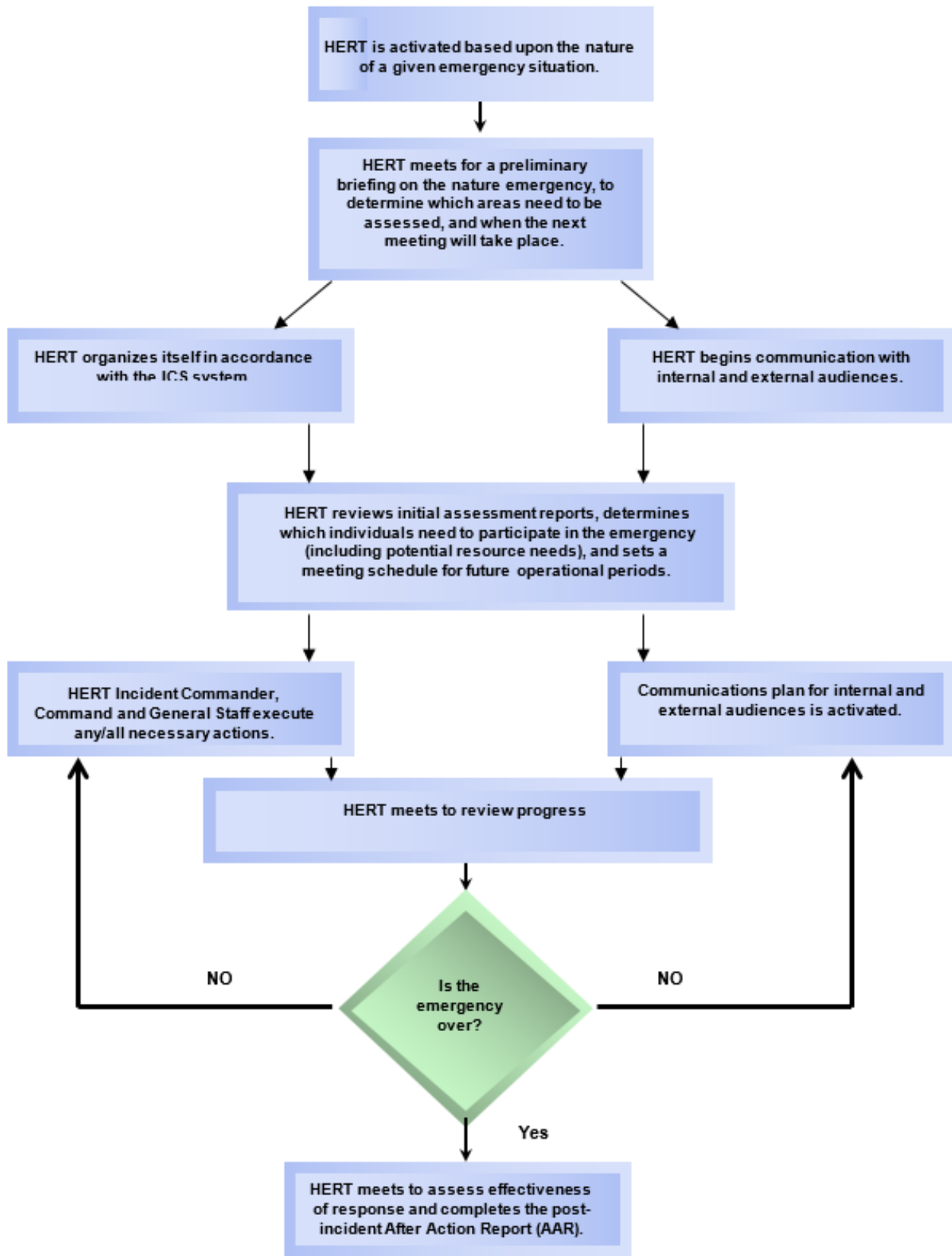
Facilities Management

Facilities Management 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.

HAMILTON EMERGENCY RESPONSE TEAM (HERT) FLOWCHART



UNIVERSAL EMERGENCY ACTION 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 prioritize emergency incident avoidance through risk management and controlling workplace hazards and risks in the first place. Simultaneously, 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, and are encouraged to become acquainted with the [Fire Safety Plans](#) for the buildings they live/work in or otherwise frequent.

Evacuation Procedures

- **Muster Points**—All routinely occupied College facilities have a muster point, which is a location selected by designated Building Coordinators and/or RA's where occupants should gather immediately following an evacuation or fire alarm signal to await further instructions. Please contact your designated Building Coordinator or RA if you have not been advised of your building's muster point, or consult your [Fire Safety Plan](#).
- **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 and temporary relocation/sheltering. Should such an incident occur, individuals should proceed from their muster 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.

Shelter-In-Place Procedures

In certain emergency situations, seeking interior sources of shelter are more desirable actions than building evacuations, or otherwise remaining in spaces external to campus buildings. A shelter-in-place command may be given for several incident types, such as a severe weather emergency (tornado), an environmental emergency (chemical release/plume), or a high severity law enforcement emergency (active shooter/hostile intruder). Should such a command be given, 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 outdoors, proceed to the nearest accessible building. Terminate any classes, athletic activities, work/business operations. If there are visitors or other members of the public around you, invite them to follow your lead.
- For severe weather emergencies, move to areas away from glass windows, shelving, and any other unsecured equipment that could become dislodged, and take refuge in supported building archways, or under desks/chairs.
- For environmental emergencies, close windows and terminate any source of fresh-air ventilation to the greatest extent that you can.
- For high severity law enforcement emergencies (active shooters/hostile intruders), secure yourself/others to the greatest extent possible, or **RUN, HIDE, FIGHT** in a "shots fired" active shooter situation.
- 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 PREPAREDNESS GUIDANCE

Hamilton Faculty, Staff & Students

- Know the location of both the muster point and assembly points 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 muster point to await further instructions.

Building Coordinators and RA's

- Maintain an updated list of those students/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 muster 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 muster point and perform a headcount.
- During actual emergencies (fires, explosions, chemical spills, etc.) with building evacuations, report to your muster point and direct both students/employees assigned to you (and any other personnel within the building you occupy) to go directly to the assembly point, and perform your 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.
- For employees in all other positions of authority over others (faculty teaching a class, supervisors overseeing other employees), it is vital for you to both educate and direct personnel under your care to follow building-based emergency procedures to compliment what Building Coordinators and RA's are responsible for.

Campus Safety

- Upon being notified of a potential emergency, dispatch 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 instruct the dispatcher to immediately notify outside emergency responders and critical members of the HERT team, as warranted.
- Control the scene, evacuate personnel (as necessary), and restrict access to impacted or threatened areas.
- Avoid contact with spilled/suspicious materials and 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 confirm whether or not 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

- Report to and establish an Emergency Operations Center upon notification of a high-level emergency incident. Assume command and primary responsibility for emergency incident management under the National Incident Management System/Incident Command System (NIMS/ICS) based upon the nature/severity of the incident.
- Work with all necessary internal and external resources to mitigate ongoing emergencies and expeditiously return the College to normal business operations. Investigate and institute corrective actions (where appropriate) to prevent or minimize emergency incidents in the future.

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:

<https://www.hamilton.edu/emergency-planning-and-procedures>

ASSEMBLY POINTS FOR BUILDING EVACUATIONS

Generally speaking, the Hamilton College campus is divided into two different Campus Safety patrol zones based on geography. All buildings north of College Hill Road (with the exception of the Griffin Road Apartments and Facilities Management buildings on Miller Road) comprise “North Campus”, and all buildings south of College Hill Road (plus the Griffin Road apartments and Facilities Management buildings on Miller Road) comprise “South Campus”. It is important to note, however, that the selection of primary assembly points below is more practically based upon proximity to a nearby place of temporary relocation, assembly and shelter. In the event of a real emergency necessitating temporary relocation, assembly and shelter, very specific directions from Campus Safety and/or HERT regarding where evacuees should go will be communicated, which may or may not be based upon the north/south/east vernacular used below.

SOUTHERN ZONE BUILDINGS

Building	Primary Assembly Point	Alternate Assembly Point
Major Residence Hall	Tolles Pavilion	Field House
Minor Residence Hall	Tolles Pavilion	Field House
McIntosh Residence Hall	Tolles Pavilion	Field House
Root Residence Hall	Tolles Pavilion	Field House
Keehn Residence Hall	Tolles Pavilion	Field House
Babbitt Residence Hall	Tolles Pavilion	Field House
Milbank Residence Hall	Tolles Pavilion	Field House
List Art Center	Tolles Pavilion	Field House
Kirner-Johnson Center	Tolles Pavilion	Field House
Schambach Music Center	Tolles Pavilion	Field House
McEwen Dining Hall	Tolles Pavilion	Field House
Kennedy Center for Theater & Studio Arts	Tolles Pavilion	Field House
Molly Root House	Tolles Pavilion	Field House
Beinecke Student Activities Village	Sadove Student Center	Field House
Little Pub	Tolles Pavilion	Field House
Sadove Student Center at Emerson Hall	Tolles Pavilion	Field House
AC Alumni Center (Advancement)	Tolles Pavilion	Field House
Outdoor Leadership Center (Glen House)	Tolles Pavilion	Field House
Carriage House	Tolles Pavilion	Field House
Johnson Health & Wellness Center	Tolles Pavilion	Field House

EASTERN ZONE BUILDINGS

Building	Primary Assembly Point	Alternate Assembly Point
4002 A/B Campus Road	Bundy Dining Hall	Field House
100 College Hill Road	Bundy Dining Hall	Field House
95 College Hill Road	Bundy Dining Hall	Field House
1 Anderson Road	Bundy Dining Hall	Field House
Ferguson House	Bundy Dining Hall	Field House
Eells House	Bundy Dining Hall	Field House
Woolcott House	Bundy Dining Hall	Field House
Rogers' Estate	Bundy Dining Hall	Field House
Bundy East Residence Hall	Bundy Dining Hall	Field House
Bundy West Residence Hall	Bundy Dining Hall	Field House
Skenandoa House	Bundy Dining Hall	Field House
Wertimer House	Bundy Dining Hall	Field House
Wallace Johnson Residence Hall	Bundy Dining Hall	Field House
Morris House	Bundy Dining Hall	Field House
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
Bristol Center	Bundy Dining Hall	Field House

NORTHERN ZONE BUILDINGS

Building	Primary Assembly Point	Alternate Assembly Point
South Residence Hall	Commons Dining Hall	Field House
North Residence Hall	Commons Dining Hall	Field House
Kirkland Residence Hall	Commons Dining Hall	Field House
Carnegie Residence Hall	Commons Dining Hall	Field House
Dunham Residence Hall	Commons Dining Hall	Field House
Saunders House	Commons Dining Hall	Field House
Griffin Road Apartments (3)	Commons Dining Hall	Field House
Facilities Management (Main Buildings)	Commons Dining Hall	Field House
Ruth and Elmer Wellin Museum of Art	Commons Dining Hall	Field House
Campus Safety	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 Dept.)	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
Scott Field House/Little Squash Courts	Commons Dining Hall	Science Atrium
New Field House	Commons Dining Hall	Science Atrium
Taylor Science Center	Commons Dining Hall	Field House
Burke Library	Commons Dining Hall	Field House
Siuda House	Commons Dining Hall	Field House