

# HAMILTON COLLEGE EMERGENCY ACTION QUICK REFERENCE GUIDE

2022-23

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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 315-859-4000, 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

Beinecke Bridge  
Bristol Center Parking Lot  
Campus Safety

Field House  
Little Pub  
Major/Minor/McIntosh Parking Lot

North Lot & New Lot (2)  
Root Dorm Parking Lot  
Woollcott

## Emergency Communication System

TYPE	ACTIONS TO TAKE
Building Fire Alarm	Emergency building evacuation—proceed to muster point
Everbridge Mass Notification System & ALERTUS Beacons	Follow instructions as reported via email, telephone, cell phone, text message, beacons or classroom speakers
Outdoor Warning Siren	Immediately seek sources of info (Everbridge, email) —an emergency incident of high severity is occurring

**\*Special Note**—Communications relaying the status of an ongoing incident may be transmitted through Everbridge and/or the outdoor warning siren’s PA function. Additional incident information will be available on the Hamilton website ([www.hamilton.edu](http://www.hamilton.edu)), or by calling 315-859-4141.

# HAMILTON EMERGENCY MANAGEMENT INFRASTRUCTURE

## Crisis Management Team (CMT):

CMT is comprised of senior College officials who have overall administrative and managerial responsibility for emergency planning before, during and after emergency incidents, and include the following personnel:

TITLE/ROLE	NAME
President, Crisis Manager	David Wippman
Vice President for Administration & Finance	Karen Leach
Vice President for Communications & Marketing	Melissa Richards
Vice President for Student Affairs & Dean of Students	Chris Card
Associate Vice President of Facilities & Planning	Michael Klappmeyer

## Hamilton Emergency Response Team (HERT):

HERT is the group of essential personnel with overall managerial responsibility during Level 2 or 3 emergency incidents on campus, and include the following personnel:

Title/Role	Name
Associate Vice President for Student Affairs (HERT Chair)	Jeff Landry
Director of Campus Safety (Incident Commander)	Frank Coots
Campus Safety Emergency Manager	John Ball
Senior Director, Media Relations	Vige Barrie
Assistant Director of Campus Safety	Wayne Gentile
Director, Environmental Protection, Safety & Sustainability	Brian Hansen
Director, Building Systems Management (FM)	Bill Huggins
Campus Safety Investigator	Tony Scalise
Director, Human Resources	Steve Stemkoski
Campus Investigator & Compliance Officer	Judie Trimboli
Director, Information Security & Privacy	Jerry Tylutki
Associate Dean of Faculty	Penny Yee

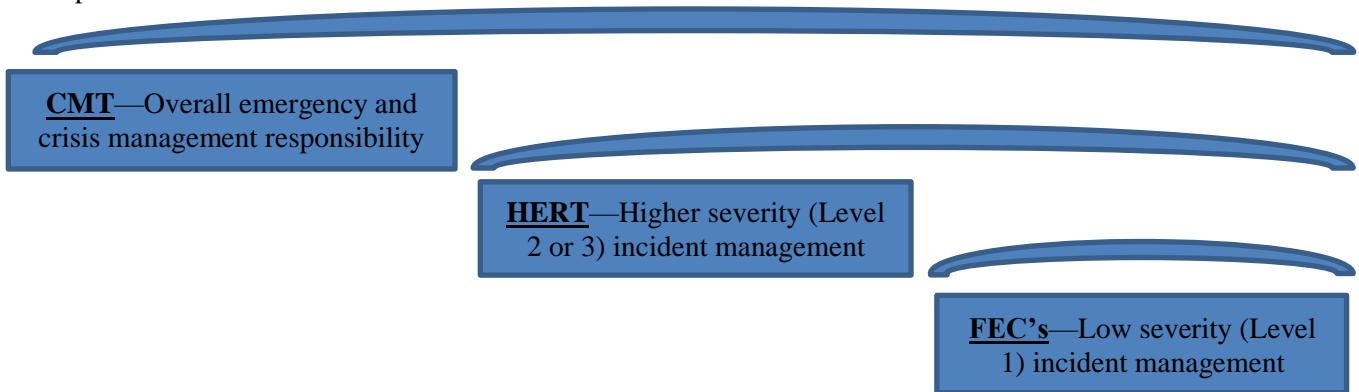
## Facility Emergency Coordinators (FEC):

FEC's are College personnel with day-to-day responsibility for routine campus operations and emergencies, and are typically regarded as "Incident Commanders" for events at or below Level 1 severity. They include the following personnel:

Title/Role	Name
Director of Campus Safety	Frank Coots
Assistant Director of Campus Safety	Wayne Gentile
Associate Vice President of Facilities & Planning	Michael Klappmeyer
Director, Building Systems Management (FM)	Bill Huggins
Director, Environmental Protection, Safety & Sustainability	Brian Hansen

## The “Arc” of Emergency Management at Hamilton

The relationship between CMT, HERT and the FEC’s as they relate to emergency management may be thought of as per the below:



## Additional Essential Personnel

HERT will expand or contract based upon the nature of a given emergency incident as 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 1<sup>st</sup> 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 Monday-Thursday 8:30 a.m. to 6 p.m. and Friday from 8:30 a.m. - 4:30 p.m. 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 David Goldman. It provides a wide variety of emergency medical and 1<sup>st</sup> 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.

# UNIVERSAL EMERGENCY ACTION CONSIDERATIONS

## Incident/Hazard Recognition

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

- Level 1—incidents of minimal severity, normally mitigated by trained on-campus personnel and/or FEC's
- Level 2—incidents of moderate severity, normally managed and/or mitigated by HERT, with the occasional assistance of external emergency responders
- Level 3—incidents of the highest severity, normally managed and/or mitigated by external emergency responders, with CMT/HERT aiding and assisting as necessary

## 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, 1<sup>st</sup> 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.
- 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 directed 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 store that list in designated areas for ready access by responding agencies. 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 when directed by Campus Safety, direct both students/employees assigned to you (and any other personnel within the building you occupy) to go to the assembly point, and perform your headcount there.
- Once a headcount has been performed, report the status of the headcount to Campus Safety 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 HERT and/or external responders.
- Assist external 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).

# 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 five 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](#).

if you  
**SEE SAY**  
SOMETHING SOMETHING™

**HAMILTON COLLEGE  
CAMPUS SAFETY DEPARTMENT**

**Emergency: Ext. 4000 or (315) 859-4141**

~ or ~

**1-866-SAFE-NYS (866-723-3697)**

(NYS Terrorism Tips Line)



**ALL CALLS WILL REMAIN  
STRICTLY CONFIDENTIAL**

## 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
<a href="#">Major Residence Hall</a>	Tolles Pavilion	Field House
<a href="#">Minor Residence Hall</a>	Tolles Pavilion	Field House
<a href="#">McIntosh Residence Hall</a>	Tolles Pavilion	Field House
<a href="#">Root Residence Hall</a>	Tolles Pavilion	Field House
<a href="#">Keehn Residence Hall</a>	Tolles Pavilion	Field House
<a href="#">Babbitt Residence Hall</a>	Tolles Pavilion	Field House
<a href="#">Milbank Residence Hall</a>	Tolles Pavilion	Field House
<a href="#">Glenview A&amp;B</a>	Tolles Pavilion	Field House
<a href="#">List Art Center</a>	Tolles Pavilion	Field House
<a href="#">Kirner-Johnson Center</a>	Tolles Pavilion	Field House
<a href="#">Schambach Music Center</a>	Tolles Pavilion	Field House
<a href="#">McEwen Dining Hall</a>	Tolles Pavilion	Field House
<a href="#">Kennedy Center for Theater &amp; Studio Arts</a>	Tolles Pavilion	Field House
<a href="#">Molly Root House</a>	Tolles Pavilion	Field House
<a href="#">Beinecke Student Activities Village</a>	Sadove Student Center	Field House
<a href="#">Little Pub</a>	Tolles Pavilion	Field House
<a href="#">Sadove Student Center at Emerson Hall</a>	Tolles Pavilion	Field House
<a href="#">AC Alumni Center (Advancement)</a>	Tolles Pavilion	Field House
<a href="#">Outdoor Leadership Center (Glen House)</a>	Tolles Pavilion	Field House
<a href="#">Carriage House</a>	Tolles Pavilion	Field House
<a href="#">Johnson Health &amp; Wellness Center</a>	Tolles Pavilion	Field House

### EASTERN ZONE BUILDINGS

Building	Primary Assembly Point	Alternate Assembly Point
<a href="#">4002 A/B Campus Road</a>	Bundy Café	Field House
<a href="#">100 College Hill Road</a>	Bundy Café	Field House
<a href="#">95 College Hill Road</a>	Bundy Café	Field House
<a href="#">1 Anderson Road</a>	Bundy Café	Field House
<a href="#">Ferguson House</a>	Bundy Café	Field House
<a href="#">Eells House</a>	Bundy Café	Field House
<a href="#">Woollcott House</a>	Bundy Café	Field House
<a href="#">Rogers' Estate</a>	Bundy Café	Field House
<a href="#">Bundy East Residence Hall</a>	Bundy Café	Field House
<a href="#">Bundy West Residence Hall</a>	Bundy Café	Field House
<a href="#">Skenandoa House</a>	Bundy Café	Field House
<a href="#">Wertimer House</a>	Bundy Café	Field House
<a href="#">Wallace Johnson Residence Hall</a>	Bundy Café	Field House
<a href="#">Morris House</a>	Bundy Café	Field House
<a href="#">Elihu Root House &amp; Garage</a>	Bundy Café	Field House

<a href="#">Phillip Spencer House</a>	Bundy Café	Field House
<a href="#">Bundy Dining Hall</a>	Commons Dining Hall	Field House
<a href="#">Bristol Center</a>	Bundy Café	Field House

## NORTHERN ZONE BUILDINGS

<b>Building</b>	<b>Primary Assembly Point</b>	<b>Alternate Assembly Point</b>
<a href="#">South Residence Hall</a>	Commons Dining Hall	Field House
<a href="#">North Residence Hall</a>	Commons Dining Hall	Field House
<a href="#">Kirkland Residence Hall</a>	Commons Dining Hall	Field House
<a href="#">Carnegie Residence Hall</a>	Commons Dining Hall	Field House
<a href="#">Dunham Residence Hall</a>	Commons Dining Hall	Field House
<a href="#">Saunders House</a>	Commons Dining Hall	Field House
<a href="#">Griffin Road Apartments (3)</a>	Commons Dining Hall	Field House
Arbor Inn	Commons Dining Hall	Field House
<a href="#">Facilities Management (Main Buildings)</a>	Commons Dining Hall	Field House
<a href="#">Ruth and Elmer Wellin Museum of Art</a>	Commons Dining Hall	Field House
<a href="#">Campus Safety &amp; Auxiliary Building</a>	Commons Dining Hall	Field House
<a href="#">Days-Massolo Center</a>	Commons Dining Hall	Field House
<a href="#">Afro-Latin Cultural Center</a>	Commons Dining Hall	Field House
<a href="#">202 College Hill Road (Philosophy Dept.)</a>	Commons Dining Hall	Field House
<a href="#">Rudd Center</a>	Commons Dining Hall	Field House
<a href="#">Backus House</a>	Commons Dining Hall	Field House
<a href="#">Benedict Hall</a>	Commons Dining Hall	Field House
<a href="#">Couper Hall</a>	Commons Dining Hall	Field House
<a href="#">Chapel</a>	Commons Dining Hall	Field House
<a href="#">Commons Dining Hall</a>	Tolles Pavilion	Field House
<a href="#">Buttrick Hall</a>	Commons Dining Hall	Field House
<a href="#">Christian A. Johnson Hall</a>	Commons Dining Hall	Field House
<a href="#">Blood Fitness Center</a>	Commons Dining Hall	Field House
<a href="#">Alumni Gymnasium</a>	Commons Dining Hall	Science Atrium
<a href="#">Bristol Pool</a>	Commons Dining Hall	Science Atrium
<a href="#">Sage Rink</a>	Commons Dining Hall	Science Atrium
<a href="#">Scott Field House/Little Squash Courts</a>	Commons Dining Hall	Science Atrium
<a href="#">New Field House</a>	Commons Dining Hall	Science Atrium
<a href="#">Taylor Science Center</a>	Commons Dining Hall	Field House
<a href="#">Burke Library</a>	Commons Dining Hall	Field House
<a href="#">Siuda House</a>	Commons Dining Hall	Field House