

**2015-2016**

**HAMILTON COLLEGE**  
**EMERGENCY ACTION & RESPONSE**  
**QUICK REFERENCE GUIDE**

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## EMERGENCY COMMUNICATIONS

<b>On-Campus Emergency Contact Information</b>	
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
Physical Plant/Maintenance Emergencies	315-859-4500
<b>*Note—dialing 911 from on-campus phones directs you to the x4000 ext.</b>	

<b>Off-Campus Non-Emergency Contact Information</b>	
Kirkland Police Department	315-853-3311
New York State Police	315-736-0121
Oneida County Sheriff's Patrol	315-736-0141
<b>*Note—while dialing 9 then 911 from on-campus phones will reach Oneida County 911, it is preferred that you contact Campus Safety x4000 first!</b>	

<b>“Blue Light” Emergency Telephone Locations</b>		
Woolcott	Root Dorm Parking Lot	North Lot & New Lot (2)
Little Pub	Bristol Center Parking Lot	Beinecke Bridge
Field House	Major/Minor/McIntosh Parking Lot	Campus Safety

<b>Emergency Communication Systems</b>	
<b>Type</b>	<b>Action Steps To Be Taken</b>
Building Fire Alarm	Emergency building evacuation—proceed to muster point
Blackboard Connect	Follow instructions as reported via email, telephone, cell phone or text message
Outdoor Warning Siren: <b><u>Alert Tone</u></b>	An emergency incident of high severity is occurring—immediately seek sources of info
<b>*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 (<a href="http://www.hamilton.edu">www.hamilton.edu</a>), or by calling x4141 (where they may be directed to an Emergency Call Center).</b>	

# HAMILTON EMERGENCY MANAGEMENT INFRASTRUCTURE

## Hamilton Emergency Response Team (HERT) & Hamilton Incident Management Team (HIMT)

HIMT is the group of 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 event is determined, FEC’s will initiate defensive actions, notify HERT, and communicate/coordinate with the appropriate external emergency response agencies.

<b>Hamilton Emergency Response Team (HERT) &amp; Hamilton Incident Management Team (HIMT)</b>	
<b>Associate Dean of Students for Health and Safety</b>	<b>Jeff Landry (Chair)</b>
<b>Vice President for Administration &amp; Finance</b>	<b>Karen Leach</b>
<b>Vice President for Student Affairs and Dean of Students</b>	<b>Nancy Thompson</b>
<b>Vice President for Libraries and Information Technology</b>	<b>David Smallen</b>
<b>Assistant Vice President for Communications</b>	<b>Mike Debraggio</b>
<b>Associate Vice President for Facilities &amp; Planning</b>	<b>Steve Bellona **</b>
Associate Director of Physical Plant	Bill Huggins
Associate Director of Physical Plant	Tim Gadziala
Assistant Director of Physical Plant	Alfio LaRocca
<b>Director of Human Resources</b>	<b>Steve Stemoski</b>
<b>Director of Campus Safety</b>	<b>Fran Manfredo **</b>
<b>Director of Environmental Protection, Safety &amp; Sustainability</b>	<b>Brian Hansen **</b>
<b>Director, Help Desk and Training Services</b>	<b>Debby Quayle</b>
Director, Network and Telecommunication Services	Dave Roback
Director of Auxiliary Services	Irene Cornish
Controller & Director of Budgets	Shari Whiting
Medical Director of Student Health Services	Dr. Aimee Pearce
Registered Nurse, Student Health Services	Diann Lynch
Interim Senior Associate Dean/Title IX Coordinator	Lisa Magnarelli
Assistant Dean of Students for Residential Life	Travis Hill
<b>Senior Director of Media Relations</b>	<b>Vige Barrie</b>
<b>Senior Director of Interactive Media</b>	<b>Tim O’Keeffe</b>
Associate Director, Media Relations and News Site Editor	Holly Foster
Associate Director of Digital Media (Website)	Esen Jackson
Assistant to the VP for Libraries and Information Technology	Terry Lapinski

## Additional Essential Personnel

Generally speaking, college employees will be deemed “essential” based upon the nature of a single emergency event. The following personnel are also considered essential across most emergency event types:

- President and Senior Staff (in addition to those listed above)
- All Campus Safety Officers and Assistant Directors
- All Physical Plant 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 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 1<sup>st</sup> aid services to all students, employees and members of the public on Hamilton College grounds when classes are in session.

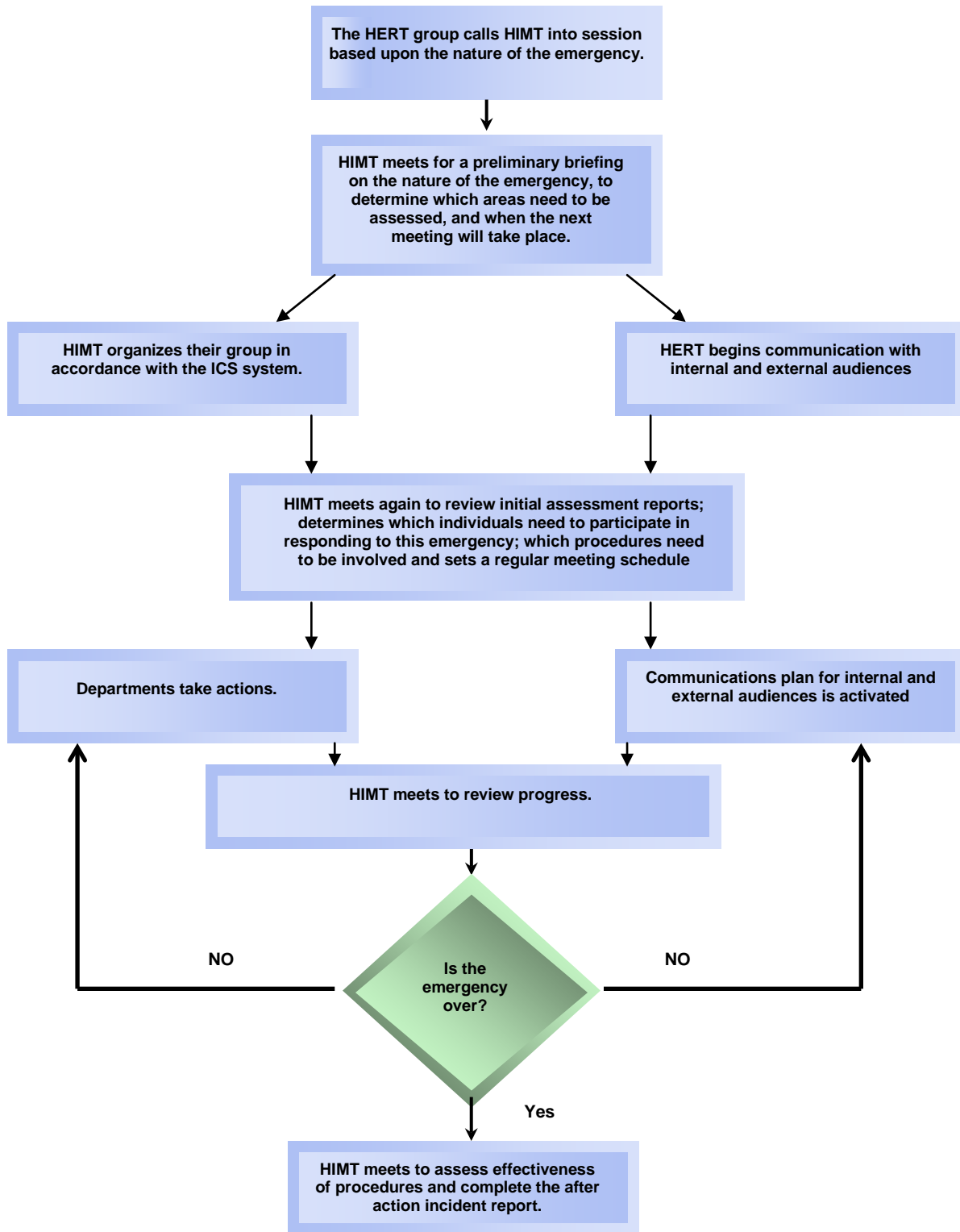
### **Physical Plant**

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.

# HAMILTON INCIDENT MANAGEMENT TEAM (HIMT) 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, 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 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 (HERT) & Hamilton Incident Management Team (HIMT)

- 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:

**[Hamilton College Emergency Planning & Procedures](#)**



## ASSEMBLY POINTS FOR BUILDING EVACUATIONS

Generally speaking, the Hamilton College campus is divided into two different Campus Safety patrol zones based largely on geography. All buildings north of College Hill Road (with the exception of the Griffin Road Apartments and the Physical Plant buildings on Miller Road) comprise “North Campus”, and all buildings south of College Hill Road (plus the Griffin Road apartments and Physical Plant 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 vernacular.

SOUTHERN ZONE RESIDENCE HALLS		
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="#">Root Farmhouse</a>	Tolles Pavilion	Field House

SOUTHERN ZONE ACADEMIC/ADMINISTRATIVE BUILDINGS		
Building	Primary Assembly Point	Alternate Assembly Point
<a href="#">List Art Center</a>	Tolles Pavilion	Field House
<a href="#">Kirner-Johnson Center</a>	Tolles Pavilion	Field House
<a href="#">Schambach Music Facility</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 at Emerson Hall	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 (C&amp;D)</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

EASTERN ZONE RESIDENCE HALLS		
Building	Primary Assembly Point	Alternate Assembly Point
<a href="#">Ferguson House</a>	Bundy Dining Hall	Field House
<a href="#">Eells House</a>	Bundy Dining Hall	Field House
<a href="#">Woolcott House</a>	Bundy Dining Hall	Field House
<a href="#">Rogers' Estate</a>	Bundy Dining Hall	Field House
<a href="#">Bundy East Residence Hall</a>	Bundy Dining Hall	Field House
<a href="#">Bundy West Residence Hall</a>	Bundy Dining Hall	Field House
<a href="#">Skenandoa House</a>	Bundy Dining Hall	Field House
<a href="#">Wertimer House</a>	Bundy Dining Hall	Field House
<a href="#">Wallace Johnson Residence Hall</a>	Bundy Dining Hall	Field House
<a href="#">Morris House</a>	Bundy Dining Hall	Field House
<a href="#">100 College Hill Road</a>	Bundy Dining Hall	Field House
<a href="#">1 Anderson Road</a>	Bundy Dining Hall	Field House

**EASTERN ZONE ACADEMIC/ADMINISTRATIVE BUILDINGS**

<b>Building</b>	<b>Primary Assembly Point</b>	<b>Alternate Assembly Point</b>
<a href="#">Elihu Root House &amp; Garage</a>	Bundy Dining Hall	Field House
<a href="#">Phillip Spencer House</a>	Bundy Dining Hall	Field House
<a href="#">Bundy Dining Hall</a>	Commons Dining Hall	Field House
<a href="#">Bristol Center</a>	Bundy Dining Hall	Field House

**NORTHERN ZONE RESIDENCE HALLS**

<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

**NORTHERN ZONE ACADEMIC/ADMINISTRATIVE BUILDINGS**

<b>Building</b>	<b>Primary Assembly Point</b>	<b>Alternate Assembly Point</b>
<a href="#">Physical Plant (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</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 Health 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>	McEwen Dining Hall	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="#">Root 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="#">Field House/Little Squash Courts</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