

2009-2010

**Hamilton College
Emergency Action and Response
Quick Reference Guide**

Table of Contents

Emergency Contact Information.....2
Hamilton Emergency Response Team (HERT) & Facility Emergency Coordinators3
Hamilton Emergency Response Team (HERT) Flowchart4
Typical Departmental Emergency Services & Responsibilities5
Universal Emergency Action Considerations.....6
General Emergency Action, Evacuation & Response Responsibilities.....8
Emergency Action Plans (EAP's)9
Assembly Points for Building Evacuations10

Important Note

This document, along with the 15 “Emergency Action Plans” separate from this document, are generally made available to the Hamilton College community at the following website:

[Emergency Planning & Preparedness](#)

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

Emergency Contact Information

<u>PRINCIPAL INTERNAL COLLEGE CONTACTS</u>	
<u>(Note—all area codes are 315 and local codes are 859, unless otherwise indicated)</u>	
Facility Emergency Coordinators	Work Ext./Home/Cellular
Fran Manfredo (Director, Campus Safety)	ext 4144 794-3636 (c)
Brian Hansen (Director, Environmental Protection, Safety, Sustainability)	ext 4647 733-4077 (h)
Steve Bellona (Associate Vice President, Facilities & Planning)	ext 4506 853-4080 (h)
Frank Marsicane (Senior Associate Director, Physical Plant)	ext 4085 768-4109 (h)
Hamilton College EMS	Other HERT Team Members (Work Ext./Home/Cellular)
EMS Team Pager Notification via 859-4000	Joan Stewart ext 4105 853-1559 (h)
Diann Lynch ext 4155 853-3525 (h)	Nancy Thompson ext 4022 853-3822 (h)
	Joe Uργο ext 4610 853-2080 (h)
Science Stockroom/ Lab Coordinators:	Karen Leach ext 4522 495-6716 (h)
Mary Collis ext 4914 292-4643 (h)	Dick Tantillo ext 4650 853-4706 (h)
Shawna O’Neil ext 4748 655-5898 (h)	Meredith Bonham ext 4802 853-1642 (h)
Pearl Gapp ext 4388 853-6851 (h)	Mike Debraggio ext 4654 853-4928 (h)
	Dave Smallen ext 4166 853-6603 (h)
<u>OTHER EXTERNAL CONTACTS</u>	
Clean Harbors Emergency Spill Response	Ambulance Services
1-800-645-8265	COCVAC: 911
	Edwards: 737-7657
Police Departments	Kunkel: 797-4111
<u>Town of Kirkland Police</u>	
Emergency: 911	Hospitals
Administrative: 853-2924	St. Elizabeth’s Hospital: 798-8113
Chief English’s Cell: 534-1581	St. Luke’s Hospital: 798-6000
<u>Oneida County Sheriff</u>	Faxton Hospital: 738-6200
Emergency: 911	
Administrative: 736-7804	County Agencies
<u>New York State Police—Marcy</u>	OC Health Department 798-6400 (798-5064 emergency line)
Emergency: 911	OC Local Emergency Planning Committee: 765-2526
Administrative: 736-0122	
	NYS Agencies
Fire Departments	DEC (Utica Office): 768-2983 (Reportable Spills): 800-457-7362
<u>Clinton Fire Department</u>	OFPC Syracuse Office: 428-3261
Emergency: 911	DOH Albany Helpline: 866-881-2809
Administrative: 853-5031/6880	
<u>Oneida County Fire Control</u>	Federal Agencies
Emergency: 911	National Response Center (Reportable Releases): 800-424-8802
Administrative: 765-2345	EPA Region 2: 212-637-5000
	OSHA Syracuse Office (Fatalities/3+ Hospitalizations): 451-0808

Hamilton Emergency Response Team (HERT) & Emergency Coordinators

Hamilton Emergency Response Team (HERT)

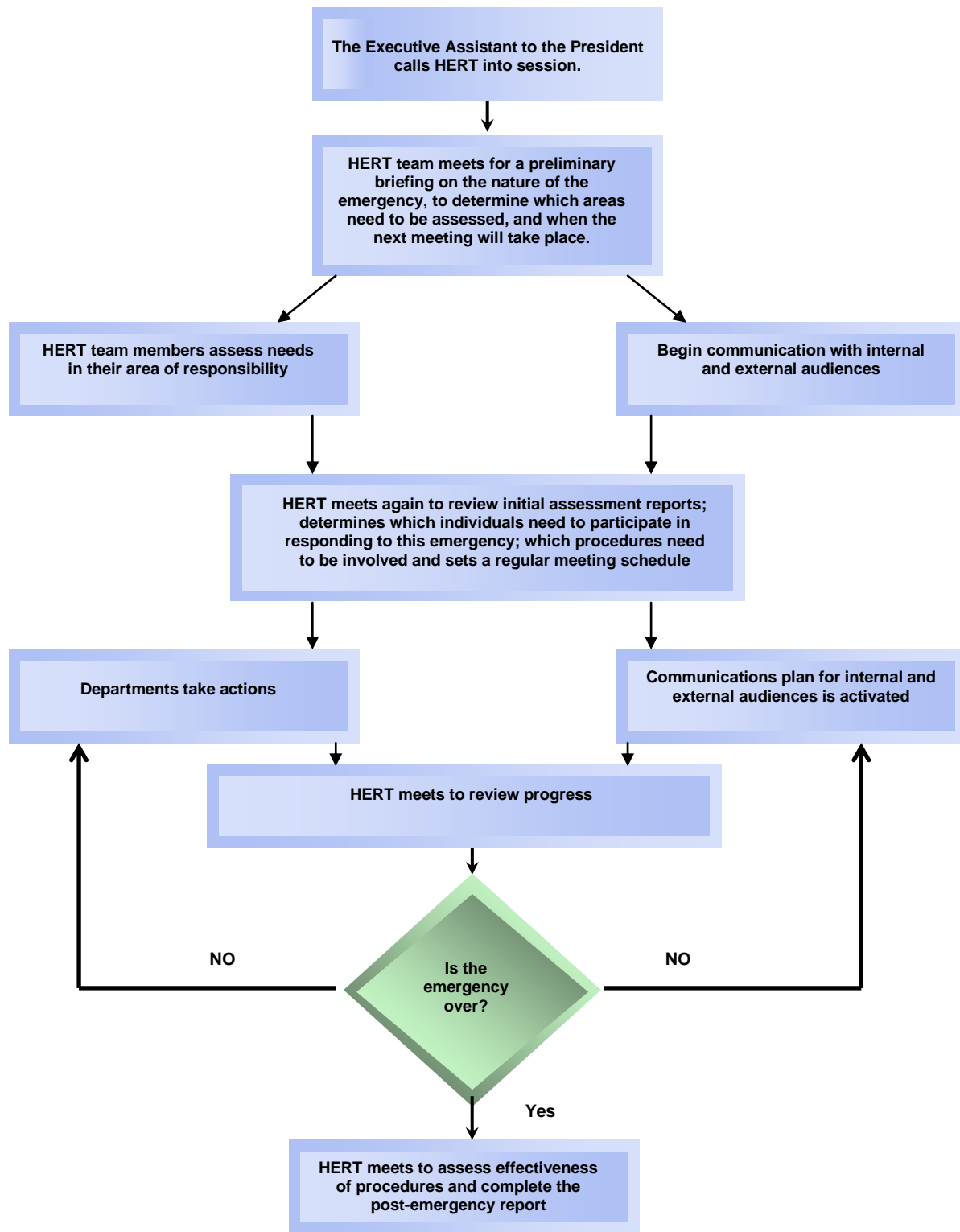
HERT is the group of College officers and other senior personnel with overall administrative and managerial responsibility for the Hamilton College community during emergency operations. HERT will normally be activated during emergency events classified at Level 3, or during Level 2/other events as needed 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. It is comprised of the personnel noted in the table below. **(Note—personnel in bold comprise the HERT steering committee.)**

Facility Emergency Coordinators (FEC's)

The FEC's 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 it is determined that the event is of Level 3 severity, FEC's will initiate defensive actions, notify HERT, and communicate/coordinate with the appropriate external emergency response agencies for aggressive mitigation actions. **(Note—the 4 FEC's have a ** symbol by their title and name.)**

President	Joan Stewart
Chief of Staff and Secretary to the Board of Trustees (Primary HERT Designee/Leader)	Meredith Bonham
Vice President of Administration and Finance (Alternate HERT Designee/Leader)	Karen Leach
Vice President of Academic Affairs/Dean of Faculty	Joe Urgo
Dean of Students	Nancy Thompson
Vice President of Information Technology	David Smallen
**Associate Vice President of Facilities & Planning	**Steve Bellona
Vice President of Communications & Development	Dick Tantillo
Dean of Admission & Financial Aid	Monica Inzer
Executive Director of Communications	Michael DeBraggio
**Director of Campus Safety	**Fran Manfredo
**Director of Environmental Protection, Safety & Sustainability	**Brian Hansen
Director of Student Health Services	Christine Merritt
Director of Auxiliary Services	Irene Cornish
Director of Human Resources	Steve Stemkoski
**Senior Associate Director of Physical Plant	**Frank Marsicane
Assistant Dean of Students	Jeff Landry
Registrar	Kristen Friedel
Controller	Shari Whiting
Director of Media Relations	Vige Barrie

Hamilton Emergency Response Team (HERT) Flowchart



Typical Departmental Emergency Services & Responsibilities

While the prevention and avoidance of emergency incidents from occurring in the first place is the responsibility of all Hamilton employees and students, the following illustrates the typical emergency services and responsibilities available at Hamilton College by department.

Campus Safety

Campus Safety is the first point of contact for the communication of all emergency types on campus following discovery. They maintain a close working relationship with various external emergency responders (fire, law enforcement, ambulatory services), and provide various “First Responder” services to the community dependent upon 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 system.

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. Further, 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 the Health Center is neither a hospital nor emergency room, and does not render medical care or emergency 1st aid services to the general public or the community without an appointment.

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 that threaten the environment.

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

All Hamilton College employees and students should have a general understanding of the universal emergency action considerations that follow so as to both quickly react to and minimize the expansion of any single emergency event.

Hazard/Risk Management

The prevention of emergencies through anticipation, recognition, evaluation and control of workplace hazards and risks is a critical first step:

- All employees and students, regardless of their assignment, 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 assure they are properly trained.
- All employees and students should be familiar with fire safety rules and regulations that apply to their place of work and living.

Emergency Communications

Communicating An Emergency To College Officials

- Emergencies should be immediately reported to Campus Safety by dialing the x4000 emergency phone extension (or use red emergency call boxes internal to some buildings, and blue light emergency call boxes external to some buildings—either of which similarly contact the Campus Safety emergency extension). Dialing 911 on any on-campus phone will direct the caller to the Campus Safety emergency line. Only Campus Safety may call Oneida County 911 directly. Campus Safety will contact other internal personnel or external agencies for additional support as warranted.
- In the absence of having a phone immediately at one's disposal, the manual activation of a building's fire alarm system (engaging a pull station) is an acceptable alternative to using the emergency phone extension. Campus Safety will receive electronic notification of this signal, and will be immediately dispatched to the scene.

Emergency Communications From College Officials To The Campus Community

- Regular communications for incidental emergencies will rely upon both the on-campus telephone system and all-campus emails.
- Building-specific emergencies that warrant evacuations or other limited actions by location will use existing fire alarm systems or other hand-held devices (like blow-horns/sirens).
- Emergencies of the highest threat that warrant immediate notification and defensive actions by the College community are facilitated via two strategies, as follows:
 - The Connect-Ed Reverse 911 system enables certain members of the HERT group to rapidly send messages to the entire Hamilton College community via on-campus telephones, registered cell phones, text message, and email. In a Level 3 emergency, this system will provide the community with important instructions and/or other relevant information as warranted by the emergency incident.
 - The outdoor emergency warning system is comprised of pole mounted, omni-directional warning sirens stationed at or nearby Root Dorm, Burke Library and Wallace-Johnson Residence Hall. The system permits Campus Safety to activate the warning sirens with distinct tones, along with the capability of giving verbal

commands through the siren system. At this time, there are two tone types the College community should familiarize themselves with, along with two general actions associated with those tones, as follows:

- The Hi/Lo Tone is the warning signal indicating there is some emergency incident of high severity on campus, and means that all personnel should seek sources of information (like the Connect-Ed Reverse 911 system), ideally in the closest indoor environment.
- The Alert Tone is the warning signal indicating an “all clear” message, meaning that the high severity incident is over.
- To familiarize yourself with what these two distinct warning sirens sound like, visit the following website, and click interchangeably between the two tones:
 - http://www.mccordcommunications.com/warning_system_tones.htm

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 near each building 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

- Further, all 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.

Sheltering In Place

In some emergency situations, evacuating a building/facility may not be desired, and sheltering in place is the best course of action. Types of emergencies which may call for sheltering in place include severe weather related events (tornado or earthquake), certain law enforcement emergencies (fugitive from justice or active shooter on campus), terrorist events (chemical or biological attack), or significant environmental releases (major chemical spill near or on campus). Actions to take while sheltering in place include:

- Stay inside the building you are in, even if you do not normally work or reside in that building.
- Depending on the nature of the event, get to the nearest building until it is safe to leave.
- Close and lock exterior and interior doors (as possible) to maximize security.
- Close windows, blinds and drapes, and stay away from any objects that could fall or otherwise become projectiles.
- If instructed to shut down experiments, do so immediately. This directive will not be given unless there is a legitimate need to.
- 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.
- Do not leave the building or secured area unless told to do so.

General Emergency Action, Evacuation & Response Responsibilities

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 report it to Campus Safety at x4000.
- 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 instruction by your designated building coordinator, faculty member or RA.

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 the Campus Safety with the conduct of 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 pertaining to the immediate and defensive 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:

[Emergency Planning & Preparedness](#)

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 Student Village	McEwen Dining Hall	Field House
Little Pub	Annex/Tolles Pavilion	Field House
Emerson Hall	TBD	TBD

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
Woolcott 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	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
210 College Hill Road	Commons Dining Hall	Field House
Blood Fitness Center	Commons Dining Hall	Field House
Ferry Building	Commons Dining Hall	Field House
Horowitch Career Center	Commons Dining Hall	Field House
Afro-Latin Cultural Center	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
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
Glen House	Commons Dining Hall	Field House