



Certain individuals within the EPT are identified as conveners. A convenue is an EPT member with the authority to activate the college response to an emergency as follows:

- determine/confirm the level of emergency
- determine whether to convene the EPT
- set the direction as to how the emergency will be managed or continue to be managed
- make key event decisions, and notify the college president

The EPT is responsible for the development and maintenance of this EPP, however maintaining our campus preparedness and responding to an emergency is a responsibility of every member of the campus community.

Intelligence - Students, faculty, staff and visitors have the responsibility to recognize and report any event with the potential to become an emergency, or to provide intelligence, to our Public Safety Office.

Awareness - The Public Safety Office has the responsibility to maintain current knowledge of any developing local, state or national potential of an emergency and to inform the campus community as appropriate.

Training - The EPT has the responsibility to identify and resource the delivery of emergency prevention and preparedness training to the campus community.

Testing - The EPT has the responsibility to ensure testing of the Emergency Preparedness Plan through simulated occurrences of emergencies to determine the effectiveness of the guidelines defined in the plan.

Maintenance - The EPT has the responsibility to regularly review the EPP to maintain the accuracy, currency and completeness of the plan. It also has the responsibility to coordinate the regular review of all other related emergency documents. In the event of an emergency event, the EPT should conduct a thorough post-emergency review within a 48-hour timeframe to determine the effectiveness of the campus response and to modify this plan as appropriate.

The EPT will meet at least once each semester under the direction of the VP of Administration and CCmee

Planning refers to the periodic risk assessment of potential hazards, plus a historical review of emergency situations in the area which inform the development and refinement of the EPP. Planning activities should also include discussions with off-campus providers of emergency services, such as local emergency responders. The EPP also includes contingency planning for critical services and incident recovery and cleanup.

Prevention refers to those short- or long-term activities that eliminate or reduce the number of occurrences of emergencies and disasters.

Mitigation refers to all activities that reduce the effects of emergencies and disasters when they do occur.

The EPP is an "All Hazards" plan designed to address a variety of emergency situations at all college and satellite locations, specifically those most likely to occur. Potential situations addressed in this plan, together with supporting information and contingency plans which vary according to severity level are identified below include:

An emergency is a situation that poses an immediate risk to health, life, property, environment. It may also be a situation that disrupts operations. Emergencies can occur on many levels, and the emergency response may be as simple as a repair a building component or a complex situation involving the coordination of multiple campus departments and community response organizations.

The college has adopted a three-tier system of incident severity to structure the its response to emergencies.

A minor emergency situation is when a potential danger exists or could exist and personnel are alerted to respond and be aware that further action might be necessary. The response may involve specific personnel and notifying the department where the problem occurred, as well as the possibility of a campus wide notification.

These situations are characterized by the following:

A minor building system problem

A local power outage

A minor fire confined to a small area with no hazardous material exposure

Minor chemical (non-hazardous chemicals) or fuel spills

A loss of heat and/or electricity to a single building, which is expected to last longer than two hours

A water main break on campus resulting a boil water advisory issued by the water supplier

Examples of a disaster situation include, but are not limited to the following:

- A fire or hazardous materials incident occurring at a college facility
- A major storm or weather event that is causing or has caused injury/damage
- Active shooter on campus
- Death on campus
- Bomb threats
- Extended power outage
- Contagious disease outbreak (fast acting contagion)
- Civil disturbance
- Civil unrest
- Hostage situation
- Organized or large-scale criminal activity

All digital/electronic threats/emergencies will be handled by Instructional and Information Technologies.

Most response activities follow the immediate impact of an emergency or disaster. Generally, they are designed to minimize harm and protect property to the extent possible and also seek to reduce the probability of secondary damage and to speed recovery operations.

A response is required when:

Students, faculty, staff and visitors are in danger or ha1fexte

those temporary roles prior to making the assignment. Any employees in departments that do not have

the event that the emergency is at a Disaster level it may be impractical or impossible to have an ECC physically located on campus.

In the event of such a Disaster scenario, an ECC may be set up at one of the following locations:

Capital District Educational Opportunity Center, 431 River St., Troy NY
The Cardiorespiratory and Emergency Medicine Department, 400 Jordon Rd,
Rensselaer Technology Park.
Rensselaer County Emergency Services Building

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An EPT convener shall declare a state of emergency (an action possible for some Level III emergencies), upon recommendation of the EPT. The EPT determines when an emergency procedure should be implemented and will also determine if all or part of the college should be closed (such action may also be done by the EPT at the direction of the college President). An EPT convener or their designees shall declare an end to the state of emergency when appropriate (or as directed by the college President).

The EPT conveners, in addition to declaring a state of emergency, may also initiate other actions to ensure safety during emergency situations. Those actions include:

1. Students, employees and campus visitors are directed to remain in or report to a sheltered area, such as any college building. This action may be taken when a threat is imminent, such as a tornado, or to prevent exposure, in the case of a chemical spill.

Communication is essential in any emergency situation, and the EPT is responsible for providing accurate and updated information to both internal and external audiences. It should consider the following framework when sharing information with college stakeholders.

Person possessing the most direct knowledge of the crisis or emergency situation (e.g.

Determine logistics of the news conference including when, where and how the media will be contacted, which media will be contacted, who will supervise the news conference, who will appear, etc.

Location may vary depending on location of event/incident/emergency
Bulmer Telecommunications Center or Maureen Stapleton Theatre may be appropriate given auditorium availability and flexible meeting space

