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Letter of Promulgation

TO: University at Albany Community
FROM: Robert J. Jones, President

The University at Albany, in accordance with State and Federal guidance, has now completed this update of the University's Emergency Management Plan. While focused primarily on the response phase, this Plan is a guide to the University for Emergency Management and coordination of all phases of emergency management operations, in order to minimize the impact of emergencies and disasters, and to protect the people, property, and restore the ability of the University to serve our mission.

We have revised our plan to better define roles, address communications issues and to work within the National Incident Management System (NIMS) standards, consistent with the recommendations from the Chancellor’s Task Force on Critical incident Management, NYS Governor’s Executive Order Number 26, Homeland Security Presidential Directive-8: Management of Domestic Incidents, and Homeland Security Presidential Directive-8: National Preparedness.

This updated University at Albany Emergency Management Plan, in concert with training, business resumption and ongoing mitigation of hazards and risks, provides for the University's cooperation with local and state emergency responders and greatly enhances the University's capability to respond and recover from disaster and crisis events.

In coordination with the Emergency Preparedness Advisory Committee, the University maintains the University at Albany Emergency Management Plan and coordinates the implementation of the associated preparedness activities for the University. Questions or suggestions for revision should be directed to Director of Environmental Health and Safety, Ms. Lisa Donohue.
Foreword

September 2014

In order to preserve and advance the University at Albany’s research, teaching and public service programs, a stable and secure infrastructure of services and administration, is essential. For normal day-to-day operations, the University provides these services centrally and through administrative structures in its schools, departments and operating units. However, in times of extreme emergency, wide-spread disruption and/or life-threatening crises, critical functional units of the University must work together under central coordination to protect and preserve. The highest priorities of life, safety, property, and restoration become the interim mission of the University. The University Emergency Operations Center (EOC) is the key central communication function that will connect the various functional units with decision-makers and assistance.

Founded on the priorities and operational concepts of emergency management, the Emergency Management Plan (EMP) has been prepared primarily for the people who will use it. While it serves the University as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency activations. It supports those who manage emergencies on campus and who must keep the business side of the University functional; it supports those who must restore University activities in research, academic learning and public service.

This EMP plan is not the end of emergency planning; it is just the beginning. School and department preparedness, connections to city, county and state first responders, and practicing what to do in a mock emergency are just some of the next steps we anticipate.
## Distribution List of Plan Holders

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<thead>
<tr>
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<th># Of Plans</th>
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Record of Revisions

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**NOTE:** This plan goes through continuous, ongoing changes based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in this plan. The University’s Emergency Preparedness Advisory Committee is responsible for evaluating this plan and ensuring that the plan is compliant with the National Incident Management System as well as any University, State and Federal regulations. The Federal Emergency Management Agency’s annual NIMSCAST survey will be the method used to measure compliance with NIMS. The University’s Emergency Preparedness Advisory Committee shall review and make any necessary revisions to this plan annually or more frequently as warranted.

*By posting these changes on the website, the most up-to-date version of this plan is instantly available to the University at Albany 24/7.*

The full version, including checklists, phone numbers and more detailed information can be found at: https://wiki.albany.edu/
University at Albany
Emergency Management Plan

Section I

Introduction, Purpose, Relationship with other University Groups, Laws, Plan Assumptions and Objectives, Concept of Operations, Levels of Activation, Plan Usage and Content

Introduction

Disasters or emergencies can happen suddenly, creating a situation in which the normal staff support services for the University can become overwhelmed. During crises, the University requires special programs to address the needs of emergency response operations and recovery management. To address such emergencies, the University at Albany has established this Emergency Management Plan, which provides a guideline for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of the University during a disaster are the protection of lives, live assets, valuable research processes, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring University academic and research programs and services. This plan represents the campus Emergency Management Plan, which encompasses the facilities, services and the administration of the University at Albany and coordination with surrounding emergency responders.

This plan is intended as an “All-Hazards” guide to managing a major critical incident involving the University. In addition to the all-hazards guidelines, the plan also provides guidance regarding those specific incident types that have been identified as having a likelihood of occurring on the campus, a significant impact on our community should they occur, or both.

The University’s Emergency Management Plan recognizes that emergencies may occur at any time, day or night, weekend or holiday, with little or no warning. Each incident is unique and no one plan can address every eventuality. Therefore, this plan is intended as a guide and may require modification to address a given incident’s particulars.
Purpose of the Plan

This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The University has established this plan to address the immediate requirements for a major incident or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, faculty, staff, and the public.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage University resources effectively in the emergency response.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

Plan Usage

This plan is established as a supplement to the University’s administrative policies and procedures. Under activation and implementation, it serves as an emergency manual setting forth the authority to direct operations, direct staff assignments, procure and allocate resources, and take measures to restore normal services and operations.

Users are to follow and complete the checklists contained in this document during emergency response (and training activations and exercises). The forms are then retained on file as official records of the emergency response. Users are also encouraged to supplement this manual with additional individual materials and information required for emergency response and recovery.

This plan is designed to be updated after each activation or exercise. A debriefing session will be conducted to identify “lessons learned” and areas of improvement to the University’s emergency plans and processes. The procedural checklists and forms are to be reviewed and revised each time they are reprinted for electronic update and distribution.
Laws and Authorities

This plan is established under the following laws and authorities for emergency management:

- Chancellor’s Task Force on Critical Incident Management - Recommendations, March 11, 2007
- NYS Governor’s Executive Order Number 26, March 5, 1996
Disaster Coordination in the New York with Local, State and Federal Agencies

The lines of communication and emergency coordination are shown below in Figure 1, Disaster Coordination with Local, County and State Agencies.

Figure 1
Disaster Coordination with Local, County and State Agencies
Delegation of Emergency Authority

In the event of any threatened or actual disaster, criminal act or civil disorder on the campus of the University at Albany at a time when the Chief Executive Officer of the University is absent from the campus, the authority to take all necessary and appropriate actions on behalf of the Chief Executive Officer of the University is hereby delegated to the following University officers in the order listed below, with such authority being delegated to the highest ranked University officer on the list whom the University Police Department is able to contact:

1. Provost
2. Chief of Staff
3. Vice President for Finance and Business
4. Vice President for Student Success
5. Vice President for University Development

NOTE: For a criminal act or civil disturbance situation only, the Chief of the University Police Department or, in the Chief's absence, the senior on-call police supervisor, is hereby delegated the authority to take all necessary and appropriate actions on behalf of the Chief Executive Officer of the University:

(1) When neither the Chief Executive Officer nor any of the University officers listed above can be contacted within a reasonable period of time, given the immediacy and other circumstances of the threatened or actual criminal act or civil disorder, or;

(2) When an actual criminal act or civil disorder is in progress and immediate action is necessary to protect persons or property from further injury or damage.
Reporting Emergencies

All actual or suspected emergencies on the main and downtown campuses should be reported to the University Police as soon as reasonably possible to initialize a response to the incident and to begin appropriate notifications and possible activation of the plan.

Emergencies may be reported by calling 911 from campus phones or (518) 442-3131 from any other phone, including cellular phones. There are also more than 225 Emergency and Blue Light Phones located throughout the campus, which ring directly to UPD and reports may be made personally at the UPD office, 24 hours a day. The University Police Building is located at the east side of campus, just off University Drive East at the east end of Indian Parking Lot.

Fires may also be reported via the University’s fire alarm system by pulling the building’s fire alarm. By pulling the fire alarm, the building will be evacuated and the University Police, Albany Fire Department or McKownville Fire Department and the University’s Power Plant will be summoned to the site of the alarm activation.
Plan Activation

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Coordinate communications.
- Prevent damage to the environment, systems and property.
- Provide essential services.
- Temporarily assign University staff to perform emergency work.
- Invoke emergency authorization to procure and allocate resources.
- Activate and staff the Emergency Operations Center (EOC).

During incidents and emergency conditions in which the immediate activation of the University EOC is needed, the following University positions may activate this plan and the University EOC.

- The Chief Executive Officer of the University
- Any member of the President’s Cabinet
- The Chief Information Officer
- The Chief of University Police
- The Director of Environmental Health and Safety

When activated the duties and responsibilities of Incident Commander shall be assigned in the following order as available and appropriate to the incident particulars:

- Emergency Preparedness Advisory Committee Co-Chairs
- Director of Facilities Management
- Director of Environmental Health and Safety
- Chief of University Police
- Chief Information Officer

In the event that none of the above are available, the ranking University Police Department official on campus will assume authority for the activation of this plan and provide overall direction until one of the above persons or their designees arrives.

Upon activation the EOC shall serve as the Incident Command Post unless otherwise directed by the Incident Commander.
Section II

Risk Assessment

**SITUATIONS:** The following is a list of the type of emergency situations that have the potential to develop at the University at Albany:

**FIRE:** Fires can occur in buildings or involve vehicles, machinery or wooded areas on the campus grounds.

**HAZARDOUS MATERIAL INCIDENT:** Hazardous materials are often used in laboratories and industrial operations. An incident can occur from an accidental release of a material or an incident, such as fire or explosion in an area where hazardous materials are stored.

**FLOODING:** Heavy rains can create a flooding condition in some basements or areas with poor drainage. Flooding can also occur from the failure of domestic water or sanitary sewer lines, water mains, sewer lines or storm drains.

**EXPLOSION:** Explosions can be caused by explosive devices, or they can result from processes involving hazardous materials or operations.

**CIVIL DISOBEDIENCE:** Demonstrations, rallies, or other public gatherings of protest are generally well organized and peaceful, but could cause a disturbance to normal operations.

**UTILITY FAILURE:** Any major failure of an electrical, heating, cooling, ventilation, water, sanitary waste, security or fire alarm system can have an adverse effect on the operations at the University.

**SEVERE STORM:** The region can sustain weather related storms, including snow and ice storms, tropical storms, hurricanes and tornadoes.

**FOOD BORNE ILLNESS:** The University is host to many events and activities that serve food and is therefore susceptible to food-borne illness outbreak, if proper conditions are not established and monitored.

**PANDEMIC ILLNESS:** Disease that has the potential to spread quickly amongst the unvaccinated members of the University community.
**ASSUMPTIONS**: The following assumptions are relevant to the implementation of this plan.

1. The University at Albany recognizes the importance of managing emergencies in accordance with the plan and has provided the resources for effective implementation.
2. Departments and individuals with assignments have been trained and understand their roles and responsibilities.
3. Emergencies may occur at any time, day or night, weekend or holiday, with little or no warning.
4. The succession of events in an emergency is not entirely predictable; hence this plan serves as a guide and may require field modification, in order to meet the requirements of the event.
5. The magnitude or severity of an emergency may exceed the campus’s ability to respond. In those cases, it may be necessary to rely on the assistance of external resources for both mitigation and recovery.

**Comprehensive Approach**

Prevention, mitigation, planning, preparation, response and recovery are acknowledged as basic elements of emergency management. By addressing all of the elements in an emergency management plan, the campus will lessen the intensity and duration of any unusual event. This plan consists of sections dealing with the aspects of a comprehensive approach.

**Additional Mitigation Actions**

See Appendices and Unit Resource Center information.
Incident Specific Guidelines

The following incident guidelines are meant to be just that, guidelines. The incidents described within this Section are not meant to encompass all of the events/incidents that the University’s Campus Incident Management Team (CIMT) will deal with, but to give a general overview of those most likely to occur or those most likely to create the greatest disruption to University procedures.

These guidelines should be adjusted based on the unique characteristics of each event. We acknowledge that no two events are exactly the same.

All campus Unit Resource Centers (URC; see Appendix P) will respond consistent with their department policies and URC guidelines.

NOTE: In addition to the following incident specific guidelines, incident specific checklists for the various operational groups are located after each operational group’s generic checklist in Section II.
Airplane Crash

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to an airplane crash.

2. Definition

   1.1. An Airplane Crash is defined as an incident in which any type of aircraft malfunctions and must make an emergency landing in an area within the control of the University at Albany. This landing may be in an abnormal manner, causing severe damage.

2. Overall incident management

   2.1. Full activation of the ICS management structure and full EOC activation.

   2.2. These incidents are most likely to fall within federal jurisdiction and to involve the participation of multiple non-campus based agencies. Control of incident management will likely be a function of non-campus personnel.

3. Responsibilities

   3.1. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation.

   3.2. Environmental Health and Safety Group – Liaison and assist with HazMat.

   3.3. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

   3.4. Facilities Group – Liaison and assist with fire response.

4. Considerations

   4.1. Evacuation – as and if necessary - detailed in the appropriate section herein.
Blood, Body Fluid, Infectious Agent Exposure

1. **Objective:** To establish guidelines and assign responsibility for the appropriate University response to blood, body fluid or infectious agent exposure.

2. **Definition**
   2.1. The actual or likely exposure of any person to Blood, Body Fluid or an Infectious Agent Exposure in an area within the control of the University at Albany.

3. **Overall incident management**
   3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. **Responsibilities**
   4.1. Facilities Group – Respond as directed under Facilities URC policy and guidelines as appropriate. Liaison and assist with fire response and as appropriate cleanup.

   4.2. Environmental Health and Safety Group – Respond as directed under EHS URC and University policy and guidelines as appropriate. Liaison with responding HazMat and Biosafety guidance as appropriate.

   4.3. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.

   4.4. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. **Considerations**
   5.1. Evacuation – as and if necessary - detailed in the appropriate section herein.
Civil Disturbance / Demonstration

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to civil disturbances and demonstrations.

2. Definition:

2.1. Civil disturbances may take various forms and vary in size and amount of danger to the University community. Most civil disturbances that occur on the University may be marches, rallies, picketing, etc., are peaceful and non-obstructive. Civil disturbances can include events such as organized riots and demonstrations or spontaneous disturbances arising from events such as concerts, large parties, or athletic events. In the event of a civil disturbance, it is the policy of the University at Albany to isolate and maintain control of the activities while protecting life and property.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities

4.1. University Police Group – Respond as directed under UPD department and URC policy and guidelines as appropriate. Liaison with responding agencies as appropriate.

4.2. Campus Judicial Group – This group is activated as appropriate to advise and assist the University Police Group.

5. Considerations

5.1. Medical Assistance – Violent disturbances may require the activation of appropriate groups to manage medical, housing, sanitation and food needs.
Confined Space Emergency

1. **Objective:** To establish guidelines and assign responsibility for the appropriate University response to a confined space emergency.

2. **Definition**

2.1. Confined space emergencies exist when non-entry rescue assistance is needed or when any entry rescue is required. A rescue would typically be required when injuries, collapse, engulfment or entanglement are observed. The cause of the emergency may or may not be directly related to the hazards posed by the confined space.

2.1.1. Self-Rescue: The person in the confined space realizes that a hazard exist and can leave without assistance.

2.1.2. Non-Entry Rescue: Retrieving a victim from within a confined space that involves lifelines attached to mechanical retrieving device, which should be attached to a tripod or overhead anchor point for vertical entries greater than five feet. For horizontal entries the lifeline should be attached to anchor point outside of the space.

2.1.3. Entry Rescue: Physical entry of a rescuer into a confined space to retrieve a victim. This type of rescue is not to be attempted except confined space rescue team members taking part in a coordinated response.

3. **Overall incident management**

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. **Responsibilities**

4.1. Facilities Group – Respond as directed under Facilities URC policy and guidelines as appropriate. Liaison and assist with fire response.

4.2. Environmental Health and Safety Group – Respond as directed under EHS URC and University policy and guidelines as appropriate. Liaison with responding HazMat as appropriate. Note: the City of Albany Fire Department is the designated confined space rescue unit.

4.3. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.

4.4. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. **Considerations**

5.1. Evacuation – as and if necessary - detailed in the appropriate section herein.
Criminal / Violent Behavior: General

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to a major criminal or violent behavior incident. More specific information may be found hereafter for the following specific criminal acts:

1.1. Active Shooter
1.2. Barricaded Subject / Hostage
1.3. Bomb Threat / Explosion
1.4. Sexual Assault
1.5. Suspicious Packages
1.6. Terrorism

2. Definition

2.1. Commission of a criminal act or other actions that are likely to place visitors and/or community members at risk of physical harm in an area within the control of the University at Albany.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities

4.1. University Police Group – Respond as directed under UPD department and URC policy and guidelines as appropriate. Liaison with responding agencies as appropriate.

5. Considerations

5.1. Community notifications may be issued as required under law or appropriate to the incident.
Criminal / Violent Behavior: Active Shooter – Hostile Intruder

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to active shooter/immediate action response incidents.

2. Definition

2.1. An Active Shooter incident is defined as any incident wherein one or more armed persons who display the intent to use deadly physical force against others and has the ability to take the lives of innocent people.

3. Overall incident management

3.1. Full activation of the ICS management structure and full EOC activation.

4. Responsibilities

4.1. University Police Group – Primary incident response during initial phase. Respond as directed under UPD department and URC policy and guidelines as appropriate. Liaison with responding agencies as appropriate.

4.2. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. Considerations

5.1. Evacuation, continuation of University academic and business activities and services, and ongoing medical and mental health issues must be addressed as appropriate to the incident and consistent with policy and URC guidelines.

5.2. The PIO function and management of information must be considered.
Criminal / Violent Behavior: Barricaded Subject - Hostage

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to a barricaded subject/hostage incident.

2. Definition

2.1. A Barricaded Subject/Hostage incident is defined as any incident in which a person is in a location made inaccessible to law enforcement and that person is reasonably believed to have threatened suicide or threatened to inflict or has inflicted serious physical injury or death on hostages, law enforcement officers, or other persons.

3. Overall incident management

3.1. Full activation of the ICS management structure and full EOC activation.

4. Responsibilities

4.1. University Police Group – Primary incident response during initial phase. Respond as directed under UPD department and URC policy and guidelines as appropriate. Liaison with responding agencies as appropriate.

4.2. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. Considerations

5.1. Evacuation, continuation of University academic and business activities and services, and ongoing medical and mental health issues must be addressed as appropriate to the incident and consistent with policy and URC guidelines.

5.2. The PIO function and management of information must be considered.
Criminal / Violent Behavior: Bomb Threat - Explosion

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to a bomb threat/explosion incident.

2. Definition

2.1. A Bomb Threat/Explosion incident is one in which a threat is made, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists, or an incident in which a device has been found or detonated.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities

4.1. University Police Group – Primary incident response during initial phase. Respond as directed under UPD department and URC policy and guidelines as appropriate. Liaison with responding agencies as appropriate.

4.2. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. Considerations

5.1. Evacuation, continuation of University academic and business activities and services, and ongoing medical and mental health issues must be addressed as appropriate to the incident and consistent with policy and URC guidelines.

5.2. The PIO function and management of information must be considered.
Criminal / Violent Behavior: Sexual Assault

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to sexual assault.

2. Definitions

2.1. Forcible Touching - refers to the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person or for the purpose of gratifying the actor’s sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person’s sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period up to one year.

2.2. Criminal Sexual Act - refers to a series of offenses that includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

2.3. Rape - refers to a series of offenses that includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further include sexual intercourse with a person under the age of consent. The penalties for violations of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

2.4. Sexual Misconduct - is an offense that includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

2.5. Sexual Abuse - series of offenses that includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

2.6. Aggravated Sexual Abuse - refers to a series of offenses that occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is
under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

2.7. Sexual Harassment - is any form of non-consensual sexual intimacy or unwanted physical contact and/or sexually explicit derogatory statements which are offensive or which cause the recipient discomfort or humiliation or which interfere with the recipient's work, academic performance or living conditions. It can include: leering at a person's body; unnecessary touching, patting, pinching, or constant brushing against a person's body; subtle pressure for sexual favors; demanding sexual favors or physical assault; and unwarranted verbal or sexually explicit statements directed to an individual.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

3.2. Response will typically not include activation of the ICS management structure but will involve full implementation of the policies and procedures set forth in the University’s policy on Coordinated Response to the Sexual Assault of Students. (See: Appendix T)

4. Responsibilities

4.1. As appropriate to the incident and designated under the University's policy on Coordinated Response to the Sexual Assault of Students.

5. Considerations

5.1. Ensure the victim's safety.

Utilize the University’s Coordinated Response to the Sexual Assault of Students as a resource.
Criminal / Violent Behavior: Suspicious Packages

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to suspicious packages.

2. Definition

2.1. A Suspicious Package incident is one in which an envelope or package is found, or reported, that is believed to contain a possible threat to life and/or property.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities

4.1. University Mail Services: Isolate suspicious package and contact UPD.

4.2. University Police Group – Respond as directed under UPD department and URC policy and guidelines as appropriate. Liaison with responding agencies as appropriate.

4.3. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

4.4. Environmental Health and Safety Group – Respond as directed under EHS URC and University policy and guidelines as appropriate. Liaison with responding HazMat and Biosafety guidance as appropriate.

5. Considerations

5.1. Evacuation, continuation of University academic and business activities and services, and ongoing medical and mental health issues must be addressed as appropriate to the incident and consistent with policy and URC guidelines.

5.2. The PIO function and management of information must be considered.
**Criminal / Violent Behavior: Terrorism**

1. **Objective:** To establish guidelines and assign responsibility for the appropriate University response to terrorism.

2. **Definition**

   2.1. Terrorism is defined in the Code of Federal Regulations as “the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives” (28 C.F.R. Section 0.85).

3. **Overall incident management**

   3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. **Responsibilities**

   4.1. University Police Group – Respond as directed under UPD department and URC policy and guidelines as appropriate. Liaison with responding agencies as appropriate.

5. **Considerations**

   5.1. State and Federal LE and DHS involvement/reporting requirements.
**Evacuation Procedures**

1. **Objective:** To establish guidelines and assign responsibility for the appropriate University response to a full or partial evacuation of the campus.

2. **Definition**

   2.1. An evacuation is defined as the emptying of any occupied area and the transference of its occupants to an alternate location for reasons of safety and protection.

3. **Overall incident management**

   3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. **Responsibilities**

   4.1. Student Services Group – Manage identification of alternate shelter, notification, transportation consistent with the Department of Residential Life policy and URC guidelines.

   4.2. University Police Group – assist as appropriate.

   4.3. Parking and Mass Transit Services Group – assist as appropriate.

5. **Considerations**

   5.1. Transportation of persons and property may require mobilization of additional resources to address the particular needs.
Fire

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to fire(s).

2. Definition

2.1. A Fire is defined as the destructive burning of any building, structure, room, town, forest, or other object.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities

4.1. Facilities Group – Respond as directed under Facilities URC policy and guidelines as appropriate. Liaison and assist with fire response, NYS Office of Fire Prevention and Control and assist with cleanup as appropriate.

4.2. Environmental Health and Safety Group – Respond as directed under EHS URC and University policy and guidelines as appropriate. Liaison with responding HazMat as appropriate.

4.3. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.

4.4. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. Considerations

5.1. Evacuation – as and if necessary - detailed in the appropriate section herein.
Flood

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to a flood.

2. Definition
   2.1. A Flood is defined as a general and temporary condition of partial or complete inundation of normally dry land area from: overflow of inland or tidal waters; or unusual and rapid accumulation or runoff of surface waters from any source; or mudflow.

3. Overall incident management
   3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities
   4.1. Environmental Health and Safety Group – Respond as directed under EHS URC and University policy and guidelines as appropriate. Liaison and assist with HazMat as appropriate.
   4.2. Facilities Group – Respond as directed under Facilities URC policy and guidelines as appropriate. Liaison and assist with fire response and assist with cleanup as appropriate.
   4.3. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.
   4.4. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. Considerations

6. Evacuation – as and if necessary - detailed in the appropriate section herein.
Hazardous Materials Incidents

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to a hazardous materials incident.

2. Definition

2.1. A Hazardous Materials Incident is defined as any accidental release or spill of a hazardous material, especially with the potential to cause harm to human health or life, property, or the environment.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities

4.1. Environmental Health and Safety Group – Respond as directed under EHS URC and University policy and guidelines as appropriate. Liaison with responding HazMat and assist with cleanup as appropriate.

4.2. Facilities Group – Respond as directed under Facilities URC policy and guidelines as appropriate. Liaison with fire response.

4.3. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.

4.4. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. Considerations

5.1. Evacuation – as and if necessary - detailed in the appropriate section herein.
**Information Technology Failure**

1. **Objective:** To establish guidelines and assign responsibility for the appropriate University response to a major failure of the campus information technology system.

2. **Definition**

   2.1. An Information Technology Failure is defined as an unplanned loss of interruption of telephone service, intra- and internet service, two-way radio communications, or other computing services.

3. **Overall incident management**

   3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. **Responsibilities**

   4.1. Information Technology Services Group – Respond as directed under URC and department policy and guidelines as appropriate.

5. **Considerations**

   5.1. Impact on Academic and Business activities on the University to be evaluated on a continuing basis until the issue is rectified.
Medical Emergency/Accident

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to medical emergencies or accidents.

2. Definition

2.1. A Medical Emergency/Accident is any unexpected or unplanned event that may result in death, injury, property damage, or a combination of serious effects. The victim may or may not be directly involved in the cause of the accident. Accidents frequently are the result of both physical and mental factors that can result in unsafe operating systems at work, home, or other sites.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities

4.1. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate and indicated within Department and URC policies and guidelines.

4.2. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.

5. Considerations

5.1. Activation of Student Services, EHS and other groups to be considered as appropriate to the incident particulars.
Mental Health Emergency

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to a mental health emergency.

2. Definition

2.1. Mental Health Emergencies may include attempted suicide, substance dependence, alcohol intoxication, acute depression, presence of delusions, violence, panic attacks, and significant, rapid changes in behavior by community members.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities

4.1. Health Services Group – Provide/coordinate emergency mental health/counseling services as appropriate and indicated within Department and URC policies and guidelines.

5. Considerations

5.1. Activation of Student Services, EHS, UPD and other groups to be considered as appropriate to the incident particulars.

5.2. Campus BRISK team should be notified of incident for evaluation and follow-up.
**Public Health Emergency: General**

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to a general public health concern.

2. Definition:

   2.1. A Public Health Emergency includes an acute event which poses a threat of loss of life or significant morbidity to a substantial portion of the campus society regardless of race, gender, age or occupation (while acknowledging that some groups may be at greater risk).

3. Potential Emergencies include:

   3.1. Infectious disease-Severity of risk is not simply based on a case count; increase over baseline prevalence (typhoid fever), ease of transmission (influenza), and likelihood of intentional introduction (anthrax) must factor into the determination of an emergency.

   3.2. Water & food borne

   3.3. Air borne (including Influenza)

   3.4. Environmental Hazards

   3.5. Toxins

   3.6. Acts of nuclear, chemical, or biological terrorism

   3.7. Tornados or storms with intense lightning, icing, wind, or hail

   3.8. Radiological exposures

   3.9. Shootings, bombings with multiple injuries

4. Overall incident management

   4.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

5. Primary Campus Institutions may include:

   5.1.1. Environmental Health & Safety

   5.1.2. University Health Center

   5.1.3. UPD

   5.1.4. Academic Affairs
5.1.5. Student Success
5.1.6. Residential Life
5.1.7. Facilities
5.1.8. Human Resources
5.1.9. International Student Services

6. Secondary (off campus) Institutions may include:
   6.1.1. Department of Health (DOH) (Albany County & possibly NYS, especially the Capital District Regional Office)
   6.1.2. Community Hospitals
   6.1.3. Clinical and/or Environmental Laboratories

7. Considerations
   7.1. Agent of disease as well as its potential for morbidity and mortality will dictate response
   7.2. Involvement of local and state DOH will be crucial to response
   7.3. Impact on off campus society will determine response as well as involvement of non-UAlbany community

8. Additional Resources
   See also the “Pandemic Planning Index” available from the Office of the Vice President for Student Success.
Residence Hall Disaster

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to a residential hall disaster.

2. Definition
   2.1. Any serious situation or emergency that occurs in or directly effects the University residential facilities.

3. Overall incident management
   3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities
   4.1. Care & Shelter Group – Provide/coordinate emergency relocation, housing and other services as appropriate and indicated within Residential Life Department and URC policies and guidelines.
   4.2. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.
   4.3. Facilities Group – Liaison and assist with emergency relocation and cleanup as appropriate.

5. Considerations
   5.1. Activation of Student Services, EHS and other groups to be considered as appropriate to the incident particulars.
   5.2. This type of incident is most likely derived from another incident (criminal activity, fire, etc.) and the incident in total may be more than an issue of alternate housing.
**Shelter-in-Place**

1. **Objective:** To establish guidelines and assign responsibility for the appropriate University response to shelter-in-place.

2. **Definition**

   2.1. Shelter-in-Place refers to the action of seeking shelter indoors. It is used as an alternative to evacuation when the area outside is unsafe.

3. **Overall incident management**

   3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. **Responsibilities**

   4.1. Care & Shelter Group – Provide/coordinate emergency relocation, housing and other services as appropriate and indicated within Residential Life Department and URC policies and guidelines.

   4.2. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.

5. **Considerations**

   5.1. Activation of Student Services, EHS and other groups to be considered as appropriate to the incident particulars.

   5.2. Communication – Specific notifications must be made indicating locations to shelter in place and where to seek further information. An all-clear must be sent upon termination.
Structural Collapse/Failure

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to structural collapse /failure.

2. Definition

   2.1 A Structural Collapse/Failure is defined as the loss of structural integrity of a building or other structure that results in significant personal injury, death, or imposing major economic loss.

3. Overall incident management

   3.1 Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities

   4.1 Facilities Group – Respond as directed under Facilities URC policy and guidelines as appropriate. Liaison with fire response. Facilities’ engineers respond as appropriate.

   4.2 Environmental Health and Safety Group – Respond as directed under EHS URC and University policy and guidelines as appropriate. Liaison with responding HazMat as appropriate.

   4.3 University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.

   4.4 Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. Considerations

   5.1 Evacuation – as and if necessary - detailed in the appropriate section herein.
**Tornado**

1. **Objective:** To establish guidelines and assign responsibility for the appropriate University response to a tornado.

2. **Definition**

2.1. A Tornado (often referred to as a twister or, erroneously, a cyclone) is a violent, dangerous, rotating column of air that is in contact with both the surface of the earth and a cumulonimbus cloud or, in rare cases, the base of a cumulus cloud. Tornados come in many shapes and sizes, but are typically in the form of a visible condensation funnel, whose narrow end touches the earth and is often encircled by a cloud of debris and dust.

3. **Overall incident management**

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. **Responsibilities**

4.1. Facilities Group – Respond as directed under Facilities URC policy and guidelines as appropriate. Liaison with fire response and cleanup as appropriate.

4.2. Environmental Health and Safety Group – Respond as directed under EHS URC and University policy and guidelines as appropriate. Liaison with responding HazMat as appropriate.

4.3. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.

4.4. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. **Considerations**

5.1. Evacuation – as and if necessary - detailed in the appropriate section herein.

Coordination with surrounding agencies – the University may assist as a temporary facility should damage occur at a nearby non-campus location and/or damage to University facilities may require a coordinated response involving non-campus agencies.
Utility Failure

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to a utility failure.

2. Definition

2.1. A Utility Failure is defined as any interruptions of utility service to one or more University facilities, to include electric, gas and/or water.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

4. Responsibilities

4.1. Facilities Group – Respond as directed under Facilities URC policy and guidelines as appropriate. Liaison with fire response.

4.2. Environmental Health and Safety Group – Respond as directed under EHS URC and department policy and guidelines as appropriate. Liaison with responding HazMat as appropriate and assist with notifications to science departments.

4.3. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.

4.4. Health Services Group – Provide/coordinate emergency medical and morgue services as appropriate.

5. Considerations

5.1. Evacuation – as and if necessary - detailed in the appropriate section herein.
Winter Storm

1. Objective: To establish guidelines and assign responsibility for the appropriate University response to a major winter storm.

2. Definitions

2.1. General – Major Winter Storm

2.1.1. Weather hazards associated with freezing or frozen precipitation (freezing rain, sleet, or snow) or combined effects of winter precipitation and strong winds.

2.2. Specific definitions

2.2.1. A blizzard is a severe snowstorm, characterized by strong winds in excess of 56 km/h (35 mph) with blowing or drifting snow which reduces visibility to 400 meters or ¼ mile or less and must last for a prolonged period of time — typically three hours or more.

2.2.2. Freezing rain typically occurs when a layer of warm air hovers over a region, but the ambient temperature is near 0 °C (32 °F), and the ground temperature is sub-freezing. A storm in which only roads freeze is called a freezing rain storm; one resulting in widespread icing of plants and infrastructure is called an ice storm.

3. Overall incident management

3.1. Activation of the ICS management structure and EOC as appropriate to the incident particulars.

3.2. See also the Snow Response Guide in Appendix U.

4. Responsibilities

4.1. Facilities Group – Respond as directed under Facilities URC policy and guidelines as appropriate.

4.2. University Police Group – Liaison and assist with emergency medical assistance, traffic management, site security and incident investigation as appropriate.

5. Considerations

5.1. Evacuation – as and if necessary - detailed in the appropriate section herein.

5.2. Communication – Should all or part of the University cancel classes notification of such cancellation should be sent.
Appendix A: EOC Functions with Lead and Support Assignments

<table>
<thead>
<tr>
<th>Function or Group</th>
<th>Lead Department/URC</th>
<th>Support Department/URC</th>
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</thead>
<tbody>
<tr>
<td>Executive Policy Council</td>
<td>President’s Office/CEO</td>
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<tr>
<td>Liaison between President’s Executive Policy Council</td>
<td>Communications and Marketing</td>
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<tr>
<td>and EOC</td>
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<td>Communications and Marketing</td>
<td>EHS/University Police Department</td>
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<td>As Appointed</td>
<td>University Events</td>
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<td>Agency Representative</td>
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<td>Operations Section Chief</td>
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<td>Planning Section Chief</td>
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## Appendix B: Emergency Preparedness Call List 2014 – 2015*

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<th>Area</th>
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<td>Robert Jones</td>
<td>956-8013</td>
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<td>Leanne Wirkkula</td>
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<td>Counsel</td>
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<tr>
<td></td>
<td>Plant/Fire</td>
<td>Kerry Csontos</td>
<td>442-3400</td>
</tr>
<tr>
<td></td>
<td>Plant/Grounds</td>
<td>Nancy Dame</td>
<td>442-3450</td>
</tr>
<tr>
<td></td>
<td>Plant</td>
<td>Paul Guarnieri</td>
<td>442-3480</td>
</tr>
<tr>
<td></td>
<td>Mass Transit</td>
<td>Jason Jones</td>
<td>442-3121</td>
</tr>
<tr>
<td>Area</td>
<td>Office</td>
<td>Callout Order</td>
<td>Preferred Office #</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------</td>
<td>-----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>University Development &amp; Exec. Dir. UAlbany Foundation</td>
<td>VP</td>
<td>Fardin Sanai</td>
<td>956-8060</td>
</tr>
<tr>
<td>Env. Health &amp; Safety</td>
<td>Overall Issues</td>
<td>Lisa Donohue</td>
<td>442-3495</td>
</tr>
<tr>
<td></td>
<td>Hazmat</td>
<td>Lisa Donohue</td>
<td>442-3495</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nay Gosai</td>
<td>442-3495</td>
</tr>
<tr>
<td></td>
<td>Radiation</td>
<td>Eric Call</td>
<td>442-3495</td>
</tr>
<tr>
<td></td>
<td>Biosafety</td>
<td>Michelle McConville</td>
<td>442-3495</td>
</tr>
<tr>
<td>Research</td>
<td>VP</td>
<td>James Dias</td>
<td>956-8170</td>
</tr>
<tr>
<td></td>
<td>Veterinarian</td>
<td>Antigone McKenna</td>
<td>437-4417 uptown</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>591-7159 east</td>
</tr>
<tr>
<td>Information Tech.</td>
<td>CIO</td>
<td>Christine Haile</td>
<td>956-8080</td>
</tr>
<tr>
<td></td>
<td>Asst. CIO</td>
<td>Lisa Trubitt</td>
<td>956-8080</td>
</tr>
<tr>
<td></td>
<td>Telecom</td>
<td>Odette Fung</td>
<td>437-3800</td>
</tr>
<tr>
<td></td>
<td>Telecom</td>
<td>Wilson Mendez</td>
<td>437-3800</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion</td>
<td>Asst. VP</td>
<td>Tamra Minor</td>
<td>956-8110</td>
</tr>
<tr>
<td></td>
<td>Asst. Director</td>
<td>Deborah Nazon</td>
<td>956-8110</td>
</tr>
</tbody>
</table>

*Note: After hours contact information has been designated as confidential and is maintained by the University Police Department for official uses only.*
Appendix C ♦ EOC Facilities (Primary: UPD Building)
Appendix D: EOC Training, Drills and Exercises

<table>
<thead>
<tr>
<th>Date(s) / Time</th>
<th>Event/Activity</th>
<th>Location</th>
<th>Areas Tested</th>
</tr>
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</table>
## Appendix E: Key (RESTRICTED) Emergency Contact Information Form

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone #</th>
<th>24-hour?</th>
<th>FAX</th>
<th>Email or Website</th>
<th>Physical Location</th>
<th>Note</th>
</tr>
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<tbody>
<tr>
<td>University Emergency Operations Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Back-up EOC</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>University Executive Policy Council Room</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Command Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td>Phone #</td>
<td>24-hour?</td>
<td>FAX</td>
<td>Email or Website</td>
<td>Physical Location</td>
<td>Note</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------</td>
<td>----------</td>
<td>-----</td>
<td>------------------</td>
<td>-------------------</td>
<td>------</td>
</tr>
<tr>
<td>Dispatch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities/Power Plant Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>City of Albany Emergency Management</td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Albany County EOC</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NY - SEMO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Weather Service</td>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.erh.noaa.gov/aly/">http://www.erh.noaa.gov/aly/</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix F: University at Albany Emergency Operations Center

Phone 518-442-3132

Main EOC Operator ..............................................................................................................................
Answering Position ...............................................................................................................................
Answering Position ...............................................................................................................................

EOC Fax (Incoming) ...............................................................................................................................
EOC Fax (Outgoing) .............................................................................................................................

EOC Responder Hotline ....................................................................................................................... 
EOC Conference Bridge ....................................................................................................................... 
EOC Conference Speakerphone .......................................................................................................... 

**Incident Commander** (conference bridge).................................................................................... 
EOC External Liaison .............................................................................................................................. 
EOC Internal Liaison ............................................................................................................................. 
EOC Staff ............................................................................................................................................ 
EOC Staff ............................................................................................................................................ 

Safety Officer (conference bridge) ......................................................................................................... 
Legal Officer (conference bridge) ......................................................................................................... 
Information Officer (conference bridge) ................................................................................................ 

**Operations Section** (conference bridge) ...........................................................................................
University Police .................................................................................................................................... 
Facilities Management ...........................................................................................................................
Environmental Health & Safety .............................................................................................................
Medical Services ...................................................................................................................................
Information Technology Services .......................................................................................................... 
Care and Shelter ................................................................................................................................... 
Student Services .................................................................................................................................... 

**Planning Section** (conference bridge) ..............................................................................................
Resource Unit ......................................................................................................................................... 
Situation Unit ......................................................................................................................................... 
Documentation Unit ............................................................................................................................... 

**Finance/Administration Section** (conference bridge) ....................................................................... 
Emergency Accounting ...........................................................................................................................
Insurance/FEMA/Risk Management ........................................................................................................

**Logistics Section** (conference bridge) ..............................................................................................
Resource Procurement ............................................................................................................................
Personnel Management ..........................................................................................................................
University Site Inventory – materials, goods, equipment ....................................................................... 
Transportation Services – Vehicles ....................................................................................................... 
Emergency Support Services ..................................................................................................................
Appendix G: Communications

There are three (3) areas of Communication Plans that must be integrated in the Emergency Management Plan to ensure effective communication. These levels are: Operations Communications, Community Communications, and Public/Media Communications.

The Public Information Officer will be responsible for working with the EPC and the Incident Commander to develop the plan of action in communication information to all constituencies, unless otherwise noted.

1. General Guidelines

The following guidelines should inform the communications management process during every major incident that involves the activation of the EOC or requires increased capability to manage operational, community and/or public/media communications beyond the normal day-to-day capability.

1.1. Designate a Spokesperson
In most cases, the spokesperson will be the Public Information Officer. In cases of significant crisis the University may evaluate the option of having the President or the highest ranking college official take the lead in conveying the administration’s response to the crisis.

1.2. Notify Key Constituencies
The key constituents should be identified and informed of the incident. It is important to keep these constituents informed of appropriate details and actions taken by the University during an emergency. Effective communication on the part of incident officials will help quell rumors, maintain morale and ensure the continued orderly operation of the University. Groups to consider include:

1.2.1. Law Enforcement Agencies
1.2.2. Administration, Faculty, Staff, and Students
1.2.3. Parents of Students
1.2.4. General Public
1.2.5. Mass Media
1.2.6. Alumni
1.2.7. Donors
1.2.8. Local Government Officials
1.2.9. SUNY Systems Administration – See Appendix V.
1.3. High Volume Call Centers
There will be a variety of places that will receive a high volume of incoming telephone calls pertaining to the incident at hand. These centers should be notified and instructed about where to refer calls pertaining to the crisis. These high volume locations include (but are not limited too):

- 1.3.1. Campus Switchboard
- 1.3.2. University Police Department
- 1.3.3. Human Resources
- 1.3.4. Department of Residential Life

1.4. Rumor Control
Establishing a rumor-control hotline and/or a dedicated call-in line for media use will help to quell rumors pertaining to the incident.

1.5. Loss of Telephone Service
Cellular telephones and mobile radio communication (walkie-talkie) can be used in the event that electricity and/or landlines are down. Keep in mind that cellular telephone towers may become clogged with traffic which will inhibit their ability to relay phone calls in a timely manner, if they are relayed at all.

1.6. Aftermath
Following an incident it may still be necessary to continually update key constituents as to the progression of incident demobilization and recovery. The Public Information Officer, or other entity given the responsibility of media relations, should be prepared to assist in bringing closure to the incident as well as relief from the effects of the event.

2. Community Communications

2.1. The primary responsibility for community communications will be managed by and through the Public Information Officer. Community communications are those communications vectors used to provide information to and receive information from our community members. This includes students, faculty, staff, visitors, as well as persons living in the immediate vicinity of the campus. Friends and relatives of community members may also possess legitimate need to receive this type of communication based upon the incident particulars. Community communication options include mass email, mass dialers for telephone, facsimile and text messaging, information posted on University web pages, communication through direct contact with residential life, faculty and other University staff, posting of flyers and public address systems including the University Carillon on the Podium and the University Police vehicles.

2.2. UAlbany Alert: Emergency Information

2.2.1. The University at Albany takes matters of safety and security seriously. In the event of a campus emergency, official sources of information will be communicated through the following channels:
2.2.1.1. The Web: The emergency information page at www.albany.edu/emergency will post frequent updates.

2.2.1.2. Email: In the event of a campus emergency, email messages will be issued from UAlbanyAlert@albany.edu and/or from sunyalbany@nyalert.gov. This includes class cancellations in the event of inclement weather.

2.2.1.3. Social Media: Updated reports will be supplied continuously through UAlbany's Facebook and Twitter pages. Follow @UAlbany and @UAlbanyAlert on Twitter for updated information. You can also search Twitter for updates using #UAlbanyAlert.

2.2.1.4. Emergency Information Line: UAlbany's emergency information telephone line, (518) 442-7669, provides information updates in the event of an emergency or weather-related issue.

2.2.1.5. SUNY-NY Alert: The SUNY-NY Alert System notifies registered members of the campus community via text message, voicemail or email, of situations presenting an ongoing risk to public safety on our campus. Sign up here for SUNY-NY Alert.

2.2.2. For more information on UAlbany Alert, please go to www.albany.edu/emergency.

3. Operational Communications

The primary responsibility for operational communications will be managed by and through the Logistics C&C Group. Operational communications are those communications vectors used to manage the operational activity related to mitigation and recovery and consist primarily of radio, telephone, facsimile and data communications devices. The ability to erect and maintain two way communications is vital to managing the incident. The University maintains the following Radio Communication systems for use by operational personnel:

3.1. University Police Radio System

UPD has in service or ready for service 38 Police portable radios, 15 Police mobile radios, 15 VHF (SSA) mobile radios, and 15 VHF (SSA) portable radios.

<table>
<thead>
<tr>
<th>Channel</th>
<th>VHF Radio</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Channel 1</td>
<td>VHF 1</td>
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</tr>
<tr>
<td>Channel 2</td>
<td>VHF 2</td>
<td>155.88000</td>
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<tr>
<td>Channel 3</td>
<td>Guilderland PD</td>
<td>155.79000 (Rec.) - 154.77 (Trans.)</td>
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<tr>
<td>Channel 4</td>
<td>Alb. Co. Sheriff</td>
<td>159.36000 (Rec.) – 151.325 (Trans.)</td>
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<tr>
<td>Channel 5</td>
<td>5 Quad VAS</td>
<td>154.11500 (Rec.) – 158.8425 (Trans.)</td>
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<td>Channel 6</td>
<td>NYSP Car</td>
<td>154.66500</td>
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<tr>
<td>Channel 7</td>
<td>Comsec</td>
<td>155.44500 (Rec.) – 154.68 (Trans.)</td>
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<tr>
<td>Channel 8</td>
<td>State Wide</td>
<td>155.37</td>
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<td>Channel 9</td>
<td>National</td>
<td>155.475</td>
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</table>
Channel 10  NYSP ESIRS  159.0975 (Rec.) – 154.9575 (Trans.)

<table>
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<tr>
<th>Dispatch Console</th>
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<tbody>
<tr>
<td>800 uptown</td>
<td>800 uptown</td>
</tr>
<tr>
<td>800 patrol</td>
<td>800 patrol</td>
</tr>
<tr>
<td>800 event</td>
<td>800 event</td>
</tr>
<tr>
<td>800 tactical</td>
<td>800 tactical</td>
</tr>
<tr>
<td>C/Albany Emergency</td>
<td>C/Albany Emergency</td>
</tr>
<tr>
<td>5-Quad</td>
<td>Talk around</td>
</tr>
<tr>
<td>CDERN</td>
<td>C/Albany Dispatch (main)</td>
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<tr>
<td>Bus/Power Plant</td>
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</tr>
<tr>
<td>VHF (SSA) uptown</td>
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</tr>
<tr>
<td>VHF (SSA) downtown</td>
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</tr>
<tr>
<td>T/Guilderland</td>
<td></td>
</tr>
</tbody>
</table>

FCC Authorized frequencies for UPD
854.96250 (Police)                      
809.96250 (Police)                      
155.80500 (VHF)                         

Albany City Frequencies
(Trunked frequencies, UPD will scan between all and transmit on open APD emer. frequency)
860.2125  857.2125  859.2125
856.4357  858.2125  856.2125
857.437

3.2. Facilities Management Radio Communications
3.2.1. Frequencies used
159.56250
154.51500
159.57750

3.2.2. Equipment available
230 portable radios
18 mobile radios
8 stationary radios
4. **TELEPHONE AND FACSIMILE COMMUNICATIONS**  
4.1. **EOC – Primary Call** List

<table>
<thead>
<tr>
<th>Executive Policy Council</th>
<th>Office Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Robert Jones</td>
<td>956-8013</td>
</tr>
<tr>
<td>Timothy Mulcahy</td>
<td>956-8030</td>
</tr>
<tr>
<td>James Dias</td>
<td>956-8170</td>
</tr>
<tr>
<td>Christine Bouchard</td>
<td>956-8140</td>
</tr>
<tr>
<td>James Van Voorst</td>
<td>956-8120</td>
</tr>
<tr>
<td>Mark Benson</td>
<td>442-2562</td>
</tr>
<tr>
<td>Fardin Sanai</td>
<td>956-8051</td>
</tr>
<tr>
<td>Robert Andrea</td>
<td>956-8030</td>
</tr>
<tr>
<td>Leanne Wirkkula</td>
<td>956-8010</td>
</tr>
<tr>
<td>Christine Haile</td>
<td>956-8080</td>
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<tr>
<td>John Reilly</td>
<td>956-8050</td>
</tr>
<tr>
<td>J. Frank Wiley</td>
<td>442-3130</td>
</tr>
<tr>
<td>Tamra Minor</td>
<td>956-8110</td>
</tr>
</tbody>
</table>

*Note: After hours contact information has been designated as confidential and is maintained by the University Police Department for official uses only.*
5. **SUNY NY ALERT**

Currently the SUNY NY Alert system does not allow the option for messaging discrete groups within the University and therefore, is not a method usable when there is a need to push information out to operational personnel only. The SUNY NY Alert may be used when the information may be disseminated to all persons registered with the service. It is anticipated that future versions of the system will allow discrete message delivery. The SUNY NY Alert system is a primary vector for messaging to voice, text and email services for the campus community as well as the community at large during a crisis. Messages sent must be sent consistent with the policies set for the use of the system by the State Emergency Management Office, SUNY System Administration and the University.

5.1. **Use of the Messaging system**

The SUNY NY Alert system is intended to provide a vector for the University to provide good actionable information to subscribers in a timely manner delivering information and instruction to our community to improve the safety of our community. Authorized users may send messages as permitted by policy and authorized below.

5.2. **Requirements/Authorization to use the system:**

5.2.1. An active network connection is necessary for the use of this system.

5.2.2. Only authorized users may access the messaging site and are responsible for doing so consistent with policy. The following University personnel are authorized users:

<table>
<thead>
<tr>
<th>Office</th>
<th>Callout Order</th>
<th>Office</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP Student Success</td>
<td>Christine Bouchard</td>
<td>956-8140</td>
<td><a href="mailto:cbouchard@albany.edu">cbouchard@albany.edu</a></td>
</tr>
<tr>
<td>Student Success</td>
<td>Michael Christakis</td>
<td>956-8140</td>
<td><a href="mailto:mchristakis@albany.edu">mchristakis@albany.edu</a></td>
</tr>
<tr>
<td>Student Success</td>
<td>Cynthia Riggi</td>
<td>956-8140</td>
<td><a href="mailto:criggi@albany.edu">criggi@albany.edu</a></td>
</tr>
<tr>
<td>UPD</td>
<td>Aran Mull</td>
<td>442-3130</td>
<td><a href="mailto:amull@albany.edu">amull@albany.edu</a></td>
</tr>
<tr>
<td>Comm. &amp; Mktg.</td>
<td>Karl Luntta</td>
<td>956-8150</td>
<td><a href="mailto:kluntta@albany.edu">kluntta@albany.edu</a></td>
</tr>
<tr>
<td>Env. Health &amp; Safety</td>
<td>Lisa Donohue</td>
<td>442-3495</td>
<td><a href="mailto:ldonohue@albany.edu">ldonohue@albany.edu</a></td>
</tr>
</tbody>
</table>

5.2.3. Authorized users may send messages only when the message has been approved by one of the following:

5.2.3.1. Chief Executive Officer of the University
5.2.3.2. Vice President for Student Success
5.2.3.3. Communications and Marketing
5.2.3.4. Chief of University Police

5.2.4. Notwithstanding 2.1.2.3 above upon activation of the campus Emergency Management Plan no message may be sent (except as noted under below) without the express approval of the Incident Commander. Approval may be obtained through the Public Information Officer.

5.2.5. An authorized user may send a message without approval as required above if and only if an attempt has been made to contact the above persons without success and the user reasonably believes that sending a message immediately is necessary to save lives.

Directions to Sign on to SUNY NY Alert

- Go online
- https://login.nyalert.gov
- Type in username:
- Type in password:

*How to Create an EAS/Alert Message*

NY-Alert’s primary mission is to notify its citizens of an emergency situation and provide actions or instructions they should take to protect themselves. An EAS/Alert message is an incident specific message to the public. The notification is distributed to subscribers who have subscribed to the event category via the distribution channels selected. In addition, at the county emergency management level the message may be sent to the jurisdiction 911 database or subscriber settings may be overridden to notify individuals of a life threatening situation. The message is displayed on the NY-Alert public web site (www.nyalert.gov) and picked up by RSS feeds. Not all organizations/notifiers have the ability to send a public alert.
Three steps, plus the distribution plan, comprise the creation of an EAS/Alert message.

To create an EAS/Alert message, select the **EAS/Alert Messages** navigation bar.

To begin the EAS/Alert Messages Wizard, select the **New Alert** button.
Alert Wizard Step 1: Alert Basics

This section answers the questions - what is the event to be how is the message to be distributed?

**Alert Wizard Step 1: Alert Basics**

<table>
<thead>
<tr>
<th>Status:</th>
<th>Exercise</th>
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<tbody>
<tr>
<td>Category:</td>
<td>Other - Other</td>
</tr>
<tr>
<td>Specific Event:</td>
<td>-- Select an Event --</td>
</tr>
<tr>
<td>Recommended Response:</td>
<td>-- Select a Response Type --</td>
</tr>
<tr>
<td>Life Threat?:</td>
<td>(Choosing Life Threat will Override Subscriber Defined Preferences and Deliver this Message)</td>
</tr>
<tr>
<td>Distribution Channels:</td>
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<tr>
<td></td>
<td>Alpha-Numeric Pagers</td>
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<td>E911</td>
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<td>EAS</td>
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<td>Email</td>
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<td>Mass Dialer</td>
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<tr>
<td></td>
<td>Mass Dialer Auxiliary Contact **</td>
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### Alert Importance

<table>
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<th>Severity</th>
<th>Certainty</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Expected</td>
<td>Severe</td>
<td>Likely</td>
</tr>
<tr>
<td>Future</td>
<td>Moderate</td>
<td>Possible</td>
</tr>
<tr>
<td>Past</td>
<td>Minor</td>
<td>Unlikely</td>
</tr>
<tr>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

(Roll your mouse over each item for a Detailed Description)

* : Indicates that this Distribution Channel will be Automatically added in order to handle contact information not supported by the requested channel.

** : Indicates that this Distribution Channel, when selected, will only activate for those Users who would be interested in this Alert, but have not subscribed any other means of Contact Information Selected for this Alert.

Status: Selections may be viewed using the drop down arrow and include Exercise, Test and Actual Event.

**Exercise** does not distribute the message and is used for training purposes.

Test places the heading Test on the email message. **The message will be distributed.**

Selecting Test also places, upon clicking of the Next Step button, the following message to the notifier as a warning that the message will be sent.
Actual Event is used for sending a notification of an event and places Actual Event in the heading.

**Category:** Selections may be viewed using the drop down arrow. Category availability is organization dependent. Selection of a category is a requirement of Common Alert Protocol.

- CBRNE - Chemical, Biological, Radiological, Nuclear or High-Yield Explosive threat or attack
- Environmental - Pollution and other environmental
- Fire - Fire suppression and rescue
- Geophysical - ie landslide
- Infrastructure - Utility, telecommunication
- Security - Law enforcement
- Health - Medical and public health
- Meteorological - ie flood
- Other - Other events
- Rescue - rescue and recovery
- Transportation - Public and private transportation

**Specific Event:** Selections may be viewed using the drop down arrow. Event availability is dependent on the category selected. Selection of a category is required to customize the message type based on user subscriptions.

**Recommended Response:** Selections may be viewed using the drop down arrow. Selection of a recommended response is required. Selection in this area is a requirement of Common Alert Protocol.

- Shelter - Take shelter in place or per the instructions within the message
- Evacuate - Relocate per the instructions within the message
- Prepare - Make preparations per the instructions within the message
- Execute - Execute a pre-planned activity identified in the instructions within the message.
- Monitor - Attend to information sources as described in the instructions within the message.
- None - No action recommended.
**Life Threat? Checkbox:** Select this checkbox only if the event is life-threatening and the notifier wishes to override subscriber preferences to ensure distribution reaches the broadest range of subscribers. This will also notify imported users. Selecting Life Threat also selects the EAS checkbox within Distribution Channels. If EAS is not being requested, please uncheck the box. This selection may not be available to all organizations.

**Category Override? Checkbox:** Select this checkbox to notify subscribers as if the event applies to all sub-categories. This selection may not be available to all organizations.

**Life Threat (Minor)?** Select this checkbox to override user defined preferences and deliver the message to anyone in the affected area. This selection may not be available to all organizations.

**Distribution Channels:** Distribution channels available are based on organization request. Select the checkbox next to each distribution channel to be used. May use one or more channels. If no distribution channel is selected, the message will be posted on the NY-Alert web site and picked up by RSS feeds.

- **Email:** Electronic mail transmission of a message. Received are the Headline (Subject Line of email), Detailed Description and Instructions. Additional files sent by the notifier will be sent as attachments. Emails will be sent only 1 time with no retry.
- **SMS (Standard):** Short Message Service (SMS), commonly referred to as Text Messaging, is standard protocol for sending short text messages to mobile devices. This is a service for sending short messages of up to 120 characters over wireless networks to mobile devices including cellular phones, smart phones, and PDAs. End user may incur a fee depending on their wireless plan. Message delivery not guaranteed by the service vendor.
- **SMS (Priority):** Short Message Service (SMS), commonly referred to as Text Messaging is standard protocol for sending short text messages to mobile devices. This is a service for sending short messages of up to 100 characters over wireless networks to mobile devices including cellular phones, smart phones, and PDAs. End user may incur a fee depending on their wireless plan. Uses prioritized gateways with faster message delivery by the service vendor. Organization incurs additional costs to utilize this gateway.
- **E911 Data:** Landline telephone number and location information provided by the local telephone company to provide emergency managers the ability to contact individuals and businesses within a specific location. Selecting the E-911 option notifies all within this dataset via telephone regardless of NY-Alert subscription.
- **Mass Dialer:** Mass calls made to landline telephones and/or cell phones in a short period of time. Used in an emergency to broadcast Detailed Description and Instructions portion of notification using a text-to-speech engine to
subscribers. Also used by county emergency managers for E-911 calls targeting individuals in a specific geographic location. Calls are attempted up to 3 times for successful notification. Please refer to the section entitled Gateways for technical details.

- **Mass Dialer Auxiliary Contact:** Mass calls made to landline telephones and/or cell phones in a short period of time. Used in an emergency to broadcast Detailed Description and Instructions portion of notification using a text-to-speech engine to subscribers who have no other contact method (i.e. email, SMS).
- **Fax:** Facsimile transmission of a message. Received are the Headline, Detailed Description and Instructions. Alpha-Numeric Pager: A numeric pager with the ability to display text messages.
- **EAS:** The Emergency Alert System (EAS) is a national public warning system that requires television and radio broadcasters to provide the communications to the public during an emergency. The system is used by state and local authorities to deliver important emergency information such as AMBER Alerts and weather information targeted to a specific area. EAS activation authority in NY-ALERT is available only to County Emergency Managers.
- **Twitter:** Twitter social media feeds are available to County Emergency Managers and other organizations upon request.

**Alert Importance:** Selections in each category of the importance of the message is required. Hovering the mouse over each word will provide a brief description. Selection in each of the three areas is a requirement of Common Alert Protocol.

- **Urgency:**
  - Immediate - Responsive action should be taken immediately
  - Expected - Responsive action should be taken within the next hour
  - Future - Responsive action should be taken in the near future
  - Past - Responsive action is no longer required
  - Unknown - Urgency is not known

- **Severity:**
  - Extreme - Extraordinary threat to life or property
  - Severe - Significant threat to life or property
  - Moderate - Possible threat to life or property
  - Minor - Minimal threat to life or property
  - Unknown - Severity is not known

- **Certainty:**
  - Observed - Determined to have occurred or to be ongoing
  - Likely - Likely to occur - Probability greater than 50%
  - Possible - Likely to occur - Probability 50% or less
  - Unlikely - Not expected to occur - Probability near 0%
  - Unknown - Certainty is not known

Select the **Next Step** button.
Alert Wizard Step 2: Affected Locations

This section answers the question – what is the location of the event?

Locations are available based on the organization and the notifier permissions. Locations may be selected either by selecting the jurisdiction via a checkbox OR selecting the jurisdiction via a GIS interface map.

To Select a Location via a Checkbox:

If the message is intended for the entire county, select the checkbox next to the affected county. If the message is intended for a specific location(s) within the county, press the + next to the county name. A list of available locations within the county appears (refer to example below). Select the checkbox next to the specific location(s) to be notified. The names of the locations will appear in the Selected Jurisdictions box on the right.
Select the **Next Step** button.

**Alert Wizard Step 3: Alert Specifics**

This section answers the questions – what is the actual message, and when will it be sent?

**Group Notification Wizard Step 2: Notification Specifics**

**Headline**: Subject line of an email and fax. Limited to 150 characters so it does not truncate. This is a required field.

**Short Mobile Headline**: Entire Text Message. Message should be direct with applicable actions. Limited to 120 characters based on providers of service. Used for routine and
non-life safety communications. Appears if Standard SMS is selected in Step 1. -OR-

**Mobile Device Headline:** Entire Text Message. Message should be direct with applicable actions. Limited to 150 characters based on providers of service. Used for life safety communications. Appears if Priority SMS is selected in Step 1.

The text of the Short Mobile Headline or Mobile Device Headline will appear automatically as the Headline is input. If necessary, the Short Mobile Headline or Mobile Device Headline can be changed for additional specifics of the event. Multi-part messages are not sent as providers do not guarantee all parts of a message are received and/or received in the correct order. For additional information regarding SMS messages, please refer to the Gateways Section of this documentation.

**Detailed Description:** Description of the hazard or event. Body of the email or fax. Spoken by the text-to-speech engine of the mass dialer. This field is a requirement of Common Alert Protocol.

**Instructions:** Instructions to be followed by recipients of the message. Body of the email or fax. Spoken by the text-to-speech engine of the mass dialer. This field is a requirement of Common Alert Protocol.

**Audio Recording:** None is the default selection. If the mass dialers are selected under Step 1, Distribution Channel, the Text To Speech radio button is highlighted automatically. Notifiers are encouraged to test messages for awareness of how the text-to-speech engine pronounces acronyms, etc. Please place a space or hyphen between numbers in a phone number; i.e. 9-1-1 to avoid a 911 pronunciation of nine hundred eleven.

If the notifier wishes to record the message, two options are available - Use System Call-Back Recorder or Record Audio. When the radio button next to Record Audio is selected, a recording interface appears. The notifier uses the appropriate buttons to record, stop, play and save their message. A usb microphone connected to the computer is required.
When the radio button next to Use System Call-Back Recorder is selected, a text box appears for input of the call back phone number. Upon selecting the Call Now button, the system will call the phone number and prompt the notifier to record the message. The duration of the message can not exceed two minutes.

**Air Time:** Date and time the message is to be sent. To select a date and/or time in the future, select the calendar tool, and select the desired date and time. To send the message immediately, select the link highlighted in blue, Click here for Immediate Activation. Upon publication, the message will be sent.
**Expire Time:** Date and time the message will expire and be placed in Archived Messages. To change the default 20 minute time frame, select the calendar tool and select the desired date and time for the message to expire. If a message expires prior to the completion of the phone calls, the phone calls will not complete. When the message expires, it is removed from the NY-Alert web site and RSS feeds.
Files with Additional Information: If desired, additional files may be attached to an email and/or fax. Select the Add a File button.

Files With Additional Information:

Add a File

In the dialog box which appears, browse for the file to add. Provide a descriptive name for the file in the Description text box, and select the Submit button.

File Name: [Browse]
Description: [Submit, Cancel]

To proceed to the Distribution Plan, select the Next Step button.

Alert Message Wizard Step 4: Distribution Plan

Answers the Question – What is the number of messages that will be sent?

Based on selections made by the notifier in Steps 1 - 3, the Distribution Plan indicates the number of messages to unique subscribers and the distribution channels to be used.

The number of users to receive an alert and the expected number of messages to be distributed by distribution channel are indicated. The expected number of messages by distribution channel may exceed the expected number of users as users may subscribe with more than one email address, phone number, or SMS number.

Total Number of Users to Contact: This is the total number of unique users to be contacted.
Interested Users Not Contacted: These are users whose warning setting settings indicate their interest in the message, but do not have contact information in the selected distribution channel. These users will not be contacted.

Messages sent to a specific, small location will be disseminated not only to those subscribed in the specific area, but to those who have subscribed to the entire county, and those who have subscribed to the entire state.
When satisfied that the number of expected users appears correct, select the Publish button to disseminate the message.

NOTE: Notify SUNY Central Administration whenever a campus alert goes out.

6. **Email Communications** Authorized users may send campus-wide emergency email alerts via the procedure below.
6.1. The following persons* are authorized to send these alerts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Bouchard</td>
<td>956-8140</td>
</tr>
<tr>
<td>Cynthia Riggi</td>
<td>956-8140</td>
</tr>
<tr>
<td>Michael Christakis</td>
<td>956-8140</td>
</tr>
<tr>
<td>Aran Mull</td>
<td>442-3130</td>
</tr>
<tr>
<td>Karl Luntta</td>
<td>956-8150</td>
</tr>
<tr>
<td>Rebecca Salinas</td>
<td>956-8151</td>
</tr>
<tr>
<td>Lisa Taylor</td>
<td>956-8155</td>
</tr>
</tbody>
</table>

*Note: After hours contact information has been designated as confidential and is maintained by the University Police Department for official uses only.
6.2. You can send Campus Emergency Alert messages off campus by using Outlook Web Access.


Click Login.

When the login window pops up, enter your **Personal** NetID and Exchange password to authenticate.
You are now logged into Campus Emergency Alert notification mailbox. All messages you send will be sent from *Campus-Emergency-Alert-notices*.

6.3. Instructions for sending a message

1. In the **To** field, enter the list to which you are sending (ALLFACSTAFF-L@listserv.albany.edu or ALLSTUDENTS-L@listserv.albany.edu).
2. In the **Subject** field, enter the subject.
3. In the **body**, enter the message you want to send.
4. Send the message.
5. Listserv® will send an auto-reply back to this mailbox, asking for confirmation that the message you sent actually came from you. **To approve the message for distribution**, click “Reply” on the confirmation email, type “OK” (no quotes) in the first line of the message, and nothing else.
6. Send the confirmation back to listserv and it will distribute the message to the appropriate lists.

Listserv® will send the mailbox another email confirming that the message was successfully distributed. You can delete these from the mailbox.

Log out of OWA.

7. **PUBLIC/MEDIA COMMUNICATIONS**

The primary responsibility for public/media communications will be managed by and through the Public Information Officer. Communication with the general public and the media not only fulfills what may be a legitimate public right or need to know, but also provides another communication vector to push information out to our operational resources as well as our community. The primary vector is through contact with media reporters and may be obtained through phone, fax, email or personal contact.

7.1. **MEDIA STAGING AREA/JOINT INFORMATION CENTER**

A vital component of managing a critical incident is the management of media information and contact. Essential to this task is the establishment of an area where media may stage and obtain information (briefs, statements, guidelines for media covering the incident, pool footage, etc.). The PIO shall set up a Media Staging Area or Joint Information Center according to the incident, ensuring that the media are made aware of the location and manage the flow of information to the media. In addition to physical space the PIO should give consideration to the availability of voice, facsimile, email and internet connections and contact information.

7.1.1. **NEED FOR A MEDIA CENTER**

There may not always be a need for the establishment of a Media Center. The assessment for this need will be made by the Public Information Officer. The specific details of each incident will dictate where the Media Center is located, if one is established. Provided there
is a limited impact area of the incident the Media Center will be located in a pre-determined area.

7.2. Photography
There may be a need to assign a photographer to the incident. This will prevent the media from attempting to gain access to hazardous and/or restricted areas, further complicating the incident.

The assigning of a photographer may provide helpful in responding to media inquires, to possible later litigation, and documentation of incident events.

7.3. Unofficial Spokespersons
It may be necessary to identify other possible spokespeople that may be available to the media, and that they may attempt to contact. These people may include faculty, staff, student leaders, and others. It may be necessary to advise these individuals on appropriate ways to deal with the media.
Appendix H: List of Plan Acronyms

ACS .................................................................................... Albany Co. Sheriff
AFD ................................................................................... Albany Fire Department
APD .................................................................................... Albany Police Department
CDERN .......................................................... Capital District Emergency Radio Network
CERT ....................................................... Campus (or Community) Emergency Response Team
CFR .................................................................................. Code of Federal Regulations
DHSES ................................................. Department of Homeland Security and Emergency Services
EHS ............................................................ Environmental Health and Safety Department
EM .................................................................................... Emergency Management
EOC ........................................................... Emergency Operations Center
ECP ................................................................. Executive Policy Council
ER ................................................................................... Emergency Room
EMP ............................................................ Emergency Management Plan
ESF ............................................................................... Emergency Support Function
FEMA ............................................................ Federal Emergency Management Agency
GPD ............................................................... Guilderland Police Department
HR .................................................................................. Human Resources
HSA ................................................................. Health Sciences Administration
ICS ................................................................. Incident Command System
NIMS ...................................................... National Incident Management System
OEM .............................................................. Office of Emergency Management
SEMO ......................................................... NY State Emergency Management Office
SOP .............................................................. Standard Operating Procedure
UHC ............................................................... University Health Center
URC ........................................................................... Unit Response Center
University ........................................................................ University at Albany
Appendix I: University Maps

- Electronic Copies are located at: V:\UPD - General\Building Plans
- Hardcopies are located at: Service Building A
Appendix J: Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

The planning assumptions incorporated into this plan include the need for a University response to conditions where:

- Multiple persons have suffered substantial injury and/or are exposed to conditions which may cause additional injuries.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information systems.
- Regional and local services may not be available.
- Major roads, overpasses, bridges and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- People may become stranded at the University – conditions may be unsafe to travel off campus.
- The University will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus, from the Campus EOC while emergency conditions exist.
- Communication and exchange of information will be one of the highest priority operations at the Campus EOC. The inter/intranets may be down.
Appendix K: Emergency Plan Concept of Operations

This plan provides the organized management system for the University at Albany to follow during emergencies. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical functions and roles of the University during a response.

It is considered a management tool, in that it provides an overall organization and general procedures for the management of information, activities, and operations during an emergency. The planning is based on the National Incident Management System (NIMS) and establishes a management structure consistent with the Incident Command System (ICS), the management structure adopted throughout the United States and Internationally, and a requirement of the Governor's Executive Order No. 26, HSPD – 6 and HSPD – 8. This approach to emergency management is based on a five-section structure and the sections, or teams, contain functional positions for each critical operation of the University during an emergency. It provides for a smooth transition to restoration of normal services and the implementation of programs for recovery.

The benefits of the ICS process are:

1. History
   - Thirty-year history of successful implementation for emergency response management in the field.
   - Ten-year history as the International (Global) Standard for Emergency Management organization.

   - Flexibility in application – allows for scale-up, scale-down and transition.
   - Team-based, bundled and linked processes and cross-functional efficiency within the organization.
   - Easy-to-understand for the users.
   - Action oriented – focuses on results and output.
   - Starts and stops – designed for rapid deployment and smooth de-activation.
   - Wide application to unique settings.

3. Aligned with Adjacent and Contiguous Agencies
   - Standardized functions.
   - Standardized processes.
   - Follow New York State guidelines.
Appendix L: Plan Objectives

The objectives of this plan are to:

1. Provide Organization
   
   1.1. Provide clear and easy-to-follow checklist based guidelines for the most critical functions and liaisons during an emergency response.
   
   1.2. Organize this plan in an easy-to-follow format in which users can quickly determine their role, responsibility and primary tasks.
   
   1.3. Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response in which all entities have access into the emergency response process, and know what is going on at the University.

2. Provide for Communications and Information Management
   
   2.1. Serve as the central point of communications both for receipt and transmission of urgent information and messages.
   
   2.2. Serve as the official point of contact for the University during emergencies when normal channels are interrupted.
   
   2.3. Provide 24-hour full service communication services for voice, data and operational systems.
   
   2.4. Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
   
   2.5. Provide a basis for training staff and organizations in emergency response management.

3. Offer Decision–Making Guidelines
   
   3.1. Determine through a clear decision process, the level of response and extent of emergency control and coordination that should be activated when incidents occur.

4. Create a Management Structure for Response Operations
   
   4.1. Utilize efficiently, the resources at the University to implement a comprehensive and efficient emergency management response team.
4.2. Continuously be prepared with a pro-active emergency response management action plan, for the possibilities and eventualities of emerging incidents.

5. Create a Management Structure for Recovery Operations

5.1. Transition response operations over to normal management processes, as able.

5.2. Support business resumption plans and processes, as needed, during restoration phases.

5.2.1. Provide documentation and information support to FEMA disaster assistance program application.
Appendix M: Levels of Emergency (Incident Typing)

Emergency conditions vary with each incident and activation. As a guide, incidents are typed under the federal NIMS incident typing guidelines into one of the following five categories:

**Type 1 and Type 2 Incidents:**

A Type 1 or Type 2 incident are the most complex requiring the response of resources out of area, including regional and/or national resources to effectively manage the operations and command and general staffing. Most if not all of the Command and General Staff positions are filled. The incident extends beyond the capabilities for local control and the incident is expected to go into multiple operational periods. A written IAP is required for each operational period. These incidents involve a full activation of the University EOC as well as coordination with county and state EOCs. These types of incidents will most likely require a large scale evacuation of the University for an extended period of time.

**Examples:**

- Terrorist Attack
- Major Hurricane/Earthquake
- Structural Collapse
- Cargo Jet has crashed with injuries onboard and on the ground
- Regional Flooding

**Type 3 Incident:**

When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. Some or all of the Command and General Staff positions may be activated. The incident may extend into multiple operational periods. A written IAP may be required for each operational period. In these incidents the University must activate the EOC in order to address immediate emergency response. Emergency conditions are wide spread and University must be self-sufficient for a period of hours to several days. The incident will likely require assistance from the City of Albany, Town of Guilderland, Albany County and other State agencies to effectively manage. Localized evacuations are likely for extended periods of time.

**Examples:**

- Hostage or Active Shooter Situation
- Large HAZ-MAT Release
Major Fire in a Residential Complex
Water Main Break Impacting Multiple Buildings
Large Scale Civil Unrest

**Type 4 Incident:**

Command Staff and General Staff functions are activated only if needed. Several resources are required to mitigate the incident. The incident is usually limited to one operational period in the control phase. The Chief Executive Officer, their designee or the Incident Commander may have briefings, and ensure the complexity analysis and delegations of authority documents are updated. No written IAP is required. A partial or full activation of the University EOC may be needed.

**Examples:**

Localized Structural Fire
Multivehicle Accident with Fatalities/Critical Injuries

**Type 5 Incident:**

The incident can be handled by one or two single resources with up to six personnel. Command and General Staff positions (other than the Incident Commander) are not activated. No written Incident Action Plan (IAP) is required. The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. The incident is able to be resolved as part of standard University procedures. While there may be some damage and/or interruption, the conditions are localized and the EOC is not needed.

**Examples:**

Vehicle Fire
Injured Person
Police Traffic Stop
Automatic Fire Alarm
Student Demonstration
Appendix N: University ICS/EOC Organization, Position Responsibilities and Assignments

University ICS/EOC Organization, Position Responsibilities and Assignments

Emergency response management requires the establishment of a strategic organization comprised of the most important or critical functions of the University. Consistent with the international Emergency Management standards of the Incident Command System, the University Emergency Operations Center organization plan follows the standard five-unit (team) structure as the basis for organizing emergency planning and response. The five teams/sections are color-coded as follows:

1. General Staff (Royal Blue)
2. Operations (Red)
3. Planning (Light Blue)
4. Resources and Logistics (Yellow)
5. Finance & Administration (Green)

- The University emergency response organization is based on these units, as shown on the Emergency Operations Center Functions in Figure 4.

- A description of the positions and responsibilities of the EOC are provided in Table 2-A – EOC Management Functions, Table 2-B EOC Operations Functions, Table 2-C EOC Planning Functions, Table 2-D EOC Resource Functions, and, Table 2-E Finance and Administration Functions. Please note that each team has a Section Chief function included in the Tables.

- Checklists for each position are included in this appendix and provide specific responsibilities. The responsibilities in the checklists are for work in the EOC and do not address emergency response operations or business resumption functions, which are not managed at or from the EOC.

- Appendix A lists the primary and alternate assignments to these positions.
Emergency Operations Center Functions

University at Albany Emergency Operations Center Functions - Figure 4

Executive Policy Council
(President’s Executive Committee)

- Public Information Officer * (PIO)
- Incident Commander* (IC)
- Legal Officer
- Agency Representative
- Safety Officer (SOF)
- Liaison Officer (LNO)
- EOC Officer

Operations Section*
- Staging Area manager *
- University Police *
- Facilities Management *
- Environmental Health &Safety *
- Medical Services/EMS
- Information Technology Services*
- Care and Shelter
- Student Services *

Planning Section *
- Resource Unit
  - Check-in/Status
  - Situation Unit
- Documentation Unit
- Demobilization Unit

Logistics Section *
- Resource Procurement *
- UA Site Inventory – materials, goods, equipment
- Transportation Services, Vehicles
- Emergency Support Services
- EOC Admin/Support Staff *

Finance Section
- Emergency Accounting
- Payroll and Benefits
- Insurance/FEMA/Risk Management

* These functions are always activated.
Executive Policy Council (President’s Cabinet)

In addition to the standard ICS management structure the University’s critical incident management structure adds the Executive Policy Council. The Executive Policy Council shall serve as the policy review and development body and shall act as the coordinating body for other policy groups at the SUNY System, State and Federal levels as well as campus policy groups. The Executive Policy Council shall advise the Incident Commander or Unified Command regarding the University’s position on matters of policy and strategic goals.

The University’s Chief Executive Officer serves as the head of the Executive Policy Council which activates for **Type 3 Incidents** and above, or whenever executive policy issues must be addressed – at his or her discretion. The Executive Policy Council shall consist of the following members and other members as determined by the University’s Chief Executive Officer.

**Executive Policy Council**

- University President
- Provost
- Vice President for Research
- Vice President for Student Success
- Vice President for Finance and Business
- Vice President for Athletic Administration and Director of Intercollegiate Athletics
- Vice President for Media and Marketing
- Vice President for University Development
- Executive Director of The University at Albany Foundation
- Vice Provost for Enrollment Management
- Chief of Staff
- Chief Information Officer
- Associate Counsel
- Chief of Police
- Assistant Vice President for Diversity & Inclusion
<table>
<thead>
<tr>
<th>Function or Group</th>
<th>Purpose/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Policy Council</td>
<td>Provide executive leadership to the University during emergencies in which the academic and research programs are interrupted, or normal business cannot be conducted. Executive coordination with the Governor’s office, Chancellor and the Board of Trustees. Direction and coordination with the Faculty Senate, Deans and Directors and the EOC Management Group/Incident Commander.</td>
</tr>
<tr>
<td>(EPC)</td>
<td></td>
</tr>
<tr>
<td>Incident Commander</td>
<td>(ICS 220-1) - The Incident Commander’s responsibility is the overall management of the incident. On most incidents, a single Incident Commander carries out the command activity, however, Unified Command may be appropriate. The Incident Commander is selected by qualifications and experience. The Incident Commander may have a Deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work for as they must be ready to take over that position at any time. The Incident Commander has the delegated authority to act in the best interest of the University and the goals of emergency response and recovery, on behalf of the Executive Policy Council during immediate response operations. This position is always activated.</td>
</tr>
<tr>
<td>(IC)</td>
<td></td>
</tr>
<tr>
<td>Information Officer</td>
<td>(ICS 220-2) - The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have Assistant Information Officers as necessary, and the Assistant Information Officers may also represent assisting agencies or jurisdictions.</td>
</tr>
<tr>
<td>(IO)</td>
<td></td>
</tr>
<tr>
<td><strong>Liaison Officer (LNO)</strong></td>
<td>(ICS 220-3) - Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is the point of contact for the Agency Representatives assigned to the incident by assisting or cooperating agencies.</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Safety Officer (SOF)</strong></td>
<td>(ICS 220-4) - The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Having full authority of the Incident Commander, the Safety Officer can exercise emergency authority to stop or prevent unsafe acts. Only one Safety Officer will be assigned for each incident. The Safety Officer may have Assistant Safety Officers as necessary, and the Assistant Safety Officers may also come from assisting agencies or jurisdictions as appropriate. Assistant Safety Officers may have specific responsibilities such as air operations, urban search and rescue, hazardous materials, or for specific geographic or functional areas of the incident.</td>
</tr>
<tr>
<td><strong>EOC Officer</strong></td>
<td>The function of the EOC Officer is to provide for the management of the Emergency Operations Center (EOC). Only one EOC Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The EOC Officer will report directly to the Incident Commander.</td>
</tr>
<tr>
<td><strong>Agency Representative</strong></td>
<td>(ICS 220-5) - In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer.</td>
</tr>
</tbody>
</table>
# Checklist 1

## Executive Policy Council (President’s Cabinet)

### Primary Responsibilities

- Proclaim University emergencies and authorize the activation and operations of the University’s Emergency Operations Center (EOC)
- Notify and inform key University constituents and Stakeholders, including the Chancellor’s office, the Board of Trustees, the Governor’s Office, and elected officials
- Issue directives regarding the overall status of the University campus, programs and operations
- Provide direction for the resumption of research and educational programs
- Coordinate policy matters with the University schools and departments

### Actions

1. When notified of an emergency that threatens the University or interrupts University operations and/or programs, convene to address the situation status, collect information and issue emergency communications.
2. If the event is severe and the University EOC has activated the Campus-wide plan, issue an Executive Declaration of a Disaster at the University as appropriate. Communicate this officially to the Governor’s Office and other key constituents. See Appendix V.
3. Notify and communicate with the Academic and Research Departments, Administrators and Student Affairs regarding the University’s status.
4. Issue official emergency policy statements, orders and notices to support and manage the University’s Emergency Response and Recovery Operations.
5. Establish emergency task forces and committees to address special contingencies for urgent program support or critical decisions, pertaining to key University programs and processes.
6. Provide direction and vision to the University and the University EOC for the recovery of programs and post-event plans of restoration.
7. If the emergency is contained or as it lessens, the Executive Policy Council may wish to appoint one representative to be the 24-hour contact to the EOC. The full group can be convened again if needed for emergency business, or for regular status reports.

### Deactivation and Recovery

8. Issue executive policies to direct and support the recovery of services and programs.
9. Provide official contact to the Governor’s Office and elected officials to petition state and federal disaster assistance programs for the University.
10. Conduct post-disaster briefings to identify key lessons and learning’s for the improvement of the University’s disaster preparedness program.
Checklist 2

Incident Commander / EOC Director

(The University EOC Director typically assumes the position of Incident Commander upon activation of the EOC.)

Primary Responsibilities

ICS 220-1 - The Incident Commander’s responsibility is the overall management of the incident. On most incidents, a single Incident Commander carries out the command activity for each activity period.

The Incident Commander may have a Deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work for, as they must be ready to take over that position at any time.

- Assess the situation and/or obtain a briefing from the prior Incident Commander.
- Determine Incident Objectives and strategy.
- Establish the immediate priorities
- Consider the need for Unified Command
- Establish an appropriate organization.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety and personnel accountability measures are in place.
- Coordinate activity for all Command and General Staff.
- Keep EPC informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Authorize release of information to the news media.
- Ensure Incident Status Summary (ICS Form 209) is completed and forwarded to appropriate higher authority.
- Maintain Unit/Activity Log (ICS Form 214).
- Activates and deactivates the University Emergency Operations Center.
- Directs University emergency response and recovery operations.
- Represents the University EOC and emergency response operations to the City of Albany, Albany County, NYSEMO and other outside agencies.
- Handles EOC staff issues and policy regarding EOC operations.
- Obtains authorization for large expenditures and/or emergency programs from the Executive Policy Council.
- Coordinates operations with other agency EOCs.
- Deactivates the EOC.
- Manages the transition to recovery.
### Actions

1. When aware of and informed of any emergency or pending emergency, which may affect or impact University properties, staff and/or operations, report to the University Emergency Operations Center, determine at what level the EOC will be activated and begin the process of activating the EOC.

2. Assign a staff assistant to keep log of your activities and keep it current throughout the emergency response. The assistant also serves as a runner for the EOC Management Team during the activation.

3. Obtain as much information as possible about the emergency. Meet with the Operations Section Chief and the Planning Section Chief to identify the following:
   - Primary event or cause of the emergency
   - Status of operations
   - Current overall situation at the University, including:
     - Power/Utilities
     - Communications
     - Major Damage to Buildings and Facilities
     - Health Services Center
     - Status of research programs and lab animals
     - Status of University staff and research departments, academic programs and students
     - Major events and activities on campus
     - Other critical programs or activities on campus

4. Based on the above information, determine the following:
   - Level of emergency activation of the EOC (1, 2, or 3)
   - Primary activity of the EOC (i.e., coordination of information to key constituents, public information, readiness in the event of escalating needs, full scale emergency coordination, etc.)

5. Call to duty, those positions and functions needed for the emergency response. If the potential for emergency response is great, it is better to overstaff initially than to try to later "catch up" to the needs of the situation. Contact the Police Communications Center to begin the process of activating the EOC.

6. Select alternate Incident Commander(s) from the team members. This person(s) serves as the Director of the EOC teams and operations during prolonged emergency activations. The Incident Commander meets with and confers with the EOC Management Team to determine the overall University response and strategy, approve and authorize emergency expenditures for response operations, and coordinate operations with the other University departments. The Incident Commander can be any member of the EOC Management Team and can rotate during the activation. There is always an Incident Commander during an activation of the University EOC.

7. As the EOC Section Chiefs arrive, meet with them to establish the EOC Action Plan. Follow the template provided with this checklist. Establish the immediate actions, next hour actions and short-term actions. Work with each of the EOC Section Chiefs to establish a joint process for sharing information and coordinating emergency operations. Establish a process and schedule for conducting EOC briefings and announcing major decisions and information. The Incident Commander may meet with the EOC Section Chief more frequently to manage the operations.

8. Activate the EOC Administrative Staff to set up the EOC facility and support the EOC staff with supplies and services.
9. Notify the Executive Policy Council of the activation and provide status reports and updates. If needed, request the activation of the group, if needed, to address policy issues and executive decision-making. If the Executive Policy Council will be needed for extended hours, obtain contact information and/or arrange for one or two members to serve as primary contacts during non-business hours. If the emergency is severe, request the continual activation of one or two members of the Executive Policy Council.

10. Activate the External Liaison positions to support the contact and notification to the City of Albany and other jurisdictions.

11. Activate the Internal Liaison to contact and notify University departments, schools and the other Campuses.

12. Address staff issues and policies regarding EOC operations. Keep in mind that people from multiple departments who may have differing policies and operational priorities, staff the EOC. It is essential that the EOC staff support the EOC management decisions and are able to communicate the priorities of the EOC to their respective Unit Response Centers and departments.

13. Review and update the EOC Action Plan as presented by the Operations Team, with a focus on the transition to recovery as the emergency subsides. Work with the Planning Leader to continually reassess the situation and update damage and emergency response costs.

14. Continue to update the EOC Action Plan every hour or as needed. Number and post EOC Action Plans in sequence. Bring together the EOC Section Chiefs to review and implement the Action Plan. Lead periodic briefings with the entire EOC to communicate status and the EOC Action Plan. Update the Executive Policy Council and recommend policy decisions, as needed.

15. Contact the City of Albany, Albany County and State EMEO EOCs with University EOC activation information.

16. With the Operations Section Chief, evaluate the Operations Action Plan to ensure the overall plan is consistent with the University’s response priorities. Pre-identified priorities are (these may not be in prioritized order, depending on the situation and conditions of the emergency):

- Life safety - protection of lives and care of the injured
- Restoration of critical utilities
- Containment of hazards - protection of University staff, the public, and the environment
- Student care
- Animal care
- Protection of critical research project operations (power dependent)
- Protection of the environment
- Protection of property from further damage
- Support to staff and people on-site
- Communication to all University staff and students
- Protection of research and academic work-in-progress documentation and on-site files
- Restoration of networks and information systems
- Prevention of loss and damage to high value assets
- Clean-up and occupancy of buildings
- Restoration and resumption of University business and programs
17. Ensure the Action Plan is understood by each Section Chief in the EOC and communicated to the URCs.

18. Evaluate the action plan for the following:
   - Staffing requirements (exempt/non-exempt, commute problems)
   - Labor agreements and types of work
   - Weather conditions
   - Personnel support
   - Equipment and supplies

19. Work with all EOC Section Chiefs and associated departments to ensure adequate staffing and support.

20. Work closely with the Information Officer to provide emergency public information to the University and public.

21. Based on the information and advice from the Operations Section Chief and the Planning Section Chief, determine the capability of University resources to address the overall response. If the University is about to exhaust all available resources, the Incident Commander will determine the best sources for additional resources: mutual assistance, temporary hires, or contracted services. Each alternative has benefits and disadvantages. Also, each alternative, if used within the federal program guidelines, is eligible for cost reimbursement under the federal FEMA disaster assistance programs. If mutual aid is requested, determine the following:
   - Type of assistance needed
   - Location
   - Tasks and duties to be performed
   - University person/liason who will coordinate
   - Food, water, sanitation and lodging resources available for support

22. If requests for University services and resources are received from the City of Albany, Town of Guilderland, Albany County or other organizations, determine the availability of University resources and assess whether these resources will be needed at the University. Determine if the University can provide the service requested and, if so, coordinate the associated activities.

23. Provide staff for 24-hour EOC operations, if needed.

24. Begin the development of a transition plan to support recovery and resumption of normal operations and the re-opening of the University (if closed).

### Deactivation and Recovery

25. Plan for the transfer of response operations to normal procedures. With the Executive Policy Council, assign staff to the University Recovery Team. Develop a transition and recovery plan, which allows for the resumption of normal operations and business support in University facilities. If these services are not available, plan for resuming critical programs at alternative locations. Include a communications plan for full implementation of the recovery plan.

26. Provide all documentation to the FEMA/Insurance position for FEMA Disaster Public Assistance Program applications.

27. Lead the EOC Management Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations.
# Checklist 3

## Agency Representative

### Primary Responsibilities

**(ICS 220-5)** - In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer.

- Ensure that all agency resources are properly checked-in at the incident.
- Obtain briefing from the Liaison Officer or Incident Commander.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Attend briefings and planning meetings as required.
- Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.
- Ensure the well being of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs or requirements.
- Report to home agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.
- Maintain Unit/Activity Log (ICS Form 214).

### Actions

1. Duties assigned as appropriate to the incident and agency

### Deactivation and Recovery

2. As appropriate to the incident and agency
## Checklist 4

### Liaison Officer

#### Primary Responsibilities

**Primary Responsibilities**

*(ICS 220-3)* - Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is the point of contact for the Agency Representatives assigned to the incident by assisting or cooperating agencies.

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Assign Assistant Liaison Officer(s) as appropriate.
- Maintain Unit/Activity Log (ICS Form 214).
- Initiate and maintain contact with University departments and key staff as requested by the Incident Commander and EOC Management Team
- Assist with relaying essential information and/or to receive status reports, as requested by the Incident Commander and the EOC Management Team

#### Actions

1. Report to the EOC.
2. As directed by the EOC Management Team and the Incident Commander, contact University Departments to receive reports and exchange information.
3. Relay reports of buildings and systems status to the Operations Section Chief and others in the EOC who need to know the information.
4. Support the recruitment of volunteer staff from University departments.
5. Support the Information Officer’s dissemination of information.

#### Deactivation and Recovery

6. Support the transition to recovery by communicating and coordinating with Campus departments.
<table>
<thead>
<tr>
<th>Primary Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ICS 220-4) - The Safety Officer’s function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Having full authority of the Incident Commander, the Safety Officer can exercise emergency authority to stop or prevent unsafe acts. Only one Safety Officer will be assigned for each incident. The Safety Officer may have Assistant Safety Officers as necessary, and the Assistant Safety Officers may also come from assisting agencies or jurisdictions as appropriate. Assistant Safety Officers may have specific responsibilities such as air operations, urban search and rescue, hazardous materials, or for specific geographic or functional areas of the incident.</td>
</tr>
<tr>
<td>• Participate in planning meetings.</td>
</tr>
<tr>
<td>• Identify hazardous situations associated with the incident.</td>
</tr>
<tr>
<td>• Review the Incident Action Plan for safety implications.</td>
</tr>
<tr>
<td>• Exercise emergency authority to stop or prevent unsafe acts and communicate such exercise of authority to the Incident Command.</td>
</tr>
<tr>
<td>• Investigate accidents that have occurred within the incident area.</td>
</tr>
<tr>
<td>• Assign Assistant Safety Officers as needed.</td>
</tr>
<tr>
<td>• Conduct and prepare an Incident Safety Analysis (ICS Form 215-AG/AW) as appropriate.</td>
</tr>
<tr>
<td>• Initiate appropriate mitigation measures, i.e., Personnel Accountability, Fireline EMT's, Rapid Intervention Crew/Company, etc.</td>
</tr>
<tr>
<td>• Develop and communicate an incident safety message as appropriate.</td>
</tr>
<tr>
<td>• Review and approve the Medical Plan (ICS Form 206).</td>
</tr>
<tr>
<td>• Review and approve the Site Safety and Control Plan (ICS Form 208) as required.</td>
</tr>
<tr>
<td>• Maintain Unit/Activity Log (ICS Form 214).</td>
</tr>
<tr>
<td>Actions</td>
</tr>
<tr>
<td>1. Report to the EOC.</td>
</tr>
<tr>
<td>2. Exercise emergency authority as necessary to stop unsafe acts if personnel are in imminent danger.</td>
</tr>
<tr>
<td>3. Appoint assistants as needed.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>Deactivation and Recovery</td>
</tr>
<tr>
<td>5.</td>
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</tbody>
</table>
### Checklist 6

#### Information Officer

**Primary Responsibilities**

(ICS 220-2) - The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have Assistant Information Officers as necessary and the Assistant Information Officers may also represent assisting agencies or jurisdictions.

- Determine from the Incident Commander if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain Incident Commander's approval of media releases.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- Assign Assistant Information Officers as appropriate.
- Maintain Unit/Activity Log (ICS Form 214).
- Develop official messages for all groups of the University Emergency Response, Executive Policy Council, EOC Management Team and the EOC staff
- Coordinate and support the appropriate dissemination of public information (NY Alert system, etc.)
- Serve as the point of contact for media
- Collect, prepare and disseminate information to:
  - University faculty and staff
  - Students
  - EOC Staff/Management
  - Union Officials
  - News media
  - The public
- Coordinate all news media contacts
- Establish a media center
- Prepare news releases, employee bulletins, and the basic message for recorded messages
- Hold news conferences and arrange for interviews
- Implement rumor control procedures
- Keep accurate records of releases to the media, data and/or documents substantiating information, etc.
- Participate in joint press releases and broadcasts with other agencies, as appropriate
- Support the Academic and Administration Departments with disseminating information regarding the resumption of programs and processes for alternative classes, etc.
**Actions**

1. Report to the University Campus EOC and set up a Media Center, if needed. Establish communication and coordination between the University EOC and the Media Center.

2. Serve as the official University spokesperson to the news media and for all public information purposes, or select appropriate staff, as needed to respond to specific inquiries. Coordinate such selections with the Executive Policy Council. If the crisis is severe, consider requesting the President to be the official spokesperson to national media and federal agencies.

3. Work with the Internal Liaison to augment outgoing notifications and calls, as needed.

4. Establish contact and coordinate with the City of Albany Information Officers, the New York State Emergency Management Office, and any other agency involved in the response and emergency information with the University. Coordinate information so that a consistent message is sent out with respect to the University. Seek to get University information included in the City and County updates and media releases. This strategy will assist the University in getting key information to staff, employees, students, family members and other concerned parties in the area. Include information such as:
   - The University is (open/closed/suspended operations) for normal (work/business) until (day/time)
   - Staff are requested to (come to work/stay home/call this number
   - Anyone needing information regarding the University should call 1-800-, if normal telephones are down

5. Ensure that news media representatives are not allowed into the University EOC or any other restricted area of the University. Redirect media representatives, as able, to a media center. Coordinate with the Operations Section Chief regarding news media access to field incident areas. If possible, provide Public Information staff to meet with news media representatives who wish to inspect the Campus and escort them.

6. Gather information from Situation Status, Damage Assessment, and others in the EOC. Verify all information and obtain approval from the Incident Commander before releasing. Attend all EOC briefings and Executive Policy Council meetings for additional information. Be prepared with information about the incident size, cause, ongoing situation, resources, and other information such as background on the University.

7. Have news releases prepared and approved by the EOC Management Team and disseminate to the news media.

8. Forward news releases and other prepared statements to the Internal/External Liaison positions for distribution.

9. Implement rumor control procedures, coordinating closely with all University EOC Staff to verify and correct all errors and misstatements; ensure all audiences are notified of the corrections.

**Deactivation and Recovery**

10. Support the Recovery Team with a communications plan to disseminate information regarding:
   - The resumption of research programs
   - The resumption of academic programs and classes
   - Work locations (if changed)
   - Status of University business departments
   - Letters and communications to key constituents and Stakeholders in University programs
### Checklist 7

#### EOC Officer

(If separate from the duties of the Incident Commander)

<table>
<thead>
<tr>
<th>Primary Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>• Set up and administer the EOC facility.</td>
</tr>
<tr>
<td>• Establish and oversee the communication flow within the EOC.</td>
</tr>
<tr>
<td>• Provide assistance to the Incident Commander, Command Staff and General Staff.</td>
</tr>
<tr>
<td>• Coordinate with the Logistics Section Chief for staff and other various needs.</td>
</tr>
<tr>
<td>• Provide assistance to the EOC staff as they begin working at their positions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report to the EOC and set up the facility for operation.</td>
</tr>
<tr>
<td>2. Assess the availability and need for communications equipment within the EOC (land-based phones, cell phones, fax, radios, runners, etc.).</td>
</tr>
<tr>
<td>3. Assess other equipment needs as dictates (copier, fax, computer, etc.).</td>
</tr>
<tr>
<td>4. Set up check in area and ensure that all EOC staff sign-in and receive necessary materials for their positions.</td>
</tr>
<tr>
<td>5. Act as a recorder for the Incident Commander, unless a Deputy Incident Commander is assigned.</td>
</tr>
<tr>
<td>7. Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your position.</td>
</tr>
<tr>
<td>8. Maintain copiers of all logs, reports, messages and any other documentation used during the incident.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deactivation and Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Participate with the EOC Management Team in the post-incident debriefing to identify areas of improvement for EOC Operations.</td>
</tr>
</tbody>
</table>
### Table 2 - B

#### Operations Section Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Purpose/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operations Section Chief</strong></td>
<td><em>(ICS 222-1)</em> - The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission ensuring the overall safety and welfare of all Section personnel. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the Incident Commander. The Deputy Operations Section Chief may be assigned for specific tasks, i.e., planning operations, day/night operations, etc.  This position is always activated. Serves as a back up to the Incident Commander.</td>
</tr>
<tr>
<td><strong>Operations Branch Director</strong></td>
<td><em>(ICS 222-2)</em> - Operations Branch Directors are under the direction of the Operations Section Chief, and are responsible for the implementation of the portion of the Incident Action Plan appropriate to the geographical and functional Branches.</td>
</tr>
<tr>
<td><strong>Division or Group Supervisor</strong></td>
<td><em>(ICS 222-3)</em> – Division and Group Supervisors report to the Operations Section Chief (or Branch Director when activated). The Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan. They are also responsible for the assignment of resources within the Division or Group, reporting on the progress of control operations, and the status of resources within the Division or Group. Division Supervisors are assigned to a specific geographical area of an incident. Group Supervisors are assigned to accomplish specific functions within the incident (i.e. Hazardous Material, Medical).</td>
</tr>
<tr>
<td><strong>Staging Area Manager</strong></td>
<td>The Staging Area Manager is responsible for managing all activities within a Staging Area.</td>
</tr>
<tr>
<td><strong>University Police Group</strong></td>
<td>Responsible for managing Police functional operations at the EOC. Serves as the Operations Section Chief for incidents that are primarily law enforcement related. Coordinates general field assignment with the Police Department Command Center and may, as needed, communicate directly with field Commanders and units. Has the lead for the Operational Action Plan for law enforcement, security, traffic control, access control, and crime scene preservation. Coordinates with the county Medical Examiner's office for incidents involving fatalities. Has primary authority for establishing priority for field response and police resource allocation.</td>
</tr>
</tbody>
</table>
| **Facilities Management Group**  
| (Supervisor)  |
| Responsible for managing and coordinating the prioritized response and exchange of operational information for all buildings, power and water utilities, roadways, and grounds with the Facilities Management. Has the lead for the Operational Action Plan for emergency inspection, repair and restoration operations for all campus power and water utilities, facilities roadways, and grounds. Assists with emergency power and support for all field operations and the EOC. Is responsible for providing reports from outside utilities, and transitioning emergency operations to clean up and repair operations. |

| **Environmental Health and Safety (EHS) Group**  
| (Supervisor)  |
| Responsible for managing and coordinating the environmental health and safety functions of the emergency response and providing consultation to assist in the assessment of unsafe conditions. This includes providing input for suspected problems with hazardous chemical, biological or radiological materials or spills, or basic public health concerns related to contaminated water, sewage or air contaminants. Manages contract services for on-site assessment of hazards such as toxic environments, chemical spills, asbestos and other hazardous materials releases, etc. Manages contract HazMat consultants, other campus departments and emergency response personnel to develop measures and provide information to assure the safety and health of emergency responders, operators and facilities for response and clean-up operations. Manages HazMat Response when AFD and DEC are not available. Provides input for the Operational Action Plan for evaluating and prioritizing response operations relative to hazardous situations, fire risks and health and environmental risks. |

| **Medical Services Group**  
| (Supervisor)  |
| Provides coordination with the Health Center and EMS services (5 Quad VAS) and assigned resources for the management of all field medical emergency response operations on the campus, including field emergency triage, medical transportation, first aid, deaths, and casualty counts. Coordinates the request for and allocation of medical resources at the campus. May coordinate the location of on-going triage and minor care with the Health Center and area hospitals. Monitors and documents injury and death reports, and coordinates with the Police Department for reports to the County Medical Examiner. |

| **Information Technology Services (ITS) Group**  
| (Supervisor)  |
| Responsible for providing technical support for the campus telephone and communication systems used in the emergency response, directing restoration of communication services on campus, arranging for emergency repairs, establishing alternate means of communication when necessary, and providing communications to support EOC operations. Responsible for the wire and cable infrastructure in buildings. Conduct an assessment of the operational status of the campus communications infrastructure. Support emergency installation of communications and computing services for critical operations and programs. Responsible for maintaining the central data and computing infrastructure, assessing operational status of campus data and computing services, supporting emergency data network and computing application services, directing restoration of central computing and networking infrastructure and services, arranging for emergency repairs, and establishing alternate means of computing services (such as Web and email) to support EOC priorities. Provide technical support to the Public Information Officer. |
### Table 2 - B

**OPERATIONS SECTION FUNCTIONS (Continued)**

<table>
<thead>
<tr>
<th>Function</th>
<th>Purpose/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Care and Shelter Group</strong></td>
<td>Responsible for coordinating University Care and Shelter operations for all populations who may be stranded on campus. Coordination may be in support of other activities on campus or with public services through Albany County or the New York State. Additionally, may need to address requests from the City of Albany, Albany County, Red Cross or other agencies to the University, to host temporary shelters for citizens.</td>
</tr>
<tr>
<td><strong>Student Services Group</strong></td>
<td>Represent all student services for the University during the emergency response and recovery. Coordinate and provide housing and food services, information to families of students, and counseling services to students.</td>
</tr>
</tbody>
</table>
## Checklist 7
### Operations Section Chief

#### Primary Responsibilities

**(ICS 222-1)** - The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission ensuring the overall safety and welfare of all Section personnel. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the Incident Commander. The Deputy Operations Section Chief may be assigned for specific tasks, i.e., planning operations, day/night operations, etc.

- Develop the operations portion of the Incident Action Plan and complete the appropriate ICS Form 215 (G/W) as appropriate.
- Brief and assign Operations Section personnel in accordance with Incident Action Plan.
- Supervise Operations Section ensuring safety and welfare of all personnel.
- Determine need and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble Strike Teams and Task Forces assigned to Operations Section.
- Report information about special activities, events, and occurrences to Incident Commander.
- Maintain Unit/Activity Log (ICS Form 214).
- Provides the overall coordination and leadership to the University’s emergency response operations
- Leads the Operations Team in the development and implementation of the EOC Operational Action Plan, establishing response priorities and strategies
- Relays the information to other Section Chiefs in the EOC and participates in the EOC Management Team regular update sessions
- Serves as a backup to the Incident Commander when the Incident Commander and/or Management Team has not yet activated
- Ensures the EOC Planning and Resource/Logistics functions and services are in support of emergency operations
- Supports mutual aid and resource allocation requests, as needed (i.e. not handled by standard mutual aid channels)
- Supports PIO and the EOC Management Team with operational information and coordination

#### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, report to the EOC. If the incident or event is a police, security, fire or civil disturbance or extremely large-scale incident, the Police Chief is the Operations Section Chief. If the incident is primarily hazardous materials, sanitation, biological, or public health emergency, the Director of EHS is the Operations Section Chief. If the incident is primarily a utility, roads, or building services emergency, the Director of Facilities Management is the Operations Section Chief. If the incident is unclear or there is a full activation of the EOC, the Chief of Police is the Operations Section Chief.

2. Assign a staff assistant to keep log of your activities and keep it current throughout the emergency response. The assistant also serves as a runner for the Operations Team during the activation.

3. Activate all necessary functions on the Team. For each function, one or more Unit Response Centers are also activated to coordinate and deploy teams and resources to incidents on Campus. Check all communications with the team to ensure immediate communication and coordination capabilities.
4. Evaluate the overall emergency response operations and determine the first plan of action for the University emergency response. Establish field Incident Command Posts, as needed, to provide scene incident command on Campus. Incident Commanders may communicate directly with the EOC or with the appropriate URC. If further communications at a Command Post between the EOC and the Command Post is needed, assign staff with a radio to the Command Post to assist with communications. It is essential that communications between the EOC and the Command Post are open if needed.

5. Lead the Operations Team in establishing emergency response priorities, current actions and next steps. Identify the deployment and actions of each response department. Identify and report resources needed, to the EOC Management Team. As the action plan is authorized, forward requests for resources to the Logistics Team.

6. With the EOC Management Team, evaluate the Operations Action Plan to ensure the overall plan is consistent with the University’s response priorities. Pre-identified priorities are (these may not be in prioritized order, depending on the situation and conditions of the emergency):
   - Life safety - protection of lives and care of the injured
   - Restoration of critical utilities
   - Containment of hazards - protection of University Staff and the public
   - Student care
   - Animal care
   - Protection of critical research project operations (power dependent)
   - Protection of the environment
   - Protection of property from further damage
   - Support to staff and people on-site
   - Communication to all University staff and students
   - Protection of research and academic work-in-progress documentation and on-site files
   - Restoration of networks and information systems
   - Prevention of loss and damage to high value assets
   - Clean-up and occupancy of buildings
   - Restoration and resumption of University business and programs

7. Ensure the Incident Action Plan is understood by each Operations Team member in the EOC and communicated to the URCs. Include warnings, information on critical safety issues and information on support services, including food, water and sanitation. Each URC will need to report back to the Operations Team with their implementation plan and needs and keep the EOC updated on operations.

8. Coordinate and communicate the Action Plan to the EOC Management Team and the EOC Section Chiefs. Continually update Situation Status.

9. Request support from the Planning Team for rescue operations and any condition in which building safety or structural safety is questioned.

10. Lead the Operations Team to efficiently utilize University resources in order to control the emergency and restore essential services.

11. If existing University public safety resources are not sufficient, determine the need for mutual aid requests. The Police Department will handle mutual aid requests via their URC. For all other types of mutual aid requests, forward to the EOC Management Team for authorization and follow through by the Logistics Team.

12. Operations with other agencies may be coordinated:
   - Directly with the URCs
   - From the University EOC to the other agencies
   - Via Liaison(s)
<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>13.</td>
<td>Continually update the Action plan and collate the overall emergency response information to keep track of the Campus response. Major operations should be posted in Situation Status.</td>
</tr>
<tr>
<td>14.</td>
<td>Utilize resources directly from and with the URCs. As additional resources and support is needed, advise the EOC Management Team and Logistics Section Chief to procure resources.</td>
</tr>
<tr>
<td>15.</td>
<td>If the Campus will be closed, work with the Police URC to prepare a plan for a large-scale egress from the University and for securing the University facilities during and immediately following, emergency operations.</td>
</tr>
<tr>
<td>16.</td>
<td>Continue to lead the Operations Team to analyze the overall situation and identify anticipated needs, anticipated recovery operations, areas of support, and other contingencies to control and contain the emergency.</td>
</tr>
<tr>
<td>17.</td>
<td>As the emergency subsides, transition to normal operations. Continue to staff the Operations Section Chief until the Operations Team is deactivated.</td>
</tr>
</tbody>
</table>

**Deactivation and Recovery**

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>18.</td>
<td>Plan for the transition of operations to University department management.</td>
</tr>
<tr>
<td>19.</td>
<td>Provide all documentation to the FEMA/Insurance position for FEMA Disaster Assistance Program applications.</td>
</tr>
<tr>
<td>20.</td>
<td>Lead the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.</td>
</tr>
</tbody>
</table>
### Checklist 8

#### Staging Area Manager

**Primary Responsibilities**

- Proceed to Staging Area.
- Establish Staging Area layout.
- Determine any support needs for equipment, feeding, sanitation and security.
- Establish check-in function as appropriate.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at Staging Area as appropriate.
- Respond to request for resource assignments. (Note: This may be direct from Operations Section or via the Incident Communications Center).
- Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- Determine required resource levels from the Operations Section Chief.

**Actions**

1. Report to the EOC.
2. Identify staging area(s) that may be needed and prepare and staff those areas.
3. Coordinate with Planning and Logistics to prepare for and manage resources reporting to the scene.
4. Maintain staging area(s) through the incident management process.

**Deactivation and Recovery**

5. Coordinate demobilization of units staged.
6. Participate with the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.
# Checklist 9

## University Police Group

**(Supervisor)**

### Primary Responsibilities

- Implement Incident Action Plan for Group.
- Provide Incident Action Plan to Strike Team Leaders, when available.
- Identify increments assigned to the Group.
- Review assignments and incident activities with subordinates and assign tasks.
- Ensure that the Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Group.
- Coordinate activities with adjacent Divisions or Groups.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to Branch Director or Operations Section Chief.
- Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- Resolve logistics problems within the Group.
- Participate in the development of tactical plans for next operational period.
- Maintain Unit/Activity Log (ICS Form 214).
- Coordinate between the Police Command Center and the EOC Operations Center.
- Communicate with Police Incident Commanders, as needed
- Provide police and law enforcement analysis and intelligence to the Incident Action Plan.
- Communicate EOC priorities and operational information to the Police Command Center.
- Provide back-up to the Operations Section Chief.

### Actions

1. **Report to the EOC.** Establish communication with the Police Command Center (Police Department Unit Response Center). Provide a report of Police Department operations, indicating where police resources are deployed and how many units are available.

2. **Based on the Incident Action Plan,** coordinate with the Police Command Center on how police resources will be assigned and who will be in charge of incidents on Campus.

3. **As the police representative on the Operations Team,** provide action plans for police operations as part of the plan, including:
   - Search and rescue of trapped victims
   - Large structural fires (it may be necessary to request a Fire Department Liaison in the EOC)
   - Law enforcement and crime investigation
   - Security and individual protection
   - Evacuation or relocation
   - Traffic control, access and egress
- Police support to other operations
  Coordinate the details of these plans and tasks with the Police Command Center and incorporate into the Incident Action Plan. Provide ongoing communication and coordination between the Police Command Center and the EOC.

<table>
<thead>
<tr>
<th>4.</th>
<th>During large-scale events involving a large population on Campus, traffic issues often become an immediate concern and can impede emergency response operations. Anticipate the need for an overall traffic control plan. Work with the Police Command Center to develop an overall traffic flow pattern, routing exiting traffic to clear access for emergency vehicles, or to remove the public from unsafe areas. It may be necessary to work with the Parking &amp; Mass Transport URC regarding University public transportation services and major transportation routes to and from the Campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>If the emergency involves fatalities, ensure that the Police Department is handling all arrangements on-site and with the Medical Services Group and the County Medical Examiner’s office.</td>
</tr>
<tr>
<td>6.</td>
<td>Staff the EOC Operations Team as long as police resources are involved in the emergency response. Provide back-up to the Operations Section Chief, as requested.</td>
</tr>
</tbody>
</table>

**Deactivation and Recovery**

| 7. | Participate with the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations. |
### Checklist 10

## Facilities Management Group

**(Supervisor)**

### Primary Responsibilities

- Implement Incident Action Plan for Group.
- Provide Incident Action Plan to Strike Team Leaders, when available.
- Identify increments assigned to the Group.
- Review assignments and incident activities with subordinates and assign tasks.
- Ensure that Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Group.
- Coordinate activities with adjacent Divisions or Groups.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to Branch Director or Operations Section Chief.
- Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- Resolve logistics problems within the Group.
- Participate in the development of tactical plans for next operational period.
- Maintain Unit/Activity Log (ICS Form 214).
- Coordinate between the Facilities Management Unit Response Center and the EOC Operations Center
- Provide facility services analysis and intelligence to the Incident Action Plan for buildings, power and water, roadways and grounds
- Communicate EOC priorities and operational information to the Facilities Management Unit Response Center
- Coordinate with State and Federal health services agencies for response operations in health sciences
- Communicate messages from the Building Coordinators

### Actions

1. **Report to the EOC.** Establish communication with the Facilities Management Unit Response Center. Provide a report on Facilities Management operations, the known status of building services and utilities, the condition of roadways and grounds and other damage and operational information. If the incident or damage is limited to only one building or involves utilities (i.e. power outage), the Facilities Management Department will lead the Operations Team.

2. **As the Facilities Management representative on the Operations Team, provide action plans for Facilities Services operations as part of the plan, including:**
   - Status and restoration of Energy utilities on campus
   - Status and response of water and waste water systems and services
   - General status of buildings and building control systems, including HVAC – Note: if this is an earthquake, the Planning Team will manage the overall safety inspection and posting process
   - General status of roadways and access
- **Plan for restoring utilities and services**

3. Work with the EHS representative in the EOC to analyze and determine the overall hazards and priorities in the buildings. Support the development of the Incident Action Plan with coordinated strategies to contain hazards and restore services.

4. In support of EOC actions and communications, provide messages and information to the Facilities Management Unit Response Center to be disseminated to the Building Coordinators. Building Coordinators may also provide status reports and additional information to the Facilities Management Unit Response Center that is needed in the EOC.

5. Coordinate the details of these plans and tasks with the Facilities Management Unit Response Center and incorporate into the Incident Action Plan. Provide ongoing communication and coordination between the Facilities Management Unit Response Center and the EOC.

6. Assist with restoration work as directed.

7. Staff the EOC Operations Team as long as Facilities Management are involved in the emergency response.

**Deactivation and Recovery**

8. Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.
Primary Responsibilities

- Implement Incident Action Plan for Group.
- Provide Incident Action Plan to Strike Team Leaders, when available.
- Identify increments assigned to the Group.
- Review assignments and incident activities with subordinates and assign tasks.
- Ensure that Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Group.
- Coordinate activities with adjacent Divisions or Groups.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to Branch Director or Operations Section Chief.
- Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- Resolve logistics problems within the Group.
- Participate in the development of tactical plans for next operational period.
- Maintain Unit/Activity Log (ICS Form 214).
- Coordinate between the EHS Unit Response Center and the EOC Operations Center.
- Notify appropriate regulatory agencies about details of the incident if required.
- Arrange for containment and clean-up of any chemical, bio-hazardous or radioactive spills.
- Monitor potable water supplies and sanitary sewer lines to be aware if public health of University personnel and/or students could be threatened.
- Provide Environmental Health and Safety analysis and intelligence to the Incident Action Plan for hazards, safety concerns, public health concerns, and chemical, biological and radiological issues, including public warning and safety information.
- Communicate EOC priorities and operational information to the EHS Unit Response Center.
- Coordinate contracted services for emergency response and clean-up of spills and contamination.

Actions

1. Report to the EOC. Establish communication with the EHS Unit Response Center. Provide a report of EHS operations, including safety issues, spills, contamination, public health risks, toxic environments, and hazardous materials releases. If the incident is primarily an environmental health or safety incident, the Director of EHS will be an Operations Section Chief.
2. As the EHS representative on the Operations Team, provide action plans for EHS operations as part of the plan, including:
   - Status and assessment of hazards and unsafe conditions on Campus
   - Status and assessment of public health risk
   - Response, containment and clean-up plans for spills, releases and toxic environments
   - Development of associated safety and warning and advisement messages
   - Coordination with contract services, as needed

3. In support of EOC actions and communications, provide messages and information on all departments regarding safety conditions and requirements to protect personal safety, health and limit exposure.

4. Coordinate the details of these plans and tasks with the EHS Response Center and incorporate into the Incident Action Plan. Provide ongoing communication and coordination between the EHS Unit Response Center and the EOC.

5. Staff the EOC Operations Team as long as EHS is involved in the emergency response.

**Deactivation and Recovery**

6. Participate with the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.
## Checklist 12

### Medical Services Group

*(Supervisor)*

### Primary Responsibilities

- Implement Incident Action Plan for Group.
- Provide Incident Action Plan to Strike Team Leaders, when available.
- Identify increments assigned to the Group.
- Review assignments and incident activities with subordinates and assign tasks.
- Ensure that Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Group.
- Coordinate activities with adjacent Divisions or Groups.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to Branch Director or Operations Section Chief.
- Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- Resolve logistics problems within the Group.
- Participate in the development of tactical plans for next operational period.
- Maintain Unit/Activity Log (ICS Form 214).
- Represent and coordinate University Health Center operations with the EOC and the Academic Affairs and Student Services Unit Response Centers.
- Coordinate with State and Federal health services agencies for response operations in health services.
- Manage the temporary morgue, if needed.
- Support the Human Resources function with volunteers from UHC.

### Actions

1. Report to the EOC. Establish communication with the Academic Affairs and Student Services Unit Response Centers. Provide a report of the status of the University Health Center (UHC).

2. As the UHC representative on the Operations Team, provide action plans for UHC operations as part of the plan, including:
   - Status of UHC utilities, departments and operations
   - UHC priorities for response
   - Status of all animals on the Campus in conjunction with Animal Facilities

3. Provide status reports and requests for animal care.

4. If there are mass casualties (fatalities) on Campus and at the request of the Police Department, establish a temporary morgue. If requested by the County Medical Examiner to establish a temporary morgue in support of a mass casualty incident that is not on the Campus, notify the EOC Operations Section Chief.

5. Support the Human Resources function by coordinating requests for volunteers with the Academic Affairs Response Unit.
6. Coordinate the details of these plans and tasks with the Academic Affairs and Student Services Unit Response Centers and incorporate into the Incident Action Plan. Provide ongoing communication and coordination between the Academic Affairs and Student Services Unit Response Center and the EOC.

7. Staff the EOC Operations Team, as long as EHS is involved in the emergency response.

### Deactivation and Recovery

8. Participate with the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.
Checklist 14

Information Technology Services (ITS) Group
(Supervisor)

**Primary Responsibilities**

- Implement Incident Action Plan for Group.
- Provide Incident Action Plan to Strike Team Leaders, when available.
- Identify increments assigned to the Group.
- Review assignments and incident activities with subordinates and assign tasks.
- Ensure that Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Group.
- Coordinate activities with adjacent Divisions or Groups.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to Branch Director or Operations Section Chief.
- Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- Resolve logistics problems within the Group.
- Participate in the development of tactical plans for next operational period.
- Maintain Unit/Activity Log (ICS Form 214).
- Coordinates activity to support, re-establish and maintain as appropriate the University’s radio, telephone, data and computing network services
- Plans for and establishes alternate and emergency radio, telephone and computing in support of the EOC and critical University business operations in cooperation with the logistics Communications Group
- Provides status on radio, telephone, network and computing services for the Campus

**Actions**

1. Report to the EOC. Establish communication with the Communications Group (Logistics). Provide a report of the status of Campus radio, telephone, network and computing operations.

2. Evaluate the overall emergency response operations for damage, impacts to Campus communications and identify communication needs between the EOC and incidents on Campus.

3. Working with the members of the Operations Team, plan for communications support to all operations at the Campus. The Incident Action Plan and Operations Section Chief will determine priority for service.

4. Provide technical support to the Public Information Officer with the recording of emergency messages on the Campus information line, NY Alert, and other notification media.

5. If radio, telephone, network and/or computing services are not operational, plan for repair and restoration of services with the Operations Team members in the Operational Action Plan. Provide support with emergency installation of critical data networking and wire and cable infrastructure to support emergency operations and high priority business and service resumption as planned by the Operations Team and the EOC Management Team. If services will not be available for an extended time, work with the Public Information Officer to inform the University populations.
6. Provide support to EOC and critical University business operations with emergency services for radio, telephone, email, web publishing and Internet access. If emergency contract services are needed, coordinate with Logistics to arrange emergency contracts and agreements for service.

7. Staff the EOC Operations Team as long as needed in the emergency response.

**Deactivation and Recovery**

8. Participate with the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.
## Checklist 15

### Care and Shelter Group  
(Supervisor)

**Primary Responsibilities**

- Implement Incident Action Plan for Division or Group.
- Provide Incident Action Plan to Strike Team Leaders, when available.
- Identify increments assigned to the Group.
- Review assignments and incident activities with subordinates and assign tasks.
- Ensure that Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Group.
- Coordinate activities with adjacent Divisions or Groups.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to Branch Director or Operations Section Chief.
- Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- Resolve logistics problems within the Group.
- Participate in the development of tactical plans for next operational period.
- Maintain Unit/Activity Log (ICS Form 214).
- Manage University large group care operations
- Provide temporary shelter (overnight or for several days)
- Provide support for large group off-Campus evacuation
- Provide immediate crisis counseling
- Set up a message center for those in the shelter

**Actions**

1. Report to the EOC. Check with the Operations Section Chief to determine if care and shelter area(s) need to be established for:
   - Building evacuees
   - Stranded Employees and staff
   - Field response personnel
   - Evacuees from the community (mutual assistance)

2. Determine immediate needs for the groups of people on site. Coordinate with Medical Services Group for immediate medical and other urgent care for evacuees.

3. Identify potential sites to set up shelter areas. Ensure that buildings have been inspected and are safe for occupancy.

4. If directed by the Operations Section Chief, set up one or more Care and Shelter centers on Campus. Initial shelters may be for students and employees who are evacuated from buildings, children from day care centers who have been evacuated, and others who may have become separated from their companions.
<table>
<thead>
<tr>
<th>Note: These shelters may be just temporary and they may include: First Aid and Triage Screening Area, Medical Transportation Staging Area, Message Center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Determine the number of staff that will be needed to manage each shelter site. Request volunteers through the Logistics Team.</td>
</tr>
<tr>
<td>6. Make a list of all items that will be needed for each shelter to become fully operational. Forward the list to the Operations Section Chief and coordinate with Logistics to provide estimates of supplies currently available on Campus and supplies that will need to be purchased. Provide the estimates, including costs, to the Operations Section Chief for final approval before establishing longer-term shelters.</td>
</tr>
<tr>
<td>7. If the University Campus has been asked to provide a public shelter under the management of the American Red Cross, the University will need to provide a facility with support services of power and water utilities and sanitation. The public shelter may request extra patrol and security from the University, as well. Coordinate the setup of the Red Cross shelter with the Operations Team. Determine if there are additional needs to provide support. Determine a shut down time for the public shelter, which may be based on the resumption of University operations. Coordinate the shutdown of the public shelter with the Operations Section Chief and the EOC Management Teams who may need to coordinate with the City of Albany and Albany County.</td>
</tr>
<tr>
<td>8. Coordinate with the Operations Section Chief to define a policy for shelter operations, based on the nature of the situation and with the concurrence of the EOC Management Team, establish the following:</td>
</tr>
<tr>
<td>• Sign-in log for all persons at the shelter; including date and time</td>
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<tr>
<td>• Length of time people will be sheltered</td>
</tr>
<tr>
<td>• Shelter management – University at Albany or the Red Cross</td>
</tr>
<tr>
<td>• Services to be provided are food, counseling, transportation, etc.</td>
</tr>
<tr>
<td>• Release policy (i.e., individual initiative - no controls, release sign-out Log, etc.)</td>
</tr>
<tr>
<td>• Policy regarding non-Campus persons in shelters</td>
</tr>
<tr>
<td>• Policy regarding mutual assistance (whether it will be provided)</td>
</tr>
<tr>
<td>• Information to be released to the news media</td>
</tr>
<tr>
<td>• Maximum budget</td>
</tr>
<tr>
<td>Based on the information acquired above, obtain final approval for a shelter to be opened. <strong>REMEMBER THAT THE UNIVERSITY MUST PAY FOR SHELTERS THAT ARE MANAGED BY THE UNIVERSITY. IF A RED CROSS SHELTER IS OPENED ON CAMPUS, AND MANAGED BY THE RED CROSS, THE UNIVERSITY ONLY PROVIDES FACILITIES. BE AWARE THAT IF THE RED CROSS MANAGES THE SHELTER, IT IS OPENED UP TO THE COMMUNITY AS A COMMUNITY-WIDE SHELTER AND IS NOT EXCLUSIVELY FOR UNIVERSITY STUDENTS, FACULTY AND STAFF.</strong></td>
</tr>
<tr>
<td>Deactivation and Recovery</td>
</tr>
<tr>
<td>9. Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.</td>
</tr>
</tbody>
</table>
Checklist 16

Student Services Group
(Supervisor)

Primary Responsibilities

- Implement Incident Action Plan for Group.
- Provide Incident Action Plan to Strike Team Leaders, when available.
- Identify increments assigned to the Group.
- Review assignments and incident activities with subordinates and assign tasks.
- Ensure that Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Group.
- Coordinate activities with adjacent Divisions or Groups.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to Branch Director or Operations Section Chief.
- Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- Resolve logistics problems within the Group.
- Participate in the development of tactical plans for next operational period.
- Maintain Unit/Activity Log (ICS Form 214).
- Coordinates student care and welfare services
- Plans for emergency housing and food services for students with Care & Shelter Group
- Plans for the messages and information to families of students
- Provides counseling services to students

Actions

1. Report to the EOC.
2. Determine immediate needs for students based on the nature and duration of the emergency.
3. Coordinate the plan for providing emergency housing services to students with the Operations Team members and Care & Shelter Group. For service requests and needs not available, coordinate emergency procurement with the Logistics Team.
4. Provide information to the Public Information Officer regarding how families can find out the status of their students.
5. If additional counseling services are needed, coordinate requests with the Logistics Team. Services may be co-located with Care & Shelter Group operations, as available.
6. Continue to represent Student Services in the EOC as long as coordination is needed during the emergency response.
<table>
<thead>
<tr>
<th>Deactivation and Recovery</th>
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<tbody>
<tr>
<td><strong>7.</strong> Participate with the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.</td>
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### Table 2 - C

#### Planning Section Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Purpose/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Section Chief</td>
<td><em>(ICS 221-1)</em> - The Planning Section Chief, a member of the Incident Commander’s General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. The Planning Section Chief is responsible for ensuring the safety and welfare of all Section personnel. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident. This position is always activated whenever there is significant information, extended operations or property damage.</td>
</tr>
<tr>
<td>Resource Unit Leader</td>
<td><em>(ICS 221-3)</em> - The Resources Unit Leader is responsible for maintaining the status of all assigned resources (primary and support) at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.</td>
</tr>
<tr>
<td>Situation Unit Leader</td>
<td>The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps and intelligence information. The situation unit may include weather observers, field observers and display processors among its staff.</td>
</tr>
<tr>
<td>Documentation Unit Leader</td>
<td><em>(ICS 221-10)</em> - The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. The Documentation Unit will also provide duplication services. Incident files will be stored for legal, analytical, and historical purposes.</td>
</tr>
<tr>
<td>Demobilization Unit Leader</td>
<td><em>(ICS 221-4)</em> - The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.</td>
</tr>
<tr>
<td>Check-in Status Recorder</td>
<td>Check-in/Status Recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for. Is assigned by and reports to the Resource Unit Leader.</td>
</tr>
</tbody>
</table>
Planning Process

The checklist below provides basic steps appropriate for use in almost any incident situation. However, not all incidents require written plans. The need for written plans and attachments is based on incident requirements and the decision of the Incident Commander.

The Planning Checklist is to be used with the Operational Planning Worksheet (ICS Form 215). The Operations Section Chief should have a draft Operational Planning Worksheet (ICS Form 215) and the Safety Officer should have a draft Incident Safety Analysis (ICS Form 215-AG/AW) completed prior to the planning meeting.

Incident Objectives and strategy should be established before the planning meeting. For this purpose it may be necessary to hold a strategy meeting prior to the planning meeting. The Planning Process works best when the incident is divided into logical geographical and/or functional units. The tactics and resources are then determined for each of the planning units and then the planning units are combined into divisions/groups utilizing span-of-control guidelines.

The ICS Form 215 (Operational Planning Worksheet) and the ICS Form 215-A (Incident Safety Analysis) are used to support the incident’s planning process. They provide the Incident Commander, Command and General Staff with the means to identify Division or Group assignments, develop specific tactics, identify available and needed resources, and address safety considerations. During this process, safety issues identified must be mitigated or new tactics developed which adequately address safety concerns.
PRIMARY RESPONSIBILITIES

1. Briefing on situation and resource status  PSC
2. Set/review incident objectives  IC
3. Plot control lines, establish Branch and Division boundaries, identify Group assignments  OSC
4. Specify tactics for each Division/Group  OSC
5. Specify safety mitigation measures for identified hazards in Divisions/Groups  SOF
6. Specify resources needed by Division/Group  OSC, PSC
7. Specify Operations facilities and reporting locations – Plot on map  OSC, PSC, LSC
8. Develop resource and personnel order  LSC
9. Consider Communications, Medical, and Traffic Plan Requirements  PSC, LSC
10. Finalize, approve and implement Incident Action Plan  PSC, IC, OSC

IC = Incident Commander
PSC = Planning Section Chief
OSC = Operations Section Chief
LSC = Logistics Section Chief
SOF = Safety Officer
Planning “P”: Planning Process Alternative - U.S. Coast Guard Model
# Checklist 17

## Planning Section Chief

### Primary Responsibilities

**Primary Responsibilities**

*(ICS 221-1)* - The Planning Section Chief, a member of the Incident Commander's General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. The Planning Section Chief is responsible for ensuring the safety and welfare of all Section personnel. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.

- Collect and process situation information about the incident.
- Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources Unit and Situation Unit).
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble strike teams and task forces not assigned to Operations.
- Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of Incident Demobilization Plan.
- Incorporate plans, (e.g., Traffic, Medical, Communications, and Site Safety) into the Incident Action Plan.
- Maintain Unit/Activity Log (ICS Form 214).
- Develop a recovery plan for emergency repair jobs and emergency construction projects
- Plan for the reoccupation of University buildings and facilities
- Support the Finance Team with damage assessment information
- Support the Public Information Officer with accurate information

### Actions

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. When aware of or notified that the University is responding to a large emergency or crisis, contact the University Police Department and/or EOC to confirm the activation of the Planning Team.</td>
</tr>
<tr>
<td>2. If activated, report to the EOC. Sign in with the EOC Support staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.</td>
</tr>
<tr>
<td>3. Activate Situation Status, ensuring the displays are set up and maintained and regular status reports are made to the EOC Management Team and all key EOC staff. Status reports should contain information on the type of situation, major incidents at the University, general deployment of resources, action plan for on-going operations, resources needed, summary of known damage and recommendations.</td>
</tr>
</tbody>
</table>
4. If University buildings and properties are damaged or safe occupancy must be verified, activate Building Inspectors and Damage Assessment to inspect buildings, placard inspections and occupancy status on buildings, assess damage and general repair estimates, and prioritize re-occupancy of buildings. Provide a general report on the status of buildings and facilities.

5. Provide analysis and recommendations to the EOC Management Team and the Operations Team for on-going operations. Determine the primary needs, operational objectives for emergency response, status of resources and capability for sustained response and recovery, and the primary issues involved in restoring normal operations. Plan and estimate the transition to normal operations and programs. Include forecasts of weather and the impact of regional issues including utilities, transportation, safety, restricted access, scarce resources and the ability of the University to re-occupy essential buildings and restore essential services. Provide updates to this analysis as conditions change and the emergency subsides.

6. Identify and recommend immediate repair and construction projects, prioritizing for (1) critical support for research and life safety (2) public, student and employee safety, (3) containment of hazards and unsafe areas, and (4) priority use of buildings. Prepare an emergency repair and restoration plan to address immediate repair projects, anticipated capital improvement and repair projects and other alternatives for University facilities, roads and other properties that have been damaged. Prioritize based upon life safety, public health and safety, critical services, and other priorities established by the overall EOC Action Plan. As authorized by the EOC Management Team, initiate repair projects. Coordinate with the FEMA/Insurance position to ensure appropriate documentation and management processes to support eligibility for Federal reimbursement for qualifying projects.

7. Ensure that Situation Status information is verified for accuracy and consistency before it is recorded or reported. Do not allow the release of any information without the consent of the EOC Management Team and/or the Information Officer. Provide updated information to both teams as soon as available.

8. Ensure that Situation Status collects and keeps track of all documentation and reports in the EOC for archive. If able, collect emails, faxed documents and other electronic reports and save on electronic media. File status updates and action plans sequentially, to assist with the after-action debriefing.

9. Monitor the list of University buildings and facilities that will be open for operations and use. Assist the EOC Management Team with planning for the resumption of critical University business operations, research operations and academic programs.

### Deactivation and Recovery

10. Plan for the transition of emergency projects and programs to transfer to University department management.

11. Provide all documentation to the FEMA/Insurance position for FEMA Disaster Assistance Program applications.

12. Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.
## Checklist 18

### Resource Unit Leader

#### Primary Responsibilities

(ICS 221-3) - The Resources Unit Leader is responsible for maintaining the status of all assigned resources (primary and support) at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

Note: The Resource Unit Leader manages personnel and equipment used to manage the incident. The Situation Unit Leader gathers, verifies and analyzes information regarding the incident and the surrounding environment that may assist in managing the incident and provides that information and analysis to the appropriate Command and General staff.

- Establish check-in function at incident locations.
- Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- Prepare appropriate parts of Assignment Lists (ICS Form 204).
- Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment).
- Maintain and post the current status and location of all resources.
- Maintain master roster of all resources checked in at the incident.
- A Check-in/Status Recorder reports to the Resources Unit Leader and assists with the accounting of all incident-assigned resources.
- Maintain Unit/Activity Log (ICS Form 214).
- Support the Public information Officer with information regarding resource status and identity.

#### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, report to the EOC.
2. Sign in with the EOC Administration staff. Immediately establish check-in procedures, organizational chart and resource status board.
3. Set up maps/charts for posting information. Reports should include:
   - EOC/ICP Organizational chart
   - Status of resources (staff and equipment)
   - Resource assignments
   - Resources needed
4. Coordinate with the Staging Manager to receive and check-in resources reporting to the incident.
5. Inform the Planning Team and Operations regarding on-site resources and their status to assist in planning for ongoing operations and extended support services.

### Deactivation and Recovery

6. Coordinate with the Demobilization Unit to release incident resources.
Checklist 19

**Situation Unit Leader**

### Primary Responsibilities

The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps and intelligence information. The situation unit may include weather observers, field observers and display processors among its staff.

Note: The Resource Unit Leader manages personnel and equipment used to manage the incident. The Situation Unit Leader gathers, verifies and analyzes information regarding the incident and the surrounding environment that may assist in managing the incident and provides that information and analysis to the appropriate Command and General staff.

- Collect, verify, analyze and process all information and intelligence on the incident
- Maintain the information on the current status of all University buildings, facilities, systems operations, and employees
- Maintain information on the current status of University operations
- Evaluate and disseminate information throughout the EOC as required
- Post and maintain status boards and other EOC displays
- Identify inconsistencies and verify information for accuracy
- Prepare periodic predictions or as requested.
- Prepare the Incident Status Summary (ICS Form 209).
- Provide photographic services and maps if required.
- Maintain Unit/Activity Log (ICS Form 214).
- Monitor radio and television broadcasts for information that may affect or impact University operations
- Maintain the EOC Master Log and collects reports, documentation and other communication for the archive of the activation
- Support News and Information with information, verification, event posting and rumor control
- Assist with tracking field operations, staff, and the progress of building inspections
- Assist Student Services with injury and student status reports

### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, report to the EOC.
2. Sign in with the EOC Administration staff. Immediately get a report on incident conditions and situations and prepare the Incident Status Summary and status boards.
3. Set up maps for posting information. Situation reports should contain:
   - Type of situation(s)
   - Major events and ongoing incidents – posted on maps
   - Status of Students, Patients, Faculty, and Employees
   - Status of all University buildings, properties and operations
   - Problems outstanding
   - Weather
4. On the EOC Master Log, record significant information and decisions in the EOC. The log may be maintained electronically as a word file document, or kept manually on chart board notepaper. If electronic, print out at regular intervals for the Planning Section Chief and the EOC Management Team. Number and date/time stamp all pages sequentially, to serve as a record of the EOC activation.

5. Receive reports and information from the Operations Group and the teams in the EOC and summarize for posting in the EOC. Display the information in a clear manner, to allow staff to view updates and understand what is happening.

6. Provide status summary reports for the Planning Section Chief. Alert the Planning Section Chief, the Operations Section Chief and the EOC Management Team of critical information as soon as it is known. Assist with EOC briefings.

7. Monitor radio and television broadcasts for information that is of importance to emergency operations, including:
   - Weather
   - Transportation routes
   - Local sheltering sites
   - Major situations or activities in the surrounding areas/jurisdictions

8. Evaluate information and disseminate it to EOC staff; assist with EOC briefings.

9. Establish an email collection point and have all email reports forwarded for documentation. Review faxed reports into the EOC for information, and collect for archive and documentation.

10. Analyze and verify information as much as possible. Work with the Information Officer to correct misinformation and inaccuracies.

11. Provide situation summary updates to visitors and guests in the EOC, as requested.

12. Take pictures of status boards at regular intervals as a record-keeping measure, to track the progress of operations.

13. Inform the Planning Team to plan for ongoing operations and extended support services.

**Deactivation and Recovery**

14. Keep all original EOC logs, photos of status boards, and status summary reports in a binder or file for documentation.
## Checklist 20

### Documentation Unit Leader

#### Primary Responsibilities

*(ICS 221-10)* - The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. The Documentation Unit will also provide duplication services. Incident files will be stored for legal, analytical, and historical purposes.

- Set up work area and begin organization of incident files.
- Establish duplication service; respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Store files for post-incident use.
- Maintain Unit/Activity Log (ICS Form 214).

#### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the University Police Department and/or EOC to confirm the activation of the Planning Team.
2. If activated, report to the EOC. Sign in with the EOC Administration staff.

### Deactivation and Recovery

3.
Checklist 21

Demobilization Unit Leader

Primary Responsibilities

(ICS 221-4) - The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

- Review incident resource records to determine the likely size and extent of demobilization effort.
- Based on above analysis, add additional personnel, workspace, and supplies as needed.
- Coordinate demobilization with Agency Representatives.
- Monitor ongoing Operations Section resource needs.
- Identify surplus resources and probable release time.
- Develop incident checkout function for all units.
- Evaluate logistics and transportation capabilities to support demobilization.
- Establish communications with off-incident facilities, as necessary.
- Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures.
- Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
- Distribute demobilization plan (on and off-site).
- Ensure that all Sections/Units understand their specific demobilization responsibilities.
- Supervise execution of the Incident Demobilization Plan.
- Brief Planning Section Chief on demobilization progress.
- Maintain Unit/Activity Log (ICS Form 214).

Actions

1. Deactivation and Recovery

2. 
## Checklist 22

### Check-in Status Recorder

#### Primary Responsibilities

Check-in/Status Recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

Reports to the Resource Unit Leader.

- Obtain required work materials, including Check-in Lists (ICS Form 211), Resource Status Cards (ICS Form 219), and status display boards.
- Establish communications with the Communication Center and Staging Area Manager.
- Post signs so that arriving resources can easily find incident check-in location(s).
- Record check-in information on Check-in Lists (ICS Form 211).
- Transmit check-in information to Resources Unit on regular prearranged schedule or as needed.
- Forward completed Check-in Lists (ICS Form 211) to the Resources Unit.
- Receive, record, and maintain resource status information on Resource Status Cards (ICS Form 219) for incident assigned Single Resources, Strike Teams, Task Forces, and Overhead personnel.
- Maintain files of Check-in Lists (ICS Form 211).

#### Actions

1. Maintain accurate records of resource status at the assigned location throughout the incident.

#### Deactivation and Recovery

2.
<table>
<thead>
<tr>
<th>Function</th>
<th>Purpose/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Logistics Section Chief</strong></td>
<td>(ICS 223-1) - The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Section Chief participates in development and implementation of the Incident Action Plan, activates and supervises assigned Branches/Units, and is responsible for the safety and welfare of Logistics Section personnel. The LSC provides overall management of resource and logistical support for operations and planning functions. Access and procure resources to support the emergency response and operations, which require support beyond normal department assets. Support the EOC activation and temporary emergency care, including medical, housing and food, for people within the Incident Command structure. Coordinate the management of volunteer resources to support emergency operations. Coordinate with the Finance Team to ensure appropriate processes for procurement and contracting.</td>
</tr>
<tr>
<td><strong>EOC Administration Staff</strong></td>
<td>Provide staff support to the EOC. Assist with set-up of the EOC and coordinate internal operations. May provide staff support to all functions and positions in the EOC, regardless of department. This position is always activated.</td>
</tr>
<tr>
<td><strong>Resource Procurement</strong></td>
<td>Sets up all logistics for procurement and delivery of resources, both University campus resources and outside goods and services. Arranges for field receipt and acknowledgement. Procures private and vended services. May include contracted services, equipment purchase, supplies purchase or support (meals, etc.) for emergency operations. If resources are not actually purchased through the EOC, sets up an allocation and tracking process to assure vendors know whom to invoice and how they will be paid.</td>
</tr>
</tbody>
</table>
| **Personnel Management** | Responsible for managing emergency human resource operations, including temporary or emergency hires, critical processes for benefits and employee services, and other HR related activities in support of the emergency response and recovery.

Responsible for coordinating all volunteer resources to support the University's needs. Works with the Human Resources Department to set up a registration process for ensuring volunteers are working under the management of an appropriate manager of the University. Registration includes obtaining social security numbers, emergency contact numbers, signed release from liability indicating complete and voluntary participation and willingness to work as assigned. May need to address work requirements, i.e. lifting, hazard exposure, etc. This does not need to be done for any volunteers who are coordinated by an official organization, such as the American Red Cross or the National Search and Rescue Association. |
| **University Site Inventory** (materials, goods, equipment) | Responsible for tracking and distributing the equipment and supplies requested by the EOC required to support campus emergency response and recovery activities. Coordinates with Finance in the record keeping, planning and budgeting for funding authorization. |
| **Transportation Services** | Responsible for providing transportation to support emergency operations, including transport of emergency personnel, equipment and supplies, and injured persons. Manage the campus pool vehicles, parking operations, garage, and coordinating the provision of municipal transit services to campus. Maintains inventory of all available transportation (vehicles) and support (fuel, supplies, and drivers). |
| **Emergency Support Services** | Responsible for obtaining and allocating medical, housing, food and water supplies to support emergency staff needs. Coordinates with all campus resources to obtain hot meals and supplemental food for emergency workers on campus. |
## Primary Responsibilities

(ICS 223-1) - The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Section Chief participates in development and implementation of the Incident Action Plan, activates and supervises assigned Branches/Units, and is responsible for the safety and welfare of Logistics Section personnel.

- Plan organization of Logistics Section.
- Assign work locations and preliminary work tasks to Section personnel.
- Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- Participate in preparation of Incident Action Plan.
- Identify service and support requirements for planned and expected operations.
- Provide input to and review Communications Plan, Medical Plan and Traffic Plan.
- Coordinate and process requests for additional resources.
- Review Incident Action Plan and estimate Section needs for next operational period.
- Advise on current service and support capabilities. Estimate future service and support requirements.
- Prepare service and support elements of the Incident Action Plan.
- Receive Demobilization Plan from Planning Section.
- Recommend release of unit resources in conformity with Demobilization Plan.
- Maintain Unit/Activity Log (ICS Form 214).
- Coordinate and manage the procurement, delivery, distribution, and tracking of University emergency resources and support for the response operation, including:
  - University supplies, equipment, materials and services
  - Contracted services
  - Transportation services
  - Volunteers and Human Resources Management
  - Emergency support for staff and University shelter sites
- Coordinate with the Operations Section Chief in the planning for, anticipation of and pre-staging of critical services and resources during emergency response operations
- Support the Finance Team’s emergency accounting and documentation process

## Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the University Police Department and/or EOC to confirm the activation of the Logistics Team.

2. If activated, report to the EOC. Sign in with the EOC Support staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. Work with the Logistics team members to assess the damage, impacts and response operations to identify the potential need for resources – both immediate and in the recovery period. Request a general inventory of all available resources at the University. This includes fuel, food, personnel,
equipment, vehicles, maintenance and services supplies, and any other services. Identify key resources that may need to be procured and plan for all logistics required with procuring and delivering supplies and services. Work with support Unit Response Centers to access resources and support services for the emergency response and recovery operations.

4. Activate the emergency purchasing process to procure resources. Work with the Finance Section Chief to ensure appropriate accounting processes. Confer as needed with the other EOC Section Chiefs to establish vendor selection criteria and processes. Existing listings of pre-qualified vendors may fulfill this requirement.

5. Contact the Operations Section Chief, Care and Shelter, Student Services and Emergency Staff Services to determine what services will be needed on Campus to care for people. Estimate the support requirements and assess the capability of supplies on hand to meet the need.

6. Coordinate with the Operations Team and determine if the shelter is to be managed by the Red Cross and if so, determine what services will, if any, be provided by the University. If the shelter service is open to the public and is completely managed by the Red Cross, it may be necessary to work closely with the Resources Team at the City of Albany EOC, Albany County EOC, and SEMO to coordinate support operations.

7. If staff resources will be needed to augment the emergency response operations, establish a volunteer recruitment and assignment process. Have the Human Resources function coordinate with the following URCs:
   - Human Resources Unit Response Centers
   - University Health Center Unit Response Center
   - Student Services

8. Establish a central location for the coordination and deployment of volunteers.

9. For any operations involved in the evacuation and movement of large groups of people, work closely with the Operations Team to support all aspects of evacuating people, including:
   - Emergency transportation
   - Delivery point
   - Temporary shelter and care needs
   - Food, water and sanitation support
   - Reuniting and notification for families
   - Crisis counseling
   - Security and safety

10. If mutual aid resources are requested and the University will be providing mutual aid to another agency, ensure the following is documented by the Operations Team or by the Logistics Team:
    - Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation
    - Location requested
    - Name of requesting agency
    - Name and contact information for person-in-charge at the site receiving mutual aid
    - Time and duration for the provision of mutual aid
    - Personnel support available or to be provided
    - Keep track of University resources sent to support other agencies.

11. Organize and track the utilization of University major supplies, equipment and transportation. Work with the EOC Management Team and the Operations Section Chief to allocate scarce resources to the highest and best priority use. If the FEMA/Insurance function has been activated, coordinate the documentation of the hours and costs associated with the utilization of major resources for the University’s response operations. Communicate this documentation requirement to the Unit Response Centers supporting the Logistics Team.
| 12. | Support the Operations Team functions that are providing shelter and rest areas for staff and other emergency workers, including the EOC staff. If the activation will be prolonged, plan for extended support services. Also provide support and logistics to assist University staff that may be stranded at the University. Assist the Operations Team with services and management of care and relocation services, as requested. |
| 13. | Ensure documentation for requests, costs and procurement processes are forwarded to the Finance Team. |
| 14. | Work as a team to set up the staging of the resources at each primary site where emergency response operations are in progress. If no resources are available to support a site, advise the Operations Section Chief. Estimate the support requirements for the response and assess the capability of supplies on hand to meet the need. Develop a plan to provide support through the services of other public agencies or contracting with outside services, as needed. |
| 15. | If critical research programs or other University business operations are to be relocated, provide resources and logistics support, as requested. |

**Deactivation and Recovery**

| 16. | Assist Finance with the collection of documentation and records. |
| 17. | Oversee the transition process of transferring all reports, files, claims and investigations, open contracts, purchases or other transactions to normal operations and the appropriate departments for follow up, final payments, and resolution. |
## Checklist 24

### EOC Administration and Support Staff

#### Primary Responsibilities

- Set up and administer to the EOC facility
- Support the EOC Management Team and all staff in the operation of the EOC

#### Actions

1. When notified of the activation of the University EOC set up the facility for operation.
2. Assist staff with setting up their positions. Keep track of EOC activities and facilitate the exchange of information between teams and staff.
3. Provide ongoing support to the EOC Management Team, Incident Commander and EOC Team Leaders to facilitate EOC briefings and operations.

#### Deactivation and Recovery

4. Shut down the EOC and forward all logs and reports to the Situation Status position for documentation.
Checklist 25

Resource Procurement

Primary Responsibilities

- Coordinate and manage the procurement, delivery, distribution, and tracking of University emergency resources and support for the response operation, including University supplies, equipment, materials and services
- Procure vended and contracted resources and services
- Coordinate and support documentation of emergency procurement with the Finance Team

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the University Police Department and/or EOC to confirm the activation of the Logistics Team.
2. If activated, report to the EOC. Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.
3. Activate the emergency purchasing process to procure resources and coordinate with the Emergency Accounting function to follow the EOC Accounting processes. Prepare to establish vendor selection criteria and processes, if outside resources will be needed. Existing listings of pre-qualified vendors may fulfill this requirement.
4. As a team, assess and anticipate the needs for the emergency response. This includes fuel, food, personnel, equipment, vehicles, maintenance and services supplies, and any other services. Communicate and coordinate with the Unit Response Centers to access resources and support services for the emergency response and recovery operations.
5. Arrange all logistics for purchasing, procurement and delivery of resources. Provide as much support as possible to the emergency operations by delivering resources and taking care of associated documentation. Track the involvement of procured resources and note when no longer needed and service provision has ceased.
6. If mutual aid resources are requested and the University will be providing mutual aid to another agency, as requested, document and track University resources that are provided. Include the following:
   a. Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation
   b. Location requested
   c. Name of requesting agency
   d. Name and contact information for person-in-charge at the site receiving mutual aid
   e. Time and duration for the provision of mutual aid
   f. Personnel support available or to be provided
7. If the FEMA/Insurance function has been activated, coordinate the documentation of the hours and costs associated with the utilization of major resources with the Finance Team. Communicate this documentation requirement to the Unit Response Centers supporting the Logistics Team.
8. Work with the Planning Team to plan for ongoing operations and extended support services.

Deactivation and Recovery

9. Forward all information needed for FEMA documentation to the Finance Team.
10. Transition the management of contracts and services to the appropriate departments when the EOC is deactivated.
11. As requested, provide support and communication to vendors assisting with invoicing and payment procedures.
# Checklist 26

## Human Resources – Staff and Volunteers

### Primary Responsibilities

- Maintain the general status on University staff
- Monitors reports of injuries and fatalities
- Coordinates the deployment of volunteers from University staff pools to assist with emergency operations
- Handles welfare inquiries and other issues regarding the status of University Employees

### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the University Police Department and/or EOC to confirm the activation of the Logistics Team.

2. If activated, report to the EOC. Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. As information is known regarding the University’s emergency response operations, assess the numbers and status of employees involved in the response and/or impacted by the disaster. Track by department, if able.

4. If there are known injuries or fatalities, start case files for those employees and track their disposition. While specific information may not be available during the activation of the EOC, continue to follow up on reports of injuries and/or fatalities involving University Employees. Protect the confidentiality of victims and injured parties, as necessary during the emergency response phase. Forward information to the FEMA/Insurance function as available.

5. If emergency response operations are extended and volunteer help is needed, establish a center for receiving volunteers and assigning volunteers. This may be managed by the Human Resources Unit Response Center. Work with the News and Information position to determine how to communicate the need for volunteer help to employees and to disseminate information on where to report. Volunteers may be needed to assist with temporary business operations, salvage operations, answering telephone inquiries and working with displaced staff at relocation areas. Track the assignment of volunteers. Ensure that volunteer workers are supported with food, water and sanitation and that they have a supervisor or coordinator in charge of the site operation.

6. If specialized staff resources will be needed to augment the emergency response operations, assess the availability of University staff from Unit Response Centers and departments. Work with the University Health Center for the physicians, nurses and research staff, and trained counseling staff. Additional resources may be available from the Student Services Unit Resource Center or the representative on the Operations Team. Further services for counseling may only be available at the University Health Center.

7. If temporary services are needed for skilled labor or emergency hires, work with the Resource Procurement member of the team for contracted services.

8. If the University is receiving a large volume of welfare inquiries, work with the EOC Management to establish a process for managing the inquiries. If the disaster is widespread, the American Red Cross may handle this function. There may be a 1-800- number for this service.

### Deactivation and Recovery

9. Forward all files and documentation to the appropriate departments when the EOC is deactivated.
# Checklist 27

## University Site Inventory – Materials, Goods and Equipment

### Primary Responsibilities

- Inventory the University’s major supplies and equipment
- Allocate University supplies and equipment, as needed
- Provide for all logistical arrangements for delivery and use of University supplies and equipment
- Request the purchasing of additional supplies and equipment to support emergency operations and augment depleted supplies

### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the University Police Department and/or EOC to confirm the activation of the Logistics Team.

2. If activated, report to the EOC. Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. With the Logistics team members, assess the damage, impacts and response operations to identify the potential need for resources – both immediate and in the recovery period. Identify the use of and need for, supplies and equipment. Develop a list of needed items and estimate location and time needed.

4. Conduct a general inventory of all available material resources at the University. This includes fuel, food, equipment, and supplies. Work with departments and Unit Response Centers to access resources and support services for the emergency response and recovery operations.

5. Develop an action plan for the provision of materials, goods and equipment in support of emergency operations. Provide for all logistics including transportation, delivery, receipt, and dissemination of materials, goods, and equipment. If the University does not have sufficient inventory to support operations, work with the Logistics Section Chief and the Resources Procurement staff to procure resources.

6. Track the delivery and utilization of supplies. If the emergency response phase will be prolonged, plan for the purchase of additional supplies to continue emergency support and replace used inventory.

7. Ensure University staff operators of equipment are trained in the safe use and operation of the equipment. It may be necessary to contract certified operators if the University does not have staff available.

8. As emergency operations subside, track the return of equipment and unused supplies to the departments and owners. Coordinate the return of all rented and leased equipment.

### Deactivation and Recovery

9. Forward all documentation of materials, goods and equipment used in the emergency response to the Finance Team.
# Checklist 28

## Transportation Services, Vehicles

### Primary Responsibilities

- Track and inventory all University vehicles, fuel and maintenance equipment, and services
- Arrange for the use of University vehicles and drivers
- Coordinate public transportation services

### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the University Police Department and/or EOC to confirm the activation of the Logistics Team.

2. If activated, report to the EOC. Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. With the Logistics team members, assess the damage, impacts and response operations to identify the potential need for resources – both immediate and in the recovery period. Identify the use of and need for, transportation vehicles, drivers and services. Develop a list of transportation needs and estimated location and time needed.

4. Conduct a general inventory of all available vehicles, drivers, fuel and tires at the University. Work with departments and Unit Response Centers to inventory available vehicles and drivers not already allocated to the emergency response operations.

5. Work with the other Logistics Team members to develop an anticipated transportation plan in support of the emergency response and recovery operations. If it is anticipated that the University will be evacuating or relocating large groups of people, be prepared to provide transportation support either with University assets or via public resources. Determine the priorities of transportation, as follows:
   - Emergency medical – life support – people and supplies
   - Immediate evacuation of people
   - Resource delivery to Emergency Response Operations at extremely hazardous incidents
   - Transportation of critical staff
   - Relocation of people
   - Delivery of resources and supplies
   - Public transportation

6. Ensure University staff operators of vehicles are trained in the safe use and operation of the vehicles. If vehicles are damaged or involved in accidents, document as much as possible and forward the information to the FEMA/Insurance position.

7. As drivers and vehicles are assigned to incidents and tasks, determine who will be directing the activities of the drivers and vehicles – the Operations Team or the URC. If the drivers will be coordinated by the Facilities Department Transportation Services Unit Response Center, ensure there is communication between the drivers and the URC.

8. Contact the City of Albany EOC, Albany County EOC, and SEMO to determine the status of public transportation services. The External Liaison in the EOC may help with this request as they are in communication with the other EOCs and outside agencies.

9. Check with Situation Status to verify safe transportation roads, highways and freeways for routing. Estimate travel times and work on alternate routes to avoid congestion.
### Transportation Services, Vehicles - continued

#### Actions - continued

10. If mutual aid requests are received for University vehicles and operators, confer with the Logistics Section Chief for authorization to provide mutual aid resources. Track University vehicles and transportation services provided to other agencies.

11. If private vehicles will be used voluntarily, track the use of those vehicles. This may be needed in extreme conditions to augment transportation needs.

12. As emergency operations subside, track the return of vehicles to the departments and owners.

#### Deactivation and Recovery

13. Forward all documentation of vehicles used in the emergency response to the Finance Team.
## Checklist 29

### Emergency Food, Water, and Sanitation

#### Primary Responsibilities

- Ensure emergency food and water are provided for personnel
- Provide for EOC support
- Provide for emergency sanitation and bathroom facilities

#### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the University Police Department and/or EOC to confirm the activation of the Logistics Team.

2. If activated, report to the EOC. Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. With the Logistics team members, assess the damage, impacts and response operations to identify the requirements for food, water and sanitation – both immediate and in the recovery period. Develop a list of needs including numbers of people to be served and locations where services should be provided. Determine if food, water and sanitation services should be provided at central locations, or provided near the emergency response operations.

4. Start with providing for the EOC staff, activated Unit Response Centers and field response teams. Work with the Operations Team to plan the set-up of rest areas for University workers, including contractors and volunteers. The sites should be secured from public view and access. Ensure the following are provided for:
   - Food (at least one hot meal per day per person)
   - Water – drinking
   - Water – washing
   - Portable toilets

   Additional resources include:
   - Coffee/tea and other hot drinks in cold weather
   - Shade from sun and/or protection from rain
   - Chairs and cots for resting
   - Garbage and waste collection
   - Telephones and message areas, if available
   - On site staff to assist and manage services

   If these additional resources are needed, work with the Logistics Team members to identify inventory and services and plan to deliver, as requested.
**Checklist 29**

### Emergency Food, Water, and Sanitation - continued

#### Actions - continued

5. Inventory all food, water and sanitation supplies that are available on-site at the University. Vended services may have food and water supplies stored on site. Make arrangements for emergency purchase of supplies from site vendors and use those first. Work with Student Services for supplies.

6. Work with the Operations Team Care and Shelter, Student Services and Emergency Staff Services to support needs for food, water and sanitation services. Plan to efficiently support emergency response operations as well as temporary care and shelter services by combining services, as possible. Note that unless directed by the EOC Management Team, these services are not intended for the general public who may be sheltered at the University. If there is a public shelter on site, it should be managed by the Red Cross and should be completely supported. If requests are received to support public shelters, confirm authorization from the EOC Management Team and the Logistics Section Chief.

7. For prolonged operations, vended services from local businesses and/or caterers may be available to support the EOC and emergency workers. Determine the cost effectiveness and efficiency of the delivery of sack or box meals to support operations. Work with the Resources Procurement function to make arrangements for vended services.

8. Ensure that services are available to contractors and any mutual aid or volunteer workers at the University.

9. Continue to provide services as needed.

#### Deactivation and Recovery

10. Terminate services and transition to normal operations when the EOC is deactivated or normal services are restored.
## Table 2 - E

### Finance Section Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Purpose/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Section Chief</td>
<td>Provide overall management of financial accounting and analysis for the emergency response, including keeping the Incident Commander and Executive Policy Council advised of the total cost-to-date of the emergency response, estimated losses and financial impacts of the emergency to University businesses, programs and facilities. Also, begin the tracking and documentation process for FEMA application and insurance claims.</td>
</tr>
<tr>
<td>Emergency Accounting</td>
<td>Establish an accounting process for tracking expenses for procurement of services, contracts and/or mutual aid from the EOC. Establish accounting numbers for tracking expenses.</td>
</tr>
<tr>
<td>Payroll and Benefits</td>
<td>Ensure labor costs are tracked during the emergency response and when possible, that University at Albany employees receive their paychecks in a timely manner and all benefits that they are entitled to.</td>
</tr>
<tr>
<td>Insurance/FEMA/Risk Management</td>
<td>Prepare and maintain the FEMA documentation information package. Maintain the documentation files and support the disaster assistance application process. Attend the FEMA briefing program to start the official process, if requested.</td>
</tr>
</tbody>
</table>
### Checklist 30

#### Finance Section Chief

**Primary Responsibilities**

- Expense and cost summary reports of disaster related expenses for the Incident Commander and EOC Management Group
- Activation of the Emergency Accounting function and Insurance/FEMA/Risk Management functions
- Support to the Incident Commander for business decisions regarding cost/benefit of services and strategies
- If needed, activation of the documentation process for the FEMA disaster assistance application
- Summary reports on the short and long-term financial impacts of the emergency and recommend appropriate actions

**Actions**

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the University Police Department and/or EOC to confirm the activation of the Finance Team.
2. If activated, report to the EOC. Sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.
3. If emergency procurement will be needed, activate the Emergency Accounting function and the emergency account system. Brief EOC staff on the use of accounting codes as well as the process for providing source documents of orders, invoices and receipts to the Finance Team.
4. Assist the Incident Commander and other Section Chiefs in the EOC with tracking and filing source documentation. Provide as much support as possible to other teams and functions for finance documentation during the EOC activation.
5. If there is damage or reported injuries, activate the Insurance/FEMA/Risk Management function to manage the documentation process for claims and applications for reimbursement. Work with the Planning Section Chief to coordinate photographs and other documentation in support of anticipated FEMA disaster assistance programs for building and facility damage. Work with Human Resources to obtain information on injuries and casualties, which may result in case files, investigations and/or claims.
6. Working with the other Section Chiefs in the EOC, prepare summary reports on total costs and anticipated losses to University programs and budgets. Provide estimates and other information, as requested by the Incident Commander, on the fiscal impacts of continuing operations and response strategies. If requested, provide cost benefit information in support of the analysis of alternatives or strategies for emergency operations and repairs.
7. If the information is available, provide a summary report of the estimated total cost recovery anticipated from insurance and FEMA disaster assistance.
8. If normal University operations will be interrupted for more than three days, provide estimates to the Incident Commander of impacts to grants, program budgets, estimated loss of revenue and other budget considerations.

**Deactivation and Recovery**

9. Direct the post-emergency accounting transition to normal operations.
10. Assist with preparing a summary report of the damage and incidents that occurred.
## Checklist 31

### Emergency Accounting

#### Primary Responsibilities

- Management of the emergency accounting system for the University Emergency Operations Center
- Verification of all expenditures by the University EOC to confirm account codes, invoices and associated documentation

#### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the University Police Department and/or EOC to confirm the activation of the Finance Team.

2. If activated, report to the EOC. Sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. If emergency procurement will be needed, set up the emergency account numbers for the EOC. This includes assigning account numbers and/or expense code numbers and arranging to receive copies of all accounting documentation. If power and/or network access is not available, a temporary manual accounting system may need to be used in the EOC.

4. Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response, as needed, to verify expenses.

5. At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.

6. Support and assist purchasing, as requested, with account information.

#### Deactivation and Recovery

7. Provide an Accounting summary report of accounting activities, actions taken, and related information for the Finance Section Chief. Support the transition to normal operations.
## Checklist 32
### Payroll & Benefits

**Primary Responsibilities**

- Ensure labor costs are tracked during the emergency response and when possible, that University at Albany employees receive their paychecks in a timely manner and all benefits that they are entitled to.

**Actions**

1. Track time and attendance of University personnel working on-site.
2. Provide information on benefits to University employees.
3.  
4.  
5.  
6.  

**Deactivation and Recovery**

7. Assist with summary report.
## Checklist 32

### Insurance/FEMA/Risk Management

#### Primary Responsibilities

- Prepare and maintain insurance documentation files and manage the insurance claims process
- Assess the risk and liability issues to the University and emergency responders in the emergency response operation
- Prepare and maintain the FEMA documentation information package
- Maintain the documentation files, supporting the Federal Disaster Assistance Application process

#### Actions

1. Report to the EOC, if the emergency is severe. Obtain a briefing on all operations, damage, injuries and recovery operations. Assess the risk and liability issues to the University and emergency responders in the emergency response operation and provide recommendations, if needed, to manage risk and liability exposure.

2. If immediate investigation and reporting is needed for injury reports and claims, work with the Environmental Health and Safety Office and Human Resources to set up a process for reporting and gathering information. Ensure procedures are followed in reporting injuries and casualties to the appropriate staff and agencies. Protect the confidentiality of victims and injured parties, as necessary during the emergency response phase. Work with Human Resources to obtain information on injuries and casualties, which may result in case files, investigations and/or claims.

3. If it appears that the Governor and the President will declare the Albany County area a disaster area for the purposes of federal disaster relief, set up the FEMA documentation process. All documentation is collected by site, and either the individual site or the University as a whole will be issued a Disaster Survey Report #. All documentation is then summarized by the DSR #. If the DSR has not or will not be issued, collect documentation and data by site.

4. Review the following list of items for documenting damage and repairs. These items will be needed for both insured losses and anticipated FEMA disaster recovery program eligible losses.
   - Photographs and sketches of damage
   - Urgency of the project and reasons – for public health, safety, etc.
   - Identification of all public staff and equipment used in the response – time and expenses
   - Identification of all vended services used in the response – time, materials and expenses
   - Identification of all mutual aid services used in the response – time, materials and expenses
   - Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.)
   - Documentation and photographs of work done
   - Other data including: hazard mitigation (upgrades so that damage will not occur in future events), third party liability and payments, co-pay by cooperating agencies, public/private partnerships, insurance, etc.

#### Deactivation and Recovery

5. The NYS Division of Homeland Security and Emergency Services will provide information on the FEMA Post-Disaster briefing meeting (usually held two weeks after a federally declared disaster). Make arrangements to attend the briefing with other agency representatives and be prepared to submit a Notice of Interest at that time. Note that FEMA makes adjustments to the FEMA Disaster Assistance Application process after every declared disaster. The new packet of information should be reviewed thoroughly to determine current correct procedures for notification and application.

6. Assist with preparing a summary report of the damage and incidents that occurred.
Appendix O: Unified Command

Experience has proven that at incidents involving multi-agencies, there is a critical need for integrating management of resources into one operational organization that is managed and supported by one command structure. This is best established through an integrated, multidisciplinary organization. The ICS, employing what is known as Unified Command, fills this critical need.

Unified Command is a team effort that allows all agencies with jurisdictional responsibility for an incident, either geographical or functional, to participate in the management of the incident. This participation is demonstrated by developing and implementing a common set of incident objectives and strategies that all can subscribe to, without losing or abdicating agency authority, responsibility or accountability. Those organizations that participate in Unified Command should have statutory responsibility for some portion of the incident or event.

Assisting and cooperating agencies with no statutory responsibility that nonetheless contribute resources to the incident should not function at the Unified Command level. These agencies should instead, assign Agency Representatives to effectively represent their agencies and resources through the Liaison Officer. In these ways, the principles that define Unified Command provide all of the necessary mechanisms for organizational representation and interagency management within a multi-agency incident response.

At a local level, frequent training and realistic exercises involving those agencies that may be represented at actual incidents should be considered a prerequisite for successful management of multi-agency incidents. These activities serve to familiarize each participating agency of their respective roles and responsibilities and clarify the capabilities and limitations of each agency. For example, a planned event such as a parade or air show may provide an opportunity for local, state and federal agencies to operate in a Unified Command structure.

A successfully managed multi-agency incident will occur only when the participating agencies’ personnel have confidence in each other’s competencies, authorities, responsibilities, and limitations as they relate to the incident. Beyond the associated processes, guidelines, and exercises is the requirement for an attitude of cooperation. Coordinated strategy, tactics, and resource utilization to accomplish incident control must be the focus of all agencies at the scene.

Within a Unified Command, one person is selected as spokesperson for the groups. Typically, the person representing the agency with the highest resource commitment or most visible activity on the incident is selected. In some cases, this task may simply be assigned to the person with the most experience.
Unified Command incorporates the following principles:

- One set of objectives is developed for the entire incident.
- A collective approach to developing strategies to achieve incident goals.
- Improved information flow and coordination between all jurisdictions and agencies involved in the incident.
- All agencies with responsibility for the incident have an understanding of one another's priorities and restrictions.
- No agency's authority or legal requirements will be compromised or neglected.
- Each agency is fully aware of the plans, actions and constraints of all others.
- The combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan.
- Duplicative efforts are reduced or eliminated, thus reducing cost and chances for frustration and conflict.
- Duplicative efforts are reduced or eliminated, thus reducing cost and chances for frustration and conflict.
Appendix P: Unit Resource Centers (URC)

The University has identified a number of divisions, departments and other organizations within the University that, by virtue of their personnel, mission, training or equipment, are likely to be called upon to assist in managing a critical incident. For the purposes of this plan and when managing a critical incident on the University, each group shall be considered a Unit Resource Center or URC. Each URC shall be responsible for completing a URC Annex which shall be maintained and updated regularly by the URC for use during an emergency. Each URC annex must contain the following:

- A contact list of all essential personnel within the URC.
- A list of personnel within the URC typed by skill-set, job duties or job title (as appropriate). Employees covered under a contract or collective bargaining agreement should have the contract or agreement noted.
- A list of equipment and services the URC has on-hand.
- General guidelines for responding as a URC to assist in managing a general critical incident (all-hazards planning).
- A listing of those specific incident types that would most impact each URC or that the URC would most likely be called upon to assist with under this plan. For each type of incident guidelines for the URC’s personnel are to be included to ensure the URC’s personnel may address the issue effectively and in a coordinated manner.
- All URC incident management guidelines must be consistent with this plan.

The following URCs have been identified:

- Academic Affairs
- Athletics
- Rockefeller College and the Downtown Campus
- Environmental Health and Safety
- Facilities Management
- Finance and Business
- Health Services
- Human Resources
- Information Technology Services
- Communications & Marketing
- Parking and Mass Transportation
- Residential Life
- Student Success (Student Services in Plan)
- U-Kids Child Care
- University Auxiliary Services
- University Libraries
- University Police
Appendix Q: Memoranda of Understanding (MOU)

The following documents are official guidelines regarding the interaction of University personnel and off campus agencies.

The following MOU’s between the listed off campus and campus agencies are attached hereto:

- Town of Guilderland Police Department & University Police Department
- City of Albany Police Department & University Police Department
Memorandum of Understanding (MOU) between the UAlbany Police Department and the Town of Guilderland Police Department

This Memorandum of Understanding, effective January 1, 1999, entered into and between the Town of Guilderland Police Department and the State University of New York, University at Albany Police Department, sets out the respective duties and obligations with regard to the coordination of law enforcement efforts between the University at Albany Police Department and the Town of Guilderland Police Department. The parties hereto agree as follows:

1. The State University of New York, University at Albany has primary law enforcement jurisdiction on all property owned, leased, or under the control of the University at Albany and will provide police services on said property, except as otherwise specified in this Memorandum of Understanding.

2. The University at Albany Police Department will notify the Town Police Department of any incident or situation on any property owned, leased, or under the control of the University at Albany that may affect the safety of the residents of the town.

3. The Town Police Department will notify the University at Albany Police Department of any incident or situation on any property within the jurisdiction of the Town that may affect the safety of the staff or residents on any property owned, leased, or under the control of the University at Albany.

4. When the Town Police Department executes a warrant on any property owned, leased, or under the control of the University at Albany, the Town Police Department will contact the University at Albany Police Department and request a University Police officer to accompany the Town Police Department Officer. Efforts will be taken to refrain from interrupting a class to affect an arrest or execute a search warrant. In the event of a continuous close pursuit beginning in the jurisdiction of the Town, the Town Police Department communications unit will notify the University at Albany Police Department as soon as possible and the University at Albany police Department will assist as necessary.

5. When the University at Albany Police Department executes a warrant within the Town, excluding any property owned, leased, or under the control of the University at Albany, the University at Albany Police Department will contact the Town Police Department and request a Town Police Department officer. In the event of a continuous pursuit, the University at Albany Police Department communications unit will notify the Town Police Department as soon as possible and the University at Albany Police Department officer will proceed as necessary.

6. The University at Albany Police Department will transfer requests for police services originating on any property owned, leased, or under the control of the Town to the Town Police Department communications center. In like manner, the Town Police Department will transfer requests for police services originating on any property owned, leased, or under the control of the University at Albany to the University at Albany Police Department communications center.
7. For emergency situations, including requests for backup, within the jurisdiction of the Town, the Town Police Department supervisor or officer-in-charge may request the assistance of University at Albany Police Department personnel. The University at Albany Police Department supervisor or officer-in-charge must grant permission to the responding patrol unit(s) before such assistance is rendered. In like manner, for emergency situations, including requests for backup, within the jurisdiction of the University at Albany, the University at Albany Police Department supervisor or officer-in-charge will request the assistance through the Town Police Department supervisor.

8. For non-emergency events in both communities, the Chiefs or designees from the Town of Guilderland and the University at Albany Police Departments will meet in a timely manner to review various operations issues, including traffic, planning, and scheduling for additional personnel.

9. The Chief of the University at Albany Police Department and the Chief of the Town of Guilderland Police Department may enter into more specific and detailed operational procedures and guidelines, provided that such additional items are not inconsistent with the above provisions.

10. Either party may terminate this Memorandum of Understanding by written notification to the other party.
Memorandum of Understanding (MOU) between the UAlbany Police Department and the City of Albany Police Department

This Memorandum of Understanding, effective January 1, 1999, entered into and between the City of Albany Police Department and the State University of New York, University at Albany Police Department, sets out the respective duties and obligations with regard to the coordination of law enforcement efforts between the University at Albany Police Department and the City Police Department. The parties hereto agree as follows:

1. The State University of New York, University at Albany has primary law enforcement jurisdiction on all property owned, leased, or under the control of the University at Albany and will provide police services on said property, except as otherwise specified in this Memorandum of Understanding.

2. The University at Albany Police Department will notify the City Police Department of any incident or situation on any property owned, leased, or under the control of the University at Albany that may affect the safety of the residents of the City.

3. The City Police Department will notify the University at Albany Police Department of any incident or situation on any property within the jurisdiction of the Town that may affect the safety of the staff or residents on any property owned, leased, or under the control of the University at Albany.

4. When the City Police Department executes a warrant on any property owned, leased, or under the control of the University at Albany, the City Police Department will contact the University at Albany Police Department and request a University Police officer to accompany the City Police Department officer. Efforts will be taken to refrain from interrupting a class to affect an arrest or execute a search warrant. In the event of a continuous close pursuit beginning in the jurisdiction of the City, the City Police Department communications unit will notify the University at Albany Police Department as soon as possible and the University at Albany Police Department will assist as necessary.

5. When the University at Albany Police Department executes a warrant within the City, excluding any property owned, leased, or under the control of the University at Albany, the University at Albany Police Department will contact the City Police Department and request a City Police Department officer. In the event of a continuous pursuit, the University at Albany Police Department communications unit will notify the City Police Department as soon as possible and the University at Albany Police Department officer will proceed as necessary.

6. The University at Albany Police Department will transfer requests for police services originating on any property owned, leased, or under the control of the City to the City Police Department communications center. In like manner, the City Police Department will transfer requests for police services originating on any property owned, leased, or under the control of the University at Albany to the University at Albany Police Department communications center.
7. For emergency situations, including requests for backup, within the jurisdiction of the City, the City Police Department supervisor or officer-in-charge may request the assistance of University at Albany Police Department personnel. The University at Albany Police Department supervisor or officer-in-charge must grant permission to the responding patrol unit(s) before such assistance is rendered. In like manner, for emergency situations, including requests for backup, within the jurisdiction of the University at Albany, the University at Albany Police Department supervisor or officer-in-charge will request the assistance through the City Police Department supervisor.

8. For non-emergency events in both communities, the Chiefs or designees from the City of Albany and the University at Albany Police Departments will meet in a timely manner to review various operations issues, including traffic, planning, and scheduling for additional personnel.

9. The Chief of the University at Albany Police Department and the Chief of the City of Albany Police Department may enter into more specific and detailed operational procedures and guidelines, provided that such additional items are not inconsistent with the above provisions.

10. Either party may terminate this Memorandum of Understanding by written notification to the other party.
Appendix R: After Action Reports

Immediately after the conclusion of emergency operations concerned with a critical incident, crisis, or disaster, the Incident Commander shall cause the preparation and publication of an After Action Report (AAR).

The AAR shall be written by the Operations Section Chief with the assistance of the Director of Risk Management and any other section of the Incident Command Group, as required. AAR documents shall be submitted within 30 days of termination of incident operations.

The AAR shall detail all facts and circumstances known about incident causation, the quality and nature of the response effort, and the incident resolution. In addition, the AAR shall determine both deficiencies and highlights that occurred during the resolution of the incident and shall make recommendations about planning, training, and operational needs and improvements for consideration to enhance the efficiency of future responses.

Each original AAR shall be retained on file within the Offices of the UPD Chief for a period of 20 years. Copies of the AAR shall be contemporaneously forwarded to all Chiefs of the Incident Command Group, including the IC.

Recovery

Plan Re-Assessment

Immediately following the cessation of Level 3 or Level 4 emergency operations, the Emergency Management Policy Committee will conduct a survey of ECT members and campus constituents to evaluate the effectiveness of the response. Survey results will help determine whether portions of the Emergency Plan must be modified as a result of the emergency experience. The Emergency Management Policy Committee will then prepare written “Post-Event Summary Report” summarizing post-event observations and coordinate the appropriate Emergency Plan revisions.

Cost Recovery

One of the final ECT actions may be to appoint an "Emergency Cost Recovery Work Group." The composition of the Work Group will be related to the nature and magnitude of the emergency, but will include a core membership representing the following areas:

- Office of the President
- Provost
- Facilities Management
- Environmental Health & Safety
- Vice President for Finance and Business
- Office of the General Counsel
Individual colleges and departments have copies of internal cost and loss documentation forms in their Emergency Planning Guidelines document to help prepare them for the post-event claims process. The NYS Division of Homeland Security and Emergency Services (DHSES) Office of Emergency Management, FEMA, and/or other agencies will distribute additional materials and guidance documents as needed. Also, in the event of disaster, DHSES Office of Emergency Management will coordinate any federal funds available.

Each college and department is required to maintain records of all personnel and “hard” costs they incur during emergency situations.
Appendix S: Continuity Activities

Deans, Department Heads, Other Campus Employee Duties

Each University Dean and Department Head will develop and implement a business continuity plan for each of their respective areas of responsibility.

It is the responsibility of every campus employee to become familiar with the Emergency Action Plan for his/her work area(s) and to read the University Employee Safety Handbook.

Business Continuity Plans will be updated at least once every three years, or more often as the need arises, due to the reassignment of Deans and Department Heads, or other critical circumstance that affect the suitability of such plans. A copy of each revised plan will be submitted to the Planning Section Chief within thirty days of such revision for approval and retention.

All departments critical to the University’s continued operation shall establish formal Operational Continuity Plans.

The elements of each plan include:

- Identification of local mission critical processes, based on the primary mission(s) and business function(s) of each unit.
- Development of procedures for recovering all or part of the highest priority functions.
- Determination of whether each process could be suspended or degraded — or, whether it must be fully functional.
- Identification of alternate work sites or other temporary facilities for the most critical functions.
- Ongoing back up of critical data and protection of critical equipment.
- Assignment of local business resumption roles, responsibilities, and authority.
- Procedures for recovering affected operations.
- Criteria for returning to normal business.
- Procedures and criteria for helping other departments return to normal business.
Appendix T: University at Albany State University of New York Coordinated Response to the Sexual Assault of Students

Purpose
The University at Albany is committed to the maintenance of an educational environment which is supportive of its primary educational mission and free from all exploitation and intimidation. The University will not tolerate sexual assault, including rape and any other form of nonconsensual sexual activity.

It is essential that students who are sexually assaulted receive medical treatment and support as soon as possible. This document outlines the procedures that will allow members of the University community to be effective at introducing victims of assault to medical, psychological, and legal resources. The University at Albany Community Rights and Responsibilities – Student Code of Conduct provides additional information for students.

This policy does not substitute or supersede the standards of conduct outlined and available to students in Community Rights and Responsibilities located at: albany.edu/judicial/conduct.shtml. In addition, the Office of Human Resources Management has policies in place for students, faculty and staff who are employed at the University. These policies are located on the Web at: hr.albany.edu/.

As presented in the University at Albany Community Rights and Responsibilities – Student Code of Conduct, Penal Code Section 130 of New York State Law governs the criminal prosecution of sexual offenses.

Definitions
As presented in the University at Albany Community Rights and Responsibilities consent is defined as: The term “active consent” means that each person involved in sexual contact not only agrees to the sexual activity but also agrees freely and knowingly. A person who has been threatened or coerced, whose judgment is substantially impaired by drugs or alcohol or by physical or mental impairment even if temporary, or who is unconscious or asleep, cannot give consent to sexual contact. A person under the age of 17 years is deemed incapable of giving consent.

The University Prohibits the Following Behaviors:

**Sexual Assault I:** By a stranger or acquaintance, sexual intercourse or any sexual penetration, however slight, of another person’s oral, anal, or genital opening with any object (an object includes but is not limited to parts of a person’s body) where active consent was not established. Where the victim purported to give consent, but the accused used force, threat, intimidation, or the victim’s mental or physical helplessness, the charge of Sexual Assault I also applies. Mental or physical helplessness would include, but not be limited to, sleep, as well as the inability to consent due to excessive alcohol or drug use or consumption.
Sexual Assault II: By a stranger or acquaintance, touching a person’s intimate parts (defined as genitalia, groin, breast, or buttocks), whether directly or through clothing, where active consent was not established. Sexual Assault II also includes forcing an unwilling person to touch another’s intimate parts. Where the victim purported to give consent, but the accused used force, threat, intimidation, or the victim’s mental or physical helplessness, the charge of Sexual Assault II also applies. Mental or physical helplessness would include, being asleep or consuming an excessive amount of alcohol and/or other drugs.

Sexual Exploitation: Nonconsensual, abusive sexual behavior that does not otherwise constitute Sexual Assault I, Sexual Assault II or Sexual Harassment. Examples include but are not limited to: intentional, nonconsensual tampering with or removal of condoms or other methods of birth control and sexually transmitted infection (STI) prevention prior to or during sexual contact in a manner that significantly increases the likelihood of STI contraction and/or pregnancy by the non-consenting party; nonconsensual video or audio taping of sexual activity; allowing others to watch consensual or nonconsensual sexual activity without the consent of a sexual partner; observing others engaged in dressing/undressing or in sexual acts without their knowledge or consent; trafficking people to be sold for sex; and inducing incapacitation with the intent to sexually assault another person.

Sexual Harassment: Unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe or pervasive to effectively alter or deny the individual reasonable access to University resources or that such conduct creates an intimidating, hostile or sexually offensive environment for learning, working or living on campus.

Title IX Coordinator: Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec., 1681, et seq., states that all students have equal educational opportunity free from sex discrimination, including sexual harassment and sexual assault. The Title IX Coordinator is responsible for the University’s compliance with this regulation including, but not limited to systematically monitoring and evaluating policy and procedures that effectively and efficiently respond to complaints of sex discrimination. Individuals with questions or concerns related to Title IX may contact the Title IX Coordinator at (518-956-8110).

Incidents that do not constitute sexual assault might nonetheless be considered sexual harassment or threatening and abusive behavior, and as such violate Community Rights and Responsibilities.

Procedures for Responding to a Student Who Has Been Assaulted

In the aftermath of sexual assault, it is important for victims to regain a sense of control over their environment, and their bodies. These students are often traumatized by the incident and concerned about confidentiality. They may require a deliberate and specific clarification of the supportive and legal options available to them. Please use care and consideration as you
provide necessary information. Ultimately, decisions about how to proceed must be made by the victim.

I. INSURE THE VICTIM'S SAFETY

If the victim is in danger call the University Police at 911 from an on campus phone (or 518-442-3131 from a cellular phone) or, if off campus or on the East Greenbush campus, call the nearest police department: Albany City Police at 911 (or 518-438-4000, non-emergency); Colonie Police at 911 (or 518-783-2744, non-emergency); Guilderland Police at 911 (or 518-356-1501, non-emergency) or East Greenbush Police at 518-479-1212. It is crucial that you and the victim are safe and that you not place yourselves in a dangerous situation. Note that 911 calls placed from a cellular phone are automatically routed to State Police, so you will need to specify the city you are calling from, as well as the address.

II. SEEK IMMEDIATE MEDICAL TREATMENT

• NOTE: VICTIMS SHOULD BE ADVISED OF THE FOLLOWING:

• If she/he is considering reporting the incident to the police, whether now, or at some future point, an evidentiary medical exam (“rape kit”) is strongly recommended. This will greatly enhance the likelihood of successful prosecution of the assailant, should the victim report the incident.

• It is important to encourage the victim not to bathe, wash, or change clothes before seeking medical attention. In addition, it is best that the victim not take fluids or empty her/his bladder before the medical exam.

• Evidence should be collected within 96 hours post the incident. Even if 96 hours have elapsed, or if the victim has bathed, etc., an exam is still recommended.

• Explain to the victim that the forensic medical exam does not commit her/him to reporting the attack. In the event that the victim decides not to report to the police, the evidence collected will be destroyed after 30 days. The forensic medical exam is free.

• Note that materials collected as evidence are likely to include some articles of clothing, and/or personal effects.

• Inform the victim that compensation may be available for certain individuals, through the New York State Crime Victims Assistance Program CVSVC (518-447-5500), if they go to a hospital emergency room and agree to a forensic medical exam and/or if they report the crime and cooperate with authorities.

• Inform the victim that he/she can receive medical care, whether they have insurance or not.

Help arrange to transport the victim to the hospital as soon as possible. Remember, not all injuries are immediately apparent. A medical evaluation can provide needed attention to injuries (internal and external) and provide medications to prevent sexually transmitted infections, HIV,
and pregnancy. The mode of transportation depends on the victim’s condition and stated preference. For transport from the uptown or downtown campus to a local hospital, the following can help if desired: Five Quad Ambulance (911 from an on campus phone or 518-442-3131 if calling from an off campus or cellular phone), and/or University Police (911 from an on campus phone or 518-442-3131 from an off-campus phone). In a medically emergent situation off campus or on the East Greenbush campus, call 911. The Coordinator for Sexual Assault Prevention (518-442-5800) can also be of assistance in providing information and referrals to resources both on and off campus.

AN ALTERNATIVE: GO TO THE UNIVERSITY HEALTH CENTER

The University Health Center offers confidential services that entail providing information, medical care and referral including:

• With the victim’s consent, referral to Albany Medical Center Hospital’s (AMCH) Sexual Assault Forensic Examiner Program or Memorial Hospital, Sexual Assault Nurse Examiner Program, for care and a rape examination.

• With the victim’s consent, contact Albany County’s Crime Victim and Sexual Violence Center (CVSVC) to be present to assist and support the student at AMCH or Memorial Hospital.

• If the student refuses referral to an area hospital ER, the University Health Center will offer medical care and follow up, including attention to injuries and evaluation for STIs and pregnancy.

• Referral for services at the University Counseling Center or Albany County’s CVSVC. It is normal for victims to go through a process of feeling traumatized, helpless, frustrated and even guilty. It can be helpful to talk to a psychologist or counselor.

• Referral to the University Police Department (UPD) for legal action. UPD will make every effort to offer female victims an opportunity to have a female officer present during all interviews.

Levels of Disclosure and Confidentiality

The UAlbany Advocacy Center for Sexual Violence (518-442-2273), the University Counseling Center (518-442-5800) and the University Health Center (518-442-5229) provide strictly confidential services to students.

However, with a student’s written consent and at her/his request, staff from these offices will notify the Office of the Vice President for Student Success (518-956-8140) for a coordinated response as in III.

Incidents that come to the attention of the Vice President for Student Success, University Police or Residential Life may be shared with appropriate offices on a need-to-know basis, to the extent allowed by policy, law or the privacy interests of those involved.
The student should be reminded that their confidentiality could be jeopardized, if court proceedings are initiated.

III. INFORM THE UNIVERSITY

Students are encouraged to report all incidents of sexual assault to the University in order to receive help in accessing support services and in prosecuting the sex offender. However, this decision must be made by the victim and shall be respected by the University. Although University personnel may be required to report the time, date, and location of incidents to the appropriate administrative office, the employee receiving the report from the victim should not ask for this information nor accept it without first telling her/him how it may be used.

When University personnel are informed of a sexual assault incident they will seek the victim’s consent to notify the Vice President for Student Success or designee (518-956-8140). All University personnel (except University Counseling Center, UAlbany Advocacy Center for Sexual Violence, and University Health Center, as noted in section II) should notify the Vice President for Student Success of every incident by date, time and location, if known. All campus security personnel (defined for the University at Albany as staff in the Department of Residential Life, the Office of Student Involvement & Leadership, Disability Resource Center, Career Services, Intercultural Student Engagement, EOP, University Police Department, the Office of Conflict Resolution and Civic Responsibility, the Department of Athletics, the Office of Undergraduate Education and the Office of Diversity and Inclusion) are required to make such a report.

Without the victim's consent, it is not necessary to provide an exact address for location nor will a name nor other identifying information will be reported.

Remember, the UAlbany Advocacy Center for Sexual Violence (518-442-2273) can assist in appropriate referrals and the University Counseling Center (518-442-5800) can provide a confidential psychological consultation.

With a victim's consent the Vice President for Student Success (518-956-8140) or their designee will provide a coordinated response. The following is a list of available services to provide support to the victim. **It will be up to the victim to choose.**

A) **Criminal Process**

The University Police Department will help to file a complaint or legal charges against the alleged sex offender for on campus incidents. University Police are also available to consult with victims about criminal prosecution, campus judicial review, and referrals to appropriate authorities for off-campus incidents.

B) **Campus Conduct Review**

The Director of the Office of Conflict Resolution and Civic Responsibility (518-442-5501) and/or the Associate Director of the Department of Residential Life/Quad Supervisor (518-442-5875) will assist in filing a complaint for possible University disciplinary action against the alleged sex offender.
C) Sex Discrimination Complaints and Investigations
A student can speak with the Title IX Coordinator if he/she has questions or concerns related to Title IX, or to file a complaint about inequitable policy and procedures including those governing investigations and hearings. This process is different from any law enforcement investigation, and a law enforcement investigation does not relieve the University from its Title IX obligation to take appropriate action to investigate and end sexual violence, prevent its recurrence and address its effects. The Title IX Coordinator may be reached at (518) 956-8110.

IV. RESOURCES

With a victim's consent, the Vice President for Student Success or designee will provide a coordinated response that includes a variety of resources. A student's friends and family can also be a source of support; however, friends and family should only be contacted with the student's expressed permission. The following is a list of available services to provide support to the victim. It will be up to the victim to choose.

University Resources:

- The UAlbany Advocacy Center for Sexual Violence (518-442-2273) for information and referrals to resources on and off campus;
- The University Counseling Center for mental health services (518-442-5800);
- The University Health Center for health services (518-442-5454);
- The Department of Residential Life, for housing accommodations if the student lives in University housing (Main Office 518-442-5875);
- Offices of Undergraduate Education (518-442-3950) and Graduate Studies (518-442-3980) and/or teaching faculty to facilitate academic accommodations;
- Disability Resource Center (518-442-5490), Office of International Student Services (518-591-8189), Office of Intercultural Student Engagement (518-442-5566), Office of Student Involvement and Leadership (518-442-5566), as appropriate;
- Title IX Coordinator, who oversees all sex discrimination complaints (518-956-8110);
- The Interfaith Center staff for spiritual support to the student (518-489-8573);

Off-Campus Resources:

- Crime Victim and Sexual Violence Center (CVSVC) 518-447-7716).
Materials describing all campus resources and providing additional information will be distributed to sexual assault victims assisted by the aforementioned offices or in this protocol.

V. REPORTS TO POLICE

All students are encouraged to report incidents of sexual assault to police. Students who wish to press charges may contact the police in the jurisdiction where the assault occurred.

It is very important that the victim make a decision about whether to file criminal charges without pressure from any individual or group. For students who are uncertain about whether to prosecute, it may be important for them to first obtain information about what to expect from police agencies, the process of investigation and prosecution. There are resources where students may seek such information: Albany County’s CVSVC (518-447-7100), UAlbany Advocacy Center for Sexual Violence (518-442-2273) and the University Counseling Center (518-442-5800).

On-Campus Incidents The University Police Department conducts investigations of on-campus sexual assaults, and they can be reached 24 hours a day at 518-442-3131 (or 911 from an on campus phone). As a community policing organization, the UPD makes every effort to be sensitive to the needs of victims. All members of the University community should inform the victim that such reporting does not obligate her/him to cooperate in pressing charges. Other reasons for the victim to inform police include: 1) giving themselves the option of pressing charges at a later date; 2) making police aware of potential danger to other students; and 3) having an incident report on file in case the same assailant harms someone else.

Community Notification The Vice President for Student Success will evaluate, on a case by case basis, those instances which suggest potential danger to other members of the University community. In such cases, the University administration must report the crime to the University community. Consideration will be given to the victim’s welfare. As soon as is reasonably possible, the victim will be notified that a community notification will be sent. The notification will never contain any identifying information of the victim.

Off-Campus Incidents If the assault took place off-campus, the victim may report the incident to the police department with jurisdiction (e.g., Albany, Colonie, or Guilderland Police). The student may request that a victim’s advocate (from Albany County’s CVSVC) accompany her/him throughout the criminal proceedings.

University Police can document a report of an off campus assault, but do not take an official report leading to criminal charges. This must be done by the victim at the local police agency. UPD will seek the victim’s consent to notify the appropriate off-campus authorities. Neither the name nor other identifying information will be disclosed without the victim’s consent (note that identifying information includes the names or residential addresses of either the victim or perpetrator). This is meant to ensure that the victim decides whether or not an investigation is pursued. However, it is the practice of UPD to report that a felony may have been committed in the jurisdiction of another police department. The incident may
be reported to off-campus police by date, time, approximate location, and type of crime. In such cases, a designated representative from UPD will share information with a designated representative from the off-campus police department.

VI. RETALIATION AND DELAYED REPORTING

RETALIATION

Retaliation is an intentional act taken against an individual who initiates any sexual misconduct complaint, including stalking or intimate partner violence, pursues legal recourse for such a complaint, or participates in any manner in the investigation of such a report. Any act of retaliation is prohibited and is subject to disciplinary action. Reports of retaliation should be made to the Director of the Office of Conflict Resolution and Civic Responsibility at 518-442-5501 and/or the Associate Director of the Department of Residential Life/Quad Supervisor (518-442-5875) who will assist in filing a complaint for University disciplinary action.

DELAYED REPORT OF AN INCIDENT

In the event of a delay in the report of an incident, ensure safety, medical care and support as above. Medical care and/or an official rape exam continue to be important. Police reporting is an option no matter how much time has elapsed. However, timeliness of the report may affect the ability of law enforcement to obtain corroborative evidence.

8/27/13
Appendix U: Snow Response Guide

A. Overview
The goal of the Physical Plant Department is to make all University streets, parking lots, sidewalks, stairwells, and podium areas safe for pedestrians and accessible for vehicles during and after each winter storm. Variables such as the rate and total accumulation of snowfall, moisture content, temperature, time of day or night, wind direction, and wind velocity will influence, and may, delay intended snow and ice control operations.

This Snow Response Guide is intended to provide a general overview of when the University will trigger special snow and ice removal procedures; how such resources are prioritized; and where/how to park during a snow emergency.

The University community is reminded that additional caution is advised when using University facilities during the winter season because of the potential for hazardous conditions caused by snow, wind, and freezing temperatures. Vehicles should be properly equipped for winter driving; and motorists are encouraged to carry a shovel in the car as an added precaution during the winter months. Moreover, on snowy days, PLEASE remember to park in areas that have already been plowed.

B. When Will the University Deploy Special Snow and Ice Clearing Resources?
The University’s snow and ice removal plans will be activated based on the most recent weather forecasts falling, generally, into the three categories of weather event explained below.

<table>
<thead>
<tr>
<th>MINOR</th>
<th>MODERATE</th>
<th>MAJOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow level</td>
<td>&lt; 3” snow expected</td>
<td>3” – 10” snow expected</td>
</tr>
<tr>
<td>Ice level</td>
<td>None or minor</td>
<td>Sleet and freezing rain</td>
</tr>
</tbody>
</table>

**Actions to streets and roadways**
- Apply salt mixture when safety hazards are anticipated
- Salting done from outset of hazardous conditions until point where snow plowing inevitable
- All Physical Plant staff may be assigned to 24/7 coverage
- Snow clearing may be directed as described in section C below
- Special parking rules may be likely
- All Physical Plant staff may be assigned to 24/7 coverage
- Snow clearing will be directed as described in section C below
- Special parking rules are highly likely

**Actions to sidewalks**
- De-icer mixture when safety hazards are anticipated
- Sidewalk plowing and sweeping begins when >1” accumulates
- All Physical Plant staff may be assigned to 24/7 coverage
- Snow clearing may be directed as described in section C below
- All Physical Plant staff may be assigned to 24/7 coverage
- Snow clearing will be directed as described in section C below
C. Prioritizing Snow Clearing Operations During Moderate and Major Events
Given the extensive campus infrastructure, the Physical Plant Department must properly prioritize its limited staff and resources during and after every snow event. Snow clearing operations are divided into three phases, each with an eye towards collective public safety as the highest priority. The first phase, during a snow event, focuses on clearing main roadways, parking lot entrances, and handicapped areas. The second phase, after the snow event when major accumulations have ceased, will begin clearing snow on secondary roadways, parking lots, sidewalks, and other areas. The third phase is the recovery phase, when fire hydrants are cleared, overhangs are addressed, etc. Greater detail on these priorities is provided below.

*Please be advised that all third priority areas and all recovery actions will be addressed during our regular hours of operation.*

I. DURING A SNOW EVENT

<table>
<thead>
<tr>
<th>FIRST PRIORITY</th>
<th>SECOND PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Drive/University Entrances</td>
<td>Heating Plant, Motor Pool, Commissary</td>
</tr>
<tr>
<td>All major roadways</td>
<td>Sidewalk - Freedom Quad to Podium</td>
</tr>
<tr>
<td>All interior roadways</td>
<td>Parking lot access (Uptown &amp; Downtown)</td>
</tr>
<tr>
<td>Ambulance access road</td>
<td>Colonial Purple Lot</td>
</tr>
<tr>
<td>Fire Lanes</td>
<td>State Purple Lot</td>
</tr>
<tr>
<td>Disabled access areas</td>
<td>Dutch Gold and Purple Lots</td>
</tr>
<tr>
<td>Building Entrances</td>
<td>Podium West Lot</td>
</tr>
<tr>
<td>Visitor parking lots</td>
<td>Campus Center access</td>
</tr>
<tr>
<td>State Street sidewalk (Downtown)</td>
<td>Receiving Dock access</td>
</tr>
<tr>
<td>Western Ave sidewalk (Downtown)</td>
<td>Podium ramp and walkway access</td>
</tr>
<tr>
<td>Campus Bus stops</td>
<td>Entry Plaza Bus Access (Circle to Podium)</td>
</tr>
</tbody>
</table>

*THIRD PRIORITY

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SEFCU access</td>
</tr>
<tr>
<td>Fuller Road Roundabout Pedestrian Walks</td>
</tr>
<tr>
<td>Athletic Air Structure (The Bubble)</td>
</tr>
</tbody>
</table>

II. AFTER A SNOW EVENT (major accumulations have ceased)

*Please note that snow blower operations will begin as early as 5 a.m. outside most residential quads.*

<table>
<thead>
<tr>
<th>FIRST PRIORITY</th>
<th>SECOND PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary areas (listed above)</td>
<td>SEFCU Arena parking lot</td>
</tr>
<tr>
<td>All Gold (student) parking lots</td>
<td>Priority sidewalks</td>
</tr>
<tr>
<td>UPD parking lot</td>
<td></td>
</tr>
<tr>
<td>Podium and Quad priority stairwells</td>
<td>*THIRD PRIORITY</td>
</tr>
<tr>
<td>Fire Lanes</td>
<td>Turf fields/athletic field access</td>
</tr>
<tr>
<td>Disabled access areas</td>
<td>Secondary sidewalks</td>
</tr>
<tr>
<td>Building Entrances</td>
<td>Chapel House</td>
</tr>
<tr>
<td>Visitor parking lots</td>
<td>Special Permit parking areas</td>
</tr>
<tr>
<td>State Street sidewalk (Downtown)</td>
<td>Purple Path</td>
</tr>
<tr>
<td>Western Ave sidewalk (Downtown)</td>
<td></td>
</tr>
<tr>
<td>Campus bus stops</td>
<td></td>
</tr>
</tbody>
</table>
III. RECOVERY ACTIONS (after all snow has ended)*

<table>
<thead>
<tr>
<th>FIRST PRIORITY</th>
<th>SECOND PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire hydrants/standpipe connections</td>
<td>Snow mound knockdown</td>
</tr>
<tr>
<td></td>
<td>Secondary stairwells</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catch basins</td>
</tr>
<tr>
<td>Uptown roof overhangs</td>
</tr>
<tr>
<td>Selected fields access</td>
</tr>
</tbody>
</table>

D. Parking On-Campus during a Snow Emergency
After unusually heavy snow events (typically, but not limited to, >10”), the Physical Plant Department, in conjunction with the departments listed below, may activate a “Snow Emergency Parking Plan” for designated parking areas on campus.

The Snow Emergency Parking Plan is multi-phased plan to relocate cars to alternate locations. It is intended to provide a coordinated, University-wide response to clear and remove large amounts of snow in a prompt and efficient manner. Student, faculty, and staff will be directed to park in alternative places, as directed below.

ACTIVATION OF SNOW EMERGENCY PARKING PLAN
This procedure will be activated upon the recommendation of the Director of Physical Plant to the Associate VP for University Facilities Management. The Director of Physical Plant will then inform the University Police Department (UPD), Residential Life, Parking Management, Human Resources, Media/Marketing, and Plant staff, as appropriate.

The University community will be informed of the Snow Emergency Parking Plan through regular updates of the Office of Parking and Mass Transit phone line (442-3121) and web site.

VIOLATIONS OF SNOW EMERGENCY PARKING PLAN
All vehicles that are not moved to designated parking lots may be towed to other campus locations. Violators of this procedure will be responsible for towing expenses.

RESPONSIBILITIES DURING SNOW EMERGENCY PARKING PLAN

- **University community** – Students, faculty, and staff will be directed to park in alternative locations as directed below.

- **Plant Department** – Staff, shovels, and other equipment will be provided, as necessary and appropriate, to assist persons moving their vehicles to designated areas; staff and equipment will be provided, as necessary and appropriate, to clear lots; and management staff will notify UPD, Residential Life, and Parking Management of updated parking phases.
• **University Police Department** – Staff and resources will be provided to enforce the relocation of vehicles to designated areas; and the Department will contact towing agencies to assist in the removal of vehicles as necessary.

• **Residential Life** – General information will be shared with all Residential Life staff and students regarding these Snow Emergency Parking Plan procedures; and Res Life will inform staff and students when the Snow Emergency Parking Plan is activated.

• **Parking Management** – All vehicle ticketing will be suspended during the Snow Emergency Parking Plan; but Parking Management will help direct towing efforts, if necessary.

• **Human Resources Office** – Publish procedures and meet with local unions, as necessary, to keep them up to date and informed of any changes and policies regarding the snow removal plan.

**WHERE TO PARK WHEN THE SNOW EMERGENCY PARKING PLAN IS ACTIVATED**

The University community will be directed to park in alternate locations through a three phase plan that is intended to expedite snow clearing.

Each phase of the plan will begin on 8:00 pm on the day the Snow Emergency Parking Plan is activated.

*In the event of a snow emergency, no parking is permitted in special permit areas.*

All vehicles should be moved as follows.

<table>
<thead>
<tr>
<th><strong>PHASE 1</strong>&lt;br&gt;Vehicles moved to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colonial Purple&lt;br&gt;State Purple&lt;br&gt;Dutch Purple&lt;br&gt;Dutch Gold</td>
</tr>
<tr>
<td>Podium West&lt;br&gt;Visitors Lot P1&lt;br&gt;Visitors Lot P2&lt;br&gt;Liberty North</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PHASE 2</strong>&lt;br&gt;Vehicles moved to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Gold&lt;br&gt;Indian East Gold&lt;br&gt;Dutch Gold&lt;br&gt;Colonial Gold (A,B,&amp; C)&lt;br&gt;Northwest Gold</td>
</tr>
<tr>
<td>Freedom Gold (A,B,&amp;C)&lt;br&gt;Grounds/UPD Parking&lt;br&gt;SEFCU Gold&lt;br&gt;Liberty South</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PHASE 3</strong>&lt;br&gt;Vehicles moved to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any cleared valid parking space</td>
</tr>
</tbody>
</table>

Please note that during a school recess, all student cars left on campus should be parked in the **Northwest Gold lot**.

**Revised October, 2013.**
Appendix V: Campus Emergencies – Communication Protocol to SUNY System Administration

<table>
<thead>
<tr>
<th>Procedure Title: Emergency Notification Protocol Requirements</th>
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</thead>
<tbody>
<tr>
<td>Document Number: 5608</td>
</tr>
<tr>
<td>Effective Date: April 30, 2014</td>
</tr>
<tr>
<td>This procedure item applies to: State-Operated and Community College Campuses</td>
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Appendices

Summary

The following establishes communication protocol from the campuses to System Administration during emergency situations. Consistent with current practice, campus officials are required to promptly inform the Chancellor of the State University of New York when a major unplanned event occurs on or near a campus that could have a significant adverse impact on the campus community, campus property, or other component of the State University of New York.

Process

To streamline notifications, campuses are to inform the Chancellor and other key System Administration offices of such an event by sending an email to emergency@suny.edu. Mail sent
to this address will be routed to a number of offices at System Administration, including
Communication and Government Relations, University Police, Provost and Student Affairs,
Construction Fund, Capital Facilities, and Environmental Health and Safety. The
Communications Office will notify the Chancellor. Additional notifications and direct contact
with specific offices may be appropriate as circumstances dictate and permit.

Types of Reportable Events:
Campuses should exercise sound judgment in determining which specific events require
notification to System Administration. Reportable potential adverse events could be related to
the campus community, which includes students, faculty, staff and their families; as well as those
that impact the physical infrastructure or environment; or involve financial, legal, or reputational
concerns. In all cases, campuses should take immediate action to address the event. Events which
would trigger notification often concern health and safety or public safety matters and include,
but are not limited to:

- death or major injury to a member of the campus community, especially those that may
  present trauma to other campus community members
- facility evacuation or serious restrictions of use or operation of facilities
- significant fires or sudden environmental hazards, spills or incidents
- significant acts of violence
- off-campus events that have significant impact on many members of the local community
- outbreak of serious infectious disease
- large scale civil disorder

Notifications:
The campus notification should include information such as the type of emergency, when and
where it occurred, affected areas and closed facilities, campus actions and instructions, name and
contact information for the campus official who can provide additional information and any
assistance requested by the campus. The notification should be a brief summary of the event. It is
understood that not all details will necessarily be accurate in the initial notification and additional
updates may be necessary.

Additional Potential Notifications:
In addition to notifying the Chancellor’s Office, construction-related emergencies or capital
emergencies at State-Operated facilities require a separate notification to the State University
Construction Fund (SUCF) for non residential buildings and to the SUNY Office for Capital
Facilities (OCF) for residential buildings. These offices will assist with preparing Emergency
Declarations, financing for repairs, and seeking assistance from the Office of General Services
for emergency services.

For SUCF information on Emergency Capital Procurement Procedure:
http://www.sucf.suny.edu/business/emerproc.cfm
For SUNY Office for Capital Facilities emergency information:
http://system.suny.edu/capital-facilities/emergency-information/

Construction-related emergencies and personal injury emergencies at State-Operated Institution Residential Facilities also require notification to the Dormitory Authority of the State of New York (DASNY) Insurance and Risk Management group.

Some events (e.g., fires, work related fatalities, and chemical spills) additionally require notification to external regulatory bodies. See the Appendix for examples of additional reporting requirements. Please note: Nothing in this policy supersedes or negates the obligations placed on a campus under the timely warning and emergency notification provisions of the Higher Education Act (Clery Act) or any other laws or regulations.

Forms

Campus Declaration of Emergency - Impairment of Facilities (Appendix B)

Related Procedures

Emergency Response Plan Requirements (Procedure 5606)
Rules for the Maintenance of Public Order (Policy 3653)
Campus Security Policy and Campus Crime Statistics Reporting (Clery Act) (Procedure 5402)

Other Related Information

There is no other information relevant to this procedure.

Authority

Memorandum to Campus Presidents from Vice Chancellor Haelen, dated April 30, 2014

History

For non confidential matters, the procedure supersedes the Emergency Procedure put forth by John O’Connor in a June 1, 2009 Memorandum to Presidents of State-Operated and Community Colleges.
Appendices

A. Common Required Notifications
B. Campus Emergency Declaration – Impairment of Facilities
Appendix A: Common Required Notifications

INITIAL EMERGENCY NOTIFICATION: emergency@suny.edu

This is forwarded to responsible personnel in (at least): Communications and Government Relations, University Police, Provost and Student Affairs, Construction Fund, Capital Facilities, Environmental Health & Safety. The Communications Office is on point for notifying the Chancellor.

Employee Death or Multiple Hospitalization

Within eight (8) hours after the death of any employee in the work environment, regardless of the cause or the in-patient hospitalization of two (2) or more employees as a result of a work-related incident, the employer must orally report the fatality/multiple hospitalization by telephone or in person to the nearest office of the New York State Department of Labor, Division of Safety and Health (DOSH).

PESH Offices: Albany District Office 518-457-5508; Albany; Clinton; Columbia; Dutchess; Essex; Greene; Rensselaer; Saratoga; Schenectady; Schoharie; Ulster; Warren; Washington. Binghamton District Office 607-721-8211: Allegany; Broome; Chemung; Chenango; Delaware; Otsego; Schuyler; Steuben; Sullivan; Tioga; Tompkins. Buffalo District Office 716-847-7133: Cattaraugus; Chautauqua; Erie; Niagara. Garden City District Office 516-228-3970: Nassau; Suffolk. New York City District Office 212-775-3548: Bronx; Kings; New York; Queens; Richmond. Rochester District Office 585-258-6570: Genesee; Livingston; Monroe; Ontario; Orleans; Wayne; Wyoming; Yates. Syracuse District Office 315-479-3212: Cayuga; Cortland; Jefferson; Onondaga; Oswego; Seneca. Utica District Office 315-793-2258: Chenango; Delaware; Franklin; Fulton; Hamilton; Herkimer; Lawrence; Lewis; Madison; Montgomery; Oneida. White Plains District Office 914-997-9514: Orange; Putnam; Rockland; Westchester.

Campus Fire

The Office of Fire Prevention (OFPC) must be notified within 24 hours of the occurrence or discovery of a fire by submission of a DOS 1660.

If a fire involves a death or injury, OFPC must be called within one hour at 518.474.6746; follow up with the DOS 1660.


Office of Fire Prevention and Control (OFPC) @ 518.474.6746
Petroleum/Oil/Gasoline Spill

1.800.457.7362 (within NYS) 518.457.7362 (outside of NYS)

All petroleum spills that occur within New York State (NYS) must be reported to the NYS Spill Hotline (1-800-457-7362) within 2 hours of discovery, except spills which meet all of the following criteria:

- The quantity is known to be less than 5 gallons; and
- The spill is contained and under the control of the spiller; and
- The spill has not and will not reach the State’s water or any land; and
- The spill is cleaned up within 2 hours of discovery.

A spill is considered to have not impacted or reached land if it occurs on a paved surface such as asphalt or concrete. A spill in a dirt or gravel parking lot is considered to have impacted land and is reportable.

Spills that Violate the Clean Water Act: If the Petroleum Discharge is in violation of the Clean Water Act, the National Response Center must also be contacted at 800.424.8802. This call should be made as soon as there is knowledge of an oil discharge that violates water quality standards or causes sheen on navigable waters.

Chemical Spills

There are an assortment of regulations concerning chemical spill notifications that are triggered by the quantity of chemical spilled, the chemical’s specific reporting threshold, and other conditions of the event. It is not possible to provide a full summary in this limited space. In general, if there is a serious spill, a campus may want to notify the following entities while they are researching the exact requirements. This suggestion may result in over-reporting.

- NYS Spill Hotline at 800.457.7362
- National Response Center 800.424.8802
- Local Fire Department
- Local Emergency Response Committee (LEPC)
Construction Related Emergency

NYS Public Building Law defines a *construction emergency* as "damage to or a malfunction in buildings or property of the state of New York caused by an unanticipated, sudden, or unexpected occurrence which involves a pressing necessity for immediate repair, reconstruction or maintenance in order to permit the safe continuation of a necessary public use of function, or to protect the property of the state of New York, or the life, health or safety of any person."

For State Operated Facility construction related emergencies, immediately contact your SUCF Program Manager to process an emergency declaration and begin corrective actions:
http://www.sucf.suny.edu/business/CapitalProgramMgmtList.pdf

For Residence Hall Emergency Declarations requesting OGS emergency services, contact the Office for Capital Facilities for processing of the emergency declaration and activation of OGS:
http://system.suny.edu/capital-facilities/emergency-information/
Appendix B

Campus Declaration of Emergency - Impairment of Facilities

Instructions:
Submit this completed declaration to the appropriate SUNY Campus Program Manager or the SUNY Office for Capital Facilities. For critical or serious emergencies, all information should be faxed or phoned to the SUNY OCF as soon as possible. In addition, documentation such as pictures, videos, witness statements, official reports, etc. should be maintained by campus. All “construction emergencies” requesting funding through the State University Construction Fund emergency program must be reported on this form.

1. General Information

<table>
<thead>
<tr>
<th>Campus Name:</th>
<th>Date of Report:</th>
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<tbody>
<tr>
<td>Campus Contact Person:</td>
<td>Campus Contact Phone:</td>
</tr>
<tr>
<td>SUNY Personnel Contacted:</td>
<td>Date SUNY Contacted:</td>
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2. Description of Emergency (Use attachments if necessary)

<table>
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<tr>
<th>Date and Time Emergency Occurred:</th>
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<tr>
<td>Campus Buildings and Facilities Affected (Please include building numbers):</td>
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<tr>
<td>If Site Related, Where on Campus:</td>
</tr>
<tr>
<td>Describe Nature and/or Type of Damages (Include loss of electricity, heating, cooling, water supply, sanitation, etc.):</td>
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3. Additional Information

<table>
<thead>
<tr>
<th>Did Emergency Personnel Respond?</th>
<th>Yes ☐ No ☐ If Yes, Which Ones?</th>
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<tbody>
<tr>
<td>Did Any Personal Injury Occur?</td>
<td>Yes ☐ No ☐ If Yes, How Many Individuals? Were Individuals Taken to Hospital or Treated on Site?</td>
</tr>
<tr>
<td>Were Facilities Evacuated?</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
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4. Other Individual/Agencies Contacted

<table>
<thead>
<tr>
<th>Name of Agency or Individual</th>
<th>Contact Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Date and Time</th>
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5. Sign Below and Submit to the State University Construction Fund

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<tr>
<th>Campus President or Designee</th>
<th>Date</th>
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To Be Completed By SUNY or OCF:
Date Report Received: ___ Emergency Funding Approval: Yes ☐ No ☐
Emergency Project Number and Title: ________________________________
Reviewed and Approved By: ________________________________
Basis for Rejection (See Attached): ________________________________