

NIAGARA UNIVERSITY

Emergency Response Plan

(ERP)



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PLAN SUMMARY

Introduction

Dealing with emergencies is an ongoing and complex undertaking. Implementation of **Risk Reduction** measures before an emergency or disaster occurs, ensures timely and effective **Response** during an actual occurrence, coupled with provisions for both short and long term **Recovery** assistance after the occurrence of a emergency and/or disaster, lives can be saved and property damage minimized.

Comprehensive Approach

Comprehensive Emergency Management emphasizes the interrelationship of activities, functions, and expertise necessary to mitigate emergencies. Niagara University's Emergency Response Plan (ERP) contains separate sections, appendices and annexes addressing each part of the process to ensure a safe learning environment for students and the campus community.

Niagara University created an Emergency Preparedness Planning Team with a cross section of administrators, management and staff, whose interest is, establishing policies and procedures to reduce risk, provide timely and effective response, minimize property damage and maintain business continuity.

The development of this plan included an evaluation of potential hazards that could affect the campus community. This plan also includes assessment information of existing campus capabilities including local community resources necessary to mitigate an All-Hazards Event.

Management Responsibilities

Niagara University management roles and responsibilities are outlined in this plan. Assignments are made within the framework of the present administration's Committee on Crisis Management (CCM), Crisis Policy Team (CPT) and Crisis Response Team (CRT). The Niagara University (CPT) and (CRT) teams have been designated the responsible authorities of determining and implementing all appropriate measures when responding to, mitigation of and recovery from an emergency that may affect the University. The CCM Committee will meet at least annually to review and adopt proposed changes associated with Niagara University's Emergency Response Plan (ERP).

Niagara University intends to follow the National Incident Management System (NIMS) guidelines when responding to emergencies. NIMS provides the necessary management tools for the command, control, coordination of resources and personnel during and after an emergency.

Niagara University is responsible for managing all phases of an incident. Once the university and local resources have been fully committed and are still unable to mitigate the incident, local first responders may request additional resources from Niagara County and then New York State Office of Emergency Management (OEM). The plan describes in detail the centralized direction of requests for assistance.

Conclusion

This plan provides an all-hazards approach, using existing departments and organizations, to allow the university to meet its responsibilities before, during and after an Emergency / All-Hazard Event.

In addition to the ERP, separate appendices are attached, specific to emergency management guidance related to mitigation of an emergency and/or All-Hazards Event. ERP appendices include personal contact information, detailed tactical operations, technical information and resources which are considered confidential therefore will not be available to the general public.

The Niagara University Emergency Response Plan, ***except for appendix section*** is available online. www.niagara.edu/emergencypreparedness

ADMINISTRATION SECTION

GENERAL CONSIDERATIONS & PLANNING GUIDELINES

Policy Regarding Comprehensive Emergency Management

Niagara University considers the safety and welfare of its entire university community of utmost importance. Niagara University continually addresses opportunities to maximize the safety of its student and affiliated population through enhanced preparedness, protective measures, response capability and ability to efficiently and effectively recover should an incident occur. To accomplish this goal Niagara University has been diligently architecting the Niagara University Emergency Response Plan (ERP)

The Niagara University ERP meets Homeland Security Presidential Directive HSPD-5 thereby full-filling the NIMS compliance requirements. Management of significant emergency incidents by Niagara University is accomplished through implementation of the National Response Framework (NRF) guidance as specified by Federal Emergency Management Agency (FEMA) in accordance with NIMS. NIMS, is recognized as the standard for management of crisis incidents in the State of New York. This framework will enhance the University's ability to respond successfully, resume academic programs, and maintain business continuity during an emergency. Niagara University coordinates their efforts with the emergency response community at large and utilizes an "All-Hazards" approach to address the full range of hazards that threaten or may threaten the campus. Niagara University participates in various training and exercises to augment the successful outcome of an emergency and/or event.

Authorities, Regulations, Laws

ERP, in whole or in part, may rely upon the following resources for the guidance and/or authority necessary for its development and implementation:

- Niagara University Charter and By-Laws
- New York State Executive Law, Article II-B Section 23
- Governor Executive Order # 26 requires use of ICS.
- NYS Department of Health Policy and Procedure Directives
- Niagara County Department of Health Policy and Procedure Directives
- Town of Lewiston (Building Codes)
- United States Department of Education's Action Guide for Emergency Management at Institutions of Higher Education (2009).
- Homeland Security Presidential Directive (HSPD-5) NIMS Compliance Standards
- Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

Scope

Under authority of the New York State Executive Law, Article II-B Section 23 colleges and universities are authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To

meet this responsibility, Niagara University has developed this ERP. The scope of the plan addresses the following:

- A wide variety of emergencies, natural or manmade, may result in loss of life, property and income, disrupt the normal functions of education, communities and families, and cause human suffering.
- Niagara University Administrators must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies on campus. The concept of the Niagara University Emergency Response Plan includes three phases:
 - Risk Reduction (Prevention and Mitigation)
 - Response
 - Recovery

Plan Approval

The Crisis Response Team (CRT) is responsible for annual review and /or revision to the ERP. All requests for procedural changes, suggestions or recommendations shall be submitted in writing to the Committee on Crisis Management (CCM) for their consideration prior to being forwarded to Administrative Council for final approval.

Assumptions

The Emergency Response Plan for Niagara University has been developed with the following assumptions:

- Changes to the physical site will be reflected and updated in the plan.
- There is no significant increase or decrease in student population.
- The ERP is considered a “living document” and is subject to modifications and periodic updates.
- The ERP will remain intact regardless of changes in administration.
- The University will uphold the responsibilities and follow through with activities outlined within the ERP (i.e. training and exercises).

Purpose and Objectives

This Plan sets forth the basic requirements for managing emergencies at Niagara University related to the following objectives:

- Identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from.
- To outline short, medium and long range measures to improve the University’s capability to manage hazards.

- To provide the guidance necessary for Niagara University, the Town of Lewiston, City of Niagara Falls, Niagara County and New York State to take appropriate response and recovery actions when an emergency or disaster occurs.
- To provide for the efficient utilization of all available resources during an emergency.

Emergency Response Goals and Objectives

- Effective and timely response to every level of incident or emergency is paramount for the protection and life safety of students, faculty, staff and visitors.
- Withstand local and/or national review of Niagara University's response to an emergency via the following compliance measures set-forth from FEMA, DHS, U.S. Department of Education and other regulatory agencies.
- Protection of Niagara University property and assets.
- Enhance protection measures from negligence and potential resulting litigation.
- Collaboration and communication with responding agencies, including first responders.
- Provide necessary resources, training and exercises to support an effective response.
- To mitigate emergencies or the need for incident intervention.

Risk Reduction: (Prevention and Mitigation)

- Prevention refers to those short or long term activities that eliminate or reduce the occurrence of emergencies.
- Mitigation refers to all activities which reduce the effects of the emergency or disaster when they do occur.

Response Operations: May start before the emergency materializes, for example, on receipt of advisories, a severe weather event is approaching and/or pending, increased readiness response may include various pre-impact operations:

- Detecting, monitoring, and assessment of the hazard
- Alerting and warning of endangered populations
- Protective actions for the public
- Allocating/distributing of equipment/resources
- Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. These actions can assist and/or reduce the probability of secondary damage, plus speed recovery operations.
- Response operations in the affected area are the responsibility of and controlled by the University or in-conjunction with Lewiston Police Department, Upper Mountain Fire Company and supported by Niagara County Emergency Services as appropriate.

- In the event, University and local response agencies are unable to adequately mitigate the incident Niagara County Emergency Services may request additional County and State resources.

RISK REDUCTION:

Niagara University CRT will meet annually to identify and rate potential hazards which could impact the campus and or surrounding area, based on the most recent Niagara County All-Hazards Analysis conducted. The following chart, identifies probable impact individual hazards could have on people and property.

Hazard Analysis Chart

HAZARD	IMPACT/SEVERITY			PROBABILITY / RISK		
	Low	Medium	High	Low	Medium	High
Winter Storm (Blizzard)		X				X
Fire (Major Building Loss)			X	X		
Ice Storm	X				X	
Radiological Incident		X		X		
Water Supply Failure		X			X	
Hazardous Materials (Fixed Site)	X				X	
Hazardous Materials (In Transit)		X			X	
Flooding (Dam Failure)			X	X		
Power Failure		X		X		
Earthquake			X	X		
Active Shooter (Campus)			X	X		
Terrorism (Domestic)	X				X	
Pandemic (Flu/ Epidemic)		X			X	

Policies and Programs to Prevent and Mitigate Hazards

Niagara University personnel and students will have available, Emergency Preparedness Reference Guide (EPRG) appropriate training materials, training classes, including Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercises to ensure the best possible outcome to any emergency. The Executive Vice-President or his/her designee will appoint a training coordinator to administer NU's three (3) year training plan. The plan includes a series of training workshops, plus testing various plan components by conducting actual exercises. The training coordinator will submit any changes to the three (3) year training plan to the CRT Team for their review and preliminary approval. Final training plan will require Executive Vice-President for approval.

Operations Section

NOTIFICATION PROCEDURES: Campus Safety “**dispatcher**” will provide initial emergency notification to University personnel responsible for the mitigation of the incident, per (Incident Level matrix). Based on type and/or severity of emergency, the Emergency Coordinator may advise the “**dispatcher**” to activate the Mass Notification Network (MNN). The message will provide specific emergency measures (actions) for the campus community to take.

Incident Level / Notification Response Guide

INCIDENT LEVEL	CONTACT/NOTIFICATION
<p>Level 1: Routine Situation</p> <p>Incident is considered a normal daily occurrence. Incident is reported to the primary department responsible for managing day to day operations.</p>	<p>Facility Services x 8430 Campus Safety x 8111 Health Services x 8390 Student Affairs x 8566</p>
<p>Level 2: Damage and/or interruption to normal daily operations</p> <p>Likely requires assistance from outside the primary department however incident notification and activities are still conducted through the primary department using its internal plans.</p>	<p>Emergency Coordinator</p> <p>Communications are expanded to (notify only) Crisis Policy Team (CPT) Crisis Response Team (CRT)</p>
<p>Level 3: Incident causes Extensive damage and/or interruption(s) to daily operations.</p> <p>A partial or full activation of the Emergency Operation Center is REQUIRED.</p> <p>EOC activation status (partial or full) is determined by the incident commander or designee.</p>	<p>Emergency Coordinator</p> <p>Request Crisis Response Team (CRT) members to report to EOC.</p> <p>Emergency Coordinator and/or IC Request Crisis Policy Team (CPT) personnel to report to Alumni Hall</p>
<p>Level 4: A disaster or potential disaster that involves the entire campus.</p> <p>REQUIRES full activation of the EOC</p>	<p>Same as level 3</p>

NOTIFICATION PROCEDURES: (Continued)

Emergency and non-emergency calls are received by the Campus Safety Dispatcher. The Dispatcher, will refer to the **(Incident Level matrix)** to determine who should be contacted, regarding mitigation of incident.

Level 2 Incident's will require the Dispatcher, to contact an Emergency Coordinator via NU's Emergency Notification System (ENS).

Once initial emergency equipment and/or personnel are on scene, the emergency coordinator will advise the Dispatcher to **notify only** the Crisis Policy Team (CPT) and Crisis Response Team (CRT). The Dispatcher will provide status of incident and/or situation to CPT and CRT Teams. Necessity to activate the teams will be determined by the Emergency Coordinator and/or Incident Commander.

An incident requiring specific emergency instructions to the campus community, may result in the activation of Niagara University's Mass Notification Network (MNN). The Emergency Coordinator, or his/her designee will advise the Campus Safety Dispatcher, to announce a prepared emergency message to all affected areas of the campus community.

Incident Level Definitions: The following definitions of an incident are provided as guidelines to assist building and area coordinators in determining the appropriate response.

- **Level 1** Routine situation and/or incident which is considered a normal daily occurrence. Situation is reported (via phone) to the primary department responsible for managing their day to day operations.
- **Level 2** Damage and/or interruption to normal daily operations. Likely requires assistance from outside the primary department. Dispatcher notifies Emergency Coordinator, activities are still conducted through the primary department using their internal plans. CPT and CRT Teams are **notified only** at this level.
- **Level 3** Incident causes extensive damage and/or interruption(s) to daily operations. A partial or full activation of the EOC is **REQUIRED**. The Emergency Coordinator and/or Incident Commander will request CRT Team personnel (as needed) to report to the EOC. CPT Team personnel report to Alumni Hall.
- **Level 4** A disaster or potential disaster that involves the entire campus. **REQUIRES** full activation of the EOC by CRT Team. CPT Team personnel at Alumni Hall should continue with business operations however must be available to discuss EOC request and/or make policy decisions related to the incident.

Roles and Responsibilities:

The university's Executive Vice President or, in absence of, the Vice-President for Administration, serves as the overall emergency director during any major emergency or disaster. The emergency director is responsible for:

- Overall mitigation of the university emergency.
- Communicates with the Emergency Coordinator and others in assessing the emergency and preparing the university's specific response.
- Declares and ends, when appropriate, the campus state of emergency.
- Serves as liaison between CPT and CRT Teams
- Chair of the CRT Team

Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the Executive Vice-President, the President or their designee in the following order:

- During any emergency on campus, the Emergency Coordinator or designee shall implement procedures to address the situation, safeguard persons and property, and maintain educational facilities. The Emergency Coordinator shall immediately consult with the Executive Vice-President or designee regarding the emergency and the possible need for a declaration of a campus state of emergency.
- When the declaration is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the penal code. Local police, fire and emergency medical services will have full access to the campus.
- In addition, only those faculty and staff members who have been assigned emergency team duties or issued an **"emergency pass"** by Campus Safety, will be allowed to enter the immediate disaster site.

Committee on Crisis Management (CCM)

The CCM is responsible for the overall development and maintenance of the university Emergency Response Plan, and assures that all divisions and functional units have plans and training to efficiently and effectively respond to crisis related events.

The CCM Team in conjunction with CRT Team will assemble, immediately following a level 3 or 4 incident for a **"hot-wash"** meeting. The Incident Commander will request representation from each agency and/or department involved with the incident.

Individuals, attending, should be prepared to discuss mitigation activities associated with the incident, overall response, individual participant's roles and responses, accommodations plus identify corrective action measures for existing plan improvements.

The CCM will meet at least annually and/or upon request of the CRT Team to review the overall ERP plan, individual plan annexes and to evaluate training and emergency notification procedures. The CCM will be chaired by NU's Executive Vice-President.

Committee on Crisis Management:

- Executive Vice President
- Vice-President of Student Life
- Vice-President of Administration
- Vice-President of Academic Affairs
- General Counsel
- Facility Services Director
- Campus Safety Director
- Human Resources Director

CCM Responsibilities:

- Maintain the readiness of the institution during emergencies.
- Assure crisis management activities are NIMS Compliant. (internal / external)
- Provide consultation to ensure all divisions and functional units have prepared plans that are functional and effective.

Crisis Policy Team (CPT)

The CPT is responsible for, and has the authority to establish new policy and/or amend existing emergency plan procedures, in order to effectively mitigate the emergency, while maintaining National Incident Management System (NIMS) compliancy. CPT has authority to approve budget request for relevant material and fiscal resource needs, required to mitigate the incident. Executive Vice-President (Emergency Director) will serve as Liaison between the CPT and CRT Teams.

Crisis Policy Team (CPT)

- President
- Executive Vice President
- Vice-President of Student Life
- Vice-President of Administration
- Vice-President of Academic Affairs
- Vice-President for Institutional Advancement
- General Counsel
- Assistant to President for Planning

Crisis Response Team (CRT)

The CRT will be composed of 7 Director level members from the university management ranks who will have the responsibility and authority of determining and implementing all appropriate measures to respond to any emergency or disaster that may affect the university. The Executive Vice President (Emergency Director) will chair

the CRT and the vice chair will be the Director of Facility Services (Emergency Coordinator) who will have the authority to convene the CRT. When convened in response to an actual or perceived crisis, the CRT will have decision-making power regarding the University response.

Crisis Response Team (CRT)

- Facility Services Director (Emergency Coordinator-Primary)
- Campus Safety Director (Emergency Coordinator- Alternate)
- Contract Services & Risk Management Director (Emergency Coordinator-Alternate)
- Information Technology Director
- Recreation / Intramural Sports Director
- Health Services Director
- Residence Life Director

CRT Team Responsibilities:

- Open and staff EOC according to Incident Command Structure (ICS)
- Assist with establishment of Incident Command Post (ICP)
- Prepare daily Incident Action Plan (IAP)
- Coordinate all recovery / restoration request related to emergency.
- Develops demobilization plan for release of internal / external resources.
- Collect and record daily field incident reports and logs.
- Immediately following level 3 or 4 Incident a “hot-wash” meeting will be conducted. The Emergency Coordinator and/or IC will request representation from each agency and/or department involved with the incident, to attend. Individuals, attending, should be prepared to discuss mitigation activities associated with the incident, overall response, individual participant’s roles and responses, accommodations plus identify areas related for plan improvements.
- Prepare After Action Report / Improvement Plan (AAR/IP) for all Level 3 and/or Level 4 incidents.
- Members appointed to the team will be required to have the appropriate level of NIMS required training in accordance with their assigned roles.
- Oversee Building Safety Team (BST) training activities.

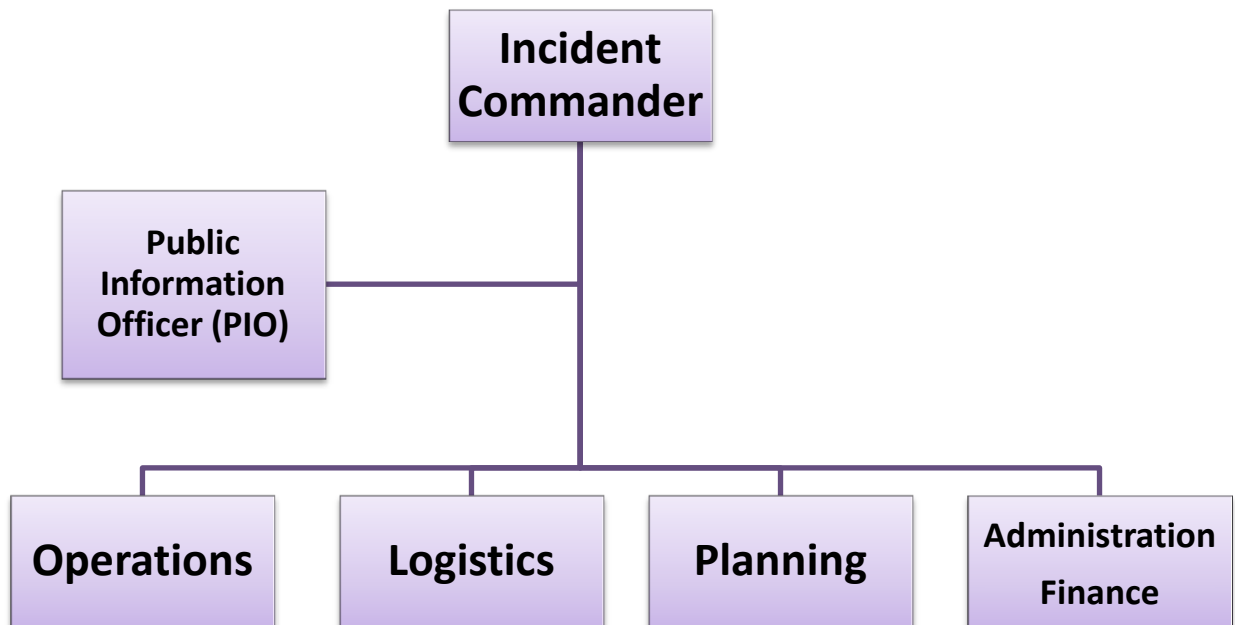
Concept of Operations

Niagara University has adopted and will adhere to the Incident Command System Structure according to NIMS. The University intends to utilize the Incident Command System (ICS) to respond to all emergencies on campus. ICS is a management tool used for command, control, coordination and demobilization of resources and personnel before, during and post emergency. University Administration, recognize the interactions between off campus first response agencies and University departments. Following NIMS guidance, the Incident Command position will be filled by one of the University’s Emergency Coordinators directly involved with response to the incident.

The ICS may change as the incident expands or contracts, changes jurisdiction, or becomes more or less complex. The following ICS diagram is flexible by design and may be used with a variety of organizational structures, including:

- Single jurisdiction / agency involvement
- Single jurisdiction with multi-agency involvement
- Multi-jurisdiction / multi-agency involvement
- In conjunction with an Emergency Operations Center (EOC)

Incident Command Structure



Incident Commander: Responsible for overall management of the incident

Public Information Officer: Provides incident-related information to public and news media organizations

Operations: Manages all tactical operations related to the incident

Logistics: Coordinates all support needs request related to the incident

Planning: Collects incident information, evaluates, conducts planning meetings and develops daily Incident Action Plans (IAP)

Finance / Administration: Responsible for managing all financial aspects of the incident plus provide guidance to the IC regarding financial issues that may have impact on incident operations.

Emergency Operations Center (EOC): When an emergency reaches a Level 3 incident or is imminent, the Emergency Coordinator and/or Incident Commander will be responsible for establishing the EOC at the facility services building. The Emergency Coordinator will select an alternate location in the event the primary EOC location is unavailable. At least two CRT Team members will staff the EOC at all times until the emergency situation ends. Additional CRT Team members and/or Subject Matter Experts (SME) will be requested, as needed to support operations, logistics, planning and administrative/ finance sections.

EOC (Incident Objective) check list for consideration:

- Life Safety (Human Needs)
- Scene Stabilization
- Environmental Issues
- Building Access Control measures (security and/or lockdown)
- Develop Incident Action Plan (IAP)
- Power restoration, estimated time line building will be out-of-service
- Rental of portable generator
- Cold Weather (no heat in building)
- Student retrieval of essential items from residence Hall
- On-campus Kiernan Center Shelter accommodations (72 hours)
- Shelter food and water supply
- Outside electronic communication for shelter
- Security at shelter during hours of operation
- Relocation of students to off-site housing
- Transportation needs
- Relocation of office staff and electronic equipment
- Proper disposal of spoiled food from residence hall
- Prepare Demobilization Plan
- Identify staging area for incoming media

Refer to **Appendix H** for additional information.

CRT Team Members: (Individual Role & Responsibilities)

Facility Services Director: Emergency Coordinator: (primary)

- Responsible for the overall coordination of the university emergency Response, Mitigation and Recovery operations.
- Determines the type and magnitude of the emergency and establishes the (ICP) and/or (EOC)
- Initiates immediate contact with the Executive Vice-President and university administration. Provides assessment of the incident and university's condition.
- Notifies and utilizes Campus Safety personnel, and, if necessary, Residence Life Staff, and/or Building Safety Team in order to maintain safety and order.
- Notifies Campus Safety to contact members of the Crisis Response Team, advises them of the nature of the emergency.
- Coordinates damage assessment activities to buildings, property and/or utility infrastructure at the campus during and following an emergency.
- Maintains Emergency Response Plan including internal/external information contact list.

Campus Safety Director: Emergency Coordinator (Alternate)

- Maintains the Campus Safety office in a state of constant readiness.
- Notifies university community of major emergencies.
- Takes immediate and appropriate action to protect life, property, and to safeguard students and employees.
- Authority to request law enforcement assistance from Town of Lewiston, Niagara County and/or New York State.
- Provides 24/7 physical security control for the campus.
- Provides emergency passes for individuals during campus closings.
- Maintains internal / external contact information list specific to responsibilities.

Contract Services & Risk Management Director: Emergency Coordinator (Alternate)

- Contacts the University's insurance company at the onset of an emergency.
- Communicates special instructions as directed by the insurance company to the emergency coordinator and/or EOC.
- Secures required waivers from the insurance company to commence clean up or repair needed throughout the emergency.
- Arranges inspection site visits requested by insurance company.
- Continually updates the emergency coordinator on insurance proceedings.
- Process all claims related to the emergency through the business services office.

- Monitors all Environmental Health and Safety reports related to the University's Chemical Hygiene and Spill Prevention Control and counter measure plans.
- Maintains internal / external contact information list specific to responsibilities.

Information Technology Director: Section Chief

- Responsible for the University's cyber network.
- Coordinate and maintain all cyber network infrastructure work.
- Maintains and test (regularly) Cooper Wheel Lock Mass Notification Network.
- Maintains VOIP and emergency (blue light) phone system.
- Maintains Data Disaster Recovery and Continuity Plan and Data Mutual Aid Agreements.
- Maintains internal / external contact information list specific to responsibilities.

Recreation / Intramural Sports Director: Section Chief

- Coordinates Shelter Operations, including request from the local community.
- Understanding / Knowledge in off campus sports team travel including Division I Sports.
- Monitor and coordinate (training) for Building Safety Team (BST) personnel
- Maintains Shelter Operations Plan, including internal / external contact information list specific to responsibilities.

Health Services Director: Section Chief

- Monitor, record and report all disease and/or illness outbreaks.
- Coordinates and/or directs all operations associated with a Pandemic event.
- Monitor individuals impacted by the emergency, who appear to be demonstrating emotional stress.
- Coordinates all activities associated with a Point of Distribution (POD) Site.
- Authorized to request medical resources and personnel assistance from Niagara County Health Department and /or New York State Department of Health.
- Maintains Pandemic Plan, including internal / external contact information list specific to responsibilities.

Residence Life Director: Section Chief

- Supervise and monitor all Residence Life activities.
- Coordinates Graduate Residence Director (Lead Community Advisor, Community Advisor and Graduate Life Director).
- Provides general over-site of housing operations.
- Communicates with students requesting personal assistance.
- Understanding / Knowledge of approved off campus (non-athletic) student travel.
- Maintains housing occupancy list, including internal / external contact information list specific to responsibilities.

Note: Director's will be assigned by the Incident Commander, accordingly, to a Section Chief's position, based on their knowledge and expertise as it relates to the incident. Additional detail located in **Appendix H**.

Public Information Officer (PIO): Associate Vice-President of Public Relations, Communications and Marketing.

- Serves as the official spokesperson for the university. Should a change in that practice be necessary or desirable, the Executive Vice-President, in consultation with the CRT Team will determine who will serve in that capacity.
- PIO will be the sole spokesperson for the university.
- Implements established procedure for notifying the media about campus emergencies.
- Arranges for photographic and audio-visual services.
- Advises the CPT of all news coverage.
- Prepares news releases on the emergency for the media.
- Designates a room or staging area for use by media.
- Maintains internal / external contact information list specific to responsibilities.

Incident Resources: Depending on the incident level, the Emergency Coordinator may request additional assistance from the following departments and/or personnel who are considered Subject Matter Experts (SME) in their field.

Building Safety Team:

In the event of an emergency, that requires the University to either secure or evacuate a building, BST personnel may be called upon to help individuals requiring and/or requesting assistance.

- BST personnel serve as liaisons between the university and building occupants.
- BST personnel will inform all students, staff and faculty to conform to building evacuation guidelines during any emergency, according to information contained in Niagara University's Emergency Preparedness Reference Guide (EPRG).
- Assist in the distribution of campus notifications and other communications.

Facility Services Department Managers: Coordinates damage control assistance for the following service request to be performed.

- Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- Provide vehicles, equipment and operators for movement of personnel and supplies; assign vehicles as required to the emergency response team for emergency use.

- Obtain the assistance of the utility companies as required for emergency operations.
- Furnish emergency power and lighting systems as requested.
- Survey habitable space and relocate essential services and functions.
- Provides fuel, for emergency generators and other assigned equipment.
- Provide storage of vital records at an alternate site support.

Faculty and Staff: Each faculty member, staff and administrator has the following responsibility to:

- Educate students and/or employees (concerning) university emergency procedures, as well as evacuation procedures for their building and/or activity.
- Review (EPRG) containing evacuation procedures should be conducted the first class of each semester.
- Inform students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
- Report all safety hazards to facility services. Work requests/orders to reduce hazards and to minimize accidents should be promptly submitted to facility services at Ext. 8430.

External Resources: In the event, University and local response agencies are unable to adequately mitigate the incident Niagara County Emergency Services Director or his/her designee may request additional County and/or State resources.

Recovery Section

Once immediate lifesaving activities are complete, the focus shifts to assisting individuals, critical infrastructure and business in meeting basic needs and returning to self-sufficiency. Even as the immediate imperatives for response to an incident are being addressed, the need to begin recovery operations emerges. The emphasis upon response will gradually give way to recovery operations. Depending on the complexity of this phase, recovery and cleanup efforts may involve significant contributions from all sectors of our society.

- Short-term recovery is immediate and overlaps with response. It includes actions such as providing public health and safety services, restoring interrupted utility and other essential services, re-establishing transportation routes, and providing food and shelter for those displaced by the incident. Although called “short term”, some of these activities may last for several weeks.
- Long-term recovery, which is outside the scope of the initial **Framework**, may involve some of the same actions however may continue for a number of months or years, depending on the severity and extent of the damage sustained. For example, long-term recovery may include the complete redevelopment of damaged areas.

Recovery from an incident is unique, depending on personal impact, amount and kind of damage caused by the incident and resources available. The Emergency Coordinator along with CRT Team personnel need to assure the following areas have been addressed.

- Identify human needs and available mental health counseling resources
- Address care and treatment of affected persons
- Provide accessible housing and promote restoration
- Inform campus community of restoration activities, to prevent unrealistic expectations
- Incorporate mitigation measures and techniques, as feasible

Damage Assessment:

When disruption of campus / business continuity occurs due to an emergency, and until the situation is stabilized, continuation of activities must be a priority. Department(s) impacted may be requested to assist Niagara University’s Damage Assessment Team in determining their appropriate damages and losses, in order to prioritize recovery efforts. If damage appears to be criminal in nature which may warrant further investigation, the designated Campus Safety Officer in charge and/or Incident Commander will communicate and collaborate with local police, state and/or Federal Law Enforcement officials for further assistance.

All damage assessment reports will be submitted to the EOC and/or Facilities Director for evaluation. In order to determine actions required to continue normal operations, an evaluation of damages (assessing building safety and securing unsafe buildings) must be conducted prior to building reopening. In the event a building is declared unsafe, the Vice President of Academic Affairs will assist those already involved, with identifying and rescheduling of academic space.

Damage reimbursement cost will be based on final damage assessment reports. Coordination of available reimbursement cost will be reviewed by Director of Contract Services & Risk Management and authorized by the Vice President of Administration.

Emergency Coordinator will be responsible for:

- Development and over-site of the damage assessment program.
- Coordinating damage assessment activities at the campus during and following an emergency.
- Designate a Damage Assessment Officer, who will be best suited for conducting the assessment based on his/her knowledge regarding the situation at hand..

CRT Team members, affected departments, as well as the local municipality, (Town of Lewiston Fire Marshall), will cooperate fully with Niagara University's Emergency Coordinator in damage assessment activities including:

Data Recovery Team:

Director of Information Technology or Assistant Director is responsible for the overall coordination of vital records program with appropriate university offices to identify, inventory, protect, store, make accessible, and update the copies of vital records required in an emergency, including records needed to insure the continuity of operations of the university.

The primary purpose of records recovery planning is to protect Niagara University in the event all or part of its operations, computer systems and services become unusable because of power outages, hardware and software failures, fires, and floods. The Vital Records Plan is intended to enable university officials to identify and protect the most important record, and minimizes the negative impact on university operations. Vital Records Officer/IT Director

- Director of Information Technology
- Director of Vital Records and Operations
- Assistant Dean of Students
- Controller
- Director of Business Services
- Director of Student Accounts
- Director of Advancement Services
- Director of Human Resources

EMERGENCY PAYROLL OPERATIONS:

Niagara University contracts with ADP, a third-party administrator that handles paycheck processing. In the event of a crisis that prevented the Buffalo office from processing NU's data to meet payroll, another ADP office would handle the work and pay would be prepared on time.

Unless there is a driving ban, ADP does not close. Therefore, drivers would still be available to make deliveries and pick-ups, as scheduled, to meet pay cycles. In the event a driving ban prevented ADP from delivering payroll checks to Niagara University, ADP would mail them.

In all likelihood, the NU payroll office would not close unless a driving ban prohibiting travel were in effect or the university has closed due to inclement weather.

If a disaster at Niagara makes it impossible to process payroll, ADP can prepare paychecks based on the previous pay record. It is also possible for the appropriate university personnel to go to ADP's Buffalo office to process the payroll or individual has capability to process from home.

If the university closes on a payday, a payroll processor will come in to get the payroll deposit stubs and checks to the post office for mailing. If they cannot come in to the office, paychecks will be mailed as soon as possible. (Since most employees have direct deposit, this will not be a hardship for the majority of faculty and staff.) In emergency situations, the only guarantee of being paid on payday is direct deposit.

Reconstruction

In the event of a Federal Declared Disaster, mitigation funding may be available thru (FEMA) to reimburse losses that occurred during this disaster including pre-mitigation actions that may be beneficial in preventing future losses to buildings and/or area. The Emergency Coordinator and/or Incident Commander in conjunction with the Vice-President of Administration will be responsible for compiling all resource expenditure information and additional costs associated with reconstruction or facility repairs, including temporary housing or academic expenses. Expenses are to be recorded and sent to the appropriate State or Federal disaster relief agency for reimbursement via forms made available from these agencies.

EMERGENCY PREPAREDNESS REFERENCE GUIDE

(EPRG)

In the event of a Campus Emergency, information will be provided by Niagara University's Mass Notification Network via the following means:

- NU Web page: www.niagara.edu
- On-campus e-mail and voice mail systems
- Automated text and cell-phone messaging
- Campus-wide digital signage
- Mass-notification speaker system

The following policies and procedures apply to actual and/or simulated exercises and shall be adhered to by all members of the university community, including those with special needs, vendors, invitees and guest.

ACTIVE SHOOTER:

Protect yourself first-by moving to a safe location, call Campus Safety.

How to **(react)** if Active Shooter is in your vicinity:

1. **Evacuate:** If there is an accessible escape route, attempt to evacuate the premises.
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Help others escape if possible and discourage individuals from entering the area
 - Follow instructions provided by Campus Safety / Law Enforcement
 - Keep your hands visible at all times
 - Wounded individuals will be treated and/or moved by trained emergency personnel

2. Shelter-in-Place: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. **Your hiding place should be:**

- Out of the active shooter's view
- Hiding place should provide protection if shots are fired in your direction (i.e. office / room with closed locked door)
- Lock all door(s) or blockade the door with heavy furniture
- Silence your cell phone (**do not turn off**)
- Turn off other sources of noise (i.e., radios / televisions)
- Hide behind large items (i.e., cabinets / desk) **REMAIN QUIET**

3. Take Action: As a **last resort**, and **only when your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter

- Acting aggressively as possible against active shooter
- Group actions may be more successful than an individual effort(s)
- Throw items and improvise weapons
- Yelling can be used as a manner of distraction

BOMB THREAT: If you receive a bomb threat, find out as much as you can about the caller and bomb location.

- Keep talking to the caller as long as possible and record the following:
- Caller ID and time of call
- Estimated age and sex of caller
- Speech pattern, accent, possible nationality
- Emotional state of the caller
- Background noise

Call Campus Safety

- Do not touch the object, open drawers, cabinets, or turn lights off
- Niagara University's Mass Notification Network will provide emergency evacuation instructions
- In the event the fire alarm has sounded, walk quickly to the nearest marked exit, alert others to do the same
- Assist people with disabilities to exit the building. **DO NOT USE**

ELEVATORS IN CASE OF FIRE. REMAIN CALM. Residence life staff and/or Campus Safety may also assist with the evacuation of people with special needs. It may be that individuals with special needs will be led to the nearest stairway (away from the problem area)

- Once outside, move to a clear area at least 500 feet away from the affected building (s) Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews
- Do not return to an evacuated building until the “**all-clear**” is given by emergency personnel

Building Evacuation: Evacuation notices are posted in main building entrance area.

In the event it is deemed necessary by the Emergency Coordinator, individuals evacuating a building are asked to report to a safe location outside of building, referred to as (immediate assembly area). Depending on complexity of incident and/or inclement weather conditions, individuals will be instructed to relocate to a safe area, (intermediate assembly area). In the event a long term displacement should occur, individuals will be directed to move to the Kiernan Center (primary shelter area).

- Building evacuations will occur when a fire alarm sounds and/or upon verbal/electronic directives given by Campus Safety or Emergency Coordinator
- When the fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Safely proceed to assembly area
- When the ability to evacuate the building is restricted, making your exit impossible, one should seek refuge in nearest enclosed stairwell furthest from the incident
- Once outside, remain at the assembly area site until emergency personnel are able to account for all building occupants. Further directions will be provided while at the assembly area

- Do not return to an evacuated building until the “all-clear” is given by emergency personnel

Campus Evacuation:

Should an emergency require a campus evacuation the following procedures will be implemented:

- The Emergency Coordinator or his/her designee will announce evacuation orders, via Niagara University’s Mass Notification Network
- All individuals are to vacate the site in question immediately and relocate, as directed
- The University community may be asked to assist in providing transportation for individuals needing transport
- Evacuation updates will be provided via Niagara University’s Mass Notification Network
- If you are off-campus when a full campus evacuation is implemented, do not report to the University

DAM FAILURE:

In the event of a reservoir (dam) failure, at the New York Power Authority, Niagara University’s Mass Notification Network will advise those affected to immediately seek shelter.

- If outdoors, you should seek shelter in the nearest multi-story building (second floor and above)
- Individuals in single story buildings should immediately relocate to the nearest multi-story building
- Individuals in a multi story building should immediately relocate to the (second floor and above)
- Stay away from windows and keep doors closed
- Do not attempt to use your vehicle for a shelter and/or attempt to drive thru flooded area
- **REMAIN CALM** and listen for further instructions

In the event of failure of the reservoir dam at the New York Power Authority or other potentially hazardous situations arising from the power plant, Niagara University's campus safety office will be notified by NYPA as to the following:

- Type of emergency situation;
- Nature of the incident, location, and time of occurrence;
- Estimate of the area of possible flooding. (Agencies will be advised to use inundation maps contained in the NYPA manual, appendix C, as a guide);

In the event NYPA notifies Campus Safety that the Lewiston Pump Generating Plant (LPGP) is in an emergency situation, Niagara University would be directly affected. Campus Safety's primary responsibility would be to activate NU's Mass Notification Network in order to advise everyone who may be affected to seek shelter in the nearest multi-story building (second floor and above) and to remain there until the area is deemed safe by emergency personnel. Campus Safety will communicate and cooperate with the instructions of local law enforcement and emergency response teams that would be deployed. Campus safety will put the university emergency response notification plan into effect as necessary. Individuals located in *single story buildings will be directed to seek shelter in the nearest multi-story facility, (second floor and above).*

Earthquake:

In the event of an earthquake, Niagara University's Mass Notification Network will advise the University community.

During the earthquake: (When you are Indoors)

- Remain inside the building, Do Not Use Elevators
- Take cover under a desk, sturdy piece of furniture and hold onto it for support until the ground stops shaking
- Seek cover against an interior wall and protect your head with your hands and arms
- If you are taking cover beneath sturdy furniture, hold on to it Stay away from windows, hanging objects, tall furniture, bookcases, and filing cabinets
- Individuals with wheelchairs should remain in their wheelchairs, move to cover, if possible, lock the wheels and protect the head with the hands
- If you are in a high-rise building, remain on the floor you are on

During the earthquake: (**When you are Outside**)

- Move to an open area, away from trees, signs, street lights, buildings, electrical wires, or poles
- Once in the open, stay there until the shaking stops
- If on a sidewalk near a building, duck into a doorway covering the head with the hands to protect from falling debris

After the earthquake:

- Expect aftershocks, they may be as strong or stronger than the initial quake
- Listen to and be sure to follow all emergency orders given
- Niagara University's Mass Notification Network will provide updated emergency information

Explosion, Aircraft Crash on Campus:

- Immediately take cover under tables, desks or other shelters that will provide protection against falling glass or debris
- Activate the fire alarm, if necessary, or when directed to do so
- When the fire alarm is sounded, or when told to leave by emergency personnel, walk quickly to the nearest marked exit and ask others to do the same
- Assist people with special needs to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and/or Campus Safety may also assist with the evacuation of people with special needs. There could be times, special needs individuals could be led to the nearest stairway, away from the problem area
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and emergency personnel. Know your area assembly points
- Follow directives provided by emergency personnel
- A campus Incident Command Post (ICP) may be set up near the disaster site. Keep clear of the ICP unless you are requested to enter the area
- **Do not return** to an evacuated building until the “**all-clear**” is given by emergency personnel

FIRE:

FIRST, activate the building fire alarm then call Campus Safety.

- Know the location of fire extinguishers, fire exits, and alarm systems in your area
- Evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS**
- When the building fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same. If door is hot, do not open look for alternate exit
- Assist people with special needs to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and/or Campus Safety may also assist with the evacuation of people with special needs. There could be times, special needs individuals could be led to the nearest stairway, away from the problem area
- Once outside, move to a designated assembly area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews
- Follow directions given by emergency personnel
- An Incident Command Post (ICP) may be set up near the emergency site. Keep “**clear**” of the ICP unless you are requested to enter the area
- Do not return to evacuated building until the “**all-clear**” is given by emergency personnel
- If you become “*trapped*” in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
- If possible, placed a soaked piece of clothing at the bottom of the door to prevent smoke from entering the room, if there is no window, stay close to the floor, where the air is less toxic. Shout at regular intervals to alert emergency personnel of your location.

HAZARDOUS MATERIAL RELEASE:

In the event of a hazardous material release in the vicinity of the University perform the following:

- Seek shelter indoors
- Close windows and doors
- Turn off window air conditioner units
- Call Campus Safety
- Check Niagara University's Mass Notification Network for further instructions

In the event of a hazardous material release in a building:

- Call Campus Safety
- When reporting the incident, be specific about the nature of the involved material and exact location
- Anyone who may have been exposed and or contaminated by the spill, should evacuate to a safe area, is to avoid contact with others as much as possible (remain in the vicinity) and give his/her name to campus safety upon arrival
- If the fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same
- Assist people with special needs to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and or Campus Safety may also assist with the evacuation of people with special needs. There could be times, special needs individuals could be led to the nearest stairway, away from the problem area
- Once outside, move to a clear area away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel
- A campus Incident Command Post (ICP) may be set up near the emergency site. Keep clear of the ICP
- Do not return to an evacuated building until the **“all-clear”** is given by emergency personnel

MEDICAL:

Medical Emergency occurs when an individual exhibits any of the following symptoms and/or conditions:

- Loss of consciousness
- Difficulty breathing
- Bleeding profusely
- Chest pain

IMMEDIATELY CALL an AMBULANCE
From a campus phone 9-911 or cell phone 911
AND
Campus Safety @ ext. 8111 or (716)-286-8111

SHELTER IN PLACE: Shelter-in-Place means taking immediate shelter wherever you are. Emergency Personnel will advise or require you to shelter-in-place during rare instances, (i.e. police action in the area, environmental hazard or weather related event), which do not pose a direct threat to all individuals inside campus buildings. Niagara University’s Mass Notification Network will be used to notify the campus community.

- Seek shelter in the nearest appropriate room or office, advise others with you to do same
- Ensure anyone in your area with special needs is assisted
- Listen for and follow further instructions
- Do not leave building until instructed to do so and/or “**all clear**” is given by emergency personnel.

STUDENT UNREST:

In the event any demonstration becomes disorderly, disrupts any regular or essential operation of the university, or if there is a potential threat of violence from the participants and or bystanders.

- Do not become involved with disorderly demonstrations
- Distance yourself from the demonstration area and participants
- Niagara University's Mass Notification Network will provide updated emergency information

In the event a student demonstration becomes disorderly, disrupts any regular or essential operation of the university, or if there is a potential threat of violence from the participants and or bystanders, the following procedures must be followed:

- Vice President of student life and or designee will attempt to talk with the leaders of the demonstration and provide reasons why the protest must end.
- Campus Safety will respond to, monitor and contain the demonstration area. Campus Safety may also request the use of videotapes for the gathering of documentation purposes.
- Campus Safety must stay on scene for the duration of the protest.
- Failure of the protest group to disband upon request may result in Campus Safety calling for assistance from outside law-enforcement agencies ie, Lewiston Police, Niagara County Sheriff's Department and/or New York State Police to assist campus safety. This decision and call will be made by the Incident Commander at the scene.
- Any criminal charges will be conducted by law-enforcement officials.
- Assistant dean of student affairs will follow up with any university judicial action required.

THREATS OF VIOLENCE:

If you suspect, see actions or hear something that indicates and/or poses a threat of physical harm, property damage, harassment, or violence, this information should be immediately reported to one of the following:

- Campus Safety
- Immediate Supervisor

- Human Resource Department
- Residence Hall Staff
- Dean of Students

TORNADO: In the event of a tornado warning, Niagara University’s Mass Notification Network will advise the campus community and/or area to be affected.

REMAIN CALM

If you are outdoors:

- Seek shelter in the nearest substantial building
- If there is no shelter nearby, lie flat in a ditch or low spot with your hands shielding your head
- Do not try to out-run a tornado in your car

If you are in a building:

- Go to an interior room or hallway on the lowest floor
- Do not use the elevators, use the stairs
- Stay away from large open areas and windows
- Get under something sturdy or cover your head with your hands and/or other protective items

UTILITY FAILURE: In the event of a building wide utility failure, notify Campus Safety and perform the following:

- **Electrical Failure:** Unplug or turn off all electrical equipment including computers
- **Elevator Failure:** If trapped in an elevator, use the elevators emergency phone to notify Campus Safety
- **Gas Leak:** Cease all operations, evacuate building. **DO NOT SWITCH LIGHTS ON OR OFF**
- **Steam Line Failure:** Go to a safe area
- **Ventilation Problem:** Smoke and/or odors coming from ventilation system, go to a safe area
- **Plumbing Failure:** Cease using all electrical equipment, turn off all faucets and/or plumbing fixtures, and go to a safe area
- Do not return to the evacuated area until the “**all clear**” is given by emergency personnel

VIOLENT AGGRESSOR:

If you are being physically attacked, call Campus Safety:

- Yell or scream—Try shouting words like **STOP** or **HELP**
- Escape and run, if you can, to the most visible populated area
- If the attacker attempts to pull or drag you, fall to the ground and roll
- Ask bystander(s) to call Campus Safety / Law Enforcement
- If they reach for your personal belongings, **DO NOT RESIST**. Throw the item(s) to the ground several feet away and run in the opposite direction
- **DO NOT CHASE** the attacker
- Immediately report incident to Campus Safety, regardless of severity

If you are being robbed:

DO NOT PUT YOURSELF AT RISK---- give them whatever they are asking for.

- **REMAIN CALM**
- Listen carefully to what the robber says. Do not volunteer information
- Tell the robber that a friend will soon be entering the area. Do not surprise the robber
- Do not stare or gaze too long at the person robbing you
- Do not delay, argue, or look for a weapon to use against the robber
- Do not chase or impede the robber from exiting the area
- Immediately report incident to Campus Safety
- Give the Campus Safety your name, where you are located, and a description of the robber and vehicle
- Do not touch any surface area(s) that the robber may have touched

WEATHER EMERGENCY:

The campus community will be notified of weather related emergency information including campus closures. Notification methods are as follows:

- Niagara University's Mass Notification Network
- Local TV and Radio stations

During any weather related event, students and employees should adhere to road condition warnings and/or travel advisories issued, before making their decision to travel.

The executive vice president (emergency director) or their designee will notify the community that the institution is closed. All nonessential personnel are requested to leave campus or not to report to campus. Essential personnel – including, but not limited to, Campus Safety, Facility Services, food services, and residence life staff - are to remain or report as directed.

- Facility services (grounds department) will activate the snow removal procedure. First priority will be to keep access to the university open for emergency vehicles.
- If there is potential danger to building occupants, or if utility failures occur (heat, electric, hot water), notify campus safety at Ext. 8111.
- Activity outside the affected building(s) should be limited, especially at night, unless otherwise directed.
- If necessary assist those with disabilities within the building.
- To the extent possible, campus safety will assist in the transportation of essential employees (food services, health services, and facility services) to and from the university, as motor vehicle equipment allows.
- In a major emergency or disaster, Campus Safety is to relate concerns or problems concerning the emergency through the emergency operations center unless instructed to the contrary.

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Appendix B:

Shelter Operations

ASSEMBLY AREA REGISTRATION INFORMATION & PROCEDURES

Registration cards are to be used for when the Kiernan Center is used as an assembly area for a disaster or building evacuation. Registration staff is responsible for ensuring that persons entering or leaving building are accounted for.

On duty supervisors should:

1. Supervisor must remove emergency box from storage under the main office desk. Box is labeled “Emergency Information for Use of Kiernan Center as Assembly Area.” Everything supervisors needs for registration process is in box.
2. Set-up front gym (or front desk area if appropriate) for registration process by completing the following:
 - Place two to four tables with chairs in the KC front gym for registration (use table and chairs from lounge area.)
 - Place registration signs (located in registration binders) on tables.
 - Place registration cards on the registration tables along with the “IN BOX” and “OUT BOX”
 - Letter (if one is available) should be provided to all individuals registering.
 - Ensure that we have plenty of writing instruments (located in Emergency box) for sign-in procedures.
 - Get the “game box” out of the front storage and place in south end of front gym.
3. Assign staff to front outer desk to greet individuals as they enter the building. Individuals entering building will be asked to proceed into registration area (KC front gym).
4. Registration Process:
 - a) Registration tables are located in front gym.
 - b) Individuals should fill out registration cards in a legible manner (please request them to print). Once cards have been returned to the registration table they should be filed in the “IN BOX”.
 - c) After individuals register they should be informed to proceed to the general gathering area. Individuals will stay in front gym gathering area until a CRT member **and/or shelter manager** authorizes students to enter into sleeping area for registration.
 - d) After an individual is registered, individual should not be permitted to leave building until staff signs them out. Once an individual leaves shelter, registration card should be place in the “OUT BOX”. When they return it should be placed back in the “IN BOX”. Make sure back of cards are completed when individuals leave or enter the shelter.
 - e) The “OUT BOX” will remain at the outer counter and the “IN BOX” will remain at the registration table

- f. If an individual indicates that they have special needs on their card they must fill out the special needs form. **Information on this form is confidential and should be placed into a folder file and provide to Shelter Manager or designee (i.e. health services personnel or counseling personnel).**
5. Assign staff (if available to do the following) and provide
 - Front Desk – outer counter. Individuals that wish to leave facility will be required to report this area for check out. This individual will be responsible for greeting patrons when they arrive and direct them to the appropriate location (i.e. registration area). If needed this individual will be available to assist in other areas of the shelter operations.
 - Registration – KC gym will be responsible for ensuring that everyone completes the registration process and that they communicate any special needs to either the health services staff or counseling staff. Must ensure that registration cards are filled out in a legible manner. Once individuals have registered direct them to the general gathering area on the opposite end of the gymnasium. When directing everyone to line up to enter the sleeping area informs them that if they wish to be placed next to certain people that they should line up in this manner.
 - Information Area – coordinate recruitment of additional staff & take messages for all emergency personnel. Create message board using bulletin board behind front desk. Responsible for keeping track of shelter log and updating shelter staff with any necessary information.
 - Sleeping Area Coordinator – When the group is informed that they can proceed to the sleeping area they will have to register with the sleeping area coordinator, who will follow the sleeping chart and assign spots. This person will be responsible for placing patrons in designated sleeping area and tracking their locations on a chart. Must make decision as how to assign the male/female sleeping areas depending on the number of males and females.
 6. Sleeping Area Assignments (**additional information in Sleeping Area Binder**):
 - When shelter residents are informed that they can precede to the sleeping area they will form a line down the hallway in front of the racquetball courts. They will be sent down in groups of approximately 10 at a time. The sleeping area coordinator will be in charge of assigning cots to each individual based on the chart that they are provided. Once an individual is assigned a cot they will be asked to print their name on an ID card. Once they have printed the name they will give it to the person assisting the SAC. Once they have registered with the sleeping area coordinator they may enter the gym and proceed to their cot. They may then leave and go back to the gathering area if they wish.
 7. Shelter Log:
 - The Shelter log will be located in a binder at the front desk. This will be used to document a variety of things in the shelter including but not limited to: Patron conduct, complaints, injuries, questions that may arise, etc.....

- The shelter log should stay updated and be checked frequently. For example, if a patron has a serious complaint it should be documented in the shelter log. Once a follow-up has been done with the patient it should also be documented in the log.
 - The Health Services staff/Counseling staff/Sleeping area will have their own logs which they will keep to document all of their patient issues/concerns. They will share with the shelter staff what they feel necessary to be shared.
8. Visitors Policy - Visitors will only be permitted to enter the general gathering area. Nobody will be permitted to proceed further into the shelter unless they are shelter residents or staff. Once they enter they should sign-in on the shelter visitor's log which will be located at the outer front desk (**additional information in visitors log binder**).
9. During a training drill if the term "Code Red" is used – it is a signal that we have a real emergency happen during the drill (i.e. heart attack) – a "CODE RED" alert will be communicated which means we have a real emergency.
10. Once shelter is ready for operations shelter manager will notify command center (286-7337) and/or a CRT member. **DO NOT ACTIVATE SHELTER UNTIL CRISES RESPONSE TEAM (CRT) MEMBER IS PRESENT or GIVE APPROVAL!**

Appendix D:

Evacuation for Employees and Students with Disabilities

Niagara University's policies and procedures require that all persons in a campus facility evacuate that facility any time the fire-alarm system is activated and/or upon notification by the Office of Campus Safety or the emergency coordinator. These policies and procedures apply to both real emergencies and fire drills, and must be followed by all members of the university community, including individuals with disabilities. NOTE: Building evacuation notices are posted in the main entrance of every building.

Evacuation Procedures for Individuals with Disabilities

Special considerations may need to be made in emergency situations for employees and students with disabilities. How an individual with a disability responds to an emergency depends on the type of emergency, the specific disability, and the location of work, classes or campus residence. Ultimately, the individual with a disability is responsible for his or her own safety in emergency situations. It is wise for the individual to plan ahead for emergencies. Preplanning includes developing an evacuation plan and then discussing the specifics of such a plan as needed with members of the university community, including, but not limited to, supervisors, co-workers, faculty, fellow students, resident hall staff, and/or other residents.

Responsibilities of Individuals with Disabilities: Pre-Emergency Preparation

In an emergency situation, it is critical to the health and safety of individuals with disabilities that they are familiar with their needs during an evacuation. Both employees and students are expected to convey these needs to their supervisors, co-workers, faculty, fellow students, residence hall staff, and/or other residents, within the first week of each semester, or as soon as the needs arise. The guidelines listed below are offered as general suggestions and not as an official plan of action. The safety of individuals with disabilities depends on their judgment and knowledge of general safety precautions.

1. Individuals with disabilities should be familiar with the layout of buildings and the location of exits in every building in which they work, have class, or live in on campus.
2. Individuals with disabilities should be familiar with the distinct emergency alarm system in each building (e.g., horn, strobe lights). Contact Dave Ederer in the Office of Facility Services at 716-286-8441 for assistance or additional information.
3. Individuals with disabilities should be familiar with the safest evacuation sites in each building (see suggestions below).
4. Whenever possible, individuals with disabilities should try to have designated persons or "evacuation assistants," such as supervisors, co-workers, faculty, fellow students, residence hall staff, and/or other residents, assist them during the evacuation. Evacuation assistants can assist individuals with disabilities in evacuating the building or, as needed, help them reach and access a safe evacuation site (see suggestions below) before alerting emergency personnel of their location in the building and the nature of their disability.
5. Individuals with disabilities should tell their evacuation assistants about specific evacuation needs (e.g., use of a wheelchair or respirator, breathing or stamina difficulties).
6. Individuals with disabilities should practice instructions beforehand.

Resident students with either permanent or temporary disabilities should have made their location and needs known to the graduate resident director (GRD) and/or resident coordinator (RC) assigned to their building, as well as the resident assistant (RA) assigned to their floor. Because GRDs, RCs and RAs may not be in the building at all times, it is also recommended that, as needed, students make their needs known to one or more students residing on the same floor in their residence hall. Identifying needs to more than one individual will help to facilitate evacuation in the event of an emergency. In the event that none of these people are available during an evacuation, contact the Office of Campus Safety at Ext. 8111 (716-286-8111) or contact another resident student for assistance. GRDs, RCs, RAs and other students can provide assistance by helping the individual reach the safest evacuation site and by then advising emergency personnel where the individual is located in the building and the nature of the disability.

Resident students with disabilities should also notify the residence hall staff any time they move to another room in the building or move out of the building.

It is recommended that a floor meeting be conducted by resident assistants during the early part of each semester to discuss disability concerns and to instruct everyone on emergency procedures. In addition, resident staff training will include notification of the location of individuals with disabilities in each building, and procedures for assisting students.

Responsibilities of Individuals with Disabilities: Evacuation Procedures During an Emergency/Drill

Individuals who are able to negotiate stairs with or without minor assistance should do so when evacuation is required. If danger is imminent, we recommend that individuals with disabilities wait until the heavy traffic has cleared before attempting the stairs. However, should individuals with disabilities decide to proceed on their own, caution should be used in negotiating the stairwells. Follow the pre-emergency preparation guidelines printed above.

Individuals who are not able to negotiate stairs should enlist the help of their evacuation assistants to reach and access a safe evacuation site (see suggestions below). They should note the location of the area they are in (e. g., northwest corner, 5th floor) to facilitate evacuation. Evacuation assistants will then alert emergency personnel of the individual's location and the nature of the disability.

If possible, individuals should also contact the Office of Campus Safety at 716-286-8111 during an emergency to provide them their name, location and reason for calling. It is also important to indicate specific evacuation needs (e.g., use of a wheelchair or respirator, breathing or stamina difficulties) that should be considered for evacuation. Campus safety will notify emergency personnel of the individual's location. Phone lines normally remain in service during most building emergencies. If the phone lines fail, individuals can signal from the window by waving a cloth or other visible object.

Emergency personnel will then enter the building to evacuate individuals who require assistance.

Horizontal Evacuation: Move away from the area of imminent danger to a safe distance (e.g., to another wing, the opposite end of the corridor or the outside if on the ground level).

Vertical (Stairway) Evacuation: Stairways can be used by those who are able to evacuate with or without assistance. A stairway must be large enough for a person using a wheelchair to sit without obstructing the flow of traffic as people exit the building via the stairway. Obstructing the flow of traffic could place the individual with a disability and others in danger.

Stay-in-place: Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. As needed, individuals can signal from the window by waving a cloth or other visible object.

Information on Various Disabilities for Evacuation Assistants

Below is background information on various types of disabilities that supervisors, co-workers, faculty, fellow students, residence hall staff, and/or other residents should become familiar with if asked to be an evacuation assistant for individuals with disabilities.

If individuals have mobility impairment and/or use a wheelchair, they will most likely require some type of assistance for evacuation. Elevators should not be used unless directed by emergency personnel. In most instances, it is not wise to attempt to carry the person in the wheelchair because most wheelchairs are not constructed for lifting and can be quite heavy (e.g., power wheelchairs can weigh in excess of 300 pounds). Evacuation of a person who uses a wheelchair is best left to emergency personnel with extensive training in evacuation procedures and the proper equipment.

Individuals with visual impairments should already be familiar with their surroundings after mobility and orientation training; however, if they are not aware of emergency exits, offer assistance to guide them to the nearest emergency exit. Provide assistance by using the sighted-guide technique of offering an elbow. While walking, alert individuals as to where they are and inform them of any obstacles, debris, doorways or narrow passages. Once to safety, orient individuals to their surroundings and determine if further assistance is needed.

Individuals with hearing impairments may need to be alerted to emergency situations. Two options to obtain their attention are: write a note to alert them of the emergency and instruct them where to go, OR turn the light switch on and off to gain their attention.

Individuals who have seizure disorders that are not controlled by medication, and have seizures often, should alert their supervisor(s), faculty, residence hall staff, and/or health services about their condition and their wishes for responding to their seizures. They should let others know what to expect if a seizure occurs during work, class, or in residence and under what circumstances it would be necessary to call for an ambulance.

Contact Information:

Students:	Student Life, 716-286-8405
Employees:	Human Resources, 716-286-8690
Visitors:	Campus Safety, 716-286-8111

Environmental Health and Safety: The Chemical Hygiene Officer (CHO) and Health Service Director will work in conjunction with the Bio-Hazard Safety Committee and/or designee who serves as the Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Officer.

- Takes appropriate steps to protect students, faculty, staff and environment from toxic chemicals and/or environmental threats.
- Identifies and understands what the issues and/or hazards are from toxic chemicals and environmental threats.
- Understands how government regulations influence the university, and realizes the penalties for non-compliance.
- Determines what responses are required, where to obtain assistance, and reports problems, violations, or potential hazards to management.
- Provides direct assistance to the Incident Commander as Subject Matter Expert (SME) during CBRNE type incidents.
- Monitors and records recovery activities (clean-up) related to the incident.
- Maintains security log book for storage of Nuclear and Bio-Med materials.

Appendix E:

NIAGARA UNIVERSITY

UNIVERSITY CHEMICAL HYGIENE PLAN

9/01/2010

The Chemical Hygiene Plan shall indicate specific measures that the University will take to ensure laboratory employee protection.

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CHEMICAL HYGIENE PLAN FOR NIAGARA UNIVERSITY

OVERVIEW

The general intent and recommendations of the chemical hygiene plan (CHP) for Niagara University in accordance with 29 CFR 1910.145 App A(4), and OSHA 29 CFR 1910.1450 should be followed in academic teaching laboratories as well as by full-time laboratory workers and anyone involved in laboratory activities is:

To protect laboratory employees from health hazards associated with the use of hazardous chemicals in our laboratory. Skin contact with chemicals should be avoided as a cardinal rule.	29 CFR 1910.1450 App A (1), and 1910.1450 (e)(1)(i)
To assure that our laboratory employees are not exposed to substances in excess of the permissible exposure limits employees shall observe the PELs and TLVs set by OSHA. Avoid underestimation of risk. Provide adequate ventilation through use of hoods and other ventilation devices.	29 CFR 1910. 1450 App A (2) (3) (5), and subpart Z
Chemical Hygiene responsibilities rests at all levels. Niagara University's Chemical Hygiene Officer shall review and evaluate the effectiveness of the CHP at least annually and update it as necessary. Reviews shall include input from all pertinent personnel (i.e. facility services, health services, department dean and chairs.	29 CFR 1910.1450 App A (B), an 1910.1450 (e2)
The plan will be available to all employees for review and a copy will be located in the following areas: MyNU, Business Services, Dean of Arts and Sciences Office, and Department Chair offices	29 CFR 1910.1450(e2)
The laboratory facility should have appropriate general ventilation, stockrooms/storerooms, and hoods/sinks along with other safety equipment.	29 CFR 1910. 1450 App A - C1 (a), (b), (c), (d)

Note: The University does not work with level BCL-3 biohazards, and maintains facilities suited to handling biohazards classified as Level BCL-2 and below.

DEFINITIONS 29 CFR 1910.1450(b)

- Laboratory – means a facility where the “laboratory use of Hazardous chemicals” occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non- production basis.
- Laboratory scale – means work with substances in which the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person.
- Permissible Exposure Limits/Threshold Limits Values – For laboratory uses of OSHA regulated substances PELs/TVL, the employer shall assure that laboratory employees’ exposures to such substances do not exceed the permissible exposure limits specified in 29 CFR part 1910, subpart Z.

I. STANDARD OPERATING PROCEDURES (SOP)

29 CFR 1910.1450(e)(3)(i)

- Niagara University’s Biochemistry, Chemistry & Physics Department and Biology Department’s reference source for the SOP is the American Chemical Society handbook, *Safety in Academic Chemistry Laboratories* and the National Research Council’s *Prudent Practices handling Hazardous Chemical in Laboratories*.
 - a) Volume 1 Accident Prevention for College and university Students
 - b) Volume 2 Accident Prevention for faculty and Administrators
 - c) *Prudent Practices for Handling Hazardous Chemicals in Laboratories* published in 1981 by the National Research Council.
- The SOP applies to all Niagara University employees and students using the laboratories and classrooms.
- It is the responsibility of the University and its employees to ensure that the educational programs and other activities protect and promote the health and safety of our students, our employees and the environment. Every effort is made to insure the safety and security of NU students, residents and employees.

II. CONTROL MEASURES TO REDUCE EMPLOYEE EXPOSURE TO HAZERDOUS CHEMICALS 29

CFR 1910.1450(e)(3)(ii)

The reduced exposure control measures shall be in effect for:

- LABORATORY HOODS: 29 CFR 1910.1450(e)(3)(iii)
 - 1 in Psychology
 - 4 hoods in Biology
 - 11 hoods in Chemistry
 - Calibrated annually (February) through a NSF accredited source.
 - Conforms to NSF49 and MFR specifications
- BIOLOGICAL SAFETY CABINETS, 29 CFR 1910.1450
 - 4 units with Biology Department (Rooms: 8, 13,118)

- Calibrated annually
- Inspection sticker affixed on cabinets
- FLAMMABLE STORAGE CABINETS, Uniform Fire Code 79.201
 - The total quantity of flammable and combustible liquids in a laboratory or cabinet shall be no more than one 45 gallon capacity storage cabinet in any one room. Label storage cabinet with conspicuous RED lettering “Flammable-Keep Fire Away”.
 - The quantity of Class I or Class II liquids shall not exceed the 45 gallon cabinet which is the standard at Niagara University for laboratory.
- GLOVE BOXES: Should be thoroughly tested for leaks before each use and there should be a method of monitoring the integrity of the system. *Prudent Practices*, 208
 - 1 unit in Biology, DePaul 133
 - 0 unit in Chemistry
- RESPIRATOR: 29 CFR 1910.134.
 - This standard is filed in Business Services and at, http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=12716&p_tabl e=standards
 - Respirators for routine use should be inspected periodically by the Chemical Waste and Instrumentation Specialist
 - Currently none are required for use in Niagara University Biology or Chemistry labs:
 - 1910.134(c)(2)(i) – An employer may provide respirators at the request of employees or permit employees to use their own respirators, if the employer determines that such respirator use will not in itself create a hazard.
 - 1910.134(c)(2)(ii) – Employers are not required to include in a written respiratory protection program those employees whose only use of respirators involves the voluntary use of filtering face pieces (dust masks) .
- PROTECTION APPAREL 29 CFR 1910 subpart I
 - Appropriate protection apparel compatible with the required degree of protection for substances handled shall be used.
 - Employees shall use/wear glove, gown, eye protection, etc., use as identified in Niagara University SOP attachment A.
- EYEWASH: 29 CFR 1910.1450
 - Employees will be instructed on the location and use of eye wash stations and safety showers. They will provide annual training by Chemical Waste and Instrumentation specialist
- FIRE EXTINGUISHER: 29 CFR 1910.1450

- Training will be provided through local fire department that shall come on campus annually to give hands on “live fire” extinguisher training. Annual training will be in September.
- Trainees will include faculty, research students and DePaul employees

III. MAINTENANCE OF FUME HOODS AND OTHER PROTECTIVE EQUIPMENT

29 CFR 1910.1450(e)(3)(ii)

A. FUME HOODS

- Annually checked and calibrated by an outside accredited source.

B. BIOLOGICAL SAFETY CABINETS are inspected annually

- Reports of safety cabinet inspections are filed in Room 204

C. VENTILATION OF STORAGE CABINETS will be evaluated at regular intervals

- Reports of storage cabinets inspections are filed in Room 204

D. INTERLOCKS ON HIGH VOLTAGE EQUIPMENT

E. SAFETY SHOWERS will be tested by Facility Services to ensure the value is operable.

- Reports of safety shower inspections are filed Room 204

F. EYEWASH STATIONS will be inspected by the Chemical Waste and Instrumentation Specialist to ensure a soft stream or spray of water for an extended period.

- Reports of safety shower inspections are filed Room 204

IV. EMPLOYEE INFORMATION AND TRAINING

29 CFR 1910.1450(e)(3)(iv), 29 CFR 1910.1450(f)

A. Each employee covered by the laboratory standard will be provided with information and training so that they are apprised of the hazards of chemicals present in their work area. This training will be given at the time of initial assignment and prior to new assignments involving different exposure situations. Refresher training will be given annually. 29 CFR 1910.1450(f)(1),(2)

B. The training 29 CFR 1910.1450(f)(4) / information 29 CFR 1910.1450(f)(3) sessions shall include :

A copy of the standard 1910.1450 shall be available to employees at departments	29 CFR 1910.1450(f)(3)(i)
The availability and location of the written chemical hygiene plan	29 CFR 1910.1450(f)(3)(ii) .
Information on permissible exposure limits (PELs) where they exist and other recommended exposure limits.	29CFR1910.1450(e)(1)(ii), (f)(3)(iii)

Signs and symptoms associated with exposure to hazardous chemicals in laboratories	29 CFR 1910.1450(f)(3)(iv).
Location of reference materials, including all MSDSs and on the safe handling of chemicals in laboratories	29 CFR 1910.1450(f)(3)(v).
Methods to detect the presence or release of chemicals (i.e., monitoring, odor thresholds, etc.).	29 CFR 1910.1450(f)(4)(i)(A)
The physical and health hazards of chemicals in laboratory work areas.	29 CFR 1910.1450(f)(4)(i)(c)

C. Measures to protect employees from these hazards including:

Standard operation procedures	Exhibit A, 29 CFR 1910.1450(e)(3)(i)
Work practices	Exhibit A
Emergency procedures	29 CFR 1910.1450(f)(4)(i)(C)
Personal protective equipment	29 CFR 1910.1450
Details of the chemical hygiene plan	29 CFR 1910.1450(e)(2)

- A. Director of Contract Services & Risk Management is responsible for conducting the training sessions, which consist of program overview. An outline of the overview training program is in Appendix A.
- B. Each employee will sign a form documenting that they have received training: [this is found in Appendix A.](#)
- C. Director of Contract Services & Risk Management and CHP [& Biohazard Safety](#) committees [are](#) responsible for developing standard operating procedures. The Teaching Laboratory Supervisor/Instructor and the Chemical Waste & Instrumentation Specialist are responsible for the portion of the training on standard operation procedures.

V. PRIOR APPROVAL FOR SPECIFIC LABORATORY OPERATIONS

Approval to work with sufficiently hazardous substances include select carcinogens, reproductive toxins, and chemicals with high acute toxicity will be review and verified annually by department chair. 29 CFR 1910.1450(b), (e) (3)(viii).

Department Chair must be provided a copy of all chemicals ordered to maintain the integrity of the ongoing Chemical Inventory Management.

VI. MEDICAL CONSULTATION AND EXAMINATION

29 CFR 1910.1450(g)

- A. Whenever an employee develops signs and symptoms associated with a hazardous chemical to which he/she may have been exposed, the employee shall be provided an opportunity to receive appropriate medical examination. 9 CFR 1910.1450(g)(1)(i) Refer to 29 CFR part 1910, subpart Z for permissible exposure level (PEL)
- B. When exposure monitoring reveals an exposure level routinely above the action level (AL) or in the absence of an action level, exposure above the PEL for regulated substances for which there are medical monitoring and medical surveillance requirements, medical surveillance shall be established for that employee. 29 CFR 1910.1450(g)(i)(ii)
- C. All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, without loss of pay and at a reasonable time and place. 29 CFR 1910.1450(g)(2)
- D. Currently Niagara University uses:
 - Mount St Mary’s hospital, 5300 Military Rd., Lewiston NY 14092
 - Niagara Falls Memorial Medical Center, 501 Tenth St., Niagara Falls, NY 14301
- E. An authorized Niagara University representative will provide the following information to the physician:

Identity of the hazardous chemical to which the employee may have been exposed	29 CFR 1910.1450(g)(3)(i)
A description of the conditions of the exposure including exposure date if available.	29 CFR 1910.1450(g)(3)(ii)
A description of signs and symptoms of exposure that the employee is experiencing. (If any)	29 CFR 1910.1450(g)(3)(iii)

F) The written opinion that the employer receives fro the physician shall include:

Recommendations for future medical follow-up	29 CFR 1910.1450(g)(4)(i)(A)
Results of examination and associated tests.	29 CFR 1910.1450(g)(4)(i)(B)
Any medical condition revealed which may place the employee at increased risk as the result of a chemical exposure.	29 CFR 1910.1450(g)(4)(i)(C)I

A statement that the employee has been informed by the physician of the results of the examination / consultation and told of any medical conditions that may require additional examination or treatment.	29 CFR 1910.1450(g)(4)(i)(D)
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- G. The material returned to Niagara University by the physician shall not include specific findings and diagnosis which are unrelated to occupational exposure. 29 CFR 1910.1450(g)(ii)

VII. RESPONSIBILITIES UNDER THE CHEMICAL HYGIENE PLAN

29 CFR 1910.1450 Section E

A. Chemical Hygiene Officer, 29 CFR 1910.1450(b), (e)(3)(vii)

- The Contract Services and Risk Manager is designated as the Chemical Hygiene Office for Niagara University responsible to train employees on the applicable details of the written CHP. 29 CFR 1910.1450(b),(f)(4)(ii)
- The committee consists of: Dean, Department Chair, Director of Contract Services and Risk Manager, Faculty and Student representative, Chemical Waste and Instrumentation specialist, Teaching Laboratory Supervisor and Instructor and Executive Vice President/Vice President for Academic Affairs
- Meetings will take place semi-annually within department and with Chemical Hygiene Officer.

B. National Research Council Recommendations Concerning chemical Hygiene in Laboratories ” *Prudent Practices*” in parentheses suggested training topics:

Accidents, spills (33,172)	Housekeeping (21, 24, 171)	Vigilance (22)
Avoidance of routine exposure (23)	Mouth suction (23,32)	Waste Disposal (14,238,241)
Choice of Chemicals (13)	Personal Protection (156,160,162)	Unattended operations (27) / Working Alone (28)
Eating, drinking, smoking (22,24,32,40,226)	Personal apparel (23, 158-161)	Handling of chronically toxic substances (10, 37, 39, 47 & 55)
Equipment and glassware (25)	Planning (22,23)	Labels (27)
Exiting (23)	Responsibility for Lab Safety (6)	Transport (223, 244)
Horseplay(23)	Use of hood (200)	Facilities (12)

C. Section F of Appendix A of 1910.1450 with coordination “*Prudent Practices*” in parentheses identifies these additional safety recommendations:

Corrosive Agents (35-36)	Pressurized and vacuum operation (27, 75-101)
Electrically powered laboratory apparatus)179-192)	Temperature procedures (26, 88)

VIII. PROVISIONS WORKING WITH PARTICULARLY HAZARDOUS SUBSTANCES

29 CFR 1910 (e) (3) (viii)

- Designated/ Control Area (48) – All experiments with and transfers of such substances or mixtures containing such substances should be done in a controlled area. Note: a controlled area as defined by the National Research Center is a laboratory, a portion of a laboratory, or a facility such as an exhaust hood or a glove box that is designated for the use of highly toxic substances.
- Containment Devices (48) – Any volatile substances having high chronic toxicity should be stored in a ventilated storage area in a secondary tray or container. All containers/areas should have a warning such as the following: **WARNING! HIGH CHRONIC TOXICITY OR cancer-suspect agent.** Access shall be limited
- Safe removal of Contaminated Waste (50) – Transfer of contaminated wastes should be done under the supervision of authorized personnel and in such a manner as to prevent spill or loss.
- Decontamination Procedures (50) – If chemical decontamination is to be used, a method should be chosen that can reasonably be expected to convert essentially all of the toxic materials into nontoxic materials. In the event that chemical decontamination is not feasible, wastes and residues should be placed in an impervious container that should be closed and labeled.

ATTACHMENT A

LABORATORY STANDARD OPERATING ACCIDENT PREVENTION PROCEDURES

When thinking about your particular laboratory situation in terms of your personal safety practices. Ask yourself 4 simple questions:

- What are the hazards?
- What are the worst things that can happen?
- What do I need to do to be prepared?
- What are the prudent practices, protective facilities and protective equipment needed to minimize the risks?

1. ACCIDENT PREVENTION FOR FACULTY AND ADMINISTRATORS

Safety in Academic Chemistry Laboratories Volume 2

- Regular safety inspections at intervals of no more than three months (and at shorter intervals for certain types of equipment, such as safety showers and eyewash fountains).
- Regular monitoring of the performance of equipment and ventilation systems
- Procedures that ensure proper disposal of waste chemicals
- Academic institutions have a moral and professional responsibility to train students in safe laboratory practices
- **STUDENTS ARE EXPECTED TO COMPLY WITH THE LOCAL ACCIDENT-PREVENTION RULES.**
- Building access after hours requires buddy-system and authorization by department chair.

2. ACCIDENT PREVENTION

ACS Section 1

- The faculty and staff of the Biology and Biochemistry, Chemistry & Physics departments are responsible for administering the accident-prevention program.
- Instruction shall include use of Material Safety Data sheets (MSDSs) and compliance with the OSHA Laboratory Standard, 29 CFR 1910.1450
- The faculty and staff should make every effort to be in the laboratory and or be accessible during the entire laboratory period for undergraduate-level course, including so-called “undergraduate research” laboratory work.
- Students should not work alone, particularly after hours, on operations involving hazardous chemicals. If after hour work is required, it should only be done with expressed knowledge of faculty instructor and authorized by Chair.

- Faculty and staff shall wear appropriate protective equipment and ensure students do as needed
- Maintain good laboratory practices
- Regularly supervised scheduled safety inspections of the laboratory facilities, including unoccupied areas and storerooms records shall be kept for at least 5 years. General improvements should be noted.
- All accidents and near-misses shall be reported with the CHP director, department chair, and dean's office.
- When a student causes an accident or a near-miss, it is educationally useful to require a written report from the student
- Minimize storage of chemicals in laboratories.
- Reduce the number and quantity of chemicals that need to be stored to a reasonable minimum
- As mandated by OSHA and NFPA keep only minimum quantities of flammable liquids in the laboratory for current work. Per local fire marshal flammable liquids should not exceed 10 gallons per laboratory

3. PERSONAL PROTECTIVE EQUIPMENT

ACS Section 2

- Appropriate eye protection for faculty, staff and students includes safety glasses or goggles and face shields
- Protective clothing shall be worn by faculty, staff and students to minimize the chance of spilled chemicals coming into contact with skin.
- Annually, as safety briefing shall be given to students on the location of and how to operate the fire exits, telephones and alarms in use during regular school hours as well as after-hours. Training shall be done by the Chemical Waste & Instrumentation Specialist
- Label all chemicals with the date of receipt and the date of initial opening.
- Undergraduate and beginning graduate students in laboratory research studies should be closely supervised. The faculty and staff must ensure that appropriate personal protect equipment precautions are used.

4. MATERIAL SAFETY DATA SHEETS (MSDSs)

ACS Section 4, 5, and 6

- MSDSs shall be readily available for every hazardous chemical on the premises to students, faculty, and staff.
- MSDS can be stored in databases, provided that workers can readily access them.
- Although OSHA has no authority to require student training on hazardous chemicals, faculty can take advantage of valid MSDS to train students in descriptive and theoretical chemistry as well as accident prevention.
- The Chemical Waste & Instrumentation Specialist shall maintain a file in room DePaul 204 of all MSDSs in case of a medical emergency

5. REDUCING HAZARDS

ACS Section 7

- One of the best ways to lessen the intensity of any hazardous condition is to reduce the on-hand quantity of chemicals.
- Assign categories of risk to some or all chemicals as indicated by Sigma
- Run “what if” evaluations hazard and operability studies
- Only limited quantities of flammable liquids and solids (10 gallon limit) should be permitted on open shelves in the laboratory, and the containers should always be stored overnight in a storage cabinet approved for flammables.
- Keep explosive substances and mixtures well away from other laboratory workers.
- Both in the laboratory and in storage keep such explosive substances well separated from other unstable compounds, flammables and toxins.
- OSHA regulations require that all electrical outlets have a ground connection for use only with three-pronged plugs.
- All faculty and staff should know the location of circuit breakers and how to cut off all electrical service in case of fire or accident.
- It is both reasonable and prudent to ensure that the maximum concentrations of hazardous vapors, dusts, and mists are kept well below the limited concentrations as established by PEL and TLV.
- When a student enrolls in a laboratory course using a reproductive toxin they should be advised to consult their parents or guardians, their physicians, and then be given the opportunity to withdraw from the laboratory course without penalty.
- Use lined gloves when washing glassware or any equipment that could easily produce sharp edges from mishandling or breakage.
- Concentrated peroxide handling, storage, and disposal deserve careful attention.
- Keep on hand no more than a short-term supply of any concentrated peroxide, and check the containers at regular intervals.
- Inorganic peroxy compounds must be stored, handled, and used with caution.
- Limit the stock of any peroxide formers or precursors to a three-month supply or less
- Dispose of any stock remaining, unless it has been tested, and found to be peroxide-free.
- Never flush organic peroxides down the drain.

6. FACILITIES AND EQUIPMENT

ACS Section 8

- Keep aisles, exits, and the areas around safety showers, eyewash fountains, and fire extinguishers clear at all times.
- Use stockroom or chemical storage room spaces for storage of chemicals longer than a few days
- NFPA 45 mandates maximum quantities and maximum container sizes for flammable and combustible liquids to be used or store in laboratories.
- The ANSI standard requires that safety showers and eyewash fountains be activated weekly to ensure that they are working properly. Record of testing should be affixed to the shower plumbing via a tag.

- Fire extinguishers in the laboratory should be the appropriate type for the expected fire emergency.
- Users of hoods should ensure that both the rear ducts and front airfoils of the laboratory hood they are using are free and clear of all obstructions.
- At regular intervals, inspect the condition of the laboratory hoods, and check for functioning of the ducts and associated exhaust system.
- Do not use laboratory hoods for storing chemicals or apparatus.

7. INVENTORY MANAGEMENT, STORAGE, AND DISPOSAL

ACS Section 9

- Ensure that security procedures are adequate to prevent unauthorized access to stored chemicals.
- Never store anything on the floor, even temporarily; containers of chemicals belong on shelves and benches.
- Chemical storage rooms and buildings must try to ventilate room by having door vents.
- Every attempt shall be made that chemical storage room should have at least two exits.
- Never use household refrigerators for chemical storage of any kind.
- Refrigerators shall clearly be labeled NO FOOD or DRINK

8. VIOLATIONS AND EMERGENCY REPORTING

Any person who observes a violation, or potentially dangerous situation, related to material and operations covered by plan should notify:

- Violation or Potentially Dangerous Situation:
 - Risk Management (Chris Ferguson) at 286-8345
 - Immediate danger: Campus Safety at X8111
- Violations by students shall be reported to the Dean of Students for appropriate action.
- Violations by staff shall be reported to the appropriate supervisor.
- Violations by faculty shall be reported to the appropriate department Chair and Dean of the College of Arts & Sciences.

***NO LESSON IS SO IMPORTANT AND NO TASK SO URGENT THAT WE CAN
NOT TAKE TIME TO TEACH, LEARN, AND PRACTICE SCIENCE SAFELY***

Training Certification Sheet

I, [_____], hereby certify that I have undergone the training overview regarding the materials in Appendix “A” of the Niagara University Chemical Hygiene Plan, that I have understood the materials presented, and that if at any point I have a question, concern, or suggestion regarding the Niagara University Chemical Hygiene Plan, I will direct it to either the CHP or Biohazard committees, or the Director of Contract Services Risk Management.

SIGNED: _____

DATED: _____

ATTACHMENT B

A. Biology Department

1. DePaul 7
2. DePaul 115
3. DePaul 118
4. DePaul 121

B. Chemistry Department

1. Instrumental Laboratory - DePaul 202
 - a.) 1 - Fume Hood located in the south/east corner of the lab.
2. Biochemistry Laboratory - DePaul 203
 - a.) 1 - Fume Hood located in the north/east corner of the lab.
3. General Chemistry Laboratory - DePaul 210
 - a.) 1 - Fume Hood located toward the middle of the west wall of the lab.
4. Analytical Laboratory - DePaul 213

- a.) 1 - Fume Hood located at south/east corner of lab.
5. Organic Laboratory - DePaul 224
 - a.) 2 - Fume Hoods located toward the middle of the east wall of the lab.
6. Organic Research Laboratory - DePaul 225
 - a.) 1 - Fume Hood located on the north/east wall of the lab.
 - b.) 2 - Fume Hoods at the north end of the lab benches on the west side of the lab.
 - c.) 2 - Fume Hoods at the north end of the lab benches on the east side of the lab.

ATTACHMENT C

LABORATORY SAFETY RULES AND PROCEDURES AGREEMENT

To ensure that the experiments performed are safe, positive learning experiences, students should read, discuss and sign this laboratory safety rules and procedures agreement. The student and laboratory instructor should each keep a copy of the signed agreement and the original should be filed with the Director of Laboratories. Violations of this agreement, and any other conditions of working in the lab, may be both addressed by the Instructor, lab staff, and Campus Safety, as well as referred to the Dean of Students as a violation of Niagara University's Disciplinary Rules (see: Student Handbook).

1. Any laboratory can be a dangerous place. Many compounds are volatile and flammable or explosive while others are toxic. Some chemicals can cause lung damage, some can cause chemical burns, some can lead to cirrhosis of the liver and others are carcinogenic (cancer causing). Yet, chemists generally live as long as the rest of the population. They simply learned to be careful in the hazardous laboratory environment. **The first thing on your mind when you come to the laboratory should always be safety.**
2. Safety precautions in the laboratory are nothing more than common sense. **Always expect the unexpected.** Never work alone in the laboratory. Only authorized experiments can be performed. Deliberately creating a hazard will result be met with severe consequences on the first offense.
3. **White lab coats and safety goggles or glasses should be worn at all times in the laboratory. Although it is permissible, the use of contact lenses is not recommended in Chemistry labs.** Users of contact lenses should be aware that some vapors may be absorbed by the lens and could cause damage to the cornea. Contact lens wearers that own glasses should strongly consider wearing them.
4. Memorize the location of the following in the laboratory.
 - a. Fire extinguishers and Fire blankets (if available)
 - b. Eye wash fountains
 - c. Emergency showers
 - d. Location of all exits.
5. **Students with long hair** must secure it for the duration of the experiment. Avoid wearing scarves in the laboratory.

6. Clothing should not be loose and floppy, especially in the sleeves. Avoid wearing highly flammable synthetic fabrics. Never wear short skirts, shorts, or bare-midriff shirts in the laboratory. Arms and legs should be covered.
7. Wear leather shoes, or other footwear constructed with thicker upper material, that covers the entire foot. **Open-toed shoes, sandals** and **high heeled shoes** as well as thin canvas sneakers, are not permitted in the laboratory.
8. **Smoking, chewing gum, eating or drinking is not allowed in the laboratory**, since you may inadvertently ingest some chemical substance. Your hands may be contaminated with an unsafe chemical. **Always wash your hands before you leave the lab**. Do not place any object, including pens or pencils, in your mouth during or after the laboratory period. These objects may have picked up a contaminant from the laboratory bench. Never sniff, inhale, or taste chemicals.
9. Always use the smallest amount of substance required for an experiment; more is never better in chemistry. **Never return unused portions of a reagent to the original reagent bottle**.
10. **Never remove any chemical substance from the laboratory**. Removal of chemicals from the laboratory is grounds for severe disciplinary action.
11. Chemicals should not be stored in your laboratory drawer or area unless you are specifically directed to do so by the instructor.
12. **Keep your work area clean**, and help keep the common areas of the laboratory clean. If you spill something in a common area, remember that this substance may injure someone else.
13. **In the case of any spill (including water):**
 - Alert your neighbors and the laboratory instructor immediately
 - Clean up the spill as directed by the instructor
 - If the substance is volatile, flammable or toxic, warn everyone of the accident.If necessary help will be called in to clear up the spill.
14. **Avoid fully inhaling the vapors of any substance**. Make use of the fume hoods when using concentrated acids or substances with strong aromatic vapors.
15. **When heating liquids**, always add 2-3 boiling stones to make the boiling action smoother.
16. Never add water to a concentrated reagent when diluting the reagent. **Always add the reagent to the water**. If water is added to a concentrated reagent, local heating and density effects may cause the water to be splashed back.
17. **Never work in the laboratory unless the instructor is present**. Report to the Director of Laboratories if your instructor is not present during your assigned lab time.
18. **Dispose of all reaction products as directed by the instructor**. Observe carefully the special disposal techniques necessary for flammable or toxic substances. The inappropriate disposal of chemicals may have a significant effect on our environment, both within the Lab building and around Niagara Falls.
19. **All broken glass products** should be disposed of in the special labeled container provided in the

lab. Clean up broken glass immediately or as soon as safely possible, depending on the situation.

- 20. Inform yourself of the hazards of the materials with which you are working.** They are accessible through the Web at <http://physchem.ox.ac.uk/MSDS/> or <http://www.chem.uky.edu/resources/msds.html>
- 21. List your allergies at the bottom of this page.** If the experiment deals with something to which you are allergic, consult with your instructor.
- 22. Never fool around or play games with chemicals in the laboratory.** Always remember that chemical laboratories are hazardous environments and although every precaution will be taken by your instructor for your protection, you bear the ultimate responsibility for safety in the laboratory. A little carelessness could leave you or other students disabled for life.

I, _____ have read, understand and agree to follow these laboratory safety rules and procedures. I agree to abide by any additional instructions, written or verbal, provided by laboratory instructor. I realize that my failure to follow these rules and instructions may result in serious disciplinary action.

Student's Signature

Date

*** List any allergies or medical problems that your instructor should be made aware of. Students may also wish to ensure Niagara University Health Services is given this information.**

Appendix F:

Training and Exercise:

The Training Coordinator, in conjunction with the CRT Team, will coordinate with Campus Security, the VP of Student Life, and the Director of Health Services to initiate ongoing training programs, ensuring that the campus community is able to effectively implement this Emergency Response Plan. Training with external resources is essential and should include but not limited to the Upper Mountain Fire Company, Lewiston Police Department and the Niagara County Office of Emergency Services. When appropriate, Niagara University will also develop collaborative training with other colleges and/or universities plus take advantage of trainings offered by New York State Office of Emergency Management (NYSOEM).

Training will be scheduled according to NU's three (3) year training plan. Training requirement goals will include minimum levels of training for the entire campus community. Individuals considered emergency responders will be required to attend specific training programs.

CRT Team Training: Members appointed to the team will be required to have the appropriate level of NIMS required training in accordance with their assigned roles. At minimum all team members will be required to have ICS-100, ICS-200, IS-700 and IS-800. In addition, strongly recommend members filling a *section chief* position obtain ICS-300 certification. Team members may also enhance their knowledge by attending position specific training workshops.

CRT Team Training Plan: NIMS requires a 3 year training plan be developed, the plan should reflect quarterly workshops and training objectives associated with the workshop. The third year of the plan, workshops should be devoted to the planning and delivery of an exercise. Recommend a Training Coordinator or Point of Contact (POC) be selected from the CRT Team.

Building Safety Team Members: The Building Safety Team members (primary and alternate for each campus building) will be offered the following training.

- Classroom presentations, understanding their roles and responsibilities.
- Familiarization of EPRG guide book.
- Monitor building occupancy accountability lists during emergency evacuations and/or Fire drills.
- Fire Extinguisher training.
- Basic First Aid training (3 hour Red Cross) or equivalent.
- NIMS Training ICS- 100 IS-700 IS-800 (On-Line)
- Assist in the education of students and/or employees concerning evacuation procedures
- Report possible safety hazards to their Training Coordinator

Niagara University Training Requirements

All Employees Staff & Students	Building Safety Team Personnel	CRT Team Campus Security	CRT, CPT and CCM Teams
<i>Orientation</i>	<i>NIMS On-line Training Plus areas shown</i>	<i>NIMS On-line Training Plus areas shown</i>	<i>Advanced Series over 3 years or as required</i>
Emergency Preparedness Reference Guide (EPRG)	Emergency Preparedness Reference Guide (EPRG)	Emergency Preparedness Reference Guide (EPRG)	Emergency Preparedness Reference Guide (EPRG)
	ICS-100, IS-700 IS-800	ICS 100 / ICS 200 IS- 700 IS-800	Annual Review of Emergency Response Plan (ERP)
	Basic First Aid	CERT Basic Training (27 hrs.)	Executive Level ICS (CCM &CPT)
	Fire Extinguisher	American Red Cross (Shelter Management)	ICS-300, ICS-400 (CRT)
	CERT Training (Optional)	CPR/First Aid and AED (Optional)	

*The Emergency Preparedness Reference Guide (**EPRG**) provides preparedness and procedural information in the event of an incident or emergency. It is available to all students, staff, administrators and stakeholders.

Emergency Preparedness Reference Guide Contents:

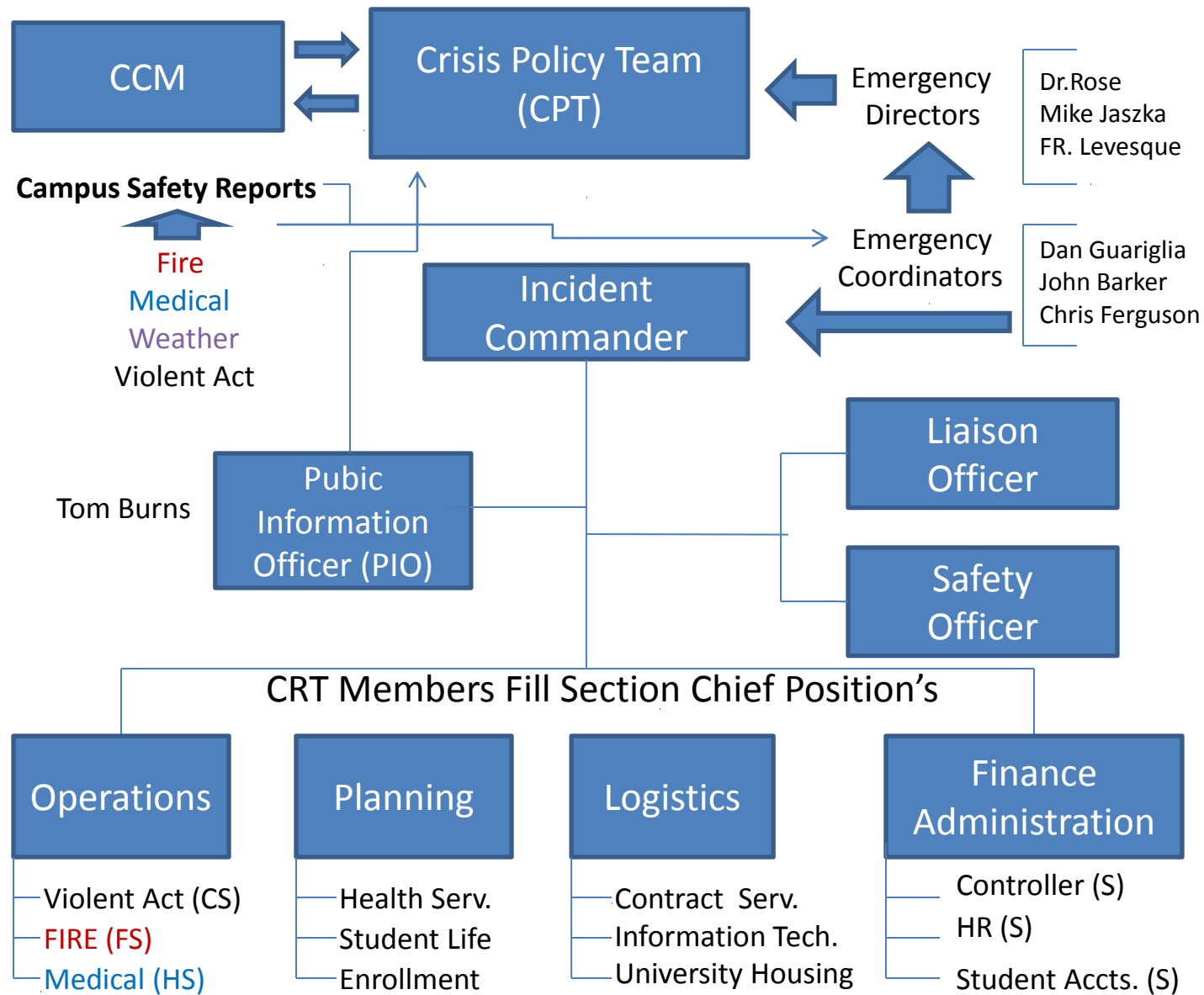
» Active Shooter	» Medical Emergency
» Bomb Threat	» Shelter-in-Place
» Building Evacuation	» Student Unrest
» Campus Evacuation	» Threat of Violence
» Dam Failure	» Tornado
» Earthquake	» Utility Failure
» Explosion / Aircraft Crash	» Violent Aggressor
» Fire	» Weather Emergency
» Hazardous Material Release	

Appendix G:

Memorandum of Understanding:

- Mutual Emergency Aid Agreement with Canisius College
- MOU with Niagara County Health Department
- Emergency Web Hosting Agreement with DePaul University

NU's Emergency Operation (Organizational Structure) According to NIMS



Key: Campus Safety(CS) Facility Services(FS) Health Services (HS) Staff(S)

Role of CRT Team Members

Safety Officer: Monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

- Monitors overall emergency operations related to operational safety.
- Has the authority to stop and/or prevent unsafe acts during incident operations.
- Advises Incident Commander of possible pending situations.
- Ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations.

Operations Section Chief: Responsible for managing all tactical operations related to the incident.

- Gathers, confirms, and evaluates incident information.
- Identifies resource needs and shortfalls to support tactical operations.
- Assist in the development of the operations portion of the Incident Action Plan. This usually requires completion of an operational planning worksheet, (ICS 215 form) prior to the planning meeting.
- Supervise the execution of the operations portion of the Incident Action Plan.
- Make or approve expedient changes to the operations portion of the Incident Action Plan.

Planning Section Chief: Responsible for providing planning services for the incident. Collects situation and resources status information, evaluates it, and processes the information for use in developing Incident Action Plans (IAP). Dissemination of information can be in the form of an IAP, formal briefings or thru map and status board displays.

- Establishes Incident priorities.
- Oversees resource availability.
- Plan and monitors mobilization and demobilization of resource.
- Manage all incident-relevant operational data.
- Supervise preparation of the Incident Action Plan.
- Conduct and facilitate planning meetings.
- Oversee preparation of the Demobilization Plan.

Logistics Section Chief: Provides all incident support needs associated with (facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for first responders).

- Manage all incident logistics.
- Request/order additional resources, as needed.
- Develop as required, the communications, medical and traffic plans.
- Provides administrative support for Policy and Operations Groups.
- Documents situation status and tracks resources.
- Coordinates equipment and special installation.
- Oversees demobilization of logistics section.

Finance / Administration Section Chief: Responsible for managing all financial aspects of an incident, however not all incidents will require this position to be filled. **Only** when the involved agencies have a specific need for finance services, will this section be activated. Requirements for managing costs, procurement time and injury compensation/claims must be handled by the incident jurisdictional agency.

- Monitor contracts, records overtime and additional labor cost.
- Provides financial and cost analysis information as requested.
- Manage all financial aspects of an incident.
- Gathers pertinent information from briefings with responsible agencies.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Provide financial input for demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief University administrative personnel on all incident-related financial issues needing attention or follow up.

Assignments:

Function	Title	Role
Authority to Establish or Amend Current ERP Policy/Procedures	<ul style="list-style-type: none"> University President Executive Vice President VP of Student Life VP of Administration VP of Academic Affairs VP for Institutional Advancement General Counsel Assistant to President for Planning 	Crisis Policy Team
Incident Commander	<ul style="list-style-type: none"> Director of Campus Safety Director of Facility Services Director Contract Services & Risk Management 	Emergency Coordinator
Public Information	<ul style="list-style-type: none"> Associate VP of Public Relations, Communications, and Marketing 	Public Information Officer
Liaison	<ul style="list-style-type: none"> CRT Member or Associate VP of Communications 	POC
Safety	<ul style="list-style-type: none"> Incident Driven (TBD) 	Assist. IC
Operations	<ul style="list-style-type: none"> CRT Member 	Chief
Planning	<ul style="list-style-type: none"> CRT Member 	Chief
Logistics	<ul style="list-style-type: none"> CRT Member 	Chief
Finance / Admin	<ul style="list-style-type: none"> CRT Member 	Chief

Depending upon the magnitude and severity of event, additional support team personnel are considered Subject Matter Experts (SME) in their field. SME's may be requested by the Incident Commander and/or Crisis Response Team (CRT). Support personnel are expected to participate in the command structure as appropriate for their assigned positions and as the incident dictates.

Support Team Personnel:

Athletic Director	Director of Campus Activities	Director of Counseling Center
Assistant Director of Resident Life	Assistant IT Director Study Abroad Assistant to VP for AA	Assistant Director of Facilities Services
Director of Human Resources	Dean of Student Affairs	Assistant Director of Student Health Services