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INCIDENT OCCURS

CAMPUS SAFETY

EMERGENCY DIRECTOR
- BONNIE ROSE
- MIKE JASZKA
- FR. LEVESQUE

CRISIS RESPONSE TEAM
- DANIEL GUARIGLIA
- JOHN BARKER
- CHRIS FERGUSON
- JOHN SPANBAUER
- JOE CUDA
- LINUS ORMSBY
- RICHARD KIERNAN
- SR. NORA GATTO

COMMITTEE ON CRISIS MANAGEMENT
- SHEILA HAUSRATH
- STEPHANIE COLE
- MIKE KONOPSKI
- DAVE TAYLOR
- BERNADETTE BRENNEN

ADMINISTRATIVE COUNCIL
- JUDY WILLARD
- DONALD BIELECKI

ISSUE REPORTED TO OR DISCOVERED BY CAMPUS SAFETY
- CAMPUS SAFETY INITIATES CALL TO EMERGENCY DIRECTOR, IN ORDER, UNTIL CONTACT IS ESTABLISHED WITH ONE MEMBER.
- DECLARATION OF CAMPUS STATE OF EMERGENCY. MINOR, MAJOR, OR DISASTER.
- INITIATE CALL TO CRT, IN ORDER UNTIL CONTACT WITH ONE MEMBER IS MADE.
- INFORM OTHER EMERGENCY DIRECTORS OF DECISION
- REPORT TO COMMAND POST UNLESS OTHERWISE INSTRUCTED.

- FIRST CRT MEMBER CONTACTED WILL BE RESPONSIBLE TO NOTIFY BALANCE OF TEAM.
- FIRST CRT MEMBER TO ARRIVE ON CAMPUS WILL ACT AS THE COORDINATOR UNTIL NEXT SENIOR MEMBER IS ON SITE THEN PASS THAT RESPONSIBILITY ON.
- CRT WILL REPORT TO COMMAND POST UNLESS OTHERWISE INFORMED.
- ONCE SUFICIENT CRT MEMBERS HAVE ARRIVED ON SITE, A CALL TO CCM WILL BE PLACED UNTIL ONE MEMBER IS CONTACTED IN THE DECENDING ORDER.

- FIRST CCM MEMBER CONTACTED WILL HAVE RESPONSIBILITY TO CONTACT ALL OTHER MEMBERS AND HAVE THEM REPORT TO COMMAND POST UNLESS DIRECTED OTHERWISE.
- ONCE SUFICIENT MEMBERS OF CCM HAVE ARRIVED ON SITE, A CALL TO ADMINISTRATIVE COUNCIL WILL BE MADE.

- ONCE NOTIFIED WILL REPORT TO COMMAND POST UNLESS OTHERWISE INSTRUCTED.
EMERGENCY CONTACTS

On-Campus Directory

**Note:** Campus Safety officers are on duty 24 hours a day and can be reached at Ext. 8111. In the event that Campus Safety cannot be reached, police help is available from the Lewiston Police Department, Niagara County Sheriff's Department, and New York State Police by dialing 9-911 from campus telephones. Off campus, simply dial 911.

The contacts listed below will be updated quarterly, by the office of Human Resources.

<table>
<thead>
<tr>
<th>CAMPUS SAFETY</th>
<th>Ext. 8111</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For after-hours maintenance and on weekends and holidays.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Director</td>
<td>Dr. Bonnie Rose, EVP, Campus Ext. 8360</td>
</tr>
<tr>
<td>Alternate Emergency Director</td>
<td>Michael Jaszka, VP For Administration, Campus Ext. 8343</td>
</tr>
<tr>
<td>Emergency Coordinator</td>
<td>Daniel Guariglia, Director Facility Services, campus Ext. 8431</td>
</tr>
<tr>
<td>Assistant Director of Facility Services</td>
<td>William A. Duquin, Campus Ext. 8430</td>
</tr>
<tr>
<td>Vice President for Student Life</td>
<td>Sheila L. Hausrath, Campus Ext. 8405</td>
</tr>
<tr>
<td>Dean of Student Affairs</td>
<td>Joseph Cuda, Campus Ext.,8562,8566</td>
</tr>
<tr>
<td>Assistant Dean of Student Affairs</td>
<td>Christopher Sheffield, Campus Ext. 8566</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Robert Pfeil, Campus Ext. 8689</td>
</tr>
<tr>
<td>Assistant Director of HR</td>
<td>Jennifer Suitor, Campus Ext. 8691</td>
</tr>
<tr>
<td>Director of Campus Safety</td>
<td>John Barker, Campus Ext. 8220</td>
</tr>
<tr>
<td>Operation Supervisor of Campus Safety</td>
<td>Robert Koperski, Campus Ext. 8221</td>
</tr>
<tr>
<td>Director of Public Relations</td>
<td>Linus Ormsby, Campus Ext. 8580</td>
</tr>
<tr>
<td>Assistant to the Director of Public Relations</td>
<td>Jason Mollica, Campus Ext. 8584</td>
</tr>
<tr>
<td>Director of Business Services</td>
<td>Chris Ferguson, Campus Ext. 8345</td>
</tr>
<tr>
<td>Director of Info Technology</td>
<td>Richard Kernin, Campus Ext. 8042</td>
</tr>
<tr>
<td>Nuclear, Biological and Chemical (NBC) Officer</td>
<td>Dr. Robert Greene, Campus Ext. 8253</td>
</tr>
<tr>
<td>Food Service / Sodexho</td>
<td>William Baker, Campus Ext. 8397</td>
</tr>
</tbody>
</table>
Building Safety Team

In the event of an emergency that requires the University to either secure or evacuate their building, the following employees will be asked to assist. These individuals will act as liaison between the university and building occupants to disseminate information on the emergency plan. (*) denotes non-NU employee.

<table>
<thead>
<tr>
<th>Buildings</th>
<th>(Revised 1/08)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Services (1)</td>
<td>Pat George</td>
</tr>
<tr>
<td>Bisgrove (2)</td>
<td>Elaine Morreale; Melissa Heidt</td>
</tr>
<tr>
<td>Academic Complex (3)</td>
<td>Mary Kinney; MaryAnne Brown; Marian Fisher</td>
</tr>
<tr>
<td>Dunleavy (3)</td>
<td>Virginia Garcia; Rich Previte; Joan Paterson</td>
</tr>
<tr>
<td>DePaul (1)</td>
<td>Connie Guthrie Greene; Christopher Stoj</td>
</tr>
<tr>
<td>St. Vincent’s &amp; Annex (3)</td>
<td>Patricia Navarroli; Ed Cabrera; Wendy Herbst</td>
</tr>
<tr>
<td>Alumni Hall (2)</td>
<td>Linda Coram; Pamela McPherson</td>
</tr>
<tr>
<td>Library (3)</td>
<td>Lisa Jackson; Debbie Farrell; Joseph Umhauer</td>
</tr>
<tr>
<td>Gallagher Center (2)</td>
<td>William Newton; Mary Matiash</td>
</tr>
<tr>
<td>Meade Hall (1)</td>
<td>Jan Reele</td>
</tr>
<tr>
<td>Kiernan Center (1)</td>
<td>Joe Meyer</td>
</tr>
<tr>
<td>Butler Building (3)</td>
<td>Suzanne Ferguson (CERT); Donna Dobrasz; Pete Lyon</td>
</tr>
<tr>
<td>Timon (1)</td>
<td>Barbara King</td>
</tr>
<tr>
<td>Dwyer Arena (1)</td>
<td>Marianne DeMizio</td>
</tr>
<tr>
<td>Marian House/Post Office (2)</td>
<td>Maggie McGurk; Sema Shepard*</td>
</tr>
<tr>
<td>Bailo Hall (1)</td>
<td>Darlene Jones</td>
</tr>
<tr>
<td>Castellani Art Museum (2)</td>
<td>Regina Cecconi; Kurt Von Voetsch</td>
</tr>
<tr>
<td>Human Resources (1)</td>
<td>Amy Smith</td>
</tr>
<tr>
<td>Roosevelt House (1)</td>
<td>Michael Jeswald</td>
</tr>
<tr>
<td>Clet Dining (1)</td>
<td>Mark McKibbin*</td>
</tr>
<tr>
<td>Clet (2)</td>
<td>Peg Lacki (Theatre Wing); Stacey McQuade</td>
</tr>
<tr>
<td>Seton (2)</td>
<td>Ryder Rusert; Catherine Benedict</td>
</tr>
<tr>
<td>O’Shea (2)</td>
<td>E.J. Gonser (CERT); Kevin Betts</td>
</tr>
<tr>
<td>O’Donoughue (2)</td>
<td>Christine Henderson; Stacey McQuade</td>
</tr>
<tr>
<td>Varsity Village (2)</td>
<td>Kelly Knox; E.J. Gonser (CERT)</td>
</tr>
<tr>
<td>Lynch (2)</td>
<td>Justine Rawding; Stacey McQuade</td>
</tr>
<tr>
<td>Student Apartments (2)</td>
<td>Ryder Rusert; E.J. Gonser (CERT)</td>
</tr>
</tbody>
</table>
**Facility Services Managers**

- David Ederer, Technical Coordinator, Ext. 8430
- Dennis Gasbarro, Supervisor, Ext. 8430
- Elmer Lemus, Custodial Services, Ext. 8430
- Robert Burke, Grounds, Ext. 8443

**Medical Resource Team**

- Health Services (nurses and doctor), Ext. 8390
- Athletics (trainers), Ext. 8600
- Kiernan Center Director, Ext. 8055
- Campus Safety Personnel, Ext. 8111

**Mental Health Resource Team**

- Dean of Student Affairs*, Ext. 8562, 8566
- Assistant Dean of Student Affairs, Ext. 8563, 8566
- Director of Counseling, Ext. 8527, 8536
- Assistant Director of Counseling, Ext. 8528, 8536
- Campus Ministry Director, Ext. 8414, 8400
- Social Work Chairperson, Ext. 8514, 8520

*Note: The Dean of Student Affairs notifies the mental health resources team. If the dean is not available, the assistant dean does so.

**Off-Campus Emergency Resource Telephone Directory**

- **Local law enforcement agencies**
  - Lewiston Police Dept. 754-8477
  - Niagara County Sheriff's Dept. 438-3327
  - New York State Police 297-0756
  - Niagara Falls Police Dept. 286-4711
  - Town of Niagara Police Dept. 297-2150
  - New York State Park Police 278-1777
  - Erie County Sheriff's Dept. 662-5554
  - Buffalo Police Dept. 853-2222

- **Local fire department**
  - Upper Mountain Fire Co. 297-0330
  - Niagara Falls Fire Dept. 286-4725

- **Local village offices**
  - Lewiston Town Clerk 754-8213
  - Water District 754-8214
• **Local Hospitals**
  - Mt. St. Mary’s 297-4800
  - N.F. Memorial Medical Center 278-4000
  - DeGraff Memorial 694-4800
  - Erie County Med. Center 898-3000
  - Buffalo General 859-5600

• **New York Power Authority** 286-6712

• **Animal Control SPCA** 731-4368

• **Dog Control Officer** 754-8214

• **National Weather Service** 565-0204

• **Niagara Falls Air Force Base** 236-2008

• **American Red Cross (24-hours)** 285-6938

• **Transportation Information**
  - AAA Emergency Road Service 800-222-4357
  - METRO Bus Company 285-9319
  - Thruway Authority 800-847-8929
  - N. Grand Island Bridge 773-7627
  - S. Grand Island Bridge 875-7980
  - Buffalo/Niagara Airport 630-6000

• **Alarms**
  - Sonitrol Alarm Co. 847-1350
  - Metrodata Alarm Svcs. 842-0043 (Credit Union, LL Clet Hall)
  - Central Station 847-1513
  - Simplex 633-8591

• **U.S. Government**
  - FBI Buffalo 856-7800
    Niagara Falls 285-9215
  - U.S. Border Patrol Buffalo 551-4101
    Niagara Falls 285-6444
  - Drug Enforcement Agency (DEA) 551-4101
<table>
<thead>
<tr>
<th><strong>U.S. Customs</strong></th>
<th><strong>Lewiston Bridge</strong></th>
<th>282-1500</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Peace Bridge</strong></td>
<td></td>
<td>551-43111</td>
</tr>
<tr>
<td><strong>Rainbow Bridge</strong></td>
<td></td>
<td>284-5174</td>
</tr>
<tr>
<td><strong>Whirlpool Bridge</strong></td>
<td></td>
<td>278-0200</td>
</tr>
<tr>
<td><strong>Canadian Customs</strong></td>
<td></td>
<td>905-994-6330</td>
</tr>
<tr>
<td><strong>U.S. Immigration &amp; Naturalization Service</strong></td>
<td></td>
<td>800-755-0777</td>
</tr>
</tbody>
</table>

- **Utilities**
  - National Fuel Gas | 800-365-3234
  - National Grid | 1-800-898-8501
  - Verizon | 890-7100

- **Towing Services**
  - Harrington Towing | 433-3730
  - Military Towing | 297-0582
  - Frontier Towing | 285-9010

- **Taxicab Companies**
  - United Taxi | 285-9331
  - Rainbow Taxi | 282-3221
  - LaSalle Taxi | 284-8833
  - Falls Taxi | 628-1166
EMERGENCY GUIDELINES

Purpose
The emergency procedures outlined in this guide are designed to protect lives and property through effective use of university and community resources. Whenever a campus emergency reaches proportions that cannot be handled by routine measures, the executive vice president, or his designee, may declare a state of emergency and implement these guidelines. Two general types of emergencies may result in the implementation of this plan: a major emergency or a disaster. Both are described in this document. The procedures outlined in this plan are designed to address various contingencies that may arise.

Scope
These procedures apply to all personnel and buildings and grounds owned and/or occupied by Niagara University.

Types of Emergencies
Types of emergencies covered by this manual are:
- Active Violent Aggressor
- Inclement Weather
- Fire
- Utility failure
- Chemical or radiation spill
- Explosion or aircraft crash on campus
- Bomb threat
- Student unrest
- Dam Failure
- Earthquake

Definitions of an Emergency
The university’s Executive Vice President or, in their absence, the VP for Administration, serves as the overall emergency director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response.

1. Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall operations of the university.

2. Major Emergency: Any incident, potential or actual, which will affect an entire building or buildings, and which will disrupt the overall operations of the university. Outside emergency services likely will be required, as well as major efforts from campus support services. Major policy deliberations and decisions will usually be required from the university administration during times of crisis.

3. Disaster: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the university. In some cases, casualties and severe property damage may result. A coordinated effort to use all campus-wide resources is required to control the situation effectively. Outside emergency services will be essential.

Assumptions
The Emergency/Disaster plan is designed to address problems likely to be encountered on campus during a major emergency or disaster. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The succession of events
in an emergency cannot be predicted. Therefore, existing emergency plans serve only as a
guide and checklist, and may require modification during an emergency.

**Declaration of Campus State of Emergency**
The authority to declare a campus state of emergency rests with the Executive Vice
President (Dr. Bonnie Rose), the President (Rev. Joseph Levesque, CM), or their designee in the
following order:

- Vice President Administration (Michael Jaszka)
- Director of Facility Services (Daniel Guariglia)
- Director of Campus Safety (John Barker)
- Director of Business Services (Chris Ferguson)
- Dean of Student Affairs (Joe Cuda)
- Director of Public Relations (Linus Ormsby)
- Director of Kiernan Center (John Spanbauer)
- Director of Information Technology (Richard Kernin)

(1) During any major emergency on campus, the Emergency Coordinator (Director of
Facility Services) 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.

(2) 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 fire, police and other safety agencies will require full access to
respond to the emergency.

(3) In addition, only those faculty and staff members who have been assigned emergency
resource team duties or issued an emergency pass by the Emergency Coordinator’s
office will be allowed to enter the immediate disaster site.

(4) In the event of earthquakes, aftershocks, fires, storms or major disasters occurring on or
about the campus, or which involve university property, the Emergency Coordinator will
determine the extent of any damage to university property.

**Coordinating Crisis Response**
Responsibility for coordinating a crisis response once an emergency/disaster is declared is as
follows:

- Campus Safety – on site
- CRT member – first to arrive
- Emergency Coordinator
- Emergency Director or Designee

Authority is relinquished in descending order as staffing arrives on site.
UNIVERSITY NOTIFICATION SYSTEM

The telephone is the primary means of initial emergency notification at Niagara University. All other means of notification will supplement the telephone, as required. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

Campus Safety Officer on Duty

The Campus Safety office is the focal point for two-way transmission of official emergency telephone communications to university administrators. Each university administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments or offices under his/her direction.

The officer on duty will initiate the notification system by calling the following university administrators, as appropriate:

(a) Executive Vice President  
(b) CRT Team  
(c) Vice President for Academic Affairs  
(d) Vice President for Administration  
(e) Vice President for Student Life  
(f) Vice President for Institutional Advancement

See page 3 for contacts and phone numbers.

IMPORTANT: During an emergency, campus telephones should be used only for matters relating to the emergency. In the absence of telecommunication services, the Campus Safety office will make personal contact with the university administrators listed above.

Emergency Command Post

When a major emergency occurs, or is imminent, the Director of Facility Services, as Emergency Coordinator, will be responsible for establishing and staffing an emergency command post. Normal services provided by facility services are expected to be maintained.

(1) Field Emergency Command Post: If the emergency involves only one building or a small part of the campus, a facility services vehicle equipped with a radio is to be placed as close to the emergency scene as possible. At least one full-time Niagara University employee is to staff the command post at all times, or until the emergency ends. The Director of Facility Services will identify staff to be on site.

Field emergency command post equipment shall include:
(a) Barricades and barrier tape, and signs for the scene.  
(b) Portable hand radios.  
(c) First aid kit.  
(d) Campus telephone directory and local telephone directory to include yellow pages.  
(e) Cell phone  
(f) Bullhorn  
(g) Flashlights  
(h) Generator

(2) General Emergency Command Post: If the emergency involves a large part of the
campus, the command post is to be set up in the facility services building. If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one full-time Niagara employee is to staff the command post at all times until the emergency situation ends. A marshalling area for outside support and an office for operations of the combined on-site emergency resource team will also be established. A conference room with facilities for emergency teams or media crews, and which is designed to accommodate multiple telephone and/or electrical applications, is desirable.

**Committee on Crisis Management (CCM)**

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

The CCM in conjunction with CRT will assemble following each emergency or disaster to evaluate how the situation was handled and make recommendations to better handle similar situations in the future. The CCM will also assemble at least three times per year to review the overall University Emergency/Disaster Plan, individual department plans, and to evaluate training and emergency notification literature.

Membership of the CCM shall consist of the following University officials:

- Dr. Bonnie Rose, Executive VP - Emergency Director
- Sheila Hausrath – VP for Student Life
- Michael Jaszka – VP for Administration
- Bernadette Brennen – Assistant to the VP Academic Affairs
- John Barker – Director of Campus Safety
- Mike Konopski – Dean of Enrollment Management
- Dave Taylor – Director Border Community SERVICE
- Robert Pfeil - Director of Human Resources
- Daniel Guariglia – Director Facility Services – Emergency Coordinator
- Sr. Nora Gatto D.C. – Director Campus Ministry
- Stephanie Cole – General Counsel

**Crisis Response Team (CRT)**

The CRT will be composed of 9 appointed members of the university faculty and staff 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.

Membership of the CRT shall consist of the following University personnel:

- Dr. Bonnie Rose, Executive VP – Emergency Director
Data Recovery Team

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.

The Data Recovery Team includes the following individuals:

- Vital Records Officer/IT Director: Richard Kernin
- Director of Information Technology: Richard Kernin
- Director of Records and Operations: Lenora Andrews
- Assistant Dean of Student Affairs: Chris Sheffield
- Controller: Donald Smith
- Director of Business Services: Chris Ferguson
- Director of Student Accounts: Christopher Errington
- Director of Advancement Services: Howard Morgan
- Director of Human Resources

RESPONSIBILITIES OF PERSONNEL

Role of Team Members

(1) **Emergency Director**: Executive Vice President of Niagara University or designee, Vice President for Administration.

(a) Responsible for the overall direction of the university emergency response.

(a) Works with the facility services director and others in assessing the emergency and preparing the university’s specific response.

(b) Declares and ends, when appropriate, the campus state of emergency as provided for in the introduction to this guide.
(c) Notifies and conducts liaison activities with the university administration, governmental agencies, emergency resource team, and others as necessary.

(2) **Emergency Coordinator**: Director of Facility Services.

(a) Responsible for the overall coordination of the university emergency response.

(b) Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.

(c) Initiates immediate contact with the executive vice president and university administration and begins assessment of the university’s condition.

(d) Notifies and utilizes police, Campus Safety, and, if necessary, residence life staff, and/or student aides in order to maintain safety and order.

(e) Notifies the members of the Crisis Response Team, advises them of the nature of the emergency.

(f) Notifies and conducts liaison activities with an appropriate outside organization, such as fire, police, or other emergency services.

(g) Ensures that appropriate notification is made to off-campus staff, when necessary.

(h) Performs other related duties as may be directed by virtue of the campus emergency.

(i) In conjunction with the director of human resources, prepares and submits a report to the president appraising the final outcome of the emergency.

(3) **Committee on Crisis Management Responsibilities**

(a) Development/maintenance of the University Emergency and Disaster Plan.

(b) Overseeing the crisis management process.

(c) Identifying leadership and membership.

(d) Involvement of departmental representatives.

(e) Coordinating the overall planning process for major groups – university leadership, CRT and divisions and related non-academic units and departments.

(f) Planning and coordinating university-wide training and drills.

(g) Maintaining the readiness of the institution.

(h) Assuring compliance with internal and external requirements of crisis management. (i.e. making sure that all divisions and functional units have prepared plans that are functional and effective.

(j) Establishing guidelines and expectations for training and performance.

(j) Providing consultation to all divisions and functional units to meet established expectations and future challenges.

(k) Developing and proposing a budget and justification – for relevant material and fiscal resource needs.

(4) **Crisis Response Team Responsibilities – Advanced Warning**

(a) The CRT meets and plans based on anticipated situations, and prepares a worst-
case scenario plan.
(b) Communication decisions are made and implemented.
(c) Key university personnel who need to be involved are notified.
(d) Precautionary evacuations are done, if needed.
(e) Essential service personnel are called, if required.
(f) Government services are notified, if necessary.
(g) Precautionary quarantine initiated by health authority, if required.
(h) Complete incident report, if required.
(i) Debriefing.

CRT Responsibilities – Emergency in Progress or Immediate Aftermath:
(a) The Executive Vice President or Director of Facility Services will take charge.
(b) Government services are called if required and not already on the scene.
(c) Communication decisions are made and implemented.
(d) Initiate University communications plans, contact key personnel.
(e) Set up command post or mobile unit.
(f) React and coordinate activities for campus security, evacuations, shelter, counseling, etc.
(g) Coordinate restoration of lost or damaged utility services.
(h) Traffic control.
(i) Coordinate and set up communication hot lines.
(j) Mount rescue operation (through government services, if required).
(k) Initiate damage control.
(l) Contact and coordinate emergency response (city, county, state, federal), as needed.
(m) Set up media relations briefing room and media contact, if required.
(n) Complete incident reports.
(o) Complete activity log.
(p) Debriefing.

CRT Post-Crisis Responsibilities:
(a) Debrief and continue communications as required to NU community, general community and the media.
(b) Ensure arrangements are made for counseling to be provided to those who require it.
(c) Record events and prepare permanent records to be maintained.
(d) Assess any required changes or additions to the University Emergency and Disaster Plan.
(e) Complete Incident Reports.

(5) **Data Recovery Team:**

(a) The Data Recovery Team is responsible for coordinating the vital records program. The team works with appropriate university offices to identify, inventory, protect, store, make accessible, and update the copies of vital records required in an emergency, and records needed to insure the continued operation of the university.

(6) **Damage Control:** Managers of the Facility Services Department

(a) Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.

(b) Provide vehicles, equipment and operators for movement of personnel and supplies; assign vehicles as required to the emergency response team for emergency use.

(c) Obtain the assistance of the utility companies as required for emergency operations.

(d) Furnish emergency power and lighting systems as available.

(e) Survey habitable space and relocate essential services and functions.

(f) Provide facilities for emergency or generator fuel during actual emergency or disaster periods.

(g) Provide for storage of vital records at an alternate site; act as liaison with building and area coordinators for necessary support. Coordinates all aspects of housing evacuation, relocation or shutdown.

(7) **Student Housing:** Dean of Student Affairs

(a) Utilizes available residence life staff to notify students in residence.

(b) Immediately consults with the director of Campus Safety to coordinate response.

(c) Designates safe areas for students to meet with university and emergency personnel to receive updated information.

(8) **Campus Safety:** Director of Campus Safety

(a) Maintains the Campus Safety office in a state of constant readiness.

(b) Notifies university community of major emergencies.

(c) Takes immediate and appropriate action to protect life, property, and to safeguard students and employees.

(d) Obtains assistance from the village, county, state and federal government for radiological monitoring and first aid, as required.

(e) Assists in transporting personnel to and from campus.

(9) **Public Information:** Director of Public Relations

(a) The director of public relations normally 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 emergency response team and
the director of public relations, will determine who will serve in that capacity. This
individual will be the sole spokesperson for the university.

(b) Implements established procedure for notifying the media about campus
emergencies.

(c) Arranges for photographic and audio-visual services.

(d) Advises the president or designee of all news coverage.

(e) Prepares news releases on the emergency for the media.

(f) Designates a room or work area for use by media.

(g) Working with information technology, establish phone and web-based hotlines.

(10) **Environmental Health & Safety:** The Emergency Coordinator in conjunction
with the with nuclear, biological and chemical officer:

(a) Takes appropriate steps to protect students, faculty, staff and the environment
from toxic chemicals and environmental threats.

(b) Understands what the issues/hazards are and how the government regulations
influence the university, and realizes the penalties for non-compliance.

(c) Determines what responses are required, where to obtain assistance, and
reports problems, violations, or potential hazards to management.

(11) **Telecommunications:** Director of Information Technology

(a) Determines status of campus communication systems and equipment.

(b) Advises emergency response team and others on most appropriate
communication methods available on campus.

(c) Arranges for re-establishing affected communication systems and equipment.

(d) Arranges access to any computing or telephone equipment as required.

(e) Secures all campus data to a safe location.

(12) **Insurance Procedures:** Director of Business Services

(a) Contacts the university’s insurance company at the onset of an emergency as
defined in this guide.

(b) Communicates special instructions as directed by the insurance company to the
emergency coordinator.

(c) Secures required waivers from the insurance company to commence clean up or
repair needed throughout the emergency.

(d) Arranges inspection site visits by insurance company.

(e) Continually updates the emergency coordinator on insurance proceedings.

(f) Process all claims relating to the emergency through the business services
office.

(g) Requests the public relations office to provide photographic documentation, as
(h) Gathers all information and documentation pertinent to the emergency.

Responsibilities of EVP, Faculty and Staff

(1) Executive Vice President: The university’s Executive Vice President, or designated alternate (Vice President for Administration), and campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the emergency response team section of this guide.

(2) Faculty, Staff And Administrators: Each faculty member and administrator has the responsibility to:

   (a) Educate students and/or employees concerning university emergency procedures, as well as evacuation procedures for their building and/or activity. Evacuation procedures should be reviewed the first class of each semester.

   (b) Inform students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.

   (c) 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.

IMPORTANT: Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency and when directed to do so, proceed to the Kiernan Center or other designated assembly areas. People will be asked to sign in at the assembly area in order to maintain a head count. Campus Safety will insure that any designated assembly area is open and accessible.

EVACUATION PROCEDURES

Building Evacuation

Building evacuation notices are posted in the main entrance of every building. In the event it is deemed necessary by the emergency coordinator, individuals evacuating a building are asked to report to the Kiernan Center, which is designated as the primary assembly area, located on the eastern most side of campus. If it is impossible or impractical to utilize the Kiernan Center as an assembly area, Gallagher Hall will be a secondary area.

(1) Building evacuations will occur when a fire alarm sounds and/or upon notification by Campus Safety or the Emergency Coordinator. **DO NOT ACTIVATE ALARM IN THE EVENT OF BOMB THREAT.**

(2) When the fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

(3) Assist people with disabilities to exit the building. Do not use elevators in case of fire, and do not panic. Residence life staff and/or campus safety will assist with the evacuation of people with disabilities. Such individuals will need to be evacuated to the nearest stairway that is farthest away from the problem area.

(4) Once outside, proceed to the Kiernan Center. Remain there until the building administrator is able to account for all building occupants. Further directions will be provided at the assembly area.
(5) Do not return to an evacuated building unless told to do so by a university official.

**Shelter Operations**

(1) Our first option will be to shelter in place when possible and safe.

(2) Should the need for a formal shelter exist the Kiernan Center will serve as this facility. Alternate location will be Gallagher.

(3) Shelter organization and logistics are identified in Section A.

**Campus Evacuation**

(1) The emergency coordinator will announce evacuation of all or part of the campus grounds.

(2) All persons (students and staff) are to vacate the site in question immediately and relocate, as directed.

(3) Students, staff and faculty will be asked to assist in providing transportation to those without transportation.

(4) Campus safety will organize use of campus vans to assist in the evacuation of individuals without vehicles.

(5) The university will enter into contracts with a local bus company to provide additional transportation to assist in the evacuation.

**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

**Active Violent Aggressor**

In the event of an incident involving an active violent aggressor whose behavior creates an imminent threat of, or is immediately causing, death and serious injury, the following procedures should be followed. Remember that your personal safety should always be the first priority.

**Protect yourself first – move to a safe location.**

1. **If you are ever involved in an incident involving active violence, remember:**
   1. Call Campus Safety at ext-8111 or 286-8111 and the police by dialing 9-911 from an on-campus phone or 911 from a cell or off-campus phone. Be aware that these systems will likely be overwhelmed; don’t make unnecessary calls.
   2. Report: what is happening; your specific location; the number of people with you; and the number and type of injuries. Report a description of the assailant, weapons if any, and where the assailant was last seen.
   3. Treat the injured based upon your knowledge and skills in first aid, and reassure others that help is on the way.
   4. Do not return to an evacuated building or campus area unless told so by university officials or emergency personnel.

2. **If you are in an outside area, you should:**
   1. If you know the violent aggressor’s location and it is safe to do so, immediately move well away from the incident and find safe cover by putting something between you and the assailant.
   2. When in doubt, seek protection or shelter.

3. **If the assailant is inside the building you are in, you should:**
   1. If it is safe and you know where the assailant is, exit the building immediately, get away from the building as far and quickly as possible, and notify anyone you encounter to do the same.
   2. If you cannot safely exit the building, go to the nearest room or office and lock or barricade the door(s) with desk, cabinet, or furniture. Stay behind solid objects away from the door and out of sight.
   3. Turn off lights, close blinds, cover windows, turn off radios and computer monitors, and silence cell phones.
   4. Do not answer the door or respond to voices unless you are absolutely sure it is the police.
   5. Before leaving or unsecuring an area, consider the risks and remember that the assailant will not stop until he/she is engaged by an outside force.
   6. If doubt exists for the safety of the individuals inside a room, the area should remain secured.
An active violent aggressor on the Niagara University campus constitutes a campus emergency. The emergency notification system on page 10 of the NU emergency and disaster plan (www.niagara.edu/emergencyplan/) will be invoked.

As quickly as possible, updates on emergency information will be provided via the following means: NU web site, e-mail, campus voicemail, cell phone, text messaging and digital signage.

**Explosion, Aircraft Crash on Campus**

In the event of an explosion or aircraft crash on campus, the following procedures should be followed:

1. Immediately take cover under tables, desks or other shelters that will provide protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify campus safety at Ext. 8111, who will in turn notify the Upper Mountain Fire Department Emergency at 9-911. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the fire alarm. It is also necessary to report the emergency by telephone. All campus fire alarms, with the exception of Bailo and Alumni halls, are connected to Campus Safety.
4. When the fire alarm is sounded, or when told to leave by university officials, walk quickly to the nearest marked exit and ask others to do the same.
5. Assist people with disabilities to exit the building. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. Residence life staff and/or campus safety will assist with the evacuation of people with disabilities. Such individuals should be led to the nearest stairway away from the problem area.
6. 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 crews. Know your area assembly points.
7. Obey the requests of emergency crews.
8. A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.
9. Do not return to an evacuated building unless told to do so by a university official.

**NOTIFICATION:** Please refer to notification system on page 10.

**Earthquake**

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines, which may be live.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation. If emergency help is necessary, call
campus safety at Ext. 8111 if on campus. If communication with campus safety is not possible, call 9-911. Protect yourself at all times, and be prepared for aftershocks.

(5) Report any damage to the facility services department. (Gas leaks and power failures create special hazards. Please refer to section on utility failures.)

(6) If necessary, or when directed to do so, activate the fire alarm. It is also necessary to report the emergency by telephone. All campus fire alarms, with the exception of Bailo and Alumni halls, are connected to campus safety.

(7) When the fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.

(8) Assist people with disabilities to exit the building. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. Residence life staff and/or Campus Safety will assist with the evacuation of people with disabilities. Such individuals should be led to the nearest stairway away from the problem area.

(9) Once outside, move to a clear area at least 500 feet away from the affected area(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

(10) If requested, assist emergency crews as necessary.

(11) A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

(12) DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by university officials.

NOTIFICATION: Please refer to notification system on page 10.

**Chemical or Radioactive Spill**

(1) Any significant spillage of a hazardous chemical or radioactive material is reported immediately to Campus Safety at Ext. 8111, the NBC officer at Ext. 8253, and Business Services at ext. 8365.

(2) When reporting, be specific about the nature of the involved material and exact location. Campus Safety will contact the necessary specialized authorities and medical personnel.

(3) The key person on site should evacuate the affected area at once and seal it off to prevent contamination of other areas until the arrival of campus safety personnel.

(4) Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give his/her name to campus safety. Required first aid and cleanup by specialized authorities should be started at once.

(5) If an emergency exists, activate the building fire alarm. It is also necessary to report the emergency by telephone. All campus fire alarms, with the exception of Bailo and Alumni halls, are connected to campus safety.

(6) When the fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

(7) Assist people with disabilities to exit the building. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. Residence life staff and/or Campus Safety will assist with the evacuation of people with disabilities. Such individuals should be led to the nearest stairway away from the problem area.
(8) 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.

(9) If requested, assist emergency crews as necessary.

(10) A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

(11) DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by university officials.

IMPORTANT: After any evacuation, report to the Kiernan Center unless directed otherwise. Remain there until efforts are completed to account for all building occupants. Further safety instructions will be made at the assembly area.

NOTIFICATION: Please refer to notification system on page 10.

**Bomb Threat**

(1) If you observe a suspicious object or potential bomb on campus, do not handle the object. Clear the area and immediately call Campus Safety at Ext. 8111.

(2) If you receive a bomb threat, find out as much as you can about the bomb and its location.

(3) Keep talking to the caller as long as possible and record the following:
   a) Time of call.
   b) Estimated age and sex of caller.
   c) Speech pattern, accent, possible nationality, etc.
   d) Emotional state of the caller.
   e) Background noise.

(4) Immediately notify Campus Safety, Ext. 8111.

(5) Campus safety will contact the authorized personnel to conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to campus safety. Do not touch the object. Do not open drawers, cabinets, or turn lights off.

(6) If an emergency exists, activate the building fire alarm.

(7) When the fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.

(8) Assist people with disabilities to exit the building. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. Residence life staff and/or campus safety will assist with the evacuation of people with disabilities. Such individuals should be led to the nearest stairway away from the problem area.

(9) 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.

(10) If requested, assist emergency crews as necessary.

(11) A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

(12) Do not return to an evacuated building unless told to do so by university
officials.

NOTIFICATION: Please refer to notification system on page 10.

Note: If terrorist threats have been made by telephone, computer, or mail, or by physical presence on campus, the Campus Safety officer on duty will:

(1) Initiate contact with the New York State Police, the Niagara County Sheriff's Department, or Lewiston Police for assistance.

(2) Notify the Executive Vice President.

(3) Notify the Emergency Coordinator.

(4) Take steps to secure evidence of threat.

The Executive Vice President or their designee, in consultation with the police, will determine if a potential or actual threat exists to the university community. A decision will also be made at this time whether to inform the Niagara University community. An information hotline will be set up on Ext. 8564.

Fire

In all cases of fire, Upper Mountain Fire Department must be notified immediately.
On-campus emergencies dial – Campus Safety Ext. 8111
Off-campus emergencies dial – 9-911.

If an emergency exists, activate the building fire alarm and report the fire by phone. All residence hall fire alarms, including the student apartments are connected to Campus Safety.

(1) If a minor fire appears controllable, contact the fire department and campus safety at Ext. 8111. Then promptly direct the discharge of the fire extinguisher toward the base of the flame.

(2) Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. (Training and information is available through facility services at Ext. 8431.)

(3) With large fires that do not appear controllable, notify the fire department and Campus Safety. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS!

(4) When the building fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.

(5) Assist people with disabilities to exit the building. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. Residence life staff and/or Campus Safety will assist with the evacuation of people with disabilities. Such individuals should be led to the nearest stairway away from the problem area.

(6) 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.

(7) Obey the requests of emergency crews.

(8) A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by university officials or emergency personnel.

Campus Safety will reset the alarm after the buildings have been evacuated and the fire has been extinguished.

Note: 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 rescue crews. 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 crews of your location.

NOTIFICATION: Refer to notification system on page 10.

Utility Failure

1. In the event of a major utility failure during regular working hours (8:30 a.m.-5 p.m., Monday through Friday), immediately notify Facility Services at Ext. 8430 or in person at Facility Services Building.

2. If there is potential danger to building occupants, or if the utility failure occurs after hours, on weekends or on holidays, notify campus safety at Ext. 8111.

3. If an emergency exists, activate the building fire alarm. Also report the emergency by phone.

4. All buildings must be evacuated when an alarm sounds continuously and/or when an emergency exists.

5. Assist people with disabilities to exit the building. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. Residence life staff and/or Campus Safety will assist with the evacuation of people with disabilities. Such individuals should be led to the nearest stairway away from the problem area.

6. 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.

7. If requested, assist emergency crews as necessary.

8. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

9. Do not return to an evacuated building unless told to do so by university officials or emergency personnel.

NOTIFICATION: Refer to notification system on page 10.

Additional Information And Procedures

Always observe steps 1 and 2 above whenever the following utility emergencies arise.

- Electrical Failure: If working with chemicals in a science lab, follow posted procedure to store chemicals. If necessary, vacate the area.

- Elevator Failure: If trapped in an elevator, use the emergency phone to notify Campus Safety.

- Serious Gas Leak: Cease all operations. DO NOT SWITCH LIGHTS ON OR OFF OR USE ANY HEAVY EQUIPMENT. Electrical sparks can trigger an explosion!
Notify Campus Safety at Ext. 8111. Evacuate the area.

- **Steam Line Failure**: Notify Facility Services or Campus Safety. If necessary, vacate the area.

- **Ventilation Problem**: If smoke odors come from the ventilation system, notify Campus Safety at Ext. 8111, or Facility Services at Ext. 8430. Evacuate the area.

- **Plumbing Failure / Flooding**: Cease using all electrical equipment. Notify Facility Services at Ext. 8430. If necessary, evacuate the area.

  For emergency maintenance after hours and on weekends and holidays, call Campus Safety at Ext. 8111.

- **Major Flooding**: In the event of major flooding stemming from the New York Power Authority facilities, see the following emergency action plan for dam failure.

### Dam Failure

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 advise everyone who may be affected to move to upper floors of the building they are in and to remain there until the area is deemed safe by authorities. Campus Safety will communicate and cooperate with the instructions of local law enforcement 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 the nearest multi-story facility.

**Specific and detailed information concerning the Niagara Power Project “Emergency Action Plan in the Event of Dam Failure” can be referenced in a complete manual located in the Campus Safety office, first floor, Perboyre Hall.**

**NOTIFICATION**: Refer to notification system on page 10.

### Weather Emergency

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.

1. Facility services (grounds department) will activate the snow removal procedure. First priority will be to keep access to the university open for emergency vehicles.

2. If there is potential danger to building occupants, or if utility failures occur (heat, electric, hot water), notify campus safety at Ext. 8111.

3. Activity outside the affected building(s) should be limited, especially at night, unless otherwise directed.
(4) If necessary assist those with disabilities within the building.

(5) 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.

(6) In a major emergency or disaster, Campus Safety is to relate concerns or problems concerning the emergency through the emergency command post unless instructed to the contrary.

NOTIFICATION: Refer to campus safety internal document “School Closing for Inclement Weather.”

Student Unrest
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:

(1) A student life official will attempt to talk with the leaders of the demonstration and provide reasons why the protest must end.

(2) Campus Safety will contain the demonstration area. Campus Safety may also request the use of the Student Affairs videotape for the gathering of documentation purposes.

(3) Failure of the protest group to disband upon request could result in calling the New York State Police, Niagara County Sheriff’s Department or Lewiston Police to assist campus safety. This decision and call will be made by the highest-ranking student life official at the scene. The assistant dean of student affairs will follow up with any necessary university judicial action.

Contact summary:

(1) Campus Safety must stay on scene for the duration of the protest.

(2) Campus Safety should contact the following staff members in order:
   (a) Assistant Dean of Student Affairs
   (b) Dean of Student Affairs
   (c) Vice President for Student Life
   (d) Director of Public Relations

   The first person contacted will inform the others on the list.

Workplace Violence
Procedures dealing with this matter are developed and available at Campus Safety. In the event an episode escalates to a crisis for the university community, the Emergency/Disaster Plan will be implemented.

Medical Situations
The university has established procedures to address isolated medical situation, these procedures are available through appropriate departments, Human Resources, Student Life, Campus Safety. Should a medical situation develop beyond isolated and is considered to be a crisis, the Emergency/Disaster Plan will be implemented as needed.
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.

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.

REVIEW AND IMPLEMENTATION

Working with the CCM, the emergency coordinator will:

1. Review this plan at least semi-annually,
2. Develop a training program for individuals cited in this document,
3. Schedule, coordinate, and conduct periodic tests of the plans,
4. Prepare, distribute, and post appropriate public information.