



ERIE COMMUNITY COLLEGE

STATE UNIVERSITY *of* NEW YORK



Emergency Operations Plan

Erie Community College

EOP May 2014

Prepared by College Safety Department

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OVERVIEW OF EMERGENCY OPERATION PLAN

Objective:

This plan serves as a guide for all College personnel in the event of an emergency at or near one of the three campuses of Erie Community College, including any situation requiring the closing of any campus or the suspension of classes. While no plan can cover every possible situation or emergency, this plan describes basic actions necessary to protect personnel and property and to enhance the capability of the College's response in coordination with local emergency response agencies. Specifically, this plan outlines recommended emergency management actions and resources required to:

- Minimize loss of life and property damage
- Care for the health and safety needs of personnel, students and visitors
- Maintain law and order and a safe working environment
- Restore essential services
- Provide for continuity of operations
- Provide recovery operations to expedite the return to normal College operations and resume class schedules
- Provide timely and accurate information to the public and the media

Understanding Emergency Operations

A. General

- On-Campus Emergencies
 - College personnel will respond to most campus emergencies using College resources. When the College (or one of its campuses) is designated as "closed," non-emergency employees shall not come to the College (or onto the designated ECC campus) unless specifically directed to do so by their supervisor.
 - Some situations will require emergency response from local government agencies which have the necessary trained personnel and emergency equipment.
- Off-Campus Emergencies
 - In some cases, emergencies occurring off campus will affect the College and its normal operation.

B. Phases of College Emergencies

- Preparedness Phase
 - Through training and awareness, the College will take aggressive action to prevent emergencies from occurring.
 - The College will take all actions necessary to maximize preparation for emergency situations.
- Response Phase
 - The College will ensure that there are sufficient resources available to handle routine emergencies on campus and will coordinate with local emergency response agencies for

emergencies requiring additional assistance.

- Recovery Phase
 - The College will take all necessary actions to facilitate a rapid and thorough recovery from any emergency situation in order that normal College functions can be resumed expeditiously.

C. Chain of Command and Scene Control

1. The president will direct all emergency response operations and preparations on campus, including suspending and reconvening classes, as outlined in this plan. In the event the president is unavailable, this responsibility shall be assigned to the executive vice president of legal affairs. If both are unavailable, responsibility will pass to the Chief Administrative and Financial Officer (CAFO) and AVP College Safety. When local emergency officials respond to campus emergencies, direction of emergency response operations will be assigned to the official having legal jurisdiction and authority granted by state statute.

2. The president has designated the AVP of College Safety as emergency preparedness coordinator and emergency operations officer for the College. In the event the AVP of College Safety is unavailable, the highest-ranking Principal Security Officer (PSO) or Campus Public Safety Officer (CPSO) present will assume this responsibility. If local officials are on campus and have assumed direction of operations as prescribed.

D. Authority, Organization and Responsibilities

1. Authority

The U.S. Department of Homeland Security Presidential Directive 5, “Management of Domestic Incidents,” requires states and local jurisdictions to adopt the National Incident Management System (NIMS) in order to standardize prevention, preparedness, response and recovery from domestic incidents.

The Erie Community College Emergency Operations Plan (EOP) was developed in accordance with NIMS guidelines in order to comply with the U.S. Department of Homeland Security Secretary outlining the minimum requirement for creating a standardized approach to emergency management and response nationwide. Emergency procedures in this plan are designed to facilitate the protection of lives and property through effective use of college and community resources.

This EOP adopts the relevant NIMS standards, guidelines and protocols suggested for institutionalizing the national system for emergency response. It addresses the appropriate steps for preparedness and training in order to minimize the damage resulting from natural and man-made disasters as well as from terrorist actions.

2. Organization

- a. The College’s Emergency Chain of Command, comprised of College administrators outlined below, will report to the president and direct the tactical and operational aspects of this plan.
- b. The Emergency Chain of Command, comprised of College personnel with specialized areas of expertise, will report as needed to the president and direct implementation of

this plan.

3. Responsibilities of the Emergency Chain of Command

As outlined on the following pages, the following College administrators and their staff are assigned specific responsibilities under this plan.

EMERGENCY CHAIN OF COMMAND

- College President or designee Jack Quinn
- Associate Vice President College Safety and Security John McDonnell
- Executive VP Legal Issues Kristen Klein Wheaton
- Chief Administrative and Financial Officer William Reuter
- Chief Information Officer Joseph Stewart
- Director of Building and Grounds/Emergency Coordinator Anthony Nesci
- EVP Student Affairs (North) Richard Washousky
- EVP Academic Affairs (South)-VACANT
- Principal Security Officer (City, South) Mark Hanzly
- Principal Security Officer (North) William Shand
- Campus Public Safety Officer (City, North, South) *see phone number below

COLLEGE SAFETY OFFICE

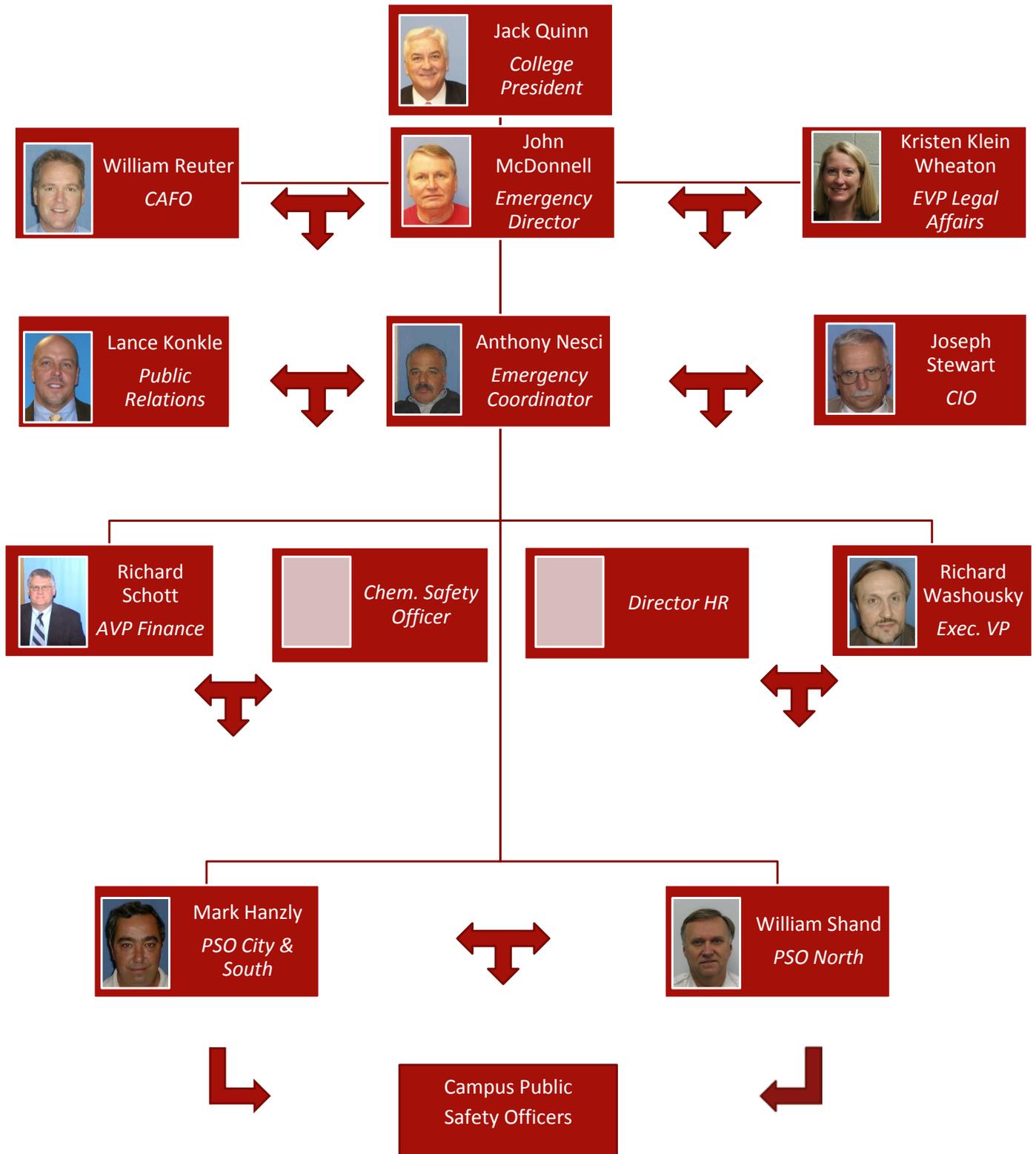
South Campus 851-1633

City Campus 851-1133
X 4545

North Campus 851-1433

EMPLOYEES, STUDENTS, AND VISITORS

In an event of an Emergency contact 911 or College Safety to initiate chain of command process



EMERGENCY OPERATION ASSIGNMENTS

The College President, AVP College Safety/Emergency Director or Emergency Coordinator serves as the overall emergency director during any emergency or disaster (coordinated with law enforcement and emergency medical response personnel.)

The authority to declare a campus state of emergency rests with the College President, AVP College Safety, or his designee as follows:

- During the period of any campus emergency, the President, AVP College Safety/Security, in collaboration with Director of Buildings and Grounds, as required, should place into immediate effect the appropriate procedures necessary in order to respond to the emergency, safeguard persons and property and maintain educational facilities.
- Only those faculty and staff members who have been assigned emergency resource team duties will be allowed to enter the immediate disaster site.
- In the event of a natural disaster or accident occurring on or about the campus, or which involves college property, the Director of Buildings and Grounds/Emergency Coordinator will determine the extent of any and all damage to college property.

Campus Safety and Communications: Principal Security Officer(s) - Supervisor(s), College Safety Officers and Campus Public Safety Officer or Building Guards:

Contact: College Safety Office 716-851-1133-City /716-851-1433-North/716-851-1633-South

- Maintains the College Safety Office in a state of constant readiness.
- Notifies college administrators of major emergencies.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect life, property and to safeguard records as necessary.
- Obtains assistance from local, county and federal government agencies for hazardous substance monitoring and first aid as needed.
- Provides traffic control, access control, perimeter and internal/external security patrols and fire prevention services as needed.
- Provides and equips an alternate site for the Emergency Command Post.
- Maintains liaison with the AV Department for telecommunications support as necessary.
- Initiates Informacast communication system when deemed appropriate.

Emergency Director: The College President, AVP College Safety, or designee is responsible for all activities within the territory of ECC.

The Emergency Director: John McDonnell

- Is responsible for the overall organization and execution of the college emergency response.
- Works with the Emergency Coordinator and others assessing the emergency and preparing the college's specific response.
- Declares and ends, when appropriate, the campus state of emergency as stated in the introduction.
- Notifies and conducts liaison activities with the college administration, governmental agencies, emergency resource team and others as necessary.
- Communicates, if necessary, with City and County Emergency offices, Homeland Security and FEMA.
- Decides on necessity of and means to inform college staff and students using all available outlets (television, radio, cell phones and computers.)

The coordination of campus emergency resource teams is the responsibility of the Emergency Coordinator, who will coordinate all on-campus emergency functions as directed. The Emergency Coordinator is also responsible for establishing an Incident Command System.

Emergency Coordinator: Director of Building and Grounds

The Emergency Coordinator: Anthony Nesci

- Is responsible for the overall coordination of the college emergency response.
- Assesses the type and magnitude of the emergency and establishes the appropriate emergency command post.
- Contacts the President and college administration immediately in case of an emergency.
- Begins assessment of the condition in the area that is affected by the emergency.
- Coordinates the activity of College Safety and maintenance personnel in order to maintain safety and order.
- Communicates with law enforcement, fire, EMS and, if necessary, notifies the members of the emergency response team and advises them of the nature of the emergency.
- Insures that appropriate notification is made to off-campus staff when necessary.
- Performs other related duties as may be dictated by the nature of the campus emergency.
- Prepares and submits a report to the President, in conjunction with the Director of Human Resources, appraising the final outcome of the emergency.

The Emergency Coordinator will establish a command area for federal/state/county agency assistance for operations of the combined on-site emergency resource team. A conference room/area with facilities for the emergency team and/or media areas which are designed to accommodate multiple telephone and/or electrical appliances is desirable.

Damage Control: Director of Buildings and Grounds/Emergency Coordinator:

Contact: Anthony Nesci

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel and supplies; assigns vehicles as required to the Emergency Response Team for emergency use.
- Obtains assistance of utility companies as needed for emergency operations.
- Furnishes emergency power and lighting systems as needed.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency regenerator fuel during actual emergency or disaster periods.
- Provides for storage of vital records at an alternative site; coordinates with building and area coordinators for liaison and necessary support.

Safety Marshals: Campus Fire Marshals/Volunteers composed of faculty and staff:

- During an emergency or crisis within the college premises, visits from individuals outside the college community will increase. To facilitate travel, safety marshals will meet visitors and direct them to the appropriate location on their respective campus.
- Alternate resources and assistance maybe provided by employee groups as deemed appropriate. This may include support from fire marshals and other volunteer groups
- Refer to training scenarios and preparedness drills for emergencies.

EMERGENCY PROCEDURES AND GUIDELINES

This section contains the procedures to be followed during various types of emergencies. These procedures should always be followed in sequence, unless conditions dictate otherwise.

BUILDING EVACUATION:

- Building evacuations will be ordered by the Emergency Director (President, AVP College Safety or designee), Emergency Coordinator or Campus Designee
- Building evacuation will be announced by activating the fire alarm, by electronic means (NY-ALERT see page 24, PA system, Informacast, text messaging, cell phones) or upon notification by College Safety.
- When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same if they are not responding. Suggestion: Take your personal belongings – you may not be allowed to return into the building. Leave the building in fastest possible way, using the nearest exit.
- Assist individuals with disabilities to designated area (wait for emergency personnel, fire department or law enforcement to assist.)
- Do not use the elevators in cases of fire and/or earthquake.
- Once outside, proceed to a clear area at least 500 feet from the building.

LEVELS OF EMERGENCY

The potential emergencies are categorized in three levels to provide guidelines that will assist in the determination of appropriate response:

Incident Level I (Minor emergency)

- Limited or no danger to life (minor number of injuries, no deaths)
- Limited or no evacuation required
- Minor resources required

Incident Level II (Major emergency)

- Moderate danger to life (medium number of casualties and a variety of injuries, limited number of deaths)
- Moderate evacuation required
- Moderate resources required

Incident Level III (Disaster)

- Major danger to life (mass casualties, large number and variety of injuries and deaths.)
- Major evacuation required
- Major resources required

INCIDENT COMMAND SYSTEM:

The Incident Command System is a management system established to mitigate the risks by providing accurate information, strict accountability and planning, as well as establishing cost-effective operations and logistical support for any incident.

When an emergency occurs or is eminent, it shall be the responsibility of the College Safety Office to set up and staff an appropriate Emergency Command Post as directed. The regular College Safety facilities on the campus must also be kept operational if able (via phones, radios, computers, etc..)

- ***Field Emergency Command Post (Incident Level I) See Page 29 "Designated Communication Center"***

If the emergency involves only one building or a small part of the campus, a College Safety patrol vehicle is to be placed as near the emergency as is reasonably possible. At least one uniformed officer or assigned maintenance person is to staff the command post at all times or until the emergency ends. A desk, chair(s) and a telephone may also be required near the

scene.

- *Field Emergency Command Post (Incident Levels II and III)*

If the emergency involves a large part of the campus, the command post is to be set up in the main College Safety Office (located at the campus of the incident). If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed officer or assigned maintenance person is to staff the command post at all times until the emergency situation ends.

TYPES OF EMERGENCIES

Types of emergencies covered by these procedures are: weather/natural related, accidents/disasters, and civil disturbances.

Weather Related/Natural Disasters/Severe Weather

- Snow, ice, wind, blizzard type storms
- Flood
- Earthquake
- Other severe weather related incidents

Accidents/Disasters

- Fire
- Chemical/radiation spill
- Utility failure
- Explosion
- Aircraft crash on campus
- Medical emergency (i.e. epidemic poisoning)
- Structural damage

Civil Disturbances

- Mental health emergencies
- Civil disturbances or demonstrations/strikes
- Bomb/bomb threat /Explosives
- Violent or criminal behavior
- Active Shooter on campus

- Terrorism/Hostages
- Emotional Distraught Persons

WEATHER RELATED/ NATURAL DISASTER PLAN

College Safety will assist students and employees and direct them to designated safe areas if necessary. Prompt and regular inspections by the Director of Buildings and Grounds will be completed to determine if buildings should be evacuated, what hazardous areas should be avoided and what safe routes of egress from buildings and facilities may be available.

Any decision to evacuate will be made as soon as possible and implemented.

In the event of a major weather-related disaster or storm where students and employees may be required to remain at the college for an unusual length of time, it may be necessary to house, feed and provide drinking water for a large population. Rationing of food and water may be considered. Assignment of personnel to safe areas and rooms may be necessary and other actions such as eating schedules, emergency lighting, protection against looting, etc. may be required. The Director of Buildings and Grounds shall coordinate all of these efforts.

Once the safety and welfare of students and employees are ensured and the danger to property and equipment reduced, recovery and repair operations will receive primary consideration. Completion of this effort may involve restoration of utilities, electrical and machinery areas, specialized areas such as information technology services, lobbies, offices and other support facilities. Assistance required at this time will include, but not be limited to: an increase in staff, emergency food services, emergency procurement and provisions for emergency expenditure of funds. The Director of Buildings and Grounds shall coordinate these efforts.

EARTHQUAKE

- If **INDOORS**, seek refuge in a doorway, under a desk or table. Stay away from glass, windows, shelves and heavy equipment.
- If **OUTDOORS**, move quickly away from building, utility poles and other structures. Caution: Avoid power or utility lines as they may be electrified.

FIRE

- In a fire emergency, pull the fire alarm; dial 9-1-1 from any in-house phone.
- Report the emergency by telephone to the appropriate College Safety Office (North; 716-851-1433, South; 716-851-1633, City; 716-851-1133.)
- Evacuate all rooms, closing all doors and windows to confine the fire and reduce the oxygen. **DO NOT LOCK DOORS.**
- When alarms sound or when told to leave the building by College Safety or a college official, walk quickly to the nearest marked exit.

- Assist individuals with disabilities to the designated area.
- Once outside, move to a designated safe area.

CHEMICAL OR RADIATION SPILL

Chemical Safety Officer: Rebecca Runkel Room 1106

- Any spillage of a hazardous chemical, radioactive material or items of unknown composition are to be reported immediately to College Safety and the Chemical Safety Officer.
- When reporting, be specific about the nature of the spill (if known) and exact location. College Safety and/or the Chemical Safety Officer will contact the necessary specialized authorities and medical personnel.
- The key person on-site will evacuate the affected area at once and seal it off in order to prevent further contamination until College Safety and specialized personnel arrive.
- Anyone who may be contaminated by the spill is to avoid contact with others, remain in the vicinity and give their name(s) to College Safety. Required first aid and cleanup will be started when safe to do so.
- If told to leave the building by College Safety or college officials, walk quickly to the nearest marked exit.
- Assist individuals with disabilities to a designated area.
- Once outside, move to a designated area.
- If your body or clothing were affected, search for clean up at site. Once at home, undress yourself before entering the house and immediately take a shower. Pack your potentially contaminated clothing in plastic bag and keep it outside the house until you get further instruction. Emergency eye-wash and shower stations available in most laboratories.
- Remember that there are different procedures for chemical and for radiation spill. While a chemical spill might be quickly deactivated by authorized agencies, a radiation spill might need more time before the room/building is to be declared safe.

HAZARDOUS MATERIALS RESPONSE PLAN

Chemical, biological and radiological materials pose no threat to the college community when properly stored and handled. Their transportation is regulated by the Federal Department of Transportation and normally possesses no danger. However, during a natural or man-made disaster, hazardous materials become of specific concern.

Since the safety of the college community is at stake, the proper immediate response to an incident is most important. The course of action will be dictated by:

- Cause of the incident, natural or man-made
- Type of contamination
- Extent of contamination
- Location of contamination
- Weather conditions
- Time of day

- Extent of damage or injury
- Other

Erie Community College utilized the Erie County Hazard Communication Program which satisfies the provisions of the Occupational Safety and Health Administration's Title 29 Code of Federal Regulations 1910.1200. The program can be accessed online at <https://sharepoint.ecc.edu> under the workplace safety site. A list by department of all chemicals stored on campus is maintained by and available from the Chemical Safety Officer. In addition, a current Safety Data Sheet (SDS) for each chemical is maintained in the department of ownership and a master set, with 24-hour access, is located at the College Safety Office.

At a minimum, each SDS includes:

- Precautions
- Fire and explosive hazard data
- Health hazard data
- Reactivity
- Spill and disposal procedures
- Suggested protection equipment (personal and industrial)
- Storage and handling precautions
- Transportation data

Each SDS also contains a 24-hour emergency telephone number for the distributor or manufacturer.

All vehicles transporting chemicals are required to carry a bill of lading, which must list a 24-hour emergency telephone number for each chemical carried.

The report of any suspected spill, contamination, reaction, release or condition involving these hazards must be considered factual by responding personnel until determined otherwise by the proper authority.

Procedures

Notification of a hazardous materials incident will require college safety receiving the initial report. As a minimum, the following information should be collected:

- Location of the incident
- Type of incident (i.e. Anthrax contamination, spill, leak, explosion, etc.)
- Specific identification of hazard, or, if unavailable, general class.
- Source (i.e. truck, specific college department, contractor, etc.)
- Best direction of approach for emergency response units
- Estimation of immediate needs, (i.e. ambulances, firefighting equipment, etc.)

The dispatcher's response will be to immediately notify:

- The AVP Security and/or College Safety personnel
- 9-1-1
- Department of Emergency Services 716-858-6578
- Make available to the operational response units the Material Safety Data Sheets and 24-hour emergency telephone number for the chemicals involved.

UTILITY FAILURES (Anthony Nesci)

Utility failure on ECC Campus includes:

- Electricity failure
- Elevator failure
- Plumbing failure
- Natural Gas leak
- Ventilation failure

If a major utility failure occurs during regular maintenance department working hours, (6 a.m.-2 p.m. Monday through Friday) immediately notify the college maintenance department.

716-851-1148-City

716-851-1186-South

716-851-1444-North

In case of a utility failure that might represent a danger to building occupants or the building itself after the maintenance department working hours, weekends or holidays, notify College Safety at the appropriate campus.

Electric/Light Failure (National Grid 1-800-867-5222)

Most of the classrooms and offices in ECC campuses have direct lighting via windows. Therefore temporary disruption of electrical power/lighting is not a reason for panic and evacuation.

If electrical power failure occurs, notify the maintenance department and/or College Safety and wait for information and instruction.

If notified to evacuate, emergency lighting will be sufficient to allow safe evacuation. Specifically, for the City Campus – use the staircases located on the side of the building closest to Ellicott Street which have natural lighting.

Elevator Failure (Schinder Elevator Service 716-632-1463)

If you are trapped in the elevator, use the elevator phone to contact College Safety. In elevators without phones, press red alarm button. Do not attempt to pry doors or loosen any

panels. Do NOT panic, help is on the way.

Plumbing/Sewage Failure and Flooding (*Buffalo Sewer Authority 716-883-1820 ext. 601*)

Flooding could occur because of natural reasons: pouring rain, fast melting snow, or a failure in the main water supply. In both cases, the Maintenance Department and College Safety should be informed.

If serious flooding occurs, immediately cease using all electrical equipment. If possible, an engineer will shut off all circuit breakers. Evacuate the area, avoiding already flooded areas if possible. Be aware that in flooded areas some short-circuits might occur and you could be electrocuted.

Serious Gas Leak (*National Fuel 1-800-444-3130*)

If you smell natural gas, cease all operations. Evacuate areas at once and then notify College Safety and/or maintenance. Remember: any arching (electrical or by matches) can trigger an explosion. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. Do not use the phone in that area.

Ventilation Problem

If smoke odors come from the ventilation system, immediately notify College Safety or maintenance. If necessary, cease all operations and vacate the area.

ACCIDENTS

Vehicular:

If you are involved in or witness any vehicular accident on campus, the following steps should be taken:

- Render any immediate first aid that you are qualified to provide. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
- Notify College Safety of the accident, providing details about the location, number of vehicles involved, vehicle descriptions, and any injuries that resulted. Remain on the telephone with College Safety unless instructed otherwise.
- Remain at the scene of the accident until a College Safety officer arrives, and advise any parties to the accident that they also need to remain. If a party to the accident attempts to leave prior to the officer's arrival, do not attempt to stop the person. However, do take note of the appearance of the vehicle and person, and attempt to record the license plate number.
- Upon arrival, the responding College Safety officer shall be responsible for subsequent steps, including coordination with any responding emergency personnel, identification of witnesses, investigation of the accident, and submission of any required motor vehicle collision reports.

Workplace:

If you are involved in or witness a workplace accident on campus, the following steps should be taken:

- Check the scene to make sure it is safe for you to respond.
- Render any immediate first aid that you are qualified to provide. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
- Notify College Safety of the accident, providing details about the location, nature of the accident, and any injuries that resulted. Remain on the telephone with College Safety unless instructed otherwise.
- If the cause of the accident still poses a danger to others, notify the officer and provide whatever assistance you are requested to and capable of rendering to reduce or eliminate the danger.

EXPLOSION, AIRCRAFT CRASH ON CAMPUS

In the event of an explosion or a downed aircraft on campus, the following actions should be taken:

- Everyone should immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.
- If the building is involved or endangered, leave the building as fast as possible and search for a shelter in appropriate area (if no other instruction is given.)
- Assist individuals with disabilities to the designated areas.
- Once outside, move to a designated area and call 9-1-1
- An Emergency Command Post will be set up near the disaster site.

CIVIL DISTURBANCE OR DEMONSTRATIONS

On campus demonstrations require prior approval from the President, AVP Security or designee. The college administration should be informed at least 24 hours in advance of any scheduled demonstrations.

The Emergency Director (The President, AVP Security or designee) or Emergency Coordinator will be notified immediately if during the demonstration there is:

- Interference with the normal business of the college
- Prevention of access to office, buildings or other college facilities
- Threat of physical harm to persons or damage to college facilities

If necessary, the local, county and/or state law enforcement will be notified for occurrence of such disturbances.

Peaceful, Non-Obstructive Demonstrations

Generally demonstrations of this kind should not be interrupted, but should be closely monitored by the college administration.

Disruptive Demonstrations

If the demonstration blocks access to college facilities or interferes with the operation of the college:

- Demonstrators will be asked to terminate the disruptive activity in a coordinated effort by the Dean of Students and the Emergency Coordinator or his/her designee.
- Help from College Safety Officers and local law enforcement authorities will be sought.

SUSPICIOUS PACKAGE

- If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call College Safety
- (North; 716-851-1433, South; 716-851-1633, City; 716-851-1133), and/or 9-1-1.
- Move to an area which is not directly exposed to the potential explosion wave.
- Follow the instructions of authorized personnel.

BOMB THREAT

- Any person/office receiving a bomb threat call notifies College Safety.
- President or designee determines course of action.
- Consider the threat seriously, even knowing that in many cases the threat could be false.
- Allow the authorities to decide if the threat is real or false.

VIOLENT OR CRIMINAL BEHAVIOR/HOSTAGE/WORKPLACE VIOLENCE

- Dial 9-1-1 and then College Safety.
- Promptly notify College Safety of any potential or actual incidents. Include the following:
 - Nature of the incident;
 - Location of the incident;
 - Description of person(s) involved;
 - Description of property involved;
- Should gunfire occur or explosives be discharged, you should take cover immediately using all available concealment or evacuate if possible. Lock/barricade the door of your room, stay away from windows and doors.

WHAT TO DO IF TAKEN HOSTAGE: (NO ACTIVE VIOLENCE)

- The initial 45 minutes are the most dangerous. Follow instructions. The captor may be emotionally imbalanced. Do not make mistakes, which could scare the captor and endanger your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with captor at all times if possible, but do not stare. Treat your captor with regard to his/her mental state.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the negotiators or police on the phone. Attempt to establish rapport with captor. If medications, first aid or rest room privileges are needed by anyone, say so. The captors in all probability do not want to harm hostages.

ACTIVE SHOOTER/SHOOTER ON CAMPUS

- If you understand that shooting activity is going on in the campus, immediately take cover, then call 9-1-1 and alert College Safety.
- If possible evacuate building IMMEDIATELY seek safety/sheltered area.
- If unable to evacuate, lock/barricade yourself and/or others in a room away from entrances, turn off lights. (Shelter in Place)
- Retreat to a safe area away from windows and doors, to reduce the possibility of being shot through the door or windows.
- Remain quiet and as calm as you can, until emergency personnel clear the area and notify you that it is safe to emerge.
- Listen for commands/directives from law enforcement and first responders.

In case that shooting is going on in the room you occupy, attempt to subdue, attack or stop the shooter. You may have no other choice but to attack the shooter if your life is in jeopardy.

EMOTIONALLY DISTRAUGHT PERSONS (Mental Health Issue)

Project calmness; move and speak slowly, quietly and confidently.

- Call 9-1-1 or College Safety if possible.
- Be an empathetic listener: encourage the person to talk and listen patiently.
- Do not challenge or interrupt the person while they are talking.
- Use “I” language, such as: “I see,” “How can I help?” “I want to understand.”
- Avoid the use of threatening or derogatory words, such as: “You are wrong.” “You shouldn’t feel that way.”
- Never belittle the person or make him/her feel foolish.

- Avoid making false statements or promises you cannot keep.
- Acknowledge the person's feelings. Indicate that you can see he or she is upset.
- Arrange yourself so that an exit is accessible.
- Avoid any physical contact, finger-pointing or long periods of eye contact.
- Do not touch the person.

PREPAREDNESS

It should be understood that many disaster incidents might be minimized and even avoided if the appropriate steps are properly implemented in a timely manner. College administration must recognize that several thousand students, staff and children are to be taken care of. Some actions require funds, some depend on a set of psychological instructions and some require practice and drills.

General Notification:

- The Office of President should design appropriate posters which will be placed near the elevators, on traditional bulletin boards and on the Web Portal.
- The Student Government Association and the student newspaper should be actively involved in creating atmosphere of preparedness for emergency.
- Each classroom and/or office should have posted next to the door a map of the floor with a clear indication of the room location and nearest exit.
- Next to this map should be posted instructions for basic actions in an emergency.

Instructions to Students:

- Verbal information for security requirements and restrictions.
- Written summary of the verbal information.
- Laminated pocket size instruction manual for immediate action at the time of an emergency with basic phone numbers.
- Memo from the President or his/her designee informing students that preparedness for accidents and incidents is the best way to prevent emergency situations.

Instructions to Staff:

- Every staff member should receive verbal and written instructions for his/her action in case of emergency, subject to signing.
- The staff should receive updates on the methods for preventing emergencies annually.
- The instructions should be campus/building specific.
- During the first week of the semester, each instructor should inform students on the

procedures for evacuation and other actions in case of emergency.

- This information should be repeated when the permanent roster is received by the instructor.

Drills

- Fire drills need to be performed to comply with local regulations.
- Specific drills should be organized with maintenance staff twice a year.
- Both types of drills should be carefully planned and executed.
- Childcare/lockdown drills should be implemented by this policy.

Training

Training procedures are designed to teach students and staff vital skills that they will need during a crisis or critical incident. It underlines that:

- The first few minutes of an emergency event can be critical to the safety and security of students and staff.
- Information on standardized safety terms and their proper implementation are vital and should focus on basic crisis response techniques, including shelter-in-place, lockdown, and evacuation.
- Staff and students need to learn specific methods to protect themselves and their valuables on campus. Safety and security tips for the class/office rooms, hallways, parking and vehicles will help to make the campus a more secure and safe environment.
- Training is essential for proper preparation in all emergency situations.
- Staff and students should learn the warning signs for emerging crisis and how to use the referral and information system. It is essential to have the proper knowledge and training for staff and students to respond appropriately. Crisis Response Basics can be offered as a foundational campus safety course for all college administrators, faculty, staff and students.
- Special attention is needed on treating individuals with disabilities.

This Emergency Response Plan will be reviewed by ECC's Safety committee annually. Updates including additional facilities and changes in technology will be completed as deemed appropriate. The revised plan will be submitted to the President and Board of Trustees for approval. Please use "notes" page to record any comments or input for future revisions to the college EOP.

| | |
|------|------|
| WXRL | WBEN |
| WJYE | WYRK |
| WIVB | WHLD |
| WGRZ | WHTT |
| WKBW | YNN |

FIRE DRILLS:

The State of New York mandates regular monthly fire drills for Child Development Centers. In addition, the centers are evacuated any time the fire alarm sounds.

If at the moment of evacuation, parents are present, they must evacuate via the posted evacuation route.

EMERGENCY PREPAREDNESS:

In each classroom, laminated security instructions and classroom locations/evacuation routes are posted. Next to these postings, First Aid kits and flashlights are located. In the event of an emergency that has the potential for causing bodily injury and/or building damage, all staff and children should follow the Emergency Operations Plan, as well as the instructions of Campus Safety and Emergency personnel.

If it is necessary to evacuate the center, all staff and children will be directed to one of designated safe havens (posted in each classroom). Classroom emergency bags will accompany each class. The Director is responsible to carry emergency evacuation bag, medications, and medication logbook. The Administrative Assistants at City Campus and North Campus are responsible for carrying the daily attendance log. At the South Campus center, a teacher in each classroom is responsible for carrying the daily attendance log and emergency card file. If the emergency situation prevents the return of children and staff, all efforts will be made to inform the parents of the location of children. The booklet parents received when signing the contract contains the list of safe haven locations and the means of communications with these locations.

If the emergency requires that everyone remain in the center, the classroom emergency supply bins will be utilized until assistance arrives. Each Center has enough water, food, and blankets to accommodate children for a designated period of time.

If a shooting occurs on campus, all efforts will be made to ensure that children and staff stay away from direct exposure to doors. These doors will be barricaded in order to secure the area against intruders entering the area by force.

“SHELTER IN PLACE” PROCEDURE:

A “shelter in place” procedure has been developed for the three Child Development Centers. It is mandatory that the centers practice the procedure on a regular basis. Explain how procedure is performed

LOST CHILD PLAN:

In the unlikely event a child becomes missing within the center, on a Campus walk, or on an authorized field trip, the staff will search the area and immediately notify the proper emergency personnel and College Safety. If unable to locate the child, the Director or other authorized person will contact

- Campus Safety (Ext. 4545)
- Field trip organization (farm, zoo, etc.)
- Local police department: 9-1-1
- The parents

MEDICAL EMERGENCY:

There may be a time when special medical attention is necessary for a child. If this happens, especially in an emergency, 9-1-1 will be called. Trained center staff will administer first aid until emergency services arrive. Parents will be informed.

All staff members are certified in First Aid and CPR. All centers have MAT (Medicine Administration Tech) staff members who are trained to administer medications

FAMILY EMERGENCY PLAN:

Parents and staff are asked to report any suspicious activity around the centers to the College Safety Department immediately. Each family is requested to develop an emergency plan that includes:

- Providing the child care center with emergency contact information (land and cellphones, as well as e-mail addresses.)
- Knowledge of location of emergency safe havens
- Creation of family emergency action plan
- Having center telephone available for family members
 - City: 851-1150; Brenda Feidt
 - North: 851-1437; Fay Tassiopulos
 - South: 851-1730; Pam Jasinski
- Provide contact address/phone number outside metropolitan Buffalo area.
- Develop family plan for evacuation

COMMUNICATIONS

Overview:

Erie Community College utilizes a variety of communication resources depending on various circumstances and the severity of emergency. They include:

- Telephone/Email/Text/ECC Today (website)
- Building PA systems (public announcement through loud speaker)
- Informacast (inter-campus telephone communication)
- SUNY NY-Alert (statewide emergency notification system)
- Radio communication (law enforcement and first responder communications)
- Core Crisis Communications Team (administrative staff and designees) See Page 27
- Local media (television and radio)

THE STATE UNIVERSITY OF NEW YORK NY-ALERT

Procedure: Acceptable Use of NY-ALERT

Purpose: To integrate New York State’s NY-ALERT All-Hazards Alert and Notification System into The State University of New York (SUNY) emergency alerting program. This procedure seeks to ensure the appropriate and effective use of the NY-Alert service by authorized campus personnel.

Overview: NY-ALERT is the New York State All-Hazards Alert and Notification web-based portal. This portal provides a mechanism by which campus officials can send emergency and safety information and protective action messages to the campus community.

Via NY-ALERT, SUNY campuses can provide pre-incident educational and warning information to students, employees, visitors and parents, as well as provide timely emergency information to the same groups to protect lives and well-being, protect assets and minimize campus disruption.

The NY-ALERT system can be used only by authorized campus personnel (up to three per campus) to send emergency messages, including emergency protective actions, warnings and post-incident information related to life safety issues to the campus community.

Alert notifications are allowed pertaining only to events in the categories identified below or other “life threatening” situations. “all clear” and/or additional follow-up

messages pertaining to end of event or additional instructions regarding the event are acceptable.

Emergency contact information is collected and provided only for emergency notifications by authorized campus management.

General notifications of campus non-emergency events or activities are not acceptable via the SUNY NY-ALERT service.

Classification and Acceptable Usage:

- Bomb Threat – Based on intelligence that indicates the threat is credible.
- Civil Disturbance – Large group disrupting normal campus activities.
- Fire – Large-scale fire to building(s), wildfires, local community or industry that endangers campus.
- Hazardous Material - Dangerous material, chemical, biological, nuclear spreading from a contained area.
- Major Road Closing/Incident – Unanticipated event that would disrupt safe passage to and from campus.
- Medical Emergency – Pandemic or event with mass casualties.
- Personal Safety – Situations that include use of weapons, violence, perpetrator(s) at large, an active shooter, hostage situation or missing persons. Any situation, on or off campus, that, in the judgment of the College President or designee, constitutes an on-going or continuing threat to person or property.
- Suspicious Package – Reasonable belief that a package may contain chemical, biological or nuclear substance that would cause harm to persons or property.
- Utility Failure - A major disruption or damage to utilities including gas, electrical or water.
- Weather - Severe weather conditions to include flooding, snow/ice/cold, thunderstorm, wind, tornado or hurricane.

NY-Alert Notification Gateways

- Alerting and notification through the use of Fax servers.
- Alerting and notification through the use of a Web site and RSS Readers.
- Alerting and notification through the use of phone dialers.
- Emergency notification through the use of local cell towers.
- Emergency alert notification through traditional EAS.
- Alerting and notification through the use of SMS and pagers.

Notification through multiple technologies allows greater dissemination of information to the public

in the incident of an all-hazard event.

COMMUNICATION WITH MEDIA:

The Media Communication Plan provides policies and procedures for the coordination of communication within the college, and between the college, the media and the public in the event of an emergency.

Media Communication Plan

Procedure:

In the event that an emergency occurs, the President should be notified immediately at 716-851-1200. After regular business hours, contact College Safety.

The President will determine whether to convene the emergency communication team. If not, the president will immediately communicate information regarding the situation to the public relations director and public information officer.

If the President decides to convene a media communication team, he or she will immediately notify core team members, referring to the sequence of notification chart.

Core Crisis Communications Team

- College President, *Jack Quinn*
- Emergency Director, *John McDonnell*
- Exe VP Legal Issues, *Kristen Klein-Wheaton*
- Emergency Coordinator, *Anthony Nesci*
- CIO, *Joseph Stewart*
- CAFO, *William Renter*
- EVP Academic Affairs, South Campus, *VACANT*
- EVP Academic Affairs, North Campus, *Richard Washbousky*
- Director of Public Relations, *Lance Konkle*
- AVP of Finance, *Richard Schott*
- Chemical Safety Officer, *Vacant*
- Principal Security Officer(s), *Mark Hanzly and William Shand*

The Core Crisis Communication Team will: (7-Step Process)

Step 1: Assess the crisis situation

The crisis communication team will be briefed on the situation and the facts surrounding the event. Staff will gather additional facts and background information as needed. A fact sheet summarizing the situation with bulleted items will be developed and distributed to team members.

Step 2: Identify audiences

The crisis communication team will identify a list of audiences and the key messages to convey. Audiences may include:

- Students
- Faculty
- Administration
- Union presidents
- Board of Trustees
- Parents
- Alumni
- Media
- Government (executive, legislative)
- General public

Step 3: Identify and implement key messages

College officials should develop a few clear, simple messages for its stakeholders and the media. The message would be updated in accordance of the specific emergency situation prior to delivering the message to the target audience.

Step 4: Decide on communication method(s)

Determine what the best way to communicate the key messages is. A news release, fact sheet, press conference, mass e-mail or mass voice mail are possibilities.

Step 5: Prepare response(s)

Internal communications

Internal audiences are the first to be informed of an emergency situation via the college Informacast communication system.

Campus switchboard operators and the call center will be notified regarding key facts of the crisis and where to refer calls pertaining to the crisis.

External communications

- Statement
- News conference
- News release

Alternative communications

- Emergency hotline 716-270-5736 (emergency school closings)
- Website

Step 6: Ensure proper follow through

- Stay in touch with audiences after a crisis, especially with those affected.
- Keep the media informed of any updates in the situation, or let them know the crisis has ended.

College Spokespersons:*Primary Spokesperson Name*

President: Jack Quinn

City Campus

121 Ellicott St., Buffalo, NY 14203

Designated Alternate Spokesperson(s)

Executive Vice President Legal Issues: Kristin Klein Wheaton

South Campus

Associate Vice President of College Safety: John McDonnell

City Campus

Director of Public Relations: Lance Konkle – Office: 716-851-1868

In addition to the President or designated spokesperson, it can be anticipated that other parties involved in resolving the emergency situation, such as the police, fire department, health officials,

etc., would also have a spokesperson. It is important to obtain the identity of that individual as early as possible so all statements and contacts with the media can be coordinated between the two individuals and their organizations/interests whenever possible.

Designated Communications Centers

In the event of an emergency or crisis situation, the following locations will be designated as crisis communication centers: * **Note not for public knowledge**

City Campus –

North Campus –

South Campus –

These communications centers will be open to the emergency response and communication team, college trustees, government officials and other parties involved in the crisis for the purpose of gathering information, press release and statement writing. The centers will also serve as locations for a press conference if needed.

When activated, the communication center(s) staff will be furnished with kits including the emergency response and communication plan, checklist and notepad, phone directories, media lists, news release and media alert templates.

Should the centers be unavailable due to circumstances such as loss of power, fire, etc., alternate locations will be designated by the President.

Securing Parking Spots for News Media

College Safety personnel will reserve spaces in the parking lots at North and South campuses for media. If security does not have the staff available, maintenance will then reserve parking spaces if needed.

City Campus - Ellicott Street entrance

North Campus - Entrance of Gleasner Administration Building

South Campus - Greet visitors at: Entrance of Building 1

Step 7: Post Crisis – Evaluation:

Prepare follow-up information to college community, Board of Trustees, local media and

government officials within 48 hours of crisis situation

- Analyze print and broadcast coverage
- Design strategies to assess any damage done by the crisis
- Evaluate crisis preparation and planning; make adjustments as needed
- Extend appreciation to media organizations/representatives for the cooperation during the crisis situation
- A photographer and/or videographer will also be utilized to document the scene

INSTITUTIONAL PROPERTY

Sites/Contact Numbers:

Erie Community College is a two-year community college with no on campus residence halls or living facilities. It has three central campuses (City, North and South) and three satellite offices (Employment & Training Center, Vehicle Technology Training Center and ECC Foundation/Alumni House).

| City Campus | North Campus | South Campus |
|---------------------|-------------------------|-------------------------|
| 121 Ellicott Street | 6205 Main Street | 4041 Southwestern Blvd. |
| Buffalo, NY 14203 | Williamsville, NY 14221 | Orchard Park, NY 14127 |
| (716)851-1133 | (716) 851-1433 | (716) 851-1633 |

Sites/Contact Numbers Con't:

Annex (45 OAK)

45 Oak Street
Buffalo, NY 14203
(716) 851-1132

Burt Flickinger Athletic Center (BFAC)

21 Oak Street
Buffalo, NY 14203
(716) 851-1220

Green Tech Training Center

4196 Abbott Road

Orchard Park, NY 14127

(716) 270-4631

Vehicle Technology Training Center (VTTC)

5885 Big Tree Road

Orchard Park, NY 14127

(716) 270-2630

Foundation/Alumni House

4196 Abbott Road

Orchard Park, NY 14127

(716) 851-1990

North Campus – 8 buildings

- Gleasner Hall (offices, classrooms, computer center and auditorium)
- Kittinger Building (classrooms, offices, food service area and labs; chemicals on site)
- Rath Day Care Facility (child care)
- Nunan Center (offices, building and grounds areas, maintenance and gasoline tanks)
- Bretschger Technical Center (offices, classrooms, labs; chemicals on site)
- Bell Sports Center (offices, athletic department areas)
- Dry Memorial Library
- Spring Student Center (classrooms, labs, food service area with two full kitchens, HVAC, dental labs and nursing offices)

South Campus – 7 buildings

- Building 1 (Administration offices, computer center)
- Building 2 (classrooms, child care, HVAC, auto body, graphic arts and labs)
- Building 3 (classrooms, offices, Disabled Student Services, biology labs; chemicals on site)
- Building 4 (classrooms, offices and labs)
- Building 5 (auditoriums, food service area, library, student center, bookstore, offices, kitchen, nurse's office and classrooms)
- Building 6 (offices, classrooms, gym, other athletic areas)
- Building 7 (maintenance, HVAC, gasoline tanks, chemicals, mechanical and Community Service Department)

Satellite Offices at South Campus – 3 buildings

- Green Tech Training Center
- Vehicle Technology Training Center (chemicals on site)
- Alumni/Foundation House

City Campus – 3 buildings and a tunnel

- Post Office Building/Main Building (administration offices, offices, classrooms, library, day care center, kitchen, computer center, labs; chemicals on site)
- Flickinger Center (offices, classrooms, 2 pools, gym, college/public wellness center, chemicals, HVAC; on roof and in rear of building.)
- 45 Oak Street (administration offices, classrooms and labs)
- Tunnel connects BFAC and Post office building under Oak Street (pedestrian only tunnel.)

*Cellular Towers – South Campus – Not Occupied

*Natural Gas Lines – ALL Campus Locations

EMERGENCY RESPONSE INFORMATION

Fire and rescue squads covering North and South Campuses are volunteer departments labeled below. The City Campus is covered by the Buffalo Fire Department. All emergency calls may be made to the appropriate College Safety Department or the appropriate local emergency agency (police or fire) by notifying 9-1-1.

Please note that no pay phones are available for making 9-1-1 calls. If no College Safety Officers are available, then dial 9-1-1. Individuals are advised to remain on the phone as long as necessary to relay pertinent information and to act as a continued contact in certain situations.

All fire alarms, when activated, are displayed on an electronic map and send/emit an audio signal. The fire alarms are monitored on a fire panel located on each campus.

FIRE DEPARTMENT RESPONDERS

- North Campus
 - Main/Transit Fire Company, Chief James Lawada
- South Campus
 - Newton/Abbott Fire Company, Chief Brian Evaldi

- City Campus
 - Buffalo Fire Department, Commissioner Garnell Whitfield
- Foundation
- Vehicle Tech Training Center
 - Village of Orchard Park Fire Department, Chief Joseph Jensen; **716-662-5774**
 - Windom Fire Department., Chief Joseph Jensen; **716-648-0064**

POLICE DEPARTMENT RESPONDERS

Call the College Safety Office or 9-1-1 from any in-house phone.

Non-Emergency contact number

- North Campus
 - Amherst Police Department, Chief John Askey; **716- 689-1311**
- South Campus and Satellites
 - Hamburg Police Department, Chief Michael Williams; **716-648-5111**
 - Orchard Park Police Department, Chief Mark Pacholec; **716-662-6644**
- City Campus
 - Buffalo Police Department, Chief Brian Patterson; **716-853-2222**

AMBULANCE/EMS (Access via 9-1-1)

- North Campus
 - Main/Transit Fire Department; **716-632-9710**
 - Twin City Ambulance; **716-692-2100**
- South Campus
 - Newton/Abbott Fire Department; **716-825-3663**
 - Orchard Park Fire Department; **9-1-1**
 - Windom Fire Department; **9-1-1**
- South Satellites (Vehicle Technology Training Center, Employment & Training Center and Foundation/Alumni House)
 - Orchard Park Fire Department; **9-1-1**
- City Campus
 - Buffalo Fire Department; **716-851-5333**
 - Rural/Metro Ambulance; **716-882-8400**

UTILITIES

- Electric
 - National Grid; **716-832-2400**
- Gas
 - National Fuel; **716-857-7000**
- Water
 - North Campus – Erie County Water Authority; **716-684-0900**
 - South Campus – Erie County Water Authority; **716-851-4747**

- City Campus – Buffalo Water Division; **716-851-4747**
- Sewer
 - North Campus – Town of Amherst; **716-631-7000**; After 4 p.m.; **716-691-9776**
 - South Campus – Town of Hamburg; **716-648-5111**
 - South Satellites – Town of Orchard Park; **716-662-4444**
 - City Campus – City of Buffalo; **716-883-1820 ext. 509**

HOSPITALS

- Buffalo General Medical Center, 100 High Street, Buffalo, New York, 14203.
Phone; **716-859-5600**
- Children’s Hospital, 219 Bryant Street, Buffalo, New York 14222.
Phone; **716-859-5600**
- Erie County Medical Center, 462 Grider Street, Buffalo, New York 14125.
Phone; **716-898-3000**
- Kenmore Mercy Hospital, 2950 Elmwood Avenue, Kenmore, New York 14217.
Phone; **716-447-6100**
- Mercy Hospital (South Buffalo), 565 Abbott Road, Buffalo, New York 14220.
Phone; **716-826-7000**
- Millard Fillmore Suburban Hospital, 1540 Maple Road, Williamsville, New York 14228.
Phone; **716-568-3600**
- St. Joseph Hospital, 2605 Harlem Road, Cheektowaga, New York 14225.
Phone; **716-891-2400**
- Sisters of Charity Hospital, 2157 Main Street, Buffalo, New York 14214.
Phone; **716-891-2400**
- Mercy Hospital (MACC Center) 565 Abbott Rd, Orchard Park New York 14220.
Phone; **716-826-7000**

* The above referenced hospitals are listed as the main emergency hospitals within the areas of the three campuses. Other nearby medical facilities can be found in the local phone directory.

DISASTER RESOURCES

- North Campus
 - Amherst Police
 - Emergency; **9-1-1**
 - Non-emergency; **716-689-1311**
- South Campus
 - Orchard Park Police (**offsite only**)
 - Emergency; **9-1-1**
 - Non-emergency; **716-662-4444**
 - Hamburg Police
 - Emergency; **9-1-1**

- Non-emergency; **716-648-5111**
- City Campus
 - Buffalo Police
 - Emergency; **9-1-1**
 - Non-emergency; **716-853-2222**
- New York State Police
 - Emergency; **9-1-1**
 - Non-emergency; **716-759-6831**

Other disaster resources:

- American Red Cross; **716-886-7500**
- Erie County Department of Health; **716-898-3696**
- Erie County Emergency Services Department; **716-898-3696**
- Erie County Highway Department; **716-858-8300**
- Erie County Medical Center; **716-898-3000** or emergency room; **716-898-3161**
- New York State National Guard
- New York State Thruway Authority; **1-800-842-2233**
- National Weather Service; **716-565-0204**
- Salvation Army; **716-883-9800**
- Erie County Haz-Mat; **716-681-4034/24HR Hotline 716-898-3696**

| Erie Community College Public Safety | | | | |
|---|--------------------------------------|--|-------------------------------------|--------------------------------------|
| BOMB THREAT REPORT | | | | |
| City 851-1133 | South 851-1633 | North 851-1433 | | |
| On Campus Emergency 4545 | | | | |
| | | Date: | | |
| | | Time: _____ am / pm | | |
| Complainant: | | Origin Of Call: | | |
| Full Address: | | <input type="checkbox"/> Local <input type="checkbox"/> Long Distance <input type="checkbox"/> Unknown/Rst. <input type="checkbox"/> Internal | | |
| | | Home Phone | | |
| | | Work Phone | | |
| Location of Bomb: | | Threat Phone # | | |
| | | Time Detonation | | |
| DESCRIPTION: What does it look like? | | Kind of Explosive | | |
| | | | | |
| | | | | |
| Reason bomb was placed?: | | | | |
| | | | | |
| EXACT LANGUAGE USED BY CALLER: | | | | |
| | | | | |
| IDENTITY OF CALLER (check as many as possible) | | | | |
| <u>Voice</u> | <u>Speech</u> | <u>Language</u> | <u>Manner</u> | <u>Background Noise</u> |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Fast | <input type="checkbox"/> Good | <input type="checkbox"/> Calm | <input type="checkbox"/> Office |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Slow | <input type="checkbox"/> Poor | <input type="checkbox"/> Angry | <input type="checkbox"/> Factory |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Distinct | <input type="checkbox"/> Foul | <input type="checkbox"/> Rational | <input type="checkbox"/> Traffic |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Disordered | <input type="checkbox"/> Other | <input type="checkbox"/> Irrational | <input type="checkbox"/> Train |
| <input type="checkbox"/> Pleasant | <input type="checkbox"/> Stutter | <u>Accent</u> | <input type="checkbox"/> Coherent | <input type="checkbox"/> Plane |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Nasal | <input type="checkbox"/> Local | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Foreign | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Music |
| | | <input type="checkbox"/> Regional | <input type="checkbox"/> Emotional | <input type="checkbox"/> Voices |
| | | <input type="checkbox"/> Racial | <input type="checkbox"/> Righteous | <input type="checkbox"/> Animals |
| | | | <input type="checkbox"/> Nervous | <input type="checkbox"/> Other _____ |
| Estimated Age: _____ | | | | |
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | | | |
| <input type="checkbox"/> Adult | <input type="checkbox"/> Child | | | |

NOTES:

