Rensselaer Polytechnic Institute

Comprehensive Emergency Management Plan (CEMP)

May, 2017
### Table of Contents

**SECTION 1: POLICY** ................................................................. 4
  1.1 Policy Statement ................................................................. 4
  1.2 Purpose ................................................................................. 4
  1.3 Authority ............................................................................... 5
  1.4 Scope .................................................................................. 6
  1.5 Annual Evaluation and Update ............................................. 6

**SECTION 2: PLANNING ANALYSIS** ........................................... 8
  2.1 Situation ............................................................................... 8
  2.2 Hazard Vulnerability Analysis ............................................. 8
  2.3 Planning Assumptions ......................................................... 9

**SECTION 3: PREPAREDNESS AND MITIGATION** ....................... 10
  3.1 Assessment of Response Capability ........................................ 10
  3.2 Assessment of Risks – Preparation ....................................... 10
  3.3 Risk Reduction – Mitigation ................................................ 10

**SECTION 4: INCIDENCE RESPONSE AND MANAGEMENT PLAN** .... 12
  4.1 Rensselaer Incident Severity System ...................................... 12
  4.2 Organizational Structure and Authority .................................. 14
    A. Executive Command Group ................................................. 14
    B. Emergency Operations Group ............................................. 16
    C. First Responders .......................................................... 17
  4.3 Emergency Program Management .......................................... 18
  4.4 National Incident Management System and the Incident Command System ........................................ 18
  4.5 Activation and Notification of the Emergency Operations Group ........................................ 19
  4.6 Activation of the Emergency Operations Center ..................... 19
  4.7 Other Affected Groups ....................................................... 19
    A. Building Coordinators ..................................................... 20
    B. Faculty/Staff ..................................................................... 20
    C. Students .......................................................................... 20
    D. Non-University Emergency Service Providers .................... 20
  4.8 Risk-Specific Response Procedures ......................................... 21
    A. Spectrum of Emergencies ................................................. 21
    B. Institution vs. Department Level Response ....................... 22

**SECTION 5: BUSINESS CONTINUITY PLAN** ............................. 25
  5.0 General .............................................................................. 25
    A. Introduction ....................................................................... 25
    B. Emergency Management Framework .................................... 25
    C. Business Continuity Plan Components ............................... 27
    D. Operational Phases and Implementation ............................. 27
    E. Scope of Rensselaer BC Planning ....................................... 27
    F. Rensselaer’s Concept of Operations .................................... 28
  5.2 Determining Essential Processes ............................................ 29
    A. Mission Essential Functions .............................................. 29
    B. Drivers of Mission Essential Functions ............................... 30
    C. Essential Functions/Employees ......................................... 31
  5.3 Dot.CIO............................................................................. 31
SECTION 1: POLICY

1.1 Policy Statement

It is the policy of Rensselaer Polytechnic Institute that all Portfolios proactively prepare to respond to and follow procedures contained within Rensselaer’s Comprehensive Emergency Management Plan (CEMP). The CEMP establishes fundamental policies, program strategies and basic assumptions to establish a campus comprehensive emergency management program.

Rensselaer is committed to supporting the safety and welfare of its students, faculty, staff and visitors. Maintaining a CEMP and allocating resources to respond to possible emergencies is one way in which Rensselaer offers this support.

The CEMP consists of a basic plan, functional and hazard-specific appendices to provide basic strategies, guidance and direction to operate effectively before, during and after a campus emergency. Sections within this plan include:

- Preparedness and Mitigation
- Incident Response and Crisis Management
- Business Continuity and Recovery
- Communication
- Training and Exercising

The CEMP conforms to federal and state laws, regulations and policies that govern emergency management. Rensselaer adheres to the principles and concepts of the National Incident Management System and the Incident Command System. The CEMP will be implemented whenever the criteria set to declare an emergency has been met or when the President or designee declares a campus emergency.

1.2 Purpose

The purpose of the Comprehensive Emergency Management Plan is to prepare for, respond to, recover from and mitigate the effects of an extraordinary emergency or catastrophe affecting the Rensselaer campus and facilities of Rensselaer. The CEMP outlines Rensselaer’s framework for managing and responding to extraordinary emergencies or disasters that may threaten the health and safety of the Rensselaer campus community, disrupt academic and administrative programs and student activities or provide assistance to or receive assistance from surrounding communities.

The Rensselaer Technology Park and the Hartford and Mystic campus locations and other offices are included in this CEMP.
The CEMP is put into effect whenever an extraordinary emergency or catastrophe disrupts campus operations, threatens life, creates major damage, and occurs within the Rensselaer campus and its environs. The CEMP is sufficiently flexible to accommodate contingencies of all types, magnitudes and duration. Portfolios should appoint planners to annually update and coordinate portfolio specific plans with Rensselaer’s Directors of Public Safety and Emergency Management.

### 1.3 Authority

The President or the President’s designee has the authority to declare a campus state of emergency. The State of Emergency, pursuant to New York State Executive Law - Article 2-B, responds to an extraordinary emergency or disaster, or its likelihood, upon a finding that public safety is imperiled. Appendix A is Rensselaer’s “Delegation of Authority” policy memorandum dated March 20, 2015.

A State of Emergency may be declared (Appendix B is a sample Declaration) when an extraordinary emergency or disaster:

- Seriously affects the safety, health or welfare of a substantial number of members of the campus community or preclude the operation or use of essential public facilities;
- Be of such magnitude or severity as to render essential campus efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced; and
- Have been caused by forces beyond the control of man, by reason of civil disorder, riot or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted.

During the period of any major campus incident, the President or the President’s designee will also direct the implementation of the appropriate procedures necessary to respond to the incident and safeguard persons and property, including the evacuation and/or closing of Rensselaer facilities.

The CEMP identifies Portfolios, Departments and individuals responsible for emergency planning, emergency response, business continuity and business recovery planning. The CEMP establishes procedures to prepare for emergencies, as well as the management structure for coordinating and managing response to emergency situations.

A three-tier Emergency Management Organizational Structure has been established at Rensselaer to respond to, stabilize, direct, manage, control and coordinate emergency decisions and operations. The three tiers are Executive Command Group (ECG), Emergency Operations Group (EOG) and the First Responders. This concept of operations (CONOP) is described in detail in Section 4: Incidence Response and Management Plan.
1.4 Scope

The CEMP establishes a campus-wide comprehensive, risk-based, all-hazards emergency management program. The CEMP adheres to four (4) basic principles:

- Life safety
- Protection of property
- Continuity of essential functions
- Restoration of campus services and activities

The CEMP guides overall policy and procedures for actions related to emergency planning, preparedness, response and recovery including business continuity and business recovery planning.

Effective planning demands identifying hazards potentially affecting Rensselaer, hazard mitigation; training staff and students; conducting exercises to test the CEMP and making revisions to the CEMP as identified in after action reports.

Damage to campus buildings and university infrastructure will cause interruption to Rensselaer’s mission resulting in significant losses that will be measured by faculty and student departures, decreases in research funding and increases in insurance premiums. Business continuity and business recovery plans assist organizations at all levels to continue to function through disruptive incidents.

The process of preparing such plans allows each Portfolio to improve communications, standardize terminology, develop and refine functional assignments and set key internal priorities. The investment of time and effort in preparing such plans is minimal when compared to the massive work required following a major incident in the absence of plans.

The CEMP will be supported by all Portfolios through participation in training and education programs offered at Rensselaer. It is the responsibility of faculty, staff and students to know and understand their role in an emergency. The effectiveness of the CEMP will be monitored through drills and exercises.

1.5 Annual Evaluation and Update

The CEMP shall be reviewed and updated annually. The Director of Public Safety and Emergency Management, in concert with the Emergency Operations Group, shall oversee the annual review and updating of this plan. This evaluation will be completed by January 31st each year and will include the review and updating as necessary of all Institute, Portfolio and Department specific plans. The annual evaluation report will be submitted to the President and Cabinet.
An original copy of the CEMP along with a current list of contact numbers will be held by the Director of Public Safety and Emergency Management and in the Emergency Operations Center and an alternate secure site. After each annual review, the updated CEMP will be shared with the campus as well as community partners.

This Emergency Management Policy and the associated Comprehensive Emergency Management Plan dated May 2017 is approved.

Approved:  
Shirley Ann Jackson, Ph.D.  
President  

Date: 4 May 2017
SECTION 2: PLANNING ANALYSIS

2.1 Situation

Rensselaer Polytechnic Institute, founded in 1824, is a top-tier education research University. The Troy campus, located in Troy, NY, overlooks the downtown area. The City of Albany, host to the capital of New York State, is a 15-minute automobile drive to the south via Interstate 787.

Rensselaer graduate and under-graduate enrollment is 7,200+ students. 1,800+ faculty and staff (full time and part-time) are employed at Rensselaer’s Troy campus. The Troy campus is 275 acres with 200+ classroom and office buildings, residences halls, laboratories, athletic and service facilities including signature venues such as the East Campus Athletic Village, Houston Field House, Experiential Media and Performing Arts Center and the Center for Biotechnology and Interdisciplinary Studies.

The campus is primarily bound by Peoples Avenue, Sunset Terrace, Tibbets and College Avenues. Rensselaer operates local properties, owned or leased in downtown Troy, City of Watervliet and a technological park in East Greenbush, NY.

2.2 Hazard Vulnerability Analysis

The purpose of a hazard vulnerability analysis (HVA) is to identify probable threats and rank potential risks to campus. Three sources of information are gathered to construct the annual HVA:

- Scientific data, i.e. National Weather Service reports, seismic activity analysis, and so forth
- Historical records and other documents, i.e. Library materials, historical society records, news paper accounts
- Oral history collected from local residents including long-term Rensselaer employees

Rensselaer’s HVA identifies hazards using three broad categories of natural, man-made and technological. These include:

- Natural: Snow storms, tornadoes, thunderstorms, lightning strikes
- Man-made: Terrorism, shooter-on-campus, cyber-attack
- Technological: Electrical power outage, Utility failure (potable or waste water)

Appendix C is the most recently compiled HVA.
2.3 Planning Assumptions

Extraordinary emergencies or catastrophes, by definition are unpredictable in terms of timing and magnitude and may overwhelm an organization’s ability to effectively respond. The CEMP is flexible in response and scope. Not all emergencies will require the full response of emergency management forces described in this plan.

This plan is based on an escalating scale of extraordinary emergencies and responses. The basic assumptions of this plan are directed to meeting the needs of disaster victims, protection of property and resumption of normal Institute services and activities.

- Rensselaer recognizes the importance of managing emergencies in accordance with the CEMP and has provided the resources for effective implementation
- An extraordinary emergency or disaster can occur anytime
- Portfolios and individuals with emergency management assignments have been trained and understand their roles and responsibilities
- Institute resources will be committed to meet disaster-related needs as appropriate
- The magnitude or severity of an emergency may exceed the campus’s ability to respond. In those cases, it may be necessary to rely on the assistance of external resources for mitigation and recovery.
SECTION 3: PREPAREDNESS AND MITIGATION

3.1 Assessment of Response Capability

Annually, the Emergency Operations Group (Section 4.2 B. pertains) is responsible for gathering and maintaining pertinent information potentially needed in a campus emergency. Pertinent information includes internal plans, policies and procedures, identifying employee skill sets and other response capabilities potentially required in an emergency, such as specialized equipment, facility space equipped for response, organizational training capabilities and other campus support facilities.

The Director of Public Safety and Emergency Management shall annually update a campus-wide Emergency Management Resource Manual cataloging campus first responder resources, critical facilities and emergency contact information.

3.2 Assessment of Risks – Preparation

An emergency is defined as any unplanned event that can cause death or significant injury to faculty, staff, students or visitors as well as significant damage to buildings and campus infrastructure.

A critical element of emergency planning is identifying hazards most likely will impact the campus and surrounding community. A Hazards Vulnerability Analysis (HVA) provides a systematic approach to recognizing hazards that may affect demand for the Institute services or its ability to provide those services. The risks associated with each hazard are analyzed to prioritize planning, mitigation, response and recovery activities. Further, the HVA serves as a needs assessment for the emergency management program. The Emergency Operations Group (EOG) will annually conduct a campus-wide HVA.

In addition to the HVA, the EOG shall annually review and plan for unique emergency situations requiring risk-specific plans and procedures (Appendix D "Risk Specific Policies and Procedures" pertains).

3.3 Risk Reduction – Mitigation

FEMA defines mitigation as the effort to reduce loss of life and property by lessening the impact of disasters. Hazards at Rensselaer are categorized as high or low risk. Category determination is based on event probability, event severity and risk. All designated high risk hazards have a risk-specific plan that includes actions promoting prevention or reduction of impact. Themes common to these plans are:

- Life safety
- Protection of property
- Restoration of normal operations and services
- Provision of training in areas that may help mitigate the hazard
Continuous emergency planning, training and exercising will be conducted to assist mitigate efforts. Rensselaer’s annual performance planning and capital budgeting process includes risk mitigation.

A copy of this Comprehensive Emergency Management Plan and Emergency response protocols are available to the campus community via the Department of Public Safety website at www.rpi.edu/dept/public_safety and www.rpi.edu/dept/public_safety/emergency

Emergency telephones or call boxes are located in all residential and academic areas. These phones, topped with a blue light to make them easy to find, allow for immediate communication with the Department of Public Safety. Other risk reduction activities that occur regularly are the annual lighting survey, annual NY State Office of Fire Prevention and Control campus fire inspection and routine building assessments. FM Global, a commercial insurance company conducts an annual campus evaluation and makes recommendations on our fire and life safety equipment, emergency preparedness and safety procedures and protocols.

The Emergency Operations Group (EOG), under the direction of the Executive Command Group, implements the strategies of the CEMP. The EOG communicates with field personnel, issues instructions to particular units and monitors progress in carrying out the instructions. Refer to Section 4.2: Organizational Structure and Authority for additional EOG information.

Training is essential to a successful plan (Section 7: Training Plan pertains). The ultimate goal of the training program is to integrate the CEMP into the culture of the Institute and to ensure that the policies and procedures detailed in all existing risk-specific plans are clearly articulated to those responsible for their implementation. The Training Plan is designed to capitalize on opportunities to educate the campus community regarding responses to emergency situations, introduce and standardize terminology, test procedures and protocols and encourage thorough planning at all levels of the organization.

Preparedness and mitigation is everyone’s responsibility. Following policies and protocols, actively participating in drills, increasing awareness and taking advantage of every training opportunity is a critical individual responsibility.
SECTION 4: INCIDENCE RESPONSE AND MANAGEMENT PLAN

4.1 Rensselaer Incident Severity System

Rensselaer has developed an Incident Severity System (ISS) designed to provide a basis for objective criteria guiding emergency response actions. ISS contains three levels of increasing event severity, each requiring specific actions and communications, ranging from "routine" Institute controlled responses, to mutual aid situations and Federal/State declared emergencies. The details of each of these severity level responses are outlined on the following page.

Unless an outside agency having jurisdiction has assumed Incident Command responsibilities, it is the duty of the appropriate risk-specific response plan manager, (either Institutional or Department level risk-specific plan), to:

- Communicate with appropriate first responders regarding the incident
- Assess the information available regarding the incident
- Determine the risks to the Institute and assign one of the three severity levels
- Communicate pertinent information to appropriate individuals based on the severity level determination

The Emergency Operations Group is composed of risk-specific response plan managers (Section 4.2 pertains)

Rensselaer's Incident Severity System is color-coded so that response measures and protective measures can be coordinated and implemented as quickly and seamlessly as possible.

High Severity: RED Severity Incident

Moderate Severity: YELLOW Severity Incident

Limited Severity: GREEN Severity Incident
### Incident Designation

<table>
<thead>
<tr>
<th>Incident Designation</th>
<th>Characteristic Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HIGH/RED</strong></td>
<td><strong>High Severity: Red Severity Incident</strong></td>
</tr>
<tr>
<td></td>
<td>This is the most serious incident designation. Incidents which include loss of life and/or severe negative impact to the campus community fall into this category. Incidents in this category generally require mutual aid responses and may include State or Federal agency Incident Command as requested.</td>
</tr>
<tr>
<td></td>
<td>A HIGH/RED level event is likely to be declared when a regional level incident occurs (earthquake, severe storm) and the Institute and the County are brought under State or Federal Incident Command System jurisdiction, or statute requires State or Federal involvement (terrorist incident, martial law declaration).</td>
</tr>
<tr>
<td></td>
<td>In this category the Emergency Operations Group and the Executive Command Group are activated, the campus Emergency Operations Center is activated and full Incident Command System organization staffed and integrated into State or Federal Incident Command System structure as needed.</td>
</tr>
<tr>
<td><strong>MODERATE/YELLOW</strong></td>
<td><strong>Moderate Severity: Yellow Severity Incident</strong></td>
</tr>
<tr>
<td></td>
<td>Incidents which include injuries and/or significant negative impact to the campus community fall into this category. This could include the potential for injury and/or damage even if none has occurred. Incidents in this category may require mutual aid but the Institute generally retains Incident Command.</td>
</tr>
<tr>
<td></td>
<td>Special Note - minor fire incidents on campus are handled as MODERATE/YELLOW level incidents even though Troy Fire Department exercises incident command at the scene.</td>
</tr>
<tr>
<td></td>
<td>An event within this level requires that the Emergency Operations Group be activated and that the Executive Command Group be notified of the incident. Generally, the Emergency Operations Center is activated but usually such activities are of limited scope.</td>
</tr>
<tr>
<td><strong>LIMITED/GREEN</strong></td>
<td><strong>Limited Severity: Green Severity Incident</strong></td>
</tr>
<tr>
<td></td>
<td>The incident will be handled completely by Institutional assets. Minor injuries. Special Note – This may include routine mutual aid responses. “Routine” events (non injury vehicle accidents, minor Department of Public Safety responses) are LIMITED/GREEN events requiring no mutual aid response from City or County units. Usually LIMITED/GREEN incidents will not require Emergency Management Operations Group notification or Emergency Operations Center activation.</td>
</tr>
<tr>
<td></td>
<td>The Emergency Operations Group member(s) (and/or designated Plan Managers) is/are responsible to provide a summary of any/all LIMITED/GREEN incidents to the Emergency Operations Group monthly.</td>
</tr>
</tbody>
</table>
4.2 Organizational Structure and Authority

Rensselaer’s Concept of Operations (CONOP) is a three tiered Emergency Management organizational structure (Appendix E). CONOP is designed to respond to, stabilize, direct, manage, control and coordinate emergency decisions and operations. These three tiers are the Executive Command Group, Emergency Operations Group and First Responders. These three groups are defined in detail below:

A. Executive Command Group

The Executive Command Group (ECG), under the direction of the President, or the President’s designee, shall serve as a policy group to coordinate policy and procedural issues specific to the planning, implementation and execution of the CEMP and shall, during a HIGH/RED level emergency situation, provide “Unified Command.”

(1) The ECG includes the following Cabinet Level individuals:

- President
- Provost
- General Counsel and Secretary of the Institute
- Vice President for Information Services and Technology and CIO
- Chief of Staff and or other as designated by the President
- Vice President for Administration
- Vice President for Finance and Chief Financial Officer
- Vice President for Human Resources
- Vice President for Institute Advancement
- Vice President for Research
- Vice President for Strategic Communications and External Relations
- Vice President for Student Life

The following five (5) ECG members to be first informed of an extra-ordinary emergency or disaster are:

- Vice President for Administration
- Vice President for Information Services and Technology and CIO
- General Counsel and Secretary of the Institute
- Vice President for Student Life
- Vice President for Human Resources

These five members are responsible for notifying the President as appropriate
(2) The Emergency Operations Group (EOG), in concert with feedback provided by first responders is responsible for conducting and providing an initial assessment in the first minutes and hours of the HIGH/RED level emergency incident:

(a) In the event of a HIGH/RED level emergency, members of the ECG will be contacted by the Department of Public Safety and be apprised of the situation.

(b) The ECG will immediately either meet or confer telephonically and decide the necessary level of response required to manage the emergency.

(c) Obtain an incident update from field supervisors and/or first responders at the scene.

(d) Contact the President and provide an incident status report.

(e) Use the established Risk-Specific Policies and Procedures (Appendix D pertains) to guide Rensselaer's initial response to the emergency.

(f) Determine the need to activate the Emergency Operations Center (Section 4.5 pertains).

(g) If needed, designate the “Incident Commander” in accordance with the Delegation of Authority Policy. For more detail about the Incident Commander refer to Appendix F: Acronyms and Definitions.

(3) Designate emergency responders, and direct the Director of Public Safety and Emergency Management to contact those required to respond.

(4) Direct the Director of Public Safety and Emergency Management to implement the CEMP; activate the Emergency Operations Center as required. Implement the emergency management organizational structure for the duration of the event.

(5) Exercise control over emergency operations and provide guidance on matters of basic policy and decision-making authority.

(6) Establish priorities as needed to assign emergency personnel, staff, equipment and resources.

(7) Place into effect the appropriate procedures, including special procedures as needed, to respond to the incident and safeguard persons and property.

(8) Authorize the evacuation and/or closing of Rensselaer's facilities, as needed.

(9) Designate responsibilities and duties as necessary to maintain the integrity of the Institute and its mission.

(10) Coordinate the release of all official information and instructions to the public.

(11) Keep the President and Incident Commander informed and obtain guidance as needed.
B. Emergency Operations Group

The EOG, under the direction of the ECG, implements the strategy and plans of the Rensselaer CEMP. The EOG communicates with field personnel, issues instructions to particular units, and monitors progress in carrying out the instructions. The EOG directly manages all MODERATE/YELLOW level incidents and responds under the direction of the ECG to HIGH/RED level emergency situations. In addition to responding to YELLOW and RED incidents, the EOG meets regularly to review incidents and discuss improvements to the CEMP.

(1) The EOG, at a minimum, includes:

- Director of Public Safety and Emergency Management, chair
- Director of Environmental and Site Services
- Director of Environmental Health and Safety and Risk Management
- Director of Employee Relations
- Director, News and Editorial Services
- Director of Physical Plant
- Executive Director, Student Health and Wellness
- Assistant VP and Dean of Students, Campus Experience
- Director of Information Technologies Infrastructure

Additional campus community members may be called upon as needed including but not limited to the following:

- Dean, First-Year Experience
- Director of Auxiliary Services
- Director of Disbursement Operations
- Director of Media Relations
- Dean, Student Living and Learning
- Radiation Safety Officer

NOTE: EOG members listed above in RED are designated Core members. Core members always respond to the Campus Emergency Operations Center when the EOC is activated. Other EOG members responding to the EOC are called upon based on the event situation.

(2) The specific duties and responsibilities of the EOG include but are not limited to the following:

(a) EOG organizational responsibilities are detailed in Appendix G.

(b) EOG members will prepare a detailed Risk-Specific Plan of anticipated responses tailored to the specific emergency event or incident in their respective area(s). These Risk-Specific Plans must describe the departmental and work unit responsibilities and must include the following:

   (i) Assignment of general duties and responsibilities to employees, perceived to be required for each type of emergency.
Rensselaer Polytechnic Institute
Comprehensive Emergency Management Plan (CEMP)
May 2017

(ii) Provide specific location, response time, and to whom each employee will report in the event of a crisis/emergency.

(iii) Guidelines for use of emergency equipment, evacuation routes from buildings, etc. (Appendix H pertains).

(c) Familiarization of key staff with the Comprehensive Emergency Management Plan (CEMP) and the specific requirements of their departmental plans.

(d) Maintenance of adequate emergency supplies particular to departmental planning requirements.

(e) Maintenance of a call list for departmental employees designated as Essential Personnel. This call list will be updated as needed, with copy(s) made accessible by each individual department in case of immediate need.

(f) Preservation of essential records, or other materials deemed essential.

(g) All Risk-Specific Plans, which shall include Departmental Plans, will be coordinated and amended as needed at least annually. A copy of each Departmental Plan, including the annual updates, will be forwarded to the Director of Public Safety and Emergency Management.

(h) The EOG (designated Plan Managers) shall review all information relevant to incidents and provides the operational support required for long term incidents.

(i) The EOG Planning Committee meets at least monthly to review all campus incidents for the previous month and discuss improvements/relevant topics to the CEMP. The EOG will provide quarterly updates to the Vice President for Administration, for review by the President and Cabinet.

(j) All incidents are designated by the appropriate EOG member(s) (and/or designated Plan Managers) into one of the following severity categories: High, Moderate or Limited Severity.

C. First Responders
Designated campus first responders are:

✓ Environmental Health & Safety
✓ Environmental & Site Service
✓ Physical Plant
✓ Public Safety
✓ RPI Ambulance

Appendix D has risk-specific response plans unique to the Troy campus. These plans are delineated as either Institution-wide plans and/or department specific plans. Department specific plans outline procedures identifying the department, work unit, staff and/or external agency that serve as the first responders to an incident which
may become an emergency. The role of these first responders and the risk-specific response plans used for such incidents include the following:

- Conduct an initial assessment of the incident
- Stabilize the scene
- Limit escalation and growth of the incident
- Insure safety and security of the scene
- Provide feedback and communicate details accurately to the Department of Public Safety dispatchers and the Emergency Operations Group

### 4.3 Emergency Program Management

The Director of Public Safety and Emergency Management (DEM) is responsible for managing the campus emergency management program, including the following:

- Focus on the activities related to the oversight and supervision of a comprehensive emergency management program
- Coordinate the efforts of the Emergency Operations Group as they prepare for the spectrum of emergencies that may affect the Rensselaer community
- Work with portfolios and departments in preparing business continuity plans, recovery plans, coordinate annual training efforts, and
- Conduct an annual review of the CEMP

Additionally, the Director of Public Safety and Emergency Management will develop working relationships with local and state emergency agencies; develop mutual aid agreements for receiving and providing assistance and reciprocal agreements for alternate locations in the case of extraordinary emergencies and disasters.

### 4.4 National Incident Management System and the Incident Command System

The Rensselaer CEMP follows the requirements set forth by the National Incident Management System (NIMS). The NIMS is a structured framework used nationwide for both governmental and nongovernmental agencies to respond to natural disasters and or terrorist attacks at the local, state, and federal levels of government. Using NIMS at Rensselaer enables the Institute to communicate and coordinate response actions with other jurisdictions and emergency response agencies.

During a disaster, extraordinary emergency or other large scale event, Rensselaer will utilize the Incident Command System (ICS) which is the emergency management structure used by NIMS for emergency response. ICS utilizes the principles of management by objective and is recognized and utilized by the public safety services in surrounding communities and by the New York State Office of Emergency Management. A nationally recognized system, the ICS allows establishment of an integrated organizational structure tailored to the complexity and demands of single or
multiple incidents. ICS is proven effective in managing multiple agency and multiple jurisdiction incidents of any nature.

Rensselaer employs the Emergency Support Function (ESF) concept to manage and coordinate campus response activities that are common to all disasters. For example, the Core ESFs listed in Section 4.2 B. (1) because they possess unique skills and talents and most closely represent first responders.

4.5 Activation and Notification of the Emergency Operations Group

The EOG is activated upon the request of any member of the EOG after coordination with any designated Incident Commander (IC). For example, if a Public Safety officer is on scene, a member of the EOG would coordinate with the officer through the Communications Center in the Public Safety Building. The Communications Center, as directed, would begin EOG activation. The Director of Public Safety and Emergency Management or designee can activate the EOG without additional coordination.

The Department of Public Safety and Emergency Management maintains a notification list of predetermined groups of people to be notified for different types of emergency. The Public Safety dispatcher uses a wireless messaging application to notify the members of the EOG and ECG. Public Safety maintains the Notification List in the Communications Center.

Activation of the EOG also activates the campus Emergency Operations Center. The Executive Command Group is activated by the President, or whenever a HIGH/RED severity incident is declared. When activated, the Executive Command Group convenes in the President’s Conference Room in the Troy Building or other designated location.

4.6 Activation of the Emergency Operations Center

The Emergency Operations Center (EOC) is staffed by the activated EOG. Determination of whether to activate the EOC is made by the Incident Commander (IC) and is based on the severity of the situation (Section 4.1: Incident Severity System pertains).

The primary EOC location is the conference room in the Public Safety Building. The alternate EOC is located in the first floor conference room (# 147) of the Service Building. A possible tertiary EOC may be any other suitable location that best serves the Incident Commander (IC). The EOC will be staffed by members of the EOG.

The primary and alternate EOCs have backup electricity, a separate phone system, near primary and alternate Communication Centers, and have cable television and internet access.

4.7 Other Affected Groups

There are other constituents on campus that may be affected during an emergency and will need to respond in a variety of ways.
A. Building Coordinators
Building Coordinators are an integral part of Rensselaer’s CEMP. Building Coordinators serve as liaisons within each facility, providing an informational resource for both building occupants and emergency responders. Building Coordinators will receive additional emergency response awareness training and play key roles which are determined by the type and severity of the incident.

Duties of the Building Coordinators include:

- Assist in the orderly evacuation of the building
- Conduct building specific training and drills in conjunction with campus authorities
- Provide updates for the Building Emergency Action Plan to the Director of Public Safety and Emergency Management.
- Liaise between divisions such as Administration, Human Resources and the Schools or departments and building occupants for conveying applicable information and policies.

Appendix I is the current list of Building Coordinators.

B. Faculty/Staff
Faculty and staff are responsible for understanding applicable components of this plan. All Rensselaer faculty and staff are required to receive training in certain Risk-Specific plans and are expected to act in a manner which is consistent with the content of those plans. The details of these requirements are outlined in Section 7 Training Plan. Faculty and Staff members must understand their role in each type of emergency.

C. Students
The Vice President for Student Life is responsible for ensuring that all Rensselaer students are made aware of their roles and responsibilities as they relate to this plan. Students are responsible for understanding applicable components of this plan and are expected to act in a manner which is consistent with the

D. Non-University Emergency Service Providers
The City of Troy Fire Department, City of Troy Police Department and the associated ambulance service are the primary emergency response agencies for incidents on campus. The City of Troy Fire Department and ambulance service responds to all fire and hazardous material calls on campus.

The City of Troy Police Department supports Rensselaer’s Department of Public Safety in accordance with standard operating procedures.

The Rensselaer County Local Emergency Planning Committee (LEPC) was formed
after the U.S. Congress passed the Emergency Planning and Community Right to Know Act (EPCRA), also known as the Superfund Amendments and Reauthorization Act (SARA Title III), in 1986.

EPCRA helps to increase public knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. LEPCs are volunteer organizations that consist of emergency responders, industry, government, education, media, and community groups. Their main functions are to provide for joint emergency planning, training, and public outreach. As a result, communities, working with industry, are better able to protect public health and the environment. Rensselaer representatives participate in periodic Rensselaer County Local Emergency Planning Committee meetings.

Representatives from Non-University Emergency Service Providers will be incorporated into the functioning of the Emergency Operations Group on an incident specific as needed basis.

4.8 Risk-Specific Response Procedures

A. Spectrum of Emergencies

The spectrum of emergencies that Rensselaer must be prepared for range from the incident that affects one person and is handled reasonably quickly (i.e., hospitalization for an injury) to an incident that affects all of campus for days (i.e., ice storm). In addition, Rensselaer must be prepared for the “100-year event,” that would cause the evacuation of campus and surrounding area for multiple days and weeks (A 100-year event refers to any event that has a one-percent chance of occurrence in any year at a given point).

All plans that are put into place must be robust and flexible to address the unexpected. This document will be reviewed at least annually, or sooner if an emergency rises that is not on the list (paragraph 1.5 pertains).

Regardless of the situation, some key points to remember are:

- Notify the Department of Public Safety during an emergency by calling x6611. This is particularly important for medical emergencies since Public Safety personnel can expedite the arrival of EMS by providing directions as well as an escort to the scene of the emergency. Also, all campus Public Safety Officers are trained in First Aid and CPR and can render assistance until EMS arrives.
- If you are unclear whether a situation is a true emergency, treat it as if it were until told otherwise.
- During any evacuation procedure it is important to follow the explicit directions of uniformed Public Safety Officers and Building Coordinators to the nearest exit (Appendix H – Emergency Evacuation Plan).
- During medical /psychiatric or other emergency, a triage area will be established if necessary. Staff will direct individuals to the determined location. Appropriate
medical/mental health staff will evaluate individuals requiring treatment and determine disposition.

✓ Specific emergency protocols should be followed. They are listed in the CEMP. This emergency plan must be available to the entire Rensselaer community, including students, faculty, and staff.

✓ Notify the Department of Public Safety during non-emergencies by calling x6656.

✓ The community is reminded to carry their Rensselaer ID at all times.

✓ Please review this information so that in an emergency you will know how to respond. Inform the Director of Public Safety and Emergency Management if there is additional information you consider necessary to handle emergencies.

B. Institution vs. Department Level Response

Situations have either been classified as Institution-Level Emergencies or Department-Level Emergencies. An Institutional Level Response Plan is one that is administered at the Institutional level generally affecting the entire campus community, whereas a Department-level emergency is one where the response plans are the responsibility of a specific portfolio or department. Depending on the severity of an incident these may have institutional impact. This list below, while not an exhaustive list, includes the emergency situations that have been reviewed and planned for. Additions may be made as new situations arise. For each situation the lead department or group as well as the responsible plan manager is identified.

**Institution Level Response Plans**

<table>
<thead>
<tr>
<th>Emergency Item</th>
<th>Lead Department / Group</th>
<th>Responsible Plan Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Evacuation</td>
<td>Emergency Mgt / Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>Pandemic Flu</td>
<td>Student Health Center</td>
<td>Executive Director, Student Health and Wellness</td>
</tr>
<tr>
<td>Electrical Power Failure</td>
<td>Physical Plant</td>
<td>Director of Physical Plant</td>
</tr>
</tbody>
</table>
## Department Level Response Plans - (Depending on severity these may have institutional impacts)

<table>
<thead>
<tr>
<th>Emergency Item</th>
<th>Lead Department/Group</th>
<th>Responsible Plan Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armed Assailant/Hostile Intruder</td>
<td>Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>Civil Disorder</td>
<td>Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>Communicable Disease</td>
<td>Student Health Center</td>
<td>Executive Director, Student Health and Wellness</td>
</tr>
<tr>
<td>Death-Student</td>
<td>Student Health Center</td>
<td>Assistant VP and Dean, Students – Campus Experience</td>
</tr>
<tr>
<td>Death-Faculty/Staff</td>
<td>Human Resources</td>
<td>Director of Human Resources</td>
</tr>
<tr>
<td>Death-Other</td>
<td>Media Relations</td>
<td>VP, Strategic Communications and External Relations</td>
</tr>
<tr>
<td>Domestic Violence/Intimate Partner Violence</td>
<td>Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>Earthquake/Building Collapse</td>
<td>Physical Plant</td>
<td>Director of Physical Plant</td>
</tr>
<tr>
<td>Electrical Power Failure</td>
<td>Physical Plant</td>
<td>Director of Physical Plant</td>
</tr>
<tr>
<td>Emergency at HFH</td>
<td>Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>Emergency Action/Fire Prevention Plan</td>
<td>Public Safety</td>
<td>Director of Environmental Health &amp; Safety and Risk Management</td>
</tr>
<tr>
<td>Gas Leak</td>
<td>Physical Plant</td>
<td>Director of Physical Plant</td>
</tr>
<tr>
<td>Hazardous Materials Incident</td>
<td>Environmental Health and Safety</td>
<td>Director of Environmental Health &amp; Safety and Risk Management</td>
</tr>
<tr>
<td>Hostage Situation</td>
<td>Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>International Incident Involving One of more Students, Faculty or Staff</td>
<td>International Studies Human Resources</td>
<td>Assistant VP and Dean of Students – Campus Experience Director of Benefits, Retirement and Employee Relations</td>
</tr>
</tbody>
</table>
Department Level Response Plans (cont’d)

<table>
<thead>
<tr>
<th>Event</th>
<th>Responsible Department</th>
<th>Responsible Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Interruption</td>
<td>DOT CIO</td>
<td>Director of Information Technologies Infrastructure</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>Sexual Violence/Sexual Assault</td>
<td>Public Safety, Human Resources</td>
<td>Director of Public Safety and Emergency Management, Director of Employee Relations</td>
</tr>
<tr>
<td>Suspicious Package</td>
<td>Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>Terrorism Alerts and Incidents</td>
<td>Public Safety</td>
<td>Director of Public Safety and Emergency Management</td>
</tr>
<tr>
<td>Utility System Failure (including water main break)</td>
<td>Physical Plant</td>
<td>Director of Physical Plant</td>
</tr>
<tr>
<td>Violence Policy</td>
<td>Human Resources</td>
<td>Director of Employee Relations</td>
</tr>
</tbody>
</table>

Appendix D contains risk-specific plans.
5.0 General

A. Introduction

Business Continuity Planning (BCP) is the process whereby organizations ensure the maintenance of critical operations when confronted with adverse events such as natural disasters, technology failures, human errors, or terrorism. The objectives of a business continuity plan are to minimize loss to the organization, continue to serve customers, and maintain administrative operations.

The Institute has an obligation to protect and provide for students, faculty, staff, and visitors in the event of a major interruption of our mission or operation on campus. These obligations extend to a responsibility for each Department to be able to meet its individual obligations. This includes the ability to provide the services expected of them and to carry out functions critical to the mission of Rensselaer should an event occur that interrupts the normal course of operations. Failure to have an adequate continuity plan could lead to significant financial impact, interruptions of academic classes, failure of research projects and delays in completing other mission critical activities.

The overall business continuity planning process is depicted in Figure 1.

B. Emergency Management Framework

The purpose of Rensselaer’s Comprehensive Emergency Management Plan is to prepare for, respond to, recover from and mitigate against the effects of an extraordinary emergency or catastrophe affecting Rensselaer. Business continuity is integral to the recovery phase of emergency management. Business continuity is defined as Rensselaer’s ability to provide service and support to its customers and maintain its viability before, during, and after a business continuity event.
C. Business Continuity Plan Components

The commonly accepted components of a Business Continuity Plan (BCP) are:

- Determining Essential Processes – identifies critical business processes, assigns estimates of maximum allowable downtime, and designates priorities for restoration.

- Risk Assessment – identifies specific threats, assesses vulnerability to those threats, and assigns degree of risk associated with each threat.

- Risk Management/Continuity Planning – utilizes the Risk Assessment to determine which risks should be managed; and provides a written, widely disseminated, and exercised plan of actions necessary to continue business in the event of disruption associated with those risks.

- Testing and Updating – establishes mechanisms to exercise the plan and keep it current.

Completion of the attached templates constitutes a Business Continuity Plan.

D. Operational Phases and Implementation

Rensselaer’s business continuity plan is implemented to ensure the continuation or rapid resumption of mission essential functions during a continuity event. Rensselaer’s concept of emergency management operations is a three-tiered organization. The chief tier is the Executive Command Group chaired by the President. The ECG is responsible for executive decision-making, plan review and determining best course of action in the event of a campus emergency. The second Tier is the Emergency Operations Group chaired by the Director of Public Safety and Emergency Management.

Concept of Operations The EOG carries out ECG decisions and actions as directed. The third Tier is the Incident Commander, the person in-charge of the incident. The Incident Commander sets priorities and defines the organization of the incident response teams and the overall incident action plan.

E. Scope of Rensselaer BC Planning

The BCP is executed after life safety and health issues are addressed. The Comprehensive Emergency Management Plan addresses life safety and health issues.
Public Safety services
- Electricity, water, reasonable climate control, and adequate lighting
- Access to and egress from campus, classrooms, and administrative facilities
- Safe handling and proper disposal of toxic substances, biologically hazardous materials and radioactive materials

BCP encompasses maintaining and recovering the business of the Institute, not just the recovery of technology. Each Division carries out multiple functions critical to the business of the Institute. Successful BCP identifies the critical mission essential functions that must be performed regardless of events. The term "business units" will be used throughout instead of the various titles and entities on campus, e.g., offices, services, centers, programs and so forth.

Business Continuity Planning requires both a campus-wide plan and individual plans from business units that are responsible for mission essential functions. Mission essential functions are processes that are required to ensure loss to the organization is minimized, constituents continue to be served and administrative operations are resumed safely and effectively.

F. Rensselaer’s Concept of Operations

Continuity Plan Operational Phases and the Implementation phase is:

1. Readiness & preparedness: Activities (e.g., planning, training, exercising, etc.) to ensure personnel can continue mission essential functions
2. Activation & relocation: The ability to attain operational capability at continuity facilities and with minimal disruption to operations
3. Continuity operations: Upon activation of the Continuity Plan, the Division / Department will continue to operate at its primary facility until ordered to cease operations by the Executive Command Group. At that time, essential functions will transfer to the continuity facility
4. Reconstitution: Returning to the primary operating facility once the emergency has been declared “all-clear”.

The focus of Rensselaer’s business continuity plan is on readiness and planning for continuity of operations.
5.2 Determining Essential Processes

The first step in business continuity planning is determining the essential processes needed to perform the stated mission of your Portfolio that is essential to the Institute. Next, what are the interdependencies between essential processes that must continue to exist for the Institute to function? Essential processes generally fall into one of three general categories:

- Safety and Security - Activities needed to sustain a safe and secure environment for students, faculty, staff, the visiting public and surrounding community. A Business Continuity Plan is concerned with sustaining pre-identified mission critical functions for an extended period. A Disaster Recovery Plan addresses restoring safety and security.

- Business Support Services - Activities that allow the Institute to maintain necessary business operations, safeguard assets, and ensure the financial viability of the Institute. Examples include payroll, revenue collection, accounts payable and financial reporting.

- Learning, Education, and Research - Activities that carry out or directly support the academic mission of the Institute, for example student support services (admissions, registration, etc.), lecture & study, research, post graduate programs, graduation.

After determining essential processes, the next step is to determine essential functions necessary to perform the identified essential processes.

A. Mission Essential Functions

The task of separating general operational functions from essential functions is an early and critical component of continuity planning. The process used to identify organizational functions may vary, depending on the mission and structure of an organization. The identification of general operational functions should focus on defining the activities an organization conducts to accomplish its mission and serve its stakeholders. It is critical to recognize the difference between general operational functions and the tasks that support them.

Identifying all mission essential functions (MEF) is a prerequisite for continuity because it establishes parameters that drive the organization’s efforts in all other planning and preparedness areas. A simple screening aid can be used to assist in identification:

<table>
<thead>
<tr>
<th>Mission Essential Function Screening Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the function directed by law, regulation or Institute policy?</td>
</tr>
<tr>
<td>If yes, identify which:</td>
</tr>
<tr>
<td>Can this function be deferred for 30-days?</td>
</tr>
<tr>
<td>Is this function required under all circumstances either uninterrupted, with minimal interruption or requiring immediate execution in an emergency?</td>
</tr>
</tbody>
</table>

*If the answer to one or all of these questions is “No” the function is probably not a MEF*
No more than six Mission Essential Functions for each Business Continuity Plan should be listed. The sum total for each Portfolio is limited purposely. Common planning issues of concern are:

1. Performing non-essential functions rather than focus on those that are essential
2. Failure to properly discriminate between general and essential functions
3. Poor or failing to communicate and/or collaborate between business units and colleagues

Examples of mission essential functions, allowable downtime and recovery priority are:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Business Process / Business Function</th>
<th>Allowable Downtime</th>
<th>Priority for Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliary Services</td>
<td>Dining Services</td>
<td>None</td>
<td>High</td>
</tr>
<tr>
<td>Dot.CIO</td>
<td>Telephone Service</td>
<td>½ Day</td>
<td>High</td>
</tr>
<tr>
<td>Dot.CIO</td>
<td>Network</td>
<td>None</td>
<td>High</td>
</tr>
<tr>
<td>Environ &amp; Site Svcs</td>
<td>Janitorial Services</td>
<td>½ Day</td>
<td>High</td>
</tr>
<tr>
<td>Environ Health &amp; Safe</td>
<td>Staffing for emergency response</td>
<td>None</td>
<td>High</td>
</tr>
<tr>
<td>Environ Health &amp; Safe</td>
<td>Provide notice of hazardous material releases to regulatory agencies</td>
<td>None</td>
<td>High</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Regulatory Compliance</td>
<td>1 Day</td>
<td>High</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Operations and Maintenance</td>
<td>None</td>
<td>High</td>
</tr>
<tr>
<td>Procurement</td>
<td>Emergency purchasing</td>
<td>½ Day</td>
<td>High</td>
</tr>
<tr>
<td>Procurement</td>
<td>Physical Distribution Center</td>
<td>½ Day</td>
<td>High</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Staffing for emergency response</td>
<td>None</td>
<td>High</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Providing site security and orderly traffic flow</td>
<td>None</td>
<td>High</td>
</tr>
</tbody>
</table>

Mission Essential Function templates designed to assist Business Continuity planners are located at the end of this document.

**B. Drivers of Mission Essential Functions**

The continuity of mission essential functions will be driven by the availability of:

- Trained personnel
- Vital records and databases
- Supplies
- Equipment and systems

These must be available and accessible to support continuity of operations, development of recovery timelines and strategies for essential functions.
C. Essential Functions/Employees

Once mission essential functions are identified, a staffing plan should be created identifying essential employees to perform the identified critical assignments. To prevent reliance on a sole employee, planning should include identifying additional employees able to perform critical assignments. This may require cross-training which requires advanced planning to be effective in an unforeseen emergency.

5.3 Dot.CIO

The core services provided by Dot.CIO (e.g., telephone, network, administrative software applications) are considered basic to the recovery of most if not all campus business processes. As such, Dot.CIO is responsible for an information services and technology Disaster Recovery Plan that addresses the recovery and continuity of those services in the event of a disaster. Dot.CIO is not responsible for other Business Unit Business Continuity Plans.

5.4 Risk Assessment

The second step of business continuity planning is to determine the potential hazards or threats that could affect the Institute, assess the likelihood of their occurrence, and analyze the Institute’s vulnerability. This analysis then forms the basis for preparing the continuity plan. More time and resources are spent planning for, and where possible, preventing disasters that are judged to have both a high likelihood of occurrence and a high level of severity.

Rensselaer’s Comprehensive Emergency Management Plan requires a campus-wide Hazardous Vulnerability Analysis (HVA) be reviewed annually. Appendix 1 is the current HVA. The HVA addresses the likelihood of occurrence and severity of threats as viewed from a campus-wide perspective.

Business units can use this assessment as a guide in developing their specific risk assessments, but must realize that both likelihood of occurrence and event consequence may differ when viewed from a unit level. For example, the occurrence of a chemical release that affects the entire Institute is judged to be unlikely, but the occurrence of a chemical spill affecting a specific building may be judged likely.

A. Risk Management/Continuity Planning

A.1. Policy

Each Portfolio will appoint a Business Continuity Coordinator responsible for continuity planning. This person will be the Portfolio focal point for determining which of its departments or units operates processes that are mission essential and ensuring those processes are identified in the Portfolio/Division/Department or business unit Business Continuity Plan. Portfolios may consider assigning planners to assist the Coordinator. Each department will ensure that operating units responsible for mission essential functions
develop a Business Continuity Plan that enables the operating unit to continue to perform those mission essential functions and services in the event of a disaster. Divisions may determine the degree to which continuity planning is consolidated across multiple units within a division. This decision will be based on factors such as commonality of business process, size of the Division, etc. However, all identified mission essential processes must be covered by a plan.

Unit plans must take into account the possibility that an Institute-wide interruption may affect multiple units. Departments that depend on other departments or external suppliers to provide its mission essential functions should coordinate with those departments or external suppliers to ensure these suppliers or units have a continuity plan.

Business Continuity Coordinators will provide central coordination of the continuity planning process to assist units in determining space, equipment, and services that might be available within the Institute and to make the planning process coherent across units.

The Department of Public Safety and Emergency Management is responsible for collecting all unit plans. Combining this document and unit plans will constitute Rensselaer's Business Continuity Plan (BCP).

In the event of plan activation, prioritization and allocation of services and limited resources will be accomplished by the Executive Command Group as outlined in the Comprehensive Emergency Management Plan.

**A.2. Business Unit Plans**

The plan for operational continuity shall contain clear strategies and procedures needed to continue operations and execute a recovery in the event of an interruption that compromises the ability of the operating unit to carry out its mission essential functions.

The recognition of an interruption may be made by the individual business unit for local occurrences or by the President and/or Executive Command Group for campus-wide occurrences.

Unit plans will follow business continuity planning principles described in this document. The unit BCP should be developed by completing and documenting these steps:

- Develop a unit risk analysis that identifies risks and/or hazards that might reasonably pose a threat to the operating unit’s ability to function. The unit risk analysis should examine threats as they apply to the operating unit so the results may differ from those in Appendix 1 of this Plan.

- Determine which subset of mission critical business process(s) identified in Appendix 2 of this Plan are being addressed by the unit plan.

- Identify existing and easily implemented controls to mitigate or avoid these risks and
hazards. Develop and document procedures for recovering all or part of the highest priority functions, given specific failure scenarios and time horizons.

✓ Determine whether each process could be suspended or degraded or whether it must be fully operational immediately. In many cases, service levels may be considerably less than existed prior to interruption, but nevertheless sufficient to sustain the critical mission function for some time.

✓ Determine the time frame for full recovery of critical functions if a degraded service level is deemed initially acceptable.

✓ Identify resource needs for alternate work sites or other temporary facilities for the most critical functions. Provide for the ongoing back up of critical data and protection of critical equipment. Assign local recovery roles, responsibilities, and authority.

✓ Develop procedures for recovering impacted operations quickly, and strategies for providing programs and services under various emergency conditions.

✓ Determine when the plan needs to be activated and identify who within the unit is authorized to implement the plan.

Identify all persons with copies of the plan. Store at least one current copy in an off-site facility with immediate availability.

✓ Maintain the list of resources, vendors, etc., with which the unit has agreements for the provision of services, supplies, or equipment to be used in the event of an interruption of operations.

✓ Establish procedures for contacting appropriate Institute departments and Institute suppliers in the event of an interruption of operations.

✓ Establish procedures for return to full, normal operations of the operating unit, including that of non-critical functions.

Section XI. Questionnaire is designed to assist in formulating individual Business Continuity Plans.

5.5 Orders of Succession

Succession to office is critical in the event that Portfolio, Division or Department leadership is unavailable, debilitated or incapable of performing their legally authorized duties, roles and responsibilities.

Orders of succession provide for the orderly and predefined assumption of senior offices during an emergency in the event that any officials are unavailable to execute their legal duties. Orders
of succession are not merely a continuity function. They should be developed to support day-to-day operations.

Orders of succession should be at least “three deep” and, if possible, include one person whose day-to-day job is physically located at a different site from the primary facility.

As a minimum, orders of succession should:

- The conditions under which succession will take place
- The method of notification
- The conditions under which authority will return to the senior leader

5.6 Delegations of Authority

Delegations of authority are formal documents specifying the activities that may be performed by those who are authorized to act on behalf of the Portfolio head or other key officials.

Delegations of authority document the legal authority for officials – including those below the Portfolio head to make key policy decisions during a continuity situation. Delegations of authority are required to ensure:

**Continued operations of the Portfolio and their essential functions**

- Rapid response to any emergency situation requiring continuity plan implementation

Information to be included in Delegations of Authority

- The authority that is being delegated, including exceptions
- The limits of that authority
- To whom the authority is being delegated (by title)
- The circumstances under which delegated authorities would become effective and when they would terminate
- The successor’s authority to re-delegate those authorities

5.7 Continuity of Facilities

All Divisions as part of their continuity plans and procedures should designate

- Continuity facilities resource requirements
- Alternate usages of existing facilities, and as appropriate
- Virtual office options including telework

Divisional leaders’ should prepare their personnel for the possibility of unannounced relocation to these facilities. Preparations include establishing procedures for the orientation of continuity personnel and for conducting operations and administration at continuity facilities.
Continuity facilities should be identified for the relocation of a limited number of key leaders and staff. If possible, continuity facilities should replicate essential capabilities by providing systems and configurations that used in daily activities. If no suitable facility is available, then preparation of a Portfolio funded “go-box” is necessary. A “go-box” represents your division/department in a portable box. The intent is restoring operations, with limited staff, to conduct mission essential functions in a pre-designated alternate location.

A. Facility Planning Requirements

Continuity facility considerations include:

- Sufficient space, equipment and other resources to sustain essential operations, as appropriate and support staff
- The capability to perform essential operations as soon as possible after an emergency or other continuity event with minimal disruption of operations and in all cases within 12-hours after an event; the ability to maintain this capability for up to 30-days after an event or until normal business activities can be resumed
- Reliable logistical support, services and infrastructure systems
- Consideration for health, safety and security of employees who have been relocated to designated facility site(s)
- Continuity communications, including the means for secure communications if appropriate, with all identified essential internal and external organizations, as well as with customers and the public
- Computer equipment, software and other automated data processing equipment necessary
- Capabilities to access and use vital records necessary to facilitate the performance of critical business functions

B. Continuity Facility Options

The nature of the event causing BCP activation may compel the ECG to assign business units to an alternate site. Potential examples are:

- Campus site(s) not affected by disaster:
  - Facilities close in proximity to the affected site may be able to host relocated essential employees and assist in reinstating essential operations.
- Hotels or vacant office space: May be utilized on a temporary basis to accommodate personnel and necessary office equipment.
- Mobile worksites: Portable structures, such as trailers that can be transported to the affected site.
- Portable offices may contain computers, telecommunications equipment, and other necessary requirements.
- Telecommuting: Staff works remotely from home or alternate locations
5.8 Vital Records Management

The identification, protection and ready availability of vital records, databases and hardcopy documents are critical elements of a continuity plan and program. “Vital Records” refers to information systems and applications, electronic and hardcopy documents, references and records needed to support essential functions during a continuity situation.

A. Two principal categories of vital records:

1. Emergency Operating Records: These include records and databases essential to the continued functioning or the reconstitution of the organization during and after a continuity event. Examples are emergency plans and directives, orders of succession, delegation of authority, staffing assignments and related policy or procedural records.

   Rights and Interest Records: These include records critical to carrying out an organization’s essential legal and financial functions and vital protection of the legal and financial rights of individuals who are directly affected by that organization’s activities.

Each Division/Department has different functional responsibilities and business needs. Each should decide which records are vital to its operations and then assign responsibility for those records to appropriate personnel.

The following provides a useful way to assist in the identification and management of vital records

<table>
<thead>
<tr>
<th>Vital Records</th>
<th>Form of Record (e.g., electronic, hardcopy, etc)</th>
<th>Hand Carried to Alternate Facility</th>
<th>Storage Location(s)</th>
<th>Maintenance Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Identification of Vital Records

5.9 Unit Plan Testing and Maintenance

A. Testing

All Unit Business Continuity Plans will be exercised every two years. Exercises will include:

✔ Identified exercise objectives
✔ Exercises will validate the viability of the plan
✔ Documenting of exercise results and the steps proposed to correct any problems
✔ Make appropriate changes to the plan
B. Training

The Director of Public Safety and Emergency Management will provide training to all designated Business Continuity Coordinators. Each Divisional Coordinator will train their department coordinators. Units will assure that training on the use of the plan is provided to ensure that all staff members are adequately trained to fulfill their responsibility in support of the recovery process.

**Training for new employees should be carried out within 120 days of their start date.**

Plans should be reviewed by the unit head once per year. In particular, the unit head should assure that:

- Mission critical functions have been identified
- Continuity and recovery strategies are in place
- Documentation for the plan is current
- Minimum levels of required operation and recovery time frames have been set
- Exercising of the plan has been completed during the last 24 months

C. Plan Maintenance

Unit heads must evaluate the impact of changes within the unit, make appropriate plan updates, and communicate changes to persons holding copies of the plan.
6.0 Terminology

**Alternate Worksite** – A work location, other than the primary location, to be used to carry out critical functions when the primary location is not accessible.

**Business Continuity** – The activity(s) performed by an organization to ensure that mission essential business functions will be available to customers, suppliers, regulators, and other entities that must have access to those functions.

**Business Continuity Plan (BCP)** – An ongoing process fully supported by senior management and funded to ensure that the necessary steps are taken to identify the impact of potential losses, maintain viable recovery strategies and plans, and ensure the continuity of operations through personnel training, plan testing, and maintenance.

**Business Unit** – The term used in this plan instead of the various business titles and entities on campus such as Auxiliary Services, Special Services, Middleware Technologies, Media Relations, Centers, Programs and so forth.

**Contact List** – A list of team members and key players in a crisis. The list should include home phone numbers, pager numbers, cell phone numbers, etc.

**Critical Function** – Business activity or process that cannot be interrupted or unavailable for any unspecified period of time without having a significant negative impact on the organization.

**Damage Assessment** – The process used to appraise or determine the number of injuries and human loss, damage to public and private property, and the status of key facilities and services resulting from a natural or human-caused disaster or emergency.

**Disaster** – An unanticipated incident or event, including natural catastrophes, technological accidents, or human-caused events, causing widespread destruction, loss, or distress to an organization that may result in significant property damage, multiple injuries, or deaths.

**Disaster Recovery** – Immediate intervention taken by an organization to minimize further losses brought on by a disaster and to begin the process of recovery, including activities and programs designed to restore critical business functions and return the organization to an acceptable condition.

**Emergency** – An unforeseen incident or event that happens unexpectedly and demands immediate action and intervention to minimize potential losses to people, property, or profitability.

**Evacuation** – Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

**Evaluation and Maintenance** – Process by which a business continuity plan is reviewed in accordance with a predetermined schedule and modified in light of such factors as new legal or
regulatory requirements, changes to external environments, technological changes, test/exercise results, personnel changes, etc

**Exercise**– An activity performed for the purpose of training and conditioning team members and personnel in appropriate crisis responses with the goal of achieving maximum performance

**Mission Essential Function** - The limited set of Institute-level functions that should be continued throughout, or resumed rapidly after, a disruption of normal activities.

**Preparedness** - Actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain and improve operational capabilities

**Probability** - A measure or estimation of how likely it is that something will happen

**Readiness**– The first step of a business continuity plan that addresses assigning accountability for the plan, conducting a risk assessment and a determining essential processes, agreeing on strategies to meet the needs identified in the risk assessment an essential processes and appropriate response teams

**Reconstitution** - the process of resuming operations from the primary operating facility

**Recovery/Resumption**– Plans and processes to bring an organization out of a crisis that resulted in an interruption. Recovery/resumption steps should include damage and impact assessments, prioritization of critical processes to be resumed, and the return to normal operations or to reconstitute operations to a new condition

**Recovery Time Objectives** – The period of time that a process can be inoperable in order to avoid unacceptable consequences

**Response**– Executing the plan and resources identified to perform those duties and services to preserve and protect life and property as well as provide services to the surviving population. Response steps should include potential crisis recognition, notification, situation assessment, and crisis declaration, plan execution, communications, and resource management

**Risk Assessment**– Process of identifying internal and external threats and vulnerabilities, identifying the likelihood of an event arising from such threats or vulnerabilities, defining the critical functions necessary to continue an organization’s operations, defining the controls in place or necessary to reduce exposure, and evaluating the cost for such controls

**Simulation Exercise**– A test in which participants perform some or all of the actions they would take in the event of plan activation. Simulation exercises are performed under conditions as close as practicable to “real world” conditions

**Tabletop Exercise**– A test method that presents a limited simulation of a crisis scenario in a narrative format in which participants review and discuss, not perform, the policy, methods, procedures, coordination, and resource assignments associated with plan activation
Testing—Activities performed to evaluate the effectiveness or capabilities of a plan relative to specified objectives or measurement criteria. Testing usually involves exercises designed to keep teams and employees effective in their duties and to reveal weaknesses in the Business Continuity Plan.

Training—An educational process by which teams and employees are made qualified and proficient about their roles and responsibilities in implementing a Business Continuity Plan.

Vital Records—Records or documents, for legal, regulatory, or operational purposes, that if irretrievably damaged, destroyed, or lost, would materially impair the organization’s ability to continue business operations.
7. Questionnaire

The following questions will aid in developing guidance for recovery planning:

1. What is the Division’s mission? What are the essential processes to the mission?

2. What are your department’s business interdependencies? What do you need from other departments to perform mission essential functions? What departments depend on you to perform mission essential functions?

3. Are there days of the week or month, or months of the year, when a major emergency would be even more disruptive than at other times?

4. Is your essential data backed up regularly? Would the information be accessible if your building was closed or if the Institute’s network was down?

5. Does your Division and constituent Departments have planning documents for continuing operations in the event of disaster?

6. Is there a process for tracking the cost of business recovery (including funds spent on overtime, special materials/supplies, temporary personnel, etc.) and a mechanism for distinguishing emergency recovery costs from other business expenditures?
   a. Are special vendor/contractor arrangements necessary for your department(s) to ensure continuity of services?
   b. Does your College/Division have a method to make emergency purchases?

7. What human resources would you need to restore your most critical functions?
   a. Do your employees have personal emergency preparedness plans for their households?
   b. If only 50% of your staff/faculty could return to work, could you open?
   c. Is telecommuting an option during a disaster? What can you do now to plan for that?
   d. If the Institute had volunteer workers available after a disaster, what skills would be needed in your department?

8. What equipment is necessary for the department to perform its functions?

9. Have precautions been taken to secure essential equipment in the event of most likely emergencies?

10. How would you replace equipment within hours or days to be able to resume normal business?

   If your department couldn’t use its office space to operate, how much space would you need to relocate? What equipment, tools or software applications are essential?
## Appendix 1 – Hazard Vulnerability Analysis

Rensselaer is most vulnerable to events scoring the highest total points

<table>
<thead>
<tr>
<th>EVENT</th>
<th>PROBABILITY</th>
<th>LIFE THREAT</th>
<th>HEALTH/SAFETY</th>
<th>HIGH DISRUPTION</th>
<th>MOD DISRUPTION</th>
<th>LOW DISRUPTION</th>
<th>PREPAREDNESS</th>
<th>TOTAL</th>
<th>RISK SPECIFIC PLANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Shooter, Armed Assailant, Hostile Intruder</td>
<td>3</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>16</td>
<td>Active Shooter/Armed Assailant/Hostage Situation</td>
</tr>
<tr>
<td>Terrorism, Chemical, Biological, Radioactive</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td>Terrorism Alerts and Incidents, Bomb Threat, Suspicious Package</td>
</tr>
<tr>
<td>Mass Casualty Incident (Medical/infectious), i.e., Epidemic, pandemic flu, food poisonings etc.</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td>Communicable Diseases/pandemic flu, Medical Emergency, Terrorism Alerts and Incidents</td>
</tr>
<tr>
<td>Hazmat Exposure, External to Campus</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td>10</td>
<td>10</td>
<td>Hazardous Materials Contingency Plan, Gas Leak</td>
</tr>
<tr>
<td>Hazmat Exposure, Internal to Campus</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td>Hazardous Materials Contingency Plan, Gas Leak</td>
</tr>
<tr>
<td>Ice Storm</td>
<td>2</td>
<td>3</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>Severe Weather</td>
</tr>
<tr>
<td>Utility Failure</td>
<td>2</td>
<td>3</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>Utility Failure, Electrical Power Failure, Gas Leak</td>
</tr>
<tr>
<td>Earthquake, Building Collapse, Structural</td>
<td>1</td>
<td>4</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>Earthquake/Building Collapse</td>
</tr>
<tr>
<td>Fire, Emergency Response and Evacuation</td>
<td>2</td>
<td>4</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>Emergency Action Fire Plan, Emergency at EMPAC, Emergency at HFH, Assisting Mobility Impaired</td>
</tr>
<tr>
<td>Blizzard</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>Severe Weather</td>
</tr>
<tr>
<td>Severe Thunderstorm/Hurricane</td>
<td>3</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>Severe Weather</td>
</tr>
<tr>
<td>Tornado</td>
<td>1</td>
<td>3</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>Severe Weather</td>
</tr>
<tr>
<td>Snow Fall</td>
<td>3</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>Severe Weather</td>
</tr>
<tr>
<td>IT Systems interruption, Communications systems failure (phone, data)</td>
<td>2</td>
<td>3</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>IT Service Interruption</td>
</tr>
<tr>
<td>VIP Situation</td>
<td>1</td>
<td>3</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>VIP Situation, Civil Disorder</td>
</tr>
<tr>
<td>Civil Disorder</td>
<td>1</td>
<td>3</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>Civil Disorder, VIP Situation</td>
</tr>
</tbody>
</table>
## Appendix 2 – Mission Essential Function Worksheet

<table>
<thead>
<tr>
<th>Mission Essential Function</th>
<th>Brief Description of Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Estimated maximum amount of time this function can be down</strong> (If this varies depending on the time of the year, make a note under comments.)</td>
<td>[ ] Must be continuous [ ] 2-5 days [ ] 2 weeks [ ] 30 days</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
<tr>
<td><strong>Key Personnel and Alternates</strong></td>
<td>Lead Name/Title:</td>
</tr>
<tr>
<td></td>
<td>Alternate Name/Title:</td>
</tr>
<tr>
<td></td>
<td>Alternate Name/Title:</td>
</tr>
<tr>
<td><strong>Other Depts. and Vendors critical to this function</strong></td>
<td></td>
</tr>
</tbody>
</table>

### RESOURCE REQUIREMENTS

 to perform this function in non-emergency condition

<table>
<thead>
<tr>
<th>Vital Systems and Programs</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Network Requirements</th>
<th>(e.g. campus network for e-mail, Internet, etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Facilities and Equipment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vital Records and Information</th>
</tr>
</thead>
</table>
RENSSELAER POLYTECHNIC INSTITUTE

Portfolio

Division

Department

BUSINESS CONTINUITY PLAN

Templates

___ Insert Date ___
Record of Changes

Submit recommended changes to this document to the Director of Public Safety and Emergency Management, Administration Division

Table 1
Record of Changes

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Section and/or Page Number</th>
<th>Description of Change</th>
<th>Date of Change</th>
<th>Posted By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

45
**Publication and Dissemination**

The Business Continuity Plan will be distributed to executive leadership and key personnel within the Institute and to others as deemed appropriate. Requests for additional copies of this Plan or notification of updates should be directed to Portfolio Business Continuity Coordinator or designee.

**Table 2**  
Continuity Plan Distribution List

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institute or Organization</th>
<th>Date issued</th>
<th>Date Returned</th>
<th>Number of Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Rensselaer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>Rensselaer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>Public Safety and Emergency Management</td>
<td>Rensselaer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

46
# Organization and Assignment of Responsibilities

## Table 3
Continuity implementation Responsibilities

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| Vice President            | ✓ Provide Portfolio leadership for the Continuity Program  
                           | ✓ Implement the Continuity Plan as needed  
                           | ✓ Consult and advise appropriate officials during implementation of the Continuity Plan  
                           | ✓ Oversee and coordinate activities with the Portfolio Continuity Coordinator                                                                       |
| Continuity Coordinator    | ✓ Coordinate the implementation of the Continuity Plan and initiate appropriate notifications to internal and external contacts  
                           | ✓ Work closely with assigned Continuity Planners to ensure smooth transition from continuity operations to reconstitution operations |
| Essential Personnel       | ✓ Be prepared to deploy and support the performance of the Portfolio’s mission essential functions in the event of a Continuity Plan implementation  
                           | ✓ Ensure that family members are prepared for and taken care of in an emergency situation                                                                   |
| Employees                 | ✓ Monitor communications for guidance or instructions during the event  
                           | ✓ Know and understand their roles in a continuity environment  
                           | ✓ Ensure that family members are prepared for and taken care of in an emergency  
                           |
Orders of Succession

Pre-identifying orders of succession is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill his/her essential duties, successors have been identified to ensure there is no lapse in leadership.

### Table 4
**Orders of Succession**

<table>
<thead>
<tr>
<th>Key Position</th>
<th>Incumbent</th>
<th>Successor 1</th>
<th>Successor 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asst Vice President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Continuity Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Delegations of Authority

Generally, pre-determined delegations of authority will take effect when normal operations are disrupted and terminate when they have resumed. Delegations of authority for this Portfolio, Division or department are:

### Table 5
Delegations of Authority

<table>
<thead>
<tr>
<th>Authority</th>
<th>Type of Authority</th>
<th>Position Holding Authority</th>
<th>Delegation to Position</th>
<th>Triggering Conditions</th>
<th>Procedures</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Communication and External Relations*</td>
<td>Emergency Communications, Official Spokesperson</td>
<td>Vice President, SCER</td>
<td>Director, News &amp; Editorial Services</td>
<td>Incumbent is unavailable or cannot be contacted. In the case of emergency communications, the trigger is immediate</td>
<td>Detailed in Business Continuity Plan</td>
<td>Terminates when incumbent returns</td>
</tr>
<tr>
<td>Human Resources*</td>
<td>Employee Work Matters</td>
<td>Vice President HR</td>
<td>Director of Employee Relations</td>
<td>Incumbent is unavailable or cannot be contacted for ( X ) hours</td>
<td>Detailed in Business Continuity Plan</td>
<td>Terminates when incumbent returns</td>
</tr>
<tr>
<td>Public Safety*</td>
<td>Law Enforcement</td>
<td>Director of Public Safety and Emergency Management</td>
<td>Assistant Public Safety Director</td>
<td>Incumbent is unavailable or cannot be contacted for ( X ) hours</td>
<td>Detailed in Business Continuity Plan</td>
<td>Terminates when incumbent returns</td>
</tr>
</tbody>
</table>

(*Three examples for display purposes only)
### Primary Facility(s)

#### Table 6
Facility(s)

#### Location Data

<table>
<thead>
<tr>
<th>Main Telephone Number</th>
<th>Main Facsimile Number</th>
<th>Main E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Office - Building</th>
<th>Main Office – Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Location(s) Occupied:

<table>
<thead>
<tr>
<th>On Campus</th>
<th>Off Campus</th>
<th>Insert building name, street address, floor(s) occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus</td>
<td>Off Campus</td>
<td></td>
</tr>
<tr>
<td>On Campus</td>
<td>Off Campus</td>
<td></td>
</tr>
<tr>
<td>On Campus</td>
<td>Off Campus</td>
<td></td>
</tr>
<tr>
<td>On Campus</td>
<td>Off Campus</td>
<td></td>
</tr>
</tbody>
</table>

*If location is located off the main campus property, please complete the following Off Campus Facility Data Sheet*

#### Headcount Detail

<table>
<thead>
<tr>
<th>Faculty and other Academic Appointees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff (Full-Time)</td>
<td></td>
</tr>
<tr>
<td>Staff (Part-Time, excluding students)</td>
<td></td>
</tr>
<tr>
<td>Student Staff * Graduate Students</td>
<td></td>
</tr>
<tr>
<td>Volunteers</td>
<td></td>
</tr>
<tr>
<td>Guests (Average per day)</td>
<td></td>
</tr>
<tr>
<td>Other (Explain)</td>
<td></td>
</tr>
</tbody>
</table>
Off Campus Facility Data

Table 7
Off Campus facility Data

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Spaces / Use</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Spaces / Use</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Spaces / Use</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Spaces / Use</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Activation Decision Matrix

## Table 8
Activation Decision Matrix

<table>
<thead>
<tr>
<th>Level of Emergency</th>
<th>Category</th>
<th>Potential Event</th>
<th>Impact on Ability of Rensselaer to Continue Operations</th>
<th>Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alert</td>
<td>An event with notice, such as severe weather forecast to impact area</td>
<td>An actual or anticipated event which may have an adverse impact on any portion of the Institute, staff or equipment / systems for a period of time that exceeds prep-planned recovery time objectives, but does not require any specific response beyond what is normally available</td>
<td>No Continuity Plan implementation requirement</td>
</tr>
<tr>
<td>2</td>
<td>Stand-by</td>
<td>Actual approaching storm; system or equipment failure expected to last less than 24-hours; possible area emergency reported with minimal impact to staff availability</td>
<td>An actual or anticipated event estimated to have minimal impact on operations that might require minimal assistance beyond what is normally required</td>
<td>Limited Continuity Plan implementation depending on individual Portfolio / department(s) requirements</td>
</tr>
<tr>
<td>3</td>
<td>Partial Implementation</td>
<td>Localized damage to one wing or floor of a building; system failure expected to last more than one day; public health emergency declared with moderate impact to staff</td>
<td>An actual event estimated to disrupt the operations of the institute for more than the established recovery time objectives or 24-hours</td>
<td>Partial implementation of the Continuity plan</td>
</tr>
<tr>
<td>4</td>
<td>Full Implementation</td>
<td>A disruptive event has caused extensive structural damage to a facility; system or equipment failure expected to last for an extended period of time; public health emergency declared with significant staff impact</td>
<td>An actual event that significantly disrupts the operations of the Institute’s for a period of time that may exceed the recovery time objectives</td>
<td>Full implementation of the Continuity Plan approved by the executive leadership</td>
</tr>
</tbody>
</table>
### Table 9
**Mission Essential Functions**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Mission Essential Function</th>
<th>Number of Personnel</th>
<th>Equipment, Systems and/or Vital Records/Databases***</th>
<th>Vendors &amp; External Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>Deliver emergency mgt services campus-wide</td>
<td>1**</td>
<td>PC, Telephone, Internet access, Email access, Fax machine, Printer, Copier, CEMP, RPI Alert, Resource Manual</td>
<td>VCC</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*Examples for display purposes only)

(**Number of personnel based upon completion of Table 10)

(****See Vital Records - Table 12)
Essential Personnel and Contact information

Table 10
Essential Personnel and Contact Information

<table>
<thead>
<tr>
<th>Mission Critical Function #</th>
<th>Contact</th>
<th>Title</th>
<th>Home Address</th>
<th>Home Telephone</th>
<th>Cellular Telephone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td></td>
<td>Director of Public Safety and Emergency Mgt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*Examples for display purposes only)
Establish procedures for contacting appropriate Institute departments and Institute suppliers in the event of an interruption of operations

**Contact Procedures**

**Table 11**

**Contact Procedures**

<table>
<thead>
<tr>
<th>External Contact</th>
<th>Point of Contact</th>
<th>Email Address</th>
<th>Office #</th>
<th>Cellular # Pager #</th>
<th>Customer Service #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Event, Impact and Mitigation

### Table 12

<table>
<thead>
<tr>
<th>Event</th>
<th>Impact</th>
<th>Mitigation Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blizzard*</td>
<td>Campus closure, highways and roadways closed, utilities at risk, emergency measures on standby</td>
<td>Continue service delivery, implement emergency measures as necessary</td>
</tr>
<tr>
<td>HazMat exposure in a campus building*</td>
<td>Building closed, personnel evacuated, no entrance into building until declared safe, Environmental Health &amp; Safety monitors the situation and announces when it is safe to return</td>
<td>Notify building staff they’re prohibited from entering until further notice, notify Provost if classes are held in building, Provost responsible for notifying working interns</td>
</tr>
<tr>
<td>Shooter on campus*</td>
<td>Campus closed, RPIAlert activated, campus community ordered to shelter-in-place, Police sweep the campus</td>
<td>RPIAlert activated and continues until police determine the campus is safe, all buildings lock-down, campus community shelters-in-place, no vehicular or foot traffic allowed on campus</td>
</tr>
</tbody>
</table>

(*Example from Appendix 1 – Hazard Vulnerability Analysis for display purposes only)
Alternate Location Requirements

Table 13
Alternate Location Requirements
(Section VII Business Continuity Plan)

All, as part of their continuity plans and procedures, should designate

Continuity facilities resource requirements

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Number</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of essential personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate facility support staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office/Worksite needs</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office space needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office equipment needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office furniture needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Logistics</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistical needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other needs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Network/Computer</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop /laptop equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DotCIO support personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Vital Records Management

### Table 14
Identification of Vital Records

<table>
<thead>
<tr>
<th>Vital Records</th>
<th>Form of Record (e.g., electronic, hardcopy, etc.)</th>
<th>Hand Carried to Alternate Facility</th>
<th>Storage Location(s)</th>
<th>Maintenance Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll*</td>
<td>Electronic</td>
<td>No</td>
<td>VCC</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Emergency Mgt – Blackboard Connect*</td>
<td>Electronic</td>
<td>No</td>
<td>Off-campus</td>
<td>Daily</td>
</tr>
</tbody>
</table>

(*Examples for display purposes only)
### Table 15
Program Management and Maintenance Responsibilities

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| Vice President                | ✓ Designate and authorize a Continuity Coordinator to manage the Portfolio Continuity Program  
|                               | ✓ Ensure that orders of succession and delegations of authority are kept up to date  
|                               | ✓ Promulgate the Continuity Plan  
|                               | ✓ Ensure Institute personnel and staff participate in continuity exercises  |
| Continuity Coordinator        | ✓ Coordinate the development and documentation of all activities required of the Portfolio to perform its mission essential functions during an event or other situation that disrupts normal operations  
|                               | ✓ Create a Portfolio planning schedule and milestones for developing or updating continuity capabilities and obtain plan approval  
|                               | ✓ Coordinate and/or administer continuity awareness training for all Portfolio employees and applicable contractors responsible for supporting activation of the Continuity Plan  
|                               | ✓ Maintain and update the Continuity Plan as outlined in Table 10 – Continuity Plan Maintenance Schedule  
|                               | ✓ Coordinate and annual continuity exercise and complete and after-action report (AAR)  
|                               | ✓ Develop and improvement plan to correct deficiencies noted in the AAR  |
| Department Heads and Senior Staff | ✓ Have an approved telework agreement, if applicable  
|                               | ✓ Participate in continuity training and exercises as directed  
|                               | ✓ Be aware of their role and capable of performing their responsibilities in the event of plan activation  
|                               | ✓ Update contact information with the Continuity Coordinator for inclusion in the Continuity Plan as appropriate  |
| Continuity Planner            | ✓ Coordinate the development and documentation of all activities required at the departmental level to perform its mission essential functions during an event or other situation that disrupts normal operations  
|                               | ✓ Create a departmental planning schedule and milestones for developing or updating continuity capabilities and obtain plan approval  
|                               | ✓ Coordinate and/or administer continuity awareness training for department employees and applicable contractors responsible for supporting activation of the Continuity Plan  
|                               | ✓ Assist Continuity Coordinator as directed  |
| Employees and Contractors     | ✓ Know and understand their roles in a continuity environment  
|                               | ✓ Understand the communication protocols to be used during a continuity event  |

The Continuity Coordinator or designee is responsible for Continuity Plan maintenance
### Table 16

**Continuity Plan Maintenance Schedule**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Tasks</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revise contact information for Portfolio leadership and key personnel</td>
<td>- Confirm and update Portfolio leadership and key personnel information</td>
<td>Semiannually</td>
</tr>
<tr>
<td>Plan update</td>
<td>- Review entire plan for accuracy and compliance</td>
<td>Annually (prior to June 15th) or when organizational changes occur</td>
</tr>
<tr>
<td></td>
<td>- Update plan to reflect organizational changes within the Institute or changes to mission essential functions or supporting activities performed by the Institute or contractors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Incorporate lessons learned and changes in policy or philosophy</td>
<td></td>
</tr>
<tr>
<td>Maintain orders of succession and delegations of authority</td>
<td>- Identify current incumbents</td>
<td>Semiannually</td>
</tr>
<tr>
<td></td>
<td>- Update rosters and contact information</td>
<td></td>
</tr>
<tr>
<td>Maintain alternate facility readiness</td>
<td>- Check all systems</td>
<td>Annually (prior to June 15th) or at the Institute’s discretion</td>
</tr>
<tr>
<td></td>
<td>- Verify accessibility</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Cycle supplies and equipment, as necessary</td>
<td></td>
</tr>
<tr>
<td>Verify the existence of the Institute’s essential records program and identify responsible person, if assigned</td>
<td>- Verify that essential records program includes provisions for monitoring the volume of materials, updating and/or removing materials and materials distribution</td>
<td>Annually or Institute’s discretion</td>
</tr>
</tbody>
</table>
Training and Exercise

In order to maintain the Institute’s continuity capability, an all-hazards continuity training and exercise program has been established. Major components of this program include training all staff in their continuity responsibilities and conducting periodic exercises to test and validate continuity plans and procedures, systems and equipment.

Training

The institute is dedicated to maintaining a continuity capability and as such has developed the following training schedule:

Table 17

Continuity Training Schedule

<table>
<thead>
<tr>
<th>Individual or Group to Receive Training</th>
<th>Type of Training</th>
<th>Individual to Provide Training</th>
<th>Training Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>New personnel</td>
<td>Continuity Briefing (or other means of orientation)</td>
<td>Continuity Coordinator or Planner</td>
<td>Within 60 days of hire</td>
</tr>
<tr>
<td>Executive Emergency Management Leadership and Key Personnel</td>
<td>Continuity Plan Training</td>
<td>Continuity Coordinator or designee</td>
<td>Annual Awareness reminder or when plan changes</td>
</tr>
<tr>
<td>Key Personnel (Alternates)</td>
<td>Continuity Plan training</td>
<td>Continuity Coordinator or designee</td>
<td>Annual Awareness reminder or when plan changes</td>
</tr>
<tr>
<td>Pre-delegated Authorities and Successors</td>
<td>Orders of Succession and Delegation of Authority Awareness</td>
<td>Continuity Coordinator or designee</td>
<td>Annual Awareness reminder or when plan changes</td>
</tr>
<tr>
<td>Applicable Contractors</td>
<td>Responsible Departments must make contractors aware of the Institute’s BC Plan and adjust contract requirements as applicable</td>
<td>Department designee</td>
<td>Annual Awareness reminder or when significant plan changes occur</td>
</tr>
<tr>
<td>University Staff</td>
<td>Continuity Plan training</td>
<td>Department Heads/Supervisor</td>
<td>Annual Awareness reminder or when significant plan changes occur</td>
</tr>
</tbody>
</table>
Exercises

Rensselaer is committed to ensuring that realistic exercises are conducted, during which individuals and business units perform the tasks that are expected of them in a real event.

Exercise or Activation Evaluation

Each exercise activity, as well as actual events will be evaluated and an after-action report and a plan of corrective action shall be completed. The evaluation will identify systemic weaknesses and suggest corrective actions that will enhance the Institute’s preparedness. The results will be incorporated into a formal improvement plan. This information will be collected and prepared by the Director of Public Safety and Emergency Management and reviewed by the Vice President Administration Division for presentation to, and approval of the President of the Institute. Once approved, the Continuity Coordinator or designee will incorporate applicable lessons learned into the plan. The schedule below does not preclude divisions or departments from running and participating in exercises as they deem necessary.

Table 18

Continuity Training Plan

<table>
<thead>
<tr>
<th>Type</th>
<th>Schedule</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabletop</td>
<td>Bi-annually</td>
<td>Emergency Management, alternate personnel, selected division/departments</td>
</tr>
<tr>
<td>Functional</td>
<td>Annually</td>
<td>Executive Command Group leadership, alternate personnel, select division/departments</td>
</tr>
</tbody>
</table>
Authorities

- Federal Continuity Directive 1, February 2008
- NYS Executive Law Article 2-B
- Rensselaer Comprehensive Emergency Plan, December 2011
SECTION 6: EMERGENCY COMMUNICATION PLAN

6.1 Purpose of the Plan

The emergency communication plan (Appendix J) guides Institute emergency response personnel, communicators and leadership as they communicate during an emergency. The plan facilitates the accurate, swift and continuous flow of information and ultimately helps protect the health and safety of the campus community.

The plan addresses key areas of Institute-wide communication. It functions in concert with more focused emergency communication plans developed for the various portfolios across campus. These portfolio communication plans outline policies and procedures for faculty, staff and students within each individual portfolio.

6.2 Timely Warning

In the event that a situation arises on campus that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The Department of Public Safety Standard Operating Procedure and/or the Quick-Response Matrix for RPI Alert activation (see next page) pertain.

6.3 RPI Alert Emergency Notification

RPI Alert is the mass emergency notification system for Rensselaer. It is designed to notify campus constituents of an active, major campus emergency. RPI Alert consists of three (3) components:

- Outdoor mass notification system (4 geographically positioned siren/speaker arrays)
- Electronic and voice messaging (e-mails, text and telephone)
- Dedicated web site with RSS feed to:
  - Campus visual display (Rensselaer TV & digital boards across campus)
  - MorningMail (the Rensselaer news aggregation system)
  - Homepage
  - RPInfo
  - Others as subscribed to RSS

Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Catastrophes, especially no-notice events, require quick action and decision-making. The following one-page matrix serves as a quick reference to aid decision-making with activation and use of the multi-component RPI Alert system. Students, staff and faculty can be alerted as a group or alerted as subsets or individually as the situation dictates.

The Office of Strategic Communications and External Relations crafted emergency messages written to quickly convey the situation, protective actions and pertinent information. Appendix K contains sample messages.
### Quick-response matrix for RPIAlert activation

<table>
<thead>
<tr>
<th>Situation</th>
<th>Decision-making authority</th>
<th>Timing to make decision</th>
<th>Management of situation</th>
<th>RPIAlert component(s) used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1 – threat to life</strong> (e.g. armed intruder, major chemical spill, massive infrastructure matter/fire, etc.)</td>
<td>Director of Public Safety and Emergency Mgt and/or AVP Admin Division</td>
<td>Immediate, and up to 10 minutes</td>
<td>Subject-specific incident commander (e.g. public safety, medical, etc.) in concert with President and cabinet, and the <em>Core Emergency Operations Group</em> (see below), led by Director of Public Safety and Emergency Mgt</td>
<td>All: Siren/speakers, electronic messaging, website, and other visual components (CCTV, Concerto, etc.) Utilizing pre-approved messaging when possible</td>
</tr>
<tr>
<td><strong>Level 2 – impending campus-wide impacting event, with time to respond</strong> (e.g. expected severe weather, commencement venue change, etc.)</td>
<td>President, or cabinet member in President's absence – next in line, for urgency and unavailability of above, is Director of Public Safety and Emergency Mgt and/or AVP Admin Division</td>
<td>Within one hour, or sooner, of learning of event</td>
<td><em>Core Emergency Operations Group</em>, led by Director of Public Safety and Emergency Mgt</td>
<td>Electronic messaging, website, and other visual components (CCTV, Concerto, etc.)</td>
</tr>
<tr>
<td><strong>Level 3 – unplanned events that might impact some campus operations</strong> (e.g. planned power outages for repair, etc.)</td>
<td>VP or AVP of Admin Division and Emergency Operations Group</td>
<td>Within one hour, or sooner, of learning of event</td>
<td><em>Core Emergency Operations Group</em>, led by Director of Public Safety and Emergency Mgt</td>
<td>Electronic messaging, website</td>
</tr>
</tbody>
</table>
*Core Emergency Operations Group members:*

- Director of Public Safety and Emergency Management
- Director, News and Editorial Services -SC&ER
- Executive Director, Student Health and Wellness
- Director of Physical Plant
- Director of Environmental & Site Services
- Director of Environmental Health & Safety

The full Emergency Operations Group has 16 standing members. Others will be called as the current or developing situation demands.

6.4 Deactivation Plan

The end of every major emergency situation on campus must be communicated to the community in order to return to normal campus operations. When emergency conditions are stabilized and normal Institute operations can resume, the CEMP will be deactivated by the Incident Commander in consultation with the President and the Executive Command Group. A formal announcement will be disseminated using appropriate emergency information and notification systems.
SECTION 7: TRAINING PLAN

7.1 Purpose

The ultimate goal of this training program is to integrate Rensselaer’s CEMP into the culture of the Institute and to ensure that the policies and procedures detailed in all existing Risk-Specific plans are clearly articulated to those responsible for their implementation. It is designed to capitalize on opportunities to educate the campus community regarding responses to emergency situations, test procedures and protocols and encourage thorough planning at all levels of the organization.

The underlying concept of the training program that supports Rensselaer’s CEMP is that all faculty, staff, students, contractors and visitors to the Institute are affected by the CEMP and have individual responsibility in regards to understanding how the plan applies to them.

7.2 Responsibility for Training

The Rensselaer CEMP includes a number of risk-specific response plans. These plans are characterized as being either Institution-wide plans and/or Department specific plans. Institution-wide plans, such as the Emergency Evacuation Plan (Appendix H pertains) include a training component for the entire campus community. Department specific plans, such as the Business Continuity Plan for an individual department, outline procedures which identify the department, work unit, staff and/or external agency that serve as the “First Responders” to an incident which is or may become an emergency. It is the responsibility of each portfolio owner (these individuals comprise the Executive Command Group) to determine the training needs within their respective portfolios in regards to the Risk-Specific Response Plans and to ensure that all training related to Institution-wide plans is completed. The Division of Human Resources will administer the training programs associated with all Institution-wide plans.

7.3 Training for Institute-Wide Response Plans

The Division of Human Resources administers training programs associated with all Institution-wide plans. Training information is to be disseminated and tracked utilizing Rensselaer’s on-line Institute-wide training program, i.e., TrainCaster. Portfolio owners and individual Managers/Supervisors will have access to recordkeeping functionality within the on-line Learning Management System, which allows for easy delivery and tracking access.

7.4 Training for Risk-Specific Departmental Plans

Given the unique nature of content associated with Risk-Specific Departmental Plans, this training is to be administered by the portfolio owners and/or their designees. It is critical that portfolio owners and/or their designees evaluate the needs of their particular organization, define the roles of their team members in relation to Emergency Response and Disaster Recovery operations and convey those roles to affected individuals. A tracking tool has been included in Section 7.7 to assist portfolios owners in outlining the
specific training needs of their organization and track completion. In addition, The Division of Human Resources will assist other campus portfolios with administration and usage of Rensselaer’s on-line Learning Management System for Risk-Specific Departmental Plans at the request of the portfolio.

7.5 *Functional Drills*

Functional Drills are designed to test specific functions within components of the CEMP, whether they are Institution-Wide Response Plans or Risk-Specific Departmental Plans. Examples of functional drills are those which test medical response, emergency evacuation and/or warning, communications procedures and equipment or back up business continuity systems. During the functionality drills, individuals need to evaluate systems and processes which may be problematic in a response situation and amend appropriate portions of the CEMP as necessary.

Functional Drill content and schedules should be designed at the portfolio level and are the responsibility of the portfolio owner and/or their designee.

7.6 *Tabletop Exercises*

Tabletop exercises include members of an emergency management group, which may be Institute-wide, Divisional or Departmental in nature, meeting in a conference room setting to discuss individual responsibilities and reactions to emergency scenarios. As part of the Institute-wide response contained in this CEMP, the Emergency Operations Group will conduct a minimum of two (2) tabletop exercises annually, one of which will include outside resources such as local emergency responders or community members. Tabletop exercises designed to evaluate responses associated with Risk-Specific Departmental Plans will be conducted at the discretion of each portfolio owner and/or their designee.
SECTION 8: APPENDIX

A. Delegation of Authority Memo

B. Sample Declaration of State of Emergency

C. Hazard Vulnerability Analysis

D. Risk-Specific Plans and Procedures

E. CONOP Members

F. Acronyms and Definitions

G. Organizational Responsibilities of the Emergency Operations Group

H. Emergency Evacuation Plan

I. List of the Building Coordinators

J. Emergency Communication Plan

K. RPIAlert Messages

L. Frequently Questions and Answers
Appendix A - Delegation of Authority Memo

Shirley Ann Jackson, Ph.D.
President

March 20, 2015

DELEGATION OF AUTHORITY

In the event of the incapacitation of, or the inability to reach (in a timely manner), the President of Rensselaer Polytechnic Institute, each vice president has the authority to act in his or her area of responsibility. This delegation does not extend to entering into contractual obligations on behalf of the Institute beyond authorized levels in each vice president's cognizant portfolio.

For general Institute matters, the following successive order of delegation is in effect:

1. Vice President for Finance and CFO
2. Provost
3. Vice President for Research
4. Secretary of the Institute and General Counsel

In addition, the Office of the President, through the Chief of Staff or the Secretary of the Institute, should be kept informed of all developments at all times.

No further delegation of this Delegation of Authority is authorized. This document supersedes all previous delegations.

Shirley Ann Jackson, Ph.D.
President
Professor of Physics, Applied Physics and Astronomy
Professor of Engineering Science

cc: President's Cabinet
PROCLAMATION OF A CAMPUS STATE OF EMERGENCY

WHEREAS, THE RENSSELAER POLYTECHNIC INSTITUTE emergency policies and procedures empower the President to proclaim a Campus State of Emergency, when the campus has been affected by an extraordinary emergency or disaster; and WHEREAS, the President does hereby find: That conditions of peril to the safety of persons and property have arisen within the campus caused by , commencing on or about , on the date of , warranting the necessity for, and proclamation of, a Campus State of Emergency; NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said Campus State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the President of Rensselaer Polytechnic Institute.

In witness whereof, I set my hand and the great seal of Rensselaer Polytechnic Institute

______________________________
President

Done at______in the month of ____________

Attest:________________________. Secretary
### Appendix C – Hazard Vulnerability Analysis – August 2016

Ranssalaer is most vulnerable to events scoring the highest total points.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>PROBABILITY</th>
<th>RISK</th>
<th>PREPAREDNESS</th>
<th>TOTAL</th>
<th>RISK SPECIFIC PLANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCORE</td>
<td>HIGH (3)</td>
<td>MED (2)</td>
<td>LOW (1)</td>
<td>NCNE (0)</td>
<td>LIFE THREAT (5)</td>
</tr>
<tr>
<td>Active Shooter, Armed Assailant, Hostile Intruder</td>
<td>1</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Terrorism, Chemical, Biological, Radioactive</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Mass Casualty Incident (Medical/Infectious), i.e., Epidemic, pandemic flu, food poisonings etc.</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Hazmat Exposure, External to Campus</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Hazmat Exposure, Internal to Campus</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Ice Storm</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Utility Failure</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Earthquake, Building Collapse Structural</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Fire, Emergency Response and Evacuation</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Blizzard</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Severe Thunderstorm/Hurricane</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Tornado</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Snow Fall</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>IT Systems interruption, Communications systems failure (phone, data)</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>VIP Situation</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Civil Disorder</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
Appendix D – Risk Specific Plans and Procedures

Listed below are the emergency risk-specific plans and procedures. Additions may be made as new situations arise.

<table>
<thead>
<tr>
<th>Emergency Situation</th>
<th>Page number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Shooter / Armed Assailant / Hostile Intruder</td>
<td>75</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>79</td>
</tr>
<tr>
<td>Civil Disorder</td>
<td>81</td>
</tr>
<tr>
<td>Communicable Disease / Illness</td>
<td>83</td>
</tr>
<tr>
<td>Death</td>
<td>96</td>
</tr>
<tr>
<td>Domestic Violence/Intimate Partner Violence</td>
<td>97</td>
</tr>
<tr>
<td>Earthquake / Building Collapse</td>
<td>99</td>
</tr>
<tr>
<td>Electrical Power Failure</td>
<td>101</td>
</tr>
<tr>
<td>Emergency Action / Fire Prevention Plan</td>
<td>104</td>
</tr>
<tr>
<td>Assisting Mobility Impaired</td>
<td>124</td>
</tr>
<tr>
<td>Emergency at the Experimental Media Performing Arts Center</td>
<td>126</td>
</tr>
<tr>
<td>Emergency at the Houston Field House</td>
<td>127</td>
</tr>
<tr>
<td>Gas Leak</td>
<td>131</td>
</tr>
<tr>
<td>Hazardous Material Incident</td>
<td>134</td>
</tr>
<tr>
<td>Hostage Situation</td>
<td>148</td>
</tr>
<tr>
<td>International Incident involving One or More Students, Faculty or Staff</td>
<td>150</td>
</tr>
<tr>
<td>IT Service Interruption</td>
<td>152</td>
</tr>
<tr>
<td>Category</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Medical Emergency on Campus</td>
<td>154</td>
</tr>
<tr>
<td>Medical Emergency - Automatic External Defibrillator (AED)</td>
<td>156</td>
</tr>
<tr>
<td>Medical Emergency – Psychological</td>
<td>157</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>159</td>
</tr>
<tr>
<td>Sexual Violence/Sexual Misconduct</td>
<td>161</td>
</tr>
<tr>
<td>Suspicious Package</td>
<td>162</td>
</tr>
<tr>
<td>Terrorism Alerts and Incidents</td>
<td>164</td>
</tr>
<tr>
<td>Utility System Failure (including water main break)</td>
<td>166</td>
</tr>
<tr>
<td>Violence Policy</td>
<td>169</td>
</tr>
</tbody>
</table>
Active Shooter/Armed Assailant/Hostile Intruder

Campus Community Response

The Rensselaer Polytechnic Institute Department of Public Safety is a professional Campus Law Enforcement Agency with powers of arrest. The department is located in the Public Safety building on 15th Street. For your protection and assistance, the department is staffed 24 hours a day, all year long.

Active Shooter

If you have knowledge or information of an “active shooter or armed assailant”, take the following steps:
1. Protect yourself. Take cover immediately. Lock or barricade yourself and others inside a secure area if possible.
2. Call 911. Remain out of sight from the suspect(s) if possible. Report the suspect(s) movements to the 911 dispatcher or the Department of Public Safety at (518)276-6611. Provide a description of the suspect(s) and a direction of travel if possible.
3. Evacuate if it is safe to do so, or if instructed by emergency responders.

How to Report a Crime

If the crime occurred on Rensselaer Polytechnic Institute property, then you must contact the Rensselaer Department of Public Safety at (518) 276-6611 or activate an emergency blue phone. If the crime occurred in the City of Troy, then you need to contact Rensselaer County 911 at (518) 270-4411. In any event, if the crime is an emergency that would require immediate emergency response, dial “911”.

Reporting Crimes- In Progress

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by dialing 911. You should attempt to provide as much of the following information as possible:
1. Nature of the incident. Make sure the dispatcher understands that the incident is in progress.
2. Location of the incident.
3. Description of the suspect(s) involved.
4. Injuries that have occurred.
5. Description of any weapons involved.

Emergency Action

In Progress Incidents:
1. Protect yourself first
2. Call 518-276-6611 or 911 from a campus phone.

Note: Dialing 911 from a cell phone will not connect you with Public Safety.
Give your name, location and type of incident. Inform the dispatcher that the incident is in progress.
Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

**Reporting Crimes - Not in Progress**

If you have become a victim of a crime and it is not an emergency or life threatening situation, telephone the Department of Public Safety at (518) 276-6656 and be prepared to provide the following information:

1. Your name and RIN.
2. Your address.
3. Your telephone number.
5. Your exact location at the time of the call, including the building name, room/apartment number.
6. The suspect(s) last know direction of travel.

**Emergency Blue Phones**

Located at strategic location on the Rensselaer campus are emergency telephone call boxes (Blue Phones).

For emergencies, use the Emergency Call boxes in the following manner:

- Push the “help” button

Within a few seconds, Rensselaer’s Department of Public Safety will answer.

**What to Know**

There have been several high-profile examples of deadly shooting on college campuses. Our Department of Public Safety has learned some valuable lessons from these tragic events on how students can better protect themselves from a hostile shooter. Below are some recommendations for students, faculty, and staff on how to respond if there is a hostile or aggressive individual on campus with the intention of actively causing deadly harm.

Your foundation for survival during an active shooter event is:

- **RUN**
- **HIDE**
- **FIGHT**

Remember to stay calm in every emergency situation. If you discover an individual with a weapon on campus, warn others and seek a place of safety, then call Public Safety and 911.
What to Do

If you are not directly involved:

- **RUN**
  - Notify anyone you encounter that there is a shooter and to seek safety
  - Seek shelter in a safe place
  - Take protective cover and stay there until directed otherwise
  - Lock doors and windows
  - Stay away from windows and doors until notified
  - Call Rensselaer Public Safety Department at 518 276-6611, or 911
  - Provide the dispatcher with clear and specific information including:
    - Your name;
    - Location of the incident;
    - Number of persons who may be in harm;
    - Your current location; and
    - Any known injuries.

If you are directly involved:

- **HIDE**
  - Go to the nearest room or office
  - Close and lock the door
  - Block the door using whatever is available – desks, file cabinets books, other furniture
  - Turn off the lights
  - Seek protective cover
  - Keep quiet and act as if no one is in the room
  - Do not answer the door
  - The shooter may bang on the door and yell for help to entice you to open the door.
  - If the shooter enters your room and leaves, lock/barricade the door behind them
  - If safe, allow others to seek refuge with you
  - Once in a sheltered area:
    - Close blinds
    - Block doors
    - Block windows
    - Turn off radio and computer monitors if necessary
    - Silence cell phones
    - Keep occupants calm and quiet
    - Positioned people out of sight and behind items that might offer additional protection – walls, desks, file cabinets, etc.
If you find yourself in an open area:

- Immediately seek protection
- Put something between you and the shooter
- Is escape your best option? Do you know where the shooter is? Is escape immediately available?
- If in doubt find a safe area and secure it the best way you can
- Should a fire alarm sound during a lockdown situation, DO NOT EVACUATE THE BUILDING unless you have first hand knowledge that a fire is in the building, you are in imminent danger, or you have been instructed to do so by emergency response personnel or a college official.
- FIGHT if confronted by the shooter and you have NO other option.
- Notify 911 and Public Safety if it is safe to do so, providing each dispatcher with the following information:
  - Your name
  - Your location (be as specific as possible)
  - Number of shooters and their specific location
  - Shooters race, gender, physical features
  - Type of weapons rifle/shotgun, handgun)
  - Have you heard explosions separate from gunshots?
  - Do you recognize the shooter? What is his name?
  - Number of persons involved
  - Injuries known
- Wait for police or an Officer from Public Safety to assist you out of the building

Remain calm!

Initial Contact: The Department of Public Safety
Responsible Plan Manager: The Director of Public Safety and Emergency Management
Responders: Troy Police and the Department of Public Safety
Attachments: Public Safety SOP #10
Timeline for Review: Annually
Bomb Threats

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedure described below should be implemented regardless of whether the bomb threat appears real or not.

All employees should become familiar with the Bomb Threat checklist. This list should be immediately available and kept close to the phone.

1. Stay Calm.
2. If a suspicious object or potential bomb is discovered, do not handle the object; clear the area and call 911. Be sure to include the location and appearance of the object when reporting.
3. If a telephone call bomb threat is received:
   a. Do not put the caller on hold.
   b. Do not attempt to transfer the call.
   c. Do not hang up the telephone the call came in on. If possible have someone else use another telephone to call 911.
4. Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the location from which the call is being made.
5. Listen closely to the voice to determine voice quality, accents, speech impediments, sex or any unusual characteristics.

Emergency Action

1. Call 911 or use an Emergency Call box to report the incident

If a suspicious object is observes:

1. Don’t touch it.
2. Evacuate the area.

Initial Contact: The Department of Public Safety

Responsible Plan Manager: The Director of Public Safety and Emergency Management

Responders: Troy Fire, Troy Police and the Department of Public Safety

Attachments: Public Safety SOP # 14

Timeline for Review: Annually
BOMB THREAT CHECKLIST

STAY CALM

EXACT WORDS USED TO MAKE THE THREAT (if possible):

QUESTIONS TO ASK:

1. WHEN IS THE BOMB GOING TO EXPLODE? _______________________

2. WHERE IS THE BOMB LOCATED? _______________________

3. WHAT KIND OF BOMB IS IT? _______________________

4. WHAT WILL CAUSE THE BOMB TO EXPLODE? _______________________

5. WHAT DOES THE BOMB LOOK LIKE? _______________________

6. WHO PLACED THE BOMB? _______________________

7. WHY WAS THE BOMB PLACED? _______________________

8. WHAT IS YOUR NAME? _______________________

9. WHERE ARE YOU CALLING FROM? _______________________

DESCRIPTION OF CALLER’S VOICE:

CALLER’S NAME _______________________

Accent _____ Race ______

Time of Call ______

MALE ______

FEMALE ______

YOUNG ______

OLD ______

MIDDLE AGED ______

CALM ______

LISP ______

SOFT ______

80
Civil Disorder

Campus Community Response

Civil disorder is a broad term that is typically used by law enforcement to describe one or more forms of a disturbance caused by a group of people. It is intended to be a demonstration to the public, but it can escalate into a larger scale problem.

Peaceful Protest

Rensselaer Polytechnic Institute has policies in effect which identify the rules for maintenance of public order during the commission of a Peaceful Protest. In order to safeguard the interests of all members of the community, it is requested that those planning a demonstration inform the Office of the Dean of Students as far in advance as is reasonably possible of any planned demonstration, its proposed location and the object of the intended protest.

Civil Disorder

Civil disorder occurs when community members not directly involved in the protest have their lives significantly disrupted. If you are a victim or a witness to an incident of civil disorder, call the Department of Public Safety and provide the following information:

1. Your Name and telephone number
2. Nature of the incident. Make sure the dispatcher understands that the incident is in progress.
3. Location of the incident (Campus property or City of Troy property).
4. How many protesters are involved
5. Injuries that have occurred.
6. Description of any weapons involved.
7. What signs may state or chants being said.

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

Emergency Action

Civil Disorder which has the potential for injury:

1. Protect yourself first
2. Contact the Department of Public Safety

Give your name, location and type of incident. Inform the dispatcher that the incident is in progress
Initial Contact: The Department of Public Safety

Responsible Plan Manager: The Director of Public Safety and Emergency Management

Responders: Department of Public Safety

Attachments: Peaceful Protest Policy/Henderson Act

Timeline for Review: Annually
Communicable Disease / Illness

**Purpose**
To ensure a timely and organized response in the case of a communicable disease or illness in order to protect the campus community; as well as to provide support for the ill community member.

**Procedure**
The Student Health Center will follow American College Health Association (ACHA) and Centers for Disease Control (CDC) Guidelines in responding to a communicable disease or illness on campus. The staff will monitor these websites in order to assess what may be emerging health concerns.

If the ill person is a student, the Student Health Center will be responsible for their care. If the ill person is a faculty or staff member, the individual’s primary care provider will be responsible for their care.

In both situations, the Student Health Center will coordinate communication with campus and families as necessary (in conjunction with the Office of Communications and observing HIPAA), preventative health measures (including testing and/or prophylactic medications/vaccines as necessary), providing support for other community members, and working with the Rensselaer County and New York State Health Department as needed.

Rensselaer’s Pandemic Plan of 2009 addressed the emerging influenza (H1N1) health issue that the Student Health Center is preparing for.

**Initial Contact:** Student Health Center

**Responsible Plan Manager:** Executive Director, Student Health and Wellness

**Responders:** Student Health Center, Public Safety, Student Life, Rensselaer County and/or New York State Health Department

**Training Needs:** Student Health Center staff annual training

**Attachments:** Rensselaer Pandemic Plan of 2009

**Timeline for Review:** Annually
World Health Organization (WHO) - Phase of Pandemic Alert

In the 2009 revision of the phase descriptions, WHO has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phase’s 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.

<table>
<thead>
<tr>
<th>W.H.O. Situation (Geographic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>W.H.O Phase</td>
</tr>
<tr>
<td>Phase 1 – Pandemic alert period</td>
</tr>
<tr>
<td>Phase 2 – Pandemic alert period</td>
</tr>
<tr>
<td>Phase 3 – Pandemic alert period</td>
</tr>
<tr>
<td>Phase 4 – Elevated pandemic risk</td>
</tr>
<tr>
<td>Phase 5 – Pandemic imminent</td>
</tr>
<tr>
<td>Phase 6 – Pandemic period</td>
</tr>
</tbody>
</table>
Rensselaer Pandemic Matrix

Planning for a pandemic event is complex and dynamic due to the fact that it is impossible to predict the severity of the pandemic until it is in progress. The U.S. Center for Disease Control has developed a Pandemic Severity Index that takes into account the fact that the amount of harm caused by pandemics can fluctuate. These fluctuations may drive variations in planning and actions taken by government agencies, public health organizations, education establishments, and businesses.

The Pandemic Severity Index has five different categories of pandemics, with Category 1 representing mild severity and Category 5 representing the most severe. The severity of a pandemic is primarily determined not by its infection rate (the percentage of people who become ill) but by the Case Fatality Rate (the proportion of deaths among clinically ill persons).

<table>
<thead>
<tr>
<th>HHS/CDC Pandemic Severity Index</th>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
<th>Category 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary isolation (Home)</td>
<td>Case Fatality Rate &lt;0.1</td>
<td>Case Fatality Rate 0.1 - &lt;0.5</td>
<td>Case Fatality Rate 0.5 - &lt;1.0</td>
<td>Case Fatality Rate 1.0 – 2.0</td>
<td>Case Fatality Rate &gt;2.0</td>
</tr>
<tr>
<td>Voluntary quarantine (Home)</td>
<td>Excess Death Rate &lt;30</td>
<td>Excess Death Rate 30-150</td>
<td>Excess Death Rate 150 - 300</td>
<td>Excess Death Rate 300 - &lt;600</td>
<td>Excess Death Rate &gt;600</td>
</tr>
<tr>
<td>Social Distancing</td>
<td>Illness Rate 20-40</td>
<td>Illness Rate 20-40</td>
<td>Illness Rate 20 – 40</td>
<td>Illness Rate 20-40</td>
<td>Illness Rate 20-40</td>
</tr>
<tr>
<td>Reduce Activities</td>
<td>(Recommended)</td>
<td>(Generally Not Recommended)</td>
<td>(Consider)</td>
<td>(Recommended)</td>
<td>(Recommended)</td>
</tr>
<tr>
<td>Modify, postpone, or cancel</td>
<td>(Generally Not Recommended)</td>
<td>(General Not Recommended)</td>
<td>(Consider)</td>
<td>(Recommended)</td>
<td>(Recommended)</td>
</tr>
<tr>
<td>selected public gatherings</td>
<td>(Generally Not Recommended)</td>
<td>(General Not Recommended)</td>
<td>(Consider &lt; 4 Weeks)</td>
<td>(Recommended)</td>
<td>(Recommended)</td>
</tr>
<tr>
<td>modify workplace schedules</td>
<td>(Generally Not Recommended)</td>
<td>(Consider &lt; 4 Weeks)</td>
<td>(Consider)</td>
<td>(Recommended)</td>
<td>(Recommended)</td>
</tr>
<tr>
<td>and practices</td>
<td>(Generally Not Recommended)</td>
<td>(Consider)</td>
<td>(Consider)</td>
<td>(Recommended)</td>
<td>(Recommended)</td>
</tr>
</tbody>
</table>

| Absenteeism Rate on campus:    | 0-3%       | 3-10%      | 11-20%     | >20%       | N/A        |
| Mortality (Deaths) on campus:  | 0          | 0          | 1          | >1         | N/A        |

RPI Emergency Plan Response Level

<p>| Level A: Full time monitoring and reporting of international, national and local activities. Active emergency operating committee and |
| Level B: Intense Rensselaer preparations and specific actions driven by the HHS/CDC Pandemic Severity Index. Weekly |
| Level C: RPI Preparing to Suspend Classes and activities; daily updates to Executive Command Group. Specific actions driven by |
| Level D: RPI Suspends Classes. Daily updates to Executive Command Group. Specific actions driven by HHS/CDC Severity Index, NYS DOH |
| Level E: RPI Closes Institute operations. Daily updates to Executive Command Group. Specific actions driven by HHS/CDC Severity Index |</p>
<table>
<thead>
<tr>
<th>RPI Current Level:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RPI Emergency Plan Response Level</th>
<th>Level A:</th>
<th>Level B:</th>
<th>Level C:</th>
<th>Level D:</th>
<th>Level E:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Command Group</td>
<td>• Endorse pandemic plan review</td>
<td>• Review and set policy for Rensselaer</td>
<td>• Update Deans, Directors and Sr. Portfolio leadership</td>
<td>• Executive Command Group authorizes suspension of classes; official communication issued</td>
<td>• Executive Command Group authorizes closure of Institute operations; official communication issued</td>
</tr>
<tr>
<td>• President</td>
<td>• Review data presented in weekly pandemic monitoring report</td>
<td>• Seek recommendations from the Emergency Operating Committee</td>
<td>• Assess threat and begin making decisions regarding RPI operations</td>
<td>• Plan for recovery</td>
<td>• Plan for recovery</td>
</tr>
<tr>
<td>• President's Cabinet</td>
<td>• Provide updated succession list to Emergency Operations Committee</td>
<td>• Advise Portfolios to have continuity plans ready</td>
<td>• Review data presented in daily pandemic report</td>
<td>• Fully activate emergency management group</td>
<td>• Review data presented in daily pandemic report</td>
</tr>
<tr>
<td></td>
<td>• Identify Primary and Secondary Liaisons to Emergency Operations Committee</td>
<td>• Define essential personnel</td>
<td>• Gather reports from portfolios on impact</td>
<td>• Authorize partial implementation of business continuity plan</td>
<td>• Authorize full implementation of business continuity plan</td>
</tr>
<tr>
<td></td>
<td>• Review data presented in weekly pandemic monitoring report</td>
<td>• Assess impact on Portfolios</td>
<td>• Executive Command Group placed in standby</td>
<td>• Review data presented in daily pandemic report</td>
<td></td>
</tr>
</tbody>
</table>
The Rensselaer Pandemic Plan and Guidance primary trigger points were established based on the Pandemic Severity Index categories. The rationale behind this decision was to establish planning and actions based on Severity and Impact (CDC) vs. Geographic Infection (WHO). Rensselaer Level A. correlates to CDC Severity Category 1, Level B. correlates to CDC Severity Category 2, Level C. correlates to CDC Severity Category 3 and so forth.

This document is supplied as a general guidance document. Variations in planning and actions may result based on Federal, State and Local Government directives.

- The Rensselaer Pandemic Plan and Guidance primary trigger points were established based on the Pandemic Severity Index categories.
- This document is supplied as a general guidance document.
- Variations in planning and actions may result based on Federal, State and Local Government directives.
<table>
<thead>
<tr>
<th>RPI Emergency Plan Response Level</th>
<th>Level A:</th>
<th>Level B:</th>
<th>Level C:</th>
<th>Level D:</th>
<th>Level E:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Operations Committee</td>
<td>• Review pandemic plan</td>
<td>• Provide recommendations to Executive Leadership</td>
<td>• Provide recommendations to Executive Command Group</td>
<td>• Provide recommendations to Executive Command Group</td>
<td>• Provide recommendations to Executive Command Group</td>
</tr>
<tr>
<td></td>
<td>• Collaborate with local health organizations and partners</td>
<td>• Tracking status of tasks and accomplishments</td>
<td>• Provide status of tasks and accomplishments</td>
<td>• Provide status of tasks and accomplishments</td>
<td>• Provide status of tasks and accomplishments</td>
</tr>
<tr>
<td></td>
<td>• Track preparedness tasks and accomplishments</td>
<td>• Compile lists of essential personnel</td>
<td>• Provide threat assessment</td>
<td>• Plan for recovery</td>
<td>• Compile data presented in daily pandemic report</td>
</tr>
<tr>
<td></td>
<td>• Identify central functions and personnel campus-wide</td>
<td>• Compile data presented in weekly pandemic monitoring report</td>
<td>• Compile data presented in daily pandemic report</td>
<td>• Compile data presented in daily pandemic report</td>
<td>• Provide support of operations for isolation/quarantine</td>
</tr>
<tr>
<td></td>
<td>• Encourage Portfolios to draft and update Business Continuity Plans along with specific pandemic response components</td>
<td>• Compile portfolio business continuity planning information and response components</td>
<td>• Provide support of operations for isolation/quarantine</td>
<td>• Provide support of operations for isolation/quarantine</td>
<td>• Provide support of operations for isolation/quarantine</td>
</tr>
<tr>
<td></td>
<td>• Compile data presented in weekly pandemic monitoring report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level A:</td>
<td>Level B:</td>
<td>Level C:</td>
<td>Level D:</td>
<td>Level E:</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>EHS&amp;HR</td>
<td>Contact waste vendor, communicate waste pick-up schedule &amp; locations.</td>
<td>Begin preparation to activate Division Business Continuity Plan</td>
<td>Assist in identifying and resolving issues related to PPE</td>
<td>Assist in identifying and resolving issues related to PPE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide training on PPE – establish portfolio trainers (cross training)</td>
<td>Provide training, PPE and fit testing for HR. Division (essential team).</td>
<td>Manage logistics of waste management across campus (quarantine areas).</td>
<td>Manage logistics of waste management across campus (quarantine areas).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide technical assistance to EOC &amp; Campus Community</td>
<td>Contact waste vendors increase waste pick-up frequency.</td>
<td>Monitor EH&amp;S staffing</td>
<td>Monitor EH&amp;S staffing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review HR / EH&amp;S Division Continuity Plan.</td>
<td>Support EOC activities.</td>
<td>Manage supply inventory at Quarantine areas.</td>
<td>Manage supply inventory at Quarantine areas.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aid in data collection and reporting.</td>
<td>Transfer supplies to Quarantine areas.</td>
<td>Support EOC activities.</td>
<td>Support EOC activities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitor EH&amp;S staffing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPI Emergency Plan Response Level</td>
<td>Level A:</td>
<td>Level B:</td>
<td>Level C:</td>
<td>Level D:</td>
<td>Level E:</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| Residential Life                 | • Review Pandemic Plan with staff  
  • Evaluate staff availability if event escalates.  
  • Verify Emergency contact list. | • Plan for Storage of students belongings left behind in quarters used for intra-pandemic housing and quarantine  
  • All Professional Residential Life staff considered essential  
  • Other Student Life Professionals will act as backup | • Plan for express checkout  
  • Begin tracking students in Residence Halls-Roll call by RA’s  
  • Students who will stay on campus during worsening outbreak will contact Res. Life to request residence during levels D & E  
  • Plan for Hall designated for Isolation/Quarantine  
  • Transfer supplies to Quarantine areas. | • Close and lock all evacuated Res. Halls as would be done during breaks  
  • Assign Students who remain to central residence hall  
  • Assign infected students to quarantine Hall as designated by Student Health  
  • Speak to dining services about delivery of food to isolated/Quarantined individuals  
  • Begin operation of express check out | • Monitor Res. Life staffing  
  • Manage spaces for those going into and out of quarantine.  
  • Plan for return of materials to original spaces after outbreak.  
  • Continue to track students as they leave Campus |

90
<table>
<thead>
<tr>
<th>RPI Emergency Plan Response Level</th>
<th>Level A: Environmental Site Services</th>
<th>Level B:</th>
<th>Level C:</th>
<th>Level D:</th>
<th>Level E:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and update emergency contact list.</td>
<td>Train custodial employees on hygiene and infection control procedures of personal contact surfaces. (e.g., doorknobs)</td>
<td>Manage ESS critical services in quarantine areas.</td>
<td>Manage ESS critical services in quarantine areas.</td>
<td>Change housekeeping procedures to prioritize essential personnel areas, remaining students/families, and cleaning of personal contact surfaces.</td>
<td></td>
</tr>
<tr>
<td>Identify vendors providing essential services and supplies to sustain facility support operations</td>
<td>Educate all ESS employees on personal protection equipment.</td>
<td>Confirm supply chain for all deliveries.</td>
<td>Reallocate manpower resources based on current staffing levels and reallocate manpower resources based on critical needs.</td>
<td>All management on 24 hour call/shift.</td>
<td></td>
</tr>
<tr>
<td>Identify and prepare list of essential cleaning and disinfecting supplies</td>
<td>Educate all ESS employees on waste management protocol</td>
<td>Maintain critical supply inventories.</td>
<td>Monitor staff absenteeism to determine the need to seek external manpower replacements.</td>
<td>Support EOC activities.</td>
<td></td>
</tr>
<tr>
<td>Contact vendors, contractors, &amp; suppliers for contingency plans</td>
<td>Training for health interaction</td>
<td>All management on 24 hour call/shift.</td>
<td>Support EOC activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receive and review response plan from vendors, suppliers &amp; contractors</td>
<td>Issue PPE to all ESS employees.</td>
<td>Provide critical services to essential operations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify supplies delivery and distribution points outside of normal operations</td>
<td>Inventory &amp; build additional stockpile of essential supplies.</td>
<td>Monitor staff absenteeism to Determine the need to seek external manpower replacements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner with Emergency Management to aid with EOC activities</td>
<td>Implement systems to transport supplies and personnel to secondary and quarantine facilities.</td>
<td>All essential employees to be trained on respirator use and fit tested for N95 ppe.</td>
<td>Support EOC activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notify vendors, contractors and suppliers of possible access restrictions.</td>
<td>Monitor ESS staffing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Establish measurement tools to track sick employees’ status.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitor ESS staffing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level A:</td>
<td>Level B:</td>
<td>Level C:</td>
<td>Level D:</td>
<td>Level E:</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Student Health Center And Executive Director, Student Health and Wellness</td>
<td>Communicate with RCHD and State and Federal Authorities regarding preliminary planning and surveillance.</td>
<td>Promote vaccination seasonal and novel if available</td>
<td>Provide guidance to campus on isolation and quarantine</td>
<td>Monitor Health Status of Students in Isolation/quarantine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communicate and benchmark other college Health Services.</td>
<td>Review recommendations on treatment of novel virus with providers</td>
<td>Assure Public Safety has been trained on glove and mask use</td>
<td>Assist NYS Public Health with any investigations on Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Establish communication with Hartford campus regarding status of preparedness.</td>
<td>Review Universal precautions with RPI/ambulance</td>
<td>Review data presented in daily pandemic report</td>
<td>Use backup personnel to fill in for absent essential personnel or as triage personnel if SHC overwhelmed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plan Triage and Surge Capacity systems.</td>
<td>Check with Public Safety on mask and glove use</td>
<td>Communication to indicate Faculty and Staff to report if they have cases to go out</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plan for consumables and additional personnel.</td>
<td>Review N95 mask instruction with staff</td>
<td>Initiate campaign of self protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review N95 and PPE inventory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPI Emergency Plan Response Level</td>
<td>Level A:</td>
<td>Level B:</td>
<td>Level C:</td>
<td>Level D:</td>
<td>Level E:</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Communications</td>
<td>Identify Essential Personnel and inform them of their responsibilities</td>
<td>Issue and post announcements re: immunization clinics, how to get care at Rensselaer, medication distribution.</td>
<td>Issue announcements re: case findings (pandemic influenza suspected, confirmed, possible deaths), Issue communications on what to do when exposed to pandemic influenza, treatment options,</td>
<td>Develop and issue announcements: press briefings, case findings (number of cases, status, location, etc.), what to do when exposed to pandemic influenza, treatment options,</td>
<td>Develop and issue announcements: press briefings, case findings (number of cases, status, location, etc.), what to do when exposed to pandemic influenza, treatment options,</td>
</tr>
<tr>
<td></td>
<td>Develop and post educational information on the Rensselaer Web site</td>
<td>Aid with Rensselaer PPE communication</td>
<td>Provide information on clinics, medication distribution, guidelines for Rensselaer visits.</td>
<td>Provide information on clinics, medication distribution, guidelines for Rensselaer visits.</td>
<td>Provide information on clinics, medication distribution, guidelines for Rensselaer visits.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communicate and post updated information on travel restrictions.</td>
<td>Update and issue additional communications on travel restrictions.</td>
<td>Update and issue additional communications on travel restrictions.</td>
<td>Update and issue additional communications on travel restrictions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Issue communications on public gatherings and campus events</td>
<td>Issue updated communications on public gatherings and campus event.</td>
<td>Issue updated communications on public gatherings and campus events</td>
<td>Issue updated communications on public gatherings and campus events</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Issue signage for overall health safety recommendations</td>
<td>Post altered class schedules and cancellations</td>
<td>Post altered class schedules and cancellations</td>
<td>Post altered class schedules and cancellations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Issue E-mails or letters to students in areas affected</td>
<td>Communicate community containment procedures.</td>
<td>Communicate community containment procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Install posters/flyers for public areas and residence halls.</td>
<td>Establish phone hotlines and web-based Q&amp;A platforms</td>
<td>Establish phone hotlines and web-based Q&amp;A platforms</td>
</tr>
<tr>
<td>RPI Emergency Plan Response Level</td>
<td>Level A:</td>
<td>Level B:</td>
<td>Level C:</td>
<td>Level D:</td>
<td>Level E:</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Housing &amp; Food Services</td>
<td>Review and update emergency contact list</td>
<td>Monitor staffing levels, health and morale.</td>
<td>Work with the Student Health Center to develop a communications plan to share information about the students who are quarantined and in isolation</td>
<td>Monitor staffing levels, health and morale.</td>
<td>Monitor staffing levels, health and morale.</td>
</tr>
<tr>
<td></td>
<td>Establish system to track a residence hall population</td>
<td>Daily update of website with guidelines for parents and students of measures the University is taking to ensure safe food and that all supplies are coming from reputable/reliable vendors.</td>
<td>Monitor staffing levels, health and morale.</td>
<td>House students who are unable to leave,</td>
<td>House students who are unable to leave,</td>
</tr>
<tr>
<td></td>
<td>Develop plans for the isolation and/or quarantine of large numbers of students.</td>
<td>Increase of inventories for Convenience Stores.</td>
<td>Establish “Express Check-Out” system.</td>
<td>Update Website with all locations closed also when and where emergency carryout is available.</td>
<td>Update Website with all locations closed also when and where emergency carryout is available</td>
</tr>
<tr>
<td></td>
<td>Develop lists of essential personnel for the various contingencies described above so that these individuals can be easily identified at the time a pandemic occurs.</td>
<td>Reissue/issue Essential Services Letter.</td>
<td>Implement laundry services and the appropriate staffing.</td>
<td>Determine staffing levels needed and communicate them to staff.</td>
<td>Determine staffing levels needed and communicate them to staff.</td>
</tr>
<tr>
<td></td>
<td>Develop plans to feed students who are restricted in quarantine and/or isolation in various locations on campus.</td>
<td>Finalize all staffing plans.</td>
<td>Continued update of website</td>
<td>Inform all external agencies of closings as needed.</td>
<td>Inform all external agencies of closings as needed.</td>
</tr>
<tr>
<td></td>
<td>Notify all back up staff.</td>
<td>Notify all back up staff.</td>
<td>Notify all back up staff.</td>
<td>Notify all back up staff.</td>
<td>Notify all back up staff.</td>
</tr>
<tr>
<td></td>
<td>Establish schedule for rotating contact for food services</td>
<td>Establish schedule for rotating contact for food services</td>
<td>Two-daily meeting of food service representative with Residence Life</td>
<td>Establish daily communication with Hospitality Services</td>
<td>Establish daily communication with Hospitality Services</td>
</tr>
<tr>
<td></td>
<td>Prepare Sharp Hall for emergency lodging of staff when needed.</td>
<td>Prepare Sharp Hall for emergency lodging of staff when needed.</td>
<td>Prepare Sharp Hall for emergency lodging of staff when needed.</td>
<td>Prepare Sharp Hall for emergency lodging of staff when needed.</td>
<td>Prepare Sharp Hall for emergency lodging of staff when needed.</td>
</tr>
<tr>
<td>RPI Emergency Plan Response Level</td>
<td>Level A:</td>
<td>Level B:</td>
<td>Level C:</td>
<td>Level D:</td>
<td>Level E:</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Parking &amp; Transportation</td>
<td>Review Pandemic Plan with staff</td>
<td>Finalize all staffing plans. Define plan for student transportation off-campus.</td>
<td>Monitor staffing levels, health and morale.</td>
<td>Monitor staffing levels, health and morale.</td>
<td>Monitor staffing levels, health and morale.</td>
</tr>
<tr>
<td></td>
<td>Evaluate staff availability if event escalates.</td>
<td></td>
<td>Coordinate the bus transportation plan in conjunction with the Director of Public Safety and Emergency Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Verify Emergency contact list</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Review and update emergency contact list</td>
<td>Provide / facilitate structure for Authority Delegation and Lines of Succession</td>
<td>Minimize staffing to provide core support.</td>
<td>Minimize staffing to provide core support.</td>
<td>Reconstitution of Workforce</td>
</tr>
<tr>
<td></td>
<td>Define Essential Functions</td>
<td>Aid in the development of Interim Policies and Guidelines</td>
<td>Aid with Leave and Return to Work Authorization</td>
<td>Aid with Leave and Return to Work Authorization</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support EOC Activities</td>
<td>Provide / Define Benefits-Related Employee Services and Continuity of Access</td>
<td>Provide or facilitate Specialized Training</td>
<td>Provide or facilitate Specialized Training</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Facilitate Cross-training / Reassignment:</td>
<td>Facilitate Cross-training / Reassignment:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Arrange for temporary staffing for critical functions if needed.</td>
<td>Arrange for temporary staffing for critical functions if needed.</td>
<td></td>
</tr>
</tbody>
</table>


Protocols for Responding to a Death on Rensselaer’s Campuses

**Purpose**
The purpose of these protocols is to ensure a timely and compassionate response to the death of a student, faculty, staff member, visitor or vendor that occurs on Rensselaer’s campuses or any of its satellite offices.

**Procedure**
The Department of Public Safety must be notified immediately when a death occurs on Rensselaer’s campuses or any of its satellite offices\(^1\). The Director of Public Safety is responsible for immediately notifying the President of Rensselaer, then notifying the Director of Environmental Health, Safety and Risk Management.

The Director of Public Safety and the Director of Environmental Health, Safety and Risk Management will each notify their Portfolio Owners (the Vice Presidents for Administration and Human Resources respectively), who will then convene the Executive Command Group (ECG) in the designated command center, as defined in the Comprehensive Emergency Management Plan (CEMP).

The Dean of Students, Division of Student Life, should be contacted regarding the death of a student and the Director of Benefits, Retirement, and HR Information Systems (HRIS), Division of Human Resources, should be contacted regarding the death of a faculty or staff member. The Director of Public Safety, in coordination with the ECG, will provide information to the Vice President for Strategic Communication and External Relations, as may be appropriate.

<table>
<thead>
<tr>
<th>Initial Contact:</th>
<th>Department of Public Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Director of Public Safety and Emergency Management immediately notifies the President of Rensselaer and then notifies the Director of Environmental Health, Safety and Risk Management (EHS&amp;RM)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Death of a Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Plan Manager:</td>
</tr>
<tr>
<td>Responders:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Death of a Faculty/Staff member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Plan Manager:</td>
</tr>
<tr>
<td>Responders:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Death of a visitor, vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Plan Manager:</td>
</tr>
<tr>
<td>Responders:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachments:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeline for Review:</td>
<td>Annually</td>
</tr>
</tbody>
</table>

For deaths that occur at the Rensselaer at Hartford campus and its satellite offices, the Dean, Academic and Administrative Affairs of the Hartford Campus must also be immediately notified.
Domestic Violence/Intimate Partner Violence

Intimate partner violence, which was also be referred to as dating, domestic, or relationship violence, is the use of physical, sexual or emotional abuse or threats towards another who is, or has been involved in, a sexual, dating, domestic or other intimate relationship with the Respondent. Intimate partner violence may encompass a broad range of behaviors including, but not limited to, threats of and actual physical violence, Sexual Misconduct, emotional violence, attempts to control another, and economic abuse. Such behavior can be directed to one’s self, one’s sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Victims of a Domestic Incident may contact local law enforcement and/or the Institute’s Department of Public Safety.

Reporting Intimate Partner Violence

If the incident/crime occurred on Rensselaer Polytechnic Institute property, then you must contact the Rensselaer Department of Public Safety at (518) 276-6611 or activate an emergency blue phone. If the crime occurred in the city of Troy, contact the City of Troy Police Department at (518) 270-4411. If the incident occurred off campus or is an emergency that would require an immediate emergency response, dial 911.

Reporting Intimate Partner Violence Incidents - In Progress

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by dialing 911. You should attempt to provide as much of the following information as possible:

1. Nature of the incident. Make sure the dispatcher understands that the incident is in progress.
2. Location of the incident.

24/7 Emergency Options

- Call 911: Give your name, location and type of incident.
- Call Public Safety: (518)-276-6611

Care & Support Services

Campus: Academy Hall
- Medical Services, Suite 3200, (518) 276-6287
- Mental Health/Counseling Services, Suite 4100, (518) 276-6479
- Evening, nights, weekends, contact Public Safety: request confidential services: (518) 276-6611.

24/7 Community Services
- Samaritan Hospital Emergency Department, 2215 Burdett Ave., Troy, NY, 12180, (518) 271-3424
- The Sexual Assault and Crime Victims Assistance Program for Rensselaer County (SACVAP) Sexual Assault Hotline at (518) 271-3257.
3. Identity of the suspect(s) involved.
4. Injuries that have occurred.
5. Description of any weapons involved.
6. If you have an active Order of Protection

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

**Reporting Crimes- Not in Progress**

If you have become a victim of a crime and it is not an emergency or life threatening situation, telephone the Department of Public Safety at (518) 276-6656 and be prepared to provide the following information:
1. Your name and RIN.
2. Your address.
3. Your telephone number.
5. Your exact location at the time of the call, including the building name, room/apartment number.
6. What police jurisdiction has been involved and any pending court documents. (Example: an active Order of Protection).

**Emergency Blue Phones**

Located at strategic location on the Rensselaer campus are emergency telephone call boxes (Blue Phones). For emergencies, use the Emergency Call boxes in the following manner:
- Push the “help” button
Within a few seconds, Rensselaer’s Department of Public Safety will answer.

**Law Enforcement Response**

After you have filed a complaint with the Department of Public Safety or the local law enforcement agency, you will receive a copy of the Domestic Incident Report and a list of emergency contacts for shelter, counseling and relief through Criminal/Family Court.

**Initial Contact:** The Department of Public Safety  
**Responsible Plan Manager:** The Director of Public Safety and Emergency Management  
**Responders:** Department of Public Safety  
**Attachments:** Public Safety SOP #16  
**Timeline for Review:** Annually
Earthquake / Building Collapse

**Purpose**
To provide guidelines for the Rensselaer Community in the event that the Troy campus experiences an earthquake event and/or some form of facility structural failure that results in a partial or complete collapse of a campus building or structure. For purposes of this risk-specific emergency response procedure, an earthquake event is defined as seismic activity that causes damage to one or more campus structures or buildings. A building collapse is defined as a partial or complete failure of a facility structural system.

**Procedure**
**General Safety Guidelines:** Personnel who experience an earthquake event and/or observe or suspect any form of structural damage to a campus building as a result of the seismic event should observe the following procedures:

- Drop to the floor and duck under a piece of heavy furniture or stand in a stairwell or doorway.
- Hold on securely and stay in a protected position until the shaking stops
- Depart the building using the shortest and safest route. Move away from the building to an area safe from falling brick and building materials.
- Do not use the elevator, use stairs.
- Once outside and away from the building, conduct a roll-call of evacuees.
- Anticipate after-shocks and stay out of damaged buildings
- For an actual collapse situation, provide information on potential building occupants to the first responders.
- Provide information on hazardous building contents (flammable gases, lab chemicals, etc.) to first responders.
- Notify Physical Plant (FIXX) or Public Safety as described below if any damage is noted.
- Tune in to emergency broadcast radio or television for bulletins.

**Contacts:** During regular work hours, report any facilities damage including fire, electrical failure, a gas smell or structural damage to **FIXX at 276-2000, or Nextel Direct Connect 178*45*3367.** The Facilities Customer Service Center (FIXX) will immediately contact the primary responder (lead shop) as well as the appropriate facilities management staff.

When an earthquake event occurs after hours or on weekend/holiday, Public Safety will activate the Emergency Notification System (ENS) and ensure that the appropriate Administration Division response personnel and management staff are notified. The Administration Division VP will notify other cabinet members of the event and any Institute impacts.

Initial site response:
- Mobilize for initial facilities assessment, damage control and repair operations
- Coordinate on-site response with local authorities and emergency responders
- Identify and report structural and utility system damage
- Secure utility systems as appropriate
- Provide back-up utility service as systems allow
- Implement facility stabilization measures as directed

Management response:
- Coordinate initial response with local authorities, utility companies and emergency responders
- Work with all campus portfolios to assess damage and ensure student/faculty and staff safety
- Provide support needed to assist emergency responders with any injuries or facilities failures
- Obtain necessary initial response resources including contractors, emergency funding, etc.
- Implement a larger scale ICS response organization as described briefly below

Incident Command System (ICS) Implementation: While a significant earthquake event is not likely in our geographical area, the scope and impact of a seismic event is very likely going to warrant implementation of a larger-scale ICS organization which includes cells for Planning, Logistics and Finance. The operational response component of the ICS organization would also likely be enlarged to include multiple outside agencies and contracted resources.

Initial Contact: Public Safety

Responsible Plan Manager: Director of Physical Plant in consultation with CP&FD, EH&S, E&SS and Dot/CIO

Training Needs: Incident Command System (ICS) training for all responding portfolio staff

Attachments: None

Timeline for Review: Annually.
Electrical Power Failure

**Purpose**
To provide guidelines for the Rensselaer Community in the event that the Troy campus experiences an electrical power failure through a loss of National Grid supplied power to the campus or a failure of the Institute’s infrastructure. For purposes of this risk-specific emergency response procedure, an electrical power emergency is defined as an unexpected loss of electrical power to a Rensselaer building or group of buildings caused by loss of utility company power or by failure of the campus electrical infrastructure.

**Procedure**

**Contact:** For electrical emergencies that occur between the hours of 8:00 am– 4:30 pm Monday through Friday, contact FIXX at **276-2000, fixx@rpi.edu**, or **Nextel Direct Connect 178*45*3367**.

For electrical emergencies that occur between the hours of 4:30 pm – 7:00 am Monday through Friday or on weekends and holidays, call **Public Safety at 276-6611**. Public Safety shall activate the Emergency Notification System (ENS) and ensure that the Physical Plant Electrician and Supervisor On-Call are notified. Additional notifications of Physical Plant management staff will be made in accordance with established standard operation procedures (SOP) for campus emergency response, which are included as an enclosure to this procedure.

**Notifications:** For emergencies occurring M-F between 8:00 am – 4:30 pm, Physical Plant shall inform the Vice President and Assistant V.P. of Administration. The V.P or the Assistant V.P. shall notify and update the cabinet as necessary.

For electrical power emergencies occurring between the hours of 4:30 pm and 8:00 am or on weekends or holidays, initial notification shall be made to the appropriate cabinet members via Public Safety’s Emergency Notification System.

**Shop response(s):**
- Initial response
- Coordinate with local utility company service staff
- Secure power to affected equipment/facilities as needed
- Troubleshoot equipment/system components for failure (for Institute system failures)
- Follow all safety precautions
- Work with other staff including CP&FD as needed to diagnose the failure cause
- Initiate repairs
- Request commercial contractor assistance as needed
- Notify when repairs are complete and system is tested
- Bring affected campus equipment back on line
Management responsibilities:
- Notify National Grid
- Work with EH&S to ensure work site is safe
- Make VP/Asst. VP notifications
- Consult as needed with utility company rep(s)
- Provide technical and logistical support to shop staff
- Notify and update affected Building Coordinators & Portfolios
- Make provisions for temporary utility service as needed/feasible
- Ensure other Physical Plant shops respond to the outage as appropriate
- Refer media inquiries to Institute Community Relations
- Obtain CP&FD or contractor assistance as required
- Monitor repair progress and report progress to VP
- Identify and implement any lessons learned

Incident Command System (ICS) Implementation: If the scope and/or duration of the electrical power emergency warrants an extended response, the initial Physical Plant operational response may need to be augmented by additional ICS elements including Planning, Logistics and Finance. The operational response component of the ICS organization may also be enlarged to include CP&FD, contractor resources and components of the local utility company.

Initial Contact: Public Safety

Responsible Plan Manager: Physical Plant Director

Responders: Physical Plant, Campus Planning and Facilities Design, Public Safety

Training Needs: Continue ongoing electrical system/equipment and safety training of Physical Plant Electrical Shop and management staff.

Attachments: Utility Company contact information

Physical Plant Call-in SOP (#17) (pending)

Timeline for Review: Annually.
Attachment: Utility Company contact information

<table>
<thead>
<tr>
<th>NATIONAL GRID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICAL OUTAGE:</td>
</tr>
<tr>
<td>GAS LEAK:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY OF TROY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATER MAIN BREAK:</td>
</tr>
<tr>
<td>SEWER MAIN FAILURE:</td>
</tr>
</tbody>
</table>

**NOTE:** Any calls made to either National Grid or the City of Troy Utilities Department shall be reported to Physical Plant as soon as possible. During regular work hours, contact FIXX @ X2000. After hours, contact the Supervisor-on-Call using established procedures.
Emergency Action / Fire Prevention Plan

Purpose
The purpose of Rensselaer’s Emergency Action/Fire Prevention Plan is to establish methods and procedures to be used in the event of a fire or other emergency on property owned or operated by Rensselaer. The plan also provides information relating to the actions you should take in the event that a building evacuation becomes necessary. Emergency situations that could necessitate building evacuation include, but are not limited to fires, explosions, chemical spills, radiation releases, biohazard releases, and dangerous weather conditions. In any emergency situation your personal safety and the safety of those around you should be considered the top priority. Please consult this plan and become familiar with the actions you should take in an emergency.

During an emergency various Rensselaer departments will be responding to the emergency. These include, but are not limited to, Public Safety, Office of Environmental Health and Safety, and the Physical Plant. Additionally the Troy Fire Department and the Troy Police Department are likely to respond within minutes of an alarm. In any emergency situation individuals should never attempt emergency actions that exceed their level of training and experience. Please allow those who have been properly trained to do their job in responding to the emergency.

A fire or smoke situation is statistically the most likely cause for evacuating a building. Of all emergency situations which may arise fire is arguably the most preventable. The control of fire hazards is critical to the protection of building occupants and Rensselaer property. Please review the sections of this plan which deal with fire prevention to identify the steps you can take in minimizing fire hazards on campus.

Unannounced fire drills are held in Rensselaer controlled buildings for the purpose of practicing building evacuations and exercising elements of this plan. Your participation in these drills is critical to your safety and the safety of those around you.

Individuals who may have difficulty evacuating a building or who may otherwise require additional assistance in an emergency should consult the procedures identified in the attached document “Emergency Evacuation Preparedness – Taking Responsibility for Your Safety” written by June Isaacson Kailes and published by the Center for Disability Issues and the Health Professions. This document is included as an appendix and will assist you in identifying what steps you can take to further prepare yourself in the event of an evacuation.

Questions regarding the elements of this plan should be directed to your Building Coordinator or the Office of Environmental Health and Safety.
Procedure

Section 1 - Responsibilities

1.1 Building Occupants (faculty, staff, students, contractors, and visitors)

It is the responsibility of the building occupants to be familiar with the methods and procedures of this plan and to follow these procedures in the event of an emergency. In the event of a building evacuation the building occupants are to leave the building and report to the nearest emergency call box.

1.2 Building Coordinators

The Building Coordinators are responsible to:

- familiarize themselves with this plan,
- ensure to the best of their ability that building occupants are aware of this plan and have access to the information contained within,
- ensure the Emergency Action Plan Template contained in the appendices are completed and updated as necessary for the building(s) they are in charge of,
- assist in a building evacuation by encouraging the building occupants to leave,
- act as a liaison between the building occupants and Emergency Responders in an emergency,
- receive any pertinent information from the floor coordinators and/or the building occupants and pass this information on to Public Safety as soon as possible,
- identify building occupants who may be left in the building and may be in need of further assistance and pass this information on to Public Safety immediately,
- Utilize the Emergency Evacuation Sign-in Sheet located in the appendices to account for building occupants who have evacuated the building and pass this information to Public Safety as soon as possible.

1.3 Floor Coordinators

Larger Rensselaer buildings may require the assignment of Floor Coordinators who will:

- assist the building coordinators in the completion of their responsibilities,
- act as a liaison between the building occupants on their floor and the Building Coordinator,
• receive pertinent information from the floor occupants and pass that information along to the Building Coordinators as soon as possible,

• Identify building occupants who may remain on their floor and may be in need of further assistance and pass this information on to Public Safety immediately,

• Utilize the **Emergency Evacuation Sign-in Sheet** located in the appendices to account for building occupants on their floor who have evacuated the building and pass this information to their building coordinator as soon as possible.

### 1.4 Public Safety

Public Safety is responsible to:

• respond to emergencies and life-safety incidents,

• maintain a 24/7 dispatch operation to receive calls and fire alarm notifications,

• notify the City of Troy emergency services of the emergency and convey any additional information to the City emergency responders,

• establish Rensselaer Incident Command Operations if necessary, and

• coordinate internal and external resources to assist in the management of critical incidents.

### 1.5 Office of Environmental Health and Safety

The Office of Environmental Health and Safety is responsible for:

• the development and revisions of the written Emergency Action Plan

• providing education and assistance to the building coordinators regarding the plan,

• providing education and assistance to Rensselaer departments directly responsible for implementing the plan,

• regularly conduct unscheduled fire drills,

• regularly inspect the buildings to identify life safety hazards, and

• provide assistance as required to the Rensselaer Incident Command System during an emergency.

### 1.6 City of Troy Emergency Services

The City of Troy is responsible for responding to emergencies with the appropriate agency and providing assistance in the resolution of those emergencies.
Section 2 - Reporting Emergencies

2.1 Report all Campus Emergencies to Public Safety at 276-6611.

2.2 When reporting an emergency you should be prepared to provide:

- Your name
- The exact location of the incident
- Description of the incident (medical emergency, fire, chemical spill etc.)
- Apparent condition of any victims
- Chemical spilled/released (if applicable)

It is important that you remain in contact with Public Safety until all the information has been provided and you have answered any additional questions they may have.

Report the emergency from a safe location. Emergency telephone call boxes are located outside of the buildings throughout the Rensselaer campus.

Section 3 - Evacuation

3.1 Evacuation Alarm

All Rensselaer buildings are equipped with audible and visual fire alarms which are used to signal an evacuation of the building or an area of the building in the event of a fire or other emergency. The fire alarms may be activated automatically or manually. Fire alarms will sound automatically if an alarm signal is received from fire detection devices such as heat sensors or smoke detectors. The fire alarm may also be activated manually at a fire alarm pull box. If the alarm is manually activated the person activating the alarm should stay near the pull box, if it can be done safely, to direct emergency responders to the scene of the emergency. The most efficient form of reporting an emergency is by phone. This allows the nature and details of the emergency to be passed along to the emergency responders. An emergency call box nearest to the location of the emergency can be used to report an emergency if no safe access to a telephone is available. Emergency responders will report to the box location after the alarm sounds.

Any individual who judges a potentially hazardous situation to exist may activate the fire alarm manually to initiate the building evacuation and automatically summon emergency response personnel.
Tampering with or intentionally falsely activating any fire detection or other alarm system is strictly prohibited, and may result in severe disciplinary actions.

Individuals who may have difficulty evacuating a building or who may otherwise require additional assistance in an emergency should consult the procedures identified in the appendices “Emergency Evacuation Preparedness – Taking Responsibility for Your Safety” written by June Isaacson Kailes and published by the Center for Disability Issues and the Health Professions. This document is attached as an appendix and will assist you in identifying what steps you can take to further prepare yourself in the event of an evacuation.

3.2 Occupant Evacuation - What to do when you notice the alarm.

When an evacuation alarm sounds in any Rensselaer building take the following steps:

1. If time safely permits, promptly shut down any equipment that could create a hazard if left unattended.

2. Immediately evacuate the building using the shortest evacuation route. Evacuation routes are posted in all buildings. Please familiarize yourself with all exit routes from the location where you work. When you have left the building continue to the nearest Emergency Telephone Call Box (pictured to the right).

3. Use the stairs to evacuate. Do not use the elevators unless instructed to by emergency response personnel.

4. Individuals requiring assistance to evacuate the building should proceed to an area of refuge and contact Public Safety at 276-6611. Alternatively you may also make use of your established Personal Support Team to assist you in exiting the building.

5. No one is to re-enter a building or shut off an alarm system with the exception of the City of Troy Emergency Services, Rensselaer Public Safety, Rensselaer Office of Environmental Health and Safety, and/or Rensselaer Physical Plant. Once representatives of these organizations have cleared the building, you may return inside.

6. If you originated the evacuation alarm proceed to a safe location and call Public Safety at extension 6611. Be prepared to provide information on the hazard and the exact location of the emergency. The emergency telephone call boxes may be used to place this call.
3.3 Equipment Shutdown

In the event that an emergency alarm is activated and time safely permits, promptly shut down any equipment in the immediate work area that could create a hazard if left unattended. Equipment shutdown might include closing the valves on compressed gas cylinders, shutting off a piece of machinery or laboratory apparatus and/or placing the sash on a fume hood in the closed position. Only equipment that could potentially cause significant hazards should be considered. Taking the time to shut off a computer (unless controlling an affected experiment) or organizing a workspace does not constitute a significant hazard.

3.4 Areas of Refuge

In the event that you are unable to evacuate the building you should also be aware of the areas of refuge located in the buildings you frequent. Areas of refuge provide a temporary safe haven with communications to Public Safety. Proceed to the area of refuge and immediately contact Public Safety at 276-6611. Provide your name, location, and the nature of your disability. Please contact your building coordinator to identify any areas of refuge within your building. Areas of refuge are also found in the appendices of this document.

3.5 Emergency Escape Routes

Building specific emergency escape routes have been posted throughout the Rensselaer buildings. The following is an example of a typical posted evacuation plan.
In the event that your primary escape route is blocked you should be prepared with an alternative escape route. Please make note of at least two evacuation routes from the areas where you work.

3.6 Accountability Procedures

It is critical that all personnel working in a given building are accounted for in an emergency situation. Failure to do so could result in an individual being trapped in an area or emergency responders entering a dangerous situation unnecessarily. Individuals working in laboratories or other work areas should always be aware of other co-workers. During a building evacuation individuals should proceed to the designated meeting site immediately. After completing a general “sweep” of the building (to the extent that it can be done safely) the building coordinator, or his/her designee, will proceed to the designated meeting site. At this time the building coordinator, or his/her designee, will be available to receive information regarding unaccounted for individuals, individuals who may require further assistance and any other pertinent information. The building coordinator, or his/her designee, will then convey this information to emergency response personnel. The building coordinator also assumes the role of communicating information to the evacuated individuals regarding when re-entry is allowed and attempts to answer any questions that may be asked regarding the emergency. Do not re-
enter the building during an evacuation for any reason until you have been informed that the emergency is over.

3.7 Medical Duties

Members of the Troy Fire Department, Emergency Medical Technicians (EMT), and/or Rensselaer Student Health Services will conduct all rescue and medical duties in accordance with their protocols. Other untrained members of the campus community should not move injured individuals or attempt to administer any First-Aid.

3.8 Housekeeping - Means of Egress

In the event of a fire or other emergency, timely evacuation of the building is essential. A “means of egress” is defined as “a continuous and unobstructed way of exit travel from any point in the building or structure to a public way” (29 CFR 1910.35). Note that this definition includes the aisles and walkways leading to exits. In all Administrative, Academic buildings and Student Housing:

- All exterior and interior exits (including fire escapes) must be appropriately marked
- Exit doors must not be locked, barred or blocked at any time as to limit an individual’s ability to exit the building.
- All aisles, stairs and hallways leading to exits must be kept clear of debris and other obstructions at all times.
- Exit signs should be illuminated when the building is in use (Exit signs that do not appear to be in operable condition should be reported to Physical Facilities for repair.)
- Floor surfaces must be clear and free of tripping hazards.
- Doors which are not exit but which may be mistaken for an exit, must be labeled, i.e. “Not an Exit”, “Closet” etc.

3.9 Local Alarms - Local Evacuations

In addition to the fire evacuation alarm all facilities where potentially hazardous operations are performed are equipped with their own local evacuation alarms. Gas detection equipment has been installed in selected areas where toxic or flammable gases are used. This equipment will signal a warning to area employees if potentially dangerous gas levels are detected. If potentially dangerous levels are detected the area evacuation alarm will be automatically triggered and emergency response personnel summoned. Please familiarize yourself with the local alarms that may be in your area. You must evacuate the area immediately when the local evacuation alarm sounds and report the alarm to Public Safety at 276-6611.
Section 4 - Fire Prevention

Fire safety and prevention are integral to the overall safety of the community at Rensselaer. The ability to recognize and address the potential signs of a fire may help to avoid a crisis. Recognizing the conditions that can cause or contribute to fires is an important step in prevention. Fire is a chemical reaction which requires three elements. The **Fire Prevention Triangle**, shown below, depicts those three elements:

- Oxygen
- Fuel
- Ignition

Removing any one of these three elements can prevent fires. For example, practicing good housekeeping, whether it is in a laboratory, residence hall, office setting, or maintenance garage, can reduce or eliminate the amount of “fuel” available to increase a fire's intensity. Not smoking while you are fueling your vehicle in effect helps to remove an ignition source from the flammable gasoline that you are pumping. The practice of “Stop, Drop and Roll”, is designed to deprive fire of the oxygen it requires to continue to burn. Understanding these principles and taking action to reduce fire hazards in your area can greatly reduce the chance of a fire.

For your safety, take a moment when you enter an unfamiliar building to acquaint yourself with the location of the building's alarm boxes, exit routes, and available fire extinguishing equipment. In the event of an emergency, smoke may obscure visibility. Your awareness of the safest exit route is essential, as you will want to be able to exit the building in a quick, orderly fashion.

**4.1 Housekeeping**

It should be the goal of all members of the Rensselaer community to take all reasonable efforts to promote life safety issues. All individuals are accountable for their actions in these regards. Housekeeping issues where addressed in Section 2.6 in relation to building evacuation. This section deals with fire prevention.

Excess debris in the laboratory or work area can provide fuel to a potential fire. Clutter, packaging materials (cardboard, crates etc.) and other combustible materials should be kept to an absolute minimum. Smoking is not permitted in any Rensselaer buildings.

Care should be taken to remove all sources of uncontrolled ignition from the laboratory or work area.
area. Electrical equipment should be inspected daily for signs of deterioration or damaged cords. Electrical circuits must not be overloaded by plugging in to many appliances into one outlet. Hot plates, open flames and other sources of ignition must be utilized in a controlled manor with the utmost care.

4.2 Chemical Storage

Proper chemical storage is an essential component of fire prevention. Improperly stored chemicals can cause reactions to occur that can potentially lead to a fire or can supply existing fires with fuel, creating a greater hazard. Hazards created by chemical storage can be greatly reduced by following these simple steps:

4.2.1 Segregation by Hazard Class: Storing incompatible chemicals in close proximity without utilizing secondary containment can be very dangerous. Chemicals should never be stored alphabetically, but rather by hazard class. If you have questions regarding chemical compatibility, information is available from the material’s “Material Safety Data Sheet (MSDS)”, or from the Office of Environmental Health and Safety.

4.2.2 Maintain “Realistic Inventories”: Many chemicals degrade over time to form compounds that are much more dangerous than the original formulations. An accurate inventory of chemicals in use should be maintained at all times. Expired, discolored or otherwise contaminated chemicals should be disposed of properly. Keep only those chemicals that will be used in a reasonable period of time.

4.2.3 Think safety when storing chemicals: Chemical storage on workbenches, on the floor, or in other areas in which the chemicals can be knocked over or spilled should be prevented. Significant quantities of Flammable, Corrosive, and/or other hazardous chemicals should be stored in appropriate chemical storage cabinets. Avoid storing chemicals on high shelves and be careful not to overload shelving units. Also, make sure to segregate incompatible chemicals and store them in a manner that would prevent chemical mixing (reaction) in the event of a spill or other emergency.

Initial Contact: Public Safety

Responsible Plan Manager: Director of Environmental Health and Safety

Responders: Public Safety, Troy Fire Department, Environmental Health and Safety

Training Needs: The elements of this Emergency Action/Fire Prevention Plan are presented to all new faculty, staff, and students during their orientation. Additional training modules are presented annually to the Building Coordinators, Floor Coordinators, the Office of Public Safety, and the Office of Environmental Health and Safety.
Attachments:

- Emergency Action Plan Template
  - Building Emergency Response Team
  - Persons Requiring Evacuation Assistance
  - Areas of Refuge
  - Monitored Equipment which Sounds a Local Alarm
  - Equipment Requiring Special Shutdown Procedures
  - Major Fire and/or Chemical Hazards
  - Emergency Evacuation Sign-In Sheet
- Emergency Call Box Locations Map
- Building Sprinkler Coverage
- Building Entry Accessible Routes
- Emergency Evacuation Preparedness – Procedures for Providing Assistance to Mobility Impaired Individuals

**Timeline for Review:** The evacuation elements of this Emergency Action/Fire Prevention Plan are evaluated annually during fire drills in each building controlled by Rensselaer. Public Safety, Building and Floor Coordinators will receive annual refresher training specific to their roles.
Building Emergency Response Team

Include the names and numbers of people to be notified or recalled during emergencies.

<table>
<thead>
<tr>
<th>Team Member Role</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Pager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Coordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Floor Coordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Floor Coordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Floor Coordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Persons Requiring Evacuation Assistance

List self-identified disabled persons who request additional notification or evacuation assistance during an emergency. Designate evacuation assistants to wheelchair users to assist them during an emergency.

<table>
<thead>
<tr>
<th>Name</th>
<th>Emergency Assistant(s)</th>
<th>Phone</th>
<th>Cell Phone</th>
<th>Location</th>
<th>Scheduled Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Areas of Refuge

List pre-designated areas of refuge

<table>
<thead>
<tr>
<th>Area of Refuge</th>
<th>Phone Available</th>
<th>Fire / Smoke Separation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Monitored Equipment which Sounds a Local Alarm

List any special alarms, what hazard the alarm is monitoring, and who the alarm reports to (local audible, local visual, remote to Public Safety, other), list whom to contact when the Alarm is sounding and any special instructions

<table>
<thead>
<tr>
<th>Alarm Monitors</th>
<th>Reports to</th>
<th>Emergency Contact</th>
<th>Special Instructions</th>
<th>Phone</th>
<th>Home Phone</th>
<th>Cell phone</th>
<th>Pager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Equipment Requiring Special Shutdown Procedures

List any critical equipment that requires special shutdown procedures if time allows.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Location</th>
<th>Special Instructions</th>
<th>Emergency Contact</th>
<th>Phone</th>
<th>Home Phone</th>
<th>Cell phone</th>
<th>Pager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Major Fire and/or Chemical Hazard

Major fire and/or chemical hazards are based upon the quantities and types of materials stored in a control area located within the building. The Fire Code of New York State identifies the Maximum Allowable Quantity per Control Area in tables 2703.1.1(1) through 2703.1.1(4). The following building control areas have been identified as exceeding the quantity limitations:

<table>
<thead>
<tr>
<th>Hazard Description</th>
<th>Location</th>
<th>Responsible Party</th>
<th>Phone</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Emergency Action Plan Template

Emergency Evacuation Sign-In Sheet

Use this form to account for faculty, staff and students and visitors at the Evacuation Assembly Area.

Unit: _______________________________  External Assembly Area
Building/Area/Floor: _______________________________
                       Internal Assembly Area
Unit Supervisor: _______________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Rensselaer ID</th>
<th>Unit/School/Division</th>
<th>Student</th>
<th>Faculty</th>
<th>Staff</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment: Emergency Call Box Locations Map
<table>
<thead>
<tr>
<th>BUILDING NAME</th>
<th>LOCATION</th>
<th>COVERAGE</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 (OLD #1) SUNSET DRIVE, LXA</td>
<td>SUNSET &amp; COOK DRIVE</td>
<td>FULL</td>
<td>FULL</td>
</tr>
<tr>
<td>ACADEMY HALL (DRY)</td>
<td>15TH ST., OLD SCHOOL 14</td>
<td>ATTIC</td>
<td>DRY</td>
</tr>
<tr>
<td>ACADEMY HALL (WET)</td>
<td>15TH ST., OLD SCHOOL 14</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>ALBRIGHT COURT 71-16, RAHP A-7</td>
<td>SOUTH OF FIELD HOUSE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>ALBRIGHT COURT 81-88, RAHP A-8</td>
<td>SOUTH OF FIELD HOUSE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>ALBRIGHT COURT 91-98, RAHP A-9</td>
<td>SOUTH OF FIELD HOUSE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>ACADEMY HALL (DRY)</td>
<td>15TH ST., OLD SCHOOL 14</td>
<td>ATTIC</td>
<td>DRY</td>
</tr>
<tr>
<td>ACADEMY HALL (WET)</td>
<td>15TH ST., OLD SCHOOL 14</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>AMOS EATON</td>
<td>MAIN CAMPUS</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>AMOS EATON</td>
<td>MAIN CAMPUS</td>
<td>ATTIC</td>
<td>DRY</td>
</tr>
<tr>
<td>BARH</td>
<td>BURDETT AVE, SOUTH OF PEOPLES</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BARTON HALL</td>
<td>ON SAGE AVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BEMAN 11-18, RAHP B-1</td>
<td>OFF DETROIT DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BEMAN 21-26, RAHP B-2</td>
<td>OFF DETROIT DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BRAY HALL</td>
<td>SAGE &amp; BURDETT AVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BRIMSMADE 11-16, RAHP B-3</td>
<td>OFF DETROIT DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BRIMSMADE 21-26, RAHP B-4</td>
<td>OFF DETROIT DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BRIMSMADE 31-36, RAHP B-5</td>
<td>OFF DETROIT DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BRIMSMADE 41-46, RAHP B-6</td>
<td>OFF DETROIT DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BRYCKWYCK APARTMENTS</td>
<td>DETROIT &amp; SUNSET</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>CARNEGIE BUILDING</td>
<td>MAIN CAMPUS</td>
<td>PARTIAL</td>
<td>WET</td>
</tr>
<tr>
<td>CARY HALL</td>
<td>SAGE AVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>CHASAN BUILDING, (DOWNTOWN)</td>
<td>DOWN TOWN, BROADWAY</td>
<td>PARTIAL</td>
<td>WET</td>
</tr>
<tr>
<td>CII</td>
<td>MAIN CAMPUS</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>CII</td>
<td>MAIN CAMPUS</td>
<td>ROOM 4140</td>
<td>DRY</td>
</tr>
<tr>
<td>COGSWELL LAB</td>
<td>MAIN CAMPUS, COLLEGE AVE</td>
<td>PARTIAL</td>
<td>WET</td>
</tr>
<tr>
<td>COLONIE A BUILDING</td>
<td>2358 BURDETT AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>COLONIE B BUILDING</td>
<td>2358 BURDETT AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>COLONIE C BUILDING</td>
<td>2358 BURDETT AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>COLONIE D BUILDING</td>
<td>2358 BURDETT AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BUILDING NAME</td>
<td>LOCATION</td>
<td>COVERAGE</td>
<td>TYPE</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------------------</td>
<td>----------</td>
<td>------</td>
</tr>
<tr>
<td>COLVIN CIRCLE 11-16, RAHP A-1</td>
<td>OFF COOK DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>COLVIN CIRCLE 21-30, RAHP A-2</td>
<td>OFF COOK DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>COLVIN CIRCLE 31-36, RAHP A-3</td>
<td>OFF COOK DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>COLVIN CIRCLE 41-44, RAHP A-4</td>
<td>OFF COOK DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>COLVIN CIRCLE 51-54, RAHP A-5</td>
<td>OFF COOK DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>COLVIN CIRCLE 61-66, RAHP A-6</td>
<td>OFF COOK DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>CROCKETT HALL</td>
<td>BURDETT AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>DARRIN COMM. CENTER</td>
<td>MAIN CAMPUS, BEHIND CII</td>
<td>PARTIAL</td>
<td>WET</td>
</tr>
<tr>
<td>DAVISON HALL</td>
<td>OFF BOUTON ROAD</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>E-DORMS</td>
<td>ON SAGE AVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>EMPIRE STATE HALL</td>
<td>MAIN CAMPUS</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>FOLSOM LIBRARY</td>
<td>MAIN CAMPUS</td>
<td>FULL</td>
<td>DRY</td>
</tr>
<tr>
<td>FRESHMAN DINING HALL</td>
<td>BURDETT AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>FRESHMAN DINING HALL</td>
<td>BURDETT AVENUE</td>
<td>LOADING DOCK</td>
<td>DRY</td>
</tr>
<tr>
<td>GREENE BUILDING</td>
<td>MAIN CAMPUS</td>
<td>PARTIAL</td>
<td>WET</td>
</tr>
<tr>
<td>HALL HALL</td>
<td>OFF GRISWOLD</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>HEFFNER ALUMNI HOUSE</td>
<td>PEOPLES &amp; 14TH</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>JONNSON ENG. CENTER</td>
<td>MAIN CAMPUS CENTER</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>LALLY BUILDING</td>
<td>MAIN CAMPUS</td>
<td>PARTIAL</td>
<td>WET</td>
</tr>
<tr>
<td>MARRIED STUDENT COMM. CENTER</td>
<td>AT DETROIT AND EDGEHILL TERRACE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>MUELLER FITNESS CENTER</td>
<td>15TH STREET, AT ARMORY</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>NASON HALL</td>
<td>BURDETT AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>NORTH HALL (DRY)</td>
<td>ON SAGE AVENUE</td>
<td>ATTIC</td>
<td>DRY</td>
</tr>
<tr>
<td>NORTH HALL (WET)</td>
<td>ON SAGE AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>NUGENT HALL</td>
<td>OFF BOUTON ROAD</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>PI BETA PHI</td>
<td>8 SHERRY RD</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>PITTSBURGH BUILDING</td>
<td>MAIN CAMPUS, OFF EIGHTS STREET</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>PLAYHOUSE</td>
<td>15TH STREET, ACROSS FROM ARMORY</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>QUAD 1 DORMITORY</td>
<td>15TH &amp; SAGE AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>QUAD 2 DORMITORY</td>
<td>15TH &amp; SAGE AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>BUILDING NAME</td>
<td>LOCATION</td>
<td>COVERAGE</td>
<td>TYPE</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------</td>
<td>----------</td>
<td>------</td>
</tr>
<tr>
<td>RENSELAEER STUDENT UNION</td>
<td>15TH &amp; SAGE AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>RICKETTS BUILDING</td>
<td>SAGE AVENUE</td>
<td>PARTIAL</td>
<td>WET</td>
</tr>
<tr>
<td>RUSSELL SAGE DINNING HALL</td>
<td>15TH STREET</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>SERVICE BUILDING</td>
<td>PEOPLES &amp; 11TH STREET</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>SHARP HALL</td>
<td>OFF BOUTON ROAD</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>STACKWYCK, MCGIFFERT</td>
<td>KELLOGG DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>STACKWYCK, ROUSSEAU</td>
<td>KELLOGG DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>STACKWYCK, THOMPSON</td>
<td>KELLOGG DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>STACKWYCK, WILLIAMS</td>
<td>KELLOGG DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>STACKWYCK, WILTSIE</td>
<td>KELLOGG DRIVE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>TROY BUILDING</td>
<td>SAGE AVE., MAIN CAMPUS</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>VOORHEES COMPUTER CENTER</td>
<td>MAIN CAMPUS, OFF COLLEGE AVE</td>
<td>FULL</td>
<td>DRY</td>
</tr>
<tr>
<td>WALKER LABORATORY</td>
<td>MAIN CAMPUS, OFF SAGE AVE.</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>WARREN HALL</td>
<td>OFF GRISWOLD</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>WEST HALL</td>
<td>ON SAGE AVENUE</td>
<td>FULL</td>
<td>WET</td>
</tr>
<tr>
<td>WEST HALL</td>
<td>ON SAGE AVENUE</td>
<td>ATTIC</td>
<td>DRY</td>
</tr>
</tbody>
</table>
Attachment: Building Entry Accessible Routes
Assisting to Mobility Impaired

A: Procedures for Providing Assistance to Mobility Impaired Individuals

At some point in time almost everyone needs assistance in some way. Not everyone with a disability will require assistance during an emergency. Evaluate your situation and determine your own needs. It is the responsibility of each person to ask for help when needed.

Evacuation for persons with disabilities -- Appropriate evacuation procedures should be prearranged between the persons with disabilities and the people assigned to assist them. Individuals with unobservable disabilities or impairments may or may not self-identify before an emergency. Such conditions may include arthritis, a cardiac condition, chronic back problems, asthma, etc. These persons may need additional help during emergency situations. Request that all persons who feel they may need special assistance notify the Dean of Students Office so that arrangements can be made in advance to meet their needs.

GENERAL GUIDELINES

- It is Rensselaer’s Policy that all occupants must evacuate the building when the fire alarm is activated.
- All exit stairwells are fire rated and are protected by self-closing/self-latching doors. These are the safest areas during an emergency. Physically impaired persons are advised to proceed to them immediately.
  - Corridors leading to the exit stairwells must be maintained clear and unobstructed at all times.
  - If there is no imminent danger and there are no special problems evacuating the person, place the individual into or next to the stairwell. Rescue personnel are instructed to check all exit corridors and exit stairwells first for any stranded persons.
  - No one should attempt to use an elevator to evacuate during an emergency. Use the stairs instead.

SPECIFIC RECOMMENDATIONS

- Visually Impaired Persons
  - Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a "sighted guide."
  - As you walk, tell the person where you are and where obstacles are located.
  - When you reach safety, orient the person to the location and ask if further assistance is needed.

- Hearing Impaired Persons
  - Some campus buildings are equipped with audible fire alarms which should be activated during an emergency. However, hearing impaired individuals may not receive the audible signal. Use an alternative warning system. Several methods can be used, including:
    - Write a note to tell the person of the situation, the nearest evacuation route, and where to meet outside. (Sample script: "FIRE! Go out the rear door on your right. NOW. Meet outside on the front lawn."
    - Turn the light switch on and off to gain their attention and then indicate through gestures or in writing what is happening and what to do. Do not use the light switch
technique if you smell natural gas in the area.

- **Persons Using Crutches, Canes, or Walkers**
  - In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person, lock-arm position or having the individual sit on a sturdy chair (preferably with arms) which is then lifted and carried.

- **People Who Use Wheelchairs (Non-ambulatory)**
  - Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor.
  - If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being. Some individuals have very little upper trunk and neck strength.
  - Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately. Some people who use wheelchairs may have electrical respirators. Give them priority assistance, as their ability to breathe may be seriously in danger.

The needs and preferences of non-ambulatory individuals vary. Always consult with the person as to his or her preference regarding:

- Ways of being moved.
- The number of people necessary for assistance. If carrying a person more than three flights, a relay team will be needed.
- Whether to extend or move extremities when lifting because of pain, braces, etc.
- Whether a seat cushion or pad should be brought along.
- Being carried forward or backward on stairs.
- Aftercare, if removed from the wheelchair.
- Remember to check the intended route for obstructions before transporting the individual. Delegate others to bring the wheelchair. When the wheelchair is left behind, remove it from the stairwell and place it so it does not obstruct the egress of others. Reunite the person with their wheelchair as soon as it is safe to do so.

Wheelchairs have many movable or weak parts which were not constructed to withstand the stress of lifting (i.e., the seat bar, foot plates, wheels, movable arm rests, etc.). If the chair is battery-powered, remove the batteries before moving it. Make sure the foot rests are locked and the motor is off. If a seatbelt is available, secure the person in the chair.

For more information please contact The Dean of Students Office or the Department of Public Safety and Emergency Management.
Emergency at the Experiential Media and Performing Arts Center

**Purpose**
To ensure the safe evacuation of the Houston Field House in the event of an emergency and needed steps to sheltering in place.

**Procedure**
In the event of an emergency warranting evacuation, remain calm and exit the building in an orderly fashion, using the closest exit. Proceed to the nearest assembly point and await further instructions.

Do NOT re-enter the building until The ALL CLEAR signal is given.

During an alarm situation defer to Public Safety officers until Troy Fire Department staff arrives. Troy Fire Department staff is the only representatives that may give the “All Clear” signal to return to the building. Office wardens should be on hand to help disseminate information.

**Initial Contact:** Public Safety

**Responsible Plan Manager:** Front House Supervisor, EMPAC

**Responders:** Public Safety, EMPAC staff, Troy Fire Department

**Training Needs:** Initial and annual training of EMPAC staff

**Attachments:** The EMPAC Contingency Guide and Emergency Evacuation Procedures document on file with Emergency Management and Public Safety

**Timeline for Review:** Annually.
Emergency at the Houston Field House

**Purpose**
To ensure the safe evacuation of the Houston Field House in the event of an emergency

**Procedure**
See attached Operational Guidelines for Fire Alarms/Crowd Evacuation at the Houston Field House: Commencements

**Initial Contact:** Public Safety

**Responsible Plan Manager:** Operations Manager, Houston Field House

**Responders:** Public Safety, Houston Field House staff

**Training Needs:** Initial and annual training of Houston Field House staff

**Attachments:** See attached Operational Guidelines for Fire Alarms/Crowd Evacuation at the Houston Field House: Commencements

**Timeline for Review:** The emergency evacuation plan for the Houston Field House will be reviewed annually.
SUBJECT: Operational Guidelines for Fire Alarms/Crowd Evacuation at the Houston Field House: Concert Type Events

OPERATIONAL GUIDELINES:

It is noted that the operational guidelines identified below will be occurring often simultaneously and not necessarily in the sequence listed. Emergency Management may necessitate that one action take precedence over another.

On the day of the event, a pre-event meeting will take place in the Houston Field House Manager’s office to review all emergency procedures and protocol. The following representatives will be present: HFH Manager, Public Safety, Show Promoter, Band Promoter, and External Contract Security lead.

I. Fire Alarm System Activation

1. Fire alarm activations may be received via the Campus Fire Alarm System for the Houston Field House or by means of personal observation by a patron or staff person. Fire alarm activations may be received via the Campus Fire Alarm System for the Houston Field House or by means of personal observation by a patron or staff person.
   - A staff person designated by the Life Safety Systems/Physical Plant will be on-site for the duration of the event to monitor the panel located in the main lobby of the Houston Field House
   - The Life Safety staff person will disable the audible horn system within the building and all event staff will be made aware of this at a pre-event meeting.
   - Public Safety Officers identifying a situation in which the safety of Field House patrons may be compromised will immediately advise their Patrol Supervisor.
   - Field House staff will immediately advise Public Safety of any known or potential concern.
   - When the fire system has been activated the Public Safety supervisor and Field House Manager will immediately meet at the West end of the Field House at the fire panel.
   - Where a situation may involve the potential need to manually activate the fire alarm system the Public Safety supervisor and Field House Manager will promptly meet and coordinate the actions of their respective staff. A determination will be made with the Life safety staff member as to activation of the audible alarms within the facility.

2. The Public Safety Supervisor, together with the Field House Manager will immediately assess any threat or situation which may necessitate the termination of the event and subsequent evacuation of the facility.
3. The Public Safety Patrol Supervisor will initiate the notification process to the Rensselaer County Emergency Dispatch Center to advise of the incident of concern, what action may be occurring at present, and request their response.

4. The Public Safety Supervisor will deploy event Officers internally and externally for crowd control and evacuation. Officers deployed externally will assume traffic control duties and assist with directing the arrival of police, medical and fire apparatus.

5. Patrons who have sustained injuries will be provided emergency medical assistance at the Emergency Medical Services Station located at the South side of the facility unless the facility compromise or problem precludes such action. In such instances then an alternate site will be designated via radio.

6. The HFH Manager will direct Field House personnel to activate all Facility lights.
   - Door personnel and ushers will be directed to assume their assigned duty areas to assist with patron exit via their portable radios and the PA system.
   - A prepared announcement, via the Field House’s public address system will be made directing that all exterior doors to the facility are open.
   - Specifics may be added into the text as appropriate and as agreed upon by the Public Safety supervisor and Field House supervisor.
   - Door personnel will advise any persons attempting to enter the facility that an evacuation is being conducted and that access is not permitted.
   - Patrons will be directed away from the facility (i.e. Onto the Harkness Field, into the Medical Center Parking Lot, into B and C-lots.) for their safety and to maintain an operational perimeter for emergency services personnel.

7. The following procedures will be utilized outside the facility:
   The on-scene “command center” will be designated and its location identified via Public Safety radio communications.

   The “staging area” for emergency vehicles will be identified.

   Utilize whatever means necessary to safely evacuate patrons to a distance of at least 100 yards from the building.

   Do not allow patrons to exit in motor vehicles until police, fire, and EMS units have arrived as outgoing vehicular traffic may affect emergency response.

II. Evacuation Procedures for Houston Field House

EVACUATION ANNOUNCEMENT

1. A pre-evacuation announcement may be utilized to alert Public Safety personnel, Field House Ticket Takers, Ushers, and assorted Field House Staff of the possibility of an evacuation. When such an announcement is made all Field
House all personnel will assume their posts and prepare to assist in the evacuation process.

2. The wording of the pre-evacuation is designed to alert all Field House personnel without creating unnecessary anxiety within the facility.

“The Box Office is closed at this time.”

This announcement will only be made when the “primary personnel”; deem it appropriate.

3. Primary personnel (HFH Manager, Public Safety, Show Promoter, Band Promoter, and External Contract Security lead) will meet at the Field House Manager’s Office and review the content of the announcement if time allows. The formatted announcement will be utilized unless actual circumstances require otherwise.

The carrying out of the announcement will be coordinated by the Field House Manager’s and made via the building’s Public Address (PA) system.

If the Field House PA system is not operational then handheld and patrol vehicle PA systems will be utilized by Public Safety and Field House staff. Patrons will be directed away from a known area of concern.

4. The announcement will consist of the following:

“Ladies and Gentlemen, our event is being concluded, there will be no re-entry” OR “we are conducting a temporary evacuation” “Field House Staff and Ushers are stationed throughout the building to assist you in exiting. Please follow these instructions.”

“Persons seated on the North grand stand exit via the North Doors.”
“Persons seated on the South grand stand exit via the South doors.”
“Persons seated on the West grand stand exit via the West or front doors.”
“Persons seated on the stage exit via the East doors.”
“Please move away from the building once you have exited.”

Repeat the directives at least twice and periodically thereafter.

5. All vendors will cease operations at the announcement. All electrical/food service equipment will be turned off prior to the closing of their respective areas.

6. Concert staff will exit the floor and stage via the North side and East side doors. Equipment will be shut down when possible.
Gas Leak

Purpose
To provide guidelines for the Rensselaer Community in the event that the Troy campus experiences a natural (or other) gas leak through failure of the servicing utility (National Grid) gas system or a failure of the Institute’s gas distribution infrastructure. For purposes of this risk-specific emergency response procedure, a gas leak is defined as an unplanned detection of gas of any quantity in any single Rensselaer space, building or group of buildings caused by the utility company or a failure of the campus exterior or interior gas systems.

Procedure

General Safety Guidelines: Personnel who discover the gas leak and/or are in the area of the gas leak should observe the following precautions:

- Do not turn electrical switches on or off, use a phone or use any other potential ignition sources inside the building.
- Leave the building or area as quickly as possible using the shortest and safest route.
- Do not use elevators; always use the stairs.
- Notify Public Safety as described below.
- Go to a safe area and await the “all clear” from the emergency response agency (normally the Troy Fire Dept.)

The campus community will be instructed to call Public Safety if they smell gas. Public Safety will in turn notify the Troy Fire Department (TFD), who will take charge of the scene upon arrival.

For gas leak emergencies that occur between the hours of 8:00 am - 4:30 pm Monday through Friday, Public Safety will contact **FIXX at 276-2000 or Nextel Direct Connect 178*45*3367**. The Facilities Customer Service Center (FIXX) shall confirm that TFD has been notified and ensure other shop supervisors are notified of the gas leak.

For gas leak emergencies that occur between the hours of 4:30 pm and 8:00 am or on weekends or holidays, **Public Safety** shall activate the Emergency Notification System (ENS) and ensure that the Physical Plant on-call Mechanic and Supervisor On-Call are notified. Additional notifications of Physical Plant management staff will be made in accordance with established standard operation procedures (SOP) for campus emergency response, which are included as an enclosure to this procedure.

Notifications: For confirmed gas leak emergencies occurring M-F between 8:00 am – 4:30 pm, Physical Plant shall inform the Vice President and Assistant V.P. of Administration. The V.P or the Assistant V.P. shall notify and update the cabinet as necessary.
For gas leak emergencies occurring between the hours of 4:30 pm and 8:00 am or on weekends or holidays, initial notification shall be made to the appropriate cabinet members via Public Safety’s Emergency Notification System.
Shop response:
- Mobilize in response to gas leak notification
- Follow TFD on-scene direction
- Coordinate leak investigation with TFD and National Grid
- Secure Institute gas mains or branch lines as needed/directed
- Work with other staff including CP&FD as needed to diagnose the failure cause
- Initiate system repairs
- Request commercial contractor assistance as needed
- Notify management when repairs are complete and the system is tested
- Bring affected campus equipment back on line

Facilities Management responsibilities:
- Help Public Safety and TFD set up a command post as needed
- Notify National Grid
- Work with TFD & EH&S to ensure the leak site is safe
- Notify VP/Asst. VP Administration Consult as needed with utility company rep(s)
- Make provisions for temporary utility service as needed/feasible
- Ensure other Physical Plant shops respond to the outage as appropriate
- Provide technical support to shop staff
- Refer media inquiries to Institute Community Relations
- Obtain CP&FD or contractor assistance as required
- Monitor gas system repair progress and report progress to VP
- Identify and implement any lessons learned

Incident Command System (ICS) Implementation: If the scope and/or duration of the gas leak emergency warrants an extended response, the initial Physical Plant operational response may need to be augmented by additional ICS elements including Planning, Logistics and Finance. The operational response component of the ICS organization may also be enlarged to include CP&FD, contractor resources and components of the local utility company.

Initial Contact: Public Safety

Responsible Plan Manager: Director of Physical Plant in consultation with the Director of Environmental Health and Safety

Responders: Physical Plant, Environmental Health and Safety, Public Safety

Training Needs: Continue ongoing gas system/equipment safety training of Physical Plant Mechanical Shop and management staff.

Attachments: Utility Company contact information
- Physical Plant Call-in SOP (#17) (pending)
Timeline for Review: Annually.

Attachment: Utility Company contact information

<table>
<thead>
<tr>
<th>NATIONAL GRID</th>
<th>CITY OF TROY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICAL OUTAGE: 800-867-5222</td>
<td>WATER MAIN BREAK: 237-0241 or 237-0611</td>
</tr>
<tr>
<td>GAS LEAK: 800-892-2345</td>
<td>SEWER MAIN FAILURE: 237-0241 or 237-0611</td>
</tr>
</tbody>
</table>

**NOTE:** Any calls made to either National Grid or the City of Troy Utilities Department shall be reported to Physical Plant as soon as possible. During regular work hours, contact FIXX @ X2000. After hours, contact the Supervisor-on-Call using established procedures via Public safety.
Hazardous Material Incident

1.0 Introduction

Rensselaer Polytechnic Institute is committed to protecting the environment and providing a safe and healthy workplace for all employees. This document outlines Rensselaer’s contingency plan for emergency response and prevention procedures related to hazardous materials and hazardous wastes. The procedures described have been designed to minimize risks to public health, safety and the environment from major spills, explosions, fire, and the release of hazardous materials/wastes. The plan was designed in accordance with all Federal and State laws related to emergency preparedness and prevention of emergency events, including the Environmental Protection Agency requirements contained in 40 CFR 264 subpart D, 40 CFR 265 subpart D, 40 CFR 279.52, (SPCC) 40 CFR 112, and the New York State Department of Environmental Conservation requirements contained in 6 NYCRR parts 370 – 376.

2.0 Identification of Hazardous Materials and Hazardous Wastes

Any incident involving a spill/release of chemicals, mixtures of chemicals, chemical wastes, and solvent based cleaning solutions, fuel/oil, paint, or other toxic material is considered a hazardous materials incident and should be handled appropriately by Rensselaer personnel. If you observe an incident and question whether the material spilled/released is hazardous in nature, proceed to a safe location and contact the Office of Public Safety at (518) 276-6611 or extension 6611 for guidance. The recommended course of action is to treat any incident that involves the spill/release of a chemical substance as if it were hazardous in nature until the appropriate personnel have been consulted. This not only protects the area surrounding the incident from further contamination, but also all personnel, should the material prove to be a hazard.

Hazardous waste may be generated from laboratory operations, facilities operations and maintenance, construction and renovation activities, photo processing, and a variety of other activities. Hazardous waste is a particular class of "solid" waste (which includes solid, liquid, or gaseous material) that, if improperly managed, poses a substantial threat or potential hazard to human health and the environment. Typical hazardous wastes generated at Rensselaer include, but are not limited to, spent solvents, waste laboratory chemicals, waste paints and waste oil. Hazardous waste is subject to a complex regulatory scheme to ensure that uniform and consistent waste identification, storage and disposal procedures are followed by persons trained in the proper management of these waste substances.
3.0 Emergency Recognition

A distinction exists between incidental releases of hazardous substances and releases that require emergency response. Those which require the initiation of emergency response procedures are also required to be in compliance with the Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.120 (q) Emergency Response to hazardous substance releases.

Releases can be categorized in three distinct groups in terms of planning and response requirements:

(a) Releases that are clearly incidental regardless of the circumstance;

(b) Releases that may be incidental or may require emergency response depending on the circumstance; and,

(c) Releases that clearly require emergency response regardless of circumstance.

3.1 Releases that are clearly incidental regardless of the circumstance

An incidental release of a hazardous material is a release that does not pose a significant safety or health hazard to the people in the immediate vicinity or to the person cleaning it up, nor does it have the potential to become an emergency within a short period of time. Incidental releases are limited in quantity, exposure potential, and toxicity. If the hazardous substances that are in the area are always stored in very small quantities, such as in the laboratory setting, the risk of a release that escalates into an emergency is reduced.

It may be possible for the person who generated the spill to perform the clean up provided that all of following conditions are met:

- The spill is clearly incidental, based on the definitions contained in this plan,
- The individual is trained in the hazards and clean-up methods of the spilled materials,
- Adequate Personal Protective Equipment (PPE) and Spill Response Supplies are available and used,
- And, the individual is certain that there is no level of personal danger to themselves or anyone else on campus.

If a release involves a hazardous substance of extreme toxicity, regardless of the quantity released, the situation will always warrant an immediate emergency response. If there is any risk of injury to any campus personnel including the person who generated the spill, or if available PPE is in any way inadequate, or if the number or qualifications of on-site personnel is in any way inadequate, outside resources must be requested immediately by dialing (518)
276-6611 or extension 6611. Do not allow anyone to enter the hazard area until emergency response personnel arrive.

3.2 Releases that may be incidental or may require emergency response depending on the circumstance

The properties of a hazardous substance (toxicity, volatility, flammability, explosiveness, corrosiveness, etc.), as well as the specific circumstances of the release (quantity, confined space considerations, ventilation, etc.), and the level of training of the personnel involved, may result in a spill that requires emergency response. If any doubt exists on the part of the personnel who first became aware of the spill, the spill must be handled as an emergency in accordance with the requirements of this plan. Outside resources must be requested immediately by dialing (518) 276-6611 or extension 6611 or activating the evacuation alarm if evacuation of the building is deemed best. Do not allow anyone to enter the area until emergency response personnel arrive.

3.3 Releases that clearly require emergency response regardless of circumstance

Releases of hazardous substances that pose a significant threat to public health, safety, or welfare or the environment from fires, explosions, spills or any unplanned sudden or non-sudden release of hazardous material/waste or hazardous material/waste to air, soil, surface water, or ground water, by their very nature, require an emergency response regardless of the circumstances surrounding the release or the mitigating factors. Additionally, a release of hazardous material/waste that occurs in excess of reportable quantities identified under 40 CFR 355 shall also be designated as an emergency. This available from the Office of Environmental Health and Safety. Reportable quantities range from 1 to 10,000 pounds depending on hazard of the chemical. Outside resources must be requested immediately by dialing (518) 276-6611 or extension 6611 or activating the evacuation alarm if evacuation of the building is deemed best. Do not allow anyone to enter the area until emergency response personnel arrive.

3.4 Non-emergency

If no emergency is identified, and no reportable quantity release occurs, the hazardous material/waste incident will be handled using appropriate sections of this Contingency Plan, and/or the Rensselaer Chemical Hygiene Plan. Laboratory or other small spills should be evaluated using the above criteria in determining whether an actual emergency exists.

4.0 Emergency Response Organization

The following personnel will have responsibilities in the event of a hazardous materials emergency:
4.1 Emergency Response Coordinator

The emergency response coordinator for the Rensselaer campus is:

Annette Chism, Director of Environmental Health & Safety and Risk Management

518-276-6114 (campus) or 518-322-2188 (cell)

The emergency response coordinator is responsible for:

- declaring a hazardous materials emergency
- recognizing and identifying hazardous materials involved
- contacting the appropriate emergency response organizations using the Office of Public Safety as an emergency liaison
- performing a hazard risk assessment of the incident
- Operating field survey equipment (i.e. flammable/combustible meters, detector tubes).
- Performing limited containment and control (absorption) procedures on hazardous materials releases within the resources and equipment provided
- determining if emergency evacuation is required, and insuring that the evacuation procedures have been put into effect
- Notifying the appropriate regulatory agencies in the event of a release of a reportable quantity.

4.2 Alternate Emergency Response Coordinator:

The Alternate Emergency Response Coordinator will assume all of the responsibilities of the Emergency Response Coordinator when the primary Emergency Response Coordinator is unavailable or unable to perform these duties.

The Alternate Emergency Response Coordinator is:

Judy Corbett, Safety Specialist

(518) 276-2281 (campus) or (518) 337-6496 (cell phone) or (802) 581-8316 (home phone)
4.3 Public Safety Department:

The Office of Public Safety will be responsible for the following actions:

- dispatching the emergency coordinator defined in this plan whenever a hazardous material spill or release is brought to their attention,
- dispatching the Troy Fire Department at the direction of the Emergency Response Coordinator or in the event of a suspected or confirmed emergency, as defined above,
- dispatching emergency response organizations such as ambulance and/or contracted hazardous materials teams at the direction of the Emergency Response Coordinator or in the event of a suspected or confirmed emergency requiring these emergency response organizations
- dispatching Public Safety Personnel to the scene to ensure the safety of others and to secure the scene until the Troy Fire Department arrives on the site.

Dial (518) 276-6611 or extension 6611 to reach Public Safety in an emergency, or (518) 276-6656 or extension 6656 for non-emergency calls.

4.4 Troy Fire Department

The Troy Fire Department has been designated as the City of Troy's Hazardous Materials Response Team. The senior fire department official at the scene is in charge of the containment and assists in the clean-up operation. Institute personnel will follow his directions when asked to assist with crowd control, directing traffic and other requests.

To contact the Troy Fire Department, dial (518) 276-6611 or extension 611 and Rensselaer’s Office of Public Safety will complete the dispatch.

4.5 Samaritan Hospital

In the event that injuries related to a hazardous materials incident require medical attention, the individual will be transported to Samaritan Hospital via ambulance.

To contact Samaritan Hospital or to call for an ambulance, dial (518) 276-6611 or extension and Rensselaer's Office of Public Safety will complete the dispatch.
4.6 Designated Hazardous Materials Response Contractor:

In the event of an emergency requiring off-site emergency response, the following
Designated Emergency Response Contractor will be called to the site:

Clean Harbors
(518) 434-0149 (24-hour service)
32 Bask Road
Glenmont, NY 12077

The designated emergency response contractor will be responsible for conducting
emergency hazardous materials response and spill clean-up activities, at the request of the
emergency coordinator.

5.0 Notification of Spill and/or Releases

All incidents which involve the spill or release of hazardous materials must be reported to the
Office of Public Safety by the individual responsible for the event, or his/her designated
supervisor.

The Office of Public Safety will notify the Emergency Coordinator in the Office of
Environmental Health and Safety of all hazardous materials events that are brought to their
attention.

5.1 Reportable Quantity Releases

Report the release of a reportable quantity of a hazardous substance, or, if any of the following
conditions exist, the release of a lesser quantity of a hazardous substance:

(i) such release results, or may reasonably be expected to result, in a fire with potential off-site
impacts;

All reports of releases must be made to the DEC hotline (800- 457-7362) outside New York
State: (518-457-7362) within two hours of the release, and the National Response Center at
(800) 424-8802

The verbal report must include-

- the name and telephone number of the caller
- the name and address of the facility
- the time and type of incident
- the name and quantity of materials involved
- any possible hazards to human health or the environment.
The Emergency Coordinator must also submit a written report to the NYSDEC Commissioner within 15 days of the incident. The written report must include the name, address and telephone number of the facility owner; the name address and telephone number of the facility; the date, time and type of incident; the name and quantity of materials involved; the extent of any injuries; an assessment of actual or potential hazards to human health or the environment; and the estimated quantity and disposition of recovered materials.

6.0 Emergency Equipment

The following section provides descriptions and locations of fire alarm and detection systems, spill clean-up supplies, and personal protective equipment related to hazardous materials management operations.

6.1 Fire Detection and Alarm Systems

All buildings in which hazardous materials are used or stored are equipped with fire alarm systems which report to a central reporting station. The central reporting station is manned by the Office of Public Safety, 24 hours per day, and 365 days per year. The fire alarm systems consist of combinations of smoke and heat detectors, alarm/strobes, pull stations, and in selected locations, duct detectors, and automatic sprinkler systems. Fire extinguishers are located within 75 feet of all areas where hazardous materials are used or stored.

The hazardous waste storage areas in Walker Labs and Blaw Knox 2 also include carbon dioxide extinguishing systems that are activated by heat and/or rate of rise detection, and report to the central reporting station.

6.2 Spill Response and Personal Protective Equipment

The following list of equipment is maintained at designated locations on the campus, to be used in the response of incidental spill management operations. Emergency level hazardous incidents will be controlled under the direction of, and using the response equipment provided by, the Troy Fire Department or their designee. In the event that the Troy Fire Department or their designee requires additional response personnel or equipment, the Designated Hazardous Materials Response Contractor shall provide the required personnel and equipment.
6.2.1 Additional Spill Response Equipment | Location
---|---
Speedi Dry Absorbent Materials – 4 bags | Blaw Knox 2
Absorbent Pigs – Multi purpose 2’ lengths - 1 case | Blaw Knox 2
Absorbent Pads – White Oil Absorbent – 1 bundle | Blaw Knox 2
Absorbent Pads – Multi Purpose – 1 bundle | Blaw Knox 2
5 gallon Steel Salvage Drum – 1 drum | Blaw Knox 2
10 Gallon Steel Salvage Drum – 1 drum | Blaw Knox 2
30 gallon Steel Salvage Drum – 1 drum | Blaw Knox 2
85 Gallon Steel Salvage Drum – 1 drum | Blaw Knox 2
Scott 3 M Respirator Full Face – 2 units | Blaw Knox 2
Vinyl Aprons – 10 units | Blaw Knox 2
Latex Gloves – 1 box | Blaw Knox 2
PVA Gloves – 3 Pairs | Blaw Knox 2
18” Push Broom – 1 unit | Blaw Knox 2
Shovel – 1 unit | Blaw Knox 2
Dust Pan – 1 unit | Blaw Knox 2

6.2.2 Spill Response Kits
Spill Response Kits are also located in each of the 4 Hazardous Waste Collection Rooms. The Hazardous Waste Collection Rooms are located in Walker Laboratory, Cogswell Laboratory, the Low Center for Industrial Innovation (CII), and Blaw Knox 2. Each Spill Response Kit contains the following:

6.5 Gallon Collection Pail
Speedi Dry Absorbent – 1 bag
Soda Ash Absorbent/Neutralizer – 2 pounds
Absorbent Pigs 2’ lengths – 2 units
Absorbent Pads – White Oil Absorbent – 3 pads
Absorbent Pads – Multi Purpose – 2 pads
PVA Gloves – 1 pair
Broom – 1 unit
Dust Pan – 1 unit
7.0 Evacuation Procedures

In the event of a hazardous materials incident that requires complete building evacuation, the building fire and alarm systems will be activated. The determination for evacuation may be made by persons with knowledge of the incident, the hazardous materials involved, and/or the characteristics of the building. Alternatively, the decision to evacuate may be made by the emergency coordinator. In the event that a partial evacuation is adequate to provide for the health and safety of all personnel, verbal instructions shall be given in the immediate area of the spill or release. The following evacuation procedures will be used to ensure safe evacuation in the event of a building evacuation:

7.1 Building Evacuation Procedures

7.1.1 All building evacuations will occur when an alarm sounds (e.g., fire alarm) and/or upon verbal notification by Public Safety or other responsible parties.

7.1.2 When the building evacuation alarm is activated or verbal notification is provided, occupants are to leave by the nearest marked exit. If the nearest exit is smoke filled, or blocked by another hazard, proceed to an alternate exit and alert others to do the same. Directions may be given as to the location of a safe assembly area. However, if no directions are conveyed, proceed to the outside of the building.

7.1.3 Once outside, occupants should proceed to a clear area that is at least 100 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. During periods of inclement weather, relocate to an alternate building, which will be determined at the time of the crisis and conveyed to all persons affected.

7.1.4 Occupants will not be permitted to return to an evacuated building unless told to do so by the Troy Fire Department or other responding agency.

7.1.5 Elevators should never be used in cases of fire or earthquakes.

7.2 Emergency Procedures - General Guidelines

7.2.1 Remain calm.
7.2.2 Treat every alarm as an actual emergency.
7.2.3 In a fire emergency, the first choice is evacuation.
7.2.4 Leave all material in room/class to avoid wasting time.
7.2.5 Follow signs to exits.
7.2.6 Avoid smoke filled stairwells.
7.2.7 If you are injured and volunteers are not able to assist you safely, wait in a safe location for emergency personnel.
7.2.8 Never re-enter a building until permitted by emergency personnel.

7.3 Assisting Disabled Evacuation

7.3.1 Assisting the user of a wheelchair

7.3.1.1. Wheelchairs are not designed to handle the stress of lifting. Never carry someone while in a wheelchair. A manual chair can be used to assist the evacuation process.

7.3.1.2. Consult the individual regarding the best way to evacuate (the number of people needed, how to use manual chair, ways to lift, etc.). If the person is unable to speak clearly, look for a sign on the chair with printed instructions.

7.3.1.3. If the individual cannot be safely carried up/down stairs, do not attempt to do so. Position the person in the safest place possible according to the emergency.

7.3.1.4. Alert emergency personnel to the person's location.

7.3.2 Assisting the Visually Impaired

7.3.2.1. Offer to assist the visually impaired to a safe location.
7.3.2.2. Have the person take your elbow, and walk slowly but directly to the nearest unobstructed exit.

7.3.3 Assisting the Hearing Impaired

7.3.3.1. Alert the hearing impaired that an emergency exists.
7.3.3.2. Use gestures/notes to indicate type of emergency.

7.3.4 Assisting the Mobility Impaired

7.3.4.1. Offer assistance.
7.3.4.2. If help is requested, assist as directed to a safe location.
8.0 Chemical Container Management

The Office of Environmental Health, Safety and Risk Management will manage the collection, transportation and off-campus disposal of hazardous waste generated at Rensselaer. However, assistance from the academic community is needed during the first, and often the most critical, step of the process - the generation phase.

RCRA Regulations as adopted and promulgated by the New York State Department of Environmental Conservation, require specific methods of collecting and storing the waste at the point of generation. The following is a listing of policy guidelines that need to be complied with in all academic and research laboratories.

8.1 Chemical Waste Handling Guidelines

8.1.1 All waste must be in compatible, sealed containers in good condition, i.e., glass or plastic bottles. The container must have a threaded cap. Corks or ground glass stoppers should not be used. The container must be secured with a threaded lid to prevent a release in the event that the container is tipped on its side. NOTE: Do not add experimental material to a waste container until it has gone through its complete reaction. If reacting material is added to a waste jar, pressure build-up can result.

8.1.2 The waste container must be kept closed at all times except when waste is being added to the container. This is true even when the waste is stored in a hood. Keeping containers closed prevents fugitive vapors from being released to the atmosphere, and reduces the amount of chemical exposure to personnel. It also helps prevent the waste from being released in the event that the container tips on its side at any point.

8.1.3 Labels must be clearly printed using indelible ink, (i.e. no pencils, markers, or cursive writing). Labels must be securely attached to the container.

8.1.4 Each label must contain a specific list of the chemical constituents and approximate percentage of each constituent, written in words. No generalizations (i.e. acids, organics, etc.), trade names (i.e. Clorox for sodium hypochlorite), or chemical formulas (i.e. NaOH for sodium hydroxide) may be used on the labels. Hazardous wastes must have the words ‘hazardous waste’ clearly noted on the container. Proper labeling aids in the correct determination
of the waste hazards class, as well as, the final disposal method. Proper labels also provide vital information to emergency response personnel.

8.1.5 Once the container is filled, contact EH&S for disposal.

8.1.6 All wastes should be stored at or near the point of generation, in an appropriate, safe area in each lab. The waste should not leave the lab until it is directly transferred to the waste storage room at Cogswell, Walker Labs, CII, or Blaw Knox.

8.1.7 For questions concerning the proper labeling, handling, or storage of chemical waste, contact the Office of Environmental Health, Safety and Risk Management at (518) 276-2092, (518) 276-2281, or (518) 276-6427.

9.0 Hazardous Waste Minimization

Rensselaer is committed to the protection of human health and the environment. To meet these commitments, Rensselaer strongly encourages its employees to utilize chemical waste minimization (waste reduction) techniques to reduce the volume and toxicity of chemical wastes produced. An important benefit of waste minimization is that it helps reduce the escalating chemical disposal costs incurred by Rensselaer.

The following describes common waste minimization techniques:

9.1 Purchasing.
Purchase only the quantity of chemical required for specific projects. Find the minimum unit required for an experiment and order accordingly. Do not stockpile chemicals unnecessarily.

9.2 Product Substitution
Substitute non-hazardous or less toxic materials in your chemical processes and experiments. Some examples of this are:

a. The use of water based inks instead of solvent-based inks in printing operations.

b. Detergents and enzymatic cleaners can be substituted for sulfuric acid/potassium dichromate (chromerge) cleaning solutions and ethanol/potassium hydroxide cleaning solutions.

c. Avoid the use of known carcinogens, mutagens, or extremely hazardous chemicals where possible.

d. Solvents with inhibitors included to prevent peroxide formation.
9.3 Process Modification
To the extent that it does not compromise vital research, teaching, or service, laboratories are encouraged to modify experimental or standard processes to decrease the quantity of hazardous chemicals used and generated. When possible, micro and semi-micro techniques should be used to reduce the amount of waste generated. Examples include the use of digital photographic methods to replace conventional chemical-based photographic methods.

9.4 Segregation and Characterization
a. Do not mix hazardous wastes with non-hazardous waste.

b. Accurately label waste containers as to their exact content and approximate percentages. Segregation and characterization simplifies the waste stream, thus minimizing the cost of disposal.

9.5 Chemical Redistribution
Unopened or unused portions of chemicals may be redistributed within the Rensselaer campus. If you have a chemical you no longer want, but feel it is still in useable condition, contact the Office of Environmental Health, Safety and Risk Management. A virtual stockroom is available which provides an electronic database of available chemicals. The virtual database will be available on the Rensselaer web page. Chemicals will be available on the site for up to 60 days before disposal is initiated.

9.6 Management
It is important to audit chemical supplies and use inventory control. Changes in personnel should be supervised to prevent the storage of chemicals that are no longer in use. In the event that faculty or student laboratory management changes, the department is responsible for promptly managing the chemical inventories left in the laboratories.

9.7 Training
The Office of Environmental Health, Safety and Risk Management will provide training in waste management and waste minimization methods at least annually. Training will include an explanation of the concepts described above and a discussion of how individual departments can implement specific waste minimization measures.

9.8 Other Waste Minimization Initiatives
The following waste minimization practices are recommended to prevent the unnecessary generation of hazardous waste materials:

- Accept raw materials only after inspection
- Conduct frequent inventory checks
- Ensure that inventory quantity does not go to waste
- Test outdated materials for effectiveness
• Verify shelf life expiration dates
• Return expired materials to supplier
• Ensure all containers are properly labeled
• Eliminate shelf life requirements for stable compounds
• Store containers in a way which facilitates visual inspection for corrosion and leaks
• Stack containers in a way to minimize the chance of tipping, puncturing, or breaking
• Maintain Safety Data Sheets (SDS) to correctly handle spill situations
• Store and handle materials according to manufacturer’s instructions
• Empty containers thoroughly before disposing of them
• Reduce the number of different solvents used
• Use aqueous cleaners
• Prevent mixing of hazardous waste with non-hazardous waste
Hostage Situation

Campus Community Response

In the event of a hostage or barricade situation it is the policy of Rensselaer’s Department of Public Safety to immediately request assistance from the police department having jurisdiction, and to assist and support this agency.

How to Report a Hostage Situation

If the crime occurred on Rensselaer Polytechnic Institute property, then you may contact the Rensselaer Department of Public Safety at (518) 276-6611 or activate an emergency blue phone. If the crime occurred in the City of Troy, you will need to contact Rensselaer County 911 at (518) 270-4411. In any event, if the crime is an emergency that would require immediate emergency response, dial 911.

Reporting

When reporting an incident, please provide the following information to the dispatcher:

1. Nature of the incident. Make sure the dispatcher understands that the incident is in progress.
2. Location of the incident, including building name and room number.
3. Description of the suspect(s) involved.
4. Injuries that have occurred.
5. Description of any weapons involved.
6. Your name and RIN.
7. Your address.
8. Your telephone number.
10. Your exact location at the time of the call, including the building name, room/apartment
11. Number of hostages
12. Any demands the suspect(s) are making

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding emergency personnel can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.
Rensselaer's Response

The Department of Public Safety will immediately notify Rensselaer County 911 and report the incident. An Emergency Operations Center will be activated and command staff from all of the emergency services will work in concert to formulate a plan to safely end the incident.

The Department of Public Safety will utilize all forms of notification to the campus community including, but not limited to: text alerts, email alerts, public announcement systems, and RPI Alert. Public Safety will issue instructions and upon the positive resolution of the incident will issue an "all clear" notice to campus community members.

During the Incident

Your safety is first. Do not attempt to confront an individual who has a weapon. Follow instructions and if you can safely leave the area, do so, while utilizing every means of cover available.

Initial Contact: The Department of Public Safety

Responsible Plan Manager: The Director of Public Safety and Emergency Management

Responders: Troy Police, State Police and Department of Public Safety

Timeline for Review: Annually
International Incidents Involving One or More Students, Faculty or Staff

**Purpose**
The purpose of these protocols is to ensure students, faculty or staff member, when traveling aboard, notify the proper authorities when involved in an incident.

**Procedure**
Students, faculty and staff must distinguish between an inconvenient or unpleasant situation and a true emergency and know who can help. A missed travel connection or a problem with a class schedule is not an emergency.

Students as international travelers and as study abroad students should register with the host country U.S. Embassy in the case of a lost passport, victim of a crime or any other emergency. Registering with the U.S. Embassy makes the person’s presence and whereabouts known in case it is necessary for a Consular Officer to contact them in an emergency. Consular duty personnel are available for emergency assistance 24 hours a day, 7 days a week, at U.S. embassies, consulates, and consular agencies overseas and in Washington, D.C.

As a study aboard student, all affiliated exchange programs and approved non-affiliated programs have an on-site contact person or people who are available to help international students in the event of an emergency. Rensselaer has contracted with International SOS (SOS) to provide travel assistance and emergency services to all students abroad. Students are strongly advised to take advantage of the following two SOS services:

When possible, all traveler aboard should inform Rensselaer’s international Program Office of any personal accident, serious illness or hospitalization, arrest or crime, natural disaster or terrorist attacks.

Rensselaer contracts with International SOS to provide employees with advice, consultation services and point-of-contact overseas services. Rensselaer travelers on official business, such as student exchange, teaching, research are provided with International SOS emergency telephone numbers to receive help 24-hours a day, seven days a week.

Employees on unofficial business can make use of International SOS services by contacting the Division of Human Resources prior to departing campus.

**Initial Contact:** Travelers contact U.S. Embassy and/or International SOS alarm centers using telephone numbers provided by the Office of International Programs or Division of Human Resources.

**Responsible Plan Manager:**
- International Programs for Students, Faculty or Staff performing research, teaching or working on Institute business
- Director of Benefits, Retirement, and HRIS, and the Director of Employee Relations and Professional Development for Institute employees while traveling on official and unofficial Rensselaer business
Responders: International Programs
Director of Benefits, Retirement and HRIS and Director of Employee Relations and Professional Development

Attachments: None

Timeline for Review: Annually
IT Service Interruption

Purpose
This policy provides guidelines to the Rensselaer community for reporting and resolving IT problems at Rensselaer. This policy applies to interruption of phone service, networking service, and computing services.

IT services are integral to many administrative and academic functions at Rensselaer. Loss of access to IT services and data can severely limit the daily activities of the Institute.

IT service interruptions can occur for numerous reasons, and with widely varying impact. Loss of a desktop or laptop due to hardware or software malfunctions can limit the productivity of and individual staff or faculty member. A Banner service outage can limit many staff and faculty activities, and could be a major disaster, depending on the activities of the institute at the time of the interruption. Continued productivity at the institute is dependent on a robust and responsive IT infrastructure, with reliable IT services.

Procedure
Individual faculty and staff at Rensselaer are responsible for recognizing and reporting problems in the IT environment. IT services interruptions are often detected by users, before other symptoms are identified.

Members of the Rensselaer community have a number of resources available to them to report, investigate, and resolve IT problems. The DotCIO contains a number of staff who are available to assist with IT problems. Additionally, many portfolios have IT staff who deploy and administer desktops, laptops, and servers which provide essential services to their departments.

The following procedure should be followed by members of the Rensselaer community to report and resolve IT service interruptions.

1. Contact a departmental system administrator, if available, to investigate symptoms of an IT problem.
2. Application help desks are available for problems which are specific to an application. The DotCIO provides a Banner user help desk, which is available to investigate and resolve problems within the Banner services.
3. The general user help desk is staffed during working hours and in the evening. The hours of the helpdesk vary, depending on the time in the academic calendar. The helpdesk can be contacted in person in the VCC, by phone at x7777, and via e-mail at consult@rpi.edu.
4. At times when the helpdesk is closed, the computer operators in the VCC computer room are available to take problem reports, perform initial investigation, and contact
other staff, as needed. The VCC computer room is staffed 24x7, and is only unmanned on a few institute holidays.

**Initial Contact:** Help Desk, DOT CIO

**Responsible Person(s):** Division of the CIO

As problems are identified and understood, one or more of the following directors from the division will be responsible for resolution of IT service interruptions.

1. Director, Information Technologies Infrastructure (ITI.CIO)
2. Director, Communication and Middleware Technologies (CMT.CIO)
3. Director, Academic and Research Computing (ARC.CIO)
4. Director, Research Libraries (RL.CIO)
5. Director, Integrated Administrative Computing Solutions (IACS.CIO)
6. Director, Multi-Media Services (MMS.CIO)

**Training Needs:** Initial and annual training on who to call for help

**Attachments:** None

**Timeline for Review:** The IT Interruption Policy will be reviewed annually.
Medical Emergency on Campus

Rensselaer Polytechnic Institute Ambulance (RPIA) personnel are certified Basic Life Support (BLS). Troy Fire Department (TFD) is certified Advance Life Support (ALS) and have paramedics available to respond. RPIA and TFD will respond to medical emergencies on campus.

**Illness or Injury to Students**

During operational hours, graduate and undergraduate students are eligible for primary and urgent care at the Student Health Center located in Academy Hall.

**Illness or Injury to Faculty/Staff**

Emergency treatment for job-related injury or medical illness may be obtained by calling 911 or dialing Public Safety at (518) 276-6611. The communications center will dispatch the appropriate emergency response personnel.

An Employer’s Report of Injury/Illness must be completed by the employee’s supervisor for all incidents of job related injury or illness and submitted to the Division of Human Resources within 24 hours of the incident. The Department of Public Safety will complete a Medical Incident Report.

**Illness or Injury to Visitors or Guests**

You may request Emergency Medical assistance by calling the Emergency Dispatch Center at 911 or the Department of Public Safety at (518) 276-6611.

**Requesting Emergency Medical Assistance**

To obtain prompt professional emergency medical treatment, the following procedure is provided to guide you:

1. Dial 911 or the Department of Public Safety at (518) 276-6611.
2. Provide the following information:
   a. Your name and telephone number.
   b. Location of the emergency (Building and room number).
   c. The extent of the accident/injury or illness.
   d. Location where someone will meet the ambulance to direct personnel to the injured or ill person.
   e. If it is safe to do so, ensure someone stays with the injured or ill person until medical assistance arrives to render medical care.

---

**Emergency Action**

1. Call 911 or use an Emergency Call box to report the medical emergency.
2. Do not move the patient unless safety dictates.
3. If you place the original emergency call for assistance through the Rensselaer County 911 center, and medical attention has been dispatched, call the Department of Public Safety to advise them of a medical emergency on Rensselaer’s property.

The person making the phone call should continue to stay on the phone with the dispatcher until the dispatcher releases the telephone call.

Note: Medical emergencies should not be transported in personal or university vehicles. The emergency dispatch and ambulance is available 24 hours a day.

Initial Contact: The Department of Public Safety or the 911 Dispatch Center

Responsible Plan Manager: The Director of Public Safety and Emergency Management

Responders: Troy Fire, RPI Ambulance and Department of Public Safety

Attachments: See Note below, and List of AED locations

Timeline for Review: Annually

NOTE: Department of Public Safety Standard Operating Procedures are on file in DPS
Automated External Defibrillators (AED) are located in the following buildings on the Rensselaer campus:

- Heffner Alumni House
- J Building
- Academy Hall
- EMPAC
- Biotechnology
- Folsom Library
- Houston Field House
- Mueller Center
- Troy Building
- East Campus Athletic Village

Three of the Rensselaer Polytechnic Institute Department of Public Safety vehicles are also equipped with AED units.
Medical Emergency - Psychological

Purpose
To establish guidelines and procedures to manage suicidal students and handle psychiatric emergencies on campus, consistent with security requirements and accepted mental health practices.

Procedure
Whenever a student demonstrates or reports a risk for self-destructive behavior, immediate assistance is provided. Precautionary procedures are implemented until the student is evaluated by the Counseling Center. The mental health evaluation determines the subsequent actions needed to provide the student with proper support and monitoring during this critical period.

Procedures for management of potentially suicidal students
- Institutional staff is alert to signs of potentially suicidal students, which may include:
  - Student engages in or attempts to engage in behavior with potential for self-harm (e.g., swallows razor blades, ingests several pills, places bag over head, self mutilation).
  - Student talks about or threatens suicide or self-injurious behavior with staff or other student(s).
  - Student has a documented history of previous suicidal attempt(s) or self-harm.
  - Student exhibits markedly sad, tearful behavior or reduced emotional reactivity.
  - Student makes vague references to death.
  - Student exhibits dramatic shift from depression to elation, or agitated depression to calm.
  - Student appears withdrawn with minimal responses, typically registered in a flat emotionless tone.
  - Student is suffering or has been informed of a major life crisis (e.g., death of a family member or significant other, divorce).

The referral process for the potentially suicidal student is as follows:
- The Office of Public Safety should be contacted at x6611.
- A student who has attempted suicide is given medical attention and is transported to Samaritan Hospital.
- Any staff member of the institution concerned that a student may be potentially suicidal should contact the Counseling Center immediately at x6479 during the day and through Public Safety at x6611 in the evenings and on weekends. Any student identified as potentially suicidal receives a mental health evaluation as soon as possible.
- Evaluation by mental health staff includes, but is not limited to, assessment of:
  - Student’s mental status
  - Student’s self-report of actual or potential suicidal behavior resulting in referral.
  - Current suicidal risk: ideation, plans, and lethality of plan, recent stressors, goal of behavior.
History of suicidal behavior/ideation; how often, when, method used or contemplated, why, consequences of prior attempts/gestures.
If counseling staff determines that a student is in danger of immediate or delayed self-harm, the student will be referred to the psychiatric emergency room at the local general hospital.

**Initial Contact:** Public Safety – 911, Counseling Center

**Responsible Plan Manager:** Director of Public Safety and Emergency Management

**Responders:** Public Safety, Counseling Center

**Training Needs:** Initial and annual training on who to call for help; responders will receive more in depth training

**Attachments:** None

**Timeline for Review:** Annually.
Severe Weather

Campus Community Response

Severe weather conditions, based on the type of storm can cause diversely different reactions to protect the campus community. The following is a guide for providing personal safety for community members when the Institute is made aware of a severe weather condition. All campus community members should ensure they are currently enrolled in the RPIAlert system to ensure their ability to receive important information during an emergency.

Severe weather

Located in the northeast, Rensselaer experiences four seasons of weather conditions. During the winter months, the college may experience a severe snow or ice storm which may cause the Institute to close, delay or invoke the liberal leave policy (HR Policy 1500.3). Other times of the year may produce storms with an excess of rain fall or high winds. Some employees are identified as essential staff and are required to report during these types of weather conditions. (You should check with your supervisor in advance to determine if you are identified as an essential staff member). If there is a severe storm you should:

Before you Report for Class/Work:

4. Tune into the local news channels to see if there are closings or delays for Rensselaer Polytechnic Institute Troy Campus
5. Check the RPI Info page for closing and delays
6. Call (518) 276-6600 for updated information
7. Check RPI Cable and Concerto for updates

During Business Hours and during Class schedules:

1. Tune into the local news channels to determine if there are closings or delays for Rensselaer Polytechnic Institute Troy Campus
2. Check the RPI Info page for closing and delays
3. Call (518) 276-6600 for updated information
4. Check RPI Cable and Concerto for updates
5. If the weather conditions are such that the safety of community members may be at risk, the decision to utilize RPIAlert to send immediate instructions may be utilized.
a. You may be instructed to “Seek Shelter in Place. If you are instructed to “Seek Shelter in Place”, you should seek immediate shelter inside a building or residence hall, preferably in a room with no windows.

Initial Contact: The Department of Public Safety
Responsible Plan Manager: Director of Public Safety and Emergency Management
Responders: Department of Public Safety
Attachments: Human Resources Liberal Leave Policy
RPI Alert Response matrix (see CEMP page 42)
Timeline for Review: Annually
Sexual Violence and Sexual Misconduct

Rensselaer Polytechnic Institute is committed to maintaining a safe and healthy learning, living, and working environment in which no member of the Rensselaer community is, on the basis of sex, sexual orientation, gender identity or gender expression, excluded from participation in, denied the benefits of, or subjected to discrimination in any Institute program or activity. Sexual Misconduct, including but not limited to Sexual Harassment, Sexual Violence, Intimate Partner Violence and Stalking are forms of illegal discrimination in that they deny or limit an individual’s ability to participate in or benefit from the Institute’s programs or activities.

The Policies of Rensselaer apply to allegations of Sexual Misconduct involving a Rensselaer student, faculty or staff member regardless of where the alleged Sexual Misconduct occurred.

Complaints of Discrimination, Harassment, Sexual Misconduct or Retaliation can be reported to a Rensselaer Title IX Coordinator, Dean of Students, Vice Provost and Dean of Undergraduate Education, or Vice Provost and Dean of Graduate Education.

Additional information about the Student Sexual Misconduct Policy, and the Non-Discrimination and Harassment Policy for Faculty and Staff, including information about filing an anonymous report, can be found by visiting https://sexualviolence.rpi.edu.

24/7 Emergency Options

- Call 911: Give your name, location and type of incident.
- Call Public Safety: (518)-276-6611

Care & Support Services

Campus: Academy Hall

- Medical Services, Suite 3200, (518) 276-6287
- Mental Health/Counseling Services, Suite 4100, (518) 276-6479
- Evening, nights, weekends, contact Public Safety at (518) 276-6611 and request confidential services.

24/7 Community Services

- Samaritan Hospital Emergency Department, 2215 Burdett Ave., Troy, NY, 12180, (518) 271-3424
- The Sexual Assault and Crime Victims Assistance Program for Rensselaer County (SACVAP) Sexual Assault Hotline at (518) 271-3257 (3) 276-6611

Initial Contact: The Department of Public Safety
Responsible Plan Manager: Director of Public Safety and Emergency Management
Responders: Public Safety Officers, Title IX Coordinators
Attachments: Sexual Assault Response Team Protocol
Timeline for Review: Annually
Suspicious Package

Campus Community Response

Handling Suspicious Mail

Recent national events have raised awareness to recognize and handle suspicious mail or packages.

We strongly recommend you use the following guidelines:

Examine packages or letters prior to opening.

What are typical characteristics of suspicious packages?
- Mail from someone unfamiliar to you. Know your sender.
- Has no return address, or one that cannot be verified as legitimate.
- Has unusual weight, is lopsided, is oddly shaped and sealed.
- Has a strange odor or stain.
- May be marked “Rush,” “Personal,” “Confidential,” etc.
- Shows a city or postmark that does not match the return address.
- If you think it is suspicious, treat it as suspicious.

If you receive unopened mail that appears to be suspicious:
- Do not open it.
- Leave the package or letter where it is. Do not pass the letter or package to others. Call Public Safety immediately at (518) 276-6611. Off-campus, dial 911. Wash your hands with soap and water.
- Wait nearby for the Public Safety officer.
- The Public Safety officer will decide what further precautionary steps are to be taken, if any.

If you have opened some mail and found that it contains an unknown substance:
- Do not try to clean up the contents (powder).
- Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.). Do not remove this cover.
- Wash your hands with soap and water to prevent spreading any powder to your face. Do not touch eyes, nose or mouth.
- Leave the room and close the door, or section off the area to prevent others from entering.

Emergency Action

Upon receipt of Suspicious Packages:

1. Do Not Open the Package or the envelope
2. Call the Department of Public Safety immediately

Give your name, location and type of package or envelope.
- Call Public Safety immediately at (518) 276-6611. Off-campus, dial 911. Wait nearby.
- You will receive immediate directions and help.
- Remain calm. Do not panic.

The Department of Public Safety will coordinate with local law enforcement and fire officials.

Initial Contact: The Department of Public Safety

Responsible Plan Manager: Director of Public Safety and Emergency Management

Responders: Troy Police, Troy Fire, Environmental Health, Safety and Risk Management and the Department of Public Safety

Attachments: See

Timeline for Review: Annually
Terrorism Alerts and Incidents

Campus Community Response

Emergency preparedness is a responsibility shared by all members of the campus community. For your protection and assistance, the Department of Public Safety is staffed 24 hours a day, all year long.

Before a Terrorist Event

Prepare ahead of time and have a plan of action before an event occurs. This is the best way to minimize a terrorist ability to commit an act, safeguard yourself and others, and get emergency response personnel on scene.

- Be alert of your surroundings and report anything suspicious.
- Know the emergency exits in your building and residential hall.
- Do not open mail that looks suspicious.
- Develop a Family Emergency Plan to care for family members if you are unable to leave campus.

During a Terrorist Event

- Never rush into a suspected terrorist event. You probably will not know what hazards are present or if a chemical/biological/nuclear agent has been released. Do not become a victim.
- Increase distance and shielding from the suspected incident.
- If you are exposed to a chemical/biological/nuclear agent, do not flee the scene, you may expose others. Emergency responders will assist with the decontamination.
- If an emergency responder (police/fire/ambulance) directs you to do something, do it immediately.

Emergency Action

Be Alert and Report suspicious activity!

In Progress Incidents:

5. Protect yourself first
6. Call 911

Give your name, location and type of incident. Inform the dispatcher that the incident is in progress.
Common Directives during an Emergency

- Shelter in Place: means to stay indoors. If shelter-in-place is recommended, move all people inside. Local officials will provide instructions on necessary actions. These may include:
  - Closing all windows and doors.
  - Taking emergency supply kits with you.
  - Turning off air conditioners and close all ventilation systems.
  - Staying away from windows.
- Stay in the room and listen to emergency broadcasts until told to evacuate.

After a Terrorist Event

- If you are a victim of a terrorist incident, you may have to undergo decontamination on the scene. This will probably involve the fire department using water to wash you down.
- Do not try to enter the scene from a safe location to help affected individuals. You may become a victim yourself. Report any suspicious activity to law enforcement.
- Remember, some of the victims may actually be suspects.
- Seek counseling after the incident if you need help.

Initial Contact: The Department of Public Safety
Responsible Plan Manager: Director of Public Safety and Emergency Management
Responders: Troy Police, Troy Fire and the Department of Public Safety
Timeline for Review: Annually
Utility System Failure (Including Water Main Break)

Purpose
To provide guidelines for the Rensselaer Community in the event that the Troy campus experiences a utility system failure including a water main break or other loss of pressure, a steam or condensate line failure or a storm/sewer line break caused by either a failure of a servicing utility system or the Institute’s utility system infrastructure. For purposes of this risk-specific emergency response procedure, a utility system failure is defined as an interruption of any major utility system that services a single building or group of buildings caused by the failure of an external utility service or a campus system.

Procedure
General Safety Guidelines: Personnel who discover a utility system failure should observe the following procedures:

- Notify Public Safety as described below.
- In the case of a water line break or steam system failure, depart the area using the shortest and safest route.
- Provide information on the utility failure including location and/or impacts of the utility failure to the first responders as appropriate.

Contacts: For utility system emergencies that occur between the hours of 8:00 am - 4:30 pm Monday through Friday, contact FIXX at 276-2000, or Nextel Direct Connect 178*45*3367. The Facilities Customer Service Center (FIXX) shall contact the primary responder (lead shop) and other shop supervisors as appropriate to notify them of the utility system failure.

For utility emergencies that occur between the hours of 4:30 pm – 7:00 am Monday through Friday or on weekends and holidays, call Public Safety at 276-6611. Public Safety shall activate the Emergency Notification System (ENS) and ensure that the appropriate Physical Plant on-call mechanic and Supervisor On-Call are notified. Additional notifications of Physical Plant management staff will be made in accordance with established standard operation procedures (SOP) for campus emergency response.

Notifications: For utility system emergencies that impact campus operations and occur on M-F between 8:00 am – 4:30 pm, Physical Plant shall inform the Vice President for Administration, and Assistant Vice President for Administration. The Vice President for or the Assistant Vice President shall notify and update the cabinet as necessary.

For confirmed utility system emergencies that impact campus operations and occur between the hours of 4:30 pm and 8:00 am or on weekends or holidays, initial notification shall be made to the appropriate cabinet members via Public Safety’s Emergency Notification System.
Shop response(s):

- Initial response
- Coordinate with local utility company service staff
- Secure utility system mains or branch lines as needed
- Provide back-up utility service as system allows
- Initiate repairs
- Notify when repairs are complete and system is tested
- Bring affected campus equipment back on line

Management responsibilities:

- Notify and coordinate with local utility company as needed
- Work with EHS&RM to ensure utility failure site is safe
- Notify VP/Asst. VP Administration Provide technical support to shop staff
- Notify and update affected Building Coordinators & Portfolios
- Make provisions for temporary utility service as needed/feasible
- Obtain CP&FD or contractor assistance as required
- Monitor repair progress and coordinate workaround for essential academic functions.
- Report progress and repair completion to VP Administration.

**Incident Command System (ICS) Implementation:** *If the scope and/or duration of the utility outage emergency warrants an extended response, the initial Physical Plant operational response may need to be augmented by additional ICS elements including Planning, Logistics and Finance. The operational response component of the ICS organization may also be enlarged to include CP&FD, contractor resources and components of the local utility company.*

**Initial Contact:** Public Safety

**Responsible Plan Manager:** Director of Physical Plant in consultation with the Director of Campus Planning and Facilities Design

**Responders:** Physical Plant

**Training Needs:** Continue ongoing utility system/equipment technical and safety training of Physical Plant shop personnel and management staff.
Timeline for Review: The Utility System Failure policy will be reviewed annually.

Attachment: Utility Company contact information

<table>
<thead>
<tr>
<th>NATIONAL GRID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICAL OUTAGE:</td>
</tr>
<tr>
<td>GAS LEAK:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY OF TROY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATER MAIN BREAK:</td>
</tr>
<tr>
<td>SEWER MAIN FAILURE:</td>
</tr>
</tbody>
</table>

NOTE: Any calls made to either National Grid or the City of Troy Utilities Department shall be reported to Physical Plant as soon as possible. During regular work hours, contact FIXX @ X2000. After hours, contact the Supervisor-on-Call using established procedures.
Violence Policy

Purpose
To establish a zero-tolerance violence policy at Rensselaer's in its working, living and learning environments.

Rensselaer Polytechnic Institute does not tolerate acts or threats of violence committed by or against employees and students in the work, living and learning environment. Rensselaer strictly prohibits employees and students from making threats or engaging in violent acts.

This policy applies to all employees, including faculty, staff, students and members of the President's Cabinet.

Procedure
Prohibited conduct includes, but is not limited to:

✓ Physical injury to another person.
✓ Engaging in behavior that creates a reasonable fear of injury in another person.
✓ Engaging in behavior that subjects another individual to extreme emotional distress, such as bullying.
✓ Possessing, brandishing, or using a weapon while on Rensselaer premises or engaged in Rensselaer business.
✓ Intentionally damage to property.
✓ Threatening to injure an individual or damage property.
✓ Committing injurious acts motivated by, or related to, intimate partner violence or sexual harassment.

Identifying and Responding to Risks

Rensselaer identifies and responds to violence hazards in the work, living and learning environment as follows:

Threat assessment

The Rensselaer’s Comprehensive Emergency Response Plan provides for a threat assessment team to assess Rensselaer’s vulnerability to violence and determine the appropriate preventative measures. This review includes, but is not limited to, inspecting security measures, analyzing records of violent incidents and monitoring trends, and conducting screening surveys to learn about employee and student security concerns. The Department of Public Safety maintains records of all threats and incidents of violence committed against employees. Access to such records can only be authorized by the Director of Public Safety.

Security planning for at-risk employees and students

Some employees are known to be at risk for violence because of the nature of his/her job. Other employees and students can be at risk because they are subject to violence, threats, or harassment from a current or former spouse or partner or other non-employee. The Department of Public Safety personnel along with the Division of Human Resources for faculty
and staff and the Office of the Dean of Students for students work with at-risk employees and their supervisors, and students to develop safety plans that address the specific risks employees and students may face while on campus.

**Pre-Hire screening**

The Division of Human Resources must take reasonable steps to review job candidates’ backgrounds to determine if they have a history of committing violent acts or making threats. Pre-hire screening generally consists of reference checks with prior employers, but the screening can include rigorous background investigations for safety-sensitive positions and jobs involving extensive, unsupervised contact with the public.

**Guidelines for Handling Violent Situations**

The Department of Public Safety maintains and distributes to all employees and students detailed guidelines and procedures for handling violence and threats in the work, living and learning environment.

The guidelines are developed with the advice of local law enforcement personnel and/or qualified security consultants. Rensselaer’s Emergency Planning Committee is responsible for periodically reviewing the guidelines to ensure that they are adequate and up-to-date. If a violent incident occurs, the Emergency Planning Committee must re-evaluate the guidelines and procedures and modify them accordingly.

**Support for Victims of Violence**

Victims of violent incidents in the work, living and learning environment might have to contend with a variety of medical, psychological, and legal consequences. Rensselaer accommodates victims of workplace violence by:

- Referring victims to appropriate community resources, such as medical centers, Employee Assistance Programs (EAP), victim advocacy groups, legal aid, and domestic violence shelters.
- Providing flexible work hours or short-term or extended leave of absence for employees and leaves of absence for students.
- Cooperating with law enforcement personnel in the investigation of the crime and the prosecution of the offender.
- Providing a debriefing for employees and students 24 to 48 hours after a serious violent occurrence to explain what happened and what steps are being taken by Rensselaer to support affected employees and students.

Rensselaer prohibits discrimination and retaliation on the basis of being a victim of domestic or intimate partner violence. (See Human Resources Policy #600.1, *Equal Employment Opportunity Policy Statement*.)

**Enforcement**

The Division of Human Resources, the Office of the Dean of Students and the Department of Public Safety personnel must immediately investigate any reported violence, harassment, or threats committed on Rensselaer premises.
All employees and students who commit violent acts or who otherwise violate this policy are subject to corrective action or discipline, up to and including termination of employment for employees and expulsion for students.

Rensselaer will seek the prosecution of all of those who engage in violence on its premises or against its students or employees while they are engaged in employer business.

Rensselaer strictly prohibits retaliation against any person for reporting, filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of violence, discrimination, harassment, illegal or unethical action. (See Human Resources Policy #600.5, *Reporting Procedure for Complaints Involving Discrimination, Harassment, Retaliation, Illegal or Unethical Actions.*)

**Initial Contact:** Director of Employee Relations and Professional Development

**Responsible Plan Manager:** Vice President, Human Resources

**Responders:** Public Safety, Troy Police Department

**Training Needs:** The elements of this Violence Plan are presented to all affected new faculty, staff, and students during their orientation and on a periodic basis.

**Timeline for Review:** The Violence Plan will be reviewed annually.
Appendix F – Acronyms and Definitions

**CDC**
The Centers for Disease Control and Prevention (CDC) is the principal agency in the United States government for protecting the health and safety of all Americans and for providing essential human services, especially for those people who are least able to help themselves.

**CEMP**
The Comprehensive Emergency Management Plan is a risk-based, all-hazards planning document consisting of a basic plan, functional annexes, and hazard-specific appendices that provide basic strategies, guidance and direction to operate effectively before, during and after a campus emergency.

**CERT**
The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.

**CONOP**
Rensselaer employs a three tiered Emergency Management organizational structure designed to respond to, stabilize, direct, manage, control and coordinate emergency decisions and operations. The three tiers are the Executive Command Group, Emergency Operations Group and First Responders.

**DSPEM**
The Director of Public Safety and Emergency Management is responsible for the emergency management program.

**ECG**
The Executive Command Group, under the direction of the President or designee, coordinates policy and procedural issues specific to planning, implementation and execution of the CEMP.

**EOG**
The Emergency Operations Group, 1 of 3 emergency management organizational tiers is composed of Director-level personnel drawn from across the campus. The EOG is responsible for implementing the CEMP under the direction of the ECG.

**FEMA**
Federal Emergency Management Agency (FEMA) has as its mission to lead the effort to prepare the nation for all hazards and effectively manage federal response and recovery efforts following any national incident. FEMA also initiates proactive mitigation activities, trains first responders, and manages the National Flood Insurance Program and the U.S. Fire Administration. FEMA is a part of the U.S. Department of Homeland Security.
HSPD-5  HSPD-5 is a Homeland Security Presidential Directive. The Secretary of Homeland Security was directed by the President to develop and administer a National Incident Management System (see NIMS below).

HVA  The Hazard Vulnerability Analysis is a systematic approach designed to recognize hazards that may affect demand for Institute services or the ability to provide those services. The EOG is responsible to conduct an annual campus-wide HVA.

ICS  The Incident Command System (ICS) is a management tool designed to control field emergency response operations by establishing functional areas under the discretion of the incident commander. The ICS is a combination of personnel, procedures, facilities, equipment and communications operation within a common organizational structure with the responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

IC  The Incident Commander (IC) is the person in overall control of the incident site. The IC leads the incident command system. He/she is the local individual responsible for the management of all incident operations.

ISS  The Incident Severity System is tool to guide response actions. The ISS has three levels of increasing event severity ranging from routine to high severity.

NIMS  The National Incident Management System (NIMS) was developed so that responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism. NIMS benefits include a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid and resource management.

NYSOEM  The New York State Office of Emergency Management Office (OEM) is responsible for coordinating all activities necessary to protect New York's communities from natural, technological and manmade disasters and other emergencies that threaten the State.

Since July, 2010, OEM is 1 of 5 member agencies comprising the New York State Division of Homeland Security and Emergency Services.
Appendix G – Organizational Responsibilities of the Emergency Operations Group

**Director of Public Safety and Emergency Management**
The Director of Public Safety and Emergency Management directs a broad-based customer service-focused campus law enforcement department dedicated to protect the personal and physical security of the campus. The Director ensures the safety and security of personnel and property at Rensselaer by providing leadership for all aspects of the Department of Public Safety and its programs. The Director is responsible for operational and administrative management of the Department of Public Safety, and represents Rensselaer’s interests in personal safety and property protection matters with senior administration, local, state and federal officials, faculty, staff and student community and their guests.

The Director of Public Safety and Emergency Management is responsible for the development and maintenance of the Institute-wide Comprehensive Emergency Management Plan (CEMP). That includes campus-wide planning, organizing, and training of Emergency Management activities, policies, and protocols at Rensselaer. Further, the Director is responsible for directing the alert/notification curriculum and development of emergency management campus outreach programs to orient and educate the campus community.

This position will also lead the development of a comprehensive Institute-wide CEMP, including planning, organizing, and training coordination of Emergency Management activities, policies, and protocols at Rensselaer. This will include an enhanced communication/notification curriculum as well as developing outreach programs to educate and enjoin the campus community in order to prevent/minimize crime and maximize safety and crime deterrence capabilities.

**Director of Environmental and Site Service**
The Director of Environmental Services and Site Services is responsible for the timely and efficient completion of work performed by the landscape & athletic field maintenance operations, waste management, vehicle operations, moving, environmental services and mail services in support of the Institute’s mission.

**Director of Environmental Health, Safety and Risk Management**
The Director of Environmental Health, Safety and Risk Management develops and directs the efforts of a professional, service-oriented environmental, health and safety department. This includes the design, coordination and oversight of a comprehensive environmental, health and safety management system, associated procedural documentation, and related training. The Director of EHS&RM engages various members of the community to further safety and environmental objectives in a positive, involving manner.
**Director of Employee Relations and Professional Development**
The Director of Employee Relations and Professional Development is responsible for leading and directing all activities related to Employee Relations, and Professional and Organizational Development, and serves as a Title IX Coordinator for the Institute. The Director will oversee the development and implementation of all human resources policies, procedures and work standards; professional and organizational development; and the Institute’s conflict of interest and commitment program. The Director is to ensure Institute-wide compliance related to federal, state, municipal and Institute labor and employment law policies. The Director is expected to provide professional counsel to Institute-wide leaders, faculty and staff in the interpretation and intent of Rensselaer’s policies and work practices.

**Director, News and Editorial Services**
The Director, News and Editorial Services is responsible for obtaining positive press coverage for Rensselaer, with specific emphasis on high profile national mass media. The position is responsible for the news content of the campus internal newsletter, counseling administrators and faculty on media strategy, and strategies to leverage media placements to secondary use.

**Director of Physical Plant**
The Director of Physical Plant is responsible for the productivity, management and accountability of all support staff in the Department of Physical Plant. The Director is further responsible for the timely and efficient short and long range planning and day-to-day management of all facets of maintenance and operations of the building and infrastructure systems of Rensselaer’s physical plant assets. Maintenance encompasses emergency, preventive, planned and project maintenance, as well as those projects that contribute to the reduction of deferred maintenance and the accomplishment of major maintenance objectives. In addition to building systems, operations encompass the boiler plant and the campus utility system. The Director will also be required to complete or assist in completing, renewal or renovation projects involving the physical aspects of buildings or building and infrastructure systems.

**Executive Director, Student Health and Wellness**
It is the responsibility of the Executive Director, Student Health and Wellness to ensure that the mission of the Student Health Center is met by providing over-all administrative and clinical leadership. The Executive Director, Student Health and Wellness reports directly to the Vice President for Student Life for all administrative functions as detailed in the Student Health Center By-laws. Clinical responsibilities are assigned through credentialing as indicated in the By-laws.

**Assistant VP and Dean of Students – Campus Experiences**
The Assistant VP and Dean of Students is responsible to supervise, manage and assess all aspects of the Assistant VP and Dean of Student’s organization including Judicial Affairs, Student Living and Learning, Greek Life, and other emerging student needs. The Assistant VP and Dean of Students serves as liaison to academic and administrative departments regarding student conduct, rights and responsibilities. Additionally, the Dean of Students serves as resource for parents, faculty, staff, alumni and the community in matters affecting
students.

**Dean, First-Year Experience**
The Dean of the First-Year Experience is responsible to supervise, manage and assess all aspects of the Office of the First-Year Experience, including freshmen, transfer, and graduate student transitions, parent/family and community relations, as well as other emerging first year student needs. The Dean of the First-Year Experience serves as liaison with the schools, academic departments, First Year Studies coordinator, and others constituents regarding first-year student issues, concerns, and program initiatives. Also, the Dean of the First-Year Experience serves as principal point of contact for first year students, parents, first year studies faculty, alumni, and community seeking assistance involving first year student development issues.

**Director of Auxiliary Services**
The Director is responsible for providing leadership and management for the Institute’s Auxiliary, Parking and Transportation services. Responsible for the direction of the campus food service contract (including catering, etc.), the vending and washer/dryer programs, the residence life business office, all housing, food and various auxiliary funds. As auxiliary units, the Houston Field House and the Office of Conference Services reports to Auxiliary Services. In addition, the Director has primary management oversight of the Parking and Transportation Office which includes the development of campus parking policies and programs, maintenance of fair enforcement procedures, operation of an effective shuttle and transportation system to Rensselaer facilities (including facilities in downtown Troy), and coordination with the Director of Public Safety and Emergency Management to maintain effective emergency management procedures, including the emergency evacuation of Rensselaer facilities.

**Director of Disbursement Operations**
The Director of Disbursement Operations is responsible for directing disbursements operations (payroll, accounts payable, labor costs allocation and non-resident alien tax). The Director of Disbursement Operations must stay abreast of and ensure compliance with federal and state tax regulations and develop and implement operating policy/procedures as well as interacting with all units within the Institute. In addition, Director of Disbursement Operations responsible for developing and maintaining computerized systems as they relate to the above responsible areas and ensuring that the operations are supporting Institute goals.

**Director of Information Technologies Infrastructure**
The Director of Information Technologies Infrastructure is responsible for providing leadership to the Networking and Telecommunications group. The group provides networking, telecommunications and server support to the Rensselaer community.

**Dean, Student Living and Leaving**
The Dean of Students, Living and Learning oversees the formulation, review and implementation of the policies and procedures for the Department of Residence Life. This applies particularly to the matters affecting the occupancy of our facilities, the maintenance of accurate student billing records, the provision of a residential experience which
enhances the overall experience of our students in residence and the overall supervision of
the operational functioning of the Department.

**Radiation Safety Officer**
The duties and responsibilities of the Radiation Safety Officer include either the oversight of
or assisting in Rensselaer’s radiation safety programs. Duties include, implementing
inspection, monitoring, and compliance activities to assure a safe community environment
and adherence to applicable regulations. The Radiation Safety Officer works proactively
with the Director of Environmental Health, Safety and Risk Management to assure that
department activities work to maximum benefit to Rensselaer. The Radiation Safety Officer
promotes safety objectives by engaging various members of the community in a positive,
involving manner.
Appendix H – Emergency Evacuation Plan

A catastrophe on or near campus may compel a partial or full evacuation of the Troy campus. Life safety is paramount. A partial evacuation is two or more buildings within a geographic area. A full evacuation is campus-wide.

The following plan contains two evacuation scenarios – an immediate emergency evacuation and an orderly process where time is not as critical as the immediate evacuation. Two evacuation templates are available.
The Evacuation Plan, including appendices, will be reviewed and approved on an annual basis. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

<table>
<thead>
<tr>
<th>Change #</th>
<th>Date of Change</th>
<th>Entered By</th>
<th>Summary of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011</td>
<td></td>
<td>Original Release</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td></td>
</tr>
<tr>
<td>A. General</td>
<td></td>
</tr>
<tr>
<td>B. Purpose</td>
<td></td>
</tr>
<tr>
<td>C. Situation &amp; Assumptions</td>
<td></td>
</tr>
<tr>
<td>D. Hazard Vulnerability Analysis</td>
<td></td>
</tr>
<tr>
<td>CONCEPT OF OPERATIONS</td>
<td></td>
</tr>
<tr>
<td>A. General</td>
<td></td>
</tr>
<tr>
<td>B. Protective Actions Planning Steps</td>
<td></td>
</tr>
<tr>
<td>C. Shelter-In-Place</td>
<td></td>
</tr>
<tr>
<td>D. Campus Safe Facilities</td>
<td></td>
</tr>
<tr>
<td>E. Emergency Evacuation Plan (Expedited “Short” version, Appendix 1)</td>
<td></td>
</tr>
<tr>
<td>F. Incident Evacuation Plan (“Long” version, Appendix B)</td>
<td></td>
</tr>
<tr>
<td>G. Transportation</td>
<td></td>
</tr>
<tr>
<td>H. Traffic Control</td>
<td></td>
</tr>
<tr>
<td>I. Warning &amp; Public Information</td>
<td></td>
</tr>
<tr>
<td>J. Special Needs Populations</td>
<td></td>
</tr>
<tr>
<td>K. Non-Resident/Visitor Evacuations</td>
<td></td>
</tr>
<tr>
<td>L. Access Control &amp; Security</td>
<td></td>
</tr>
<tr>
<td>M. Demobilization and Reentry</td>
<td></td>
</tr>
<tr>
<td>ROLES AND RESPONSIBILITIES</td>
<td></td>
</tr>
<tr>
<td>A. Organization</td>
<td></td>
</tr>
<tr>
<td>Appendix</td>
<td></td>
</tr>
<tr>
<td>Appendix 1 – Emergency Evacuation Plan</td>
<td></td>
</tr>
<tr>
<td>Appendix 2 – Incident Evacuation Plan</td>
<td></td>
</tr>
<tr>
<td>Appendix 3 – Campus Map</td>
<td></td>
</tr>
<tr>
<td>Appendix 4 – Local Area Map</td>
<td></td>
</tr>
<tr>
<td>Appendix 5 – Temporary Safe Facilities</td>
<td></td>
</tr>
<tr>
<td>Appendix 6 – Campus Special Needs</td>
<td></td>
</tr>
<tr>
<td>Appendix 7 – Public Education</td>
<td></td>
</tr>
<tr>
<td>Appendix 8 – Terminology</td>
<td></td>
</tr>
<tr>
<td>Appendix 9 – [Missing Section]</td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td></td>
</tr>
<tr>
<td>Table 1 – HVA Threats</td>
<td></td>
</tr>
<tr>
<td>Table 2 – Assignment of Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Figures</td>
<td></td>
</tr>
<tr>
<td>Figure 1 – Evacuation Planning Process</td>
<td></td>
</tr>
<tr>
<td>Figure 2 – Campus Emergency Organization</td>
<td></td>
</tr>
</tbody>
</table>

182
INTRODUCTION

General

The Troy Campus Evacuation Plan conforms to appropriate laws, regulations and policies that govern emergency management. Rensselaer adheres to the principles and concepts of the federal National Incident Management System and the Incident Command System.

Evacuation is a life-safety protective measure. Ordering an evacuation of a burning building rests upon the Incident Commander as does evacuating a portion of campus. Rensselaer may be involved a regional evacuation order where the campus and surrounding areas may be ordered by a Unified Command composed of County emergency services, law enforcement and emergency management. In situations where advance warning permits a structured evacuation, the University President or designee is responsible for the decision to evacuate.

Purpose

The purpose of this plan is to provide for the orderly and coordinated evacuation of all or any part of the population of the Troy campus of Rensselaer Polytechnic Institute.

This campus evacuation plan recognizes three emergency evacuation action situations. They are evacuation of:

1. Individual building(s),
2. A geographic portion of campus, and
3. A campus-wide evacuation involving a portion or all of the City of Troy.

The use of this plan forces objective evaluation and helps eliminate impulsive reactions to possibly erroneous perceptions of risk.

NOTE: This Plan does NOT replace or supplant EH&S Fire Evacuation Plans

Situation & Assumptions

Situation

a. Rensselaer’s 270+ acre Troy campus consists of 200+ buildings. The campus resides within the municipal limits of the City of Troy and overlooks downtown Troy. Rensselaer occupies certain business offices located in the downtown area and operates a 4-story student residential building at 1800 6th Avenue.

b. There is a wide variety of emergency situations that may require an evacuation of buildings or a portion of campus. Hazardous weather or hazardous material (HAZMAT) release could make being outdoors more dangerous than remaining inside. Sheltering-in-place (SIP) is an important personal protective option (page 5, paragraph C pertains). Examples of emergency situations include:
i. Individual building evacuation due to fire, hazardous material release or other unsafe condition.

ii. Limited evacuation and/or SIP of specific geographic areas might be needed as a result of a hazardous materials accident, i.e. an on- or off-campus, major fire or natural gas leak.

iii. Large-scale evacuation and/or SIP could be required in the event of a major on- or off-campus hazardous materials release or terrorist attack with chemical agent.

c. Authority for Evacuations. The Institute President or her designee has the authority to order an evacuation. New York is a home rule state. Local government has the legal authority to order a municipal evacuation via local disaster declaration. Once evacuated, local government may control re-entry into a stricken area and control the movement of people and occupancy of buildings within a declared disaster area. Communication and coordination with local jurisdictions is necessary.

Assumptions

a. Most people at risk will evacuate when campus officials recommend that they do so. This plan assumes the majority of those at-risk will comply when campus officials direct an evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or increases in severity.

b. Some individuals will refuse to evacuate, regardless of the threat.

c. When there is sufficient warning of a significant threat, many individuals who are not at risk will evacuate.

d. Evacuation planning for known hazard areas can and should be done in advance.

e. While some emergency situations are slow to develop, others occur without warning. There may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice campus-wide evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.

f. The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.

g. In most emergency situations, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.

h. Evacuees having personal vehicles will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.
When confronting a major disaster or catastrophic incident, it may be necessary to employ all modes of transportation to include municipal, state and/or federal assistance to effectively evacuate the campus population.

In the case of a large area hazardous material release, decontamination of evacuees will require additional resources and triage areas before campus community members can be sheltered; therefore, Fire, Emergency Medical Services (EMS), hospitals, and HAZMAT teams will be required to decontaminate evacuees.

Campus community anxiety and stress will result from evacuations, requiring mental health services, appropriate risk communications and public education/instruction.

Shelters will require a minimum time for set up and activation and populations will still require services immediately upon evacuation, especially special needs populations.

Local jurisdictional resources may become overwhelmed and will require mutual aid form other jurisdictions and support from regional, state and federal agencies.

Hazard Vulnerability Analysis

1. The Troy campus Hazard Vulnerability Analysis (HVA) was completed in July 2010. The HVA identified the ten (10) greatest threats to campus as:

<table>
<thead>
<tr>
<th>Table 1 – HVA Threats</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Blizzard</td>
</tr>
<tr>
<td>b. Ice Storm</td>
</tr>
<tr>
<td>c. Severe Thunderstorm</td>
</tr>
<tr>
<td>d. Snowfall (6 inches or greater)</td>
</tr>
<tr>
<td>e. HazMat Exposure, Internal Source</td>
</tr>
</tbody>
</table>

2. Each hazard presents operational and logistic challenges ranging from the potential impact areas for each hazard, the number of people in the threatened area, and any special needs populations and facilities affected.

CONCEPT OF OPERATIONS

General

1. The Campus Evacuation Plan provides two models of evacuation plans. They are the

   a. Emergency Evacuation Plan: a shortened Plan that allows for the implementation of an evacuation when time is of the essence (Appendix 1), and the

   b. Incident Evacuation Plan: a detailed Plan to be used when a greater amount of time is available for planning and decision-making (Appendix 2).
The evacuation process, in any given situation, is charted in Figure 1 below. **NOTE:** the graph begins with a determination whether an evacuation is warranted and ends with an After-Action Review to identify lessons learned.

![Evacuation Planning Process Diagram](image)

**Figure 1: Evacuation Planning Process**

**Protective Actions Planning Steps**

The following six (6) planning steps should be followed to determine protective action:

1. Prepare an analysis of the threat and the affected area. Start with Rensselaer's Hazard Vulnerability Analysis (see Section 1, para D, page 3) and add to that facts of the current emergency. This analysis will assist the Incident Commander (IC) or
Unified Command (UC) with decision-making. The review may result in a decision to NOT evacuate.

2. Decide whether to evacuate or shelter-in-place or a combination of both. This decision may need to be made quickly. Considerations are nature of the threat and the length of time and resources required to implement the evacuation.

3. Obtain authorization

   a. The campus-wide evacuation decision resides with the Executive Command Group (EOG).

   ![Campus Emergency Organization Diagram]

   **Figure 2: Campus Emergency Organization**

   b. If time does not permit, the IC may order an evacuation by signing the Emergency Evacuation Plan (Appendix 1). When time permits, the IC shall complete the Emergency Evacuation Plan. Appendix 3 & 4 are campus and local maps.

   c. When it appears the developing situation will permit the normal planning and evacuation authorization process, the IC should complete the Incident Evacuation Plan (Appendix 2) and submit it to the Emergency Operations Group (EOG) for forwarding to the Executive Command Group. A decision may be made to immediately evacuate or authorize the IC to implement each stage under conditions included in the Incident Evacuation Plan.

   **NOTE:** A Troy Campus evacuation automatically activates Rensselaer’s Emergency Operation Center (EOC). The Emergency Operations Group will staff the EOC. The primary EOC is located in the Public Safety Building.

4. The Division of Strategic Communications and External Relations (SCER) are responsible for informing the campus community of the incident status. SCER is represented in the EOC.

5. Implement the Evacuation Plan and monitor progress.

6. Deactivate the evacuation plan. This step requires a reversing of all of the previously initiated actions. Refer to Paragraph M (page 12) for additional information.
Shelter-In-Place

If the hazard is weather or HAZMAT related, being outdoors may be more dangerous than remaining inside. Shelter-in-place (SIP) is a process for taking immediate shelter in a location readily accessible to the affected individual(s) by sealing a single area (an example being a room) from outside contaminants and shutting off all heating and air conditioning systems. Depending on the exact situation, everyone within a specific distance of the incident may be ordered to shelter-in-place or people within a closer range may be ordered to evacuate while everyone else shelters-in-place.

Campus Safe Facilities

Six (6) campus buildings have been pre-designated as safe facilities for temporary housing of evacuees (Appendix 5 pertains). Temporary is 12 hours or less. They are:

- AS & RC
- BioTech
- Darrin Communications
- ECAV
- Folsom Library
- Student Union

Temporary housing permits campus officials to determine when it is safe to return to evacuated buildings. These safe facilities were selected because they can house large numbers of evacuees, have adequate toilets, geographically dispersed, easily accessible and have CCTVs and Concerto digital boards for displaying emergency information.

The Incident Commander’s selection of safe facilities to be used is based on a variety of factors, i.e. emergency situation, severity of emergency, predicted event duration and so forth. Residence Life will arrange for off-campus housing for events predicted by the IC to be in excess of 12 hours or longer. Transportation will need to be arranged for those needing assistance.

Emergency Evacuation Plan (Expedited “Short” version, Appendix 1)

The purpose of the Emergency Evacuation Plan is to implement an immediate evacuation. It is intended to be used only in those situations where the incident is fast-moving and there is not enough time to complete the full version Incident Evacuation Plan.

The Incident Commander, in completing the Emergency Evacuation Plan, should:

- Enter the evacuation incident name at the top of the document. It should be clearly printed.
- Sign and date the form at the bottom.
- If the action being documented is to put the population on notice of the hazard, mark the form “Evacuation Warning”. If the intent is to move people now, mark “Evacuation Order”.

188
✓ Describe the specific area that the evacuation action applies to. This should be as specific as possible and should include descriptors that are commonly known and understood by the campus community.

✓ Identify campus safe facilities, locales or evacuation centers that campus community members should report to under an evacuation order. These should be located well away from and upwind of the incident to minimize the possibility of re-evacuation. While the Incident Commander should identify these for the evacuation order, it is strongly recommended that they are identified in the evacuation warning in case community members choose to evacuate early.

✓ Describe what community members are to be told. The form lists two general statements and provides for an optional statement. It is vitally important that all members be given similar instructions to avoid confusion.

✓ Determine if perimeter controls are necessary, and if so, where and what type.

Incident Evacuation Plan (“Long” version, Appendix B)

The Incident Evacuation Plan is intended to provide the Incident Commander with a standard format to document the conduct of an evacuation. Completion of the Incident Evacuation Plan leads the Incident Commander or designated Planning Section Chief through a planning process that collects information, documents evacuation needs and specifies procedures to be followed to assist in decision-making. When complete, the Incident Evacuation Plan shall reference the Rensselaer’s Comprehensive Emergency Management Plan (CEMP) for consistency. In some cases, the IC may want to copy the procedures from the CEMP, simply to have them available for those persons who must implement the evacuation. The Incident Evacuation Plan contains the following sections:

✓ Coversheet
✓ Evacuation Order
✓ Analysis of Threat, Affected Area(s) and Objectives
✓ Evacuation Stages
✓ Implementation Plan
✓ Perimeter and Access Control
✓ Anticipated Resource Requirements
✓ Position Descriptions and Checklists

Transportation

Evacuating a portion of campus may require transportation assistance. Mass off-campus evacuation will require transportation assistance. Rensselaer enrolls and accommodates students with special needs. They may require special transportation arrangements. Names and contact information of special needs people are available from the Department of Public Safety.

1. Mass evacuation requires campus assets be used
2. Provisions for transportation must be made for many people, including visitors who may not have access to vehicles and others will need assistance in evacuating.

3. In the case of large-area evacuations with advance warning, pickup points will be announced via RPI Alert.

4. Public information messages emphasizing the need for campus community members to help others who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

5. Students will use personally owned vehicles (POV) to evacuate. For planning purposes, each POV transports one (1) person.

<table>
<thead>
<tr>
<th>VEHICLE PARKING PERMITS - Spring Semester 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
</tr>
<tr>
<td>Staff</td>
</tr>
<tr>
<td>Resident Students</td>
</tr>
</tbody>
</table>

*Source: Parking & Transportation Service & Quick Facts & Figures*

6. Campus Parking & Transportation Services assets as of January 2011:

<table>
<thead>
<tr>
<th>Large Vehicle Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>2001</td>
</tr>
<tr>
<td>2008</td>
</tr>
<tr>
<td>2002</td>
</tr>
<tr>
<td>2008</td>
</tr>
<tr>
<td>2007</td>
</tr>
<tr>
<td>2007</td>
</tr>
<tr>
<td>2008</td>
</tr>
<tr>
<td>2008</td>
</tr>
</tbody>
</table>
Van Information

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Van #</th>
<th>MAKE</th>
<th>MODEL</th>
<th>HC</th>
<th>Passengers</th>
<th>Fuel</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>87</td>
<td>Chevy</td>
<td>AstroVan</td>
<td>N</td>
<td>5</td>
<td>Gas</td>
</tr>
<tr>
<td>2007</td>
<td>86</td>
<td>Toyota</td>
<td>Sienna</td>
<td>N</td>
<td>7</td>
<td>Gas</td>
</tr>
</tbody>
</table>

*HC – Handicapped Accessible
**All vehicles are radio equipped for 2-way communication

Traffic Control

1. On campus evacuation will be controlled by the Department of Public Safety.

2. Off-campus, mass evacuation movement will be controlled by local law enforcement agencies. Evacuation routes will be dictated by the emergency situation. Evacuees should be directed to use major arteries and routes, i.e. Hoosick Street (Route 7), 15th Street, Congress Street, Pawling Avenue, I-787 and so forth.

3. When possible, two-way traffic on campus will be maintained on all evacuation routes to allow continued access for emergency vehicles

4. For large-area evacuations, when time permits, traffic control devices, such as signs and barricades, will be provided by Physical Plant for on-campus use

5. Campus Public Safety will request wrecker services when needed to clear disabled vehicles from evacuation routes

Warning & Public Information

The Incident Commander is responsible for deciding whether an evacuation warning is issued in and around an incident site. The evacuation decision is driven by, first and foremost, life safety considerations and, secondly, protection of property. The Department of Public Safety and Emergency Management and Strategic Communications and External Relations staff will disseminate warnings on campus for large-area evacuations that extend beyond the incident site or where evacuation is conducted because of an imminent threat.

Advance Notice of Possible Evacuation

a. For slow developing emergency situations, advance warning should be made as soon as it is clear evacuation may be required. Advance warning should address preparedness actions such as personal protective actions, evacuation locations and travel routes to safe destinations.
b. Advance warning should be made to campus critical facilities in a threatened evacuation area as early as possible. Such facilities should be prepared to implement Building Emergency Action Plans (BEAP) if ordered.

c. Where possible, the campus special needs population should be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources.

Evacuation Warning

a. Evacuation warning shall be disseminated through all available warning systems.

b. In the case of life threatening conditions an immediate evacuation in and around an incident site, the Outdoor Mass Notification System will be used to alert the campus to evacuate or avoid the area or shelter-in-place. Once the outdoor notification is made, all other notifications means will be utilized.

c. Critical facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.

d. Public Safety personnel, if possible will sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded.

Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave. Situation permitting, people refusing to evacuate shall complete the “Evacuation Refusal Document” (Attachment E pertains).

Emergency Public information and Dissemination

a. RPI\textit{Alert} messages alert the campus community to the threat and provide basic instructions. All such messages are brief and to the point. The campus community will require amplifying information on what to do during an evacuation. SCER is responsible for provided such information to the media. Provisions will be made to disseminate information to individuals with special needs, to include:

1. Special Needs
2. Visitors/Contractors/Vendors
3. English as a Second Language/Non-English Speakers

b. Amplifying instructions for an evacuation may include information on the location of temporary housing, specific evacuation routes and the need for evacuees to take certain items with them during for a long-term evacuation.
c. When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return.

Joint Information System

a. Rensselaer could be threatened by an off-campus event forcing a partial or full campus evacuation. If so, a Joint Information Center (JIC) should be established to ensure information is shared and disseminated as a single voice among affected entities and agencies.

b. JIC participants will be entities and agencies impacted and involved in the emergency. For example, a regional JIC could include NY State, Rensselaer County, City of Troy and Rensselaer Polytechnic Institute.

Special Needs Populations

1. The Department of Public Safety, working with the Office of the Dean of Students and the Division of Human Resources, has an up-to-date list of special needs students on campus. The Division of Human Resources maintains an employee list. Rensselaer maintains a comprehensive emergency management plan that includes provisions for an emergency evacuation; however, in order to effectively implement the plan, effective warning of emergency situations is required.

2. Child Care Centers

a. In a recent internal survey, 50% of women on campus reported utilizing Day Care services through Samaritan Child Care Center. The center is open from 6:30am until 5:30pm, and offers care for children eight weeks old through kindergarten. It is a not-for-profit organization licensed by the New York State Department of Social Services.

b. Campus Playschool at RPI - an international co-operative, pre-school program that is committed to the care and development of three and four year old children. The Playschool is located in Rensselaer's Married Student Housing complex at 285 Sunset Terrace

c. Samaritan-Rensselaer Children's Center RPI Summer Day Camp - Samaritan-Rensselaer Children's Center (2213 Burdett Avenue) hosted a ten-week long day camp on Rensselaer's Troy Campus. The program begins late June and ends early September. The program operates from 0630 to 1730 for children who are graduates of kindergarten through 12 years of age.

3. Health Clinic
a. The Student Health Center (SHC) is Rensselaer’s medical clinic. SHC consists of the outpatient medical clinic, the Counseling Center, and health education. All are co-located in Suite 3200 of Academy Hall, 1601 15th Street

b. SHC operates as an out-patient medical practice. The clinic is not equipped for overnight or long-term patient care.

4. The campus special needs members may require special evacuation assistance, transportation, shelter facilities, and medical care during major evacuations. Transportation requests and action shall be forwarded to the Emergency Operations Center for action.

Non-Resident/Visitor Evacuations

1. Rensselaer non-resident/tourist population varies by season, academic events, planned special events and normal business operation.

   a. Student Orientation and start of the school year brings families and new students on campus

   b. Academic events, such as Homecoming, Graduation, Family Weekend are well attended

   c. Special events include sporting events, concerts and ROTC Commissioning Ceremonies

   d. Contractors working on campus

2. Evacuation planning accounts for possible increase in campus visitors. RPI Alert is Rensselaer’s mass notification and alerting system. Voice, text, telephone, dedicated web site and outdoor mass notification system consisting of voice message and tone alerting serves all of Troy campus. Students, faculty and staff may be required to assist visitors with directions to safe locations and other personal protective actions

Access Control & Security

1. Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Public Safety should ensure evacuated buildings are secure and locked.

2. Public Safety, working with local law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, the Troy Fire Department should take measures to insure continued fire protection.
3. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, a permit system should be implemented to limit access to emergency workers and contractors restoring damaged structures and removing debris. Occupants will be allowed to return to retrieve personal property once the affected area is safe.

Demobilization and Reentry

1. Evacuees returning to campus require the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-area evacuations, the Executive Command Group decision will be disseminated through the media.

   a. The following conditions should prevail in the evacuated area before evacuees are authorized to return:

   b. The threat prompting the evacuation has been resolved or subsided

   c. Sufficient debris has been removed to permit travel on campus

   d. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored

   e. Structures have been inspected and are safe for occupancy

   f. Adequate water is available for firefighting

2. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.

3. Public information intended for returnees should address such issues as:

   a. Documenting damage for insurance purposes

   b. Caution in reactivating utilities and damaged appliances

   c. Cleanup instructions

   e. Removal and disposal of debris
ROLES AND RESPONSIBILITIES

Organization

1. Rensselaer's emergency organization, as described in the Rensselaer Comprehensive Emergency Management Plan will plan and carry out evacuations and assist in the orchestration of returning people to residences and work places.

A large-scale evacuation involving a portion or all of the City of Troy that includes Rensselaer may require the formation of a Unified Command (UC) to support the Incident Command Posts (ICP) and Emergency Operations Centers. Rensselaer will actively participate in the UC and activate the campus EOC.

2. Incident Command System (ICS) – EOC/UC Interface

   a. The Incident Commander determines the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. The Executive Command Group is responsible for campus evacuation decision-making.

   b. The Incident Commander manages evacuation operations at the scene, while the Emergency Operations Center (EOC) coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of temporary shelter and communicating with the City of Troy and Rensselaer County Emergency Management.

   c. During a large-area evacuation, the campus EOC manages evacuation operations within the campus area while the Unified Command (UC) coordinates evacuation operations affecting multiple jurisdictional areas. The UC will coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and inform other jurisdictions.

3. Assignment of Responsibilities

   a. Table 2 provides general responsibilities for campus emergency management and Incident Command System positions

<table>
<thead>
<tr>
<th>Personnel/Agency/Organization</th>
<th>Evacuation Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Executive Command Group will:</td>
<td>• For emergencies and disasters, issue the order directing campus evacuation, when appropriate.</td>
</tr>
<tr>
<td></td>
<td>• Approve release of warnings, instructions, and other emergency public information relating to evacuation.</td>
</tr>
<tr>
<td>Personnel/ Agency/ Organization</td>
<td>Evacuation Responsibilities</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>• Coordinate evacuation efforts with local government(s) that may be affected by the evacuation, where appropriate.</td>
<td></td>
</tr>
<tr>
<td>• Direct the relocation of at risk essential resources (personnel, equipment, and supplies) to safe areas.</td>
<td></td>
</tr>
<tr>
<td>• Direct the opening of temporary safe facilities, if needed.</td>
<td></td>
</tr>
<tr>
<td><strong>The Incident Commander/ Unified Command will:</strong></td>
<td>• Identify risk areas in the vicinity to the incident site and determine protective actions for people in those risk areas.</td>
</tr>
<tr>
<td></td>
<td>• If evacuation of risk areas and special needs facilities is required, plan, organize, and conduct the evacuation with the resources assigned.</td>
</tr>
<tr>
<td></td>
<td>• Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of City of Troy resources or Rensselaer County assistance, if required.</td>
</tr>
<tr>
<td><strong>The EOC will:</strong></td>
<td>• Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.</td>
</tr>
<tr>
<td></td>
<td>• Review evacuation plans of special needs facilities within known risk areas and determine possible need for evacuation support.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate evacuation planning to include:</td>
</tr>
<tr>
<td></td>
<td>• <em>Selection of suitable evacuation routes, based on</em> recommendations from law enforcement.</td>
</tr>
<tr>
<td></td>
<td>• Movement control, based on recommendations from law enforcement.</td>
</tr>
<tr>
<td></td>
<td>• Transportation arrangements.</td>
</tr>
<tr>
<td></td>
<td>• Shelter and mass care arrangements.</td>
</tr>
<tr>
<td></td>
<td>• Special needs demographics and evacuation support requirements.</td>
</tr>
<tr>
<td><strong>Public Safety will:</strong></td>
<td>• Recommend evacuation routes to the Incident Commander or EOC staff.</td>
</tr>
<tr>
<td></td>
<td>• Assist in evacuation by providing traffic control on campus.</td>
</tr>
<tr>
<td></td>
<td>• Protect campus property in evacuated areas and limit access to those areas.</td>
</tr>
<tr>
<td></td>
<td>• Secure and protect or relocate prisoners.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate with law enforcement and other emergency services.</td>
</tr>
<tr>
<td></td>
<td>• Assist in warning the public.</td>
</tr>
<tr>
<td></td>
<td>• Provide information to the Public Information Official (PIO) for public news releases on the evacuation routes.</td>
</tr>
<tr>
<td></td>
<td>• Assist in evacuating special needs groups, as requested.</td>
</tr>
<tr>
<td><strong>The Public Information Officer (PIO) will:</strong></td>
<td>• Disseminate emergency information from the ECG/EOC advising the public of evacuation actions to be taken.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate with area news media for news releases.</td>
</tr>
<tr>
<td>Personnel/Agency/Organization</td>
<td>Evacuation Responsibilities</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Physical Plant will:</td>
<td>• Provide traffic control devices upon request.</td>
</tr>
<tr>
<td></td>
<td>• Assist in keeping evacuation routes open.</td>
</tr>
<tr>
<td></td>
<td>• Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.</td>
</tr>
<tr>
<td>Parking &amp; Transportation will:</td>
<td>• Coordinate transportation for evacuees without vehicles or who need assistance in evacuating, determining and establishing pickup points if necessary.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate transportation assistance for the evacuation of special needs facilities and special needs population.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate all transportation relating to relocation of essential resources.</td>
</tr>
<tr>
<td></td>
<td>• Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.</td>
</tr>
<tr>
<td>Student Life and EOC will:</td>
<td>• For short-term evacuations, coordinate with building operators including building coordinators and other campus facilities for use of their facilities as temporary evacuee holding areas.</td>
</tr>
<tr>
<td></td>
<td>• For long-term evacuations, Residence Life will coordinate off-campus accommodations for displaced students.</td>
</tr>
<tr>
<td>Dean of Students will:</td>
<td>• Monitor evacuation of special needs population and assist with evacuation coordination, if requested.</td>
</tr>
<tr>
<td>Special Needs Facilities (i.e. day care centers) will:</td>
<td>• Notify parents and arrange for child pick-up</td>
</tr>
<tr>
<td></td>
<td>• Close and supervise evacuation of their facilities.</td>
</tr>
<tr>
<td></td>
<td>• Request emergency assistance from EOC if assistance cannot be obtained from other sources.</td>
</tr>
<tr>
<td></td>
<td>• Ensure facilities personnel are trained and knowledgeable of evacuation procedures.</td>
</tr>
<tr>
<td></td>
<td>• Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.</td>
</tr>
<tr>
<td>Common Tasks of All Organizations</td>
<td>• If necessary, conduct a damage assessment on agency / organization assets and infrastructure.</td>
</tr>
<tr>
<td></td>
<td>• Secure and protect facilities in evacuation areas.</td>
</tr>
</tbody>
</table>
## FORMS ROUTING AND USAGE

The various forms used in this evacuation procedure may be routed as follows:

<table>
<thead>
<tr>
<th>Form</th>
<th>Prepared By</th>
<th>Routed Through</th>
<th>To</th>
<th>Time frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Evacuation Plan</td>
<td>Incident Commander (IC) or Operations Officer</td>
<td>None</td>
<td>Law Enforcement or Incident Personnel</td>
<td>Prior to issuing Evacuation Instructions</td>
</tr>
<tr>
<td>Incident Evacuation Plan</td>
<td>As assigned by IC, usually operations officer</td>
<td>EOC and / or Executive Command Group</td>
<td>Operations Officer, Incident Personnel, Public Information Official</td>
<td>To be completed before the incident requires evacuation</td>
</tr>
<tr>
<td>Incident Evacuation Authorization</td>
<td>IC or Operations Officer</td>
<td>EOC</td>
<td>Executive Command Group</td>
<td>ASAP</td>
</tr>
<tr>
<td>Evacuation Order Report</td>
<td>Operations Officer</td>
<td>None</td>
<td>Incident Commander</td>
<td>Completed as needed, turned in when evacuation is completed</td>
</tr>
<tr>
<td>Access Control Plan datasheet</td>
<td>Public Safety</td>
<td>Operations Officer</td>
<td>Incident Commander</td>
<td>Daily</td>
</tr>
</tbody>
</table>
Appendix 1

EMERGENCY EVACUATION PLAN

(Reference pages 3 to 5)

As Incident Commander of the__________________________incident, I find that certain evacuation actions are necessary to ensure the safety of the public and the assigned emergency responders. Therefore, I am (we are) issuing the following instructions:

Evacuation Warning (circle one) Evacuation Order

This action is valid for the following area:

__________________________________________________________________________

__________________________________________________________________________

Temporary Shelter(s) will be located at:

__________________________________________________________________________

__________________________________________________________________________

Means of Communication (circle and/or add):

Primary: Outdoor Siren System, Text, Email, Telephone, CCTV, Concerto, web site, other

Secondary: Text, Email, Telephone, CCTV, Concerto, web site, Other

Protective action:

Evacuate the area

Direct people to temporary shelters or off-site location(s)

Prepare for an evacuation

Other (describe):
A Perimeter will be established at:


Perimeter Controls - Use the following perimeter control methods:

___ Access Control Point (ACP)  ___ Road Closure
___ Traffic Control Point (TCP)  ___ Mobile Patrols

**Control Method Location**

<table>
<thead>
<tr>
<th>Control Method</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident Commander</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(INCIDENT NAME / DESCRIPTION)
Appendix 2

INCIDENT EVACUATION PLAN

EVACUATION PLAN COVER SHEET

(Reference pages 3 to 5)

___ORIGINAL PLAN ___REVISED PLAN

PREPARED BY: ____________________________________________

(PRINTED NAME and TITLE)

AGENCY: ________________________________________________

DATE COMPLETED: ________________________________

TIME: __________

APPROVED BY: _______________________________________

(NAME and TITLE)
TO BE IMPLEMENTED ON: ________________________________

THIS PLAN CONTAINS:

___ EVACUATION ORDER (1 PAGE)

___ THREATS, AFFECTED AREAS and OBJECTIVES (1 PAGE)

___ EVACUATION STAGES (1 PAGE)

___ IMPLEMENTATION PLAN (3 PAGES)

___ PERIMETER AND ACCESS CONTROL (1 PAGE)

___ ANTICIPATED RESOURCE REQUIREMENTS (1 PAGE)

___ EVACUATION EXPENSES (1 PAGE)
Appendix 2 - A

EVACUATION ORDER
(Reference pages 4 & 5)

1. AUTHORITY: The authority for evacuation during this incident is based on the following references:

   A. Legal Authority: ________________________________

   B. Disaster Plan: ________________________________

2. RESPONSIBILITY: The agency responsible for planning, implementing, and managing an evacuation during this incident is identified as the:

   ______________________________________________

3. INCIDENT COMMANDER: I have determined the nature of this emergency may pose significant threat to the health and safety of persons within the area described in the attached Incident Evacuation Plan.

   A. The President or designee will review the attached plan, pending approval, will order implementation.

   OR

   B. The nature of this emergency does not permit prior orders of evacuation through normal channels. I order the immediate evacuation efforts as noted in the attached plan.

   OR

   C. The evacuation was ordered during the Initial response of this incident and the attached plan documents the decisions for that action.

   _________________________________________  __________________________

SIGNATURE and TITLE of INCIDENT COMMANDER         DATE and TIME
4. **PRESIDENT OR DESIGNEE:** As the official(s) having legal responsibility for the approval of evacuations within this jurisdiction:

   A. The *Incident Evacuation Plan* has been reviewed, and the Incident Commander is hereby granted authority to implement elements of the evacuation plan as conditions warrant.

   **OR**

   B. The *Incident Evacuation Plan* has been reviewed, and it is my/our decision to withhold approval of the Incident Commander’s request to implement elements of the plan. The basis for this decision is attached. This decision may be reviewed and amended as conditions warrant.

   **OR**

   C. I/we have been advised of the Incident Commander’s use of extraordinary authority to proceed with evacuation. The basis for that decision has been reviewed and I/we do not authorize continued evacuation efforts.

   [Signatures and dates filled in separately for each instance]
Appendix 2 - B

ANALYSIS OF THREATS, AFFECTED AREA(s), And OBJECTIVES
(Reference pages 3 to 5)

A. THREATS TO HEALTH AND SAFETY: ________________________________

B. THREATENED POPULATIONS:

1. Threatened Populations: ________________________________

C. AREA DESCRIPTION: ________________________________

D. OBJECTIVES

1. To identify the area from which occupants, businesses and property may need to be evacuated.
2. To locate and identify special concerns of the incident staff to include persons with conditions requiring extraordinary care, livestock or other property requiring specialized consideration and potentially hazardous materials.

3. To identify resources necessary to accomplish an evacuation.

4. To provide for the timely, safe, orderly evacuation of affected areas as ordered by the Incident Commander.

5. To provide for prompt information dissemination to the affected area.

6. To provide for prompt return of all displaced citizens.

☐ A SUPPLEMENT IS ATTACHED DETAILING ADDITIONAL OBJECTIVES (check if applicable)
Appendix 2 - C

EVACUATION STAGES

(Reference page 6)

1. Pre-evacuation COMMUNICATIONS and BRIEFINGS of persons within the affected area(s).

This stage will be implemented under the following conditions:

2. EVACUATION WARNING. Good probability of a need to evacuate. Recommend movement of special needs persons requiring extraordinary care. Checkpoints may be used to inform citizens entering the area.

This stage will be implemented under the following conditions:

3. EVACUATION ORDER. Occupants of the affected area(s) are ORDERED to leave within a specified time period, by pre-designated route(s), and report to temporary shelter(s). Perimeter control will be established.
This stage will be implemented under the following conditions:


4. **RETURN.** Evacuees ARE PERMITTED to return. Accommodations for special needs are evaluated.

This stage will be implemented under the following conditions:
A. EMERGENCY NOTIFICATION PROCEDURE: In the event an evacuation is directed by the Incident Commander, the following will be the means of notifying the public to evacuate.

Primary: ____________________________________________

Alternate: __________________________________________

B. TRAFFIC PLAN: Routes and Destinations:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

<table>
<thead>
<tr>
<th>Primary Route</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Destination</td>
<td></td>
</tr>
<tr>
<td>Alternate Route</td>
<td></td>
</tr>
<tr>
<td>Alternate Destination</td>
<td></td>
</tr>
</tbody>
</table>
C. TRAFFIC COORDINATION AND TRANSPORTATION:

D. EVACUATION REFUSAL PROCEDURE: The recommended response for persons refusing to cooperate with an evacuation order is:

Temporary Shelter (Reference page 9):
Temporary shelters for this incident will be set up as follows:

<table>
<thead>
<tr>
<th>Shelter Name / Phone Number</th>
<th>Location</th>
<th>Shelter Manager</th>
<th>Responsible Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Yes No Teams will complete pre-evacuation contact data sheets as time and circumstances permit.

Yes No Resident evacuation information will be provided during initial contact.

Yes No Resident evacuation information will be provided at Access Control Points and/or Traffic Control Points.

Yes No Incident Public Information Official representative will establish a briefing site for residents.

F. RESOURCE LOCATIONS:

1. Evacuation staging area: ____________________________

2. Evacuation reporting and briefing site(s):__________________________

3. Mobile property holding area(s): ____________________________

4. Transportation staging area: ____________________________

G. COMMUNICATIONS:

1. Radio Frequencies and Telephone Numbers for Evacuation Branch:

<table>
<thead>
<tr>
<th>Frequency/Channel</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 1. Evacuation branch:</td>
<td>____________</td>
</tr>
<tr>
<td>B. 2. Contact teams:</td>
<td>____________</td>
</tr>
<tr>
<td>C. 3. Perimeter &amp; traffic control:</td>
<td>____________</td>
</tr>
<tr>
<td>D. 4. Security teams:</td>
<td>____________</td>
</tr>
</tbody>
</table>

2. Public Information: Primary: ____________

   Alternate: ____________

3. Signage: Appropriate closure signs will be posted at the perimeter as needed.
PERIMETER AND ACCESS CONTROL

Perimeter and access control shall be established considering minimizing conflicts between civilian and incident traffic. Perimeter and access control shall be accomplished by establishing:

<table>
<thead>
<tr>
<th>Location</th>
<th>Type of Control</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Access Control Point</td>
</tr>
<tr>
<td></td>
<td>Traffic Control Point</td>
</tr>
<tr>
<td></td>
<td>OK to be un-staffed</td>
</tr>
<tr>
<td></td>
<td>Access Control Point</td>
</tr>
<tr>
<td></td>
<td>Traffic Control Point</td>
</tr>
<tr>
<td></td>
<td>OK to be un-staffed</td>
</tr>
<tr>
<td></td>
<td>Access Control Point</td>
</tr>
<tr>
<td></td>
<td>Traffic Control Point</td>
</tr>
<tr>
<td></td>
<td>OK to be un-staffed</td>
</tr>
<tr>
<td></td>
<td>Access Control Point</td>
</tr>
<tr>
<td></td>
<td>Traffic Control Point</td>
</tr>
<tr>
<td></td>
<td>OK to be un-staffed</td>
</tr>
<tr>
<td></td>
<td>Access Control Point</td>
</tr>
<tr>
<td></td>
<td>Traffic Control Point</td>
</tr>
<tr>
<td></td>
<td>OK to be un-staffed</td>
</tr>
<tr>
<td></td>
<td>Access Control Point</td>
</tr>
<tr>
<td></td>
<td>Traffic Control Point</td>
</tr>
<tr>
<td></td>
<td>OK to be un-staffed</td>
</tr>
<tr>
<td></td>
<td>Access Control Point</td>
</tr>
<tr>
<td></td>
<td>Traffic Control Point</td>
</tr>
<tr>
<td></td>
<td>OK to be un-staffed</td>
</tr>
<tr>
<td></td>
<td>Access Control Point</td>
</tr>
<tr>
<td></td>
<td>Traffic Control Point</td>
</tr>
<tr>
<td></td>
<td>OK to be un-staffed</td>
</tr>
</tbody>
</table>

(Reference page 11)
Appendix 2 - F

ANTICIPATED RESOURCE REQUIREMENTS

(Reference page 8 & 12)

A. PERSONNEL, VEHICLES and RADIOS:

<table>
<thead>
<tr>
<th>Function</th>
<th>Public Safety</th>
<th>Other</th>
<th>Support</th>
<th>Vehicles</th>
<th>Radios</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Team Leader</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roadblocks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic – Fixed Location</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic - Mobile</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic – Escort</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security – Evacuated Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security – Evacuated Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Shelter(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS PER SHIFT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. TRAFFIC CONTROL DEVICES: (Specify Type and Quantity)

A. Signs: ____________________________________________

B. Barricades/cones/pylons: ____________________________

C. Lights: __________________________________________
   1. Warning: _______________________________________
   2. Illumination: __________________________________

C. OTHER RESOURCES REQUIRED:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
D. SPECIAL NOTE: (Uniform requirements, vehicle accessories, etc.)
Appendix 2 – G

POSITION DESCRIPTIONS AND CHECKLISTS

(Reference page 13)

The following “checklists” address suggested actions for several key positions within the Incident Command System. Planners should review and modify each checklist to ensure compliance with the local emergency operations plan and local policies.

Incident Commander

The Incident Commander is responsible for managing all contact teams assigned to the incident.

<table>
<thead>
<tr>
<th>Complete</th>
<th>N/A</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Obtain briefings from the Incident Management Team.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review assignments with all contact teams.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inform Logistics/Resource Unit of all status changes of resources assigned to the Evacuation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coordinate activities with Sections, Divisions and others.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep elected officials informed of situation and resource status.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Resolve logistics problems within the incident response.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure that all contact teams are getting the correct message out to the citizens.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure that all contact teams are using a similar message when contacting citizens.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect contact data sheets from all contact teams and process according to incident procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep supervisors informed of hazardous situations and significant events.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure assigned personnel and equipment go on and off duty in a timely manner.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approve and turn in time for all resources assigned to the incident response.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluate performance of all resources assigned to the incident response.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain Unit Log (ICS Form 214).</td>
</tr>
</tbody>
</table>
Appendix 2 – G

Operations Section Chief

The Operations Section Chief is primarily responsible for preparing the Evacuation plan, for managing any evacuation effort associated with the incident, for accurately documenting the evacuation efforts, and for coordinating evacuation efforts between the various agencies that may be involved.

<table>
<thead>
<tr>
<th>Complete</th>
<th>N/A</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Obtain briefings from the Incident Management Team.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Develop Emergency Evacuation plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participate in the development of the Incident Action Plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coordinate with local law enforcement agencies to ensure availability of law officers for evacuation efforts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coordinate with Residence Life ensuring off-campus agencies/businesses have adequate rooms and space available to accommodate evacuees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Determine location of and develop perimeter and access control strategy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Determine type of traffic control needed and location of traffic control points.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Develop a message that will be used by the contact teams when an “Evacuation Order” has been issued.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure that all reports are completed properly and filed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review assignments with all section resources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inform Incident Commander and/or Resource Unit of all status changes of resources assigned to the section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coordinate activities with other sections.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect all documentation related to the evacuation and process it according to incident procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep Incident Commander informed of any hazardous situations and significant events.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure assigned personnel and equipment proceed on and off duty in a timely manner.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approve and turn in time for all resources assigned to the section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluate performance of all resources assigned to the section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain Unit Log (ICS Form 214).</td>
</tr>
</tbody>
</table>
Appendix 2 – G

Public Safety Group

The Public Safety Group is responsible for locating and securing campus perimeters and campus traffic control on the incident.

<table>
<thead>
<tr>
<th>Complete</th>
<th>N/A</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Obtain briefings from the Incident Management Team.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review assignments with all Group resources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inform the Operations Section Chief of all status changes of resources assigned to the Group.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coordinate activities of Public Safety personnel.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep the Operations Section Chief informed of situation and resource status.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Locate traffic control points and set up Access Control Points (ACPs), roadblocks or road closures as directed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up traffic control points.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up and manage guide cars, flag stops, traffic directional control, pedestrian traffic and other methods to ensure safe traffic flow in and around the incident.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure that information used at Access Control Points (ACP) and Traffic Control Points (TCP) and roadblocks are accurate.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure communications between traffic and access control points is operable and reliable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect &quot;Access Control Point (ACP) and Traffic Control Point (TCPs) datasheets&quot; and process daily.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep the Operations Section Chief informed of hazardous situations and significant events.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure assigned personnel and equipment go on and off duty in a timely manner.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approve and turn in time for all resources assigned to the group.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluate performance of all resources assigned to the group.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain Unit Log (ICS Form 214).</td>
</tr>
</tbody>
</table>
## Appendix 2 – G

### Evacuation and Sheltering Group –

**Evacuation Team Leader and Temporary Sheltering Officer**

<table>
<thead>
<tr>
<th>Complete</th>
<th>N/A</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Obtain briefings from the Incident Management Team.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review assignments with all Group resources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inform the Operations Section Chief of all status changes of resources assigned to the Group.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coordinate activities with Divisions and other Groups.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coordinate with Student Life to ensure temporary locations are open and accessible to accommodate evacuees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep the Operations Section Chief informed of situation and resource status.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure that all temporary shelters are safe and secure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure that all temporary shelters are properly staffed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain a log of unattended minors, if any, at the temporary shelters.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coordinate with Student Life to ensure medical care is available, if needed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep supervisor informed of hazardous situations and significant events.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure assigned personnel and equipment proceed on and off duty in a timely manner.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approve and turn in time for all resources assigned to the Group.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluate performance of all resources assigned to the Group.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain Unit Log (ICS Form 214).</td>
</tr>
</tbody>
</table>
Appendix 5 – Temporary Safe Facilities

Six (6) campus buildings have been pre-designated as safe facilities for temporary housing of evacuees (Appendix 5 pertains). Temporary is 12 hours or less. They are:

1. AS & RC
2. BioTech
3. Darrin Communications
4. ECAV
5. Folsom Library
6. Student Union
FOLSOM LIBRARY

3rd floor
Appendix 6 – Special Needs Population

The Department of Public Safety, working with the Office of the Dean of Students and the Division of Human Resources, has an up-to-date list of special needs students on campus. The Division of Human Resources maintains an employee list. Rensselaer maintains a comprehensive emergency management plan that includes provisions for an emergency evacuation; however, in order to effectively implement the plan, effective warning of emergency situations is required.

**Child Day Cares**↓

Samaritan-Rensselaer Children’s Center  
RPI Summer Day Camp - Samaritan-Rensselaer Children’s Center (2213 Burdett Avenue), adjacent Samaritan Hospital

Campus Play School Day Care, 285 Sunset Terrace (Bryckwyck apartments) in RED
Appendix 7 – Terminology

ACP – Access Control Point
CCTV – Closed Circuit Television
EEP – Emergency Evacuation Plan
EMS – Emergency Medical Service
EOC – Emergency Operations Center
EOG – Emergency Operations Group
HAZMAT – Hazardous Materials
HVA – Hazard Vulnerability Analysis
IAP – Incident Action Plan
IEP – Incident Evacuation Plan
IC – Incident Commander
ICS – Incident Command System
JIC – Joint Information Center
PIO – Public Information Official
SCER – Strategic Communications and External Relations
SIP – Shelter-In-Place
TCP – Traffic Control Point
UC – Unified Command

Access Control Point A location designed to keep people out of an area. Normally ACPs will be established after an evacuation to assist in securing the area and in keeping sightseers out of harm’s way.

Campus Safe Facility A designated safe facility for housing campus members on a temporary basis. There are six geographically dispersed facilities on campus.

Critical Facility An Institute facility deemed critical to the continuity and business of Rensselaer. Examples include Public Safety Building, Voorhees Computing Center, Service Building and Troy Building.

Evacuation The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Emergency Evacuation Plan A plan used by the incident Commander to determine and document immediate evacuation actions. It is intended to be used only in those situations where the incident is moving so fast that there is not enough time to complete the Incident Evacuation Plan. The ICP should be completed as soon as time permits.

Hazard Vulnerability Analysis The process of evaluating risk associated with a specific hazard and defined in terms of probability and frequency of occurrence, magnitude and severity, exposure and consequences.
Incident Action Plan The document in the Incident Command System that guides the response for an operational period (typically 12 hours). The IAP contains the overall incident objectives and strategy, general tactical actions and supporting information to enable successful completion of objectives. The IAP may be oral or written.

Incident Evacuation Plan The incident Evacuation Plan (IEP) is intended to provide the incident managers with a standard format to document a decision to conduct an evacuation. Completing the IEP leads the incident Commander through a planning process that collects information, documents evacuation needs and decisions and specifics procedures to be followed.

Incident Commander The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command System A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Joint Information Center An interagency entity established to coordinate and disseminate information for the public and media concerning an incident. JICs may be established locally, regionally, or nationally depending on the size and magnitude of the incident.

National Incident Management System A system mandated by Homeland Security Presidential Directive (HSPD) -5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

National Response Framework The National Response Framework presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. The Framework documents the key response principles, roles, and structures that organize national response.

Public Information Official The Institute’s designated spokesperson dealing with the media and public

Shelter-in-Place Remaining in a location, usually indoors, where hazardous materials are in the environment, while taking precautions to minimize exposure to those materials.

Special Facilities Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services, such as a day care center where clients require supervision to ensure their safety.
Special Needs Populations  Individuals in the campus community with physical, mental or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network. Specials needs populations may include socially or culturally isolated populations within the campus community.

Traffic Control Point Manned posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement and limit entry into hazardous areas.

Unified Command An application of the Incident Command System used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Visitor Population Visitor population includes business people and guests present on campus, regardless a single day or overnight stays.
### Appendix I – List of Building Coordinators

<table>
<thead>
<tr>
<th>Building</th>
<th>Building Coordinator</th>
<th>Phone</th>
<th>Dean / Director</th>
<th>Fax</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1516 Peoples St</td>
<td>Jenni Mullet</td>
<td>8433</td>
<td>Stan Dunn</td>
<td></td>
<td>mullei6</td>
</tr>
<tr>
<td>2021 15th Street</td>
<td>Dana Yamashita</td>
<td>2800</td>
<td>Richie Hunter</td>
<td>2732</td>
<td>yamasd</td>
</tr>
<tr>
<td>2144 Burdett</td>
<td>Betsy Preston</td>
<td>6123</td>
<td>Alex daSilva</td>
<td>2790</td>
<td>preste2</td>
</tr>
<tr>
<td>87 Gym</td>
<td>Joe Campo</td>
<td>6513</td>
<td>Steve Allard</td>
<td>6920</td>
<td>campoj</td>
</tr>
<tr>
<td>90 College Avenue</td>
<td>Kim Gardner</td>
<td>2217</td>
<td>Johannes Goebel</td>
<td>4929</td>
<td>gardnk/goebej</td>
</tr>
<tr>
<td>1624 People Avenue</td>
<td>Kim Gardner</td>
<td>2217</td>
<td>Johannes Goebel</td>
<td>4929</td>
<td>gardnk/goebej</td>
</tr>
<tr>
<td>Academy Hall</td>
<td>Denna Patterson</td>
<td>6266</td>
<td>Travis Apgar</td>
<td>6223</td>
<td>patted2</td>
</tr>
<tr>
<td>Academy Hall - Health Center</td>
<td>Kevin Readdean</td>
<td>2936</td>
<td>Dr Leslie Lawrence</td>
<td>8573</td>
<td>readdk</td>
</tr>
<tr>
<td>Admissions Bldg.</td>
<td>Bonnie Readdean</td>
<td>2114</td>
<td>Jon Wexler</td>
<td>6613</td>
<td>skarkb</td>
</tr>
<tr>
<td>Amos Eaton 1st/2nd Flr</td>
<td>Steven Lindsey</td>
<td>2842</td>
<td>Charles Stewart</td>
<td>4108</td>
<td><a href="mailto:lindss2@cs.rpi.edu">lindss2@cs.rpi.edu</a></td>
</tr>
<tr>
<td>Amos Eaton 3rd/4th Flr</td>
<td>Michele Kronau</td>
<td>6346</td>
<td>Don Schwendeman</td>
<td>2179</td>
<td>kronam</td>
</tr>
<tr>
<td>AS&amp;RC</td>
<td>Robert Keyes</td>
<td>8038</td>
<td>Scott Sasenbury</td>
<td>8997</td>
<td>keyesr</td>
</tr>
<tr>
<td>BAR H Dining Hall</td>
<td>Scott Graven/David Gaul</td>
<td>276-2219</td>
<td>Alex daSilva</td>
<td>2790</td>
<td><a href="mailto:scott.craven@sodexo.com">scott.craven@sodexo.com</a> <a href="mailto:david.gaul@sodexo.com">david.gaul@sodexo.com</a></td>
</tr>
<tr>
<td>BAR H Residence Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr/pasine</td>
</tr>
<tr>
<td>Barton Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr/pasine</td>
</tr>
<tr>
<td>Beman Fire House</td>
<td>Tom Looby</td>
<td>3843</td>
<td>Tom Looby</td>
<td>2515</td>
<td>loobyt</td>
</tr>
<tr>
<td>Biotech</td>
<td>Britney Eskew/Marimar Lopes</td>
<td>4232</td>
<td>Deepak Vashishth</td>
<td>4814</td>
<td>eskwb2@l0pezum4</td>
</tr>
<tr>
<td>Blaw Knox 1</td>
<td>Annette Chism</td>
<td>6114</td>
<td>Annette Chism</td>
<td>2512</td>
<td>chisma</td>
</tr>
<tr>
<td>Blaw Knox 2</td>
<td>Annette Chism</td>
<td>6114</td>
<td>Annette Chism</td>
<td>2512</td>
<td>chisma</td>
</tr>
<tr>
<td>Blitman Residence Commons</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr</td>
</tr>
<tr>
<td>Blitman Dining Hall</td>
<td>Marcia Picou/David Gaul</td>
<td>276-4992/4993</td>
<td>Alex daSilva</td>
<td>2790</td>
<td><a href="mailto:Marcia.picou@sodexo.com">Marcia.picou@sodexo.com</a> <a href="mailto:david.gaul@sodexo.com">david.gaul@sodexo.com</a></td>
</tr>
<tr>
<td>Boiler House New</td>
<td>Roy Plummer</td>
<td>6240</td>
<td>Ernie Katzwinkel</td>
<td>6999</td>
<td>plummrr</td>
</tr>
<tr>
<td>Boiler House Old</td>
<td>Roy Plummer</td>
<td>6240</td>
<td>Ernie Katzwinkel</td>
<td>6999</td>
<td>plummrr</td>
</tr>
<tr>
<td>Bray Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr/pasine</td>
</tr>
<tr>
<td>Bryckwyck</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr/pasine</td>
</tr>
<tr>
<td>Carnegie</td>
<td>Paula Monahan</td>
<td>6472</td>
<td>Mary Simoni</td>
<td>2312</td>
<td>palmet2</td>
</tr>
<tr>
<td>Location</td>
<td>First/Last Name</td>
<td>Phone</td>
<td>Ext.</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------</td>
<td>---------</td>
<td>----------</td>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td>Cary Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher 6223</td>
<td>mogulr/pasine</td>
<td></td>
</tr>
<tr>
<td>Chapel and Cultural Center</td>
<td>Kevin Krolik</td>
<td>274-7793</td>
<td>Father Ed Kacerguis 274-0516</td>
<td>krolik2</td>
<td></td>
</tr>
<tr>
<td>Chasan Building</td>
<td>Tracy Rooney/Karen Funk</td>
<td>8672/4399</td>
<td>Graig Eastin 6247</td>
<td>roonet2/funkkk</td>
<td></td>
</tr>
<tr>
<td>Chill Plant</td>
<td>Steve Jahn</td>
<td>8255</td>
<td>Dave Ira 4814</td>
<td>jahns</td>
<td></td>
</tr>
<tr>
<td>CII</td>
<td>Kent Way</td>
<td>8817/2938</td>
<td>Roy Hall 8788/87 61</td>
<td>wayk2</td>
<td></td>
</tr>
<tr>
<td>City Station</td>
<td>Mekeya Carter</td>
<td>487-1775</td>
<td></td>
<td><a href="mailto:mekeya.carter@ugoc.com">mekeya.carter@ugoc.com</a></td>
<td></td>
</tr>
<tr>
<td>Cogswell</td>
<td>Ron Bailey</td>
<td>4856</td>
<td>Wilfredo Colon 4887</td>
<td>bailer</td>
<td></td>
</tr>
<tr>
<td>Colonie Apts.</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher 6223</td>
<td>mogulr/pasine</td>
<td></td>
</tr>
<tr>
<td>Commons Dining Hall</td>
<td>John Batch/David Gaul</td>
<td>928-6840/258-5658</td>
<td>Alex daSilva 2790</td>
<td><a href="mailto:john.batch@sodexo.com">john.batch@sodexo.com</a></td>
<td></td>
</tr>
<tr>
<td>Computer/Phone Service VCC</td>
<td>Nelson Brownell</td>
<td>8176</td>
<td>Graham Doig 2809</td>
<td>brownn</td>
<td></td>
</tr>
<tr>
<td>Conference Services</td>
<td>Betsy Preston</td>
<td>6123</td>
<td>Alex daSilva 2790</td>
<td>preste2</td>
<td></td>
</tr>
<tr>
<td>Crockett Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher 6223</td>
<td>mogulr/pasine</td>
<td></td>
</tr>
<tr>
<td>Davison Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher 6223</td>
<td>mogulr/pasine</td>
<td></td>
</tr>
<tr>
<td>DCC</td>
<td>Jim Evans</td>
<td>6646</td>
<td>Jim Evans 4821</td>
<td>evansj2</td>
<td></td>
</tr>
<tr>
<td>DCC (Jazzman's Café)</td>
<td>Mark Wagner</td>
<td>812-219-5287</td>
<td>Alex daSilva 2790</td>
<td><a href="mailto:Mark.wagner@sodexo.com">Mark.wagner@sodexo.com</a></td>
<td></td>
</tr>
<tr>
<td>Disabled Student Services - AC</td>
<td>Heather Muller</td>
<td>6266</td>
<td>Cary Drescher 6223</td>
<td>mulleh</td>
<td></td>
</tr>
<tr>
<td>DFWI/Main Laboratory</td>
<td>David Diehl</td>
<td>644-3541</td>
<td>Sandra Nierswicki-Bauer 644-3640</td>
<td>diehl2</td>
<td></td>
</tr>
<tr>
<td>ECAV (East campus Athletic Village)</td>
<td>Scott Sansenbury</td>
<td>6482</td>
<td>Kevin Beattie 8997</td>
<td>sasens2</td>
<td></td>
</tr>
<tr>
<td>E-Complex</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher 6223</td>
<td>mogulr/pasine</td>
<td></td>
</tr>
<tr>
<td>EMPAC</td>
<td>John Gall</td>
<td>2217</td>
<td>Johannes Goebel 4929</td>
<td>gallj</td>
<td></td>
</tr>
<tr>
<td>EMPAC (Evelyn's Café)</td>
<td>Mark Wagner</td>
<td>812-219-5287</td>
<td>Matt Mueller 4885</td>
<td><a href="mailto:Mark.wagner@sodexo.com">Mark.wagner@sodexo.com</a></td>
<td></td>
</tr>
<tr>
<td>EMPAC Annex (41 9th St.) (formerly BCC)</td>
<td>Shannon Johnson</td>
<td>3808</td>
<td>Johannes Goebel 4929</td>
<td>johnss3</td>
<td></td>
</tr>
<tr>
<td>Empire State Hall (Polymer)</td>
<td>Ray Dove</td>
<td>4079</td>
<td></td>
<td>dover</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>Lynette Koch</td>
<td>6813</td>
<td>4797</td>
<td>kochl2</td>
<td></td>
</tr>
<tr>
<td>Folsom Library</td>
<td>John Dojka</td>
<td>8341</td>
<td>2044</td>
<td>dojkaj</td>
<td></td>
</tr>
<tr>
<td>Folsom Library Café</td>
<td>Mark Wagner</td>
<td>812-219-5287</td>
<td>Matt Mueller 4885</td>
<td><a href="mailto:Mark.wagner@sodexo.com">Mark.wagner@sodexo.com</a></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Name</td>
<td>Extension</td>
<td>Phone</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------</td>
<td>-----------</td>
<td>-------</td>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td>FYE - Academy</td>
<td>Janelle Fayette</td>
<td>6864</td>
<td>4839</td>
<td>fayetj</td>
<td></td>
</tr>
<tr>
<td>Gaerttner Lab/Linac/NES</td>
<td>Matthew Gray</td>
<td>4004</td>
<td>4832</td>
<td>grayym</td>
<td></td>
</tr>
<tr>
<td>Greene</td>
<td>Carly Brackett</td>
<td>6466</td>
<td>3034</td>
<td>perruc</td>
<td></td>
</tr>
<tr>
<td>Gurley Building, 21 Union Street, 2nd Floor, Troy</td>
<td>Jackie Turner</td>
<td>3980</td>
<td>6370</td>
<td>creecj</td>
<td></td>
</tr>
<tr>
<td>Hall Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>6223</td>
<td>mogulr/pasine</td>
<td></td>
</tr>
<tr>
<td>H-Bldg.</td>
<td>Jennifer Littlejohn</td>
<td>3320</td>
<td>3843</td>
<td>littlj3</td>
<td></td>
</tr>
<tr>
<td>Health Center</td>
<td>Kevin Readdean</td>
<td>2936</td>
<td>8573</td>
<td><a href="mailto:readdk@rpi.edu">readdk@rpi.edu</a></td>
<td></td>
</tr>
<tr>
<td>Heffner Alumni House</td>
<td>Jeff Schanz</td>
<td>6205</td>
<td>4081</td>
<td>schanj</td>
<td></td>
</tr>
<tr>
<td>Housing (Residential Halls)</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>6223</td>
<td>mogulr/pasine</td>
<td></td>
</tr>
<tr>
<td>Houston Field House</td>
<td>Norris Pearson</td>
<td>6121</td>
<td>2833</td>
<td>pearsnn</td>
<td></td>
</tr>
<tr>
<td>J-Bldg.</td>
<td>Linda Marra Thompson</td>
<td>6811</td>
<td>4834</td>
<td>marral</td>
<td></td>
</tr>
<tr>
<td>JEC</td>
<td>Phyllis Federici</td>
<td>8817</td>
<td>8788</td>
<td>federp</td>
<td></td>
</tr>
<tr>
<td>JRSC</td>
<td>Bonnie Carson</td>
<td>6305</td>
<td>2825</td>
<td>carsob</td>
<td></td>
</tr>
<tr>
<td>Lally Bldg.</td>
<td>Christine Coonrad</td>
<td>8412</td>
<td>4033</td>
<td>coonrad</td>
<td></td>
</tr>
<tr>
<td>Lally School (Lally Galley)</td>
<td>Mark Wagner</td>
<td>812-219-5287</td>
<td>4855</td>
<td><a href="mailto:Mark.wagner@sodexo.com">Mark.wagner@sodexo.com</a></td>
<td></td>
</tr>
<tr>
<td>Lighting Research/Gurley</td>
<td>Trina Beaudoin</td>
<td>687-7139</td>
<td>687-7120</td>
<td>beaudp</td>
<td></td>
</tr>
<tr>
<td>LINAC</td>
<td>Matthew Gray</td>
<td>4004</td>
<td>4832</td>
<td>grayym</td>
<td></td>
</tr>
<tr>
<td>MRC</td>
<td>Ray Dove</td>
<td>4079</td>
<td>8554</td>
<td>dover</td>
<td></td>
</tr>
<tr>
<td>Mueller Fitness Center</td>
<td>Jen Wehner</td>
<td>6556</td>
<td>6920</td>
<td>allars</td>
<td></td>
</tr>
<tr>
<td>Modular One</td>
<td>Mandy Fuller-Niegoda</td>
<td>2093</td>
<td>2823</td>
<td>fullem</td>
<td></td>
</tr>
<tr>
<td>Moe's Southwest Grill</td>
<td>Mark Wagner</td>
<td>812-219-5287</td>
<td>4855</td>
<td><a href="mailto:Mark.wagner@sodexo.com">Mark.wagner@sodexo.com</a></td>
<td></td>
</tr>
<tr>
<td>Nason Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>6223</td>
<td>mogulr/pasine</td>
<td></td>
</tr>
<tr>
<td>NES/Dept Env Ener Eng</td>
<td>Yaron Danon</td>
<td>4008</td>
<td>4832</td>
<td>danony</td>
<td></td>
</tr>
<tr>
<td>North Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>6223</td>
<td>mogulr/pasine</td>
<td></td>
</tr>
<tr>
<td>Nugent Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>6223</td>
<td>mogulr/pasine</td>
<td></td>
</tr>
<tr>
<td>Nursery &amp; Greenhouse-Sunset Barn</td>
<td>Tom Looby</td>
<td>3843</td>
<td>3666</td>
<td>loobyt</td>
<td></td>
</tr>
<tr>
<td>Off Campus Property/Real Estate Mgt.</td>
<td>Deb Devries</td>
<td>3051</td>
<td>2823</td>
<td>devrid</td>
<td></td>
</tr>
<tr>
<td>Parking Garage</td>
<td>Les Arras</td>
<td>8528</td>
<td>2790</td>
<td>arrasl</td>
<td></td>
</tr>
<tr>
<td>Patroon Manor/Provost</td>
<td>Karyl Contois</td>
<td>8772</td>
<td>Paul Galbrath</td>
<td>3013</td>
<td>contok</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------</td>
<td>------</td>
<td>---------------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>Pat's Barn</td>
<td>Keith Van'Amburgh</td>
<td>283-7102</td>
<td>James Spencer</td>
<td>283-0695</td>
<td>vanmk</td>
</tr>
<tr>
<td>Pittsburgh</td>
<td>Erika Falle</td>
<td>8229</td>
<td>Tom Begley</td>
<td>2348</td>
<td>fallee2</td>
</tr>
<tr>
<td>Playhouse</td>
<td>Joe Campo</td>
<td>6513</td>
<td>Cameron McLean</td>
<td>2817</td>
<td>campoj</td>
</tr>
<tr>
<td>President’s Estate</td>
<td>Karyl Contois</td>
<td>8772</td>
<td></td>
<td>3013</td>
<td>contok</td>
</tr>
<tr>
<td>President’s Office (Troy Bldg)</td>
<td>xxxxxxxxxxxxx</td>
<td>2286</td>
<td></td>
<td>8702</td>
<td>realbp</td>
</tr>
<tr>
<td>Public Safety Building</td>
<td>Leanne Hanlon</td>
<td>8527</td>
<td>Jerry Matthews</td>
<td>8279</td>
<td>hanlol</td>
</tr>
<tr>
<td>Access Control (Public Safety)</td>
<td>Matt Lewis</td>
<td>8641</td>
<td>Jerry Matthews</td>
<td>8279</td>
<td>Lewism6</td>
</tr>
<tr>
<td>Quad Residential Halls</td>
<td>Randi Mogul /Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr</td>
</tr>
<tr>
<td>Polytechnic Apartments</td>
<td>Randi Mogul /Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr</td>
</tr>
<tr>
<td>RAHP / Apts A &amp; B</td>
<td>Randi Mogul /Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr</td>
</tr>
<tr>
<td>RCF</td>
<td>Peter Caracappa</td>
<td>2212</td>
<td>n/a</td>
<td>caracp3</td>
<td></td>
</tr>
<tr>
<td>Renss. Tech Park/DeFreest House</td>
<td>Keith Van'Amburgh</td>
<td>283-7102</td>
<td>James Spencer</td>
<td>283-0695</td>
<td>vanmk</td>
</tr>
<tr>
<td>Rensselaer Union</td>
<td>Jean Purtell</td>
<td>6505</td>
<td></td>
<td></td>
<td>purtej</td>
</tr>
<tr>
<td>Rensselaer Union food services</td>
<td>Mark Wagner</td>
<td>812-219-5287</td>
<td>Matt Mueller</td>
<td>4855</td>
<td><a href="mailto:Mark.wagner@sodexo.com">Mark.wagner@sodexo.com</a></td>
</tr>
<tr>
<td>Renwyck Apts.</td>
<td>Randi Mogul /Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr</td>
</tr>
<tr>
<td>Retail Commons Dining Hall</td>
<td>John Batch /David Gaul</td>
<td>2619</td>
<td>Alex daSilva</td>
<td>2790</td>
<td><a href="mailto:john.batch@sodexo.com">john.batch@sodexo.com</a> <a href="mailto:david.gaul@sodexo.com">david.gaul@sodexo.com</a></td>
</tr>
<tr>
<td>Ricketts</td>
<td>Bill Flaherty</td>
<td>6496</td>
<td>4030</td>
<td>flahef</td>
<td></td>
</tr>
<tr>
<td>Robison Pool/Gy</td>
<td>Bob Keyes</td>
<td>8038</td>
<td>Kevin Beattie</td>
<td>8997</td>
<td>keyesr</td>
</tr>
<tr>
<td>RPI Parking Dept</td>
<td>Les Arras</td>
<td>8528</td>
<td>Alex daSilva</td>
<td>2790</td>
<td>arrasl</td>
</tr>
<tr>
<td>Russell Sage Dining Hall</td>
<td>Martha Boehm /David Gaul</td>
<td>276-2509 258-5658</td>
<td>Alex daSilva</td>
<td>2790</td>
<td><a href="mailto:Martha.boehm@sodexo.com">Martha.boehm@sodexo.com</a> <a href="mailto:david.gaul@sodexo.com">david.gaul@sodexo.com</a></td>
</tr>
<tr>
<td>Russell Sage Lab</td>
<td>Greg Palmer</td>
<td>7925</td>
<td>Mary Simoni</td>
<td>4871</td>
<td>palmeg2</td>
</tr>
<tr>
<td>Russell Sage Lab (Beanery Café)</td>
<td>Mark Wagner</td>
<td>812-219-5287</td>
<td>Matt Mueller</td>
<td>4855</td>
<td><a href="mailto:Mark.wagner@sodexo.com">Mark.wagner@sodexo.com</a></td>
</tr>
<tr>
<td>SEFCU Bank/Union</td>
<td>Scott Hughes(branch manager)</td>
<td>874-4535</td>
<td></td>
<td></td>
<td><a href="mailto:shughes@sefcu.com">shughes@sefcu.com</a></td>
</tr>
<tr>
<td>Service Building</td>
<td>Duane DeWeerdt</td>
<td>8759</td>
<td>Ernie Katz winkel</td>
<td>2193</td>
<td>deweed</td>
</tr>
</tbody>
</table>

241
<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Phone 3</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharp Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr/pasine</td>
</tr>
<tr>
<td>Stacwyck</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr/pasine</td>
</tr>
<tr>
<td>Telephone Switch Rooms</td>
<td>Nelson Brownell</td>
<td>8176</td>
<td>John Fisher</td>
<td>2809</td>
<td>brownn</td>
</tr>
<tr>
<td>Troy Building</td>
<td>Paula Realbutto</td>
<td>2286</td>
<td></td>
<td>8702</td>
<td>realbp</td>
</tr>
<tr>
<td>Troy Police</td>
<td>Desk Sergeant</td>
<td>270-4411</td>
<td></td>
<td></td>
<td>270-0066</td>
</tr>
<tr>
<td>VCC</td>
<td>Nelson Brownell</td>
<td>8176</td>
<td>John Kolb</td>
<td>2809</td>
<td>brownn</td>
</tr>
<tr>
<td>Walker Lab</td>
<td>Olek Skotnicki</td>
<td>8474</td>
<td>Ronald Bailey</td>
<td>2809</td>
<td>skotno</td>
</tr>
<tr>
<td>Walthousen Lab (RCF)</td>
<td>Peter Caracappa</td>
<td>2212</td>
<td></td>
<td></td>
<td>caracp3</td>
</tr>
<tr>
<td>Warren Hall</td>
<td>Randi Mogul/Beth Pasinella</td>
<td>6284</td>
<td>Cary Drescher</td>
<td>6223</td>
<td>mogulr/pasine</td>
</tr>
<tr>
<td>Watervliet Facility</td>
<td>Debbie DeVries</td>
<td>3051</td>
<td>Paul Martin</td>
<td>2823</td>
<td>devrid</td>
</tr>
<tr>
<td>West Hall</td>
<td>Beth Dennis</td>
<td>4778</td>
<td>Mary Simoni</td>
<td>4871</td>
<td>dennib</td>
</tr>
<tr>
<td>Winslow Building</td>
<td>Jackie Carley</td>
<td>4384</td>
<td>Jim Hendler</td>
<td>4664</td>
<td>gradyj3</td>
</tr>
<tr>
<td>WRPI Tower Site</td>
<td>Duane DeWeerdt</td>
<td>8759</td>
<td>Ernie Katzwinkel</td>
<td>2193</td>
<td>deweed</td>
</tr>
</tbody>
</table>
Appendix J – Emergency Communication Plan

6.1 Purpose of the Plan

The communication plan guides Institute emergency response personnel, communicators, and leadership as they communicate during an emergency. The plan facilitates the accurate, swift and continuous flow of information and ultimately helps protect the health and safety of the campus community.

The plan addresses key areas of Institute-wide communication. It functions in concert with more focused emergency communication plans developed for the various portfolios across campus. These portfolio communication plans outline policies and procedures for faculty, staff, and students within each individual portfolio.

6.2 Communication during an Emergency

Swift communication plays an integral role in all aspects of emergency response, but it is especially critical in times of crisis that all information be accurate and appropriate as well as timely. Institute leadership, communicators, and emergency responders should be guided by the following principles:

- Communicate in an open and accessible fashion employing NIMS terminology
- Communicate early and often
- All communications should be directed towards protecting health and safety
- All communications should maintain trust in the Institute and seek to build or maintain the credibility and reputation of the Institute
- Communicate as quickly as necessary with key constituents
- Use appropriate messaging and communication vehicles
- Use the knowledge and voice of the most appropriate messenger
- Tailor communications - to the situation
  - Every emergency requires some form of communication. Depending on its scale, this could mean simply communicating with Institute leadership or with all of our constituencies
- Avoid desensitization
  - Do not overuse emergency communications systems
- In the event of an imminent threat to life and safety, speed and accuracy supersede all other guiding principles

In a prolonged crisis, continuous, open, and appropriate communication will help limit the impact on the Institute and its students, faculty, and staff.

6.3 Preparation

The following outlines information campus communicators need to communicate quickly and effectively with Institute constituents. These documents are referred to in times of emergency, serving as guides for communication and ensuring that the appropriate audiences and messages are covered during an emergency.
Pre-approved emergency messaging for rapid communication
A list of potential emergency situations has been identified and Pre-approved Blackboard Connect Messaging and Pre-recorded Audible Alert Messaging have been developed for each situation to guide the issuance of accurate, rapid, easily understood communication. Using pre-approved messaging Public Safety, or another responsible portfolio, will reach out to the community as quickly as possible through the RPIAlert system during a situation that presents an imminent threat of life or safety.

The initial rapid communications will be followed by many other forms of communications.

Essential communication personnel on-call list
Each portfolio designates a primary and secondary member of the portfolio who is reachable at all times for information. To reach the on-call personnel for each portfolio, refer to the On-Call Communication Personnel document – updated and provided weekly by the Department of Public Safety. Note this list is not the same as the list of essential personnel who must remain on campus to ensure the continued campus basic operations.

Key Emergency Response Personnel
Information on any notable emergency must be sent to the complete list of Key Emergency Response Personnel. This group of campus communicators, emergency responders, and leadership guide emergency communication across campus. Together, this group or a designated portion of this group can make decisions regarding the appropriate emergency communications to the campus. This group includes the entire Emergency Operations Group including the Core Emergency Operations Group, the full presidential Cabinet, and the President.

Media Staging Areas
Depending on the emergency, it may be necessary to designate a place where the community can physically go for additional information. For this type of situation, the Media Staging Areas double as locations for members of the community to receive and share information, as well as places for media arriving on campus. Initial locations are: Heffner Alumni House, CBIS Auditorium, and ECAV.

Portfolio Emergency Communication Plans
Effective communication in an emergency requires good communications at all levels of the Institute. To aid in this process, each portfolio has an emergency communications plan with basic instructions on how to communicate during an emergency. These plans should be reviewed by portfolio leadership and CEMP on an annual basis.

Emergency News Media Plan
During a large-scale emergency Strategic Communications and External Relations (SCER) and its News and Editorial Services (NES) team will execute a rapid, targeted strategy to interact with the local, regional, and national news media. The primary goal will be to ensure that news media representatives have accurate and timely information to report, hopefully preventing misleading information from being reported during the
rush to be first with news and to reassure parents, community, and other key external stakeholders via the news media.

The following tactics will be employed, and additional tactics will be utilized as needed:

- Ensure that bulletins issued to the Rensselaer community via RPI Alert, the RPI Alert webpage and other means are made available to media representatives quickly following their first issuance.

- Once a particular situation becomes clear, issue a formal news release summarizing the emergency and our reaction. Information for the new media will point them to our emergency website or lite homepage (if activated) for additional updates throughout the emergency. These will also serve as formal statements from the Institute.

- Maintain flow of updated information on the news page of the Institute website, and assign appropriate staff to handle and document all incoming press inquiries.

- News and Editorial Services will always remain the primary point of contact for the press; as part of ongoing internal education students, staff, and faculty will be encouraged to funnel all press inquiries to NES. NES will provide the Rensselaer community with additional information on how to deal with media on campus. Richie Hunter, Vice President, SCER or a designee will serve as primary Press Information Office for the duration of the emergency.

- As soon as possible and appropriate, Rensselaer will conduct a general news briefing at a campus location, ensuring the timely distribution of accurate information and allowing for Q & A. SCER will select a press briefing location. The two likely locations to stage the event are the Heffner Alumni House or CBIS. SCER will handle the logistics and outreach and help determine the spokesperson based on the emergency.

- In addition to using the formal social media tools (Institute Twitter feed and Facebook page) to distribute information, NES will constantly monitor social media for potential misinformation and be prepared to provide clarifying information.

- Once the crisis is resolved, NES will conduct proactive outreach to journalists who have been covering the event to make them aware of the end of the situation – and updated information will be posted on the website and elsewhere.

6.4 Vehicles

RPI Alert System
The primary system for communication during an emergency situation at Rensselaer is the RPI Alert System. The system is a customizable suite of technologies for effective communication with the Rensselaer community during a dangerous or potentially dangerous situation.

The RPI Alert system includes the following technologies:

Audible Alert System
The audible alert system is the first tier of communication in a life threatening emergency on the Troy campus. It includes four arrays of speakers that project tones and voice messages across the campus and into the surrounding community. The sirens are located on the Folsom Library, CII, the Mueller Center, and the Houston Field House. A keyboard, located in the Department of Public Safety, activates this tool.
The system has two tones, one high-low tone for an emergency and one steady tone for
tests and to herald an “all-clear” message at the conclusion of an emergency. Each tone
is following by a pre-recorded or live voice message. A list of the pre-recorded
messages is in Appendix K. Pre-recorded messages are preferred where possible due
to their clarity over the speaker system. Any time the siren is initiated, an “all-clear”
message and tone should be sent at the conclusion of the event.

Blackboard Connect Text, Email, Voice Message Service
This system allows for communication to be received within minutes of an emergency
via cell phone, campus phone, home phone, computer, and tablet device. The authority
for initiation of the system is with the President, a member of the president’s Cabinet,
the AVP of Admin, the Director of Public Safety, or their designee. In the most urgent
situation where seconds matter, any member of public safety trained in the use of the
system has the authority to initiate the system.

The system is customizable. Each component can be used together or separately
depending on the urgency of the situation.

Pre-approved messages have been developed for a variety of potential emergency
situations. These messages allow for quick and effective communication in the most
urgent situations. A complete list of messages for the Blackboard Connect system can
be found in Appendix K.

Emergency Information Web Site
During an emergency, updates and other information are posted to the RPI Alert website
(alert.rpi.edu). The website has two major components: an informational blog and an
RSS feed.

The blog portion of the website is a clearinghouse for information on the emergency that
is updated by SCER working in concert with the Emergency Operations Group. It is the
official source for information during an emergency. Any time a message is sent on the
other RPI Alert tools, the website will be updated. All other RPI Alert tools should direct
the community to the website.

The blog should be updated early and often throughout an emergency. Any links or
supporting documents should also be added here. Posts must be short and informative.

The Really Simple Syndication (RSS) system of the website initiates a cascade of
communication across campus to other communications tools including MorningMail,
Rensselaer TV, campus digital signs (Concerto), the homepage, and RPInfo. Each of
these tools can be hand-selected based on the emergency. In the most urgent
situations, all the channels will be utilized.

Because this is a syndicated service, anyone can sign up for the RSS feed for their
Facebook pages, personal websites, and other technologies.
Other Communication Vehicles

RPInfo
RPInfo can be automatically updated through the RSS portion of the emergency website. During the emergency, the message in the RSS will be displayed constantly at the top of the rpi.edu page throughout the emergency. This tool is effective in reaching faculty and staff who often use this page as their personal homepage. It can also be manually updated by DotCIO.

MorningMail
Any of these messages can then be modified and tagged by designees of SCER and DotCIO to go out in a campus-wide email to all MorningMail subscribers (subscribers represent the vast majority of the campus community). The daily MorningMail email is typically sent out each work day at approximately 8:30 a.m. Special editions of MorningMail can also be sent out on weekends or midday if required. Use of MorningMail is best during a prolonged emergency where lots of information needs to be disseminated and understood by the community. It duplicates messages sent out on other communication channels.

Standard Homepage
The Rensselaer homepage can be automatically updated through the RSS. During the emergency, the message in the RSS will be displayed constantly – in red - in the middle of the website. This tool is effective in reaching the community and the general public. This page can also be updated by DOTCIO. Once the bulletin is active on the rpi.edu home page, it automatically appears on the campus cable TV systems and on the Concerto electronic bulletin boards on campus.

Rensselaer TV
The Rensselaer television system can be both automatically and manually turned into emergency signage. All Rensselaer TVs in public areas can be automatically tuned to an emergency message through the emergency website RSS. In addition, DotCIO can manually tune all Rensselaer televisions across the campus, including those in residence hall rooms to an emergency message.

All televisions are also synced to the National Emergency Broadcast System. Any national or weather emergency broadcast through that system is automatically displayed on Rensselaer TV.

Digital Signage/Concerto
Digital signage across the campus in main public fairways and many building lobby areas can be automatically updated through the RSS portion of the emergency website. The emergency message in the RSS will be displayed constantly until the situation is resolved.
ALL-Hands Email
DotCIO can send a message to all @rpi.edu email addresses at any time. This method of communication is less expeditious than others and is most effective during less urgent situations, prolonged events, or to reinforce information disseminated via other communication channels.

Public Safety Phone Line
The Department of Public Safety maintains a recorded, land line that can be used to provide information to those calling in 518-276-6600.

Social Media
Rensselaer has several official channels on social media platforms. The main Twitter feed is @RPINews and the Institute Facebook page is at http://www.facebook.com/RPI.EDU. Both are maintained by SCER. In an emergency, these vehicles can be used to quickly share information with outside alumni/ae, journalists, prospective students, current students, parents, the Troy community and other non-affiliated members of the public. Social media channels should be monitored throughout an emergency to squelch rumors and gauge response to emergency actions.

Alumni/Donors E-mail Lists
Institute Advancement has access to several targeted lists of local, national, and international alumni/ae and donors. Depending on the nature of the emergency, and its likelihood to be of interest, IA may decided to inform these constituents in concert with the Emergency Operations Group and/or Institute leadership.

Parental E-mail List
Available as needed from the Office of Student Experience, Student Life.

Government and Community Relations E-mail List
Available as needed from the Office of Government and Community Relations, SCER.

6.5 Action
The following is a step-by-step guide for communication during various emergency situations.

Most emergency situations fall under one of five communication tiers: rapid communication, on-going communication, follow-up communication, informative communication, and as-needed communication.

The following provides communication guidelines for each tier. Every emergency is different and communication tactics may need to be adjusted to best respond.
**Level 1: Rapid Communication**
Imminent threat to life and safety

**Criteria for rapid communication**
Rapid communication is required when information needs to be shared with the community immediately. Rapid communication is for situations that presenting an imminent threat to the safety of people on campus. Rapid communication is issued by Public Safety. It can be authorized by the President, a presidential Cabinet member, the AVP of Admin, the Director of Public Safety, or any trained member of Public Safety.

**Process for rapid communication:**
- Emergency determined by the Public Safety, the Director of Public Safety and Emergency Management, or designated leadership to require rapid communication
- Public Safety initiates the Audible Alert System, using a message included in the **Pre-recorded Audible Alert Messaging** (Appendix K) or a customized message, if required.
- Public safety or other authorized personnel initiates all portions (voice, e-mail, and text messaging) of the Blackboard Connect RPI Alert system using the **Pre-approved Blackboard Connect Messaging**
- Public Safety contacts the complete list of **Key Response Personnel** via InfoRad paging with details
- Available members of the Emergency Operations Group immediately meet with available outside responding agency leadership in the Emergency Operations Command Center to discuss on-going communications
- SCER activates the emergency website, shares information with the news media, and begins planning for further communications, activities.

**Level 2: On-Going Communication**
Incident is unresolved and/or incident has strong potential to escalate

**Criteria for on-going communication**
On-going communication is used for an incident that does not appear to be a direct threat to life and safety, but remains unresolved and has the potential to escalate. On-going communication either follows the initial rapid communication or follows an incident that appears non-life threatening, but could escalate. This also applies to certain health emergencies.

**Process for on-going communication:**
- Public Safety or SCER alerts **Key Response Personnel** via InfoRad paging of the need for on-going communication.
- Emergency determined by the Vice President of SCER to require on-going communication with the community
- SCER works with the lead portfolio and the Emergency Operations Group (if involved) as well as the outside responding agency spokesperson to develop and coordinate communication
The on-going communication can be issued through any combinations of the following vehicles depending on the situation:

- Blackboard Connect RPIAlert system voice, email, or text messaging functionalities
- Emergency website (alert.rpi.edu)
- Social Media
- “All-Hands” e-mail list
- MorningMail
- Public Safety info line
- Rensselaer TV
- Concerto
- RPInfo
- Constituent email lists
- Direct calls to appropriate building coordinators
- Face-to-face communications with portfolio constituents

SCER shares updates with the news media, plans for press conferences if required, and handles logistics to accommodate media on campus.

During most situations that require on-going communications, the emergency website and the rpi.edu homepage (if engaged) serve as the central clearinghouse for all official emergency communications. Other communication tools should lift approved material directly from these sources or directly link back to these sources.

The Vice President of SCER, in consultation with other campus leaders, determines if a press conference is warranted. The Vice President of SCER determines the appropriate spokespeople for the press conference.

If the incident continues, the Vice President of SCER may deem that additional on-going communications are required.

Level 3: Follow-up Communication
The incident was highly visible on campus
There is need for vigilance or new safety protocols
Media attention was generated

Criteria for follow-up communication
Follow-up communication is used after an emergency incident that was visible to a large segment of the community. Follow-up communication could occur after on-going communication or after less serious, non-threatening, but highly visible incidents in the community. It could also follow an incident that requires additional community vigilance, such as new safety procedures or assistance in search for potential suspects.

Process for follow-up communication:
- If SCER is not aware of a situation that likely requires follow-up communication, Public Safety or the involved portfolio should contact SCER.
- SCER works with Public Safety and the Emergency Operations Group (if involved) as well as the outside responding agency spokesperson as necessary to develop and coordinate follow-up communication.
The Vice President of SCER approves the communication and vehicles for the message in consultation with other members of campus leadership and Emergency Operations Group as necessary.

Appropriate messages are distributed to Key Emergency Response Personnel via InfoRad paging and On-Call Communication Personnel.

The messages are sent via a variety of channels depending on the situation. Appropriate channels include:
- Media statement
- MorningMail
- “All-Hands” email
- Blackboard Connect email only
- Emergency website (alert.rpi.edu)
- Posting to SCER news page
- Face-to-face communication or portfolio memos to constituents

**Level 4: Informative Communications**
Planned/unplanned events that might impact some campus operations
Impending campus-wide impacting event

**Criteria for informative communication**
Informative communication is used for situations that are not life-threatening, but could disrupt normal campus activity. Such events include outages of electrical or IT infrastructure or the cancellation or modification of a significant campus-wide event such as Commencement.

**Process for informative communication:**
- Leadership from the portfolio impacted alerts SCER of situation
- The Vice President of SCER or designee determines that the situation requires informative communication
- SCER develops messaging with the involved portfolio(s) that is approved by the Vice President of SCER and other Institute leadership
- Approved messaging is distributed via channels deemed most appropriate by SCER and campus leadership. This could range from an email to use of the Blackboard Connect RPI Alert text message system to inform the campus of an event location change quickly.

**Level 5: As-needed Communication**
Incident was not highly visible on campus
No media attention generated
No change in community behavior required
There is potential for involved portfolios to be questioned on the incident

**Criteria for as-needed communication**
As-needed communication is developed for any incident that was not highly visible on campus, did not generate media attention, and does not require a change in community behavior, but could result in questions from the Rensselaer community, external community, or the media.
As needed communication ensures that all campus communicators have consistent, accurate messaging ready and available.

**Process for as-needed communication:**
- Leadership from the portfolio impacted alerts SCER of situation
- SCER determines that the situation requires as-needed communication
- SCER develops an as-needed statement and/or Q&A with the involved portfolio and/or outside responding agency that is approved by the Vice President of SCER
- Approved messaging is distributed to **Key Emergency Response Personnel** for use, if asked.
- Messaging is provided to inquiring media representatives

6.6 **After an Emergency**

After an emergency situation that required level 1-3 communications, the following steps are taken to learn from the situation, repair any damage to institute reputation, and improve future emergency communications:

**Communication Debrief**
SCER develops a step-by-step communication debriefing that outlines the events and relevant communications. The document lists and discusses media coverage of the incident and reviews the strengths and weaknesses of communication response and reaction.

**Campus-wide Debriefing**
The communication debriefing is sent to all **Key Emergency Response Personnel**. The Comprehensive Emergency Management Planning (CEMP) Committee and/or the Emergency Response Group convene to evaluate every action taken and the emergency communication plan.

**Community and Media outreach**
If the incident had a strong impact on the Rensselaer community, continued and extensive communication with the community is required after the incident is resolved. Communication with both internal and external communication may include:

Campus-wide Forum: University personnel appears at a forum to explain what happened, how the university responded, what the current situation is now, and what steps are being taken to prevent such situations in the future. The forum is a venue to address on-going community concern.

Direct-off-campus communication: through letters, articles in *Rensselaer* magazine or *Inside Rensselaer*, face-to-face meetings, and other strategies. Such communication details what happened, how the university responded, what the current situation is now, and what steps are being taken to prevent such situations in the future.
Targeted media sessions: Opportunities for university leadership to do newspaper or radio interviews with the local media and appropriate out-of-town markets.

Regional or national forums: Establish a regional or national forum for discussion of a critical issue which emerged at Rensselaer. Join with neighboring colleges and universities in sponsoring a forum that brings together authorities on various aspects of the issue.

### 6.7 Testing and Training

There must be regular and robust testing and training of all the major RPI Alert and other emergency communication tools.

The entire RPI Alert system is tested once per semester and once in the summer.
Appendix K - RPIAlert Messages

RPIAlert is Rensselaer’s mass emergency notification system. Scripted messages have been written to assist authorized users to craft emergency messages to transmit on RPIAlert.

Rensselaer is subject to a wide variety or possible emergencies. Draft emergency messages recognize that time is saved regardless if the emergency situation allows the user to transmit the message as written or make easier the modification of the draft message to meet the uniqueness of the incident.

This messaging allows public safety officers and members of the administration to communicate with the students, faculty, and staff of Rensselaer as quickly as possible during an emergency.

Each event has messaging for several different scenarios to be used at the discretion of the messenger. Each event message has up to 128 characters for use as an SMS text message to the community and a script to read for the system’s voice mail component. Note: a voicemail can be up to three minutes long.

As in any emergency, swiftness and accuracy are the most important. If these messages need to be modified to correctly inform the community, messengers will use their best discretion in releasing a message to the community.

The scripted messages table of contents and scripted messages are:

**TABLE of CONTENTS**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>ACTIVITY</th>
<th>MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Threatening Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Threat (General)</td>
<td>Seek Shelter</td>
<td></td>
</tr>
<tr>
<td>Lock Down</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Threat (Major Disruption)</td>
<td>Evacuate &amp; Seek Shelter</td>
<td></td>
</tr>
<tr>
<td>Assault</td>
<td>Evacuate Area &amp; Seek Shelter</td>
<td></td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault (Sexual Assault)</td>
<td>Seek Shelter</td>
<td></td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bomb Threat (General)</td>
<td>Evacuate Location</td>
<td></td>
</tr>
<tr>
<td>Bomb Threat (Specific)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostage Situation</td>
<td>Lock Down</td>
<td></td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostile Intruder on Campus</td>
<td>Lock Down</td>
<td></td>
</tr>
<tr>
<td>Missing Student</td>
<td>Need Information</td>
<td></td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shooting on Campus</td>
<td>Lock Down</td>
<td></td>
</tr>
<tr>
<td>Event Description</td>
<td>Response</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use Extreme Caution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stabbing on Campus</td>
<td>Lock Down</td>
<td></td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terrorist Attack</td>
<td>Seek Shelter</td>
<td></td>
</tr>
<tr>
<td>Lock Down</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexplained Death on Campus</td>
<td>Seek Shelter</td>
<td></td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Physical Facilities Events**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg Collapse</td>
<td>Campus Closed</td>
</tr>
<tr>
<td>Electrical Outage (Campus Closure)</td>
<td>Campus Closed</td>
</tr>
<tr>
<td>Explosion</td>
<td>Evacuate / Campus Closed</td>
</tr>
<tr>
<td>Fire (Minor)</td>
<td>Evacuate</td>
</tr>
<tr>
<td>Fire (Major)</td>
<td>Evacuate / Campus Closed</td>
</tr>
<tr>
<td>Gas Leak</td>
<td>Evacuate</td>
</tr>
<tr>
<td>HazMat Release</td>
<td>Evacuate Area (Minor)</td>
</tr>
<tr>
<td>Steam Line Break</td>
<td>Notice</td>
</tr>
<tr>
<td>Steam Supply Failure</td>
<td>Notice</td>
</tr>
<tr>
<td>Unsafe Drinking Water</td>
<td>Don't Drink the Water</td>
</tr>
<tr>
<td>Water Main Break</td>
<td>Notice</td>
</tr>
<tr>
<td>Water Outage (Campus Closure)</td>
<td>Campus Closed</td>
</tr>
</tbody>
</table>

**Health Events**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicable Disease Outbreak</td>
<td>Notice</td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
</tr>
<tr>
<td>Release of Pathogen/Dirty Bomb</td>
<td>Evacuate / Campus Closed (Minor)</td>
</tr>
<tr>
<td></td>
<td>Evacuate Area (Major)</td>
</tr>
</tbody>
</table>

**Weather Events**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe Weather (General)</td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>Campus Closed</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Information</td>
</tr>
<tr>
<td>Threat</td>
<td>Action</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Flooding (Minor)</td>
<td>Use Caution</td>
</tr>
<tr>
<td>Flooding (Major)</td>
<td>Evacuate</td>
</tr>
<tr>
<td>Hurricane</td>
<td>Warning</td>
</tr>
<tr>
<td>Tornado</td>
<td>Warning / Seek Shelter</td>
</tr>
<tr>
<td>System Test</td>
<td>General Test</td>
</tr>
</tbody>
</table>

**Legend:** TM = Text Message; VM = Voice Message;

**LIFE THREATENING EVENTS**

<table>
<thead>
<tr>
<th>Threat (General)</th>
<th>Seek Shelter</th>
<th>TM: An RPIAlert. There is a major threat to campus safety. Seek shelter. Voice message to follow. Go to alert.rpi.edu for more.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Seek Shelter</td>
<td>VM: This is an RPIAlert. This is an RPIAlert. Seek shelter immediately. There is a threat to the safety of the Rensselaer campus near [CAMPUS LOCATION]. The situation could be dangerous. Once inside, stay where you are until otherwise directed. Remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.</td>
</tr>
<tr>
<td></td>
<td>Lock Down</td>
<td><strong>TM:</strong> An RPIAlert. There is a major threat to safety. Lock down. Block entrances. Voice message follows. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td></td>
<td>Lock Down</td>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. Remain where you are, block all entrances, and stay away from doors and windows. There have been reports of a major threat to the safety of the campus near [CAMPUS LOCATION]. The situation could be very dangerous. Stay where you are until otherwise directed. Remain calm and make sure those around you are aware of the situation. More information will be posted as...</td>
</tr>
</tbody>
</table>
**Campus Closed**

Soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.

**TM:** An RPIAlert. There is a threat to the campus. Campus is closed. Voice message to follow. Go to alert.rpi.edu for more.

**VM:** This is an RPIAlert. This is an RPIAlert. The Rensselaer campus has been closed. There have been reports of a threat to the safety of the Rensselaer campus. The situation could be very dangerous and extreme caution is warranted. Remain calm and make sure those around you are aware of the closure. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.

**Terrorist Attack**

**Seek Shelter**

**TM:** An RPIAlert. There is a major threat to campus safety. Seek shelter. Voice message to follow. Go to alert.rpi.edu for more.

**VM:** This is an RPIAlert. This is an RPIAlert. Seek shelter immediately. There have been reports of a terrorist attack on the Rensselaer campus near [CAMPUS LOCATION]. The situation could be very dangerous. Stay where you are until otherwise directed. Remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.

**Lock Down**

**TM:** An RPIAlert. There is a major threat to campus. Lock down. Block entrances. Voice message follows. Go to alert.rpi.edu for more.

**VM:** This is an RPIAlert. This is an RPIAlert. Remain where you are, block all entrances, and stay away from doors and windows. There have been reports of a terrorist attack on the Rensselaer campus near [CAMPUS LOCATION]. The situation could be very dangerous. Stay where you are until otherwise directed. Remain calm and make sure those around you are aware
<table>
<thead>
<tr>
<th>Terrorist Attack</th>
<th>Evacuate</th>
<th>Evacuate all buildings. Voice message to follow. Go to alert.rpi.edu for more.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Closed</td>
<td></td>
<td><strong>TM</strong>: An RPIAlert. There is a threat to the campus. Evacuate your building immediately. There have been reports of a terrorist attack on the Rensselaer campus near [CAMPUS LOCATION]. The situation could be very dangerous. Remain calm and make sure those around you are aware of the situation as you quickly leave the building. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911</td>
</tr>
<tr>
<td>Campus Closed</td>
<td></td>
<td><strong>VM</strong>: This is an RPIAlert. This is an RPIAlert. The Rensselaer campus has been closed. There have been reports of a terrorist attack on the Rensselaer campus near [CAMPUS LOCATION]. The situation could be very dangerous and extreme caution is warranted. Remain calm and make sure those around you are aware of the closure. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911</td>
</tr>
<tr>
<td>Major Disruption (General)</td>
<td>Evacuate and Seek Shelter</td>
<td><strong>TM</strong>: An RPIAlert. There is a major disruption on campus. Seek shelter. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Evacuate and Seek Shelter</td>
<td><strong>VM</strong>: This is an RPIAlert. This is an RPIAlert. A major disruption has been reported on campus near [CAMPUS LOCATION]. The situation could be very dangerous to people in the vicinity. Avoid this area and seek shelter immediately. Stay where you are until otherwise directed. If you are in this area, evacuate the location immediately and seek shelter. Emergency personnel are responding. Please remain calm and make sure those around you are aware of the situation. If you are not near this area, do not come to this part of campus for any reason. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.</td>
</tr>
</tbody>
</table>
| Hostile Intruder On Campus | Lock Down | **TM:** An armed intruder is on campus. Lock doors. Block entrances. Voice message follows. Go to alert.rpi.edu for more.  
**VM:** This is an RPI Alert. This is an RPI Alert. Seek shelter immediately and block or lock all entrances. There are reports of an armed and dangerous person on campus near [CAMPUS LOCATION]. Stay where you are until otherwise directed. Hide, remain quiet, and turn off the lights. Do not stand by doors or windows. Emergency personnel are responding. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911 |

| Assault | Evacuate Area and Seek Shelter | **TM:** An RPI Alert. There has been an assault on campus. Seek shelter. Voice message to follow. Go to alert.rpi.edu for more.  
**VM:** This is an RPI Alert. An assault has been reported on the Rensselaer campus near [CAMPUS LOCATION]. Avoid this area and seek shelter immediately. Lock your doors. Stay where you are until otherwise directed. If you are in this area, evacuate the location immediately and seek shelter. Emergency personnel are responding. If you are not near this area, do not come to this part of campus for any reason. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911 |

| Assault | Evacuate Area and Seek Shelter | **TM:** An RPI Alert. There has been an assault on campus. Seek shelter. Voice message to follow. Go to alert.rpi.edu for more.  
**VM:** This is an RPI Alert. An assault has been reported on the Rensselaer campus near [CAMPUS LOCATION]. Avoid this area and seek shelter immediately. Lock your doors. Stay where you are until otherwise directed. If you are in this area, evacuate the location immediately and seek shelter. Emergency personnel are responding. If you are not near this area, do not come to this part of campus for any reason. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911 |
<table>
<thead>
<tr>
<th>Shelter</th>
<th>Campus Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Campus is closed. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
</tbody>
</table>

**VM:** This is an RPIAlert. This is an RPIAlert. The Rensselaer campus is closed. An assault has been reported on the Rensselaer campus near [CAMPUS LOCATION]. The situation could be very dangerous and extreme caution is warranted. Make sure those around you are aware of the closure. For those who live on campus, travel in groups, lock your doors, and use extreme caution. Stay inside as much as possible. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911

<table>
<thead>
<tr>
<th>Sexual Assault</th>
<th>Seek Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>TM:</strong> An RPIAlert. There has been a sexual assault. Seek shelter. Lock doors. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
</tbody>
</table>

**VM:** This is an RPIAlert. This is an RPIAlert. A sexual assault has been reported on the Rensselaer campus near [CAMPUS LOCATION]. Seek a safe location, travel in groups, lock your doors, and use extreme caution. More information will be posted as soon as it is available on the Web at alert.rpi.edu.

**TM:** An RPIAlert. There has been a sexual assault. Campus is closed. Voice message to follow. Go to alert.rpi.edu for more.

**VM:** This is an RPIAlert. This is an RPIAlert. The Rensselaer campus is closed. A sexual assault has been reported on the Rensselaer campus.
| **Unexplained Death On Campus** | **Seek Shelter** | **TM:** An RPIAlert. An unexplained death has occurred on campus. Seek shelter. Voice message to follow. Go to alert.rpi.edu for more.

**VM:** This is an RPIAlert. This is an RPIAlert. An unexplained death has been reported on the Rensselaer campus near [CAMPUS LOCATION]. Seek shelter immediately and stay where you are until otherwise directed. Lock your doors. Emergency personnel are responding and we will provide more information on the death as soon as it is available. The situation warrants caution. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu.

**Campus Closed** | **Campus Closed** | **TM:** An RPIAlert. An unexplained death has occurred. The campus is closed. Voice message to follow. Go to alert.rpi.edu for more.

**VM:** This is an RPIAlert. This is an RPIAlert. The Rensselaer campus is closed. An unexplained death has been reported on the Rensselaer campus near [CAMPUS LOCATION]. The situation warrants caution. Students who live on campus should return to their residence halls until further information is available on the death. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu. |
<table>
<thead>
<tr>
<th>Hostage Situation</th>
<th>Lock Down</th>
<th><strong>TM:</strong> An RPIAlert. There is a hostage situation at [LOCATION]. Seek shelter. Voice message to follow. Go to alert.rpi.edu for more.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lock Down</td>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. A hostage situation has been reported on the Rensselaer campus near [CAMPUS LOCATION]. Seek shelter immediately. Lock all doors and block all entrances. The situation could be very dangerous to people in the vicinity. Avoid this area and seek shelter immediately. Stay where you are until otherwise directed. Emergency personnel are responding. Please remain calm. If you are not near this area do not come to this part of campus for any reason. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.</td>
</tr>
<tr>
<td>Campus Closed</td>
<td>Lock Down</td>
<td><strong>TM:</strong> An RPIAlert. There is a hostage situation on campus. Campus closed. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td></td>
<td>Campus Closed</td>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. The Rensselaer campus is closed. A hostage situation has been reported on the Rensselaer campus near [CAMPUS LOCATION]. Emergency personnel are responding. The situation warrants extreme caution. Students who live on campus should return to their residence halls until further information is available. Lock all doors. All others should leave the campus immediately. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.</td>
</tr>
<tr>
<td>Shooting On Campus (cont)</td>
<td>Lock Down</td>
<td><strong>TM:</strong> An RPIAlert. There has been a shooting on campus. Campus is closed. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. Someone has been shot on the Rensselaer campus near [CAMPUS LOCATION] and we believe there could be an armed and dangerous person on campus still on campus. Seek shelter immediately and stay where you are until otherwise directed. Lock all doors and block all entrances. Stay away from windows and doors. Turn off lights and remain quiet. Emergency personnel are responding. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. Someone has been shot on the Rensselaer campus near [CAMPUS LOCATION]. The Rensselaer campus is closed. Leave the campus immediately. Public Safety feels that the situation is safe enough to move people off the campus, but the situation still warrants extreme caution. Students who live on campus should return to their residence halls until further information is available and lock their doors. All others should leave the campus immediately. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TM:</strong> An RPIAlert. There has been a shooting on campus. Use extreme caution. Voice message to follow. Go to alert.rpi.edu for more.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use Extreme Caution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. Someone has been shot on the Rensselaer campus near [CAMPUS LOCATION]. Public safety feels that the situation is under control, but use extreme caution while on campus. Avoid this location for the remainder of the day. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stabbing on Campus</td>
<td>Lock Down</td>
<td><strong>TM:</strong> An RPIAlert. There has been a stabbing on campus. Seek shelter. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Lock Down</td>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. Someone has been stabbed on the Rensselaer campus near [CAMPUS LOCATION] and an armed and dangerous person may still be on the campus. Seek shelter immediately and stay where you are until otherwise directed. Lock your doors. Emergency personnel are responding. The situation warrants extreme caution. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.</td>
</tr>
<tr>
<td>Campus Closed</td>
<td>Lock Down</td>
<td><strong>TM:</strong> An RPIAlert. There has been a stabbing on campus. Campus is closed. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td></td>
<td>Campus Closed</td>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. Someone has been stabbed on the Rensselaer campus near [CAMPUS LOCATION]. The Rensselaer campus is closed. Leave the campus immediately. Public Safety feels that the situation is safe enough to move people off the campus, but the situation still warrants extreme caution. Students who live on campus should return to their residence halls until further information is available and lock their doors. All others should leave the campus immediately. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
</tr>
</tbody>
</table>
(cont)

Stabbing on Campus

Use Extreme Caution

Use Extreme Caution

**TM:** An RPI Alert. There has been a stabbing on campus. Use extreme caution. Voice message to follow. Go to alert.rpi.edu for more.

**VM:** This is an RPI Alert. This is an RPI Alert. Someone has been stabbed on the Rensselaer campus near [CAMPUS LOCATION]. Public safety feels that the situation is under control, but use extreme caution while on campus. Please remain calm and make sure those around you are aware of the situation. Avoid this area for the remainder of the day. More information will be posted as soon as it is available on the Web at alert.rpi.edu.
| Bomb Threat (General) | Evacuate/campus closed | **TM:** An RPIAlert. There is a bomb threat on campus. Evacuate campus. Voice message to follow. Go to alert.rpi.edu for more.  

**VM:** This is an RPIAlert. This is an RPIAlert. Evacuate the building immediately. A bomb threat has been issued to the Rensselaer campus. The Rensselaer campus has been closed. The situation could be very dangerous to people in the vicinity. Students who live on campus should go to [MUSTER LOCATIONS]. Emergency personnel are responding. All others should leave the campus immediately. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu. |

| Bomb Threat (Specific) | Evacuate Location | **TM:** An RPIAlert. There is a bomb threat. Evacuate [BUILDING NAME]. Voice message to follow. Go to alert.rpi.edu for more.  

**VM:** This is an RPIAlert. This is an RPIAlert. Evacuate [BUILDING NAME] immediately. A bomb threat has been issued to that location. The situation could be very dangerous to people in the vicinity. Evacuate the building immediately. Avoid this area. Emergency personnel are responding. Please remain calm and make sure those around you are aware of the situation. More information will be posted as soon as it is available on the Web at alert.rpi.edu. |
<table>
<thead>
<tr>
<th>Missing Student</th>
<th>Need Information</th>
<th>Campus Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TM:</strong> An RPIAlert. An RPI student is missing. Voice message to follow. Go to alert.rpi.edu for more.</td>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. Rensselaer student, [STUDENT NAME], has been reported missing. The student has been missing since [INSERT DATE]. If you have any information on the whereabouts of this student or what they were doing on that date call 276-6611. ONLY use this number to provide additional information on the student.</td>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. The campus is closed. A Rensselaer student has been reported missing and the Office of Public Safety believes that extreme caution is warranted. Students who live on campus should return to their residence halls until further information is available and lock their doors. All others should leave the campus immediately. Please remain calm and make sure those around you are aware of the situation. Rensselaer student, [STUDENT NAME], has been reported missing. If you have any information on the whereabouts of this student call 276-6611. ONLY use this number to provide additional information on the student. All other members of the community seeking information should check the Web at alert.rpi.edu</td>
</tr>
</tbody>
</table>
## PHYSICAL FACILITIES EVENTS

| Building Collapse | Campus Closed | **TM:** An RPIAlert. A building on campus has collapsed. Campus is closed. Voice message to follow. Go to alert.rpi.edu for more info.

**VM:** This is an RPIAlert. This is an RPIAlert. The [NAME OF BUILDING] has collapsed. Emergency personnel are responding. The campus is now closed. The situation could be dangerous to people in the vicinity. Avoid this area. Anyone who works in the [NAME OF BUILDING] or was scheduled to be in that building during the time of the collapse should report immediately to [SAFE LOCATION ON CAMPUS] to be accounted for and provide information on anyone who could be missing and injured. More information will be posted as soon as it is available on the Web at alert.rpi.edu. |

| Electrical Outage (Campus Closure) | Campus Closed | **TM:** An RPIAlert. Campus is closed due to electrical outage. Voice message to follow. Go to alert.rpi.edu or call 276-6600 for more.

**VM:** This is an RPIAlert. This is an RPIAlert. Due to a prolonged power outage, the Troy campus is closed. All students who live on campus or in off-campus housing impacted by the outage should check the Web at alert.rpi.edu or call 276-6600 for additional instruction and aid. The Web site and emergency number will be updated regularly. All other members of the community should leave the campus and continue to check campus status on the Web or by calling 276-6600. |
<table>
<thead>
<tr>
<th>Event</th>
<th>Action</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explosion</td>
<td>Evacuate</td>
<td><strong>TM:</strong> An RPIAlert. Explosion in [BUILDING NAME]. Evacuate area. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. An explosion has occurred in the [NAME OF BUILDING]. Evacuate this building and the surrounding area immediately. Emergency personnel are responding. The situation could be dangerous to people in the vicinity. Avoid this area. Anyone who works in the [NAME OF BUILDING] or was scheduled to be in that building during the time of the explosion should report immediately to [SAFE LOCATION ON CAMPUS] to be accounted for and provide information on anyone who could be missing and injured. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
</tr>
<tr>
<td>Evacuate/Campus Closed</td>
<td></td>
<td><strong>TM:</strong> An RPIAlert. Explosion in [BUILDING NAME]. Campus Closed. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. An explosion has occurred in the [NAME OF BUILDING]. Evacuate this building and the surrounding area immediately. The campus is now closed. Students who live on campus should return to their residence halls until further information is available if they are able to. All others should leave the campus immediately. Any people who are unable to leave campus or enter their dorm due to the explosion should report to [SAFE LOCATION ON CAMPUS]. Emergency personnel are responding. The situation could be dangerous to people in the vicinity. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
</tr>
<tr>
<td>Fire (Minor)</td>
<td>Evacuate</td>
<td><strong>TM:</strong> An RPIAlert. Fire in [BUILDING NAME]. Evacuate area. Voice message to follow. Go to alert.rpi.edu for</td>
</tr>
</tbody>
</table>
Evacuate

**VM:** This is an RPI Alert. A fire has been reported in the [NAME OF BUILDING]. Evacuate this building and the surrounding area immediately. Avoid this area. More information will be posted as soon as it is available on the Web at alert.rpi.edu.

<table>
<thead>
<tr>
<th>Fire (Major)</th>
<th>Evacuate</th>
<th><strong>TM:</strong> An RPI Alert. Fire in [BUILDING NAME]. Evacuate area. Voice message to follow. Go to alert.rpi.edu for more.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Evacuate/Campus Closed</td>
<td><strong>VM:</strong> This is an RPI Alert. A major fire has been reported in the [NAME OF BUILDING]. Evacuate this building and the surrounding area immediately. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
</tr>
<tr>
<td></td>
<td>Evacuate/Campus Closed</td>
<td><strong>TM:</strong> An RPI Alert. Fire in [BUILDING NAME]. Evacuate area. Campus Closed. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td></td>
<td>Evacuate/Campus Closed (cont)</td>
<td><strong>VM:</strong> This is an RPI Alert. A major fire has been reported in the [NAME OF BUILDING]. Evacuate this building and the surrounding area immediately. The campus is now closed. Students who live on campus should return to their residence halls if their residence hall is not near the fire until further information is available. Any students who cannot return to their residence hall should report to [DESIGNATE MEETING LOCATION]. All others should leave the campus immediately. Avoid the area. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
</tr>
<tr>
<td>Event Type</td>
<td>Action</td>
<td>Text</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Gas Leak           | Evacuate       | **TM:** An RPIAlert. Gas leak in [BUILDING NAME]. Evacuate area. Voice message to follow. Go to alert.rpi.edu for more.  
|                    |                | **VM:** This is an RPIAlert. This is an RPIAlert. A gas leak has been reported in the [NAME OF BUILDING]. Evacuate this building and the surrounding area immediately. Emergency personnel are responding. Avoid this area. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.  |
| Evacuate/Campus    | Evacuate/Campus Closed | **TM:** An RPIAlert. A major gas leak in [BUILDING NAME]. Evacuate area. Campus Closed. Voice message to follow. Go to alert.rpi.edu for more.  
|                    | Closed         | **VM:** This is an RPIAlert. This is an RPIAlert. A major gas leak has been reported in the [NAME OF BUILDING]. Evacuate this building and the surrounding area immediately. The campus is now closed. Students who live on campus should return to their residence halls if their residence hall is not near [NAME OF BUILDING] until further information is available. Any students who cannot return to their residence hall should report to [DESIGNATE MEETING LOCATION]. All others should leave the campus immediately. Avoid the area. More information will be posted as soon as it is available on the Web at alert.rpi.edu.  |
| Haz-Mat Release    | Evacuate Area (minor) | **TM:** An RPIAlert. Haz-Mat release in [BUILDING NAME]. Evacuate area. Voice message to follow. Go to alert.rpi.edu for more.  
<p>|                    |                | <strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. A hazardous materials release has been reported |</p>
<table>
<thead>
<tr>
<th>Haz-Mat Release (cont)</th>
<th>Evacuate/Campus Closed (Major)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evacuate/Campus Closed (Major)</strong></td>
<td>in the [NAME OF BUILDING]. Evacuate this building and the surrounding area immediately. Emergency personnel are responding. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911. <strong>TM:</strong> An RPIAlert. A major hazardous materials release in [BUILDING NAME]. Evacuate area. Campus Closed. Voice message to follow. Go to alert.rpi.edu for more. <strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. A major hazardous materials release has been reported in the [NAME OF BUILDING]. Evacuate this building and the surrounding area immediately. The campus is now closed. Students who live on campus should return to their residence halls if their residence hall is not near [NAME OF BUILDING] until further information is available. Any students who cannot return to their residence hall should report to [DESIGNATE MEETING LOCATION]. All others should leave the campus immediately. Avoid the area. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsafe Drinking Water</th>
<th>Don’t Drink Water</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unsafe Drinking Water</strong></td>
<td><strong>TM:</strong> An RPIAlert. Campus drinking water unsafe. Do not drink the water. Voice message to follow. Go to alert.rpi.edu for more. <strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. The drinking water in and around the Rensselaer campus is unsafe to drink. Do not drink the water until further notice. Water may be used for other purposes including cleaning and showering. More information will be posted as soon as it is available on the Web at alert.rpi.edu. <strong>TM:</strong> An RPIAlert. Campus water unsafe. Do not drink the water. Campus closed. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsafe Drinking Water</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unsafe Drinking Water</strong></td>
<td><strong>Campus</strong></td>
</tr>
<tr>
<td>(cont)</td>
<td>Closed</td>
</tr>
<tr>
<td>Water Outage (Campus Closure)</td>
<td>Campus Closed</td>
</tr>
</tbody>
</table>
| Water Main Break | Notice | **TM:** An RPIAlert. A water main has broken near [CAMPUS LOCATION]. Avoid area. Go to alert.rpi.edu for more. **VM:** This is an RPIAlert. This is an RPIAlert. A water main has broken near [CAMPUS LOCATION]. Please avoid this area for the remainder of the day. Work crews are working now to fix the problem. More information will be posted as soon as it is available on the Web at alert.rpi.edu.
<table>
<thead>
<tr>
<th>Steam Line Break</th>
<th>Notice</th>
<th>alert.rpi.edu.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TM:</strong> An RPIAlert. A steam line has broken near [CAMPUS LOCATION]. Avoid area. Go to alert.rpi.edu for more.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. A steam line has broken near [CAMPUS LOCATION]. Please avoid this area for the remainder of the day. Work crews are working now to fix the problem. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steam Supply Failure</td>
<td>Notice</td>
<td>alert.rpi.edu.</td>
</tr>
<tr>
<td><strong>TM:</strong> An RPIAlert. There has been a steam supply failure to [CAMPUS LOCATION]. Avoid area. Go to alert.rpi.edu for more.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. There has been a steam supply failure to [CAMPUS LOCATION]. Please avoid this area for the remainder of the day. Work crews are working now to fix the problem. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steam Supply Failure (cont)</td>
<td>Notice</td>
<td>campus status will be updated there.</td>
</tr>
<tr>
<td><strong>TM:</strong> An RPIAlert. There has been a steam supply failure to [CAMPUS LOCATION]. Campus closed. Go to alert.rpi.edu for more.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. There has been a steam supply failure to [CAMPUS LOCATION]. The campus is now closed. Work crews are working now to fix the problem. More information is available at alert.rpi.edu. and campus status will be updated there.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# HEALTH EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Notice</th>
<th>TM: An RPIAlert. Serious disease outbreak on campus. Voice message to follow. Go to alert.rpi.edu for more.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>VM: This is an RPIAlert. This is an RPIAlert. [NAME OF DISEASE] has been reported to campus health officials. Signs and symptoms of the illness will be posted on the Web at alert.rpi.edu. If students suspect that they are ill, call the Student Health Center at 276-6287. If someone is seriously ill, call 911 or go directly to the hospital. Check alert.rpi.edu for disease prevention precautions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TM:</strong> An RPIAlert. Serious disease outbreak on campus. Campus closed. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VM: This is an RPIAlert. This is an RPIAlert. The campus is now closed. An outbreak of [NAME OF DISEASE] has been reported to campus health officials. This is a very serious communicable disease. Signs and symptoms of the illness will be posted on the Web at alert.rpi.edu. If you suspect that you are ill, call the Office of Health Services immediately at 276-6287. If someone is seriously ill, call 911 or go directly to the hospital. Only students living in on-campus housing and essential staff should remain on campus. Be sure to ask your supervisor if you are essential staff prior to leaving campus. Check alert.rpi.edu for disease prevention precautions. The Web site will be updated regularly.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>VM: This is an RPIAlert. This is an RPIAlert. Evacuate the [BUILDING NAME] and surrounding area immediately. Public safety</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Notice</th>
<th>Evacuate/Campus Closed (Minor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Of Pathogen/Dirty Bomb</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release Of Pathogen/Dirty Bomb (cont)</td>
<td>Evacuate Area (Major)</td>
<td>Evacuate Area (Major) (cont)</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>has reason to believe that a dangerous pathogen or chemical has been released in that area. <strong>ALL</strong> members of the community must leave the [BUILDING NAME] and surrounding area immediately. The campus is closed until further notice. All students who live near the affected area should report to [DESIGNATED LOCATION AND DIRECTIONS]. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.</td>
<td><strong>TM:</strong> An RPIAlert. Dangerous pathogen has been released. Evacuate now. Voice message to follow. Go to alert.rpi.edu for more.</td>
<td><strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. Evacuate the campus immediately. Public safety has reason to believe that a dangerous pathogen or chemical has been released on campus. <strong>ALL</strong> members of the community must leave the campus and surrounding area immediately. The campus is closed until further notice. Go at least one-half mile (about 8-10 city blocks) from the campus toward [LANDMARK]. All students who live on campus or near campus should report to [DESIGNATED OFF-CAMPUS LOCATION AND DIRECTIONS]. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.</td>
</tr>
</tbody>
</table>
## WEATHER EVENTS

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Event</th>
<th>TM:</th>
<th>VM:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe Weather</td>
<td>Warning</td>
<td>An RPIAlert. Severe weather warning. Voice message to follow. Go to alert.rpi.edu for more.</td>
<td>This is an RPIAlert. This is an RPIAlert. The National Weather Service has issued a severe weather warning for this area. Use caution and check the Web at alert.rpi.edu for additional information.</td>
</tr>
<tr>
<td></td>
<td>Campus Closed</td>
<td>An RPIAlert. Severe weather warning. Campus closed. Voice message to follow. Go to alert.rpi.edu for more.</td>
<td>This is an RPIAlert. This is an RPIAlert. Due to severe weather that is moving into the area, the campus is closed for the remainder of the day. Use caution and seek shelter if the weather gets severe. More information will be available on the Web at alert.rpi.edu or by calling (518)276-6600.</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Information</td>
<td>An RPIAlert. There has been an Earthquake on campus. Go to alert.rpi.edu for more.</td>
<td>This is an RPIAlert. This is an RPIAlert. There has been an earthquake in this area. Aftershocks could occur. If your building appears structurally unsound, exit carefully to an open location if possible. Beware of damage to gas, electric, or other utilities in your building or in the general area. If someone is injured or trapped call 911. To report building damage call 276-6611. More information will be available on the</td>
</tr>
</tbody>
</table>
| Flooding (Minor) | Use Caution | **TM:** An RPIAlert. Minor flooding on campus. Voice message to follow. Go to alert.rpi.edu for more.  
**VM:** This is an RPIAlert. This is an RPIAlert. Minor flooding has been reported on the Rensselaer campus near [CAMPUS LOCATION]. Please avoid this area for the remainder of the day. More information will be posted as soon as it is available on the Web at alert.rpi.edu.  
**TM:** An RPIAlert. Minor flooding near [CAMPUS LOCATION]. Evacuate area. Voice message to follow. Go to alert.rpi.edu for more.  
**VM:** This is an RPIAlert. This is an RPIAlert. Minor flooding has been reported on the Rensselaer campus near [CAMPUS LOCATION]. Evacuate this area. Please avoid this area for the remainder of the day. More information will be posted as soon as it is available on the Web at alert.rpi.edu. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuate Area</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| Flooding (Major) | Evacuate | **TM:** An RPIAlert. Major flooding on campus. Evacuate area. Voice message to follow. Go to alert.rpi.edu for more.  
**VM:** This is an RPIAlert. This is an RPIAlert. Major flooding has been reported on the Rensselaer campus near [CAMPUS LOCATION]. Evacuate the surrounding area immediately. Students who cannot reach their residence halls due to the flooding should report to [DESIGNATED LOCATION] for information and aid. Do not walk through moving water. Do not |
<p>| <strong>Campus Closed</strong> | drive through flood water even if it doesn’t look deep. Cars can stall or float away in inches of water. More information will be posted as soon as it is available on the Web at alert.rpi.edu. |
| <strong>Campus Closed (cont)</strong> | <strong>TM:</strong> An RPIAlert. Major flooding on campus. Campus closed. Voice message to follow. Go to alert.rpi.edu for more. <strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. Major flooding has been reported on the Rensselaer campus near [CAMPUS LOCATION]. The campus is now closed. All students should return to their residence halls if they are outside of the flooded area. All non-essential staff should leave the campus for the remainder of the day. Students who cannot reach their residence halls due to the flooding or those who cannot leave the campus due to flooding should report to [DESIGNATED LOCATION] for information and aid. Flood waters can rise quickly and unexpectedly so the flooded area should be avoided. Do not walk through moving water. Do not drive through flood water even if it doesn’t look deep. Cars can stall or float away in inches of water. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911. |
| <strong>Hurricane Warning</strong> | <strong>TM:</strong> An RPIAlert. Hurricane warning issued for area. Use extreme caution. Voice message to follow. Go to alert.rpi.edu for more. <strong>VM:</strong> This is an RPIAlert. This is an RPIAlert. A hurricane warning has been issued for this area. Remain indoors and listen to the TV or radio for current information. If the weather becomes severe, close all windows and interior doors and move to the lower levels of your building if possible. More information will be posted as soon as it is available on the Web at alert.rpi.edu. <strong>TM:</strong> An RPIAlert. Hurricane warning issued for |</p>
<table>
<thead>
<tr>
<th>Campus Closed</th>
<th>area. Campus closed. Voice message to follow. Go to alert.rpi.edu for more.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VM:</strong></td>
<td>This is an RPIAlert. This is an RPIAlert. A hurricane warning has been issued for this area. The hurricane is expected to reach this area on [DATE AND TIME]. The campus is now closed. All non-essential personnel are to leave the campus immediately. All students who live on campus should return to their residence halls until further notice. If the weather becomes severe, close all windows and interior doors and move to the lower levels of your building if possible. More information will be posted as soon as it is available on the Web at alert.rpi.edu.</td>
</tr>
<tr>
<td>Tornado</td>
<td>Warning/Seek Shelter</td>
</tr>
<tr>
<td><strong>TM:</strong></td>
<td>An RPIAlert. Tornado warning issued for area. Stay inside. Voice message to follow. Go to alert.rpi.edu for more.</td>
</tr>
<tr>
<td><strong>VM:</strong></td>
<td>This is an RPIAlert. This is an RPIAlert. A tornado warning has been issued for this area. Remain indoors and listen to the TV or radio for current information. If the weather becomes severe, go to the basement or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level away from corners, windows, doors, and outside walls. Do not stay in a vehicle. More information will be posted as soon as it is available on the Web at alert.rpi.edu. If someone is injured, call 911.</td>
</tr>
</tbody>
</table>
| General Test | TEST | **TM:** Test of the RPIAlert system. No action needs to be taken. Voice message to follow. Go to alert.rpi.edu for more info.

**VM:** This is a test of the RPIAlert system. This is a test of the RPIAlert system. No action needs to be taken by the Rensselaer community at this time. In the case of an actual emergency, additional instructions and information would be provided in this voicemail message. Those instructions would need to be followed immediately and safely. To learn more about the system or for friends and colleagues who did not receive this message to sign up for future messages, go to the emergency Web site at alert.rpi.edu. Thank you for your cooperation. |
Appendix L – Frequently Asked Questions and Answers

This list of frequently asked Questions and Answers is designed mainly for use on the Emergency Preparedness website.

Q: Does Rensselaer have an Emergency Management Plan?
A: Yes, Rensselaer has a Comprehensive Emergency Management Plan, sometimes referred to as CEMP. Public Safety and other operations staff work together to coordinate efforts for emergency responses. Standard procedures for many emergencies, including evacuation, bomb threat, biological spill, fire and medical emergencies can be found on the Rensselaer website www.rpi.edu/dept/public_safety as well as in the CEMP.

Q: What is Rensselaer doing to protect students, faculty and staff?
A: The Department of Public Safety is staffed 24 hours a day 365 days a year. On campus, dial x6611 to reach DPS in an emergency or 518-276-6611 if off campus. In a non-emergency, dial x6656 to reach DPS.

Rensselaer officials have completed a number of initiatives:
- Emergency response protocols have been established
- Evacuation plans for buildings are in place
- Lab security plans have been analyzed, assessed, and updated.
- Rensselaer has established emergency response protocols of which several currently reside on the Rensselaer Emergency Preparedness and the Department of Public Safety websites, www.rpi.edu/dept/public_safety and www.rpi.edu/dept/public_safety/emergency
- Effective relationships are well established with local, state and federal agencies to assist our administration in continuing to analyze any potential threats or actual emergencies.
- Public patrols throughout buildings and campus property occur on a regular basis.
- Blue Emergency Phones are available throughout campus that allow for immediate communication with the Department of Public Safety.
- Rensselaer provides training on emergency procedures for students, faculty and staff

Q: What can I do to be prepared?
A: There are several things each of us can do:
- In an emergency, remain calm; don’t panic
- Call Public Safety at x6611 (518-276-6611) to report an emergency. For a non-emergency dial x6656 (518-276-6656)
- Call (518) 276-6600 for updated information
- Stay tuned to radio or television stations for updated information
- Review emergency procedures on the Rensselaer website at www.rpi.edu/dept/public_safety
- Contact your building coordinator or resident assistant (RA) to learn your building’s evacuation plan and become familiar with building exits near you.
o Report suspicious behavior and/or unauthorized persons on campus to the Department of Public Safety at x6611.
o Report suspicious or unattended packages, containers or vehicles; signs of break-ins or attempted unauthorized entries; or unusual odors or substances to the Department of Public Safety x6611.
o Keep offices and room doors locked when unattended.
o Use the buddy system. Never go anywhere alone, especially at night.
o Know the location of emergency exits, pull stations and fire extinguishers.
o Participate in training opportunities
o Carry your Rensselaer ID card with you at all times
o Develop a personal emergency preparedness plan

Q: Where should students, faculty or staff go in an emergency?
A: The answer will vary based on the type of emergency.
o It will be important to decide whether to stay put or leave. Use available information to determine your action.
o During any evacuation procedure it is important to follow the explicit directions of uniformed Public Safety officers and Building Coordinators to the nearest exit.

Q: How will I know where to go if we lose electricity or computing services shut down?
A: In the case of an extended electrical outage – you will receive direction from your building coordinator or residence life staff. Rensselaer's voice mail system continues to work in the case of an electrical outage.

Q: What else should I know?
A: Note the following:
o If an emergency occurs, stay away from the affected area to ensure your own safety and to allow the responders to do their job.
o Evacuate the building whenever an alarm sounds.
o Hazardous material hoaxes, harassing emails, graffiti and rumor spreading could be criminal actions and may cause undue panic. It is important to report these statements to the Department of Public Safety.
o Obey all instructions from Public Safety officers and other emergency personnel.

Q: Who can I talk with if I still feel anxious or am having difficulty coping with an emergency?
A: There are a variety of services available to students, faculty and staff who are feeling anxious as a result of an emergency. Students can contact the Counseling Center at (518) 276-6479. The Counseling Center, which is part of the Student Health Center, is staffed by four licensed Ph.D. psychologists with specialized training in college health issues. The Counseling Center provides a variety of services, including (but not limited to) individual and couples therapy, faculty/staff consultation, and learning disability testing. Located in 3200 Academy Hall, the Counseling Center is open from Monday through Friday 8:30 a.m. to 5 p.m. For an appointment, please call (518) 276-6479. In addition, Counseling Center staff is available in case of a crisis on evenings and weekends by calling Public Safety at (518) 276-6611 and asking to speak with the on-call counselor.
Faculty and staff can contact the Employee Assistance Program for professional counseling assistance available for any personal problems that may affect the quality of your life and adversely impact your job performance. Capital EAP provides free and confidential assessment, short-term counseling, and information/referral services to employees and their families. Capital EAP can be contacted at either (518) 465-3813 or (800) 777-6531.

Q: Is there any reason to feel especially concerned about threats to the Rensselaer community?
A: No. Nonetheless, the safety of students, faculty and staff is Rensselaer’s foremost concern. If there was a credible threat to Rensselaer, information will be provided to the campus community, including directions if needed.

Q: How has Rensselaer prepared for emergency situations?
A: Rensselaer has a Comprehensive Emergency Management Plan that is reviewed regularly. In addition, senior administration frequently works with local, state and federal law enforcement agencies to gather the most updated information and advice on how to respond to risks. For large-scale emergencies, city, local and state emergency service agencies will have primary responsibility for emergency management. Rensselaer has made arrangements for full cooperation with such agencies. Designated Rensselaer staff have been trained for response to specific emergencies and how to relocate those effected to a safe area.

Q: What measures has Rensselaer taken to secure its campuses and facilities in light of heightened security concerns?
A: Rensselaer’s Department of Public Safety maintains security on and around the campus including on-campus parking lots and loading docks. In addition, the Troy Police Department provides security in the area near our campuses. Response protocols are in place enabling us to respond immediately to a police department directive in the event of an emergency.

Q: How should I report and emergency or suspicious situation?
A: For on-campus issues call Public Safety at x 6611 (518-276-6611). Off-campus dial 911 directly.

Q: What should I do if I believe I might have been exposed to a biological or chemical agent?
A: If you think you may have been exposed to a biological or chemical agent, call Public Safety at (518) 276-6611 or x6611 from any campus telephone. Remain in the area to be available to answer questions from Public Safety or other emergency responders.

Q: How will I know if Rensselaer closes or if a major event is cancelled?
A: Rensselaer uses both on and off campus means to inform the community if Rensselaer is closing or if a major event is cancelled.
For accurate and detailed information regarding delays and closings:
- Public Safety Information Line 276-6600
- Public Safety Website (www.rpi.edu/dept/public_safety)
- Campus cable Television (channels 2/6/13/50/55)
- CDTA Shuttle Bus Delays or cancellations call CDTA Information Line at 482-8822.

For limited information tune to:

Radio Stations: WROW-AM (590), WPTR-AM (1540), WFLY-FM (92), WYJB-FM(95.5), WRVE-FM (99.5), WGNA-AM (1460), WGNA-FM (107.7), WRPI-FM (91.5), WTRY-AM (98.3), WPYX-FM (106.5), WRGB-FM (87.7), WABY-AM (1400), WJKE-FM (101.3)

Television Stations: CHANNEL-13, WTEN CHANNEL 10, CAPITAL NEWS 9, WXXA Fox 23, WRGB CHANNEL 6

Vice Presidents and Deans will notify their respective departments in the event of an early closing.

For overnight storms, a decision will be made by 6 a.m. and posted on the Information Line, Public Safety Website, and Campus Cable Television as soon as possible. For storms during the day, the time of the decision will depend on the nature of the storm. A decision about canceling evening classes (4 p.m. classes or later) will be made by 2 p.m.

The decision whether or not to close Rensselaer is made by the President or designee. In all cases, essential staff is required to be at work. Essential staff is determined by the appropriate department’s Vice President and Deans,

Managers/Supervisors should prepare and have in place, guidelines for their staff in the event of a delay or closing. Public Safety does not have information on reporting requirements for staff. That information should be known in advance by the individual. Contact your supervisor regarding reporting requirements.

Q: Who can I contact with questions on the Comprehensive Emergency Management Plan?)

Please feel free to send comments and suggestions to the Director of Public Safety and Emergency Management at matthj3@rpi.edu.

Questions, comments, and suggestions are welcome.