

Farmingdale State College

State University of New York

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Revised October 17, 2023

EMERGENCY PHONE LIST

On-Campus Resources

Police/Fire/Ambulance	911(from campus phone) or (934) 420-2111
University Police	(934) 420-2111
Campus Mental Health Services	(934) 420-2006
Health & Wellness Center	(934) 420-2009
Environmental Health & Safety	(934) 420-2105
Campus Fire Marshal	(934) 420-2603
Physical Plant	(934) 420-2017
Title IX Coordinator	(934) 420-2622
Dean of Student's Office	(934) 420-2104
Media & Communications	(934) 420-2400
Information Technology	(934) 420-2167

Off-Campus Resources

Police/Fire/Ambulance	911
Poison Control	1-800-222-1222
Rape & Abuse Hotline	(516) 542-0404 or 1-800-942-6906
Suicide Prevention Hotline	1-800-273-TALK (8255)
CPEP Psychiatric Emergency Program	
• Stony Brook Hospital	(631) 444-6050
• Nassau University Medical Center	(516) 572-4775
Crime Victims Assistance Center	1-888-846-3469

Annual Review of the Comprehensive Emergency Management Plan

The Chief of Police and the University Police Emergency Management Coordinator shall indicate by his/her signature below that the CEMP annual review was performed and all significant changes have been logged in the "Record of Significant Changes".

A copy of the most up-to-date version of the CEMP shall be provided to SUNY System Administration's Police Commissioner no later than April 1 of each year.

I certify that the annual review of Farmingdale State College's Comprehensive Emergency Management Plan (CEMP) was completed on the date indicated.

Daniel Daugherty
Name (Print)

Chief of Police
Title

[Signature]
Signature

10/23/2023
Date

Frank Capezza
Name (Print)

Lieutenant / EM Coordinator
Title

[Signature]
Signature

10/23/2023
Date

RECORD OF SIGNIFICANT CHANGES

Date	Page/Section	Revision	Signed
5/19/23	31 & 32	HVA Results Adjusted for 2023	(F)
5/21/23	119	Update to Contact List and Roles- Brett Southard replaces Pete Grizzaffi as information/Intelligence section chief and Chris Maio replaces Katy Tatzel as Public Information Officer	(F)
5/22/23	120	Update to Executive Policy Group- Kevin Murphy replaces Sunil Samuel	(F)
5/23/23	117	IS-248 removed from training requirement for PIO. Class has been retired without replacement	(F)
6/10/23	129	Addition of Annex 21 COOP Plans	(F)
7/23/23	141	Addition of Annex 22 Site Specific Emergency plans/ Roadshow	(F)

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President's Promulgation and Endorsement

It is hereby resolved by President John Nader that:

WHEREAS, In Homeland Security Presidential Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local and tribal homeland security partners have been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local and tribal organizations utilize standardized terminology; standardized organizational structures; uniform personnel qualification standards, uniform standards for planning, training and exercising; comprehensive resource management; and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

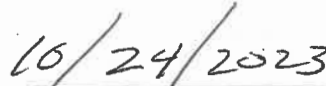
WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW THEREFORE, Pursuant to the authority vested in me by the State University of New York, I do hereby mandate the National Incident Management System be utilized for all incident management on the Farmingdale State College campus.

I further proclaim this to take effect immediately.



President John Nader, Farmingdale State College



Date and Time

SECTION 1 – INTRODUCTION

1.1 Purpose and Scope of the Campus Emergency Management Plan

Farmingdale State College is vulnerable to a number of natural and human-caused threats/hazards that can affect College property and faculty, staff, students, and visitors. To effectively respond to these natural and human-caused hazards, the College has adopted this Comprehensive Emergency Management Plan (CEMP) to guide response efforts. The priorities for this plan are to (1) protect lives, (2) stabilize the incident, (3) minimize environmental and property damage, and (4) continue critical services to the campus community. This plan also strives to meet National Incident Management System-Incident Command System (NIMS ICS) requirements as established by the Federal Emergency Management Agency (FEMA). The use of NIMS ICS enables this response plan to coordinate effectively with other jurisdictions involved in a response.

Purpose

The purpose of the Farmingdale State College CEMP is to outline the management structure, responsibilities, procedures, and guiding policies to assist the College when responding to an emergency event. The CEMP directs response efforts when Standard Operating Procedures (SOPs) developed by College departments and units are insufficient to handle an emergency. Department specific plans and Standard Operating Procedures are meant to complement and coordinate overall efforts while providing more depth and specific detail regarding department-level response.

The plan applies to a broad range of major emergency incidents and other events affecting the life and safety of College constituents, the College's physical condition, credibility, or interests. These incidents may be limited to Farmingdale State College facilities or related to regional incidents that may impact campus, stakeholders, and other facilities/property.

Scope

The Farmingdale State College CEMP is a plan covering property owned by Farmingdale State College and the faculty, staff, students, and visitors associated with the College. This CEMP is designed to address a comprehensive range of natural and manmade hazards that could affect Farmingdale State College property. The plan includes procedures for responding to a range of levels of emergency regardless of the size, type or complexity.

The CEMP supersedes any previous plans and precludes employee actions not in concert with the intent of this plan, or the emergency response organizations created by it. This Plan supersedes and rescinds all previous editions of Farmingdale State College emergency management plans. If any portion of this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of this plan.

Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan or its appendices.

Nothing in this plan is intended, or should be construed, as creating a duty on the part of Farmingdale State College toward any party for the purpose of creating a potential tort liability.

1.2 Authorities

The Comprehensive Emergency Management Plan for Farmingdale State College draws from best practices in emergency management from the following resources and regulations.

Federal

1. Federal Civil Defense Act of 1950, Public Law (PL) 81-950 as amended.
2. The Disaster Relief Act of 1974, PL 93-288 as amended.
3. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended by PL 100-707.
4. Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), PL 99-499 as amended.
5. Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance.
6. Executive Order (EO) 12148 of July 20, 1979, as amended, Federal Emergency Management.
7. EO 12472 of April 3, 1984, Assignment of National Security and Emergency Preparedness Telecommunications Functions
8. EO 12656 of November 18, 1988, Assignment of Emergency Preparedness Responsibilities.
9. Federal Preparedness Circular 8, June 22, 1989, Public Affairs in Emergencies.
10. Homeland Security Presidential Directive 5, February 28, 2003, Management of Domestic Incidents

State

1. NYS Executive Law Article 2B.
2. NYS Executive Order #26.1 (adoption of NIMS)
3. Management Procedures Series 800

State University of New York

1. SUNY Policy 5606 Emergency Response Plan Requirements
2. SUNY Policy 5608 Emergency Notification Protocol Requirements

This plan is promulgated under the authority of the President of Farmingdale State College.

1.3 Emergency Response Priorities

Priorities for all emergency response at Farmingdale State College are as follows:

1) Protection of Life

- a) Emergency response personnel
- b) At risk people
- c) General public

2) Stabilization of the event

- a) Isolate the scene and deny entry.
- b) Determine course of action.
- c) Prevent the incident from expanding.
- d) Bring the situation to a point of order.

3) Protect College Property

- a) Facilities used for emergency response are high priority.
- b) Facilities necessary for shelter and care of students are a high priority.
- c) Critical College records, collections and research.
- d) Facilities used for education and operational purposes.

4) Protect the Environment

- a) Confine, contain or neutralize hazardous materials that may be released.
- b) Ensure, to the extent practical, that emergency response efforts do not adversely impact the environment.

5) Restoration of Educational Instruction

- a) A safe and quick return to student's educational instruction
- b) Modifications, as necessary, to the mode of instruction
- c) Eventual return to normal modes of instruction when possible.

6) Restoration of critical services, educational services and research programs.

- a) Services necessary for emergency response are of high priority.
- b) Services critical to the well-being of students are of high priority.
- c) Services critical to the integrity of research projects and educational services.

SECTION 2 – CONCEPT OF OPERATION AND STRUCTURES

The role of College departments involved in emergency response will generally parallel normal day-to-day functions, however, employees may be assigned to work in areas and perform duties outside their regular job assignments. Day-to-day functions that do not contribute directly to an emergency may be suspended for the duration of an emergency. Efforts that would typically be required for normal daily functions will be redirected to accomplish emergency tasks following the Incident Command System (ICS).

This plan is designed to be flexible to be used in any emergency response situation regardless of the size, type, or complexity. The procedures outlined in this plan are based on a worst-case scenario. Part or all of the components of the plan may be activated as needed to respond to the emergency at hand.

2.1 Levels of Emergencies

There are four 'Types' (levels) of emergency, Type 1, 2, 3, and 4. The lower the 'Type' of emergency the larger the scale of the event and the more resources and coordination are required to manage the event. Any given 'Type' may be bypassed if necessary to allow a response to proceed directly to a higher level. As emergencies progress to a more complex 'Types', the stated activities of previous 'Types' will continue to be enacted. The 'Type' of emergency will be determined by the Incident Commander.

Type 4 Emergency ***Non-Emergency / Administrative***

Definition:

An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of College employees and the duration of the event is limited.

- Minimal, if any, outside resources needed
- Limited or specific area of involvement
- No serious injuries or threat of injuries
- Minor or no impact on facilities or operations
- Handled administratively on a "need to know" basis; administration can determine whether general announcements are necessary
- Level 4 includes monitoring of a special or scheduled event

Examples:

- Automatic fire alarm
- Small chemical spill
- Localized water pipe break affecting a portion of a building
- Localized undetermined odor problem

- Student demonstration
- Planned event with attendance >5,000

Type 4 Actions:

Standard Operating Procedures within the College's normal response departments apply (e.g. University Police, Campus Fire Marshal, and Local Fire Department/EMS response). The lead unit on scene is the Incident Commander (IC).

Type 3 Emergency
Monitoring / Standby

Definition:

If the situation escalates to where the life, health or property within a single area may be threatened, and control of the incident may be beyond the capability of College employees, outside agency assistance may be necessary.

- Limited outside resources needed at present time
- Limited or specific area of involvement at the present time
- Minor impact on facilities or operations; some specific change in normal operations may be called for
- Strong but unsubstantiated potential for some disruption, internal or external

Examples:

- Death of a student
- Chemical spill (requiring a disruption of services and a FD Hazmat response)
- City water main break (involving most of a building or one which threatens non-critical services)
- Odor requiring evacuation
- Loss of heat, power or water to a building for a short term

Type 3 Actions:

If the situation may require resources outside the scope of Standard Operating Procedures, the IC will contact the appropriate agencies/units to monitor the situation and to provide guidance. The Farmingdale State College Incident Management Team may be placed on standby.

Type 2 Emergency Alert

Definition:

If the situation impacts or threatens life, health or property on a large scale at one or more locations within the college, control of the incident may require specialists in addition to College and outside agency personnel. Long-term implications may result.

- The use of outside resources will likely be required
- Area of involvement is large or beyond a single site
- The threat has been verified or deemed credible
- The incident is likely to disrupt normal operations
- Multiple agencies or jurisdictions are involved in the management of the incident
- The threat of injuries or property damage has already occurred or is likely
- The notoriety of the incident will attract media and public attention

Examples:

- City water main break (involving service to multiple buildings)
- Loss of heat or power (to multiple buildings)
- Fire affecting a residential building
- Chemical release (causing the evacuation of one or more buildings)
- Hostage situation
- Labor disruption
- Large scale civil unrest on college property
- Missing student
- Suspicious death (on campus)

Type 2 Actions:

If no IC has been designated, the highest ranking official on scene shall assume the role of incident commander until another individual assumes or is appointed to command. The highest-ranking member of University Police will determine if the IMT and the Executive Policy Group needs to be activated. The IMT will set up at the Incident Command Post or at the EOC (determined by the IC) and the Executive Policy Group will convene in the President's Board Room or other designated location determined by the President at the time. The IC will determine who will respond to the Incident Command Post (ICP) and/or the EOC.

- Some College services/classes may be canceled at this level.
- Unified command with outside agencies may be established at this level.

Type 1 Emergency Emergency

Definition:

The situation adversely impacts or threatens life, health or property at the College on a large scale and control of the incident will require multiple agencies and multiple college departments working together. Long-term implications are likely.

- Extensive outside resources are needed and required
- Incident is large in size and scope and is imminent or presently occurring
- Normal operations are curtailed or suspended
- Serious injuries and/or property damage have occurred or could occur
- Numerous agencies or jurisdictions are involved in incident resolution
- The incident may impact the community as well as the organization's property

Examples:

- Large-scale chemical release
- Contagious Disease Outbreak
- Earthquake
- Major, long-term, power outage
- Building collapse
- Ice Storm
- Hosting / managing an evacuation shelter
- Large-scale external emergency (e.g. September 11, 2001)

Type 1 Actions:

The Comprehensive Emergency Management Plan and the EOC are fully activated. College operations are suspended at this level. Staff vacations and planned leaves may be terminated at this level. The EOC will coordinate efforts with the town, county and state resources as needed. Unified Command is typically used to manage incident response.

2.2 Emergency Management Structure

Emergency response activities at Farmingdale State College are directed under the authority delegated to the Incident Management Team (IMT). The IMT's Incident Commander will report directly to the Vice President of Administration and Finance, who is located within the Policy Group.

Policy Group

The Policy Group provides strategic direction in making policy decisions for any incident that impacts the College's ability to perform its critical business functions. The Policy Group makes policy whereas the IMT implements those policies. The President of Farmingdale State College chairs the Policy Group.

Line of Succession

The rationale for the line of succession of authority rests on the fact that areas most likely to be first or principal responders to an emergency (UP, physical plant, fire officer, safety officer) already report to the Vice President of Administration and Finance. To maintain emergency management functions, and an orderly continuation of leadership in an emergency situation, the following succession of authority applies if the College President is unavailable.

- 1) Vice President of Administration & Finance
- 2) College Provost

2.3 Incident Command System

The CEMP follows the structure of the Incident Command System (ICS) for managing a response. There are three functional areas in the ICS structure: (1) Incident Commander (IC), (2) Command Staff, and (3) General Staff. The Incident Commander supervises the Command Staff and General Staff and is responsible for emergency response activities and efforts.

In most Type 1 and 2 emergencies, the Incident Commander, Command Staff, and Section Chiefs (those in charge of sections within the ICS organizational chart) in the General Staff will report to the Emergency Operations Center (EOC).

Incident Commander

The Incident Commander (IC) manages all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment.

The Incident Commander is the authority for all emergency response efforts and serves as supervisor to the Public Information Officer (PIO), Liaison Officer, Safety Officer, EOC Coordinator and Support Staff, Operations Chief, Planning Chief, Logistics Chief, and Finance Chief.

The Incident Commander may retain any or all of the positions in the Command and General Staff depending on the complexity of the event.

The IC determines the location of the Emergency Operations Center (EOC).

Establishing an Incident Commander

The Incident Commander (IC) will vary depending on the situation at hand. The IC may not always be the highest-ranking individual at the College but rather an individual with the specific skills, knowledge base, and training needed to respond to the specific situation.

When an incident occurs the initial Incident Commander will be established from the responding resources on-scene and communicated to all personnel. During a more complex incident, a person with higher qualifications may assume command, or the Policy Group may designate an IC.

Incident Commanders will brief the incoming IC to establish a proper transfer of command.

The Incident Commander (IC) is responsible for the overall management of the incident and all activities/functions until the IC delegates and assigns them to Command or General Staff. The Incident Commander is responsible for the following tasks:

- Providing overall leadership for incident response.
- Assessing incident situation
- Establishing incident objectives.
- Developing the Incident Action Plan (in conjunction with General Staff Section Chiefs when General Staff is activated).
- Initiating Incident Command Structure: developing an appropriate organizational structure and delegating authority/functions to others.

A Deputy Incident Commander may be designated to:

- Perform specific tasks as requested by the Incident Commander.
- Perform the incident command function in a relief capacity.
- Represent an assisting agency that shares jurisdiction.

Command Staff

Command Staff report directly to the Incident Commander. Positions include the Public Information Officer, Liaison Officer, and Safety Officer. Current lines of succession are provided for each position.

Public Information Officer (PIO)

The PIO is responsible for relaying incident related information to the public and media and with other agencies. This position is always activated in a Type 1 and 2 emergency and as needed in Type 3 and 4 situations

Liaison Officers

The Liaison Officers are responsible for coordinating with external partners, such as city, county, state, or federal agencies, and public and private resources groups, as well as internal college groups.

Safety Officer

The Safety Officer monitors, evaluates and recommends procedures for all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel. The Safety Officer is responsible for developing the site safety plan and safety directions in the Incident Action Plan (IAP).

Emergency Operations Center Manager

The EOC Manager is responsible for opening and activating the EOC, establishing a staff structure, briefing schedules, determining the EOC's role in the incident (operational or support), and supervises how the EOC is run.

General Staff

The General Staff is comprised of four sections: (1) Operations, (2) Planning, (3) Logistics, and (4) Finance and Administration. An additional section may be added for Information and Intelligence, as dictated by the nature of the incident. Each section is headed by a Section Chief and can be expanded to meet the resources and needs of the response. Section Chiefs report directly to the Incident Commander.

Operations Section

The Operations Section is responsible for managing all incident specific operations of an emergency response.

Planning Section

The Planning Section is responsible for collecting, monitoring, evaluating, and disseminating information relating to the response effort. They are responsible for the development, maintenance and distribution of the Incident Action Plan (IAP).

Logistics Section

The Logistics Section is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.).

Finance & Administration Section

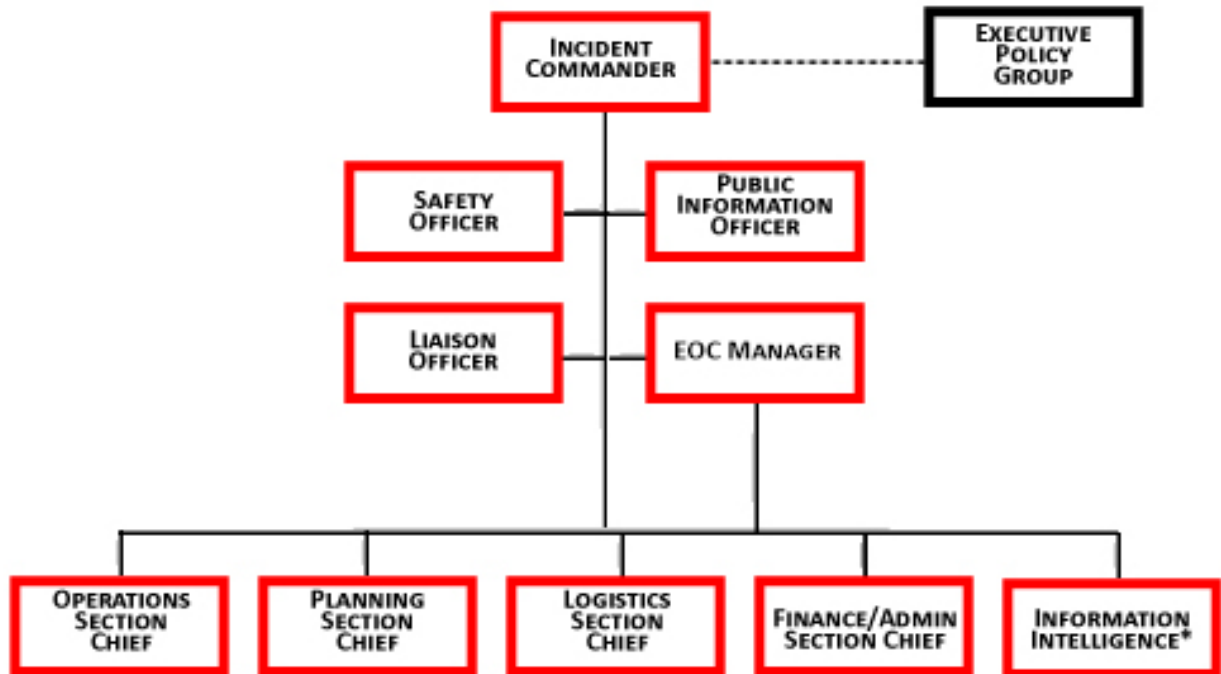
The Finance & Administration Section is responsible for purchasing and cost accountability relating to the response effort. This section documents expenditures, purchase authorizations, damage to property, equipment usage, vendor contracting, and develops FEMA documentation. The use of appropriate ICS forms to accomplish this ensures adequate documentation of the incident, and reimbursement for costs associated with the incident. The Finance Section Chief shall be responsible for working with FEMA Disaster Assistance Teams and/or other external partners for the purpose of cost recovery.

Information/Intelligence Section

The Information/Intelligence Section is responsible for all aspects relating to phones and technology during a major incident. They may be required to maintain all technologies used within the Emergency Operations Center (such as laptops, phones, status boards, etc.). They may also be responsible for assisting the Incident Commander with new technological solutions as the disaster or incident dictates (remote access, cybersecurity solutions, etc.).

Incident Command System (ICS) Structure

The Campus Incident Command Staff Structure is structured in accordance with the Incident Command System (ICS) to promote agreement and integration with local emergency response organization structures. Position titles and roles/responsibilities are consistent with ICS. Farmingdale State College recognizes that an Incident Command Post (ICP) may be temporarily established within the field before individuals are assigned to the Emergency Operations Center (EOC).



***Note:** Intel/Information may be included in the organizational structure of the Incident Command Structure under a Section Chief (shown above), within the Command Staff, as a Unit under the Planning Section, or a Branch within the Operations Section. The incident objectives and available resources should be considered when making this decision.

****Note:** Any member of the Incident Command Staff may be directed to report to the Emergency Operations Center at the discretion of the Incident Commander.

Incident Command - Standardized Terminology and Plain Language

It is important that responders and incident managers use common terminology. There simply is little or no room for misunderstanding in an emergency situation.

The use of plain language in emergency response is matter of public safety, especially the safety of first responders and those affected by the incident. It is critical that all local responders, as well as those coming into the impacted area from other jurisdictions and other states as well as the federal government, know and utilize commonly established operational structures, terminology, policies and procedures.

While FEMA does not require plain language for internal operations, it strongly encourages it, as it is important to practice every day terminology and procedures that will need to be used in emergency incidents and disasters. It is required that plain language be used for multi-agency, multi-jurisdiction and multi-discipline events, such as major disasters and exercises. Beginning FY 2006, federal preparedness grant funding is contingent on the use of plain language in incidents requiring assistance from responders from other agencies, jurisdictions, and functional disciplines.

Incident Command Post

First responders shall establish an incident command post (ICP) near the scene of the incident. The ICP shall be in a location far enough from the scene to protect individuals operating at the ICP from scene hazards, but close enough to manage resources, strategies and tactics. The establishment of an ICP shall follow Incident Command System (ICS) procedures with the most senior qualified responder assuming the role of Incident Commander.

Incident Management Team Overview

The Farmingdale State College Incident Management Team (IMT) is comprised of college personnel from multiple departments and professions. The team may be fully or partially activated to staff the various roles as designated by the Incident Commander. Roles of the IMT may include assuming roles of command staff or general staff. The IMT will assume positions within the Incident Command Post or Emergency Operations Center. When the EOC is activated, the IMT will be managed by the EOC Manager, who reports directly to the Incident Commander. A contact and role list for the IMT is located in Annex 16.

Emergency Operations Center Overview

Emergency situations that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from the Emergency Operations Center (EOC).

The Emergency Operations Center is the centralized facility or location where emergency response and recovery activities are planned, coordinated, and delegated. The EOC will operate on a 24 hour, 7-day basis during extended events with rotating shifts until the emergency is over. The EOC will be supervised by an EOC Manager. The EOC Manager will be a qualified member of the IMT with training in Emergency Operations Center management or supervision. The EOC may sometimes serve as the Incident Command Post (ICP) when activated. The Incident Commander determines when the incident no longer needs coordination from the EOC. Normal shift rotation is 12 hours on, 12 hours off.

Emergency Operations Center Locations

- Primary: Nold Hall
- Secondary: School of Business

This information is confidential and shall only be released to individuals with a need-to-know. Written requests for this information may be submitted to the Director of Emergency Management. The Director shall evaluate the request to determine if the information may be released. (see annex 17 for complete details)

EOC Activation

The EOC will be activated during any situation that requires the immediate coordination of multiple College departments and auxiliaries.

Any member of the Incident Management Team has the authority to convene the entire IMT. The Policy Group, and the Chief of Police have the authority to activate/open the EOC. The degree to which the EOC is activated depends on the need for coordination and communication between internal and external interest.

Once the EOC is activated, the EOC Manager and predetermined members of the IMT shall immediately report to the EOC if they are in a position to respond safely. The EOC Manager shall be responsible for preparing the EOC facility for operation and checking staff into the EOC.

As a standard practice the Command Staff and General Staff Section Chiefs will report to the EOC to assume emergency response roles in a Type 1 or 2 emergency.

Unified Command

A Unified Command is used when more than one agency within the incident jurisdiction are working together to respond to an incident. In many emergency situations Farmingdale State College will work with the Suffolk County Police Department, the New York State Police, the Nassau County Police Department, the East Farmingdale Fire Department, and other local agencies in a Unified Command.

In a Unified Command situation, the Policy Group, or the Chief of Police, will determine who will serve as the Joint Incident Commander representing Farmingdale State College.

The East Farmingdale Fire Department will assume the role of Lead IC for any fire, special rescue, EMS, mass casualty incident, or hazardous materials event that requires their resources to respond to Farmingdale State College or the Aviation Facility owned by Farmingdale State College.

New York State University Police will assume Lead IC for any law enforcement event that requires their response to Farmingdale State College property.

When multiple agencies respond to the same incident, the senior members of each agency will determine who shall act as the IC or if a Unified Command approach is needed. In some cases, a Farmingdale State College official may be requested to participate as a Joint Incident Commander in the Unified Command.

College personnel and resources may be integrated into appropriate ICS positions. At the very least the need for a liaison person from Farmingdale State College should be anticipated, and under most circumstances, will be requested.

Transfer of Command

Transfer of command is the process of moving incident command responsibilities from one Incident Commander to another. Transfer of command may take place for many reasons, including:

- A jurisdiction or agency is legally required to take command.
- Change of command is necessary for effectiveness or efficiency.
- Incident complexity changes.
- There is a need to relieve personnel on incidents of extended duration.
- Personal emergencies (e.g., Incident Commander has a family emergency).
- Agency administrator/official directs a change in command.
- A main feature of ICS is a procedure to transfer command with minimal disruption to the incident. This procedure may be used any time personnel in supervisory positions change.

The following three key procedures should be followed whenever possible:

- The transfer should take place face-to-face.
- The transfer should include a complete briefing.
- The effective time and date of the transfer should be communicated to all personnel who need to know, both at the scene and elsewhere.

The transfer of command briefing should always take place. The briefing should include the following essential elements of information:

- Situation status.
- Incident objectives and priorities based on the IAP.
- Current organization.
- Resource assignments.
- Resources ordered and enroute.
- Incident facilities.

- Incident communications plan.
- Incident prognosis, concerns, and other issues.
- Introduction of Command and General Staff members.

The Incident Briefing form (ICS Form 201) may be used to help facilitate the transfer of command (see Appendix B).

SECTION 3 – PLANNING AND RESPONSIBILITIES

3.1 Incident Action Plans

To help ensure a consistent and accurate understanding of the common operating picture, Farmingdale State College shall use Incident Action Plans (IAPs) for critical incidents and large planned events. An Incident Action Plan (IAP) is a written strategy for responding to the incident developed by the Incident Commander and Section Chiefs in the General Staff. The IAP may be verbal, but it is recommended that the plan be in written form.

A written IAP is not required for smaller incidents. In those cases, the Incident Commander can verbally communicate response strategy to the Incident Command System personnel.

In larger emergency situations a written IAP will be more effective. A written IAP should be considered when:

- Two or more jurisdictions are involved in the response
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- Multiple operational periods will be involved
- A Hazmat incident is involved (required).
- Federal or State laws dictate a need for a written plan (such as mass gatherings over 5,000 people).
- State or Federal reimbursement may be available

Developing an Incident Action Plan

In larger emergency situations the Incident Commander and Section Chiefs in the General Staff will meet immediately to develop the Incident Action Plan (IAP). The Planning Section Chief is responsible for writing, maintaining, and distributing the IAP.

The Operations Chief will delineate the amount and type of resources needed to accomplish the plan. The Planning Section, Logistics Section, and Finance & Administration Section will have to work together to accommodate those needs.

The Planning Section is responsible for writing and maintaining the Incident Action Plan. The IAP will include standard forms and supporting documents that convey the Incident Commander's intent and the Operations Section's direction for the accomplishment of the plan. The Planning Section will communicate with other sections Chiefs any materials and documentation needed to develop the plan. The Incident Commander approves the written IAP.

Copies of the IAP are distributed to the Policy Group and members of the IMT. The IAP should be conveyed to all resources on scene. A briefing prior to each shift should be held to communicate the IAP to everyone involved in the incident.

In a Unified Command Situation, the Joint Incident Commanders will work together and with Command and General Staff to develop the IAP.

Implementing the Incident Action Plan

The Operations Section is in charge of implementing components of the IAP. The Operations Section Chief will meet with supervisors of tactical resources to brief them on the plan and delineate their respective assignments.

The Operations Section has the authority to make appropriate adjustments to the plan as needed to meet the plan objectives in the most efficient manner possible. Changes should be communicated to the Incident Commander and Planning Section Chief and documented in the ICS 214 (FEMA Activity Log Form).

A series of forms found in the IAP will assist the IMT in documenting and communicating information related to the incident.

3.2 Incident Documentation

It is important that the incident be properly documented throughout the response effort. Forms for documenting information will be provided by the Planning Section with the Incident Action Plan (IAP). Thorough documentation will:

- Ensure information is transferred accurately during shift changes
- Inform the After-Action Report (AAR) that will be compiled once the incident has been resolved
- Assist in reimbursement measures taken after the incident has been resolved

3.3 Crisis Communications and Media Relations

The members of the media will go to the designated media center (Location determined at the time of the incident). The Crisis Communications Team, or the Public Information Officer is responsible for the set-up, use, and breakdown of the Media Center. All press releases must be approved by the Incident Commander, as well as submitted to the Policy Group for review. The Policy Group will work with the Public Information Officer to draft internal and campus communications.

For more information on media relations and public relations, see the Crisis Communications and Media Relations Annex.

3.4 Demobilization

Demobilization of the Incident Management Team

The Incident Commander decides when the situation is under control and the Incident Management Team (IMT) can be deactivated. Deactivation requires two key functions:

- Demobilization of Response Units (General Staff Sections)
- Documentation of Incident [i.e., After Action Reports (AAR)]
- The Planning Section oversees the preparation of demobilization planning and collection of incident documentation.

Demobilization of Response Units

The Incident Commander meets with Section Chiefs to develop a demobilization plan for the General Staff Sections. This plan must ensure adequate care for orderly, safe, and cost-effective movement of personnel and equipment that is no longer required. Section Chiefs are responsible for overseeing the demobilization of their respective sections.

3.5 Documentation and Post-Analysis

After the incident has been resolved, an After-Action Report (AAR) will be compiled to include information about the incident, the response actions taken, and lessons learned. The AAR will provide the channel through which the College may analyze the incident and improve procedures and operations for future events. This will ensure a continuing process of enhancement to the College's mitigation, response, and recovery capabilities.

The AAR is developed by the University Police Emergency Management Coordinator, or his/her designee. Information for the AAR will be gathered from the members of the Farmingdale State College

Incident Management Team (IMT) and others as deemed appropriate. The AAR will serve as the official record describing the incident and the College's response efforts. The AAR will contain action items and lessons learned for improvement of policies, procedures, and/or operations. The action items and lessons learned will be used to update the CEMP and will be incorporated in future College training exercises.

Additional documentation required for insurance, FEMA, and disaster assistance purposes will be organized by the Finance and Administration Section.

3.6 Campus Recovery

Some situations may cause the campus to cease some or all College operations. In situations when College operations have been shut down, the first step to recovery is to ensure that the campus is safe and secure. The second step will be to restore campus facilities and grounds. The third step will be for the Policy Group to determine when and how to return to normal campus operations.

The Chief of Police, or the University Police Emergency Management Coordinator will be responsible for starting the recovery process while emergency response activities are still being implemented. He/she works closely with College personnel and government agencies in the recovery process. The University Police Emergency Management Coordinator examines how the College can better prepare and mitigate the effects of future emergencies.

3.7 Continuity of Operations Plan (COOP)

Continuity of Operation Plans (COOP) is an effort within individual departments and agencies to ensure continuity of their essential functions across a wide range of emergencies and events. Today's changing threat environment and recent emergencies have increased the need for COOP capabilities and plans.

Benefits of a COOP

- Anticipate events and necessary response actions.
- Adapt to sudden changes in the operational environment.
- Improve their performance through the identification of essential functions, work processes, and communications methods.
- Improve management controls by establishing measures for performance.
- Improve communication to support essential functions throughout the agency.

COOP Objectives

- Be capable of implementing its COOP plans with and without warning.
- Be operational not later than 12 hours after activation.
- Be capable of maintaining sustained operations for up to 30 days.

- Include regularly scheduled testing, training, and exercising of personnel, equipment, systems, processes, and procedures used to support the agency during a COOP event.
- Provide for a regular risk analysis of current alternate operating facilities.
- Locate alternate facilities in areas where the ability to initiate, maintain, and terminate COOP is optimal.
- Take advantage of existing agency field infrastructures and consider other options, such as telecommuting, work-at-home, and shared facilities.
- Consider the distance of the alternate facility from the primary facility.
- Include development, maintenance, and review of COOP capabilities using a multi-year strategy and program management plan.

Divisional/Departmental Responsibilities

Each division/department at Farmingdale State College shall be responsible for the development of its individual COOP. Once completed, each COOP will be coordinated with the College's overall plan and will result in a single COOP with multiple division/department annexes.

Assistance with the development of a division / department COOP is available from the University Police Emergency Management Coordinator.

3.8 Campus Community Roles and Responsibilities

This section outlines the roles and responsibilities of students, building coordinator, faculty, staff, and deans and department heads in non-incident events, as well as during emergencies.

Currently students, faculty, staff, dean/department heads and building coordinators attain information on emergency response procedures through the multiple resources:

- NYS University Police: <https://www.farmingdale.edu/university-police/>
- Environmental Health & Safety: <https://www.farmingdale.edu/administration/administration-finance/environmental-health-safety/index.shtml>
- Campus Mental Health Services: <https://www.farmingdale.edu/campus-life/student-support-services/campus-mental-health-services/>

Student Roles and Responsibilities

Students are responsible for being aware of their surroundings and familiar with building evacuation routes, exits and the nearest faculty, staff and/or residence director. In the event of an emergency, they are responsible for listening for and following directions provided by emergency responders and/or College staff.

Students involved in an emergency should assess a situation quickly and thoroughly, but follow common sense when determining how to respond. If directly involved in an incident, students must contact University Police as soon as possible, show police officers/responders where the incident occurred, and provide any requested information. If evacuation of a building is necessary, students should evacuate the building in an orderly fashion and follow directions from emergency responders, Building Coordinators, faculty and staff, and Department Heads.

Building Coordinator Roles and Responsibilities

Building coordinators are responsible for understanding department emergency and building evacuation procedures as well as campus emergency response procedures. Building coordinators are responsible for safely assisting with evacuations procedures and coordinating with Department Heads to obtain head-counts of building occupants when requested by the IMT.

Building coordinators involved in an emergency should assess a situation quickly and thoroughly, but follow common sense when determining how to respond. The Building Coordinator is responsible for following department emergency and building evacuation procedures and will contact the Department Head, University Police, Environmental Health and Safety, or Physical Plant based on need.

Faculty and Staff Roles and Responsibilities

College faculty and staff are seen as leaders by students and must be prepared to provide leadership in emergency situations. Faculty and staff should understand department emergency and building evacuation procedures in areas they work and teach. Faculty and staff may be the first to the scene of an incident and are responsible for following standard operating procedures and contacting the appropriate individuals. They should familiarize themselves with the basic concepts for how Farmingdale State College responds to an emergency situation. Campus emergency procedures can be found on the Farmingdale State College Intranet, on the College's website.

Staff and faculty involved in an emergency should assess a situation quickly and thoroughly, but still follow common sense when determining how to respond. Faculty and staff should follow department emergency procedures to report emergencies to University Police. If evacuation of a building is necessary, faculty and staff are expected evacuate immediately, and in an orderly fashion.

Deans/Department Head Roles and Responsibilities

Deans and Department Heads serve as leaders for college departments and are responsible for providing overall guidance in the event of an emergency. Deans and Department Heads must be familiar with department emergency and building emergency procedures as well as understand the overall emergency response procedures for the Farmingdale State College campus. Deans and Department Heads must also be familiar with the COOP developed for their department/division, and will activate the COOP as necessary.

Deans and Department Heads involved in an emergency should assess a situation quickly and thoroughly, while still following common sense when determining how to respond. Deans and Department Heads must follow department emergency and building evacuation procedures and report emergencies to University Police. Deans and Department Heads must provide information to the Building Coordinator regarding head-counts and other pertinent information.

3.9 Comprehensive Emergency Management Plan Development and Maintenance

The Farmingdale State College Comprehensive Emergency Management Plan (CEMP) is a living document that will change according to situations and circumstances at the College. To ensure that the CEMP remains current and functional, Farmingdale State College shall review and update the CEMP annually as necessary following all significant incidents and exercises.

The University Police Emergency Management Coordinator will put together an emergency management committee (EMC). This committee will be responsible for reviewing, developing and maintaining the CEMP on a yearly basis.

Emergency Management Committee:

1. Frank Capezza – *Lieutenant, University Police*
2. Mark Orlich - *Director of Physical Plant Operations*
3. John Harford - *Fire Management Specialist*
4. Justina Geremia - *Risk and Compliance Manager*

SECTION 4 – HAZARDS, VULNERABILITIES, AND RISKS

4.1 Overview

As part of an all-hazards plan, conducting a comprehensive hazard and vulnerability assessment (HVA) provides a benchmark for the plan's focus. Hazards and vulnerabilities regarding various critical functions of campus operations will be assessed and analyzed.

4.2 HVA Assessment

The Emergency Management Committee (EMC) will send out questionnaires on an annual basis to assess hazards and vulnerabilities within given discipline as applicable to loss of life, damage to property, or a significant disruption of campus-wide services. Those to be consulted are:

- Chief of Police or UPD Emergency Management designee
- Director of Facilities or designee
- Director of IT Department or designee
- Director of Health & Wellness or designee
- Director of Campus Mental Health Services or designee
- Environmental Health & Safety Officer or designee
- Office of Enterprise Risk Management
- Office of the Campus Fire Marshal

4.3 Methodology of Assessment

Each member above shall submit responses to a survey (prepared by the Emergency Management Committee) relating to hazards or risks within their respective disciplines. The results of the survey shall then be converted into data by the UPD Emergency Management Coordinator and entered into a program to compute the associated risks. The final risk percentages will then be put into categories of High, Medium and Low, and used as a basis to focus the CEMP Annexes. The results of the HVA shall be included in the CEMP and updated on an annual basis.

The current program used to compute the risks is the Kaiser Permanente Risk Assessment Tool.

4.4 HVA Results

The following hazards/vulnerabilities were assessed and the results are as follows:

2023

Hazard/Vulnerability	Risk Category High – (40-49%) Medium – (30-39%) Low – (Below 29%)
Hurricane	High
Inclement Weather	High
Suicide	High
Patient Surge	Medium
Workplace Violence	Medium
Labor Actions / Strikes / Demonstrations	Medium
Seasonal Influenza	Medium
Suspicious Package/Substance	Medium
Crimes of Intent	Medium
Mental Health Admission	Medium
Communication/Telephony Failure	Low
Fire	Low
HAZMAT Incident	Low
Infectious Disease Outbreak	Low
Cyber Attack / Phishing	Low
Pandemic	Low
Epidemic	Low
Active Shooter	Low
Chemical Exposure	Low
Bomb Threat	Low
Building Relocation	Low
Civil Unrest	Low
Earthquake	Low
Campus Evacuation	Low
Explosion	Low
Flood	Low
Gas Leak	Low
Generator Failure	Low

Hostage Situation	Low
HVAC Failure	Low
Flood	Low
IT Outage	Low
Large Spill	Low
Mass Casualty Incident	Low
Natural Gas Disruption	Low
Natural Gas Failure	Low
Power Outage	Low
Radiation Exposure	Low
Sewer Failure	Low
Shelter in Place	Low
Suspicious Odor	Low
Temperature Extremes	Low
Tornado	Low
Traumatic Psychological Event	Low
VIP Situation	Low
Water Contamination	Low
Water Disruption	Low
Weapon	Low

SECTION 5 – NIMS COMPLIANCE

5.1 Purpose

In accordance with SUNY Policy 5606, this plan utilizes a formal method to measure and evaluate compliance with the National Incident Management System. Since FEMA no longer provides support or maintains the compliance tool from 2013 named NIMSCAST, Farmingdale State College utilizes the following checklist provided by the Readiness and Emergency Management for Schools (REMS) program:

5.2 NIMS Compliance Guide

Checklist: NIMS Implementation Activities For Schools and Institutions of Higher Education		
NIMS COMPONENT	NIMS IMPLEMENTATION ACTIVITY	STATUS
ADOPTION	1. Adopt NIMS at the school and campus community level.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	2. Designate and maintain a <i>Single Point of Contact</i> to serve as principal coordinator for NIMS implementation at the school- and campus-community level.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	3. Ensure that Federal preparedness awards to the school- and campus-community level support the implementation of NIMS.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	4. Routinely include NIMS implementation activities in all audits associated with Federal preparedness awards.	Not Applicable
PREPAREDNESS: PLANNING	5. Develop, implement, and refine emergency management plans to incorporate NIMS and reflect the National Response Framework (NRF).	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	6. Participate in and promote mutual aid agreements.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
PREPAREDNESS: TRAINING	7. Use existing resources such as programs, personnel, partners, and training facilities to coordinate and deliver NIMS training requirements.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	8-13. Activities 8-13: School and campus "key personnel" complete NIMS training.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
PREPAREDNESS: EXERCISES	14. Incorporate NIMS and ICS into all emergency management training and exercises.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	15. Participate in an all-hazard exercise program based on NIMS that involves first responders from multiple disciplines, agencies, and organizations.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	16. Incorporate corrective actions into preparedness and response plans and procedures with community partners.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
COMMUNICATION AND INFORMATION MANAGEMENT	17. Apply standardized and consistent terminology for school and campus incidents, including the establishment of plain language communication standards.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	18. Utilize systems, tools, and processes to present consistent and accurate information (e.g., common operating picture) during an incident/planned event.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
RESOURCE MANAGEMENT	19. Maintain an inventory of organizational response assets—equipment, resources, and supplies.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	20. To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into acquisition programs.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	21. Utilize response asset inventory for intrastate/interstate mutual aid requests [such as Emergency Management Assistance Compact (EMAC)], training, exercises, and incidents/planned events.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	22. Initiate development of a State/Territory/Tribal-wide system (that incorporates local jurisdictions) to credential emergency management/response personnel to ensure proper authorization and access to an incident including those involving mutual aid agreements and/or assistance agreements.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
COMMAND AND MANAGEMENT	23. Institutionalize the Incident Command System (ICS) for managing all emergency incidents and pre-planned school and campus events.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	24. Coordinate and support the development and use of Integrated Multi-agency Coordination Systems (MACS).	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	25. Establish the Public Information System (PIS) within the ICS framework.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress
	26. Ensure PIO procedures can gather, verify, coordinate, and disseminate information during an incident or planned event.	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> In Progress

For use with NIMS Implementation Guidance for 2009-2010 REMS and 2009-2010 EMHE Grantees.

ANNEX 1 – EMERGENCY REPORTING

Overview

All emergencies that occur at Farmingdale State College must be reported to the New York State University Police Dispatch Center. Farmingdale State College has made several options available to ensure the notification of campus officials and/or emergency responders of emergency situations. Each reporting method puts the reporter in direct contact with an emergency services dispatcher who is capable of providing a prompt and timely response.

The methods available to reporting parties of emergencies include:

- Dialing 9-1-1 or (934) 420-2111 from any phone.
- Using the “Emergency call” button on any campus elevator.
- Using one of the blue light phones located on the Farmingdale State College campus.
- Utilizing the RAVE Guardian phone application.
- All of these methods will put the caller directly in touch with the New York State University Police Dispatch Center or the Suffolk County Office of Emergency Services 911 Dispatch Center. The caller should be prepared to answer questions as to the location and nature of the emergency, and any additional or relevant questions asked.

Dialing 911

Campus Phone Lines

Dialing 911 from a campus phone will immediately direct your call to the New York State University Police Emergency Services 911 Dispatch Center. This center is open 24-hours per day is capable of dispatching police, EMS, and fire department services when needed.

Cellular Phones Lines

Dialing 911 from a cell phone (from Farmingdale State College) will immediately direct your call to the Suffolk County Office of Emergency Services 911 Dispatch Center. This center is open 24-hours per day and is capable of dispatching police, EMS, and fire department services when needed. The Suffolk County 911 Center has direct lines of communication with the Farmingdale State College 911 Center to facilitate quick communications and response.

Farmingdale State College Emergency Phone Line

(934) 420-2111 is the designated emergency phone number for the Farmingdale State College campus. Emergency services are available via this line 24 hours per day, 7 days per week, and 365 days per year.

In the event that the primary emergency number is compromised or out of service, University Police is equipped with two reserve phones connected via copper lines. These phones are not dependent on the Voice Over IP (VOIP) system, and can be reached when the VOIP system is down. Information Technology shall be responsible for merging the copper lines with the primary emergency phone number. The direct lines to the reserve phones are (631) 390-2284 and (631) 420-4195.

Elevator Emergency Call Buttons

Pressing any elevator call button on the Farmingdale State College campus will provide a direct connection to the New York State University Police Emergency Services 911 Dispatch Center.

Blue Light Emergency Phones

There are emergency phones located in key areas such as parking lots and near building entrances throughout the Farmingdale State College Campus (see Appendix A for specific locations). Pressing an emergency call box button will provide a direct connection to the New York State University Police Emergency Services 911 Dispatch Center. Some emergency call boxes have blue light indicators to help police find the location of the activated call box.

RAVE Guardian Reporting

Farmingdale State College faculty, staff, and students are provided free access to the RAVE Guardian phone application via their Farmingdale State College email accounts. The RAVE Guardian service allows for the reporting of both emergency and non-emergency situations via panic button, or text message directly to the New York State University Police Emergency Services 911 Dispatch Center.

Non-Emergency Reporting

Non-emergencies may be reported by calling the New York State University Police Dispatch Center at (934) 420-2111 and selecting phone menu option #6.

Anonymous Crime Reporting

The "Anonymous Crime Report" is a tab as well on the University Police Webpage. Anonymous Crime Report is a program to allow for the anonymous submission of suspected criminal activity that occurs on campus. The specific link is: <https://www.farmingdale.edu/university-police/anonymous-crime-report.shtml>

Safety Concern Reporting

Farmingdale State College is committed to the safety, Health and well-being of employees, students, and visitors. A form for reporting all safety concerns and unsafe or hazardous conditions is available on the Farmingdale State college website.

The specific link to get to the Safety Concern Reporting Form is:

<https://forms.office.com/Pages/ResponsePage.aspx?id=5PdTXLjxm0OXaze1j7rZcc6VldMe8ARDuPaVCpZJi8FUM0dYSzM5RjBZVIA4WFdMSEpEU1pUNEJNQS4u>

ANNEX 2 – FIRES AND FIRE SAFETY

Purpose

Deaths and damages caused by fires, hazardous materials and explosions can be mitigated if proper preparation and response procedures are taken by individuals during these types of situations. This annex should be used in conjunction with the Shelter-In-Place and Evacuation Annexes of the Comprehensive Emergency Management Plan (CEMP).

It is the responsibility of supervisors and faculty to ensure that students, faculty, staff and visitors are familiar with evacuation signals, evacuation routes, areas of refuge, exterior assembly areas, shelter-in-place locations and other procedures related to fire safety evacuation and hazardous material evacuation or shelter-in-place scenarios.

Fire Safety

Farmingdale State College maintains a high degree of awareness related to fire safety on campus. While Farmingdale State College does not have a dedicated fire department, the Campus Fire Marshal is responsible for fire safety throughout the campus. Additionally, the New York State University Police, the office Environmental Health and Safety, and Physical Plant assist with compliance of New York State fire codes and the published standards within the National Fire Protection Association. Fire safety is always a concern because the actions or inactions of building occupants can have a great impact on the Farmingdale State College community. Individuals who violate fire-safety code place the health and safety of others in peril. Farmingdale State College takes fire safety seriously and shall aggressively investigate fire safety issues and individuals responsible for willfully violating safety standards may result in a campus judicial referral and/or criminal prosecution.

Farmingdale State College maintains property in two fire department districts:

- East Farmingdale Volunteer Fire Department – Majority of campus, excluding the Northwest corner of the property.
- Melville Volunteer Fire Department – Northwest corner of the Farmingdale State College property.

Fire Alarms

Each year members of the East Farmingdale Fire Department respond to many false alarms and in doing so, put themselves and the community at risk. False alarms result in complacency among building occupants as they become less sensitive to fire alarms, resulting in a greater possibility that lives may be lost during future fire events.

Farmingdale State College's central fire alarm monitoring system is designed to provide early warning of fire danger in campus buildings. All fire alarms are immediately reported to the New York State University Police 911 Emergency Services Dispatch Center which is staffed 24-hours per day. Localized alarms sound in all buildings, and include strobe lights for visual alert purposes.

University Police, the Campus Fire Marshal, and members of the local fire department respond to fire alarms to prevent or mitigate the chance of fire, to respond to fires in progress and ultimately, to ensure the safety of campus students, faculty, staff and visitors.

Fire Extinguishers

Fire extinguishers should be utilized for their intended purpose and should not be removed from their assigned areas. Fire extinguishers should only be used by trained personnel. To receive training, individuals may contact the Farmingdale State College Fire Marshal's Office.

Fire and Smoke Doors

Fire and smoke doors must be kept closed at all times. These doors are in place to save lives and minimize damage to buildings and personal property.

Fire Drills

Fire drills in campus facilities are scheduled periodically, in accordance with National Fire Protection Association (NFPA) and local fire-safety codes. Fire drills are intended to ensure occupants are aware of exit locations, assembly areas and that emergency-response personnel know their respective and mutual responsibilities.

Students, faculty and staff shall participate in fire drills. When a fire alarm is activated, it is mandatory that all persons evacuate the building. Practicing evacuation procedures during drills and alarms is the best way to prepare for a real fire. When a fire alarm is activated, all individuals exit the building and proceed to the designated assembly area. The building shall be completely evacuated.

Health & Safety Checks

Residential Life Resident Assistants (RAs) are responsible for occasional inspections of residential rooms. RAs are encouraged to be mindful of safety policies and regulations and immediately report any infractions and/or concerns to supervisors. Residential Life Staff are not trained as code enforcement experts, but rather to enforce policies designed to protect the community from hazardous conditions. Residential Life Staff will document fire/safety violations for remediation and/or judicial referral when observed.

In the interest of fire prevention and safety, Farmingdale State College students, faculty and staff must maintain an awareness of various potential building hazards in their respective areas. Always remove clutter; properly dispose of old papers, books, boxes, printouts and anything which is potentially flammable and no longer of use. Always keep halls and doorways clear.

Fire Evacuations

All building occupants are required by New York State Law to evacuate the building when the fire alarm sounds. Any fire alarm calls for an immediate and full building evacuation. Follow the building's general evacuation procedures as soon as you hear the fire alarm. In the event of an actual fire-related emergency on campus, University Police or 911 should be called immediately.

Upon the triggering of a fire alarm, residents and guests should be directed to leave the building, and University Police should be contacted and provided with as much information as possible, including the building's location and name, and the location of the alarm. During an evacuation only the stairways should be used; elevators should never be used. Buildings may only be re-occupied when authorized by a college official or a member of the local fire department.

False Alarms

False alarms are serious pranks that have the potential for creating panic situations, as well as being the cause of unintentional injury. Any individual found responsible for causing an intentional false alarm will be referred to the campus judicial board and/or prosecuted criminally.

Individual Response to Fires

1. Remain calm.
2. Activate the building fire alarm if it is not already sounding.
 - Pull an alarm station on the way out.
 - If the building is not equipped with a fire alarm, knock on doors and shout on your way out.
3. Leave the building by the nearest exit.
 - Assist individuals with disabilities and those who appear to need direction.
4. Notify emergency responders from a safe place away from the building and proceed to the Assembly Area.
 - Call 911 from a campus phone or;
 - Call University Police at (631) 420-2111 or by dialing 911 on-campus phone. 24 hours a day, seven days a week, all year.
 - Use Blue Light Emergency Phones.
5. Crawl if there is smoke.
 - If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor. Get Low-And Go.

6. Feel the doors before opening.
 - Before opening any doors, feel the metal knob with the back of your hand. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly and if heat or heavy smoke are present, close the door and stay in the room.
7. Go to the nearest exit of stairway.
 - If the nearest exit is blocked by fire, heat or smoke, go to another exit.
 - Always use an exit stairwell, not an elevator. Elevator shafts may fill with hazardous smoke or the power may fail, leaving you trapped.
 - Stairway fire doors will keep out fire and smoke if they are closed, and will protect you until you get outside. Close as many doors as possible as you leave. This helps confine the fire.
 - Total and immediate evacuation is always the safest option. Only use a fire extinguisher if the fire is very small and you are properly trained. Do not delay in calling emergency responders.
8. Do not re-enter the building until officials say it is safe to do so.
9. If you are trapped in the building:
 - Place cloth material (wet if possible) around and under the door to prevent smoke from entering.
 - Be prepared to signal your presence from a window. Do not break glass unless absolutely necessary, as outside smoke will be drawn inside.
 - SIGNAL FOR HELP. Hang an object in/out the window (jacket, shirt, towel, etc.) to attract the fire department's attention. If you have a phone in the room, call University Police at (631) 420-2111 or dial 911 and report that you are trapped. Be sure to give them your location and room number.
 - If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the window, if safe, wave something and shout or phone for help.
10. If you are on fire
 - If your clothes catch fire, stop, drop and roll, wherever you are. Rolling smothers the fire.
11. If you are burned
 - Seek medical help immediately.
 - If medical help is delayed, use cool tap water for small burns. Don't use ointments.

ANNEX 3 – SEVERE WEATHER

Overview

Severe weather refers to any dangerous meteorological occurrence with the potential to cause damage, serious social disruption or loss of human life. The Farmingdale State College campus may experience thunderstorms, lightning, tornadoes, flooding, and severe winter weather. High winds, freezing precipitation and even occasional earthquakes are additional forms of severe weather or hazardous conditions. This document provides guidance for preparation and response related to potentially severe weather conditions that may adversely impact Farmingdale State College.

Flooding

Flooding is the nation's most common natural disaster. Flooding can happen in every U.S. state and territory. However, all floods are not alike. Some can develop slowly during an extended period of rain, or in a warming trend following a heavy snow. Others, such as flash floods, can occur quickly, even without any visible signs of rain. It's important to be prepared for flooding no matter where you live, but particularly if you are in a low-lying area, near water or downstream from a dam. Even a very small stream or dry creek bed can overflow and create flooding.

Terminology

- **100-Year Flood Event:** This type of event is expected to be equaled or exceeded once on the average during any 100-year period (1 percent chance of being equaled or exceeded during any year).
- **Flash Flood:** A flood which is caused by heavy or excessive rainfall in a short period of time, generally less than six hours. Dam, ice or debris jam failures may also cause flash flood conditions.
- **Flash Flood Watch:** Issued by the NWS. Conditions are such that flooding may occur but the occurrence is neither certain nor imminent.
- **Flash Flood Warning:** Issued by the NWS. Conditions are such that flooding is in progress, imminent or extremely likely.
- **IFLOWS:** Integrated Flood Observation and Warning System – A system provided by the NWS and State Division of Emergency Management to assist local governments in predicting flood events.
- **Flood Watch:** Flooding is possible. Tune in to NOAA Weather Radio, commercial radio or television for information.
- **Flash Flood Watch:** Flash flooding is possible. Be prepared to move to higher ground; listen to NOAA Weather Radio, commercial radio or television for information.
- **Flood Warning:** Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.

Individual Response

- Listen to a battery-operated radio for the latest storm information.
- Be prepared to evacuate as directed by college officials.
- If water rises in your building before you evacuate, go to the top floor, attic or roof.
- Stay away from floodwaters. If you come upon a flowing stream where water is above your ankles, stop, turn around and go another way. Six inches of swiftly moving water can sweep you off of your feet.
- If you come upon a flooded road while driving, turn around and go another way. If you are caught on a flooded road and waters are rising rapidly around you, get out of the car quickly and move to higher ground. Most cars can be swept away by less than two feet of moving water.
- If you've come in contact with floodwaters, wash your hands with soap and disinfected water. This will prevent disease outbreaks after the flood subsides.

Thunderstorms

Overview

A thunderstorm is considered severe if it produces hail at least one inch in diameter or has wind gusts of at least 58 miles per hour. Every thunderstorm produces lightning, which kills more people some years than tornadoes or hurricanes. Heavy rain from thunderstorms can cause flash flooding. High winds can damage homes and blow down trees and utility poles, causing widespread power outages.

Impact

- Fallen trees and tree limbs blocking roads and damaging campus buildings, homes and vehicles.
- Wind and hail damage to campus structures and homes.
- Personal injury from flying debris throughout the campus area.
- Downed power lines and power outages with localized flooding and poor drainage flooding.
- Automobile accidents.
- Damage to local businesses.
- Campus closure and possible closure of local businesses.
- Unsafe situations for athletic teams playing or practicing outside.
- Delayed or canceled flights out of many local airports.

Individual Response

- Listen to local news or NOAA Weather Radio for emergency updates. Watch for signs of a storm, like darkening skies, lightning flashes or increasing wind.
- Avoid electrical equipment and corded telephones. Cordless phones, cell phones and other wireless handheld devices are safe to use.
- Keep away from windows.

- If you are driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends.
- If you are outside and cannot reach a safe building, avoid high ground; water; tall, isolated trees; and metal objects such as fences or bleachers. Picnic shelters, dugouts and sheds are NOT safe.
- Call University Police at (631) 420-2111 or 911 if you need assistance.

Winter Storms

Overview

A severe winter storm is storm system that develops in late fall to early spring and deposits wintry precipitation (such as snow, sleet or freezing rain) with a significant impact on transportation systems and public safety. Severe winter storms include heavy snow, blizzard and severe blizzard events.

- Threats such as hypothermia and frostbite can lead to loss of fingers and toes or cause permanent kidney, pancreas and liver injury and even death.
- A major winter storm can last for several days and be accompanied by high winds, freezing rain or sleet, heavy snowfall and cold temperatures.
- People can become trapped at home or in a car, without utilities or other assistance.
- Attempting to walk for help in a winter storm can be a deadly decision.
- The aftermath of a winter storm can have an impact on a community or region for days, weeks or even months.
- Extremely cold temperatures, heavy snow and coastal flooding can cause hazardous conditions and hidden problems.

Heavy snow can immobilize a region and paralyze a campus, stranding students, faculty and staff commuters, closing the campus, shutting down airports, stopping the flow of supplies, and disrupting emergency and medical services. Accumulations of snow can cause roofs to collapse and knock down trees and power lines.

A blizzard means that the following conditions are expected to prevail for a period of three hours or longer:

- Sustained wind or frequent gusts to 35 miles an hour or greater
- Considerable falling and/or blowing snow (i.e., reducing visibility frequently to less than a ¼ mile)

Heavy accumulations of ice can bring down trees and topple utility poles and communication towers. Ice can disrupt communications and result in power outages lasting for days while utility companies repair extensive damage. Even small accumulations of ice can be extremely dangerous to motorists and pedestrians. Bridges and overpasses are particularly dangerous because they freeze before other surfaces.

Impact

Snow and snow storms/blizzards occur routinely in New York State (NYS). Impacts from winter storms are felt statewide with varying levels of severity. The combination of strong winds, cold temperatures and substantial snowfall has caused:

- Closed or delayed openings of schools and businesses
- Traffic accidents
- Structural collapses (primarily roof failures)
- Downed power lines and outages
- Increased medical emergencies in response to overexertion from snow shoveling and overexposure to cold temperatures.
- Increased personal injuries from the use of inadequate and improper heating systems (e.g., the use of gas ovens and fuel space heaters)

Terminology

- Freezing Rain: Creates a coating of ice on roads and walkways
- Sleet: Sleet is rain that turns to ice pellets before reaching the ground. Sleet also causes roads to freeze and become slippery.
- Winter Storm Outlook: Winter storm conditions are possible in the next two to five days.
- Winter Weather Advisory: Winter weather conditions are expected to cause significant inconveniences and may be hazardous. When caution is used, these situations should not be life threatening.
- Winter Storm Watch: Winter storm conditions are possible within the next 36 to 48 hours. People in a watch area should review their winter storm plans and stay informed about weather conditions.
- Winter Storm Warning: Life-threatening, severe winter conditions have begun or will begin within 24 hours. People in a warning area should take precautions immediately
- Blizzard Warning: Heavy snow and strong winds will produce a blinding snow, near zero visibility, deep drifts and life-threatening wind chill.
- Frost/Freeze Warning: Below freezing temperatures are expected.

Individual Response

When a Winter Storm WATCH is issued:

- Listen to NOAA Weather Radio, local radio and television stations or cable television such as the Weather Channel for further updates.
- Be alert to changing weather conditions.
- Avoid unnecessary travel.
- Primary concerns are loss of heat, power and phone service and a shortage of supplies if storm conditions continue for more than a day.

- Have a flashlight and extra batteries available in your room.
- Have an inexpensive battery-powered or hand-crank NOAA weather radio and a portable radio to receive emergency information. During a power outage which may disrupt cellular service, these devices are a good source of information.
- Have extra food and a few bottles of water. Have high-energy food such as dried fruit, nuts and granola bars, and food requiring no cooking or refrigeration.
- Have first-aid supplies or a small first-aid kit.

In Vehicles

Farmingdale State College students, faculty and staff are constantly traveling. Plan your trip and check the latest weather reports to avoid the storm! Fully check and winterize your vehicle before the winter season begins.

- If possible and to enhance your personal safety, carry a Winter Storm Survival Kit in your vehicle:
 - Mobile phone, charger, batteries
 - Blankets/sleeping bags/space blanket
 - Flashlight with extra batteries
 - First-aid kit
 - Knife
 - High-calorie, non-perishable food
 - Extra clothing to keep dry
 - Small can and waterproof matches to melt snow for drinking water
 - Sack of sand or cat litter for traction
 - Shovel
 - Windshield scraper and brush
 - Tool kit
 - Tow rope
 - Battery booster cables
 - Water container
 - Compass and road maps.
 - Keep your gas tank near full to avoid ice in the tank and fuel lines. Whenever possible, avoid traveling alone. Always let someone know your timetable and primary and alternate routes.

When Caught in a Winter Storm

If Outside:

- Find shelter.
- Try to stay dry.
- Cover all exposed body parts.

In A Vehicle:

- Stay in vehicle
- You will become quickly disoriented in wind-driven snow and cold.
- Run the motor about 10 minutes each hour for heat.
- Open the window a little for fresh air to avoid carbon monoxide poisoning.
- Make sure the exhaust pipe is not blocked.
- Be visible to rescuers:
- Turn on the dome light at night when running the engine.
- Tie a colored cloth, preferably red, to your antenna or door.
- After snow stops falling, raise the hood to indicate you need help.

Class Cancellations

During the course of the school year, there will be days when inclement weather conditions necessitate the cancellation of classes and/or activities by the President of the College. Because of the large number of students and staff, it is imperative that a pre-planned system be established to notify all segments of the campus community when the College is canceling its classes and/or activities.

The decision to cancel or delay classes rests with the President. When classes are canceled or delayed, and college offices are open, all non-teaching employees are expected to report for work or charge their time in accordance with appropriate policy. Only the Governor can close the campus entirely.

All members of the college community should be prepared to react to severe weather situations while on campus. A campus-wide e-mail is typically sent to all students, faculty, and staff. Class cancellations or delays will also be posted on www.farmingdale.edu which can also be accessed on a smartphone.

Farmingdale State College has also partnered with RAVE, an emergency notification provider that delivers both text messages and email messages. Students, faculty and staff may sign up for this emergency notification service by going to www.getrave.com and entering Farmingdale State College.

Hurricanes

Overview

Hurricanes are an unfortunate possibility for Farmingdale State College. With hurricane season running June 1st through November 30th, the College has put several procedures in place to keep its students safe. Depending on the anticipated severity of a storm, Farmingdale State College may be required to evacuate its campus for a hurricane. While this is not a common occurrence, it is imperative that students and their families develop a personal evacuation plan now and be ready to implement that plan if a storm threatens the Long Island area. Once an evacuation is ordered, all events and classes will be canceled and only pre-designated essential personnel will be allowed to remain on campus.

Information Dissemination

When a Tropical Storm or Hurricane threatens Long Island, the College will notify students of cancellations, closures, and the possibility of evacuations via emails and text messages. The Farmingdale State College website is always the best place to go to get the latest information, and the campus community will be directed to seek updates from the website via text message and email communications.

Individual Pre-Storm Preparations

You must plan ahead in the event of a tropical storm or hurricane. Students and their families should develop their own personal emergency plans in the event Long Island is threatened by a storm. These plans at a minimum should address the following.

Communications: Designate an out-of-state relative or friend to serve as a family contact. Be prepared to text, tweet, Facebook, or call to let people know your plan before a storm and that you are ok after.

Supplies: Build or purchase an emergency kit with all the supplies you will need to last 3-5 days. Make sure to get cash and refill any prescriptions.

Protection of Valuables: Purchase rental insurance for and take pictures/ inventory your personal possessions. Pick up all items from the floors and store in drawers and closets. Move furniture away from windows. Close and lock your windows. Bring inside any items you may have on balconies or other open areas. Unplug stereos, TVs, electronic equipment and lamps.

Protection of Data: Back up computer data and take a copy with you. Unplug your computer and move it off the floor to a more protected area like a closet. Place your paper documents in waterproof containers and take with them you.

Transportation: Keep your car filled with gas and check all fluids and tire pressures (including spare). Know how you will evacuate and the route you will take if an evacuation order is issued. Any student who cannot evacuate on their own will be asked to self-identify to College officials and will be transported to a local College-operated or county shelter.

Shelter: Hurricane evacuation shelters are designed for safety, not comfort. Accommodations are extremely basic. Students who choose to stay in a local shelter should be prepared to sleep on the floor of a common area. Food and water will be provided, but we recommend that students bring a sleeping bag, a pillow, snacks and all prescription medications.

Evacuation Order

Students must develop a plan on where they will go if an evacuation is ordered. Farmingdale State College will seek to make a closure and evacuation decision for the approximately 72 hours before the anticipated arrival of tropical storm force winds. When an evacuation is ordered, students must immediately act. All classes/events will be canceled when an evacuation order is issued and The College will provide as much notice as possible to allow students to implement their evacuation plans.

Hurricane Shelter

Farmingdale State College is a designated hurricane shelter location for both the campus community and for the general public. For more information on how Farmingdale State College will conduct sheltering operations, see Annex 15 – Shelter Operations.

Shelter-In-Place

See Annex 14 for full Shelter-in Place operations. Shelter-in-place goes into effect during emergency situations where it is important to minimize exposure to outdoor hazards or threats. These situations may include:

- Extreme weather
- Dangerous air quality due to the accidental or intentional release of hazardous materials
- Reports of a potentially dangerous individual on campus (but no active threat)

Notification

A shelter-in-place order will be signaled by an activation of the Farmingdale State College emergency notification system. This may include text messages, emails, voicemail messages, web page banners and any other means of communicating emergency information available to Farmingdale State College.

Actions

If a shelter-in-place order is given, enter the nearest building and move to an interior room away from exterior windows. First and foremost, do not panic.

Weather-Related Emergency:

- Avoid windows. If you are in the path of the storm, go to the lowest floor, small center room (like a bathroom or closet), under a stairwell or an interior hallway with no windows. If your shelter is being impacted by dangerously high winds, crouch as low as possible to the floor, facing down; cover your head with your hands. Once the storm has passed, await further instructions from authorized personnel.

Hazardous Air Quality:

Follow instructions from Facilities personnel on moving to an upper or lower floor. Move to an enclosed, windowless area in the center of the building with access to restrooms, if possible. If you are able, turn off all ventilation fans and close nearby windows. Await further instructions from authorized personnel.

ANNEX 4 – DEATHS ON CAMPUS

Overview

Farmingdale State College recognizes its role in investigating and reporting deaths that occur on campus. As such, the numerous campus departments shall be involved with handling any death on campus. This section shall generally cover accidental deaths, homicides and suicides on campus. Please refer to Annex 5 for Active Shooter Preparedness.

Timely Response

Response to deaths on campus shall be initiated by University Police in a timely manner according to University Police internal policies. Once officers have secured the crime scene and called additional medical and investigative resources, the Incident Commander shall determine what additional resources are necessary, including but not limited to mental health resources, academic resources and facility resources for the relocation of students or staff.

Decision Making

All decisions shall be made by the Incident Commander or his/her designee. See Section 1 for information relating to the Incident Commander and on-scene decision making at the Incident Command Post.

Communications

In compliance with the Higher Education Act (Clery Act) and SUNY Policy 5608, Farmingdale State College shall issue a timely warning whenever there is a threat that a crime is ongoing or may be repeated. Farmingdale State College shall also issue an emergency notification upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. All crisis communications shall be handled by the Crisis Communication Team. For more information on crisis communications, see Annex 11.

Next of Kin Notifications

When reasonably practicable, and if not handled by the Medical Examiner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the police officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, the University Police Department shall attempt to locate family members and inform them of the death and location of the deceased missing

person's remains. All efforts to locate and notify family members shall be recorded in an appropriate report.

Employee Deaths

When University Police determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment, they should ensure that the regional Occupational Safety and Health Administration (OSHA) office is promptly notified of all pertinent information.

Mutual Assistance and Local Resources

For any death on campus, additional resources shall be called in as necessary. Farmingdale State College maintains a Memorandum of Understanding with the Suffolk County Police Department (Appendix F), and is located within the fire districts of East Farmingdale Fire Department and the Melville Fire Department for additional assistance. Depending on the circumstances surrounding the death, Farmingdale State College may also utilize the services of the Suffolk County Medical Examiner's Office, the New York State Police, and the Suffolk County District Attorney's Office when dealing with deaths on campus.

ANNEX 5 – ACTIVE SHOOTER INCIDENT

Overview of Situation

It is conceivable that a threat may present itself at Farmingdale State College that requires students, staff, faculty and guests to take protective measures to avoid harm from an active shooter or otherwise deadly individual. These measures may involve members of the campus community isolating themselves from the threat. The nature of the threat will determine the actions that will have the highest likelihood of success (i.e. lockdown, evacuation, etc.).

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. However, there have been cases where subjects have utilized weapons other than firearms (knives, axes, etc.), and situations that have started as a targeted attack and escalated to mass murder or attempts of mass murder. For the purposes of this Annex, the term “Active Shooter” will be used to refer to any of the situations described above.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 5 to 10 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- Immediately leave the area if it is safe to do so
- If you cannot leave, and you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Call 911 when it is safe to do so

An active shooter training video is available to the campus community via the New York State University Police at Farmingdale State College’s website. The direct link is <https://www.farmingdale.edu/university-police/safety.shtml>

Lockdown

A total physical “lockdown” of the Farmingdale State College campus is not a reasonable expectation for students, staff, faculty or emergency responders. The campus contains thousands of occupants, many buildings and includes hundreds of exterior doors. There is no quick or effective method of locking all doors and/or moving the entire campus community to a secure location.

Any time there is a significant security concern, New York State University Police will make every reasonable attempt to immediately increase security on campus. At the same time emergency personnel are responding to the emergency situation, public safety officials will communicate the hazard to the Farmingdale State College community via all available and appropriate means.

If you receive an official emergency communication notifying you of a hazardous situation where you must take immediate action to protect yourself, stay as calm as possible and follow the procedures outlined in the communication, as well as the good practices for coping with an active shooter detailed on page 51. Only you will be able to determine the safest course of action that should be taken.

If a security threat is imminent or occurring, Farmingdale State College personnel will take all reasonable and appropriate actions to minimize the hazard to the campus community. If the perpetrator(s) is known, University Police Access Control will immediately deactivate the campus ID card(s) to prevent the individual(s) from entering a building/room equipped with card access. For locations without electronic access control, College officials will make reasonable attempts to secure these doors as quickly as possible. The nature of the threat may make it unsafe for College personnel to move from door-to-door, thus preventing these locations from being quickly secured.

If you become aware of an active shooter situation, immediately notify University Police at 911 or (934) 420-2111, or the RAVE Guardian phone application.

Information to provide to law enforcement or 911 operators:

- Location of the active shooter
- Number of shooters
- Identity of the shooter(s), if known
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

Response to an Active Shooter by Students, Faculty and Staff

If you are in a situation where your safety is in question and you are at risk by harm from another person, you must quickly determine the most reasonable way to protect your own life.

Run (Evacuate)

If there is an accessible escape path, attempt to evacuate the building/area. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible, to prevent confusion to law enforcement
- Follow the instructions of law enforcement personnel
- Do not attempt to move wounded people
- Notify University Police when you are safe

Hide (Shelter-In-Place or Lockdown)

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide cover from gunfire
- Not trap you or restrict your options for movement is possible

To prevent an active shooter from entering your hiding place:

- Lock the door, if possible
- Blockade the door with whatever is available – heavy furniture, door wedges, file cabinets, etc.
- Cover any windows or openings that have a direct line of sight into the hallway.
- Shut the lights
- Turn your cell phone to silent (not off)
- Remain silent and keep those around you silent
- Notify University Police of the situation
- Monitor the Farmingdale State College website for updates

If the active shooter is nearby:

- Lock the door, if possible
- Line everyone up away from doors and windows. Use the same wall as the doors if possible.
- Close windows, shades and curtains
- Silence all cell phone and other electronic devices

- Turn off any source of noise (i.e. radios, televisions, etc.)
- Hide behind large items (i.e., cabinets, desks)
- Remain silent
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Notify University Police when it is safe to do so

Fight

If running and hiding are not possible:

- Remain calm and focused on your actions
- Notify University Police, if possible, to alert them of the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

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

- Acting as aggressively as possible against him/her (fight for your life)
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers may arrive alone, or in small teams
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

While law enforcement personnel are still assessing the situation, separate teams of police officers will move through the entire area to ensure the threat is over. For the safety of you and the officers, you may be handcuffed until the incident details are fully known.

How to react when law enforcement arrives:

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e., cell phones, bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Active Shooter Training

To best prepare for an active shooter/physical threat situation, the New York State University Police will educate and train the campus community on this plan. Training and exercises will prepare Farmingdale State College students, staff, faculty and guests to effectively respond and help minimize loss of life.

Preparedness training may include:

- Educate the campus community through workshops, seminars, lectures and any other opportunity to teach about the hazards of an active shooter/physical threat and ways each person can potentially react to such a situation.
- Supplement in-person instructional elements with additional information to reinforce the training. Such material may be distributed in a variety of ways, including but not limited to web pages, social media, printed literature, radio/TV, etc.

Prevention training may include:

- Be aware of indications of violence and take remedial actions accordingly (i.e., If you see something, say something)
- Recognizing indicators for potential violence by an individual:
 - Increased use of alcohol and/or illegal drugs
 - Unexplained increase in absenteeism; vague physical complaints
 - Noticeable decrease in attention to appearance and hygiene
 - Depression/withdrawal
 - Resistance and overreaction to changes in policy and procedures
 - Repeated violations of campus policies

- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of personal problems
- Talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

Individuals exhibiting the above signs of concern, should be reported to the New York State University Police, to be forwarded to the Farmingdale State College Students of Concern committee as necessary. For more information on the Students of Concern Committee, see Annex 6.

Exercise training may include:

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
- Evacuating the area
- Hiding out
- Acting against the shooter as a last resort
- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis

University Police

The Farmingdale State College University Police Department (UPD) utilizes best practices and equipment to respond to an active shooter incident. UPD will respond to active shooter incidents in accordance with established UPD policies and procedures. Due to operational security concerns relating to specific response tactics used by police, these policies and procedures are available by request to UPD directly.

ANNEX 6 – STUDENTS OF CONCERN COMMITTEE

Overview

The Farmingdale State College Students of Concern Committee is tasked with addressing reports of unusual and potentially dangerous behavior displayed by campus community members. The committee is comprised of multiple campus department representatives to garner perspectives from multiple disciplines. Some of the departments that may be included to address students of concern may include University Police, the Dean of Students Office, the Office of Campus Mental Health Services, the Office of Residential Life, the Campus Health and Wellness Center, and the Title IX Coordinator.

Students of Concern Behavior

Academic Concerns:

- Sudden decline in quality of work/grades
- Repeated absences
- Disorganized performance
- Multiple requests for extensions
- Overly demanding of faculty/staff time and attention
- Bizarre content in writing/presentations
- Increased need for personal (rather than academic) attention

Physical Concerns:

- Marked changes in physical appearance (deterioration in grooming or hygiene, significant weight loss/gain)
- Excessive fatigue or sleep disturbance Intoxication, hangovers, smelling of alcohol
- Disoriented or 'out of it'
- Agitation/restlessness

Psychological Concerns:

- Self-disclosure of personal distress including family problems, financial problems, suicidal thoughts, grief
- Unusual/disproportional emotional response to events
- Tearfulness
- Panic reactions
- Irritability or unusual apathy
- Verbal abuse (e.g. taunting, badgering intimidation)
- Rambling, illogical speech
- Delusions or paranoid statements Indicators

Safety Concerns:

- Clear anger or hostility
- Physical violence: hitting, shoving, assault use of a weapon
- Implying or making a direct threat to harm self or others
- Academic assignments dominated by themes of extreme hopelessness, rage, worthlessness, isolation, despair, acting out, suicidal ideation, violent behaviors, or other 'cries for help'
- Communicating threats via email, text, or phone calls

ANNEX 7 – COMMUNICABLE DISEASES & PANDEMICS

Purpose

The Communicable Disease and Pandemic Control Annex acts to establish guidelines in order to respond promptly and efficiently in the event of communicable disease outbreak.

Primary Department Responsible for Annex

Farmingdale State College Health and Wellness Center

Communication

Clear and open lines of communication across all departments at Farmingdale State College is imperative to ensure proper information is relayed in a timely and effective manner. Depending on the severity of the outbreak, the institutional wide Farmingdale State College Comprehensive Emergency Management Plan may be activated, including the Crisis Communications Annex. Information regarding a disease outbreak will be communicated by the Director of Health and Wellness to University Police, and the Office for Institutional Advancement (crisis communications), as well as to local health officials. All media requests should be directed to contact the Communications Director in the Office for Institutional Advancement.

Clinic for Prophylaxis Treatment

If, after consultation with the Suffolk County Department of Health, it is determined that prophylactic treatment or immunizations should be offered on a large-scale basis, arrangements should be made to secure space in Nold Hall, the Campus Center Ballroom or another large space that can accommodate a large crowd of staff, students, and Department of Health officials. Large scale clinics will affect the operating hours of the Health and Wellness Center due to the limited size of available staff, and these changes in hours will be communicated on the Farmingdale State College website, along with social media notifications via the Office for Institutional Advancement.

Coordination between the Health and Wellness staff and University Police will be necessary to maintain orderly operations for mass treatment or immunizations.

Exposure Management

The Farmingdale State College Health and Wellness Center will consult with Suffolk County Public Health Department immediately upon diagnosis of an outbreak of any communicable infectious disease. The Health and Wellness Center will adhere to recommendations from the Department of

Health including completing Department of Health form 389, a confidential communicable disease reporting form.

In the event of a communicable disease outbreak, Health and Wellness staff will screen each patient that presents to the center for signs and symptoms of the specific disease and immediately isolate the patient if medically indicated.

Resident Halls present a unique challenge in relation to isolation. The first course of action in cases where a resident student does not need hospitalization would be for the student to return home. In the event that a student is unable to travel home, the Office of Residence Life should attempt to rearrange room assignments to free up rooms. Patients should then be moved to a single room. In the event that single rooms are no longer available, patients with the same diagnoses may be roomed together with the permission of either the Director of the Health and Wellness Center, his/her designee, or by the Suffolk County Department of Health. Depending on the severity of the situation, the President of Farmingdale State College can authorize mandating students to return home indicated in the Public Health Emergency Guidance Document written by the State University of New York.

The Public Health Emergency Guidance document is available at [http://system.suny.edu/media/suny/content-assets/documents/capital-facilities/environmental-health/Pandemic-Flu-Guidance-Documents-Final-\(2\).pdf](http://system.suny.edu/media/suny/content-assets/documents/capital-facilities/environmental-health/Pandemic-Flu-Guidance-Documents-Final-(2).pdf)

Essential Personnel

All Health and Wellness Staff are considered essential personnel during a public health emergency. This includes but is not limited to the Director, Associate Director, College Physician, Registered Nurses, and Secretary. Staffing hours may be extended and/or modified during crisis response. Regular and repeated trainings will occur to ensure staff are aware of their roles and responsibilities in emergencies. Staff will be cross-trained in other job functions to ensure sustainability of services. The Department of Health may provide emergency workers in certain situations.

Early Detection and Surveillance

Management team at the Health and Wellness Center is responsible for monitoring surveillance of emerging disease patterns through information provided by the Centers for Disease Control (CDC), and the New York State Department of Health on at least a weekly basis. Based upon the surveillance data, steps should be implemented to prepare the campus for an outbreak including preparing messaging, ensuring adequate supply of medications, antibiotics, antivirals, gloves, gowns, and masks.

ANNEX 7A – SUNY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

Purpose

To ensure the continuation of services provided by the State of New York and the health and safety of the public sector workforce, each New York State agency and authority must prepare a plan for the continuation of operations in the event that the Governor declares a state disaster emergency involving a communicable disease.

Applicable agencies and authorities must post finalized plans by April 1, 2021 in (1) a clear and conspicuous location (e.g., bulletin boards or other similar location where employees normally view information posted by the employer), (2) in their employee handbook if they have one, and (3) on either their intranet or internet website.

Continuity of Operations Plan for a Disaster Emergency Involving a Communicable Disease

Individual(s) Responsible for Maintaining this Plan:

Megan Baldwin
Special Advisor to the Chancellor on Public Health Policy
Megan.Baldwin@SUNY.edu
518-801-2505

Date of Posting:

April 1, 2021

Statutory Elements of the Plan:

- A list and description of the types of positions considered essential in the event of a state-ordered reduction of in-person workforce.
 - "Essential" shall refer to a designation made by the employer that an employee is required to be physically present at a worksite to perform their job. Such designation may be changed at any time in the sole discretion of the employer.
- A description of protocols the employer will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices.

- "Non-essential" shall refer to a designation made by the employer that an employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.
- A description of how the employer will, to the extent possible, stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites.
- A description of the protocol that the employer will implement in order to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- A description of the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.
- A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis.
- A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Any other public health requirements determined by the New York State Department of Health (DOH) that are designed to reduce transmission of infectious diseases, such as face coverings, contact tracing, diagnostic testing, social distancing, hand and respiratory hygiene, and cleaning and disinfection protocols.

A. Essential Personnel

Essential employees are defined as anyone whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the existing emergency response. Such designation may be changed at any time in the sole discretion of the employer.

Below is a list and description of the types of positions in SUNY System Administration who may be deemed essential based in the above definition:

Mission Essential Position	Description
Chancellor	Executive Leadership
Chief of Staff and Deputy Chief of Staff	Executive Leadership
Chief Operating Officer and Deputy Chief Operating Officers	Executive Leadership
General Counsel in Charge	Executive Leadership
Senior Vice Chancellor, Vice Chancellor and Associate Vice Chancellor	Community Colleges and the Education Pipeline Capital Facilities and General Manager of the Construction Fund Finance and Chief Financial Officer Strategic Initiative and Diversity Press and Communications Academic Health and Hospital Affairs Government Affairs and Marketing
Senior Advisor and Special Advisor	Student Advocate Senior Advisor Public Health Policy
Provost in Charge	Provost Office
Director of Operations	Building Operations and Management
Public Safety Officers	Office of Public Safety
Special Assistant	Special Assistant to the Chancellor
Chief Information Officer	Office of Information Technology
Help Desk Staff	Office of Information Technology
Secretary to the Board	Board Office
Emergency Management and Emergency Operations Center Staff	Emergency Manager Staff participating in the Emergency Operation Center

SUNY Campus Presidents are responsible for final determinations as to which functions or employees are essential based on how the crisis is developing or present on campus. In addition to campus leadership such as the Campus President, essential functions at the campus level also include functions required to support the well-being of individuals who remain on campus as well as the maintenance of SUNY properties and resources. Below is a list of positions/functions at the campus level that may be essential in responding to a disaster emergency involving a communicable disease:

Mission Essential Position	Description
President	Executive Leadership
Chief of Staff	Executive Leadership
Chief Academic Officers	Executive Leadership

Vice Presidents for Business and Finance	Executive Leadership
Office of Communications/Government and Community Affairs	Executive Leadership
Administrative/Business Functions	Providing support and direction of all functions designated as essential; maintaining finances; emergency purchasing and processing.
University Police	Maintenance of order on SUNY properties; ensuring safety of campus population.
Office of Information Technology	Help desk, web and network services, email, telephone, etc.
Facilities	Preserve buildings and grounds, provide cleaning services, provision of required energy resources.
Health Care	Deliver necessary services within a potentially expanded Scope of Practice (under the direction of the NYS Department of Education).
Residential Services	Provide appropriate level of residence life and housing assistance/supervision.
Food Service	Ensure provision of food and water to campus residents.
Environmental Health & Safety	Implementation of the campus emergency response plan as directed by NYS, SEMO, System Administration or other appropriate entities.
Research	Ensure the preservation of active research interests including the continuation of humane treatment of laboratory animals. Required sequencing of non-animal experimental media, and other resources where continuation is deemed critical by research personnel.
Emergency Management and Emergency Operations Center Staff	Emergency Manager Staff participating in the Emergency Operation Center

B. Telecommuting

The Governor's Office of Employee Relations (GOER) has the authority to establish a Statewide, uniform, telecommuting program which outlines how agencies/authorities manage telecommuting. In the event of a future state disaster emergency involving a communicable disease, SUNY will receive direction from GOER on the rules and guidelines applicable to telecommuting and will take the necessary steps in order to implement and operationalize any official telecommuting program, where applicable, for SUNY, including:

- Protocol for procurement, distribution, downloading and installation of needed technology: There are a variety of technological tools available to support a remote workforce. Each campus may employ different tools, but they include online access from anywhere to Blackboard or other online learning system, Microsoft Office 365, One Drive, Word, Excel, PowerPoint, Teams, and SharePoint. In addition to these software tools, we may provide access to desktops and lab computers, and loaner laptops, Chromebooks, tablets and other technological resources.
- Protocol for phone coverage and transfer of office phone lines to work or personal cell phones: While campus and System Administration phone systems are different, they support ways to remotely access your calls and voicemail. Call forwarding is also available. Employees should

check with the Help Desk to see what is available. Additionally, cell phone use is prevalent, and many employees choose to use their cell phones as their primary contact.

In the absence of a Statewide telecommuting program, SUNY will work within the confines of current labor management structures to determine the appropriateness of employee presence on campus, to include the possibility of assigning alternate work locations. Until a decision is made by the University about the nature and extent of the emergency, or a closure by the Governor, all employees should report to work as usual. Thereafter, management will determine and communicate which functions are essential and if any essential personnel will be excused from reporting to work and/or a physical work location.

C. Work Shifts/Schedules

SUNY will ensure that essential employees can continue to fulfill their work responsibilities within the confines of what is advisable by the WHO, CDC and/or required by NYS or its DOH. In a future communicable disease event, current procedures and guidelines for workplace safety protocols will be adjusted to fit the specific threat and be distributed to all employees. Considerations will be made, within the confines of collective bargaining agreements and civil service laws, rules or regulations, to modify working hours, shifts, and schedules in such a way that social distancing and other workplace safety protocols can be enforced. We will ensure that appropriate physical and social distancing is followed for those physically present at work. These guidance documents include the following key elements:

- Employees required to physically report to the office may work with their supervisor on an individualized work schedule that will meet specific operating requirements and their personal needs. Subject to operating needs, an individualized work schedule can include:
 - Permitting essential employees to flex their schedules around available childcare, working some or all of their hours on evening and/or weekend shifts when alternate care options are available, dependent on operational needs.
 - Adjusting building access (hours and security) to support flex schedules.
 - Office Social Distancing:
 - During the current emergency, SUNY evaluated and adjusted its individual and community office space to comply with social distancing requirements. These measurements will be kept and will be available during the next contagious disease emergency, in accordance with the threat.
 - Supervisors will monitor work schedules and limit occupancy in any enclosed space to no more than 50% and maintain a 6-foot distance between individuals.
 - Physical partitions or other barriers may be installed where 6-foot distancing between staff is not possible.

D. Personal Protective Equipment

SUNY follows Infection Control Procedures in accordance with the Center for Disease Control and the New York State Department of Health in the development of all internal protocols and guidance relative to responding to communicable disease.

During a response to a communicable disease outbreak, procuring, distributing and inventory control will be centralized and prioritized. The Office of Environmental Health and Safety will coordinate these activities and supplies will be procured via OGS or from well-established New York State suppliers.

It is the responsibility of each campus to ensure that there are adequate medical (general medical supplies, medications and PPE) and nonmedical (for implementation of CDC recommended infection control and biosafety measures; cleaning and disinfecting) supplies to cover a public health emergency. SUNY's PPE supply is stored at each campus location pursuant to PPE storage requirements and is overseen and distributed by the Office of Environmental Health and Safety.

Protocols for the cleaning, disposal, training and signage related to PPE will also follow the guidance established by the CDC and NYS Health Department.

E. Exposure Protocol

SUNY, together with NYS, has created a series of procedures to ensure that all employees physically reporting to work are screened for infectious disease and that the results of the screenings are collected and instantly reviewed. These protocols follow all screening, testing, and tracing procedures as outlined in the applicable NYS DOH guidance, including instructions to employees on when to return home and when to return to work. Protocols are updated as circumstances change.

SUNY System Administration has worked with the SUNY hospital network to develop tests in the current pandemic and requires weekly testing of all employees physically present at SUNY campuses. Testing protocols can be modified to support other testing needs.

Employees who are physically reporting to work must complete the Daily Office COVID Screening within the first hour of physically reporting to the workplace. This includes employee's coming into the building only for a brief period.

Procedures have been developed to comply with directives from the Director of State Operations and Infrastructure memorandum, entitled, "[Employee Testing and Evaluation Protocols for COVID-19](#)," which includes cleaning and disinfecting protocols, as well as notification to health officials as required. SUNY also directs the daily thorough disinfection of any work area of any in person employee as well as any common area surface and shared equipment such employee may have touched including:

- Building and elevator lobbies.
- Restrooms & drinking fountains.
- Hallway light switches, turnstiles, and waste receptacles.
- Building entrances, stairwell doors and handrails.

While the amount and types of leave available to an employee will be dependent on the particular communicable disease emergency that has been declared and any provisions of law that provide for leave under such circumstances, during a communicable disease emergency an employee's leave options include GOER quarantine leave, other applicable State policy leave, leave provided under a Federal Act and an employee's own leave accruals. Collective Bargaining Agreements may also be applicable. Policy on available leaves will be established by the Department of Civil Service and/or GOER who shall provide guidance to the agencies/authorities on how to instruct employees about available leaves.

F. Protocol for Documenting Work Hours/Locations

- Each campus is responsible for tracking the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis. Employees entering SUNY worksites must undergo a health screening which is recorded as described in Section E (above). Logs from that application are saved daily and are accessible by key personnel including the Chief Operating Officer and Human Resources Office who will use the information for the purposes of disease tracking, identifying potential exposures, and contact tracing.

G. Protocol for Identifying Emergency Housing for Essential Employees

Each campus will be responsible for contacting county officials, hotels and college and university officials to develop information about the availability of emergency housing for essential employees. Emergency housing opportunities, once developed, will be communicated to employees who may need such housing.

H. Other Requirements Determined by the NYS DOH

- Current DOH guidelines for COVID-19 are as follows and will be modified depending on the particular emergency declared.
 - Ensure a distance of at least 6 feet is maintained among employees at all times, unless safety of the core activity requires a shorter distance (e.g., moving and lifting equipment). Any time an employee must come within 6 feet of another person, the employee and person should wear acceptable face coverings.
 - When distancing is not feasible between workstations or areas, provide and require the use of face coverings or erect physical barriers, such as plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.

- Tightly confined spaces should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.
- Social distancing markers should be posted around the workplace using tape or signs that indicate 6 feet of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., clock in/out stations, health screening stations, break rooms, water coolers, etc.). Further, bi-directional foot traffic should be reduced by using tape or signs with arrows in narrow aisles, hallways or spaces.
- Post signs, consistent with the DOH COVID-19 signage, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
- Limit employee travel for work to only essential travel.
- Hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and DOH must be followed, and cleaning logs that include the date, time, and scope of cleaning must be maintained.
- Hand hygiene stations, including handwashing with soap, water, and disposable paper towels, as well as NYS Clean hand sanitizer or a hand sanitizer containing 60% or more alcohol for areas where handwashing facilities may not be available or practical, must be provided and maintained for personnel.
- Appropriate cleaning/disinfection supplies for shared and frequently touched surfaces must be provided, and employees must use these supplies before and after use of these surfaces, followed by hand hygiene.
- Regular cleaning and disinfection of the office location must be undertaken. More frequent cleaning and disinfection must be undertaken for high risk areas used by many individuals and for frequently touched surfaces, at least after each shift, daily, or more frequently as needed, and align with DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19".
- Exposed areas must be cleaned and disinfected in the event of an employee testing positive for COVID-19. Such cleaning should include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., vending machines, handrails, bathrooms, doorknobs, etc.).
- CDC guidelines on "Cleaning and Disinfecting Your Facility" should be complied with if someone in your facility is suspected or confirmed to have COVID-19.

- Agencies/authorities must have internally identified key points of contact including but not limited to site safety monitors, individuals responsible for monitoring compliance with this plan and central points of contact who will coordinate efforts to notify appropriate health authorities of positive cases and assist with required contact tracing.

Farmingdale State College Addendum

A.

Mission Essential Position	Description
President	Executive Leadership
Executive Assistant to the President	Executive Leadership
Provost and Vice President for Academic Affairs	Executive Leadership
Vice Presidents for Administration and Finance/CFO	Executive Leadership
Vice President for Institutional Advancement and Enrollment Management	Executive Leadership
Vice President for Student Affairs and Chief Diversity Officer	Executive Leadership
Vice President of Development and Alumni Engagement	Executive Leadership
University Police	Maintenance of order on SUNY properties; ensuring safety of campus population.
Office of Information Technology	Help desk, web and network services, email, telephone, etc.
Facilities	Preserve buildings and grounds, provide cleaning services, provision of required energy resources.
Health and Wellness	Deliver necessary services within a potentially expanded Scope of Practice (under the direction of the NYS Department of Education).
Residential Life	Provide appropriate level of residence life and housing assistance/supervision.
Food Service	Ensure provision of food and water to campus residents.
Research	Ensure the preservation of active research interests including the continuation of humane treatment of laboratory animals. Required sequencing of non-animal experimental media, and other resources where continuation is deemed critical by research personnel.
Faculty	Continuity of the delivery of in person classes as needed.
Human Resources	Ensure staffing is maintained at adequate levels. Handle special circumstances for employees.

B.

All Employees (including non-essential employees) can request a laptop with the approval of their immediate supervisor, which is then processed through the office of IT Academic Services for delivery. IT will coordinate a scheduled on-campus pick-up of the device after the completion of FSC's campus technology use form to ensure adherence to IT asset management protocols.

All Employees can access required systems (Blackboard, Banner, Microsoft Office 365) securely from their remote work location leveraging Microsoft Active Directory Federated Single sign-on, either directly through farmingdale.edu or through FSC's Virtual Desktop (VDI) and/or the FSC Virtual Private Network (VPN). These solutions are accessible via Mac and Windows PC and where necessary FSC also provides a Software catalog of applications that can be downloaded and installed remotely on a campus provided device (laptop) through the FSC IT Portal.

Campus provided mandatory compliance and educational training offerings are accessible to all employees who telecommute including, but not limited to, training in the following areas (Microsoft, Google, Qualtrics, Legal & Regulatory Compliance, IT Security & Risk Management).

All Employees can access FSC provided phone lines and voicemail through the Mitel Connect application accessible on campus provided computers and personal devices through the Mitel Connect App, available for both iOS and Android devices. Mitel Connect is also available through FSC's Virtual Desktop solution allowing employees to send and receive phone calls through their designated office numbers as if they were in their office on campus.

D.

At Farmingdale State College, there will be no sharing of Personal Protective Equipment (PPE). Each faculty member, staff, or student is responsible for maintaining, cleaning, and disinfecting their own PPE when it is to be reused. Proper training and guidance for these practices will be made readily available. Single use PPE (i.e., nitrile gloves) is to be disposed of in accordance with NYSDOH and NYSDEC guidelines based upon what it may be contaminated with (for instance, if PPE becomes contaminated with blood, it would be disposed of as Regulated Medical Waste). The types of PPE likely to be used during a pandemic would include, but is not limited to:

- Face coverings/masks
- Nitrile gloves
- Face shields
- Tyvek suits and boot coveralls
- Safety goggles and glasses

Unless otherwise directed by the NYSDOH or NYSDEC, or unless grossly contaminated with a bodily fluid capable of transmitting a communicable disease, any and all PPE that has been used for its intended purpose shall be disposed of to the regular trash. PPE that is to be reused shall be disinfected with an approved disinfectant in accordance with the specific product application guidelines.

Staff will be educated in proper donning and doffing of PPE based upon their job role and the specific PPE needed to carry out their job duty. Staff will be provided with links to training videos produced by the CDC, then participate in a training conducted by the Environmental Health and Safety officer which will require return demonstration of donning and doffing PPE to ensure competency.

Farmingdale State College will post signage in all breakrooms and highly visible public areas focused on proper PPE usage in order provide a constant reminder on the importance of consistent and proper PPE usage and its impact on disease transmission.

ANNEX 8 – SEXUAL ASSAULT

Title IX Coordinator

The College has a duty to promptly address complaints of sex discrimination, including sexual harassment, sexual assault and sexual violence, to limit the effects of the discrimination, and to prevent its recurrence. Any faculty or staff member who receives a complaint of sex discrimination, or who wishes to file such a complaint on their own shall report the complaint to the Title IX Coordinator at **(934) 420-2104**.

Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender.

Harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe and/or serious, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefits from the educational institution's programs or activities.

Filing a Sexual Harassment Sex Discrimination Complaint

Faculty, Staff and Students

The State University of New York (SUNY), in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment is one form of unlawful discrimination on the basis of the above protected categories. The College will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate.

Persons Affected

Faculty, Staff, Students, Third-Parties

Policy Statement

It is unlawful and against Farmingdale State College's policy to harass anyone because of that person's sex or gender. FSC acts promptly to remedy sexual harassment and prevent its recurrence. Every employee and student is entitled to an environment free from sexual harassment, which has devastating economic, psychological, and physical effects on its victims, and the cost to the College in human and financial terms may be enormous. Sexual harassment is also illegal. Victims of sexual harassment have

protection under the law. To protect potential victims of sexual harassment, and to protect our College, FSC is taking affirmative steps to increase awareness of and sensitivity to sexual harassment, and to maintain a workplace free of its deleterious effects. Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in employment on the basis of race, color religion, national origin or sex. The Equal Employment Opportunity Commission (EEOC) has amended its guidelines on sex discrimination to include sexual harassment as an unlawful employment practice under Section 703 of Title VII

Procedures

In accordance with these guidelines, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature will constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term or condition of employment; or
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the person rejecting or submitting to the conduct; or
3. The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment can include physical touching, verbal comments, nonverbal conduct such as leering or inappropriate written or electronic communications, or a combination of these things. Examples of sexual harassment may include, but are not limited to:

- Seeking sexual favors or relationships in return for the promise of a favorable grade or academic opportunity
- Conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship
- Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, and other forms of sexually offensive conduct by individuals in position of authority, co-workers or student peers, that unreasonably interferes with the ability of a person to perform their employment or academic responsibilities.

Definitions

What is Title IX? Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities which receive Federal financial assistance. Title IX law protects students, employees and vendors, from sex discrimination, including age, gender identity, sexual orientation. The College must promptly respond to complaints of sexual harassment and sexual violence in a way that limits its effects and prevents its recurrence.

Sex Discrimination – behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex. This includes but is not limited to sexual harassment, sexual assault, sexual violence by employees, students, or third parties. Employees should report sexual harassment that they observe or become aware of to the Title IX Coordinator at **(934) 420-2104**.

Sexual assault - a physical sexual act or acts committed against a person's will and consent or when a person is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as "rape," whether forcible or non-forcible, "date rape" and "acquaintance rape." Nothing contained in this definition shall be construed to limit or, conflict with the sex offenses enumerated in Article 130 of the New York State Penal Law, which shall be the guiding reference in determining if alleged conduct is consistent with the definition of sexual assault.

Sexual Violence - physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

Preponderance of the Evidence – the standard of proof in sexual harassment, sexual violence and sexual assault cases, which asks whether it is "more likely than not" that the sexual harassment, sexual assault or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible

Responsible Office(s)

Diversity, Equity, & Inclusion
University Police

University Police

The Farmingdale State College University Police Department (UPD) will conduct investigations of sex offenses in accordance with established UPD policies and procedures. Due to the sensitive nature of these policies and procedures, they are available by request to UPD directly.

ANNEX 9 – BOMB THREATS

Overview

Should Farmingdale State College experience a bomb threat, the college will determine the appropriate course of action based on the credibility of the threat and other contributing factors. Safety is the top consideration and will guide all decisions.

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible.

The majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that as few people as possible handle the document, as this is evidence that should be turned over to University Police. If the threat should come via e-mail or a social media application, make sure to save the information on your computer or smartphone. Bomb threats were once primarily transmitted over the telephone, but as technology advances, they may be received in many forms.

Definitions

Suspicious Item: Any package, object or device that, due to information received, threat or circumstances under which it was found, suggests that it could contain explosives.

Hazardous Device: Any object or package that contains explosives. This includes military ordnance (e.g., grenades, artillery rounds), explosive materials (e.g., black powder, dynamite, blasting caps, 1/4" or 1/2" sticks, super M-80s), any substance suspected to be explosive material, and any object which may contain explosives and a source to detonate same.

Weapons of Mass Destruction (WMD): Any object that can be explosive, chemical, nuclear, biological or a combination of any of these. Weapons of mass destruction, chemical, nuclear or biohazard devices may also contain a small explosive dispersal charge or a mechanical dispersal method that may operate with similar mechanisms as a bomb.

FBI Classification of Bomb Threat Risk Levels

Low Level:

A threat that poses a minimal risk to the victim and public safety.

- Threat is vague and indirect. Information contained within the threat is inconsistent, implausible or lacks detail.
- Threat lacks realism.
- Content of the threat suggests person is unlikely to carry it out.

- Threat is made by young child (under 9 or 10) and there is laughter in the background.
- The caller is definitely known and has called numerous times.

Medium Level:

A threat that could be carried out, although it may not appear entirely realistic.

- Threat is more direct and more concrete than a low-level threat.
- Wording in the threat suggests that the offender has given some thought to how the act will be carried out.
- There may be a general indication of a possible place and time (though these signs still fall well short of a detailed plan).
- There is no strong indication that the individual has taken preparatory steps, although there may be some veiled reference or ambiguous or inconclusive evidence pointing to that possibility — an allusion to a book or movie that shows the planning of a violent act, or a vague, general statement about the availability of weapons.
- There may be a specific statement seeking to convey that the threat is not empty: “I’m serious!” or “I really mean this!”

High Level:

A threat that appears to pose an imminent and serious danger to the safety of others.

- Threat is direct, specific and plausible. For example, “This is John Smith, I’m fed up with Mr. Jones yelling at me. There’s a bomb under his desk.”
- Threat suggests concrete steps have been taken toward carrying it out. For example, statements indicating that the individual has acquired or practiced with a weapon or has had the intended victim under surveillance.

Student Responsibilities

In the event of a bomb threat, faculty, staff and students should respond according to the information provided by first responders and any of the emergency notification systems.

If an employee or student receives the actual bomb threat, he/she should respond as follows:

- Call University Police at (631) 420-2111 to report the incident.
- Evacuate the building when instructed by a university official.

Actions

Initial Actions:

- A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object.
- Do not operate any power switch, and do not activate the fire alarm.

If There Is an Explosion:

- Notify University Police.
- Be on the lookout for secondary devices.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.

If You Receive a Bomb Threat (via telephone):

- If you receive a threatening call (bomb, or other physical harm, etc.) do not hang up. Have someone else notify University Police from another extension if possible. Attempt to engage the caller in conversation and obtain as much information as possible.
- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
 - What exactly is the threat?
 - When will it explode?
 - Where was the bomb left?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Who placed the bomb?
 - Who is the target?
 - Why was the bomb placed?
 - What is your address?
 - What is your name?
- Observe the caller's speech:
 - Is the voice familiar in any way?
 - Male or female?
 - Young or old?
 - Speech patterns (Accent? Stutter?)
 - Emotional state (Angry? Agitated? Calm?)
 - Background noise (traffic, people talking and accents, music and type, etc.)
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
 - Call University Police and submit your notes from the telephone call or the bomb threat (letter or note).
 - Follow instructions from University Police.

If You Receive a Bomb Threat (via E-mail, Letter or Note):

- If you receive a bomb threat via e-mail, letter or note, notify University Police and save your note as evidence to be turned in to University Police.
- Limit the handling of the original note.

In Any Bomb Threat Situation:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to University Police.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move people well away from the building.

Subsequent Procedures and Assistance

Employees can be of assistance to University Police in several ways. Employees will be more familiar with their work area than first responders. As the search is conducted, employees may be asked to identify boxes or objects in their work area. If an evacuation of an academic building is necessary, classes may be delayed, dismissed or relocated.

If a suspicious device, package, bag, etc. is discovered, University Police will notify the local bomb squad for assistance. The decision to resume normal activities in the building will be made jointly by the NYS University Chief of Police or a designee.

Searches

Search Teams

- Search teams are normally configured in pairs and the initial searches are conducted by a university official and an individual familiar with the layout and configuration of the area being searched.
- The search teams must be aware that they are to only perform a visual search and must not attempt to neutralize, remove or contact any suspected device.
- If a strange or suspicious object is located, it should not be touched. The location and description should be immediately reported to University Police. The search team finding the suspicious device should make a sketch of the area to enhance the bomb squad's ability to locate the device when it arrives.
- When a suspicious device is found, University Police and the local bomb squad will identify an exclusion zone.
- When an exclusion zone is identified, it will be taped off and university officials will be responsible for ordering the evacuation of the area.
- Search team members shall not approach the device or re-enter the secured area until the device has been removed, neutralized or declared safe by an on-site bomb squad technician.

Search Techniques

Use two-person search teams if possible and follow these steps:

- Exterior Search: Searches should originate at the building's exterior. Particular attention should be given to fences, bushes, garbage cans, vehicles, fence poles, gates, storage areas, walls, windows, recessed building areas, drainpipes, electric cable areas and telephone and plumbing inlets.
- Interior Searches: Following a thorough exterior search, interior searches should begin at the lower-most level.
 - Search logical bomb areas first: restrooms, stairwells, office areas, boiler room, etc.
 - Enter the room, close your eyes and listen for any unusual sounds or clockwork mechanisms.
 - Go around the walls and proceed toward the center of the room.
 - Divide the area and select a search height. Start from the bottom and work up.
 - Start back-to-back with another search team member and work around the room toward each other.
 - Place a piece of tape across the outside doorjamb or mark with chalk in a conspicuous manner when search is complete.
- Ensure that the assembly area or locations to which students, faculty, staff, support personnel and visitors are directed to occupy is searched before they occupy the area.

It is important to remember that a bomb can be placed anywhere: therefore, a complete search should be made. Depending on available time, make as complete a search as possible.

- Report back to the Command Post when entire search is complete or suspicious item is found.
- IF A BOMB OR SUSPICIOUS DEVICE IS FOUND, IT SHOULD NOT BE TOUCHED. Report the device to the Command Post or University Police. The handling of bombs and any bombing investigation is solely an official police function. At no time should students, administrators, faculty, staff or visitors attempt to touch or move a bomb, suspected device or package.

Evacuation Decisions

The decision to evacuate a university facility shall be made after a thorough evaluation of the information available, including but not limited to:

- Nature of the threat.
- Specificity of location and time of detonation.
- Circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.).
- Discovery of a device or unusual package, luggage, etc.

University Police may delegate/dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a designated assembly area for further instructions. It is imperative the designated assembly area be declared safe before allowing evacuees to occupy the area to prevent death or injury due to a secondary explosion.

Evacuation Actions

If the decision to evacuate is made, remain calm and avoid panic. Walk to the nearest exit and move to the designated primary or secondary emergency assembly area or as instructed by University Police:

- Make sure others are evacuating.
- Evacuate exactly as you are instructed. If you see something that appears to be suspicious or if a bomb is found, DO NOT move, jar or touch the object or anything attached to it. Leave it in place.
- Notify University Police immediately if you find something that looks suspicious.

In any bomb threat situation:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them immediately to University Police at (631) 420-2111 or 911.
- Take your personal belongings when you leave.
- Leave doors and windows open. Do not turn light switches on or off.

ANNEX 10 – UTILITY FAILURES

Objective

The objective of this annex is to define the actions and roles necessary to provide a coordinated emergency response by students, administration, faculty, support personnel, visitors and departments for Farmingdale State College during an emergency situation or disaster. This plan provides personnel and departments with a general concept of potential emergency assignments before, during and following a utility failure.

Identification of a Utility Failure

When a utility failure occurs, it is critical to ensure Farmingdale State College Facilities personnel are immediately made aware of the service interruption. Physical Plant staff should be notified of all utility failures.

Upon becoming aware of a utility failure, Physical Plant staff shall immediately begin to gather information on the nature and scope of the disruption. If the utility failure occurred on campus, Physical Plant staff shall respond to the scene to assess the details. If the failure is due to an external event, Physical Plant staff shall work with external partners to define the nature of the outage.

As soon as reasonably possible, Physical Plant staff shall provide a damage assessment report to the following individuals:

- Incident Commander if Incident Command Post is established
- Chief of the University Police Department or his/her designee
- Vice President of Administration and Finance

First Responders

Personnel responding to a utility failure shall use extreme caution. Downed power lines, damaged gas lines, and ruptured water lines all present unique hazards. Only personnel with the knowledge, skills, and abilities to properly manage damaged utilities shall approach a location with potentially damaged utilities.

The scene of a utility failure shall be secured and isolated to prevent bystanders from possible harm.

Power Outages

Short Term Power Outages (up to 1.5-hour duration)

In the event of a short-term power outage on the Farmingdale State College Campus, Physical Plant personnel shall provide University Police with updates as to the expected duration of the outage. If the outage is expected to last less than 1.5 hours, evacuations may be considered, but may not be necessary in every situation. Considerations such as extreme cold or hot weather shall be evaluated when making the decision to evacuate a building or area.

Notifications

Timely notifications shall be provided to the campus community in the event of a short-term power outage. Notifications shall be made via multiple avenues, including text messages, emails, electronic signs, internal TVs, and the campus website. Messages to the campus community shall follow the procedures outlined in the Crisis Communications Annex of this plan.

Elevator Failures

During a power outage, University Police in conjunction with Physical Plant staff will make every reasonable effort to ensure no campus community members are trapped in campus elevators. If someone is found to be trapped, University Police will contact the appropriate agencies to facilitate an appropriate level of response.

Long Term Power Outages

For power outages expected to last longer than 1.5 hours, evacuations of affected buildings and areas should strongly be considered by college officials. A long-term power outage may warrant the partial or full activation of the Incident Management Team, depending on the nature of the outage and any additional hazards that may exist. The Policy Group and the IMT shall determine if the outage warrants the closure of campus partially (limited campus building access and/or services) or the closure of the campus entirely.

Priority of Evacuations

Buildings with special needs populations or buildings lacking generator service should be evacuated first in the event of a long-term power outage. The Farmingdale State College Children's Center is an example of a building with special needs, and should be given priority for evacuation or relocation considerations.

Gas Leaks

Interior Gas Leak Detection

If you smell natural gas:

- Do not turn electrical switches on or off.
- Do not use a phone or a cellular phone inside the building.
- Do not use any potential ignition sources or open flames.
- Use common sense and never take risks that may endanger you or others, do not return to the building unless advised to do so by emergency personnel
- If it is possible, open the doors and windows, to ventilate the building. However, do not spend additional time opening doors or windows if there is an imminent danger of explosion or fire that would jeopardize your safety.
- Always leave the building quickly by the fastest possible route.

If you are trapped within a room and you suspect a natural gas leak, follow the guidelines outlined within the shelter-in-place (poor air quality) annex of this plan.

Response

Reports of natural gas leaks may be directed to the Physical Plant, the Heating Plant (after hours), or University Police. If a report comes into Physical Plant or Heating Plant employees, and the odor of gas is confirmed, such employees shall immediately notify University Police to initiate an emergency response and to notify the fire department to respond to the scene. The campus fire marshal shall also be notified to respond if the incident occurs when a fire marshal is on duty.

Once University Police are on scene, they will make the determination on whether an evacuation of buildings may be necessary. If a fire marshal is on scene, they shall be deemed the incident commander. If no fire marshal is on scene, the first police officer on scene shall be considered the incident commander until a senior officer, or a police supervisor arrives to take command. Once the fire department has responded and is on scene, they shall assume command of the scene and direct all operations as necessary. Representatives from the Farmingdale State College Physical Plant Department shall remain on scene to assist fire department personnel as required.

ANNEX 11 – CRISIS COMMUNICATIONS AND MEDIA RELATIONS

Overview

This Annex outlines policies and procedures for the coordination of communication within the College, and externally between the College and the media and public in the event of an emergency or controversial issue.

Emergencies may include fires, natural disasters, bomb threats, suicide, or major crimes. Controversial issues may include police investigations, protests or other situations (internal and/or external to the campus community) that demand a public response.

It is the goal of this Crisis Communication Section to establish guidelines for dealing with a variety of situations and to ensure that campus officials and communicators are familiar with those procedures and their roles in the event of a crisis.

Crisis Communication Team

The Crisis Communication Team will work directly with the Incident Commander or his/her designee (i.e. Public Information Officer) to disseminate information via any or all communication methods available to Farmingdale State College.

Crisis Communication Team Members:

- Katy Tatzel, Chief Enrollment and Strategy Officer
- Sylvia Nicosia, Director of Web Programming

At the direction of the Incident Commander, a member of the Crisis Communication Team will serve as the Public Information Officer at the Incident Command Post. It is recommended that an additional member of the team respond to the Policy Group location. During a situation where an incident command post, an emergency operations center, and a policy group are all activated, one member of the Crisis Communication Team should be at each location. The roles of the Crisis Communication Team members at each location are as follows:

Incident Command Post Crisis Communications:

- Member is assigned as the Public Information Officer (PIO) who will be speaking directly with media and members of the public

Emergency Operations Center Crisis Communications:

- Member is assigned to coordinate with PIO and provide support where required (sending out messages, emails, alerts, providing information/review for the PIO)

Policy Group Crisis Communications:

- Executive-level member should be assigned to make decisions relating to business continuity and relay decisions made by policy group to EOC and PIO

Media and Public Relations

After assessing the nature and scope of the situation, the Core Team should call together all members of the Crisis Communication Team to develop a plan of action including some, or all, of the following items:

1. Designate a Public Information Officer

In most cases the spokesperson should be the Director of Communications or the President. The Office of Communications may appoint a person possessing the direct knowledge of the crisis to act as spokesperson.

In case of a significant crisis, the president or the highest-ranking college official should take the lead in conveying the administration's response to the crisis, showing that the college has control of the situation, calming public concern and setting an example for the entire campus.

2. Draft a fact sheet

The Crisis Communications Team assigned to the EOC will draft a fact sheet. The fact sheet should contain a summary of the situation including all known details to be released to the media. This information should be made available to (and approved by) the Policy Group prior to dissemination. This approval process shall only apply to prepared statements to the media and is not applicable to emergency communications that relate to the immediate protection of life or property.

3. Notify key constituencies

Determine key constituents who should be informed of the crisis. It is important to keep administration, faculty, staff and students informed of appropriate details and actions taken by the college during an emergency. Effective communications will help quell rumors, maintain morale and ensure continued orderly operations of the College. Among the groups that should be considered for communication in a crisis situation are:

- Law enforcement agencies
- Administration, faculty staff and students
- Parents of students (when applicable under FERPA)
- College Council
- General public
- Mass media
- Alumni
- Donors
- Local government officials
- Systems Administration
- On-campus visitors

4. Assign Members of the Crisis Team for Communications

The Director of Communications or designee will brief all members of the Crisis Communication Team. Each member of the team will communicate the facts of the situation (contained in the fact sheet) and the College's intended response to the assigned constituency.

Among those who may be notified, depending on the situation, are:

- Law Enforcement Agencies - University Police will notify appropriate agencies.
- Campus faculty, staff - Information will be provided by the EOC Crisis Communications Member or the PIO. Information will be provided to faculty and staff by the College website, e-mail, text messages, campus mail, voice mail and/or mass meetings.
Students - Information will be provided by the EOC Crisis Communications Member or the PIO. Information will be provided to students by the College website, e-mail, text messages, campus mail, voice mail and/or mass meetings. Fliers may be distributed within residence halls. A current list of students and local addresses is available in the EOC.
- College Council - Members of the board of trustees may be reached via telephone, facsimile or email. Phone lists are maintained by the Assistant to the President, who should coordinate any correspondence.
- Parents of Students - Parents can be notified via phone, the campus Website or a hotline set up by Telecommunications at extension. These phone lines will have a taped message updating the situation and directing parents to the crisis Web page. This Web page will be appropriately updated as necessary by the Crisis Communications Team.
- Local Community and Mass Media - Crisis Communications Team may prepare news releases for distribution. If the situation has an impact on local residents, fliers can be distributed and a Website established. In cases involving employee or student injuries or deaths, families will be notified by appropriate campus officials before the information is released to the public.
- Government and Health Agencies- Government entities that need to be informed, should be handled by the Crisis Communications Member assigned to the Policy Group or the EOC.

5. Alert the Media

Determine whether a news conference and/or news release are an appropriate means of conveying information to the news media, and the public. The Crisis Communication Team will update the media periodically and determine the logistics of the news conference including:

- When?
- Where?
- How media to be contacted?
- Which media will be contacted?
- Who will supervise the news conference?
- Who will appear?
- Other items

6. Establish Media Staging Center

Determine whether the magnitude of the crisis merits establishing a Media Staging Area. The Staging area will be determined as there is no location that fits all situations. Due to safety concerns, the final determination of the location of the Media Staging Area rests with the Incident Commander.

Media Staging Materials

- Podium and microphone,
- Water for press
- Chairs
- Farmingdale branded jackets for people presenting at the front
- Farmingdale Logo/Banners for backdrops

7. Photography

- A. Decide the need to assign a photographer to take pictures of the scene. This may prove helpful in responding to media inquiries, to possible later litigation, as well as documenting events.
- B. Determine whether it is appropriate to allow location shooting by TV and newspaper photographers.
- C. Determine when, where, and who will accompany media covering an incident.

8. Other spokespersons

Identify any other possible spokespersons (faculty, staff, student leaders or others) who might be available to the news media. Assign a Crisis Communications Team member to discuss with that individual the idea of making his/her side of the issue known to the media. Inform individuals in terms of appropriate ways to deal with the media.

9. Additional Communications

Discuss additional means of conveying information including letters to parents of students or selected constituencies of the college, letters to newspaper editors and consultation with editorial boards,

10. Switchboards

The following locations, which receive high volumes of incoming telephone calls to the college, should be notified and instructed about where to refer calls pertaining to the crisis:

- Campus Switchboard
- University Police Dispatch

11. Rumor control

Consider establishing a rumor-control hotline and/or a dedicated call-in line for media use. A Web page hot link from the college home page can be also used posting up-to-date information.

12. Loss of telephone service

Cellular telephones and mobile radio communication (walkie talkies) can be used in the event that electricity or landlines are down.

Recovery Stage

Following any crisis, appropriate action must take place to ensure that members of the college community, and others as necessary, receive needed information and assistance to bring closure to the crisis as well as relief from the effects of the event.

The Crisis Communications Team will issue media updates as long as necessary, then scale back activities as warranted. Upon termination of the crisis situation, the Director of Public Relations will schedule a meeting of all key players to review all actions taken. Attention should be placed on identifying and implementing measures to improve the Crisis Communications Plan used during the crisis.

Plan a debriefing session for all members of the Crisis Communication Team. Assess impact on Human Resources and future policies (including Crisis Communication Annex). Information from all debrief sessions should be relayed to Emergency Management personnel for input into any After-Action Report.

Mass Notifications

Purpose

The purpose of this annex is to define use of Farmingdale State College's emergency alert systems. This system has nine alert components. These components are intended to improve emergency communications between the College and students, staff, faculty and visitors. The components of the mass notification system are as follows:

- Text/electronic messaging (RAVE Alert)
- Outdoor Public Address System
- Campus voice mail
- Electronic LED message signs
- University web page
- University e-mail list servers (RAVE Alert)
- Campus & local television and radio
- Mobile public address systems (vehicle mounted)
- Posting notices on building entrances

Authority to Activate

The incident commander shall make the decision to activate any or all of the nine components of the Mass Notification System. It will be the responsibility of UPD (in collaboration with the Office for

Institutional Advancement) to conduct notification tests at different times of day and different days of the week including weekends. As necessary, after-action reviews of notification tests will be completed to be reviewed by the incident commander, the crisis communications team, and the Office for Institutional Advancement.

Personnel with Access to Activate

The Office for Institutional Advancement shall be the primary department responsible for sending out mass notifications. The Chief of Police shall serve as a redundant authority with access to send out mass notifications if the Office for Institutional Advancement or Crisis Communications Team is unable to do so.

Structure of Messages

All mass notifications shall utilize the following principles:

- Use plain language (avoid using technical jargon or code phrases)
- Messages should be clear and concise
- Text messages may not be longer than (160) characters.
- E-mail and voice mail messages should generally be the same message.
- There are two categories of notices for RAVE Alert text messaging: Emergency and Urgent Situation.
 - *Emergency* – An incident or condition, expected or unexpected, that threatens life or safety and requires immediate action.
 - *Urgent Situation* – An incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of information or instructions may directly affect the well-being of the recipient.
- Keep in mind the principles of public information officers: Be First, Be Right, and Be Credible. In other words, make sure the messages are timely, accurate, and useful.
- Each message should consist of the following three components:
 - Alerting (Attention management) – calling the user’s attention to the issue at hand
 - Informing (Information transfer) – what is happening, and what the user should and should not do
 - Reassuring (Affective or emotional payload) – be aware of the degree of sensitivity as to the audience.

Pre-determined Messaging

The Office for Institutional Advancement shall maintain a file with pre-determined messages to be delivered via the Mass Notification System. The messages shall follow the following guidelines outlined by the U.S. Department of Education’s Readiness and Emergency Management for Schools (REMS) Center:

TEST

TEXT: This is a test of (College Name) Alert, (College Name) emergency alert system. If you have received this in error, send email to [\(College PIO\)](#)

EMAIL: This is a test of (College Name) Alert, (College Name) Emergency Notification Service. This is only a test. In the event of an actual emergency, you would be given brief details and directed to visit the Web at (Emergency Website) for more information and instructions. If you have received this message in error or have difficulty with the transmission of this call, please send email to (College PIO). Thank you for participating in the (College Name) Alert Emergency Notification System.

ACTIVE SHOOTER /ARMED INTRUDER/SHELTER IN PLACE

TEXT: (College Name) Emergency! Active shooter on campus. Last seen near [building]. Stay away from Campus. If on campus RUN, HIDE, FIGHT. Wait for instructions from UPD.

Email: (College Name) EMERGENCY! There is a suspect with a [type] weapon on campus. [Shots have been fired.] If you are on campus, RUN HIDE FIGHT. If you are not on campus, stay away. THIS IS NOT A TEST! Wait for the all clear notification from College officials or local authorities. For additional information and updates go to (Emergency Website) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). There is a suspect with a [type] weapon on campus. [Shots have been fired.] If you are on campus, RUN HIDE FIGHT. If you are not on campus, stay away. THIS IS NOT A TEST! Wait for the all clear notification from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

BIOLOGICAL THREAT

TEXT: (COLLEGE NAME) Emergency! (COLLEGE NAME) has received a biological threat. Prepare to evacuate. Follow instructions from authorities.

EMAIL: (COLLEGE NAME) EMERGENCY! A biological threat has been received at (COLLEGE NAME). If you are near campus, prepare immediately for possible evacuation. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). We have received a biological threat that we deem credible. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

BOMB THREAT

TEXT: (COLLEGE NAME) ALERT! (COLLEGE NAME) has received a bomb threat at [building]. Evacuate if in that building. Follow instructions from authorities.

EMAIL: (COLLEGE NAME) EMERGENCY! A bomb threat has been received by (COLLEGE NAME). If you are near campus, prepare immediately for possible evacuation. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). We have received a bomb threat that we deem credible. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

BOMB FOUND

TEXT: (COLLEGE NAME) Emergency! A bomb has been found on campus in [building]. Prepare to evacuate. Follow instructions from authorities.

EMAIL: (COLLEGE NAME) EMERGENCY! A bomb has been found on the (COLLEGE NAME) campus in the [building]. Avoid the vicinity of the [building], prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in the [building]. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). A bomb has been found on the (COLLEGE NAME) campus in the [building]. Avoid the vicinity of the [building], prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in the [building]. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

CLASS CANCELLATION

TEXT 1: (COLLEGE NAME) ALERT: Classes have been canceled due to_(reason for cancellation)_____. Staff should report at their normal time, safety permitting.

TEXT 2: (COLLEGE NAME) ALERT: Classes are on a (time)____ delay due to _reason for cancellation _____. Staff should report at the designated time, safety permitting.

TEXT 3: (COLLEGE NAME) ALERT: All classes canceled and offices closed due to (reason)_____. Check (College MEMS web pages).

*EMAIL: Classes have been cancelled for the following locations _____. Avoid the vicinity of the (location)_____. If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to ([College MEMS web pages](#)) Staff should report at their normal time, safety permitting.
{End of message}.*

*VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). Classes have been cancelled for (COLLEGE NAME). Avoid the vicinity of _(location)_____,
If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to ([College MEMS web pages](#)) Staff should report at their normal time, safety permitting.
{End of message}.*

CIVIL DISTURBANCE

TEXT: (COLLEGE NAME) Emergency! A violent disturbance is occurring on campus near [building]. Leave the area. Follow instructions from authorities. (135)

EMAIL: (COLLEGE NAME) EMERGENCY! A violent disturbance has broken out on the (COLLEGE NAME) campus near [building]. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to ([Emergency Website](#)) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). A violent disturbance has broken out on the (COLLEGE NAME) campus near [building]. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to ([Emergency Website](#)) {End of message}.

CHILD ABDUCTION

TEXT: A child has been abducted from _____. For information on the suspect or child go to (Emergency Website)

EMAIL: A child has been abducted from _____. Call the police if the following suspect or child is seen: [type description of suspect and child]

VOICEMAIL: A child has been abducted from _____. Call the police (Number) or College Public Safety (#) if the following suspect or child is seen: [Give description of suspect and child]

EARTHQUAKE

TEXT: (COLLEGE NAME) ALERT: An earthquake has occurred. You should evacuate all (COLLEGE NAME) buildings and remain outside until further notice. (106)

EMAIL: **EMERGENCY!** An earthquake has just occurred. For your safety, evacuate all (COLLEGE NAME) buildings. Remain outside for further information. We will provide updates as we receive more information. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name, title] with an emergency alert from (COLLEGE NAME). An earthquake has just occurred. For your safety, evacuate all (COLLEGE NAME) buildings. Remain outside for further information. We will provide updates as we receive more information. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

EVACUATION

TEXT/EMAIL/VOICEMAIL: This is the (College Name) Public Safety. Officers are responding to a report of **(problem)** at **(location)**. Calmly evacuate the building using all available exits. Move away from the building. **(Repeat message three times)**

TEXT/EMAIL/VOICEMAIL: **Problem Resolved:** This is the (College Name) Public Safety. The incident at **(location)** has been resolved and it is safe to return to normal activity. **(Repeat message three times)**

Building Evacuation to a specific direction

TEXT/EMAIL/VOICEMAIL: This is the (College Name) Public Safety. Officers are responding to a report of **(problem)** at **(location)**. Calmly evacuate the building. Avoid **(location)**. Go to **(direction/landmark)**. **(Repeat message three times)**

TEXT/EMAIL/VOICEMAIL: **Problem Resolved:** This is the (College Name) Public Safety. The incident at **(location)** has been resolved and it is safe to return to normal activity. **(Repeat message three times)**

EXPLOSION

TEXT: (COLLEGE NAME) Emergency! There has been an explosion on campus. Prepare to evacuate. Follow instructions from authorities. (120)

EMAIL: **EMERGENCY!** There has been an explosion on the (COLLEGE NAME) campus in the [building]. If you are in the immediate vicinity, you should evacuate as instructed to by College officials or local

authorities. If you are not in the area, avoid the area so that emergency units can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). There has been an explosion in the (building). If you are in the building or in the vicinity, you should evacuate as instructed to by College officials or local authorities. If you are not in the area, you should keep at a safe distance so that emergency units can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

FIRE

TEXT: (COLLEGE NAME) ALERT! There is a fire at (COLLEGE NAME) in [building], evacuate if you are in the building. If you are not in the area, stay clear of the area (136)

EMAIL: (COLLEGE NAME) EMERGENCY! A fire has been reported on the (COLLEGE NAME) campus in [building], if you are in the [building], evacuate immediately. If you are not in the area, stay clear so that emergency units and firefighters can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). A fire has been reported in the [building]. If you are in the [building], evacuate immediately. If you are not in the area, stay clear of the [building] so that emergency units and firefighters can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

FLOODING

TEXT: (COLLEGE NAME) Alert: Emergency! (College location) is currently flooding. Please avoid area. (93)

EMAIL: (COLLEGE NAME) Alert: (Affected location) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name, title] with an emergency alert from (COLLEGE NAME). (Affected location) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

GAS LEAK

TEXT: (COLLEGE NAME) ALERT: There is a gas leak and threat of fire on campus. Extinguish all flammable items. Follow instructions from authorities. (129)

EMAIL: (COLLEGE NAME) EMERGENCY! There is a gas leak on the (COLLEGE NAME) campus in [building], posing a threat of fire from accidental ignition. If you are in the vicinity, immediately extinguish any burners or other flames and prepared to evacuate. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). There is a gas leak in [building]. It poses a threat of fire from accidental ignition. If you are in the vicinity, immediately extinguish any burners or other flames and prepared to evacuate. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

HAZARDOUS MATERIALS

TEXT: (COLLEGE NAME) ALERT! There has been a hazardous spill on campus near [building]. Prepare to evacuate. Follow instructions from authorities. (127)

EMAIL: (COLLEGE NAME) EMERGENCY! There has been a [spill/release] of a hazardous material on the (COLLEGE NAME) campus in the [building]. If you are near the spill leave now, all others stay away from this location so that emergency units and hazmat teams can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). There has been a [spill/release] of a hazardous material on the campus at [location]. If you are in the area of the spill leave now, all others stay away from this location so that emergency units and hazmat teams can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

HAZARDOUS MATERIALS FOR FOLLOWUP AND WEB POSTING

TEXT/EMAIL/VOICEMAIL/WEB: At approximately (time) today, a potentially hazardous material was released on the (College Name) in Building “?”. As a result, Building “?” is being evacuated while College and Environmental Health & Safety officials are conducting a thorough investigation. Occupants of Building “?” should take shelter in (location here) until further notice. All other members of the campus community should avoid the area. Building “?” will be re-opened once it is determined that the building is safe for occupancy.

An update will be posted on this site at (time).

HOSTAGE INCIDENT

TEXT: (COLLEGE NAME) ALERT– A HOSTAGE INCIDENT is unfolding in (location)__. Evacuate immediately and avoid this area. Check (College MEMS web pages)

EMAIL/VOICEMAIL/WEB: To be determined.

ISOLATED SHOOTING / STABBING EVENT, SUSPECT NOT IN CUSTODY

TEXT: (COLLEGE NAME) Alert: A [shooting/stabbing] has occurred at [building]. A suspect is NOT in custody, Shelter in place. See email for more information. (138)

*EMAIL: (COLLEGE NAME) Alert: A [shooting/stabbing] incident occurred [approximate time] at [building/location]. Police are on the scene and investigating. A suspect is NOT in custody. If you are campus **follow lockdown procedures**, go into the nearest room and lock door, if you are not on campus stay away. Contact Campus Public Safety (Public Safety Campus phone number) if you see anything suspicious or have information on the case. Wait for the all clear from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.*

*VOICEMAIL: This is [name, title] with an emergency alert from (COLLEGE NAME). A [shooting/stabbing] incident occurred [approximate time] at [building/location]. Police are on the scene and investigating. A suspect is NOT in custody. If you are campus **follow lockdown procedures**, go into the nearest room and lock door, if you are not on campus stay away. Contact Campus Public Safety (Public Safety Campus phone number) if you see anything suspicious or have information on the case. Wait for the all clear from College officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.*

ISOLATED SHOOTING / STABBING EVENT, SUSPECT IN CUSTODY

TEXT: (COLLEGE NAME) Alert: A [shooting/stabbing] has occurred at [building]. A suspect is in custody. Police are on scene. See email for more information. (138)

EMAIL: (COLLEGE NAME) Alert: A [shooting/stabbing] incident occurred [approximate time] at [building location]. Police are on the scene investigating. This appears to be an isolated incident and a suspect is in custody. Even so, please be cautious and contact Campus Public Safety (Public Safety Campus phone number) if you see anything suspicious or have information regarding the crime. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name, title] with an emergency alert from (COLLEGE NAME). A [shooting/stabbing] incident occurred [approximate time] at [building location]. Police are on the scene investigating. This appears to be an isolated incident and a suspect is in custody. Even so, please be cautious and contact

Campus Public Safety (Public Safety Campus phone number) if you see anything suspicious or have information regarding the crime. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

LIGHTNING

TEXT: (COLLEGE NAME) Emergency! Electrical storm! Lightning is striking on or near campus. Stay inside and away from metal objects.

EMAIL: (COLLEGE NAME) EMERGENCY! Electrical storm lightning is striking on or near campus. Stay inside and away from metal objects until the storm has stopped. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). A major electrical storm with powerful and frequent lightning strikes is hitting (COLLEGE NAME). Seek cover, stay away from metal objects, and remain inside until the storm has stopped. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

MICRO BURST

TEXT: (COLLEGE NAME) Emergency! Micro Burst! Micro Bursts are striking on or near campus. Stay inside and away from doors and windows.

EMAIL: (COLLEGE NAME) EMERGENCY! Micro Bursts are striking on or near campus. Stay inside and away from doors and windows until the storm has stopped. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an emergency alert from (COLLEGE NAME). A major storm with powerful and frequent Microbursts is hitting (COLLEGE NAME). Seek cover, stay away from doors and windows, and remain inside until the storm has stopped. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

MISSING PERSON

TEXT : (COLLEGE NAME) ALERT__ has been reported MISSING. CONTACT Public Safety (#) with any information. For further information, go to (College MEMS web pages).

PROTESTS (PRIOR TO EVENT)

TEXT/EMAIL/VOICEMAIL/WEB: (College Name) Public Safety have learned that Protesters are preparing for action on (date). Exact location is unknown. Report suspicious activity to police.

PROTESTS (DURING EVENT)

TEXT: Protestors are gathering in front of the XXX campus. Do not confront. (College Name) Public Safety is monitoring the situation.

SEVERE WEATHER

TEXT/EMAIL/VOICEMAIL: (College Name) Alert: A Severe Weather report indicates potential impact to (College Name). The campus is now closed. See [\(Emergency Website\)](#) for details

WEB: (College Name) Alert: A severe weather report indicates potential impact to (College Name) The campus is closed for (duration of time).

Web Follow up

WEB: At approximately (time) today, a report of severe weather was received that indicates potential impact to (College Name) As a result; the campus is closed for (duration of time).

An update will be posted on this site at (time).

EMAIL/VOICEMAIL: This is a (College Name) Alert emergency message for the (College Name). At approximately (time) today, a severe weather report was received that indicates potential impact to (College Name) Building “?” is closed for (duration of time). For more details and updates, visit the Web at [\(Emergency Website\)](#).

SEVERE ACCIDENT

TEXT/EMAIL/VOICEMAIL/WEB: (COLLEGE NAME) ALERT severe ACCIDENT has occurred at _____. Check College MEMS web pages.

SHELTER IN PLACE

*TEXT/EMAIL/VOICEMAIL This is the (College Name) University Police. Officers are responding to a report of **(problem)** at **(location)**. Get to a safe place and take precautions until given the all clear. **(Repeat message three times)***

*TEXT/EMAIL/VOICEMAIL **Problem Resolved:** This is the (College Name) Public Safety. The incident at **(location)** has been resolved and it is safe to return to normal activity. **(Repeat message three times)***

STRUCTURAL FAILURE

TEXT/EMAIL/VOICEMAIL (COLLEGE NAME) ALERT STRUCTURAL FAILURE occurred in _____. Evacuate immediately and avoid this area. Check (Emergency Website) for further details.

SUSPICIOUS PACKAGE

TEXT/EMAIL/VOICEMAIL (COLLEGE NAME) ALERTA SUSPICIOUS PACKAGE found in _____. Evacuate immediately and avoid this area. Check (Emergency Website)

SUSPICIOUS PERSON

TEXT/EMAIL/VOICEMAIL (COLLEGE NAME) ALERT Find a SECURE LOCATION, lock doors, and stay away from windows. Check (Emergency Website)

TORNADO

TEXT: (College Name) Alert: A tornado warning has been issued for (College Name). Visit (Emergency Website) for more details.

EMAIL: (College Name) Alert: A tornado warning has been issued for the (College Name). A tornado warning means that a tornado has been sighted on the ground and you should take immediate action to take cover. Stay away from windows, doors and walls that face the building's exterior.

- *Go to a shelter area, such as a basement or the lowest level in the building;*
- *If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside walls;*
- *Put as many walls as possible between you and the outside;*
- *Get under a sturdy table and use your arms to protect your head and neck*
- *Do not open the windows.*

If a tornado hits and you sustain injuries, or witness others being injured, call College Public Safety at (Public Safety Campus phone number)

If the tornado warning is extended or lifted, an update will be posted at (Emergency Website)

VOICEMAIL: This is a (College Name) Alert emergency message for the (College Name). A tornado warning has been issued until (time) today. A tornado warning means that a tornado has been sighted on the ground and you should take immediate action to take cover. For more details and updates, visit the Web at (Emergency Website).

UNKNOWN SITUATION

Text Message

(COLLEGE NAME) ALERT! Police are investigating an incident at [building /location]. Please avoid the area. See email for more information (126)

E-mail Message

(COLLEGE NAME) EMERGENCY! Police are investigating an incident at [building /location]. Please avoid the area. As we learn more information, we will provide further updates. Again, for your safety avoid [building location] until you have been advised it's All Clear. For additional information and updates go to (Emergency Website) {End of message}.

Voicemail Message

This is [name and title] with an emergency alert from (COLLEGE NAME)! Police are investigating an incident at [building /location]. Please avoid the area. As we learn more information, we will provide

Further updates. Again, for your safety avoid [building location] until you have been advised it's All Clear. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

UTILITIES FAILURE

TEXT/EMAIL/VOICEMAIL (College Name) Alert: A utilities failure has occurred in Building “?” on (College Name) Building “?” “is temporarily closed. See [\(Emergency Website\)](#) for details (160 characters with spaces)

WEB: (College Name) Alert: A utilities failure occurred in Building “?” on the (College Name). Building “?” is temporarily closed until power is restored and the area is safe for re-entry.

EMAIL/WEB: At approximately (time) today, a utilities failure occurred in Building “?” on the (College Name). Building “?” is being evacuated and will be closed until power is restored and the area is safe for re-entry.

An update will be posted on this site at (time).

The college appreciates your patience, cooperation and understanding during this incident

This is a (College Name) Alert emergency message for the (College Name). At approximately (time) today, a utilities failure occurred in Building “?”. Building “?” is temporarily closed until power is restored and the area is safe for re-entry. For more details and updates, visit the Web at [\(Emergency Website\)](#) The College appreciates your patience, cooperation and understanding during this incident.

ALL CLEAR

TEXT: (COLLEGE NAME) Alert ALL CLEAR: The situation is all clear, see campus email for more information.

EMAIL: Will need to be written real time after event to include summary of event and any safety tips (if applicable)

VOICEMAIL: This will be written real time after event include summary of event and any safety tips (if applicable)

Campus-wide Siren

Farmingdale State College utilizes a campus-wide siren with the ability to emit an audible tone to signal an emergency situation, as well as the ability to broadcast pre-determined messages, or live voice messages as necessary. The siren speaker locations are strategically placed throughout rooftops on campus to maximize the range.

Physical Plant shall be responsible for the maintenance of the outdoor siren. Although University Police shall have primary control of the activation of the siren. Physical Plant shall maintain the ability to activate the sirens locally in the event UPD is unable to initiate the warning signal.

Browser Redirect

Information Technology shall be responsible for activating the browser re-direct. When activated, any computer accessing the internet via a campus server will be immediately redirected to a website containing emergency information or to the FSC webpage containing emergency information. The UPD Incident Commander or his/her designee shall make the decision of when to activate/deactivate the browser redirect and will then direct a representative from the Crisis Communications Team to work with Information Technology to complete this task.

Activation of the Mass Notification System (full or partial)

When a potentially dangerous situation is identified by any member of the campus community, University Police must be immediately notified.

Upon receiving notification of an alleged, potentially dangerous situation requiring the use of any component of the Mass Notification System, the UPD dispatcher, in addition to following standard dispatch policies, shall immediately notify the ranking officer in UPD, who will then notify a member of the UPD executive staff.

The Chief of Police or Assistant Chief of Police shall be informed of the situation and the possible need to activate the Mass Notification System.

- The Incident Commander, UPD Chief of Police, Assistant Chief of Police, or their designee, shall be authorized to initiate the Mass Notification System.
- Before activation, the UPD Chief of Police, Assistant Chief of Police, or a designee, may seek input from any necessary source to gather information in order to help in making the decision to activate the system. Likely sources of information include, but are not limited to, Farmingdale State College executive administration, Physical Plant, Environmental Health & Safety, and Outside Emergency Agencies.

Upon determining the need to activate the Mass Notification System, the Incident Commander, UPD Chief of Police, Assistant Chief of Police, or their designee shall contact the director, or designee, of the Office for Institutional Advancement. The Office for Institutional Advancement shall assemble a Crisis Communications Team and distribute the emergency message through all appropriate methods.

- During normal working hours, The Office for Institutional Advancement will immediately send a representative to a location determined by the Incident Commander.
- After normal working hours, the Office for Institutional Advancement shall not delay the message and may activate the appropriate systems remotely from home, and/or via a mobile device.
- In the event that the Office for Institutional Advancement is not able to initiate the Mass Notification System in a timely manner, appropriate communication of this shall be made to the

UPD Chief of Police and the devices may be activated by the Chief of Police or his designee from the office, from home, or via a mobile device.

When practical and reasonable, all mass notification components shall be activated together or within minutes of each other.

Testing the Mass Notification System

Tests shall be conducted as often as the Chief of Police finds appropriate in order to ensure that the system is effective and operational. There are two types of tests, an administrative test and a functional test, which could be completed together.

Administrative test: Will test how much time it takes to get emergency information from UPD to the Office for Institutional Advancement.

Functional test: Will test the Mass Notification System by broadcasting to students, staff, and faculty a non-emergency message informing them of the test and providing information regarding what to do if this had been an actual emergency.

Following the administrative and functional test the Chief of Police or Emergency Management Coordinator will meet with representatives of the Office for Institutional Advancement to discuss quality improvement of the Mass Notification System and procedures.

Registration

The only emergency communication component that requires registration is the text electronic messaging of mobile devices. The Office for Institutional Advancement shall maintain a section in their website where students, staff, and faculty may register their mobile devices. All other components of the Mass Notification System may be carried out without a user registration.

ANNEX 12 – RADIO COMMUNICATION FAILURES

Police Radio System

Farmingdale State College utilizes a police radio system that provides emergency response personnel the ability to communicate via two-way radios. The equipment includes portable, mobile, and base station radios utilizing a proprietary Motorola radio system.

Portable/Mobile Hardware Failures

If an individual radio experiences a technical malfunction, that radio should be removed from service and tagged with an explanation of the problem.

- Portable radio failure: The user may temporarily use a spare radio. If no spare is available, the user may select a radio assigned to another individual but not currently in use. A spare battery should be maintained at full charge to ensure the radio may be used when the assigned individual needs it.
- Mobile radio failure: The user should utilize a portable radio, or request to be assigned to another vehicle (if available).

Failure of the Base Station

Portable and mobile radios will continue to be fully functional and able to be used for communication.

NYSUP dispatchers should move to the backup dispatch center or Emergency Operations Center (if available). If unavailable, dispatchers should temporarily utilize an available portable or mobile radio for communications.

Although Farmingdale State College primarily resides within the confines of Suffolk County, the Suffolk County Office of Emergency Management is located approximately 30 miles East of the campus. The Nassau County Office of Emergency Management is located approximately 6 miles West of the campus, and thus should be contacted first in case additional resources are required. The Nassau County Office of Emergency Management has the capability to set up field communications via mobile platforms if needed. These types of emergency communications may be requested to support College emergency operations and the response of such resources is at the discretion of the Nassau County Office of Emergency Management. The foregoing shall not preclude the request for additional or similar resources from the Suffolk County Office of Emergency Management.

Failure of a Radio Repeater

If a repeater fails the frequencies associated with that repeater will no longer work. The base stations, portable and mobile radios are all programmed with a “car-to-car” frequency. The radio users would

need to manually switch to the appropriate channel in order to communicate. Communication would be limited to line-of-site distances and the communications are not recorded.

When a failure of a repeater occurs, an appropriately trained and equipped vendor must be contacted to perform repairs.

ANNEX 13 – RADIO/COMMUNICATION INTEROPERABILITY

Overview

Interoperability of communications is essential to any coordinated disaster/incident response. The University Police Department is equipped with fixed and mobile radios that are capable of transmitting and receiving messages across a broad range of channels and to a broad range of agencies.

800 MHz Radio System

The University Police Department is equipped with radios that can transmit and receive on the 800Mhz spectrum. This system allows for the use of interoperable communications in the form of talk groups and combined channels. The radios are preprogrammed with a number of local agency frequencies to enhance communications during a disaster. The radio channels for the primary fixed and mobile 800 MHz radios allow UPD access to the following channels:

- Farmingdale UPD
- SCPD 1st Precinct
- SCPD 2nd Precinct
- SCPD 3rd Precinct
- SCPD 4th Precinct
- SCPD 5th Precinct
- SCPD 6th Precinct
- SCPD 7th Precinct
- Suffolk County Law Enforcement Response Group (SCLERG)
- SCPD Command (SWAT, Aviation, Marine, K-9, Environmental Conservation)
- Stony Brook University Police Department
- Suffolk County Sheriff's Office
- New York State Park Police
- New York State Police

Dispatch Radios

University Police Dispatch has access to additional fixed radio systems that receive and transmit to the following agencies/services:

- NCPD
- NCPD Special Units
- SUNY Old Westbury University Police Department
- Local Village Police Departments
- East Farmingdale Fire Department
- Melville Fire Department
- Nassau County Office of Emergency Management
- Farmingdale State College Physical Plant/Facilities

ANNEX 14 – SHELTER IN PLACE

Overview

A shelter-in-place order goes into effect during emergency situations when it is important to minimize exposure to outdoor and/or external hazards or threats. Shelter-in-place means to take immediate shelter wherever you are located. It is important to listen to official instructions as the nature of the threat may impact the actions you take to shelter-in-place.

During a shelter-in-place situation, the campus will be closed or partially closed and the emergency plan will be activated. Farmingdale State College will disseminate information to students, faculty, staff and visitors while also directing them to proceed indoors. If there are visitors in the building, they will be asked to stay to provide for their safety, as this may be a rapidly emerging event. When authorities provide directions to shelter-in-place, everyone should immediately follow this direction and not drive or walk outdoors.

If a shelter-in-place order is given, enter the nearest building and move to an interior room away from exterior windows. First and foremost, do not panic. If you are told that there is danger of explosion, direct that window shades, blinds or curtains be closed and stay away from the windows.

It is possible that a shelter-in-place order may be given due to a potentially dangerous individual on campus (but not actively engaged in dangerous behavior), such as a report of a subject seen with a gun. In these cases, a modified shelter-in-place may be used, where students, staff, faculty, and visitors would be encouraged to barricade themselves into offices and classrooms.

Weather Related Orders

If hazardous weather such as a tornado is approaching Farmingdale State College property, campus officials may issue a shelter-in-place order to protect all members of the campus community. If such an order is issued, you should immediately move inside the nearest structure. This structure should be of substantial construction (i.e. masonry, brick, etc.) with a solid foundation. Temporary structures such as tents, sheds, etc. should not be used as a shelter.

The following steps should be followed:

- Comply with shelter-in-place (weather) procedures.
- Seek shelter-immediately move inside the nearest structure. This structure should be of substantial construction (i.e. masonry, brick, etc.) with a solid foundation. Temporary structures such as tents, sheds, etc. should not be used as a shelter.
- Protect yourself from the approaching weather by taking the following steps:
- Avoid windows. Opening windows during a tornado provides no benefits.
- Go to the lowest floor.

- Go directly to an enclosed, windowless area in the center of the building that is away from glass. Interior stairwells are usually good places to take shelter, and if not full, allow you to get to a lower level quickly.
- Stay out of the elevators; you could be trapped in them if the power is lost.

If your shelter is being impacted by dangerously high winds:

- Crouch as low as possible to the floor, facing down.
- Cover your head with your hands/arms.

Once the threat has passed, college officials will use all appropriate alerting methods to notify the campus community that it is safe to leave your shelter.

Hazardous Air Quality

Sheltering-in-place as a result of hazardous air quality is designed to isolate you from the hazard and to prevent the contaminated air from entering your space. This type of shelter-in-place response may be due to chemical, biological or radiological contaminants released accidentally or intentionally into the environment.

The following steps should be followed:

- Comply with shelter-in-place (hazmat) procedures.
- Seek shelter. Choose a safe, interior room, preferably with few windows and vents that could allow gases or fumes to enter.
- Based on the nature of the hazard college officials may direct you to isolate yourself in a lower or upper floor of the building. This is due to some chemicals being lighter or heavier than air and tending to accumulate in either low or high places. HWS officials will provide this essential information as soon as it has been determined.
- It is imperative that you seek shelter and prepare a “safe room” as soon as possible. If you must go outside, use a wet cloth over your nose and mouth to protect your respiratory system. Some chemicals may burn your skin, eyes and lungs. Your safest action is to shelter-in-place.
- If you are unable to isolate yourself in a room without windows, you should immediately close and lock all windows and ensure they are closed as tightly as possible.
- As soon as reasonably possible, college officials will shut down all heating, ventilation and air conditioning (HVAC) equipment.
- You may also call Physical Plant to request this action if it has not already been done.
- Monitor official Farmingdale State College communications for further instructions.
- When the “all clear” is announced, open windows and doors, turn on ventilation systems and go outside until the building’s air has been exchanged with the now clean outdoor air.

Once the threat has passed, college officials will use all appropriate alerting methods to notify the campus community that it is safe to leave your shelter.

ANNEX 15 – SHELTER OPERATIONS

Purpose

Farmingdale State College facilities may be requested for use as a shelter for community residents who have been displaced from their homes due to natural or man-made disasters. The college works with the New York State Emergency Operations Center, and the American Red Cross (ARC) to coordinate all activities related to emergency shelter operations. In addition to aiding the local community, the college itself may have the need to provide emergency sheltering or relocation assistance to meet internal needs. The needs for sheltering can include events such as floods, tornados and fires, as well as providing a temporary location of critical services when an emergency makes it impossible to provide for continuity of operations. With a wide array of needs for use of shelters, it is impossible to define with 100% certainty the manner in which college facilities may be requested.

Requests for Sheltering

As a public facility, Farmingdale State College may be activated by New York State to be utilized as a public shelter. During times of community emergencies, unusual events and other unforeseen circumstances an external agency may request the use of Farmingdale State College facilities or resources. In order for the college to quickly and efficiently respond to all requests it is necessary to direct all calls to a single point.

All requests for college resources shall be made to New York State University Police (NYSUP) at (934) 420-2111. This number is staffed 24 hours per day, 7 days per week. The external agency must describe the nature of the request and provide a call-back number. The request will be forwarded to a college official who will return the call to discuss the request.

Upon receiving a request to utilize a college facility as a shelter site, the Police Dispatcher shall immediately contact an on-duty Police Lieutenant, or if a Lieutenant is not working, the Chief of Police, to relay the request for sheltering.

When information is received by the Police Lieutenant, it shall be immediately forwarded to the Chief of Police, who will coordinate with the Director of Facilities, and the Vice President of Administration and Finance, to determine if the sheltering request is feasible in the time allotted.

The decision to open the college as a shelter may only be made by the College President, or the Vice President of Administration and Finance.

Shelter Types

General Population Shelter

A General Population shelter provides basic needs for healthy members of the community who are otherwise able to care for themselves if the emergency situation had not dislocated them from their homes.

Responsibility for all individuals registered into a general population shelter is that of the American Red Cross.

The shelter shall include: protection from the weather, food, water, restrooms, and shower facilities.

Some individuals in the General Population shelter may require basic Functional Needs Support Services (FNSS) at a low or minimal level. This need for FNSS would not rise to a level that would require those individuals being put in a Special Medical Needs shelter. These include, but are not limited to, diabetics who require regular blood-glucose testing, partially or fully blind people, those who require the help of a guide dog, or people who need mobility aids like wheelchairs. Upon check in, individuals who require any minor special assistance should be documented and General Population shelter staff should administer those services.

American Red Cross trailers with supplies for mass care are located on the Farmingdale State College campus next to the Custodial Office.

Functional Special Needs Shelter (Special Medical Needs)

A special medical needs shelter provides basic and advanced needs for members of the community that may not be able to care for themselves. A Functional Special Needs shelter is designed to provide special care to individuals who may require a level of attention that is higher than the general population.

Responsibility for all individuals registered into a special needs shelter is that of the Suffolk County Health Department and the New York State Health Department.

In addition to the same basic needs provided in a general population shelter, a Functional Special Needs shelter may also need to supply specialized medical care including, but not limited to nursing care, medication, and medical equipment.

Shelter Locations

The following locations on campus shall be utilized for sheltering requests:

- Nold Hall Main Gym
- Sinclair Hall 1st Floor

Utilizing Other Campus Facilities

Farmingdale State College has several facilities that can be used in shelter operations. Capacity for these venues must comply with minimum spacing numbers provided by the American Red Cross (40 sq. ft. per cot). THESE ARE MAXIMUM OCCUPANCY LIMITS AND MAY BE REDUCED IF FLOOR SPACE IS USED FOR PURPOSES OTHER THAN COT SPACE. Space must be left for a separate dining area, several walkways (evacuation safety), and other support services that require floor space. Concerns relating to occupancy and evacuation protocols may be directed to the Farmingdale State College Campus Fire Marshal's Office.

Notification

Once it has been determined that a College facility will be opened as an emergency shelter, the following individuals must be notified:

- College President
- College Vice President of Administration and Finance
- University Chief of Police
- Incident Management Team (IMT) members
- Director of Physical Plant
- Office of Environmental Health & Safety
- Director of the Office for Institutional Advancement
- Building coordinator (of the building utilized)
- Department heads of all departments with offices in the facility to be opened
- Director of Human Resources
- College Attorney
- Dining Services Management (Aramark)

Preparation of Sheltering Facility

Physical Plant must be immediately involved to provide labor and resources to prepare the facility to receive evacuees. Needed supplies will include, but not be limited to the following resources for Nold Hall (see diagram):

- Chairs (minimum of 200 at registration area)
- 6' Collapsible tables (minimum of 30 – 8 for registration, 8 for food service, 4 for phone bank, 10 for miscellaneous.)
- Pipe and Drape, as necessary, for the following areas/purposes:
 - EMS Treatment Room
 - Evacuee Service Areas
 - Supply storage/separation
 - Functional Medical Needs patient privacy
- Waste receptacles and disposable bags (additional units may be needed due to anticipated building occupancy)
- Bathroom supplies (i.e. paper towels, soap, toilet paper, etc.)
- Towels (to be made available in shower areas – provided by the American Red Cross)
- Cots and bedding (provided by the American Red Cross)
- TV with cable connection, Qty. 2 (not required, but preferred) – For news updates for the evacuees.
- Telephones
 - Qty. 4 minimum – For use by the General Population evacuees
 - Qty. 1 minimum – For use by the Functional Medical Needs evacuees
 - Qty. 3 for the Emergency Operations Center
 - Qty. 1 for the Functional Medical Needs Shelter staff
 - Qty. 1 for the American Red Cross staff

The Heating Plant must be consulted for the purpose of setting building utilities to appropriate levels (i.e. heat, air conditioning, etc.)

The building emergency generator shall be inspected for appropriate level of fuel (if necessary) and functionally tested if practical.

ICS and NIMS Utilization

All shelter operations on the Farmingdale State College campus will be managed through the use of the National Incident Management System (NIMS). The Incident Management Team (IMT) shall be activated as soon as possible and shall manage all campus operations while the shelter is open.

All external agencies operating at the shelter shall provide a liaison to the IMT. A Farmingdale State College Agency Representative shall be provided to Suffolk County and/or the Nassau County Emergency Operations Center while the shelter is open.

Assessment and Status of Other Campus Facilities

Because the management of an emergency shelter may exhaust many college resources, it may be necessary to temporarily terminate or alter activities on campus. The policy group shall make the final determination as to the status of any campus activity. Events/actions that must be considered include, but are not limited to the following activities:

- Operation of laboratories: Environmental Health & Safety and other emergency responders may not be immediately available for emergency response.
- Athletic events: Key staff may not be able to support this type event (i.e. Police, Physical Plant, etc.).
- Other events: Any other event that requires the use of college staff, resources, or facilities that may impact the safety of the event attendees or the shelter operation.
- Dining Areas: Dining Areas may be able to operate during a shelter operation on campus due to lack of resources and Aramark staff that have been relocated to the evacuation shelter. Aramark staff shall make recommendations as to the operational status and capabilities of all campus dining facilities to the IMT.

Food

Aramark has a contract with Farmingdale State College to provide all food on the Farmingdale State College campus. During an emergency shelter operation, Aramark must immediately work with the IMT, the ARC, and the Health Departments to see if it is able to provide the necessary amount of meals. The American Red Cross (ARC) and the County and State Health Departments shall determine the daily dietary needs of the shelter. Special dietary needs (i.e. allergies, diabetics, vegetarians, etc.) must be considered when developing a meal schedule.

Cleaning

The Custodial Department will be responsible for the cleaning and maintenance of the shelter facility during its operation.

Cleaning / Maintenance personnel shall be dedicated to the shelter operation and every effort shall be made to prevent these staff members from being used elsewhere on campus.

Parking

University Police shall provide the necessary resources (i.e. manpower, signage, etc.) to direct evacuees, busses, etc. to appropriate locations on campus. The number of personal vehicles will likely be small compared to the number of evacuees, but accommodations shall be made to ensure no tickets are issued to evacuees. Busses will require a clear path to and from the shelter for the purpose of dropping off and picking up evacuees.

Pets and Animals

American Red Cross and Health Department policies do not allow for pets in emergency shelters. An exception to this rule is made for any documented guide/helping animals.

The Suffolk County Emergency Operations Center is responsible for the evacuation and care of pets. The IMT shall notify the Suffolk County EOC when pets arrive at the college shelter. The Suffolk County EOC shall plan for the transportation of the pet to an appropriate pet care facility. The Suffolk County Society for the Prevention of Cruelty to Animals will likely assist with the sheltering of pets.

Registering

All evacuees must be registered before entering the shelter and receiving services.

The American Red Cross (ARC) shall be responsible for the registration of all evacuees entering into the General Population shelter.

The Suffolk County Department of Health shall be responsible for the registration of all evacuees entering into the Functional Medical Needs shelter.

Color coded wristbands (provided by Farmingdale State College) shall be issued to every registered evacuee. The General Population evacuees shall have a different color wristband than Functional Medical Needs Evacuees.

- Any evacuee discovered inside the shelter who does not have an official wristband shall be escorted back to the registration area for proper check-in.
- University Police assistance shall be requested if the evacuee resists check-in.

If a person's registration (general population vs. functional medical needs) is in dispute between the ARC and the Health Department, the evacuee may not enter the shelter until one of the external agencies assumes responsibility for that person.

Volunteers

Volunteers can be a valuable resource for the management of an evacuation shelter.

If Farmingdale State College affiliated volunteers are available, they will be offered volunteer opportunities before non-affiliated individuals are allowed to assist. The use of affiliated volunteers allows the college to have significantly more information on the volunteers (i.e. personal information, discipline records, etc.) than would otherwise be available.

Farmingdale State College shall be responsible for the registration and work assignments of affiliated volunteers.

The American Red Cross shall be responsible for non-affiliated volunteers assigned to the General Population Shelter

The Suffolk County Department of Health shall be responsible for non-affiliated volunteers assigned to the Functional Medical Needs shelter.

The decision of when to utilize volunteers and where to place the volunteer sign up/staging area shall be ultimately determined by the Incident Commander and the Incident Management Team (IMT).

Emergency Medical Care

East Farmingdale Volunteer Fire Department (EFFD) shall be immediately notified upon the opening of a campus shelter. EFFD members will be responsible for emergency responses within the shelter. EFFD shall dedicate a minimum of one crew and one transporting ambulance to the shelter. EFFD should be given an area within the shelter to stage their equipment and to serve as a treatment room (i.e. the trainer's room in Nold Hall).

The American Red Cross and the Departments of Health shall be responsible for providing adequate medical staffing to handle non-emergency related medical problems. Non-emergency medical problems include, but are not limited to, medication issues, taking of vital signs, taking of patient histories, providing routine oxygen, etc.

The IMT shall monitor the available medical resources and keep the Suffolk County EOC and/or the Nassau County EOC informed of any resource needs.

Shelter Security

The New York State University Police (NYSUP) shall be responsible for all security at a campus shelter. If necessary, NYSUP shall begin 12-hour operational shifts in order to adequately staff the shelter as well as the rest of campus. Uniformed NYSUP officers shall be stationed in highly visible locations inside the shelter. These officers shall be dedicated to the shelter and should not be utilized for other duties on campus.

ANNEX 16 – INCIDENT MANAGEMENT TEAM

Overview

Farmingdale State College maintains an Incident Management Team (IMT) to manage critical incidents and significant planned events on college property and/or impacting college operations. An IMT is a comprehensive resource (a team) intended to serve in an incident management function to include all components/functions of a Command and General Staff.

The Farmingdale State College IMT implements policy as determined by the Policy Group while managing the logistical, fiscal, planning, operational, safety and community issues related to an incident, emergency and/or significant planned event.

The IMT Includes Command and General Staff members and support personnel and has authority and/or formal response requirements and responsibilities. The IMT has pre-designated roles and responsibilities for members and it is comprised of members from many campus divisions.

Any member of the Incident Management Team has the authority to convene the entire IMT.

Training

IMT members are eligible to serve in a Command or General Staff position once he/she has completed the following Incident Command System classes:

Incident Commander <ul style="list-style-type: none">• ICS 100• ICS 200• ICS 300• ICS 400• ICS 700• ICS 800• ICS-2200	Safety Officer <ul style="list-style-type: none">• ICS 100• ICS 200• ICS 700• ICS 800• ICS -5.A
Public Information Officer <ul style="list-style-type: none">• ICS 100• ICS 200• ICS 700• ICS 800• IS-42• IS-29. A• IS-2200	Liaison Officer <ul style="list-style-type: none">• ICS 100• ICS 200• ICS 700• ICS 800• IS-2200

<p>Operations Section Chief</p> <ul style="list-style-type: none"> • ICS 100 • ICS 200 • ICS 700 • ICS 800 • IS-2200 	<p>Planning Section Chief</p> <ul style="list-style-type: none"> • ICS 100 • ICS 200 • ICS 700 • ICS 800 • IS-2200 • IS-235.C • IS-362.A
<p>Logistics Section Chief</p> <ul style="list-style-type: none"> • ICS 100 • ICS 200 • ICS 700 • ICS 800 • IS-2200 	<p>Finance Section Chief</p> <ul style="list-style-type: none"> • ICS 100 • ICS 200 • ICS 700 • ICS 800 • IS-2200
<p>Information/Intelligence Officer</p> <ul style="list-style-type: none"> • ICS 100 • ICS 200 • ICS 700 • ICS 800 • IS-2200 	<p>EOC Manager</p> <ul style="list-style-type: none"> • ICS 100 • ICS 200 • ICS 700 • ICS 800 • IS-2200

The Emergency Management Committee (EMC) is responsible for making sure that the required IS/ICS training for those on the Incident Management team (IMT) is completed. Letters are sent out by the EMC to each member on the IMT detailing the training that is required for each position. The EMC will keep folders on each IMT position with copies of the required certifications. This will be checked on a yearly basis to ensure compliance.

Contact List and Roles

The following personnel have been designated to assume the assigned roles within the IMT. It should be noted that the IMT is modular by design, and the following personnel may be utilized, re-assigned, replaced by another person, or unassigned at the discretion of the Incident Commander.

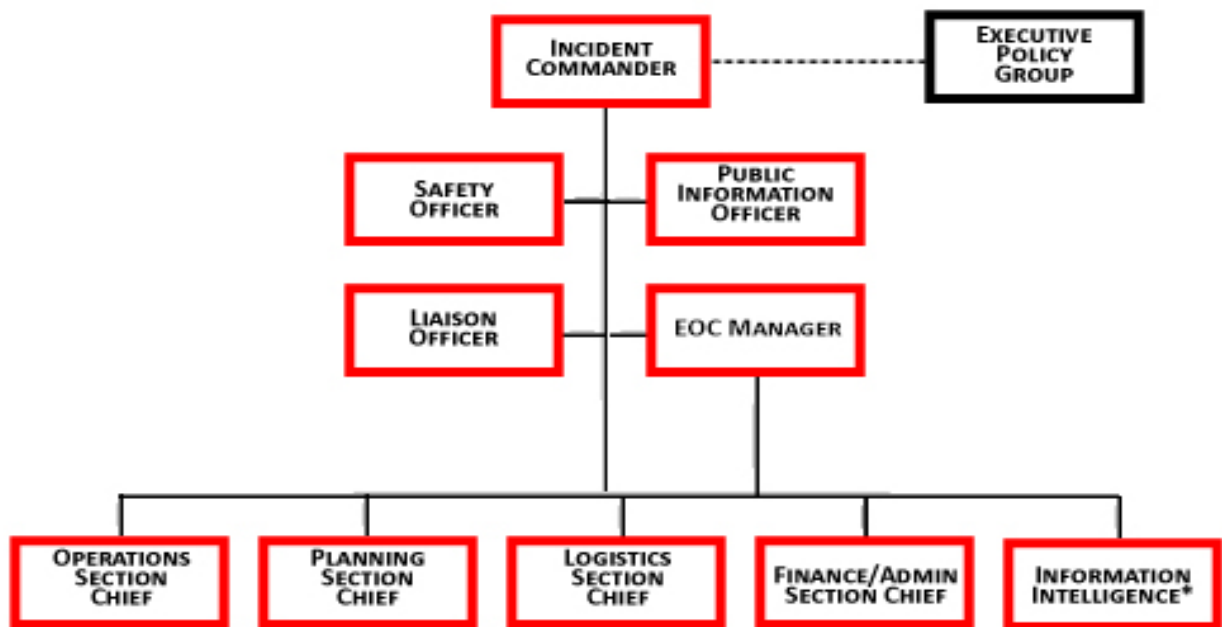
Name, Title	IMT Role	Contact Phone
Chief Daniel Daugherty	Incident Commander	(934) 420-2768
Director Mark Orlich	Incident Commander	(934) 420-2015
Fire Marshal John Harford	Safety Officer	(934) 420-2603
Dean Kevin Murphy MSN, RN	Safety Officer	(934) 420-5758
Chris Maio	Public Information Officer	(934) 420-2500
Lt. Frank Capezza	Public Information Officer	(934) 420-2111
Insp. Keri Hauff	Liaison Officer	(934) 420-2252
Jessica Durso	Liaison Officer	(934) 420-2663
Carolyn Fedder	EOC Manager	(934) 420-2239
Justina Geremia	EOC Manager	(934) 420-5365
Insp. Andrew Kalos	Operations Section Chief	(934) 420-2111
EFFD Ranking Officer	Operations Section Chief	(631) 249-0047
Director Marybeth McCloskey	Planning Section Chief	(934) 420-2542
AVP Dorothy Hughes	Planning Section Chief	(934) 420-2166
Doug Lopolo	Logistics Section Chief	(934) 420-2215
Lt. Julie Donley	Logistics Section Chief	(934) 420-5353
Keri Franklin	Finance/Admin Section Chief	(934) 420-2424
Kate Calabrese	Finance/Admin Section Chief	(934) 420-2424
Brett Southard	Information/Intelligence Section Chief	(934) 420-2072
Jeff Borah	Information/Intelligence Section Chief	(934) 420-2661

Executive Policy Group:

1. Dr. John Nader
2. Greg O'Connor
3. Dr. Laura Joseph
4. Matt Colson
5. Dr. Kevin Jordan
6. Kevin Murphy

Team Structures

The Incident Management Team (IMT) positions are red.
The Executive Policy Group position is in black.



***Note:** Intel/Information may be included in the organizational structure of the Incident Command Structure under a Section Chief (shown above), within the Command Staff, as a Unit under the Planning Section, or a Branch within the Operations Section. The incident objectives and available resources should be considered when making this decision.

****Note:** Any member of the Incident Command Staff may be directed to report to the Emergency Operations Center at the discretion of the Incident Commander

ANNEX 17 – EMERGENCY OPERATIONS CENTER

Overview

The Emergency Operations Center (EOC) is a physical location on campus where the Incident Management Team can effectively manage a major incident or disaster. The room is selected and designed with its physical location on campus, communications, adequate workspace, connectivity, structural integrity, parking spaces, room for supplies, and power redundancies in mind. There is also an alternate location for the EOC.

Location of the EOC

- The primary location for the EOC will be the Nold Hall 1st floor conference room.
- The secondary location for the EOC will be the President's Board Room in Horton Hall.

Both locations have 24/7 security card access and the area is monitored by surveillance cameras.

Equipment and Supplies at the EOC

The following supplies and equipment shall be readily available, or available for immediate deployment at the EOC:

- Appropriate number of chairs and table space for the Incident Management Team
- Communications equipment (phones, radios, internet connection)
- Television(s) with access to local/national news
- Laptop for every member of the Incident Management Team
- Copies of emergency response plans and EOC procedures
- Sleeping cots for at least half of the IMT
- At least one large dry erase board (several are recommended)
- Food and water
- Plot plans and/or building blueprints
- Large Campus Map
- A list of EOC personnel and descriptions of their duties (found in this plan)
- Contact information for employees and responders
- Technical and hazard information
- Fire extinguisher(s)
- Restrooms
- Backup power, communications, and lighting
- Emergency and first aid supplies
- Adequate parking for emergency vehicles (including large trucks/equipment)
- Miscellaneous tools deemed necessary to respond quickly and appropriately to an emergency

The storage, maintenance, deployment, activation, and demobilization of the EOC and all records pertaining to the EOC shall be the responsibility of the EOC Manager or his/her alternate.

Activation of the EOC

The EOC may be activated by any member of the Incident Management Team. To activate the EOC, the EOC Manager or his/her alternate shall be notified to begin the physical set-up of equipment and stations. Additionally, all appropriate members of the IMT shall be notified of the activation using the established IMT contact list. The EOC may either be fully activated with all members of the IMT at their appropriate stations, or partially activated with minimal team members at their stations for specific hours. The Policy Group shall also be notified anytime the EOC is activated.

Upon activation, the EOC Manager will set the EOC up for operations, as follows:

1. Set up ICS Officer Name Plates on table, as follows:
 - On one end of table:
 - Incident Commander (place identifying vest on chair)
 - Safety Officer (place identifying vest on chair)
 - Public Information Officer (place identifying vest on chair)
 - Liaison Officer (place identifying vest on chair)
 - EOC Manager (place identifying vest on chair)
 - On opposite end of table:
 - Operations Section Chief (place identifying vest on chair)
 - Planning Section Chief (place identifying vest on chair)
 - Logistics Section Chief (place identifying vest on chair)
 - Finance/Admin Section Chief (place identifying vest on chair)
 - Information/Intelligence Section Chief (place identifying vest on chair)
2. Place additional chairs in the room for expansion of the team (outside agency representatives, additional FSC personnel, etc.) if necessary.
3. Ensure all members are connected to laptops and have phones (IT may be needed to assist with this).
4. Deploy all equipment and supplies in the EOC storage closet.
5. Make sure all team members have a copy of current contact lists.
6. Ensure adequate parking for incoming team members (UPD may assist with securing the parking lot).
7. Provide guidance to the team and advice to the Incident Commander as requested.

ANNEX 18 – CONSTRUCTION/CAPITAL FUND NOTIFICATIONS

Types of Emergencies and Actions to be Taken

Oil/Chemical spills or environmental damage:

- Contact the NYS DEC Spill Hotline at 800-457-7362
- Coast Guard National Spill Response Center at 800-424-8802
- Contact University Police

Statewide or regional emergencies including areas beyond campus where campus has been requested to assist in the response

- Contact University Police

If persons were injured, facilities evacuated, or public access to campus is affected.

- Contact University Police

Unanticipated, sudden and unexpected on campus occurrence on State property which involves a pressing necessity for immediate action, including Residence Halls.

- Contact University Police

Construction Emergency – Capital Project

If a 'Construction Emergency' as defined in the New York State Public Buildings Law is declared:

- Declare a Construction Emergency using the Campus Declaration of Construction Emergency form (Appendix H).
- Contact Program Manager
 - Carl Rubenstein 518-320-1166 (w), 518-477-9058 (h), 518-641-2793 (c),
Carl.Rubenstein@SUNY.edu
 - Scott Lewis 518-320-1782 (w)
Scott.Lewis@suny.edu
- Contact SUNY System Administration, Commissioner of University Police.

Public Buildings Law – Definition of “Construction Emergencies”

The New York State Public Buildings Law defines a “construction emergency” as follows: § 9. Construction emergencies. 1.A “construction emergency” is damage to or a malfunction in buildings or property of the state of New York caused by an unanticipated, sudden and unexpected occurrence which involves a pressing necessity for immediate repair, reconstruction or maintenance in order to permit the safe continuation of a necessary public use of function, or to protect the property of the State of New York, or the life, health or safety of any person. **(Source: PUBLIC BUILDINGS LAW, CHAPTER 44 OF THE CONSOLIDATED LAWS OF NEW YORK STATE, ARTICLE 2 COMMISSIONER OF GENERAL SERVICES, Section 2. Public Buildings, 9. Construction emergencies.)**

ANNEX 19 – Off-Campus Emergencies

Types of Emergencies and Actions to be Taken

Off-Campus emergencies that displace community members (For example - natural disasters, fires, criminal acts, terrorism):

- With Presidential approval, FSC facilities may be utilized to assist the community recover
 - Parking lots, residential facilities, campus buildings
- See Annex 15 for specific procedures regarding Shelter Operations and the utilization of other campus facilities to accommodate off-campus emergencies or disasters.
- Depending on the type of Off-Campus emergency, a representative of FSC may be asked to assist at a command center located off-campus to coordinate FSC's assistance.

Civil Unrest

Assessments of the scope, location and severity of any off-campus civil unrest is absolutely critical

- UPD Coordination
 - Intelligence gathering
 - Law enforcement information sharing
 - Suffolk County Police
 - Nassau County Police
 - New York State Police
 - Federal Law Enforcement Agencies (FBI, US Marshals, etc.)
 - US Department of Homeland Security
 - US Department of Defense
 - NYS National Guard
 - New York State – Governor's office, Homeland Security, SUNY Chancellor's Office
 - The Chief of Police will coordinate with the Executive Policy Group and develop response
 - Possible closure of campus
 - Modification of student instruction
 - Establishment of essential personnel list
 - Alternate work arrangements for non-essential personnel
 - Resident student safety status
 - President's residence safety status
 - Campus community messaging and notification
- Securing the campus
 - Utilization of barricade equipment at entrances
 - Jersey wall, police barricades, cones etc.

- Police staffing at entrance
 - Vehicles are not to be placed in an exposed position to individuals involved in protests or civil unrest
 - One entrance to campus, depending on the location of civil unrest, will be manned as a checkpoint to permit only essential personnel into, and out of, campus
 - Essential personnel list will be generated in consultation with the President and the Executive Policy Group
- Messaging and Notification
 - All messaging will be coordinated between the President, the Chief of Police and the communications department
 - RAVE alert messaging
 - Farmingdale State College's website
 - Electronic signs
 - Entrance signs
 - UPD mobile electronic messaging signs
 - Social Media accounts
- Response considerations
 - Officers will be assigned posts and responsibilities
 - Proper additional equipment such as helmets and shields may be utilized
 - Department personnel - shifts may be adjusted
 - Loss of RDOs or scheduled leave
 - Request for additional University Police personnel from other SUNY campuses or outside law enforcement agencies
 - Additional resources to consider
 - Establishment of a command post
 - Use of a campus drone, and its certified operator to provide aerial assessment if available
 - NYS National Guard request
 - Housing of NYS National Guard
 - Event log detailing emergency response, actions taken and personnel present
 - After action debriefing with UPD and Executive Policy Group

Annex 20 - Cybersecurity Incident Response Plan

Overview

The Cybersecurity Incident Response Plan ensures that Farmingdale State College (FSC) implements and maintains best-in-class systems that are continuously updated, and that the cybersecurity team is prepared with the tools, training, and resources to identify and quickly respond to any threat to the college's network, systems, and devices. This includes but is not limited to FSC's wired and WiFi network, VPN, virtual desktop environment, primary and backup campus datacenters, campus computers and networked devices as well as systems that are hosted in the SUNY ITEC datacenter and the third-party cloud service providers that FSC contracts with.

FSC's Cyber-Incident Response Plan

- **Preparation** – FSC has established a cybersecurity team with well-defined roles and responsibilities, a documented response plan and an inventory of systems and technology that are included in the plan.
 - The FSC IT Security Operations Center (SOC) employs people, process, and the latest technology to continuously monitor, upgrade and improve our security posture while preventing, detecting, analyzing, and responding to ongoing cybersecurity threats.
 - The IT Risk Management and Governance organization is responsible for technical contract negotiations & IT risk assessment, recurring technical audit, testing and response, compliance with evolving industry cybersecurity and regulatory standards, staff & student awareness and training, maintenance of policies and procedures, third party digital supply chain risk management and the evaluation & deploy of new systems and solutions to replace end of life technology.
- **Identification of the Threat** – The FSC SOC is charged with continuous monitoring and rapid identification of cybersecurity threats that could impact our technical infrastructure and business critical systems. This team utilizes the latest tools, processes, and training to stay current, and leverages automated defenses provided by third party cybersecurity specialists that FSC contracts with. When a threat manifests, the team will quickly identify and document when and how the event happened, what areas have been impacted, the scope of the compromise and the impact to academic/business operations and data. During this phase, the CISO will provide regular updates to the President and EVP/CFO.
- **Containment of the Threat** – Once the threat is identified and understood, the FSC SOC will move to contain it to ensure that it does not spread further and cause additional damage to FSC operations and systems. This may include both interim and long-term response soluti

- quarantine the threat prior to moving to the next phase of the plan. During this phase, the CISO will provide regular updates to the President and EVP/CFO.
- **Eradication of the Threat** – With the threat contained, the FSC IT SOC will take steps to identify and validate the root cause of the breach, if this has not already been finalized during the identification phase. The team will also look for secondary threats that may have been deployed to vulnerable systems and take steps to remove these threats as well as apply temporary updates or permanent fixes to ensure that the threat is eradicated, and the vulnerability is addressed. This may include the utilization of third-party software or engagement of vendors to perform an independent forensic assessment prior to restoration of service. During this phase, the CISO will provide regular updates to the President and EVP/CFO.
- **Convene the Internal Cybersecurity Incident Response Team** – This team is responsible for managing FSC’s overall response to the event once reasonable evidence has been collected that a cybersecurity incident has occurred. At this point in the process, this team will work together to identify, create, and deliver all relevant internal and external notifications as necessary. The team will also begin to identify academic, employment or legal actions that may be necessary against any responsible party(s).

Cybersecurity Incident Response Team

<i>Internal Breach Response Team</i>	<i>External Support</i>
• President	• SUNY Security & Operations
• EVP/CFO	• NY State Cyber Command Ctr.
• CIO/CISO	• Federal Government Agencies
• VP Mark/Comm	– US DOJ – FBI
• IT Cybersecurity SOC	– Homeland Security
• Marketing & Comm. Team	– US Secret Service
• Legal, Risk & Compliance	• Third Party Vendors
• Chief of Police	• Suffolk County Police
• Provost	

- **Recovery** – During this phase, the IT Networking and Cybersecurity organization work together to restore affected systems and devices to normal production operation. This planned activity will only be performed when systems are no longer vulnerable (are patched, hardened, and tested) and when the CIO/CISO is confident that a similar attack will not reoccur once service is restored.

Lessons Learned – Once the incident is addressed and normal production operation is restored, the team will perform a post-incident review to identify what worked well and where FSC requires more investment. This will help strengthen FSC’s systems, team, and processes against attacks in the future.

Contact List and Roles

The following Personnel have been designated to assume the assigned roles within the Cybersecurity Incident Response plan:

Name	Title/Role	Phone Number
John Nader	President	(934) 420 – 2239
Greg O’Connor	EVP & CFO	(934) 420 – 2170
Laura Joseph	Sr. VP & Provost	(934) 420 – 2003
Matt Colson	VP Development & Alumni Engagement	(934) 420 – 2142
Dan Daugherty	Chief of Police	(934) 420 – 2768
Jeff Borah	Dir. IT Networking & Risk Mgmt.	(934) 420 – 2661
Brett Southard	Asst. Director IT	(934) 420 – 2212
Dorothy Hughes	AVP Finance	(934) 420 – 2166
Marybeth McCloskey	AVP Human Resources	(934) 420 – 2542
Christine LaPlace	Legal Counsel	(934) 420 – 2225
Kevin Jordan	VP Diversity, Equity & Inclusive Excellence & Chief Diversity Officer	(934) 420 – 2622
Ken Runyon	SUNY CISO SUNY Security & Operations Center	(518) 320 – 1368
John P. Durkin	Regional Director Department of Homeland Security CISA	(646) 235 – 7808

ANNEX 21- COOP Plans

Continuity of Operations Planning (COOP)

Continuity of Operations Planning (COOP) is an effort within individual agencies to ensure they can continue to perform their mission essential functions during a wide range of emergencies. The initiative ensures that governments, departments, businesses or agencies are able to continue their essential daily functions. COOP requires planning for any event – natural, human-caused, technological threats and national security emergency – which may an agency to relocate its operations to an alternate or other continuity site to assure continuance of its essential functions.

COOP is simply good business practice. COOP Plans address orders of succession, delegations of authority, continuity of facility usage, continuity of communications, essential records management, human resources, testing, training, exercising, devolution, and reconstitution.

Farmingdale State College has required the all of its divisions to complete COOP Plans:

- Division of Academic Affairs
- Division of Administration and Finance
- Division of Development and Alumni Engagement
- Division of Diversity, Equity and Inclusive Excellence
- Division of Student Engagement

It is the responsibility of each division head to ensure that individual departments complete, maintain and update their COOP plan annually. Each department retains a copy of their COOP plan for emergencies and disseminates them to their employees. COOP plans are also kept electronically by the Emergency Management Committee.

The following COOP Plan Template was used to complete COOP plans campus wide:

COOP PLAN TEMPLATE

Continuity of Operations Plan (COOP)

Department/Unit			
	Author	Last Revised Date	
Head of Operations	Name	Phone Number	Alternate Phone Number
Email address			

PURPOSE

This Continuity of Operations Plan (COOP) will document how the division or department will perform essential operations during an emergency situation or long-term disruption, which might last from two days to several weeks. The plan will identify mission-critical functions, departmental communication methods, and alternate personnel, systems and locations. Each College division needs a COOP to ensure the College can respond effectively to a variety of situations.

The COOP planning process focuses on two key questions:

- What operations performed by the department are essential or central to the College community? Such operations might include providing food and shelter, utilities, security services, communication and computing devices, and payroll.
- What resources are required to continue those essential operations during an emergency or disruption?

The College’s Comprehensive Emergency Management Plan ([Comprehensive Emergency Management Plan \(pdf\)](#)) is a valuable reference for planning what human resources are necessary to carry out the COOP.

A: Planning Framework

Farmingdale State College has established four priorities for responding to emergencies:

Priority 1: Protect the lives of those who learn, work, visit and live at Farmingdale State College.

Priority 2: Protect and preserve College property and the environment. Maintain integrity of facilities.

Priority 3: Restore College operations, activities and services.

Priority 4: Provide assistance to the local community and external agencies.

Planning Scenarios: No long-term emergency or disruption will unfold exactly as planned. However, it may be useful to consider the following possibilities and assumptions when considering your plan:

- What if the disruption lasts up to 4 weeks?
- What if classes and public events on campus have been suspended?
- What if employee absenteeism is up to 50% during the disruption, including department heads, supervisors and essential personal?
- What if your regular supply chain is interrupted for up to 4 weeks?
- What if there was a catastrophic loss to your building due to fire, flood, etc.?
- What if there was an extended loss of power and/or computing support from IT?
- Assume that students will be sent home if possible, leaving approximately 100-300 international students remaining.

B: Departmental Continuity of Operations Objectives

Considering the above objectives and assumptions, describe your department's key objectives, functions and responsibilities:

Briefly describe the range of services that you provide to others in the event of a long-term disruption. Do not include any normal operations that can be suspended. It should be clear why your department must remain functional, at least in part, during a long-term disruption.

List the priority tasks of your department and indicate whether they are performed daily, weekly, monthly, etc.

Priority Tasks	<i>Performed Daily, Weekly, Monthly, or other (please describe)</i>

C: Emergency Communication Systems

College Communications

The College’s plan includes the use of RAVE and Email Notification, and the College home page. The following websites and phone numbers include information on The College’s emergency communications:

Main Web Page	https://www.farmingdale.edu/
RAVE ALERT	https://www.farmingdale.edu/university-police/rave-guardian.shtml
Emergency Preparedness	https://www.farmingdale.edu/university-police/cemp.shtml
FSC Safety	https://www.farmingdale.edu/university-police/safety.shtml

Department / Division Communications

To communicate rapidly with your employees in an emergency, and to stay in touch during an extended disruption, we encourage all departments to prepare and maintain staff contact information in paper and electronic formats, including alternative email and phone numbers.

Describe any additional methods that the Department/Office will use to communicate with employees during the extended disruption. Potential communications tools include phone, email, text message, call trees, social media, a departmental website, departmental blogs, pagers, etc.

Describe who is designated to communicate with staff. Designate those responsible for updating contacting information and establish a specific schedule for updating.

Method of Communication	Person Responsible for Communicating with Staff	Person Responsible for Updating Contact Information

D. Leadership Succession

List people who can make operational decisions if the head of your department or unit is absent:

	Name	Title	Phone Number	Alt Phone Number
Head of Department/Unit				
Successor				
Successor				

E. Departmental Essential Functions

List essential operations, responsible staff and alternates. Cross-training for responsible and alternate staff should be in place. Note the location of instructional and supporting documentation.

Function Description	Responsible and Alternate Staff	Alternate Location	Dependencies	Location of Supporting Documentation

F: Access to Information and Systems

List how and where department information and systems are stored and managed. This may include:

- Information stored on a departmental or IT server
- Information on a web site hosted in-house or by IT
- Non-web-based software installed on individual computers
- Information stored on individual computers or email accounts

Describe how your department is backing up this material and making it available in the event that the primary resource is not available. This may include, but is not limited to:

- Remote access or authorization to allow remote access (Be sure to confirm whether staff responsible for essential operations have home access to resources like computers, internet, RAVE and ARIES.
- Backup of critical files off-site, on flash drives or external hard drives, or in hard copy
- Alternative e-mail systems, such as Yahoo or G-Mail
- Off-site storage/backups

Consider the following when planning for loss of information and systems:

- Are networked computers being backed up on schedule?
- How long can your department perform its essential functions without the support of IT? For each of the critical business functions in Section E, note whether or not the function can be achieved without IT support for “Up to 3 days”, “Up to one week”, “Up to 4 weeks”, “Indefinitely” or “Not at All.”
- Would a disaster in your department cause an interruption to any legally required reporting

Information and systems	Stored and Managed On	Backing Up This Info	Time Frame of Essential Functions Without IT Support	Interruption In Legally Required Reporting

G: Other Key Internal Dependencies

All departments at Farmingdale State College rely on the Physical Plant (for power) and IT department (for internet, e-mail and central servers) and University Police (for public safety). List below products and services upon which your department depends, and the *other* internal (Farmingdale College) departments or units that provide them.

Dependency (product or service) :	
Provider:	
Dependency (product or service) :	
Provider:	
Dependency (product or service) :	
Provider:	
Dependency (product or service) :	
Provider:	

H: Key External Dependencies

List below products and services upon which your department depends, provided by external suppliers or providers. Please contact them to determine if they have a continuity of operations plans and whether the College has priority for their services.

Establish alternate sources for these services and supplies and determine whether or not they are listed as College vendors, if necessary.

	Primary	Alternate
Dependency (product or service) :		
Frequency of Service		
Provider		
Primary Contacts		
Phone Numbers		
	Primary	Alternate
Dependency (product or service) :		
Frequency of Service		
Provider		
Primary Contacts		
Phone Numbers		
	Primary	Alternate
Dependency (product or service) :		
Frequency of Service		
Provider		
Primary Contacts		
Phone Numbers		

I. Relocation or Reallocation

In some potential scenarios, the building, office or other physical resources may not be available to you. In the event that your department must relocate or share resources with another group, consider the following:

	Resource
1. What physical resources are required to perform your essential functions? Include pre-printed forms, office equipment, computer equipment and telecommunication devices.	
2. How much physical space would your unit need?	
3. Does your unit have any special needs such as refrigeration, temperature/humidity controls, etc.?	
4. Are there special security requirements for a replacement space?	
5. If the building/office is accessible, but there was an extended loss of power, is there essential equipment or material that would be at risk? Describe plans for back-up power.	

6. Do you have any high value/difficult to replace equipment?	
---	--

J. Restoration

Resuming normal operations once the emergency situation or extended disruption has passed will require continued communication and coordination. Recognize that restoration could take an extended period of time. Potential considerations include:

- Work backlog
- Integration of temporary data resources with permanent systems
- Resupply of resources – Maintain an inventory of high value equipment, information resources, and irreplaceable items including titles, model numbers, serial numbers, replacement value, etc. for Risk Management.
- Continued absenteeism
- Emotional/counseling needs

The College is committed to the full support of its students and employees; however, central service restoration may happen in stages depending on the extent of the disruption.

Appendix A: Mitigation Strategies

Considering all of the information provided in this plan regarding your role during an emergency or disruption, your essential function and dependencies, consider steps that your department can take to minimize the impact of a long-term disruption on your operations. This may be the most important step of your planning process and may require re-evaluation of your objectives and functions.

The following mitigations strategies may be helpful:

- Review your department's vulnerabilities and address
- Stock up on supplies
- Create alternative processes that rely on fewer external resources
- Conduct cross-training and document procedures
- Review vendor contracts and find alternative resources
- Keep records indicating where to find replacement equipment should mission-critical equipment fail

- Prepare floor plans showing utility shut-offs for the heating and ventilation system, water, power, etc. and emergency generator coverage. Know whether your ventilation system is controlled by the Physical Plant or from within your building.
- Prepare and maintain survival kits for your department. Encourage employees to keep their own kits for their personal needs.
- Ensure your staff is aware of these plans. Review plans with them on a regular basis, such as annually.
- Test your plans in a table-top exercise at least annually. Identify and address any gaps.

Annex 22

Site Specific Emergency Procedure Roadshows

University Police will hold upon request, site-specific “Roadshows.” These roadshows are designed to address many site-specific concerns including, but not limited to:

- **Medical Emergencies**
- **Evacuation procedures**
- **Shelter in place procedure**
- **Active Shooter response**
- **Imminent Threat procedure**
- **RAVE Alerts**
- **Inclement Weather procedures**

Emergency Procedures and a complete evacuation plan will be developed and returned to each department by University Police for dissemination amongst their staff and faculty.

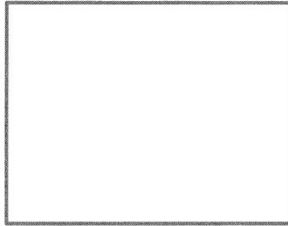
The following form will be completed during roadshows and is available upon request from University Police.

Farmingdale State College: _____

Emergency Procedures

Emergency Meeting Place (On-Campus)

- If _____ is evacuated, employees should meet at _____ located _____ (see "X" on map image). If that location is not safe, we will meet in the Police Parking Lot.



Calling For Help

- Call University Police at **2111** (934-420-2111 if on cell phone) for all emergencies.
- If there is an imminent threat and you need to call University Police without alerting someone in the office, when the police answer the phone ask:

"Can Mr. Rosela come to Room _____?"

Does A Colleague Need Help?

- If a situation arises in which you think your colleague may need help, call University Police at 2111 immediately. Describe the situation to the police dispatcher and keep an eye on the situation. Solicit assistance from other co-workers if they are available.

Shelter In Place

- If we are alerted to an emergency situation (via email, RAVE alerts, college personnel, etc.) and are advised to shelter in place:
 - Lock the doors and windows to _____.
 - Inform all on-site personnel and any students or faculty members in the office that we are sheltering in place. Interrupt meetings and activities to advise individuals to shelter in place.
 - Gather in _____ until notified that the emergency has passed.
 - Call or text any employees who are off-site who may be returning to campus (e.g., anyone at lunch, meetings, events, etc.).
 - Notify _____ of the situation if he/she is not in the office. Cell: _____.

Active Shooter Response

- RUN. HIDE. FIGHT. For information on active shooter: <http://www.farmingdale.edu/university-police/safety.shtml>

Medical Emergencies

- If there is a medical emergency, staff must contact University Police at 2111.
- Staff may not drive another employee/student to the hospital.
- If you need to contact the Campus Health and Wellness Center the extension is 2009.
- If you need to contact Campus Mental Health Services the extension is 2006.

Campus Closing & Inclement Weather

- Only the Governor can close the campus entirely. Otherwise, the campus will remain open during regular business hours.
- If you are uncomfortable driving during inclement weather, you may use appropriate leave (vacation, personal).
- Personnel who will be absent should reschedule any appointments for that day.

Emergency Alerts Sign Up

RAVE

For mobile alerts to emergency situations affecting campus, sign up for RAVE at:

<http://www.getrave.com>

RAVE GUARDIAN APP

Download the app from Google Play or the Apple App Store.

Sign up with your name and info
Select Farmingdale State College as your institution.

Updated 3/3/2023

APPENDIX E

Governor's Executive Order Number 26

State of New York
Executive Chamber
No. 26

EXECUTIVE ORDER

ESTABLISHING A MANAGEMENT SYSTEM FOR EMERGENCY RESPONSE

WHEREAS, on occasion disasters occur that threaten the public health, safety and lives of the citizens of the State;

WHEREAS, it is necessary and desirable to ensure that all State and local emergency agencies and personnel coordinate their efforts to efficiently provide emergency relief and disaster recovery aid;

WHEREAS, to facilitate efficient and effective assistance to those impacted it is important that all State and local emergency response agencies and personnel utilize common terminology, integrated communications, consolidated action plans, unified command, modular organization, manageable span of control, comprehensive resource management and designated incident facilities during emergencies or disasters;

WHEREAS, the Incident Command System, as developed by the National Interagency Incident Management System, sets forth standardized procedures for managing personnel, communications, facilities and resources;

WHEREAS, the Incident Command System procedures are used by the Federal Emergency Management Agency, National Fire Academy, National Fire Protection Association, National Wildfire Coordinating Group, and other states;

WHEREAS, the Incident Command System is an integral part of various emergency management training programs currently taught throughout the State;

WHEREAS, the Occupational Safety and Health Administration requires the establishment of a site-specific Incident Command System to handle emergency responses; and

WHEREAS, the Disaster Preparedness Commission Task Force on Command and Control and the State Emergency Response Commission endorse a standardized Incident Command System;

NOW, THEREFORE, I, GEORGE E. PATAKI, Governor of the State of New York, by the virtue of the authority vested in me by the Constitution and Laws of the State of New York, do hereby establish the National Interagency Incident Management System—Incident Command System as the State standard command and control system during emergency operations.

GIVEN under my hand and the Privy Seal of
The State in the City of Albany this
L.S. fifth day of March in the year one
Thousand nine hundred ninety-six
/s/ George E. Pataki
/s/ Bradford J. Race, Jr.

Secretary to the Governor

APPENDIX F

C/A Ref: PO 060K/0002-000

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), entered into, by and between the Suffolk County Police Department (SCPD) and the State University of New York at Farmingdale Police Department (SUBTYFPD), sets forth the protocols for the exercise of authority by the SUNYFPD off campus, including mutual aid assistance.

This MOU is entered into to comply with New York State Education Law Section 355, subdivision 2, paragraph 1. This MOU shall not be deemed to supersede the authority of SCPD Police Officers nor is it intended to provide benefit to third parties not a party to this agreement.

The Parties hereby agree as follows:

1. The SCPD and the SUNYFPD have concurrent jurisdiction over properties owned, leased, or under the control of the University, including any portion of a public highway which crosses or abuts such property.
2. For purposes of this MOU, the primary patrol area of the SUNYFPD is the property owned, leased or under the control of the University, but not including any portion of a public highway which crosses or abuts such property. For purposes of this MOU, the primary patrol area of the SCPD is the County Police District as defined in the Suffolk County Charter, less the SUNYFPD primary patrol area.
3. Both parties agree to provide backup assistance to the extent available, as requested.
4. Both parties will advise each other of any hot pursuit affecting each other's primary area of patrol, when practicable. The party originating the pursuit will have primary control at the place of stop.
5. Upon request, SCPD will assist in processing and lodging any lawful arrests made by SUNYFPD at the First Precinct in West Babylon, New York.
6. When practicable, SCPD will advise SUNYFPD when it is conducting an investigation or effecting an arrest within SUNYFPD's primary area of patrol. When practicable, efforts will be taken to refrain from interrupting a class to effect an arrest or execute a search warrant. Conversely, when practicable, SUNYFPD will advise the SCPD when it is conducting an investigation or affecting an arrest or executing a warrant within the SCPD's area of patrol.

7. The Chief of the SUNYFPD and the SCPD Chief of the Department acting for the SCPD police Commissioner in Suffolk County may enter into more

APPENDIX F (CONT.)

specific and detailed operational procedures and guidelines, provided that such additional items are not inconsistent with the above provisions.

8. Either party may terminate this agreement by notification in writing to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the latest date written below.

STATE UNIVERSITY OF NEW YORK COUNTY OF SUFFOLK

R. B. ...
Ass't
Chancellor for University
Police

[Signature]
BY: ERIC A. KOPP
Chief Deputy County Executive

DATE: 3 March - 99

DATE: 2/8/99

STATE UNIVERSITY OF NEW YORK APPROVED AS TO FORM, NOT
AT FARMINGDALE REVIEWED AS TO EXECUTION:

AT FARMINGDALE

Michael J. ...

ROBERT J. CIMINO
Suffolk County Attorney

President

DATE: 2/25/99

Robertson Hatch
BY: Robertson Hatch
Assistant County Attorney

DATE: 4/25/99

APPROVED

Marvin Fischer

APPROVED

John C. Gallagher

MARVIN FISCHER
Chief University Police

JOHN C. GALLAGHER
Suffolk County Police Commissioner

DATE: 2-16-99

DATE: 1/28/99