

Policy: **FLCC Emergency Response**
Responsible for Policy: Campus Safety

Policy Number: **D-9**
Original Approval Date: March 2011

Policy Statement

Finger Lakes Community College will maintain an all-hazards Emergency Operations Plan that defines clear strategies and assigns responsibilities to critical college personnel for action throughout the duration of a College-related emergency situation or exercise.

Reason for Policy

This policy will establish an organizational structure for effectively responding to, managing, and recovering from emergency situations that impact College operations. The policy will also insure compliance with Homeland Security Presidential Directive 5 (HSPD-5) as well as the New York State Governor's Executive Order Number 26-*Establishing a Management System for Emergency Response*

Applicability of the Policy

All members of the College community should be familiar with this policy.

Definitions

None

Related Documents

- [Homeland Security Presidential Directive 5](#)
- [NYS Governor's Executive Order Number 26](#)
- [FLCC Emergency Action Plans](#)

Review dates/action taken:

- September 2013: Cabinet review; policy revisions
- November 2013: Governance Executive Committee review
- December 2013: endorsed by College Council

Procedures

Fire Drills

When the fire alarm sounds, direct all building occupants out the nearest exit to an area at least 30 ft. away from the building. Do not use the elevators and move away from the building. Stay outside until the alarm silences and you are directed to return to the building by Campus Safety or emergency responders.

Prior to an emergency, persons with disabilities are strongly encouraged to contact the Disabilities Coordinator at (585) 785-1441, to establish a personal evacuation plan prior to an emergency. The Disabilities Coordinator will assist individuals with developing a plan to meet their special needs.

People who have difficulty navigating stairs and/or making a timely exit should not attempt to use the stairs during an evacuation. People with disabilities should seek out the nearest Emergency Evacuation Assembly Area, which are located on each floor adjacent to a stairwell and are clearly marked with the international wheelchair access symbol and a sign stating, "EMERGENCY EVACUATION ASSEMBLY AREA". People are to remain at the assembly area until the emergency has past. Campus Safety and fire safety personnel will respond to the assembly areas to safely evacuate persons in need of assistance. In the event of approaching danger, i.e. visible smoke in the hallway, people are advised to enter the stairwell and remain on the landing if conditions permit.

The Director of Student Health will report to the Incident Command Post.

Fires

1. First Priority: Pull the nearest alarm and evacuate as above. When the alarm is activated, it automatically notifies the local fire department.

2. After pulling the alarm, evacuate the area.

Medical Emergency

Main Campus

Members of the College Community who are experiencing medical problems or who are made aware of a medical emergency or injury will call 911 to initiate an emergency response. FLCC Campus Safety personnel are dispatched by 911 and will respond to the scene and coordinate with Emergency Medical Services to ensure a rapid response and departure from the building.

Other FLCC Locations

Members of the College Community who are experiencing medical problems or who are made aware of a medical emergency at any other Finger Lakes Community College location (i.e.: Victor, Wayne, or Geneva Campus Centers, East Hill, Muller Field Station) will dial 911 to initiate an emergency response to the scene. An FLCC employee on the scene will ensure that the Office of Campus Safety is notified of the medical emergency as soon as it is practical to do so.

Crime

Main Campus

In the event of any emergency, FLCC Campus Safety is dispatched by the Ontario County 911 center. All crimes or emergency situations should be reported by calling 911 as soon as they are discovered.

To report a crime in progress:

- A. Call 911
- B. Provide the location of the incident
- C. Describe what is happening

- D. Describe who is involved
- E. Follow the instructions provided by the 911 operator

Other FLCC Locations

In the event of an emergency, local law enforcement is dispatched by the 911 center serving the incident location. All crimes or emergency situations should be reported by calling 911 as soon as they are discovered.

To report a crime in progress:

- A. Call 911
- B. Provide the location of the incident
- C. Describe what is happening
- D. Describe who is involved
- E. Follow the instructions provided by the 911 operator

An FLCC employee on the scene will ensure that the Office of Campus Safety is notified of the medical emergency as soon as it is practical to do so.

For non-emergency situations, call Campus Safety at 785-1900 or stop by the Campus Safety Office in the main campus, room 2202. The Office of Campus Safety has a variety of information regarding crime prevention, sexual assault prevention, personal safety, and victim support resources.

Forms/Online Processes

- FLCC Campus Safety webpage: <http://www.flcc.edu/offices/safety/index.cfm>
- [FLCC Emergency Action Plans](#)

Appendix

- None

Review dates/action taken:

- September 2013: Cabinet review; revisions to procedures
- November 2013: Governance Executive Committee review
- December 2013: endorsed by College Council