



St. Mary's College of Maryland
at Historic St. Mary's City

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Office of Public Safety

EMERGENCY RESOURCES

St. Mary's County Sheriff's Office	301 475-8008
Maryland State Police --Leonardtown Barrack	301 475-8955
Department of Defense Police --Patuxent River NAS	301 342-3218
St. Mary's County Emergency Management Agency	301 475-8016
St. Mary's County Commissioners	301 475- 4461
U.S. Coast Guard	1 800 418-7314
Maryland Natural Resources Police	1 800 628-9944
Calvert Cliffs Nuclear Plant --Security Office	1 410 264-9540
Center for Disease Control www.cdc.gov	1 800 311-3435

OVERVIEW

This emergency plan is formulated to assist the College during a crisis or emergency. The plan is intended to provide a framework for the management of the emergency and allow the College to focus its time and energies on the event rather than the method of managing it. The plan will also provide for the standardization of practices and procedures during an emergency and is intended to be a brief, practical “what to do next” guide. It is not intended to be all encompassing but rather limited to true emergencies. The emergencies covered are:

- Campus Evacuation
- Natural Disasters
- Civil Disturbance or Demonstration
- Bomb Threat/Suspicious Package
- Long Term Power Failure
- Residence Hall Evacuation
- Significant Building Damage

PURPOSE

First this plan is intended to positively affect the campus community by improving overall campus safety. This is done by installing wall mounted first aid kits in all academic and administrative buildings near existing emergency telephones. In that area also will be instructions on what to do in case of an emergency or fire and the telephone number for Public Safety. CPR and First Aid Certification will be offered to all employees for half of the normal certification cost. The course will be offered at the College during work hours by College staff. The plan also calls for the designation of “Building Captains” for each academic and administration building. They will be tasked with the responsibility of directing people out of the building to the assembly point in case of an emergency, making an effort to determine if everyone is out of the building and knowledgeable about what chemicals, hazardous materials, special equipment or particularly valuable items are in buildings.

Another purpose is to provide for emergency planning. This plan establishes an Emergency Planning Team consisting of the President, Provost, Vice Presidents, Dean of Students, a Media Relations Representative, Associate Vice President for Facilities and the Director of Public Safety. The Chair of this team would normally be the Dean of Students. His decision will prevail on issues should no consensus be reached. His office (or a meeting space in the Campus Center) would be the meeting place for the team. An alternate location on the opposite side of campus would be Daugherty Palmer Commons. The Emergency Planning Team will provide general guidance and direction to the college community during the emergency and will act as chief overall decision makers. They will be guided by the following philosophy and priorities:

Protect the Health and Lives of the Students:

To protect all life is the overall goal of the plan, but campus officials primarily must ensure the safety of the students.

Protect the Health and Lives of College Personnel:

While the health and safety of students is our primary focus, the safety of all college personnel on campus must be considered when undertaking decision-making during an emergency. In an emergency college personnel may be involved in carrying out the logistics of an emergency plan, but the emergency plan should never promote policies that endanger college personnel

Protect College Property:

If a crisis is handled well, it will minimize the damages that will have to be repaired once the crisis is over. Once again, property should not be protected at the expense of the health of students and college personnel but campus facilities and property should be guarded.

Communicate Clearly to Internal and External Constituencies:

Similar to protecting the college's image, this priority keeps people from harboring misconceptions about what has happened. Sometimes the misconceptions are much worse than the actual emergency and the "grapevine" only heightens the anxiety of everyone on campus. Without the facts, the campus community will take speculation as fact.

Our internal constituencies are students, faculty, and staff.

Our external constituencies are parents, visitors, alumni, neighbors, vendors, state and local officials.

Follow up with Subsequent Counseling or other Necessary Steps to Restore Well being on Campus:

This critical step frequently is overlooked, due to the relief of survivors. The crisis is not over until everyone on campus has had a chance to deal with the trauma, and this cathartic process may include a proactive move by the administration to provide counseling.

Protect and Maintain the College Image:

If college officials can maintain an informed, calm and competent demeanor during a crisis, it will support everything the College environment represents. It will make the students, employees, community, alumni, parents, state officials, and every constituency comfortable with the actions of the College, before, during and after the emergency.

Resume Business as Usual:

The quicker order can be restored, the better everyone on campus will feel. Allow administrators, staff, faculty, and students to debrief on the emergency management procedures. EPT administrators should share the rationale behind the decision-making during the emergency and grant forums for all to air their fears, hopes, recommendations and comments about the crisis, whenever possible.

Remember to offer care-giving to our own staff. After ensuring the physical, emotional, and sometimes spiritual well-being of community members, it is easy to overlook the primary staff who responded to the crisis. Large campus-wide issues and isolated

incidents (e.g., student deaths) can provoke fatigue, stress, and burnout. Once the crisis is managed and the campus returns to its normal hum, each professional and student staff member involved in resolving the issue can be approached for personal counseling, assistance, time off, and perhaps, positive recognition as reward for good performance.

Evaluate the Crisis and Update Procedures as needed:

In every crisis, omissions or flaws in the plan will become evident and the next crisis will be handled better if every department that was key to containing the last one has a chance to give feedback on what happened. It is rare for an evaluation session not to unearth issues not predicted had not been an issue.

LEVELS OF MANAGEMENT DURING CRISIS

A campus emergency will have It is the intent of the college that emergencies be managed by a tiered system, ranging from immediate to more global, long range decisions. The following decision making model will be used.

I. College Representative (Director of Public Safety, Dean of Students, or at the scene of crisis):

- A. Coordinate with police, fire, emergency management personnel.
- B. Make immediate decisions required such as establishing perimeters, evacuating buildings and areas, locating triage areas, etc.
- C. Arrange for security of area and provide for crowd and traffic control.
- D. Act as the official representative of the College at the scene.
- E. Assign College personnel as needed.
- F. Provide information to upper management.

II. Emergency Planning Team:

- A. Use information from on scene representative to make non emergency decisions such as, when to re-open College and classes, where to locate displaced services, establishing informational telephone banks, developing press releases, method of getting information to internal and external constituencies.
- B. Provide advice and counsel to President.
- C. Take steps to mitigate effects of emergency.
- D. Take steps to speed return of normal operations.

III. President:

- A. Provide information to State and Government officials.
- B. Liaison with Board of Trustees.
- C. Visually/verbally represent the College during the emergency.

It should be noted that this plan is an umbrella plan, which requires individual departments in the College to establish an emergency plan for their specific operations, for example:

- Residence Life
 - *organization of teams at residence halls to make evacuation orderly.
 - *duties during residence hall evacuation to another hall.
 - *power failure responsibilities.
 - *bomb threat responsibilities.

- Conferences
 - *the same as above during the summer.

- International Education
 - *how to gather information concerning the safety of students while abroad
 - *protocol for making that decision.
 - *protocol for emergency notification to family member in the U.S.
 - *protocol for dealing with sick or injured student or faculty member abroad.

- Facilities/Physical Plant
 - *procedure to prepare buildings for evacuation, natural disaster or long term power failure.

- Technology Services
 - *provide remote access to campus commuting in the event of evacuation, natural disaster or long term power failure.
 - *implement a disaster recovery plan

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EVACUATION PLAN

The President of the College or designee, in consultation with the Emergency Planning Team (EPT), would determine the necessity to evacuate the campus. Incidents that would cause an evacuation would include, but not be limited to the following:

1. Emergency incident at Calvert Cliffs Nuclear facility
2. Impending natural disaster such as an approaching hurricane or snowstorm
3. Long term power outage
4. Hazardous chemical spill
5. Pandemic outbreak

An evacuation must be coordinated with the St. Mary's County Emergency Management Agency. They could provide a site and assistance with transportation. It is the primary responsibility of the EMA to provide transportation to the evacuation site.

Procedures:

- A) The Emergency Planning Team Chair makes a recommendation to the President of the College, in consultation with the Emergency Planning Team (EPT), to determine if the evacuation of the campus is appropriate and announces the action. This may be done by campus wide e-mail, sign postings and notifications by person or telephone.
- B) If during the workday, employees and commuters, with the exception of essential workers are told to immediately leave campus. If not during the workday, notice of the College closing is posted in the usual manner to include the web site, local television and radio stations. Essential workers will include Public Safety, Residence Life (Conferences) and Physical Plant employees. Other employees are to be discouraged from remaining on campus (required to leave?).
- C) Residential students are to be immediately directed to their residence halls. If a particular resident hall is affected by the emergency, an alternate location will be announced. At the residence hall, Student Affairs professional staff will maintain accountability for students. The residence halls will be staffed as follows:
 1. Queen Anne Assistant Dean (Kelly Schroeder)
 2. Dorchester Associate Dean or Director of Conferences
(Joanne Goldwater or Nancy Abell)
 3. Caroline Area Coordinator (Kelly Smolinsky)
 4. Prince George Area Coordinator (Elizabeth Clune)
 5. Calvert Director of Counseling (Hieu Dovan)
 6. Lewis Quad Assistant Director of Residence Life (Marc Hume)

- 7. Townhouses Coordinator of Multi Cultural Affairs and
Asst. Director of Counseling (Terrell Lasane & Shawn
MacDonald)
- 8. Waring Commons Assistant Director of Student Activities (Shaun Grahe)

- D)** Students with vehicles will be given the option of driving to the evacuation site, going home or being taken to the site by college and state transportation. Professional staff will keep track of which students leave and their destination.
- E)** Emergency management and college personnel will transport remaining students to the evacuation site. The EMA will have the primary responsibility to provide transportation. Professional staff will maintain a record of who was transported and where. College personnel to assist with transportation will be drawn from Students Affairs and Physical Plant. During the summer, the Conferences staff will meet with Residence Life to determine and clarify roles. The primary method of transportation is county school buses. The priority is based on location and proximity to the danger with no regard for age or other matters.
- F)** The college will establish telephone banks to receive calls from parents and loved ones. Until the evacuation is complete, information about the plan should be the only information that is given out. Once the evacuation is complete, a list of students and their location can be distribute.
- G)** If students are not in residence due to summer break, but Conference residents are on campus, the same plan will be followed. Residence Life (Conferences) staff will maintain logs of personnel at each residence hall or camp and keep a record of who was transported, left with their own transportation or in need of transportation. Residence Life will coordinate this with the Office of Conferences.
- H)** Physical Plant and other college personnel will prepare the campus as much as possible for the impending emergency. Individual departments will determine what action they should take before leaving the campus, time permitting. Examples include: Whether or not to cut off gas, electricity, the computer system, etc. Faculty will also make determinations on locations and security of chemicals and animals in labs.
- I)** Public Safety will secure the campus and ensure that no other personnel are on campus. In the event of an emergency, such as a chemical spill or incident at Calvert Cliffs, it may be necessary for all persons to leave campus. Public Safety will coordinate the security of the campus with local law enforcement agencies.

- J)** Physical Plant would determine on a case by case basis whether or not their personnel would stay on campus.
- K)** College representatives will remain at the evaluation site until the emergency ends. They, in cooperation with Emergency Management personnel will coordinate lodging, food and medical assistance. This would include members of the Health and Counseling Center.
- L)** The President of the College or Emergency Planning Team (EPT) will determine when the emergency is over and the campus is open. This information will be disseminated in a fashion similar to the order to evacuate. It would be necessary for the Emergency Planning Team to determine if they should meet on campus or elsewhere. The off campus location is the Emergency Management Agency in Leonardtown. They should not meet at the evacuation site.
- M)** The Emergency Planning Team will meet shortly after the incident to critique the actions of involved personnel and issue a report with comments and suggestions. This report should be made available to both internal and external institutions.

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BUILDING FIRE OR EXPLOSION WITH DAMAGE/INJURIES

- A.** Public Safety will establish and maintain a safe perimeter around the building. After making a preliminary assessment of whether or not people are still in the building, they will determine if immediate rescue of injured people still in the building can be conducted, pending the arrival of emergency personnel.

- B.** Director of Public Safety will assume responsibility for immediate decisions, and will be the College representative on the scene. He will do the following:

 - 1.** After arrival of emergency workers and triage work has begun, designate a location for movable injured persons to be located. Ensure the appropriate documentation of who went where. The building manager should be immediately contacted to determine the types and location of chemicals, experiments and the like. This would be particularly important in buildings that house the Chemistry, Biology and Psychology departments.
 - 2.** Designate a different location for uninjured workers and students to be located. Ensure the appropriate documentation. Plan for the immediate delivery of comfort items such as water, coffee, chairs, etc.
 - 3.** If the building is residential, begin to formulate plans to house displaced students. The first option is for students to stay with friends at other residence halls or townhouses. Studies, back apartments and the alumni lodge can be used. If during the summer, Conferences Staff will assist with this.
 - 4.** Contact the Red Cross and the Emergency Management Agency to supply emergency bedding and supplies.
 - 5.** Designate someone to keep track of where displaced students are located.

- C.** The Emergency Planning Team (EPT) should establish a telephone number for information, to tell people what happened and give information on whether or not a person was injured. They should also establish a means to get out as much accurate information as possible to the campus community.

- D.** The emergency planning team should attempt to get the college back to “normal” as soon as possible. This would include relocating classes, work stations, food services, the library and other essential services.

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NATURAL DISASTER PROTOCOL

For occurrences like tornados and such that provide little time to spare, Public Safety, Building Captains and Residence Life (Conferences) would make notification to immediately go inside and remain there. This would have to be by loud speakers on Public Safety vehicles and word of mouth. For most natural disasters, time will permit some planning.

A. Hurricanes and snow storms:

1. The Director of Public Safety should coordinate with Emergency Management Agency, attend briefings and keep college officials informed of latest developments.
2. They will also send out periodic college wide e-mails to keep faculty, staff and students informed.
3. They will meet with Physical Plant, Residence Life (Conferences) and Food Services to make plans to feed students if they cannot leave residences.
4. If situation warrants, convene Emergency Planning Team (EPT) to discuss possibility of evacuation. The Emergency Management Agency can be of significant assistance in helping to make this decision.
5. Emergency Planning Team (EPT) should meet with Physical Plant and Residence Life (Conferences) to evaluate overnight housing needs for necessary college employees.

B. If a decision is made to evacuate:

1. Work with county Emergency Management Agency to determine evacuation location.
2. Public Safety will broadcast and communicate decision by college wide e-mail, college radio station, posters and Residence Life Staff notification tree.
3. Advise students that college is closed and advise those with cars to go home. Assigned Building Managers will keep track of who goes where.
4. Use college transportation to take remaining students to evacuation point. St. Mary's County Emergency Management Agency will assist with this. Keep track of what students went to what location.

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CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. INTERFERENCE with the normal operations of the college.
2. PREVENTION of access to offices, buildings or other college facilities.
3. THREAT of physical or emotional harm to persons or damage to college facilities.

If any of these conditions exist Public Safety should be notified and will be responsible for contacting and informing the President and Vice Presidents. Depending on the nature of the demonstration the appropriate procedures listed below should be followed:

A. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS:

1. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct college business as normally as possible.
2. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - a. Arrangements will be made by the Director of Public Safety to monitor the situation during non-business hours, or
 - b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

B. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS :

1. In the event that a demonstration blocks access to college facilities or interferes with the operation of the college in violation of the Student Conduct Code:
 - a. The Dean of Students, or designee will go to the area and ask the demonstrators to disperse, or to discontinue the disruptive activities.
 - b. The Dean of Students may ask key college personnel and student leaders to go to the area and assist in persuading the demonstrators to desist and disperse.
 - c. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by Police.

- d. The Dean of Students, after consultation with the President and Director of Public Safety, will determine the need for and intervention by Public Safety and/or local police.
- e. If a determination is made to seek intervention by Public Safety, the demonstrators should be so informed. Upon arrival of Public Safety and/or other law enforcement personnel, demonstrators remaining in the area will be warned of the intention to arrest. To facilitate any action by the Public Safety officers, assistance may be obtained by the St. Mary's County Sheriff's Department or Maryland State Police. That decision will be made by the Director of Public Safety after consultation with the Dean of Students. The Director of Public Safety will call for additional law enforcement assistance without counsel from others, if it is deemed to be critical to the safety of persons or property.
- f. Efforts should be made to obtain positive identification of demonstrators in violation, in order to facilitate later testimony, including photographs and/or videotaping if deemed advisable.

C. VIOLENT, DISRUPTIVE DEMONSTRATIONS:

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the Director of Public Safety will notify the President and the Dean of Students. Emergency Management Team may be assembled.

1. During Business Hours:

- a. In coordination with the Dean of Students, Public Safety will contact outside law enforcement for assistance.
- b. The Dean of Students, in consultation with others, will determine the possible need for intervention.
- c. Public Safety will maintain communications with the President and Dean of Students, or designee(s) throughout the demonstration.

2. After Business Hours:

- a. Public Safety will investigate the disruption and notify the President, and Dean of Students.
- b. The Dean of Students will:
 - Report the circumstances to the President.
 - Notify key administrators and if appropriate the building supervisor responsible for the building/location.
 - Notify the Director of Media Relations.
- c. The Director of Public Safety, after consultation with the President or Dean of Students will request additional assistance as necessary.

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BOMB THREAT PROTOCOL

A. The person receiving the threat by telephone should:

1. Try to obtain as much information as possible, such as:
 - a. Exact wording of threat
 - b. Telephone extension that received the call
 - c. Note the person's accent /dialect and other identifying characteristics
2. Ask the following questions:
 - a. When is the bomb to explode
 - b. Where is the bomb right now
 - c. What kind of bomb is it
 - d. What does it look like
 - e. Why did you place the bomb
 - f. Where are you calling from

B. If received e-mail:

1. Forward to Director of Public Safety immediately
2. Call Public Safety to ensure they received e-mail

C. If received by letter or note:

1. Contact Public Safety immediately
2. Do not handle item

D. Public Safety will, in all cases, dispatch an officer to the scene. Public Safety will follow their specific procedures for handling such incidents. In no case will the fire alarm or portable radios be used. Public Safety will contact the Provost, if an academic building, or the Associate Dean of Students (Conferences) if a residential building. Public Safety in consultation with the Provost or Residence Life (Conferences) will determine the appropriateness of contacting local police and evacuating the building.

E. If the decision is made to evacuate:

1. Evacuate the building by going from the top floor to the lowest floor and informing the occupants verbally of the bomb threat. Do not use the fire alarm or battery powered megaphone or portable radio to alert the building occupants.
2. Get students out of the building as quickly and as quietly as possible.
3. Maintain crowd control at assembly points.

4. All occupants should wait for further instructions/information from Public Safety/Police/ Student Affairs personnel.
5. No one should be allowed to re-enter the building.
6. Do not re-enter the building once you leave until told to do so.
7. Make a floor search of the building commencing on the top floor and moving down to the lowest floor. Search all study rooms, lobbies, hallways, stairways, restrooms, offices, classrooms, etc. Include boiler rooms and all trash receptacles in the search. Upon completion of the search, if no explosive device has been found permit the occupants to re-enter the building.
8. Do not advise anyone that the building is safe. Request the occupants to continue the search in their private rooms and other areas to make certain that nothing has been overlooked. Advise them that if they locate any questionable object, they should not attempt to move, disarm or dispose of it, but should inform the Office of Public Safety at once.

F. IF AN EXPLOSIVE DEVICE OR A SUSPECTED EXPLOSIVE DEVICE IS DISCOVERED IN ANY BUILDING, THE FOLLOWING ACTION WILL BE TAKEN:

1. Advise the staff to follow appropriate evacuation procedures.
2. DO NOT PULL THE FIRE ALARM.
3. Notify all personnel in the building who are conducting the search to evacuate the building immediately. Again, do not use fire alarms for this purpose.
4. Form a perimeter around the building, allowing sufficient areas for safety should an explosion occur.
5. Notify the Emergency Control Center of the discovery and request assistance.
6. Do not, under any circumstances, attempt or permit anyone else to move, disarm or dispose of any type of explosive device or suspected explosive device.
7. Upon the arrival of the Explosive Ordinance Personnel, inform them of the location of the device. Make certain that all other persons are at least fifteen hundred feet from the building.
8. Permit re-entry into the building only after the device has been removed from the campus and only after having received assurance from the Explosive Ordinance personnel that the building is safe to re-enter.

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FIRE ALARM/EMERGENCY EVACUATION PROTOCOL

- A. The fire alarm system will sound on a computer in Public Safety when a pull station or smoke detector is activated in a campus building. In all such a cases, an officer is dispatched to the building to assist with evacuation and locate the source of the alarm That can be generally done by looking at the alarm panel monitor. Building occupants should be directed to the following assembly points:

Residence Halls

Caroline Hall
Calvert Hall
Dorchester Hall
Lewis Quad
Prince George Hall
Queen Anne Hall
Old Townhouses
New Townhouses
Waring Commons

Assembly Point

Montgomery Hall Patio
Steps of St. Mary's Hall or steps of Kent Hall
Montgomery Hall Patio
Grass area next to DPC
Montgomery Hall Patio
Wooded area next to the building, beyond the dumpster
DPC Patio
Grass area next to DPC
Grass area next to DPC

Academic & Administrative Buildings

Admissions Office
Alumni Lodge
Anne Arundel Hall
Calvert Hall
Cobb House
Ethel Chance Hall
Campus Center
Financial Aid Office
Kent Hall
Library
Margaret Brent Hall
Montgomery Hall
Schaefer Hall
Somerset Hall
Student Pavilion

Assembly Point

Grass area behind Financial Aid Office
Next to Kent Hall
HSMC parking lot
Steps of Kent Hall
Queen Anne parking lot
Admissions field
Grass area next to the Library
Admission field
Next to Calvert
Grass area next to Campus Center
Grass area beside Anne Arundel
Grass area between Dorchester and Prince George
Admissions Field or Montgomery Hall patio
Grass area in front of Caroline
Grass area beside the Maintenance building

Residence Life Staff and building managers will ensure that occupants are directed to the assembly areas. Handicapped persons should be assisted out of the building.

In the event of inclement weather or an extended period before occupants are allowed re-entry, the following buildings may serve as assembly point:

Montgomery Hall
ARC
D P C

St. Mary's Hall
Library
Campus Center

- B.** Public Safety will check the entire building to determine that no evidence of a fire exist and reset the alarm. They will give the all clear for occupants to re-enter.

- C.** Should a fire or smoke be encountered, the following should be done:
 - 1. Activate the nearest pull station.
 - 2. Leave the building.
 - 3. As you leave, knock on doors and announce that there is an actual fire in the building.
 - 4. Residence Life Staff should not take time to key into rooms.
 - 5. Once at the assembly point, determine if everyone is accounted for, paying special attention to disable students or occupants. Advise Public Safety immediately if people are missing.
 - 6. Should a fire be encountered, Public Safety should immediately move occupants to an indoor location listed above. Immediately establish a large perimeter around the building, per Public Safety procedures.

- D.** The Director of Public Safety will contact the Provost or Dean of Students to consider the activation of the Emergency Planning Team.

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POWER FAILURE PROTOCOL

In the event of a campus-wide power failure, the campus phone extensions may not work. If the power failure involves the local community, on-campus phones may work, but off-campus/long distance calls may not go through. Public Safety has two cell phones, one for outgoing calls and one to receive calls. The cell phone for receiving calls is **240-298-3553**. Outgoing calls by Public Safety will be made from **301-481-8385**. Students will be notified of this by flyers and notification to Resident Assistants and Resident Hall Coordinators. Public Safety will also have radio contact with the County Control Center for police, fire and ambulance services.

Emergency lights in the buildings will work for a short period of time (between 15 minutes and two hours). They are designed to provide light for evacuation purposes, not for a long period of time.

The upgraded fire alarm system will be operational for approximately eight hours. Public Safety has an emergency generator that is operational during power failures. The generator will provide enough power to maintain the office's computer and phone systems. Public Safety will be notified via the computer system once the battery back-ups for the fire alarm system wear out. Public Safety will then notify the on-duty Residence Assistant or the Residence Hall Coordinator in each building to initiate a fire watch. Residence Life (Conferences) staff members have flashlights.

The Dining Hall will continue to operate under emergency power. The decision to cancel classes will be announced by the appropriate College officials and communicated to the staff. For students, the Residence Hall Coordinators will be the primary contact for the most up-to-date information from Public Safety, Residence Life (Conferences), the Office of the Dean of Students, the Office of the Provost, Maintenance, etc.

A. Upon being notified of a power failure, Public Safety will:

1. Immediately dispatch an officer to the location.
2. Contact the Director of the Physical Plant.
3. Contact SMECO, if this outage is from an off campus source.
4. If after business hours, contact the Student Affairs On-Call Professional.
5. Notify the Associate Dean of Students (Conferences).
6. Contact the Director of the Health Center to make arrangements for care of medications and other items requiring refrigeration.
7. Contact the affected building manager and academic division head to consider steps to safeguard experiments, chemicals, computer equipment, etc.

B. The Residence Life Student and Professional Staff will have the responsibility to equip themselves with flashlights from the front office. Students will not normally be evacuated from residences during daylight hours. It is expected that staff will keep students advised of events as often as practical to allay fears and concerns. They should also maintain order in the Halls, contacting Public Safety for assistance, if needed.

C. Should the outage be expected to last into the evening or occur in the evening, it will be necessary to establish “fire and security watches” to make constant rounds of residence halls to check for smoke, fire or security problems. This is only necessary for occupied residence halls. Public Safety, Residence Life and/or conferences will be responsible to establish a schedule for such rounds. Public Safety will ensure that Residence Life and/or Conferences will be responsible to establish a schedule for such rounds. Public Safety will ensure that Residence Life/Conferences has several strategically placed police radios for emergencies, for example at DPC, Lewis Quad and one for the three residence halls on “the Hill”. These radios connect directly to Public Safety should immediate police, fire or ambulance service be needed.

D. Normally, personnel in academic buildings will remain in place during the outage. If the outage is expected to be long term, consideration will be given to canceling classes and closing administrative offices. This decision will be made by the Provost and Vice Presidents. All such actions will be posted on the web page and local media outlets will be notified.

E. The Emergency Planning Team should be established to consider evacuation of students from residence halls and cancellation of classes.