

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IX:13:00

Date: 2008

Subject: Emergency Response Plan

Campus Emergency Operations: Concept, Structure and Action

Functional Organization

Every Buffalo State employee can potentially play a role in the Incident Command System (ICS). Perhaps the most critical aspect of the ICS is communications; accurate reports from the scene of an incident are essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of the evolving incidents.

Role of Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

Role of Faculty and Staff

Every member of the faculty and staff should read and understand both their Building and Department Emergency Plans and familiarize themselves with their emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should follow Emergency Plan procedures to report fire or other emergencies that require immediate attention, and evacuate the building to pre-designated areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in event of an emergency.

Role of the Building Coordinator

Each Building Coordinator is responsible for developing a Building Emergency Plan. Building Coordinators are responsible for ensuring that Building Emergency Response Team (BERT) is designated. In the event of an emergency, the Building Coordinator is responsible for coordinating safe evacuation (with the assistance of BERT). The Building Coordinator acts as the liaison to the EOC.

Building Emergency Plans

Developed under the guidance of the Building Coordinator, the Building Emergency Plan is a building-specific operational guide outlining emergency operations and responsibilities. Building Emergency Plans go into effect in the event of an emergency, allowing the Building Coordinators to evacuate personnel to their designated evacuation areas.

Appendices: Terms and Definitions

Building Coordinator

A College employee who has a defined role in campus emergency/disaster preparedness; he or she assists in the development of building response plans and helps coordinate education and planning in this area for all building occupants. In addition, he or she serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the Building Coordinator position description.

Building Emergency Plan

A document which consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Emergency Response Team (BERT)

A team of building occupants assigned to assist in all aspects of emergency response related to their building.

Emergency Assembly Area (EAA)

A pre-designated safe location used in response to campus wide emergencies where essential services can be provided to displaced persons.

Emergency Assembly Area Coordinators

Manages and supervises efforts to provide essential services in the Emergency Assembly Area (EAA).

Emergency Operation Center (EOC)

The headquarters for designated representatives to coordinate overall response and support to an emergency.

Emergency Responder(s)

Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from University Police, local fire departments, Environmental Health & Safety, Campus Services, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.

Immediate Assembly Area (IAA)

An immediate assembly area to be used by personnel who are evacuated from their building. This area is to be used as a meeting place to ensure building occupants have been accounted for and also a place to wait to receive further instruction by emergency responders. IAA locations are to be determined by the Building Coordinator.

Jurisdiction Executive

Has overall responsibility for the EOC, including management of all emergency activities, development, implementation, and review of strategic decisions, and post event assessment. He or she also designates a section chief for each of the four support sections (Operations, Planning, Logistics, Finance/Administration).

Temporary Assembly Area (TAA)

A temporary assembly area to be used by personnel who are displaced for an hour or more due to conditions that affect select buildings.

Unified Command

The sharing of Incident Command equally between/among two or more departments or agencies, while each party retains its vested authority. Unified Command can occur at the Incident Command or EOC levels.