

CLARK  
UNIVERSITY



# Emergency Response Plan

Updated April 2021

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# Clark University Emergency Response Plan

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## Purpose

The Clark Emergency Response Plan establishes a basic guide to Clark faculty, staff and students for responding to major emergencies on the Clark University Campus. The Plan describes the roles and responsibilities of the various departments and personnel during an emergency situation. Personnel with specific responsibilities to be carried out during an emergency at both a department and University level are expected to understand the procedures for which they are responsible.

This Emergency Response Plan is invoked whenever an emergency affecting the campus cannot be managed through normal channels. Response to an emergency will be conducted within the framework of the Plan whenever possible.

The Emergency Response Plan is designed to protect lives and property through effective use of University and community resources. The Plan identifies specific departments and individuals that are responsible for emergency response with critical support services and it provides a management structure for coordinating and deploying essential resources.

## Scope

This is the official University level plan that guides the emergency response of University personnel and resources during an emergency situation. However, nothing in this Plan shall 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.

This Plan and organization shall be subordinate to federal, state, and local government plans during a disaster declaration by those authorities. This Emergency Response Plan is consistent with established practices relating to coordination of emergency response. Accordingly this plan incorporates the use of the Incident Command System to facilitate interdepartmental coordination, and to promote common terminology and command structure with outside agencies.

The Plan is an “all hazards” plan and may be activated in response to a broad range of emergency incidents including (but not limited to):

- Aircraft Crashes
- Bomb Threat/Detonation
- Civil Disturbances
- Epidemic/Illnesses
- Extended Power Outages
- Fires and Explosions
- Hazardous Materials Releases
  - Chemical
  - Biological
  - Radioactive
- Mass Casualty Incidents
- Natural Disasters
  - Hurricane

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- Tornado
- Earthquake
- Terrorism
- Search and Rescue Events
- Severe Weather
  - Flooding
  - Blizzards/Snowstorms/Ice Storms
  - Severe Thunderstorms

### Assumptions

The Clark Emergency Response Plan anticipates the problems likely to be encountered during a major emergency or disaster. Emergency planning should be based on worse-case conditions. The following assumptions are made and should be used as general guidelines for reading this plan and used for preparations of Department / Building Emergency Plans:

- The succession of events in an emergency or disaster is not predictable. Therefore published operational plans, including this plan, should serve only as a guide and may require modification in order to meet the requirements of the emergency.
- An emergency or disaster may occur without warning at any time, day, night, weekend or holidays.
- An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- Critical services including electricity, water, heat, information systems, transportation infrastructure, and telecommunications may be interrupted.
- Disasters may be community-wide and regional or local services may not be available.

### Emergency Levels

For planning purposes, the college has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources:

**Level 1 – Minor Localized Incident.** A minor, localized department or building incident that is resolved through normal channels with existing department plans, campus resources and /or limited outside help. The incident does not affect the overall functioning capacity of the University and the Clark Emergency Response Plan would not be activated.

**Level 2 – Emergency.** A major incident or event that completely disrupts one or more operations of the University. Multiple University resources are involved in addition to outside assistance. The Emergency Response Plan activated.

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**Level 3 – Disaster.** A major incident or disaster that seriously impairs or halts the operations of the University. The Emergency Response Plan activated.

## Emergency Authority

This plan is promulgated under the authority of the President of the University or a designee. All decisions concerning the discontinuation of University function, cancellation of classes, or cessation of operations, rest with the President or his/her designee. In the absence of the President, his/her designee becomes, in succession, the Provost, the Executive Vice President, the Vice President for Government and Community Affairs.

The University Incident Commander is the individual responsible for the control of all aspects in an emergency situation, including directing the Emergency Response Team. The Executive Vice President functions as the University Incident Commander. In the absence of the Executive Vice President, the following individuals in the order listed below will function as incident commander:

- Vice President of Government and Community Affairs
- Provost
- Director of Facilities Management
- Chief of Police

## Emergency Response Team

The Emergency Response Team is comprised of a core team (Cabinet) and the Extended Team.

### Responsibilities

During an emergency situation the Emergency Response Cabinet is responsible for executing the Emergency Response Plan at the direction of the President and University Incident Commander. The Emergency Response Cabinet is also responsible for reviewing and updating the Emergency Response Plan and running periodic tabletop exercises to test the plan's effectiveness.

Members of the Extended Team are called into to assist the Cabinet on an as-needed basis depending on the nature of the emergency situation as determined by the Incident Commander. They need to be familiar with University's emergency response plans, understand their roles in assisting with emergencies, and be prepared to carry out their responsibilities.

### Membership

The Emergency Response Team includes both primary and alternate members. Primary members are department heads that are familiar with their unit's planning responsibilities. Alternate members are assigned by the primary members to take their place in the even they are not available. Members and alternates must also be available during a crisis situation. The Business Manager is responsible for maintaining the contact information for all Emergency Response Team members and sharing it with team members on a regular basis.

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### Emergency Response Cabinet Members

Department	Primary Contact	Alternate Contact
President	David Fithian	
Assistant to the President	Katrina Banks-Binici	
Executive Vice President	Danielle Manning	Paul Wykes
Provost	Davis Baird	John LaBrie
Vice President for Strategic Initiatives and Planning	David Chearo	Adam Keyes
Vice President for Government and Community Affairs	Jack Foley	Jim Collins
Marketing Communications	Jill Friedman	Jim Keogh
Dean of Students	Donna Curry	Rebecca Kitchell

### Emergency Response Extended Team Members

Department	Primary Contact	Alternate Contact
Facilities Management	Dan Roderick	Gardner Peters
Chemical Safety Officer	Frank Abell	Luis Smith
Academic Affairs	Betsy Huang	Jen Plante
Information Technology	Joe Kalinowski	Jason Trinklein
Financial Services	Ann Randall	Tammy Hearnlaye
Human Resources	David Everitt	Susan Leo-Johnson
Business Manager	Tony Penny	Paul Wykes
Student Health Services	Robin McNally	Jennifer Adamonis
Residential Life and Housing	Alan Acosta	Drew Melendez
Library	Laura Robinson	Ed McDermott
Research	Yuko Aoyama	Lisa Gaudette
Athletics	Trish Cronin	Kirsten Clark
Dining Services	Michael Newmark	Bob Cicerone

### Emergency Priorities

Clark personnel and equipment will be utilized in accordance with the guidelines set forth in the Emergency Response Plan to accomplish the following priorities in order of importance:

- Priority 1      Protection of Human Life
- Priority 2      Protection of University Assets
- Priority 3      Maintenance of University Services

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Priority 4	Communication with Community and Media
Priority 5	Restoration of University Operations

### Emergency Control Centers

If the Emergency Response Plan is activated, the University Incident Commander will call the Emergency Response Team Members to report to the designated Emergency Control Center. The Campus locations designated as Emergency Control Centers are listed in order.

1. ITS Conference Room in lower level Carlson Hall
2. Goddard Library Control Center
3. Facilities Main Office (501 Park Ave)
4. University Police Station in Bullock Hall

### Emergency Response Plan Activation

Plan activation begins at the discretion of the University Incident Commander upon the receipt of information of an emergency event or threat of an emergency. Based on University Police and Facilities Management recommendation, and information obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency and activate the Emergency Response Plan to the extent necessary.

### Implementation of the Emergency Response Plan

Depending on the nature of the emergency, the Incident Commander will initiate the broadcast of a "Clark Alerts" message as required and notify the Emergency Response Cabinet (and optionally members of the Extended Team) to assemble in the designated Emergency Control Center location.

- If the Emergency Response Team member realizes that he or she will not be available to respond to the call, he or she will be responsible for contacting their designated backup to proceed to the Emergency Control Center and notify the Incident Commander of the change in coverage.
- If in the event the Emergency Response Team Member, and or Designate, cannot be located, or will not be able to get to the Emergency Control Center, the Incident Commander will appoint an individual to assume that member's role until relieved by the Emergency Response Team Member or a more qualified replacement.

During the emergency, the Emergency Response Team is under the direction of the Incident Commander who will determine the manner in which University personnel and resources are required to address the emergency.

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In the Event that the emergency were to occur during periods of time when the University is not in full operation, such as nighttime, weekends or holidays, the structure of the Emergency Response Plan remains the same. Its implementation may vary depending on the available resources to respond. Until relieved, persons appointed to the Response Team roles should consult with the Emergency Response Team member they are representing for the guidelines discussed in this plan. Under these conditions, and practice, the University police officer in charge will assume the Incident Commander's Role until relieved by the Incident Commander.

In the event that Local, State Police, Fire or other Government Official agency assumes command of the emergency event, the Incident Commander and Emergency Response Team will support the government teams.

### Notification of Emergency Situations

The Incident Commander will determine if a notification is to be sent for all events except Active Shooter situations. Notification of Level 2 and Level 3 emergency situations will be issued primarily via the "Clark Alerts" which will send electronic messages to cell phones or land line telephones either with voice or text message options selected by the recipient. Email notification will be sent to all Clark active emails addresses and for those members of the Clark Community that have not selected a Cell or Land-line Telephone message option. In addition to Clark Alerts, other communications will be fully utilized to communicate the emergency situation and provide information about the event: The Clark Emergency Web page will be activated, radio, and television may also be used as necessary.

### Warning

Should it be deemed necessary to warn the University community of an impending threat or emergency situation, University Police is designated to maintain the University communications center with the authority to alert warning resources and activities based on the initial report, and information obtained from other appropriate entities. In consultation with the President, the University Incident Commander will declare the level of the emergency.

If either an Emergency or a Disaster (Level 2 or 3) is declared, the Emergency Response Plan will be activated. Upon declaration of an emergency or disaster, the Emergency Response Cabinet members will be notified and should report immediately to the designated control center location.

Predictable events, such as a certain meteorological storms, are treated differently from emergency incidents. Facilities Management and University Police are designated to monitor these events on a 24/7/365 basis. The Director of Facilities Management or his/her designee will contact the University Incident Commander, either directly or via University Police as necessary.

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## Campus Recovery

After a disaster where University operations have been shut down, in part or whole, the involved area may be dangerous. University Police along with Facilities Management personnel will inspect the buildings and area to determine if the area is safe. Only after the environment is declared safe can restoration efforts begin, followed by the reopening normal University operations.

## Individual Roles and Responsibilities

### Faculty and Staff

Faculty members should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the Faculty and Staff should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

### Students

All students should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or which they use frequently. Students should be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds. Faculty, Staff and Students should also be able to execute safety procedures as outlined in the Incident Response Plan.

## Department Roles and Responsibilities

### University Communications

- Coordinate all information disseminated to the press and the public
- Provide for consistent “one-voice” to the news media and all other interested parties
- Provide for rumor control and emergency communications
- Maintain and update emergency messages on the Clark Emergency Information telephone line, Email, and Safety / Emergency Website during in an emergency.
- Assign specific individuals (primary and alternate) to disseminate information, specify emergency response steps and maintain contact with the following:
  - Students
  - Faculty and staff
  - Parents
  - Government agencies and civil authorities
  - News media (TV, Newspapers, etc.)
  - Financial relationships

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## University Police

- Preserve law and order, and University security
- Monitor and disseminate warnings and threats
- Provide traffic and crowd control
- Direct evacuation efforts
- Control access to buildings and scene of the disaster
- Interface and coordinate with Local Police, Fire, Rescue, and State Police entities to implement mutual assistance agreements
- Maintain the University communications center on a continuous basis
- Provide for emergency transportation and/or parking for essential personnel

## Clark University Rapid Response (Under direction of University Police)

- Provide first responder services, if necessary.
- Provide support to outside emergency responders.

## Facilities Management

- Assist and advise the Incident Commander for Level 2 and 3 Emergencies when Building or Environmental Emergencies occur.
- Develop and maintain building evacuation drawings
- Provide for the structural security of buildings
- Provide utility services and, as necessary, shut down utility services
- Provide for emergency water and sanitation
- In the event of a pending emergency, secure the University grounds and building envelopes
- Distribute supplies to Faculty and staff to secure building contents
- Clear and remove debris
- Conduct building damage assessments/determine if buildings are safe
- Repair buildings
- Maintain the emergency control center
- Maintain mail service operations
- Maintain telecommunications services
- Develop plans for the procurement of emergency building supplies in the event of an emergency situation.

## Chemical Safety Officer

- Assist Facilities Management in damage assessment and building condition reports
- Maintain information on the content and location of hazardous material, chemical, biological and fire safety hazards

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- Provide for emergency response to HAZMAT release
- Provide compliance assistance on applicable codes and regulations

### Financial Services

- Together with Human Resources, maintain the continuity of Payroll Processing Services
- Ensure that emergency funds are available for expenditure as University priorities change during periods of crisis
- Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions

### Registrar

- Develop plans to reschedule classes

### Information Technology (IT)

- Maintain the readiness of the “Clark Alert” system to broadcast emergency messages
- Maintain the operation of internet, intranet, data, video and wireless communications services
- Implement proper backup controls and redundancies to maintain critical services
- Properly document all hardware and its configuration; develop a plan for hardware replacement and setup
- Develop adequate information security controls
- Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location
- As necessary, develop and maintain a plan to perform critical applications at a remote site
- As necessary, assist with the disablement or denial of access to existing facilities

### Academic Affairs

- Develop procedures to communicate with and account for teaching faculty in emergency situations
- Develop plans to identify alternate facilities where University activities can be conducted in the event of the destruction, identify and prioritize critical support services and systems

### Dean of Students

- Develop plans for Level 1 incidents involving students.
- Conduct Safety Awareness information and training for students
- Assist and advise Incident Commander for Level 2 and 3 Emergencies involving Students.
- Develop procedures to communicate with and account for students in emergency situations

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- Implement a comprehensive program for emergency shelter for students currently housed in the on-campus housing
- Coordinate with local agencies and support organizations to provide shelter alternatives for off campus students
- Provide student crisis counseling services

### Human Resources (HR)

- Together with Financial Services, maintain the continuity of Payroll Processing Services
- Maintain the continuity of critical Employee Benefit Services
- Provide for employee counseling
- Assess faculty and staff availability
- Assist with the appropriation of personnel
- Assist faculty and staff with survival needs-food, water, shelter, etc.
- Assist employees with work recovery needs-psychological help, day care centers, local transportation, time off for personal needs, etc.

### Business Manager / Emergency Plan Coordinator

- Facilitate emergency procurement of goods and services
- Provide for emergency food service operations
- Assist with the identification of alternative locations for critical housing and academic functions
- Assess the value of University property-buildings, building contents and other University assets
- Secure appropriate insurance
- Handle documentation and submission of claims
- Collect and analyze damage assessment reports
- Evaluation of damaged assets
- Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions

### Student Health Services

- Maintain medical services to sick or injured students

### Athletics

- Develop and maintain plans for crowd control during athletic events
- Develop plan for evacuating athletic facilities during athletic events
- Together with University police, develop plans for ensuring that no weapons or dangerous materials are present during any athletic event
- Develop emergency plan to use athletic facilities as a shelter during and after an emergency

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### Library

- Identify and assist with the evaluation of library assets-books, art works collections, etc.
- Develop plans and procedures to protect critical library assets
- Develop plans to stay in place or evacuate people from the library during emergency events.

### Dean of Research

- Identify and prioritize critical support services and systems
- Identify and develop plans for the securing of dangerous research materials
- Develop plans and procedures to protect critical research assets
- For special needs (such as research animals and environmentally sensitive materials) develop backup plans for electrical and other required basic services