

**COLLEGE OF ST. JOSEPH
EMERGENCY RESPONSE AND
EVACUATION
POLICY AND
PROCEDURES MANUAL**

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SECTION I INTRODUCTION

Emergencies can occur at any time without warning. In an effort to protect and ensure public health and safety, College of St. Joseph has developed an Emergency Response and Evacuation Policy to enhance our ability to prepare for and quickly respond to various emergency situations that may occur at our campus. The goals of our Emergency Response and Evacuation Policy are to:

1. Ensure the safety of students, employees and visitors at our campus.
2. Establish an emergency command structure to effectively and efficiently respond to various crisis and emergency situations that may occur on campus.
3. Implement a coordinated and systematic recovery strategy in response to various events on campus.
4. Provide documented procedures and guidelines to follow in leading emergency recovery efforts.
5. Protect College of St. Joseph property, restore normal campus operations, and effectively communicate information to interested parties.

The Emergency Response and Evacuation Policy establishes an organized command structure along with documented procedures for responding to emergencies and critical incidents. In anticipation of such events requiring expertise and support from specialized areas, College of St. Joseph has formed a Campus Emergency Resource Team (CERT) to serve in this capacity. This plan assigns key roles and responsibilities to Campus Emergency Resource Team (CERT) members who will be accountable to implement recovery efforts in response to various emergency situations affecting the campus.

The College of St. Joseph Emergency Response and Evacuation Policy is divided into five sections which will assist individuals in preparing for and responding to various emergency situations that may occur. The first section provides a summary of the overall goals and intention of the Campus Emergency Response and Evacuation Policy. The second section identifies the core team and organizational structure that will be assigned responsibility for leading campus recovery efforts in response to emergency or crisis situations. This section also outlines the roles and responsibilities of our Campus Emergency Resource Team (CERT). Section three provides a comprehensive listing of internal and external resources that may be called upon to support emergency response and recovery efforts. Section four details various emergency response procedures and protocols that have been established. The fifth section of this plan offers detailed infrastructure information.

SECTION II

CAMPUS EMERGENCY RESOURCE TEAM ROLES & RESPONSIBILITIES

EMERGENCY MANAGEMENT LEADERSHIP:

Strong leadership is crucial during any major disaster or emergency along with preservation of life and property being the ultimate consideration in planning for and reacting to a disaster. As such, there is a need for a command hierarchy to be in place prior to an emergency. The President will assume overall leadership of our emergency management response efforts. The Director of Public Safety, Director of Maintenance and VP for Student Affairs will serve as emergency event coordinators depending on the nature of emergency or crisis situation. The following individuals have been designated as the primary contacts for any incidents that require implementation of the Emergency Response and Evacuation Policy and activation of the Campus Emergency Resource Team (CERT).

Emergency Management Leadership		
Interim President	Lawrence Jensen	Office: 802-776-5236 Cell: 802-770-0009
Director of Public Safety	Bob Godlewski	Office: 802-776-5278 Cell: 518-209-6885
Vice President for Academic Affairs and Dean of Faculty	Jonas Prida	Office: 802-776-5212 Cell: 802-342-2212
Director of Maintenance	Tom Beland	Office: 802-776-5279 Cell: 802-558-4852 Home: 802-438-2017
Vice President for Student Affairs and Dean of Students	Melissa Paradee	Office: 802-776-5223 Cell: 802-558-5270

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Depending on the nature and severity of the emergency situation, it may be necessary to involve the support and expertise of other key personnel on campus. A Campus Emergency Resource Team (CERT) will help to support and coordinate the campus response while maintaining a focus on the health and safety of students, faculty, and staff throughout the crisis. The CERT assumes primary responsibility of all emergency response decisions, actions, and communications with the College of St. Joseph community and general public. However, upon the arrival of emergency responders with higher levels of expertise, cooperation between members of the CERT and these outside responders becomes crucial to our recovery. The CERT will adhere to the recommendations of the emergency response professionals and fully cooperate to ensure an efficient response and safe recovery.

The primary members of the Campus Emergency Resource Team include the following:

Campus Emergency Response Team Members		
Emergency Director	President Lawrence Jensen	Office: 802-776-5236 Cell: 402-984-0703
Emergency Coordinator	Director of Public Safety Bob Godlewski	Office: 802-345-0118 Cell: 518-209-6885 Home Office: 776-5278
Facilities Management	Director of Maintenance Tom Beland	Office: 802-776-5279 Cell: 802-558-4852 Home: 802-438-2017
Public Information	Director of Communications James Lambert	Office: 802-776-5290 Cell: 802-345-4675
Vice President for Student Affairs and Dean of Students	Melissa Paradee	Office: 802-776-5223 Cell: 802-353-2211 Home: 802-775-3902

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Academic Affairs	Vice President for Academic Affairs Jonas Prida	Office: 802-776-5214 Cell: 802-774-8280 Home: 802-747-4423
Telephone & Data Communications	Director of Information Technology Ray Gibbs	Office: 802-776-5261 Home: 802-287-2399
----- Finance/Payroll/Emergency Funding	----- Controller Karen Reynolds	----- Office: 802-776-5220 Cell: 802-558-6556 Home: 802-438-2886
Food Service	----- Metz Dallas, PA	----- Campus Office: 776-5285 Dennis Daley, District Manager: 484-553-1781

When emergencies require notification and activation of the CERT, the Director of Public Safety will initiate such an alert via phone call or email communication. The alert will indicate if the communication is intended for information purposes only or if members should report to the designated Emergency Command Center. Please note, due to the possibility of a wide-spread disruption of communications systems, the alert could be delivered via other forms of communication.

The primary Emergency Command Center will be the Business Office in St. Joseph Hall. If the emergency event prohibits use of the Business Office, then the secondary Emergency Command Center location will be at the President's Office in Clementwood. During a campus-wide evacuation CERT members will be advised of where to gather through direct phone communication.

The magnitude and nature of the emergency will determine the extent of the involvement of each member of the Campus Emergency Resource Team. Each member of the CERT will have designated roles that include but are not limited to the responsibilities summarized below.

EMERGENCY DIRECTOR:

1. The President or designate shall lead and be in charge of all emergency recovery operations. In the absence of the President, the Director of Public Safety shall assume operational control of the emergency until relieved.
2. Notify the College campus of a confirmed emergency by sending a message through our Emergency Notification System (Send Word Now). The message will be sent to all the members of the College community who have provided us with an email address, cell phone number, home phone number or work phone number.
3. Declares if state of emergency exists, and when appropriate, determines when state of emergency is terminated.

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4. Holds responsibility for all emergency activities at College of St. Joseph.
5. Works with members of the CERT in assessing the emergency and leading the campus response.
6. Notifies and conducts liaison activities with government agencies, emergency management officials, etc. Provides notification to city/state authorities, insurance providers, and other constituencies supporting the recovery.

EMERGENCY COORDINATOR:

1. The Director of Public Safety and the Director of Maintenance each has the authority to activate the Campus Emergency Resource Team (CERT) after an emergency has been declared.
2. The Vice President for Academic Affairs would notify the College campus of a confirmed emergency by sending a message through our Emergency Notification System (Send Word Now). The message will be sent to all the members of the College community who have provided us with an email address, cell phone number, home phone number or work phone number.
3. Establishes communications with and notifies all necessary members of the Campus Emergency Resource Team.
4. When a major emergency occurs, establishes the appropriate Emergency Command Center. The Business Office in St. Joseph Hall will be the primary Emergency Command Center. The back-up location will be the President's Office in Clementwood. Upon activation of the CERT, the Director of Maintenance or the Director of Public Safety will serve as Emergency Coordinator.
5. Initiates contact with Emergency Director and begins assessment process of the campus condition.
6. Holds direct operational control over campus emergency and disaster response efforts in the field.
7. Responsible for physical coordination of the campus emergency response.
8. Utilizes resources to maintain safety and order on campus.
9. Conducts liaison activities with appropriate outside resources such as fire, police, and other emergency management officials.

PUBLIC SAFETY

1. Serve as **first responders** for all campus emergencies during on duty hours.
2. Contact the appropriate emergency agencies depending on the situation and will assist the emergency agencies when they arrive on campus.
3. Notify the Director of Public Safety of all incidents involving external emergency services, including fire, police, and ambulance services.
4. May be asked to notify other appropriate personnel on the Campus Emergency Resource Team when appropriate.
5. Work with the Campus Emergency Coordinator through establishing communications with the Campus Emergency Resource Team.
6. Assist Emergency Coordinator and Emergency Director in assessing the campus emergency situation.
7. Assist in directing resources to maintain safety and order on campus.

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8. Assist in liaison activities with appropriate outside resources such as fire, police, and other emergency management personnel to provide traffic, access control, security, and fire prevention.

DIRECTOR OF MAINTENANCE:

1. Helps direct emergency services such as fire and rescue departments to fire hydrants, sprinkler valves, fire alarm panels, and other critical areas.
2. Provides vehicles, equipment, and staff to perform shutdown procedures, erect barricades, assess damage, clear debris, make emergency repairs, protect equipment and other building assets, etc.
3. Contacts utility companies as required. Identifies critical sources of electrical supply throughout the campus and implements plan to de-energize and re-energize equipment as necessary.
4. Furnishes emergency power and lighting systems as needed. Ensures the safe and continuous operation of building emergency generators throughout the campus.
5. Maintains and provides site plans identifying critical areas for the supply and isolation of natural gas and water lines throughout the campus.
6. Maintains a master vendor list which contains contact phone numbers of utility companies, contractors, vendors, and equipment suppliers that may be needed during an emergency.
7. Maintains a master list of building plans which includes electric, gas lines, water lines, fire protection and life safety systems, and areas used for storage of hazardous materials. (See ***Building Information Manual*** section of this Emergency Response and Evacuation Policy).
8. Provides equipment, tools, and other material to support emergency teams managing the incident.
9. Takes steps to immediately address the health and safety of persons directly affected by the emergency situation. Includes assembling all facts related to the event such as details of who may have been injured and to what extent, what physically happened, the time and location of the disaster, buildings and systems affected, etc.
10. Completes "Damage Assessment Checklist" and maintains detailed notes along with digital photographs to document the incident.
11. Surveys habitable space and relocates essential services and functions.
12. Provides for storage of vital records, blue prints, and building documents that may be at risk.
13. Helps coordinate with outside environmental agencies such as hazardous material response teams, Department of Environmental Protection, etc. responding to emergency
14. Remains in phone or radio contact throughout the duration of the emergency and recovery period awaiting directions from CERT.

DIRECTOR OF COMMUNICATIONS:

1. Serves as the sole point of contact with the news media, and conducts all interviews with the news media.

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2. May appoint a public information specialist to assist with communications plans, message preparation, and distribution.
3. Establishes liaison with the news media for the dissemination of information as requested by the Emergency Director.
4. Advises the Emergency Director of all news concerning the extent of the emergency affecting the campus.
5. Prepares press releases to media concerning the emergency.
6. Arranges for meeting area for media to provide information and news releases. This meeting will be located away from the disaster site so as not to interfere with emergency operations.
7. Prepares communications to be shared with campus faculty, staff, and students.
8. Ensures all information released adheres to campus communication guidelines and College of St. Joseph policies.
9. Oversees communications with other key stakeholders, including College of St. Joseph governing bodies, advisory boards, staff, students, parents, elected officials, business and civic leaders, and campus neighbors.
10. Establishes procedures and protocols for addressing the media and interacting with the public during crisis situations.

VICE PRESIDENT FOR STUDENT AFFAIRS:

1. Coordinates with hospitals or the coroner's office to provide information concerning casualties' family contact data, medical history, etc.
2. Attempts to locate and identify all resident students remaining on campus during a state of emergency.
3. Serves as a point of contact for family members seeking information as to the welfare of a student. Provide a meeting area for family members who arrive on campus in person.
4. Works in close collaboration with Public Information CERT member to ensure clear, consistent message is being shared.
5. Coordinates with Food Service to address the needs of students in the residence halls during the emergency.
6. Identifies and maintains a list of car rental companies, van services, and bus companies that may be used for mass transportation services. Trains key personnel as supplemental drivers to be called upon when use of these transportation methods is required.

VICE PRESIDENT FOR ACADEMIC AFFAIRS:

1. Notifies the College campus of a confirmed emergency by sending a message through our Emergency Notification System (Send Word Now). The message will be sent to all the members of the College community who have provided us with an email address, cell phone number, home phone number or work phone number.
2. Arranges for communication with faculty regarding potential impact to class instruction.
3. Plans for alternate methods of conducting class at different location or via distance learning technology.

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4. Consults with Director of Public Safety concerning effects of class cancellations and campus closures.
5. Arranges for substitute professors if faculty members are affected by crisis situation.

CIS ADMINISTRATOR:

1. Arranges for telecommunications and data equipment to be provided at the Emergency Command Center.
2. Sets up information hotline for communication updates to campus. Ensures that Internet home page is available and working for campus communications purposes.
3. Ensures that all communication devices are maintained, readily available, and activated when if necessary.
4. Ensures efficient restoration of telecommunications and data services if they were affected by disaster on campus.
5. Responds to campus emergencies to monitor and secure the college's computer network and telecommunications phone system.
6. Performs back-up operations to ensure protection and retrieval of critical systems including but not limited to Payroll and SCAN systems.

CONTROLLER:

1. Authorizes the release of emergency funds to acquire necessary supplies or services.
2. Reviews how campus closures or class cancellations will affect tuition or other payments.
3. Makes plans for payroll continuity.
4. Assists with tracking expenditures associated with emergency response and disaster recovery efforts.

FOOD SERVICE:

1. Ensures supply of food, beverages, and dry goods with sufficient quantities to feed and shelter students, staff, and workers involved in an emergency situation.
2. Continues food service to residents and provides food service to campus emergency resource team and other employees supporting the recovery efforts.
3. Trains staff on safety protocol procedures and assists with building and campus evacuations.

MISCELLANEOUS SUPPORT:

1. In addition to assistance from College of St. Joseph staff, emergency response efforts may require coordination with other outside emergency services (e.g. fire responders, paramedics, building safety officials, etc.). A listing of these other potential sources of support is provided within Section #2 of this plan.

CAMPUS EMERGENCY RESOURCE TEAM ACTIVATION PROCEDURES:

Depending on the severity of an emergency affecting the campus, the members of the

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Campus Emergency Resource Team will be notified that a situation exists and will be instructed on how to proceed by the Emergency Coordinator. If the emergency event does not require mobilization of the CERT, members should still continue to remain available via phone or email communications until the situation is resolved or escalates further.

If the emergency situation requires immediate activation of the Campus Emergency Resource Team, then the team will receive directions from the Emergency Coordinator to mobilize at the Business Office in St. Joseph Hall which has been designated as our primary Emergency Command Center location. If the Business Office is affected by the emergency event, then the alternate Emergency Command Center location will be the President's Office in Clementwood.

Upon arrival at the Emergency Command Center, CERT members should sign the log which will be located at the Command Center, report to the Emergency Director, set up their work area as needed, and obtain incident information from team members who may already be present.

After the CERT members have been assembled, then the team under the leadership of the Emergency Director will monitor and assess the situation and provide guidance on recovery efforts. The Emergency Director should designate an individual to maintain a log of all actions, decisions, and communications coming from the group. If the emergency situation involves your department, you will serve as a link between the CERT and your department's emergency response efforts in the field.

The Emergency Director will ask CERT members to provide their perspective and expertise concerning the impact the emergency event will have on the College. They may be asked to establish, and maintain contact with key stakeholders as required throughout the emergency recovery period.

As the emergency situation comes to a close and restoration of normal campus operations takes place, CERT members should begin to close out all communications with individuals they may have worked with during the event. The team should review the activity logs, gather all notes and working documents, discuss follow-up actions, and debrief on the emergency event and related campus recovery efforts. The Emergency Director will officially declare the crisis as over and will deactivate the Campus Emergency Resource Team.

EMERGENCY RESPONSE AND EVACUATION POLICY REVIEW & TESTING:

The Director of Public Safety will be responsible for the initial production and printing of the Emergency Response and Evacuation Policy binders. These binders will be

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distributed to each member of the Campus Emergency Resource Team and they will serve as a tool for guiding the campus recovery efforts. The Director of Public Safety will also hold primary accountability for updating the information contained within the campus Emergency Response and Evacuation Policy.

The Emergency Response and Evacuation Policy will be reviewed annually in August to incorporate any changes to key campus personnel as well as revisions or enhancements to College of St. Joseph policies and procedures. Any changes which are made to the Emergency Response and Evacuation Policy will be updated and recorded in a Document History Log maintained by the Director of Public Safety. If significant changes to emergency response procedures change, the Emergency Response and Evacuation Policy will also be updated as required.

Annual testing of the plan components will be conducted in collaboration with the Director of Public Safety, who is the designated Emergency Coordinator on campus. The annual testing will include but not be limited to the following:

1. Table top emergency scenario reviews and response procedures
2. Notification and Activation of the Campus Emergency Resource Team
3. Department Call-Trees reviewed, updated and tested via live phone calls
4. Conduct physical emergency evacuation drills at all campus buildings
5. Observation and documentation of drills conducted once a semester at residence halls.

EMERGENCY RESPONSE AND EVACUATION POLICY TRAINING AND EDUCATION:

The campus safety officer, the Director of Public Safety, will hold primary accountability to coordinate the training of faculty, staff, and students regarding campus emergency protocol. These training programs will include but not be limited to the following:

1. The plan will be posted on the Extranet
2. Emergency Response and Evacuation Policy review during Orientation and will be reviewed at faculty and staff meetings annually.
3. Building Evacuation Protocols
4. Education and training of Building Monitors who assist with evacuations
5. Preparedness, Prevention, & Contingency Plan Training
6. Procedures for documenting and completing damage assessment checklists
7. Procedures for dealing with Media inquiries

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**SECTION III
EMERGENCY RESOURCES
INTERNAL & EXTERNAL SUPPORT LISTS**

	EMPLOYEES	
NAME	TITLE	PHONE
Lawrence Jensen	Interim President	Cell-802-770-0009
Jonas Prida	Vice President for Academic Affairs	Cell 802-342-2212
Melissa Paradee	Vice President for Student Affairs	Cell 802-558-5270
Tom Beland	Director of Maintenance	Home 802-438-2017 Cell 802- 558-4852
Ray Gibbs	CIS Administrator	Home 802-287-2399
Karen Reynolds	Controller	Home 802-438-2886 Cell 802-558-6556
Bob Godlewski	Public Safety Director	Cell 518-209-6885
Harry Withington	Maintenance	Home 802-773-4390 Cell 802-345-5011
Bob Pellerin	Maintenance	Cell 802-282-6780
Fernanda Costa	Medialle Hall Dorm Director	Cell 203-727-5939
David Ievoli	Roncalli Hall Dorm Director	Cell 302-544-1148
Kelly Burkett	Medialle Hall Dorm Director	Cell 802-989-5365
Jeffrey Brown	Athletic Director	Cell

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<u>Check all names/#'s</u>	CLEMENTWOOD RESIDENTS	
Danielle Folk		Cell 802-353-3416
	AVILA COTTAGE	
Paula McGhee		Cell 802-353-9382
	CSJ SECURITY	
Public Safety	Medialle Hall Office	Cell 802-345-0119
Public Safety	Medialle Hall Office	802-776-5307
Director-Bob Godlewski	Tuttle Hall	24 hour emergency phone 518-209-6885
	<u>COUNSELING</u>	
Kelly Moriarity	Tuttle Hall	Office 802 776 5256
	FOOD SERVICE	
Metz	Roncalli Cafeteria	802-776-5285
Muffie Harvey	Manager	Cell 802-342-2949
Home Office	Dallas, PA	484-553-1781
	RUTLAND CITY	
Paul Clifford	Commissioner - Dept of Public Works	802-773-1813
Allan Shelvey	City Engineer	
Robert Schlachter	Fire Dept. Chief	802-773-1812
Brian Kilcullen	Chief of Police	802-773-1816
Regional Ambulance Service		802-773-1700

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Rutland Regional Medical Ctr.		802-775-7111

	<i>HUMAN SERVICE ORGANIZATIONS</i>	
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American Red Cross	Disaster Relief	802-773-9159
Salvation Army	Disaster Relief	802-775-5150
Rutland Mental Health	Emergency Counseling	802-775-1000
Rutland Mental Health	Personal Crisis/Suicide	802-775-2381

	<i>MAINTENANCE CONTRACTS</i>	
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	<i>APPLIANCE REPAIR</i>	
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Rutland Refrigeration	Refrigeration	802-773-2111
Potter Food Equipment	Dishwasher	802-855-8343
Authorized Appliance Service Center	Stoves	802-775-5588
Vermont Ceramic Supply	Kiln repairs	802-775-4540
Squeaky Clean	Paul-kitchen hood cleaning	802-468-3144
Michael Quigley	Fitness Equipment repairs	802-877-2945

	<i>ARCHITECTUAL & ENGINEERING SERVICES</i>	
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Marble Valley Engineers	Kevin Smith	802-775-1181
RCWA	Dan Pratt	802-770-2093

	<i>CARPET & FLOORING REPAIRS</i>	
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Danaher Floor Restorations	Matt & Lori Danaher	802-492-3442
Home Maintenance	Lee Gray	800-424-3364
Carpet King	Chip Gottlieb	802-438-2077
Carpet Warehouse	Tom Cohen	802-747-3314

	<i>ELECTRICAL UTILITIES</i>	

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GMP Main Power Failures		800-649-2877
Brenda Spafford	GMP Representative	Cell 802-770-2196 Office 802-747-5216
	ELECTRICIANS	
Steve Benson Electric		802-747-4585 Pager 802-283-5512 Cell 802-353-2301
Omega Electric	William Lepore	802-862-0517
	FUEL & PROPANE	
Irving Oil-Propane		800-794-8738 Local 802-775-0123
Champlain Valley Plumbing and Heating	Bill Heffernan	802-388-4975
	HVAC SYSTEMS	
McGee Mechanical	Mark McGee	802-725-8147
	(St. Joseph Hall)	
Temperature Controls of Vt.		802-872-8000
Control Technologies		802-860-1700
McGee Mechanical Services	Mark	
	INSURANCE	
Kinney Pike Insurance	Peter Werner	802-775-2311
	LAUNDRY	
MacGray Laundry	Dorm washer & dryers	800-622-4729

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	<i>ELEVATOR</i>	
Elevator Sales & Service	Bob	802-879-1749
Vt. Elevator Inspection	Bill Henry	802-439-3131
	<i>FIRE ALARM/SPRINKLER SYSTEMS</i>	
Royal Technologies	Jim Dick	802-773-3313
J & R Sprinkler	Roy McCullough	Office 802-775-1510
	<i>NETWORKING & COMPUTERS</i>	
Vermont Digital (network)	Tim McLaughlin	802-775-5113
HB Communications (smart classrooms)	Jon Hindle	802-748-9225
	<i>OFFICE EQUIPMENT & REPAIR</i>	
Symquest	Diane Hill	802-775-8570
	<i>PAINTING</i>	
Magic Brush Painting	Paul Gallo	802-775-7673
ICI Glidden	Jeremy Gomez	802-863-6387
	<i>PEST CONTROL</i>	

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Pest Control Services		802-773-8088
	<i>PLUMBING</i>	
A-Plus Plumbing	Aaron Hilliker	802-747-7822
	Pager	802-742-4481
	<i>ROOFING CONTRACTORS</i>	
Vermont Roofing	Roger Loyzelle	802-775-4386
	Larry Courcelle	
Rozz Roofing	Frank Loso	802-855-8885 Cell 802-282-3313
	<i>SECURITY SERVICES</i>	
Public Safety		Cell 345-0118
Public Safety	Medialle Hall Office	776-5307
Public Safety Director-Bob Godlewski	Castleton, VT	24 hour emergency phone 518-209-6885
Stanley Security Solutions	Best Lock	781-449-6900
	Fax	781-449-6908
Royal Technologies	Jim Dick	802-775-1507
	<i>TELECOMMUNICATIONS</i>	
Twinstare CCS	Chris Eisensmith	800-833-8000
Sovernet	Repairs Customer Service	877-877-2120 802-460-9103
Comcast	John McGrath	802-419-6670

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	Fax	802-846-1884
	<i>TRANSPORTATION</i>	
Enterprise Car Rental		802-773-0855
Green Mountain Van Rentals		802-775-0101
Richards Limo		802-888-3176
	<i>WASTE REMOVAL SERVICES</i>	
Casella Waste Management		802-438-9901
Good Point Recycling	Electronic Equipment recycling	802-382-8500
	<i>WINDOWS & DOORS</i>	
Countryside Glass		802-775-2450
Gilmore Home Center		802-446-5676

INTERNET RESOURCE WEB SITES

Valuable information and resources are available on the Internet to assist in the management of emergency situations. The list below contains various emergency management resources and other support networks that may be helpful sources of additional information and guidance.

Federal and Local Internet Sites

Name of Web Site	Web Site Address
Federal Emergency Management Agency	http://www.fema.gov
Center for Disease Control	http://www.cdc.gov
National Weather Service	http://www.erh.noaa.gov

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Homeland Security	http://www.homelandsecurity.state.pa.us
Environmental Protection Agency	http://www.epa.gov
Federal Bureau of Investigation	http://www.fbi.gov
Vermont State Police	http://www.dps.state.vt.us/vtsp
Red Cross	http://www.redcross.org

SECTION IV

COLLEGE OF ST. JOSEPH EMERGENCY RESPONSE PROCEDURES

First response is required of whomever learns of an emergency situation. **This person would immediately dial 911 if the situation warrants. In any emergency situation, this person would also notify the Emergency Director and any available administrator in the building/location of the emergency situation.** Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees the Emergency Director/Emergency Coordinator will notify the college community using the Send Word Now notification system. The notification will be initiated unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims.

Possible emergencies include but are not limited to the following:

- Bomb Threat
- Death/Suicide Attempts
- Electrical Power Outages
- Elevator Entrapment Emergency Response
- Explosions
- Fire or Smoke
- General Safety Issues
- Hazardous Materials Spills
- Information Technology Disaster Recovery
- Lock-down/Shelter in Place
- Medical Emergencies

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- Propane Gas Leaks
- Pandemic Plan
- Preparedness, Prevention, & Contingency Plan
- Structural Failure of Buildings
- Water Line Breaks and Leaks
- Weather Emergencies
- Winter Storms

If evacuation of buildings is necessary the following procedures will be followed by the assigned building monitors.

Building Monitor Assignments			
Location	Monitors	Phone/ extension	Pre-determined Meeting Location
St. Joseph Hall	Bob Godlewski Director of Public Safety	Office: 776-5234 Cell: 353-1382	Front Entrance of Athletic Center
Athletic Center	Jeff Brown Athletic Director	Office: 776-5247 Cell:	Front Entrance of Athletic Center
Tuttle Hall	Melissa Paradee Vice President for Student Affairs	Office: 776-5223 Cell: 353-2211	Front Entrance of Tuttle Hall
Roncalli Hall	David Ievoli Residence Hall Directors	Cell: 802-353-7554	Front Entrance of Tuttle Hall
Medaille Hall	Fernanda Costa Residence Hall Director	Cell: 802-345-7888	Front Entrance of Tuttle Hall
Clementwood	Lawrence Jensen Interim President	Office: 802-776-5235 Cell: 802-770-0009	Front Entrance of St. Joseph Hall
Avila Cottage	Paula McGhee	Office: 802-776-4078 Cell: 802-353-9382	Front Entrance of Tuttle Hall

BUILDING EVACUATIONS (Classrooms & Offices)

1. Building Monitors are key personnel who will be asked to support and implement

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emergency response procedures involving the safe and efficient evacuation of the building premise.

2. Each Building Monitor will be pre-assigned to a specific campus building which is in close proximity to their normal office or work area.
3. Building Monitors will receive training on how to respond to various emergency situations so they understand their roles and responsibilities.
4. Each Building monitor will be responsible for familiarizing themselves with those individuals in their assigned buildings who may require additional assistance during emergency evacuations.
5. During emergency situations, Building Monitors may be called up to perform the following duties:
 - Upon activation of a fire alarm or other notification to evacuate the building, a Building Monitor would begin directing all employees, students, and visitors to the nearest emergency exit.
 - After the building floor appears to be vacant, the Building Monitor would conduct a final floor search checking restrooms, offices, classrooms, labs, etc. to ensure all folks have safely vacated the building.
 - After double checking the premise, the Building Monitor will leave the building and report to the police that the floors have been checked and safely cleared of all people.
 - Assist with the building evacuation and movement of employees to the pre-determined meeting location.
 - Advise the Police and other emergency response personnel of immediate threats to safety of people and/or building infrastructure
 - Assist with cordoning off evacuated building to prevent reentry of unauthorized persons
 - Maintain phone or radio contact with Campus Emergency Resource Team and follow directives;
 - Assist in disseminating information to individuals at the scene
6. Evacuation drills will occur once per semester

BUILDING EVACUATIONS (RESIDENCE HALLS)

1. The evacuation of campus residence halls should follow the procedures outlined in College of St. Joseph's Student Handbook.
2. College of St. Joseph Residence Hall Directors will assist to oversee the evacuation process of students from on-campus housing units at Roncalli Hall and Medaille Hall. This procedure should be conducted under the direction of the Dean of Students
3. The Dean of Students will assist with the building evacuation and movement of

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- students and employees to the predetermined meeting location.
4. Evacuation drills will occur once per semester

INFORMATION TECHNOLOGY DISASTER RECOVERY

1. Information Technology's key personnel will respond to campus emergencies to monitor and secure the college's computer and telephone systems.
2. In case of an IT related equipment emergency, the Information Technology staff should begin implementing a Disaster Recovery Process with direct assistance from Vendor support as required.
3. Disaster Recovery Plan will be maintained separately from the general campus Emergency Response and Evacuation Policy.

**WEATHER EMERGENCIES
(Severe Storms, Tornados, Hurricanes, Earthquakes & Other Natural
Disasters)**

Obtain information from TV, radio, Web, and all available resources.

1. Call Public Safety or Business Office (during office hours).
2. Public Safety and/or Business Office receives information from NOAA Weather Radio, calls 911 Center to confirm threat and maintains communication on status of storm.
3. Public Safety or Business Office staff calls Director of Public Safety who decides on a course of action based weather forecast and emergency alert reports.
4. Director of Public Safety directs notification of the campus community via SWN Emergency Notification System and that the situation is being monitored.
5. Public Safety and staff notify those involved in outside activities to immediately seek shelter indoors.
6. Maintenance staff secures items likely to cause damage when affected by severe wind and rain conditions. Complete other tasks as assigned by Director of Physical Plant.
7. Building Monitors assist with notification.
8. Business Manager alerts Campus Emergency Resource Team of situation.

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9. If deemed necessary, Campus Emergency Resource Team reports to Emergency Command Center.
10. Public Safety and Building Monitors assist in relocating individuals to Safety Zones (basements, interior rooms, hallways) until tornado and severe weather conditions have safely passed.

**WINTER STORMS
(ICE, SLEET OR SNOW)**

1. The VP for Academics and the President will make the decision on campus operations when faced with an impending winter storm.
2. The VP for Academics will monitor weather conditions via local news station weather reports starting with local 5:00 a.m. news program.
3. VP for Academics will consult with Director of Physical Plant and staff regarding conditions of campus roads, parking lots, and sidewalks and assess progress of snow removal efforts.
4. By 5:30 am the VP for Academics calls the President, provides an update of campus conditions and local public roads. The VP for Academics offers a recommended course of action for delay, cancellation, or closure.
5. The VP for Academics will conduct all media notifications for class delay, cancellation, or campus closings. The VP for Academics will use the SWN Emergency Notification System to announce cancellation of classes. Messages will also indicate if essential employees must report to campus. The messages shall be posted and updated in the following priority order:
 - a. SWN Emergency Notification System
 - b. Campus Internet will be second system updated
 - c. TV Stations will follow Internet Messages.
 - d. Radio Stations will be the last media form updated.
6. In the event of conditions that occur outside of normal business hours, Public Safety will inform the Director of Physical Plant of conditions that will affect the operation of the campus or the safety of those who commute to work or school.
7. The Director of Physical Plant, or his designee, will then contact additional Maintenance staff to respond to the campus for ice and snow removal.

SECTION V

BUILDING INFORMATION MANUALS

1. Athletic Center
 - Type of heating system - **2 oil fired furnaces**
 - Gas lines (yes or no) - **No**
 - Water lines (yes or no) - **Yes**
 - Type of fire safety system – **Wet & dry sprinkler wired to the city of Rutland Fire Department**
 - Any hazardous materials stored in building (yes or no) – **No**
 - Fire extinguishers throughout the building

2. Avila Cottage
 - Type of heating system – **Oil Furnace**
 - Gas lines (yes or no) - **No**
 - Water lines (yes or no) - **Yes**
 - Type of fire safety system - **None**
 - Any hazardous materials stored in building (yes or no) - **No**

3. Carraige House
 - Type of heating system – **Oil Furnace**
 - Gas lines (yes or no) - **No**
 - Water lines (yes or no) - **Yes**
 - Type of fire safety system –**None**
 - Any hazardous materials stored in building (yes or no) - **No**

4. Clementwood Mansion
 - Type of heating system –**Oil Fired Steam Boiler**
 - Gas lines (yes or no) - **No**
 - Water lines (yes or no) - **Yes**
 - Type of fire safety system -**None**
 - Any hazardous materials stored in building (yes or no) –**No**
 - Fire extinguishers - **Yes**

5. Maintenance Garage

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- Type of heating system – **2 Ceiling Mounted Gas Units**
- Gas lines (yes or no) - **Yes**
- Water lines (yes or no) - **No**
- Type of fire safety system - **None**
- Any hazardous materials stored in building (yes or no) - **Yes**
If yes list types: **Gas (in approved Cabinet), Acetylene**

6. Medialle Hall

- Type of heating system – **Electric Baseboard**
- Gas lines (yes or no) - **No**
- Water lines (yes or no) - **Yes**
- Type of fire safety system – **Smoke detectors wired into the City of Rutland Fire Department**
- Any hazardous materials stored in building (yes or no) –**No**
- Fire extinguishers throughout the building - **Yes**

7. Meriam Cottage

- Type of heating system – **Oil Furnace**
- Gas lines (yes or no) – **No**
- Water lines (yes or no) - **Yes**
- Type of fire safety system - **None**
- Any hazardous materials stored in building (yes or no) - **No**

8. Roncalli Hall

- Type of heating system – **Oil Furnace**
- Gas lines (yes or no) – **Yes in kitchen**
- Water lines (yes or no) – **Yes**
- Type of fire safety system – **Smoke detectors wired into the City of Rutland Fire Department**
- Any hazardous materials stored in building (yes or no) – **No**
- Fire extinguishers throughout the building - **Yes**

9. St. Francis Cottage

- Type of heating system –**Oil Furnace**
- Gas lines (yes or no) – **No**
- Water lines (yes or no) - **Yes**
- Type of fire safety system - **None**
- Any hazardous materials stored in building (yes or no) – **No**

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- Fire extinguishers - **Yes**

10. St. Joseph Hall

- Type of heating system – **Oil & Gas Furnace**
- Gas lines (yes or no) - **Yes**
- Water lines (yes or no) - **Yes**
- Type of fire safety system – **Dry sprinkler wired into the City of Rutland Fire Department**
- Any hazardous materials stored in building (yes or no) – **No**
- Fire extinguishers throughout the building - **Yes**

11. Tuttle Hall

- Type of heating system – **Oil Furnace**
- Gas lines (yes or no) - **No**
- Water lines (yes or no) - **Yes**
- Type of fire safety system – **Dry sprinkler wired into the City of Rutland Fire Department**
- Any hazardous materials stored in building (yes or no) - **No**
- Fire extinguishers throughout the building - **Yes**

College of St. Joseph Campus

