ITHACA COLLEGE

Office of Public Safety and Emergency Management



Emergency Readiness & Response Guide

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ABOUT US

Public Safety & Emergency Management

Ithaca College's Office of Public Safety and Emergency Management (Public Safety) operates 24 hours a day, seven days a week, from the Center for Public Safety and General Services building. The office is staffed by law enforcement officers, state-certified security officers, and communications specialists. Environmental Health and Safety, Parking Services and the Student Auxiliary Safety Patrol (SASP) also reside under our office space. Public Safety is responsible for providing education, outreach, and support services to the IC community including, but not limited to: crime prevention and educational programs, victim support services, preparing for and responding to emergencies, fire safety education programs, testing of fire detection and sprinkler systems, the repository for lost and found, vehicle/bicycle registrations, providing safety escorts, and assistance with special events. Public Safety is committed to collaborating with campus partners and community members to create a place where all members feel safe, healthy, and supported. We are passionate about fostering positive relationships through inclusivity in education, outreach, and community engagement.

Partners in Preparedness

Every member of our campus community plays a role in an emergency: foremost is knowing what to do and where to go for instruction and guidance. The publication of this guide, in addition to ongoing training opportunities for the campus community on emergency readiness and response, lay the foundation for community engagement, education, and preparation in the event of a significant emergency or dangerous threat.

Reporting Procedures

Timely information sharing is critical to our success in protecting our community. Campus community members are expected to promptly and accurately report all incidents, crimes, and emergency conditions occurring on and immediately surrounding the campus, to Public Safety. Public Safety is the best point of contact because we can respond quickly and will initiate contact with appropriate authorities and/or emergency care providers as needed, to include law enforcement, fire, or other emergency medical responders and other agencies that provide additional support services. Immediately report any dangerous conditions, safety

hazards, suspicious vehicles, persons, or packages to Public Safety at the numbers listed below.

Emergency Contact Information

- Public Safety and Emergency Management: **607-274-3333 | 3333 or 911 from a campus landline phone**
- Tompkins County 9-1-1 Center: **911**
- Ithaca Police Department: **607-272-3245**
- Tompkins County Sheriff's Office: **607-272-2444**
- New York State Police: **607-347-4440**

Additional Information:

- Dialing 911 from a campus phone will connect you with Public Safety
- Dialing 911 from a cell phone will connect you with the Tompkins County 9-1-1 Center. Be sure to give the call taker your exact location. They will relay information to Public Safety.
- Blue-light phones and emergency call boxes are placed around campus and will connect you with Public Safety at the touch of a button. Public Safety responds to every emergency call box and blue-light phone activation. The SAFE IC app can also be used to contact us.



SYSTEMS OF MASS NOTIFICATION

Public Safety and Ithaca College have the responsibility of ensuring the safety and well-being of all campus community members. To provide timely notification of a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health or safety of students, faculty, staff, or visitors on campus, it is critical that Ithaca College community members notify Public Safety immediately. Public Safety, in coordination with campus partners, including the College Emergency Response Team (CERT), may activate one or all systems of mass notification.

- Emergency Notification System (ENS)
- Outdoor Warning System (OWS)
- SAFE IC App (Resources, Support, Crisis Services)
- ALERTUS (Digital Signage on any college owned and networked computer)
- Public Safety Alerts (Timely Warning Notifications)

IC Alert: Emergency Notification System (ENS)

Ithaca College utilizes an emergency notification system (ENS) in conjunction with RAVE Mobile Safety to enhance the College's ability to reach all students, faculty, and staff with an IC Alert that includes time-sensitive information during unforeseen events or emergencies. The system uses voice, e-mail, and text messaging to allow Ithaca College officials to provide pertinent details and instruction on appropriate responses during critical incidents. This can include but is not limited to, cancellation of classes due to severe weather conditions, epidemic and pandemic related notifications, a fire or a chemical leak requiring the evacuation of a building or closing of a portion of the campus, or an ongoing criminal incident that requires members of the campus community to take action to ensure their safety.

By default, ENS messages go to all active Ithaca College e-mail accounts and to faculty and staff office telephones that are listed in the campus directory. We strongly encourage all members of the campus community to take advantage of the opportunity to provide multiple contact options. To receive these important messages in all three ways, you must provide contact information via an online form: **getrave.com/login**

Outdoor Warning System (OWS)

In addition to the ENS, the College has installed an outdoor public address warning system. The outdoor warning system (OWS) features two siren towers, with one located on the roof of the Campus Center and the other situated near the upper-campus athletic fields. In the event of an emergency, and depending on the circumstances, a siren tone may be used to alert the campus community, followed by a loudspeaker message giving information and instructions on how to respond. The OWS is another component of the College's comprehensive emergency response plan. Used to communicate with the entire campus property and immediate surrounding areas including the South Hill community.

SAFE IC App (Resources, Support, Crisis Services)

The SAFE IC app can help turn any smartphone into a personal safety device and is an integral part of Ithaca College's program to promote the well-being of the campus community. In conjunction with the Emergency Notification System, it provides both mass notification services (IC Alerts) and quick access to important safety and wellness contacts, information, and resources. Features include but are not limited to, mobile blue light phone, virtual safety escort with timer for an extra layer of safety wherever you are, direct contact with Public Safety and other crisis support and emergency services, on-campus and off-campus support services such as Advocacy Center of Tompkins County and national hotlines and campus directory. For more information on SAFE IC, please visit **https://www.ithaca.edu/ic-alert/safe-ic-app**

For IC community members to download the SAFE IC App:

1. Install the SAFE IC App on your mobile device from Google™ play (Android devices) or the App Store (Apple devices)
2. Select which campus you will be using the SAFE IC App

Campus visitors and others who are not current students, faculty or staff may sign up to receive IC Alert text messages when the college utilizes RAVE to send an emergency notification to the community. Visitors may opt-in by texting "ICVisitor" to 226787. To stop receiving messages from this service text "stop" to 226787. All opt-in users will be purged

from the system on August 15th of each year and may re-enroll to continue to receive IC Alert messages from Ithaca College.

Public Safety Alert (PSA)

Public Safety will issue a Public Safety Alert (PSA) to the campus community, that withholds identifying information of victims, when a crime or incident occurs on-campus, in non-campus locations and public property immediately adjacent to Ithaca College's main campus, IC Los Angeles, IC London Center; and is considered by Public Safety to represent a serious or on-going threat to students, employees, and other members of the campus community. The intent of issuing a PSA is to provide information to enable members of the college community to protect themselves, and to prevent similar crimes from occurring.

Public Safety utilizes a combination of dissemination methods, which may include Ithaca College issued email, any Ithaca College web portal, Public Safety Alert posted notices in residence halls, academic buildings, and common areas on campus, and may result in the initiation of the ENS.



EMERGENCY PROCEDURES

Evacuation

One of the messages you may receive from the ENS is to evacuate. Evacuation means to leave an area or building that may be impacted by a serious threat and move to a safe area, or not return to campus. Depending on the situation, evacuation may mean moving offsite but within the vicinity of the campus (e.g. the opposite side of the street), or moving to a remote location not immediately contiguous to the campus (e.g., a neighboring facility).

One primary factor in determining evacuation (versus sheltering in place) is whether a backup building or secure space is readily available and whether evacuation can be facilitated without jeopardizing the life and safety of the masses. However, there may be cases where evacuation is not an option. Rather, circumstances may arise where there is a campus-wide or community-wide disaster of such magnitude that evacuation is rendered unsafe and sheltering in place is a better option or even a requirement.

Conditions that May Render Evacuation Notifications

1. Severe weather (e.g., snow-storm, flooding)
2. Damage or dangerous conditions of a facility
3. Fire
4. Explosion
5. Water supply failure
6. Pandemic or other infectious diseases
7. Airborne biological/environmental and/or chemical contaminants
8. Radiological and hazmat incidents
9. Loss of utilities/power failure (HVAC)
10. Nuclear attack, bombing, or other assaults by air

Guidelines for Evacuation

1. Become familiar with where you are and identify exit locations
2. When you receive a notification to evacuate, prepare to do so immediately
3. In buildings containing laboratories, all experiments in progress need to be stopped and all equipment turned off
4. Grab important belongings such as cellphone, coat, keys, shoes, etc.

5. Close doors
6. Do not panic but move quickly to the nearest exit
7. Do **not** use the elevator. Elevator shafts may fill with smoke and toxic air or the power may fail, leaving you trapped and in danger.
8. Individuals requiring assistance in an evacuation should proceed to the stairwell. If you can safely aid someone, please do so. If not, please notify Public Safety of your/their location.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, open the door and proceed.
10. Proceed to an evacuation location, a significant distance from the building to avoid potential falling debris and allow room for first responders to enter the building
11. Listen and look for further instructions through the ENS or from first responders.

Evacuation Guidelines for Employees and Students with Disabilities

Be aware that some individuals may need additional assistance due to a disability or accommodation. Direct people who are unable to leave the building to an area of safety (e.g., enclosed stairwell, office with a closed-door). Notify Public Safety of their location immediately. Anyone who needs assistance with evacuation or sheltering in place should call Public Safety at **607-274-3333 or dial 911 immediately.**

Shelter-in-Place

One of the instructions you may be given in an emergency is to "shelter in place" due to an imminent or developing dangerous condition. Seeking shelter or sheltering means to remain in or immediately move to the nearest building and await further instruction. Sheltering in place is used when there is no time to evacuate or when certain conditions may render it unsafe to do so. No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should a need ever arise, follow the guidelines below unless otherwise directed by law enforcement personnel and/or first responders.

Conditions that May Render Shelter-in-Place Notifications

1. Severe weather (e.g., lightning, tornado, high winds)
2. Active threat
3. Hazardous materials or conditions outdoors (e.g., chemical spill, pipeline rupture)
4. Infectious disease outbreak (e.g., isolating an immediate area)

5. Hostage situations

Guidelines for Shelter-in-Place

1. Stop what you are doing immediately.
2. If safe to do so, collect any emergency supplies and personal belongings, such as a cellphone, medication, and water.
3. If you are outdoors, proceed into the closest and safest building quickly and follow instructions from first responders.
4. Take immediate shelter and isolate yourself away from the threat.
5. Locate an interior room without windows or with the least number of windows. If there is a large group of people, several rooms may be necessary.
6. Shut and lock and/or barricade doors.
7. Turn off the lights.
8. Silence cellphones.
9. Crouch down out of sight from doors and windows.
10. If you or someone you know is injured or has a medical need, contact Public Safety or dial 911 immediately.
11. Should the fire alarm sound, do **not** evacuate the building unless:
    a. You have first-hand knowledge that there is a fire in the building, or
    b. You have been advised to evacuate the building, or
    c. There is imminent danger in the immediate area.
12. Await further instructions from the ENS or first responders.

Recommended Supplies for Shelter-in-Place Locations

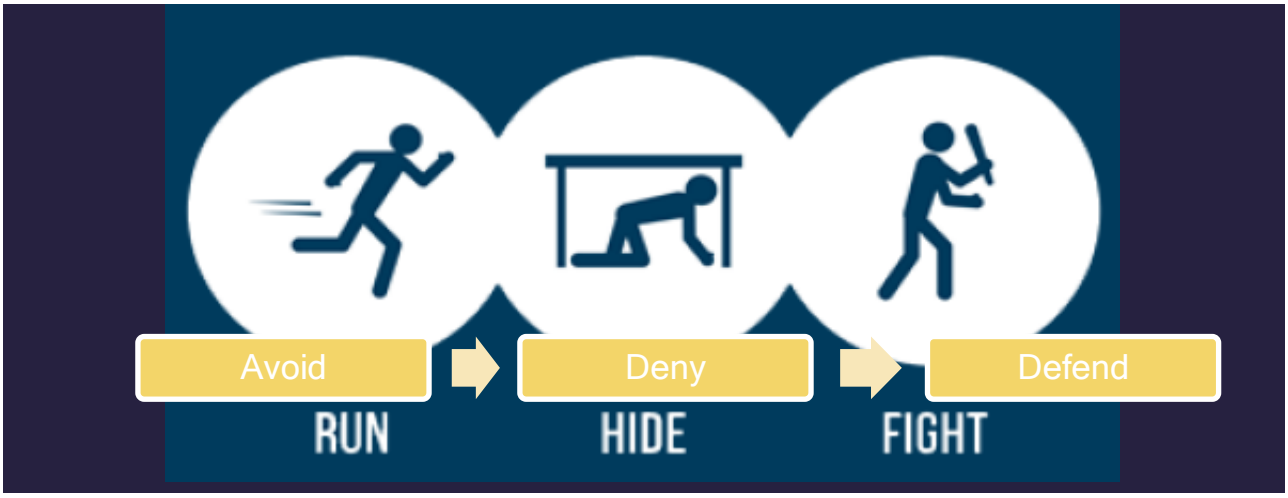
1. Copy of Emergency Action Plan
2. Flashlight
3. Water
4. Food
5. Deck of cards, coloring sheets, and supplies
6. First Aid kit
7. Blanket
8. Bucket
9. Garbage bags & sanitation supplies
10. USB cords (Android & iPhone)
11. Face coverings
12. Medications
13. Duct tape

TYPES OF EMERGENCIES

ACTIVE THREAT

An active threat is an individual or individuals who are actively engaged in, or attempting to engage in, acts of violence that pose an immediate and ongoing danger to people in a populated area. An active threat may involve firearms, edged weapons, or other weapons, as well as other forms of violent behavior capable of causing serious injury or death. There is often no predictable pattern or method to the selection of victims. These situations are dynamic and can evolve rapidly, requiring the immediate response of law enforcement and emergency personnel to stop the threat, protect those at risk, and minimize harm. College campuses are not immune to serious or violent incidents. This section provides guidance on how to respond if you encounter an active threat situation and describes what to expect from responding law enforcement officers.

In general, how you respond to an active threat will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use the following guidelines to help you plan a strategy for survival:



RUN (avoid): If you decide to flee during an active threat situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and

notify authorities of their location as soon as possible. Proceed to a safe location and do not leave campus until advised it is safe to do so by police. If you are unable to evacuate due to limited mobility, visible or invisible disability, or time, move to the nearest space and hide.

HIDE (deny): If an active threat is inside your building, you should immediately seek cover in an attempt to conceal yourself and hide from the shooter. Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call **607-274-3333, 911 or 3333**, advise the dispatcher of what is taking place, and inform them of your location; remain in place until the police give the "all clear." Unfamiliar voices may be the assailants attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

FIGHT (defend): If there is no opportunity for escaping or hiding, attempting to overpower the threat with force or distraction should be considered a very last resort, after all, other options have been exhausted. If the threat leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the threat.

What to Report:

- Your exact location: building name and office/room number at Ithaca College (or appropriate location)
- Number of people at your specific location
- Injuries: number injured, types of injuries
- Assailant(s): location, number of suspects, age, physical description, clothing description, physical features, type of weapons (gun, knife, etc.), backpack, shooters' identity if known, separate explosions from gunfire, etc.

What to Expect from Responding Police Officers:

Police officers responding to an active threat are trained to proceed immediately to the area in which activity was last seen; their purpose is to stop the threat as quickly as possible. The first responding officers will normally be in teams; they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. Regardless of how they appear, remain calm, do as the officers tell you, and do

not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

BOMB THREATS OR SUSPICIOUS UNATTENDED ITEMS

If a suspicious package is discovered on the campus, the individual making the discovery should first move to a safe location then contact Public Safety at **607-274-3333, 911 or 3333** and provide as much information as possible.

If you receive a bomb threat via telephone, here are some helpful things to keep in mind:

- Remain calm and obtain as much information as possible
- Do not put the caller on hold
- Do not attempt to transfer the call
- The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line. Contact Public Safety immediately.
- Pay attention to the caller and their words and speech patterns:
    - Does the caller have any distinguishing voice characteristics?
    - Is the caller angry, excited, irrational, or agitated?
    - Does the caller sound young, middle-aged, or old?
- If you have caller ID, note the phone number of the caller
- Listen for background noises such as traffic, television, children, airplanes, etc.
- It is important to document all that you know and hear.
- Please complete the **Bomb Threat Checklist** below:
    - Collect all the information you possibly can
    - If you can, try to get the name of the caller
    - Date and time received
    - The way the threat was received (telephone, e-mail, in person, by mail)
- Questions to Ask the Person Making the Threat

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- When was the bomb placed?
- Why was the bomb placed?
- Did you place the bomb?
- Where are you calling from?

FIRE AND HAZARDOUS CHEMICAL MATERIAL SPILLS

In the event of a fire or hazardous materials emergency within a campus building, it is necessary for the safety of all occupants to evacuate, without exceptions.

A fire or hazardous materials emergency may exist whenever the following occurs:

- A building fire alarm is sounding
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus
- The presence of smoke or the odor of burning
- An uncontrolled release of combustible or toxic gas or other hazardous material, or flammable liquid spill

What to Do if You Discover a Building Fire:

- Activate the building fire alarm
  - Pull a fire alarm station on the way out of the building
  - Notify others, as you calmly exit the building, to exit with you due to a fire
- Leave the building by the nearest exit
  - If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor.
  - Feel doors before opening: feel the metal handle before opening any doors. If the handle is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, close the door and stay in the room.
  - If the nearest exit is blocked by fire, heat, or smoke, go to another exit or stairway.

    - Do **not** use the elevator. Elevator shafts may fill with smoke and toxic air or the power may fail, leaving you trapped and in danger.
    - Close as many doors as possible as you leave. This helps to confine the fire. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside.
    - Total and immediate evacuation is the safest. Only use a fire extinguisher if the fire is very small and you have received training. Do not delay calling emergency responders or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure Public Safety and the fire department are called, even if you think the fire is out.
- If you get trapped, keep the doors closed.
    - Place cloth material (wet if possible) around and under the door to prevent smoke from entering.
    - **Signal for help.** Be prepared to signal your presence from a window. Do not break glass unless absolutely necessary, as outside smoke may be drawn inside.
    - Call Public Safety immediately to report your exact location at **607-274-3333, 911 or 3333**
- If you have safely evacuated the space, you may locate an emergency call box or blue-light telephone to contact Public Safety as well.

Stop, Drop, and Roll: *If your clothes catch on fire, stop, drop, and roll wherever you are. Rolling smothers the fire.*

HOSTAGE SITUATION

If you hear or see a hostage situation:

- Immediately remove yourself from any danger
- Immediately notify Public Safety
- Be prepared to provide the following information, if deemed safe to do so:
    - Location and room number of incident
    - Number of possible perpetrators
    - Physical description and names of perpetrators, if known
    - Number of possible hostages
    - Any weapons the perpetrators may have
    - Your name, phone number, and your location

If you are taken hostage:

- Remain calm, be polite, and cooperate with the perpetrators
- Do not attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive in hostage situations
- Speak normally. Do not complain, avoid being belligerent, and comply with orders and instructions
- Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks
- Observe the perpetrators and try to remember their physical traits, voice patterns, clothing, or other details that can help provide a description later
- Avoid getting into political or ideological discussions
- Try to establish a relationship with the perpetrator and get to know them.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

If you are in a rescue situation:

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and standstill. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage. Just wait for the confusion to clear.
- You will be taken to a safe area where proper identification and status will be determined.

SEVERE WEATHER CONDITIONS

The following terms are utilized by the National Weather Service and likewise will be utilized by Ithaca College officials to determine if the ENS will be activated. Once activated, the campus community should follow instructions and implement emergency procedures.

Tornados

Tornado Watch: Indicates that weather conditions may cause tornados to develop in the area. This does not mean that a tornado has been sighted. You may continue activities but stay tuned in to local news and the ENS in the event the tornado watch develops into a tornado warning.

Tornado Warning: Radar or weather spotters have identified that a tornado funnel has been sighted. Ithaca College will activate the ENS, to include sounding the sirens on campus, also known as the Outdoor Warning System (OWS).

What to do if you are notified of a tornado warning:

- Know the location of the appropriate shelter-in-place spaces in your building. This can be a basement, ground floor hallway, interior rooms preferably without windows, or the frame of a door.
- If you are unable to go to a room without windows, get under a desk or table immediately.
- Remain in a protected area until the threat has ceased or the danger has passed. You will be notified by the ENS.
- Call Public Safety at **607-274-3333, 911, or 3333 from a campus landline phone** immediately to report injuries or if an individual is not able to relocate to a safe location.
- Report severe damages of infrastructure to Facilities and/or Public Safety.

If you are outdoors:

Seek shelter indoors immediately.

Thunderstorms

Observe the above steps if you are indoors and/or able to seek shelter indoors.

If you cannot seek shelter indoors:

- Try to get to a protected or safe area away from buildings, windows, and glass, telephone or light poles, or any place where there could be falling debris.

- Seek shelter in a car. Rubber tires are an effective electric insulator which may provide safety from lightning strikes.
- Find an area such as a ditch or ravine or depression to shelter in and drop to your knees. Cover your head and face.
- If you feel your hair stand up, drop to your knees, and bend forward. Put your hands on your knees. Do not lie flat on the ground.
- Avoid any downed power lines, bodies of water, and trees
- Call Public Safety at **607-274-3333, 911, or 3333 from a campus landline phone** to report your location

SUSPICIOUS LETTERS AND/OR PACKAGES

The information and guidance in this segment were obtained from the Centers for Disease Control (CDC), the Federal Bureau of Investigation (FBI), the Department of Homeland Security, and the United States Postal Service.

Identifying Suspicious Packages and Letters

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations, or odor
- No return address
- Excessive weight
- Lopsided or uneven packaging
- Protruding wires or aluminum foil
- Visual distractions
- Ticking sounds
- Excessive security material such as masking tape, string, etc.
- Marked with restrictive endorsements, such as “personal” or “confidential”
- Shows a city or state in the postmark that does not match the return address

Once a package has been identified as suspicious:

- Stay calm; do not panic
- Do not move or handle a suspicious package
- Call Public Safety at **607-274-3333** or **911 or 3333 from a campus landline phone**
- If there is reason to suspect that a package may contain an explosive device based on the characteristics described above, do not handle the package. Leave the area and contact Public Safety
- If the suspicious letter or package is marked with a threatening message (such as "anthrax") or if a suspicious powder or substance spills out of the package or envelope, follow these guidelines to assist Public Safety:
    - Do not clean up a suspicious powder.
    - Turn off local fans or ventilation units in the area if you suspect that a device has been activated and the fan/ventilation switches are quickly and easily accessible.
    - Shut down the air handling system in the building, if possible. Call the Office of Facilities at **607-274-3225** for assistance with HVAC and other building issues.
    - Leave the area immediately. Close the door or section of the area to prevent others from entering.
    - Call for help and keep others away from the area.
    - Wash your hands with soap and water to prevent spreading any powder to your face.
    - Remove contaminated clothing as soon as possible and place it in a plastic bag or some other container that can be sealed. Give clothing bag to the emergency responders.
    - Shower with soap and water as soon as possible if contaminated. Do not use bleach or other disinfectants on your skin.
    - List all people who were in the area when the suspicious package was recognized.
    - Provide this list of people to Public Safety for follow-up investigations and to obtain advice from local public health authorities and law enforcement officials.

SERIOUS INJURY/ILLNESS

If you are a witness to someone experiencing a serious injury or medical emergency:

- Call Public Safety at **607-274-3333, 911, or 3333 from a campus landline phone** or have someone call for you. If someone else calls, have the person report back to you to verify they have called 911.
- Protect the victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance.
- If an Automatic Electric Defibrillator (AED) is needed because a person has no pulse or shows signs of heart attack, turn the device on, and follow the audio prompts.
- Provide first aid until help arrives if you have appropriate training and equipment.
- Send someone outside to escort emergency responders to the appropriate location.

INFECTIOUS DISEASE EPIDEMICS OR PANDEMICS

Infectious disease epidemics or pandemics involve the widespread outbreak of illness and have the potential to create significant social, economic, and political turmoil. Ithaca College will work closely with and follow local, state, and federal guidelines when developing plans to protect the health and safety of the campus community, and the community at large. Protecting the health and safety of our students, staff, and faculty is at the forefront of preparing for and implementing measures to mitigate the threats associated with infectious disease outbreaks.

COVID-19 has taught us that a strong, centralized administrative core to lead the response is essential. We are cognizant that many areas of campus operations may be required to shift based on the nature of the disease. This may mean that new expertise is developed and/or existing departments or functional areas must re-prioritize their focus to assist in the response. Virtually all areas of our institution will be impacted by a widespread outbreak. Each of these departments must develop plans specific to their role in the outbreak, including contingency planning as employees become ill or unable to work, to assure business continuity. The service needs from the campus health center and counseling services will increase dramatically. It will also require that our response is tailored to address the needs of both our residential as well as off-campus students, in addition to our employees. Our plans must also address multiple operational scenarios -- including a fully operational campus, a “shelter in place” semi-remote status, or campus-wide shut down.

ACCOMMODATION REQUEST

In some situations, an individual with a disability may require assistance evacuating during an emergency. The disability may be permanent or temporary, visible, or invisible. Regardless, it is essential the person with the disability advocate to Human Resources or Student Accessibility Services (SAS) before an event occurs to ensure their safety and well-being. Individualized Emergency Evacuation Plans are created in coordination with Residential Life, Public Safety, and Environmental Health and Safety.

Employees

- Staff and faculty should complete the Accommodation Request Form if assistance would be required in the event of an emergency or evacuation.
- Human Resources will review the form and notify Environmental Health and Safety to initiate the process of developing an Individualized Emergency Evacuation Plan.

Students

- The Office of Student Accessibility Services (SAS) oversees the provision of services to students with disabilities. Students are encouraged to advocate for services and can do so by completing the Disability Identification Form. Students may also contact SAS at sas@ithaca.edu or 607-274-1005.
- Students requesting accommodations are required to meet with a SAS specialist before an accommodation plan can be created.
- Residential Life will meet with students to develop an Emergency Evacuation Plan. These plans are tailored to the individual's needs and provide guidelines to ensure the personal safety of students.

ADDITIONAL RESOURCES

Red Cross

Red Cross Emergency Kit Checklist

Resource Guide

Addressing Ability Challenges

The Northeast ADA Center *(ADA information, employer information, and training resources)*

Federal Emergency Management Agency

FEMA Planning Guides

FEMA Emergency Kit Checklist