



Paul Smith's College
THE COLLEGE OF THE ADIRONDACKS

EMERGENCY CLOSING PROCEDURES

Spring 2011 Update

2011 Spring Update

Emergency Closing Guidelines

Overview

During a short term, primarily weather related emergency closings, the following "*essential duty personnel*" are to report to the campus during their scheduled work time unless directed otherwise by the President or their immediate supervisor:

- President (or designee)
 - Campus Safety personnel
- Provost
 - Campus Safety personnel
 - Director of Student Affairs
 - Director of Health Services
- Vice President for Business and Finance
 - Risk Management and Human Resources
 - Dining Service personnel
 - Facilities personnel
- Vice President for Capital Projects
- Vice President for Institutional Advancement
 - Director of Communications
- Vice President for Enrollment Management
- Vice President for Information Technology
- Director of Library Services

-In the event of a loss of telephone service on campus, the Vice President for Information Technology will be used as a contact point. In the event of a natural or unnatural disaster, the President will be contacted and the D.I.M.P.L.E will be implemented.

Non-college Emergency

In the case of a non-college emergency, where the College is requested by Franklin County to serve as a county-wide disaster relief site, the Vice President for Business and Finance is the designated coordinator of the relief effort.

Facilities with generators

The College has four facility structures with generators. Included are the **Saunders Sports Complex**, the **Joan Weill Adirondack Library**, the **Joan Weill Student Center**, **Upper and Lower St. Regis Residence Halls**, and the **Countess Alicia Spaulding Paolozzi Education and Research Center** (AWI building). The College also has a back-up generator for the telephone system.

Facilities Department

The V.P. for Business and Finance will contact the Facilities Manager who will in turn contact his/her personnel for emergency matters. The Facilities Manager will also contact the vendors, such as HVAC contractors, National Grid, Verizon, etc. for emergency needs.

Emergency Closing Responsibilities (Primarily Weather Related Emergencies)

Campus Safety will contact the NYS State Police on weather and road conditions and report information to the President or his designee by 5:30 a.m. The President (or his designee) makes the decision to close the main campus by 6:00 a.m. If the President (or his designee) deems it necessary to meet with the Provost and the Vice Presidents to determine closing strategies, he/she will notify them.

Campus Safety is in the process of implementing the **NYS ALERT** system as a way to contact all students and employees through cell-phones and e-mail to send timely information in case of an emergency. See the section on Campus Safety and NYS Alert.

The President notifies the Director of Communications, each Vice President (or designee), and essential Program Directors. Each Vice President is responsible for devising systems to communicate official closings or modified work schedules to employees and students under their supervision or jurisdiction.

The Director of Communications will notify the appropriate media outlets, if necessary, (radio, television, newspaper) and communicate the status to the Vice President of Institutional Advancement.

The Provost and Cabinet Officers are responsible for emergency procedures relating to their respective areas of responsibility. These procedures are to include:

Provost

- Coordinate notice of closing to all personnel on phone tree/organizational chart. (See Provost Section.)
- Coordinate emergency housing and transportation for students.
- Coordinate emergency security and medical measures.
- Meet with President, Vice Presidents, and Director of Student Affairs for emergency planning if necessary.

Vice President for Business and Finance

- Coordinate notice of closing to all personnel on phone tree for Business and Finance.
- Assure Fiscal Office is staffed and the VP or Controller (Designee) will:
 - Provide for emergency student check cashing;
 - Manage accessibility of funds for emergency purchases for the College; and
 - Make arrangements for payroll tasks to be completed.
- Coordinate with the Provost for a means to communicate with students and other necessary personnel on campus concerning the emergency, i.e. bulletin board, information desk, etc.

- Coordinate emergency "foodservice" measures with Sodexo Food Services.
- Meet with President and Vice Presidents for emergency planning if necessary.
- Have Director of Human Resources available for staffing or payroll issues.
- Efforts should be made to have the Pack Basket open if students are on campus.
- Coordinate emergency physical plant operations.
- Meet with President and Vice Presidents for emergency planning if necessary.

Vice President for Capital Projects

- Coordinate notice of closing to all construction trades working on or off the main campus.
- Meet with President and Vice Presidents for emergency planning if necessary.

The Vice President for Enrollment Management

- Coordinate notice of closing to all personnel on tree for Enrollment Management.
- Notify prospective students that are scheduled to visit.
- Meet with President and Vice Presidents for emergency planning if necessary.

Vice President for Institutional Advancement

- Coordinate notice of closing to all personnel on phone tree for Institutional Advancement.
- Make provisions (with the Director of Communications) for delivery of official College information to media outlets and the public.
- Meet with the Director of Student Affairs to deliver information to students and the Campus community.

Vice President for Information Technology

- Coordinate notice of closing to all personnel on tree for Information Technology.
- Make provisions for any technology and telephone needs on campus.
- Meet with President and Vice Presidents for emergency planning if necessary.

Director of Library Services

- Coordinate notice of closing to all personnel on phone tree for Library Services.
- Make provisions for any technology and telephone needs in the Library.

- Meet with President and Vice Presidents for emergency planning if necessary.

Special Notes

1. The Director of Student Affairs, in consultation with the Vice President for Institutional Advancement and/or Director of Communications, will provide information to PSC students via the ALERT System, through Campus Life, and/or other means deemed effective.
2. Director of Campus Food Services will call all staff employed with Sodexo Dining Services and will determine which essential personnel will report to work.
3. Manager of Facilities will call all staff employed with Sodexo Facilities and will determine which essential personnel will report to work.

Contingency Plans

At such a time when all Executive Cabinet members (President, Provost, Vice Presidents and the President's Assistant) are away from the College, or otherwise unable to fulfill the requirements described herein, and in the absence of other instructions from the President, the Risk Manager will provide leadership and direction for the implementation of these procedures.