

SMITH COLLEGE EMERGENCY PLANNING

Events Management Office (EMO)

OVERVIEW

Smith College currently has in place a Crisis Management Plan, an Emergency Operations Group, and a Crisis Team. Campus Police staff members are first-responders to emergency and crisis situations and will enact plans as needed. As determined by Campus Police, the Smith Emergency Operations Group of senior managers will convene to plan and disseminate information. If necessary, the Smith College Crisis Team will convene.

In conjunction with the college's emergency plan, the Office of Summer Programs has developed the following emergency plan for Summer Programs.

PURPOSE

The purpose of this plan is to ensure the safe and orderly evacuation of a building during emergency situations such as power outages, fires, chemical spills, bomb threats, or other events of this nature. Please read the information and instructions carefully so that evacuation can be completed as efficiently and safely as possible.

Should it become necessary to evacuate the campus, an announcement will be made by the President (or her designee) and communicated by the Summer Programs Administrator to Summer Program Directors, who will alert their program staff and participants, usually via cell phone.

SUMMER PROGRAM DIRECTOR NOTIFICATION

This plan shall be given to all directors, coordinators and staff of summer programs that use Smith College facilities. The purpose is that all summer groups understand their responsibilities before, during, and after an incident that may require evacuation of a building or area.

EMERGENCY TEAM RESPONSIBILITIES

An emergency response team is organized in order to respond to each type of emergency. Smith College and the Summer Programs team members are:

First Responders (Smith College)

Campus Police

Campus Police (413-585-2490) will respond to all medical and emergency situations where assistance is needed. This office is staffed 24 hours a day, 7 days a week.

Emergency Coordinators (Smith College)

Summer Programs Administrator and Director of the Office of Summer Programs

If an emergency is first reported to the Summer Programs Office, the Emergency Coordinators are responsible for notifying Campus Police of the emergency so that an emergency action plan can be implemented. During an emergency, the Emergency Coordinators and Campus Police will oversee all operations and make all critical decisions regarding the safety of individuals. The Office of Summer Programs hold office hours Monday through Sunday, 8:00am-4:00pm.

The Emergency Coordinators, in consultation with Campus Police, Executive Director of Facilities (or his alternate) and Director of College Relations, will determine if any additional emergency personnel are needed.

Campus Police will determine if the incident is serious enough to invoke the Smith Crisis Management Plan.

When an emergency arises, the Vice President for Public Affairs, the Director of College Relations and the Media Relations Director will also be informed of the emergency.

Summer Program Personnel (Summer Program Organizations) - Program Directors

In the case of an emergency, all External Summer Program Directors will be responsible for ensuring that all of their staff and program participants are aware of the emergency and directing them to evacuate as necessary. During the summer, all Program Directors are required to have their cell phones turned on at all times.

Roll Call Coordinators (Summer Program Organizations) - Program Directors

All Directors and Roll Call Coordinators are responsible for carrying a current program roster with them at all times. Roll Call Coordinators will be responsible for conducting a roll call at the designated Assembly Location (identified at Safety Orientation). During the summer program, all Directors and Roll Call Coordinators are required to keep cell phones on at all times.

Security Coordinators (Smith College) - Campus Police

Campus Police will be the lead coordinator for emergencies. They are responsible for directing emergency responders to emergency locations and restricting access to unauthorized individuals, when necessary.

Facilities Management Coordinator (Smith College) -Executive Director of Facilities and Associate Director of Facilities Management

The Executive Director of Facilities and/or the Associate Director of Facilities Management will be responsible for all facility-related assistance as directed by the emergency. Responses include shutting down or altering electricity, substituting power, water, gas, or additional systems, if necessary. Building and grounds safety issues will be addressed as well.

Communications (Smith College) - *The Director of the Events Management Office (or her designee) and the Summer Programs*

Administrator will consult with appropriate College Relations staff to determine which communication systems on campus are needed to disseminate information.

REPORTING EMERGENCIES

All campus fire alarms and smoke detectors automatically report to Campus Police, which is staffed 24 hours a day, 7 days a week. If necessary, Campus Police will notify additional resources (fire/police/ambulance) for assistance. In all emergency situations, Campus Police will go to the locations immediately. All emergencies should be phoned to Campus Police at 413-585-2490 from a safe location. Given that most Summer Program participants are guests of the college, the use of cell phones is expected. Therefore, emergencies should be reported to the 413-585-2490 line. The emergency line (dialing 800) will only work from a campus phone.

How to respond in an emergency

- Remain calm.
- Only take with you what is absolutely essential.
- Ensure your own well-being and then that of those immediately around you.
- Limit phone calls (cell and land-line) to only those that are absolutely necessary.

EVACUATION

The most important thing to remember when evacuating a building is to get out safely. Insist that all participants, employees, vendors, students, guests and visitors leave the building unless instructed otherwise. Emergency exits are posted throughout each building. If you are not able to help another in need, please notify Campus Police dispatchers and/or officers of the exact location and assistance needed. If someone is left behind in the building, notify Campus Police to assist. Do NOT go back into the building.

ASSEMBLY LOCATION & PROCEDURE

Once outside the building, all External Program Directors/Coordinators, Roll Call Coordinators and participants are to gather immediately for a headcount at John M. Green Hall, which is the designated Assembly location. (The backup location is the Indoor Track & Tennis facility.) All Summer Program Directors are responsible for notifying participants of their Evacuation Routes and Assembly Location(s).

At the Assembly Location, Roll Call Coordinators will take the headcount to report to the Campus Police (413-585-2490) as well as the Program Director and Summer Programs Administrator, if they are on site.

If participants or staff members are missing, do not re-enter the building! Re-entry into the area will be made only after Campus Police or the Emergency Coordinators gives clearance.

If the campus must be evacuated, all program staff and participants will be directed to one location identified as a Central Evacuation Center.

MEDICAL NEEDS

During the summer, Smith College does not maintain a health center for treatment of illness or injury. Cooley Dickinson Hospital, 30 Locust Street, Northampton, is available for emergency care. The hospital is located 1.5 miles west of the college on Route 9. Participants are responsible for their own transportation as well as associated fees for service and care provided. Please call Campus Police if you or anyone needs an ambulance (413-585-2490).

SUMMER PROGRAM ROSTERS

Each Program Director must create and provide to the Summer Programs Office (prior to the start of the program) a list of:

1. All participants and staff who will be at Smith
2. Identification of those with special needs
3. Alternate contact information in the event of an emergency involving the Program Director

Please note: All Program Directors and Roll Call Coordinators are required to carry an up-to-date roster of program participants at all times.

TRAINING

Fire Safety Awareness Checklist

All Summer Program staff and program participants should review the "Fire Safety Awareness Checklist" that follows. Additional safety notices ("Residential Policies" and "Personal Safety and Security") will be posted in each resident's room by our Building Services team. All of these notices should be closely reviewed.

Evacuation Drills

Directors of all Summer Programs hosted on the Smith College campus must attend a Safety Orientation session with Campus Police.

Evacuation Centers

As part of the Safety Orientation, the Assembly Location and Backup Assembly Location will be identified. (John M. Greene Hall is the primary Assembly Location; the Indoor Track & Tennis facility is the Backup Location.)

If the nature of the emergency requires that everyone is directed to a Central Evacuation Center, everyone should remain there until instructed otherwise by public safety officials.

SMITH COLLEGE FIRE SAFETY AWARENESS CHECKLIST

Items to Locate

- Nearest Pull Station (fire alarm) and Emergency Call Box which automatically notifies Campus Police and the Northampton Fire Department
- Primary and secondary exits from rooms
- Assembly locations
- Nearest phone

Information to Remember

- Emergency phone to Smith Campus Police (24-hour coverage): 413-585-2490 (ext. 800 from a campus phone).
- Do not leave the assembly area until after you have checked in and have been accounted for by the Roll Call Coordinator. Please notify the Roll Call Coordinator and Program Director if you are leaving the site or the campus.
- Do not enter a building until told to do so by the person in charge (Campus Police / Northampton Fire Department / Northampton Police Department / Emergency Coordinator).

Fire Emergency Tips

- Report an emergency right away, "time is precious."
- Remain calm.
- Use common sense.
- Always remember, safety first.

Housekeeping Rules

- Do not block aisles or hallways.
- Do not remove or block fire extinguishers.
- Do not block exit doors.
- Do not take down a beeping smoke detector; instead call 413-585-2490 or ext. 800 from a campus phone.
- Do not prop open fire doors.
- Do not tamper with sprinkler heads.

SUMMER PROGRAM EMERGENCY PLAN ACKNOWLEDGEMENT FORM

I have read, understand and agree to follow all of the procedures outlined in this Summer Programs Emergency Plan.

Program Director (print)

Program Director (sign)

Date

Program Name

Program Dates

Repeating Dates

Mail to: Smith College
ATTN: Office of Summer Programs
51 College Lane
Northampton, MA 01063

Fax to: 413-585-6990

Email: rdavis2@smith.edu or summer@smith.edu