



ONTARIO EMERGENCY RESPONSE PLAN FOR THE VAUGHAN CAMPUS

August 31, 2021

The Emergency Response Plan for Niagara University's campus in Vaughan, Ontario follows the key elements of Niagara University's Emergency Response Plan for the Lewiston, New York Campus.

Where necessary to address the specific circumstances of the Vaughan campus and municipal, provincial or federal laws, revised or added information has been included in text boxes.

For additional information or questions about the Ontario Emergency Response Plan, please contact Vince Rinaldo, Vice President for Ontario Administration at:

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March 25 Draft

Plan Summary

Introduction

Dealing with emergencies is an ongoing and complex undertaking. Implementation of **Preparedness** measures before an emergency or disaster occurs ensures timely and effective **Response** during an actual occurrence, coupled with provisions for both short and long term **Recovery** assistance after the occurrence of an emergency and/or disaster, lives can be saved and property damage minimized.

Comprehensive Approach

Comprehensive Emergency Management emphasizes the interrelationship of activities, functions, and expertise necessary to mitigate emergencies. Niagara University's Emergency Response Plan contains separate sections, appendices and annexes addressing each part of the process to ensure a safe learning environment for students and the campus community.

Niagara University created an Emergency Preparedness Planning Team with a cross section of administrators, management and staff, whose interest is, establishing policies and procedures to reduce risk provide timely and effective response, minimize property damage and maintain business continuity.

The development of this plan included an evaluation of potential hazards that could affect the campus community. This plan also includes assessment information of existing campus capabilities including local community resources necessary to mitigate an All-Hazards Event.

Management Responsibilities

Niagara University management roles and responsibilities are outlined in this plan. Assignments are made within the framework of the present administration's Committee on Crisis Management, and Crisis Response Team. The Niagara University Committee on Crisis Management and Crisis Response teams have been designated the responsible authorities of determining and implementing all appropriate measures when responding to, mitigation of and recovery from an emergency that may affect the University. The Committee on Crisis Management will meet at least annually to review and adopt proposed changes associated with Niagara University's Emergency Response Plan. The Building Safety Team will assist in the execution of the plan as requested and within their training.

Niagara University is responsible for managing all phases of an incident. Once the university and local resources have been fully committed and are still unable to mitigate the incident, local first responders may request additional resources from Niagara County and then New York State Office of Emergency Management. The plan describes in detail the centralized direction of requests for assistance.

Conclusion

This plan provides an all-hazards approach, using existing departments and organizations, to allow the university to meet its responsibilities before, during and after an Emergency / All-Hazard Event.

In addition to the Emergency Response Plan, separate appendices are attached, specific to emergency management guidance related to mitigation of an emergency and/or All-Hazards Event. The Emergency Response Plan appendices include personal contact information, detailed tactical operations, technical information and resources which are considered confidential, therefore are not available to the general public.

The Niagara University Emergency Response Plan, except for the appendixes are available to the campus community and to the public online. www.niagara.edu/emergencypreparedness

Administration Section

General Considerations & Planning Guidelines

Policy Regarding Comprehensive Emergency Management

Niagara University considers the safety and welfare of its entire university community of utmost importance. Niagara University continually addresses opportunities to maximize the safety of its student and affiliated population through enhanced preparedness, protective measures, response capability and ability to efficiently and effectively recover should an incident occur. To accomplish this goal, Niagara University has been diligently developing the Niagara University Emergency Response Plan.

The Niagara University Emergency Response Plan meets Homeland Security Presidential Directive thereby full-filling the National Incident Management System (NIMS) compliance requirements. Management of significant emergency incidents is accomplished through the National Response Framework guidance, as specified by Federal Emergency Management Agency in accordance with NIMS. NIMS, is recognized as the standard for management of crisis incidents in the State of New York. This framework enhances the University's ability to respond successfully, resume academic programs, and maintain business continuity during an emergency. Niagara University coordinates its efforts with the emergency response community at large and utilizes an "All-Hazards" approach to address the full range of hazards that threaten or may threaten the campus. The University participates in various training and exercises to augment the successful outcome of an emergency and/or event.

Authorities, Regulations, Laws

The Emergency Response Plan, in whole or in part, may rely upon the following resources for the guidance and/or authority necessary for its development and implementation:

- Niagara University Charter and By-Laws
- New York State Executive Law, Article II-B Section 23
- Governor Executive Order # 26 requires use of Incident Command System
- NYS Department of Health Policy and Procedure Directives
- Niagara County Department of Health Policy and Procedure Directives
- Town of Lewiston (Building Codes)
- United States Department of Education's Action Guide for Emergency Management at Institutions of Higher Education (2009).
- Homeland Security Presidential Directive NIMS Compliance Standards
- Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act
- The Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act. 20 U.S.C. Section 1092 (f)

For the Ontario Response Plan, the following resources have been reviewed:

- [Public Safety Canada](#)
- [Emergency Management Ontario](#)
- [York Region Emergency Management](#)
- [City of Vaughan Emergency Planning](#)

For COVID-19 Outbreak Plan:

- [Public Health Agency of Canada](#)
- [Province of Ontario](#)
- [York Region Public Health](#)
- [Province of Ontario Fully Vaccinated Interim Guidelines](#)

Scope

Under authority of the New York State Executive Law, Article II-B Section 23, colleges and universities are authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, Niagara University has developed this Emergency Response Plan. The scope of the plan addresses the following:

- A wide variety of emergencies, natural or manmade, that could result in loss of life, property and income, disrupt the normal functions of education, communities and families, and cause human suffering.
- Niagara University Administrators must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies on campus. The concept of the Niagara University Emergency Response Plan includes three phases:
 - Preparedness
 - Response
 - Recovery

Plan Approval

The Crisis Response Team is responsible for annual review and /or revision to the ERP. All requests for procedural changes, suggestions or recommendations shall be submitted in writing to the Committee on Crisis Management for their consideration prior to being forwarded to the President and the Administrative Council for final approval.

The Emergency Response Plan for Niagara University has been developed with the following assumptions:

- Changes to the physical site will be reflected and updated in the plan.
- There is no significant increase or decrease in student population.
- The Emergency Response Plan is considered a “living document” and is subject to modifications and periodic updates.
- The Emergency Response Plan will remain intact regardless of changes in administration.
- The University will uphold the responsibilities and follow through with activities outlined within the Emergency Response Plan (i.e. training and exercises).

Purpose and Objectives

This Plan sets forth the basic requirements for managing emergencies at Niagara University related to the following objectives:

- Identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from.
- To outline short, medium and long range measures to improve the University’s capability to manage hazards.
- To provide the guidance necessary for Niagara University, the Town of Lewiston, City of Niagara Falls, Niagara County and New York State to take appropriate response and recovery actions when an emergency or disaster occurs.
- To provide for the efficient utilization of all available resources during an emergency.

Emergency Response Goals and Objectives

- Effective and timely response to every level of incident or emergency that is paramount for the protection and life safety of students, faculty, staff and visitors.

- Withstand local and/or national review of Niagara University's response to an emergency via the following compliance measures set-forth from Federal Emergency Management Agency, Department of Homeland Security, U.S. Department of Education and other regulatory agencies.
- Protection of Niagara University property and assets.
- Enhance protection measures from negligence and potential resulting litigation.
- Collaboration and communication with responding agencies, including first responders.
- Provide necessary resources, training and exercises to support an effective response.
- To mitigate emergencies or the need for incident intervention.

Preparedness

- Preparedness refers to those short or long term activities that eliminate or reduce the occurrence of emergencies and mitigate risk associated with them.
- Niagara University Crisis Response Team will meet annually to identify and rate potential hazards which could impact the campus and or surrounding area, based on the most recent Niagara County All-Hazards Analysis conducted. The following chart, identifies probable impact individual hazards could have on people and property.
- A designated member of the Crisis Response Team will present annually to the Enterprise Risk Management Committee any identified risks that are reflected in the enterprise risk management system as well as in the risk assessment & planning.
- In the event University and local response agencies are unable to adequately mitigate the incident, Niagara County Emergency Services may request additional County and State resources.
- Mitigation refers to all activities which reduce the effects of the emergency or disaster when they do occur.

Current Hazard Analysis Chart

HAZARD	IMPACT/SEVERITY			PROBABILITY / RISK		
	Low	Medium	High	Low	Medium	High
Winter Storm (Blizzard)			X			X
Fire (Major Building Loss)			X	X		
Ice Storm	X				X	
Radiological Incident		X		X		
Water Supply Failure		X			X	
Hazardous Materials (Fixed Site)	X				X	
Hazardous Materials (In Transit)		X			X	
Flooding (Dam Failure)			X	X		
Power Failure - Local		X			X	
Power Failure – Regional			X		X	
Earthquake			X	X		
Active Shooter (Campus)			X		X	
Terrorism (Domestic)	X			X		
Pandemic (Flu/ Epidemic)			X			X

Response Operations

May start before the emergency materializes, for example, on receipt of advisories, a severe weather event is approaching and/or pending, increased readiness response may include various pre-impact operations:

- Detecting, monitoring, and assessment of the hazard
- Alerting and warning of endangered populations
- Protective actions for the public
- Allocating/distributing of equipment/resources
- Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. These actions can assist and/or reduce the probability of secondary damage, plus speed recovery operations.
- Response operations in the affected area are the responsibility of and controlled by the University or in-conjunction with Lewiston Police Department, Upper Mountain Fire Company and supported by Niagara County Emergency Services as appropriate.

Policies and Programs to Prevent and Mitigate Hazards

Niagara University personnel and students will have available, Emergency Preparedness Reference Guide appropriate training materials, training classes, including Homeland Security Exercise and Evaluation Program compliant exercises to ensure the best possible outcome to any emergency. The Senior Vice President of Operations and Finance or, in absence of, the Executive Vice President or, in absence of, the Chief Financial and Innovation Officer or his/her designee will appoint a training coordinator to administer NU's training plan. The plan may include a series of training workshops, plus testing various plan components by conducting actual exercises. The training coordinator will submit any changes to the three (3) year training plan to the Crisis Response Team for their review and preliminary approval. Final training plan will require Senior Vice President of Operations and Finance's approval.

Operations Section

Notification Procedures: Emergency and non-emergency calls are received by the Campus Safety Officer who will provide initial emergency notification to University personnel responsible for the mitigation of the incident, per (Incident Level matrix). The Campus Safety Officer will provide status of incident and/or situation to the Crisis Response Team and all incident level notification.

Incident Level / Notification Response Matrix

INCIDENT LEVEL 1:	Campus Safety Officer notifies as needed:
Routine Situation Incident is considered a normal daily occurrence. Incident is reported to the primary department responsible for managing relevant day to day operations and is addressed through normal operating procedures.	<ul style="list-style-type: none"> • Facility Services x 8430 • Campus Safety x 8111 • Health Services x 8390 • Residence Life x 8566 • Risk Control x 8365
INCIDENT LEVEL 2:	Campus Safety Officer notifies Emergency Coordinator:
Damage and/or interruption to normal daily operations. Likely requires assistance from outside the primary department however incident notification and activities are still conducted through the primary department using its internal plans.	Emergency Coordinator, or designee notifies (notify only): <ul style="list-style-type: none"> • Emergency Director • Crisis Response Team • Committee on Crisis Management
INCIDENT LEVEL 3:	Campus Safety Officer notifies Emergency Coordinator:
Incident causes Extensive damage and/or interruption(s) to daily operations. A partial or full activation of the Emergency Operation Center is REQUIRED.	Emergency Coordinator notifies: <ul style="list-style-type: none"> • Emergency Director Emergency Director notifies: <ul style="list-style-type: none"> • Committee on Crisis Management to report to Alumni Hall Emergency Coordinator notifies: <ul style="list-style-type: none"> • Crisis Response Team to report to Emergency Operation Center Campus Safety Officer or Crisis Response Team member: Implement required Clery Act Notifications
INCIDENT LEVEL 4:	Campus Safety Officer notifies Emergency Coordinator:
Level 4: A disaster or potential disaster that involves the entire campus. REQUIRES full activation of the Emergency Operation Center	Same as level 3

An incident requiring specific emergency instructions to the campus community, may result in some element(s) of the activation of Niagara University's Mass Notification Network by the Campus Safety Officer or a member of the Crisis Response Team to

announce a prepared emergency message to all affected areas of the campus community.

For the Ontario Emergency Response Plan, the Vice President for Ontario Administration, Vince Rinaldo serves as the Emergency Director.

He can be reached at vrinaldo@niagara.edu

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Roles and Responsibilities

The University's Senior Vice President for Operations and Finance or, in absence of, the Executive Vice President or, in absence of, the Chief Financial and Innovation Officer, serves as the overall emergency director during any major emergency or disaster. The emergency director is responsible for:

- Overall mitigation of the University emergency.
- Communicates with the Emergency Coordinator and others in assessing the emergency and preparing the university's specific response.
- Declares and ends, when appropriate, the campus state of emergency.
- Serves as liaison between Committee on Crisis Management and Crisis Response Team.
- Chair of the Crisis Response Team during non-emergencies.

Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the Emergency Director, Senior Vice President for Operations and Finance, Executive Vice President, Chief Financial and Innovation Officer and the President or their designee in the following order:

- During any emergency on campus, the Emergency Coordinator or designee shall implement procedures to address the situation, safeguard persons and property, and maintain educational facilities. The Emergency Coordinator shall immediately consult with the Senior Vice President for Operations and Finance or, in absence of, the Executive Vice President or, in absence of, the Chief Financial and Innovation Officer or designee regarding the emergency and the possible need for a declaration of a campus state of emergency.
- When the declaration is made, the University may allow registered students, faculty, staff, visitor and affiliates (i.e., persons required by employment) to be present on campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the penal code. Local police, fire and emergency medical services will have full access to the campus.
- In addition, only those faculty and staff members, who have been assigned emergency team duties or issued an "emergency pass" by Campus Safety, will be allowed to enter the immediate disaster site.

Committee on Crisis Management

The Committee on Crisis Management in conjunction with Crisis Response Team will assemble, immediately following a level 3 or 4 incident for a “hot-wash” meeting. The Incident Commander will request representation from each agency and/or department involved with the incident. Individuals, attending, should be prepared to discuss mitigation activities associated with the incident, overall response, individual participant’s roles and responses, accommodations plus identify corrective action measures for existing plan improvements.

Committee on Crisis Management

President, Rev. James J. Maher C.M.

Executive Vice President, Dr. Debra Colley

Senior VP for Operations and Finance, Mary Borgognoni

Associate VP for Student Affairs & Institutional Effectiveness, Christopher Sheffield

Chief Financial and Innovation Officer, Robert Morreale

Provost and VP for Academic Affairs, Dr. Timothy Ireland

General Counsel, Kevin Hinkley

SVP for Enrollment and Strategic Initiatives, Robert Murphy

VP for Institutional Advancement, Derek Wesley

VP for International Relations, Rev. Kevin Creagh, C.M.

VP for Mission Integration, Rev. Aidan Rooney, C.M.

Athletic Director, Simon Gray

Human Resources Director, Donna Mostiller

Facility Services Director, Dan Guariglia

Campus Safety Director, John Barker

Committee on Crisis Management Responsibilities

The Committee on Crisis Management will meet at least annually and/or upon request of the Crisis Response Team to review the overall Emergency Response Plan, individual plan annexes and to evaluate training and emergency notification procedures. The Committee on Crisis Management will be chaired by Niagara University's Senior Vice President of Operations and Finance. The Committee on Crisis Management is responsible for, and has the authority to establish new policy and/or amend existing emergency plan procedures, in order to effectively mitigate the emergency, while maintaining National Incident Management System compliancy. The Committee on Crisis Management has authority to approve budget requests for relevant material and fiscal resource needs, as required to mitigate the incident. Senior Vice President for Operations and Finance or, in absence of, the Executive Vice President or, in absence of, the Chief Financial and Innovation Officer (Emergency Director) will serve as Liaison between the Committee on Crisis Management and the Crisis Response Team.

Crisis Response Team

The Crisis Response Team will be composed of 4 Director level members from the university who will have the responsibility and authority of determining and implementing all appropriate measures to respond to any emergency or disaster that may affect the university. The Senior Vice President for Operations and Finance or, in absence of, the Executive Vice President or, in absence of the Chief Financial and Innovation Officer (Emergency Director) will chair the Crisis Response Team and the vice chair will be the Director of Facility

Services (Emergency Coordinator) who will have the authority to convene the Crisis Response Team. When convened in response to an actual or perceived crisis, the Crisis Response Team will have decision-making power regarding the University response. Subject matter experts from the community will fill roles in the operations, planning, logistics and finance sections.

Crisis Response Team

- Senior Vice President for Operations and Finance (Chair)
- Facility Services Director (Emergency Coordinator-Primary)
- Campus Safety Director (Emergency Coordinator- Alternate)
- Director of Student Health and Wellness (Emergency Coordinator – Alternate)
- Environmental Health and Safety Officer (Emergency Coordinator – Alternate)

Crisis Response Team Responsibilities

- Contact Emergency Director to obtain a Declaration of Emergency.
- Maintain the readiness of the institution for emergency management.
- Assure crisis management plans are NIMS Compliant.
- Provide consultation and have prepared plans to provide all divisions and functional units.
- Open and staff Emergency Operations Center according to Incident Command Structure
- Assist with establishment of Incident Command Post
- Prepare daily Incident Action Plan
- Coordinate all recovery / restoration request related to emergency
- Develops demobilization plan for release of internal / external resources
- Collect and record daily field incident reports and logs
- Immediately following level 3 or 4 Incident a “hot-wash” meeting will be conducted. The Emergency Coordinator and/or Incident Commander will request representation from each agency and/or department involved with the incident, to attend Individuals, attending, should be prepared to discuss mitigation activities associated with the incident, overall response, individual participant’s roles and responses, accommodations plus identify areas related for plan improvements
- Prepare After Action Report / Improvement Plan for all Level 3 and/or Level 4 incidents
- Convey relevant risks identified to the Senior Vice President for Operations and Finance in Risk Assessment & Planning Database
- Members appointed to the team will be required to have the appropriate level of NIMS required training in accordance with their assigned roles
- Oversee Building Safety Team training activities

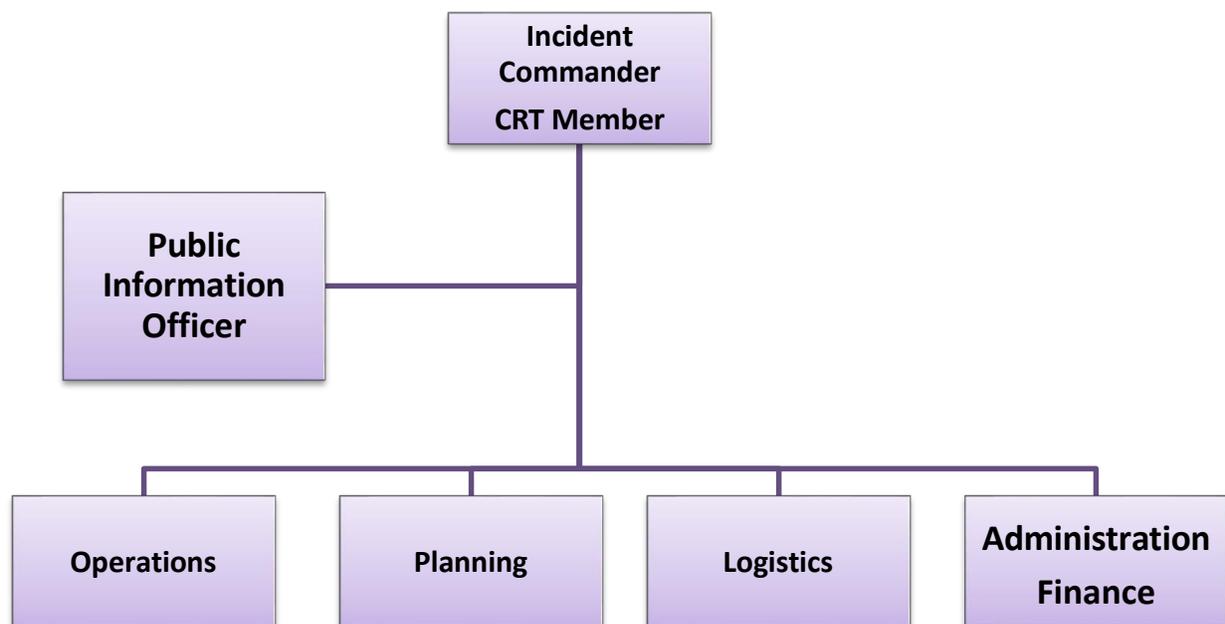
Concept of Operations

The University intends to utilize the Incident Command System to respond to all emergencies on campus. Incident Command System is a management tool used for command, control, coordination and demobilization of resources and personnel before, during and post emergency. University Administration, recognize the interactions between off campus first response agencies and University departments. Following NIMS

guidance, the Incident Command position will be filled by one of the University's Emergency Coordinators directly involved with response to the incident. The Incident Command Structure may change as the incident expands or contracts, changes jurisdiction, or becomes more or less complex. The following Incident Command Structure diagram is flexible by design and may be used with a variety of organizational structures, including:

- Single jurisdiction / agency involvement
- Single jurisdiction with multi-agency involvement
- Multi-jurisdiction / multi-agency involvement
- In conjunction with an Emergency Operations Center

Incident Command Structure



Incident Commander: Responsible for overall management of the incident.

Public Information Officer: Provides incident-related information to public and news media organizations.

Operations: Manages all tactical operations related to the incident.

Planning: Collects incident information, evaluates, conducts planning meetings and develops daily Incident Action Plans.

Logistics: Coordinates all support needs request related to the incident.

Finance / Administration: Responsible for managing all financial aspects of the incident plus provide guidance to the Incident Commander regarding financial issues that may have impact on incident operations.

Administrative Coordinator: Responsible for documentation of CRT meetings and action items. Provide support and guidance to the CRT relevant to the coordinator role.

Emergency Operations Center: When an emergency reaches a Level 3 incident or is imminent, the Emergency Coordinator and/or Incident Commander will be responsible for establishing the Emergency Operation Center at the facility services building. The Emergency Coordinator will select an alternate location in the event the primary Emergency Operation Center location is unavailable. At least two Crisis Response Team members will staff the Emergency Operations Center at all times until the emergency situation ends. Additional Crisis Response Team members and/or Subject Matter Experts will be requested, as needed to support operations, logistics, planning and administrative/finance sections.

Emergency Operation Center (Incident Objective) check list for consideration

- Life Safety (Human Needs)
- Scene Stabilization
- Environmental Issues
- Building Access Control measures (security and/or lockdown)
- Develop Incident Action Plan Power restoration, estimated time line building will be out-of-service
- Rental of portable generator
- Cold Weather (no heat in building)
- Student retrieval of essential items from residence Hall
- On-campus Kiernan Center Shelter accommodations (72 hours)
- Shelter food and water supply
- Outside electronic communication for shelter
- Security at shelter during hours of operation
- Relocation of students to off-site housing
- Transportation needs
- Relocation of office staff and electronic equipment
- Proper disposal of spoiled food from residence hall
- Prepare Demobilization Plan
- Identify staging area for incoming media

Crisis Response Team Members: (Individual Role & Responsibilities)

Facility Services Director: Emergency Coordinator (Primary)

- Responsible for the overall coordination of the university emergency Response, Mitigation and Recovery operations.
- Determines the type and magnitude of the emergency and establishes the Incident Command Post and/or Emergency Operations Center.
- Initiates immediate contact with the Senior Vice President for Operations and Finance or, in absence of, the Executive Vice President or, in absence of, the Chief Financial and Innovation Officer and University administration. Provides assessment of the

incident and University's condition.

- Notifies and utilizes Campus Safety personnel, and, if necessary, Residence Life Staff, and/or Building Safety Team in order to maintain safety and order.
- Notifies Campus Safety to contact members of the Crisis Response Team, advises them of the nature of the emergency.
- Coordinates damage assessment activities to buildings, property and/or utility infrastructure at the campus during and following an emergency.
- Maintains Emergency Response Plan including internal/external information contact list.

Campus Safety Director: Emergency Coordinator (Alternate)

- Maintains the Campus Safety office in a state of constant readiness.
- Notifies university community of major emergencies.
- Takes immediate and appropriate action to protect life, property, and to safeguard students and employees.
- Authority to request law enforcement assistance from Town of Lewiston, Niagara County and/or New York State.
- Provides 24/7 physical security control for the campus.
- Provides emergency passes for individuals during campus closings.
- Maintains internal / external contact information list specific to responsibilities.
- Test (regularly) Copper Wheel Lock Mass Notification Network.

Director of Student Health and Wellness: Emergency Coordinator (Alternate)

- Monitor, record and report all disease and/or illness outbreaks.
- Coordinates and/or directs all operations associated with a Pandemic event.
- Monitor individuals impacted by the emergency, who appear to be demonstrating emotional and/or physical stress.
- Coordinates all activities associated with a Point of Distribution Site.
- Authorized to request medical resources and personnel assistance from Niagara County Health Department and /or New York State Department of Health.
- Maintains Pandemic Plan, including internal / external contact information list specific to responsibilities.

Environmental Health and Safety Officer: Emergency Coordinator (Alternate)

- Oversight of campus universal and hazardous waste management.
- Serves as campus Chemical Hygiene Officer (CHO); oversee compliance with University Chemical Hygiene Plan; providing overall leadership and direction of personnel.
- Coordinate and guide departments to be compliant with EPA, OSHA, Federal, State and local agencies regarding environmental health, occupational safety and loss control maintaining positive working relations with all regulatory agency personnel and various outside auditors.
- Liaison between the University and first responders dealing with chemical storage and environmental issues.

Subject Matter Expert Members: (Individual Role & Responsibilities)

Information Technology Director: Subject Matter Expert

- Responsible for the University's cyber network.
- Coordinate and maintain all cyber network infrastructure work.
- Maintains Voice Over Internet Protocol and emergency (blue light) phone system.
- Maintains Data Disaster Recovery and Continuity Plan and Data Mutual Aid Agreements.
- Maintains internal / external contact information list specific to responsibilities.

Recreation / Intramural Sports Director: Subject Matter Expert

- Coordinates Shelter Operations, including request from the local community.
- Understanding / Knowledge in off campus sports team travel including Division I Sports.
- Monitor and coordinate (training) for Building Safety Team personnel.
- Maintains Shelter Operations Plan, including internal / external contact information list specific to responsibilities.

Residence Life Director: Subject Matter Expert

- Supervise and monitor all Residence Life activities.
- Coordinates Graduate Residence Director (Lead Community Advisor, Community Advisor and Graduate Life Director).
- Provides general over-site of housing operations.
- Communicates with students requesting personal assistance.
- Understanding / Knowledge of approved off campus (non-athletic) student travel
- Maintains housing occupancy list, including internal / external contact information list specific to responsibilities.

Note: CRT and community members will be assigned by the Incident Commander, accordingly, to a section based on their knowledge and expertise as it relates to the incident.

Public Information Officer: Associate Vice President of Public Relations, Communications and Marketing. Assistant Director of Public Relations (alternate)

- Serves as the official spokesperson for the University. Should a change in that practice be necessary or desirable, the Senior Vice President for Operations and Finance or, in absence of, the Executive Vice President or, in absence of, the Chief Financial and Innovation Officer in consultation with the Crisis Response Team will determine who will serve in that capacity.
- Public Information Officer will be the sole spokesperson for the university.
- Implements established procedure for notifying the media about campus emergencies.
- Arranges for photographic and audio-visual services.
- Advises the Crisis Policy Team of all news coverage.
- Prepares news releases on the emergency for the media.
- Designates a room or staging area for use by media.
- Maintains internal / external contact information list specific to responsibilities.
- Activates the Social Media Team.

Incident Resources: Depending on the incident level, the Emergency Coordinator may request additional assistance from the following departments and/or personnel who are considered Subject Matter Experts in their field.

Building Safety Team

In the event of an emergency, that requires the University to either secure or evacuate a building, Building Safety Team personnel may be called upon to help individuals requiring and/or requesting assistance.

- Building Safety Team personnel serve as liaisons between the university and building occupants.
- Building Safety Team personnel will inform all students, staff and faculty to conform to building evacuation guidelines during any emergency, according to information contained in Niagara University's Emergency Preparedness Reference Guide.
- Assist in the distribution of campus notifications and other communications.

Causality and Property Risk Manager

- Contacts the University's insurance company at the onset of an emergency.
- Communicates special instructions as directed by the insurance company to the emergency coordinator and/or Emergency Operations Center.
- Secures required waivers from the insurance company to commence clean up or repair needed throughout the emergency.
- Arranges inspection site visits requested by insurance company.
- Continually updates the emergency coordinator on insurance proceedings.
- Process all claims related to the emergency through the business services office.
- Maintains internal/external contact information list specific to responsibilities.

Facility Services Department Managers/ Supervisors: Coordinates damage control assistance for the following service request to be performed.

- Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- Provide vehicles, equipment and operators for movement of personnel and supplies; assign vehicles as required to the emergency response team for emergency use.
- Obtain the assistance of the utility companies as required for emergency operations.
- Furnish emergency power and lighting systems as requested.
- Survey habitable space and relocate essential services and functions.
- Provides fuel, for emergency generators and other assigned equipment.
- Provide storage of vital records at an alternate site support.
- Spill prevention control.

Chemical Hygiene Officer.

- Monitor all environmental health and safety reports related to the University's Chemical Hygiene Plan.

Faculty and Staff: Each faculty member, staff and administrator has the following responsibility to:

- Educate students and/or employees university emergency procedures, as well as evacuation procedures for their building and/or activity.
- Review Emergency Preparedness Reference Guide containing evacuation procedures should be conducted the first class of each semester.
- Inform students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
- Report all safety hazards to facility services. Work requests/orders to reduce hazards and to minimize accidents should be promptly submitted to facility services at Ext. 8430.

External Resources: In the event, University and local response agencies are unable to adequately mitigate the incident. The Niagara County Emergency Services Director or his/her designee may request State resources.

Recovery Section

Once immediate lifesaving activities are complete, the focus shifts to assisting individuals, critical infrastructure and business in meeting basic needs and returning to self-sufficiency. Even as the immediate imperatives for response to an incident are being addressed, the need to begin recovery operations emerges. The emphasis upon response will gradually give way to recovery operations. Depending on the complexity of this phase, recovery and cleanup efforts may involve significant contributions from all sectors of our society.

- Short-term recovery is immediate and overlaps with response. It includes actions such as providing public health and safety services, restoring interrupted utility and other essential services, re-establishing transportation routes, and providing food and shelter for those displaced by the incident. Although called “short term”, some of these activities may last for several weeks.
- Long-term recovery, which is outside the scope of the initial Framework, may involve some of the same actions however may continue for a number of months or years, depending on the severity and extent of the damage sustained. For example, long-term recovery may include the complete redevelopment of damaged areas.

Recovery from an incident is unique, depending on personal impact, amount and kind of damage caused by the incident and resources available. The Emergency Coordinator along with Crisis Response Team personnel need to assure the following areas have been addressed.

- Identify human needs and available mental health counseling resources.
- Address care and treatment of affected persons.
- Provide accessible housing and promote restoration.
- Inform campus community of restoration activities, to prevent unrealistic expectations.
- Incorporate mitigation measures and techniques, as feasible.

Damage Assessment Team:

- The Crisis Response Team will assemble internal and external Subject Matter Experts based on incident type.
- Subject Matter Experts report per NIMS through appropriate Section Chief as determined by type of incident.

When disruption of campus / business continuity occurs due to an emergency, and until the situation is stabilized, continuation of activities must be a priority. Department(s) impacted may be requested to assist Niagara University's Damage Assessment Team in determining their appropriate damages and losses, in order to prioritize recovery efforts. If damage appears to be criminal in nature which may warrant further investigation, the designated Campus Safety Officer in charge and/or Incident Commander will communicate and collaborate with local police, state and/or Federal Law Enforcement officials having jurisdiction for further assistance.

All damage assessment reports will be submitted to the Emergency Operations Center and/or Facilities Director for evaluation. In order to determine actions required to continue normal operations, an evaluation of damages (assessing building safety and securing unsafe buildings) must be conducted prior to building reopening. In the event a building where classes are held is declared unsafe, the Provost/Vice President of Academic Affairs will assist with identifying and rescheduling of academic space.

Damage reimbursement cost will be based on final damage assessment reports. Coordination of available reimbursement cost will be reviewed by subject matter experts and authorized by the Chief Financial Officer.

Emergency Coordinator will be responsible for:

- Development and over-site of the damage assessment program.
- Coordinating damage assessment activities at the campus during and following an emergency.
- Designate a Damage Assessment Officer, who will be best suited for conducting the assessment based on his/her knowledge regarding the situation at hand.

Crisis Response Team members, affected departments, as well as the local municipality, (Town of Lewiston Fire Marshall), will cooperate fully with Niagara University's Emergency Coordinator in damage assessment activities including:

Information Systems Team: Director of Information Technology or Assistant Director is responsible for the overall coordination of all vital records systems.

Data Recovery Team: Depending on the incident the Emergency Director will designate and assign a Data Recovery Team.

Emergency Payroll Operations: Niagara University contracts with Automatic Data Processing, a third-party administrator that handles paycheck processing. In the event of a crisis that prevented the Buffalo office from processing Niagara University's data to meet payroll, another Automatic Data Processing office would handle the work and pay would be prepared on time.

Unless there is a driving ban, Automatic Data Processing does not close. Therefore, drivers would still be available to make deliveries and pick-ups, as scheduled, to meet pay cycles. In the event a driving ban prevented Automatic Data Processing from delivering payroll checks to Niagara University, Automatic Data Processing would mail them.

In all likelihood, the Niagara University payroll office would not close unless a driving ban prohibiting travel were in effect or the university has closed due to inclement weather.

If a disaster at Niagara makes it impossible to process payroll, ADP can prepare paychecks based on the previous pay record. It is also possible for the appropriate University personnel to go to Automatic Data Processing Buffalo office to process the payroll or individual has capability to process from home.

If the University closes on a payday, a payroll processor will come in to get the payroll deposit stubs and checks to the post office for mailing. If they cannot come in to the office, paychecks will be mailed as soon as possible. (Since most employees have direct deposit, this will not be a hardship for the majority of faculty and staff.) In emergency situations, the only guarantee of being paid on payday is direct deposit.

Reconstruction

In the event of a Federal Declared Disaster, mitigation funding may be available thru Federal Emergency Management Agency to reimburse losses that occurred during this disaster including pre-mitigation actions that may be beneficial in preventing future losses to buildings and/or area.

The Emergency Coordinator and/or Incident Commander in conjunction with the Chief Financial and Innovation Officer will be responsible for compiling all resource expenditure information and additional costs associated with reconstruction or facility repairs, including temporary housing or academic expenses. Expenses are to be recorded and sent to the appropriate State or Federal disaster relief agency for reimbursement via forms made available from these agencies.

EMERGENCY PREPAREDNESS REFERENCE GUIDE

In the event of a Campus Emergency, information will be provided by Niagara University's Mass Notification Network via the following means:

- NU Web page: www.niagara.edu
- On-campus e-mail and voice mail systems
- Automated text and cell-phone messaging
- Campus-wide digital signage
- Mass-notification speaker system

The following policies and procedures apply to actual and/or simulated exercises and shall be adhered to by all members of the university community, including those with special needs, vendors, invitees and guest.

Active Shooter:

Protect yourself first-by moving to a safe location, call Campus Safety.

How to **(react)** if Active Shooter is in your vicinity:

1. **Run** If there is an accessible escape route, attempt to evacuate the premises.
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Help others escape if possible and discourage individuals from entering the area
 - Follow instructions provided by Campus Safety / Law Enforcement
 - Keep your hands visible at all times
 - Wounded individuals will be treated and/or moved by trained emergency personnel
2. **Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. **Your hiding place should be:**
 - Out of the active shooter's view
 - Hiding place should provide protection if shots are fired in your direction (i.e. office / room with closed locked door)
 - Lock all door(s) or blockade the door with heavy furniture
 - Silence your cell phone **(do not turn off)**
 - Turn off other sources of noise (i.e., radios / televisions)
 - Hide behind large items (i.e., cabinets / desk) **REMAIN QUIET**
3. **Fight:** As a **last resort**, and **only when your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter
 - Acting aggressively as possible against active shooter
 - Group actions may be more successful than an individual effort(s)
 - Throw items and improvise weapons
 - Yelling can be used as a manner of distraction

Bomb Threat:

If you receive a bomb threat, find out as much as you can about the caller and bomb location.

- Keep talking to the caller as long as possible and record the following:
- Caller ID and time of call
- Estimated age and sex of caller
- Speech pattern, accent, possible nationality
- Emotional state of the caller
- Background noise

Call Campus Safety

- Do not touch the object, open drawers, cabinets, or turn lights off
- Niagara University's Mass Notification Network will provide emergency evacuation instructions
- In the event the fire alarm has sounded, walk quickly to the nearest marked exit, alert others to do the same
- Assist people with disabilities to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and/or Campus Safety may also assist with the evacuation of people with special needs. It may be that individuals with special needs will be led to the nearest stairway (away from the problem area)
- Once outside, move to a clear area at least 500 feet away from the affected building (s) Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews
- Do not return to an evacuated building until the "all-clear" is given by emergency personnel

Building Evacuation:

Evacuation notices are posted in main building entrance area. In the event it is deemed necessary by the Emergency Coordinator, individuals evacuating a building are asked to report to a safe location outside of building, referred to as (immediate assembly area). Depending on complexity of incident and/or inclement weather conditions, individuals will be instructed to relocate to a safe area, (intermediate assembly area). In the event a long term displacement should occur, individuals will be directed to move to the Kiernan Center (primary shelter area).

- Building evacuations will occur when a fire alarm sounds and/or upon verbal/electronic directives given by Campus Safety or Emergency Coordinator
- When the fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Safely proceed to assembly area
- When the ability to evacuate the building is restricted, making your exit impossible, one should seek refuge in nearest enclosed stairwell furthest from the incident
- Once outside, remain at the assembly area site until emergency personnel are able to account for all building occupants. Further directions will be provided while at the assembly area
- Do not return to an evacuated building until the "all-clear" is given by emergency personnel

Campus Evacuation:

Should an emergency require a campus evacuation the following procedures will be implemented:

- The Emergency Coordinator or his/her designee will announce evacuation orders, via Niagara University's Mass Notification Network
- All individuals are to vacate the site in question immediately and relocate, as directed
- The University community may be asked to assist in providing transportation for individuals needing transport
- Evacuation updates will be provided via Niagara University's Mass Notification Network
- If you are off-campus when a full campus evacuation is implemented, do not report to the University

Dam Failure:

In the event of a reservoir (dam) failure, at the New York Power Authority, Niagara University's Mass Notification Network will advise those affected to immediately seek shelter.

- If outdoors, you should seek shelter in the nearest multi-story building (second floor and above)
- Individuals in single story buildings should immediately relocate to the nearest multi-story building
- Individuals in a multi-story building should immediately relocate to the (second floor and above)
- Stay away from windows and keep doors closed
- Do not attempt to use your vehicle for a shelter and/or attempt to drive thru flooded area
- **REMAIN CALM** and listen for further instructions

In the event of failure of the reservoir dam at the New York Power Authority or other potentially hazardous situations arising from the power plant, Niagara University's campus safety office will be notified by New York Power Authority as to the following:

- Type of emergency situation;
- Nature of the incident, location, and time of occurrence;
- Estimate of the area of possible flooding. (Agencies will be advised to use inundation maps contained in the NYPA manual, Part 1 Section H., as a guide);

In the event New York Power Authority notifies Campus Safety that the Lewiston Pump Generating Plant is in an emergency situation, Niagara University would be directly affected. Campus Safety's primary responsibility would be to activate NU's Mass Notification Network in order to advise everyone who may be affected to seek shelter in the nearest multi-story building (second floor and above) and to remain there until the area is deemed safe by emergency personnel. Campus Safety will communicate and cooperate with the instructions of local law enforcement and emergency response teams that would be deployed. Campus safety will put the university emergency response

notification plan into effect as necessary. Individuals located in *single story buildings will be directed to seek shelter in the nearest multi-story facility, (second floor and above).*

Earthquake:

In the event of an earthquake, Niagara University's Mass Notification Network will advise the University community.

During the earthquake: **(When you are Indoors)**

- Remain inside the building, Do Not Use Elevators
- Take cover under a desk, sturdy piece of furniture and hold onto it for support until the ground stops shaking
- Seek cover against an interior wall and protect your head with your hands and arms
- If you are taking cover beneath sturdy furniture, hold on to it Stay away from windows, hanging objects, tall furniture, bookcases, and filing cabinets
- Individuals with wheelchairs should remain in their wheelchairs, move to cover, if possible, lock the wheels and protect the head with the hands
- If you are in a high-rise building, remain on the floor you are on

During the earthquake: **(When you are outside)**

- Move to an open area, away from trees, signs, street lights, buildings, electrical wires, or poles
- Once in the open, stay there until the shaking stops
- If on a sidewalk near a building, duck into a doorway covering the head with the hands to protect from falling debris

After the earthquake:

- Expect aftershocks, they may be as strong or stronger than the initial quake
- Listen to and be sure to follow all emergency orders given
- Niagara University's Mass Notification Network will provide updated emergency information

Explosion, Aircraft Crash on Campus:

- Immediately take cover under tables, desks or other shelters that will provide protection against falling glass or debris
- Activate the fire alarm, if necessary, or when directed to do so
- When the fire alarm is sounded, or when told to leave by emergency personnel, walk quickly to the nearest marked exit and ask others to do the same
- Assist people with special needs to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and/or Campus Safety may also assist with the evacuation of people with special needs. There could be times, special needs individuals could be led to the nearest stairway, away from the problem area
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and emergency personnel. Know your area assembly points
- Follow directives provided by emergency personnel
- A campus Incident Command Post (ICP) may be set up near the disaster site. Keep clear of the ICP unless you are requested to enter the area
- **Do not return** to an evacuated building until the **"all-clear"** is given by emergency personnel

Fire: FIRST, activate the building fire alarm then call Campus Safety.

- Know the location of fire extinguishers, fire exits, and alarm systems in your area
- Evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS**
- When the building fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same. If door is hot, do not open look for alternate exit
- Assist people with special needs to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and/or Campus Safety may also assist with the evacuation of people with special needs. There could be times, special needs individuals could be led to the nearest stairway, away from the problem area
- Once outside, move to a designated assembly area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews
- Follow directions given by emergency personnel
- An Incident Command Post (ICP) may be set up near the emergency site. Keep “clear” of the ICP unless you are requested to enter the area
- Do not return to evacuated building until the “all-clear” is given by emergency personnel
- If you become “trapped” in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
- If possible, placed a soaked piece of clothing at the bottom of the door to prevent smoke from entering the room, if there is no window, stay close to the floor, where the air is less toxic. Shout at regular intervals to alert emergency personnel of your location.

Hazardous Material Release:

In the event of a hazardous material release in the vicinity of the University perform the following:

- Seek shelter indoors
- Close windows and doors
- Turn off window air conditioner units
- Call Campus Safety
- Check Niagara University’s Mass Notification Network for further instructions

In the event of a hazardous material release in a building:

- Call Campus Safety
- When reporting the incident, be specific about the nature of the involved material and exact location
- Anyone who may have been exposed and or contaminated by the spill, should evacuate to a safe area, is to avoid contact with others as much as possible (remain in the vicinity) and give his/her name to campus safety upon arrival
- If the fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same
- Assist people with special needs to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and or Campus Safety may also assist with the evacuation of people with special needs. There could be times, special needs individuals could be led to the nearest stairway, away from the problem area

- Once outside, move to a clear area away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel
- A campus Incident Command Post may be set up near the emergency site. Keep clear of the Incident Command Post
- Do not return to an evacuated building until the “**all-clear**” is given by emergency personnel

Medical: Medical Emergency occurs when an individual exhibits any of the following symptoms and/or conditions:

- Loss of consciousness
- Difficulty breathing
- Bleeding profusely
- Chest pain

IMMEDIATELY CALL an AMBULANCE

From a campus phone 9-911 or cell phone 911

AND

Campus Safety @ ext. 8111 or (716)-286-8111

Shelter in Place:

Shelter-in-Place means taking immediate shelter wherever you are. Emergency Personnel will advise or require you to shelter-in-place during rare instances, (i.e. police action in the area, environmental hazard or weather related event), which do not pose a direct threat to all individuals inside campus buildings.

Niagara University’s Mass Notification Network will be used to notify the campus community.

- Seek shelter in the nearest appropriate room or office, advise others with you to do same
- Ensure anyone in your area with special needs is assisted
- Listen for and follow further instructions
- Do not leave building until instructed to do so and/or “**all clear**” is given by emergency personnel.

Student Unrest:

In the event any demonstration becomes disorderly, disrupts any regular or essential operation of the university, or if there is a potential threat of violence from the participants and or bystanders.

- Do not become involved with disorderly demonstrations
- Distance yourself from the demonstration area and participants
- Niagara University’s Mass Notification Network will provide updated emergency information

In the event a student demonstration becomes disorderly, disrupts any regular or essential operation of the university, or if there is a potential threat of violence from the participants and or bystanders, the following procedures must be followed:

- Associate Vice President for Student Affairs & Institutional Effectiveness and or designee will attempt to talk with the leaders of the demonstration and provide reasons why the protest must end.
- Campus Safety will respond to, monitor and contain the demonstration area. Campus Safety may also request the use of videotapes for the gathering of documentation purposes.
- Campus Safety must stay on scene for the duration of the protest.
- Failure of the protest group to disband upon request may result in Campus Safety calling for assistance from outside law-enforcement agencies i.e., Lewiston Police, Niagara County Sheriff's Department and/or New York State Police to assist campus safety. This decision and call will be made by the Incident Commander at the scene.
- Any criminal charges will be conducted by law-enforcement officials.
- Dean of students will follow up with any university judicial action required.

Threats of Violence:

If you suspect, see actions or hear something that indicates and/or poses a threat of physical harm, property damage, harassment, or violence, this information should be immediately reported to one of the following:

- Campus Safety
- Immediate Supervisor
- Human Resource Department
- Residence Hall Staff
- Dean of Students

Tornado:

In the event of a tornado warning, Niagara University's Mass Notification Network will advise the campus community and/or area to be affected. **REMAIN CALM**

If you are outdoors:

- Seek shelter in the nearest substantial building
- If there is no shelter nearby, lie flat in a ditch or low spot with your hands shielding your head
- Do not try to out-run a tornado in your car

If you are in a building:

- Go to an interior room or hallway on the lowest floor
- Do not use the elevators, use the stairs
- Stay away from large open areas and windows
- Get under something sturdy or cover your head with your hands and/or other protective items

Utility Failure:

In the event of a building wide utility failure, notify Campus Safety and perform the following:

- **Electrical Failure:** Unplug or turn off all electrical equipment including computers
- **Elevator Failure:** If trapped in an elevator, use the elevators emergency phone to notify Campus Safety
- **Gas Leak:** Cease all operations, evacuate building. **DO NOT SWITCH LIGHTS ON OR OFF**
- **Steam Line Failure:** Go to a safe area
- **Ventilation Problem:** Smoke and/or odors coming from ventilation system, go to a safe area
- **Plumbing Failure:** Cease using all electrical equipment, turn off all faucets and/or plumbing fixtures, and go to a safe area
- Do not return to the evacuated area until the “**all clear**” is given by emergency personnel

Violent Aggressor: If you are being physically attacked, call Campus Safety:

- Yell or scream—Try shouting words like **STOP** or **HELP**
- Escape and run, if you can, to the most visible populated area
- If the attacker attempts to pull or drag you, fall to the ground and roll
- Ask bystander(s) to call Campus Safety / Law Enforcement
- If they reach for your personal belongings, **DO NOT RESIST**. Throw the item(s) to the ground several feet away and run in the opposite direction
- **DO NOT CHASE** the attacker
- Immediately report incident to Campus Safety, regardless of severity

If you are being robbed: DO NOT PUT YOURSELF AT RISK---- give them whatever they are asking for.

- **REMAIN CALM**
- Listen carefully to what the robber says. Do not volunteer information
- Tell the robber that a friend will soon be entering the area. Do not surprise the robber
- Do not stare or gaze too long at the person robbing you
- Do not delay, argue, or look for a weapon to use against the robber
- Do not chase or impede the robber from exiting the area
- Immediately report incident to Campus Safety
- Give the Campus Safety your name, where you are located, and a description of the robber and vehicle
- Do not touch any surface area(s) that the robber may have touched

Weather Emergency:

The campus community will be notified of weather related emergency information including campus closures. Notification methods are as follows:

- Niagara University’s Mass Notification Network
- Local TV and Radio stations

During any weather related event, students and employees should adhere to road condition warnings and/or travel advisories issued, before making their decision to travel.

The Senior Vice President for Operations and Finance (emergency director) or, in absence of, the Executive Vice President or, in absence of, the Chief Financial and Innovation Officer or their designee will notify the community that the institution is closed. All nonessential personnel are requested to leave campus or not to report to campus. Essential Responders and/or Essential Trained Personnel – including, but not limited to, Campus Safety, Facility Services, food services, and residence life staff - are to remain or report as directed.

- Facility services (grounds department) will activate the snow removal procedure. First priority will be to keep access to the university open for emergency vehicles.
- If there is potential danger to building occupants, or if utility failures occur (heat, electric, hot water), notify campus safety at Ext. 8111.
- Activity outside the affected building(s) should be limited, especially at night, unless otherwise directed.
- If necessary assist those with disabilities within the building.
- To the extent possible, campus safety will assist in the transportation of essential employees (food services, health services, and facility services) to and from the university, as motor vehicle equipment allows.
- In a major emergency or disaster, Campus Safety is to relate concerns or problems concerning the emergency through the emergency operations center unless instructed to the contrary.

COVID-19 OUTBREAK MANAGEMENT (as outlined in the Niagara University of Ontario's [COVID-19 Readiness Plan](#))

Each confirmed case of COVID-19 is investigated and managed by the local public health unit. Depending on the investigation, such as if there are epidemiological links demonstrating possible transmission within the premises, the public health unit may declare an outbreak.

If Niagara University learns of an individual who has tested positive for COVID-19, the Institution shall instruct the individual to start self-isolating and will as required by law, contact York Region Public Health to report the case. If notified by York Region Public Health of an outbreak at the Vaughan campus, Niagara University will implement its outbreak management plan and follow public health direction.

The Ontario team that will oversee Niagara University's COVID-19 preparedness and response in the event of known cases or an outbreak include:

Dr. Vince Rinaldo – Vice President Ontario Administration

Ms. Carmela Vitale – Assistant Director Faculty of Education

Ms. Monica Navascues – Director, Recruitment and Business Development

Ms. Yasmeen Shubber – Services Coordinator Ontario.

The Vice President for Ontario Administration will serve as the COVID-19 contact point person for York Region Public Health and the designated central point person as required for investigating and managing COVID-19 cases involving the Vaughan campus.

The Vice President for Ontario Administration's contact information is:

vrinaldo@niagara.edu

Office phone: (905) 294-7260 ext. 1101

Cell: (716) 286-8459

Students who develop symptoms while on campus will:

- Be instructed to return to their residence to self-isolate and seek medical care, which may include testing for COVID-19.
- During this quarantine period, individuals will be instructed to adhere to all quarantine rules, to avoid taking public transportation and to seek medical care; in the case of international students, private transportation will be arranged by Niagara University.
- If not able to drive, or if public transportation was used, the individual will be escorted to and isolated in Room 103 by a senior staff member who will wear appropriate PPE and ensure:
 - That the person is segregated and not allow others to enter the room.
 - That the VP for Ontario Administration is been informed.
 - That the person does not leave their mask in the common area(s) and inform them of proper method of disposal for their mask.
 - That private transportation is arranged to take the student home.
 - Anywhere the individual is likely to have touched is cleaned and disinfected.
 - That a standard Health and Safety Incident report is completed as soon as possible
 - That once the individual has left the facility, the room will be immediately cleaned and disinfected.
 - The University will keep in regular contact with the individual in isolation to confirm that they are in appropriate accommodations to quarantine and that they have access to basic needs (food/sanitation services) and appropriate medical support/ COVID-19 testing.
 - If a student or staff requires accommodations to quarantine, the University can arrange for accommodations at a local Vaughan hotel either the Spring Hill Suites by Marriott Toronto Vaughan, or the Courtyard by Marriott Vaughan) along with and a daily food plan (breakfast, lunch, supper) for a daily fee of \$320 or \$4,500 for 14 days.

Contact Tracing

- Faculty will take attendance at the beginning of each class to enable contact tracing to be reported to the regulatory bodies should a person test positive for COVID-19.
- The Medicat application further provides evidence for contract tracing.
- Upon entrance to the building individuals will scan the AReveryware sign which will further record who was present on any given day.
- Niagara University Health Services will work in partnership with York Region Public Health and the Province in the contact tracing of COVID -19.

Food

- During this time of uncertainty, catered functions will not be permitted on site.

- Students who wish to eat on site are required to eat at their seat in their classroom. Trash must be disposed of into the appropriate container in the classroom. Students are also required to use sanitizing wipes to clean their tables when they have finished eating.
- Students who use the microwave will be required to use a sanitary wipe to clean the keypad and handle of the microwave after each use.

Room Configuration

1. Table and chair configurations in the classrooms will be arranged in accordance with regulations established at the provincial and federal levels and in concert with best practices provided by regulatory bodies in the health professions.
2. Rooms will be configured in accordance with the 2-metre (6-foot) social distancing requirement to ensure the university is meeting and maintaining a safe environment.
 - a. The maximum number of tables and chairs, in any room will be fixed in accordance with room sizes and suggested maximum capacities to allow for appropriate distancing.
 - b. Each table will seat a maximum of one student
 - c. Excess room furniture including tables and chairs will be collapsed and removed from usable space.
 - d. Tables and chairs are to remain static and are not to be moved.
3. Once established, room configurations are to remain static and under no circumstances are they to be reconfigured by staff, faculty or students.
4. Classroom doors will be propped open during the day to limit the touching of door handles.

Meetings and Advisement

- All meetings including those at the department, and faculty levels should be held virtually
- Student faculty meetings, including advisement, where possible, should be held virtually.
- In situations where a faculty member is required to meet with a student privately, rather than in the faculty member's office, the meeting should take place in the conference room, where social distancing of 2-metres (6-feet) can be maintained and where a table shield has been installed for additional protection.
- The meeting room capacity will be capped at a maximum of three persons.
- Counseling Services will be provided through tele-counseling rather than face-to-face on the premises.

Common Spaces

1. All gathering in common areas is discouraged during the COVID-19 crisis.
 - a. Common space will be closed. This will include lounge areas.
 - b. The area between the washrooms which includes seating and machines, and the table and chairs outside of the electrical/LAN room will be removed as these areas cannot be adjusted in a manner that enables 2-metre distancing
 - c. The faculty/staff meeting area will no longer be available as it is not possible to maintain 2-metre social distancing.
 - d. Hallways will remain out of bounds for gathering during breaks and over the lunch hour as the requirement to maintain 2-metre social distancing is not possible.

Facilities

Workspace

1. Additional precautionary measures which have been taken include:

- a. Clear plexiglass screens have been installed for front desk, in the meeting room and in between sink areas in the men's and women's washrooms.
- b. Washrooms will be limited to persons at a time in order to maintain social distancing of 2-metres.
- c. A total of seven (7) free standing hand sanitizer dispensers have been placed by the front and rear doors, in each outer classroom, and in room 112/113
- d. Hand sanitizer bottles are located in the administrative area.
- e. A total of seven (7) wall-mounted dispensers for sanitizing wipes have been placed by the front and rear doors, in each outer classroom, and in room 112/113
- f. Sanitizing wipes are available in the administrative area.
- g. The water fountain should be used only as a bottle filling station – all persons should bring a water bottle that can be filled at the station so as to eliminate use of the drinking fountain.
- h. A microwave has been placed in classrooms 104 and 101.
- i. Meetings with individuals whose offices are in the administrative area, will require appointments as the space is limited and 2-metre social distancing needs to be assured.
- j. Student will remain in their classrooms and instructors will move from class to class to limit the number of people in the hallways between classes.

HVAC

- In addition to regular maintenance, the filters at the Vaughan campus have been upgraded and the HVAC units within the leased space adjusted to enable filtration at a MERV 13 level, in keeping with commercial purposes of the building.

Niagara University, in concert with Cortel Group and the YRSCC 1323 facilities management team, will work diligently to make sure that air filters are replaced consistent with a preventative maintenance program already in place.

Cleaning

1. The cleaning schedule will be adjusted in accordance with the following
 - a. Disinfecting of the premises including classrooms, washrooms and offices in the evening and mid-day
 - b. Cleaning solutions will be adjusted to ensure standards that are in keeping with protections against COVID-19
2. Additional protocols have been established for cleaning of washrooms.
3. Our cleaning provider, Arelli Cleaning, offers exceptional skill and expertise in cleaning solutions. Their Enhanced Cleaning and Disinfecting Protocol was developed specifically in response to the COVID-19 pandemic with a goal of providing an exceptionally pristine and healthy environment that mitigates the risk of infection. The two-step process includes both cleaning and disinfection.
4. To provide the university community additional assurance of a healthy work environment, cleaning supplies, such as disinfecting wipes, will be made available throughout the campus for use, as desired, in work spaces and on office equipment, desks, and classroom tables.

Continuity of Education Plan (CEP)

In a situation where in-person classes and on-campus operations need to be suspended such as by a directive from York Region Public Health or Ontario's Chief Medical Officer of Health, Niagara University will implement its Continuity of Education Plan (CEP) procedures, as outlined below, to minimize disruption as much as possible.

Notice of the implementation of the CEP will be provided to students, faculty and staff via their Niagara University email account as soon as possible and posted on Niagara University Ontario's website and social media channels. Along with notification that the CEP has been implemented, additional information on how certain services can be accessed and the estimated duration of the CEP will be provided.

As all classes are currently offered online for the fall 2021 term, if on campus operations are suspended, there should be limited impact on educational programs with class times remaining unchanged. However, if any educational programs or related activities such as sessions, tests, examinations or presentations will be impacted, students, faculty and staff will be advised via their Niagara University email account as soon as possible with revised instructions or alternative options.

Administrative and Student support services are currently available online and will continue to do so if on campus operations are suspended. However, if any administrative or student support services will be impacted, students, faculty and staff will be advised via their Niagara University email account as soon as possible with revised instructions or alternative options.

Niagara University officials under the direction of Vince Rinaldo, Vice President for Ontario Administration, will continue to monitor the situation and make any necessary revisions as required. Students, faculty and staff could check their Niagara University email account regularly or the Niagara University Ontario web site or social media channels for up-to-date information.

Questions can be sent to xxxxxxx@niagara.edu or (905) 294-7260 ext. xxxx.

In case of emergency, please contact the Campus Safety Department at **(716) 286-8111** or safety@niagara.edu for assistance. **The Campus Safety Department operates 24 hours a day, seven days a week.**

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