Emergency Response Plan

This Emergency Response Plan was developed for the Marlboro College community to respond to situations that threaten students, faculty, staff or property of the College. The following document outlines a framework for determining the level of response and provides contact information and protocols for a variety of events. Though the framework uses “Steps,” each situation is unique and some deviation from the “Steps” is to be expected. Emergency situations are not equal. Different levels of response and different personnel may be required depending on the nature and severity of the incident.

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General Crisis Response

Once you have contacted 911, *611 or the Student Life Coordinator (SLC), please follow their instructions for what to do next.

Life Threatening Emergency

➢ Step 1 – Dial 911.
  ▪ The 911 System is linked to fire, rescue and police departments.

➢ Step 2
  ▪ Business Hours – Dial *611
    (Monday-Friday 8:30am-4:30pm)
      ▪ This will contact the on-campus emergency personnel. Callers should report the location and description of the emergency, and that 911 was called.
  ▪ Non-Business Hours, Weekends & Holidays – Page the SLC at 1-877.730.6051
    (4:30pm-8:30am weekdays and all day on weekends and holidays)
      ▪ Please report the location, description of the emergency, and that 911 was called.
Non-Life Threatening Emergency

➢ Step 1
  o Business Hours – Dial *611
    (Monday-Friday 8:30am-4:30pm)
    Callers should report the location and description of the emergency.
  o During Non-Business Hours, Weekends & Holidays – Page the SLC at 1-877.730.6051
    (4:30pm-8:30am weekdays and all day on weekends and holidays)
    Callers should report the location and description of the emergency.

Sexual Assault, Interpersonal Violence and Stalking

➢ If you have experienced Sexual Assault, Relationship Violence, Domestic Violence or Stalking, find a safe location away from your attacker (it need only be temporary) and call for help.
➢ For 24/7 confidential assistance, contact the campus Survivor Advocate at pager 802-742-4705 or office phone 802-258-9222.
➢ If you are in imminent danger, call 911. All survivors of sexual crimes are welcomed to, though not required to, file reports with law enforcement agencies.
➢ For information about the Sexual Misconduct policy visit: [https://nook.marlboro.edu/public/governance/handbooks/sexual_harassment](https://nook.marlboro.edu/public/governance/handbooks/sexual_harassment)

Emergency Contact Information: All enrolled students at the College, regardless of their living circumstances, should designate an emergency contact person. Every student (resident and non-resident) has their own student account and may enter or change, under personal information/address, a designated emergency contact person at any time by updating their contact information. Students should update their personal information at the beginning of each academic year and are solely responsible for the accuracy of the information provided and updating the information when needed.

➢ To complete the Emergency Contact Information Form go to: [https://nook.marlboro.edu/public/incoming/welcome](https://nook.marlboro.edu/public/incoming/welcome) and click on “Emergency Contact” under Health Information.

Crisis Alert Notification System (AMG): The Director of Housing and Residential Life will contact all new community members asking for their preferred method of emergency notification (text, email or phone) via AMG alerts. A notification will be sent out to update this info twice a year.

When an emergency calls for all-campus notification, the following will take place:
• A text message, email or phone message will be sent according to what you signed up for with AMG Alerts.
• The website will be updated with any pertinent information.
• An e-mail will be sent to all marlboro.edu addresses.
• The Dining Hall will become the central hub for communication. An “Emergency Board” will be set up with pertinent information and a member of the Senior Staff of the College (or their designee) will be stationed there until the emergency has been resolved.

*611: When you dial *611 during business hours, a call is placed to the Total Health Center, the Director of Plant & Operations, the Dean of Students, the Director of Housing and Residential Life, the Chief Planning and Budget Officer and the College Receptionist. Dialing *611 enables you to talk via an open conference call to these individuals so that response to the emergency may begin immediately. If you have already called 911, please inform the individuals on the line that this has occurred.
Public Relations: In order to coordinate information dissemination in the most effective manner possible, refer all press inquiries to the Director of Marketing and Communications at (802) 251-7644.

Accident – College Owned Motor Vehicle

- Step 1 – Dial 911. The 911 System is linked to fire, rescue and police departments.
- Step 2 – If possible, secure vehicle, position flares at a safe distance from crash scene and display other appropriate warning devices.
- Step 3 – Ensure passengers remain in vehicle if it is safe to do so or move passengers away from the scene of the collision.
- Step 4 – Page the Director of Plant Operations at 802.742.1653 and call the Fleet Manager at 802.579.9321.
- Step 5 – Get names and addresses of any witnesses to provide to campus and law enforcement officials. If the accident involves another vehicle, collect insurance information if applicable.

Bomb Threat

- Step 1 – Record all vital information, including:
  - The Caller ID number
  - The location of the device.
  - The time, if any, the device is scheduled to go off.
  - The appearance or type of container used for the device.
  - The reason for placing the device.
  - The size of the bomb.
  - The type of explosive used in the device.
  - The name of the caller or organization taking responsibility.
  - Any additional information that might be available.

- Step 2 – If possible, note the following information
  - Caller’s Distinctive Voice
  - Caller’s age
  - Caller’s gender
  - Any background noise heard during call
  - Caller’s mental state
  - Write down the Caller ID number

- Step 3 – Call 911.
- Step 4 – If this occurs during Business Hours, call *611 to alert the Emergency Team. If it’s after hours, weekends or a holiday, page the SLC at 1.877.730.6051.

If you see a suspicious object or a potential bomb, DO NOT HANDLE THE OBJECT. Clear the area and dial 911 and then either *611 (business hours) or page the SLC at 1.877.730.6051 (after hours, weekends, or holidays). Inform them that 911 has been called.

If there is an explosion:
1. Immediately take cover under sturdy furniture
2. Stay away from the windows
3. Do not light matches
4. Move well away from the site of the explosion to a safe location
5. Use stairs only, do not use elevators

Administrative Response:
- The Crisis Alert Notification System will be enacted.
• The building in question will be evacuated (see Appendix I and II for predetermined safe zones). When evacuating the building, only use stairs. Do not use elevators. Move well away from the building and follow the instructions of emergency personnel at the scene.

**Critical Injury and/or Death**

- **Step 1 – Call 911.**
- **Step 2 –** If this occurs during Business Hours, call *611. If it’s after hours, weekends or a holiday, page the SLC at 1.877.730.6051.

**Fire**

- **Step 1 – Evacuate (see Appendix I and II for predetermined safe zones).**
- **Step 2 –** Dial 911.
- **Step 3 -** If this occurs during Business Hours, call *611 and page the Fire Chief at 802.742.1647. If it’s after hours, weekends or a holiday, page the SLC at 877.730.6051 and the Fire Chief at 802.742.1647

**Gas Leak & Hazardous Spills**

- **Step 1 –** Cease all operations! Do not switch the lights or any electrical equipment on or off. Immediately page the Director of Plant and Operations at 802.742.1653.
- **Step 2 – Evacuate (see Appendix I and II for predetermined safe zones).**

**Hostile Individual/Intruder** When an individual in a campus building or on campus is actively causing deadly harm or the threat of imminent deadly harm to people.

- **Step 1 –** Immediately seek cover. Some recommendations:
  - Run away from the threat if you can, as fast as you can.
  - Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover.
  - If you are in a building, lock yourself in classrooms, dorm rooms, and offices as a means of protection.
  - Stay low, away from windows and barricade their door(s) if possible and use furniture or desks as cover.
  - Be aware of alternate exits if it becomes necessary to flee.
  - If possible, cover any windows or openings that have a direct line of sight into the hallway
  - If you decide to hide, take into consideration the area in which you are hiding. Will I be found? Is this really a good spot to remain hidden?
  - If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
  - If hiding or playing dead, do not give away your position or stand up until the Police give the all-clear sign.

- **Step 2 –** Dial 911. Give as many details as possible relative to location, number of assailants, means of aggression and other pertinent information. Do not sound the fire alarm to evacuate the building. People may be placed in harm’s way when they are attempting to evacuate the building.

• **Lock Down:** In the event that the campus is under “lock down” community members will be notified by text message, email or phone according to what they signed up for with AMG Alerts.
**Missing Student Policy and Protocol**

Anyone who believes a student to be missing for a period exceeding 24 hours should immediately report their concern to the Dean of Students (802.258.9238), the Director of Housing & Residential Life (802.258.9232) or a Student Life Coordinator (877.730.6051). Any report of a missing student will be fully investigated by appropriate personnel under the coordination of the Dean of Students. In order to determine if a student is missing, College officials will check a student’s card access records, class attendance, student residence, and use other methods to determine the status of a missing student. Marlboro College will notify appropriate local law enforcement agencies not later than 24-hours after the time a student is determined to be missing. If the student has designated an emergency contact person, the College will notify that individual as well.

*Note for students under age of 21: Suzanne’s Law requires law enforcement to notify the National Crime Information Center (NCIC) when someone between the age of 18 and 21 is reported missing, as part of the national “Amber Alert” bill. This Federal law is named for Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998.*

In compliance with the Federal Higher Education Opportunity Act, federal law, 20 U.S.C § 1092j, a student may identify an individual to be contacted by the College not later than twenty-four (24) hours after the time circumstances indicate that the student may be missing. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. For students under age eighteen (18) and not emancipated, Marlboro is required to notify the custodial parent not later than twenty-four (24) hours after the time the student is determined to be missing.

**National Disaster/Crisis** The Crisis Alert Notification System will be enacted. Instructions will follow.

**Nuclear Disaster/Attack**

- Step 1 – The Crisis Alert Notification System will be enacted.
- Step 2 – Evacuate to Dining Hall and Persons Auditorium. Once the assembly/shelter areas are filled, maintenance and security personnel will lock and attempt to seal doors and windows with duct tape and plastic. The HVAC system will be turned off and the dampers will be closed. Each assembly/shelter area is equipped with a medical/emergency supply kit. No one will leave the shelter areas until the president or designee has told you to leave.
Appendix I – RESIDENTIAL Building Evacuation Map to Predetermined Safe Areas

Residential students should evacuate their residence halls to these predetermined safe areas. Resident Assistants conduct a headcount of students from the residence hall and identify any missing students to the Student Life Coordinator and/or the Director of Housing and Residential Life. The name and location of any student not able to evacuate a building due to injury is given to emergency personnel.

#1 Out of the Way in front of building
#2 Marlboro Gardens Beginning of the path behind Howland to Dalrymple
#4 Howland East/West Dining Hall (yellow on map)
#6 Schrader Under the awning of the library
#7 Happy Valley Outside of the OP
#8,9 Random North/South Deck of the Campus Center
#10 All the Way Rock in front of Dalrymple
#11 Halfway In front of the dorm far enough out to be safe
#16 Hendricks House Lawn in front of dorm

MARLBORO NORTH IS NOT ON MAP: Collection is the Parking lot in front of building
Appendix II – ADMINISTRATIVE Building Evacuation Map

Individuals in these buildings should evacuate to these predetermined safe areas. Please let a Senior Staff person or the SLC know the names of anyone who is missing.

Collection Area: A
Baber (21)
Woodward (22)
Apple Tree (23)
Admissions (24)
Perrine (25)
Presser (26)

Collection Area: B
Brown Science Building (3)
Rice-Aron Library (5)
Dalrymple (12)
OP Building (13)

Collection Area: D (not shown)
Plant Operations Building (28)

Collection Area: C
- Whittemore Theater (19)
- Drury Gallery (19)
- Serkin Music (20)

Collection Area: F
Campus Center (14)
Dining Hall (17)
Mather (18)

Collection Area: E
Persons Auditorium (27)