



Bard Academy and Bard College at Simon's Rock

Emergency Operations Plan

Academic Year 2023-2024

Bard Academy and Bard College at Simon's Rock

Emergency Operations Plan

I. Purpose

This Emergency Operations Plan (EOP) is a guide and resource for the prevention, preparation, response to, and recovery from real or potential campus emergencies that may affect the students, staff, faculty, guests, or property of Simon's Rock. This document will provide guidance to staff and administration as they negotiate a campus crisis specific to our campus and community, as well as emergency situations affecting the entire Southern Berkshire region. This EOP also defines how the Emergency Response Team (ERT) coordinates its efforts with local emergency response personnel and their Incident Command.

This EOP guides the response of appropriate Simon's Rock personnel and resources during an incident. It is official EOP for Bard Academy and Bard College at Simon's Rock and supersedes previous plans and precludes employee actions not in concert with the intent of this plan or decisions made by members of the College's Provost Council. Nothing in this plan or decisions made by members that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan is effective immediately and may be amended at any time. A copy of this plan and subsequent updates will be forwarded to the Great Barrington Police and Fire Departments annually. The Director of Campus Safety and Emergency Planning will coordinate ongoing review and update of the plan with the ERT. All members of the Provost's Council and the ERT must review this document and its updates.

What is a crisis?

A crisis is any event that seriously impairs the safety and security of our community, or could potentially halt the normal operation of the Institution. A coordinated effort of all campus-wide resources as well as mutual aid from external emergency response services will be essential to effectively control a crisis situation. A crisis has a direct and immediate impact on the physical, emotional, or psychological well-being of the campus community and/or on the building(s) or physical plant, as a result of some action or incident that occurs on, near, or even off campus.

What does this response plan NOT cover?

The campus EOP is not designed for situations affecting only an isolated sector of campus or its community, or routine weather emergencies, Campus Safety procedures and individual departmental protocols are in place for handling these specific types of Level 1 emergencies.

Three levels of emergency response:

Level 1: The incident can be managed using normal response operations. To avoid escalation, members from the Campus Safety/Campus Life should respond to the scene of a Level 1 emergency to:

- Quickly assess the nature of the incident and determine whether further help is needed
- Gain control of the situation to avoid further escalation of the problem
- Isolate the area and the person(s) affected by the emergency from others whenever possible to prevent additional damage or injury
- One staff member should remain with a person in crisis at all times while the other staff member calls for additional support
- Assist in restoring calm and order
- Assist in the process of providing any necessary follow up medical or mental health support for anyone affected by the emergency
- Inform Physical Plant Department of damages and needed cleaning as a result of the incident

Level 2: A larger emergency requiring a standard emergency response from multiple campus departments in which the ERT may be partially activated. Selected ERT members can be notified at the discretion of the Provost or their designee in consultation with available ERT members. Outside emergency response agencies are utilized for the initial emergency response.

Level 3: The crisis cannot be managed using normal campus resources or standard emergency protocols. A coordinated, multi-department response is required. The ERT is fully activated with automatic response of all staff. Outside emergency response agencies are utilized for long term, often multi-day intervention. A campus state of emergency may be declared during a Level 3 crisis.

The recommendation to declare Level 3 crisis and activate the ERT can be made by the Director of Campus Safety and Emergency Planning in consultation with the Provost (or

designee), by the Chief of Police, or Fire Chief. Upon declaration of a Level 2 or Level 3 crisis, the Provost or the Executive on call, will determine which ERT members to activate and direct their activities.

II. Response Priorities

There are three levels of priority response for a campus emergency:

- I. Primary Response Objectives-Life/Safety
- II. Secondary Response Objectives-life support and facilities assessment
- III. Campus Restoration Objectives-Restoration of the academic and general ops

Priority I: Life and Safety

- Establish a communications network using available resources
- Inform all responding medical services of the location of the injured person or persons
- Evaluate hazards or other impediments to rescue efforts. Inform all parties
- Survey critical areas, evacuate, and secure areas as needed. Use available resources to control the incident scene or evacuate the affected area if necessary
- Appoint search and rescue teams and acquire transportation vehicles and equipment required for specific crisis
- Evaluate the conditions of utilities and shutdown or restore as appropriate and able
- Assess possible hazardous material spills and define procedures for cleanup
- Maintain order and secure facilities

Priority II: Life Support and Facilities Assessment

- Conduct a facilities survey for safe building occupancy; priority on residential units
- Identify and seal off contaminated areas. Identify usable housing structures and organize personnel and student moves as needed
- Identify food and drinking water supplies and confirm or establish distribution systems
- Establish a communications system with the campus community and advise everyone on a regular basis regarding availability of basic services

- Identify research materials, perishable, and temperature-sensitive substances and locations, animals residing on campus. Evaluate conditions. Make an assessment for any necessary relocations.
- Psychological Assistance: Establish a system to deal with cases where counseling is needed

Priority II: Restoration of Academic and General Operations

- All department directors must consult their Continuity of Operations Plan (COOP) to determine required needs to restore basic department functions.
- Identify, survey, and secure valuable materials
- Identify, survey, and secure all campus records

III. The Campus Emergency Response Coordinator (CERC)

The Director of Campus Safety and Emergency Planning, will act as the Campus Emergency Response Coordinator (CERC). The CERC will determine what additional support from employees and outside agencies will be required in any given situation and will delegate responsibilities to the team according to the crisis, coordinate activities of personnel, and initiate other emergency procedures.

When not already directed to do so through standard emergency operating procedures for a given emergency, the decision to lock down or evacuate the campus will be made by the CERC in consultation with the Provost, or their designee, and/or administrator on-call. The Provost or the Executive on Call, will be vested with full authority to order and direct lockdown, evacuation, searches, cancellations, reentry, and will be available to make necessary statements to the press.

Key campus personnel are identified in this plan in order to clarify their roles and functions before an actual crisis occurs. This plan will be activated in order to minimize loss of life and property and to insure the protection of the environment and institution. Communication with the campus community will be done by the designated Emergency Response Team member by use of the College Emergency Alert System (Finalsite Connect Notifications formerly BlackBoard) via telephone, email, and text, as well as word of mouth

IV: The Emergency Response Team

The Bard College at Simon's Rock Emergency Response Team comprises the following positions; Director of Campus Safety and Emergency Planning, Dean of Students,

Director of Campus Life, Director of Finance and Administration, Maintenance Supervisor, Dean of Studies, Dean of Faculty & Curricular Development, Director of Communications and Marketing, Director of the Wellness Center, Director of Dining Services, the Vice-Provost, and Provost. Others may be added or substituted depending on the situation. Campus emergency coordination will require close communication with the Great Barrington Police and Fire Departments and other mutual aid organizations.

- The ERT should meet as soon as possible after the initial emergency response is complete for the crisis. The ERT will establish an Emergency Operations Center (EOC). The EOC will be located in the Livingston Student Union unless otherwise indicated.
- Identify and analyze the crisis: Present and review all available information, team members briefly express opinions of the situation and discuss
- The ERT will develop a plan, and assign tasks in accordance with each team member's role.
- Periodic check-ins at the EOC should occur throughout the day to update all ERT members on individual team member's actions
- There will be ongoing review and modifications of the plan as the crisis unfolds

After the crisis, the ERT will meet to debrief regarding the crisis intervention and review what worked, what didn't, and what needs to be improved.

Roles of Crisis Response Team Members

All members of the ERT will be responsible for the following actions related to their departmental work:

- Gather data, input, advice, and information to assist in decision-making
- Coordinate the activities of their department and monitor their efforts throughout the crisis situation making modifications where needed
- Attend ERT meetings to assess progress, debrief, and plan

- Keep records of what has been done and distribute factual information to ERT as soon as possible
- Initiate and maintain contact with any outside agencies assisting their department's efforts
- Update Bard College counterpart of progress (where applicable).

Director of Campus Safety and Emergency Planning

- Serve as Campus Emergency Response Coordinator for any incident involving the entire College Community
- Initial Emergency Alert and Response-confirm protocols are in place and staff are trained to implement emergency alerts to the community and local emergency services, and respond effectively to a campus emergency
- Determine the appropriate level of Emergency Response (page 1) in consultation with the Executive on Call
- Inform needed ERT members of the emergency and where to meet
- Coordinate the setup of, and establish the appropriate location for, the EOC, provide members with the EOP, and COOP's, and other pertinent planning materials
- Schedule, and coordinate ongoing ERT meetings
- Keep the ERT focused on the Response Priorities (page 3)
- Act as liaison with responding emergency services and their Incident Command, State and local police, fire department, EMT's and medical personnel, FBI, MEMA, FEMA, Homeland Security, etc.
- Manage crowd control, and monitors unsafe conditions to assure personnel safety
- Manage the College's on-scene, crisis responders

- Coordinate the effort to secure the scene, interview witnesses, and document the incident. Work with other emergency agencies regarding MOU's
- Work closely with the Maintenance Supervisor in assessing life safety, environmental, and security issues, managing crowd control, traffic, and monitoring unsafe conditions to assure personnel safety.

Campus Life: Dean of Students in Collaboration with Director of Campus Life, Assistant Director of Campus Life, and Director of Wellness Center

- Responsible for elements of response related to the student body and works to provide shelter and housing for affected student population
- Implementation of evacuation, relocations, transportation, or alternative housing plans
- Recognizing the possible ongoing physical and/or mental health needs of individual students and organizing support through college resources
- Coordinate the effort to account for all students
- Ongoing communications with the students throughout the crisis
- Establish a place for Family Reunification at the Daniel Arts Center (unless alternative space is required) so parents can pick up their students. Monitor the release of students to parental custody, ensuring that students are released to a legal guardian if under the age of 18, and accounting for arrivals and departures for this space.
- **Wellness Center** will coordinate medication supplies with the Board of Health during an epidemic
- The College is a closed Point of Distribution (POD)
- We provide estimated medication need to the Town of Great Barrington and distributes medications appropriately with our medical staff
- Be aware of the possible physical and/or mental health issues of individual employees and offer support and resources where possible

Director of Finance and Administration in collaboration with the Director of Dining Services

- Oversee staff responses to and possible involvement in a campus crisis and manages resolution of employee problems caused by the crisis. Supports departments in the implementation of their Continuity of Operations Plan (COOP).
- Staff communications and notifications
- Coordinate the effort to account for all employees
- Be aware of the possible physical and/or mental health issues of individual employees and offer support and resources where possible
- All financial questions and concerns as well as coordinating the need for any emergency funding: document expenditures, purchase authorizations, damage to property, personnel time, equipment usage, injury claims, and vendor contracting specific to the crisis for later assessment, insurance claims, or other possible financial assistance
- Responsible for cost and personnel accountability and risk assessment: systems in place to monitor and account for hours worked; overtime payment, preventing unreasonably long shifts, systems to rotate shifts to provide appropriate coverage.
- Coordinate state and federal disaster declaration requests, insurance, and worker's comp claims
- Helps coordinate mutual aid supplies and assistance from outside agencies; coordinate , and supervise volunteer services
- **Director of Dining Services** ensures that dining services provide needed services to the community
- Assess the College's ability to provide food and water for employees, emergency responders, and others affected
- Procuring supplies and material for contiguous operation

- Assessing the need for extending hours, alternative spaces, support for special events and gatherings

Vice-Provost in collaboration with ITS and Communications and Marketing

- Create and archive template emergency notification; emails, letters to specific community members for specific emergencies, press releases, etc.
- Emergency Alert banners on the College website are activated appropriate to the emergency and updated regularly with information
- Provide clear, concise and consistent, up-to-date information to all
- Generates fact sheets, news releases, and all public communications concerning the crisis
- Establishing a media center in Leibowitz unless an alternative space is required
- Prepare news releases, run press conferences, and answer phone calls from the media and maintains liaisons with the news media, provides news releases, and other information as approved by the Provost, assuring that official statements are issued by those administrators authorized to issue such statements
- Ongoing communications with media, parents, alumni, etc
- Provide parents with pertinent information concerning the crisis and implement the plan to manage phone calls and parents who arrive at the college
- In collaborations with **ITS**, the **Communications and Marketing** team will help with setting up a call center to field incoming calls to the College: location could be at the Marketing Communications suite or Blodgett
- Create and distribute “talking points” to call center

Physical Plant

- Manage crowd control, and monitors unsafe conditions to assure personnel safety
- Manage the College’s on-scene, crisis responders

- Responsible for management of facility operations, building and property issues
- Assist the police, and fire officials in accessing necessary areas of the facility
- Assist in maintaining a means of access and egress to and from the facility and is responsible for procuring supplies and material support necessary to conduct the crisis operation including equipment acquisition
- Responsible for gathering, analyzing, and reporting information regarding the status and scope of the crisis and the resources assigned to it.

Provost

- Ongoing notification and communication with the President
- After incident will update the Board of Trustees

Dean of Faculty and Curricular Development and Dean of Studies

- Oversee faculty responses to and possible involvement in a campus crisis and manage the resolution of faculty problems caused by the crisis. Support Academic Affairs in the implementation of their Continuity of Operations Plan (COOP).
- Faculty communications and notifications, in conjunction with Communications and Marketing
- Be aware of faculty reactions to crisis, and follow-up where necessary.

IV. The Emergency Operations Center (EOC)

Upon notification of a crisis, the Emergency Response Team will meet in the Livingston Student Union where an Emergency Operations Center (EOC) will be established (alternatives=Hall College Center or Blodgett). The EOC serves as the centralized, well-supported location in which to gather, meet, exchange information. It may also act as a staging area for employees, volunteers, and supplies before these resources are deployed. During the course of a crisis, designated personnel should report directly to the EOC. This location provides access to 24-hour communications capability, and communication resources such as additional computers, radios, and cell phones. In the

event that the designated EOC areas are inaccessible during a crisis, the alternate control center will be established by the ERT. If there is no suitable on-campus location for the EOC, a mobile unit can be provided by MEMA and can be arranged through local emergency management directors.

EOC Position Checklist:

Activation:

- Available members of the ERT will meet and determine appropriate level of activation based on the situation
- All ERT members report to the EOC as well as other necessary personnel
- Obtain briefing from all available sources

Start-Up Actions:

- Ensure that all ERT members are present and have access to this EOP as well as important organization information and data available in Google file, Campus Safety
- Install and check all telephones and Ethernet lines. Test radio communication. Set up emergency alert systems. Finalsite Connect Notifications.
- Ensure that liaisons with outside agencies can establish communication with those agencies
- Establish connection with MEMA
- Open and maintain a running log of EOC activity-Assistant to the Provost
- Schedule the first planning meeting
- Request additional personnel support as the situation requires

Operational Duties:

- Liaisons should establish and maintain communication with outside agencies
- Monitor response efforts to ensure that all appropriate actions are being taken

- In consultation with local emergency directors, establish response priorities and create plans to address these priorities
- Thoroughly brief all incoming EOC personnel on the emergency
- Direct review media releases and conduct news briefings as appropriate
- Hold action-planning meetings with key personnel as appropriate
- Thoroughly brief relief upon shift change

Deactivation:

- Authorize deactivation of personnel when they are no longer required
- Deactivate the EOC and close out logs when the emergency situation no longer requires activation
- Notify adjacent jurisdictions/agencies as necessary of planned time for deactivation
- Ensure that all required forms or reports are complete prior to deactivation.

V. Responding to an Emergency

- Notify Campus Safety by radio or telephone (dial 0) when any crisis occurs
- Campus Safety will inform all appropriate outside emergency service providers by telephone or directly by radio
- Campus Safety will enter into the Finalsite Connect Notifications System, also known as the Emergency Alert System, the Director of Campus Safety will immediately contact the Emergency Response Team, if necessary
- The EOC will inform the ERT
- Available ERT members will discuss the appropriate response level and determine which members of the ERT will meet
- ERT will determine the need to activate an EOC
- Campus Safety will contain the situation to the best of their abilities and training

- Campus Safety will act as Incident Command until emergency response personnel arrive on the scene
- Campus Safety, on-call staff, all available employees, as well as responding agencies, support the effort to implement initial and follow-up protective actions as needed: shelter in place, lockout, lockdown, or evacuation
- Arrange for additional meetings of the full or partial ERT
- Activate the EOC
- Assess the situation and determine response strategies and plans
- Solicit support from additional outside agencies
- Employ the procedures described in this EOP
- Provide for a full assessment and evaluation of the response through an after action report

Protective Actions:

- The College has designated four basic protective actions as the immediate response to emergency situations: Shelter in Place, Evacuate is the preferred response if someone is able to, lockdown, and lockout. These procedures are available online for the entire community and are reviewed regularly. These actions are implemented, with variation, for all hazard responses when necessary

VII Information Collection, Analysis and Dissemination

Situational Awareness:

Five components to outstanding situational awareness:

- Define the information you require
- Determine how to gather the information and from whom
- Decide who will analyze the information
- Determine how and with whom that information will be shared

- Choose the resource best suited to both communicate and manage the information

During the initial period of an emergency, efforts should be focused on gaining an understanding of the situation and establishing incident priorities. A well-defined operational information collection capability is essential. Information collection provides situation awareness to leadership and promotes informed decision-making. Simon's Rock has designated a process to collect, analyze and disseminate information during an emergency to both internal and external response partners, as well as our community and the public.

Information Collection:

Information will be collected from a variety of sources. Each ERT member or designee is charged with collecting information from their respective purviews. The following list are examples of potential sources of operational information:

- College department heads and their employees
- On-scene responders
- Emergency response agencies
- MEMA situational Awareness Reports
- Public agencies and non-governmental partners
- Television, radio, online and print media
- Social Media
- Victims of the emergency and other community members

Information Analysis:

After information has been collected, it must be analyzed to determine its credibility and operational relevance. Each individual ERT member will analyze the available information they have gathered and is responsible for presenting that information to the rest of the team

Information Dissemination:

Message and information dissemination is categorized into internal and public messaging. Internal messaging refers not only to the messages crafted for our campus community, but to the first responders on the scene, their partners, and other agencies supporting our community. Public messaging refers to messages crafted for public dissemination.

Internal Messaging:

Each member of the ERT will assist in conveying information as necessary to those within their purview; E.G. the Director of Campus Safety to emergency response agencies, the Dean of Students to the students, the Dean of Finance and Administration to employees. Additionally, each member of the ERT will maintain and update an Incident Log which will contain the critical information collected and the response taken throughout the situation. All messages will be discussed and approved by the Provost and the Vice-Provost.

Public Messaging:

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency and the intended audience. Some options are listed here:

- Press release

- Press conferences

- Website updates

- Print, Radio. Or televised announcements

- Social Media updates

- Campus, local, or regional public information systems, such as our emergency alert system or other area “reverse 911 type systems

All messages will be discussed and approved by the Provost and the Vice-Provost

Communication Capabilities and Equipment

Available modes of communication:

- Telephones (common areas, offices, not all students have phones in their rooms)

- WI-FI and Ethernet internet access points throughout campus

- E-mail

- Simon's Rock website
- Social Media
- Emergency Alert System
- Two-way radios (Campus Safety and Physical Plant)
- Fire Department channel
- Police Department channel
- Fax machines (Campus Safety, Wellness Center, Academic Affairs, Blodgett, Kilpatrick, Provost office, Dining Hall, and Physical Plant)
- Mega phones (Campus Safety)